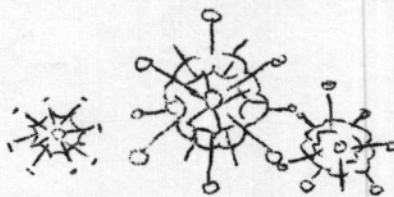


AGENDA

WEST ORANGE FREE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

JANUARY

- 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
- 6) Director's Report
- 7) Committee Reports
- 8) Old Business
- 9) New Business
 - a. Appoint Committees--Buildings & Grounds, Finance, Personnel
 - b. Plan for Purchasing Between Town, Board of Education and Library
 - c. Appoint representative to Cable TV
 - d. Bookmobile Alternatives
- 10) Communications
- 11) Community Participation
- 12) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

JANUARY 26, 1977

The annual Board of Trustees dinner was held at Libretti's restaurant at 5:00 P. M. The meeting was called to order at 8:00 P. M. by President Anita Strauss. Present were members Phyllis Lopis, Albert Kupferer, Nancy Herman and William Sagosz. Mr. Paul E. Pasmantier was welcomed as a Board of Trustees member for the term of 1977-1981. Also present were Board Attorney, Irving Ostrow and Board Accountant, Stewart Manheim. Three residents of West Orange attended the meeting.

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. Lopis made a motion to accept the Minutes of the December 20, 1976 Board of Trustees meeting with a correction to be made on page 2, paragraph 2 under Committee Reports to read: "When the Personnel Committee had met with the employees' association representatives, one of the concerns was with fire drills." Mr. Pasmantier seconded the motion, and it was passed unanimously.

ELECTION OF OFFICERS:

Mrs. Herman representing the nominating committee presented the following slate of officers for 1977:

President	-	Anita Strauss
Vice President	-	William Sagosz
Treasurer	-	Nancy Herman
Secretary	-	Andrea Grover

Mr. Kupferer made a motion that the slate of nominees be accepted as presented. Mr. Pasmantier seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:**a) Bills Presented for Payment:**

Mr. Manheim noted that the Petty Cash Receipts represent payments made for the months of October, November, and December. He also noted that the fire detection equipment is now paid in full.

Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of December, 1976. Mrs. Lopis seconded the motion and it was passed unanimously.

b) Financial Statement:

The first quarter payment was received from the town in the amount of \$99,611.50 and deposited in the checking account.

Mr. Manheim reviewed the final budget report with the Board of Trustees: Exhibit A details the final budget modifications for 1976; Exhibit B is the statement of fund balances as of 12/31/76; Exhibit C compares final balances for 12/31/76 and 12/31/75; Exhibit D States the accumulated revenues for the year ended 12/31/76. These Exhibits clearly summarize the year's accounts.

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:

In response to Mrs. Reed's problem with the public and employee parking areas, the Board of Trustees will post signs informing the public that there is to be no prolonged or overnight parking in the upper lot. Warning notices will be posted on the offending vehicles and license plate numbers recorded. A letter will be sent to Mr. Lee of the Board of Education from the Board, stating the problems occurring between the Board of Education trucks and the library staff's cars. Mr. Sagosz suggested a meeting between the Board and a town representative.

Mrs. Reed informed the Board that Mrs. Claire Schroeder has requested in writing that she be changed from full-time to part-time status. The Board approved this change and will have the personnel committee determine an hourly wage with Mr. Manheim and Mrs. Reed.

Mrs. Reed presented three estimates for formica topping for the circulation desk and two library tables. Another estimate will be acquired before the next meeting.

COMMITTEE REPORTS:

Mr. Sagosz reported that the fire drill arrangements will be typed up and distributed to employees. There will be six stations, and an employee will be responsible for each area. A letter will be sent to the Fire Department when the library is prepared to hold a drill.

OLD BUSINESS:

Mrs. Reed stated that when National Fuel Oil Co. repaired the boiler in the fall, we as yet had not obtained a contract for the HVAC system. Therefore, we did not pay for the overlapping of services.

Mrs. Lopis, speaking for the Board of Trustees, requested Mrs. Reed to have the annual report prepared by March 31 of each year.

Mrs. Reed informed the Board that Mr. Jonas had requested payment for personal days. A letter was sent to Civil Service informing them that this was not a policy of the library.

NEW BUSINESS:

Mrs. Strauss appointed the following members to serve on the committees for 1977:

Building and Grounds: Mr. Sagosz and Mr. Kupferer
Personnel: Mrs. Lopis and Mrs. Grover
Finance: Mrs. Herman and Mr. Pasmantier

Mrs. Strauss discussed a letter received from Councilman Spinelli in which he would like to meet to consider joint purchasing by the Town, Board of Education and Library. Department heads and the attorneys from each area would participate. The group could also include a lay person from each area. Group purchasing might be along the lines of payroll, specific supplies, insurance, etc.

Mr. Kupferer has agreed to serve as a representative of the library board to CATV. The Town Clerk has been notified.

Mrs. Reed will investigate the cost of purchasing a van to replace the failing Mobilibrary. She has estimates for the leasing of various vehicles. She will also compile information on the needs of the patrons such as number of volumes read, types of books charged out. Mrs. Reed will present these statistics at the next meeting.

Following Mr. Manheim's recommendation, Mrs. Herman made the following resolutions:

- I RESOLVED: That the 1976 West Orange Free Public Library Budget be modified to the total amount of \$484,054.32 to cover the actual 1976 encumbrances/expenditures. Such modifications shall be covered by the 1976 Proposed Budget as granted by the Town of West Orange in the amount of \$398,446.00 plus the appropriation of \$85,608.32 accumulated revenue as follows:

Amount transferred to 1976 Budget Fund	
from Accumulated Revenue	\$96,851.00
Unexpended 1976 Budget	<u>11,242.68</u>
<u>Total Appropriation to 1976 Budget Fund</u>	
<u>From Accumulated Revenue</u>	<u>\$85,608.32</u>

- II RESOLVED: The following 1976 Funds be transferred to Accumulated Revenues:

1. 1976 Fines and Reserves Fund	\$31,093.62
2. 1976 Lost Book Fund	1,468.15
3. 1976 Book Sales & Excess Property	
Sold Fund	1,433.10
4. 1976 State Aid Fund	36,199.00
5. Balance of Budget Fund - 1976	<u>11,242.68</u>
<u>Total Funds to be Tranferred to Accumulated</u>	
<u>Revenue</u>	<u>\$81,436.55</u>

Mr. Kupferer seconded the motions, and they were passed unanimously.

Mrs. Herman made a motion to transfer \$60,000 from the checking account at Midlantic Bank to the Statement Savings Account #073-0000177-0 Midlantic Bank. Mrs. Lopis seconded the motion and it was carried unanimously.

COMMUNICATIONS:

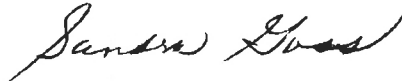
Mrs. Lopis read a letter from Marie Magno, Jackie Lepore, and Shirley Itkin in which they ask the Board to consider granting them a cost of living increase as part of their adjustment in salary from part-time to full-time. Mrs. Strauss directed the personnel committee to discuss the matter.

Mrs. Lopis read a memorandum from Henry J. Michniewski, Head of the Library Development Bureau dealing with application for State Library Aid.

ADJOURNMENT:

The meeting was adjourned at 9:50 P. M. The next meeting will be held on Monday, February 28, 1977.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

January 26, 1977

Except for the rain and snowstorms which incapacitated a number of our employees and played havoc with our building, causing a near flood at the entrance of the Children's Room; pot holes in both lots which we are unable to get the Street Department to fill; and the inability to get our parking lots plowed, (the upper lot sometimes) and, of course, the many problems we are experiencing with the Mobilibrary, the library has had a busy month in spite of all the different holidays being celebrated. We luckily escaped a major disaster when water pipes burst. For the entire day, while the plumber was working our water was completely shut off. More members of our staff visited Town Hall and the Board of Education than at any other time to answer nature's call.

Frank Refinski is willing to paint the walls and shelves at our Tory Corner branch for a fee of \$300.00. Your opinions about this matter will be appreciated.

We called the Police Department for help when it became apparent that it would be a disaster to leave our parking lots unplowed during the recent snow storms. Mr. Ricker of the Public Works Department expressed an interest in cooperating with the library as much as possible, but we must take steps to keep the overnight "parkers" out, so plowing can be done before library opening hours.

A phone call was made to the Police Department and answered by Lt. Donald Palardy. His advice was that we put notices on the cars in question advising that illegally parked cars would be towed away at owners expense. If the parking continues we should press charges against owners. Can you, as trustees, get into the act by writing to the proper authority for help?

Also, since we are unable to get cooperation from the Board of Education in the matter of its trucks parking all over our parking lot with no apparent concern for library personnel who might need to go out during lunch, it is strongly suggested that you contact Mr. Lee, the person who is in charge of buildings and equipment for the Board of Education, to alleviate this problem. A welcome thing would be a little cooperation from employees of Town Hall and the Board of Education.

One full-time employee, Claire Schroeder, has requested a change in her employment status from permanent full-time to permanent part-time, beginning March 1, 1977.

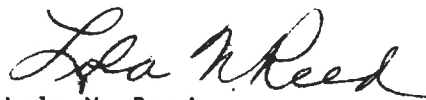
There are no immediate plans to replace Mrs. Schroeder with a new employee. However, if we feel the pinch too much, we may be able to make up the difference with an additional student worker.

We requested and received estimates on formica top on the adult desk and two tables in the main reading area. The estimates are as follows:

- | | |
|-------------------------------------|------------|
| 1. Pride Home Center of Maplewood | \$890.00 |
| 2. Kitchens by Carlson, West Orange | \$1,159.00 |
| 3. D & V Renovations | \$1,268.00 |

According to August 23, 1976 Guidelines for Local Public Works Capital Development Program, page 12, we may still have a chance of getting some federal assistance on a second or third priority. I have requested further information but have not yet received it.

Respectfully submitted,



Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF DECEMBER, 1976
LIBRARY BOARD MEETING OF JANUARY 26, 1977

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF DECEMBER 1976	1976 ACCUMULATED BUDGET EX- PENDITURES PAID 11 MONTHS ENDED DECEMBER 31, 1976	UNEX- PENDED BUDGET BALANCE 12/31/76	BILLS/ACCTS. PAYABLE 12/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 12/31/76
SALARIES AND WAGES	\$307,907	\$25,091.20	\$300,164.17	\$ 7,742.83		\$ 7,742.83
CONTRACTUAL SERVICES:						
BINDING	1,000	-0-	628.41	371.59	\$ 111.01	260.58
COMMUNITY SERVICES	300	14.00	547.58	(247.58)	27.60	(275.18)
TRANSPORTATION	300	39.46	244.09	55.91		55.91
SEMINARS AND WORKSHOPS	500	84.52	567.42	(67.42)		(67.42)
AUDIT	1,650	-0-	1,650.00	-0-		-0-
MANAGEMENT AND PROF. SVCS.	9,200	767.00	8,437.00	763.00	763.00	-0-
ARCHITECTS	-0-	-0-	-0-	-0-	-0-	-0-
LEGAL	1,800	375.00	2,074.34	(274.34)		(274.34)
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,581.74	14,724.04	5,275.96	1,251.53	4,024.43
MAIN LIBRARY-REPAIRS	5,000	-0-	3,257.70	1,742.30	292.20	1,450.10
TORY CORNER-RENTAL	540	-0-	540.00	-0-		-0-
BOOKMOBILE	5,300	44.37	5,180.48	119.52	1,027.20	(907.68)
SERVICE CONTRACTS	2,800	127.20	3,363.73	(563.73)	112.37	(676.10)
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	4,693.62	54,200.64	5,799.36	6,378.98	(579.62)
SUPPLIES	8,000	1,321.39	10,435.58	(2,435.58)	944.78	(3,380.36)
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	141.73	5,596.25	2,403.75	64.10	2,339.65
PHAMPHLETS	500	-0-	444.91	55.09	33.00	22.09
AUDIO-VISUAL-MATERIALS	2,000	-0-	779.41	1,220.59		1,220.59
MISC. OTHER EXPENSES:						
INSURANCE	5,000	-0-	5,071.31	(71.31)		(71.31)
TELEPHONE	1,600	289.27	1,499.41	100.59	187.20	(86.61)
POSTAGE	2,500	347.82	2,165.90	334.10	100.00	234.10
EMPLOYEE HEALTH BENEFIT PLAN	10,000	1,020.97	11,162.41	(1,162.41)		(1,162.41)
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	1,945.50	2,353.53	646.47		646.47
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	99.50	820.05	179.95		179.95
STAFF ROOM FURN.	-0-	-0-	-0-	-0-		-0-
MAINT. EQUIPT.	1,000	-0-	588.75	411.25	401.24	10.01
AUDIO-VIS. EQ.	700	618.00	648.10	51.90		51.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	3,702.91	16,879.60	1,120.40		1,120.40
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	-0-	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	429.06	2,127.59	1,622.41	2,034.39	(411.98)
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$42,734.26</u>	<u>\$470,325.72</u>	<u>\$24,971.28</u>	<u>\$13,728.60</u>	<u>\$11,242.68</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 DECEMBER 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	STATE AID 1976
<u>I</u> CASH FUNDS, 11/30/76	\$ 139,824.04	\$ 67,705.54	\$27,532.65	\$ 1,345.44	\$ 1,358.57	\$ 326.25	\$ 5,356.59	\$ 36,199.00
ADD:								
FINES			(\$ 1,536.18					
NON-RESIDENT FEES			(30.00					
PHOTOCOPIES			(391.81					
RENTALS	\$ 2,176.34		(55.15					
MICROFILMS			(5.30					
GIFTS			(100.00					
FILM PROJECTOR RENTALS			(42.62					
TELEPHONE			(15.28					
LOST BOOKS	122.71			\$ 122.71				
EXCESS PROPERTY	74.53				\$ 74.53			
INTEREST	1,384.63		1,384.63					
<u>II</u> TOTAL RECEIPTS-DECEMBER 1976	3,758.21		3,560.97	122.71	74.53			
<u>III</u> TOTAL AVAILABLE - <u>I</u> PLUS <u>II</u>	\$ 143,582.25	\$ 67,705.54	\$31,093.62	\$ 1,468.15	\$1,433.10	\$ 326.25	\$ 5,356.59	\$ 36,199.00
<u>IV</u> LESS:								
DECEMBER 1976 - EXPENDITURES	42,734.26	42,734.26						
<u>V</u> TOTAL CASH FUNDS - 12/31/76	\$ 100,847.99	\$ 24,971.28	\$31,093.62	\$ 1,468.15	\$1,433.10	\$ 326.25	\$ 5,356.59	\$ 36,199.00
LESS: ACCOUNTS PAYABLE, 12/31/76		13,728.60						
BUDGET BALANCE PER REPORT 12/31/76		\$ 11,242.68						

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L. BANK	\$ 17,980.02
MIDLANTIC NAT'L. BANK 02-073-0000177-0	64,642.17
W.O. S & L Assn. #10085	17,921.39
PETTY CASH - CASH FUND	126.25
PETTY CASH - CHECKING FUND	178.16
	<u>\$100,847.99</u>

FUNDS:

BUDGET FUND	\$24,971.28
FINES & RESERVES FUND	31,093.62
LOST BOOK FUND	1,468.15
BOOK SALES & EXCESS PROP.	1,433.10
PETTY CASH & CHANGE	326.25
ACCUMULATED RESERVES FUND	5,356.59
N.J. STATE AID FUND	36,199.00
	<u>100,847.99</u>
LESS: A/C PAYABLE 12/31/76	<u>13,728.60</u>
	<u>\$ 87,119.39</u>

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1976 BILLS PRESENTED FOR PAYMENT
ON JANUARY 26, 1977

CHECKS ARE DATED
DECEMBER 23, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2078	MIDLANTIC NAT'L. BANK-W.T. 12/30/76	1. SALARIES	\$ 1,746.19
2079	W. ORANGE FEDERAL CREDIT UNION	1. "	273.55
2080	STATE OF N.J., N.J.-W.T.-DECEMBER 1976	1. "	747.18
2081	TOWN OF W.O. HOSPITALIZATION-JAN. 1977	26. HOSPITALIZATION	1,020.97
2082	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,429.23
2083	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. "	142.24
2084	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. "	36.00
2085	TOWN OF W.O.-SOC.SEC. EMPLOYEES- DECEMBER 1976	1. "	1,156.85
2086	TOWN OF W.O.-SOC.SEC. EMPLOYERS- 4TH QTR. 1976	27. EMPLOYER SOC.SEC.	3,702.91
2087	TOWN OF W.O.-ADMINISTRATIVE CHARGES	28. ADMINISTRATIVE CHARGE	1.00
	NET PAYROLL 12/15/76 #1338-1381(43)	1. SALARIES	8,473.80
	NET PAYROLL 12/31/76 #1382-1426(45)	1. "	9,215.31
<u>SUB-TOTAL</u>			<u>27,945.23</u>
<u>ADD: CHECKS #1993 - #2077 PRESENTED FOR PAYMENT AT DECEMBER 23, 1976 MEETING</u>			<u>15,069.22</u>
<u>SUB-TOTAL CHECKS ISSUED DECEMBER 23, 1976</u>			<u>43,014.45</u>
<u>LESS:</u>			
	CHECK #1516-AMERICAN PHARMACEUTICAL ASSN. VOID	2. BOOKS	\$ 7.50
	CHECK #1997-PETTY CASH CHECKING ACCOUNT	TRANSFER	200.00
	CHECK #2076 - XEROX CORP. - CHARGE	PHOTOCOPY MACHINE	165.44
	DEPOSITS-12/13/76-REFUNDS	2. BOOKS	32.76
	DEPOSITS-12/22/76-REFUNDS	2. "	116.00
	DEPOSITS-12/23/76-REFUNDS	9. TELEPHONE	55.51
<u>SUB-TOTAL</u>			<u>577.21</u>
			<u>42,437.24</u>
<u>ADD:</u>			
	PETTY CASH-CHECKS #817-859		<u>324.33</u>
<u>SUB-TOTAL</u>			<u>42,761.57</u>
<u>LESS:</u>			
	DEPOSITS-12/29/76-REFUNDS	2. BOOKS	<u>27.31</u>
<u>TOTAL EXPENDITURES - MONTH OF DECEMBER 1976 PER BUDGET REPORT</u>			<u>\$42,734.26</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

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

Robert Mark
Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

5.

DECEMBER 1976 BILLS PRESENTED FOR PAYMENT
ON JANUARY 26, 1977LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER, 1976

DATE	VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
10/1	817	WEST ORANGE PUBLIC LIBRARY	2. BOOKS & MICRO FILMS	\$ 9.12
10/4	818	" " " "	2. " " "	4.47
10/4	819	LOLA N. REED	2. " " "	7.25
10/4	820	" " "	4. SUPPLIES	10.00
10/4	821	N.J. LIBRARY ASSN.	15. WORKSHOPS & SEM.	15.00
10/4	822	" " "	15. " " "	10.00
10/4	823	ESSEX Co. COMMUNICATIONS ORGANIZATION	15. " " "	5.00
10/4	824	AGENCY EXECUTIVE CONFERENCE OF ORANGES AND MAPLEWOOD	10. COMM. REL.	5.00
10/20	825	SANDRA GOSS	12. TRANS.	2.43
10/22	826	LOLA REED	15. WORKSHOPS & SEM.	4.25
10/28	827	MARK DONNELLY	10. COMM. REL.	9.00
11/4	828	LOLA REED	12. TRANS.	10.00
11/5	829	POSTER ORIGINALS, LTD.	4. SUPPLIES	3.50
11/5	830	FEDERATED ART ASSN. OF N.J.	20. NEWSPAPERS & PAMP.	2.00
11/8	831	MANKIND PUBLISHING Co.	20. " " "	2.53
11/5	832	EDUCATIONAL TESTING SERVICE	2. BOOKS & MICRO FILMS	3.00
11/5	833	WEST ORANGE PUBLISHING LIBRARY	4. SUPPLIES	10.00
11/5	834	WILLIAM TOOHEY	13. POSTAGE	20.90
11/9	835	LOLA REED	20. NEWSPAPERS & PAMP.	5.50
11/12	836	MARK DONNELLY	12. TRANS.	10.30
11/12	837	SANDRA GOSS	12. " "	3.00
11/18	838	SHIRLEY ITKIN	4. SUPPLIES	2.71
11/19	839	WILLIAM TOOHEY	13. POSTAGE	6.92
11/20	840	LOLA REED	15. WORKSHOPS & SEM.	13.45
11/20	841	BILL TOOHEY	12. TRANS.	3.50
11/23	842	LOLA N. REED	12. " "	6.00
12/1	843	GIANT PHOTOS	4. SUPPLIES	6.40
12/1	844	SANDRA GOSS	12. TRANS.	4.23
12/2	845	LOLA REED	4. SUPPLIES	10.25
12/9	846	DIMONDSTEIN BOOK Co.	2. BOOKS & MICRO FILMS	27.31
12/9	847	WEST ORANGE PUBLIC LIBRARY	13. POSTAGE	20.00
12/9	848	LOLA REED	15. WORKSHOPS & SEM.	10.82
12/10	849	MARK DONNELLY	15. WORKSHOPS & SEM.	11.00
12/13	850	WEST ORANGE PUBLIC LIBRARY	15. " " "	15.00
12/14	851	SHIRLEY ITKIN	4. SUPPLIES	1.29
12/16	852	BRICK CHURCH APPLIANCE	4. " "	9.40
12/16	853	SHIRLEY ITKIN	4. " "	6.78
12/17	854	DOROTHY ERICSSON	4. " "	2.87
12/30	855	UNIV. OF MICH. PRESS	2. BOOKS & MICRO FILMS	1.95
12/30	856	EMPLOYMENT PRESS	2. BOOKS & MICRO FILMS	3.75
12/30	857	U.S. ENERGY RES.&DEVEL.ADM.	20. NEWSPAPERS & PAMP.	.45
12/30	858	SYNERGY	2. BOOKS	6.00
12/30	859	U.S. CONFERENCE OF MAYORS	20. NEWSPAPERS & PAMP.	2.00

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1976

\$ 324.33

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA's

A. Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 26, 1977

CHECKS ARE
DATED JANUARY 26, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2088	MIDLANTIC NATIONAL BANK-WT 1/15/77	1. SALARIES	\$ 1,827.89
2089	WEST ORANGE CREDIT UNION	1. "	327.10
2090	POSTMASTER	13. POSTAGE	100.00
2091	PETTY CASH CHECKING A/C	TRANSFER	200.00
2092	A. ABORN EXTERMINATING Co. INC.	11. SERVICE CONTR.	15.00
2093	AL's AUTO PARTS, INC.	8. MAINT.-MOB.	5.00
2094A	AMA/COM	2. BOOKS	\$ 13.30
B	" "	2. "	25.30
2095	APPLE TREE PRESS	20. PAMPHLETS	10.00
2096	ARCO PUBLISHING Co. INC.	2. BOOKS	17.38
2097	ARTISTS' SUPPLY	4. SUPPLIES	17.07
2098A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	40.30
B	" " "	11. " "	39.25
2099A	BAKER & TAYLOR COMPANIES	2. BOOKS	7.59
B	" " "	2. "	71.63
2100A	BAKER & TAYLOR COMPANIES	2. "	74.49
B	" " "	2. "	18.32
C	" " "	2. "	27.14
D	" " "	2. "	58.46
E	" " "	2. "	56.72
F	" " "	2. "	91.91
2101	BLOOMFIELD WINDOW CLEANING Co.	11. SERVICE CONTR.	327.04
2102A	R. R. BOWKER	2. BOOKS	16.50
B	" " "	2. "	16.75
C	" " "	2. "	25.70
D	" " "	2. "	25.75
E	" " "	2. "	25.75
F	" " "	2. "	41.20
2103	R. R. BOWKER	2. "	151.65
2104A	BRO-DART, INCORPORATED	4. SUPPLIES	(96.00)
B	" " "	4. "	148.50
2105	S. A. BURGIO, INC.	8. MAINT.-MOB.	232.02
2106	CAMDEN COUNTY CULTURAL & HERITAGE COMMISSION	2. BOOKS	10.65
2107A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	61.14
B	" " "	21. " "	11.73
2108	CHICOREL LIBRARY PUBLISHING CORP.	2. BOOKS	60.00
2109	COMMONWEALTH WATER Co.	6. MAINT.-MAIN	69.05
2110	CONSORTIUM BOOKS	2. BOOKS	12.75
2111A	CORNELL UNIVERSITY PRESS	2. "	10.10
B	" " "	2. "	19.85
2112	CURTIS SERVICE, INC.	8. MAINT.-MOB.	29.95
2113A	DIMONDSTEIN BOOK Co. INC.	2. BOOKS	169.33
B	" " "	2. "	279.85
C	" " "	2. "	213.96
D	" " "	2. "	263.92
E	" " "	2. "	245.68
F	" " "	2. "	255.89
G	" " "	2. "	127.69
H	" " "	2. "	235.71
I	" " "	2. "	101.95
J	" " "	2. "	(1.59)
K	" " "	2. "	82.71
L	" " "	2. "	273.85
M	" " "	2. "	235.80
N	" " "	2. "	16.65
2114A	DOUBLEDAY & Co., INC.	2. "	6.07
B	" " "	2. "	18.63
C	" " "	2. "	7.26
D	" " "	2. "	31.95
E	" " "	2. "	22.85
F	" " "	2. "	52.81
G	" " "	2. "	33.19
			172.76

DECEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 26, 1977

CHECKS ARE DATED
JANUARY 26, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2115	DRAKE PUBLISHERS	2. BOOKS	\$ 4.95
2116	DRAMA BOOK SPECIALISTS	2. "	5.15
2117A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	\$ 10.00
B	" " "	19. "	23.00
2118	AARON EISENBERG & Co.	23. MGMT. SERV.	763.00
2119	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	42.76
2120A	FISCHER & KAUFMAN	4. SUPPLIES	333.24
B	" " "	4. "	5.90
2121	GALE RESEARCH Co.	2. BOOKS	25.95
2122A	GAYLORD BROS. INC.	4. SUPPLIES	37.00
B	" " "	11. SERVICE CONTR.	(14.18)
2123	GREENWOOD PRESS	2. BOOKS	18.18
2124	HACKER ART BOOKS, INC.	2. "	126.29
2125	G. HACKER CAMERA SHOP	22. A/V EQUIPMENT	191.72
2126	HARVARD UNIVERSITY PRESS	2. BOOKS	6.00
2127	THE HIGHSMITH Co., INC.	4. SUPPLIES	15.18
2128	HRL PUBLISHING CORPORATION	2. BOOKS	7.35
2129	INTERNATIONAL PUBLICATIONS	2. "	14.85
2130	INTERNATIONAL PUBLISHING Co.	2. "	3.25
2131	THE JEWISH PUBLICATION SOC. OF AMERICA	2. "	6.35
2132A	KULACS ENGRAVING SERVICE	10. COMM. REL.	27.60
B	" " "	4. SUPPLIES	139.00
2133	THE LAWYERS CO-OPERATIVE PUB. Co.	2. BOOKS	13.55
2134	LEAGUE OF WOMEN VOTERS OF THE U.S.	20. NEWSPAPERS & PAMPHLETS	10.00
2135	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	20.50
2136	LIBRARY OF CONGRESS-CARD DIV. SUBSCRIBER A/CS UNIT	4. "	35.00
2137	LITTLE, BROWN & Co.	2. BOOKS	99.65
2138	THE LLOYD SHAW FOUNDATION, INC.	2. "	10.50
2139A	MCGRAW-HILL BOOK Co.	2. "	8.51
B	" " "	2. "	9.73
2140A	MACMILLAN PUBLISHING Co., INC.	2. "	9.93
B	" " " "	2. "	8.32
C	" " " "	2. "	15.50
D	" " " "	2. "	5.82
E	" " " "	2. "	17.68
F	" " " "	2. "	33.18
G	" " " "	2. "	(9.52)
H	" " " "	2. "	7.71
I	" " " "	2. "	4.02
J	" " " "	2. "	14.49
2141	THE MIDDLE ATLANTIC PRESS	2. "	107.13
2142	NATIONAL CENTER FOR PUBLIC SERVICE INTERNSHIPS	2. "	14.50
2143	NATIONAL DIRECTORY SERVICE, INC.	2. "	6.00
2144	NATIONAL FUEL OIL INC.	2. "	14.23
2145	NATIONAL REGISTER PUBLISHING Co. INC.	6. MAINT.-MAIN	331.00
2146	NEW JERSEY BELL	2. BOOKS	52.50
2147	NEW JERSEY BELL	9. TELEPHONE-MAIN	175.80
2148	NEW JERSEY LAW JOURNAL	9. " -TORY	11.40
2149A	N.J. OFFICE SUPPLY Co.	2. BOOKS	18.75
B	" " " "	4. SUPPLIES	85.10
C	" " " "	4. "	1.50
D	" " " "	4. "	4.00
E	" " " "	4. "	7.00
F	" " " "	4. "	11.95
2150A	OCEANA PUBLICATIONS, INC.	4. "	2.35
B	" " " "	2. "	10.75
		2. "	8.35
			19.10

DECEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 26, 1977

CHECKS ARE DATED
JANUARY 26, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2151	OLLIS BOOK Co.	2. BOOKS	\$ 144.83
2152	ORANGE VALLEY HARDWARE	4. SUPPLIES	3.00
2153	OXBRIDGE DIRECTORIES, INC.	2. BOOKS	76.50
2154	PERDUE RADIO Co.	21. A/V MAT. & SOFTWARE	101.00
2155	PILOT BOOKS	2. BOOKS	2.50
2156	PLUMBERS SUPPLY Co.	4. SUPPLIES	47.25
2157	PUBLISHERS MARKETING GROUP	2. BOOKS	9.14
2158	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT.-MAIN	851.48
2159	THE RIO GRANDE PRESS, INC.	2. BOOKS	11.75
2160A	RODALE PRESS, INC.	2. "	\$ 12.13
B	" " "	2. "	7.29
2161	THE ROUGH NOTES COMPANY, INC.	2. "	14.85
2162	ROUTLEDGE & KEGAN PAUL LTD.	2. "	39.36
2163	RUTGERS UNIVERSITY PRESS	2. "	27.17
2164	THE SCARECROW PRESS, INC.	2. "	7.50
2165A	SHAR-FREY, INC.	2. "	19.60
B	" " "	2. "	35.40
2166	J. W. SIGNAL COMPANY	FIRE DETECTION	2,034.39
2167	SIMON & SCHUSTER, INC.	2. BOOKS	22.13
2168	PETER SMITH PUBLISHER, INC.	2. "	7.85
2169	SPECIAL LIBRARIES ASSOCIATION	2. "	10.75
2170	STACKPOLE BOOKS	2. "	10.02
2171A	STANDARD & POOR'S CORPORATION	2. "	685.00
B	" " "	2. "	880.00
2172	STRAVON PUBLISHERS, INC.	2. "	13.50
2173	STRYKER-POST PUBLICATIONS, INC.	2. "	24.25
2174	TEXTILE BOOKS	2. "	34.85
2175	TIME LIFE	2. "	10.91
2176	BOB TOOLE	2. "	4.95
2177	TREASURER STATE OF NEW JERSEY - N.J. HISTORICAL COMMISSION	20. NEWS.&PAMPHLETS	22.45
2178	TWAYNE PUBLISHERS	2. BOOKS	7.08
2179	UNIVERSITY OF MINNESOTA PRESS	2. "	15.54
2180	THE UNIVERSITY PRESS OF KANSAS	2. "	20.15
2181	THE UNIVERSITY OF VIRGINIA	2. "	3.95
2182	THE VESTAL PRESS	2. "	30.00
2183	VETERANS INFORMATION SERVICE	2. "	4.00
2184	VIKING PENQUIN, INC.	2. "	3.75
2185	VOCAB INCORPORATED	21. A/V MATERIALS	35.65
2186A	WEISE-WINCKLER BINDERY, INC.	3. BINDING	53.91
B	" " " "	3. "	3.40
C	" " " "	3. "	26.00
D	" " " "	3. "	27.70
2187	WEST CHEMICAL PRODUCTS, INC.	4. SUPPLIES	84.48
2188	THE WESTMINSTER PRESS	2. BOOKS	16.29
2189	WHIRLWIND BOOKS	2. "	3.95
2190	WILDERNESS PRESS	2. "	5.91
2191	JOHN WILEY & SONS, INC.	2. "	101.31
2192	THE WILLIAMS & WILKINS COMPANY	2. "	21.95
2193	THE H. W. WILSON COMPANY	2. "	15.00
2194	C. G. WINANS Co.	6. MAINT.-MAIN	292.20
2195	XEROX CORPORATION	25. PHOTOCOPY	149.73
2196	YOUNG'S NEWS SERVICE	20. NEWSPAPERS & PAMPH.	21.65

SUB-TOTAL - FORWARD

\$16,233.32

WEST ORANGE FREE PUBLIC LIBRARY

9.

DECEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 26, 1977

CHECKS ARE DATED
JANUARY 26, 1977

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

SUB-TOTAL - FORWARDED

\$16,233.32

LESS: CHECK #2088-MIDLANTIC NATIONAL BANK W/T 1/15/77
#2089-WEST ORANGE CREDIT UNION 1/15/77
#2091-PETTY CASH CHECKING ACCOUNT
#2195-XEROX CORP.-CHARGE FOR PHOTOCOPY
MACHINE

\$ 1,827.89

327.10

200.00

149.73

2,504.72

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - DECEMBER 1976

\$13,728.60

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA's

Aaron Eisenberg & Co.

Herman, Kupper

I RESOLVED:

THAT THE 1976 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$484,054.32 TO COVER THE ACTUAL 1976 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1976 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$398,446.00 PLUS THE APPROPRIATION OF \$85,608.32 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1976 BUDGET FUND FROM ACCUMULATED REVENUE	\$ 96,851.00
UNEXPENDED 1976 BUDGET	<u>11,242.68</u>
<u>TOTAL APPROPRIATION TO 1976 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$ 85,608.32</u>

Herman, Kupper

II RESOLVED:

THE FOLLOWING 1976 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1976 FINES AND RESERVES FUND	\$ 31,093.62
2. 1976 LOST BOOK FUND	1,468.15
3. 1976 BOOK SALES AND EXCESS PROPERTY SOLD FUND	1,433.10
4. 1976 STATE AID FUND	36,199.00
5. BALANCE OF BUDGET FUND - 1976	<u>11,242.68</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	<u>\$81,436.55</u>

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1976
LIBRARY BOARD MEETING OF JANUARY 26, 1977
FINAL BUDGET MODIFICATIONS - YEAR 1976

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOLUTION 3/24/76	1976 ACTUAL EXPENSES BY LIBRARY	1976 UNEXPENDED OR OVER-ENCUMBERED BALANCES AS COMPARED WITH AMENDED BUDGET
SALARIES AND WAGES	\$307,907	\$307,907	\$300,164.17	\$ 7,742.83
CONTRACTUAL SERVICES:				
BINDING	1,000	1,000	739.42	260.58
COMMUNITY SERVICES	800	300	575.18	(275.18)
TRANSPORTATION	400	300	244.09	55.91
SEMINARS AND WORKSHOPS	2,000	500	567.42	(67.42)
AUDIT	1,650	1,650	1,650.00	-0-
MANAGEMENT AND PROF. SERVICES	9,200	9,200	9,200.00	-0-
LEGAL	1,800	1,800	2,074.34	(274.34)
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY - UTILITIES	16,500	20,000	15,975.57	4,024.43
MAIN LIBRARY - REPAIRS	5,000	5,000	3,549.90	1,450.10
TORY CORNER - RENTAL	540	540	540.00	-0-
BOOKMOBILE	5,300	5,300	6,207.68	(907.68)
SERVICE CONTRACTS	2,200	2,800	3,476.10	(676.10)
MATERIALS AND SUPPLIES:				
BOOKS	60,000	60,000	60,579.62	(579.62)
SUPPLIES	12,000	8,000	11,380.36	(3,380.36)
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000	5,660.35	2,339.65
PAMPHLETS	500	500	477.91	22.09
AUDIO/VISUAL-MATERIALS	6,000	2,000	779.41	1,220.59
MISC. OTHER EXPENSES:				
INSURANCE	5,000	5,000	5,071.31	(71.31)
TELEPHONE	1,600	1,600	1,686.61	(86.61)
POSTAGE	3,000	2,500	2,265.90	234.10
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000	11,162.41	(1,162.41)
ANNUAL REPORT	750	200	-0-	200.00
EQUIPMENT:				
SHELVING-BOOKS	9,000	3,000	2,353.53	646.47
SHELVING-MAGAZINES	4,000	-0-	-0-	-0-
CHAIRS	1,700	1,000	820.05	179.95
STAFF ROOM FURNITURE	1,000	-0-	-0-	-0-
MAINTENANCE EQUIPMENT	1,500	1,000	989.99	10.01
AUDIO/VISUAL EQUIPMENT	1,700	700	648.10	51.90
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	18,000	18,000	16,879.60	1,120.40
PUBLIC EMPLOYEES RET. SYSTEM	13,750	13,750	14,173.32	(423.32)
FIRE ALARM SYSTEM	-0-	3,750	4,161.98	(411.98)
BOOKMOBILE	50,000	-0-	-0-	-0-
<u>TOTAL PROPOSED BUDGET</u>	<u>\$562,797</u>			
<u>TOTAL AMENDED BUDGET</u>		<u>\$495,297</u>		
<u>TOTAL ACTUAL EXPENSES</u>			<u>\$484,054.32</u>	
<u>NET UNEXPENDED BUDGET BALANCES</u>			<u>1976</u>	<u>\$11,242.68</u> as of 12/31

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF FUND BALANCES

DECEMBER 31, 1976

	BALANCE PER STATEMENT OF FUNDS, RECEIPTS, ETC. AT DEC. 31, 1976 AS PRESENTED TO LIBRARY BOARD MEETING JAN. 26, 1977	TO TRANSFER 1976 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID AND BALANCE OF 1976 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1976 BUDGET FUND	\$ 11,242.68		2/ (\$11,242.68)	\$ -0-
1976 FINES & RESERVES FUND	31,093.62	(\$31,093.62)		-0-
1976 LOST BOOK FUND	1,468.15	(1,468.15)		-0-
1976 BOOK SALES AND EXCESS PROPERTY FUND	1,433.10	(1,433.10)		-0-
PETTY CASH AND CHANGE FUND	326.25			326.25
1976 STATE AID FUND	36,199.00		1/ (36,199.00)	-0-
ACCUMULATED REVENUE FUND	4/ 5,356.59	33,994.87	3/ 47,441.68	86,793.14
<u>TOTAL</u>	87,119.39			87,119.39
<u>ADD: ACCOUNTS PAYABLE</u> 12/31/76	13,728.60			13,728.60
<u>TOTAL CASH FUNDS 12/31/76</u>	<u>\$100,847.99</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$100,847.99</u>

1/ TO TRANSFER 1976 STATE AID TO ACCUMULATED REVENUE	\$ 36,199.00
2/ TO TRANSFER BALANCE OF 1976 BUDGET FUND TO ACCUMULATED REVENUE	11,242.68
3/ SUB-TOTAL	47,441.68
TO TRANSFER:	
FINES AND RESERVES	\$31,093.62
LOST BOOK FUND	1,468.15
BOOK SALES AND EXCESS PROPERTY FUND	1,433.10
<u>INCREASES TO ACCUMULATED REVENUE - 1976</u>	<u>33,994.87</u>
	81,436.55
4/ <u>ADD: ACCUMULATED REVENUE - BEGINNING 1/1/76</u>	<u>5,356.59</u>
<u>TOTAL ACCUMULATED REVENUE 12/31/76</u>	<u>\$ 86,793.14</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

COMPARATIVE BALANCE SHEET

DECEMBER 31, 1976 - 1975

<u>ASSETS</u>	<u>BALANCE DECEMBER 31, 1976</u>	<u>BALANCE DECEMBER 31, 1975</u>
<u>CASH</u>		
CHECKING ACCOUNT	\$ 17,980.02	\$ 2,816.19
SAVINGS ACCOUNTS	82,563.56	111,926.31
PETTY CASH FUNDS	263.16	104.74
CHANGE FUNDS	41.25	41.25
<u>TOTAL CASH AND ASSETS</u>	<u>\$100,847.99</u>	<u>\$114,888.49</u>
 <u>LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>		
ACCOUNTS PAYABLE	\$ 13,728.60	\$ 12,354.65
RESERVE FOR: PETTY CASH AND CHANGE FUNDS	326.25	326.25
<u>TOTAL LIABILITIES AND RESERVES</u>	14,054.85	12,680.90
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>86,793.14</u>	<u>102,207.59</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>	<u>\$100,847.99</u>	<u>\$114,888.49</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ACCUMULATED REVENUES
FOR THE YEAR ENDED DECEMBER 31, 1976

ACCUMULATED REVENUES:

BALANCE - JANUARY 1, 1976

\$102,207.59

(DECREASES) TO ACCUMULATED REVENUES:

TRANSFER TO 1976 BUDGET FUND

(96,851.00)

BALANCE

5,356.59

ADDITIONS TO ACCUMULATED REVENUES

1976 FINES AND RESERVES

\$31,093.62

1976 LOST BOOK FUND

1,468.15

1976 BOOK SALES AND EXCESS PROPERTY FUND

1,433.10

\$ 33,994.87

1976 STATE AID RECEIVED

36,199.00

1976 BALANCE OF BUDGET FUND

11,242.68

47,441.68

81,436.55

ACCUMULATED REVENUES - DECEMBER 31, 1976,

PER EXHIBIT C

\$ 86,793.14

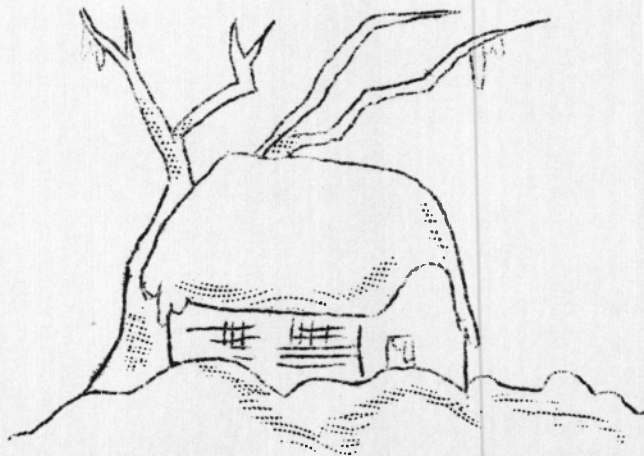
PREPARED WITHOUT AUDIT.

AGENDA

WEST ORANGE FREE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

February 28, 1977

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
6. Director's Report
7. Committee Reports
8. Old Business
9. New Business
 - a. Formica on Front Desk
 - b. Public Notice for Parking Lot
 - c. Resignation of Phyllis Lopis
10. Communications
11. Community Participation
12. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

FEBRUARY 28, 1977

The meeting was called to order at 8:50 P. M. by President Anita O. Strauss. Present were Board members Phyllis Lopis, Albert Kupferer, Andrea Grover, Nancy Herman, Paul E. Pasmantier and William Sagosz constituting a quorum. Also present were Board Attorney, Irving Ostrow and Board Accountant, Stewart Manheim. One member of the West Orange Public Library staff was present.

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. Lopis made a motion to accept the Minutes of the January 26, 1977 Board of Trustees meeting. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of January, 1977. Mrs. Herman seconded the motion, and it was carried unanimously.

b) Financial Statement:

Mrs. Herman made a motion to transfer \$45,000 from the Statement Savings Account #02-073-0000177-0, Midlantic Bank to the checking account to cover expenses for the month of January, 1977. Mrs. Lopis seconded the motion and it was passed unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board of Trustees that the first fire drill will be held on Tuesday, March 1, 1977 at 10:30 A. M. by the Fire Prevention Bureau.

Mark Donnelly is quite involved in Suburban Cable Television programming. Video shorts of different libraries have been made, including West Orange Public Library. Mrs. Reed feels that this entire area of A/V will become more important to libraries in the future.

COMMITTEE REPORTS:

Mr. Sagosz reported on a meeting he had with Frank Refinski, custodian. Mr. Sagosz recommends that the bookcases against the South wall be moved away from the wall so that the heat can circulate. As they are placed now, the flow of heat is not able to reach into the room. Heating is primarily coming from the operation of the blower located in the ceiling. The glass windows on the North side could be covered half way with paneling or installation. Mr. Pasmantier recommended permanent storm windows as a solution. Mr. Sagosz indicated that part of the heating and air conditioning problem could be resolved by removing the glass panes located above the glass wall dividing the Children's Room from the main reading room. The air would then circulate freely between the areas.

Mr. Sagosz recommended that consideration be given to purchasing new storage cabinets for all of the new A/V equipment the library has accumulated.

The following motion was proposed by Mr. Sagosz to supercede the motion of December 20, 1976: That three part-time Junior Library Assistants be employed as full-time Junior Library Assistants with recommended annual salaries as follows: 1) Mrs. Lepore and Mrs. Itkin to start at an annual salary of \$7,912, equivalent to step 3 of the published 1977 salary schedule. 2) Mrs. Marie Magno, having increased longevity and additional managerial experience at the branch library, shall be started at the annual salary of \$8,212, equivalent to step 4 of the published 1977 salary schedule. Mrs. Grover seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mrs. Grover read a letter from Mr. John Lee that was sent to the Board in response to a letter sent from Mrs. Strauss requesting action on the parking lot situation. Mr. Lee stated that he will cooperate as much as possible with the library, and that he had met with Dr. D'Alessio and Lt. DeZao to develop some solution to the problem.

Mrs. Strauss suggested that Mrs. Reed keep a record of the trucks that are blocking the parking area. Mrs. Grover suggested that when another meeting is held between the Board of Education and the Police Department, that the library be represented.

Mrs. Grover made a motion that we place a sign or signs in the upper parking lot to state: "WARNING--This parking lot is to be used only by patrons while in the library. Overnight parking is not permitted. Violators will be towed away at their own expense. Signed West Orange Public Library Board of Trustees"; so that the parking lot will be available to patrons of the library. Mrs. Herman seconded the motion and it was carried unanimously.

Mrs. Strauss advised Mrs. Reed to contact Mr. Warrence at Fairmount House and inform him of the Board's action.

Mrs. Reed will look into the various aspects of towing illegally parked cars from the lot.

Mr. Kupferer made a motion that the Board of Trustees allocate \$1,035 for the replacement of the formica paneling on the circulation desk, and two of the reference area tables to be awarded to the Leonardis Company as the lowest responsible bidder. This allocation will be taken from line-item--Maintenance, Main. Mr. Pasmantier seconded the motion and it was carried unanimously.

COMMUNICATIONS:

Mrs. Strauss expressed the regrets of the Board of Trustees in accepting the resignation of Mrs. Phyllis Lopis effective March 1, 1977. She thanked Mrs. Lopis for her contribution to the Board and offered best wishes for the future.

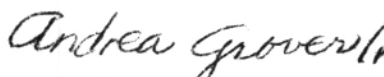
ADJOURNMENT:

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

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

February 28, 1977

The month of February has been very different in many ways. Due to the edit handed down by Governor Byrne via our area library that libraries were to be open a maximum of 40 hours per week, our program was interrupted for one week only.

One day after the first decision was made, we were informed by way of our area library that Governor had a change of heart and changed the classification of public libraries to educational agencies, and therefore could be open as many hours as they wished, provided thermostats were set at 65° during opening hours and 50° when closed.

After one whole week of confusion in schedules and illnesses of members of our staff or family, our regular schedule was resumed on Monday, February 7 at 9:00 A. M. We are short-staffed because one employee, Mrs. Seidler, is away caring for an ailing mother-in-law; another, Mrs. Aronson, is away visiting her family and Mrs. Lepore is hospitalized where she underwent major surgery last week, and Mrs. Schroeder goes on part-time on March 1st.

We are still experiencing difficulties with our heating system. In an effort to keep our thermostat at the maximum of 65°, two of our areas, Cataloging and Processing and Children's Room were extremely cold. Both Mr. McCann and Mr. Sagosz were consulted about the matter. Each came in and investigated the situation and agreed that something has to be done to correct the matter of balanced heating.

Mark Donnelly is quite involved in the Suburban Cable Television program of Essex County. He is working very closely with them in the production of a community action program. The bulk of the program will be video shots of different libraries. Our own Mrs. Schwartz was interviewed for one of the April showings.

In the name of the West Orange Library Board of Trustees a basket of fruit was purchased from LeJohns at a price of \$15.00 for Mrs. Lepore who was hospitalized in the Elizabeth General Hospital.

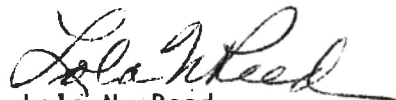
At last, we have been able to set a date for our first fire drill with the Fire Prevention Bureau. The confirmed date is Tuesday, March 1, 1977.

Compliments have been coming from all directions on the interesting exhibits constantly being displayed in the library. They are changed regularly to compliment special holidays, events, and occasions. Credit goes to Mmes. Goss and Some who work diligently and enthusiastically dreaming up new ideas and actually doing the hard work.

Because we are becoming more involved in media other than books, especially cable television, we should include in our next budget cable television in the library. You may be interested to know that other libraries in our area are already hooked up to cable television as well as promoting their own community programs. Livingston Public Library, comparable in size to our own, has made great strides in this direction.

We are saddened by the resignation of Mrs. Phyllis Lopis, a dedicated, hard working, member of our Board of Trustees. We shall miss her very much and wish her much luck and success in her new life and endeavors.

Respectfully submitted,


Lola N. Reed
Director

MOBILIBRARY CIRCULATION STATISTICS

<u>YEAR</u>	<u>ADULT</u>		<u>CHILDREN'S</u>			
		<u>A-FICTION</u>	<u>NON-FICTION</u>		<u>J-FICTION</u>	<u>NON-FIC.</u>
1972	13,287			13,870		
1973	7,157			4,200		
1974	10,737			9,757		
1975	12,236	8,754	3,483	9,437	7,088	2,522
1976	10,262	8,305	2,904	7,309	6,062	2,276

CIRCULATION

OF

SPECIAL DISPLAY BOOKS

FEBRUARY - Diet, Exercise, Love Stories, Afro-American Month.

Fiction - 152

Non-fiction - 210

TOTAL OF 362 books circulated for February.

JANUARY - Movies, Biographies of the Stars.

Fiction - 146

Non-fiction - 109


TOTAL OF 255 books circulated for January
(This represents a total of 15 days only)

MEMO FOR MRS. REED

As you know, we purchased additional microfilm of the "New York Times" in 1976. It is used constantly as a reference source and I hope we will be able to add more in the future.

In the meantime, however, we need a place to store the extra microfilm. It has been placed temporarily in boxes on top of the file cabinets. This is not really a satisfactory or convenient way to store it as the reel someone wants always seems to be at the bottom of the box and dust is likely to seep in and damage the film.

A new microfilm cabinet of the same type as we have previously purchased will cost \$325.00 from W. B. Wood (Art Steel 6M6L 6 drawer, 4 compartment, 40 1/4 W X 20 5/8 X 28). Microfilm Corporation of America will grant us a credit of \$150.00 toward the purchase of microfilm related products. The cost of the cabinet to us will thus be \$175.00. I suggest we take advantage of MCA's offer as soon as possible since the ravages of inflation are likely to strike this article again soon. When we last purchased a microfilm cabinet in 1974 it was only \$250.00.


Margaret Cushing
Reference Librarian

February 18, 1977

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1977

LIBRARY BOARD MEETING OF FEBRUARY 28, 1977

EXPENDITURES

BILLS/ACTS.
PAYABLE
@1/31/77

PRESENTED

FOR

PAYMENT

AT THIS

MEETING

BUDGET

BALANCES

AT

1/31/77

(DEDUCT)

ACCOUNTS

PAYABLE

12/31/76

INCLUDED IN

JAN. 1977

EXPENDITURES

UNEXPENDED

BUDGET

BALANCE

ON

1/31/77

PROPOSED

BUDGET

1977

PAID

MONTH OF

JANUARY

1977

SALARIES AND WAGES	\$330,885	\$25,884.29			\$305,000.71		\$305,000.71
CONTRACTUAL SERVICES:							
BINDING	1,000	111.01	(\$ 111.01)		1,000.00	\$ 127.35	872.65
COMMUNITY SERVICES	500	27.60	(27.60)		500.00		500.00
TRANSPORTATION	300				300.00		300.00
SEMINARS AND WORKSHOPS	600				600.00		600.00
AUDIT	1,650				1,650.00		1,650.00
MANAGEMENT AND PROF. SERVICES	9,700	763.00	(763.00)		9,700.00	767.00	8,933.00
LEGAL	2,000				2,000.00		2,000.00
CONTRACTUAL MAINT. & REPAIRS:							
MAIN LIBRARY-UTILITIES	20,000	1,251.53	(1,251.53)		20,000.00	1,642.82	18,357.18
MAIN LIBRARY-REPAIRS	7,000	292.20	(292.20)		7,000.00	395.46	6,604.54
TORY-CORNER-RENTAL	540				540.00		540.00
BOOKMOBILE	5,300	1,027.20	(1,027.20)		5,300.00	383.72	4,916.28
SERVICE CONTRACTS	3,500	475.07	(112.37)		3,137.30	96.95	3,040.35
MATERIALS AND SUPPLIES:							
BOOKS	55,000	6,364.06	(6,378.98)		55,014.92	8,649.49	46,365.43
SUPPLIES	10,000	944.78	(944.78)		10,000.00	1,212.74	8,787.26
PERIODICALS, SERIALS AND							
NEWSPAPERS	8,000	64.10	(64.10)		8,000.00	40.00	7,960.00
PAMPHLETS	500	33.00	(33.00)		500.00	26.15	473.85
AUDIO-VISUAL-MATERIALS	1,500	401.24	(401.24)		1,500.00	65.95	1,434.05
MISC. OTHER EXPENSES:							
INSURANCE	6,000				6,000.00	441.00	5,559.00
TELEPHONE	1,500	187.20	(187.20)		1,500.00	168.71	1,331.29
POSTAGE	2,300	400.00	(100.00)		2,000.00		2,000.00
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,020.97			11,479.03		11,479.03
ANNUAL REPORT	200				200.00		200.00
EQUIPMENT:							
SHELVING-BOOKS	3,000				3,000.00		3,000.00
SHELVING-MAGAZINES	1,000				1,000.00		1,000.00
CHAIRS	750				750.00		750.00
STAFF ROOM FURNITURE	1,000				1,000.00		1,000.00
MAINT. EQUIP.	500				500.00		500.00
AUDIO-VIS. EQUIP.	1,200				1,200.00	87.00	1,113.00
STATUTORY EXPENDITURES:							
SOCIAL SECURITY	20,000				20,000.00		20,000.00
PUBLIC EMPLOYEES RETIREMENT							
SYSTEM	16,000				16,000.00	448.80	15,551.20
BURGLAR ALARM	1,500				1,500.00		1,500.00
FIRE ALARM		2,034.39	(2,034.39)				
<u>TOTAL</u>	<u>\$525,425</u>	<u>\$41,281.64</u>	<u>(\$13,728.60)</u>		<u>\$497,871.96</u>	<u>\$14,553.14</u>	<u>\$483,318.82</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 1977

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1977 BILLS PRESENTED FOR PAYMENT
ON FEBRUARY 28, 1977

CHECKS ARE DATED
JANUARY 26, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2197	AIR-CONTROLLED ENVIRONMENT	11. SERVICE CONTRACT	\$ 362.70
2198	WEST ORANGE FREE PUBLIC LIBRARY	TRANSFER	60,000.00
2199	POSTMASTER	13. POSTAGE	300.00
2200	MIDLANTIC NAT'L Bk-W.T. 1/31/77	1. SALARIES	1,627.25
2201	WEST ORANGE FEDERAL CREDIT-UNION	1. "	278.55
2202	TOWN OF W.O.-Soc. SEC. EMPLOYEES- JANUARY 1977	1. "	1,514.38
2203	P.E.R.S. #20284-PENSIONS & LOANS, ETC.	1. "	1,318.87
2204	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. "	145.57
2205	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. "	36.00
2206	TOWN OF W.O.-HOSPITALIZATION-FEB. '77	22. HOSPITALIZATION	1,020.97
2207	STATE OF N.J. INCOME TAX-JAN. '77	1. SALARIES	516.75
	NET PAYROLL-1/15/77-(1427-1473) 47	1. "	9,565.60
	NET PAYROLL-1/31/77-(1474-1517) 44	1. "	<u>8,726.33</u>
	<u>SUB-TOTAL</u>		85,412.97
<u>ADD: CHECKS #2088-2196 PRESENTED FOR PAYMENT AT JANUARY 26, 1977 MEETING</u>			<u>16,233.32</u>
<u>SUB-TOTAL CHECKS ISSUED JANUARY 26, 1977</u>			<u>101,646.29</u>
<u>LESS: CHECK-#2091-PETTY CASH CHECKING A/C TRANSFER \$200.00</u>			
<u>CHECK-#2195-XEROX CORP. CHARGE PHOTOCOPY MACHINE 149.73</u>			
<u>CHECK-#2198-WEST ORANGE FREE PUBLIC LIBRARY TRANSFER 60,000.00</u>			
<u>DEPOSITS-JAN. 3, 1977 - REFUNDS 2. BOOKS 9.99</u>			
<u>DEPOSITS-JAN. 31, 1977 - REFUNDS 2. BOOKS 4.93</u>			
			<u>60,364.65</u>
<u>TOTAL EXPENDITURES - MONTH OF JANUARY 1977</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 41,281.64</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

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

BY:

Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 28, 1977

CHECKS ARE DATED
FEBRUARY 28, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2208	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,736.85
2209	WEST ORANGE CREDIT UNION	1. "	278.55
2210	PENSION INCREASE FUND-DIV. OF PENSIONS	28. PERS	448.80
2211	ABORN EXTERMINATING Co. INC.	11. SERV. CONTR.	15.00
2212A	HARRY N. ABRAMS, INC.	2. BOOKS	\$ 52.74
B	" " "	2. "	<u>97.23</u> 149.97
2213	AL's AUTO PARTS	8. MAINT.-MOB.	32.20
2214	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	26.00
2215	AMA/COM-AMERICAN MANAGEMENT Assoc. BLDG.	2. "	13.50
2216	THE AMERICAN PHARMACEUTICAL Co.	2. "	12.50
2217	AMERICAN NUCLEAR SOCIETY	2. "	10.85
2218	ARTISTS SUPPLY	4. SUPPLIES	63.72
2219A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	42.25
B	" " "	11. " "	<u>39.70</u> 81.95
2220A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	8.64
B	" " " "	2. "	27.37
C	" " " "	2. "	28.40
D	" " " "	2. "	<u>10.49</u> 74.90
2221A	THE BAKER & TAYLOR COMPANIES	2. "	221.03
B	" " " "	2. "	16.50
C	" " " "	2. "	12.05
D	" " " "	2. "	(6.22)
E	" " " "	2. "	46.37
F	" " " "	2. "	16.48
G	" " " "	2. "	<u>4.46</u> 310.67
2222	BOOKS CANADA, INC.	2. "	14.35
2223A	R. R. BOWKER	2. "	309.00
B	" " "	2. "	23.25
C	" " "	2. "	20.70
D	" " "	2. "	<u>109.13</u> 462.08
2224	BROADCASTING	2. "	25.00
2225A	BRO-DART, INC.	4. SUPPLIES	148.50
B	" " "	4. "	<u>92.09</u> 240.59
2226	BUTTERWORTHS	2. BOOKS	18.55
2227A	C. W. ASSOCIATES	2. "	8.10
B	" " "	2. "	10.50
C	" " "	2. "	<u>3.45</u> 22.05
2228A	CHAMBERS RECORD CORP.	21. A/C MATERIALS	7.42
B	" " "	2. BOOKS	<u>20.00</u> 27.42
2229	THE CHEMICAL PUBLISHING Co.	2. "	14.25
2230	COLUMBIA BOOKS, INC. PUB.	2. "	24.00
2231A	COLUMBIA UNIVERSITY PRESS	2. "	3.35
B	" " "	2. "	28.50
C	" " "	2. "	<u>11.45</u> 43.30
2232A	COMMERCE CLEARING HOUSE, INC.	2. "	7.97
B	" " " "	2. "	7.97
C	" " " "	2. "	44.08
D	" " " "	2. "	<u>7.62</u> 67.64
2233	VOID		
2234	CURTIS SERVICE, INC.	8. MAINT.-MOB.	351.52
2235	ROBERT W. DAUM	6. MAINT.-MAIN	338.46
2236	T.S. DENISON & Co. INC.	2. BOOKS	6.00

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 28, 1977

CHECKS ARE DATED
FEBRUARY 28, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2237A	DIMONDSTEIN BOOK COMPANY, INC.	2. Books	\$ 1.21
B	" " " "	2. "	222.37
C	" " " "	2. "	227.32
D	" " " "	2. "	223.91
E	" " " "	2. "	240.46
F	" " " "	2. "	199.21
G	" " " "	2. "	230.07
H	" " " "	2. "	257.91
			\$ 1,602.46
2238	DOBBS BROS. LIBRARY BINDING CO. OF VA.	3. BINDING	108.15
2239A	DOUBLEDAY & Co. INC.	2. BOOKS	5.43
B	" " "	2. "	8.45
C	" " "	2. "	3.02
D	" " "	2. "	10.92
E	" " "	2. "	20.36
F	" " "	2. "	24.65
G	" " "	2. "	101.85
H	" " "	2. "	6.10
I	" " "	2. "	4.24
J	" " "	2. "	6.10
K	" " "	2. "	37.07
L	" " "	2. "	10.92
M	" " "	2. "	3.50
N	" " "	2. "	12.11
			254.78
2240	DRUG INTELLIGENCE PUBLICATIONS, INC.	2. "	14.00
2241	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	40.00
2242	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS	23.76
2243	AARON EISENBERG & Co.	23. MGM'T. SERVICES	767.00
2244	EURAIL GUIDE ANNUAL	2. BOOKS	5.95
2245	EUROPA PUBLICATIONS LIMITED	2. "	73.50
2246	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN	57.00
2247	FARRAR, STRAUS & Co. INC.	2. BOOKS	11.20
2248A	FIELD ENTERPRISES EDUCATIONAL CORP.	2. "	11.00
B	" " " "	2. "	44.25
C	" " " "	2. "	224.25
			279.50
2249	FISCHER & KAUFMAN	4. SUPPLIES	4.19
2250A	FOWLER AGENCY, INC.	5. INSURANCE	353.00
B	" " "	5. "	35.00
C	" " "	5. "	53.00
			441.00
2251	FRELINE, INC.	4. SUPPLIES	50.40
2252A	GALE RESEARCH Co.	2. BOOKS	38.79
B	" " "	2. "	42.75
C	" " "	2. "	15.59
			97.13
2253	GAYLORD BROS., INC.	4. SUPPLIES	34.07
2254	GENE HACKER CAMERA SHOP	22. A/V EQUIP.	87.00
2255	HAGSTROM Co. INC.	2. BOOKS	15.90
2256	HART PUBLISHING Co.	2. "	8.76
2257	HEBREW PUBLISHING Co.	2. "	7.52
2258	HIPPOCRENE BOOKS, INC.	2. "	44.46
2259	HUMMELWEK	2. "	15.25
2260	HYPERION PRESS, INC.	2. "	5.73
2261	INTERNATIONAL PUBLICATIONS SERVICE	2. "	13.60
2262A	LAPAT DUPLICATING & OFFICE SERVICES	4. SUPPLIES	37.50
B	" " " "	4. "	60.60
C	" " " "	4. "	235.25
			333.35
2263	LEE PUBLICATIONS	2. BOOKS	37.81

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 28, 1977

CHECKS ARE DATED
FEBRUARY 28, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2264	LEWIS PAPER AND SUPPLY	4. SUPPLIES	\$ 42.00
2265	LIBRARIES UNLIMITED, INC.	2. BOOKS	6.13
2266	McMANUS LOCKSMITHS	4. SUPPLIES	10.25
2267A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	\$ 6.42
B	" " "	2. "	5.06
C	" " "	2. "	16.09
2268	MARQUIS WHO'S WHO, INC.	2. "	36.50
2269	MARTINDALE-HUBBELL, INC.	2. "	100.00
2270	A. R. MEEKER Co.	4. SUPPLIES	27.05
2271	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	3,759.00
2272	THE MIT PRESS	2. BOOKS	2.20
2273	J.M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	154.50
2274	MUSIC EXCHANGE	2. BOOKS	50.30
2275	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	735.83
2276	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	7.70
2277	NEW JERSEY BELL	9. TEL.	157.31
2278	NEW JERSEY BELL	9. TEL.	11.40
2279	N.J. OFFICE SUPPLY Co.	4. SUPPLIES	120.00
2280	NEW YORK UNIVERSITY PRESS	2. BOOKS	18.45
2281	PENTALIC CORPORATION	2. "	26.39
2282A	PRENTICE-HALL, INC.	2. "	34.38
B	" " "	2. "	30.24
C	" " "	2. "	30.91
2283	PRESCRIPTION CENTER	4. SUPPLIES	5.62
2284	PUBLIC SERVICE ELECTRIC & GAS	6. MAINT.-MAIN	906.99
2285A	PUBLISHERS CENTRAL BUREAU	2. BOOKS	46.39
B	" " "	2. "	21.81
2286	RANDOM HOUSE, INC.	21. A/V MATERIALS	29.71
2287A	REGENT BOOK Co. INC.	2. BOOKS	32.56
B	" " "	21. A/V MATERIALS	28.82
2288	RODALE PRESS, INC.	2. BOOKS	8.31
2289	RUTGERS UNIVERSITY PRESS	2. "	12.08
2290	T. K. SANDERSON ORGANIZATION	2. "	26.50
2291	SAN FRANCISCO BOOK Co. INC.	2. "	8.35
2292	THE SCARECROW PRESS, INC.	2. "	95.00
2293	SCOTT PUBLISHING Co.	2. "	33.00
2294	CHARLES SCRIBNER'S SONS	2. "	15.12
2295A	SHARFREY, INC.	2. "	119.16
B	" " "	2. "	17.20
2296	SILVER BURDETT Co.	2. "	27.21
2297A	PETER SMITH PUBLISHER, INC.	2. "	6.85
B	" " " "	2. "	12.45
2298	STATE INDUSTRIAL DIRECTORIES CORP.	2. "	87.50
2299	TWAYNE PUBLISHERS	2. "	24.16
2300	UNIVERSE BOOKS, PUBLISHERS	2. "	7.95
2301	UNIVERSITY MICROFILMS INTER-		
	NATIONAL	2. "	15.15
2302	UNIVERSITY OF NEW MEXICO PRESS	2. "	4.85
2303	WEISE, WINCKLER BINDERY, INC.	3. BINDING	19.20
2304	WEST PUBLISHING Co. INC.	2. BOOKS	50.00
2305	WORRALL PUBLICATIONS, INC.	2. MICROFILMS	15.00
2306	XEROX CORPORATION	25. PHOTOCOPY	128.24
2307	YOUNG ADULT ALTERNATIVE NEWSLETTER	20. PAMPHLETS	4.50

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 28, 1977

CHECKS ARE DATED
 FEBRUARY 28, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2308	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	\$ 21.65
2309A	YUDIN'S PAINT STORES	4. SUPPLIES	\$ 26.40
B	" " "	4. "	47.80
C	" " "	4. "	52.80
2310	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	127.00
			6.20
	<u>SUB-TOTAL</u>		<u>16,696.78</u>
	<u>LESS:</u>		
	CHECK #2208 - MIDLANTIC NATIONAL BANK-W.T. 2/11/77		\$1,736.85
	#2209 - WEST ORANGE CREDIT UNION 2/11/77		278.55
	#2306 - XEROX CORP.-CHARGE FROM PHOTOCOPY MACHINE		128.24
			<u>2,143.64</u>
	<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - FEBRUARY 28, 1977</u>		<u>\$14,553.14</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,

AARON EISENBERG & CO., CPA's

Aaron Eisenberg

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

MARCH 23, 1977

- 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
- 8) New Business
 - a. 1977 Budget
- 9) Communications
- 10) Community Participation
- 11) Adjournment

MINUTES

BOARD OF TRUSTEES MEETING

MARCH 23, 1977

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman and Paul E. Pasmantier constituting a quorum. Also present were Board Attorney Irving Ostrow and Board Accountant, Stewart Manheim. One member of the West Orange Public Library staff was present.

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 the meeting and all Library Board meetings for the year 1977 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. Pasmantier made a motion to accept the Minutes of the February 28, 1977 Board of Trustees meeting. Mrs. Herman seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mrs. Grover made a motion to accept the Bills Presented for Payment for the month of February, 1977. Mrs. Herman seconded the motion and it was carried unanimously.

b) Financial Statement:

Mrs. Herman made a motion to transfer \$42,000 from the Statement Savings Account #02-073-0000177-0, Midlantic Bank to the checking account to cover expenses for the month of February, 1977. Mrs. Grover seconded the motion and it was passed unanimously.

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

DIRECTOR'S REPORT:

Mrs. Reed attended a meeting in the office of the Business Administrator on Wednesday, March 16, 1977 in regard to joint purchasing and the use of special items between the Town, the Board of Education and the Library. It was

recommended that a few items could be purchased jointly through the Board of Education. Mr. Ericsson will send each department a list of items going out for bid, and each will be billed separately.

Mr. Pasmantier made a motion that prior to the printing of the Annual Report of the Director, that it will be submitted to the Board of Trustees for their perusal and approval. Deadline for the finalization of the report by the Director will be extended approximately thirty days. Mrs. Herman seconded the motion, and it was carried unanimously.

OLD BUSINESS:

Mrs. Grover made a motion that Mrs. Claire Schroeder who is going from full-time to part-time be awarded a salary of \$5.25 per hour effective as of March 1, 1977. Her yearly salary will be based upon the number of hours worked. This is the eleventh step of the published 1977 salary guide. Mrs. Strauss seconded the motion, and it was carried unanimously.

Mrs. Herman made a motion that no more part-time personnel be hired for more than 19 hours a week. Mr. Pasmantier seconded the motion, and it was passed unanimously.

An in depth study of the salary scales and benefits for employees was recommended. All contemplated changes will apply to new employees and will not affect presently employed personnel who will be protected by a "Grandfather Clause".

NEW BUSINESS:

Mr. Pasmantier stated that the Board should approach the Council to request reinstatement of the approximately \$20,000 needed to supplement the 1977 Proposed Budget. The Board of Trustees has been a frugal and economy-minded body and must convince the Council members that the Library Budget is as austere as possible.

The financial committee consisting of Mr. Pasmantier and Mrs. Herman will meet with Mr. Manheim and Mrs. Reed on Saturday, March 26, 1977 to substantiate the amount needed for the budget. Mrs. Strauss will ask for an appointment to meet with the Town Council.

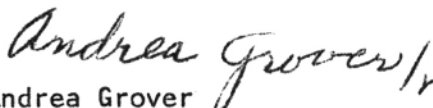
ADJOURNMENT:

The meeting was adjourned at 9:30 P.M. The next meeting will be held on Wednesday, April 27, 1977.

Respectfully submitted,



Sandra Goss
Secretary



Andrea Grover
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

March 23, 1977

West Orange Public Library has been plagued with illnesses throughout the month. No time can we remember that there were so many employees out at the same time. We can only contribute this to the severe and drastic changes in the weather and the way our bodies have been affected. It has been necessary to request some employees to work longer hours than they would normally. By so doing, we have managed to survive.

It was imperative that we purchase the sunken mat at the Gaston Street entrance. Many complaints had been made about the 17 year old one which it replaced. Several people had almost tripped or stumbled on the old mat. Our latest complainant made us act with all expediency to save the library a law suit. Another mat for the Mt. Pleasant entrance will be purchased next month.

In an unprecedented effort to do joint purchasing and combine use of certain items, the Town of West Orange, The Board of Education and the Public Library held a meeting in the office of the Business Administrator on Wednesday, March 16, 1977. Present were Marvin Corwick, Business Administrator; John Lee, Superintendent of Buildings and Grounds, Board of Education; Joseph P. Flynn, Purchasing Agent, Town of West Orange; and Lola N. Reed, Director, West Orange Public Library.

Items proposed and discussed were (1) fuel oil, (2) gasoline, (3) Public Works supplies; such as rock salt, fertilizer, grass seeds, lime, janitorial supplies, hardware items, payroll services, office machines, equipment, furniture, office supplies, plowing equipment, vehicles and insurance. Combining Workmen's Compensation, resurfacing, bonding efforts and investment returns were also discussed.

In a few instances it was recommended that a few items could be purchased jointly through the Board of Education. Mr. Ericsson will send each of us a list of items going out for bids. Each department is to be billed separately.

In most cases, it is felt that it is not feasible to make joint purchases until further study has been made and adequate security and storage space can be obtained.

As we have said for years "we are bursting at the seams" -- and some. We are rearranging, discarding and doing everything we can to make more room -- if that is possible. Our AB Dick Mimeograph Machine has been shifted from my office to the cloak room in the staff room area. More use is being made of the ledge in the garage and any other nook or corner we can utilize.

The Annual Report for 1976 is in progress and will be distributed by or before the end of the month.

During the month warning signs were placed on two cars and one truck. These vehicles had been noticed in the same place for several days. It worked (the sign) and the next day all had been removed. No report of overnight parking violations is ready at this time.

We requested estimates for storm windows (Mt. Pleasant Ave. side) in the Children's Room as well as removal of top transoms dividing that room from the Adult Section and received the following estimates:

1) Hasco Industries, Mr. Bob Segal

Five removeable storm panels of .100 acrylic plastic with a cross of aluminum stripping.(Inside) \$1,550.00

Five sliding safety glass doors, 80" ht. with a 9" high stationary transom across top. \$1,220.00

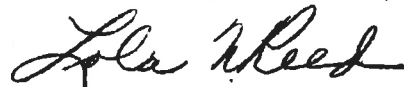
2) New Look Construction Co. , Mr. Rudy Hammer

Ten removeable double-thick glass panels with aluminum vertical bar dividing each glass window, framed in aluminum. (Outside) \$ 650.00

Estimates from both companies include removal of transoms.

You might be interested in knowing that I've been elected Recording Secretary of the New Jersey Library Association. (1977-78)

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 FEBRUARY 1977

LIBRARY BOARD MEETING OF MARCH 23, 1977

EXPENDITURES

	PROPOSED BUDGET 1977	PAID MONTH OF FEBRUARY 1977	1977 ACCUMULATED BUDGET EX- PENDITURES 2 PAID MONTHS ENDED 2/28/77	UNEX- PENDED BUDGET BALANCE 2/28/77	BILLS/ACCTS. PAYABLE 2/28/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 2/28/77
SALARIES AND WAGES	\$330,885	\$ 25,830.12	\$ 51,714.41	\$279,170.59	-0-	\$279,170.59
CONTRACTUAL SERVICES:						
BINDING	1,000	127.35	127.35	872.65	-0-	872.65
COMMUNITY SERVICES	500	-0-	-0-	500.00	15.00	485.00
TRANSPORTATION	300	-0-	-0-	300.00	-0-	300.00
SEMINARS AND WORKSHOPS	600	-0-	-0-	600.00	-0-	600.00
AUDIT	1,650	-0-	-0-	1,650.00	-0-	1,650.00
MANAGEMENT & PROF.SERVICES	9,700	767.00	767.00	8,933.00	767.00	8,166.00
LEGAL	2,000	-0-	-0-	2,000.00	500.00	1,500.00
CONTRACTUAL MAINT.& REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,642.82	1,642.82	18,357.18	1,755.89	16,601.29
MAIN LIBRARY-REPAIRS	7,000	395.46	395.46	6,604.54	651.18	5,953.36
TORY-CORNER-RENTAL	540	-0-	-0-	540.00	-0-	540.00
BOOKMOBILE	5,300	32.20	32.20	5,267.80	434.87	4,832.93
SERVICE CONTRACTS	3,500	96.95	459.65	3,040.35	151.36	2,888.99
MATERIALS & SUPPLIES:						
BOOKS	55,000	8,487.54	8,472.62	46,527.38	3,860.95	42,666.43
SUPPLIES	10,000	1,212.74	1,212.74	8,787.26	720.24	8,067.02
PERIODICALS, SERIALS &						
NEWSPAPERS	8,000	66.15	66.15	7,933.85	21.65	7,912.20
PAMPHLETS	500	-0-	-0-	500.00	8.55	491.45
AUDIO-VISUAL-MATERIALS	1,500	65.95	65.95	1,434.05	140.43	1,293.62
MISC. OTHER EXPENSES:						
INSURANCE	6,000	441.00	441.00	5,559.00	-0-	5,559.00
TELEPHONE	1,500	168.71	168.71	1,331.29	229.97	1,101.32
POSTAGE	2,300	-0-	300.00	2,000.00	300.00	1,700.00
EMPLOYEE HEALTH						
BENEFIT PLAN	12,500	1,020.97	2,041.94	10,458.06	-0-	10,458.06
ANNUAL REPORT	200	-0-	-0-	200.00	-0-	200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	-0-	3,000.00	-0-	3,000.00
SHELVING-MAGAZINES	1,000	-0-	-0-	1,000.00	-0-	1,000.00
CHAIRS	750	-0-	-0-	750.00	-0-	750.00
STAFF ROOM FURNITURE	1,000	-0-	-0-	1,000.00	-0-	1,000.00
MAINT. EQUIP.	500	-0-	-0-	500.00	-0-	500.00
AUDIO-VIS. EQUIP.	1,200	87.00	87.00	1,113.00	-0-	1,113.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	-0-	20,000.00	-0-	20,000.00
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	16,000	448.80	448.80	15,551.20	-0-	15,551.20
BURGLAR ALARM	1,500	-0-	-0-	1,500.00	-0-	1,500.00
FIRE ALARM						
 TOTAL	 \$525,425	 \$ 40,890.76	 \$ 68,443.80	 \$456,981.20	 \$ 9,557.09	 \$447,424.11

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF FEBRUARY, 1977

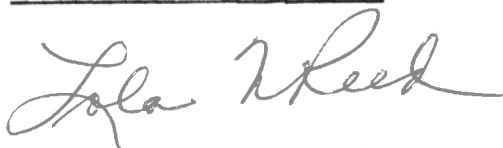
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WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1977 BILLS PRESENTED FOR PAYMENT
ON MARCH 23, 1977CHECKS ARE DATED
FEBRUARY 28, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2311	PETTY CASH CHECKING A/C	TRANSFER	\$ 200.00
2312	MIDLANTIC NAT'L. BANK-W/T FOR 2/28/77	1. SALARIES	1,733.83
2313	WEST ORANGE FED. CREDIT UNION-FEB. 1977	1. "	278.55
2314	TOWN OF W.O.-SOC. SEC.EMPLOYEES- FEB. 1977	1. "	1,511.08
2315	P.E.R.S. #20284-PENSIONS & LOANS- FEB. 1977	1. "	1,278.56
2316	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.- FEB. 1977	1. "	141.22
2317	VOID		
2318	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY- FEB. 1977	1. "	36.00
2319	TOWN OF W.O. HOSPITALIZATION-MARCH 1977	22. HOSPITALIZATION	1,020.97
2320	STATE OF N.J. - INCOME TAX	1. SALARIES	515.42
	NET PAYROLL - 1518-1562 (45)	1. "	9,198.23
	NET PAYROLL - 1563-1606 (42)	1. "	9,121.83
	<u>SUB-TOTAL</u>		<u>25,035.69</u>
	<u>ADD: CHECKS #2208-2310 - PRESENTED FOR PAYMENT AT FEBRUARY 28, 1977 MEETING</u>		<u>16,696.78</u>
	<u>SUB-TOTAL CHECKS ISSUED FEBRUARY 28, 1977</u>		<u>41,732.47</u>
	<u>LESS: CHECK #2115-DRAKE PUBLISHERS-VOIDED</u>	2. BOOKS	\$ 4.95
	CHECK #2234-CURTIS SERVICE, INC. VOIDED	8. MOBILE	351.52
	CHECK #2306-XEROX CORP.-CHARGE FROM PHOTOCOPY MACHINE		128.24
	CHECK #2311-PETTY CASH CHECKING A/C	TRANSFER	200.00
	DEPOSITS-FEB. 16, 1977-REFUNDS	2. BOOKS	157.00
			<u>841.71</u>
	<u>TOTAL EXPENDITURES - MONTH OF FEBRUARY - 1977 PER BUDGET REPORT</u>		<u>\$ 40,890.76</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,

AARON EISENBERG & CO., CPA's

By: Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 23, 1977CHECKS ARE DATED
MARCH 23, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2321	LEONARDIS	6. MAINT.-MAIN	\$ 300.00
2322	POSTMASTER-EAST ORANGE	13. POSTAGE	300.00
2323	MIDLANTIC NATIONAL BANK	1. SALARIES	1,526.63
2324	WEST ORANGE CREDIT UNION	1. "	278.55
2325	A. ABORN EXTERMINATING Co. INC.	11. SERVICE CONTR.	15.00
2326	AL'S AUTO PARTS, INC.	5. MAINT.-MOB.	51.35
2327	AMERICAN HUMANE ASS'N.	20. PAMPHLETS	8.55
2328	AMSTERDAM PRINTING & LITHO CORP.	4. SUPPLIES	16.56
2329A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	\$ 39.50
B	" " "	4. SUPPLIES	14.18
C	" " "	11. SERVICE CONTR.	59.86
2330	THE BAKER & TAYLOR COMPANIES	2. BOOKS	113.54
2331A	" " " "	2. "	65.41
B	" " " "	2. "	53.67
C	" " " "	2. "	76.16
D	" " " "	2. "	(5.96)
E	" " " "	2. "	(5.95)
F	" " " "	2. "	102.19
G	" " " "	2. "	24.92
H	" " " "	2. "	(10.00)
I	" " " "	2. "	50.28
J	" " " "	2. "	39.20
2332	RICHARD BEHRLE'S CARPETMOBILE	2. "	362.84
2333	ARNOLD BERNHARD & Co. INC.	6. MAINT.-MAIN	687.35
2334	BLOOMFIELD WINDOW CLEANING Co.	2. BOOKS	162.72
2335A	R. R. BOWKER	6. MAINT.-MAIN	190.00
B	" "	2. BOOKS	32.00
2336A	BROADSTREET, INC.	2. "	14.75
B	" "	2. "	15.70
C	" "	4. SUPPLIES	30.45
D	" "	4. "	63.58
E	" "	4. "	92.35
2337A	BRODART, INC.	4. "	34.00
B	" "	4. "	14.06
2338	C. W. ASSOCIATES	4. "	8.71
2339	COMMERCE CLEARING HOUSE, INC.	4. "	212.70
2340A	CURTIS SERVICE, INC.	4. "	144.00
B	" " "	4. "	(4.40)
2341	DEACON PRESS	2. "	13.30
2342A	DIMONDSTEIN BOOK Co. INC.	2. "	7.62
B	" " "	8. MAINT.-MOB.	336.52
C	" " "	8. " "	47.00
D	" " "	4. SUPPLIES	383.52
E	" " "	2. BOOKS	11.50
F	" " "	2. "	(9.24)
G	" " "	2. "	216.43
H	" " "	2. "	98.32
I	" " "	2. "	306.57
2343	DODD, MEAD & COMPANY, INC.	2. "	320.94
2344A	DOUBLEDAY & Co. INC.	2. "	244.54
B	" " "	2. "	238.14
C	" " "	2. "	314.49
D	" " "	2. "	64.47
E	" " "	2. "	1,794.66
F	" " "	2. "	6.49
G	" " "	2. "	25.84
H	" " "	2. "	30.50
I	" " "	2. "	4.85
J	" " "	2. "	33.95
K	" " "	2. "	69.10
		2. "	7.26
		2. "	78.52
		2. "	42.54
		2. "	22.88
		2. "	14.58
		2. "	9.73
			339.75

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 23, 1977

CHECKS ARE DATED
MARCH 23, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2345	EDITOR & PUBLISHER	2. BOOKS	\$ 27.30
2346	AARON EISENBERG & Co.	23. MGM'T. SERVICES	767.00
2347	FRELINE, INC.	4. SUPPLIES	50.40
2348A	GALE RESEARCH Co.	2. BOOKS	\$ 50.67
B	" " "	2. " "	68.71
2349	GAYLORD BROS., INC.	4. SUPPLIES	95.74
2350	GROLIER YEAR BOOK, INC.	2. BOOKS	10.75
2351	INFORMATION FOR POLICY DESIGN	2. " "	17.35
2352	THE INSTITUTE FOR RESEARCH	2. " "	10.02
2353	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	11.50
2354	LE JOHNS, INC. OF WEST ORANGE	10. COMM. REL.	15.00
2355	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	42.00
2356	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	80.41
2357	THE MEDICAL SOCIETY OF N.J.	2. " "	16.00
2358A	MODERN MASS MEDIA, INC.	21. A/V MATERIALS	22.00
B	" " " "	21. " " "	35.90
2359	MONROE DIVISION A/C REC.	11. SERV. CONTR.	37.00
2360	MUSIC EXCHANGE	2. BOOKS	88.10
2361A	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	903.41
B	" " " "	6. MAINT.-MAIN	852.48
2362	NEW JERSEY BELL	9. TELEPHONE	217.20
2363	NEW JERSEY BELL	9. " T/C	12.77
2364	N.J. CANDY & TOBACCO CORP.	4. SUPPLIES	77.95
2365	N.J. OFFICE SUPPLY Co.	4. " "	48.11
2366	IRVING OSTROW, Esq.	24. LEGAL SERVICES	500.00
2367	PIERIAN PRESS	2. BOOKS	14.95
2368	PRENTICE-HALL, INC.	2. " "	32.62
2369	PUBLICATIONS-N.J. HISTORICAL COMM.	2. " "	20.00
2370	REGENT BOOK Co. INC.	21. A/V MATERIALS	13.88
2371A	ROSSI & Co. INC.	6. MAINT.-MAIN	35.25
B	" " " "	6. " " "	29.05
2372	ROMAN AND LITTLEFIELD	2. BOOKS	75.35
2373	SHAR-FREY, INC.	2. " "	24.68
2374	SVE-SOCIETY FOR VISUAL EDUCATION, INC.	21. A/V MATERIALS	21.00
2375	TAX INFORMATION CENTER-A PURE TRUST	2. BOOKS	10.50
2376	TIME LIFE	2. " "	10.98
2377	TRAIN COLLECTORS ASSOCIATION	2. " "	9.00
2378	TWAYNE PUBLISHERS	2. " "	8.03
2379	THE UNDERWRITER PRINTING & PUB. Co.	2. " "	32.15
2380	U.S./CANADIAN MAP SERVICE BUREAU	2. " "	11.70
2381	U.S. NAVAL INSTITUTE	2. " "	15.71
2382A	UNIVERSITY MICROFILMS INTERNATIONAL	2. " "	15.15
B	" " " "	2. " "	29.29
C	" " " "	2. " "	20.20
2383	WARREN, GORHAM & LAMONT, INC.	2. " "	26.25
2384	WIDERKEHR HARDWARE	6. MAINT.-MAIN	30.00
2385	WESTON WOODS	21. A/V MATERIALS	47.65
2386	XEROX CORPORATION	25. PHOTOCOPY	132.90
2387	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	21.65
2388A	YUDIN'S PAINT STORES	6. MAINT. - MAIN	47.80
B	" " " "	6. " " "	14.36
<u>SUB-TOTAL - FORWARD</u>			\$11,495.17

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 23, 1977

CHECKS ARE DATED
MARCH 23, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>SUB-TOTAL - FORWARDED</u>			\$ 11,495.17
<u>LESS:</u>			
CHECK #2323 -	MIDLANTIC NAT'L. BANK-W.T.	3/15/77	\$ 1,526.63
CHECK #2324 -	WEST ORANGE CREDIT UNION	3/15/77	278.55
CHECK #2386 -	XEROX CORP.-CHARGE FROM PHOTOCOPY MACHINE		132.90
			<u>1,938.08</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-FEBRUARY 28, 1977</u>			<u>\$ 9,557.09</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

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

Aaron Eisenberg & Co.

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 27, 1977

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) a. Bills Presented for Payment
b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
- 8) New Business
- 9) Communications
- 10) Community Participation
- 11) Adjournment

APRIL

DIRECTOR'S
MONTHLY REPORT

April 25, 1977

The library is still plagued with illnesses and two of our employees are out sick--one of whom (Florence Mantell) is hospitalized at Orange Memorial Hospital. Jacqueline Lepore returned to work on April 4 after a period of 6 weeks. Although she is not ill, Gail Longo is presently serving on jury duty.

Mark Donnelly did a superb job of representing West Orange Public Library on Cable Television on Channel 3, April 4th and 6th. There will be a repeat of this program about libraries on April 26th at 6:30 P.M. and April 27th at 6:00 P.M. Other libraries included on the program were Livingston, West Caldwell, and NICHE, a storefront depository in Montclair. It is hoped that all our trustees will get a chance to see this program.

National Library Week, April 17-23, was celebrated in many ways at our library. Posters, displays and mobiles were to be seen all over the library. Because schools were on vacation during the week a "special" puppet show was given and movies were shown to children.

Cooperating with the State Library on the slogan "how my library helped me," we collected opinions from a number of patrons--some very complimentary--some not so complimentary. However, it was an interesting study, the result of which had to be passed on to the State Library, but we made copies so that you and others might see them at your leisure.

Libraries in the state are now eligible to receive Cable Television service, according to the State Office of Cable Television. This is an extension of a previous decision to provide free service to schools. To complete this phase of our media program, we need a television for the library. Maybe a trustee has one he/she would like to donate, or at least may be in touch with someone who would like to donate a portable color television set to the library.

On April 1st Leonardis completed the job of installing formica tops on the adult counter, one table and mended a second table. They did a beautiful job in restoring the furniture.

A leak was discovered in the boiler. We had it repaired before the turnover from heat to air-conditioning.

A small group of the "New Friends" had two meetings during the past month. They are planning programs to recruit more "Friends". Also, plans are being made for our next annual book sale. Granted your permission, the date is set for June 4th or rain date, June 11th. These dates have been chosen because of the Memorial holiday during the last week in May.

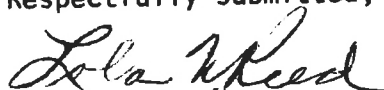
Emma-Lou Czarnecki and Lola N. Reed attended the New Jersey Library Association Wednesday, April 20th through Saturday, April 23rd. A consensus is that the 1977 conference was the most productive and well-attended in 5 or 6 years. More than 2,000 attended. Being on several committees, both Mrs. Czarnecki and I worked throughout the conference. Mrs. Czarnecki was chairperson of the Resolutions Committee where she worked very hard, and I became the newly elected Recording Secretary and member of the Executive Board.

In order to get a clarification on some Civil Service rules about which there were some misgivings, I spoke to Mr. Anthony Larice, Personnel Director. He informed me that "all laws (CS) written pertain to permanent employees only." He also referred me to NJSA 11:24A-1 of the Civil Service volume of the New Jersey Statutes.

Mr. Larice is available and willing to meet with the Trustees and staff (together or separately) to explain this and other statutes during the work day or can set up an evening appointment. He will gladly answer any questions pertaining to Civil Service rules.

According to the Public and School Employees' Benefits Program, "every person employed for a minimum of 20 hours per week, and every appointed or elected official receiving salary, is eligible for enrollment." Employee must maintain minimum hours.

Respectfully submitted,

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

Lola N. Reed
Director

MINUTES

BOARD OF TRUSTEES MEETING

APRIL 27, 1977

The meeting was called to order at 8:05 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman, Albert Kupferer, and William Sagosz constituting a quorum. Also present were Director, Lola N. Reed, Board Attorney, Irving Ostrow, and Board Accountant, Stewart Manheim. Also present were six residents and employees 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 the meeting and all Library Board meetings for the year 1977 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 March 23, 1977 Board of Trustees meeting. Mrs. Herman seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of March, 1977. Mr. Kupferer seconded the motion and it was passed unanimously.

b) Financial Statement:

Mrs. Herman made a motion to transfer \$48,000 from the Statement Savings Account #02-073-0000177-0, Midlantic Bank to the checking account to cover expenses for the month of March, 1977. Mr. Kupferer seconded the motion and it was carried unanimously.

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:

Mrs. Reed reported on the New Jersey Library Association conference that was held April 20th through April 23rd in Atlantic City, New Jersey which she attended with Mrs. Czarnecki. This was one of the most successful conventions held in the last 5-6 years.

Mrs. Reed has been chosen Recording Secretary of the New Jersey Library Association for the year 1977-78.

COMMITTEE REPORTS:

a) Buildings and Grounds:

Mr. Sagosz said he would talk to Mr. McCann again about stabilizing the temperature between the main room and the children's room. Conserving fuel during the summer was discussed. The temperature will be taken in several parts of the building to see what is a comfortable temperature at which to keep the building during the summer without the need of air conditioning.

b) Finance:

Mrs. Herman said that the committee recommended going back to the Council for \$8,707.00 needed to balance the budget. Mrs. Strauss announced that on May 2, 1977 at 7:45 P. M. in council chambers, the Library Board will meet with the Town Council to discuss the library's budget.

Mr. Sagosz made a motion that the Board of Trustees prepare a memo for the library employees relative to their voluntary withdrawal from Blue Cross and Blue Shield if they have duplicate coverage from another source. Mrs. Herman seconded the motion and it was carried unanimously.

Mr. Kupferer will compose the memorandum.

c) Personnel:

Mrs. Grover made a motion that Jr. Library Clerks Mary Longo, Ethel Soprano, and Marie Rubinetti be awarded an hourly salary of \$2.70 an hour, retroactive to January 1, 1977. Mr. Sagosz seconded the motion, and it was passed unanimously by the Board of Trustees.

OLD BUSINESS:

Mrs. Strauss requested Mrs. Herman and Mr. Pasmantier to review the salary scales.

NEW BUSINESS:

Mr. Kupferer made a motion that the Book Sale be held on June 4, 1977, rain date, June 11, 1977. Mr. Sagosz seconded the motion and it was carried unanimously.

COMMUNICATIONS:

Mrs. Grover read a thank you letter from Mrs. Lepore. She also read a letter of complaint about the Xerox copying machine from Mr. Arthur Lang. Mrs. Grover was directed to respond to Mr. Lang's letter.

COMMUNITY PARTICIPATION:

Bob Gillen spoke to the Board of Trustees for the Friends of the Library.

ADJOURNMENT:

The meeting was adjourned at 9:50 P. M. The next Board of Trustees meeting will be held on Wednesday, May 25, 1977 at 8:00 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Andrea Grover
Secretary, Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MARCH 1977

LIBRARY BOARD MEETING OF APRIL 27, 1977

EXPENDITURES

	PROPOSED BUDGET 1977	PAID MONTH OF MARCH 1977	1977 ACCUMULATED BUDGET Ex- PENDITURES PAID 3 MONTHS ENDED 3/31/77	UNEX- PENDED BUDGET BALANCE 3/31/77	BILLS/ACCTS. PAYABLE 3/31/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/77
SALARIES AND WAGES	\$330,885	\$24,222.28	\$ 75,936.69	\$254,948.31	\$	\$254,948.31
CONTRACTUAL SERVICES:						
BINDING	1,000	-0-	127.35	872.65	71.70	800.95
COMMUNITY SERVICES	500	15.00	15.00	485.00	40.00	445.00
TRANSPORTATION	300	116.65	116.65	183.35		183.35
SEMINARS AND WORKSHOPS	600	302.78	302.78	297.22		297.22
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF.SERVICES	9,700	767.00	1,534.00	8,166.00	767.00	7,399.00
LEGAL	2,000	500.00	500.00	1,500.00		1,500.00
CONTRACTUAL MAINT.& REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,755.89	3,398.71	16,601.29	2,710.81	13,890.48
MAIN LIBRARY-REPAIRS	7,000	651.18	1,046.64	5,953.36	1,387.12	4,566.24
TORY-CORNER-RENTAL	540	-0-	-0-	540.00		540.00
BOOKMOBILE	5,300	434.87	467.07	4,832.93	243.64	4,589.29
SERVICE CONTRACTS	3,500	151.36	611.01	2,888.99	126.25	2,762.74
MATERIALS & SUPPLIES:						
BOOKS	55,000	3,886.81	12,359.43	42,640.57	5,704.11	36,936.46
SUPPLIES	10,000	829.86	2,042.60	7,957.40	937.94	7,019.46
PERIODICALS, SERIALS &						
NEWSPAPERS	8,000	-0-	66.15	7,933.85	45.40	7,888.45
PAMPHLETS	500	34.60	34.60	465.40	16.00	449.40
AUDIO-VISUAL-MATERIALS	1,500	141.74	207.69	1,292.31	173.63	1,118.68
MISC. OTHER EXPENSES:						
INSURANCE	6,000	-0-	441.00	5,559.00		5,559.00
TELEPHONE	1,500	229.97	398.68	1,101.32	174.98	926.34
POSTAGE	2,300	303.30	603.30	1,696.70	300.00	1,396.70
EMPLOYEE HEALTH						
BENEFIT PLAN	12,500	1,020.97	3,062.91	9,437.09		9,437.09
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	-0-	3,000.00		3,000.00
SHELVING-MAGAZINES	1,000	-0-	-0-	1,000.00		1,000.00
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	1,000	-0-	-0-	1,000.00		1,000.00
MAINT. EQUIP.	500	-0-	-0-	500.00		500.00
AUDIO-VIS. EQUIP.	1,200	-0-	87.00	1,113.00		1,113.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	4,442.38	4,442.38	15,557.62		15,557.62
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	16,000	-0-	448.80	15,551.20		15,551.20
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00
TOTAL	\$525,425	\$39,806.64	\$108,250.44	\$417,174.56	\$12,698.58	\$404,475.98

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF MARCH, 1977

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVE FUND
<u>I</u> CASH FUNDS-FEBRUARY 28, 1977	\$122,910.87	\$ 31,167.70	\$ 4,222.20	\$ 278.54	\$ 123.04	\$ 326.25	\$ 86,793.14
ADD:							
FINES			(1,558.29				
PHOTOCOPY			(526.35				
BOOK RENTALS			(58.85				
MICROFILMS	2,249.08		(8.00				
TELEPHONE			(13.34				
NON-RESIDENT FEES			(30.00				
MEETING ROOMS			(15.00				
AUDIO-VISUAL			(39.25				
LOST BOOKS	124.87			124.87			
EXCESS PROPERTY	89.68				89.68		
INTEREST	1,374.58		1,374.58				
<u>II</u> TOTAL MARCH 1977 RECEIPTS	3,838.21	-	3,623.66	124.87	89.68	-	-
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	126,749.08	31,167.70	7,845.86	403.41	212.72	326.25	86,793.14
<u>IV</u> LESS:							
MARCH 1977 - EXPENDITURES	39,806.64	39,806.64					
<u>V</u> TOTAL CASH FUNDS 3/31/77	\$ 86,942.44	(8,638.94)	\$ 7,845.86	\$ 403.41	\$ 202.72	\$ 326.25	\$ 86,793.14
ADD:							
DUE FROM FUNDS							
DUE FROM TOWN OF WEST ORANGE							
FOR 2ND,3RD & 4TH QTR. BUDGET		425,813.50					
		417,174.56					
LESS: ACCOUNTS PAYABLE 3/31/77		12,698.58					
BUDGET BALANCE PER REPORT 3/31/77		\$404,475.98					

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NATL. BANK	\$ 22,373.13
MIDLANTIC NATL. BANK #02-073-0000177-0	46,283.04
W.O. S & L Ass'n. #10085	18,153.38
PETTY CASH - CASH FUND	126.25
PETTY CASH - CHECKING FUND	6.64
	<u>\$ 86,942.44</u>

FUNDS:

BUDGET FUND	(\$8,638.94)
FINES & RESERVES FUND	7,845.86
LOST BOOK FUND	403.41
BOOK SALES & EXCESS FUND	212.72
PETTY CASH & CHANGE	326.25
ACCUMULATED RESERVES FUND	86,793.14
	<u>86,942.44</u>
LESS: A/C PAYABLE 3/31/77	12,698.58
	<u>\$74,243.86</u>

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1977 BILLS PRESENTED FOR PAYMENT
ON APRIL 27, 1977

CHECKS ARE DATED
MARCH 28, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2389	TOWN OF WEST ORANGE	28. ADMINISTRATIVE	
		CHARGE	\$ 1.00
2390	MIDLANTIC NAT'L. BANK W.T. 3/31/77	1. SALARIES	1,701.02
2391	WEST ORANGE FEDERAL CREDIT UNION	1. "	278.55
2392	STATE OF N. J. - INCOME TAX	1. "	481.67
2393	TOWN OF WEST ORANGE-HOSPITALIZATION APRIL 1977	26. HOSPITALIZATION	1,020.97
2394	TOWN OF WEST ORANGE-SOC. SEC.- MARCH 1977 EMPLOYEES	1. SALARIES	1,417.02
2395	VOID		-
2396	VOID		-
2397	TOWN OF WEST ORANGE-SOC. SEC. 1ST QTR. 1977 - EMPLOYERS	27. EMPLOYER'S SOC. SEC.	4,442.38
2398	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,245.87
2399	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. "	137.70
2400	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. "	36.00
	NET PAYROLL 3/15/77 #1607-1649 (43)	1. "	8,156.30
	NET PAYROLL 3/31/77 #1650-1693 (44)	1. "	8,962.97
2257	HEBREW PUBLISHING CO. (CORRECTION)	2. BOOKS	.06
	<u>SUB-TOTAL</u>		<u>27,881.51</u>
	<u>ADD: CHECKS #2321-2388 PRESENTED FOR PAYMENT AT MARCH 23, 1977 MEETING</u>		<u>11,495.17</u>
	<u>SUB-TOTAL CHECKS ISSUED AT MARCH 28, 1977</u>		<u>39,376.68</u>
	<u>LESS: CHECK #2386-XEROX CORP. CHARGE PHOTOCOPY MACHINE</u>		<u>\$132.90</u>
	<u>DEPOSITS 3/25/77 - REFUNDS</u>	21. A/V MATERIALS	<u>8.66</u>
			<u>39,235.12</u>
	<u>ADD:</u>		
	<u>PETTY CASH CHECKS #860-916</u>		<u>627.92</u>
	<u>SUB-TOTAL</u>		<u>39,863.04</u>
	<u>LESS: DEPOSITS 1/24/77-BI-CENTENNIALS</u>	20. PAMPHLETS	<u>21.00</u>
	" 2/9/77 LOST BOOK RETURNS	2. BOOKS	<u>10.83</u>
	" 2/23/77 - LOST BOOK-		
	RETURN	2. "	<u>2.57</u>
	" 3/30/77 - BI-CENTENNIALS	20. PAMPHLETS	<u>22.00</u>
			<u>56.40</u>
	<u>TOTAL EXPENDITURES-MONTH OF MARCH 1977</u>		
	<u>PER BUDGET REPORTS</u>		<u>\$39,806.64</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA's

By: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARYMARCH 1976 BILLS PRESENTED FOR PAYMENT
ON APRIL 27, 1977LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH, 1977

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1976				
12/30	860	W. O. PUBLIC LIBRARY	15. SEMINARS	\$ 11.65
1977				
1/5	861	LOLA REED	12. TRANSPORTATION	8.25
1/8	862	W. O. PUBLIC LIBRARY	4. SUPPLIES	7.20
1/11	863	SHIRLEY ITKIN	4. "	6.20
1/11	864	IOWA STATE UNIVERSITY PRESS	2. BOOKS & MICROFILMS	2.50
1/11	865	BERKELEY PUBLISHING CORP.	2. " "	5.00
1/12	866	ESSEX COUNTY DIRECTORS GROUP	15. WORKSHOPS & SEMINARS	20.00
1/12	867	WILLIAM TOOHEY	12. TRANSPORTATION	7.50
1/14	868	DAWN COFFMAN	12. "	13.75
1/10	869	AEONIAN PRESS	2. BOOKS & MICROFILMS	1.25
1/13	870	SHIRLEY ITKIN	4. SUPPLIES	1.29
1/13	871	SANDRA GOSS	12. TRANSPORTATION	2.25
1/20	872	KORVETTE'S INC.	21. A/V MATERIALS	9.97
1/20	873	SPORTSHELF & SOCCER ASSN.	12. TRANSPORTATION	3.50
1/20	874	BETHESDA BOOKS	2. BOOKS & MICROFILMS	4.95
1/21	875	TREASURER, STATE OF NEW JERSEY	15. WORKSHOPS & SEMINARS	1.00
1/21	876	MARK DONNELLY	20. NEWSPAPERS & PAMPHLETS	3.50
1/21	877	W. O. BICENTENNIAL JOURNAL	20. " "	21.00
1/21	878	W. O. PUBLIC LIBRARY	15. WORKSHOPS & SEMINARS	15.00
1/24	879	TREASURER, STATE OF NEW JERSEY	15. " "	1.00
2/1	880	GAIL LONGO	12. TRANSPORTATION	16.30
2/2	881	LOLA REED	15. WORKSHOPS & SEMINARS	12.63
2/4	882	SHIRLEY ITKIN	4. SUPPLIES	17.37
2/9	883	PHYLLIS SOME	12. TRANSPORTATION	20.90
2/10	884	MACMILLAN PUBLISHING CO.	2. BOOKS & MICROFILMS	10.83
2/10	885	N.J. LIBRARY ASSOCIATION	14. CONVENTIONS	30.00
2/10	886	N.J. LIBRARY ASSOCIATION	14. "	27.00
2/12	887	LOLA REED	13. POSTAGE	3.30
2/15	888	N.J. CANDY & TOBACCO CO.	4. SUPPLIES	39.50
2/16	889	LOLA REED	12. TRANSPORTATION	8.60
2/16	890	N.J. LIBRARY ASSOCIATION	15. WORKSHOPS & SEMINARS	3.00
2/18	891	PUBLIC AFFAIRS PAMPHLETS	20. NEWSPAPERS & PAMPHLETS	2.90
2/18	892	SHIRLEY ITKIN	4. SUPPLIES	3.08
2/18	893	EAST ORANGE PUBLIC LIBRARY	2. BOOKS & MICROFILMS	2.57
2/18	894	REGINA FLOOR MACHINE SERVICE	4. SUPPLIES	9.50
2/18	895	WILLIAM TOOHEY	12. TRANSPORTATION	9.25
2/23	896	LOLA REED	12. "	5.50
2/23	897	AMERICAN LIBRARY ASSOCIATION	15. WORKSHOPS & SEMINARS	50.00
3/2	898	W. O. PUBLIC LIBRARY	20. NEWSPAPERS & PAMPHLETS	20.00
3/3	899	W. O. PUBLIC LIBRARY	2. BOOKS & MICROFILMS	5.81
3/3	900	ELSA MEYERS	12. TRANSPORTATION	4.00
3/3	901	MARK DONNELLY	12. "	6.75
3/5	902	BILL TOOHEY	12. "	7.00
3/7	903	LOLA REED	4. SUPPLIES	6.35
3/10	904	N.J. LIBRARY ASSOCIATION	14. CONVENTIONS	18.00
3/10	905	N.J. LIBRARY ASSOCIATION	14. "	17.00
3/10	906	HOWARD JOHNSON'S REGENCY	14. "	30.00

WEST ORANGE FREE PUBLIC LIBRARYMARCH 1976 BILLS PRESENTED FOR PAYMENT
ON APRIL 27, 1977LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH, 1977

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3/10	907	W. O. PUBLIC LIBRARY	14. CONVENTIONS	\$ 1.50
3/11	908	BILL TOOHEY	12. TRANSPORTATION	3.10
3/12	909	SHIRLEY ITKIN	4. SUPPLIES	6.59
3/12	910	W. O. PUBLIC LIBRARY	4. "	7.95
3/15	911	AMERICAN LIBRARY ASSOCIATION	14. CONVENTIONS	15.00
3/21	912	SHIRLEY ITKIN	4. SUPPLIES	3.59
3/22	913	W. O. PUBLIC LIBRARY	2. BOOKS & MICROFILMS	6.29
3/22	914	N.J. LIBRARY ASSOCIATION	14. CONVENTIONS	24.00
3/25	915	RUTGER'S UNIVERSITY	15. WORKSHOPS & SEMINARS	18.00
3/28	916	W. O. PUBLIC LIBRARY	15. " "	8.00

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH, 1977\$ 627.92PAYMENT RECOMMENDED BY:*Lela Reed*PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA's

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 27, 1977

CHECKS ARE DATED
APRIL 27, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2401	PETTY CASH CHECKING A/C	TRANSFER	\$ 200.00
2402	MIDLANTIC NATIONAL BANK W/T	1. SALARIES	1,818.47
2403	WEST ORANGE CREDIT UNION-SAVINGS	1. "	283.55
2404	POSTMASTER	13. POSTAGE	300.00
2405	A. ABORN EXTERMINATING Co.	11. SERVICE CONTR.	15.00
2406	ADVENTURE GUIDES	2. BOOKS	17.00
2407	AIR CONTROLLED ENVIRONMENT	6. MAINT.-MAIN	29.62
2408A	AL's AUTO PARTS, INC.	8. MAINT.-MOB.	\$ 17.10
B	" " "	8. " "	3.75
C	" " "	8. " "	5.40
2409	ALTERNATIVE SOURCES OF ENERGY	2. BOOKS	2.00
2410	AMERICAN COLLEGIATE EMPLOYMENT INST.	2. "	7.95
2411	AMERICAN HOTEL REGISTER Co.	2. "	12.45
2412	AMERICAN INST. FOR ECONOMIC RESEARCH	20. PAMPHLETS	2.00
2413	AMERICAN ASSN. OF COLLEGES OF PHARMACY	20. "	5.00
2414	THE ATHLETIC PRESS	2. BOOKS	5.56
2415A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	39.10
B	" " "	11. " "	39.15
2416	AYER PRESS	2. BOOKS	54.89
2417A	THE BAKER & TAYLOR Co.	2. "	16.78
B	" " " "	2. "	86.61
C	" " " "	2. "	105.69
D	" " " "	2. "	40.27
2418A	THE BAKER & TAYLOR COMPANIES	2. "	132.30
B	" " " "	2. "	31.98
C	" " " "	2. "	56.90
2419	R. R. BOWKER	2. "	221.18
2420	R. R. BOWKER	2. "	20.70
2421	BOARDSTREET, INC.	2. "	79.00
2422A	BRO-DART, INC.	4. SUPPLIES	5.56
B	" " "	4. "	4.50
C	" " "	4. "	4.50
2423	BUREAU OF HEALTH & HOSPITAL CAREERS COUNSELLING	4. "	238.50
2424A	C. W. ASSOCIATES	2. BOOKS	247.50
B	" " "	2. "	29.70
C	" " "	2. "	14.75
2425	CAMBRIDGE UNIVERSITY PRESS	2. "	8.60
2426	CARPETMOBILE	2. "	7.50
2427A	CHAMBERS RECORD SHOP	20. PAMPHLETS	30.85
B	" " "	6. MAINT.-MAIN	2.75
C	" " "	21. A/V MATERIALS	162.72
2428	THE CHEMICAL PUBLISHING Co. INC.	21. " "	37.09
2429	COLLECTOR BOOKS	21. " "	45.42
2430	COMMONWEALTH WATER Co.	21. " "	34.62
2431	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	117.13
2432	CONSUMERS UNION	2. BOOKS	14.25
2433	THE COUNCIL FOR STATE GOVERNMENTS	2. "	14.95
2434	CROWN PUBLISHERS, INC.	6. MAINT.-MAIN	64.09
2435	CURTIS-LIEBERMAN PUBLICATIONS	2. BOOKS	9.95
2436	CURTIS SERVICE, INC.	2. BOOKS	8.00
2437	DEPT. OF EDUCATION, STATE OF N.J.	2. "	7.75
2438A	DIMONDSTEIN BOOK Co. INC.	2. "	2.53
B	" " " "	2. "	7.05
C	" " " "	5. MAINT.-MOB.	217.39
D	" " " "	20. PAMPHLETS	3.00
E	" " " "	2. BOOKS	236.60
F	" " " "	2. "	302.70
G	" " " "	2. "	224.75
		2. "	121.69
		2. "	189.13
		2. "	327.32
		2. "	333.63

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 27, 1977

CHECKS ARE DATED
APRIL 27, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2438H	DIMONDSTEIN BOOK Co. Inc.	2. Books	\$ 288.12
I	" " " "	2. "	214.34
J	" " " "	2. "	(44.07)
K	" " " "	2. "	63.71
L	" " " "	2. "	308.59
M	" " " "	2. "	276.04
N	" " " "	2. "	312.80
			\$ 3,155.35
2439A	DOUBLEDAY & Co. Inc.	2. "	2.41
B	" " " "	2. "	30.69
C	" " " "	2. "	5.46
D	" " " "	2. "	55.09
E	" " " "	2. "	8.48
F	" " " "	2. "	11.87
G	" " " "	2. "	4.24
H	" " " "	2. "	7.63
I	" " " "	2. "	62.21
2440A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	9.00
B	" " " "	19. "	7.00
2441	AARON EISENBERG & Co.	23. MGMT. SERVICES	767.00
2442	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN	57.00
2443	FEARON PUBLISHERS, INC.	2. BOOKS	31.27
2444	FEDERAL JOBS DIGEST	2. "	9.50
2445	FIREBUILDERS	20. PAMPHLETS	3.00
2446A	GALE RESEARCH Co.	2. BOOKS	18.63
B	" " " "	2. "	18.63
2447A	GAYLORD BROS. INC.	4. SUPPLIES	193.91
B	" " " "	4. "	8.25
2448	GROLIER EDUCATIONAL CORP.	2. BOOKS	
2449A	GROSSET & DUNLAP, INC.	2. "	5.00
B	" " " "	2. "	6.38
2450	GENE HACKER CAMERA SHOP	6. MAINT.-MAIN MAINT.-MAIN A-Y	
2451	JOHN J. HEANEY	2. BOOKS	
2452A	INTERNATIONAL CITY MANAGEMENT ASSN.	2. "	19.50
B	" " " "	2. "	24.00
2453	JAPAN PUBLICATIONS TRADING Co. INC.	2. "	
2454A	THE JEWISH PUBLICATION Soc. OF AMERICA	2. "	12.45
B	" " " "	2. "	9.95
2455	THE JOHN HOPKINS UNIVERSITY PRESS	2. "	
2456	CAROLYN KAPLAN	2. "	
2457A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	118.36
B	" " " "	4. "	2.10
2458	LAPAT DUPLICATING & OFFICE SUPPLIES	4. "	
2459	LAROUSE & Co.	2. BOOKS	
2460	LEONARDIS	6. MAINT.-MAIN	
2461A	LEWIS PAPER & SUPPLY Co.	6. MAINT.-MAIN	230.55
B	" " " "	6. "	19.75
2462A	LIBRARIES UNLIMITED, INC.	2. BOOKS	14.17
B	" " " "	2. "	18.67
2463	LONGMAN, INC.	2. "	
2464A	MACMILLIAN PUBLISHING Co. INC.	2. "	44.03
B	" " " "	2. "	19.40
C	" " " "	2. "	5.54
D	" " " "	2. "	6.78
E	" " " "	2. "	9.78
F	" " " "	2. "	6.21
G	" " " "	2. "	12.76
H	" " " "	2. "	23.10
2465	MAJOR BOOKS	2. "	
2466A	MANUFACTURERS' NEWS, INC.	2. "	77.50
B	" " " "	2. "	67.50
2467	THE METROPOLITAN MUSEUM OF ART	2. "	
2468	MODERN MASS MEDIA, INC.	21. A/V MATERIALS	

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 27, 1977

CHECKS ARE DATED
APRIL 27, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2469	J. M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	\$ 32.50
2470	MULTIMEDIA PUBLISHING CORP.	2. BOOKS	10.45
2471	NATIONAL DIRECTORY SERVICE, INC.	2. "	2.59
2472	NATIONAL FUEL OIL INC.	6. MAINT.-MAIN	860.52
2473	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	9.80
2474	NEW AMERICAN LIBRARY	2. "	10.35
2475	NEW JERSEY BELL	9. TELEPHONE	163.58
2476	NEW JERSEY BELL	9. TELEPHONE	11.40
2477	NEW JERSEY CANDY & TOBACCO CORP.	4. SUPPLIES	89.50
2478A	NEW JERSEY OFFICE SUPPLY Co.	4. " \$ 10.20	
B	" " " " "	4. " 3.00	
C	" " " " "	4. " 2.10	15.30
2479	NILGIRI PRESS	2. BOOKS	11.65
2480	HENRY PHILIPS PUBLISHING Co.	2. "	5.95
2481	PILOT BOOKS	20. NEWS.&PAMPHLETS	2.50
2482	PERDUE RADIO Co.	21. A/V MATERIALS	50.50
2483	PITNEY BOWES	11. SERV.CONTRACTS	33.00
2484A	PRENTICE-HALL, INC.	2. BOOKS 35.07	
B	" " " " "	2. " 19.30	54.37
2485	PRESCRIPTION CENTER	4. SUPPLIES	2.96
2486A	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT.-MAIN 888.18	
B	" " " " "	6. " 898.02	1,786.20
2487	RAND McNALLY & Co.	2. BOOKS	53.00
2488	READER BOOKS	2. "	11.50
2489	REGENT BOOK Co. INC.	2. "	3.96
2490	REYMONT ASSOCIATES	20. NEWS.& PAMPHLETS	2.50
2491A	ROUTLEDGE & KEGAN PAUL LTD.	2. BOOKS 17.68	
B	" " " " "	2. " 8.91	26.59
2492	SAGRIN PRESS	2. "	7.81
2493	SHOE STRING PRESS	2. "	13.50
2494	SILVER BURDETT COMPANY	2. "	9.17
2495	STATE INDUSTRIAL DIRECTORIES CORP.	2. "	87.50
2496	STRUCTURES PUBLISHING Co.	2. "	4.95
2497	TRAVEL CENTERS OF THE WORLD	2. "	8.95
2498	UNITED NATIONS	2. "	43.90
2499	U.S. INDUSTRIAL DIRECTORY	2. "	45.00
2500	THE UNIVERSITY OF MASSACHUSETTS PRESS	2. "	7.20
2501	UNIVERSITY MICROFILMS INTERNATIONAL	2. "	6.06
2502	WARREN, GORHAM & LAMONT, INC.	2. "	96.00
2503A	WEISE-WINCKLER BINDERY, INC.	3. BINDING 27.50	
B	" " " " "	3. " 44.20	71.70
2504	XEROX CORPORATION	25. PHOTOCOPY	112.04
2505	YOUNG'S NEWS SERVICE	20. NEWS.& PAMPHLETS	21.65
2506	YUDIN'S PAINT STORES	6. MAINT.-MAIN	128.48
2507	N.J. HISTORICAL SOCIETY	20. NEWS. &PAMPHLETS	3.00
2508	SUBURBAN HOMES GUIDE	2. BOOKS	8.20
2509	RALPH KELLY	10. COMM. REL.	40.00

SUB-TOTAL - FORWARD

15,112.64

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 27, 1977

CHECKS ARE DATED
 APRIL 27, 1977

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

SUB-TOTAL - FORWARDED

\$15,112.64

LESS:

CHECK #2401 - PETTY CASH CHECKING A/C	\$ 200.00	
2402 - MIDLANTIC NATIONAL BANK (4/15/77)	1,818.47	
2403 - WEST ORANGE CREDIT UNION	283.55	
2504 - XEROX CORP. - CHARGE FROM PHOTOCOPY MACHINE	112.04	2,414.06

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - MARCH 31, 1977

\$12,698.58

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

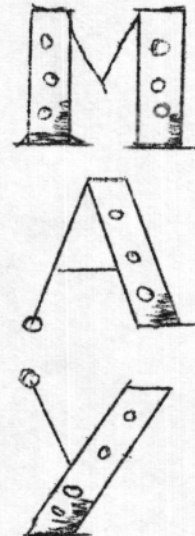
PREPARED WITHOUT AUDIT,
 AARON EISENBERG & CO., CPA's

Aaron Eisenberg

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

MAY 25, 1977

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) a. Bills Presented for Payment
b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Adopt 1977 Budget
- 8) New Business
- 9) Communications
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

MAY 25, 1977

The meeting was called to order at 8:20 P.M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman, Albert Kupferer, Paul E. Pasmantier, and William Sagosz constituting a quorum. Also present were Director Lola N. Reed, Board Attorney, Irving Ostrow, and Board Accountant, Stewart Manheim. Also present were several 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 the meeting and all Library Board meetings for the year 1977 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 April 27, 1977 Board of Trustees meeting. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mrs. Herman made a motion to accept the Bills Presented for Payment for the month of April, 1977. Mr. Sagosz seconded the motion and it was passed unanimously.

b) Financial Statement:

Mrs. Herman made a motion to transfer \$45,000 from the Statement Savings Account #02-073-0000177-0, to Midlantic Bank to the checking account to cover current expenses. Mrs. Grover seconded the motion, and it was carried unanimously.

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

DIRECTOR'S REPORT:

Mrs. Reed reported that the air conditioning has been turned on, adjusted, and as of this date, working efficiently.

Mrs. Reed will be attending the American Library Association convention in Detroit on June 17-23. In order that the Director may attend the next Board

of Trustees meeting, Mr. Kupferer made a motion to have the next meeting held in the Director's office on Wednesday, June 29, 1977 in place of the June 22nd. date. Mr. Sagosz seconded the motion, and it was passed unanimously.

COMMITTEES:

a) Buildings and Grounds:

Mr. Sagosz made a motion that the Board of Trustees install the fire detection alarm connection to the police department with a proposal of less than \$500. Payment will be taken from Line item-- Burglar Alarm System. Mrs. Grover seconded the motion, and it was carried unanimously.

b) Finance Committee

Mrs. Herman reported to the Board of Trustees that the Town Council has granted the library the \$8,707 needed to balance the 1977 budget. Mrs. Strauss commended Mrs. Herman and the committee for the superb job they have done.

c) Personnel:

Mrs. Grover reported on the meeting that was held with Mrs. Magno and three Junior Library Clerks--Ethel Soprano, Marie Rubinetti, and Mary Longo.

Mr. Pasmantier stated that a committee has been formed to make a new salary guide. Therefore, there should be a deferment of any salary discussion until an explicit salary scale is formulated. The study will be presented at the next meeting.

OLD BUSINESS:

Mr. Kupferer made a motion that the amended 1977 budget of the West Orange Public Library in the amount of \$513,925 be approved. Mrs. Herman seconded the motion, and it was carried unanimously.

Mr. Sagosz made a motion to allocate \$360 to Gene Hacker, as the lowest responsible bid, for an A/V cabinet to be taken from line item--Audio/Visual Equipment. Mr. Pasmantier seconded, and the motion was carried unanimously.

NEW BUSINESS:

Mr. Kupferer, the library Board's representative to the Cable TV Advisory Board, said that one of the things his Board is working on is the development of a research library dealing with Cable TV projects and policies. They would like permission to have a shelf within the library to contain the related materials and books. Mrs. Reed said that this would be satisfactory, and that she will locate an area.

Mr. Pasmantier, with the Board's approval thanked Mr. Manheim for his preparation, presentation, extra time, and expertise given to the Library Board meeting with the Town Council. He suggested that Mrs. Strauss appoint a special committee to formulate plans to approach the Town Council in a professional, organized fashion to request a Mobilibrary and/or a Library addition. Mr. Sagosz volunteered to work with Mr. Pasmantier on the priorities. Mr. Ostrow and Mr. Manheim also offered their services in their respective capacities.

Mr. Ostrow thanked Mr. Pasmantier for initiating the idea of going to the Council to obtain reinstatement of budget funds.

COMMUNICATIONS:

Mrs. Strauss received a letter from the Board of Education. The Art Department is presenting its annual exhibit of student work representing elementary through high school. Mr. Kupferer recommended the exhibit to everyone.

Mrs. Strauss has received communication about a new Board member who has been appointed by the Mayor to replace Mrs. Lopis. However, the Town Council has not passed a motion approving the appointment as yet.

Acting upon a request submitted by the staff that they receive their second salary check for May before Memorial Day weekend, Mr. Kupferer made a motion that the Board of Trustees approve payment of the salary checks, and that they be signed and dated on the 27th of May. Mr. Sagosz seconded the motion, and it was passed unanimously.

PUBLIC PARTICIPATION:

Mr. Lang praised the Library Board and Mrs. Reed on the excellent improvement of the reference section. He also stated his concern about the Xerox machine. Mrs. Grover apologized for the delay in answering his letter, and will promptly attend to it.

ADJOURNMENT:

The meeting was adjourned at 9:40 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

MAY 25, 1977

Graduation time is upon us and a number of our staff are involved with either their own children or relatives and friends in preparation for the exercises. Also, among our employees are graduating seniors from high school and college.

A meeting of Department Heads was held on Monday, May 16, at 2:00 P. M. A general discussion evolved around budget planning, summer schedules and summer vacations. We were also concerned about updating our Book Selection Policies and agreed to work further on the matter at the time of our next meeting on June 15th.

An informal meeting of the general staff was held on Monday, May 23rd at 2:00 P. M. After a few preliminary remarks we went into a question and answer period. Many helpful suggestions were made by employees.

The second annual West Orange Public Schools Cooperative Education Employer-Employee dinner was held at Mayfair Farms on May 16th. Michael Repiscak, an employee and a graduating high school senior, invited me to the affair. We received a Certificate of Participation award for being a part of the program.

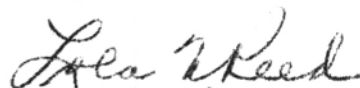
Our display for the month has been devoted to travel. Many lovely compliments were received from satisfied borrowers. Although there was not a large crowd for our first episode of "Roots" those who came thoroughly appreciate what the library is doing for our town.

After much confusion and misunderstanding, and a few telephone calls, which involved Messrs. Sagosz, McCann, Belli, Refinski and Silverstein, our contractor from Environmental Control, the air condition system has been turned on, and, at the time of this writing, working very well.

We are in the process of adjusting our summer schedule to reflect complete employee coverage during this heavy vacation period. Efforts are being made to distribute hours to current employees without having to hire additional personnel. If, however, we must add two or three people for the summer, they will be Junior Library Clerks.

The library will be closed on Memorial Day, Monday, May 30th.

Respectfully submitted,



Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF APRIL 1977

LIBRARY BOARD MEETING OF MAY 25, 1977

EXPENDITURES

	PROPOSED BUDGET 1977	PAID MONTH OF APRIL 1977	1977 ACCUMULATED BUDGET EX- PENDITURES PAID 4 MONTHS ENDED 4/30/77	UNEX- PENDED BUDGET BALANCE 4/30/77	BILLS/ACCTS. PAYABLE 4/30/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 4/30/77
SALARIES AND WAGES	\$330,885	\$25,950.71	\$101,887.40	\$228,997.60		\$228,997.60
CONTRACTUAL SERVICES:						
BINDING	1,000	66.75	194.10	805.90	\$ 87.11	718.79
COMMUNITY SERVICES	500	40.00	55.00	445.00		445.00
TRANSPORTATION	300	-0-	116.65	183.35		183.35
SEMINARS AND WORKSHOPS	600	-0-	302.78	297.22		297.22
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,700	767.00	2,301.00	7,399.00	767.00	6,632.00
LEGAL	2,000	-0-	500.00	1,500.00		1,500.00
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	2,710.81	6,109.52	13,890.48	885.61	13,004.87
MAIN LIBRARY-REPAIRS	7,000	1,387.12	2,433.76	4,566.24	303.25	4,262.99
TORY-CORNER-RENTAL	540	-0-	-0-	540.00	135.00	405.00
BOOKMOBILE	5,300	243.64	710.71	4,589.29		4,589.29
SERVICE CONTRACTS	3,500	126.25	737.26	2,762.74	93.60	2,669.14
MATERIALS & SUPPLIES:						
BOOKS	55,000	5,702.86	18,062.29	36,937.71	6,023.69	30,914.02
SUPPLIES	10,000	887.54	2,930.14	7,069.86	1,776.05	5,293.81
PERIODICALS, SERIALS &						
NEWSPAPERS	8,000	42.40	108.55	7,891.45	46.00	7,845.45
PAMPHLETS	500	16.00	50.60	449.40		449.40
AUDIO-VISUAL-MATERIALS	1,500	173.63	381.32	1,118.68		1,118.68
MISC. OTHER EXPENSES:						
INSURANCE	6,000	(159.00)	282.00	5,718.00		5,718.00
TELEPHONE	1,500	174.98	573.66	926.34	163.55	762.79
POSTAGE	2,300	300.00	903.30	1,396.70	300.00	1,096.70
EMPLOYEE HEALTH						
BENEFIT PLAN	12,500	1,020.97	4,083.88	8,416.12		8,416.12
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	-0-	3,000.00		3,000.00
SHELVING-MAGAZINES	1,000	-0-	-0-	1,000.00		1,000.00
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	1,000	-0-	-0-	1,000.00		1,000.00
MAINT. EQUIP.	500	-0-	-0-	500.00		500.00
AUDIO-VIS. EQUIP.	1,200	-0-	87.00	1,113.00		1,113.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	4,442.38	15,557.62		15,557.62
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	16,000	-0-	448.80	15,551.20		15,551.20
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00
 TOTAL	 \$525,425	 \$39,451.66	 \$147,702.10	 \$377,722.90	 \$10,580.86	 \$367,142.04

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF APRIL 1977

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVE FUND
<u>I</u> CASH FUNDS-MARCH 31, 1977	\$86,942.44	(\$ 8,638.94)	\$ 7,845.86	\$ 403.41	\$ 212.72	\$ 326.25	\$ 86,793.14
ADD:							
FINES			(1,578.52				
NON-RESIDENT FEES			(70.00				
PHOTOCOPY			(441.07				
BOOK RENTALS	2,243.79		(59.25				
MICROFILMS			(20.00				
GIFTS AND MEMORIALS			(64.95				
AUDIO-VISUAL			(10.00				
LOST BOOKS	150.15			150.15			
EXCESS PROPERTY	38.35				38.35		
ESTIMATED 2ND QTR. 1977							
BUDGET FROM TOWN OF W. ORANGE	109,600.50	109,600.50					
<u>II</u> TOTAL APRIL 1977 RECEIPTS	112,032.79	109,600.50	2,243.79	150.15	38.35		
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	198,975.23	100,961.56	10,089.65	553.56	251.07	326.25	86,793.14
<u>IV</u> LESS:							
APRIL 1977 - EXPENDITURES	39,451.66	39,451.66					
<u>V</u> TOTAL CASH FUNDS 4/30/77	\$159,523.57	61,509.90	\$10,089.65	\$ 553.56	\$ 251.07	\$ 326.25	\$ 86,793.14
ADD:							
DUE FROM TOWN OF W. ORANGE		316,213.00					
FOR 3RD AND 4TH QTR. BUDGET		377,722.90					
LESS: ACCOUNTS PAYABLE 4/30/77		10,580.86					
BUDGET BALANCE PER REPORT 4/30/77		\$367,142.04					
CASH FUNDS REPRESENTED BY:							
CHECKING A/C MIDLANTIC NAT'L. BANK	\$ 30,609.43						
MIDLANTIC NAT'L. BANK#02-073-0000177-0	110,427.87						
W. O. S & L Ass'n. #10085	18,153.38						
PETTY CASH - FUND FUND	326.25						
PETTY CASH - CHECKING FUND	6.64						
	\$159,523.57						
FUNDS:							
BUDGET FUND		\$61,509.90					
FINES & RESERVES FUND		10,089.65					
LOST BOOK FUND		553.56					
BOOK SALES & EXCESS							
PROPERTY FUND		251.07					
PETTY CASH & CHANGE		326.25					
ACCUMULATED RESERVES FUND		86,793.14					
		159,523.57					
LESS: A/C PAYABLE 4/30/77		10,580.86					
		\$148,942.71					

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1977 BILLS PRESENTED FOR PAYMENT

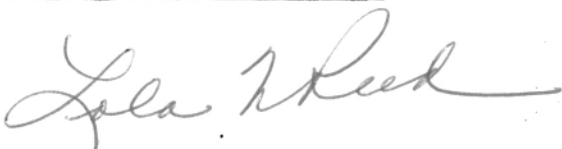
ON MAY 25, 1977

CHECKS ARE DATED
APRIL 27, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2510	MIDLANTIC NAT'L. BK. W.T. 4/30/77	1. SALARIES	\$ 1,656.19
2511	W. O. FEDERAL CREDIT UNION	1. "	283.55
2512	STATE OF N.J. - INCOME TAX-APRIL 1977	1. "	521.47
2513	TOWN OF W.O.-HOSPITALIZATION-MAY 1977	26. HOSPITALIZATION	1,020.97
2514	TOWN OF W.O.-SOC. SEC.EMPLOYEES- APRIL 1977	1. SALARIES	1,518.11
2515	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. "	1,127.19
2516	P.E.R.S. #20284 - CONTRIBUTORY GROUP INS.	1. "	139.20
2517	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	36.00
	NET PAYROLL 4/15/77 #1694-1738 (45)	1. "	9,490.27
	NET PAYROLL 4/30/77 #1739-1784 (46)	1. "	9,076.71
	<u>SUB-TOTAL</u>		24,869.66
	<u>ADD:</u> CHECKS #2389-2509 PRESENTED FOR PAYMENT AT APRIL 27, 1977 MEETING		15,112.64
	<u>SUB-TOTAL</u> - CHECKS ISSUED AT APRIL 27, 1977		39,982.30
	<u>LESS:</u>		
	<u>CHECKS</u> #2347 - FRELINE, INC. <u>VOIDED</u>	4. SUPPLIES	\$ 50.40
	#2401 - PETTY CASH CHECKING A/C	TRANSFER	200.00
	#2437 - DEPT. OF EDUCATION, N.J. <u>VOIDED</u>	20. PAMPHLETS	3.00
	#2496 - STRUCTURES PUBLISHING Co. <u>VOIDED</u>	2. BOOKS	4.95
	#2504 - XEROX CORP. CHARGE FROM PHOTOCOPY MACHINE		112.04
	<u>DEPOSITS</u> 4/11/77 - W.C. INS. REFUND	5. INSURANCE	159.00
	4/20/77 - BOOK REFUND		1.25
			530.64
	<u>TOTAL EXPENDITURES - MONTH OF APRIL 1977</u> <u>PER BUDGET REPORT</u>		<u>\$39,451.66</u>

PAYMENT RECOMMENDED BY:

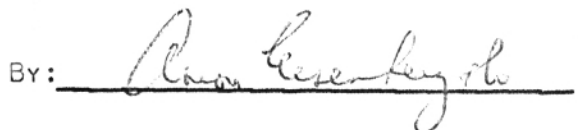
PAYMENT APPROVED BY:



PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA's

By:



APRIL 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 25, 1977

CHECKS ARE DATED
MAY 25, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2518	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,696.85
2519	WEST ORANGE CREDIT UNION	1. "	271.05
2520	POSTMASTER, ORANGE	13. POSTAGE	300.00
2521	PETTY CASH CHECKING A/C	TRANSFER	200.00
2522	A. ABORN EXTERMINATING CO. INC.	11. SERVICE CONTR.	15.00
2523	ABINGDON PRESS	2. BOOKS	9.96
2524A	AIR CONTROLLED ENVIRONMENT	6. MAINT.-MAIN	\$ 35.00
B	" " "	6. " "	<u>26.00</u>
2525	THE AMERICAN RADIO RELAY LEAGUE	2. BOOKS	12.00
2526	AMERICAN SOCIETY OF AGRICULTURAL ENGINEERS	2. "	11.95
2527	THE ARTHRITIS FOUNDATION NEW JERSEY CHAPTER	2. "	1.25
2528	ASSN. OF AMERICAN MEDICAL COLLEGES SUITE 200	2. "	15.00
2529A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	39.30
B	" " "	11. " "	<u>39.30</u>
2530A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	34.26
B	" " " "	2. "	52.79
C	" " " "	2. "	<u>7.30</u>
2531A	THE BAKER & TAYLOR COMPANIES	2. "	264.23
B	" " " "	2. "	90.02
C	" " " "	2. "	15.94
D	" " " "	2. "	60.69
E	" " " "	2. "	97.13
F	" " " "	2. "	95.82
G	" " " "	2. "	6.94
H	" " " "	2. "	26.95
I	" " " "	2. "	<u>(1.00)</u>
2532	BLACK GOLD	2. "	656.72
2533	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.-MAIN	5.00
2534	BOARD OF CHOSEN FREEHOLDERS HUNTERDON COUNTY	20. PAMPHLETS	32.00
2535A	R. R. BOWKER	2. BOOKS	43.78
B	" " "	2. "	82.30
C	" " "	2. "	<u>51.50</u>
2536A	BROADSTREET, INC.	4. SUPPLIES	2.25
B	" " "	4. "	12.00
C	" " "	4. "	17.00
D	" " "	4. "	59.33
E	" " "	4. "	9.12
F	" " "	4. "	111.88
G	" " "	4. "	2.00
H	" " "	4. "	6.26
I	" " "	4. "	4.74
J	" " "	4. "	<u>(75.10)</u>
2537A	BRO-DART, INC.	4. SUPPLIES	50.71
B	" " "	4. "	130.00
C	" " "	4. "	148.50
D	" " "	4. "	<u>199.96</u>
2538	C. W. ASSOCIATES	2. BOOKS	529.17
2539A	COMMERCE CLEARING HOUSE, INC.	2. "	7.45
B	" " " "	2. "	14.67
2540	CONSUMERS UNION	2. "	<u>27.96</u>
2541	DEACON PRESS	4. SUPPLIES	42.63
2542A	DIMONDSTEIN BOOK CO. INC.	2. BOOKS	12.00
B	" " " "	2. "	125.24
C	" " " "	2. "	278.64
D	" " " "	2. "	303.44
E	" " " "	2. "	61.05
F	" " " "	2. "	<u>(69.86)</u>
		2. "	246.83

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 25, 1977

CHECKS ARE DATED
MAY 25, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2542G	DIMONDSTEIN BOOK CO. INC.	2. Books	\$ 120.03
H	" " "	2. "	152.97
I	" " "	2. "	72.28
J	" " "	2. "	387.49
K	" " "	2. "	348.09
L	" " "	2. "	289.08
M	" " "	2. "	193.67
N	" " "	2. "	249.10
			\$ 2,758.05
2543	DOBBS BROS. LIBRARY BINDING CO. OF VA.	3. BINDING	87.11
2544A	DOUBLEDAY AND COMPANY, INC.	2. BOOKS	70.07
B	" " " "	2. "	16.96
C	" " " "	2. "	16.96
D	" " " "	2. "	10.92
E	" " " "	2. "	4.58
F	" " " "	2. "	7.75
G	" " " "	2. "	24.25
H	" " " "	2. "	6.10
I	" " " "	2. "	5.46
2545	EDITIONS	2. "	16.17
2546	AARON EISENBERG & CO.	23. MGMT. SERV.	767.00
2547	ENVIRONMENT ACTION REPRINT SERVICE	2. BOOKS	127.05
2548	EUROPA PUBLICATIONS LIMITED	2. "	94.50
2549	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN	201.00
2550	W. H. FREEMAN & CO.	2. BOOKS	13.61
2551A	GALE RESEARCH CO.	2. "	137.43
B	" " "	2. "	130.91
2552A	GAYLORD BROS. INC.	4. SUPPLIES	179.71
B	" " "	4. "	186.79
C	" " "	4. "	147.90
2553	HAROLDS LAWN MOWER & EQUIP.	4. "	33.00
2554A	INSTITUTE OF INTERNATIONAL EDUC.	2. BOOKS	4.50
B	" " " "	2. "	9.00
2555	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	1.15
2556	LANDFALLS PRESS, INC.	2. BOOKS	21.09
2557	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	14.00
2558	McGraw Hill Book Co.	2. BOOKS	449.85
2559A	MacMILLAN PUBLISHING Co. INC.	2. "	13.67
B	" " " "	2. "	5.58
C	" " " "	2. "	5.54
2560	MANUFACTURERS' NEWS, INC.	2. "	81.25
2561	NATIONAL HERALD, INC.	20. NEWSPAPERS & PAMP.	44.00
2562A	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS	39.50
B	" " " "	2. "	77.50
2563	NATL. UNIV. EXTENSION ASSN.	2. "	6.00
2564A	NEW JERSEY BELL	9. TELEPHONE	151.95
B	" " "	9. "	11.60
2565	N.J. CANDY & TOBACCO CORP.	4. SUPPLIES	106.15
2566	N.J. OFFICE SUPPLY Co.	4. "	9.90
2567	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	3.00
2568	ORANGE GARDEN SUPPLY Co.	4. SUPPLIES	56.80
2569	PERGAMON PRESS, INC.	2. BOOKS	5.75
2570	PRENTICE-HALL, INC.	2. "	52.70
2571	PRESCRIPTION CENTER	4. SUPPLIES	8.28
2572	PUB. SERV. ELEC. & GAS Co.	6. MAINT.-MAIN	885.61
2573	PUBLISHERS CENTRAL BUREAU	2. BOOKS	32.31
2574	QUALITY PRODUCTS Co.	4. SUPPLIES	13.75
2575	PRENTICE-HALL, INC.	2. BOOKS	23.63

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 25, 1977

CHECKS ARE DATED
MAY 25, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2576A	PRINCETON UNIVERSITY PRESS	2. Books	\$ 61.01
B	" " "	2. "	(17.84) \$ 43.17
2577	REGENT BOOK CO. INC.	2. "	43.17
2578	ROUTLEDGE & KEGAN PAUL	2. "	86.45
2579	RUTGERS UNIVERSITY PRESS	2. "	33.00
2580	SALEM PRESS, INC.	2. "	102.25
2581	SHAR-FREY, INC.	2. "	43.40
2582A	SILVER BURDETT CO.	2. "	43.50
B	" " "	2. "	8.68
C	" " "	2. "	9.17
2583	SMITHSONIAN INSTITUTION PRESS	2. "	61.35
2584	STATE INDUSTRIES DIRECTORIES CORP.	2. "	3.75
2585	TELEVISION DIGENT, INC.	2. "	91.50
2586	3M BUSINESS PRODUCTS SALES	4. SUPPLIES	70.05
2587	TIME LIFE	2. BOOKS	198.22
2588	FREDERICK UNGER PUBLISHING CO. INC.	2. "	10.98
2589	RAIL-EUROPE	2. "	38.95
2590	UNIPUB	2. "	6.40
2591	UNIVERSITY MICROFILMS INT'L.	2. "	8.20
2592	NEALE WATSON ACAD. PUBLICATIONS	2. "	15.15
2593	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY	15.10
2594	JOHN WILEY & SONS, INC.	2. BOOKS	135.00
2595	WM. H. WISE & CO.	2. "	20.78
2596	WOMEN ON WORDS & IMAGES	2. "	10.51
2597	XEROX	25. PHOTOCOPY	2.00
2598	YUDIN'S PAINT STORES	6. MAINT.-MAIN	154.01
			9.25
	<u>SUB-TOTAL</u>		<u>12,902.77</u>
	<u>LESS:</u>		
	CHECK #2518-MIDLANTIC NATIONAL BANK (5-15-77)		1,696.85
	2519-WEST ORANGE CREDIT UNION		271.05
	2521-PETTY CASH CHECKING A/C		200.00
	2597-XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE		154.01
	<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-APRIL 30, 1977</u>		<u>2,321.91</u> <u>\$10,580.86</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

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

Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY

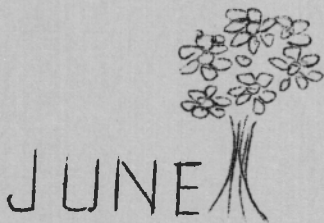
AMENDED 1977 BUDGET PROPOSAL BY BUDGET COMMITTEE TO
BOARD OF TRUSTEES OF WEST ORANGE FREE PUBLIC LIBRARY
SHOWING ACTUAL EXPENDITURES FOR 1974-1975-1976

	ACTUAL			PROPOSED 1977	ADJUST- MENTS	AMENDED BUDGET 1977
	1974	1975	1976			
SALARIES	\$254,000	\$284,000	\$300,000	\$330,885	-\$ 8,000	\$322,885
BINDING	690	1,052	740	1,000		1,000
COMMUNITY SERVICE	380	690	575	500		500
TRANSPORTATION	260	303	244	300		300
SEMINARS	1,033	1,483	567	600		600
AUDIT	1,600	1,650	1,650	1,650		1,650
MANAGEMENT AND PROFESSIONAL SERVICES	7,200	7,937	9,200	9,700		9,700
LEGAL	1,649	5,784	2,074	2,000		2,000
MAIN LIBRARY-UTILITIES	12,381	17,375	15,975	20,000		20,000
MAIN LIBRARY-REPAIRS	5,454	2,472	3,550	7,000		7,000
TORY CORNER-RENTAL	540	540	540	540		540
BOOKMOBILE	4,592	6,900	6,200	5,300		5,300
SERVICE CONTRACTS	2,087	3,252	3,476	3,500		3,500
BOOKS	57,538	62,416	60,580	55,000		55,000
SUPPLIES	12,464	9,959	11,380	10,000		10,000
PERIODICALS, SERIALS AND NEWSPAPERS	4,685	6,876	5,660	8,000		8,000
PAMPHLETS	-	-	478	500		500
AUDIO-VISUAL - MATERIALS	5,470	3,862	779	1,500		1,500
INSURANCE	4,837	4,441	5,071	6,000		6,000
TELEPHONE	1,428	1,625	1,687	1,500		1,500
POSTAGE	1,805	1,841	2,265	2,300		2,300
EMPLOYEES HEALTH-HOSPITAL	7,525	8,950	11,162	12,500		12,500
ANNUAL REPORT	-0-	200	-0-	200		200
EQUIPMENT	6,670	2,451	-0-	-0-		-0-
SHELVING - BOOKS	-0-	-0-	2,353	3,000	- 3,000	-0-
SHELVING - MAGAZINES	-0-	-0-	-0-	1,000	- 1,000	-0-
READING ROOM - CHAIRS	-0-	-0-	820	750		750
STAFF FURNITURE	-0-	-0-	-0-	1,000	- 500	500
MAINTENANCE EQUIPMENT	-0-	-0-	990	500		500
AUDIO VISUAL EQUIPMENT	-0-	-0-	648	1,200	- 500	700
SOCIAL SECURITY	14,417	16,046	16,880	20,000		20,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	8,834	10,405	14,173	16,000	+ 1,500	17,500
FIRE ALARM	-0-	-0-	4,162	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	1,500		1,500
	<u>\$417,539</u>	<u>\$462,510</u>	<u>\$483,879</u>	<u>\$525,425</u>	<u>-\$ 11,500</u>	<u>\$513,925</u>

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JUNE 29, 1977

- 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. Letter from Council
- 8) New Business
 - a. Federal Grant for Addition
- 9) Communications
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

JUNE 29, 1977

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman, Albert Kupferer, Paul E. Pasmantier, William Sagosz and Joseph Silvestri constituting a quorum. Mr. Silvestri has been appointed to serve out the term of Phyllis Lopis--term ending 1979. Also present were Director Lola N. Reed, Board Attorney, Irving Ostrow, and Board Accountant, Stewart Manheim. Also present were several 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 the meeting and all Library Board meetings for the year 1977 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, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Grover made a motion to accept the Minutes of the May 25, 1977 Board of Trustees meeting. Mrs. Herman seconded, and the motion was passed unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of May, 1977. Mrs. Herman seconded the motion, and it was carried unanimously.

b) Financial Statement:

Mrs. Herman made a motion to transfer \$64,000 from the Statement Savings Account #02-073-0000177-0, to the checking account in the Midlantic Bank to cover current expenses. Mr. Pasmantier seconded, and the motion was carried unanimously.

Mrs. Grover read a letter from the Town Council informing the Board of Trustees that the request for an additional sum of \$8,707 has been granted for the deficit in the 1977 budget.

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

DIRECTOR'S REPORT:

Mrs. Reed reported to the Board that the book sale held on June 9th, was a successful one, the net total being \$849.30. The response was also favorable to 'Meet the Director and President of the Board of Trustees' which was held in conjunction with an amnesty on all overdue books and materials.

Mrs. Reed expressed the concern of the employees who have signed with Tax-Sheltered Specialists-United Teachers Service Agency, Inc. The library has been receiving bills for this savings plan which is supposedly tax free. As of this date, no ruling has been made to approve librarians' enrollment in this plan. Mr. Ostrow will contact the company and inform them that the Board of Trustees has not sanctioned such payment. The employees will be informed of the action taken.

COMMITTEE REPORTS:**a) Finance:**

Mr. Pasmantier presented the following recommendations for salary changes to the Board:

1. Hold all salary scales at their present levels. They are as high or higher than all of our neighboring communities. In a year or two this hold must be re-evaluated. Cost of living increments are separate from the scale.
2. The working hours of new part-time people are not to exceed 18 hours. There will be no Blue Cross or Blue Shield paid for these workers. The pay will be 80% of the full time scale on their step. Civil Service benefits will be pro-rated.
3. When determining salary for part-time people who change to full time, 1890 hours will represent one step.
4. When full time personnel change to part-time, their salary will be step for step less 20%. After 5 years of consecutive service at full time the new part-time hours are at the discretion of the Director. With fewer than 5 years of service at full time, the new part-time hours must be reduced to 18 or fewer.

Mrs. Strauss urged each member to seriously consider constructing a new salary scale for new employees. Various alternatives to setting up the steps were discussed, but it was the general consensus that more time is needed for this revision.

b) Building and Grounds:

Mr. Sagosz reported that he has received the information needed to send out letters for bids for the fire detection connection. J. W. Signal Co. must be contacted and firmly convinced to finish the final details of the installation of equipment.

c) Personnel Committee:

Mrs. Strauss appointed Mr. Silvestri to the Personnel Committee, filling the opening left by Mrs. Lopis upon her resignation. Mrs. Strauss requested that the committee continue its revision of the Staff Manual.

In reviewing Mr. Kupferer's memo in regard to Duplicate Hospitalization Coverage, the Board has decided to table this item until a representative of Blue Cross and Blue Shield can speak on this particular item, possibly at the next Board of Trustees meeting.

OLD BUSINESS:

Mrs. Strauss stated that according to an article in the "West Orange Chronicle", \$688,000 has been granted to the Town through the Local Public Works Act. Based upon this information, the Board held an emergency meeting with the architect and decided to go to the Town Council and request a meeting to discuss the building plans for the library. The meeting is set for Monday, July 11, 1977.

NEW BUSINESS:

Mr. Sagosz compiled an outline of all of the suggestions submitted by the staff in support of the addition. This will be valuable in presenting information to the Council. Mr. Pasmantier suggested that each member of the Board approach a Council member with a copy of the suggestions so that they will have an insight into what the needs of the library are before the date of the meeting. An informed Council will aid the Board in its presentation. The members of the Board suggested that Mr. Pasmantier, because of his excellent knowledge of the financial and building needs of the library, be the spokesman for the Board of Trustees.

COMMUNICATIONS:

Mrs. Grover read a letter from Stewart Manheim in which he announced the formation of a new firm under the name of Manheim, Kosson and Novick CPAs. The firm will be located in Millburn, N.J.

ADJOURNMENT:

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

Respectfully submitted,

Sandra Goss

Sandra Goss, Secretary

Andrea Grover
Andrea Grover
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

JUNE 29, 1977

We feel very proud and fortunate to have sponsored at least two successful programs during the month of June. The book sale which was held on Saturday, June 9th, a beautiful day, netted a total of \$849.30. Response to "Meet the Director and President of our Board of Trustees" was a tremendous success. Amnesty on all overdue books on that day probably was a big factor because an unusual number of books were returned.

The American Library Association annual meeting, which I attended in Detroit, Michigan, had one of the largest attendance in its 100 year history. In addition to a growth in membership from all over the country and Canada, at least 15 other countries were represented.

Almost a year ago a representative from Tax Sheltered Specialists United Teachers Service Agency of Union, N. J. spoke to our staff about savings on Income Tax payments. Several employees expressed interest in the plan. They were visited at their respective homes, by the representatives.

Mr. Manheim was consulted about this plan and he investigated the matter thoroughly through the Commissioner of Insurance in Trenton and also, had telephone conversations with the company. Because of being skeptical about the risks involved, Mr. Manheim asked for something in writing, which he never received.

During the same period the then President of New Jersey Library Association was contacted by me for reliable information, which he could not supply. So we did not think it feasible to subject our employees to a somewhat questionable organization by deductions each month.

Meanwhile we continue to receive monthly bills from them even though our position has been clearly stated to them. Should we continue to ignore these statements or what do you suggest?

Just recently staff personnel approached me about an IRA Tax Sheltered Plan. A call to Mrs. Imerson in the Comptroller's Office revealed that the Town does not participate in such a plan. What is your position in this situation?

The entire "Roots" series has been shown at the library and was well attended.

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 MAY 1977

LIBRARY BOARD MEETING OF JUNE 29, 1977

EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF MAY 1977	1977 ACCUMULATED BUDGET EX- PENDITURES PAID 5 MONTHS ENDED 5/31/77	UNEX- PENDED BUDGET BALANCE 5/31/77	BILLS/ACCTS. PAYABLE 5/31/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/77
SALARIES AND WAGES	\$322,885	\$24,987.46	\$126,874.86	\$196,010.14	\$	\$196,010.14
CONTRACTUAL SERVICES:						
BINDING	1,000	87.11	281.21	718.79	77.50	641.29
COMMUNITY SERVICES	500	-0-	55.00	445.00		445.00
TRANSPORTATION	300	-0-	116.65	183.35		183.35
SEMINARS AND WORKSHOPS	600	-0-	302.78	297.22		297.22
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,700	767.00	3,068.00	6,632.00	972.00	5,660.00
LEGAL	2,000	-0-	500.00	1,500.00	500.00	1,000.00
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	885.61	6,995.13	13,004.87	1,117.92	11,886.95
MAIN LIBRARY-REPAIRS	7,000	303.25	2,737.01	4,262.99	720.59	3,542.40
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	5,300	-0-	710.71	4,589.29	1,421.31	3,167.98
SERVICE CONTRACTS	3,500	93.60	830.86	2,669.14	352.90	2,316.24
MATERIALS & SUPPLIES:						
BOOKS	55,000	6,019.21	24,081.50	30,918.50	4,090.75	26,827.75
SUPPLIES	10,000	1,772.10	4,702.24	5,297.76	863.41	4,434.35
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	46.00	154.55	7,845.45	95.50	7,749.95
PAMPHLETS	500	-0-	50.60	449.40	351.84	97.56
AUDIO-VISUAL-MATERIALS	1,500	-0-	381.32	1,118.68	148.01	970.67
MISC. OTHER EXPENSES:						
INSURANCE	6,000	-0-	282.00	5,718.00		5,718.00
TELEPHONE	1,500	143.55	717.21	782.79	189.56	593.23
POSTAGE	2,300	300.00	1,203.30	1,096.70	300.00	796.70
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,020.97	5,104.85	7,395.15		7,395.15
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	500	-0-	-0-	500.00		500.00
MAINT. EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	-0-	87.00	613.00		613.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	4,442.38	15,557.62		15,557.62
PUBLIC EMPLOYEES RETIREMENT SYSTEM	17,500	-0-	448.80	17,051.20	17,436.00	(384.80)
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00
 TOTAL *	 \$513,925	 \$36,560.86	 \$184,262.96	 \$329,662.04	 \$ 28,637.29	 \$301,024.75
*SOURCE OF FUNDS						
TOWN OF WEST ORANGE	\$418,425					
ADDITIONAL APPROPRIATION-W.O.	8,707					
LIBRARY ACCUMULATED REVENUE	86,793					
 TOTAL SOURCE OF FUNDS	 \$513,925					

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF MAY 1977

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVE FUND
<u>I</u> CASH FUNDS-APRIL 30, 1977	\$159,523.57	\$ 61,509.90	\$ 10,089.65	\$ 553.56	\$ 251.07	\$ 326.25	\$ 86,793.14
ADD:							
FINES			(1,517.58				
NON-RESIDENT FEES			(40.00				
PHOTOCOPY			(493.59				
BOOK RENTALS	2,135.40		(59.45				
MICROFILMS			(1.70				
MEMORIALS			(9.95				
TELEPHONE			(13.13				
LOST BOOKS	83.12			83.12			
EXCESS PROPERTY	50.40				50.40		
TRANSFER AS PER RESOLUTION 5/25/77		86,793.14					(86,793.14)
<u>II</u> TOTAL MAY 1977 - RECEIPTS	2,268.92	86,973.14	2,135.40	83.12	50.40	-0-	(\$ 86,793.14)
<u>III</u> TOTAL AVAILABLE - <u>I</u> PLUS <u>II</u>	\$161,792.49	\$148,303.04	\$ 12,225.05	\$ 636.68	\$ 301.47	\$ 326.25	-0-
<u>IV</u> LESS:							
MAY 1977 - EXPENDITURES	36,560.86	36,560.86					
<u>V</u> TOTAL CASH FUNDS - MAY 31, 1977	\$125,231.63	\$111,742.18	\$ 12,225.05	\$ 636.68	\$ 301.47	\$ 326.25	-0-
ADD:							
DUE FROM TOWN OF W.O. FOR 3RD & 4TH QTR. BUDGET		217,919.86 329,662.04 28,637.29					
LESS: ACCOUNTS PAYABLE 5/31/77							
BUDGET BALANCE PER REPORT 5/31/77		\$301,024.75					
CASH FUNDS REPRESENTED BY:							
CHECKING A/C MIDLANTIC NAT'L. BANK	\$ 38,694.56						
MIDLANTIC NAT'L BANK-02-073-00001770	67,850.80						
W.O. S & L Ass'N. #10085	18,153.38						
PETTY CASH - CASH FUND	526.25						
PETTY CASH - CHECKING FUND	6.64						
	\$125,231.63						
FUNDS:							
BUDGET FUND		\$111,742.18					
FINES & RESERVES FUND		12,225.05					
LOST BOOK FUND		636.68					
BOOK SALES & EXCESS PROPERTY FUND		301.47					
PETTY CASH - CHANGE		326.25					
		125,231.63					
LESS: A/C PAYABLE 5/31/77		28,637.29					
		\$ 96,594.34					

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1977 BILLS PRESENTED FOR PAYMENT
ON JUNE 29, 1977

CHECKS ARE DATED
MAY 25, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2599	MIDLANTIC NAT'L BANK-W.T. 5/31/77	1. SALARIES	\$ 1,610.01
2600	W.O. FEDERAL CREDIT UNION	1. SALARIES	283.55
2601	STATE OF N.J. -INCOME TAX - MAY 1977	1. SALARIES	500.27
2602	TOWN OF W.O.-HOSPITALIZATION-JUNE 1977	26. HOSPITALIZATION	1,020.97
2603	TOWN OF W.O.-SOC. SEC. EMPLOYEES-MAY '77	1. SALARIES	1,464.97
2604	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. SALARIES	1,220.88
2605	P.E.R.S. #20284 - CONTRIBUTORY GROUP INS.	1. SALARIES	139.20
2606	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	36.00
2447	GAYLORD BROS. INC. - CORRECTION	4. SUPPLIES	1.00
	NET PAYROLL 5/15/77 #1785-1829 (45)	1. SALARIES	9,158.81
	NET PAYROLL 5/31/77 #1830-1875 (46)	1. SALARIES	8,660.87
	<u>SUB-TOTAL</u>		<u>24,096.53</u>
	<u>ADD: CHECKS #2518-2598 PRESENTED FOR</u> <u>PAYMENT AT MAY 25, 1977 MEETING</u>		<u>12,902.77</u>
	<u>SUB-TOTAL - CHECKS ISSUED AT MAY 25, 1977</u>		<u>36,999.30</u>
	<u>LESS:</u>		
	<u>CHECKS #2521 - PETTY CASH CHECKING A/C TRANSFER</u>		\$ 200.00
	<u>#2597 - XEROX CORP. - CHARGE FROM</u> <u>PHOTOCOPY MACHINE</u>		154.01
	<u>DEPOSITS 5/2/77 - TELEPHONE REFUNDS</u>		20.00
	<u>5/6/77 - SUPPLIES - REFUND</u>		4.95
	<u>5/20/77- JURY DUTY REIMBURSEMENT</u>		55.00
	<u>5/23/77- BOOK REFUND</u>		4.48
			<u>438.44</u>
	<u>TOTAL EXPENDITURES-MONTH OF MAY 1977</u> <u>PER BUDGET REPORT</u>		<u>\$ 36,560.86</u>

PAYMENT RECOMMENDED BY:

Lola Wheel

PAYMENT APPROVED BY:

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

BY: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 29, 1977

CHECKS ARE DATED
JUNE 22, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
2607	PETTY CASH CHECKING	TRANSFER	\$	200.00
2608	MIDLANTIC NATIONAL BANK	1. SALARIES		3,770.54
2609	WEST ORANGE CREDIT UNION	1. "		283.55
2610	PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NJ	EMPLOYER CONTRIB. PERS		17,436.00
2611	POSTMASTER	13. POSTAGE		300.00
2612	A. ABORN EXTERMINATING CO., INC.	11. SERVICE CONTRACTS		15.00
2613A	AIR CONTROLLED ENVIRONMENT	6. MAINT. MAIN.	\$ 255.04	
B	" " " "	" "	139.00	
C	" " " "	" "	20.00	414.04
2614	AMERICAN CRAFTS COUNCIL	2. BOOKS		4.00
2615	AMERICAN PUBLIC WELFARE ASS'N.	2. "		25.00
2616	AMERICAN PHOTOGRAPHIC PUBLISHING CO., INC.	2. "		3.96
2617	ANN ARBOR SCIENCE PUBLISHERS, INC.	2. "		8.96
2618	ARCO PUBLISHING CO., INC.	2. "		17.25
2619	ARTISTS' SUPPLY	4. SUPPLIES		26.86
2620A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	49.10	
B	" " " "	" "	38.80	87.90
2621A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	54.06	
B	" " " "	2. "	9.74	
C	" " " "	2. "	16.37	
D	" " " "	2. "	17.27	97.44
2622A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	13.64	
B	" " " "	2. "	20.67	
C	" " " "	2. "	24.94	
D	" " " "	2. "	5.78	
E	" " " "	2. "	(4.98)	
F	" " " "	2. "	(4.37)	
G	" " " "	2. "	(3.11)	
H	" " " "	2. "	(6.85)	
I	" " " "	2. "	10.22	
J	" " " "	2. "	12.76	
K	" " " "	2. "	61.77	130.47
2623	BELLS SPRING PUBLISHING	2. BOOKS		14.70
2624	A. M. BEST COMPANY	2. BOOKS		10.00
2625	BORGO PRESS	2. BOOKS		5.85
2626A	R. R. BOWKER	2. BOOKS	15.70	
B	" " " "	2. "	25.70	
C	" " " "	2. "	25.70	
D	" " " "	2. "	25.70	
E	" " " "	2. "	43.78	136.58
2627A	BROADSTREET, INC.	4. SUPPLIES	9.00	
B	" " " "	4. "	7.25	
C	" " " "	4. "	3.50	19.75
2628A	BRODART, INC.	4. SUPPLIES	26.48	
B	" " " "	4. "	148.50	174.98
2629A	C.W. ASSOCIATES	2. BOOKS	22.20	
B	" " " "	2. "	7.50	29.70
2630	S.J. CARNEY	6. MAINT. MAIN.		192.00
2631A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	73.58	
B	" " " "	" "	34.62	108.20
2632	CHANDLER & SHARP	2. BOOKS		2.50
2633	THE CHARTERHOUSE OF PARMA	19. MAGAZINES		5.50
2634	CONCERN, INC.	20. PAMPHLETS		3.00
2635	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS		18.95
2636	COUNTY OF GLOUCESTER OFFICE OF CO. ENGR.	20. PAMPHLETS		2.50
2637A	CURTIS SERVICE, INC.	8. MAINT. MOB.	50.35	
B	" " " "	8. " "	199.68	
C	" " " "	8. " "	1,133.16	
D	" " " "	8. " "	38.12	1,421.31

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 29, 1977

CHECKS ARE DATED
JUNE 22, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2638A	DIMONDSTEIN BOOK Co., INC.	2. Books	\$ 69.42
B	" " " "	2. "	257.87
C	" " " "	2. "	50.30
D	" " " "	2. "	234.67
E	" " " "	2. "	132.19
F	" " " "	2. "	(30.85)
G	" " " "	2. "	284.18
H	" " " "	2. "	265.51
I	" " " "	2. "	267.92
J	" " " "	2. "	218.38
K	" " " "	2. "	301.41
L	" " " "	2. "	209.02
M	" " " "	2. "	253.98
N	" " " "	2. "	255.60
O	" " " "	2. "	14.82
			\$ 2,784.42
2639A	DOUBLEDAY & Co., INC.	2. Books	10.50
B	" " " "	2. "	8.55
C	" " " "	2. "	56.98
D	" " " "	2. "	3.63
E	" " " "	2. "	5.19
F	" " " "	2. "	35.76
G	" " " "	2. "	12.11
H	" " " "	2. "	11.25
I	" " " "	2. "	1.80
J	" " " "	2. "	4.85
K	" " " "	2. "	5.46
L	" " " "	2. "	23.09
M	" " " "	2. "	37.37
			216.54
2640	EDITORIAL RESEARCH REPRESENTATIVES	2. Books	2.00
2641	AARON EISENBERG & Co.	23. MANAGEMENT SERVICES	972.00
2642	EPIC PUBLICATIONS, INC.	2. Books	15.75
2643	ERA-OPPOSED	2. Books	2.72
2644	FACTS ON FILE	20. PAMPHLETS	6.25
2645	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES	65.52
2646	GREENHAVEN PRESS, INC.	20. PAMPHLETS	7.84
2647	W. S. HEINMAN	2. Books	31.00
2648	ILLINOIS MANUFACTURERS DIRECTORY	2. Books	47.50
2649	INDIANA UNIVERSITY PRESS	2. Books	12.95
2650	JUPITER TELEVISION SERVICE, INC.	6. MAINT. MAIN.	30.00
2651	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	4.40
2652	THE KIRKUS SERVICE, INC.	19. MAGAZINES	90.00
2653A	LAPAT DUPLICATING & OFFICE SUP.	4. SUPPLIES	11.50
B	" " " " "	4. "	225.90
C	" " " " "	4. "	70.20
D	" " " " "	4. "	26.00
			333.60
2654	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS	5.00
2655	LEGAL PUBLICATIONS	2. Books	3.25
2656A	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	95.70
B	" " " " "	4. "	38.60
			134.30
2657A	LIBRARIES UNLIMITED, INC.	2. Books	11.63
B	" " " "	2. "	19.63
			31.26
2658	JUNE A. Mc GLYNN	2. Books	3.25
2659A	MACMILLAN PUBLISHING Co., INC.	2. Books	6.44
B	" " " "	2. "	23.72
C	" " " "	2. "	9.75
D	" " " "	2. "	18.65
			58.56

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 29, 1977

CHECKS ARE DATED
JUNE 22, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2660	MODERN-MASS MEDIA, INC.	21. A/V MATERIALS	\$ 32.00
2661	J. M. MOREHOUSE PRINTING CO., INC.	4. SUPPLIES	104.00
2662	NATIONAL AUDIO-VISUAL ASS'N, INC.	2. BOOKS	17.00
2663	NAT'L COMMITTEE FOR PREVENTION OF CHILD ABUSE	20. PAMPHLETS	8.00
2664A	N.J. BELL	9. TELEPHONE	\$ 177.57
B	" "	9. "	11.99
2665	NO. CAROLINA DIV. OF ARCHIVES & HISTORY	20. PAMPHLETS	4.00
2666	OCEANA PUBLICATIONS, INC.	2. BOOKS	13.63
2667	ORANGE GARDEN SUPPLY CO.	6. MAINT. MAIN.	24.00
2668	IRVING OSTROW	24. LEGAL SERVICES	500.00
2669	PAMPHLETS PUBLICATIONS DIV. OF RMA	20. PAMPHLETS	2.00
2670	PAN AMERICAN NAVIGATION SERVICE, INC.	2. BOOKS	11.56
2671	PARENTS ANONYMOUS NAT'L OFFICE	20. PAMPHLETS	2.10
2672	POPULATION REFERENCE BUREAU, INC.	20. PAMPHLETS	1.00
2673A	PRENTICE-HALL, INC.	2. BOOKS	5.50
B	" "	2. "	26.70
2674	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	1,117.92
2675	PUBLISHERS CENTRAL BUREAU	21. A/V MATERIALS	7.81
2676	THE PUSHCART PRESS	2. BOOKS	13.20
2677	ROCHESTER GERMICIDE Co.	6. MAINT. MAIN.	60.55
2678	SACKETT PUBLICATIONS	2. BOOKS	2.00
2679	THE SCARECROW PRESS, INC.	2. BOOKS	23.25
2680	SERINA PRESS	2. BOOKS	9.70
2681	SHAMELESS HUSSY PRESS	2. BOOKS	4.10
2682	SHAR-FREY, INC.	2. BOOKS	50.28
2683	SILVER BURDET Co.	2. BOOKS	8.68
2684	STRUCTURES PUBLISHING Co.	2. BOOKS	4.95
2685	SUN LIFE GREYSTONE	20. PAMPHLETS	2.85
2686	THE BUSINESS PRODUCTS SALES, INC.	11. SERVICE CONTRACTS	250.00
2687	UNITED STATES PRINTING OFFICE	20. PAMPHLETS	250.00
2688	UNIVERSITY MICROFILMS INT'L	2. MICROFILMS	59.59
2689	UNIVERSITY OF MINNESOTA PRESS	2. BOOKS	13.10
2690	UNIVERSITY OF WASHINGTON PRESS	2. BOOKS	4.95
2691	WEISE-WINCKLER BINDERY, INC.	3. BINDING	77.50
2692	WEST PUBLISHING Co.	2. BOOKS	108.00
2693	XEROX CORP.	25. PHOTOCOPY	138.25
2694	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	57.30

SUB-TOTAL

\$ 33,029.63

LESS:

CHECK #2607 - PETTY CASH CHECKING ACCOUNT	200.00
#2608 - MIDLANTIC NAT'L BANK (6-15-77)WT	3,770.54
#2609 - WEST ORANGE CREDIT UNION	283.55
#2693 - XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE	138.25
	<u>4,392.34</u>

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - MAY 31, 1977

\$ 28,637.29

PAYMENT RECOMMENDED BY:

Lea Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,

AARON EISENBERG & CO., CPA's

Aaron Eisenberg

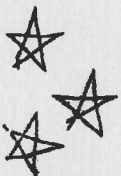
AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JULY 27, 1977

- 1) Roll Call
- 2) Open Public Meetings Act
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
- 8) New Business
- 9) Communications
- 10) Community Participation
- 11) Adjournment



DIRECTOR'S
MONTHLY REPORT

July 27, 1977

The July heat wave brought with it many problems, the main one being the breakdown of our air conditioning system for a number of days. Somehow, we have managed to survive.

A letter of thanks has been sent to Mr. Dave Bogdan of 71 Fairview Avenue for the magnificent job he has done in designing and constructing the Puppet Theatre for our Children's Department. Mr. Bogdan contributed many hours of free labor to the project and charged us only for the materials which he had to purchase. We are fortunate to have a concerned, dedicated citizen of Mr. Bogdan's calibre to make such a contribution to the library and we thank him.

A few months ago I brought to your attention the dilemma we are presently faced with due to the lack of adequate space in our card catalog. Cards have continually been shifted as new ones were added. We can no longer shift cards because of the overcrowdedness. Either we will have to stop purchasing books or new catalogs must be bought right away. They are desperately needed.

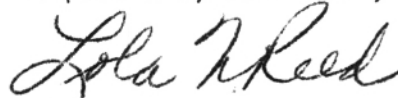
During our talks about the renovations and addition to the library we have neglected to include a book security system which should be installed simultaneously with the new construction. There is a dire need for security measures in our library. The theft problem is outrageous, especially in our most expensive reference books.

This seems to be the month for requests for which we have immediate needs. Another important purchase of two manual typewriters is necessary. You are, no doubt, aware of the fact that most of our machines are very old. Two of the typewriters are so bad they are not worth the cost of repairs. We have good workers but they cannot operate at their best under these circumstances.

Jane O'Brien, a junior library assistant, has resigned her part-time position here to take a full-time job in her profession. To fill the part-time vacancy created by Miss O'Brien's resignation, I recommend that Mary Longo be promoted to junior library assistant at an hourly rate of \$3.60 to become effective August 1, 1977.

Maureen Shanahan, a junior library assistant, and Marie Rubinetti, a junior library clerk, will resign August 11th and 12th respectively. As replacement for the part-time junior library assistant vacancy, I recommend Ethel Soprano be promoted to junior library assistant at an hourly rate of \$3.60 to become effective September 1, 1977.

Respectfully submitted,



Lola N. Reed, Director

public library

July 25, 1977

Dear Mrs. Reed,

For the past several months I have been receiving complaints about the crowded condition of the card files from the library patrons; from the women who do the filing; from the cataloger, Mr. Chow; and also from the reference librarians, Miss Cushing and Mrs. Chesnut.

If you have checked the Author file recently, you know that it is almost impossible to read the cards because they are packed in so tightly. Also it is a nail-breaking experience to file new cards in these drawers. While the Title and Subject files are not quite so tight, they are fast becoming filled.

Just last week Mrs. Itkin brought me the good news that Gaylord Brothers, the library suppliers, are now giving a 14% discount on their library furniture orders. The three 15-tray sectional card catalog cabinets which we had thought would cost \$918.75, can now be purchased for \$790.12, plus shipping.

If there is enough money left in the budget, I would hope that this essential purchase would be high on the priority list.

Sincerely yours,



Emma L. Czarnecki
Technical Services
Librarian

elc

West Orange public library

ADDENDUM TO THE DIRECTOR'S REPORT

July 27, 1977

A proposal for an Olivetti Coin-Fax copier from Continental Copy Products, Ltd. has been received. It has the desirable features which should please Mr. Lang and other patrons who complain about the Xerox 1000 copier in the Adult Reading Area.

A check with four of the eight libraries listed as using this service revealed that they are completely satisfied with the machine and the service. In fact, two libraries have added one and two additional copiers.

Since the contract is similar to the one we have with Xerox at no cost to the library plus a commission based on a graduated basis, I feel we should give the Olivetti a try.

Lola N. Reed
Director

MINUTES
BOARD OF TRUSTEES MEETING
WEST ORANGE PUBLIC LIBRARY
JULY 27, 1977

Mr. Sagosz opened the meeting at 8:25 P.M. Members present were Nancy Herman, Albert Kupferer and Joseph Silvestri constituting a quorum. Also present were Director Lola N. Reed, Board Attorney, Irving Ostrow, and Board Accountant, Stewart Manheim.

OPEN PUBLIC MEETINGS ACT:

The Vice 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 the meeting and all Library Board meetings for the year 1977 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. Silvestri made a motion to accept the Minutes of the June 29, 1977 Board of Trustees meeting. Mr. Kupferer seconded, and the motion was passed unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mr. Kupferer made a motion to approve payment of the Public Service Electric and Gas bill in the amount of \$1,131.70 for the month of May 20th to June 21, 1977. Mrs. Herman seconded, and the motion was carried unanimously.

Mrs. Herman made a motion to accept the Bills Presented for Payment for the month of June, 1977. Mr. Kupferer seconded the motion and it passed unanimously.

b) Financial Statement:

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

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

DIRECTOR'S REPORT:

Mrs. Reed showed the Board the puppet theatre built by Mr. Dave Bogdan. He has generously donated his time and talents to constructing the theatre for use in the Children's Room Programs.

Acting upon Mrs. Reed's request, Mr. Silvestri made a motion to purchase three catalog cabinets from the Gaylord Company at a sale price of \$790.12. Funds will be taken from budgeted line item--Chairs (\$750), line item--Staff Furniture to make up the difference. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mrs. Reed will get three estimates on one make of typewriter to present to the Board at the next meeting.

Mrs. Reed has requested that a theft detection system be seriously considered as an essential part of the new building addition. Mr. Sagosz agreed that this information should be passed on to the architect. Mr. Silvestri asked if it would be possible to have statistics on 1) book losses, 2) what it would cost to install such equipment. Mrs. Reed will prepare this data.

Mrs. Reed informed the Board of Trustees of the resignation of Jane O'Brien, Jr. Library Assistant. Maureen Shanahan, Jr. Library Assistant will be leaving August 11, 1977, and Marie Rubinetti, Jr. Library Clerk will be leaving August 12, 1977. There will be two vacancies for Jr. Library Assistant. She has requested that Mary Longo and Ethel Soprano be promoted to fill these two positions. After a brief discussion, the Board of Trustees decided to table the matter until the next meeting when all members will be present.

In response to Mrs. Reed's request to replace the Xerox photocopier with an Olivetti model, the Board agreed to table discussion until the next meeting.

Mrs. Herman suggested that Mrs. Reed prepare a plan which would show staff requirements for additional job functions in the future.

COMMITTEE REPORTS:

Mr. Sagosz reported that the air conditioner was shut down for repairs for two days this past month, and we are waiting for an automatic switch to be installed so that the unit will not have to be turned on manually each morning.

OLD BUSINESS:

In accordance with the requirements of the Open Public Meetings Act, Mr. Sagosz presented the following statement:

At 10:00 A. M. on July 17, 1977 a special meeting was called to order at the office of William Lehman Architects, 301 So. Livingston Ave., Livingston, N.J. This emergency meeting was called because the Town Council had that week turned down the Library request for

the complete expansion according to the plans submitted to the Federal government with our application for Public Works funds in 1976. Because of the time limitation on the submission of the application for part of the \$688,000 awarded to the Town, we met to determine if a scaled-down version of the project would be acceptable to the Town Council.

Board members present were: Anita O. Strauss, Paul Pasmantier, and William Sagosz. Director Lola N. Reed and Thomas Lehman also attended.

It was unanimously agreed to:

- 1) Approve construction of an 8,000 square foot building addition with provisions to construct a foundation that would permit approximately 8,000 square feet to be added in the future.
- 2) Submit a request for \$457,000 from the West Orange Town Council and for a Federal grant of \$400,000 available under the Local Public Works Act of 1976.

At an earlier committee meeting at Mr. Pasmantier's home, Mrs. Strauss, Mr. Sagosz and Mr. Pasmantier met with Thomas Lehman to discuss alternative building additions to the main library. Proposals included a 4,000 square foot and 20,000 square foot addition.

Mr. Sagosz stated that Walter Kidde Company was the lowest responsible bidder for the connection of the fire detection panel.

Mr. Ostrow wrote the Tax Shelter people notifying them that the Board wants the company to discontinue billing. No response has been received as of July 19, 1977.

Mrs. Reed will contact a representative of Blue Shield/Blue Cross and ask them to appear at the August meeting.

COMMUNICATIONS:

Mr. Ostrow related to the Board that he had sent a letter to J. W. Signal Co. asking them to cover the manual pull stations that were left open. Mr. Majcher responded by phone informing Mr. Ostrow that the wires were harmless, and that no one can be injured by them and agreed to cover the exposed wiring.

ADJOURNMENT:

The meeting was adjourned at 10:15 P.M.

Respectfully submitted,

Sandra Goss

Sandra Goss
Secretary

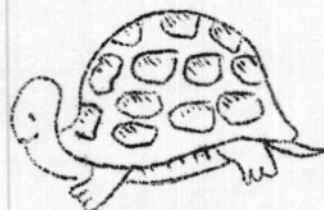
Andrea Grover/r

Andrea Grover
Secretary, Board of Trustees

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 24, 1977

- 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. Salary Guide
 - b. Jr. Library Assistant positions
 - c. New Addition
- 8) New Business
 - a. Heating Unit
- 9) Communications
- 10) Community Participation
- 11) Adjournment



MINUTES
BOARD OF TRUSTEES MEETING
WEST ORANGE PUBLIC LIBRARY
AUGUST 24, 1977

The meeting was called to order at 8:05 P. M. by President Anita O. Strauss. The following members were present: Nancy Herman, Paul E. Pasmantier, and William Sagosz constituting a quorum. Also present were Director Lola N. Reed, Board Attorney, Irving Ostrow, Stewart Manheim, Board Accountant, and several residents of West Orange.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1977, 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 1977 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 July 27, 1977 Board of Trustees meeting with the following correction: Page 3, paragraph 2 to include the names of Nancy Herman and Albert Kupferer. Mrs. Herman seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Sagosz made a motion to accept the Bills Presented for payment for the month of July, 1977. Mrs. Herman seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mrs. Herman made a motion to transfer \$25,000 from the Statement Savings Account #02-073-0000177-0, to the checking account in the Midlantic Bank to cover current expenses. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Sagosz made a motion to accept the Financial Report as presented. Mr. Pasmantier seconded, and the motion was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board of Trustees that the Walter Kidde Company has made the fire detection connection with the Police Department. The last two wires must be connected by the company who owns the panel. Mrs. Strauss

suggested that the Fire Chief be contacted about testing the new system. Also, it should be determined how often the equipment should be tested.

In servicing the boiler for the summer, National Fuel Oil Co. reported to Mrs. Reed that the brick chamber within the boiler needs to be rebuilt before winter. They have submitted a bid of \$1,875.00. Mr. Sagosz will prepare data on the chamber so that Mrs. Reed can obtain two more bids.

Mrs. Reed has not heard from the Xerox Company in regard to her letter requesting the company to remove their photocopier from the library premises within 30 days.

OLD BUSINESS:

1) Salary Guides:

Mrs. Herman made a motion to table the salary guide recommendation until all Board members are in attendance. The motion was seconded by Mr. Pasmantier, and passed unanimously.

2) Jr. Library Assistants:

Mr. Sagosz made a motion that the position of Jr. Library Assistant be given to Ethel Soprano and Mary Longo at an entry level of \$3.60 effective September 1, 1977. Working hours are not to exceed 19 hours per week. The motion was seconded by Mr. Pasmantier, and carried unanimously.

3) Mrs. Strauss stated that she has not heard as yet that the application for funding the building addition has been accepted at Philadelphia.

At a caucus meeting held on July 18, 1977, the Town Council voted to bond \$457,000 in addition to the \$400,000 of federal money.

Mr. Pasmantier reported on a meeting held July 23, 1977 with Mr. Sagosz, Mrs. Reed, Mrs. Strauss and Vianne Connor representing the State Library. A representative, J. Eban, from Mr. Lehman's office was also present. This was a meeting to exchange ideas in regard to the areas within the library. A discussion followed with the pros and cons being offered as to the necessity of hiring a library consultant. Concern was expressed over a letter sent by Mr. Thomas Lehman in which he emphasized that changes can no longer be made in the plans of the library. It is the Board's feeling that they must be cautious and prudent in dealing with final decisions relating to the addition and renovation of the library as the Board is responsible to the public in the use of the monies allocated. Mr. Ostrow urged the Board to consider the expenditure of a consultant as a protective measure.

Mr. Pasmantier made a motion authorizing the Building and Grounds Committee to interview no less than three consultants no later than the 12th of September, 1977 with an expenditure of not more than \$2,500 for the service of such a consultant. The committee will then call an emergency meeting of the entire Board of Trustees to hire a consultant. Money for the consultant will be taken from the building addition allocation of \$857,000. Mr. Sagosz seconded the motion, and it was carried unanimously.

COMMUNICATIONS:

A letter was received from the Mayor asking for all 1978 budgets to be submitted to the Town no later than Oct. 1, 1977. Mrs. Strauss requested the Financial Committee to work on the budget.

A letter received from Center Typewriter informed the Board that this company is the sole distributor of Royal Typewriters in this area and that they are under a state contract. Mrs. Strauss will make inquiries.

Mrs. Reed reported that a bill was received from the Tax Shelter people, but upon telephoning their office, she was assured that there will be no further billing of employees.

Mrs. Strauss had received a letter in regard to CATV, in which the library would be able to receive one connection to one television set without charge.

AUDIENCE PARTICIPATION:

Mr. Refinski expressed his concern over the heating and lighting systems included in the new addition. Mrs. Strauss assured him that renovation of the old building would be included in the plans for the future.

Mrs. Seelig inquired about the publicity given emergency meetings called by the Board of Trustees. Mrs. Strauss explained the nature of the emergency meeting and that under the unusual circumstances that the meeting had been called, notation and content of the meeting had been entered into the July 27, 1977 Minutes.

ADJOURNMENT:

The meeting was adjourned at 9:50 P. M. The next meeting will be held on Wednesday, September 28, 1977.

Respectfully submitted,

Sandra Goss

Sandra Goss
Secretary

Andrea Grover

Andrea Grover
Secretary, Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF JUNE 1977

LIBRARY BOARD MEETING OF JULY 27, 1977

EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF JUNE 1977	1977 ACCUMULATED BUDGET EX- PENDITURES PAID 6 MONTHS ENDED 6/30/77	UNEX- PENDED BUDGET BALANCE 6/30/77	BILLS/ACCTS. PAYABLE 6/30/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 6/30/77
SALARIES AND WAGES	\$322,885	\$36,696.97	\$163,571.83	\$159,313.17		\$159,313.17
CONTRACTUAL SERVICES:						
BINDING	1,000	77.50	358.71	641.29	\$ 115.92	525.37
COMMUNITY SERVICES	500	17.50	72.50	427.50	24.75	402.75
TRANSPORTATION	300	58.15	174.80	125.20		125.20
SEMINARS AND WORKSHOPS	600	289.50	592.28	7.72	45.75	(38.03)
AUDIT	1,650	-	-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,700	972.00	4,040.00	5,660.00	808.00	4,852.00
LEGAL	2,000	500.00	1,000.00	1,000.00		1,000.00
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,117.92	8,113.05	11,886.95	87.46	11,799.49
MAIN LIBRARY-REPAIRS	7,000	720.59	3,457.60	3,542.40	191.29	3,351.11
TORY CORNER-RENTAL	540	-	135.00	405.00	135.00	270.00
BOOKMOBILE	5,300	1,421.31	2,132.02	3,167.98	234.91	2,933.07
SERVICE CONTRACTS	3,500	352.90	1,183.76	2,316.24	201.95	2,114.29
MATERIALS & SUPPLIES:						
BOOKS	55,000	4,121.47	28,202.97	26,797.03	5,273.73	21,523.30
SUPPLIES	10,000	932.91	5,635.15	4,364.85	270.06	4,094.79
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	95.50	250.05	7,749.95	83.69	7,666.26
PAMPHLETS	500	354.84	405.44	94.56		34.56
AUDIO-VISUAL-MATERIALS	1,500	148.01	529.33	970.67	19.33	951.34
MISC. OTHER EXPENSES:						
INSURANCE	6,000	-	282.00	5,718.00	20.39	5,697.61
TELEPHONE	1,500	189.56	906.77	593.23	186.15	407.08
POSTAGE	2,300	300.00	1,503.30	796.70	300.00	496.70
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,020.97	6,125.82	6,374.18		6,374.18
ANNUAL REPORT	200	-	-	200.00	191.00	9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-	-	-		-0-
SHELVING-MAGAZINES	-0-	-	-	-		-0-
CHAIRS	750	-	-	750.00		750.00
STAFF ROOM FURNITURE	500	-	-	500.00		500.00
MAINT. EQUIPMENT	500	-	-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	-	87.00	613.00	360.00	253.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	5,130.74	9,573.12	10,426.88		10,426.88
PUBLIC EMPLOYEES RETIREMENT SYSTEM	17,500	17,436.00	17,884.80	(384.80)		(384.80)
BURGLAR ALARM	1,500	-	-	1,500.00		1,500.00

TOTAL*	\$513,925	\$71,954.34	\$256,217.30	\$257,707.70	\$8,549.38	\$249,158.32
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*SOURCE OF FUNDS

TOWN OF WEST ORANGE	\$418,425
ADDITIONAL APPROPRIATION-WO	8,707
LIBRARY ACCUMULATED REVENUE	86,793
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$513,925</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

THE MONTH OF JUNE 1977

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
I CASH FUNDS - MAY 31, 1977	\$125,231.63	\$111,742.18	\$ 12,225.05	\$ 636.68	\$ 301.47	\$ 326.25
ADD:						
FINES			(1,375.78			
PHOTOCOPY			(494.16			
BOOK RENTAL			(63.40			
NON-RESIDENT FEE	\$ 1,985.33		(10.00			
MICROFILM			(4.50			
MEETING ROOM			(10.00			
TELEPHONE BOOTH			(12.49			
AUDIO-VISUAL			(15.00			
LOST - BOOKS	86.35			\$ 86.35	\$ 890.70	
EXCESS PROPERTY	890.70					
INTEREST	1,424.85		1,424.85			
II TOTAL JUNE - 1977 -RECEIPTS	\$ 4,387.23		\$ 3,410.18	\$ 86.35	\$ 890.70	
III TOTAL AVAILABLE I PLUS II	\$129,618.86	\$111,742.18	\$ 15,635.23	\$ 723.03	\$1,192.17	\$ 326.25
IV LESS:						
JUNE 1977 EXPENDITURES	71,954.34	71,954.34				
V TOTAL CASH FUNDS	\$ 57,664.52	\$ 39,787.84	\$ 15,635.23	\$ 723.03	\$1,192.17	\$ 326.25

ADD: DUE FROM TOWN OF W.O.
FOR 3RD & 4TH QTR. BUDGET

LESS: ACCOUNTS PAYABLE 6/30/77

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L Bk.
MIDLANTIC NAT'L BANK- 02-073-00001770
W.O. S & L ASS'N #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

FUNDS:

BUDGET FUND \$ 39,787.84
FINES & RESERVES FUND 15,635.23
LOST BOOK FUND 723.03
BOOK SALES & EXCESS PROPERTY FUND 1,192.17
PETTY CASH - CHANGE 326.25
LESS: A/c PAYABLE 6/30/77 \$ 57,664.52
\$ 8,549.38
\$49,115.14

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1977 BILLS PRESENTED FOR PAYMENT
ON JULY 27, 1977

CHECKS ARE DATED
JUNE 27, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2595	TOWN OF WEST ORANGE	28. ADMIN. CHARGE	\$ 1.00
2596	MIDLANTIC NAT'L BANK-WT 6/30/77	1. SALARIES	1,752.87
2597	W.O. FEDERAL CREDIT UNION	1. "	288.55
2598	STATE OF N.J. -G.I.T.-JUNE 1977	1. "	762.79
2599	TOWN OF W.O. - HOSPITALIZATION-JULY '77	26. HOSPITALIZATION	1,020.97
2600	TOWN OF W.O. - Soc.SEC.-EMPLOYEES-JUNE '77	1. SALARIES	2,147.69
2601	TOWN OF W.O. - Soc.SEC.-EMPLOYERS-QTR 6/30/77	27. EMPLOYERS Soc.SEC.	5,130.74
2602	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,570.54
2603	VOID		-
2604	P.E.R.S. SUPPLEMENTAL ANNUITY	1. SALARIES	54.00
2605	P.E.R.S. CONTRIB. GROUP INS. PREMIUM FUND	1. "	183.47
	NET PAYROLL 6/15/77 (46)	1. "	15,539.22
	NET PAYROLL 6/30/77 (46)	1. "	10,343.75
SUB-TOTAL			\$ 38,795.59
ADD: CHECK #2607-2694 PRESENTED FOR PAYMENT AT JUNE 29, 1977 MEETING			33,029.63
CHECKS ISSUED FOR MONTH OF JUNE 1977			\$ 71,825.22
ADD: PETTY CASH CHECKS-APRIL, MAY & JUNE 1977, #917-9589			508.38
			\$ 72,333.60
LESS:			
	CHECK VOIDED #2684	2. Books	\$ 4.95
	DEPOSITS 6/3	2. "	6.50
	6/22	2. "	5.95
	6/22	2. "	3.61
	5/4	EXCHANGE LR	20.00
	CHECK #2693 XEROX CORP.-CHARGED TO PHOTO COPY INCOME		138.25
	CHECK #2607 PETTY CASH CHECKING A/C TRANSFER		200.00
			379.26
TOTAL EXPENDITURES - MONTH OF JUNE 1977, PER BUDGET REPORT			\$ 71,954.34

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK, CPA's

By: Stewart Manheim CPA

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1977 BILLS PRESENTED FOR PAYMENT
ON JULY 27, 1977

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF APRIL, MAY & JUNE 1977

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1977				
3/28	917	W. O. BICENTENNIAL COMMISSION	2. BOOKS	\$ 22.00
4/1	918	SHIRLEY ITKIN	4. SUPPLIES	4.72
4/14	919	WEST ORANGE PUBLIC LIBRARY	12. TRANSPORTATION	5.00
4/18	920	SANDRA GOSS	12. "	4.65
4/18	921	D. COFFMAN	15. WORKSHOPS	7.10
4/18	922	FRED ROSENZWEIG	15. "	6.00
4/18	923	SANDRA GOSS	4. SUPPLIES	15.00
4/20	924	LOLA REED	15. WORKSHOPS	10.50
4/20	925	B. CORBETT	2. BOOKS	2.00
4/20	926	BOSTON PUBLIC LIBRARY	20. NEWSPAPERS-PAMPHLETS	2.00
4/20	927	PRALS PUBLICATIONS	2. BOOKS	1.95
4/20	928	RUCKER PRESS	2. "	3.50
4/20	929	GARDEN CLUB OF AMERICA	2. "	3.50
4/20	930	READER BOOKS DIV.	2. "	4.00
4/21	931	NEW JERSEY LIBRARY ASS'N.	14. CONVENTIONS	32.00
4/24	932	HOWARD JOHNSON REGENCY	14. "	54.90
4/25	933	WILLIAM TOOHEY	12. TRANSPORTATION	3.75
4/25	934	LOLA REED	2. BOOKS	8.00
4/26	935	LOLA REED	14. CONVENTIONS	30.00
4/26	936	ESSEX COUNTY CLERK	4. SUPPLIES	3.00
4/28	937	WILLIAM TOOHEY	12. TRANSPORTATION	7.50
5/3	938	MARK DONNELLY	10. COMMUNITY RELATIONS	5.00
5/13	939	AMERICAN LIBRARY ASS'N.	14. CONVENTIONS	25.00
5/13	940	AMERICAN LIBRARY ASS'N.	14. "	18.00
5/14	941	BLACK HERITAGE ASSOCIATION	15. WORKSHOPS	10.00
5/14	942	COLLEGE BOARD PUBLICATIONS	20. NEWSPAPERS	1.00
5/17	943	BILL TOOHEY	4. SUPPLIES	5.35
5/17	944	RUTGERS, THE STATE UNIVERSITY	15. WORKSHOPS	5.00
5/21	945	W. O. PUBLIC LIBRARY	15. "	10.00
5/24	946	LOLA REED	15. "	11.00
5/27	947	MARK DONNELLY	12. TRANSPORTATION	5.65
5/27	948	LOLA REED	14. CONVENTIONS	60.00
5/28	949	ANNETTE TANGRETI	4. SUPPLIES	5.00
6/2	950	WEST ORANGE PUBLIC LIBRARY	2. BOOKS	6.78
6/2	951	LOLA REED	10. COMMUNITY RELATIONS	12.50
6/9	952	LOLA REED	12. TRANSPORTATION	11.50
6/10	953	WEST ORANGE PUBLIC LIBRARY	4. SUPPLIES	20.00
6/14	954	SHIRLEY ITKIN	4. "	6.28
6/15	955	PHYLISS SOME	4. "	9.15
6/15	956	SANDRA GOSS	12. TRANSPORTATION	6.00
6/15	957	MARK DONNELLY	12. "	5.60
6/17	958	BILL TOOHEY	12. "	8.50
6/30	959	LOLA REED-EXCHANGE OF 5/4/77 DEPOSIT	29. TRANSFERS	20.00

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF APRIL, MAY & JUNE 1977

\$ 508.38

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Heval Manheim

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 27, 1977

CHECKS ARE DATED
JULY 27, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2706	MIDLANTIC NAT'L BANK	1. SALARIES	\$ 1,661.55
2707	WEST ORANGE FEDERAL CREDIT UNION	1. "	276.05
2708	WEST ORANGE LIBRARY PETTY CASH CHECK. A/C	TRANSFER	200.00
2709	POSTMASTER - ORANGE	13. POSTAGE	300.00
2710	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
2711	ABT PUBLICATIONS	2. BOOKS	20.00
2712	AERO PUBLISHERS, INC.	2. "	11.83
2713A	AL'S AUTO PARTS, INC.	8. MAINT. Mob.	\$ 16.54
B	" " " "	" "	10.90
2714	AMA/COM.	2. BOOKS	20.30
2715	ARCO PUBLISHING Co., INC.	2. "	59.97
2716A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	47.45
B	" " " "	11. " "	41.50
2717A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	1.17
B	" " " "	2. "	9.28
2718A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	250.48
B	" " " "	2. "	3.89
C	" " " "	2. "	10.43
D	" " " "	2. "	25.37
2719	R. R. BOWKER	2. BOOKS	24.95
2720A	BRODART, INC.	4. SUPPLIES	(10.90)
B	" " " "	4. "	30.50
C	" " " "	4. "	(24.10)
D	" " " "	4. "	(2.20)
E	" " " "	4. "	4.50
F	" " " "	11. SERVICE CONTRACT	65.00
2721	CHAMBERS RECORD CORP.	21. A/V MATERIALS	62.80
2722	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	4.33
2723	COMMONWEALTH WATER Co.	6. MAINT.	18.28
2724	CORNELL UNIVERSITY PRESS	2. BOOKS	87.46
2725A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	24.00
B	" " " "	2. "	191.04
C	" " " "	2. "	259.56
D	" " " "	2. "	163.74
E	" " " " (1)	2. "	(82.35)
F	" " " " (2)	2. "	243.23
G	" " " "	2. "	63.98
H	" " " "	2. "	196.01
I	" " " "	2. "	276.06
J	" " " "	2. "	274.93
K	" " " "	2. "	374.96
L	" " " "	2. "	182.69
M	" " " " (3)	2. "	178.24
N	" " " "	2. "	184.25
O	" " " "	2. "	156.79
P	" " " "	2. " CR. DUE	240.25
Q	" " " "	2. " (1) 9.86	131.55
R	" " " "	2. " (2) 9.45	64.74
2726A	DOUBLEDAY & Co., INC.	2. " (3) 10.85	46.82
B	" " " "	2. BOOKS	31.27
C	" " " "	2. "	15.00
D	" " " "	2. "	60.09
E	" " " "	2. "	12.20
F	" " " "	2. "	42.21
G	" " " "	2. "	18.79
H	" " " "	2. "	7.90
I	" " " "	2. "	19.65
J	" " " "	2. "	4.85
K	" " " "	2. "	14.55
L	" " " "	2. "	22.50
			19.40
			3,146.49
			268.41

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 27, 1977

CHECKS ARE DATED
 JULY 27, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2727	AARON EISENBERG & Co.	23. MANAGEMENT SERVICES	\$ 808.00
2728	FACTS ON FILE, INC.	2. BOOKS	50.90
2729	GARLAND PUBLISHING, INC.	2. "	24.72
2730	GAYLORD BROS., INC.	4. SUPPLIES	73.73
2731	GENE HACKER CAMERA SHOP, INC.	22. A/V EQUIPMENT	360.00
2732	HARVARD UNIVERSITY PRESS	2. BOOKS	15.35
2733	HERMANN FORWARDING Co.	5. INSURANCE	20.39
2734	WALTER KIDDE SALES & SERVICE Co.	6. MAINT. MAIN	130.79
2735	KULACS ENGRAVING SERVICE	4. SUPPLIES	19.20
2736	INDIANA UNIVERSITY PRESS	2. BOOKS	8.30
2737	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	11.50
2738	LIBRARIES UNLIMITED, INC.	2. BOOKS	15.13
2739A	LOUISIANA STATE UNIVERSITY PRESS	2. "	\$ 34.04
B	" " " "	2. "	11.38
2740A	MAC MILLAN PUBLISHING Co., INC.	2. "	25.45
B	" " " "	2. "	19.90
C	" " " "	2. "	9.18
2741	MAIN LINE BOOK Co., INC.	2. "	292.80
2742	MODERN MASS MEDIA	21. A/V MATERIALS	15.00
2743	J.M. MOREHOUSE PRINTING Co., INC.	ANNUAL REPORTS	191.00
2744	MOTOR MAGAZINE	2. BOOKS	1.95
2745A	MUSIC EXCHANGE	2. "	20.60
B	" " " "	2. "	50.60
2746	NATIONAL HEALTH DIRECTORY	2. "	20.70
2747	NEW JERSEY BELL	9. TELE.	172.47
2748	NEW JERSEY BELL TEL. Co.	9. "	13.68
2749	N.J. C.J. CORP.	4. SUPPLIES	104.35
2750	N.Y. TIMES/LARGE TYPE WEEKLY	20. NEWSPAPERS	44.00
2751	NEW YORK UNIVERSITY PRESS	2. BOOKS	13.95
2752	OCEANA PUBLICATIONS, INC.	2. "	14.13
2753	THE PENNA. STATE UNIVERSITY PRESS	2. "	13.95
2754	PHYSICIANS DESK REFERENCE	2. "	10.25
2755	R. L. POLK AND Co.	2. BOOKS	39.43
2756A	PRENTICE-HALL, INC.	2. "	17.73
B	" " " "	2. "	54.67
2757	PRINCETON UNIVERSITY PRESS	2. "	19.67
2758	HENRY F. SCHMIDT & Co., INC.	4. SUPPLIES	4.77
2759	SILVER BURDETT COMPANY	2. BOOKS	9.17
2760	STRAIT & Co.	2. "	5.95
2761	UNIVERSITY OF CHICAGO PRESS	2. "	15.00
2762	UNIVERSITY OF MINNESOTA PRESS	2. "	15.33
2763	WEST ORANGE COMMUNITY HOUSE	7. MAINT. MAIN	135.00
2764	XEROX CORP.	25. PHOTOCOPY	149.00
2765	ALA/O.L.S.D.	2. BOOKS	3.50
2766	ARTISTS SUPPLY	4. SUPPLIES	4.36
2767	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	32.00
2768	R. R. BOWKER	2. BOOKS	46.35
2769	BROADSTREET, INC.	4. SUPPLIES	14.25
2770	C. W. ASSOCIATES	2. BOOKS	19.50
2771	CHILDREN'S BOOK COUNCIL, INC.	4. SUPPLIES	7.95
2772	COUNCIL ON INT'L EDUCATIONAL EXCHANGE	2. BOOKS	6.90
2773	CURTIS SERVICE, INC.	8. MAINT. MOB.	207.47
2774	EMMA-LOU CZARNECKI	14. CONVENTIONS	45.75
2775	DOBBS BROTHERS	3. BINDING	69.07
2776	DUN/DONNELLEY PUBLISHING CORP.	2. BOOKS	34.00
2777	GANN LAW BOOKS	2. "	22.00
2778	GENERAL MAGAZINE Co. OF PARMA	19. MAGAZINES	39.69
2779	HACKER ART BOOKS, INC.	2. BOOKS	130.00
2780	HASTINGS BOOKS	2. "	15.00
2781	INFORMATION RESOURCES PRESS	2. "	26.45

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 27, 1977

7.

CHECKS ARE DATED
 JULY 27, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2782	LEW'S PAPER & SUPPLY Co.	6. MAINT. MAIN	\$ 28.50
2783	MCGRAW HILL BOOK Co.	2. BOOKS	56.82
2784	DAVID MCKAY Co., INC.	2. "	4.50
2785	PITNEY BOWES	11. SERVICE CONTRACTS	33.00
2786	POETS AND WRITERS	2. BOOKS	3.00
2787	PRESCRIPTION CENTER	4. SUPPLIES	7.05
2788	REGENT BOOK Co., INC.	2. BOOKS	49.05
2789	THE STAR-LEDGER	20. COMMUNITY REL.	24.75
2790	TEXAS A & M UNIVERSITY PRESS	2. BOOKS	28.85
2791	TIME/LIFE	2. "	10.98
2792	U.S. PENCIL & STATIONERY Co.	4. SUPPLIES	98.83
2793	WEISE-WINKLER BINDERY, INC.	3. BINDING	46.85
2794	THE H. W. WILSON Co.	2. BOOKS	18.00
<u>SUB-TOTAL</u>			\$ 10,835.98
<u>LESS:</u>			
CHECK #2706 - MIDLANTIC NAT'L BANK			
#2707 - W.O. FEDERAL CREDIT UNION			\$ 1,661.55
#2708 - PETTY CASH CHECKING ACCOUNT			276.05
#2764 - XEROX CORP. CHARGE FOR PHOTOCOPY MACHINE			200.00
			149.00
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - JUNE 30, 1977</u>			<u>2,286.60</u>
			\$ 8,549.38

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

By: *Robert Manheim*

DIRECTOR'S
MONTHLY REPORT

AUGUST 22, 1977

The library has run on a very "tight" schedule during the past month due to vacations and resignations. In addition to O'Brien who had resigned at the time of our last meeting, Scholl, Shanahan and Rubinetti have left us. One other person, Michael Repiscak has been ailing all summer and has not been able to adequately perform his duties. He is presently hospitalized.

Most vacations are behind us for this year and we expect to get back to normal in September with the addition of three pages to fill two vacancies at Main and one which exists at our branch at Tory Corner.

We have experienced our usual successes and failures during the month. On the morning of the 17th our telephones were not working. After several emergency calls to the telephone company, the fault was corrected and the phones began to ring again. Needless to say, several irate citizens wondered what we were doing and why we did not answer our telephones. Even a trustee called to find out what was happening.

Millipedes have invaded the library again--not as many as last year, but enough for us to call Aborn Exterminators back a couple of times. Hopefully, if we do not have an abundance of rain, they can be controlled.

Trouble continued with the air conditioning until Friday, August 19. Up until then Mrs. Goss and I had been taking turns pushing the button to make the A/C go on again.

Walter Kidde Company installed the equipment for connection with the Police Department. Also the telephone company representative did the necessary telephone wiring. To be fully connected the company who owns the panel must connect the last two wires which they promise to do this week.

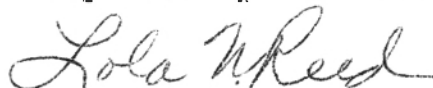
For several months we have had complaints from staff and patrons alike about the awful taste of the water in our downstairs fountain. On two occasions a representative from the Health Department came over and checked and thought a sample could be taken, but Commonwealth Water Company would not test an isolated fountain and suggested that we have the company who services the units to check it out for corroded and worn out parts, which we did. The water's fine now, according to our Mr. Ford and others.

National Fuel Oil Company did the regular summer service for our boiler in preparation for winter. They found that the brick chamber inside the boiler had collapsed completely. Before the boiler can be set up and fired for winter, according to Mr. Mercurio, Manager of the Company, the chamber has to be rebuilt. We have a quote from him in the amount of \$1,875.00 for the job.

As directed, I have written a letter to the Xerox Corporation stating our dissatisfaction with their machine which is presently installed in the library. They were asked to remove the Xerox 1000 within 30 days of my letter which was dated August 16. So far, there has been no response to my letter nor to my two telephone calls.

Mrs. Strauss and I attended the Commemorative Celebration of the 100th Anniversary of the Phonograph at Menlo Park and Glenmont on August 12, 1977. Present were such dignitaries as Honorable Brendan A. Byrne, John T. Cunningham, New Jersey Historian, our own Mayor, Honorable William F. Cuozzi, as well as celebrities John Gambling, Les Paul, Eubie Blake and others. Both services were well attended.

Respectfully submitted,

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

Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF JULY 1977
LIBRARY BOARD MEETING OF AUGUST 24, 1977
EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF JULY 1977	1977 ACCUMULATED BUDGET EX- PENDITURES PAID 7 MONTHS ENDED 7/31/77	UNEX- PENDED BUDGET BALANCE 7/31/77	BILLS/ACCTS. PAYABLE 7/31/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 7/31/77
SALARIES AND WAGES	\$322,885	\$27,584.39	\$191,156.22	\$131,728.78		\$131,728.78
CONTRACTUAL SERVICES:						
BINDING	1,000	115.92	474.63	525.37	\$ 184.95	340.42
COMMUNITY SERVICES	500	24.75	97.25	402.75		402.75
TRANSPORTATION	300	-0-	174.80	125.20		125.20
SEMINARS AND WORKSHOPS	600	45.75	638.03	(38.03)		(38.03)
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,700	808.00	4,848.00	4,852.00	808.00	4,044.00
LEGAL	2,000	-0-	1,000.00	1,000.00	500.00	500.00
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	87.46	8,200.51	11,799.49	4,140.90	7,658.59
MAIN LIBRARY-REPAIRS	7,000	191.29	3,648.89	3,351.11	471.20	2,879.91
TORY CORNER-RENTAL	540	135.00	270.00	270.00		270.00
BOOKMOBILE	5,300	234.91	2,366.93	2,933.07	122.13	2,810.94
SERVICE CONTRACTS	3,500	201.95	1,385.71	2,114.29	802.15	1,312.14
MATERIALS & SUPPLIES:						
BOOKS	55,000	5,261.44	33,464.41	21,535.59	2,317.28	19,218.31
SUPPLIES	10,000	270.06	5,905.21	4,094.79	999.60	3,095.19
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	83.69	333.74	7,666.26	156.65	7,509.61
PAMPHLETS	500	-0-	405.44	94.56		94.56
AUDIO-VISUAL-MATERIALS	1,500	19.33	548.66	951.34		951.34
MISC. OTHER EXPENSES:						
INSURANCE	6,000	20.39	302.39	5,697.61		5,697.61
TELEPHONE	1,500	186.15	1,092.92	407.08	179.44	227.64
POSTAGE	2,300	300.00	1,803.30	496.70		496.70
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,020.97	7,146.79	5,353.21		5,353.21
ANNUAL REPORT	200	191.00	191.00	9.00		9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	500	-0-	-0-	500.00		500.00
MAINT. EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	360.00	447.00	253.00		253.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	9,573.12	10,426.88		10,426.88
PUBLIC EMPLOYEES RETIREMENT SYSTEM	17,500	-0-	17,884.80	(384.80)		(384.80)
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00

<u>TOTAL *</u>	<u>\$513,925</u>	<u>\$37,142.45</u>	<u>\$293,359.75</u>	<u>\$220,565.25</u>	<u>\$10,682.30</u>	<u>\$209,882.95</u>
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*SOURCE OF FUNDS

TOWN OF WEST ORANGE	\$418,425
ADDITIONAL APPROPRIATION-WO	8,707
LIBRARY ACCUMULATED REVENUE	86,793
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$513,925</u>

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

THE MONTH OF JULY 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
I CASH FUNDS - JUNE 30, 1977	\$ 57,664.52	\$ 39,787.84	\$ 15,635.23	\$ 723.03	\$ 1,192.17	\$ 326.25

ADD:

FINES
NON-RESIDENT FEES
PHOTOCOPY
BOOK RENTALS
MICROFILMS
AUDIO-VISUAL
LOST BOOK
EXCESS PROPERTY
THIRD (3RD) QUARTER '77 BUDGET
FROM TOWN OF W.O.

\$ 1,663.03

(1,254.63
(60.00
(256.85
(60.80
(2.75
(28.00

137.28
133.13

104,606.00 \$104,606.00

\$ 137.28

\$ 133.13

II TOTAL JULY - 1977 - RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS:

JULY 1977-EXPENDITURES

V TOTAL CASH FUNDS

\$106,539.44
\$164,203.96
37,142.45
\$127,061.51

\$104,606.00
\$104,606.00
\$144,393.84
37,142.45
\$107,251.39

\$ 137.28
\$ 860.31

\$ 133.13
\$ 1,325.30

-0-
\$ 326.25

\$ 1,325.30
\$ 326.25

ADD: DUE FROM TOWN OF W.O.
FOR 4TH QTR. '77 BUDGET

LESS: ACCOUNTS PAYABLE 7/31/77

113,313.86
220,565.25
10,682.30

\$209,882.95

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L BANK
MIDLANTIC NAT'L BANK- 02-073-00001770
W.O. S & L Ass'n #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

FUNDS:

BUDGET FUND \$107,251.39
FINES & RESERVES FUND 17,298.26
LOST BOOK FUND 860.31
BOOK SALES & EXCESS PROPERTY FUND 1,325.30
PETTY CASH - CHANGE 326.25
LESS: A/C PAYABLE -7/31/77 \$127,061.51
\$10,682.30
\$116,379.21

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1977 BILLS PRESENTED FOR PAYMENT
ON AUGUST 24, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>CHECKS ARE DATED JULY 27, 1977</u> <u>AMOUNT</u>
2795	MIDLANTIC NATIONAL BANK-W.T. 7/31/77	1. SALARIES	\$ 1,679.27
2796	WEST ORANGE CREDIT UNION	1. SALARIES	286.05
2797	STATE OF N.J. -G.I.T.-JULY 1977	1. SALARIES	554.12
2798	TOWN OF W.O. HOSPITALIZATION	26. HOSPITALIZATION	1,020.97
2799	TOWN OF W.O. Soc.Sec.EMPLOYEES-JULY '77	1. SALARIES	1,613.74
2800	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,374.58
2801	P.E.R.S. #20284-GROUP INS. FUND	1. SALARIES	136.67
2802	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
	NET PAYROLL-7/15/77-#1968-2013 (46)	1. SALARIES	10,057.59
	NET PAYROLL-7/31/77 - #2014 -2057 (44)	1. SALARIES	9,905.77
			<hr/>
<u>SUB-TOTAL</u>			\$ 26,667.76
<u>ADD: CHECKS #2706 -2794-PRESENTED FOR PAYMENT AT JULY 27, 1977 MEETING</u>			<hr/> 10,835.98
<u>CHECKS ISSUED FOR MONTH OF JULY 1977</u>			\$ 37,503.74
<u>LESS:</u>			
	2708-PETTY CASH CHECKING ACCOUNT		\$ 200.00
	2764-XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE		149.00
	DEPOSITS-JULY 1, 1977	2. BOOKS	6.07
	DEPOSITS-JULY 11, 1977	2. BOOKS	6.22
			<hr/> 361.29
<u>TOTAL EXPENDITURES - MONTH OF JULY 1977, PER BUDGET REPORT</u>			<hr/> \$ 37,142.45 <hr/>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lee Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA's

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 24, 1977

CHECKS ARE DATED
AUGUST 24, 1977

VOUCHER
 NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

2803	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT. MAIN		\$ 1,131.70
2804	WEST ORANGE FEDERAL CREDIT UNION	1. SALARIES		286.05
2805	MIDLANTIC NAT'L BANK - WT	1. "		1,653.64
2806	LOLA REED-OVERPAYMENT ON PERS	EXCHANGE DEPOSIT		18.68
2807	PETTY CASH CHECKING A/C	TRANSFER		200.00
2808A	AIR CONTROLLED ENVIRONMENT	6. MAINT. MAIN	\$ 30.00	
B	" " " "	6. " "	249.20	
C	" " " "	6. " "	40.00	
D	" " " "	6. " "	57.00	376.20
2809	AMERICAN PAPER TOWEL Co.	4. SUPPLIES		69.20
2810	ARCO PUBLISHING Co., Inc.	2. BOOKS		3.45
2811A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	40.50	
B	" " " "	11. " "	39.40	79.90
2812A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	77.09	
B	" " " "	2. " "	24.35	
C	" " " "	2. " "	16.23	
D	" " " "	2. " "	25.73	143.40
2813A	" " " "	2. " "	14.34	
B	" " " "	2. " "	(5.99)	8.35
2814A	BROADSTREET, Inc.	4. SUPPLIES	11.76	
B	" " " "	4. " "	1.16	
C	" " " "	4. " "	34.39	
D	" " " "	4. " "	15.32	
E	" " " "	4. " "	8.77	
F	" " " "	4. " "	8.65	
G	" " " "	4. " "	15.55	
H	" " " "	4. " "	1.56	
I	" " " "	4. " "	1.20	
J	" " " "	4. " "	11.54	109.90
2815A	BRO-DART, Inc.	4. SUPPLIES	(10.90)	
B	" " " "	4. " "	148.50	
C	" " " "	4. " "	124.32	261.92
2816	BULLETIN BOARDS & DIRECTORY PRODUCTS, Inc.	4. SUPPLIES		11.77
2817	CENTER TYPEWRITER Co.	11. SERVICE CONTRACTS		429.75
2818A	CURTIS SERVICE, Inc.	8. MAINT. MOB	77.76	
B	" " " "	8. " "	44.37	122.13
2819	DARTNELL	2. BOOKS		41.45
2820A	DIMONDSTEIN BOOK Co., Inc.	2. " "	226.52	
B	" " " "	2. " "	151.30	
C	" " " "	2. " "	237.27	
D	" " " "	2. " "	118.72	
E	" " " "	2. " "	268.33	
F	" " " "	2. " "	96.85	1,098.99
2821	DOBBS BROS. LIBRARY BINDING Co. OF VA.	3. BINDING		184.95
2822A	DOUBLEDAY AND Co., Inc.	2. BOOKS	14.55	
B	" " " "	2. " "	39.38	
C	" " " "	2. " "	27.30	
D	" " " "	2. " "	3.63	
E	" " " "	2. " "	5.46	
F	" " " "	2. " "	12.45	
G	" " " "	2. " "	34.56	
H	" " " "	2. " "	30.35	
I	" " " "	2. " "	3.63	
J	" " " "	2. " "	6.07	
K	" " " "	2. " "	6.07	183.45

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 24, 1977

CHECKS ARE DATED
AUGUST 24, 1977

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

2823	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	\$	155.21
2824	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS		13.70
2825	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN		95.00
2826	FRENCH & EUROPEAN PUBLICATION	2. BOOKS		7.00
2827A	GALE RESEARCH Co.	2. "	38.71	
B	" " "	2. "	25.67	
C	" " "	2. "	68.71	133.09
2828	GANN LAW BOOKS	2. BOOKS		11.00
2829	GAYLORD BROS., INC.	4. SUPPLIES		152.73
2830	HARVARD UNIVERSITY PRESS	2. BOOKS		15.52
2831	HOUSE OF COLLECTIBLES	2. "		5.42
2832	VOID			
2833	THE INSTITUTE FOR RESEARCH	2. BOOKS		10.09
2834	INTERNATIONAL BUSINESS MACHINES CORP.	11. SERVICE CONTRACTS		65.00
2835A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	6.50	
B	" " "	4. "	1.10	7.60
2836	C. KIMMEL	11. SERVICE CONTRACTS		134.50
2837A	KTAV PUBLISHING HOUSE, INC.	2. BOOKS	51.68	
B	" " " "	2. "	15.00	66.68
2838A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	63.30	
B	" " " " " "	4. "	46.00	109.30
2839A	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	95.50	
B	" " " "	4. "	19.75	115.25
2840A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	14.61	
B	" " " "	2. "	16.15	
C	" " " "	2. "	2.29	33.05
2841	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES		808.00
2842	MARQUIS WHO'S WHO, INC.	2. BOOKS		54.25
2843A	MODERN MASS MEDIA, INC.	21. A/V MATERIALS	(3.00)	
B	" " " "	21. "	3.60	.60
2844	MOTION PICTURE ENTERPRISES, INC.	4. SUPPLIES		6.72
2845	NATIONAL DIME COMPANY	2. BOOKS		5.85
2846	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN		1,143.72
2847	NATIONAL RECORD PLAN	21. A/V MATERIALS		39.75
2848A	NEW JERSEY BELL	9. TELEPHONE	167.91	
B	" " " "	9. "	11.53	179.44
2849	NEW JERSEY LEGISLATIVE MANUAL	2. BOOKS		9.00
2850	THE OLYMPIC PRESS	2. "		6.68
2851	IRVING OSTROW	24. LEGAL SERV.		500.00
2852	PERDUE RADIO Co.	21. A/V MATERIALS		64.50
2853	PIERIAN PRESS	2. BOOKS		15.45
2854A	PRENTICE HALL, INC.	2. "	7.33	
B	" " " "	2. "	6.12	13.45
2855	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.		1,865.48
2856	ROUTLEDGE & KEGAN PAUL LTD.	2. BOOKS		8.21
2857	PORTER SARGENT PUBLISHER, INC.	2. "		22.06
2858	SLOGEWICK PRODUCTS DIV.	11. SERVICE CONTRACTS		78.00
2859	SHAR-FREY, INC.	2. BOOKS		48.28
2860	SHIELDS PUBLICATIONS	2. "		5.00
2861	PHILIP SOSIS	2. "		2.00
2862	STERLING PUBLISHING Co., INC.	2. "		37.39
2863	SUBURBAN HOMES GUIDE	2. "		8.20

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 24, 1977

CHECKS ARE DATED
AUGUST 24, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2864	TEXAS CHRISTIAN UNIVERSITY PRESS	2. BOOKS	\$ 8.40
2865	3M BUSINESS PRODUCTS SALES, INC.	2. MICROFILMS	35.89
2866	THE UNIVERSITY OF CHICAGO PRESS	2. BOOKS	18.30
2867	THE UNIVERSITY OF NORTH CAROLINA PRESS	2. "	16.14
2868	THE H. W. WILSON Co.	2. "	57.00
2869A	XEROX CORP.	25. PHOTOCOPY	\$ 10.00
B	" "	25. "	<u>177.07</u>
2870	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	187.07
2871	A & W PUBLISHERS, INC.	2. BOOKS	51.80
2872	ABORN EXTERMINATING Co.	11. SERVICE CONTRACT	13.45
2873	THE CHRONICLE/BANK & QUOTATION RECORD	2. BOOKS	15.00
2874	THE INTERNATIONAL CITY MANAGEMENT ASS'N.	2. "	95.00
2875	McGraw-Hill Book Co.	2. "	19.00
2876	MANDALA	2. "	22.69
2877	N.J. SOCIETY OF ARCHITECTS	2. "	10.95
			10.00

SUB-TOTAL

\$13,027.74

LESS:

CHECK #2804 - W.O. FEDERAL CREDIT UNION	\$ 286.05	
#2805 - MIDLANTIC NAT'L BANK	1,653.64	
#2806 - LOLA REED	18.68	EXCHANGE
#2807 - PETTY CASH CHECKING A/C	200.00	TRANSFER
#2869 - XEROX CORP.-CHARGE FOR COPY MACHINE	<u>187.07</u>	
		<u>2,345.44</u>

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - JUNLY 31, 1977

\$ 10,682.30

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA's

By: *Stewart Manheim*

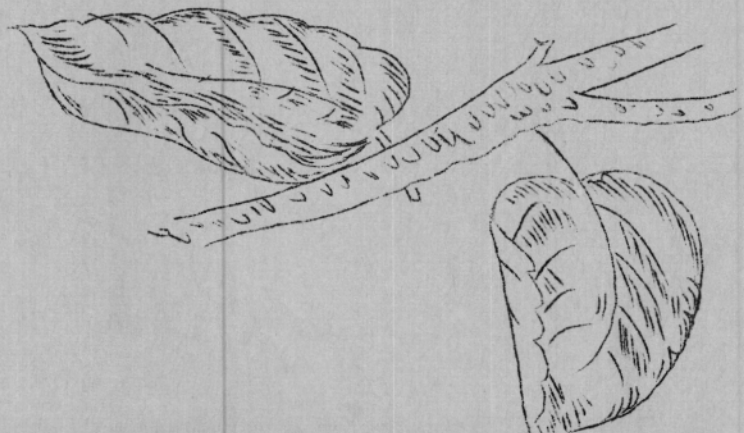
AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 28, 1977

- 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
- 8) New Business
- 9) Communications
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING WEST ORANGE PUBLIC LIBRARY SEPTEMBER 28, 1977

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Albert Kupferer, Paul Pasmantier, and William Sagosz constituting a quorum. Also present were Director Lola N. Reed, Board Attorney Irving Ostrow, Board Accountant, Stewart Manheim, and two members of the staff.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1977 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 1977 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 August 24, 1977 Board of Trustees meeting with the following correction: Page 3, under Audience Participation, paragraph 2 to read: "Mrs. Seelig inquired about the publicity given emergency meetings called by the Board of Trustees. Mrs. Strauss explained that because of the unusual circumstances there was no time to notify the public. The contents of the meeting had been entered in the July 27, 1977 Minutes. Mrs. Strauss assured Mrs. Seelig that the Board fully intends to comply with the Sunshine Law and when time is a factor will at least post public notice in the library and town hall." Mrs. Herman seconded the motion and it was unanimously approved by the Board of Trustees.

The question was brought up as to the legality of Mrs. Grover's signature upon the Minutes when she had not been present at the meeting. Mr. Ostrow felt that the signature is not legal. Mrs. Grover stated that she was not present at the Board meeting of August 24, 1977, but she had read the minutes for grammar and structure rather than content and approved them for Mrs. Reed to sign her signature (Mrs. Grover's) to transmit to the Board of Trustees.

LIBRARY CONSULTANT:

Mr. Pasmantier and Mrs. Strauss met with Mr. Lehman this morning (9/28/77). At the Board of Trustees meeting they informed Mr. McPherson of the changes made. Mr. McPherson then reviewed the overall layout and architectural decisions that had been decided upon to date. He discussed the departments, their locations with the library, the changes and renovations needed to update the existing facilities. He distributed his written report to the members of the Board. Mrs. Reed will make copies for staff use.

EMERGENCY MEETING OF THE BOARD OF TRUSTEES:

On Saturday, Sept. 17, 1977 at 10:20 A. M., a meeting was called to order. Present were Board members Anita Strauss, Nancy Herman, William Sagosz, Andrea Grover, and Board Attorney Irving Ostrow.

This emergency meeting was called for the purpose of reading and adopting a resolution determining the need of improving and enlarging the existing library; in order to meet the bonding requirements therefore.

Mr. Sagosz moved that the Board of Trustees approve a resolution calling for a bond to enlarge and improve the library building of the Town of West Orange in accordance with the guidelines prepared by Attorney Hawkins, Delafield and Wood of New York City. Mrs. Herman seconded the motion, and it was passed unanimously by the Board.

Subsequent to that, Mrs. Strauss hand-delivered the resolution to the Business Administrator and together they took it to the Town Clerk and it was date stamped September 19, 1977.

TREASURER'S REPORT:

1) Bills Presented for Payment:

The Building and Grounds Committee met, interviewed, and approved the selection of Mr. Kenneth F. McPherson as consultant for the library. Therefore, Mr. Pasmantier made a motion for the payment for the library consultant in the amount not exceeding \$2,500 as stated in the prior minutes, to be paid from library funds to be reimbursed by the Local Contracts Law. The initial amount of \$500 issued pursuant to the contract and approved by the Board. (Check #2890) Mr. Sagosz seconded the motion, and it was carried unanimously.

Mrs. Grover made a motion to accept the Bills Presented for Payment for the month of August, 1977. Mr. Kupferer seconded the motion, and it was passed unanimously.

2) Financial Statement:

Mr. Manheim pointed out that the financial report shows a few lines in the red as of August 31, 1977. There has been an increase in the Hospital Plan for employees, and he anticipates an increase in the telephone and utilities lines for the remaining months of 1977. Mrs. Grover suggested a cut back on book purchases. Mrs. Reed stated that she would order some reserves and accept standing orders. Mr. Pasmantier asked Mrs. Reed to curtail ordering of microfilm for the next thirty days. Mr. Manheim will approximate the expenses for the months remaining in the year.

Mr. Sagosz made a motion to transfer \$47,000 from the Statement Savings Account #02-073-0000177-0, to the checking account in Midlantic Bank to cover current expenses. Mrs. Grover seconded the motion, and it was carried unanimously.

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

It was agreed that a special meeting of the Board will be held on Monday, October 17, 1977 at 8:00 P. M. in the Director's Office for the purpose of passing a proposed budget for 1978. A notice will be posted on the main bulletin board of the library, a copy given to the Town Clerk, and a news release sent to the newspaper.

DIRECTOR'S REPORT:

Mrs. Reed reported that the library had difficulty with the fire detection system again. The defective part will be replaced. Also, the telephones had to be serviced once again. The boiler has been repaired, fired, and is now in good working order.

Mr. Sagosz made a motion that the bill for the boiler be paid. Prior to the repair, a poll was made to engage the services of the Consolidated Welding Company. The National Fuel Oil Company had previously reported to Mrs. Reed that the fire brick wall was defective, and that they would repair it for \$1,875. Bids were sent out, resulting in an estimate of \$941 from Consolidated Welding and \$685 from Manhattan Welding. In reviewing the bids, Consolidated Welding was chosen as having met the specifications more completely. Because of the nature of the repair and the time element in regard to the approaching cold weather, a poll was taken by phone. Mr. Pasmantier seconded the motion, and it was carried unanimously.

NEW BUSINESS:

Mrs. Reed informed the Board that she had received a call from Mr. Silvestri announcing his resignation from the Library Board of Trustees. He is being transferred out of the United States by his employer. He indicated that he had sent a letter to the Mayor informing him of the situation.

COMMITTEE REPORTS:

Mrs. Grover read two letters sent by Mrs. Marie Magno, President of the Employees Association (WOPLEA), to Mrs. Reed. She also read Mrs. Reed's reply which referred to the Staff Manual page 6, under "grievances". The association is requesting 1) that the work-week for full-time employees be reduced to 35 hours; 2) that vacations for non-professional staff be made comparable to that of professional staff.

Mr. Kupferer, newly appointed to the Personnel Committee, suggested that a definition be made between a suggestion or a grievance. Procedure would differ with each definition. This should be taken into consideration as the manual is revised. Mrs. Strauss suggested that a letter be sent to Mrs. Magno asking her to reinitiate the procedures. Mrs. Grover will write the letter.

COMMUNICATIONS:

Mrs. Reed presented a proposal by the Rowland Co., Inc. to initiate a Library Amnesty Day program for Essex County Libraries. A free Big Mac from McDonald's Restaurant would be given to patrons returning overdue books. It was the consensus of the Board that they would bypass this for now.

ADJOURNMENT:

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

Respectfully submitted,



Sandra Goss
Secretary



Andrea Grover
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

September 28, 1977

We experienced more than what we consider our normal amount of problems during the month of September.

Telephones were out of service a few times, the fire alarm system went off. We called the Police Department, giving all required information which included our Code Number. In a matter of minutes there were firemen and equipment all over the place. They were able to silence the noise but by doing so our connection to the Police Headquarters was cut off. After a few distress calls to J. W. Signal Company, Walter Kidde Company, N. J. Bell and, finally, our own Mr. Sagosz, we are finally operable again.

A telephone poll vote was gotten from each Trustee to have the brick chamber in our boiler room rebuilt. This was done after Mr. Sagosz had reviewed the three proposals we had received from three companies. His selection was Consolidated Welding of East Orange.

The job of the brick chamber has been completed. National Fuel Oil Company fired the boiler for winter after some preliminary adjustments were made. J. W. Signal finally sent a representative in to replace the defective module and panel in their installation.

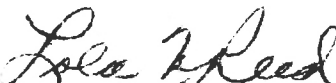
On Tuesday night, September 20, while a meeting of the Democratic County Committee was in progress, some young people helped themselves to a battery from someone's car which was in our parking lot.

The 15¢ Xerox machine has been replaced with a 10¢ Olivetti which is in the process of being installed.

The Mobilibrary was scheduled to go on the road on Tuesday, September 6 but because of difficulties experienced by the mechanics in getting necessary parts it did not resume service until Friday, September 9.

Correspondence from Marie Magno, President of WOPLEA was received during the month. Two requests were made: 1) that the work-week for full-time employees be reduced to 35 hours, and 2) that vacations for non-professional staff be made comparable to that of our professional staff. She requested a meeting with the Personnel Committee. My reply to her on September 19 suggested that these were matters to be considered by the entire Board of Trustees.

Respectfully submitted,


Lola N. Reed
Director

Addendum:

Our fire alarm is still not operating properly. Although a serviceman was in on Monday, September 26th and stated he had corrected the defects. Today, September 27th, the alarm went off again.

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF AUGUST 1977

LIBRARY BOARD MEETING OF SEPTEMBER 28, 1977

EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF AUGUST 1977	1977 ACCUMULATED BUDGET EXPENDITURES PAID ⁸ MONTHS ENDED 8/31/77	UNEXPENDED BUDGET BALANCE 8/31/77	BILLS/ACCTS. PAYABLE 8/31/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 8/31/77
SALARIES AND WAGES	\$322,885	\$27,108.51	\$218,264.73	\$104,620.27		\$104,620.27
CONTRACTUAL SERVICES:						
BINDING	1,000	184.95	659.58	340.42		340.42
COMMUNITY SERVICES	500	-0-	97.25	402.75		402.75
TRANSPORTATION	300	-0-	174.80	125.20		125.20
SEMINARS AND WORKSHOPS	600	-0-	638.03	(38.03)		(38.03)
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,700	808.00	5,656.00	4,044.00	\$ 808.00	3,236.00
LEGAL	2,000	500.00	1,500.00	500.00		500.00
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	4,140.90	12,341.41	7,658.59	1,390.03	6,268.56
MAIN LIBRARY-REPAIRS	7,000	471.20	4,120.09	2,879.91	138.85	2,741.06
TORY CORNER-RENTAL	540	-0-	270.00	270.00		270.00
BOOKMOBILE	5,300	122.13	2,489.06	2,810.94	1.80	2,809.14
SERVICE CONTRACTS	3,500	802.15	2,187.86	1,312.14	86.60	1,225.54
MATERIALS & SUPPLIES:						
BOOKS	55,000	2,306.83	35,771.24	19,228.76	3,025.30	16,203.46
SUPPLIES	10,000	999.60	6,904.81	3,095.19	651.30	2,443.89
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	51.80	385.54	7,614.46	10.01	7,604.45
PAMPHLETS	500	-0-	405.44	94.56	20.35	74.21
AUDIO-VISUAL-MATERIALS	1,500	104.85	653.51	846.49	37.74	808.75
ISC. OTHER EXPENSES:						
INSURANCE	6,000	-0-	302.39	5,697.61		5,697.61
TELEPHONE	1,500	179.44	1,272.36	227.64	189.58	38.06
POSTAGE	2,300	-0-	1,803.30	496.70		496.70
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,020.97	8,167.76	4,332.24		4,332.24
ANNUAL REPORT	200	-0-	191.00	9.00		9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	500	-0-	-0-	500.00		500.00
MAINT. EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	-0-	447.00	253.00		253.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	9,573.12	10,426.88		10,426.88
PUBLIC EMPLOYEES RETIREMENT SYSTEM	17,500	(17.36)	17,867.44	(367.44)		(367.44)
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00
TOTAL*	\$513,925	\$38,783.97	\$332,143.72	\$181,781.28	\$6,359.56	\$175,421.72
SOURCE OF FUNDS						
TOWN OF WEST ORANGE	\$418,425					
ADDITIONAL APPROPRIATION-WO	8,707					
LIBRARY ACCUMULATED REVENUE	86,793					
TOTAL SOURCE OF FUNDS	\$513,925					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

FOR THE MONTH OF AUGUST 1977

I CASH FUND - JULY 31, 1977		TOTAL ALL FUNDS		BUDGET FUND		FINES & RESERVES FUND		LOST BOOK FUND		BOOK SALES & EXCESS PROPERTY FUND		PETTY CASH & CHANGE FUND	
ADD:		\$127,061.51		\$107,251.39		\$17,298.26		\$860.31		\$1,325.30		\$326.25	
FINES						(1,512.05)							
NON-RESIDENT FEES						(20.00)							
PHOTOCOPY						(219.73)							
BOOK RENTALS		1,849.83				(73.95)							
AUDIO-VISUAL						(12.00)							
TELEPHONE						(12.10)							
LOST BOOK		137.46						137.46					
EXCESS PROPERTY		96.30								96.30			
TOTAL AUGUST 1977 - RECEIPTS		\$2,083.59		-0-		\$1,849.83		\$137.46		\$96.30		-0-	
TOTAL AVAILABLE - I PLUS II		\$129,145.10		\$107,251.39		\$19,148.09		\$997.77		\$1,421.60		\$326.25	
LESS:													
AUGUST 1977 EXPENDITURES		38,783.97		38,783.97									
TOTAL CASH FUNDS		\$90,361.13		\$68,467.42		\$19,148.09		\$997.77		\$1,421.60		\$326.25	

ADD: DUE FROM TOWN OF W.O. FOR 4TH QTR. 1977 BUDGET

LESS: ACCOUNTS PAYABLE AUGUST 31, 1977

CASH FUNDS REPRESENTED BY:

CHECKING A/C - MIDLANTIC NAT'L BANK
MIDLANTIC NAT'L BANK- 02-073-10001770
W.O. S & L ASS'N. - #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

FUNDS:

BUDGET FUND	\$20,227.86	BUDGET FUND	\$68,467.42
FINES & RESERVES FUND	51,097.77	FINES & RESERVES FUND	19,148.09
LOST BOOK FUND	18,390.99	LOST BOOK FUND	997.77
BOOK SALES & EXCESS PROPERTY FUND	526.25	BOOK SALES & EXCESS PROPERTY FUND	1,421.60
PETTY CASH - CHANGE	118.26	PETTY CASH - CHANGE	326.25
			\$90,361.13
			6,361.66
			\$83,999.47

LESS: A/C PAYABLE 8/31/77

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1977 BILLS PRESENTED FOR PAYMENT
ON SEPTEMBER 28, 1977

CHECKS ARE DATED
AUGUST 26, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2878	MIDLANTIC NATIONAL BANK-W.T. 8/31/77	1. SALARIES	\$ 1,611.20
2879	WEST ORANGE CREDIT UNION	1. SALARIES	286.05
2880	STATE OF N.J. -G.I.T. - AUGUST 1977	1. SALARIES	543.35
2881	TOWN OF W.O. HOSPITALIZATION-SEPTEMBER 1977	26. HOSPITALIZATION	1,020.97
2882	TOWN OF W.O. Soc. Sec. EMPLOYEES - AUGUST 1977	1. SALARIES	1,587.06
2883	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. SALARIES	1,374.58
2884	P.E.R.S. #20284 - CONTRIBUTORY GROUP INS. FUND	1. SALARIES	151.78
2885	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
2886	P.E.R.S. #20284 - CONTRIBUTORY - GROUP INS.-BAL.	1. SALARIES	93.71
	NET PAYROLL - 8/15/77 2058-2102 (45)	1. SALARIES	9,899.70
	NET PAYROLL - 8/31/77 2103-2147 (45)	1. SALARIES	9,696.27
	<u>SUB-TOTAL</u>		<u>\$ 26,303.67</u>
<u>LESS:</u>			
	CORRECTION - CHECK #2712	2. BOOKS \$.45	
	CORRECTION - CHECK #2696	1. SALARIES .01	<u>.46</u>
	<u>SUB-TOTAL</u>		<u>\$ 26,303.21</u>
<u>ADD: CHECKS #2803-2877 PRESENTED FOR</u>			
<u>PAYMENT AT AUGUST 24, 1977 MEETING</u>			
			<u>13,027.74</u>
<u>CHECKS ISSUED FOR MONTH OF AUGUST 1977</u>			
			<u>\$ 39,330.95</u>
<u>LESS:</u>			
	CHECKS #2807 -PETTY CASH CHECKING A/C	TRANSFER \$ 200.00	
	#2869 -XEROX CORP.-CHARGE FOR COPY MACHINE	187.07	
	DEPOSITS - AUGUST 3, 1977	EXCHANGE 112.39	
	DEPOSITS - AUGUST 3, 1977	JURY DUTY 37.52	
	DEPOSITS - AUGUST 25, 1977	2. BOOKS 10.00	<u>546.98</u>
<u>TOTAL EXPENDITURES - MONTH OF AUGUST 1977,</u>			
<u>PER BUDGET REPORT</u>			
			<u>\$ 38,783.97</u>

PAYMENT RECOMMENDED BY:

John J. Keed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA's

BY:

Stewart Mannheim CPA

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 28, 1977

CHECKS ARE DATED
SEPTEMBER 28, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2887	W. O. FEDERAL CREDIT UNION	1. SALARIES	\$ 286.05
2888	MIDLANTIC NATIONAL BANK-W.T. - 9/15/77	1. SALARIES	1,751.88
2889	PETTY CASH - CHECKING A/C	TRANSFER	200.00
2890	KENNETH Mc PHERSON	EXCHANGE	500.00
2891	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
2892	ALLANHELD, OSHUN & Co., PUBLISHERS	2. BOOKS	11.40
2893	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	1.80
2894	ARTIST'S DRAFTING SUPPLIES, INC.	4. SUPPLIES	52.92
2895A	AUTOMATIC DATA PROCESSING	4. SUPPLIES	\$108.00
B	" " " "	11. SERVICE CONTRACT	38.60
2896A	THE BAKER & TAYLOR Co.	2. BOOKS	(6.95)
B	" " " " "	2. BOOKS	(7.95)
C	" " " " "	2. "	14.91
D	" " " " "	2. "	26.86
2897	THE BAKER & TAYLOR Co.	2. BOOKS	10.51
2898	A. M. BEST Co.	2. BOOKS	205.00
2899	R. R. BOWKER	2. BOOKS	50.00
2900A	BROADSTREET, INC.	4. SUPPLIES	9.00
B	" " " "	4. "	(9.00)
C	" " " "	4. "	3.95
2901A	BRODART, INC.	4. SUPPLIES	238.50
B	" " " "	4. "	(21.80)
C	" " " "	4. "	130.80
2902A	C. W. ASSOCIATES	2. BOOKS	6.75
B	" " " "	2. "	8.00
C	" " " "	2. "	23.75
D	" " " "	2. "	19.00
2903	CENTER TYPEWRITER Co.	4. SUPPLIES	57.50
2904	CINCINNATI TIME RECORDER Co.	4. SUPPLIES	79.25
2905	CHAMBERS RECORD CORP.	21. A/V MATERIALS	48.50
2906	CHILDREN'S PRESS	2. BOOKS	24.74
2907	COLUMBIA UNIVERSITY PRESS	2. "	12.93
2908	COMMERCE CLEARING HOUSE, INC.	2. "	15.19
2909	COMMODITY RESEARCH BUREAU, INC.	2. "	115.00
2910	THE COUNCIL OF STATE GOVT'S	2. "	23.99
2911A	DIMONDSTEIN BOOK Co., INC.	2. "	7.75
B	" " " " "	2. BOOKS	(3.07)
C	" " " " "	2. "	(76.29)
D	" " " " "	2. "	71.03
E	" " " " "	2. "	49.74
F	" " " " "	2. "	(3.07)
G	" " " " "	2. "	(69.87)
H	" " " " "	2. "	274.01
I	" " " " "	2. "	105.08
J	" " " " "	2. "	(7.75)
K	" " " " "	2. "	348.61
L	" " " " "	2. "	255.09
M	" " " " "	2. "	110.83
N	" " " " "	2. "	235.90
2912A	DOUBLEDAY & Co., INC.	2. "	236.68
B	" " " " "	2. BOOKS	5.46
C	" " " " "	2. "	4.24
D	" " " " "	2. "	43.65
E	" " " " "	2. "	41.34
F	" " " " "	2. "	41.25
G	" " " " "	2. "	8.48
H	" " " " "	2. "	7.50
I	" " " " "	2. "	13.33
J	" " " " "	2. "	7.26
K	" " " " "	2. "	30.35
		2. "	9.70
			1,527.02
			212.56

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 28, 1977

CHECKS ARE DATED
SEPTEMBER 28, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
913	EDUCATORS PROGRESS	2. BOOKS	\$ 12.20
914	W. V. EGBERT & Co., INC.	4. SUPPLIES	33.44
915	FRENCH & EUROPEAN PUBLICATIONS, INC.	2. BOOKS	4.90
916A	GALE RESEARCH Co.	2. BOOKS	\$ 25.69
B	" " "	2. "	<u>38.81</u> 64.50
917	GAYLORD BROS., INC.	4. SUPPLIES	37.50
918	GOURMET BOOKS, INC.	2. BOOKS	14.00
919	GENE HACKER CAMERA SHOP	21. A/V MATERIALS	13.00
920	HAZELDEN BOOKS	2. BOOKS	2.95
921	INTERNATIONAL PUBLICATIONS SERVICE	2. BOOKS	7.91
922A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	2.39
B	" " "	4. "	6.49
C	" " "	4. "	<u>10.88</u> 19.76
923	VOID		-
924A	LOUISIANA STATE UNIVERSITY PRESS	2. BOOKS	18.13
B	" " " "	2. "	<u>9.13</u> 27.26
925	Mc GRAW-HILL BOOK Co.	2. BOOKS	7.31
926A	MAC MILLIAN PUBLISHING Co., INC.	2. "	24.80
B	" " " " "	2. "	9.20
C	" " " " "	2. "	16.28
D	" " " " "	2. "	5.56
E	" " " " "	2. "	26.24
F	" " " " "	2. "	<u>10.77</u> 92.85
927	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT Svcs.	808.00
928	MOODY'S INVESTORS SERVICE, IN.	2. BOOKS	125.00
929	NATIONAL RECORD PLAN	20. PAMPHLETS	2.01
930	THE NATIONAL UNDERWRITER Co.	2. BOOKS	9.60
931A	NEW JERSEY BELL	9. TELEPHONE	178.18
B	" " "	9. "	<u>11.40</u> 189.58
932	NEW JERSEY MONTHLY	19. MAGAZINES	10.00
933	PITNEY BOWES	11. SERVICES	33.00
934	POPULAR PERIODICAL	2. BOOKS	15.00
935A	PRENTICE-HALL, INC.	2. BOOKS	12.50
B	" " "	2. "	<u>7.36</u> 19.86
936	PRESCRIPTION CENTER	4. SUPPLIES	19.49
937	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT. MAIN.	1,390.03
938	PUBLIC SERVICE MATERIALS CENTER	2. BOOKS	8.95
939	PUBLISHERS CENTRAL BUREAU	2. BOOKS	9.24
940	PYROTRONICS- J.W. SIGNAL Co.	6. MAINT. MAIN.	59.60
941	REGENT BOOK Co., INC.	2. BOOKS	38.15
942A	SILVER BURDETT Co.	2. BOOKS	9.17
B	" " "	2. "	<u>8.70</u> 17.87
943A	SIMON & SCHUSTER	2. BOOKS	3.62
B	" " "	2. "	<u>3.30</u> 6.92
944	STATE INDUSTRIAL INDIRECTORIES CORP.	2. BOOKS	87.75
945	TWAYNE PUBLISHERS	2. BOOKS	8.10
946	UNITED NATIONS	2. BOOKS	36.60
947	UNITED SYNAGOGUE OF AMERICA	2. BOOKS	3.75
948	THE UNIVERSITY OF ALABAMA PRESS	2. BOOKS	10.91
949	UNIVERSITY OF HAWAII	20. PAMPHLETS	5.85
950	THE UNIVERSITY PRESS OF NEW ENGLAND	2. BOOKS	18.19

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 28, 1977

CHECKS ARE DATED
SEPTEMBER 28, 1977

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
951	VETERANS INFORMATION SERVICE	2. BOOKS	\$ 4.00
952	WEST ORANGE CHRONICLE	20. NEWSPAPERS	8.00
953	F.O.S.G. PUBLICATIONS	20. NEWSPAPERS	4.50
954	NATIONAL GEOGRAPHIC SOC.	2. BOOKS	4.75
955	N.J. SOC. OF ARCHITECTS	2. "	44.00
956	EDITOR & PUBLISHER	2. BOOKS	27.30
			<hr/>
<u>SUB-TOTAL</u>			\$ 9,097.49
 <u>LESS:</u>			
CHECK #2887-W.O. FEDERAL CREDIT UNION			\$ 286.05
#2888-MIDLANTIC NATIONAL BANK			1,751.88
#2889-PETTY CASH CHECKING A/C		TRANSFER	200.00
#2890-KENNETH McPHERSON		EXCHANGE	500.00
			<hr/>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-AUGUST 31, 1977</u>			\$ 6,359.56

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA's

By: Stewart Mannheim CPA

MINUTES
SPECIAL MEETING
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
OCTOBER 18, 1977

The meeting was called to order by President Anita O. Strauss at 8:10 P. M. Present Were Trustees William Sagosz, Paul Pasmantier, Nancy Herman, and Andrea Grover who came in after the meeting was underway because of the class which she teaches. Also present was Stewart Manheim, CPA, and Lola N. Reed, Director and acting secretary.

OPEN PUBLIC MEETINGS ACT:

The Open Public Meetings Act of January 3, 1977 in accordance with PL 1975, Chapter 231 and approved October 21, 1975 was cited by President Strauss.

Mrs. Strauss announced that the library budget hearing would take place at 1:00 P. M. Wednesday, November 9th, 1977 in the Council Chambers of Town Hall.

Treasurer Nancy Herman explained the proposed salary budget for 1978 and she mentioned that consideration was given to increments, cost of living increase of 5%, and longevity.

Mr. Pasmantier stated that when an employee reaches the top of his/her scale increments will stop. However, if cost-of-living increases are still being given, those individuals will get that, same as other employees. He stated that the 5% increase is something we have voted on and we have followed the guidelines of the other town employees.

A lengthy discussion and explanation on salaries followed. An agreement was reached that everyone who had not reached the top of his/her scale would receive an increment, with one exception. The exception was that Sandra Goss would receive an increment of \$700 instead of the regular one of \$350. The reason being that Mrs. Goss is underpaid for the two jobs she is now doing. Stated also was that when we met originally it was decided to freeze the top of each range.

Mrs. Strauss asked that we pass up the discussion on salaries until we have full representation of the Board. It was decided that some items would not be determined at the meeting.

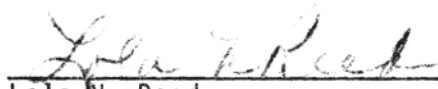
Many changes were made in the proposed budget which was submitted by the Director because, as stated by Mr. Pasmantier, we must present a realistic proposal to the Council.

Mr. Manheim reminded the Board that by the end of this year there would be a deficit in the salary line. The reason for the deficit will be mainly because the amount of overtime put in by Mr. Toohey who fills in to do janitorial duties when Mr. Refinski is not around.

It was moved by Mr. Pasmantier that we create a line for supplementary janitorial services in the amount of \$4,000 and a cover letter and justification should be submitted to Council along with the proposed budget. The motion was carried unanimously.

Mrs. Herman moved that the sum of \$568,527 be approved by the Board of Trustees and given to Council for consideration. The motion was carried unanimously.

The meeting was adjourned at 10:25 P. M.



Lola N. Reed
Acting Secretary

TOWN OF WEST ORANGE ANNUAL BUDGET

Form No. B-1

DEPARTMENT		DIVISION						
GENERAL GOVERNMENT		PUBLIC LIBRARY						
CODE NUMBER		DEPARTMENTAL SUMMARY						
CLASSIFICATION	PERSONNEL			BUDGET 1977	BUDGET	PROPOSED BUDGET 1978	RECOMMENDED BY MAYOR 197	FINAL BUDGET 197
	Cur- rent	Prop. Dept.	Recmd. Mayor					
400 SALARIES AND WAGES	45			\$322,885		\$352,237		
500 CONTRACTUAL SERVICES				15,750		17,050		
600 CONTR. MAINTENANCE & REPAIRS				36,340		47,040		
700 MATERIALS AND SUPPLIES				75,000		78,700		
800 OTHER CHARGES				10,000		11,200		
900 PERMANENT PROPERTY				3,950		3,800		
Soc. Sec. Pers., Hosp.				50,000		58,500		
TOTAL				\$513,925		\$568,527		
OFFICIAL BUDGET BREAKDOWN								
SALARIES AND WAGES				\$322,885		\$352,237		
OTHER EXPENSES				191,040		216,290		
TOTAL				\$513,925		\$568,527		
*FROM LIBRARY FUNDS				86,793 *		-0-		
				\$427,132		\$568,527		

TOWN OF WEST ORANGE
ANNUAL BUDGET

Form No. B-2

DEPARTMENT		DIVISION	DEPARTMENTAL DETAIL				
GENERAL GOVERNMENT		PUBLIC LIBRARY					
CODE NUMBER							
ACCT. NO.	CLASSIFICATION	BUDGET 1977	BUDGET	PROPOSED BUDGET 1978	RECOMMENDED BY MAYOR 197	FINAL BUDGET 197	
400	SALARIES AND WAGES						
500	CONTRACTUAL SERVICES						
502	BINDING	\$322,885		\$352,237			
518	SEMINARS AND WORKSHOPS	1,000		1,000			
519	COMMUNITY SERVICES	600		1,350			
520	TRANSPORTATION	500		500			
528	AUDIT	300		350			
528	MANAGEMENT & PROF. SERVICES	1,650		1,650			
528	LEGAL	9,700		10,200			
		<u>2,000</u>		<u>2,000</u>			
	TOTAL 500's	<u>15,750</u>		<u>17,050</u>			
600	MAINTENANCE & REPAIRS						
604	SERVICE CONTRACTS	3,500		4,000			
656	MAINTENANCE - MAIN - UTILITIES	20,000		23,000			
656	MAINTENANCE - MAIN - REP. & MAINT.	7,000		7,000			
656	RENTAL - TORY	540		540			
656	MAINTENANCE - BOOKMOBILE	5,300		7,500			
	SUPPLIES - JANITORIAL	-0-		1,000			
	SUPPLEMENTAL JANITORIAL SERVICES-SAL.	-0-		4,000			
		<u>36,340</u>		<u>47,040</u>			
	TOTAL 600's						
700	MATERIALS & SUPPLIES						
706	BOOKS	55,000		55,000			
706	SUPPLIES - LIBRARY	10,000		11,500			
706	PERIODICALS, SERIALS & NEWSPAPERS	8,000		8,000			
706	AUDIO - VISUAL MATERIALS	1,500		1,500			
706	PAMPHLETS	500		700			
706	MICROFILM	-0-		2,000			
		<u>75,000</u>		<u>78,700</u>			
	TOTAL 700's						

TOWN OF WEST ORANGE
ANNUAL BUDGET

DEPARTMENT		DIVISION		DEPARTMENTAL DETAIL				
GENERAL GOVERNMENT		PUBLIC LIBRARY						
CODE NUMBER								
ACCT. NO.	CLASSIFICATION	BUDGET 1977	BUDGET	PROPOSED BUDGET 1978	RECOMMENDED BY MAYOR 197	FINAL BUDGET 197		
400	SALARIES AND WAGES							
	OTHER EXPENSES (CONTINUED)							
	OTHER CHARGES							
800	INSURANCE	\$ 6,000		\$ 6,000				
801	TELEPHONE	1,500		2,500				
802	POSTAGE	2,300		2,500				
803	ANNUAL REPORT	200		200				
805								
	TOTAL 800's	10,000		11,200				
900	PERMANENT PROPERTY							
	TYPEWRITERS (3)	-0-		1,200				
	MICROFILM CABINET (1)	-0-		600				
	CHAIRS	750		-0-				
	STAFF ROOM FURN.	500		-0-				
	MAINT. EQUIPMENT	500		500				
	AUDIO - Vis. Eq.	700		1,500				
	BURGLAR ALARM SYSTEM	1,500		-0-				
		3,950		3,800				
	TOTAL 900's	\$141,040		\$157,790				
	TOTAL 500 - 900							
	Soc. Sec. Tax	20,000		21,000				
	P.E.R.S.	17,500		24,000				
	HOSPITALIZATION	12,500		13,500				
		50,000		58,500				
	TOTAL	\$191,040		\$216,290				

TOWN OF WEST ORANGE

ANNUAL BUDGET

Form No. B-3

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENTDIVISION PUBLIC LIBRARYCODE NUMBER

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	'P' or T	'C' or U	1977 PRESENT SALARY	1978 DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
	(16) FULL TIME EMPLOYEES				189,564	206,122		
	(18) PART-TIME SR. & JR. LIBRARY ASST'S.				99,875	107,377		
	(11) PART-TIME JR. LIBRARY CLERKS				<u>19,157</u>	<u>23,550</u>		
	(45) <u>SUB-TOTAL</u>				308,596	337,049		
	<u>ADD: 5.0% INCREASE-1977-78</u>				<u>14,289</u>	<u>15,188</u>		
	<u>TOTAL</u>				<u>\$322,885</u>	<u>\$352,237</u>		

TOWN OF WEST ORANGE
ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	'P' OF T	'C' OF U	1977 PRESENT SALARY	1978 DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
1. ALLERHAND	SR. LIBRARY ASS'T	4/16/63	P	C	11,710	12,060		
2. AARONSON	JR. LIBRARY ASS'T	9/1/71	P	C	9,751	10,051		
3. CHOW	SR. LIBRARIAN	8/2/65	P	C	19,233	19,533		
4. CUSHING	SR. LIBRARIAN	6/1/70	P	C	17,591	18,091		
5. CZARNECKI	SR. LIBRARIAN	9/8/70	P	C	17,591	18,091		
6. DONNELLY	JR. LIBRARIAN	10/14/74	P	C	11,338	11,738		
7. ERICSSON	SUPERVISING LIB. ASST.	1/1/68	P	C	11,206	11,556		
8. FORD	JR. LIBRARY ASS'T.	10/10/66	P	C	10,739	11,039		
9. GOSS	SECRETARY (LIBRARY EXHIBIT ARTIST)	4/1/75	P	C	8,898	9,598		
10. RABINOWITZ	JR. LIBRARY ASS'T	8/15/69	P	C	10,290	10,590		
11. REED	LIBRARY DIRECTOR	8/1/63	P	C	24,606	25,606		
12. SCHWARTZ	JR. LIBRARY ASS'T	4/1/59	P	C	11,347	11,347		
13. TOOHEY	LIB. CLERK DRIVER	5/14/73	P	C	10,936	11,286		
14. ITKIN	JR. LIBRARY ASS'T	1/1/77	P	C	7,912	8,212		
15. LEPORE	JR. LIBRARY ASS'T	1/31/77	P	C	7,912	8,212		
16. MAGNO	JR. LIBRARY ASS'T	1/15/77	P	C	8,212	8,512		
TOTAL -1977					\$199,272	\$205,522		
LONGEVITY-ALLERHAND, ERICSSON, REED, TOOHEY @150 EACH					600			
SUB-TOTAL						206,122		
ADD: 5.0% COST OF LIVING INCREASE						9,967		
TOTAL DEPT. REQUEST -1978						\$216,089		

TOWN OF WEST ORANGE

ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENTDIVISION PUBLIC LIBRARY

CODE NUMBER _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	P OR T	C OR U	1977 PRESENT SALARY	1978 DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
1. BENJAMIN, H.	JR. LIBRARY ASS'T	8/11/68	P	C	\$4.95 Hr.	\$5.10		
2. BERGER, A.	" "	9/9/74	P	C	4.05	4.20		
3. CHESNUT, D.	SR. LIBRARIAN	9/1/68	P	C	9.56	9.56		
4. COFFMAN, D.	JR. LIBRARIAN	2/1/73	P	C	6.97	7.15		
5. HUBERT, D.	JR. LIBRARIAN ASS'T	1/2/75	P	C	4.28	4.43		
6. LONGO, G.	JR. " "	9/3/69	P	C	4.95	5.10		
7. MANTELL, F.	" " "	11/1/69	P	C	4.95	5.10		
8. MELICK, A.	" " "	9/14/70	P	C	4.84	4.99		
9. MEYERS, E.	JR. LIBRARIAN	9/14/73	P	C	6.86	7.04		
10. PERRY, M.	" " "	5/28/62	P	C	5.31	5.40		
11. RITTER, M.	" " "	6/17/68	P	C	4.59	4.74		
12. SEIDLER, S.	" " "	12/4/70	P	C	4.84	4.99		
13. SOME, P.	" " "	8/1/70	P	C	4.84	4.99		
14. SPRINGSTEEL, E.	" " "	11/19/70	P	C	4.84	4.99		
15. TANGRETI, A.	" " "	9/11/65	P	C	5.31	5.40		
16. LONGO, M.	" " "	9/1/77	P	C	3.60	3.75		
17. SCHROEDER, C.	" " "	11/15/65	P	C	5.25	5.40		
18. SOPRANO, E.	" " "	9/1/77	P	C	3.60	3.75		
TOTAL					99,875	107,377		
ADD: 5% Cost of Living-1977-78					4,581	5,221		
TOTAL DEPARTMENT REQUEST					\$104,456	\$112,598		

NOTE: HOURS MAY VARY BASED UPON NEEDS OF LIBRARY

TOWN OF WEST ORANGE

ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENTDIVISION PUBLIC LIBRARY

CODE NUMBER _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	'P' OF T	'C' OF U	1977 PRESENT SALARY	1978 DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
1. BROMBERG, R.	JR. LIB. CLERK-PAGES	9/9/75	P	C	\$2.30 HR.	\$2.50		
2. LANNON, DR.	" "	4/1/77	P	C	2.30	2.50		
3. MC QUIRCK	" "	9/13/76	P	C	2.30	2.50		
4. PAVLOU, M.	" "	9/10/75	P	C	2.30	2.50		
5. PRIOR, T.	" "	5/17/76	P	C	2.30	2.50		
6. REPISCAK, M.	" "	8/25/76	P	C	2.30	2.50		
7. MAROTTA, A.	" "	3/22/77	P	C	2.30	2.50		
8. SIESPUTOWSKI, B.	" "	11/16/75	P	C	2.30	2.50		
9. FORD, M.	" "	9/9/77	P	C	2.30	2.50		
10. TJOA, H.	" "	9/10/77	P	C	2.30	2.50		
11. TUMMINELLO	" "	9/19/77	P	C	2.30	2.50		
SUMMER HELP & HOLIDAYS								
<u>TOTAL</u>					<u>\$19,157</u>	<u>\$23,550</u>		

NOTE: HOURS MAY VARY BASED UPON NEEDS OF LIBRARY

TOWN OF WEST ORANGE

ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENTDIVISION PUBLIC LIBRARY

CODE NUMBER _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE							
<u>1978 SALARY RANGE FOR FULL-TIME EMPLOYEES</u>								
LIBRARY DIRECTOR					BASE SALARY RANGE	INCREMENT		
ASST. (ACTING) DIRECTOR					\$19,000 - OPEN	OPEN		
SR. LIBRARIAN					15,192 - 23,374	\$ 1,000		
JR. LIBRARIAN					12,855 - 19,233	500		
SR. LIBRARY ASST.					10,518 - 13,791	400		
SUPERVISING LIB. ASST.					9,084 - 12,038	350		
SECRETARY					9,084 - 12,038	350		
LIBRARY CLERK DRIVER					8,415 - 11,687	350		
JR. LIBRARY ASST.					7,976 - 11,853	350		
SR. LIBRARIAN-SPECIALTY					7,012 - 10,897	300		
					- -	-		
<u>1978 HOURLY RANGE FOR PART-TIME EMPLOYEES</u>								
					HOURLY RANGE	INCREMENT		
SR. LIBRARIAN					\$ 6.00 - 9.56	\$.26		
JR. LIBRARIAN					5.21 - 7.17	.18		
JR. LIBRARY ASST.					3.60 - 5.40	.15		
JR. LIBRARY CLERK					2.50 - 2.90	.10		

WEST ORANGE FREE PUBLIC LIBRARY
1978 BUDGET PROPOSAL BY BUDGET COMMITTEE
TO BOARD OF TRUSTEES OF WEST ORANGE FREE PUBLIC LIBRARY ON
OCTOBER 18, 1977, SHOWING ACTUAL EXPENDITURES FOR 1974-1975-1976;
ADOPTED BUDGET FOR 1977 AND PROPOSED BUDGET FOR 1978

	A C T U A L			ADOPTED	PROPOSED
	1974	1975	1976	1977	1978
SALARIES	\$254,000	\$284,000	\$300,164	\$322,885	\$352,237
BINDING	690	1,052	740	1,000	1,000
COMMUNITY SERVICE	380	690	575	500	500
TRANSPORTATION	260	303	244	300	350
SEMINARS	1,033	1,483	568	600	1,350
AUDIT	1,600	1,650	1,650	1,650	1,650
MANAGEMENT AND PROFESSIONAL SVCS.	7,200	7,937	9,200	9,700	10,200
LEGAL	1,649	5,784	2,074	2,000	2,000
MAIN LIBRARY - UTILITIES	12,381	17,375	15,975	20,000	23,000
MAIN LIBRARY - REPAIRS	5,454	2,472	3,550	7,000	7,000
TORY CORNER - RENTAL	540	540	540	540	540
BOOKMOBILE	4,592	6,900	6,208	5,300	7,500
SERVICE CONTRACTS	2,087	3,252	3,476	3,500	4,000
BOOKS	57,538	62,416	60,580	55,000	55,000
MICROFILM	-0-	-0-	-0-	-0-	2,000
SUPPLIES - LIBRARY	12,464	9,959	11,380	10,000	11,500
PERIODICALS, SERIALS AND NEWSPAPERS	4,685	6,876	5,660	8,000	8,000
PAMPHLETS	-0-	-0-	478	500	700
AUDIO-VISUAL - MATERIALS	5,470	3,862	779	1,500	1,500
INSURANCE	4,837	4,441	5,071	6,000	6,000
TELEPHONE	1,428	1,625	1,687	1,500	2,500
POSTAGE	1,805	1,841	2,266	2,300	2,500
EMPLOYEES HEALTH - HOSPITAL	7,525	8,950	11,162	12,500	13,500
ANNUAL REPORT	-0-	200	-0-	200	200
EQUIPMENT - LIBRARY	6,670	2,451	-0-	-0-	1,800
SHELVING - BOOKS	-0-	-0-	2,354	-0-	-0-
READING ROOM - CHAIRS	-0-	-0-	820	750	-0-
STAFF FURNITURE	-0-	-0-	-0-	500	-0-
MAINTENANCE EQUIPMENT	-0-	-0-	990	500	500
AUDIO VISUAL EQUIPMENT	-0-	-0-	648	700	1,500
SOCIAL SECURITY	14,417	16,046	16,880	20,000	21,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	8,834	10,405	14,173	17,500	24,000
FIRE ALARM	-0-	-0-	4,162	-0-	-0-
BURGLAR ALARM	-0-	-0-	-0-	1,500	-0-
JANITORIAL SUPPLIES	-0-	-0-	-0-	-0-	1,000
SUPPLEMENTAL JANITORIAL SERVICES	-0-	-0-	-0-	-0-	4,000
	<u>\$417,539</u>	<u>\$462,510</u>	<u>\$484,054</u>	<u>\$513,925</u>	<u>\$568,527</u>

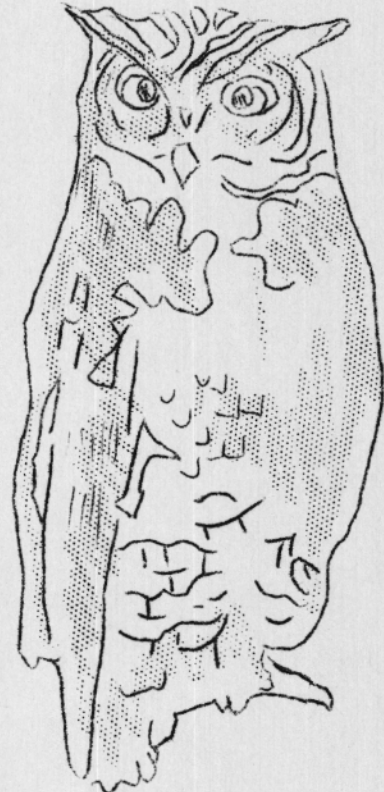
AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

October 26, 1977

- 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
- 8) New Business
- 9) Communications
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING WEST ORANGE PUBLIC LIBRARY OCTOBER 26, 1977

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman, Paul Pasmantier, and William Sagosz, constituting a quorum. Also present were Director Lola N. Reed, Board Attorney Irving Ostrow, Board Accountant Stewart Manheim, and a few members of the library staff.

A demonstration was presented by Mr. Al DeZenso, of the Gestetner Corporation. He explained the operation and uses of the 473 scanner, the 466S duplicating system, and the Gestefont 36.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1977 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 1977 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 September 28, 1977 Board of Trustees meeting. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Pasmantier made a motion to accept the Minutes of the October 18, 1977 Board of Trustees Special Meeting with a correction to include the name of Irving Ostrow, Board Attorney in the roll call. Mr. Sagosz seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Pasmantier challenged Voucher #2993 for \$890.41 to Curtis Service, Inc. for repairs made to the Mobilibrary. He would like to review the previous invoices for the current year to determine if there has been needless duplication of repairs and services.

Mrs. Grover made a motion to accept the Bills Presented for Payment for the month of September, 1977. Mrs. Herman seconded, and the motion was carried unanimously.

TREASURER'S REPORT CONTINUED:

2) Financial Statement:

Mrs. Herman made a motion to transfer \$47,000 from the Statement Savings Account #02-073-0000177-0, to the checking account in Midlantic Bank to cover current expenses. Although the Accountant's Statement reflects a balance of \$7,140.80, we have received the 4th quarter check from the Town and it has been deposited in the Statement Savings Account. Mrs. Grover seconded the motion, and it was passed unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that there is apprehension on the part of the staff working to 9:00 P. M. due to a problem with suspicious characters and juveniles lurking about. She has requested that the library be checked by the police during these late evenings.

A request was made by Environmental Control to perform the preventive maintenance on the air conditioning unit. The Board of Trustees agreed that this service should be performed.

PROFESSIONAL SERVICE CONTRACT:

Mrs. Strauss made a motion to award the Professional Services Contract in excess of \$2,500 to Stewart Manheim of Manheim, Kosson & Novick C. P. A.'s, Irving Ostrow, Attorney at Law, and Nathan Honig of Samuel Klein & Co., Auditors for the year 1977. Mr. Sagosz seconded the motion and it was carried unanimously.

Newspaper announcements of the award will be submitted to the newspapers, and a copy attached to the Minutes

DEPOSITORIES:

Mr. Sagosz made a motion designating the following depositories and associated accounts:

1. Checking Account - Midlantic National Bank, Account #05987.
2. Statement Savings Account - Midlantic Bank, Account #02-073-0000177-0
3. Savings Account - West Orange Savings & Loan, Account #10085
4. Petty Cash Checking Account - Midlantic Bank, Account #-734-08486.

Mrs. Herman seconded the motion, and it was carried unanimously.

COMMITTEES:

Building and Grounds:

Mr. Pasmantier effectively reviewed the latest plans for the new addition. He noted that the upper floor when the addition is completed, will house 90,000 books.

The Board agreed that publicity should be given to the ground breaking. An attempt should be made to activate the "Friends" and to get them involved with the forthcoming events. Mrs. Grover was appointed publicity liason for the Board of Trustees. She will work in conjunction with Mark Donnelly, Public Relations Librarian, and Mrs. Strauss. A list will be compiled of local and state officials and dignitaries, and invitations will be sent out for the ground breaking ceremony.

Personnel Committee:

Mrs. Grover read a letter sent to Mrs. Reed from Mrs. Magno, President of the West Orange Public Library Employees' Association, in which she requested a meeting with the Personnel Committee. She had reinitiated her request, first directing it to Mrs. Reed, as suggested by the Board at the previous meeting of the Trustees.

The Personnel Committee will read through the Staff Manual and work on the revisions. Civil Service and the State Library can be of service in this area.

OLD BUSINESS:

The discussion of the wage scale will be on the Agenda for the next Board of Trustees meeting.

COMMUNICATIONS:

Mrs. Grover read a letter from Mrs. Dorothy Degnan about the Transcendental Meditation programs, which she stated should not be held within the library, as the State of N. J. has banned this subject's teaching in the schools on the grounds that it is a religion. Mrs. Strauss wants a ruling from the State Library on this issue. Mr. Ostrow stated that from a legal point of view, the library is not an educational institution; nothing is being taught, and attendance is a matter of choice. He will draft a letter to Mrs. Degnan acknowledging her concern, and offer it to the Board for its approval at the next meeting. At the same time he will see if the tax-exempt status of TM has been changed from last year.

AUDIENCE PARTICIPATION:

Mark Donnelly, as Public Relations Librarian for the Library, expressed his concern about which groups should be allowed use of the meeting room. He requested a review of the rules and a written statement giving the reasons why they can or cannot have permission to use the meeting room. A discussion followed. Various points of view were expressed by the Board and others. No decision was made.

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

Respectfully submitted,



Sandra Goss, Secretary


 Andrea Grover, Secretary
 Board of Trustees

DIRECTOR'S
MONTHLY REPORT

OCTOBER 26, 1977

This has been the busiest of months. With schools opened for about a month youngsters and oldsters alike are really using the library to do research and to check out books and other materials for assignments. Teachers are making appointments to bring classes to the library and pre-school classes have begun.

Our problems with juvenile misdemeanor and suspicious characters lurking around the building evenings are on the increase. The ladies have become somewhat unnerved when these people hang around until closing time at 9:00 P. M. I have taken the liberty to write a letter to Chief DeFazio asking him if a patrolman could be dispatched to the library to check in all areas around 7:00 P. M. and 8:30 P. M. each evening when the library is open. Since I only wrote the letter two days ago, there has not been time for a reply.

An effort was made to get a representative from Blue-Cross Blue Shield to attend this Board meeting but was told that there is no expense account for field work. Therefore, no representative will be sent out to our Board meeting.

I spoke with a lady in the Newark office who said essentially what had been told to me by Mrs. Imerson over a year ago. She instructed me to contact the Health Benefits Bureau in Trenton--which I did.

I spoke at length with Mr. Elio Filipponi, Assistant Chief of the Bureau, about our situation here. He informed me that an employee and her/his spouse can be enrolled under different plans. He said the Company will not pay benefits twice for an illness even though a family has dual coverage. But, it will, draw on the other coverage should medical expenses extend beyond the amount allowed.

Mr. Filipponi referred me to the New Jersey State Health Benefits Program booklet. On page 5 of the booklet is the statement "An employee may enroll through more than one participating employer, if eligible for coverage at each location..."

The publicity staff is arousing interests of patrons and librarians alike with their superb eye-catching exhibits. Mr. Marvin Scilken, Director of the Orange Public Library and publisher of "The Unabashed Librarian", asked for copies of the list of the 50's which was circulated simultaneously with the display. He asked for permission to publish it in his magazine.

The committee's next big project is on doll houses and miniatures. A number of different doll houses will be on exhibit in the library

Respectfully submitted,

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 SEPTEMBER 1977
LIBRARY BOARD MEETING OF OCTOBER 26, 1977
EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF SEPTEMBER 1977	1977 ACCUMULATED BUDGET EXPENDITURES PAID MONTHS ENDED 9/30/77	UNEXPENDED BUDGET BALANCE 9/30/77	BILLS/ACCTS. PAYABLE 9/30/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 9/30/77
SALARIES AND WAGES	\$322,885	\$26,665.02	\$244,929.75	\$ 77,955.25		\$ 77,955.25
CONTRACTUAL SERVICES:						
BINDING	1,000	3.00	662.58	337.42	\$ 62.40	275.02
COMMUNITY SERVICES	500	59.45	156.70	343.30		343.30
TRANSPORTATION	300	68.10	242.90	57.10		57.10
SEMINARS AND WORKSHOPS	600	16.70	654.73	(54.73)		(54.73)
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF.SERVICES	9,700	808.00	6,464.00	3,236.00	808.00	2,428.00
LEGAL	2,000	-0-	1,500.00	500.00		500.00
CONTRACTUAL MAINT.& REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,390.03	13,731.44	6,268.56	1,532.88	4,735.68
MAIN LIBRARY-REPAIRS	7,000	1,150.06	5,270.15	1,729.85	495.00	1,234.85
TORY CORNER-RENTAL	540	-0-	270.00	270.00		270.00
BOOKMOBILE	5,300	1.80	2,490.86	2,809.14	908.01	1,901.13
SERVICE CONTRACTS	3,500	86.60	2,274.46	1,225.54	638.30	587.24
MATERIALS & SUPPLIES:						
BOOKS	55,000	3,042.50	38,813.74	16,186.26	5,576.04	10,610.22
SUPPLIES	10,000	658.86	7,563.67	2,436.33	318.63	2,117.70
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	18.00	403.54	7,596.46	5,082.14	2,514.32
PAMPHLETS	500	22.96	428.40	71.60	53.20	18.40
AUDIO-VISUAL-MATERIALS	1,500	40.24	693.75	806.25	154.98	651.27
MISC. OTHER EXPENSES:						
INSURANCE	6,000	-0-	302.39	5,697.61		5,697.61
TELEPHONE	1,500	189.58	1,461.94	38.06	273.33	(235.27)
POSTAGE	2,300	-0-	1,803.30	496.70		496.70
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,150.69	9,318.45	3,181.55		3,181.55
ANNUAL REPORT	200	-0-	191.00	9.00		9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	500	-0-	-0-	500.00		500.00
MAINT. EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	-0-	447.00	253.00		253.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	4,646.22	14,219.34	5,780.66		5,780.66
PUBLIC EMPLOYEES RETIREMENT SYSTEM	17,500	15.11	17,882.55	(382.55)		(382.55)
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00

TOTAL*

\$513,925 \$40,032.90 \$372,176.64 \$141,748.36 \$15,902.91 \$125,845.45

*SOURCE OF FUNDS

TOWN OF WEST ORANGE \$418,425
ADDITIONAL APPROPRIATION-WO 8,707
LIBRARY ACCUMULATED REVENUE 86,793

TOTAL SOURCE OF FUNDS

\$513,925

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS, AND DISBURSEMENTS FOR

THE MONTH OF SEPTEMBER 1977

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
I CASH FUND, AUGUST 31, 1977	\$ 90,361.13	\$ 68,467.42	\$ 19,148.09	\$ 997.77	\$ 1,421.60	\$ 326.25
ADD:						
FINES			(1,300.14			
NON-RESIDENT FEES			(30.00			
PHOTOCOPY			(430.30			
BOOK RENTALS			(61.80			
GIFTS	2,018.88		(55.00			
MICRO-FILMS			(2.60			
TELEPHONES			(9.04			
MEETING ROOMS			(130.00			
LOST BOOK	90.97			90.97	67.58	
EXCESS PROPERTY	67.58					
INTEREST	1,020.90		1,020.90			
II TOTAL SEPTEMBER 1977-RECEIPTS	\$ 3,198.33	-0-	\$ 3,039.78	\$ 90.97	\$ 67.58	-0-
III TOTAL AVAILABLE-I PLUS II	\$ 93,559.46	\$ 68,467.42	\$ 22,187.87	\$1,088.74	\$ 1,489.18	\$ 326.25
IV LESS:						
SEPTEMBER 1977 EXPENDITURES	40,032.92	40,032.92				
V TOTAL CASH FUNDS-SEPTEMBER 30, 1977	\$ 53,526.54	\$ 28,434.50	\$ 22,187.87	\$1,088.74	\$ 1,489.18	\$ 326.25
ADD: DUE FROM TOWN OF W.O. FOR THE 4TH QTR. 1977 BUDGET		113,313.86				
		141,748.36				
LESS: ACCOUNTS PAYABLE-SEPTEMBER 30, 1977		15,902.91				
		\$125,845.45				
CASH FUNDS REPRESENTED BY:						
CHECKING A/C -MIDLANTIC NAT'L BANK	\$ 26,549.26					\$ 28,434.50
MIDLANTIC NAT'L BANK - 02-073-10001770	7,140.84					22,187.87
W.O. S & L ASS'N #10085	18,634.34					1,088.74
PETTY CASH-CASH FUND	126.25					1,489.18
PETTY CASH-CASH CHECKING FUND	575.85					326.25
NET CASH	53,026.54					53,526.54
CHECK-LIBRARY CONSULTANT-KENNETH MCPHERSON	500.00					15,902.91
			\$ 53,526.54		LESS:ACCOUNTS PAYABLE-9/30/77	\$ 37,623.63

SEPTEMBER 1977 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 26, 1977

CHECKS ARE DATED
SEPTEMBER 28, 1977

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2957	CONSOLIDATED WELDING & FABRICATING	6. MAINT. MAIN.	\$ 941.00
2958	TOWN OF W.O. ADMINISTRATIVE CHARGE	28. ADMINISTRATIVE CHARGE	1.00
2959	MIDLANTIC NAT'L BANK-WT 9/30/77	1. SALARIES	1,560.94
2960	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
2961	STATE OF N.J. INCOME TAX	1. SALARIES	544.85
2962	TOWN OF W.O.-HOSPITALIZATION-OCT. 1977	26. HOSPITALIZATION	1,085.83
2963	TOWN OF W.O.-SOC.SEC.EMPLOYEES-SEPT.1977	1. SALARIES	1,445.53
2964	TOWN OF W.O.-SOC.SEC.EMPLOYERS- 3RS QUARTER 1977	27. EMPLOYERS SOC. SEC.	4,646.23
2965	TOWN OF W.O.-HOSPITALIZATION-ADD'L	26. HOSPITALIZATION	64.86
2966	VOID		
2967	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	164.77
2968	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
2969	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,362.66
2970	PETTY CASH	TRANSFER	200.00
	P/R NET 2148-2186 (39) 9/15/77	1. SALARIES	10,066.84
	P/R NET 2187-2230 (44) 9/30/77	1. SALARIES	9,171.55
	<u>SUB-TOTAL</u>		<u>\$ 31,581.11</u>

ADD: CHECKS #7887-2956 PRESENTED FOR
PAYMENT AT SEPTEMBER 28, 1977 MEETING

9,097.49

CHECKS ISSUED FOR MONTH OF SEPTEMBER 1977

\$ 40,678.60

ADD: PETTY CASH CHECKS-JULY, AUGUST, &
SEPTEMBER 1977 - #960-1,011

350.41

\$ 41,029.01

LESS: CHECK #2889-PETTY CASH CHECKING A/C
2890-KENNETH MCPHERSON
2970-PETTY CASH CHECKING A/C

TRANSFER \$ 200.00
 EXCHANGE 500.00
 TRANSFER 200.00

PETTY CASH - CHECKS

#961 - W.O. FREE PUBLIC LIBRARY
 #963 - LOLA REED
 #964 - SHIRLEY ITKIN
 #978 - JACQUELINE LEPORE
 #986 - W.O. PUBLIC LIBRARY
 #988 - W.O. PUBLIC LIBRARY
 #989 - W.O. PUBLIC LIBRARY
 #992 - MARILYN BUSCH
 #995 - W.O. PUBLIC LIBRARY
 #997 - W.O. BICENTENNIAL
 #1009 - NANCY Mc MAHON

LOST BOOK REFUND 4.54
 " " " 24.00
 " " " 3.95
 " " " 4.95
 " " " 9.65
 " " " 15.00
 " " " 2.50
 " " " 4.90
 " " " 8.95
 BICENTENNIAL 8.00
 LOST BOOK REFUND 9.65

996.09

TOTAL EXPENDITURES - MONTH OF SEPTEMBER 1977,
PER BUDGET REPORT

\$ 40,032.92

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Alvin Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY
 SEPTEMBER 1977 BILLS PRESENTED FOR PAYMENT
 ON OCTOBER 26, 1977

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JULY, AUGUST & SEPTEMBER 1977

DATE 1977	VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
7/2	960	LE JOHNS, INC.	10. COMMUNITY RELATIONS	\$ 19.45
7/21	961	W. O. FREE PUBLIC LIBRARY	LOST BOOKS REFUNDS	4.54
7/22	962	LOLA REED	12. TRANSPORTATION	10.00
8/2	963	LOLA REED	LOST BOOKS REFUNDS	24.00
8/3	964	W. O. FREE PUBLIC LIBRARY	" " "	3.95
8/9	965	SHIRLEY ITKIN	4. SUPPLIES	2.41
8/9	966	ADA BERGER	3. BINDING	1.50
8/9	967	ADA BERGER	3. "	1.50
8/10	968	DAWN COFFMAN	12. TRANSPORTATION	3.20
8/10	969	VOID		
8/10	970	OPPORTUNITIES UNLIMITED PUBLICATIONS	20. NEWSPAPERS & PAMPHLETS	2.00
8/10	971	RUTGERS UNIV.CENTER ALCOHOLIC STUDIES	20. " " "	1.50
8/10	972	SAMHAR PRESS	20. " " "	1.25
8/10	973	TEN SPEED PRESS	20. " " "	1.25
8/10	974	OREGON STATE UNIVERSITY PRESS	20. " " "	2.00
8/10	975	BILL TOOHEY	4. SUPPLIES	4.65
8/10	976	LOLA REED	4. "	6.20
8/12	977	LOLA REED	15. WORKSHOPS & SEMINARS	10.00
8/15	978	JACQUELINE LEPORE	LOST BOOKS REFUNDS	4.95
8/15	979	VOID		
8/15	980	NEWARK PUBLIC LIBRARY	20. NEWSPAPERS & PAMPHLETS	.60
8/15	981	EPILEPSY FOUNDATION OF AMERICA	20. " " "	.10
8/15	982	HAZELDEN FOUNDATION	20. " " "	.40
8/15	983	DAWN COFFMAN	4. SUPPLIES	16.58
8/17	984	PHYLLIS SOME	4. "	2.40
8/17	985	MARK DONNELLY	12. TRANSPORTATION	14.60
8/17	986	W. O. PUBLIC LIBRARY	LOST BOOKS REFUNDS	9.65
8/17	987	VOID		
8/19	988	W. O. FREE PUBLIC LIBRARY	LOST BOOKS REFUNDS	15.00
8/22	989	" " " " "	" " "	2.50
8/22	990	JACQUELINE LEPORE	10. COMMUNITY RELATIONS	35.00
8/22	991	DOROTHY ERICKSON	15. WORKSHOPS & SEMINARS	1.70
8/22	992	MARILYN BUSCH	LOST BOOKS REFUNDS	4.90
8/29	993	LOLA REED	12. TRANSPORTATIONS	14.65
8/31	994	MARGARET CUSHING	4. SUPPLIES	5.29
9/6	995	W. O. PUBLIC LIBRARY	LOST BOOKS REFUNDS	8.95
9/8	996	LIVINGSTON PUBLIC LIBRARY	21. A/V MATERIALS	2.50
9/8	997	W. O. BICENTENNIAL	BICENTENNIAL EXCHANGE	8.00
9/15	998	LOLA REED	12. TRANSPORTATION	10.00
9/15	999	RECEPTION COMMITTEE	10. COMMUNITY RELATIONS	5.00
9/19	1000	R. R. BOWKER	2. BOOKS	3.95
9/19	1001	SEMINARS	15. WORKSHOPS & SEMINARS	5.00
9/20	1002	ROBERT WILLIAMS	6. MAIN.	27.82
9/20	1003	N. J. L. A.	2. BOOKS	10.00
9/20	1004	THOMAS J. KEMP	20. NEWSPAPERS & PAMPHLETS	1.50
9/20	1005	GARDEN WAY PUBLISHING Co.	2. BOOKS	1.50
9/20	1006	ENOCH PRATT FREE LIBRARY	2. "	1.75
9/20	1007	VALLEY HARDWARE & BUILDING SUPPLY Co.	6. MAINT.	8.95
9/21	1008	BILL TOOHEY	12. TRANSPORTATION	7.50
9/26	1009	NANCY Mc MAHON	LOST BOOKS REFUNDS	9.65
9/28	1010	SHIRLEY ITKIN	4. SUPPLIES	2.47
9/28	1011	LOLA REED	12. TRANSPORTATION	8.15

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JULY, AUGUST & SEPTEMBER 1977

\$ 350.41

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

By: *Manheim, Kosson & Novick*

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 26, 1977

CHECKS ARE DATED
OCTOBER 26, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2971	MIDLANTIC NATIONAL BANK-W.T.-10/15/77	1. SALARIES	\$ 1,566.87
2972	W. O. CREDIT UNION	1. SALARIES	286.05
2973	A.ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
2974	ALMANAC OF AMERICAN POLITICS	2. BOOKS	13.20
2975	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	17.60
2976	AMERICAN BUSINESS GRAPHICS, INC.	11. SERVICE CONTRACTS	215.00
2977	AMERICAN HOSPITAL ASS'N	2. BOOKS	27.50
2978	AMERICAN HOTEL ASS'N DIRECTORY CORP.	2. BOOKS	11.00
2979	ARLINGTON BOOK MAILING SERVICE	2. BOOKS	22.75
2980A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 39.00
B	" " "	11. " "	39.80
2981A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	19.76
B	" " " "	2. " "	8.34
2982	A.M. BEST & Co.	2. BOOKS	105.00
2983A	R. R. BOWKER	2. BOOKS	57.50
B	" " "	2. " "	45.00
2984A	BROADSTREET, INC.	4. SUPPLIES	11.55
B	" " "	4. " "	13.95
C	" " "	4. " "	12.76
2985	BRODART, INC.	4. SUPPLIES	148.50
2986	BULLINGER'S GUIDES, INC.	2. BOOKS	50.00
2987	C. W. ASSOCIATES	2. " "	12.00
2988	CHAMBER OF COMMERCE OF THE U.S.	2. " "	5.00
2989A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	72.99
B	" " " "	21. " "	17.94
2990	CINCINNATI TIME RECORDER Co.	11. SERVICE CONTRACTS	42.50
2991	COMMONWEALTH WATER Co.	6. MAINT. MAIN.	114.02
2992A	CONSOLIDATED WELDING & FABRICATING Co.	6. MAINT. MAIN.	125.00
B	" " " "	6. " "	85.00
2993	CURTIS SERVICE, INC.	8. MAINT.	890.41
2994A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	236.14
B	" " " "	2. " "	147.23
C	" " " "	2. " "	266.40
D	" " " "	2. " "	(16.10)
E	" " " "	2. " "	232.76
F	" " " "	2. " "	120.79
G	" " " "	2. " "	356.48
H	" " " "	2. " "	289.73
I	" " " "	2. " "	108.87
J	" " " "	2. " "	273.86
K	" " " "	2. " "	97.29
L	" " " "	2. " "	80.20
2995	DIV. OF ADMINISTRATIVE PROCEDURE	2. BOOKS	2,193.65
2996A	DOUBLEDAY & Co., INC.	2. BOOKS	28.00
B	" " " "	2. " "	4.85
C	" " " "	2. " "	30.05
D	" " " "	2. " "	2.14
E	" " " "	2. " "	21.84
F	" " " "	2. " "	70.00
G	" " " "	2. " "	9.12
H	" " " "	2. " "	6.10
I	" " " "	2. " "	24.25
J	" " " "	2. " "	28.64
K	" " " "	2. " "	4.85
L	" " " "	2. " "	32.30
M	" " " "	2. " "	5.46
N	" " " "	2. " "	8.48
			34.65
			282.73

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 26, 1977

CHECKS ARE DATED
OCTOBER 26, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
2997	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	\$ 5,082.14	
2998A	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	\$ 11.45	
B	" " " "	2. "	10.95	22.40
2999	FRENCH & EUROPEAN PUBLICATIONS	2. BOOKS		13.90
3000A	GALE RESEARCH COMPANY	2. BOOKS	38.77	
B	" " " "	2. "	68.00	106.77
3001	VICTOR HOTHO & Co.	2. "		101.20
3002	INTERNATIONAL PUBLICATIONS SERVICE	2. BOOKS		70.96
3003	JEWISH PUBLICATIONS SOC. OF AMERICA	2. BOOKS		4.25
3004	THE JOHN HOPKINS UNIV. PRESS	2. "		13.23
3005	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES		14.00
3006	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES		95.70
3007	LIBRARY BINDERY Co. OF PA., INC.	3. BINDING		62.40
3008A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	31.12	
B	" " " "	2. "	7.19	
C	" " " "	2. "	8.00	
D	" " " "	2. "	4.96	51.27
3009	MAIN LINE BOOK Co, INC.	2. BOOKS		22.25
3010	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		808.00
3011	MARKETING SERVICES, INC.	2. BOOKS		125.00
3012	A. R. MEEKER Co.	11. SERVICE CONTRACTS		132.00
3013	MICROFILMING CORP. OF AMERICA	2. BOOKS & MICROFILMS		930.00
3014	MODERN-MASS MEDIA, INC.	21. A/V MATERIALS		58.87
3015	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.		175.00
3016	NATIONAL RECORD PLAN	21. A/V MATERIALS		5.18
3017A	NEW JERSEY BELL	9. TELEPHONE	261.93	
B	" " " "	9. "	11.40	273.33
3018	N.J. PUBLIC INTEREST RESEARCH GROUP	2. BOOKS		5.00
3019	N.Y. UNIVERSITY PRESS	2. BOOKS		9.97
3020	THE ORYX PRESS	2. "		36.00
3021	OXFORD RUBBER STAMP Co.	4. SUPPLIES		12.30
3022	PARROT GRAPHICS, INC.	2. BOOKS		17.45
3023	PITNEY BOWES	11. SERVICE CONTRACTS		155.00
3024A	PRENTICE-HALL, INC.	2. BOOKS	17.61	
B	" " " "	2. "	5.52	23.13
3025	PRESCRIPTION CENTER	4. SUPPLIES		9.87
3026	PRICE GUIDE PUBLISHERS	2. BOOKS		35.31
3027	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.		1,418.86
3028	PUBLIC SERVICE MATERIALS CENTER	2. BOOKS		24.00
3029	QUIGLEY PUBLISHING Co., INC.	2. "		40.00
3030	RICHWOOD PUBLISHING Co.	2. BOOKS		11.35
3031A	SHAR-FREY, INC.	2. BOOKS	22.28	
B	" " " "	2. "	31.96	54.24
3032	SIMON & SHUSTER	20. NEWSPAPERS & PAMPHLETS		53.20
3033	STANDARD & POORS CORP.	2. BOOKS		650.00
3034	SUBSCRIPTION OFFICE	2. BOOKS		195.00
3035	TIME/LIFE	2. BOOKS		10.98
3036	TRAVEL PUBLICATIONS	2. BOOKS		7.95
3037	UNIV. OF OKLAHOMA PRESS	2. "		11.25
3038	WEISE-WINCREEK BINDERY, INC.	2. "		55.90
3039	WALTER KIDDE SALES & SERVICE Co.	6. MAINT. MAIN.		110.00
3040	WALKER EDUCATIONAL BOOK CORP.	2. BOOKS		12.95
3041	WASHINGTON INTERNATIONAL ARTS LETTER	2. BOOKS		14.90

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 26, 1977

CHECKS ARE DATED
OCTOBER 26, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3042	WILDLIFE MANAGEMENT GUIDE	2. BOOKS	\$ 3.00
3043	XEROX CORP.	PHOTOCOPY	135.17
3044	YALE UNIVERSITY	2. BOOKS	<u>15.00</u>
<u>SUB-TOTAL</u>			\$ 17,891.00
<u>LESS:</u>			
CHECK #2971 - MIDLANTIC NATIONAL BANK-			
	W.T. 10/15/77		\$1,566.87
	2972 - W. O. CREDIT UNION		286.05
	3043 - XEROX CORP. - PHOTOCOPY		<u>135.17</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - SEPT. 30, 1977</u>			<u><u>\$ 15,902.91</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

By: *Hewart Manheim*

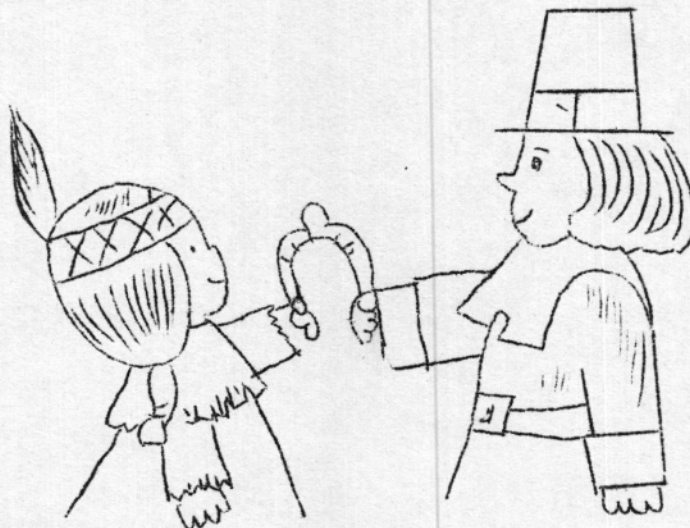
AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 21, 1977

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. Wage Scale
8. New Business
 - a. Ground Breaking Ceremony
9. Communications
10. Community Participation
11. Adjournment



DIRECTOR'S
MONTHLY REPORT

November 21, 1977

November has been a month of hustle and bustle in the library and a lot of busy work was required. The exhibit on doll houses and miniatures has drawn many interested people into the library from surrounding towns as well as our own. The art exhibit of a number of local artists is still going on and attracting art lovers from all over.

We had a very short staff meeting on Friday, November 4 at which time the staff was apprised of the progress of our building plans. They were also cautioned to use the local intercom system as much as necessary to communicate with departments in the building instead of spending needless time roving from department to department.

The staff was also told about the Copyright Law, some of its good and bad points, which will become effective January 1, 1978. More information is forthcoming.

On Monday, November 7, we sponsored a "Meet the Authors Night" at which a husband and wife, Ted and Carole Klein, both authors spoke. Because of inclement weather the turnout was small, but their presentations were well received. We hope to continue programs of this type in the future.

On December 8, 1977 our contract with Air Controlled Environment expires. They have issued a new proposal of \$379.50, an increase of \$16.80. Since the expiration date is before our next Board meeting, the decision on the contract should be made at this meeting.

On November 1 around 5:00 P. M. as Mr. Toohey was returning to the library in the MOB some young people threw a large rock into the MOB barely missing his head. This incident gave Mr. Toohey some concern. As he was pulling into the parking lot he inadvertently scraped the bumper of Detective Roy Isakson's car. According to witnesses, there was no extensive damage. I called Detective Isakson immediately as he had requested of Mr. Toohey. He took his car to Aircooled Automotive Corp. in Maplewood and brought an estimate to me the next day. In the meantime, I contacted our insurance agent, Miss Pat Lavook of the Fowler Agency. She assured me that an adjuster would take a look at the car and come up with an estimate.

The Coordinating Council of Essex County Directors is sponsoring a "Recognition Dinner" honoring trustees of Essex County on Wednesday, November 30, Millburn Public Library at 7:00 P. M. Please, everyone, try to attend. The library with the most trustees present will win

the new edition of Random House Encyclopedia, a volume with a list price of \$69.60.

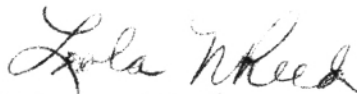
Fearing that you might get misinformation from other sources as one of our "New Friends" did, I would like to state here the case of Mrs. Elizabeth Keane Borca of 1275 Valley Road.

Mrs. Borca came into the Children's Room, on Wednesday, November 9, 1977, while I was there working with Mrs. Lepore. She turned in an overdue book. Mrs. Lepore looked at the record and asked the lady to wait until she retrieved some information from the back room. When she returned with the case she informed Mrs. Borca that there is an outstanding fine of \$7.25. Mrs. Borca insisted that she had personally paid the bill. She continued to argue for quite a long time and needlessly abused Mrs. Lepore. I made several attempts to interrupt her but to no avail. Mrs. Lepore became quite upset and spoke up and in answer to a remark by the lady, stated that Mrs. Reed, who is standing right here, is the Director, which was the only time she gave recognition to me. I remarked that I would personally get our fine records from January through March and check each daily fine sheet. Mrs. Rabinowitz and I checked thoroughly. We found no indication of payment. We had already informed Mrs. Borca that all fines of \$1.00 or more are recorded with the person's name and for a fine of that size she would have been given a receipt. I asked if she could produce a receipt. Her remark was that "I am not that organized". She went away mad. Her husband called that night but both Mrs. Lepore and I had gone home. He refused to speak to anyone else about the matter. The Borcas are on our delinquent list. She did indicate however, that she might take us to court.

It is important that consideration be given to replacing the 18 year old chairs for patrons. There was an incident during the month when a patron sat in a chair, it fell apart and he fell to the floor. Fortunately, the young man, Greg Beck of 24 Hutton Avenue, was not injured.

Since that time I have pulled all chairs without the "L" braces and had the custodian purchase braces and put them on the chairs.

Respectfully submitted,



Lola N. Reed
Director

MINUTES

BOARD OF TRUSTEES MEETING WEST ORANGE PUBLIC LIBRARY NOVEMBER 21, 1977

The meeting was called to order at 8:10 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman, Paul Pasmantier and William Sagosz constituting a quorum. Mrs. Strauss welcomed Miss Mary E. Loughren to the Board. Miss Loughren is replacing Mr. Joseph Silvestri. Also present were Director Lola N. Reed, Board Attorney Irving Ostrow, Board Accountant Stewart Manheim, and a member of the staff.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1977 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 1977 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 October 26, 1977 Board of Trustees meeting as presented. Mrs. Herman seconded the motion, and it was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Pasmantier will ask Mr. McPherson, Library Consultant, if it would be possible for him to bill the library for the remaining portion of his fee after Dec. 1, 1977.

Mr. Manheim noted that line item--Mobilibrary has \$378.89 left for the rest of the year. The annual gasoline bill has been paid.

Mrs. Herman made a motion to accept the Bills Presented for Payment for the month of October, 1977. This will also include a bill to New Jersey Bell Telephone in the amount of \$161.15, voucher #3128, which has not been received at a late date. Mr. Sagosz seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim requested that Mrs. Reed watch the payroll carefully, as there is \$51,629.13 left in the salary line as of October 31, 1977. With careful planning, the year's expenses may be met. Mr. Pasmantier asked Mrs. Reed to hold back on the book ordering, as that is the only line left that has an amount of money that the library can fall back on, if needed.

Mrs. Herman made a motion to transfer \$45,000 from the Statement Savings Account #02-073-0000177-0, to the checking account in Midlantic Bank to cover current expenses. Mrs. Grover seconded the motion and it was passed unanimously.

The State Aid check for \$40,734.00 was received and has been deposited in the Savings Account. This amount will be reflected in the next financial statement.

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

Mr. Sagosz questioned Mrs. Strauss about the budget hearing which was held on Nov. 9, 1977. Mrs. Strauss stated that the Mayor accepted the proposed budget as it was presented, and did not recommend any changes. It would now be up to the Council to evaluate it. Mrs. Strauss noted that the amount of the State Aid is not added to the amount of the budget; it would be deducted from it.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board of the new Copyright Law which will go into effect on January 1, 1978. The Library will be required to keep records of all copyrighted materials. Not more than 5 copies a year may be made of any piece of printed material. She has sent for pamphlets which will provide the needed information.

Mr. Ostrow will review Air Controlled Environment's contract for 1978. The present contract expires on Dec. 8, 1977.

Mrs. Reed reported that a patron had crashed to the floor when one of the chairs fell apart. She requests that the Board consider the purchase of additional chairs.

Mrs. Reed will obtain information on smaller, lower priced library bags for patron use.

Invitations were presented to each Board member, sponsored by the Coordinating Council of Essex County Directors, inviting them to attend a dinner held in their honor at Millburn Library on 11/30/77 at 7:00 P. M. Mrs. Reed urged all members to attend.

COMMITTEE REPORTS:

1) Building and Grounds:

Mr. Pasmantier was pleased to report that the Council has awarded the library project to one of the bidders. The following resolution was passed by the Board of Trustees:

Resolved that the contents of a letter from Mr. Thomas C. Lehman, A.I.A. to Council President Spinelli dated November 15, 1977 requesting the Town Council to award the bid for the extension of the library in the

amount of \$741,500 to Pellecchia Construction Company has been voted upon by the full Board of Trustees of the West Orange Library and unanimously approved.

It was further resolved and unanimously approved that alternate #4 in the amount of \$2,200 be eliminated at a later date by a change order and that the \$28,330 balance mentioned by Mr. Lehman (paragraph c) will become \$30,530 which will be applied to the fund for additional furniture, equipment and brick facing.

2) Personnel Committee:

In response to the requests of the West Orange Public Library Employees' Association that 1) the work week for full-time employees be reduced to 35 hours; 2) that vacations for non-professionals be made comparable to that of professional staff, the Board recommends as follows:

- a) That the 37½ hour work week be maintained because of the restricted budget.
- b) Professional vacation time be dropped from 24 days to 22 days. Vacation time for non-professionals to be reached in closer steps: after two years--vacation time would reach 15 days from 12 days; 18 days to be reached in 5 years. There will be up to a maximum of 22 days vacation time.
- c) New employees whether they are professional or non-professional will begin employment with an equal amount of 12 days vacation. Up to 20 days as a maximum may be reached in possibly 8-10 years.

OLD BUSINESS:

Mrs. Herman made a motion that the present salary scale be kept the same for new employees with the exception of the category of Jr. Library Assistant--that category for new employees will be \$6,804 to \$9,354. There will be ten steps each to include a \$250 increment. If this presents any problem, Mrs. Reed will report to the Board of Trustees. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mrs. Strauss announced that on Saturday, December 3, 1977 at 10:00 A. M., the ground-breaking ceremony will be held. A news release has been made, a new shovel has been ordered, and a photographer will be on hand to record the event. Approximately 150 invitations have been sent out.

Mrs. Strauss noted that the New Friends of the Library have contacted various organizations throughout the town to announce the events of the library.

Mrs. Grover asked Mrs. Reed if she was familiar with the movie "The Speaker", as it might relate to the TM matter. Mrs. Reed had seen the movie and reviewed it for the Board. Copies of the Meeting Room regulations will be sent to each member.

NEW BUSINESS:

In response to Mr. Mel Levin's (of the Framery) request to send out invitations announcing his art exhibit at the library, Mr. Ostrow suggested that Mrs. Reed inquire as to the type of work being shown as commercial exhibits will not be permitted.

Mrs. Strauss related a conversation she had with Barbara Furst of the Arts Council for the State of New Jersey in regard to grants. There may be a possibility of the library being awarded a grant to set up a concert for senior citizens. Mrs. Strauss stressed the importance of having a person who can investigate the availability of such grants. A discussion followed and it was the consensus of the Board that at this time, the idea should be dropped.

COMMUNICATIONS:

Mr. Ostrow circulated a letter which he had written in reply to Mrs. Bernard M. Degnan in regard to her TM letter dated 10/22/77. This matter was discussed in the October minutes.

Mr. Lehman has sent his bill to the Business Administrator. Mr. Ostrow suggests that a cover letter be sent with a copy of Mr. Lehman's contract to Mr. Corwick for review.

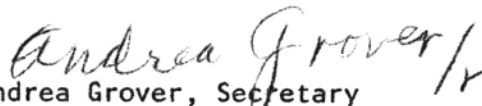
Mr. Sagosz made a motion that anything relating to the contract in regard to disbursements should be referred to the Board of Trustees for their review and comment as it relates to Thomas Lehman and the Board. Miss Loughren seconded the motion, and it was passed unanimously.

The meeting was adjourned at 11:05 P. M. The next meeting will be held on Wednesday, December 21, 1977.

Respectfully submitted,



Sandra Goss
Secretary



Andrea Grover, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF OCTOBER 1977
LIBRARY BOARD MEETING OF NOVEMBER 21, 1977
EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF OCTOBER 1977	1977 ACCUMULATED BUDGET EXPENDITURES PAID MONTHS ENDED 10/31/77	UNEXPENDED BUDGET BALANCE 10/31/77	BILLS/ACCTS. PAYABLE 10/31/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 10/31/77
SALARIES AND WAGES	\$322,885	\$ 26,326.12	\$271,255.87	\$ 51,629.13		\$51,629.13
CONTRACTUAL SERVICES:						
BINDING	1,000	62.40	724.98	275.02	\$ 77.30	197.72
COMMUNITY SERVICES	500	-0-	156.70	343.30	43.20	300.10
TRANSPORTATION	300	-0-	242.90	57.10		57.10
SEMINARS AND WORKSHOPS	600	-0-	654.73	(54.73)		(54.73)
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF.SERVICES	9,700	808.00	7,272.00	2,428.00	808.00	1,620.00
LEGAL	2,000	-0-	1,500.00	500.00		500.00
CONTRACTUAL MAINT.& REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,532.88	15,264.32	4,735.68	1,072.88	3,662.80
MAIN LIBRARY-REPAIRS	7,000	495.00	5,765.15	1,234.85	175.58	1,059.27
TORY CORNER-RENTAL	540	-0-	270.00	270.00	135.00	135.00
BOOKMOBILE	5,300	908.01	3,398.87	1,901.13	1,522.15	378.98
SERVICE CONTRACTS	3,500	638.30	2,912.76	587.24	136.65	450.59
MATERIALS & SUPPLIES:						
BOOKS	55,000	5,576.04	44,389.78	10,610.22	4,574.95	6,035.27
SUPPLIES	10,000	323.29	7,886.96	2,113.04	1,022.34	1,090.70
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	5,135.34	5,538.88	2,461.12		2,461.12
PAMPHLETS	500	-0-	428.40	71.60		71.60
AUDIO-VISUAL-MATERIALS	1,500	155.73	849.48	650.52	404.43	246.09
MISC. OTHER EXPENSES:						
INSURANCE	6,000	(62.00)	240.39	5,759.61	3,358.95	2,400.66
TELEPHONE	1,500	273.33	1,735.27	(235.27)		(235.27)
POSTAGE	2,300	5.22	1,808.52	491.48	300.00	191.48
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,085.83	10,404.28	2,095.72		2,095.72
ANNUAL REPORT	200	-0-	191.00	9.00		9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-0-	-0-	-0-	799.80	(799.80)
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	750	-0-	-0-	750.00		750.00
STAFF ROOM FURNITURE	500	-0-	-0-	500.00		500.00
MAINT. EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	-0-	447.00	253.00	255.95	(2.95)
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	14,219.34	5,780.66		5,780.66
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	17,500	-0-	17,882.55	(382.55)		+ 382.55)
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00
TOTAL*	\$513,925	\$ 43,263.49	\$415,440.13	\$ 98,484.87	\$ 14,687.18	\$83,797.69

*SOURCE OF FUNDS

TOWN OF WEST ORANGE	\$418,425
ADDITIONAL APPROPRIATION-WO	8,707
LIBRARY ACCUMULATED REVENUE	86,793
TOTAL SOURCE OF FUNDS	\$513,925

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS, AND DISBURSEMENTS FOR
THE MONTH OF OCTOBER 1977

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
I CASH FUND, SEPTEMBER 30, 1977	\$ 53,526.54	\$ 28,434.50	\$ 22,187.87	\$ 1,088.74	\$ 1,489.18	\$ 326.25
ADD:						
FINES		(1,391.46				
NON-RESIDENT FEES		(10.00				
PHOTOCOPY		(168.33				
BOOK RENTALS	\$ 1,704.91	(74.75				
MICROFILMS		(8.95				
PHONE		(9.42				
AUDIO-VISUAL		(32.00				
MEETING ROOM		(10.00				
LOST BOOKS	88.55			88.55		
EXCESS PROPERTY	50.55				50.55	
TOWN OF WEST ORANGW	104,607.00	104,607.00				
II TOTAL OCTOBER 1977 - RECEIPTS	\$106,451.01	\$104,607.00	\$ 1,704.91	\$ 88.55	\$ 50.55	-0-
III TOTAL AVAILABLE - I PLUS II	159,977.55	133,041.50	23,892.78	1,177.29	1,539.73	326.25
IV LESS:						
OCTOBER 1977 EXPENDITURES	43,263.49	43,263.49				
TOTAL CASH FUNDS-OCTOBER 31, 1977	\$116,714.06	89,778.01	23,892.78	1,177.29	1,539.73	326.25
ADD: DUE FROM TOWN OF WEST ORANGE		8,706.86				
		98,484.87				
		14,687.18				
LESS: ACCOUNTS PAYABLE - OCTOBER 31, 1977		\$ 83,797.69				
CASH FUNDS REPRESENTED BY:						
CHECKING A/C - MIDLANTIC NAT'L BANK	\$ 28,581.60					\$ 89,778.01
MIDLANTIC NAT'L BANK-02-073-10001770	66,796.02					23,892.78
W.O. S & L Ass'n #10085	18,634.34					1,177.29
PETTY CASH-CASH FUND	126.25					1,539.73
PETTY CASH-CASH CHECKING FUND	575.85					326.25
NET CASH	114,714.06					116,714.06
CHECKS-LIBRARY CONSULTANT-K. MC PHERSON	2,000.00					14,687.18
	\$116,714.06					\$102,026.88

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1977 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 21, 1977

CHECKS ARE DATED
OCTOBER 26, 1977

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3045	LOLA REED	4. SUPPLIES \$ 4.66	
		13. POSTAGE 5.22	
		21. A/V MATERIALS .75	
		LOST BOOK REFUNDS 69.00	\$ 79.63
3046	MIDLANTIC NAT'L BK-EMPLOYEES-WT 10/31/77	1. SALARIES	1,610.80
3047	W.O. CREDIT UNION	1. SALARIES	286.05
3048	STATE OF N.J. INCOME TAX-OCT. '77	1. SALARIES	530.62
3049	TOWN OF W.O. -HOSPITALIZATION - NOV. '77	26. HOSPITALIZATION	1,085.83
3050	TOWN OF W.O. -SOC. SEC. EMPLOYEES-OCT. '77	1. SALARIES	1,420.18
3051	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. SALARIES	1,464.86
3052	P.E.R.S. #20284 - GROUP INS. PREMIUM	1. SALARIES	151.78
3053	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3054	KENNETH Mc PHERSON	LIBRARY CONSULTANT	1,500.00
	P/R NET 10/15/77 (45)	1. SALARIES	9,375.41
	P/R NET 10/31/77 (45)	1. SALARIES	9,594.50
	<u>SUB-TOTAL</u>		27,138.66
	<u>ADD:</u>		
	CHECKS-#2971-3044 PRESENTED FOR		
	PAYMENT AT OCTOBER 26, 1977 MEETING		17,891.00
	<u>CHECKS ISSUED FOR MONTH OF OCTOBER 1977</u>		45,029.66
	<u>LESS:</u> CHECK 3043 - XEROX CORP.	PHOTOCOPY 135.17	
	3045 - LOLA REED	LOST BOOK REFUNDS 69.00	
	3054 - KENNETH Mc PHERSON	LIBRARY CON-	
		SULTANT 1,500.00	
	DEPOSIT - 10/14/77	INS. REFUND 62.00	1,766.17
	<u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1977</u>		
	<u>PER BUDGET REPORT</u>		\$43,263.49

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

By: *L. Courtman*

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 21, 1977

CHECKS ARE DATED
NOVEMBER 21, 1977

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3055	MIDLANTIC NAT'L BK- FED. W.T. 11/15/77	1. SALARIES	\$ 1,633.30
3056	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3057	POSTMASTER	13. POSTAGE	300.00
3058	AABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
3059	ALUMNAE ADVISORY CENTER	2. BOOKS	5.00
3060	AMERICAN BIBLIOGRAPHICAL CENTER	2. BOOKS	14.95
3061	ARGUS COMM.	2. BOOKS	8.79
3062A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 43.00
B	" " " "	11. " "	39.60
C	" " " "	11. " "	39.05
3063A	THE BAKER & TAYLOR CO.	2. BOOKS	(6.26)
B	" " " "	2. " "	266.49
3064A	THE BAKER & TAYLOR CO.	2. BOOKS	14.91
B	" " " "	2. " "	205.48
C	" " " "	2. " "	46.40
D	" " " "	2. " "	22.93
3065	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT. MAIN.	32.00
3066A	R. R. BOWKER	2. BOOKS	29.95
B	" " " "	2. " "	17.50
C	" " " "	2. " "	47.50
3067A	BROADSTREET, INC.	4. SUPPLIES	112.69
B	" " " "	4. " "	21.40
C	" " " "	4. " "	21.84
D	" " " "	4. " "	20.47
3068A	BRODART	4. SUPPLIES	81.81
B	" " " "		148.50
3069	BUNTING & LYON, INC.	2. BOOKS	31.00
3070	C. W. ASSOCIATES	2. BOOKS	5.00
3071	CARD DIVISION, SUBSCRIBER ACCTS. UNIT	2. BOOKS	40.00
3072	THE CENTER FOR URBAN POLICY RESEARCH	2. BOOKS	26.95
3073	CHAMBERS RECORD CORP.	21. A/V MATERIALS	14.84
3074A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	49.29
B	" " " "	2. " "	6.56
3075A	CONGRESSIONAL QUARTERLY SERVICE	2. BOOKS	195.00
B	" " " "	2. " "	50.54
3076	COUNCIL OF STATE GOVERNMENTS	2. " "	3.75
3077	" " " "	2. BOOKS	18.58
3078	CURTIS SERVICE, INC.	8. MAINT. MOB.	79.15
3079A	DIMONDSTEIN BOOK CO., INC.	2. BOOKS	239.23
B	" " " "	2. " "	213.53
C	" " " "	2. " "	216.33
D	" " " "	2. " "	323.87
E	" " " "	2. " "	(20.40)
3080A	DOUBLEDAY & Co., INC.	2. BOOKS	6.10
B	" " " "	2. " "	24.25
C	" " " "	2. " "	17.63
D	" " " "	2. " "	16.38
E	" " " "	2. " "	143.45
F	" " " "	2. " "	12.20
G	" " " "	2. " "	12.20
H	" " " "	2. " "	29.22
I	" " " "	2. " "	4.85
3081	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	266.28
3082A	FOWLER AGENCY, INC.	5. INSURANCE	11.70
B	" " " "	5. " "	592.95
			2,766.00
			3,358.95

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 21, 1977

CHECKS ARE DATED
NOVEMBER 21, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3083	FRENCH & EUROPEAN PUBLICATIONS	2. BOOKS	\$ 4.95
3084	GALE RESEARCH COMPANY	2. BOOKS	18.65
3085	GATEWAY EDITIONS, LTD.	2. BOOKS	12.95
3086A	GAYLORD BROS., INC.	4. SUPPLIES	\$ 26.75
B	" " "	17. EQUIPMENT	799.80 826.55
3087	GEORGETOWN UNIVERSITY	2. BOOKS	6.95
3088A	GENE HACKER CAMERA SHOP, INC.	21. A/V MATERIALS	84.00
B	" " " " "	21. " "	294.50 378.50
3089	VICTOR HOTH0 & Co.	21. A/V MATERIALS	4.08
3090	J. W. SIGNAL Co.	6. MAINT. MAIN	45.60
3091	JOHNSON PUBLISHING Co., INC.	2. BOOKS	7.92
3092A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	1.90
B	" " "	4. " "	1.63
C	" " "	4. " "	1.70 5.23
3093A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	88.00
B	" " " " "	4. " "	106.60 194.60
3094	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	150.25
3095A	LIBRARY BINDERY Co. OF PENNA. INC.	3. BINDING	68.25
B	" " " " "	3. " "	9.05 77.30
3096A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	6.23
B	" " " "	2. " "	8.00
C	" " " "	2. " "	15.81
D	" " " "	2. " "	4.36 34.40
3097	MANAGEMENT COUNSELORS, INC.	2. BOOKS	12.50
3098	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	808.00
3099	MARQUIS WHO'S WHO, INC.	2. BOOKS	36.50
3100	MODERN-MASS MEDIA, INC.	22. EQUIPMENT A/V	255.95
3101	MOODY'S INVESTORS SERVICE, INC.	2. BOOKS	820.00
3102	J. M. MOREHOUSE PRINTING Co., INC.	4. SUPPLIES	115.00
3103	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	75.00
3104	NATIONAL TELEPHONE DIRECTORY CORP.	2. BOOKS	230.00
3105	NAYLOR COMPANY	2. BOOKS	4.95
3106	N.J.C.T.	4. SUPPLIES	93.85
3107	E & M O'HARA, INC.	6. MAINT. MAIN.	22.98
3108	PANTHEON BOOKS	2. BOOKS	4.95
3109	PRENTICE-HALL, INC.	2. BOOKS	13.06
3110	PRESCRIPTION CENTER	21. A/V MATERIALS	7.01
3111	P.S.E. & G. Co.	6. MAINT. MAIN.	1,072.88
3112	RODALE PRESS, INC.	2. BOOKS	20.95
3113	SCIENCE RESEARCH ASSOCIATES, INC.	2. BOOKS	12.15
3114A	SHAR-FREY, INC.	2. BOOKS	17.92
B	" " "	2. " "	6.20 24.12
3115	SHEPARD'S INC. OF COLORADO SPRINGS	2. BOOKS	12.00
3116A	SILVER BURDETT Co.	2. " "	9.42
B	" " "	2. " "	8.70 18.12
3117	THE STAR-LEDGER	10. COM. REL.	43.20
3118	TEN SPEED PRESS	2. BOOKS	8.40
3119	TOWN OF W.ORANGE	8. MAINT. MOB.	1,443.00
3120	UNITED NATIONS	2. BOOKS	36.60
3121	UNIVERSITY OF CALIFORNIA PRESS	2. " "	13.87
3122	URBAN INFORMATION INTERPRETERS, INC.	2. " "	41.45
3123	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY	135.00
3124	WIDERKEHR HARDWARE	4. SUPPLIES	29.95
3125	JOHN WILEY & SONS, INC.	2. BOOKS	18.66

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 21, 1977

CHECKS ARE DATED
NOVEMBER 21, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3126	THE H. W. WILSON Co.	2. Books	810.00
			<hr/>
<u>SUB-TOTAL</u>			\$16,606.53
<u>LESS:</u>			
	CHECK #3055 MIDLANTIC NAT'L BANK-		
	WT 11/15/77		\$ 1,633.30
	#3056 W.O. FEDERAL CREDIT UNION		<u>286.05</u> 1,919.35
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - OCTOBER 31, 1977</u>			<u>\$14,687.18</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola V Reed

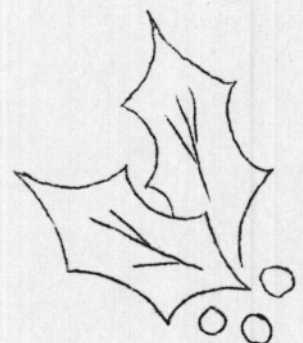
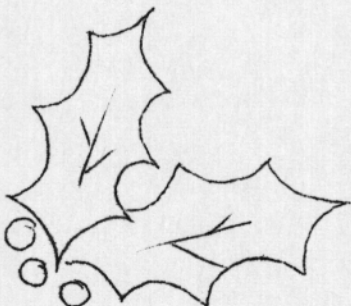
PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

By: *Ernest H. ...*

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING

December 21, 1977

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. New Business
 - a. Set dates for 1978 meetings
 - b. Appoint nominating committee
 - c. discuss alternate facing on building
8. Communications
9. Community Participation
10. Adjournment



DIRECTOR'S
MONTHLY REPORT

December 21, 1977

Absence due to illness of employee or members of their immediate families have been quite frequent during November and December. However, by rotating the staff, we have been able to survive.

With all due respect, it is hoped that all trustees take advantage of programs carefully planned and geared to bring about an understanding and a greater rapport between Library Trustees and Directors.

The dinner meeting on November 30th was well-attended. Frankly, my disappointment in not having a single trustee present is very real. However, my pleasure in seeing our Attorney, Mr. Ostrow, present gave me a real lift. My feelings were that he would be able to give you a report on the results of the meeting. There was greater trustee representation than librarians because some libraries had as many as 5 trustees present.

Our contract with Environmental Control has expired. It would be to our advantage if you act on this contract tonight. This would give the company enough time to check and make repairs on the air conditioning system while it is not in operation.

Because Christmas and New Year's day fall on Sunday, all libraries are closed the following Mondays. On Christmas and New Year's eves we will be open one-half days with a skeleton staff.

All of us are very proud and pleased with the success of our groundbreaking ceremonies on Saturday, December 3rd. A special vote of thanks should be given to Mmes. Goss, Itkin, Hubert, Lepore and Springsteel who served as hostesses. They made all preparations and did an excellent job. All, except Mrs. Itkin, who was ill, came in at a time they were not scheduled to work and stayed throughout the entire time period they were needed.

One of our full-time employees, Bonnie Aronson, has requested your approval that she become part-time beginning December 1, 1977. Her reason is that she has moved out of West Orange to Bloomingdale. If she works until 5:30 P. M. she does not reach her home until after 7:00 P. M.


Mayor Cuozzi informed me that he met with other Department Heads and has reached a partial solution to our parking problem. After waiting for almost a week for him to get back to me on how the problem has been solved, I called his office in an effort to get information. This morning, Wednesday, December 14, Mr. Corwick called me and explained what has been decided. The grounds behind the Board of Education will be paved for parking when the weather changes and it is dry enough for this to be done.

The only visible evidence of our building project is the fence on the east and north sides of the library. The architects and contractors are around daily. Mr. Pellechia informed me that it will probably be a month or two before the building is started because of all the preliminary procedures required.

There is a problem with the Mobilibrary. A wire which has something to do with speed has broken. It has been replaced with a smaller wire which the mechanic says will not hold very long. He suggests a new hydraulic cable to make the Mobilibrary move at a normal speed.

Mrs. Goss and I feel that we are being harassed by the telephone company. We have explained to them a number of times how our bills are paid. Maybe a letter from the Board of Trustees explaining again how and when our bills are paid might give us some relief.

Respectfully submitted,

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

Lola N. Reed
Director

MINUTES

BOARD OF TRUSTEES MEETING WEST ORANGE PUBLIC LIBRARY DECEMBER 21, 1977

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. Present were Board members Andrea Grover, Nancy Herman, Mary Loughren and William Sagosz constituting a quorum. Also present were Lola N. Reed, Director; Irving Ostrow, Board Attorney; Stewart Manheim, Board Accountant; one staff member, and one West Orange resident.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1977 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 1977 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. Herman made a motion to amend the contents of section 2 Personnel Committee on page 3 of the November 21, 1977 Minutes, in as much as they do not accurately reflect the discussion held relating thereto. It was intended that the Minutes reflect only the Board discussion of the length of the work week, and the vacations as related to professional and non-professional employees. No final decisions were reached, and the matter will be studied further and decided at a later date. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Sagosz made a motion that the \$250 increment for Jr. Library Assistant on page 3 under Old Business be corrected to read \$255 increment. Miss Loughren seconded the motion, and it was passed unanimously.

To make the content of page 4, paragraph 1 under New Business more understandable, a comma will be placed after the word "shown".

Mr. Sagosz made a motion that page 1 under Treasurer's Report--Bills Presented for Payment, paragraph 3 will be corrected to read: "This will also include a bill to New Jersey Bell Telephone in the amount of \$161.15, voucher #3128, which was not included in the Bills Presented for Payment, because it was received at a late date." The motion was seconded by Miss Loughren and carried unanimously.

Mrs. Grover made a motion to amend the Minutes, page 2 under Building and Grounds Committee to read: "At a special emergency meeting on November 19, 1977 held at Paul Pasmantier's house, it was resolved that..." Miss Loughren seconded the motion and it was carried unanimously.

At the Board meeting of October 26, 1977, a proposal for a grant in consumer's education was presented by Mrs. Strauss, which was inadvertently omitted from the minutes of that date. She had requested the support of the Board in applying for federal funds for consumer's education by the Board of Health, the Library, and Board of Education. It was the unanimous feeling of the members present at this meeting of Dec. 21, 1977, that they reaffirm their approval. This information will be added to the October 26, 1977 minutes.

Mr. Sagosz made a motion to approve the amended Minutes of November 21, 1977. Miss Loughren seconded the motion, and it was passed unanimously.

TREASURER'S REPORT:

1) Presented for Payment:

Miss Loughren made a motion to accept the Bills Presented for Payment for the month of November, 1977. Mr. Sagosz seconded the motion, and it was passed unanimously.

2) Financial Statement:

Mrs. Herman made a motion to transfer \$11,677.50 before Dec. 31, 1977 to cover the payroll; and \$30,000 to be transferred after January 1, 1978 from Statement Savings Account # 020973-0000177-0 to the checking account in Midlantic Bank to cover current expenses. Miss Loughren seconded the motion and it was carried unanimously.

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

DIRECTOR'S REPORT:

Mrs. Reed reported on the following:

A request was received from full-time employee Bonnie Aronson to go part-time. Mrs. Aronson will be paid an hourly rate that is 80% of her salary of the step she is presently on. As she has been working full-time for over five consecutive years, she therefore will be entitled to work more than 18 hours. She began part-time hours as of December 6, 1977. Her hourly rate will be \$4.13.

Mrs. Reed was informed by the Mayor that the area behind the Board of Education will be paved in hopes of alleviating the parking problem.

The Mobilibrary has had many problems. Currently, the top motor has not been working, forcing staff to work without lights or heat.

Mrs. Strauss suggested that Mrs. Reed initiate a survey of the various stops on the schedule of the Mobilibrary to see if any could be eliminated. This would include numbers of people actually using the Mobilibrary, not necessarily the number of volumes borrowed.

COMMITTEE REPORTS:

Mrs. Grover, representing the Personnel Committee, met with Mrs. Magno, outgoing President of the West Orange Employees' Association on December 16, 1977. They discussed the issues mentioned in the amended November 21, 1977 Minutes. There is a possibility that a shorter work week may be initiated during the summer months.

Mrs. Strauss would like the Civil Service rules checked in regard to the various proposals discussed. Mrs. Strauss also requested the Personnel Committee to investigate the vacation policies, the length of the work week, and salaries in special, public, and industrial libraries relative to non-professionals and professionals.

Mrs. Herman made a motion to adopt the Financial Committee's Recommendations as stated in the June 29, 1977 Minutes, page 2, paragraphs 2, 3, and 4. This will be effective retroactive to June 29, 1977. This includes the following:

- 2) The working hours of new part-time people are not to exceed 18 hours. There will be no Blue Cross or Blue Shield paid for these workers. The pay will be 80% of the full-time scale on their step. Civil Service benefits will be prorated.
- 3) When determining salary for part-time people who change to full-time, 1890 hours will represent one step.
- 4) When full-time personnel change to part-time, their salary will be step for step less 20%. After 5 years of consecutive service at full-time the new part time hours are at the discretion of the Director. With fewer than 5 years of service at full-time, the new part-time hours must be reduced to 18 or fewer.

The motion was seconded by Miss Loughren, and carried unanimously.

NEW BUSINESS:

Mr. Ostrow has accepted a position in the Attorney-General's office, and therefore must resign from his position of Attorney for the Board of Trustees. The Board of Trustees accepted his resignation effective 12/21/77.

Mr. Sagosz made a motion to approve the following dates for the 1978 Board of Trustees meetings:

January	25	July	26
February	27	August	23
March	22	September	27
April	26	October	25
May	24	November	20
June	28	December	27

Miss Loughren seconded the motion, and it was carried unanimously.

Mrs. Strauss appointed Mr. Sagosz, Mrs. Herman, and Mrs. Grover to the Nominating Committee for the January meeting.

COMMUNICATIONS:

Mrs. Strauss read a letter she had written to Mr. Dustin Wilson, Jr., the Director of Consumers' Education, Dept. of HEW in Washington. She asked, in the name of the Board of Trustees, that a Consumer's Education Project be made active as soon as possible. This project will provide citizens of West Orange with badly needed education, materials, resources, and will improve the facilities and resources of the library in meeting community needs.

COMMUNITY PARTICIPATION:

Mrs. Peg Seelig suggested that New Jersey Bell Telephone be sent a schedule of 1978 Board of Trustees meetings so that the company can be aware of when the Board approves payments of bills.

ADJOURNMENT:

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

Respectfully submitted,

Sandra Goss /r

Sandra Goss
Secretary

Andrea Grover /r

Andrea Grover
Secretary, Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY
1978 SALARY RANGE
1978 SALARY RANGE FOR PRESENT EMPLOYEES *

FULL TIME

	<u>BASE SALARY RANGE *</u>	<u>INCREMENT</u>
LIBRARY DIRECTOR	\$ 19,000 - OPEN	OPEN
ASST (ACTING) LIBRARY DIRECTOR	15,192 - \$ 23,374 (25,543)*	\$ 1,000
SR. LIBRARIAN	12,855 - 19,233 (20,195)	500
JR. LIBRARIAN	10,518 - 13,791 (14,481)	400
SR. LIBRARY ASST.	9,084 - 12,038 (12,640)	350
SUPERVISING LIB. ASST.	9,084 - 12,038 (12,640)	350
SECRETARY	8,415 - 11,687 (12,271)	350
LIBRARY CLERK DRIVER	7,976 - 11,853 (12,446)	350
JR. LIBRARY ASST.	7,012 - 10,897 (11,442)	300

PART TIME

SR. LIBRARIAN	\$ 6.00 HR. - 9.56 HR. (10.04)	.26
JR. LIBRARIAN	5.21 - 7.17 (7.53)	.18
JR. LIBRARY ASST.	3.60 - 5.40 (5.67)	.15
JR. LIBRARY CLERKS	2.50 - 2.90 -	.10

* ADDITIONAL 5% COST OF LIVING REQUESTED BY LIBRARY WOULD INCREASE MAXIMUMS.

1978 SALARY RANGE FOR NEW EMPLOYEES HIRED IN 1978

FULL TIME

SAME AS PRESENT EMPLOYEES EXCEPT FOR : -

JR. LIBRARY ASST.	\$ 6,804 - \$ 9,354	\$ 255
-------------------	---------------------	--------

PART TIME (80% OF FULL TIME RATE BASED ON 1,890 HOURS WORKED)

SR. LIBRARIAN (\$12,855 ÷ 1,890 X 80%)	\$ 5.44 HR. - 8.14	.21
JR. LIBRARIAN (10,518 ÷ 1,890 X 80%)	4.46 - 5.84	.17
JR. LIBRARY ASST(6,804 ÷ 1,890 X 80%)	2.88 - 3.96	.11
JR. LIBRARY CLERKS	2.50 - 2.90	.10

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF NOVEMBER

LIBRARY BOARD MEETING OF DECEMBER 21, 1977

EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF NOVEMBER 1977	1977 ACCUMULATED BUDGET EXPENDITURES PAID 11 MONTHS ENDED 11/30/77	UNEXPENDED BUDGET BALANCE 11/30/77	BILLS/ACCTS. PAYABLE 11/30/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 11/30/77
SALARIES AND WAGES	\$322,885	\$ 26,895.12	\$298,150.99	\$24,734.01		\$24,734.01
CONTRACTUAL SERVICES:						
BINDING	1,000	77.30	802.28	197.72	\$ 264.08	(66.36)
COMMUNITY SERVICES	500	43.20	199.90	300.10		300.10
TRANSPORTATION	300	-0-	242.90	57.10		57.10
SEMINARS AND WORKSHOPS	600	-0-	654.73	(54.73)	15.00	(69.73)
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,700	808.00	8,080.00	1,620.00	808.00	812.00
LEGAL	2,000	-0-	1,500.00	500.00	500.00	-
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,072.88	16,337.20	3,662.80	1,719.69	1,943.11
MAIN LIBRARY-REPAIRS	7,000	175.58	5,940.73	1,059.27	159.45	899.82
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
BOOKMOBILE	5,300	1,522.15	4,921.02	378.98	188.58	190.40
SERVICE CONTRACTS	3,500	136.65	3,049.41	450.59	55.56	395.03
MATERIALS & SUPPLIES:						
BOOKS	55,000	4,574.95	48,964.73	6,035.27	5,128.28	906.99
SUPPLIES	10,000	1,022.34	8,909.30	1,090.70	1,950.76	(860.06)
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	-0-	5,538.88	2,461.12	374.10	2,087.02
PAMPHLETS	500	-0-	428.40	71.60	7.50	64.10
AUDIO-VISUAL-MATERIALS	1,500	400.10	1,249.58	250.42	181.15	69.27
MISC. OTHER EXPENSES:						
INSURANCE	6,000	3,358.95	3,599.34	2,400.66	1,873.62	527.04
TELEPHONE	1,500	161.15	1,896.42	(396.42)		(396.42)
POSTAGE	2,300	300.00	2,108.52	191.48		191.48
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,085.83	11,490.11	1,009.89		1,009.89
ANNUAL REPORT	200	-0-	191.00	9.00		9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-
CHAIRS	750	750.00	750.00	-0-		-
STAFF ROOM FURNITURE	500	49.80	49.80	450.20		450.20
MAINT. EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	255.95	702.95	(2.95)		(2.95)
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	-0-	14,219.34	5,780.66		5,780.66
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	17,500	-0-	17,882.55	(382.55)		(382.55)
BURGLAR ALARM	1,500	-0-	-0-	1,500.00		1,500.00

TOTAL*

\$513,925 \$ 42,824.95 \$458,265.08 \$55,659.92 \$13,225.77 \$42,434.15

*SOURCE OF FUNDS

TOWN OF WEST ORANGE \$418,425
 ADDITIONAL APPROPRIATION-WO 8,707
 LIBRARY ACCUMULATED REVENUE 86,793

TOTAL SOURCE OF FUNDS \$513,925

THE MONTH OF NOVEMBER 1977

THE MONTH OF NOVEMBER 1977									
	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	N.J. STATE AID FUND		
<u>I CASH FUND, OCTOBER 31, 1977</u>	\$116,714.06	\$ 89,778.01	\$ 23,892.78	\$ 1,177.29	\$ 1,539.73	\$ 326.25	\$ -0-		
<u>ADD:</u>									
FINES			(1,509.20						
NON-RESIDENT FEES			(40.00						
PHOTOCOPY	\$ 1,954.35		(327.30						
BOOK RENTALS			(57.85						
AUDIO-VISUAL			(20.00						
LOST BOOKS	119.04			\$ 119.04	54.85				
EXCESS PROPERTY	54.85								
N.J.STATE AID - 1977	40,734.00								
<u>II TOTAL NOVEMBER 1977-RECEIPTS</u>	\$ 42,862.24	-0-	\$ 1,954.35	\$ 119.04	\$ 54.85	-0-	\$40,734.00		
<u>III TOTAL AVAILABLE I PLUS II</u>	\$159,576.30	\$ 89,778.01	\$ 25,847.13	\$ 1,296.33	\$ 1,594.58	\$ 326.25	\$40,734.00		
<u>IV LESS:</u>									
NOVEMBER 1977-EXPENDITURES	42,824.95	42,824.95							
<u>V TOTAL CASH FUNDS-NOVEMBER 30, 1977</u>	\$116,751.35	\$ 46,953.06	\$ 25,847.13	\$ 1,296.33	\$ 1,594.58	\$ 326.25	\$40,734.00		
<u>ADD: DUE FROM TOWN OF WEST ORANGE</u>		8,706.86							
		55,659.92							
		13,225.77							
<u>LESS: ACCOUNTS PAYABLE-NOVEMBER 30, 1977</u>		\$ 42,434.15							
<u>BUDGET BALANCES AT NOVEMBER 30, 1977</u>									
CASH FUNDS REPRESENTED BY:									
CHECKING A/C-MIDLANTIC NAT'L BANK		\$ 30,756.65					\$ 46,953.06		
MIDLANTIC NAT'L Bk #02-073-10001770		64,658.26					25,847.13		
W.O. S & L Ass'n #10085		18,634.34					1,296.33		
PETTY CASH - CASH FUND		126.25					1,594.58		
PETTY CASH - CASH CHECKING FUND		575.85					326.25		
							40,734.00		
<u>NET CASH</u>		\$114,751.35					\$116,751.35		
<u>CHECKS-LIBRARY CONSULTANT-KENNETH MC PHERSON</u>		2,000.00					13,225.77		
<u>TOTAL CASH FUNDS</u>		\$116,751.35					\$103,525.58		

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1977 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 21, 1977

CHECKS ARE DATED
NOVEMBER 28, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3127	VOID CHECK		
3128	NEW JERSEY BELL	9. TELEPHONE	\$ 161.15
3129	MIDLANTIC NATIONAL BANK (11/30/77)	1. SALARIES	1,589.98
3130	WEST ORANGE CREDIT UNION	1. SALARIES	286.05
3131	STATE OF N.J. - INCOME TAX	1. SALARIES	543.33
3132	TOWN OF WEST ORANGE-HOSPITALIZATION- DECEMBER 1977	26. HOSPITALIZATION	1,085.83
3133	TOWN OF WEST ORANGE - SOCIAL SECURITY- 11/30/77	1. SALARIES	1,387.34
3134	P.E.R.S. -PENSIONS, LOANS, ETC.	1. SALARIES	1,471.45
3135	P.E.R.S. -INSURANCE	1. SALARIES	151.78
3136	P.E.R.S. -SUPP. ANNUITY	1. SALARIES	39.00
	P/R - 11/15/77	1. SALARIES	9,820.22
	P/R - 11/30/77	1. SALARIES	9,686.62
<u>SUB-TOTAL</u>			<u>\$26,222.75</u>
<u>ADD: CHECKS #3055-3126 PRESENTED FOR</u> PAYMENT AT NOVEMBER 21, 1977 MEETING			<u>16,606.53</u>
CHECKS ISSUED FOR MONTH OF NOVEMBER 1977			\$42,829.28
<u>LESS: DEPOSIT 11/30/77 - A/V MATERIALS</u>			<u>4.33</u>
<u>TOTAL EXPENDITURES - MONTH OF NOVEMBER 1977</u> <u>PER BUDGET REPORT</u>			<u>\$42,824.95</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

By: *Robert M. Novick*

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON DECEMBER 21, 1977

CHECKS ARE DATED
DECEMBER 21, 1977

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3137	DAVID MEHER	22. A/V MATERIALS	\$ 45.00
3138	A. ABORN EXTERMINATING Co., Inc.	11. SERVICE CONTRACTS	15.00
3139A	AMERICAN LIBRARY ASS'N	2. BOOKS	\$ 7.25
B	" " "	2. "	<u>16.00</u> 23.25
3140	AIR CONTROLLED ENVIRONMENT	6. MAINT - MAIN	63.00
3141	APPLE TREE PRESS	2. BOOKS	14.25
3142A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	38.70
B	" " "	11. " "	<u>38.50</u> 77.20
3143	BAIRD'S MANUAL FOUNDATION, INC.	2. BOOKS	17.50
3144A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	14.91
B	" " " " "	2. "	20.47
C	" " " " "	2. "	<u>11.24</u> 46.62
3145A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	38.24
B	" " " " "	2. "	<u>22.39</u> 60.63
3146A	THE BAKER & TAYLOR Co.	2. BOOKS	<u>12.10</u>
B	" " " " "	2. "	<u>11.28</u> 23.38
3147A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	<u>16.39</u>
B	" " " " "	2. "	<u>73.37</u> 89.76
3148	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	32.00
3149A	R. R. BOWKER	2. BOOKS	15.50
B	" " "	2. "	173.00
C	" " "	2. "	130.00
D	" " "	2. "	19.95
E	" " "	2. "	<u>28.50</u> 366.95
3150A	BROADSTREET, INC.	4. SUPPLIES	(3.95)
B	" " "	4. "	4.80
C	" " "	4. "	3.00
D	" " "	4. "	2.20
E	" " "	4. "	8.25
F	" " "	4. "	12.76
G	" " "	4. "	20.75
H	" " "	4. "	(12.76)
I	" " "	4. "	(11.59)
J	" " "	4. "	<u>12.00</u> 35.46
3151A	BRODART, INC.	11. SERVICE CONTRACTS	(65.00)
B	" " "	11. " "	43.36
C	" " "	4. SUPPLIES	394.90
D	" " "	4. "	<u>4.50</u> 377.76
3152	BROADSTREET, INC.	4. SUPPLIES	5.96
3153	AL'S AUTO PARTS, INC.	8. MAINT. MAIN.	21.08
3154	J. S. CANNER & Co.	2. BOOKS	22.89
3155	THE CENTER FOR ANALYSIS OF PUBLIC ISSUES: N.J. MAGAZINE	19. MAGAZINES	7.50
3156	CENTER TYPEWRITER Co.	4. SUPPLIES	33.36
3157	CHAMBERS RECORD CORP.	21. A/V MATERIALS	181.15
3158	COLUMBIA UNIVERSITY PRESS	2. BOOKS	35.40
3159	CONGRESSIONAL QUARTERLY, INC.	2. "	35.63
3160	CRESTWOOD HOUSE	2. "	31.48
3161	CURTIS SERVICE, INC.	8. MAINT. MOB.	47.50

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON DECEMBER 21, 1977

CHECKS ARE DATED
DECEMBER 21, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3162A	DIMONDSTEIN BOOK Co., INC.	2. Books	\$ 315.52	
B	" " " "	2. "	85.83	
C	" " " "	2. "	286.09	
D	" " " "	2. "	169.92	
E	" " " "	2. "	143.95	
F	" " " "	2. "	340.51	
G	" " " "	2. "	67.54	
H	" " " "	2. "	229.97	
I	" " " "	2. "	279.55	
J	" " " "	2. "	150.18	
K	" " " "	2. "	146.15	
L	" " " "	2. "	279.84	
M	" " " "	2. "	139.60	
N	" " " "	2. "	195.92	
O	" " " "	2. "	331.66	
P	" " " "	2. "	62.29	
Q	" " " "	2. "	20.12	
			<u>\$ 3,204.40</u>	
3163	DOBBS BROS. LIBRARY BINDING Co. OF VA.	3. BINDING		182.18
3164A	DOUBLEDAY & Co., INC.	2. Books	63.75	
B	" " " "	2. "	12.82	
C	" " " "	2. "	5.46	
D	" " " "	2. "	13.09	
E	" " " "	2. "	8.48	
F	" " " "	2. "	18.93	
G	" " " "	2. "	16.38	
H	" " " "	2. "	38.22	
I	" " " "	2. "	4.85	
J	" " " "	2. "	8.48	
K	" " " "	2. "	(6.10)	
L	" " " "	2. "	35.78	220.14
3165	ENCYCLOPEDIA BRITANNICA EDUCATIONAL CORP.	2. BOOKS		71.45
3166	FACTS ON FILE, INC.	20. NEWSPAPERS & PAMPH.		229.50
3167	FARM JOURNAL	2. BOOKS		4.65
3168A	FOWLER AGENCY, INC.	5. INSURANCE	3,080.62	
B	" " " "	5. "	(304.00)	
C	" " " "	5. "	(903.00)	1,873.62
3169	MAX FREEMAN & Co., INC.	6. MAINT. MAIN		64.45
3170	GALE RESEARCH Co.	2. BOOKS		340.10
3171	GAYLORD BROS., INC.	8. MAINT. MOB.		120.00
3172	G.D.A.N.J.-UNION LIST Ms. SUSAN WOOD	20. NEWSPAPERS & PAMPH.		9.00
3173	ANDREA GROVER	4. SUPPLIES		15.00
3174A	J. L. HAMMETT Co.	4. SUPPLIES	7.53	
B	" " " "	4. "	15.42	22.95
3175	HERMAN PUBLISHING Co.	2. BOOKS		10.51
3176A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	8.50	
B	" " " "	4. "	86.26	
C	" " " "	4. "	1.64	
D	" " " "	4. "	3.85	
E	" " " "	4. "	2.89	
F	" " " "	4. "	5.00	108.14

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON DECEMBER 21, 1977

CHECKS ARE DATED
DECEMBER 21, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3177	KRAUSE PUBLICATIONS	2. BOOKS	\$ 18.20
3178A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	\$ 182.00
B	" " " " "	4. "	28.90
3179A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	182.00
B	" " " " "	4. "	182.00
3180	THE LAWYERS CO-OPERATIVE PUBLISHING Co.	2. BOOKS	18.75
3181	LEAGUE OF WOMEN VOTERS OF THE U.S.	20. NEWSPAPERS & PAMPH.	10.00
3182	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	105.20
3183	LIBRARY BINDING Co. OF PA., INC.	3. BINDING	81.90
3184A	Mc GRAW-HILL BOOK Co.	2. BOOKS	22.75
B	" " " " "	2. "	7.31
3185A	MAC MILLAN PUBLISHING Co., INC.	2. "	16.42
B	" " " " "	2. "	5.56
C	" " " " "	2. "	7.15
D	" " " " "	2. "	8.00
3186	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	37.13
3187	MARKETING SERVICES DIV.		808.00
3188A	J. M. MOREHOUSE PRINTING Co., INC.	2. BOOKS	150.00
B	" " " " "	4. SUPPLIES	106.00
C	" " " " "	4. "	143.00
3189	NATIONAL FUEL OIL, INC.	4. "	113.00
3190	NEW JERSEY BANKERS ASSOC.	6. MAINT. MAIN.	836.45
3191A	N.J.C.T. CORP.	2. BOOKS	5.00
B	" " " " "	4. SUPPLIES	99.40
C	" " " " "	4. "	93.85
3192	NOYES DATA CORPORATION	4. "	85.60
3193	IRVING OSTROW	2. BOOKS	278.85
3194	PAMPHLET PUBLICATIONS DIV. OF RMA	2. BOOKS	17.00
3195	PRAKKEN PUBLICATIONS, INC.	24. LEGAL SERVICES	500.00
3196A	PRENTICE-HALL, INC.	20. NEWSPAPERS & PAMPH.	6.00
B	" " " " "	2. BOOKS	16.07
C	" " " " "	2. BOOKS	25.36
3197	PRESCRIPTION CENTER	2. "	5.52
3198	PUBLIC SERVICE ELECTRIC & GAS Co.	2. "	37.60
3199	REGENT BOOK Co., INC.	4. SUPPLIES	68.48
3200	SHAR-FREY, INC.	6. MAINT. MAIN.	9.54
3201	ST. MARTIN'S PRESS, INC.	2. BOOKS	883.24
3202	CAROL STAR, EDITOR	2. "	65.22
3203	STEMMER HOUSE PUBLISHERS, INC.	2. "	3.12
3204	STIPES PUBLISHING Co.	2. "	32.85
3205	TECHNICAL SERVICES MID-YORK LIBRARY	20. NEWSPAPERS & PAMPH.	4.00
3206A	TIME LIFE	2. BOOKS	18.65
B	" " " " "	2. BOOKS	6.80
		20. PAMPHLETS	12.00
		2. BOOKS	10.98
		2. "	10.98

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON DECEMBER 21, 1977

CHECKS ARE DATED
DECEMBER 21, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3207	XEROX CORPORATION	25. PHOTO COPY	\$ 112.68
3208A	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	\$ 77.70
B	" " "	20. "	25.90
3209	MIDLANTIC NATIONAL BANK	1. SALARIES	1,562.69
3210	W. O. CREDIT UNION	1. SALARIES	286.05
 <u>SUB-TOTAL</u>			 \$ 15,232.19
LESS: CHECK #3137 DAVID MEHER			\$ 45.00
	#3207 XEROX PHOTO COPY MACHINE		112.68
	#3209 MIDLANTIC NATIONAL BANK-W/T 12/15/77		1,562.69
	#3210 W. O. CREDIT UNION 12/15/77		286.05
			<u>2,006.42</u>
 <u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT -</u> <u>NOVEMBER 1977</u>			 \$ 13,225.77

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

By: _____

Elwain Manke CPA