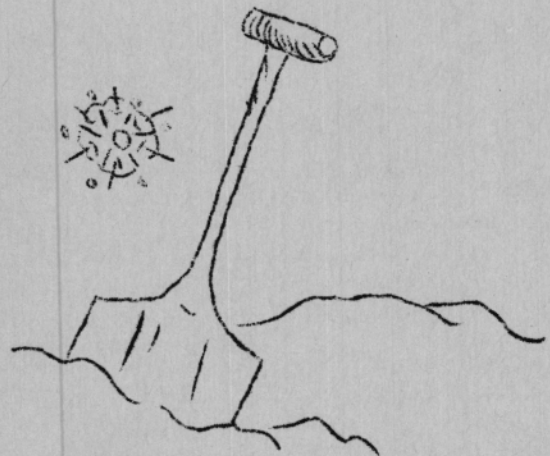


## AGENDA

JANUARY 25, 1978

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. New Business
  - a. Professional Service Contract
  - b. Bank Signatories Resolution
  - c. Transfer of 1977 Accumulated Revenues Resolution
  - d. By-law Revision
  - e. Appoint Committee to investigate replacement of attorney
9. Communications
10. Community Participation
11. Adjournment



## MINUTES

### BOARD OF TRUSTEES MEETING JANUARY 28, 1978

The meeting was called to order at 10:05 A.M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Nancy Herman, Mary Loughren, Albert Kupferer, and William Sagosz. Also present were Lola N. Reed, Director, Stewart Manheim, Board Accountant and several residents and members of the staff.

#### OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 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 1978 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 December 21, 1977 as presented. Mrs. Herman seconded the motion, and it was carried unanimously.

#### ELECTION OF OFFICERS:

Mrs. Grover, representing the nominating committee, presented the following slate of officers for 1978:

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

As no other nominations were proposed, Mr. Kupferer made a motion that the slate of nominees be accepted as presented. Mr. Sagosz seconded the motion, and it was passed unanimously.

#### TREASURER'S REPORT:

##### 1) Bills Presented for Payment:

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

##### 2) Financial Statement:

Mr. Manheim noted that as a result of careful budgeting by the Board of Trustees, the library has \$349.63 remaining in the unexpended budget from the amended budget of \$513,925.





He reviewed the final budget report for 1977. Exhibit A details final budget modifications for 1977; Exhibit B is the statement of fund balances as of 12/31/77; Exhibit C compares final balances for 12/31/77 and 12/31/76; Exhibit D is a statement of the accumulated revenues for the year ending 12/31/77.

Acting upon Mr. Manheim's recommendation, Mr. Sagosz made a motion adopting the following resolution:

- I RESOLVED: That the 1977 West Orange Free Public Library Budget be modified to the total amount of \$513,575.37 to cover the actual 1977 encumbrances/expenditures. Such modification shall be covered by the 1977 Proposed Budget as granted by the Town of West Orange in the amount of \$427,131.86 plus the appropriation of \$86,443.51 accumulated Revenue as follows:

Amount Transferred to 1977 Budget Fund	
From Accumulated Revenue - 12/31/76	\$86,793.14
Less: Unexpended 1977 Budget 12/31/77	349.63
Total Appropriation to 1977 Budget Fund	
from Accumulated Revenue	<u>\$86,443.51</u>

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

Miss Loughren made a motion to adopt the following resolution:

- II RESOLVED: The following 1977 funds be transferred to Accumulated Revenues:

1. 1977 Fines & Reserves Fund	\$28,864.92
2. 1977 Lost Book Fund	1,311.68
3. 1977 Book Sales & Excess Property Sold Fund	1,673.58
4. 1977 State Aid Fund	40,734.00
5. Balance of Budget Fund - 1977	<u>349.63</u>
Total Funds to be Transferred to Accumulated	
Revenue	<u>\$72,933.81</u>

Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Sagosz moved that the following resolution be accepted:

- III RESOLVED: Payments made to Library Consultant, Kenneth McPherson in the amount of \$2,000 paid during 1977 and \$500 paid in January 1978 or a total of \$2,500 be charged to the 1977 Budget.



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

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

#### DIRECTOR'S REPORT:

The snowstorm of January 17th and 18th caused serious leakage problems. The insurance company has been notified of the water damage caused by the leaks in the roof. This includes books, catalog cards, catalog drawers, magazines and records. The estimated damage comes to approximately \$2,211.49 which includes wages for the retyping of the cards. The adjuster was given a list of the items damaged. Mr. Flynn will find out if repairs can be made by the Town. If not, the Board must pay for the roof repairs.

Mrs. Reed recommended that the Board investigate the rules and regulations dealing with the sprinkler system which is included in the new addition. Librarians do not advocate using this method because of the water damage done to books.

The Town did very little plowing for the library during the large storm of January 19th and 20th. Mr. Refinski and Mr. Toohey worked as hard as they could to clear parking and walking areas. It was unfortunate, that the library as a public building, did not receive adequate help from the town's plows.

Mrs. Reed requested the Board of Trustees to consider January 15, Martin Luther King's birthday as a legal holiday for the library.

It was pointed out to the Board that the library has been without a contract for Heating, Ventilation, and Air Conditioning services. Mr. Ostrow had reviewed the contract, found it now to be in order, and suggests the Board approve it.

Mr. Sagosz made a motion to accept the Air Control Environment contract for 1978. It was seconded by Miss Loughren, and carried unanimously.

#### NEW BUSINESS:

##### a. Professional Service Contract:

Mr. Kupferer made a motion to award the Professional Services Contract in excess of \$2,500 to Stewart Manheim, of Manheim, Kosson, and Novick C. P. A.'s and Nathan Honig of Samuel Klein and Company, Auditors for the year 1978. Mrs. Herman seconded the motion, and it was carried unanimously.

Announcements of the award will be submitted to the newspapers, and a copy attached to the Minutes.





## NEW BUSINESS CONTINUED:

## b. Depositories:

Mrs. Herman made a motion designating the following depositories and associated accounts to be maintained for library monies for the year 1978:

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 and Loan, Account #10085.
4. Petty Cash Checking Account - Midlantic Bank, Account #734-08486.

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

## c. Unemployment Insurance:

Mr. Manheim stated that effective January 1, 1978, unemployment insurance coverage will be extended to library employees. Therefore, provision for an Unemployment Compensation Fund must be made for the amount of money withheld from employees' salaries (approx. \$1,200). These funds will be used when someone becomes unemployed. Also, 1% payment to the 1978 Budget must be provided for the Board's portion (approx. \$2,500) for either the State's fund or the Library Board's fund for Unemployment Insurance. Mrs. Reed will write for information about the two options available to employers: a) The Benefit Reimbursement Method by which the employer will reimburse the Unemployment Trust Fund for benefits paid to its former employees or b) The Contribution Tax Method by which employers will pay 1% of each employee's wages up to \$6,200. The method to be used will be chosen at a later date, as more information is needed to define the law.

Mrs. Herman made a motion to establish a Statement Savings Fund to read: "The West Orange Public Library N. J. Unemployment Compensation Fund", in Midlantic Bank. The motion was seconded by Mr. Kupferer and was carried unanimously.

Mrs. Strauss stated that in regard to the 1978 Budget, no final determination has been made as yet by the Town Council. As the library budget is short approximately \$47,000, the Board must approach the Council before they meet. A 5% CAP is still in effect for Municipalities.

An additional Board of Trustees meeting will be held on Saturday, February 4, 1978 at 10:00 A. M. in the Director's Office. The agenda will include 1) Committee report on the building, 2) How to approach the Town Council about the budget.



## OLD BUSINESS:

Mr. Sagosz moved that Bonnie Aronson's hourly rate be based upon her annual salary, divided by 1890 hours. This would be in the amount of \$5.16 per hour. Miss Loughren seconded the motion, and it was passed unanimously.

## COMMITTEES:

Mrs. Strauss appointed the following members to serve on the committees for 1978:

- 1) Building and Grounds - Mr. Pasmantier and Mr. Sagosz.
- 2) Personnel - Mr. Kupferer and Mrs. Grover.
- 3) Financial - Miss Loughren and Mrs. Herman.

Mrs. Strauss requested all Board members to study the By-laws and perhaps discuss any changes, if needed.

Mrs. Strauss appointed Mrs. Herman and Miss Loughren to investigate replacement of services of an attorney for the Board. The committee will find in what areas the Board might have a legal problem, and if a need exists. Once that it is determined if it necessary to engage an attorney, than a mechanism will be set up for a search.

## COMMUNICATIONS:

- 1) Mrs. Grover read a letter addressed to Mr. Bob Gillen, Treasurer of the Friends of the Library from Mr. Peter Masi, 19 Williams Street, West Orange. Mr. Masi has generously donated \$1,000 to the Friends.
- 2) Mrs. Connor of West Orange, sent a letter to Mrs. Reed, praising the staff for their helpfulness.
- 3) A letter received from a patron, who had been mailed a lawyer's letter, was discussed. Mrs. Reed will wait a bit longer before replying to the patron's letter, in hopes that the book in question will be found.
- 4) Mrs. Bonnie Aronson requested the Personnel Committee to review her hourly rate. (See Old Business)
- 5) Mrs. Reed related a visit she had with Mr. Kass, a library patron, who highly praised the staff for their efficiency and courtesy.
- 6) Mrs. Reed had a conversation with Mr. Murphy of PERS in Trenton. He stated that after 1955, all employees making over \$500 must join the pension fund. This is mandatory. The only exception to this rule, would be Mrs. Annette Tangreti, who because of long length of service, would have to repay too much in arrears. She has the option of deciding



to join or not. Three members of the staff will have to join and pay their portion into the fund. The employer also pays a portion. It was noted that this amount, along with the Unemployment Compensation Insurance, is not reflected in the 1978.

Mr. Manheim related that a bill for a raise in the cost of living for retired employees has been received. He suggested a contingency fund be set up.

- 7) Mrs. Reed said that the Audit Report has been received. The question of the outstanding Petty Cash Checking Account checks has been resolved. She noted that an explanation of these checks, which were in such small amount (page 8 of report), could have been given to the auditors when they were going over the accounts at the library.

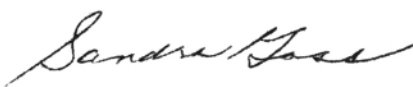
#### AUDIENCE PARTICIPATION:

Mr. Gillen, representing the Friends, gratefully acknowledged Mr. Masi's \$1,000 donation. It has been deposited into the Friend's Account. He also told the Board of the difficulty in obtaining help in starting projects, such as the book sale. The Friends desperately need helping hands. For instance, the book sale needs to be planned and the staff will have to organize and run it, as there are only a couple of working members of the Friends.

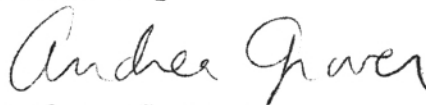
Mr. Ostrow stated that his lawyer's letter must be removed from library use. He will compose a letter to use over Mrs. Reed's signature which should suffice in dealing with delinquent borrowers.

The meeting was adjourned at 12:00 P. M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees



FORM OF NEWSPAPER ANNOUNCEMENT OF AWARD OF  
PROFESSIONAL SERVICES CONTRACT IN EXCESS OF  
\$2,500 PER N. J. S. 40:A-11-1 et. seq.

"The Board of Trustees of the West Orange Free Public Library announce that Stewart Manheim of Manheim, Kosson & Novick C. P. A.'s, and Nathan Honig of Samuel Klein & Co., Auditors, have been appointed to furnish professional services in management and discharge duties pertaining to the Budgetary, Financial, and Administrative requirements of the West Orange Free Public Library; by Board Resolution as follows:

"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, and Administrative requirements of the West Orange Free Public Library; and

"WHEREAS, the Local Public Contracts Law (N. J. S. 40A-11-1 et. seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publically advertised:

"NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED, by the Board of Trustees of the West Orange Free Public Library as follows:

(1) The President and Secretary are hereby authorized and directed to execute the agreement with Stewart Manheim of Manheim, Kosson & Novick, C.P.A.s and Nathan Honig of Samuel Klein & Co., Auditors for performance of the aforesaid services.

(2) The contract is awarded without competitive bidding for professional services under the provisions of the aforesaid Local Public Contracts Law."

Paul O. Starnes  
President, Board of Trustees

Charles J. Friel  
Secretary

1/25/78

## LIBRARY DIRECTOR'S

### MONTHLY REPORT

January 25, 1978

A few minor problems like a blizzard, a snowstorm, staff illnesses, sick mobilibrary, a leaky roof, and a number of other incidents, bolstered our courage and determination to open the library for business "as usual" during the month of January.

In most instances we succeeded but the Nor'easter of Thursday and Friday January 19th and 20th cut our opening hours to four on Friday. The snowstorm of the 17th and 18th resulted in our having to close early on Tuesday and the entire day of Wednesday because of serious leakage problems. Damage totals are not yet known but our insurance company, the Fowler Agency, has been informed. We expect damages to be much more than our first estimate because of extensive water damage to a recently acquired card catalog, catalog cards, books, etc.

Since the State of New Jersey recognizes Martin Luther King's birthday as a holiday and many banks and businesses, including some libraries, close on that day, I most respectfully request your thoughts and action on considering January 15, a legal holiday.

On August 16, 1976 you voted to have J. W. Signal Company to install a fire alarm/smoke detection system at a cost of \$4,139 and later the tie-in with Town Hall. The system is operable. It is finished even to the Code Number given us by the municipality.

On January 16, 1978 a couple of men representing Guardian Sprinkler Company of Elizabeth, N. J. surveyed the building, checked out our current fire detection system, took a copy of blueprints for study, announced to Mrs. Goss that they planned to remove the existing alarm system in favor of the sprinkler, a system which I, as well as other library directors strenuously oppose. Sprinklers water-damage books.

If this procedure is permitted, the more than \$4,000 will go down the drain. Instead, may I suggest that you consider the book theft detection system which is not currently in the plans.

Our 12 year old snow blower has had it. We are told that it cannot be repaired because parts are no longer being manufactured. An effort to purchase a new one is fruitless. None are in stock at any of the nine businesses we have contacted. Only one merchant, Mr. Epstein, of Orange, is taking orders for next Spring. He promises to send quotes.






Services rendered by the Mobilibrary have been sporadic. On January 4 it was in the shop for repairs. After more than a week it was returned to its route. Then the snows came.

Because of the hazardous road conditions we find it impractical to venture out until it is safe.

You are aware that we are operating without a contract for HVAC. Now that the legal clarifications have been supplied by Mr. Silverstein of Environmental Control, I suggest that the contract be voted on tonight.

After all the depressing news a note of cheer is in order. A "new friend" Mr. Peter Masi of 19 William Street, West Orange, has donated a check in the amount of \$1,000 to the New Friends of the West Orange Public Library.

We received copies of the 1976 Audit Report on December 29, 1977.

  
Lola N. Reed  
Director



WEST ORANGE FREE PUBLIC LIBRARY  
BUDGET REPORT - MONTH OF DECEMBER 1977  
LIBRARY BOARD MEETING OF JANUARY 26, 1978  
FINAL BUDGET MODIFICATIONS - YEAR 1977

	1976 ACTUAL EXPENSES BY LIBRARY	1977 ACTUAL EXPENSES BY LIBRARY	1977 AMENDED BUDGET	1977 UNEXPENDED OR OVER-ENCUMBERED BALANCES AS COMPARED WITH 1977 AMENDED BUDGET
SALARIES AND WAGES	\$300,164.17	\$324,401.45	\$322,885	(\$ 1,516.45)
CONTRACTUAL SERVICES:				
BINDING	739.42	1,107.31	1,000	( 107.31)
COMMUNITY SERVICES	575.18	248.55	500	251.45
TRANSPORTATION	244.09	266.00	300	34.00
SEMINARS AND WORKSHOPS	567.42	831.73	600	( 231.73)
AUDIT	1,650.00	1,650.00	1,650	-0-
MANAGEMENT AND PROFESSIONAL Scvs.	9,200.00	9,700.00	9,700	-0-
LEGAL	2,074.34	2,000.00	2,000	-0-
CONTRACTUAL MAINTENANCE & REPAIRS:				
MAIN LIBRARY-UTILITIES	15,975.57	19,045.49	20,000	954.51
MAIN LIBRARY-REPAIRS	3,549.90	6,107.38	7,000	892.62
TORY CORNER-RENTAL	540.00	540.00	540	
BOOKMOBILE	6,207.68	5,332.30	5,300	( 32.30)
SERVICE CONTRACTS	3,476.10	3,237.32	3,500	262.68
MATERIALS & SUPPLIES:				
BOOKS	60,579.62	57,449.53	55,000	( 2,449.53)
SUPPLIES	11,380.36	11,079.01	10,000	( 1,079.01)
PERIODICALS, SERIALS AND NEWSPAPERS	5,660.35	5,942.98	8,000	2,057.02
PAMPHLETS	477.91	485.69	500	14.31
AUDIO/VISUAL-MATERIALS	779.41	1,573.67	1,500	( 73.67)
MISCELLANEOUS OTHER EXPENSES:				
INSURANCE	5,071.31	5,653.74	6,000	346.26
TELEPHONE	1,686.61	1,896.42	1,500	( 396.42)
POSTAGE	2,265.90	2,108.52	2,300	191.48
EMPLOYEE HEALTH BENEFIT PLAN	11,162.41	12,575.94	12,500	( 75.94)
ANNUAL REPORT	-0-	191.00	200	9.00
EQUIPMENT:				
SHELVING-BOOKS	2,353.53	-0-	-0-	-0-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-
CHAIRS	820.05	750.00	750	-0-
STAFF ROOM FURNITURE	-0-	49.80	500	450.20
MAINTENANCE EQUIPMENT	989.99	-0-	500	500.00
AUDIO/VISUAL EQUIPMENT	648.10	747.95	700	( 47.95)
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	16,879.60	18,221.04	20,000	1,778.96
PUBLIC EMPLOYEES RETIREMENT SYSTEM	14,173.32	17,882.55	17,500	( 382.55)
BURGLAR ALARM	-0-	-0-	1,500	1,500.00
FIRE ALARM SYSTEM	4,161.98	-0-	-0-	-0-
LIBRARY CONSULTANT		2,500.00	-0-	( 2,500.00)
<u>TOTAL ACTUAL EXPENSES-1976</u>	<u>\$484,054.32</u>			
<u>TOTAL ACTUAL EXPENSES-1977</u>		<u>\$513,575.37</u>		
<u>TOTAL AMENDED BUDGET-1977</u>			<u>\$513,925</u>	
<u>NET UNEXPENDED BUDGET BALANCES</u>				<u>\$ 349.63</u>

PREPARED WITHOUT AUDIT.



## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF FUND BALANCES

DECEMBER 31, 1977

	BALANCE PER STATEMENT OF FUNDS RECEIPTS AT DEC. 31, 1977 AS PRESENTED TO LIBRARY BOARD MEETING JAN. 25, 1978	TO TRANSFER 1977 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID AND BALANCE OF 1977 BUDGET FUND TO ACCUMULATED REVENUE AND EXCHANGE K. MC PHERSON- TO BUDGET	BALANCE OF FUNDS AFTER RESOLUTIONS
1977 BUDGET FUND	\$ 349.63		2/(\$ 349.63)	\$ -0-
1977 FINES & RESERVES FUND	28,864.92	(\$28,864.92)		-0-
1977 LOST BOOK FUND	1,311.68	( 1,311.68)		-0-
1977 BOOK SALES & EXCESS PROPERTY FUND	1,673.58	( 1,673.58)		-0-
PETTY CASH & CHANGE FUND	326.25			326.25
1977 STATE AID FUNDS	40,734.00		1/( 40,734.00)	-0-
ACCUMULATED REVENUE FUNDS	-0-	31,850.18	3/ 41,083.63	72,933.81
<u>TOTAL</u>	<u>\$ 73,260.06</u>			<u>\$ 73,260.06</u>
ADD: ACCOUNTS PAYABLE- 12/31/77	8,421.83			8,421.83
<u>TOTAL CASH FUNDS 12/31/77</u>	<u>\$ 81,681.89</u>	<u>-0-</u>	<u>-0-</u>	<u>\$ 81,681.89</u>
1/ TO TRANSFER 1977 STATE AID TO ACCUMULATED REVENUE				\$ 40,734.00
2/ TO TRANSFER BALANCE OF 1977 BUDGET FUND TO ACCUMULATED REVENUE				349.63
<u>SUB-TOTAL</u>				41,083.63
3/ TO TRANSFER:				
FINES AND RESERVES			\$ 28,864.92	
LOST BOOK FUND			1,311.68	
BOOK SALES AND EXCESS PROPERTY FUND			<u>1,673.58</u>	<u>31,850.18</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/77</u>				<u>\$ 72,933.81</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY  
COMPARATIVE BALANCE SHEET  
DECEMBER 31, 1977 -1976

	<u>BALANCE</u> <u>DECEMBER 31, 1977</u>	<u>BALANCE</u> <u>DECEMBER 31, 1976</u>
<u>ASSETS</u>		
<u>CASH</u>		
CHECKING ACCOUNT	\$ 27,727.42	\$ 17,980.02
SAVINGS ACCOUNTS	53,683.03	82,563.56
PETTY CASH FUNDS	230.19	263.16
CHANGE FUNDS	41.25	41.25
	<hr/>	<hr/>
<u>TOTAL CASH AND ASSETS</u>	<u>\$ 81,681.89</u>	<u>\$100,847.99</u>
 <u>LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>		
ACCOUNTS PAYABLE	\$ 8,421.83	\$ 13,728.60
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>326.25</u>	<u>326.25</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	8,748.08	14,054.85
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>72,933.81</u>	<u>86,793.14</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$ 81,681.89</u>	<u>\$100,847.99</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ACCUMULATED REVENUES  
FOR THE YEAR ENDED DECEMBER 31, 1977

ACCUMULATED REVENUES:BALANCE, JANUARY 1, 1977

\$ 86,793.14

(DECREASES) TO ACCUMULATED REVENUES:TRANSFER TO 1977 BUDGET FUND, PER  
RESOLUTION 5/25/77

( 86,793.14)

BALANCE-0-ADDITIONS TO ACCUMULATED REVENUES

1977 FINES AND RESERVES

\$ 28,864.92

1977 LOST BOOK FUNDS

1,311.68

1977 BOOK SALES AND EXCESS PROPERTY FUND

1,673.58

\$ 31,850.18

1977 STATE AID RECEIVED

40,734.00

1977 BALANCE OF BUDGET FUND

349.6341,083.63ACCUMULATED REVENUES - DECEMBER 31, 1977,  
PER EXHIBIT C\$ 72,933.81

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1977 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$513,575.37 TO COVER THE ACTUAL 1977 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1977 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$427,131.86 PLUS THE APPROPRIATION OF \$86,443.51 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1977 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/76	\$ 86,793.14
LESS: UNEXPENDED 1977 BUDGET - 12/31/77	<u>349.63</u>
<u>TOTAL APPROPRIATION TO 1977 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$ 86,443.51</u>

II RESOLVED:

THE FOLLOWING 1977 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1977 FINES AND RESERVES FUND	\$ 28,864.92
2. 1977 LOST BOOK FUND	1,311.68
3. 1977 BOOK SALES AND EXCESS PROPERTY SOLD FUND	1,673.58
4. 1977 STATE AID FUND	40,734.00
5. BALANCE OF BUDGET FUND - 1977	<u>349.63</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	<u>\$ 72,933.81</u>

III RESOLVED:

PAYMENTS MADE TO LIBRARY CONSULTANT, KENNETH MC PHERSON IN THE AMOUNT OF \$2,000 PAID DURING 1977 AND \$500 PAID IN JANUARY 1978 OR A TOTAL OF \$2,500 BE CHARGED TO THE 1977 BUDGET.

( coming from 1977 budget just held in abeyance. )

1. Sigosz  
Hes.

2. Loughren  
Kup.

3. Sager  
Loughren.

## WEST ORANGE FREE PUBLIC LIBRARY

## B U D G E T   R E P O R T

MONTH OF DECEMBER

LIBRARY BOARD MEETING OF JANUARY 25, 1978

## EXPENDITURES

	AMENDED BUDGET 1977	PAID MONTH OF DECEMBER 1977	1977 ACCUMULATED BUDGET EXPENDITURES PAID 12 MONTHS ENDED 12/31/77	UNEXPENDED BUDGET BALANCE 12/31/77	BILLS/ACCTS. PAYABLE 12/31/77 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 12/31/77
SALARIES AND WAGES	\$322,885	\$ 26,250.46	\$324,401.45	(\$ 1,516.45)		(\$1,516.45)
CONTRACTUAL SERVICES:						
BINDING	1,000	264.08	1,066.36	( 66.36)	\$ 40.95	( 107.31)
COMMUNITY SERVICES	500	34.25	234.15	265.85	14.40	251.45
TRANSPORTATION	300	23.10	266.00	34.00		34.00
SEMINARS AND WORKSHOPS	600	177.00	831.73	( 231.73)		( 231.73)
AUDIT	1,650	-0-	-0-	1,650.00	* 1,650.00	-0-
MANAGEMENT & PROF.SERVICES	9,700	808.00	8,888.00	812.00	812.00	-0-
LEGAL	2,000	500.00	2,000.00	-0-		-0-
CONTRACTUAL MAINT.& REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,719.69	18,056.89	1,943.11	988.60	954.51
MAIN LIBRARY-REPAIRS	7,000	166.65	6,107.38	892.62		892.62
TORY CORNER-RENTAL	540		405.00	135.00	135.00	-0-
BOOKMOBILE	5,300	188.58	5,109.60	190.40	222.70	( 32.30)
SERVICE CONTRACTS	3,500	55.56	3,104.97	395.03	132.35	262.68
MATERIALS & SUPPLIES:						
BOOKS	55,000	5,120.52	54,085.25	914.75	3,364.28	( 2,449.53)
SUPPLIES	10,000	1,980.47	10,889.77	( 889.77)	189.24	( 1,079.01)
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	374.10	5,912.98	2,087.02	30.00	2,057.02
PAMPHLETS	500	33.70	462.10	37.90	23.59	14.31
AUDIO-VISUAL-MATERIALS	1,500	181.15	1,430.73	69.27	142.94	( 73.67)
MISC. OTHER EXPENSES:						
INSURANCE	6,000	1,878.62	5,477.96	522.04	175.78	346.26
TELEPHONE	1,500		1,896.42	( 396.42)		( 396.42)
POSTAGE	2,300		2,108.52	191.48		191.48
EMPLOYEE HEALTH BENEFIT PLAN	12,500	1,085.83	12,575.94	( 75.94)		( 75.94)
ANNUAL REPORT	200		191.00	9.00		9.00
EQUIPMENT:						
SHELVING-BOOKS	-0-		-0-	-0-		-0-
SHELVING-MAGAZINES	-0-		-0-	-0-		-0-
CHAIRS	750		750.00	-0-		-0-
STAFF ROOM FURNITURE	500		49.80	450.20		450.20
MAINT. EQUIPMENT	500		-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	700	45.00	747.95	( 47.95)		( 47.95)
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	20,000	4,001.70	18,221.04	1,778.96		1,778.96
PUBLIC EMPLOYEES RETIREMENT SYSTEM	17,500		17,882.55	( 382.55)		( 382.55)
BURGLAR ALARM	1,500		-0-	1,500.00		1,500.00
					(** 500.00	
					(** 2,000.00	( 2,500.00)
<b>TOTAL*</b>	<b>\$513,925</b>	<b>\$ 44,888.46</b>	<b>\$503,153.54</b>	<b>\$10,771.46</b>	<b>\$10,421.83</b>	<b>\$ 349.63</b>

## \*SOURCE OF FUNDS

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

\* INVOICE NOT RECEIVED  
AS OF 1/25/78\*\* CHARGED TO BUDGET PER  
RESOLUTION 1/25/78

ACCOUNTS PAYABLE	\$ 8,421.83
TRANSFER TO BUDGET	2,000.00
	<b>\$ 10,421.83</b>

WEST ORANGE FREE PUBLIC LIBRARY

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

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1977 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 25, 1978

CHECKS ARE DATED  
DECEMBER 21, 1977

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3211	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,592.76
3212	W. O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3213	STATE OF N.J. - INCOME TAX	1. SALARIES	529.34
3214	TOWN OF W.O.-HOSPITALIZATION-JANUARY 1978	26. HOSPITALIZATION	1,085.83
3215	TOWN OF W.O.-SOCIAL SECURITY-DEC. 1977	1. SALARIES	1,194.17
3216	TOWN OF W.O.-EMPLOYERS SOCIAL SECURITY- 4TH QTR. 1977	27. EMPLOYERS SOCIAL SECURITY	4,001.70
3217	TOWN OF W.O.-ADMINISTRATION CHARGES- 4TH QTR. 1977	28. ADMINISTRATIVE CHARGE	1.00
3218	VOID		
3219	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,556.85
3220	P.E.R.S. #20284-GROUP INS. FUND	1. SALARIES	151.78
3221	P.E.R.S. #20284-SUPP. ANNUITY	1. SALARIES	39.00
	NET P/R-12/15/77 #2414-2459 (46)	1. SALARIES	9,252.09
	NET P/R-12/31/77 #2460-2505 (46)	1. SALARIES	9,799.68
<u>SUB-TOTAL</u>			\$ 29,490.25
<u>ADD: CHECKS #3137-3210 PRESENTED FOR</u> PAYMENT ISSUED AT DECEMBER 21, 1977 MEETING			<u>15,232.19</u>
<u>CHECKS ISSUED FOR MONTH OF DECEMBER 1977</u>			\$ 44,722.44
<u>ADD: PETTY CASH CHECKS-OCTOBER, NOVEMBER &amp;</u> DECEMBER 1977, #1012-1065			<u>437.66</u>
<u>SUB-TOTAL</u>			\$ 45,160.10
<u>LESS:</u>	CHECK VOIDED #2784	2. BOOKS	\$ 4.50
	PETTY CASH CHECK VOIDED #337	1. PAMPHLETS	1.00
	PETTY CASH CHECK VOIDED-#584	2. BOOKS	6.00
	CHECK #3207-XEROX PHOTOCOPY MACHINE		112.68
	DEPOSITS-12/30/77	2. BOOKS	11.21
	DEPOSITS-12/31/77-OLIVETTI	4. SUPPLIES	58.13
	PETTY CASH CHECKS -		
	#1012-W.O. FREE PUBLIC LIBRARY	LOST BOOK REFUNDS	4.43
	1015-W.O. FREE PUBLIC LIBRARY	" " "	8.40
	1018-W.O. FREE PUBLIC LIBRARY	" " "	7.75
	1034-MARY MELVIN	" " "	11.70
	1038-W.O. FREE PUBLIC LIBRARY	" " "	12.20
	1047-W.O. FREE PUBLIC LIBRARY	" " "	10.00
	1060-W.O. FREE PUBLIC LIBRARY	" " "	15.00
	1061-LESLIE BROOMAL	" " "	4.98
	1064-B. GROSSMAN	" " "	3.66
			<u>271.64</u>
<u>TOTAL EXPENDITURES - MONTH OF DECEMBER 1977</u> <u>PER BUDGET REPORT</u>			<u>\$ 44,888.46</u>

PAYMENT RECOMMENDED BY:

*Lela Reed*

PAYMENT APPROVED BY:

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

BY:

*Stewart Novick*

WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1977 BILLS PRESENTED FOR PAYMENT  
ON JANUARY 25, 1978

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR  
THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1977

<u>DATE</u> <u>1977</u>	<u>VOUCHER</u> <u>NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
10/1	1012	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	\$ 4.43
10/6	1013	R.R. BOWKER	2. BOOKS	3.95
10/8	1014	N.J. LIBRARY ASS'N	14. CONVENTIONS	12.00
10/10	1015	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.40
10/12	1016	NEWARK PUBLIC LIBRARY	15. WORKSHOPS & SEMINARS	4.25
10/17	1017	LOLA REED	10. COMMUNITY RELATIONS	9.25
10/20	1018	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	7.75
10/21	1019	POPULATION REFERENCE BUREAU, INC.	20. NEWSPAPERS & PAMPHLETS	1.00
10/21	1020	CAMBRIDGE UNIVERSITY PRESS	20. " "	2.50
10/21	1021	WORLDWATCH INSTITUTE	20. " "	2.00
10/21	1022	NATIONAL ASS'N FOR RETARDED CHILDREN	20. " "	1.05
10/21	1023	ORTON SOCIETY	20. " "	1.75
10/21	1024	CONSUMER'S NEWS, INC.	20. " "	2.00
10/21	1025	S A N E	20. " "	1.50
10/21	1026	AMERICAN LIBRARY ASS'N	20. " "	4.00
10/21	1027	HAZELDEN FOUNDATION	20. " "	.45
10/21	1028	SUPERINTENDENT OF DOCUMENTS	20. " "	.55
10/21	1029	BOWLING GREEN STATE UNIVERSITY	20. " "	.95
10/21	1030	MADMOISELLE C & C	20. " "	.50
10/21	1031	B A Y A	20. " "	2.00
10/24	1032	MARK DONNELLY	12. TRANSPORTATION	4.50
10/21	1033	SANDRA GOSS	12. " "	4.00
10/22	1034	MARY MELVIN	LOST BOOK REFUND	11.70
10/22	1035	LOLA REED	4. SUPPLIES	10.25
10/22	1036	LOLA REED	12. TRANSPORTATION	7.10
11/2	1037	SCHNEIDER HARDWARE CO.	6. MAIN.	7.20
11/7	1038	W. O. PUBLIC LIBRARY	LOST BOOK REFUND	12.20
11/9	1039	N.J. LIBRARY ASS'N	15. WORKSHOPS & SEMINARS	10.00
11/9	1040	RUTGERS UNIVERSITY	15. " "	4.50
11/9	1041	SHIRLEY ITKIN	4. SUPPLIES	1.87
11/9	1042	BILL TOOHEY	12. TRANSPORTATION	7.50
11/9	1043	CHUBB AND SON, INC.	5. INSURANCE	5.00
11/14	1044	SHIRLEY ITKIN	4. SUPPLIES	5.92
11/14	1045	ALA	14. CONVENTIONS	65.00
11/14	1046	TREASURER-STATE OF N.J.	2. BOOKS	10.00
11/14	1047	W.O. FREE PUBLIC LIBRARY	LOST BOOK REFUND	10.00
11/18	1048	AMERICAN ENTERPRISES FOR PUBLIC POLICY RESEARCH	20. NEWSPAPERS & PAMPHLETS	2.00
11/18	1049	MONITOR CENTER FOR COMMUNITY CHANGE	20. " "	1.25
11/18	1050	BELWIN MILLS PUB. CORP.	20. " "	2.00
11/19	1051	W. O. PUBLIC LIBRARY	15. WORKSHOPS & SEMINARS	15.00
11/19	1052	EMMA L. CZARNECKI	14. CONVENTIONS	12.00
11/22	1053	LOLA REED	15. WORKSHOPS & SEMINARS	14.75
11/28	1054	SHIRLEY ITKIN	10. COMMUNITY RELATIONS	25.00
11/29	1055	LOLA N. REED	14. CONVENTIONS	10.00
12/1	1056	EAST ORANGE PUBLIC LIBRARY	15. WORKSHOPS & SEMINARS	4.50
12/6	1057	LE JOHN'S LIQUORS	4. SUPPLIES	9.47
12/6	1058	SUPREME BAKERS	4. SUPPLIES	18.00
12/9	1059	NAT'L COMMITTEE FOR PREVENTION OF CHILD ABUSE	20. NEWSPAPERS & PAMPHLETS	1.70
12/9	1060	W. O. PUBLIC LIBRARY	LOST BOOK REFUND	15.00



WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1977 BILLS PRESENTED FOR PAYMENT  
ON JANUARY 25, 1978

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR  
THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1977

<u>DATE</u> <u>1977</u>	<u>VOUCHER</u> <u>NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
12/9	1061	LESLIE BROOMALL	LOST BOOK REFUND	\$ 4.98
12/9	1062	E. L. CZARNECKI	4. SUPPLIES	28.98
12/9	1063	LOLA REED	4. "	12.35
12/22	1064	B. GROSSMAN	LOST BOOK REFUND	3.66
12/22	1065	W.O. PUBLIC LIBRARY	15. WORKSHOPS & SEMINARS	10.00
<u>TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT</u>				<u>\$ 437.66</u>
<u>FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1977</u>				<u></u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Robert Mankin* *9.4*

WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON JANUARY 25, 1978

CHECKS ARE DATED  
JANUARY 25, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3222	MIDLANTIC NAT'L BANK	1. SALARIES	\$ 1,536.87
3223	W. ORANGE CREDIT UNION	1. SALARIES	286.05
3224	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS	15.00
3225	ALASKA NORTHWEST PUB. Co.	2. BOOKS	5.95
3226	AMERICAN ACADEMY OF PEDIATRICS	20. PAMPHLETS	12.00
3227	AMERICAN CRAFTS COUNCIL	2. BOOKS	4.00
3228	ASS'N FOR CHILDHOOD EDUCATION	20. PAMPHLETS	3.85
3229A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 39.00
B	" " "	11. " "	43.10
3230A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	84.54
B	" " " "	2. "	40.93
C	" " " "	2. "	9.05
3231A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	7.13
B	" " " "	2. "	13.97
3232A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	7.10
B	" " " "	2. "	253.72
C	" " " "	2. "	7.53
3233	BETSY WARRIOR	2. BOOKS	268.35
3234A	R. R. BOWKER	2. BOOKS	3.50
B	" " " "	2. "	28.50
3235	R. R. BOWKER	2. BOOKS	65.00
3236A	BRO-DART, INC.	4. SUPPLIES	( 10.90)
B	" " " "	4. "	144.00
3237	C. W. ASSOCIATES	2. BOOKS	14.50
3238	CENTER FOR INFORMATION ON AMERICA	2. BOOKS	3.00
3239	CHAMBERS RECORD CORP.	21. A/V MATERIALS	89.04
3240	COMMERCE CLEARING HOUSE, INC.	20. PAMPHLETS	5.74
3241	COMMONWEALTH WATER Co.	6. MAINT. MAIN.	69.05
3242	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	6.20
3243	CONTINUING EDUCATION DEBATE PROGRAM	20. PAMPHLETS	2.00
3244	CRONER PUBLICATIONS, INC.	2. BOOKS	27.95
3245A	CURTIS SERVICE, INC.	8. MAINT. MOB.	56.87
B	" " " "	8. " "	165.83
3246A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	128.71
B	" " " "	2. "	193.15
C	" " " "	2. "	180.84
D	" " " "	2. "	166.03
E	" " " "	2. "	136.68
F	" " " "	2. "	( 92.64)
G	" " " "	2. "	115.49
H	" " " "	2. "	46.41
I	" " " "	2. "	43.60
J	" " " "	2. "	101.88
3247A	DOUBLEDAY & Co., INC.	2. BOOKS	50.82
B	" " " "	2. "	12.20
C	" " " "	2. "	14.55
D	" " " "	2. "	26.26
E	" " " "	2. "	49.37
3248	DUN AND BROADSTREET, INC.	2. BOOKS	153.20
3249	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	157.50
3250	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS	9.76
3251	FARRAR, STRAUS & Co., INC.	2. BOOKS	26.26
3252	GALE RESEARCH Co.	2. BOOKS	5.88
			36.00

WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON JANUARY 25, 1978

CHECKS ARE DATED  
JANUARY 25, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3253	HIPPOCRENE BOOKS, INC.	2. BOOKS	\$ 17.30
3254	IPC BUSINESS PRESS, LTD.	2. BOOKS	41.00
3255	ISLAND HERITAGE LIMITED	2. BOOKS	10.75
3256A	KAUFMANS' SENTRY HARDWARE	4. SUPPLIES	\$ 2.14
B	" " "	4. " "	<u>8.00</u> 10.14
3257	LAPAT DUPLICATING & OFFICE SUPPLIES	4. " "	46.00
3258	LIBRARY BINDERY CO. OF PA., INC.	3. BINDING	40.95
3259	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SVCS.	812.00
3260	MODERN MASS MEDIA, INC.	21. A/V SOFTWARE	53.90
3261	NATIONAL DIRECTORY SERVICE, INC.	2. BOOKS	14.25
3262	NATIONAL REGISTER PUBLISHING CO., INC.	2. " "	68.50
3263	NEW JERSEY BELL	9. TELEPHONE	164.38
3264	NEW JERSEY BELL	9. TELEPHONE	11.40
3265	NEW JERSEY LAW JOURNAL	2. BOOKS	18.75
3266	NEWSPAPER ENTERPRISE ASS'N, INC.	2. BOOKS	19.80
3267	ODD JOHN COMPANY	2. BOOKS	22.50
3268	PITNEY BOWES	11. SERVICE CONTRACTS	35.25
3269	R. L. POLK & CO.	2. BOOKS	39.43
3270	PUBLIC SERVICE E & G CO.	6. MAINT. MAIN.	919.55
3271	SHENGOLD PUBLISHERS, INC.	2. BOOKS	18.40
3272	SILVER BURDETT CO.	2. " "	9.17
3273A	STANDARD AND POOR'S CORP.	2. BOOKS	364.50
B	" " " "	2. " "	<u>495.00</u> 859.50
3274	STANDARD & POOR'S CORP.	2. BOOKS	185.00
3275	THE STAR-LEDGER	11. COMMUNITY RELATIONS	14.40
3276	WASHINGTONIAN BOOKS	2. BOOKS	7.95
3277	WEST ORANGE CHRONICLE	20. NEWSPAPERS	30.00
3278	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY	135.00
3279	JAMES T. WHITE & CO.	2. BOOKS	7.16
3280	WORRALL PUBLICATIONS, INC.	2. MICROFILMS	8.50
3281	KENNETH F. MC PHERSON	LIBRARY CONSULTANT	500.00
3282	XEROX CORP.	25. PHOTOCOPY	54.53
<u>SUB-TOTAL</u>			8,649.28
<u>LESS: CHECK #3222- MIDLANTIC NAT'L BANK-W.T. 1/15/78</u>			1,536.87
3223- W.O. CREDIT UNION - 1/15/78			286.05
3282- XEROX CORP.-PHOTOCOPY MACHINE			<u>54.53</u>
			1,877.45
<u>ADD: ADDITIONAL ACCOUNTS PAYABLE -SAMUEL L. KLEIN &amp; Co.</u>			6,771.83
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - DECEMBER 31, 1977</u>			1,650.00
			8,421.83
<u>ADD: TRANSFER OF EXCHANGE - KENNETH MC PHERSON,</u>			
LIBRARY CONSULTANT TO BUDGET - PAYMENT MADE			
DURING 1977 AS PER RESOLUTION 1/25/78			<u>2,000.00</u>
<u>TOTAL ACCOUNTS PAYABLE DECEMBER 31, 1977 AND</u>			
<u>TRANSFER OF EXCHANGES TO BUDGET</u>			<u>\$ 10,421.83</u>

PAYMENT RECOMMENDED BY:

*Lea Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Hewart*

WEST ORANGE FREE PUBLIC LIBRARY  
BUDGET REPORT - MONTH OF DECEMBER 1977  
LIBRARY BOARD MEETING OF JANUARY 26, 1978  
FINAL BUDGET MODIFICATIONS - YEAR 1977

	1976 ACTUAL EXPENSES BY LIBRARY	1977 ACTUAL EXPENSES BY LIBRARY	1977 AMENDED BUDGET	1977 UNEXPENDED OR OVER-ENCUMBERED BALANCES AS COMPARED WITH 1977 AMENDED BUDGET
SALARIES AND WAGES	\$300,164.17	\$324,401.45	\$322,885	(\$ 1,516.45)
CONTRACTUAL SERVICES:				
BINDING	739.42	1,107.31	1,000	( 107.31)
COMMUNITY SERVICES	575.18	248.55	500	251.45
TRANSPORTATION	244.09	266.00	300	34.00
SEMINARS AND WORKSHOPS	567.42	831.73	600	( 231.73)
AUDIT	1,650.00	1,650.00	1,650	-0-
MANAGEMENT AND PROFESSIONAL SCVS.	9,200.00	9,700.00	9,700	-0-
LEGAL	2,074.34	2,000.00	2,000	-0-
CONTRACTUAL MAINTENANCE & REPAIRS:				
MAIN LIBRARY-UTILITIES	15,975.57	19,045.49	20,000	954.51
MAIN LIBRARY-REPAIRS	3,549.90	6,107.38	7,000	892.62
TORY CORNER-RENTAL	540.00	540.00	540	
BOOKMOBILE	6,207.68	5,332.30	5,300	( 32.30)
SERVICE CONTRACTS	3,476.10	3,237.32	3,500	262.68
MATERIALS & SUPPLIES:				
BOOKS	60,579.62	57,449.53	55,000	( 2,449.53)
SUPPLIES	11,380.36	11,079.01	10,000	( 1,079.01)
PERIODICALS, SERIALS AND NEWSPAPERS	5,660.35	5,942.98	8,000	2,057.02
PAMPHLETS	477.91	485.69	500	14.31
AUDIO/VISUAL-MATERIALS	779.41	1,573.67	1,500	( 73.67)
MISCELLANEOUS OTHER EXPENSES:				
INSURANCE	5,071.31	5,653.74	6,000	346.26
TELEPHONE	1,686.61	1,896.42	1,500	( 396.42)
POSTAGE	2,265.90	2,108.52	2,300	191.48
EMPLOYEE HEALTH BENEFIT PLAN	11,162.41	12,575.94	12,500	( 75.94)
ANNUAL REPORT	-0-	191.00	200	9.00
EQUIPMENT:				
SHELVING-BOOKS	2,353.53	-0-	-0-	-0-
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-
CHAIRS	820.05	750.00	750	-0-
STAFF ROOM FURNITURE	-0-	49.80	500	450.20
MAINTENANCE EQUIPMENT	989.99	-0-	500	500.00
AUDIO/VISUAL EQUIPMENT	648.10	747.95	700	( 47.95)
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	16,879.60	18,221.04	20,000	1,778.96
PUBLIC EMPLOYEES RETIREMENT SYSTEM	14,173.32	17,882.55	17,500	( 382.55)
BURGLAR ALARM	-0-	-0-	1,500	1,500.00
FIRE ALARM SYSTEM	4,161.98	-0-	-0-	-0-
LIBRARY CONSULTANT		2,500.00	-0-	( 2,500.00)
<u>TOTAL ACTUAL EXPENSES-1976</u>	<u>\$484,054.32</u>			
<u>TOTAL ACTUAL EXPENSES-1977</u>		<u>\$513,575.37</u>		
<u>TOTAL AMENDED BUDGET-1977</u>			<u>\$513,925</u>	
<u>NET UNEXPENDED BUDGET BALANCES</u>				<u>\$ 349.63</u>

PREPARED WITHOUT AUDIT.

## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF FUND BALANCES

DECEMBER 31, 1977

	BALANCE PER STATEMENT OF FUNDS RECEIPTS AT DEC. 31, 1977 AS PRESENTED TO LIBRARY BOARD MEETING JAN. 25, 1978	TO TRANSFER 1977 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID AND BALANCE OF 1977 BUDGET FUND TO ACCUMULATED REVENUE AND EXCHANGE K. MC PHERSON- TO BUDGET	BALANCE OF FUNDS AFTER RESOLUTIONS
1977 BUDGET FUND	\$ 349.63		2/(\$ 349.63)	\$ -0-
1977 FINES & RESERVES FUND	28,864.92	(\$28,864.92)		-0-
1977 LOST BOOK FUND	1,311.68	( 1,311.68)		-0-
1977 BOOK SALES & EXCESS PROPERTY FUND	1,673.58	( 1,673.58)		-0-
PETTY CASH & CHANGE FUND	326.25			326.25
1977 STATE AID FUNDS	40,734.00		1/( 40,734.00)	-0-
ACCUMULATED REVENUE FUNDS	-0-	31,850.18	3/ 41,083.63	72,933.81
<u>TOTAL</u>	<u>\$ 73,260.06</u>			<u>\$ 73,260.06</u>
<u>ADD: ACCOUNTS PAYABLE-</u> 12/31/77	8,421.83			8,421.83
<u>TOTAL CASH FUNDS 12/31/77</u>	<u>\$ 81,681.89</u>	<u>-0-</u>	<u>-0-</u>	<u>\$ 81,681.89</u>
1/ TO TRANSFER 1977 STATE AID TO ACCUMULATED REVENUE				\$ 40,734.00
2/ TO TRANSFER BALANCE OF 1977 BUDGET FUND TO ACCUMULATED REVENUE				349.63
<u>SUB-TOTAL</u>				41,083.63
3/ TO TRANSFER:				
FINES AND RESERVES			\$ 28,864.92	
LOST BOOK FUND			1,311.68	
BOOK SALES AND EXCESS PROPERTY FUND			1,673.58	31,850.18
<u>TOTAL ACCUMULATED REVENUES 12/31/77</u>				<u>\$ 72,933.81</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY  
COMPARATIVE BALANCE SHEET  
DECEMBER 31, 1977 -1976

BALANCE  
DECEMBER 31, 1977

BALANCE  
DECEMBER 31, 1976

ASSETS

<u>CASH</u>		
CHECKING ACCOUNT	\$ 27,727.42	\$ 17,980.02
SAVINGS ACCOUNTS	53,683.03	82,563.56
PETTY CASH FUNDS	230.19	263.16
CHANGE FUNDS	41.25	41.25
	<hr/>	<hr/>
<u>TOTAL CASH AND ASSETS</u>	<u>\$ 81,681.89</u>	<u>\$100,847.99</u>

LIABILITIES, RESERVES AND  
ACCUMULATED REVENUES

ACCOUNTS PAYABLE	\$ 8,421.83	\$ 13,728.60
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>326.25</u>	<u>326.25</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	8,748.08	14,054.85
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>72,933.81</u>	<u>86,793.14</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$ 81,681.89</u>	<u>\$100,847.99</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ACCUMULATED REVENUES  
FOR THE YEAR ENDED DECEMBER 31, 1977

ACCUMULATED REVENUES:BALANCE, JANUARY 1, 1977

\$ 86,793.14

(DECREASES) TO ACCUMULATED REVENUES:TRANSFER TO 1977 BUDGET FUND, PER  
RESOLUTION 5/25/77

( 86,793.14)

BALANCE-0-ADDITIONS TO ACCUMULATED REVENUES

1977 FINES AND RESERVES

\$ 28,864.92

1977 LOST BOOK FUNDS

1,311.68

1977 BOOK SALES AND EXCESS PROPERTY FUND

1,673.58

\$ 31,850.18

1977 STATE AID RECEIVED

40,734.00

1977 BALANCE OF BUDGET FUND

349.6341,083.63ACCUMULATED REVENUES - DECEMBER 31, 1977,  
PER EXHIBIT C\$ 72,933.81

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1977 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$513,575.37 TO COVER THE ACTUAL 1977 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1977 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$427,131.86 PLUS THE APPROPRIATION OF \$86,443.51 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1977 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/76	\$ 86,793.14
LESS: UNEXPENDED 1977 BUDGET - 12/31/77	<u>349.63</u>
<u>TOTAL APPROPRIATION TO 1977 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u><u>\$ 86,443.51</u></u>

II RESOLVED:

THE FOLLOWING 1977 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1977 FINES AND RESERVES FUND	\$ 28,864.92
2. 1977 LOST BOOK FUND	1,311.68
3. 1977 BOOK SALES AND EXCESS PROPERTY SOLD FUND	1,673.58
4. 1977 STATE AID FUND	40,734.00
5. BALANCE OF BUDGET FUND - 1977	<u>349.63</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	<u><u>\$ 72,933.81</u></u>

III RESOLVED:

PAYMENTS MADE TO LIBRARY CONSULTANT, KENNETH MC PHERSON IN THE AMOUNT OF \$2,000 PAID DURING 1977 AND \$500 PAID IN JANUARY 1978 OR A TOTAL OF \$2,500 BE CHARGED TO THE 1977 BUDGET.



MINUTES  
BOARD OF TRUSTEES MEETING  
ADDITIONAL MEETING OF  
FEBRUARY 4, 1978

An additional meeting of the Board of Trustees was held on Saturday, February 4, 1978 at 10:20 A. M. Members present were: Andrea Grover, Albert Kupferer, Mary Loughren, Paul Pasmantier, William Sagosz, and Anita Strauss. Also present were Lola N. Reed, Director, Stewart Manheim, Board Accountant, and Bob Gillen from Friends of the Library.

Mrs. Strauss reported on a meeting she had had with the Mayor and Business Administrator on February 3, 1978 concerning the budget.

Mr. Manheim stated that we were short-changed, as the Town went by last year's remittances which included fines, reserves, lost books, and State Aid. He noted that \$11,000 was left over from the 1976 budget to the 1977 budget. However, this year, very little was available to carry over from the operating budget. The library is short \$47,105.

Mrs. Strauss mentioned that Mr. Corwick recommended that the library reject the option of paying into the state fund for Unemployment Compensation Insurance. Mr. Manheim suggested that the Board use caution in assuming Mr. Corwick's position.

Mr. Pasmantier found the books and salary lines to have the largest amounts of money available to make cuts in the budget. The Board discussed the pros and cons of increments versus cost of living. Other possibilities to make budget cuts were mentioned such as a cutback in the use of utilities, a cut in hours that the library is open, the legal line, and the removal of the Mobilibrary from operation. It was noted that next year, the town will petition Trenton to raise the CAP for the new addition.

Mr. Pasmantier asked if there was any formula used in determining the amount of money detailed for books. Mrs. Reed stated that first of all, book buying has been cut for the last two years because of space. In regard to a formula used, she said that the decision is usually based upon patron need and interests. The West Orange Library has been known as a bestseller library. We cut other areas to keep the bestsellers.

Mr. Pasmantier had been asked by Mrs. Helen Meyers of South Orange, if the library would accept book donations. Mrs. Reed indicated that she would be pleased to accept them, if the library can do what it wishes with them.

Mr. Manheim inquired if it would be possible for the Town to take over some responsibilities and expenses of the library such as utilities, maintenance--as Mr. Toohey's salary, and evening maintenance. Mrs. Reed explained that at one time, supplies for cleaning purposes came from the Town. There is also a possibility that if Frank Refinski is removed from the library, we would be left without a custodian. In regard to the repair of the ceiling, Mrs. Reed had been told by Mr. Flynn that he would contact Mr. Ricca in hopes that town employees can repair it.

CSU 16972 117

In reply to Mr. Sagosz' question about cutting back on magazines and periodicals, Mrs. Reed explained that each year Miss Cushing and herself check the magazine list for cuts and additions. Cost of periodicals have tripled, and replacements are high-priced. She related that serials such as "Masterplots" are classified as standing orders and are received every year.

#### BUILDING COMMITTEE REPORT:

Mr. Pasmantier spoke about his meeting with Thomas Lehman. There is a state ruling that for a certain amount of open square footage, you must have a sprinkler system or firewall enclosing certain open space. An estimate of \$35,000 was made for a sprinkler system for the entire building. The alternatives to this are:

1. A firewall can be built, which can be placed around existing walls. However, the glass in front of the Children's Room would have to be eliminated and replaced by a solid wall.
2. Another alternative would be to create a new wall separating the Young Adult area from the rest of the library.

It was noted that the sprinkler system is not required by the state unless the additional space built would exceed 50% of the present building. Mr. Sagosz related that according to the Fowler Insurance Agency, the installation of a sprinkler system would not decrease the amount of premiums paid.

Mr. Pasmantier suggested that the specifications be reviewed by other builders to substantiate the amount quoted by Pellechia Construction Co. for firewalls (\$7,900). The Board could then approach the builder and negotiate the cost involved if the additional estimates are less than \$7,900.

The use of brick facing versus pre-cast composition for the facing of the addition was discussed. Mr. Pasmantier urged the Board to approach the Town Council for permission to use the \$29,000 contingency for the brick facing. In regard to the question of the roof repairs on the existing structure, he deemed it necessary to obtain estimates, along with a guarantee for work performed, and to meet with the Council at a later date, as this is a maintenance item.

Mr. Pasmantier made a motion to go to the Town Council to request an additional \$29,000 to face the addition in brick as opposed to pre-cast composition in accordance to a letter dated 11/22/77 to Mr. Corwick in the form of a change order. Miss Loughren seconded the motion, and it was unanimously approved.

Mrs. Strauss will write a letter to the Council President requesting a meeting.



The Building Committee along with Board Attorney Ostrow, met with Thomas Lehman on January 31, 1978. It was determined by Mr. Ostrow that a complete new set of plans had been drawn up by Mr. Lehman to submit with the application for the building loan. As the concept of the building had to be changed from the original plans, Mr. Ostrow recommended payment of the architect's fee.

Therefore, Mr. Kupferer made a motion directing Mr. Corwick to pay Mr. Thomas Lehman, Architect, the balance on a bill the Board of Trustees had submitted October 20, 1977, on advice of the Board Attorney. Mr. Sagosz seconded the motion, and it was carried unanimously.

The meeting was adjourned at 12:30 P. M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees

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**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
**FEBRUARY 28, 1978**

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. New Business
  - a. Unemployment Compensation Insurance
  - b. Reserve Book Limit of Time
  - c. Parking in Library Lot
  - d. Proposals of David Futornick
  - e. Payment of Bill for Mr. Lehman, dated 12/21/77
8. Old Business
9. Communications
10. Community Participation
11. Adjournment



1. Introduction

2. Objectives and Scope

3. Methodology

4. Results

5. Discussion

6. Conclusion

7. Acknowledgements

8. References

9. Appendix

10. Glossary

11. Index

12. Bibliography

13. Appendix

14. Glossary

15. Index

16. Bibliography

17. Appendix

18. Glossary

19. Index

20. Bibliography

21. Appendix

22. Glossary

23. Index

24. Bibliography



MINUTES  
BOARD OF TRUSTEES MEETING  
FEBRUARY 28, 1978

The meeting was called to order at 8:05 P. M. by Vice-President William Sagosz. Members present were: Andrea Grover, Nancy Herman, Albert Kupferer and Mary Loughren constituting a quorum. Also present were Director Lola N. Reed, and Stewart Manheim, Board Accountant. Several members of the staff were also present.

OPEN PUBLIC MEETINGS ACT:

The Vice-President opened the meeting and stated that on January 3, 1978 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 1978 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger" the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand delivered to the Town Clerk.

MINUTES:

Miss Loughren made a motion to accept the Minutes of the January 28, 1978 Board of Trustees meeting with the following corrections: P. 6, paragraph 1 to end with 1978 Budget. P. 3, paragraph 3 to identify Mr. Flynn as Town Purchasing Agent. Mrs. Herman seconded the motion, and it was passed unanimously.

Mr. Kupferer made a motion to accept the Minutes of the February 4, 1978 Board of Trustees meeting with the following corrections: P. 1, paragraph 8 to identify Mr. Ricca as Supervisor of the Public Works Dept., and Mr. Flynn as Town Purchasing Agent. Page 2, paragraph 1 to read: Miss Cushing and she. The motion was seconded by Miss Loughren and carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Sagosz questioned payment of voucher #3296 under Line Item--Books in the amount of \$785.00 to New Grove Dictionary of Music. It was explained that this item was actually purchased at a discount through the Essex County Libraries as a group purchase. Therefore, the price was less than if we had ordered it individually.

Mr. Sagosz pointed out Voucher #3316 under Line Item--Maintenance Mobilibrary in the amount of \$1,088.58 to Curtis Service, Inc. to the attention of the Board. He will check the bills for the past year to see if there is duplication of work and charges.

Mr. Manheim noted that the PERS bill for \$790 has been paid. This is an increase in the cost of living for retired employees (Voucher #3297).



Mrs. Herman made a motion to accept the Bills Presented for Payment for the month of January, 1978. Miss Loughren seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim pointed out to the Board that page 2 of the Financial Statement shows the result of the motion made at the January meeting transferring the 1977 funds including Fines & Reserves, Lost Books, Book Sales, etc. to Accumulated Revenues. When the 1978 Budget is passed, a motion will transfer the Accumulated Revenues to the 1978 Budget. There is an outstanding bill in Accounts Payable for the Audit which will be charged to last year's budget.

Mr. Sagosz read a Memorandum from Acting State Librarian, David C. Palmer containing information of a proposal to amend State Library Aid regulations. If this amendment is given final consideration, municipal and county treasurers shall make State Aid checks immediately available to public library trustees or county library commissioners. Funds must be used within 2 years. If funds are not expended, a plan must be submitted for use of unspent funds. Mr. Sagosz stated that it might be possible to use the State Aid funds to offset the shortage in the 1978 budget.

Mrs. Herman made a motion to transfer \$42,000 from 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.

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

DIRECTOR'S REPORT:

The parking lot was discussed. There is a shortage of spaces due to the accumulation and illegally parked cars. Parking stickers are being put on the violators' cars. Mrs. Reed would like more cooperation from the Town in plowing the lower lots thereby freeing more space for staff vehicles.

In a recent conference between Mrs. Reed and Mr. Corwick, the Business Administrator, Mr. Corwick advised Mrs. Reed to send in an application for funds from CETA. Mrs. Reed indicated that help would be needed after construction of the building addition is under-way.

Mrs. Reed requested that Mr. Toohey be allowed to continue assisting Frank Refinski with the custodial duties. To make Mr. Toohey available for this assistance, Mr. Sagosz suggested that the Mobilibrary be taken off the road. Mrs. Herman suggested that, before such action is taken, Mrs. Reed follow up on a previous recommendation to survey the number of transactions at the various stops made by the Mobilibrary.



**COMMITTEE REPORTS:**

Mrs. Grover read a letter from Ada Berger, President of the Employees' Association in which the Board was reminded that a decision as yet has not been made in regard to increase of vacation time for non-professionals, and the shortening of the work week. These issues had been discussed at the November, 1977 Board of Trustees meeting. A discussion was held about making these decisions, and Mrs. Herman made a motion recommending that the Personnel Committee (together with Mr. Manheim) make a study of the costs of these benefits presenting the dollars and cents figures. This report will be prepared and presented to the Board by the April meeting. Miss Loughren seconded the motion, and it was carried unanimously.

Mr. Sagosz reported on the fire sprinkler system that might be required after the library building is expanded. Mr. Flynn, the Town Purchasing Agent indicated that it would not be economically advisable for the library to install a new sprinkler system at an approximate cost of \$35,000 when insurance premium savings would only amount to about \$400 a year. A brief discussion followed about the use of fire walls.

Mrs. Grover made a motion that the Board of Trustees recommend to the Town Council that the library install fire walls and a fire detection system, instead of a sprinkler system, to comply with the fire requirements. Miss Loughren seconded the motion, and it was carried unanimously.

**NEW BUSINESS:****1) Unemployment Insurance Fund:**

Mr. Sagosz made a motion stating that in regard to Unemployment Compensation legislation, the Board of Trustees accepts and approves the contribution tax method as stated in a letter from Mr. Henry J. Michniewski, Head of the Library Development Bureau dated 12/13/77. This is option #2 by which the West Orange Public Library will pay 1% of each employee's wages to a state unemployment fund up to \$6,200. A written request will be submitted before April 30, 1978. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Manheim pointed out that after two years, the Board may change to the other option if it is so desired.

**2) Lehman Bill:**

The Board of Trustees recommended payment of a bill to Thomas Lehman, Architect in the amount of \$1,095.26 dated 12/21/77 for copies of final plans and specifications. The bill will be forwarded to the Business Administrator's Office for payment.

**3) Reserve Books:**

The Board discussed complaints made by patrons about the length of time a reserve book may be checked out. It was determined that Mrs. Reed and the professional staff shall have final judgment in the matter of reserve books.



## 4) Mr. Futornick:

Two programs proposed by David Futornick which dealt with the West Orange Family Baseball Conference, and a musical show were discussed. The Board determined that Mrs. Reed and the library staff should handle the decisions relating to these programs.

Adjournment was at 9:45 P. M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees

SECRETARY OF DEFENSE  
WASHINGTON, D.C.

ATTENTION  
GENERAL

FOR THE SECRETARY OF DEFENSE

TO THE SECRETARY OF DEFENSE

PROCESSED  
The following information was received from the  
Department of Defense on 10/10/68. The information was  
disclosed to the Department of Defense on 10/10/68 and the  
information was disclosed to the Department of Defense on 10/10/68.  
The information was disclosed to the Department of Defense on 10/10/68.

4) THE SECRETARY OF DEFENSE



DIRECTOR'S  
MONTHLY REPORT

FEBRUARY 28, 1978

Although the shortest month in the year, February 1978 has had more happenings than any two months combined! Starting on Friday, February 3rd, a fully loaded gasoline truck overturned as it exited from Route 280 onto Mt. Pleasant Avenue. Because of the heavy spill of gas the library, along with homes and other buildings in the immediate area, was evacuated.

The library was open on Saturday, the 4th but patrons had a hard time getting in because Mt. Pleasant Avenue was still blocked to traffic. Our telephones never stopped ringing.

On Monday, February 6th we closed early because of the threatening blizzard and did not open at all on Tuesday, the 7th. The library was reopened on Wednesday, the 8th but due to unusually bad road conditions, the MOB did not go out until the afternoon of the 9th. On that same day Mrs. Miriam Perry injured her foot while descending the stairs to the Catalog Room.

Monday, the 13th, full-time was given by me to completing the yearly Statistical Report which was due in Trenton on the 15th of February. The Report was sent by certified mail on the morning of the 14th.

On St. Valentine's Day, February 14th, we had more snow but it cleared in the afternoon. The library was open.

Parking has been a major problem for us during this period because 1) snow build up, and 2) inadequate parking spaces, and 3) illegal parking of persons leaving their cars in our lot and going elsewhere (non-library patrons). We started Mr. Toohey keeping record of illegal cars each morning. This has not helped the situation much.

Every effort was made to get the Street Department to plow the snow in our lower parking lots so employees could use them thereby leaving more parking spaces for patrons in the upper lot; but they refused to budge until we were able to get assurance from the contractor through the architect, that construction will not begin for another two weeks, or more. Finally they came. The situation is relieved somewhat.

A vote of thanks should be shown to Mr. Refinski and Mr. Toohey who worked long tedious hours to keep the walks and grounds cleared of snow and ice. The 12 year old snow blower did not help significantly because of the many breakdowns. They shoveled for many hours.



Mr. Carle, insurance adjuster for Chubb & Son, Inc., came in on Wednesday, February 22nd and examined damaged property caused by the roof leaks which occurred last month. He will contact me on Wednesday, March 1, as to how much will be allowed for our losses.

In keeping with Library Laws, three employees--Mary Longo, Maureen Ritter and Ethel Soprano are compelled to join the Public Employees Retirement System. Forms for same have been sent to Trenton.

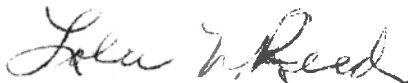
A number of meetings were held in the library during the month. The Rejected Authors and Writers group has brought in interested people from many surrounding communities and mail is coming from all directions. Movies scheduled for vacation week were well attended.

There is some concern over the many hours of overtime put in by Mr. Toohey who doubles as MOB driver and assistant custodian. He has been assisting our regular custodian since the former assistant, George Daniello, had a heart attack. Mr. Toohey's willing help is being used because there is a dire need.

In a conference which was held in the Business Administrator's Office, Mr. Corwick advised me that we could apply for CETA help but our project must employ a minimum of three participants. Our problem is that we do not need three additional full-time custodians at this time. We can use that help after construction is underway.

I mentioned to Mr. Corwick about a conference held in my office with Mr. Joe Torlucci and Frank Refinski more than a year ago. Mr. Torlucci informed me if Mr. Refinski is called in for more than his normal work week, we would have to pay him time and a half, plus he would have to be paid in periods of 4-hour blocks whether he is on the job for 15 minutes, 30 minutes or any length of time up to four hours.

Respectfully submitted,



Lola N. Reed  
Director



WEST ORANGE FREE PUBLIC LIBRARY  
B U D G E T R E P O R T  
 MONTH OF JANUARY 1978  
 LIBRARY BOARD MEETING OF FEBRUARY 28, 1978

EXPENDITURES

	PROPOSED BUDGET 1978	PAID MONTH OF JAN. 1978	(DEDUCT) ACCOUNTS PAYABLE 12/31/77 INCLUDED IN JAN. 1978 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/78	BILLS/ACCTS. PAYABLE AT 1/31/78 PRE- SENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 1/31/78
SALARIES & WAGES	\$352,237	\$ 25,448.27		\$326,788.73		\$326,788.73
BINDING	1,000	40.95	( \$ 40.95)	1,000.00	\$ 278.60	721.40
COMMUNITY SERVICES	500	14.40	( 14.40)	500.00	40.32	459.68
TRANSPORTATION	350			350.00		350.00
SEMINARS AND WORKSHOPS	1,350			1,350.00		1,350.00
AUDIT	1,650			1,650.00		1,650.00
MANAGEMENT & PROF. SVCS.	10,200	812.00	( 812.00)	10,200.00	808.00	9,392.00
LEGAL	2,000			2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	988.60	( 988.60)	23,000.00	2,975.15	20,024.85
MAIN LIBRARY-REPAIRS	7,000			7,000.00	87.00	6,913.00
TORY CORNER-RENTAL	540	135.00	( 135.00)	540.00		540.00
BOOKMOBILE	7,500	222.70	( 222.70)	7,500.00	1,112.28	6,387.72
SERVICE CONTRACTS	4,000	132.35	( 132.35)	4,000.00	510.55	3,489.45
BOOKS	55,000	3,359.33	( 3,364.28)	55,004.95	3,067.85	51,937.10
SUPPLIES-LIBRARY	11,500	183.99	( 189.24)	11,505.25	1,482.54	10,022.71
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	30.00	( 30.00)	8,000.00	21.85	7,978.15
PAMPHLETS	700	23.59	( 23.59)	700.00		700.00
AUDIO-VISUAL-MATERIALS	1,500	142.94	( 142.94)	1,500.00	148.65	1,351.35
INSURANCE	6,000			6,000.00	81.00	5,919.00
TELEPHONE	2,500	160.78	( 175.78)	2,515.00	165.40	2,349.60
POSTGAGE	2,500	300.00		2,200.00		2,200.00
EMPLOYEE HEALTH-HOSPITAL	13,500	1,085.83		12,414.17		12,414.17
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	1,800			1,800.00		1,800.00
SHELVING-BOOKS	-0-			-0-		
READING ROOM-CHAIRS	-0-			-0-		
STAFF FURNITURE	-0-			-0-		
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
SOCIAL SECURITY	21,000			21,000.00		21,000.00
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000			24,000.00	790.73	23,209.27
FIRE ALARM	-0-			-0-		-0-
BURGLAR ALARM	-0-	500.00	( 500.00)	-0-		-0-
JANITORIAL SUPPLIES	1,000			1,000.00	423.71	576.29
SUPPLEMENTAL	4,000			4,000.00		4,000.00
<u>TOTAL</u>	<u>\$568,527</u>	<u>\$ 33,580.73</u>	<u>( \$ 6,771.83)</u>	<u>\$541,718.10</u>	<u>\$ 11,993.63</u>	<u>\$529,724.47</u>

STATEMENT OF ALL FUNDS, RECEIPTS, AND DISBURSEMENTS FOR  
THE MONTH OF JANUARY 1978

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY  
JANUARY 1977 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 28, 1978

CHECKS ARE DATED  
JANUARY 25, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3283	POSTMASTER-WEST ORANGE	13. POSTAGE	\$ 300.00
3284	MIDLANTIC NAT'L BK- W.T. 1/31/78	1. SALARIES	1,455.88
3285	WEST ORANGE CREDIT UNION	1. SALARIES	286.05
3286	TOWN OF W.O.-HOSPITALIZATION-FEB. 1978	26. HOSPITALIZATION	1,085.83
3287	TOWN OF W.O.-SOC. SEC.-JANUARY 1978	1. SALARIES	1,540.21
3288	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,423.84
3289	P.E.R.S. #20284-GROUP INS.	1. SALARIES	151.78
3290	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3291	W.O. FREE PUBLIC LIBRARY -UNEMPLOYMENT COMPENSATION FUND	1. SALARIES	127.31
3292	N.J. GROSS INCOME TAX	1. SALARIES	506.14
	NET P/R-1/13/78 #2506-2551 (46)	1. SALARIES	9,251.57
	NET P/R-1/31/78 #2552-2596 (45)	1. SALARIES	8,843.57
<u>SUB-TOTAL</u>			<u>\$ 25,011.18</u>
<u>ADD:CHECKS -#3222-3282 PRESENTED FOR</u>			
<u>PAYMENT ISSUED-AT JANUARY 25, 1978 MEETING</u>			<u>8,649.28</u>
<u>CHECKS ISSUED FOR THE MONTH OF JANUARY 1978</u>			<u>\$ 33,660.46</u>
<u>LESS: CHECK VOIDED #3083</u>		2. BOOKS	\$ 4.95
CHECK-#3282-XEROX PHOTOCOPY MACH.			54.53
DEPOSITS - 1/11/78		4. SUPPLIES	2.00
- 1/16/78		4. SUPPLIES	3.25
- 1/27/78		TELEPHONE	15.00
			<u>79.73</u>
<u>TOTAL EXPENDITURES - MONTH OF JANUARY 1978</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 33,580.73</u>

PAYMENT RECOMMENDED BY:

*Lela Reed*

PAYMENT APPROVED BY:

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

By: *Heinrich Manheim* 9A

## WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON FEBRUARY 28, 1978

CHECKS ARE DATED  
FEBRUARY 28, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3293	PETTY CASH-CHECKING A/C	EXCHANGE	\$ 200.00
3294	MIDLANTIC NAT'L Bk-W.T. 2/15/78	1. SALARIES	1,686.28
3295	W.O. CREDIT UNION	1. SALARIES	286.05
3296	NEW GROVE DICTIONARY OF MUSIC	2. BOOKS	785.00
3297	PENSION INCREASE FUND-STATE OF N.J.	P.E.R.S.	790.73
3298	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
3299A	AIR CONTROLLED ENVIRONMENT	11. SERVICE CONTRACTS	\$ 379.50
B	" " " "	6. MAINT. MAIN.	43.00
3300A	AL's AUTO PARTS, INC.	8. MAINT. MOB.	3.00
B	" " " "	8. " "	20.70
3301A	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	190.45
B	" " " "	4. " "	14.31
3302	ASSOCIATED UNIVERSITY PRESSES, INC.	2. BOOKS	
3303A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	40.35
B	" " " "	11. " "	38.70
3304A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	13.79
B	" " " "	2. " "	10.20
3305A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	24.83
B	" " " "	2. " "	49.09
C	" " " "	2. " "	53.38
D	" " " "	2. " "	13.74
E	" " " "	2. " "	91.91
3306	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	29.95
3307A	R. R. BOWKER	2. BOOKS	15.95
B	" " " "	2. " "	
3308	BROADCASTING	2. " "	
3309A	BROADSTREET, INC.	4. SUPPLIES	( 5.96)
B	" " " "	4. " "	46.80
C	" " " "	4. " "	34.40
3310A	BRODART, INC.	4. SUPPLIES	74.99
B	" " " "	4. " "	144.00
3311	BURGESS PUBLISHING Co.	2. BOOKS	5.90
3312	C. W. ASSOCIATES	2. BOOKS	4.00
3313A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	58.75
B	" " " "	2. BOOKS	20.00
3314	COLUMBIA BOOKS, INC. PUBLISHERS	2. BOOKS	24.00
3315	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	12.99
3316	CURTIS SERVICE, INC.	8. MAINT. MOB.	1,088.58
3317A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	114.02
B	" " " "	2. " "	266.54
C	" " " "	2. " "	324.56
D	" " " "	2. " "	121.05
E	" " " "	2. " "	( 48.71)
3318	DOBBS BROS. LIBRARY BINDING Co. OF VA.	3. BINDING	
3319A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	52.90
B	" " " "	2. " "	11.25
C	" " " "	2. " "	18.52
D	" " " "	2. " "	9.70
3320	FARMER ELECTRICAL SUPPLY	4. SUPPLIES	
3321	FRENCH & EUROPEAN PUBLICATIONS, INC.	2. BOOKS	
3322A	GALE RESEARCH Co.	2. BOOKS	25.69
B	" " " "	2. " "	38.73
C	" " " "	2. " "	18.65
3323	GARDEN WAY PUBLISHING Co.	2. " "	
3324A	GAYLORD BROS. INC.	4. SUPPLIES	175.83
B	" " " "	4. " "	223.89
C	" " " "	4. " "	154.89
D	" " " "	4. " "	47.49
3325	GENERAL MAGAZINE Co. OF PARA	19. MAGAZINES	19.85
3326	HEARST BOOKS	2. BOOKS	15.58
3327	HUTIG PUBS	2. BOOKS	3.55



WEST ORANGE FREE PUBLIC LIBRARY  
JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON FEBRUARY 28, 1978

CHECKS ARE DATED  
FEBRUARY 28, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3328A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JANITORIAL	\$3.14
B	" " "	4. " "	2.79
C	" " "	4. " "	4.50
			\$ 10.43
3329	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	50.70
3330A	LEWIS PAPER & SUPPLY Co.	4. JANITORIAL SUPPLIES	164.90
B	" " "	4. " "	( 37.00)
			127.90
3331	LIBRARY BINDERY Co. OF PA., INC.	3. BINDING	21.45
3332	LITTON EDUCATIONAL PUBLISHING, INC.	2. BOOKS	28.63
3333A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	9.18
B	" " "	2. " "	19.91
C	" " "	2. " "	13.41
			42.50
3334	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	808.00
3335A	MARGUIS WHO'S WHO, INC.	2. BOOKS	273.50
B	" " "	2. " "	71.50
			345.00
3336	MODERN-MASS MEDIA, INC.	21. A/V MATERIALS	23.00
3337	MONROE	11. SERVICE CONTRACTS	37.00
3338	J.M. MOREHOUSE PRINTING Co., INC.	4. SUPPLIES	73.00
3339	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	2,056.67
3340	NATIONAL LEARNING CORP.	2. BOOKS	8.75
3341	NEW JERSEY BELL	9. TEL.	151.01
3342	NEW JERSEY BELL	9. TEL.	14.39
3343	N.J. CANDY & TOBACCO Co.	4. SUPPLIES	87.10
3344	OXFORD RUBBER STAMP Co.	4. SUPPLIES	139.29
3345	P & P LAWNMOWER REPAIRS	4. JANITORIAL SUPPLIES	35.00
3346	PERDUE RADIO Co.	21. A/V MATERIALS	66.90
3347	PRENTICE-HALL, INC.	2. BOOKS	12.09
3348	PRESCRIPTION CENTER	4. SUPPLIES	15.11
3349	P.S. E. & G. Co.	6. MAINT. MAIN.	918.48
3350	QUIGLEY PUBLISHING Co., INC.	2. BOOKS	45.00
3351	READY REFERENCE PRESS	2. BOOKS	85.25
3352	REGENT BOOK Co., INC.	2. BOOKS	48.59
3353	RESEARCH INSTITUTE OF AMERICA	2. BOOKS	10.00
3354	RESEARCH PRESS	2. BOOKS	7.30
3355	T. K. SANDERSON ORGANIZATION	2. BOOKS	26.50
3356	SILVER BURDETT Co.	2. BOOKS	8.70
3357	THE STAR LEDGER	10. COMMUNITY REL.	40.32
3358	STRYKER-POST PUBLICATIONS, INC.	2. BOOKS	29.25
3359	THOMAS PUBLISHING Co.	2. BOOKS	60.00
3360	TIME-LIFE	2. BOOKS	10.98
3361	NANCY TORO	20. PAMPHLETS	2.00
3362	TOWN OF WEST ORANGE, N.J.	6. MAINT. MAIN.	12.00
3363	THE UNDERWRITING PRINT & PUBL. Co.	2. BOOKS	32.15
3364	THE UNIVERSITY OF CHICAGO PRESS	2. BOOKS	7.40
3365	UNIVERSITY OF WASHINGTON PRESS	2. BOOKS	9.90
3366	UPSTART LIBRARY PROMOTIONALS	4. SUPPLIES	16.25
3367	WATSON-GUPTILL PUBLICATIONS	2. BOOKS	6.50
3368	WEST PUBLISHING Co., INC.	2. BOOKS	42.00
3369	FOWLER AGENCY, INC.	5. INSURANCE	81.00
3370	NORMAN LATHROP ENTERPRISES	2. BOOKS	5.00
3371	WEST CHEMICAL PRODUCTS, INC.	4. JANITORIAL SUPPLY	33.90
	<u>SUB-TOTAL</u>		14,165.96

WEST ORANGE FREE PUBLIC LIBRARY  
JANUARY 1977 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON FEBRUARY 28, 1978

CHECKS ARE DATED  
FEBRUARY 28, 1978

VOUCHER  
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

SUB-TOTAL (FORWARDED)

\$ 14,165.96

LESS: CHECK #3293-PETTY CASH CHECKING A/C  
 #3294-MIDLANTIC NAT'L BK-W/T  
 #3295-W.O. CREDIT UNION

TRANSFER  
 1. SALARIES  
 1. SALARIES

\$ 200.00  
 1,686.28  
286.05

2,172.33

TOTAL ACCOUNTS PAYABLE-PER BUDGET REPORT-  
JANUARY 31, 1978

\$ 11,993.63

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lela Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Stewart Hankin* CH

**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
**MARCH 22, 1978**

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



MINUTES  
BOARD OF TRUSTEES MEETING  
MARCH 22, 1978

The meeting was called to order at 8:00 P. M. by President Anita Strauss. Members present were: Andrea Grover, Nancy Herman, Mary Loughren, Albert Kupferer, Paul Pasmantier and William Sagosz constituting a quorum. Also present were Director Lola N. Reed, Stewart Manheim, Board Accountant, and three members of the community.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 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 1978 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand delivered to the Town Clerk.

MINUTES:

Miss Loughren made a motion to accept the Minutes of the February, 28, 1978 Board of Trustees meeting. Mr. Pasmantier seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Herman made a motion to accept the Bills Presented for Payment for the month of February, 1978. Mr. Sagosz seconded the motion, and it was passed unanimously.

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

Mrs. Manheim noted that as this has been a short month, the bills presented at this meeting are fewer in number than in other months.

2) Financial Report:

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

DIRECTOR'S REPORT:

Mrs. Reed reported that a check in the amount of \$626.49 from Chubb and Son was received for water damage that occurred 1/17/78. Line item-Supplies will be credited with this amount, as cards and a catalog must be replaced.





Mrs. Reed notified Chief DeFazio about vandalism that had occurred on March 20, 1978. Books totaling \$219.15 were damaged and one book drop broken into. As there is a \$250 deductible, insurance will not cover the loss.

Mrs. Claire Schroeder has informed Mrs. Reed that she wishes to retire as of May 31, 1978. As this is such short notice, Mrs. Reed informed Mrs. Schroeder that pension payments may not be forthcoming on her termination date because it takes a few months to process all of the papers. She has advised employees to give adequate notice (preferably 6 months) when applying for retirement benefits.

Mrs. Reed asked the Board to extend the deadline of her Annual Report from March to the April meeting because of personal illness. Permission was granted.

Mrs. Reed talked to Mrs. Annette O'Flaherty, Director of ECETA, and was informed that no funds were available at the present time. Mrs. Strauss requested Mrs. Grover to make application for CETA help so the library will receive aid when future money is made available.

#### COMMITTEES:

##### Building and Grounds:

Mrs. Strauss received a call from Council President Spinelli, that a resolution was adopted at a public meeting of the Town Council which was held on March 21, 1978, approving change orders #1 and #2 for the library addition. To review what has happened up to this point, Mrs. Strauss stated that there was some money in reserve after several alternates were deleted. The Council was asked by the Board to pass a resolution to allow the change orders.

Mr. Pasmantier briefly explained the change orders which include: Change #1 - the facing of the building to brick at an additional cost of \$29,000.00. Change #2 - which involves a total of \$6,868 includes the covering of the main staircase by the Young Adult Dept. (\$1,200); a telephone for handicapped people (\$451); the balance of money designated for the installation of fire walls and changes thereto.

#### Personnel:

The Board discussed the Employees' Association request for increase of vacation time for non-professionals, and the shortening of the work week. Mrs. Herman recommended that a dollar amount be put on increasing vacation days for non-professional full-time workers using the following scale:

- 1-2 years - 12 vacation days
- 3-5 years - 15 vacation days
- 6 years and over - 18 vacation days

A cost factor will be put on these figures. Mr. Sagosz pointed out that this is a recommendation only; not a motion to be put into effect.





Mr. Pasmantier would like the figures of what the Board could save by reducing the 24 vacation days for professional full-time employees to 22 days and 20 days. Mr. Manheim will categorize the full-time employees with the longevity they receive now and compare it to the additional days they might receive with a new scale.

It was determined, according to Mr. Manheim's figures, that it would cost the library approximately \$11,000 to maintain a 35 hour week. Mrs. Reed stated that additional help would have to be hired if the 35 hour week went into effect.

Based upon this cost factor, Mr. Sagosz made a motion to recommend that the Board of Trustees not adopt a 35 hour work week for this year. Mr. Pasmantier seconded the motion, and it was passed unanimously.

Mr. Pasmantier asked if the Personnel Committee could recommend a vacation schedule for new employees--professional and non-professional. The new schedule should not be as liberal as the present one for full-time professionals. Mrs. Strauss directed the Personnel Committee to recommend new schedules for new employees.

#### Mobilibrary:

Mr. Sagosz had made an intensive study of the Mobilibrary bills for the past two years. He determined that the vehicle was off the road 34% of the time--88 days in two years. There were excessive tune-ups and repeated work on the exhaust system and brakes. He questioned the value of the Mobilibrary and favors taking it off the road, using the driver as a janitorial helper, and explaining to the public that funds are not available at present to maintain it.

Mrs. Strauss wants to wait until the results of the survey of the stops made by the Mobilibrary are compiled. Mrs. Reed said that a survey has been in progress over the past few months and is continuing, as some stops are made only twice a month. Weather conditions have also hampered the schedule.

#### NEW BUSINESS:

Mrs. Strauss announced that there will be a Bergenfield Library workshop on "How to Be a Friend of the Library". It will be held Thursday, April 6, 1978 at 7:30. It's open to Friends, Trustees and Directors.

Mrs. Strauss inquired if any Board member had checked to see if the Library would be permitted to use State Aid money this year. Mr. Sagosz said that more communications will be forthcoming, if a decision has been made on this issue.



**COMMUNICATIONS:**

Mrs. Grover read a copy of a Memo sent to Mrs. Reed by Chief DeFazio. It directs the midnight and afternoon zone cars to check the library daily and to submit reports of their findings because of the continuous vandalism in and around the building and parking areas.

A letter from Assemblyman Richard J. Codey was sent to Mrs. Reed in response to her letter of 3/9/78 requesting reinstatement of State Aid. Mr. Codey endorses full funding for libraries.


Mrs. Grover read Mrs. Claire Schroeder's letter of resignation effective 5/31/78.

**PUBLIC PARTICIPATION:**

Mr. Futornick spoke about his family baseball conference, and requested indorsement from the Board. A discussion was held as to the feasibility of the library's involvement in such a program.

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

Respectfully submitted,

  
Sandra Goss  
Secretary

  
Andrea Grover  
Secretary, Board of Trustees



DIRECTOR'S  
MONTHLY REPORT

MARCH 22, 1978

Illnesses continue to plague our staff. During the month there have been three or four employees out because of illness. Your Director got in on the act and was out for two weeks. Although back at my desk, I am still on medication. Part-time employees who were not ill have been very cooperative in filling in when we were short handed.

Frank Refinski was out for a week. During that period Bill Toohey doubled as MOB driver and custodian. We did have one emergency when the MOB was out. An urgent plea to Mr. Belli of the Street Department resulted in three men coming over to fix the overflowing toilet.

On March 10 Frank Refinski and Bill Toohey cleaned the roof of the library and checked all drains. Mr. Belli was asked to caulk the roof. He gave us no commitment but said he would look into the matter and get back to us.

A young lady's pocketbook was stolen in the main floor stacks on March 14. Police investigated but were unable to solve the theft.

At last, construction has started. Mr. Pellechia's crew has been around the past few days--after the snow on March 4. The foreman was given a master key to the building as requested by Mr. Pellechia.

Upon arrival for work on Monday, March 20, we found one book-drop badly damaged. Books had been removed and some torn to shreds and thrown on top of the shed in back of the library. Approximately 35-40 books and magazines were damaged beyond repair. Also, beer cans, broken bottles and other debris were scattered over the Mt. Pleasant entrance.

Chief DeFazio was contacted by me and given details about the vandalism. I also reminded him that detectives assigned to patrol the library on evenings when we are open have not been around for a long time. He promised to cooperate and have more surveillance around the library on weekends.

Our insurance agent was also contacted. Unfortunately, there is a \$250.00 deductible. Our estimate on the loss comes to \$219.53. Therefore, we are unable to collect on these damages.




For damages to books and card catalog on January 17 and 18, we received a check from Chubb and Son in the amount of \$626.49 which has been deposited.

Mrs. Claire Schroeder has given me formal notice that she would like to terminate her employment at the library on May 31, 1978.

Due to personal illness during the month, the Annual Report, which is due in March, has not been completed. Because of the unusual circumstances your kindness in granting me an extension to complete this document will be greatly appreciated.

In an effort to get CETA help, I called Mrs. Annette O'Flaherty, Director of ECETA. She stated that there is no "projects" money available at this time. She also informed me that since my son, Reginald, is on her staff, a trustee should submit the application. When money is available, she will contact me.

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 1978

LIBRARY BOARD MEETING OF MARCH 22, 1978

EXPENDITURES

	PROPOSED BUDGET 1978	PAID MONTH OF FEBRUARY '78	1978 Accum- ULATED BUDGET EXPENDITURES PAID 2 MONTHS ENDED 2/28/78	UNEXPENDED BUDGET BALANCE ON 2/28/78	BILLS/ ACCTS. PAY- ABLE AT 2/28/78 PRESENT- ED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 2/28/78
SALARIES & WAGES	\$352,237	\$ 26,852.46	\$ 52,300.73	\$299,936.27		\$299,936.27
BINDING	1,000	278.60	278.60	721.40	\$ 372.35	349.05
COMMUNITY SERVICES	500	40.32	40.32	459.68		459.68
TRANSPORTATION	350	-0-	-0-	350.00		350.00
SEMINARS & WORKSHOPS	1,350	-0-	-0-	1,350.00	42.00	1,308.00
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	808.00	808.00	9,392.00	808.00	8,584.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,975.15	2,975.15	20,024.85		20,024.85
MAIN LIBRARY-REPAIRS	7,000	87.00	87.00	6,913.00	64.76	6,848.24
TORY CORNER-RENTAL	540	-0-	-0-	540.00		540.00
BOOKMOBILE	7,500	1,112.28	1,112.28	6,387.72	29.95	6,357.77
SERVICE CONTRACTS	4,000	510.55	510.55	3,489.45	116.99	3,372.46
BOOKS	55,000	3,061.68	3,056.73	51,943.27	4,046.51	47,896.76
SUPPLIES-LIBRARY	11,500	1,482.54	1,477.29	10,022.71	233.13	9,789.58
MICROFILM	2,000	-0-	-0-	2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	8,000	19.85	19.85	7,980.15	107.60	7,872.55
PAMPHLETS	700	2.00	2.00	698.00	353.84	344.16
AUDIO-VISUAL-MATERIALS	1,500	148.65	148.65	1,351.35	61.44	1,289.91
INSURANCE	6,000	( 76.00)	( 76.00)	6,076.00		6,076.00
TELEPHONE	2,500	145.40	130.40	2,369.60	181.82	2,187.78
POSTAGE	2,500	-0-	300.00	2,200.00	300.00	1,900.00
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	2,171.66	11,328.34		11,328.34
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	-0-	1,800.00		1,800.00
SHELVING-BOOKS	-0-			-0-		-0-
READING ROOM-CHAIRS	-0-			-0-		-0-
STAFF FURNITURE	-0-			-0-		-0-
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
SOCIAL SECURITY	21,000			21,000.00		21,000.00
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000	790.93	790.73	23,209.27		23,209.27
FIRE ALARM	-0-			-0-		-0-
BURGLAR ALARM	-0-			-0-		-0-
JANITORIAL SUPPLIES	1,000	423.71	423.71	576.29	17.50	558.79
SUPPLEMENTAL-JANITOR SVCS.	4,000	-0-	-0-	4,000.00		4,000.00
<u>TOTAL</u>	<u>\$568,527</u>	<u>\$ 39,748.75</u>	<u>\$ 66,557.65</u>	<u>\$501,969.35</u>	<u>\$ 6,735.89</u>	<u>\$495,233.46</u>

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF FEBRUARY 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	ACCOUNTS PAYABLE 12/31/77
<u>I</u> BALANCE AS OF 1/31/78	\$150,232.78	\$ 73,191.10	\$ 1,934.77	\$ 116.80	\$ 80.05	\$ 326.25	\$ 72,933.81	\$ 1,650.00
ADD:								
FINES			(\$ 1,520.23					
NON-RESIDENT FEES			( 60.00					
PHOTOCOPY	\$ 1,955.93		( 256.65					
RENTAL BOOKS			( 75.05					
AUDIO-VISUAL			( 41.00					
MICRO FILMS			( 3.00					
LOST BOOKS	132.45			\$ 132.45				
EXCESS PROPERTY	56.05				\$ 56.05			
<u>II</u> TOTAL FEB. 1978 RECEIPTS	\$ 2,144.43	-0-	\$ 1,955.93	\$ 132.45	\$ 56.05	-0-	-0-	-0-
<u>III</u> TOTAL AVAILABLE - <u>I</u> PLUS <u>II</u>	\$152,377.21	\$ 73,191.10	\$ 3,890.70	\$ 249.25	\$ 136.10	\$ 326.25	\$ 72,933.81	\$ 1,650.00
<u>IV</u> LESS:								
FEBRUARY 1978 EXPENDITURES	39,748.75	39,748.75						
<u>V</u> TOTAL CASH FUNDS - 2/28/78	\$112,628.46	\$ 33,442.35	\$ 3,890.70	\$ 249.25	\$ 136.10	\$ 326.25	\$ 72,933.81	\$ 1,650.00
ADD: DUE FROM THE TOWN OF W.O. FOR 2ND, 3RD & 4TH QTR. BUDGET		468,527.00						
UNEXPENDED BUDGET BALANCE 2/28/78		\$501,969.35						
LESS: ACCOUNTS PAYABLE 2/28/78		6,735.89						
BUDGET BALANCE PER REPORT 2/28/78		\$495,233.46						
CASH FUNDS REPRESENTED BY:								
CHECKING A/C MIDLANTIC NAT'L BANK		\$ 30,940.27						
MIDLANTIC NAT'L BANK #02-073-0000177-0		62,335.83						
W.O. S & L Ass'n #10085		18,880.92						
PETTY CASH - CASH FUND		326.25						
PETTY CASH - CHECKING FUND		145.19						
TOTAL CASH FUNDS		\$112,628.46						
FUNDS:								
BUDGET FUND		\$ 33,442.35						
FINES & RESERVES FUND		3,890.70						
LOST BOOK FUND		249.25						
BOOK SALES & EXCESS PROPERTY FUND		136.10						
PETTY CASH FUND		326.25						
ACCUMULATED REVENUE FUND		72,933.81						
ACCOUNTS PAYABLE 12/31/77		1,650.00						
SUB-TOTAL		\$112,628.46						
LESS: ACCOUNTS PAYABLE 2/28/78		6,735.89						
		\$105,892.57						

WEST ORANGE FREE PUBLIC LIBRARY  
FEBRUARY 1978 BILLS PRESENTED FOR PAYMENT ON  
MARCH 22, 1978

CHECKS ARE DATED  
FEBRUARY 28, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3372	MIDLANTIC NAT'L BANK-W.T. 2/28/78	1. SALARIES	\$ 1,555.54
3373	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3374	TOWN OF W.O.-HOSPITALIZATION 3/78	26. HOSPITALIZATION	1,085.83
3375	TOWN OF W.O.-Soc. SEC. 2/78	1. SALARIES	1,624.55
3376	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. SALARIES	1,423.84
3377	P.E.R.S. #20284 - GROUP INS.	1. SALARIES	151.78
3378	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3379	W.O. FREE PUBLIC LIBRARY -UNEMP.COMP.FUND	1. SALARIES	134.22
3380	N.J. GROSS INCOME TAX - 2/28	1. SALARIES	547.68
	NET P/R 2/15/78 #2598-2643 (46)	1. SALARIES	9,887.35
	NET P/R 2/28/78 #2644-2688 (45)	1. SALARIES	9,230.12
<u>SUB-TOTAL</u>			\$ 25,965.96
<u>ADD: CHECKS - #3293-3371 PRESENTED FOR PAYMENT ISSUED AT FEBRUARY 28, 1978 MEETING</u>			<u>14,165.96</u>
CHECKS ISSUED AT FEBRUARY 28, 1978 MEETING			40,131.92
<u>LESS: CHECK #3293-PETTY CASH</u>			
CHECKING A/C -			
DEPOSITS - 2/3/78			TRANSFER \$ 200.00
- 2/15/78			9. TELEPHONE 20.00
- 2/17/78			5. INS.REFUNDS 157.00
			2. BOOKS 6.17
			<u>383.17</u>
<u>TOTAL EXPENDITURES - MONTH OF FEBRUARY 1978 PER BUDGET REPORT</u>			<u>\$ 39,748.75</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

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

BY: *Hewart Manheim* CPA

WEST ORANGE FREE PUBLIC LIBRARY  
FEBRUARY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON MARCH 22, 1978

CHECKS ARE DATED  
MARCH 22, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3381	MIDLANTIC NAT'L BANK W.T. 3/15/78	1. SALARIES	\$ 1,382.09
3382	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3383	POSTMASTER	13. POSTAGE	300.00
3384	AABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
3385	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	29.95
3386	AND/OR PRESS	2. BOOKS	6.95
3387A	ARCO PUBLISHING Co., INC.	2. BOOKS	(\$ 16.40)
B	" " " "	2. " "	( 8.72)
C	" " " "	2. " "	63.81
3388A	AUTOMATIC DATA PROCESSING, INC.	11. SERVICE CONTRACTS	14.75
B	" " " "	11. " "	48.19
C	" " " "	11. " "	39.05
3389A	THE BAKER & TAYLOR Co.	2. BOOKS	( 30.00)
B	" " " "	2. " "	162.23
C	" " " "	2. " "	9.73
D	" " " "	2. " "	85.97
3390	THE BAKER & TAYLOR COMPANIES	2. BOOKS	11.34
3391	THE BAKER & TAYLOR COMPANIES	2. BOOKS	108.64
3392	ARNOLD BERNHARD & Co., INC.	2. BOOKS	190.00
3393	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	32.00
3394A	R. R. BOWKER	2. BOOKS	35.00
B	" " " "	2. " "	85.80
3395A	BRODART, INC.	4. SUPPLIES	( 10.84)
B	" " " "	4. " "	67.55
3396	BURNING DECK	2. BOOKS	2.50
3397A	C.W. ASSOCIATES	2. BOOKS	13.00
B	" " " "	2. " "	7.50
C	" " " "	2. " "	11.00
3398	CANADIAN NEWSPAPER SERVICES	2. BOOKS	51.45
3399	COLORADO ASSOCIATED UNIVERSITY PRESS	2. BOOKS	8.50
3400A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	488.21
B	" " " "	2. " "	73.01
C	" " " "	2. " "	( 5.90)
D	" " " "	2. " "	220.16
E	" " " "	2. " "	58.34
F	" " " "	2. " "	302.37
G	" " " "	2. " "	288.04
H	" " " "	2. " "	249.26
I	" " " "	2. " "	263.34
J	" " " "	2. " "	156.29
K	" " " "	2. " "	13.58
3401	DOBBS BROS. LIBRARY BINDING Co.	3. BINDING	2,079.54
3402A	DOUBLEDAY & Co., INC.	2. BOOKS	372.35
B	" " " "	2. " "	10.92
C	" " " "	2. " "	60.72
D	" " " "	2. " "	100.33
E	" " " "	2. " "	12.72
F	" " " "	2. " "	5.46
G	" " " "	2. " "	12.72
H	" " " "	2. " "	69.18
I	" " " "	2. " "	27.64
3403A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	( 10.00)
B	" " " "	19. " "	7.00
C	" " " "	19. " "	( 6.58)
D	" " " "	19. " "	30.20
E	" " " "	19. " "	9.28
			29.90

FEBRUARY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON MARCH 22, 1978

CHECKS ARE DATED  
MARCH 22, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3404	EUROPA PUBLICATIONS LIMITED	2. BOOKS	\$ 73.50
3405	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN.	32.76
3406	GALE RESEARCH COMPANY	2. BOOKS	18.61
3407	GARDEN WAY	2. BOOKS	12.95
3408	GREAT OCEAN PUBLISHERS	2. BOOKS	10.95
3409	HACKER ART BOOKS, INC.	2. BOOKS	238.79
3410	HEARNE BROTHERS	2. BOOKS	127.50
3411	THE HIGHSMITH CO., INC.	21. A/V MATERIALS	37.06
3412	HYPERION PRESS	2. BOOKS	24.30
3413	LAPAT DUPLICATE & OFFICE SUPPLIES	4. SUPPLIES	74.60
3414	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS	5.00
3415	LEWIS PAPER & SUPPLY CO.	4. JANITORIAL SUPPLIES	17.50
3416A	MAC MILLIAN PUBLISHING CO., INC.	2. BOOKS	\$ 5.64
B	" " " " "	2. "	33.87
C	" " " " "	2. "	4.36
3417	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	808.00
3418	NATIONAL LEARNING CORP.	2. BOOKS	13.60
3419	NATIONAL PARK SERVICE	20. PAMPHLETS	98.84
3420	NATIONAL RECORD PLAN	21. A/V MATERIALS	24.38
3421	NELSON-HALL, INC. PUB.	2. BOOKS	23.91
3422	NEW JERSEY BELL	9. TELEPHONE	168.86
3423	NEW JERSEY BELL	9. TELEPHONE	12.96
3424	N.J. CANDY & TOBACCO CO.	4. SUPPLIES	87.50
3425	N.J. LIBRARY TRUSTEE ASS'N.	15. WORKSHOPS & SEMINARS	42.00
3426	W. W. NORTON & CO., INC.	2. BOOKS	4.87
3427	ORYX PRESS	2. BOOKS	38.75
3428	OXFORD RUBBER STAMP CO.	4. SUPPLIES	6.50
3429	PAULIST PRESS	2. BOOKS	7.95
3430A	PRENTICE HALL, INC.	2. BOOKS	23.71
B	" " " " "	2. "	15.16
3431	PRESCRIPTION CENTER	4. SUPPLIES	7.82
3432	RODALE PRESS, INC.	2. BOOKS	26.59
3433	SILVER BURDETT CO.	2. BOOKS	9.17
3434	ROBERT SPELLER	2. BOOKS	7.95
3435	STRUCTURES PUBLISHING CO.	2. BOOKS	24.00
3436	TATHAM-LAIRD & KUDNER ADVERTISING	2. BOOKS	19.95
3437	TEN SPEED PRESS	2. BOOKS	12.50
3438	THOMAS PUBLISHING CO.	2. BOOKS	75.00
3439	UNITED STATES PRINTING OFFICE	20. PAMPHLETS	250.00
3440	WESLEYAN UNIVERSITY PRESS	2. BOOKS	7.50
3441	YOUNGS NEWS SERVICE	20. NEWSPAPERS	77.70
	<u>SUB-TOTAL</u>		\$ 8,404.03
	<u>LESS: CHECK #3381-MIDLANTIC NAT'L BANK</u>	1. SALARIES	\$ 1,382.09
	<u>#3382-W.O. FEDERAL CR.UNION</u>	1. SALARIES	286.05
	<u>TOTAL ACCOUNTS PAYABLE-PER BUDGET REPORT</u>		<u>1,668.14</u>
	<u>FEBRUARY 28, 1978</u>		<u>\$ 6,735.89</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lois Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Hewart Mark*

MINUTES  
BOARD OF TRUSTEES MEETING  
APRIL 26, 1978

The meeting was called to order at 8:00 P. M. by Vice President William Sagosz. The following members were present constituting a quorum: Andrea Grover, Nancy Herman, Mary Loughren, Albert Kupferer, and Paul Pasmantier. Also present were Director Lola N. Reed, and Board Accountant, Stewart Manheim. Several members of the staff were also present.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 3, 1978 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 1978 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Grover made a motion to accept the Minutes of the March 22, 1978 Board of Trustees meeting. Miss Loughren seconded, and the motion was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim noted that March is a long month and therefore over one hundred bills have been presented for payment.

Mr. Pasmantier made a motion to accept the Bills Presented for Payment for the month of March, 1978. Mrs. Herman seconded the motion and it was carried unanimously.

2) Financial Statement:

Mrs. Herman made a motion to transfer \$63,000 from 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.

Mr. Manheim pointed out that the second quarter check in the amount of \$100,000 was received from the Town of West Orange, and has been deposited in the Statement Savings Account.

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



**DIRECTOR'S REPORT:**

Mrs. Reed informed the Board that the custodian, Frank Refinski, will be retiring in one year. He has indicated his desire to work part-time, but a full-time custodian will have to be hired in the future.

Mr. Belli of the Dept. of Public Works has been notified of the need for a roof repair as a result of a leak in the vestibule facing Gaston Street.

A minor accident with the Mobilibrary and a Volvo was reported to the insurance company.

Mrs. Reed has been told by Mr. Lehman, the architect, that the library will be without air conditioning this summer.

**COMMITTEES:****1) Budget Committee:**

Mrs. Herman suggested that \$47,105 should be deleted from the Proposed Budget for 1978. (Reduced from \$568,527 to \$421,422) She recommended the budget be adopted at this lower figure. She proposed cuts from each line except salaries which were to remain intact, including 5% cost of living and increments. She explained that the Town Council will be receptive to an emergency appropriation at a later date.

Mr. Pasmantier stated his dissatisfaction with the Budget Committee's random cutting of the budget lines.

Mr. Pasmantier moved that the Board of Trustees not accept the budget as outlined by the Finance Committee. Instead, the Board should arrange to meet with the Town Council and request a firm commitment for an additional \$47,105, because the budget as proposed by the Board is down to "bare bones" on all line items. Mrs. Herman seconded the motion and it was passed unanimously.

The acceptance of the Budget will be tabled until the next meeting. It was also determined that retroactive salaries will be held back until the budget is formally adopted.

**2) Personnel Committee:**

According to Mr. Manheim's computations, it would cost \$678.42 for full-time non-professional employees to receive extra vacation days for 1978, (using the scale as suggested in the Minutes of 4/22/78). Mr. Pasmantier noted that if professional full-time vacation days were dropped to 22 days from 24 days there would be a savings of \$775. He suggested that this was one way the library could come up with the money.





Mrs. Grover read a memo from Mrs. Reed urging the Board to maintain the 24 days vacation time for full-time professionals because of their training and skills. She is not against a day or two increase for full-time non-professionals, but does not advocate parity.

Further discussion was held. It was also determined through Ada Berger, President of the West Orange Public Library Employees' Association, that part-time non-professional employees want an increase in vacation time to be pro-rated accordingly.

Mr. Sagosz suggested that a schedule be worked out using years of service as a basis for the allotment of vacation days to professionals and non-professionals and that a new schedule be developed for new employees. This matter will go back to the Personnel Committee for review. Mrs. Grover will meet with the staff committee to get their input.

### 3) Building and Grounds Committee:

Mr. Pasmantier explained that it will be impossible to match the color of the new brick with the existing brick on the facing of the building. The alternatives are: a) Put up the bricks in the shades available or b) Remove the old brick from around the window at the point of juncture of the new addition, and start the new brick and continue into the new addition. He suggests that the Board consider this and look at the brick so that a decision can be made.

Mr. Lehman, the architect, suggested an alternative for the firewall problem in front of the Children's Room. A fusible link metal panel, serving as a firewall, can be installed above the glass doors. This panel would drop down in front of the glass doors in event of fire. The cost would be approximately \$1,400-\$1,500.

### NEW BUSINESS:

Earlier in the evening, Mrs. Rose Zimmerman, former member of the Board of Trustees, offered to finance the cost of adding a toilet facility to the Director's Office when the addition to the library is made. The Board discussed the offer and tabled further action until the next meeting.

Mrs. Reed distributed copies of the 1977 Annual Report.

### AUDIENCE PARTICIPATION:

Comments from the audience centered on security problems within the library. Mrs. Reed suggested that employees who have encountered unsavory characters or security difficulties on the premises, see her about the matter before discussing it with the Board.

Meeting was adjourned at 9:45 P.M.

*Sandra Goss*  
Sandra Goss, Secretary

*Andrea Grover*  
Andrea Grover, Secretary  
Board of Trustees

Board of Directors  
under cover, respectfully  
requesting that the Board  
be advised of the results of the  
meeting.

Meeting was adjourned at 8:42 P.M.

During the meeting before adjourning it with the Board.  
Financially, the results of the meeting were satisfactory on the Board's part.  
The Board has agreed that employees who have contributed  
commence from the beginning of the year on financial matters.

#### AUDIENCE PARTICIPATION:

Mrs. Reed distributed copies of the Fall Winter Report.

The next meeting.

Mrs. Reed presented the offer and reported that the Board had  
agreed to the Director's Office when the addition to the financial  
Board of Directors, offered to finance the cost of adding a corner  
exit to the building. Mrs. Reed further stated that the Board of the

#### ITEM BUSINESS:

Event of this. The cost would be approximately \$1,400-\$1,500.  
The Board would also have to pay for the other costs in  
order to have a building. It can be transferred from the other  
financial Board in front of the building. The Board will  
be. The Board will be. The Board will be.

Under this and look at the price so that a decision can be made.  
and continue into the new addition. He suggested that the Board con-  
sider the Board of Directors of the new addition and that the new price  
should be set at \$1.00. Remove the old price from the building  
the building. The Board will be. The Board will be. The Board will be.  
The cost of the new price with the existing price on the building of  
the Board will be. The Board will be. The Board will be.

#### 3) Building and Grounds Committee:

to get their report.

Committee for report. Mrs. Reed will meet with the Board Committee  
and for new employees. The Board will be. The Board will be. The Board will be.  
Professionals and non-professionals and that a new schedule be devel-  
oped of services as a basis for the development of services and to  
Mrs. Reed suggested that a schedule be developed and that

in association time to be provided accordingly.  
Association, that full-time non-professional employees meet in association  
and that the Board of the new schedule for the financial employees.  
Further association was made. It was also determined that

for full-time non-professionals, but does not include the  
of their training and skills. The Board will be. The Board will be. The Board will be.  
meeting the full-time association time for full-time professionals and  
Mrs. Reed suggested that the Board will be. The Board will be. The Board will be.

MEMORANDUM

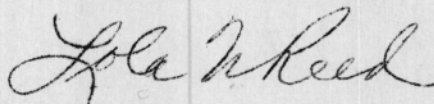
April 26, 1978

TO: Library Board of Trustees  
FROM: Lola N. Reed, Director  
RE: Additional Vacation for Full-time Employees

Before you make a final decision on giving full-time non-professional personnel additional annual leave and reducing annual leave days for professional employees, there are a few things I respectfully request that you consider:

1. Full-time employees (non-prof) are now getting 12-18 vacation days, 3 personal days and 13 paid holidays, a total of 28-33 days per year. In addition, they are entitled to 15 sick leave days and 3 mourning days per year. Altogether, there are 28-33; and 18 days, respectively, giving a total of 46-51 paid days per year to which these employees are entitled.
2. On the other hand, I feel very strongly about reducing the number of vacation days for professional librarians, mainly because my conviction is that because of their advanced training, some consideration should be given which entitles them to a bit more than the other group. (Personally, it does not matter to me because I never take advantage of all the days allowed. In fact, I lose days each year). I am speaking in the interest of those professionals who do take advantage of all time coming to them.

I have conversed with librarians who have equal time given for both professionals and non-professionals. They are not particularly happy about the situation. It is something which they inherited and have not been able to change. Believe me, I am not against non-professionals being given an additional day or two vacation time with pay. My contention is that theirs should not be equal to that of professionals.



Lola N. Reed  
Director





DIRECTOR'S  
MONTHLY REPORT

April 26, 1978

Construction is definitely underway here at West Orange Public Library. Employees became fully aware of it on March 28 when work was being done on the sewer system. We were asked not to turn water on. Turns were taken for individuals to trek over to Town Hall to use bathroom facilities for the greater part of the day.

On Wednesday April 5th, there was a slight incident with the Mobilibrary. Mr. Toohey and Mrs. Allerhand reported that a car driven by a Mr. Joseph Sachs passed the MOB on the right as Mr. Toohey was turning in front of Fairmount House to come into our parking lot. The left fender molding and rear light of the Volvo were damaged. The matter was turned over to our insurance company after a report was made to the police.

Detective Temple sent a policeman to the library to get a report on the accident. While he was here we reported that several rose and azealea plants had been stolen from the premises.

A general staff meeting was held on Wednesday, April 12. We had no pressing problem. A general discussion and a question and answer period made it a worthwhile meeting.

Several staff members attended workshops and meetings during the month. Mesdames Ericsson and Lepore attended a meeting on Circulation Procedures in Montclair on March 30. Mrs. Reed attended a meeting on Administration at Rutgers in New Brunswick on April 6. Mesdames Reed and Czarnecki visited Middletown Township Library on a recruitment assignment on April 10, for the New Jersey Library Association. Also, Mrs. Reed and Mr. Donnelly visited Hackensack's Johnson Free Public Library, Paramus Free Public Library and the Maurice M. Pine Public Library in Fair Lawn on Thursday, April 13. We had great exposure and feel the experience was quite beneficial.

Our custodian, Frank Refinski, will be on vacation during the first three weeks of May. So far, efforts to reach Mr. McCann to find out if someone will replace Mr. Refinski during that period have been unproductive.

In addition, Mr. Refinski assures me that he is definitely retiring at the end of the year. He expressed a desire to work part-time in the library after his retirement. Nonetheless, we will also need a full-time custodian, especially after the construction is completed.

Mr. Lehman, our architect, has assured me that we definitely will be without air conditioning during the summer months. With that in mind we will definitely have to purchase 5 or 6 fans to make the building bearable to work in.

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THE END

We were quite embarrassed during the month when a man walked in off the street with a big camera across his shoulder. He asked for me. I went up to talk with him. At that time he revealed that he was a reporter for the N. Y. Daily News and wanted to take a picture of someone sitting with a "No Smoking" sign placed where it could be seen. I readily agreed and asked him to accompany me into the Meeting Room. To our amazement not one of the "No Smoking" signs could be found. Several of us searched. There were red faces all over. The man smiled, thanked us, and left.


Needless to say, I immediately called Deputy Chief Cohrs for some "No Smoking" signs. We picked them up the next day and are now waiting for a fireman to come and instruct us where they should be placed.

A new leak was discovered in the vestibule facing Gaston Street last Wednesday when we had the very bad rainy weather. We have contacted Mr. Belli of the Department of Public Works about caulking the roof. He promises to do the job as soon as he has men available.

There was plenty of excitement on Monday April 10, when a very horrible odor started in the Children's Room and spread throughout the main floor. Firemen were called. Three trucks responded. The firemen discovered that a ballast was burning. It had been installed in 1959.

Mesdames Czarnecki and Reed will be attending the New Jersey Library Association in Atlantic City, May 4-6.

Exhibits in the library are very good and constantly changing. Programs for children during the Spring vacation have been very well attended and highly successful.

  
Lola N. Reed  
Director



SECRET

TOP SECRET

CONFIDENTIAL

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WEST ORANGE FREE PUBLIC LIBRARY

ANALYSIS OF INCREASE OF VACATION TIME  
FOR NON PROFESSIONAL FULL TIME EMPLOYEES

LENGTH OF EMPLOYMENT		ANNUAL LEAVE			PROPOSED 1978 SALARY	DAILY SALARY 1978	ADDITIONAL COST 1978
		PRESENT	PROPOSED	INCREASE			
15 YR.	ALLERHAND	18 DAYS	18	-	\$12,796	50.78	-
10	ERICSSON	15	18	3	12,266	48.68	\$ 146.04
12	FORD	15	18	3	11,576	45.94	137.91
3	Goss	12	15	3	10,043	39.85	119.55
1	ITKIN	12	12	-	8,608	34.16	-
1	LEPORE	12	12	-	8,608	34.16	-
1	MAGNO	12	12	-	8,923	35.41	-
9	RABINOWITZ	15	18	3	11,105	44.08	132.24
19	SCHWARTZ	18	18	-	11,914	47.28	
5	TOOHEY	12	15	3	11,983	47.56	142.68

\$ 678.42

	<u>PRESENT</u>	<u>PROPOSED</u>	<u>INCREASE</u>
1-2 YEARS		12	
3-5 "		15	
6 & OVER		18	
1-5 YEARS	12		
6-12	15		
13-20	18		

NOTE - "PART TIME NON PROFESSIONAL EMPLOYEES RECEIVE EQUIVALENT  
OF 12 DAYS ANNUAL LEAVE BASED UPON HOURS WORKED.  
IF THIS WERE INCREASED TO EQUIVALENT OF 15 DAYS:

1978 EXPECTED COST @ 12 DAYS	=	\$4,680
1978 " " @ 15 DAYS	=	<u>5,850</u>

ADDITIONAL COST -PART TIMERS

\$1,170

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 1974-1975-1976-1977  
PROPOSED BUDGET FOR 1978

	<u>A C T U A L</u>				<u>PROPOSED</u>
	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>
SALARIES	\$254,000	\$284,000	\$300,164	\$324,401	\$352,237
BINDING	690	1,052	740	1,107	1,000
COMMUNITY SERVICE	380	690	575	249	500
TRANSPORTATION	260	303	244	266	350
SEMINARS	1,033	1,483	568	832	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	19,045	23,000
MAIN LIBRARY - REPAIRS	5,454	2,472	3,550	6,107	7,000
TORY CORNER - RENTAL	540	540	540	540	540
BOOKMOBILE	4,592	6,900	6,208	5,332	7,500
SERVICE CONTRACTS	2,087	3,252	3,476	3,237	4,000
BOOKS	57,538	62,416	60,580	57,450	55,000
MICROFILM	-0-	-0-	-0-		2,000
SUPPLIES - LIBRARY	12,464	9,959	11,380	11,079	11,500
PERIODICALS, SERIALS. AND NEWSPAPERS	4,685	6,876	5,660	5,943	8,000
PAMPHLETS	-0-	-0-	478	486	700
AUDIO-VISUAL - MATERIALS	5,470	3,862	779	1,574	1,500
INSURANCE	4,837	4,441	5,071	5,654	6,000
TELEPHONE	1,428	1,625	1,687	1,896	2,500
POSTAGE	1,805	1,841	2,266	2,109	2,500
EMPLOYEES HEALTH - HOSPITAL	7,525	8,950	11,162	12,576	13,500
ANNUAL REPORT	-0-	200	-0-	191	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-	50	-0-
MAINTENANCE EQUIPMENT	-0-	-0-	990	-0-	500
AUDIO VISUAL EQUIPMENT	-0-	-0-	648	748	1,500
SOCIAL SECURITY	14,417	16,046	16,880	18,221	21,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	8,834	10,405	14,173	17,883	24,000
FIRE ALARM	-0-	-0-	4,162	-0-	-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-	-0-
JANITORIAL SUPPLIES	-0-	-0-	-0-	-0-	1,000
SUPPLEMENTAL JANITORIAL SERVICES	-0-	-0-	-0-	-0-	4,000
LIBRARY CONSULTANT	-0-	-0-	-0-	2,500	-0-
	<u>\$417,539</u>	<u>\$462,510</u>	<u>\$484,054</u>	<u>\$513,576</u>	<u>\$568,527</u>

WEST ORANGE FREE PUBLIC LIBRARY  
B U D G E T R E P O R T  
MONTH OF MARCH 1978  
LIBRARY BOARD MEETING OF APRIL 26, 1978  
EXPENDITURES

	PROPOSED BUDGET 1978	PAID MONTH OF MARCH 1978	1978 ACCUM- ULATED BUDGET EXPENDITURES PAID 3 MONTHS ENDED 3/31/78	UNEXPENDED BUDGET BALANCE ON 3/31/78	BILLS/ ACCTS. PAY- ABLE AT 3/31/78 PRESENT- ED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/78
SALARIES & WAGES	\$352,237	\$ 25,177.48	\$ 77,478.21	\$274,758.79		\$274,758.79
BINDING	1,000	372.35	650.95	349.05	\$ 39.00	310.05
COMMUNITY SERVICES	500	-0-	40.32	459.68		459.68
TRANSPORTATION	350	19.75	19.75	330.25		330.25
SEMINARS & WORKSHOPS	1,350	272.40	272.40	1,077.60		1,077.60
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	808.00	1,616.00	8,584.00	808.00	7,776.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	-0-	2,975.15	20,024.85	2,103.59	17,921.26
MAIN LIBRARY-REPAIRS	7,000	93.76	180.76	6,819.24	298.45	6,520.79
TORY CORNER-RENTAL	540	-0-	-0-	540.00		540.00
BOOKMOBILE	7,500	29.95	1,142.23	6,357.77	79.35	6,278.42
SERVICE CONTRACTS	4,000	116.99	627.54	3,372.46	127.40	3,245.06
BOOKS	55,000	4,059.81	7,116.54	47,883.46	7,320.86	40,562.60
SUPPLIES-LIBRARY	11,500	( 360.61)	1,116.68	10,383.32	491.91	9,891.41
MICROFILM	2,000	-0-	-0-	2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	8,000	107.60	127.45	7,872.55	28.90	7,843.65
PAMPHLETS	700	353.84	355.84	344.16		344.16
AUDIO-VISUAL-MATERIALS	1,500	61.44	210.09	1,289.91	88.55	1,201.36
INSURANCE	6,000	( 147.00)	( 223.00)	6,223.00		6,223.00
TELEPHONE	2,500	166.82	297.22	2,202.78	161.14	2,041.64
POSTAGE	2,500	600.00	900.00	1,600.00		1,600.00
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	3,257.49	10,242.51		10,242.51
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	-0-	1,800.00		1,800.00
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	4,688.07	4,688.07	16,311.93		16,311.93
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000	-0-	790.73	23,209.27		23,209.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	17.50	441.21	558.79		340.48
SUPPLEMENTAL-JANITOR SVCS.	4,000	-0-	-0-	4,000.00	218.31	4,000.00
<u>TOTAL</u>	<u>\$568,527</u>	<u>\$ 37,523.98</u>	<u>\$104,081.63</u>	<u>\$464,445.37</u>	<u>\$ 11,765.46</u>	<u>\$452,679.91</u>

## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

THE MONTH OF MARCH 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	ACCOUNTS PAYABLE 12/31/77
<u>I</u> BALANCE AS OF 2/28/78	\$112,628.46	\$ 33,442.35	\$ 3,890.70	\$ 249.25	\$ 136.10	\$ 326.25	\$ 72,933.81	\$ 1,650.00
ADD:								
FINES			( 1,626.14					
NON-RESIDENCE FEES			( 40.00					
PHOTOCOPY			( 474.08					
RENTAL BOOKS, ETC.	\$ 2,294.46		( 74.85					
AUDIO VISUAL			( 60.00					
MICROFILMS			( 8.90					
TELEPHONE			( 10.49					
INTEREST	1,161.76		1,161.76					
LOST BOOKS	155.17			\$ 155.17				
EXCESS PROPERTY	62.14				\$ 62.14			
<u>II</u> TOTAL-MARCH 1978 RECEIPTS	\$ 3,673.53	-0-	\$ 3,456.22	\$ 155.17	\$ 62.14	-0-	-0-	-0-
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	\$116,301.99	\$ 33,442.35	\$ 7,346.92	\$ 404.42	\$ 198.24	\$ 326.25	\$ 72,933.81	\$ 1,650.00
<u>IV</u> LESS:								
MARCH 1978 EXPENDITURES	37,523.98	37,523.98						
<u>V</u> TOTAL CASH FUNDS 3/31/78	\$ 78,778.01	(\$ 4,081.63)	\$ 7,346.92	\$ 404.42	\$ 198.24	\$ 326.25	\$ 72,933.81	\$ 1,650.00

ADD: DUE FROM THE TOWN OF W.O.  
FOR 2ND, 3RD & 4TH QTR. BUDGET

468,527.00

UNEXPENDED BUDGET BALANCE 3/31/78

\$464,445.37

LESS: ACCOUNTS PAYABLE 3/31/78

11,765.46

BUDGET BALANCE PER REPORT 3/31/78

\$452,679.91

## 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

\$ 18,740.49  
40,789.35  
19,125.33  
126.25  
( 3.41)  
\$ 78,778.01

## FUNDS:

BUDGET FUND (\$ 4,081.63)  
FINES & RESERVES FUND 7,346.92  
LOST BOOK FUND 404.42  
BOOK SALES & EXCESS PROPERTY  
FUND 198.24  
PETTY CASH FUND 326.25  
ACCUMULATIVE REVENUE FUND 72,933.81  
ACCOUNTS PAYABLE 12/31/77 1,650.00  
SUB-TOTAL \$ 78,778.01  
LESS: ACCOUNTS PAYABLE 3/31/78 11,765.46  
\$ 67,012.55

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1978 BILLS PRESENTED FOR PAYMENT  
ON APRIL 26, 1978

CHECKS ARE DATED  
MARCH 22, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3442	MIDLANTIC NAT'L BANK-W/T 3/31/78	1. SALARIES	\$ 1,603.56
3443	W.O. CREDIT UNION	1. SALARIES	286.05
3444	TOWN OF W.O.-HOSPITALIZATION-APR. 1978	26. HOSPITALIZATION	1,085.83
3445	TOWN OF W.O.-Soc.SEC.EMPLOYERS 1ST QTR.'78	27. EMPLOYER Soc.SEC.	4,688.07
3446	TOWN OF W.O.-Soc.SEC.EMPLOYEE-MARCH 1978	1. SALARIES	1,523.24
3447	POSTMASTER - W. O.	13. POSTAGE	300.00
3448	STATE OF N.J. GROSS INC. TAX-MARCH 1978	1. SALARIES	512.29
3449	TOWN OF W.O.-ADMINISTRATION CHGS.1ST QTR.'78	28. ADMINISTRATION CHGS.	1.00
3450	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,423.84
3451	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	151.78
3452	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3453	W.O. FREE PUBLIC LIBRARY-UNEMP.COMP.FUND	1. SALARIES	125.87
	NET PAYROLL-3/15/78 #2689-2733 (45)	1. SALARIES	8,309.55
	NET PAYROLL-3/31/78 #2734-2778 (45)	1. SALARIES	<u>9,534.16</u>

SUB-TOTAL \$ 29,584.24

ADD: CHECKS #3381-3441 PRESENTED FOR  
PAYMENT ISSUED AT MARCH 22, 1978 MEETING 8,404.03

CHECKS ISSUED FOR MONTH OF MARCH 1978 37,988.27

ADD: PETTY CASH CHECKS - JANUARY, FEBRUARY  
AND MARCH 1978 - #1066-1092 381.09

SUB-TOTAL 38,369.36

<u>LESS: DEPOSITS - 3/8/78-PETTY CASH</u>	2. BOOKS	\$ 32.49	
DEPOSITS - 3/17/78	9. TELEPHONE	15.00	
DEPOSITS - 3/22/78	4. SUPPLIES	626.49	
DEPOSITS - 3/31/78	5. INSURANCE	147.00	
PETTY CASH CHECKS-			
#1074-W.O. PUBLIC LIBRARY	LOST BOOK REFUNDS	10.50	
#1079-HARRY STEINBERG	" " "	5.95	
#1086-W.O. PUBLIC LIBRARY	" " "	<u>7.95</u>	<u>845.38</u>

TOTAL EXPENDITURES-MONTH OF MARCH 1978  
PER BUDGET REPORT \$ 37,523.98

PAYMENT RECOMMENDED BY:

*Lola R. Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1978 BILLS PRESENTED FOR PAYMENT  
ON APRIL 26, 1978

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR  
THE MONTHS OF JANUARY, FEBRUARY & MARCH 1978

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1978				
1/3/78	#1066	RANDOM HOUSE, INC.	2. BOOKS	\$ 1.20
1/4	1067	EMMA CZARNECKI	15. WORKSHOP	9.90
1/5	1068	LOLA REED	15. WORKSHOP	11.50
1/5	1069	FRED'S LAWN MOWER REPAIR	6. MAINTENANCE	29.00
1/13	1070	NEW DIRECTIONS PUB. CORP.	2. BOOKS	4.90
1/13	1071	RUTGERS UNIVERSITY	15. WORKSHOP	2.00
1/21	1072	SHIRLEY ITKIN	4. SUPPLIES	6.40
1/21	1073	L. REED	15. WORKSHOP	8.00
1/28	1074	W.O. PUBLIC LIBRARY	LOST BOOKS	10.50
1/31	1075	L. REED	15. WORKSHOP	5.00
2/17	1076	GLOBE BOOK CO.	2. BOOKS	4.70
2/23	1077	N.J. L.A.	15. WORKSHOP	30.00
2/23	1078	L. REED	12. TRANSPORTATION	10.00
2/26	1079	HARVEY STEINBERG	LOST BOOKS	5.95
3/7	1080	ESSEX CO. DIRECTOR'S GROUP	15. WORKSHOP	50.00
3/7	1081	DIOMONDSTEIN BOOK CO.	2. BOOKS	32.49
3/7	1082	NAT'L LIBRARY WEEK	4. SUPPLIES	15.30
3/7	1083	N.J. L.A.	15. WORKSHOP	3.00
3/15	1084	RUTGERS UNIVERSITY	15. WORKSHOP	15.00
3/18	1085	BATES MFG. CO.	4. SUPPLIES	3.95
3/20	1086	W. O. PUBLIC LIBRARY	LOST BOOKS	7.95
3/20	1087	E. MEYERS	2. BOOKS	2.50
3/22	1088	L. REED	12. TRANSPORTATION	9.75
3/28	1089	N.J. L.A.	14. CONVENTIONS	18.00
3/28	1090	N.J. L.A.	14. CONVENTIONS	50.00
3/28	1091	HOWARD JOHNSON REGENCY	14. CONVENTIONS	28.00
3/30	1092	BILL TOHEY	4. SUPPLIES	6.10

TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT  
FOR THE MONTHS OF JANUARY, FEBRUARY & MARCH 1978

\$ 381.09

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA's

BY:

*Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON APRIL 26, 1978

CHECKS ARE DATED  
APRIL 26, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3454	MIDLANTIC NAT'L BANK-W.T. 4/11/78	1. SALARIES	\$ 1,622.69
3455	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3456	J & S VACUUM CLEANER	6. MAINT-MAIN.	55.85
3457	PETTY CASH	TRANSFER	200.00
3458	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
3459	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	24.54
3460	AMERICAN ASS'N. FOR STATE & LOCAL	2. BOOKS	16.75
3461	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	8.81
3462	AMERICAN MARKETING ASS'N	2. BOOKS	21.00
3463	AND/OR PRESS	2. BOOKS	2.95
3464	ARCO PUBLISHING Co., INC.	2. BOOKS	12.25
3465A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 38.55
B	" " "	11. " "	38.60
3466	AYER PRESS	2. BOOKS	56.98
3467A	THE BAKER & TAYLOR Co.	2. BOOKS	9.50
B	" " " " "	2. " (	8.50)
C	" " " " "	2. " "	38.46
D	" " " " "	2. " "	101.13
3468A	THE BAKER & TAYLOR Co.	2. BOOKS	111.13
B	" " " " "	2. " "	11.75
C	" " " " "	2. " "	22.63
3469A	R. R. BOWKER	2. BOOKS	15.95
B	" " " "	2. " "	40.00
C	" " " "	2. " "	22.50
D	" " " "	2. " "	25.95
3470A	BRODART, INC.	4. SUPPLIES	11.40
B	" " "	4. " "	107.40
3471	BULLETIN BOARDS & DIRECTORY	4. SUPPLIES	3.26
3472	C. W. ASSOCIATES	2. BOOKS	50.25
3473	CHAMBERS RECORD CORP.	21. A/V MATERIALS	56.30
3474	CHARLES PRESS PUBLISHERS	2. BOOKS	16.85
3475A	CHILTON BOOK Co.	2. BOOKS	110.04
B	" " "	2. " "	18.00
3476	ANTIQUES	2. BOOKS	8.00
3477	CLASSIC MOTORBOOKS, INC.	2. " "	14.50
3478	COLLECTOR BOOKS	2. " "	21.36
3479	COMMONWEALTH WATER Co.	6. MAINT. MAIN.	59.84
3480A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	6.20
B	" " "	2. " "	10.90
3481	CULTURAL EVENTS IN N.J.	20. NEWSPAPERS	3.00
3482	CURTIS SERVICE, INC.	8. MAINT. MOB.	54.81
3483A	DIOMONDSTEIN BOOK Co., INC.	2. BOOKS	321.05
B	" " " "	2. " "	321.32
C	" " " "	2. " "	87.76
D	" " " "	2. " "	287.16
E	" " " "	2. " "	212.97
F	" " " "	2. " "	152.35
G	" " " "	2. " "	251.32
H	" " " "	2. " "	287.54
I	" " " "	2. " "	215.50
J	" " " "	2. " "	297.34
K	" " " "	2. " "	128.76
L	" " " "	2. " "	309.41
M	" " " "	2. " "	132.61
N	" " " "	2. " "	300.54
O	" " " "	2. " "	70.94
P	" " " "	2. " "	230.66
Q	" " " "	2. " "	175.80
R	" " " "	2. " "	351.16
S	" " " "	2. " "	148.29
			4,282.48



WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON APRIL 26, 1978

CHECKS ARE DATED  
APRIL 26, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3484A	DOUBLEDAY & Co., Inc.	2. BOOKS	\$ 18.75
B	" " " "	2. "	23.06
C	" " " "	2. "	52.43
D	" " " "	2. "	19.10
E	" " " "	2. "	14.55
F	" " " "	2. "	49.66
G	" " " "	2. "	22.50
H	" " " "	2. "	5.19
I	" " " "	2. "	16.38
J	" " " "	2. "	5.46
K	" " " "	2. "	28.52
L	" " " "	2. "	35.59
M	" " " "	2. "	38.63
N	" " " "	2. "	13.67
			<u>343.49</u>
3485	THE DRAWING BOARD, INC.	4. SUPPLIES	48.84
3486	FACTS ON FILE	2. BOOKS	7.10
3487	FEARON PITMAN PUBLISHERS, INC.	2. BOOKS	26.58
3488	THE FEMINIST PRESS	2. BOOKS	12.40
3489	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES	71.28
3490	VOID		
3491	FREEDDEDS ASSOCIATIONS, INC.	2. BOOKS	2.95
3492	FRENCH & EUROPEAN PUBLICATIONS, INC.	2. BOOKS	9.85
3493	GALE RESEARCH CO.	2. BOOKS	11.65
3494	GARLAND PUBLISHING, INC.	2. BOOKS	18.03
3495	GAYLORD BROS., INC.	2. BOOKS	30.42
3496	GROLIER YEAR BOOK, INC.	2. BOOKS	12.00
3497A	J. L. HAMMETT CO.	4. SUPPLIES	36.56
B	" " " "	4. "	8.31
3498	HAMMOND, INC.	2. BOOKS	28.99
3499	VOID		
3500	THE INSTITUTE FOR RESEARCH	2. BOOKS	10.09
3501	IOWA STATE UNIVERSITY PRESS	2. BOOKS	20.60
3502	THE JEWISH PUBLICATION SOC. OF AMERICA	2. BOOKS	12.40
3503A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	7.25
B	" " " "	4. "	4.45
C	" " " "	4. "	10.37
D	" " " "	4. "	3.19
3504	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	38.50
3505	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.	193.05
3506	LIBRARY BINDERY CO. OF PA., INC.	3. BINDING	39.00
3507	LONGSHIP PRESS	2. BOOKS	27.49
3508A	McGRAW-HILL CO.	2. BOOKS	16.19
B	" " " "	2. "	23.01
3509A	MAC MILLAN PUBLISHING CO., INC.	2. BOOKS	345.00
B	" " " "	2. "	6.20
C	" " " "	2. "	21.86
D	" " " "	2. "	26.66
E	" " " "	2. "	33.94
F	" " " "	2. "	35.22
G	" " " "	2. "	22.85
3510	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	808.00

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON APRIL 26, 1978

CHECKS ARE DATED  
APRIL 26, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3511	MARTINDALE-HUBBELL, INC.	2. BOOKS	\$ 110.00
3512	MERRIMACK BOOK SERVICE	2. BOOKS	37.53
3513	MERTON HOUSE PUBLISHING Co.	2. BOOKS	13.28
3514	MODERN MASS MEDIA, INC.	21. A/V MATERIALS	32.25
3515	THE MYSTERIOUS PRESS	2. BOOKS	10.90
3516	NATIONAL COUNCIL OF TEACHERS	2. BOOKS	1.50
3517	NATIONAL FUEL OIL, INC.	6. MAINT-MAIN.	1,155.39
3518	NATIONAL LEARNING	2. BOOKS	8.75
3519	NATIONAL REGISTER PUBLISHING Co., INC.	2. BOOKS	36.00
3520	NEW JERSEY BELL	9. TELEPHONE	149.15
3521	NEW JERSEY BELL	9. TELEPHONE	11.99
3522	N.J. CANDY & TOBACCO Co.	4. SUPPLIES	87.50
3523	NICHOLS PUBLISHING Co.	2. BOOKS	20.75
3524	NILGIRI PRESS	2. BOOKS	5.40
3525	P. & P. LAWN MOWER REPAIRS	6. MAINT-MAIN.	242.60
3526	THE PENNSYLVANIA STATE UNIV. PRESS	2. BOOKS	9.36
3527	PETERSON'S GUIDES	2. BOOKS	16.11
3528	PITNEY BOWES	11. SERVICE CONTRACTS	35.25
3529	PLENUM PUBLISHING Co.	2. BOOKS	25.30
3530A	PRENTICE-HALL, INC.	2. BOOKS	\$ 23.68
B	" " "	2. "	32.34
C	" " "	2. "	5.52
3531	PRESCRIPTION CENTER	4. SUPPLIES	61.54
3532	PRINCETON UNIVERSITY PRESS	2. BOOKS	19.70
3533	PUBLIC SERVICE E & G Co.	6. MAINT-MAIN.	39.77
3534	RAND McNALLY & Co.	2. BOOKS	888.36
3535	REGENT STANDARD FORMS, INC.	4. SUPPLIES	50.00
3536	RIDLEY ENSLOW PUBLISHERS	2. BOOKS	50.35
3537	RODALE PRESS, INC.	2. BOOKS	8.06
3538	RUTGERS-BUREAU OF GOV'T RESEARCH	2. BOOKS	20.95
3539	THE SCARECROW PRESS, INC.	2. BOOKS	10.00
3540	SCOTT, FORESMAN & Co.	2. BOOKS	19.25
3541	SHAR-FREY, INC.	2. BOOKS	18.37
3542	STANDING ORDERS, INC.	2. BOOKS	10.28
3543	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	12.70
3544	SUBURBAN HOMES GUIDE	2. BOOKS	90.25
3545	TELEVISION DIGEST, INC.	2. BOOKS	2.90
3546A	TEN SPEED PRESS	2. BOOKS	80.10
B	" " "	2. "	10.50
3547	TIME/LIFE	2. BOOKS	12.50
3548	TUTTLE ISLAND FOUNDATION	2. BOOKS	11.08
3549	TWIN CIRCLE PUBLISHING Co., INC.	2. BOOKS	10.50
3550	U.S. INDUSTRIAL DIRECTORY	2. BOOKS	20.27
3551A	UNIVERSITY MICROFILMS, INT'L	2. BOOKS	45.00
B	" " "	2. "	( 9.59)
3552	WARREN, GORHAM & LAMONT, INC.	2. BOOKS	148.47
3553	WATSON-GUPTILL PUBLICATIONS	2. BOOKS	138.88
3554	THE YALE CENTER FOR BRITISH	2. BOOKS	120.00
3555	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	24.10
			25.00
			25.90

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON APRIL 26, 1978

CHECKS ARE DATED  
APRIL 26, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3556	THE H. W. WILSON Co.	2. Books	\$ 40.00
3557	VOID		
			<hr/>
<u>SUB-TOTAL</u>			\$ 13,874.20
<u>LESS:</u>	CHECK #3454-MIDLANTIC NAT'L BANK	1. SALARIES	\$1,622.69
	CHECK #3455-W.O.FEDERAL CREDIT UNION	1. SALARIES	286.05
	CHECK #3457-PETTY CASH	TRANSFER	<u>200.00</u>
			<u>2,108.74</u>
 <u>TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT</u>			
<u>MARCH 31, 1978</u>			<u>\$ 11,765.46</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lela Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVIC, CPA'S

By:

*Stewart Manheim CPA*

AGENDA  
BOARD OF TRUSTEES MEETING  
MAY 24, 1978

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
  - a. Vacation time for Employees
7. Old Business
8. New Business
9. Communications
10. Community Participation
11. Adjournment





MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 24, 1978

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Mary Loughren, and Paul E. Pasmantier. Also present were Director Lola N. Reed, and Board Accountant, Stewart Manheim. Several members of the staff were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings for the year 1978 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Miss Loughren made a motion to accept the Minutes of the April 26, 1978 Board of Trustees meeting. Mr. Pasmantier seconded and the motion was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Pasmantier questioned voucher #3571--Public Employees Retirement System of N. J. for \$21,239. Mr. Manheim explained that this is the library's share of the pension fund. It is payable once a year on July 1st. The balance of the money on the PERS budget line is needed for probable assessments made throughout the year.

The auditor's bill from Samuel Klein & Co. in the amount of \$1,650.00--voucher #3610--will be paid this month. This is for the 1977 audit.

Mrs. Grover made a motion to accept the Bills Presented for Payment. Miss Loughren seconded and the motion was passed unanimously.

Miss Loughren made a motion to transfer \$36,000 from Statement Savings Account #02-073-0000177-0 to the checking account in Mid-lantic Bank to Cover current expenses. Mr. Pasmantier seconded the motion and it was carried unanimously.

Mr. Pasmantier made a motion to accept the Financial Statement as presented. Miss Loughren seconded the motion and it was carried unanimously.



## DIRECTOR'S REPORT:

The library will not have air-conditioning this summer, as the unit has been dismantled. Mrs. Strauss will contact Mr. Sagosz to set up a meeting with Mr. Lehman--the architect, and Mr. Silverstein--who has the service contract for the air-conditioner. Mr. Silverstein has suggested to Mrs. Reed that it might be possible to set up the air-conditioning to function by using the water and sewage system.

Mrs. Reed stated that the professional staff is concerned about the possible loss of vacation time due to the increased vacation time being asked for by the non-professionals. They would like to arrange a meeting with both members of the Personnel Committee.

Mrs. Reed cited need for surveillance in the reference area, as many books have been taken. Perhaps a second person can be stationed in this section when the addition is completed.

The fire alarm system was triggered several times this past month due to the smoke and dust of the construction work. The Pyrotronics Company was contacted by Mrs. Reed, and they suggested that the system be cleaned. Mrs. Strauss requested Mrs. Reed to contact Deputy Chief Cohrs of the Fire Department and ask him if there is a need for a cleaning of the fire alarm system at this time.

## COMMITTEES:

### Personnel:

Mrs. Grover reported on the meeting that was held on May 3rd with the staff committee. There was more discussion about the additional vacation time for non-professional employees. Mr. Pasmantier suggested that no decision should be made till the Board meets with the Council on June 12th, and until the Personnel Committee meets with the professionals.

Mr. Pasmantier noted that the Board's hard-nosed position is one of necessity. It should not be taken as a lack of confidence or appreciation in the staff. The money is just not available. The Board cannot commit itself at this time.

### By-laws:

The by-laws will be discussed at the June meeting. Members will review them.

### Building and Grounds:

Mr. Pasmantier publicly thanked Mrs. Zimmerman for her contribution of \$2,200 for the addition of a bathroom to the Director's Office. Mrs. Strauss will write a letter of thanks on behalf of the Board of Trustees for her donation.





(Building & Grounds continued)

Mr. Pasmantier made a motion that in order to make the facade of the building look as uniform as possible, the bricks around the window facing Mt. Pleasant Ave. shall be replaced by new brick. Miss Loughren seconded the motion, and it was carried unanimously.

Mrs. Grover made a motion that the Board install a fusable link metal panel above the glass panel leading to the Children's Room that would drop down in case of fire, at a cost of \$1,400-\$1,500. The money will come from the \$2,200 made available by the cancelling of the Director's bathroom. The architect will be directed to make a change order. Miss Loughren seconded the motion, and it was carried unanimously.

The change in the brick and fusable link panel had been thoroughly discussed at the April 24, 1978 meeting.

NEW BUSINESS:

Mr. Pasmantier suggested that the publicity for the opening of the new wing be initiated. A special affair should be considered. Perhaps an outstanding person in the literary field could be engaged as a speaker.

Mrs. Strauss expressed concern over the wording in the letter sent to patrons who have overdue books. Mrs. Reed said that this policy along with the letter, had been approved by the Board, and has been in effect for a number of years. It seems to serve its purpose in the majority of cases. Further discussion followed and it was decided that for the time being, the letter would remain as is.

COMMUNICATIONS:

Mrs. Grover read a memo from the staff in which they expressed their concern over the construction timetable of the new addition. Mr. Pasmantier suggested that a meeting be arranged between the architect, the crew supervisor, and interested members of the staff. Questions would be answered and an update given on the progress of the addition.

Parking problems were discussed. Mrs. Strauss urged Mrs. Reed to monitor the parking lot so that the Police Dept. can be informed of illegal parkers.

AUDIENCE PARTICIPATION:


Mrs. Magno and Mr. Donnelly respectively, asked the Board when the decision on vacations will be made, and if the cost of living is included in the budget. Mrs. Strauss reiterated that no decision can be made until the Board sees the Council for the money needed to complete the budget. Everything must wait until the next Board meeting on June 28, 1978.

Mr. Donnelly offered to submit some ideas to improve the letter sent to patrons having overdue books. He urged the Board to release some positive statements to the newspaper.

ADJOURNMENT:

Meeting was adjourned at 9:45 P. M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees

DIRECTOR'S  
MONTHLY REPORT

May 22, 1978

During the month of May we experienced our usual problems plus some. Since there was so much rain and dampness, we had to keep heat in the building. The auxiliary tank only holds about 275 gallons of oil. We constantly ran out and had to call for more oil.

A number of employees have been away this month either on vacation, attending graduation exercises or because of illness. By having those on the job put in extra hours, we have managed.

We are trying to adjust the inconveniences caused by the construction in progress and we are asking patrons for their patience and understanding through completion of the project. However, two days during the week of May 15, the entire area of the downstairs YA and Adult books had to be closed off because of the tremendous amount of dust due to drilling through the cement wall. Also, the smoke and dust triggered the fire alarm several times until the system was shut off.

An elderly lady had a four-car accident which ended in our parking lot. She struck a car near the lights on Mt. Pleasant Avenue, apparently lost control of her car, went across the lawn of the State Insurance building, down the steps, struck one car and then a second in our lot before stopping.

Another accident on the premises involved a cement truck which turned over. The driver was shaken up and was taken to the hospital.

Summer is upon us. With our air-conditioning gone, it will be absolutely impossible for the best service to be given to our patrons, as much as we hope to, unless provisions for some type of cooling system are made.

A suggestion from one source is that we try to rent a window air-conditioner for each area in the library. Some think that would be impossible because of the way our windows are installed.

In talking with Mr. Abe Silverstein of Environmental Air Control, he stated that there is a way to get the unit to function through our water and sewage system. He would like to get together with some trustees and the Director to explain how the matter can be handled.

More and more concern is being expressed by our Reference personnel about the disappearance of so many reference materials. So far, we are unable to come up with a solution. It is hoped that with the new addition some rule about persons visiting that area can become effective.

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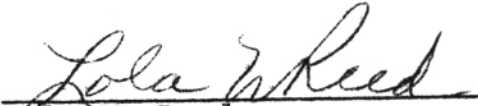
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On May 3 Mrs. Grover of the Personnel Committee met with a committee representing the non-professional and part-time staff over the vacation grievance. Mrs. Grover promised to go back to the full Board of Trustees for a decision.

The professional members expressed their dissatisfaction over having to give up two vacation days. They are desirous of meeting with the entire Personnel Committee to discuss the matter.

The "New Friends" of the library presented a check in the amount of \$200 to your Director for the purchase of some badly needed reference books - Facts on File.

  
Lola N. Reed  
Director

Director  
Tate W. Wood

needed reference books - \$1000 on May 1st  
amount of \$500 to Lord Peterson for the purchase of some really  
the "new friends" of the typically presented a check to the  
with the entire Personnel Committee to discuss the matter  
related to the two association rules. They are questions of meeting  
the professional members expressed their dissatisfaction over  
the full board of directors for a decision.  
over the association differences. Mr. Glover promised to do back to  
committee representing the non-professional and full-time staff.  
On May 3 Mr. Glover of the Personnel Committee met with a

## WEST ORANGE FREE PUBLIC LIBRARY

## B U D G E T   R E P O R T

MONTH OF   APRIL 1978

LIBRARY BOARD MEETING OF MAY 24, 1978

## EXPENDITURES

	PROPOSED BUDGET 1978	PAID MONTH OF APRIL 1978	1978 ACCUM- ULATED BUDGET EXPENDITURES PAID 4 MONTHS ENDED 4/30/78	UNEXPENDED BUDGET BALANCE ON 4/30/78	BILLS/ ACCTS. PAY- ABLE AT 4/30/78 PRESENT- ED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 4/30/78
SALARIES & WAGES	\$352,237	\$26,653.90	\$104,132.11	\$248,104.89		\$248,104.89
BINDING	1,000	39.00	689.95	310.05	\$ 194.40	115.65
COMMUNITY SERVICES	500	-0-	40.32	459.68		459.68
TRANSPORTATION	350	-0-	19.75	330.25		330.25
SEMINARS & WORKSHOPS	1,350	-0-	272.40	1,077.60		1,077.60
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	808.00	2,424.00	7,776.00	808.00	6,968.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,103.59	5,078.74	17,921.26	1,044.49	16,876.77
MAIN LIBRARY-REPAIRS	7,000	298.45	479.21	6,520.79	271.58	6,249.21
TORY CORNER-RENTAL	540	-0-	-0-	540.00		540.00
BOOKMOBILE	7,500	79.35	1,221.58	6,278.42	3.40	6,275.02
SERVICE CONTRACTS	4,000	127.40	754.94	3,245.06	287.30	2,957.76
BOOKS	55,000	7,290.56	14,407.10	40,592.90	3,847.87	36,745.03
SUPPLIES-LIBRARY	11,500	491.91	1,608.59	9,891.41	1,959.70	7,931.71
MICROFILM	2,000	-0-	-0-	2,000.00	26.02	1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	28.90	156.35	7,843.65	2.00	7,841.65
PAMPHLETS	700	-0-	355.84	344.16		344.16
AUDIO-VISUAL-MATERIALS	1,500	85.46	295.55	1,204.45	123.32	1,081.13
INSURANCE	6,000	( 353.00)	( 576.00)	6,576.00		6,576.00
TELEPHONE	2,500	161.14	458.36	2,041.64	159.14	1,882.50
POSTAGE	2,500	-0-	900.00	1,600.00	300.00	1,300.00
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	4,343.32	9,156.68		9,156.68
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	-0-	1,800.00		1,800.00
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	-0-	4,688.07	16,311.93		16,311.93
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000	-0-	790.73	23,209.27	21,239.00	1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	218.31	659.52	340.48		340.48
SUPPLEMENTAL-JANITOR SVCS.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	774.90	774.90	( 774.90)		( 774.90)
<u>TOTAL</u>	<u>\$568,527</u>	<u>\$39,893.70</u>	<u>\$143,975.33</u>	<u>\$424,551.67</u>	<u>\$30,266.22</u>	<u>\$394,285.45</u>

May 23rd Stewart  
25th Andrea  
June 1st Paul

Call Chief Colas

Call Mr. Johnson



WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF APRIL 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	ACCOUNTS PAYABLE 12/31/77
<u>I</u> BALANCE AS OF 3/31/78	\$ 78,778.01	(\$ 4,081.63)	\$ 7,346.92	\$ 404.42	\$ 198.24	\$ 326.25	\$ 72,933.81	\$ 1,650.00
ADD:								
FINES			( 1,750.97					
NON-RESIDENT FEES			( 20.00					
PHOTOCOPY			( 265.55					
TELEPHONE	\$ 2,168.66		( 19.39					
RENTAL-BOOKS, ETC.			( 82.65					
MICRO FILMS			( 5.10					
AUDIO-VISUAL			( 25.00					
LOST BOOKS	194.10			\$ 194.10				
EXCESS PROPERTY SALE	51.80				\$ 51.80			
TOWN OF W. O.	100,000.00	\$100,000.00						
<u>II</u> TOTAL APRIL 1978	\$102,414.56	\$100,000.00	\$ 2,168.66	\$ 194.10	\$ 51.80	-0-	-0-	-0-
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	\$181,192.57	\$ 95,918.37	\$ 9,515.58	\$ 598.52	\$ 250.04	\$ 326.25	\$ 72,933.81	\$ 1,650.00
<u>IV</u> LESS:								
APRIL 1978-EXPENDITURES	39,893.70	39,893.70						
<u>V</u> TOTAL CASH FUNDS	\$141,298.87	\$ 56,024.67	\$ 9,515.58	\$ 598.52	\$ 250.04	\$ 326.25	\$ 72,933.81	\$ 1,650.00
ADD: DUE FROM THE TOWN OF								
W.O. FOR 2ND, 3RD & 4TH QTR. BUDGET		368,527.00						
UNEXPENDED BUDGET BALANCE 4/30/78		\$424,551.67						
LESS: ACCOUNTS PAYABLE - 4/30/78		30,266.22						
BUDGET BALANCE PER REPORT 4/30/78		\$394,285.45						
CASH FUNDS REPRESENTED BY:								
CHECKING A/C MIDLANTIC NAT'L BANK		\$ 41,259.39						
MIDLANTIC NAT'L BANK-#02-073-00001770		80,203.91						
W.O. S & L Ass'n - #10085		19,125.33						
PETTY CASH - CASH FUND		326.25						
PETTY CASH - CHECKING FUND		( 3.41)						
MIDLANTIC NAT'L BANK		387.40						
		\$141,298.87						
FUNDS:								
BUDGET FUND		\$ 56,024.67						
FUNDS & RESERVES FUND		9,515.58						
LOST BOOK FUND		598.52						
BOOK SALES & EXCESS PROPERTY FUND		250.04						
PETTY CASH & CHANGE FUND		326.25						
ACCUMULATED REVENUE FUND		72,933.81						
ACCOUNTS PAYABLE - 12/31/77		1,650.00						
		\$141,298.87						
LESS: ACCOUNTS PAYABLE - 4/30/78		30,266.22						
		\$111,032.65						

WEST ORANGE FREE PUBLIC LIBRARY  
APRIL 1978 BILLS PRESENTED FOR PAYMENT  
ON MAY 24, 1978

CHECKS ARE DATED  
APRIL 26, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3558	MIDLANTIC NAT'L BANK-W/T 4/30/78	1. SALARIES	\$ 1,571.12
3559	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3560	TOWN OF W.O.-HOSPITALIZATION-MAY '78	26. HOSPITALIZATIONS	1,085.83
3561	TOWN OF W.O.-SOC.SEC. - APRIL 1978	1. SALARIES	1,612.58
3562	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,423.84
3563	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	151.78
3564	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3565	W.O. FREE PUBLIC LIBRARY-UNEMPLOYMENT COMPENSATION FUND APRIL '78	1. SALARIES	122.19
3566	STATE OF N.J. GROSS INCOME TAX-APRIL '78	1. SALARIES	545.67
3567	N.J. EMPLOYMENT SECURITY AGENCY - 1ST QUARTER 1978	28. UNEMPLOYMENT INS.	774.90
3567	N.J. EMPLOYMENT SECURITY AGENCY - 1ST QUARTER 1978	TRANSFER	387.40
	NET PAYROLL 4/15/78 -#2779-2823	1. SALARIES	9,616.66
	NET PAYROLL 4/30/78 -#2824-2867	1. SALARIES	<u>9,376.27</u>
<u>SUB-TOTAL</u>			\$ 26,993.29
ADD: CHECKS #3454 - 3557 PRESENTED FOR PAYMENT ISSUED AT APRIL 26, 1978 MEETING			<u>13,874.20</u>
<u>CHECKS ISSUED FOR THE MONTH OF APRIL 1978</u>			40,867.49
<u>LESS:</u>			
	CHECK #3474 - VOIDED	2. BOOKS	\$ 16.85
	CHECK #3457 - PETTY CASH	TRANSFER	200.00
	CHECK #3567 - N.J. EMPLOYMENT SEC'Y.	TRANSFER	387.40
	DEPOSITS -4/17 -RECORDS - REFUND	21. A/V MATERIAL	3.09
	4/19 -INSURANCE REFUND	5. INSURANCE	353.00
	4/26 -BOOKS - REFUNDS	2. BOOKS	<u>13.45</u>
			<u>973.79</u>
<u>TOTAL EXPENDITURES - MONTH OF APRIL 1978</u> <u>PER BUDGET REPORT</u>			<u>\$ 39,893.70</u>

PAYMENT RECOMMENDED BY:

*John Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Herbert Mannheim*

WEST ORANGE FREE PUBLIC LIBRARY  
APRIL 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON MAY 24, 1978

CHECKS ARE DATED  
MAY 24, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3568	PETTY CASH	TRANSFER	\$ 200.00
3569	MIDLANTIC NAT'L BANK-W.T.-5/15/78	1. SALARIES	1,527.08
3570	W.O. CREDIT UNION - 5/15/78	1. SALARIES	286.05
3571	PUBLIC EMPLOYEES RETIREMENT SYSTEM OF N.J.	P.E.R.S.	21,239.00
3572	POSTMASTER	13. POSTAGE	300.00
3573	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
3574	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	3.40
3575	AMERICAN HOTEL REGISTER Co.	2. BOOKS	13.29
3576	AMERICAN LIBRARY ASS'N	2. BOOKS	3.50
3577	ARNO PRESS, INC.	2. BOOKS	25.97
3578	ASS'N OF AMERICAN MEDICAL COLLEGES	2. BOOKS	15.00
3579A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 38.55
B	" " " "	11. " "	38.75
3580	AVERY LABEL	4. SUPPLIES	578.54
3581A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	9.27
B	" " " " "	2. " "	24.73
C	" " " " "	2. " "	15.58
3582A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	10.84
B	" " " " "	2. " "	43.53
C	" " " " "	2. " "	21.21
3583	THE BAKER & TAYLOR COMPANIES	2. BOOKS	6.06
3584	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	32.00
3585	R. R. BOWKER	2. BOOKS	45.00
3586A	BROADSTREET, INC.	4. SUPPLIES	9.80
B	" " " "	4. " "	69.60
C	" " " " "	4. " "	2.20
3587A	BRODART, INC.	4. SUPPLIES	30.62
B	" " " " "	4. " "	97.43
C	" " " " "	4. " "	7.31
D	" " " " "	11. SERVICE CONTRACTS	195.00
E	" " " " "	4. SUPPLIES	107.40
3588	C. OF C. OF U.S.	2. BOOKS	5.00
3589	CHAMBERS RECORD CORP.	21. A/V MATERIALS	46.39
3590	CHARLES PRESS PUBLISHERS	2. BOOKS	13.85
3591	CHILTON BOOK Co.	2. BOOKS	28.75
3592	CLIMATE GUIDE PUBLICATIONS	2. BOOKS	7.90
3593	COLLEGE ENTRANCE EXAMINATION BOARD	2. BOOKS	21.97
3594	DATA BUSINESS SYSTEMS, INC.	4. SUPPLIES	265.20
3595A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	404.17
B	" " " " "	2. " "	319.91
C	" " " " "	2. " "	191.72
D	" " " " "	2. " "	163.03
E	" " " " "	2. " "	277.83
F	" " " " "	2. " "	272.55
G	" " " " "	2. " "	200.48
H	" " " " "	2. " "	244.41
I	" " " " "	2. " "	99.32
J	" " " " "	2. " "	299.91
3596	DOBBS BROS. LIBRARY BINDING Co. OF VA.	3. BINDING	2,473.33
3597A	DOUBLEDAY & Co., INC.	2. BOOKS	194.40
B	" " " " "	2. " "	9.09
C	" " " " "	2. " "	24.86
D	" " " " "	2. " "	24.40
E	" " " " "	2. " "	47.04
F	" " " " "	2. " "	24.25
G	" " " " "	2. " "	9.70
H	" " " " "	2. " "	21.93
I	" " " " "	2. " "	46.70
J	" " " " "	2. " "	7.26
K	" " " " "	2. " "	41.42
		2. " "	5.46
			262.11

WEST ORANGE FREE PUBLIC LIBRARY  
APRIL 1988 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON MAY 24, 1978

CHECKS ARE DATED  
MAY 24, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3598	EBS CO SUBSCRIPTION SERVICES	19. MAGAZINES	\$ 2.00
3599	EURAIL GUIDE	2. BOOKS	9.20
3600	FACTS ON FILE, INC.	2. BOOKS	6.26
3601	FAIRCHILD BOOK DIVISION	2. BOOKS	83.00
3602	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN.	60.96
3603	FRIENDS OF THE EARTH	2. BOOKS	6.95
3604	GALE RESEARCH CO.	2. BOOKS	25.69
3605A	GAYLORD BROS., INC.	4. SUPPLIES	\$106.67
B	" " "	4. "	14.10
3606A	J. L. HAMMETT CO.	4. SUPPLIES	33.60
B	" " " "	4. "	3.31
3607	HARRISON STUDIO	21. A/V MATERIALS	16.80
3608	INSTANT PRINT BY SCHMIDTS	4 SUPPLIES	15.75
3609	THE INT'L CITY MGMT ASS'N	2. BOOKS	24.00
3610	SAMUEL KLEIN & CO.	AUDIT	1,650.00
3611A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	13.80
B	" " " " "	4. "	26.00
C	" " " " "	4. "	200.20
3612	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	808.00
3613A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	8.43
B	" " " "	2. "	14.01
C	" " " "	2. "	22.12
3614	MARQUIS WHO'S WHO, INC.	2. BOOKS	54.50
3615	MERCK & CO., INC.	2. BOOKS	10.78
3616	MODERN MASS MEDIA, INC.	21. A/V SOFTWARE	60.13
3617	J.M. MOREHOUSE PRINTING CO., INC.	4. SUPPLIES	121.50
3618	MOTION PICTURE ENTERPRISES, INC	2. MICROFILMS	17.52
3619	NC NEWS SERVICE	2. BOOKS	20.16
3620	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	237.44
3621	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	7.95
3622	NATIONAL REGISTER PUBLISHING CO., INC.	2. BOOKS	86.00
3623	N.J. BELL	9. TEL.	147.28
3624	N.J. BELL	9. TEL. T.C.	11.86
3625	N.J. CANDY & TOBACCO CO.	4. SUPPLIES	87.50
3626	NEW YORK UNIVERSITY PRESS	2. BOOKS	21.75
3627A	PRENTICE HALL, INC.	2. BOOKS	23.06
B	" " "	2. "	28.97
3628	PROMOTION MGR. DEPT. MAC MILLAN, INC.	2. BOOKS	7.50
3629	PUBLIC SERVICE E & G CO.	6. MAINT. MAIN.	873.55
3630	R.F.I. SMALL ENGINE SERVICE	17. EQUIP. REPAIR	112.12
3631	REGENT BOOK CO., INC.	2. BOOKS	23.88
3632	RIDLEY ENSLOW PUBLISHERS	2. BOOKS	24.03
3633	CHARLES SCRIBNER'S SONS	2. BOOKS	42.00
3634A	SHAR-FREY, INC.	2. BOOKS	20.36
B	" " "	2. "	7.80
C	" " "	2. "	8.52
3635	SILVER BURDETT CO.	2. BOOKS	10.05
3636	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	91.50
3637	3 M BUSINESS PRODUCTS SALES, INC.	4. SUPPLIES	197.37
3638	UNITED NATIONS	2. BOOKS	43.90
3639	GLENN VARGAS	2. BOOKS	17.50
3640	WALLACE-HOMESTEAD BOOK CO.	2. BOOKS	6.36

WEST ORANGE FREE PUBLIC LIBRARY  
APRIL 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON MAY 24, 1978

CHECKS ARE DATED  
MAY 24, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3641	WESTVIEW PRESS, INC.	2. BOOKS	\$ 14.25
3642	THE H. W. WILSON CO.	2. BOOKS	30.50
3643	WORRALL PUBLICATIONS, INC.	2. BOOKS	<u>8.50</u>
<u>SUB-TOTAL</u>			\$ 33,929.35
<u>LESS:</u> CHECK #3568 - PETTY CASH		TRANSFER	\$ 200.00
CHECK #3569 - MIDLANTIC NAT'L BK		1. SALARIES	1,527.08
CHECK #3570 - W.O.CREDIT UNION		1. SALARIES	286.05
CHECK #3614 - SAMUEL KLEIN & CO.		AUDIT	
ACCOUNTS PAYABLE - 12/31/77			<u>1,650.00</u> <u>3,663.13</u>
<u>TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT</u> <u>APRIL 30, 1978</u>			<u>\$ 30,266.22</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lea Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Steven Markman*

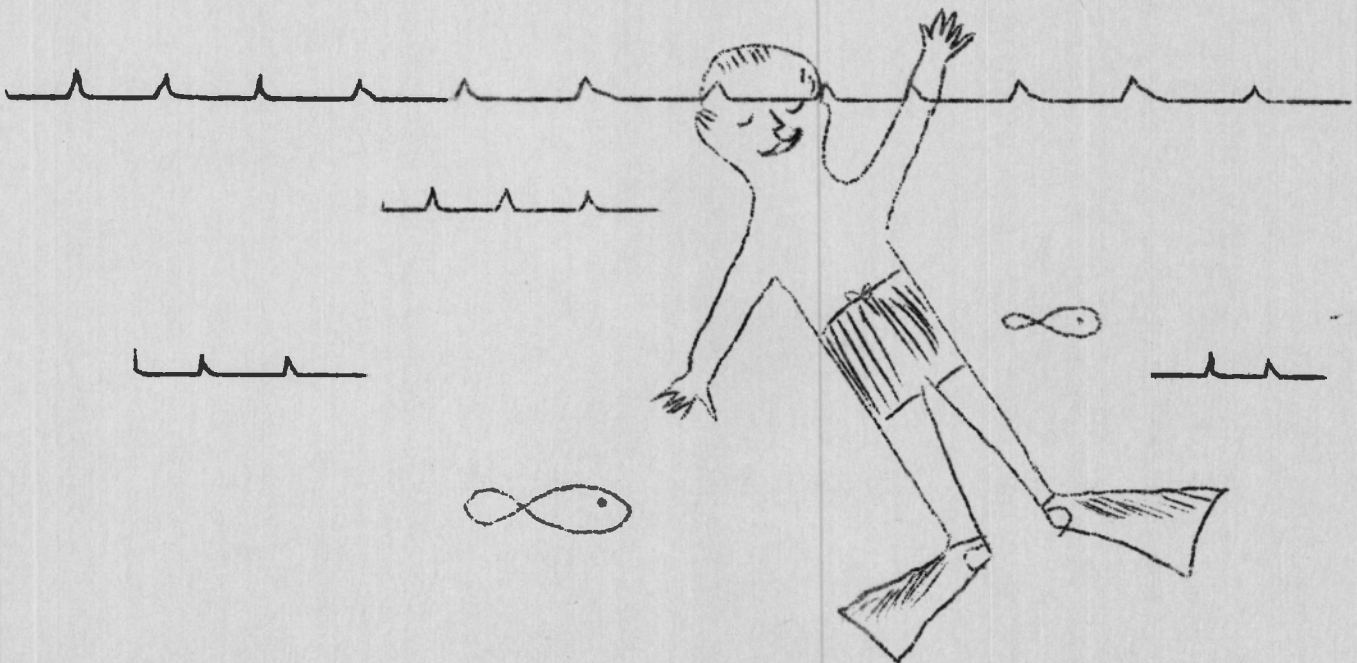
**WEST ORANGE PUBLIC LIBRARY**

**AGENDA**

**BOARD OF TRUSTEES MEETING**

**JUNE 28, 1978**

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





11. NO ORIGINATOR
10. COMMUNITARY REACTION
9. COMMUNITARY
8. NEW REACTION
7. OTD REACTION
6. COMMUNITARY REACTION
5. REACTION REACTION
4. REACTION REACTION
3. REACTION REACTION
2. REACTION REACTION
1. REACTION REACTION

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MINUTES  
BOARD OF TRUSTEES MEETING  
JUNE 28, 1978

The meeting was called to order by President Anita O. Strauss at 8:00 P.M. The following members were present constituting a quorum: Andrea Grover, Nancy Herman, Albert Kupferer and William Sagosz. Also present were Emma-Lou Czarnecki, Acquisitions Librarian and Stewart Manheim, Board Accountant. Several members of the staff and community were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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 accept the Minutes of the May 24, 1978 Board of Trustees meeting. Mr. Kupferer 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. Mr. Kupferer seconded the motion and it was carried unanimously.

2) Financial Statement:

Mrs. Strauss announced that Mrs. Herman will be leaving the Board as of the end of June due to the expiration of the Mayor's term of office.

Mr. Sagosz questioned a shortage in the Budget Fund. Mr. Manheim explained that the first and second quarter checks from the Town of West Orange are based upon an estimated amount, and that we should receive the money allocated to the library with the third quarter check which is due in July.

Mrs. Herman made a motion to transfer \$25,000 from Statement Savings Account #02-075-0000177-0 to the checking account in Midlantic Bank on June 30th to cover current expenses. Another transfer of \$30,000 will be made from and to the same accounts before July 15th to cover current expenses after receipt of the third quarter check from the Town of West Orange. Mr. Sagosz seconded the motion, and it was passed unanimously.





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

#### BUDGET:

Mrs. Strauss explained that the Board of Trustees had met with the Town Council at a caucus meeting on June 12th. Mr. Corwick, Business Administrator, was directed by the Council to find money for the library. The amount of \$25,000 will be made available in November. Although there is still a shortage of \$22,105, Mrs. Strauss expressed her desire to give employees their increases and cost of living, pending the receipt of a letter from the Council authorizing payment of \$25,000.

Mrs. Grover made a motion that the salary and wages budget line stay in tact as is, and that the \$352,237 which reflects increments and cost of living as stated in the Amended Budget be approved. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Sagosz made a motion that \$72,933 from the 1977 Accumulated Revenues will be transferred to the 1978 Budget Fund. The Town of West Orange has approved and passed a budget for the library in the amount of \$448,489. This brings the Budget Fund total to \$521,422. The motion was seconded by Mrs. Herman, and carried unanimously.

Mrs. Herman made a motion that (based upon the fact that \$25,000 has been promised to the library by the Town Council and is a matter of public record) the Board of Trustees adopt a budget of \$546,422, which is \$22,105 less than amount requested. Mr. Sagosz seconded the motion and it was passed unanimously.

#### DIRECTOR'S REPORT:

Mrs. Emma-Lou Czarnecki represented Mrs. Reed, Director, who was attending the American Library Association convention in Chicago.

A discussion was held on the possibility of finding a location for the book sale which will be sponsored by the New Friends of the Library. The Board of Trustees endorsed the "Friends" efforts.

Mrs. Grover made a motion that the library close at 8:00 P.M. on the three nights that it is currently open. The library will remain open on Saturday 9-12. The change in hours is necessary because of the lack of air-conditioning. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mr. Manheim suggested that a recording device be utilized during the hours the building is closed to answer phones and give library hours.

Mrs. Herman stated that because there are several staff members leaving for vacation, the June 30th pay checks will be distributed on June 29th.



## COMMITTEES:

### Building and Grounds:

Mr. Sagosz related that at a meeting held at Mr. Lehman's office the schedule for the building program was discussed. September is the target date for the completion of the addition. The old building will be closed down for service. The target date for the alteration of the old building is January 1st -- 6 months ahead of schedule. Books, shelving and the working areas are to be relocated.

Mr. McPherson, Consultant, will meet with Mr. Pasmantier and Mr. Sagosz and members of the staff on July 5th to discuss the move and how to accomplish it. Furnishings and decorating will also be discussed.

### Personnel:

Mrs. Grover reported that she had met with Mrs. Czarnecki and Mr. Chow -- representing the full-time professional employees. The professionals do not want to give up their vacation days in order to provide extra days for the full-time non-professional employees. It was stated that no professional is hired to take another professional's place during time leave is taken. Therefore, they feel that the library would not save any money if they gave up vacation days. Further discussion was tabled.

### PRO-LIBRA:

Mrs. Margaret Bennett, representing Pro-Libra, a professional organization of librarians who perform particular tasks for libraries, and Peter Parks, President of Document Management Group discussed the possibility of moving the contents of the library from the old building to the new addition. They explained their method of operation and offered to conduct an analysis, with no cost to the library. A proposal would be submitted describing the procedures and cost of moving.

The Board of Trustees discussed this matter and concluded that perhaps it would be possible for Mr. McPherson, the consultant, to offer some solution to the problem of moving. Mrs. Strauss noted that Mr. McPherson was hired to layout the floor plan of the library and as this was an entirely new area to deal with, that perhaps Mrs. Bennett could supervise the packing, etc. Mrs. Czarnecki was instructed to have Mrs. Reed investigate various moving firms.

### OLD BUSINESS:

Mrs. Herman discussed the hiring of a lawyer for the Board of Trustees. She offered the name of one attorney who has shown interest in representing the Trustees. There are also lists of attorneys from which the Board may enlist legal services. There will be further discussion on the necessity and feasibility of hiring legal counsel.

### COMMUNITY PARTICIPATION:

Mrs. Gilligan-Wold invited the Board of Trustees to attend a



Bicentennial Committee meeting to be held next month. She is interested in purchasing the slide collection of the late Mr. Ditzel. Money left over from the Bicentennial Committee would be used for that purpose.

Mrs. Rabinowitz implored the Board to make a decision on the request for increased vacation time for non-professional full-time employees.

ADJOURNMENT:

Meeting was adjourned at 10:30 P.M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees

secretary's report of discussion  
minutes covered

secretary  
minutes cover

minutes approved

Meeting was adjourned at 10:30 P.M.

minutes

minutes

minutes for increased attention time for non-biochemical staff  
minutes for increased attention time for non-biochemical staff

minutes for staff

minutes for staff. Minutes left over from the Bicentennial Committee would be  
integrated in Bicentennial the staff collection of the late Mr.  
Bicentennial Committee meeting to be held next month. The 12

DIRECTOR'S  
MONTHLY REPORT

June 28, 1978

The best description one can readily give of the happenings at the library during the month of June, 1978 is perilous and disastrous.

First there was the great amount of dust resulting from cutting through the wall by construction workers which gave employees considerable concern as to whether or not it was a health hazard. The area was closed to borrowers for two days.

The weather became very hot and humid for a few days. Everybody complained constantly. We called around trying to borrow fans. We rented four fans and we bought three. Some relief has been felt and we have happier workers.

Mr. Ford tripped over a chair in the staff room and had to be taken to the emergency ward of the Orange Memorial Hospital. A few days later he visited Dr. Levin. Our insurance company was notified.

Arrangements for storing books in Fairmount House have been made with Mr. Warrence, the Director.

Application for four CETA people has been submitted to Mrs. O'Flaherty, Director of the program. If we qualify, the employees will be a big help to us in janitorial services and in moving furniture and books with no monetary disbursements to the library. The participants will be placed on the CETA payroll.

Frank Refinski, our custodian, has been on jury duty since Monday, June 12. Bill Toohey has provided all janitorial services these two weeks. All efforts to get help from town employees failed. A letter was sent to Mr. McCann about the dilemma we are in but no response has been received to date.

Through the "weeding" of books and donations, we have acquired enough books to have a book sale. The "Friends" would like to sponsor the sale if a suitable place for holding it can be found. They suggest a Saturday or Sunday in September.

A careful study has been made of summer opening hours of all the libraries in Essex County. We discovered that only the three area libraries--Bloomfield, East Orange and Newark will be open one-half day on Saturdays during the months of July and August. I strongly suggest that our library close on Saturday during July and August. Also, I suggest that the Children's Room close evenings at 6:00 P. M. The person who would ordinarily be in there until



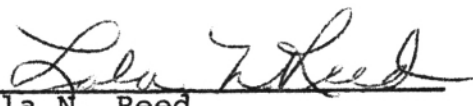
MONITOR, KEROV  
DIBESLOK, 2

9:00 P. M. would transfer to the Adult section until closing. There is not much activity in the Children's section between the hours mentioned. Since we are short-staffed the Adult section can always use another pair of hands.

Mr. Scott Hersch, who will have his photograph collection on display here during the month of July, asks your permission to have an opening on the evening of July 5. He would like to serve refreshments at his own expense.

Please make a decision on this matter at this meeting so Mr. Hersch can be notified.

Ethel Soprano resigned her position as a Jr. Library Assistant as of June 15, 1978.

  
\_\_\_\_\_  
Lola N. Reed  
Director

WEST ORANGE FREE PUBLIC LIBRARY  
B U D G E T R E P O R T  
 MONTH OF MAY 1978  
 LIBRARY BOARD MEETING OF JUNE 28, 1978  
 EXPENDITURES

	PROPOSED BUDGET 1978	PAID MONTH OF MAY 1978	1978 ACCUM- ULATED BUDGET EXPENDITURES PAID 5 MONTHS ENDED 5/31/78	UNEXPENDED BUDGET BALANCE ON 5/31/78	BILLS/ ACCTS. PAY- ABLE AT 5/31/78 PRESENT- ED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/78
SALARIES & WAGES	\$352,237	\$ 26,375.09	\$130,507.20	\$221,729.80	\$	\$221,729.80
BINDING	1,000	194.40	844.35	115.65	53.32	62.33
COMMUNITY SERVICES	500	-0-	40.32	459.68		459.68
TRANSPORTATION	350	-0-	19.75	330.25		330.25
SEMINARS & WORKSHOPS	1,350	400.00	672.40	677.60	57.90	619.70
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	808.00	3,232.00	6,968.00	808.00	6,160.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	1,044.49	6,123.23	16,876.77	868.26	16,008.51
MAIN LIBRARY-REPAIRS	7,000	159.46	638.67	6,361.33		6,361.33
TORY CORNER-RENTAL	540	-0-	-0-	540.00		540.00
BOOKMOBILE	7,500	3.40	1,224.98	6,275.02	23.19	6,251.83
SERVICE CONTRACTS	4,000	287.30	1,042.24	2,957.76	378.25	2,579.51
BOOKS	55,000	3,828.67	18,235.77	36,764.23	3,308.35	33,455.88
SUPPLIES-LIBRARY	11,500	1,959.70	3,568.29	7,931.71	449.52	7,482.19
MICROFILM	2,000	26.02	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	2.00	158.35	7,841.65	141.80	7,699.85
PAMPHLETS	700	-0-	355.84	344.16		344.16
AUDIO-VISUAL-MATERIALS	1,500	123.32	418.87	1,081.13	148.18	932.95
INSURANCE	6,000	-0-	( 576.00)	6,576.00		6,576.00
TELEPHONE	2,500	140.83	599.19	1,900.81	353.71	1,547.10
POSTAGE	2,500	300.00	1,200.00	1,300.00		1,300.00
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	5,429.15	8,070.85		8,070.85
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	-0-	1,800.00		1,800.00
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	112.12	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	-0-	4,688.07	16,311.93		16,311.93
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000	21,239.00	22,029.73	1,970.27		1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	-0-	659.52	340.48	44.25	296.23
SUPPLEMENTAL-JANITOR SVCS.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	-0-	774.90	( 774.90)		( 774.90)
<u>TOTAL</u>	<u>\$568,527</u>	<u>\$ 58,089.63</u>	<u>\$202,064.96</u>	<u>\$366,462.04</u>	<u>\$ 6,634.73</u>	<u>\$359,827.31</u>

## WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF MAY 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	ACCOUNTS PAYABLE 12/31/77
<u>I</u> BALANCE AS OF 4/30/78	\$141,298.87	\$ 56,024.67	\$ 9,515.58	\$ 598.52	\$ 250.04	\$ 326.25	\$ 72,933.81	\$ 1,650.00
ADD:								
FINES			( 1,762.68					
NON-RESIDENT FEES			( 20.00					
PHOTOCOPY			( 287.85					
AUDIO-VISUAL			( 50.00					
RENTAL - BOOKS, ETC.	\$ 2,453.00		( 82.15					
MEMORIAL BOOKS			( 5.55					
TELEPHONE			( 10.87					
MICRO FILMS			( 3.90					
DONATIONS			( 230.00					
LOST BOOKS	130.26			\$ 130.26				
EXCESS PROPERTY SALE	66.24				\$ 66.24			
<u>II</u> TOTAL - MAY 1978	\$ 2,649.50	-0-	\$ 2,453.00	\$ 130.26	\$ 66.24	-0-	-0-	-0-
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	\$143,948.37	\$ 56,024.67	\$ 11,968.58	\$ 728.78	\$ 316.28	\$ 326.25	\$ 72,933.81	\$ 1,650.00
<u>IV</u> LESS:								
MAY 1978 - EXPENDITURES	59,739.63	58,089.63						1,650.00
<u>V</u> TOTAL CASH FUNDS	\$ 84,208.74	(\$ 2,064.96)	\$ 11,968.58	\$ 728.78	\$ 316.28	\$ 326.25	\$ 72,933.81	-0-
ADD: DUE FROM THE TOWN OF W.O. FOR 2ND, 3RD, & 4TH QTR. BUDGET		368,527.00						
UNEXPENDED BUDGET BALANCE 5/31/78		\$366,462.04						
LESS: ACCOUNTS PAYABLE 5/31/78		6,634.73						
BUDGET BALANCE PER REPORT 5/31/78		\$359,827.31						
CASH FUNDS REPRESENTED BY:								
CHECKING A/C, MIDLANTIC NAT'L BANK		\$ 17,519.76						
MIDLANTIC NAT'L BANK #02-073-00001770		46,653.41						
W.O. S & L Ass'n 10085		19,125.33						
PETTY CASH -CASH FUND		526.25						
PETTY CASH -CHECKING FUND		( 3.41)						
MIDLANTIC NAT'L BANK-#02-073-0001161-0		387.40						
		\$ 84,208.74						
FUNDS:								
BUDGET FUND		(\$ 2,064.96)						
FINES & RESERVES FUND		11,968.58						
LOST BOOK FUND		728.78						
BOOK SALES & EXCESS PROPERTY FUND		316.28						
PETTY CASH & CHANGE FUND		326.25						
ACCUMULATED REVENUE FUND		72,933.81						
		\$ 84,208.74						
LESS: ACCOUNTS PAYABLE 5/31/78		6,634.73						
		\$ 77,574.01						

WEST ORANGE FREE PUBLIC LIBRARY  
MAY 1978 BILLS PRESENTED FOR PAYMENT  
ON JUNE 28, 1978

CHECKS ARE DATED  
MAY 24, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3644	LOLA N. REED	14. CONVENTION	\$ 400.00
3645	MIDLANTIC NAT'L BANK-W.T. 5/31/78	1. SALARIES	1,657.80
3646	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3647	TOWN OF W.O.-HOSPITALIZATION-JUNE '78	26. HOSPITALIZATION	1,085.83
3648	TOWN OF W.O.-EMPLOYEES SOC.SEC. MAY '78	1. SALARIES	1,599.66
3649	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,441.64
3650	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	151.78
3651	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3652	W.O. FREE PUBLIC LIBR-UN.COMP.FUND MAY '78	1. SALARIES	102.73
3653	N.J. GROSS INCOME TAX-MAY '78	1. SALARIES	540.99
	NET P/R-5/15/78 -#2868-2911 (44)	1. SALARIES	9,107.34
	NET P/R-5/31/78 -#2912-2955 (44)	1. SALARIES	<u>9,682.67</u>
<u>SUB-TOTAL</u>			\$ 26,095.49
<u>ADD: CHECKS #3568-3643 PRESENTED FOR</u> PAYMENT ISSUED AT MAY 24, 1978 MEETING			<u>33,929.35</u>
<u>CHECKS ISSUED FOR THE MONTH OF MAY 1978</u>			\$ 60,024.84
<u>LESS:</u>			
CHECK - 3491	-VOIDED	2. BOOKS	\$ 2.95
CHECK - 3518	-VOIDED	2. BOOKS	8.75
CHECK - 3568	-PETTY CASH	TRANSFER	200.00
CHECK - 3614	-SAMUEL KLEIN	AUDIT	
	ACCOUNTS PAYABLE-12/31/77		1,650.00
DEPOSITS-5/17	STAFF ORDERS	2. BOOKS	6.14
" -5/17	SHIRLEY ITKIN-JURY DUTY	1. SALARIES	47.70
" -5/26	LIPPINCOTTO CO.	2. BOOKS	1.36
" -5/24	MRS. REED	9. PHONE	<u>18.31</u>
			<u>1,935.21</u>
<u>TOTAL EXPENDITURES - MONTH OF MAY '78</u> <u>PER BUDGET REPORT</u>			<u>\$ 58,089.63</u>

PAYMENT RECOMMENDED BY:

*Lola N. Reed*

PAYMENT APPROVED BY:

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

BY: *Hewart Manheim* CPA

WEST ORANGE FREE PUBLIC LIBRARY  
MAY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON JUNE 28, 1978

CHECKS ARE DATED  
JUNE 28, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3654	PETTY CASH	TRANSFER	\$ 200.00
3655	MIDLANTIC NAT'L BANK-W.T.-6/15/78	1. SALARIES	1,578.97
3656	W.O. FEDERAL CREDIT UNION-6/15/78	1. SALARIES	286.05
3657	A. ABORN EXTERMINATING CO., INC.	11. SERVICE CONTRACTS	15.00
3658	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	23.19
3659	AMERICAN ASS'N FOR STATE & LOCAL HISTORY	2. BOOKS	20.75
3660	AMERICAN COLLEGIATE EMPLOYMENT INSTITUTE	2. BOOKS	7.95
3661	AMERICAN DENTAL ASS'N	2. BOOKS	45.00
3662A	AMERICAN LIBRARY ASS'N	2. BOOKS	\$ 16.00
B	" " " "	2. " "	6.75
3663	ARCO PUBLISHING CO., INC.	2. BOOKS	7.20
3664A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	39.45
B	" " " "	11. " "	38.55
3665	THE BAKER & TAYLOR CO.	2. BOOKS	94.81
3666A	THE BAKER & TAYLOR CO.	2. BOOKS	25.39
B	" " " " " "	2. " "	( 12.21)
3667	A. M. BEST CO.	2. BOOKS	10.00
3668A	R. R. BOWKER	2. BOOKS	15.95
B	" " " "	2. " "	21.50
C	" " " "	2. " "	14.95
D	" " " "	2. " "	45.00
E	" " " "	2. " "	90.00
F	" " " "	2. " "	35.00
3669A	BROADSTREET, INC.	4. SUPPLIES	10.25
B	" " " "	4. " "	133.10
C	" " " "	4. " "	17.40
D	" " " "	4. " "	15.00
3670	BRODART, INC.	4. SUPPLIES	10.85
3671	C. W. ASSOCIATES	2. BOOKS	21.00
3672	CHAMBERS RECORD CORP.	21. A/V MATERIALS	31.55
3673	EMMA-LOU CZARNECKI	14. CONVENTIONS	57.90
3674	DEACON PRESS	4. SUPPLIES	38.00
3675A	DIMONDSTEIN BOOK CO., INC.	2. BOOKS	192.30
B	" " " "	2. " "	280.95
C	" " " "	2. " "	251.44
D	" " " "	2. " "	109.42
E	" " " "	2. " "	( 35.10)
F	" " " "	2. " "	174.52
G	" " " "	2. " "	183.76
H	" " " "	2. " "	315.01
I	" " " "	2. " "	155.53
J	" " " "	2. " "	237.76
3676	DOBBS BROS. LIBRARY BINDING CO.	3. BINDING	1,865.59
3677A	DOUBLEDAY & CO., INC.	2. BOOKS	53.32
B	" " " "	2. " "	5.46
C	" " " "	2. " "	52.80
D	" " " "	2. " "	8.48
E	" " " "	2. " "	15.75
F	" " " "	2. " "	8.48
G	" " " "	2. " "	9.70
H	" " " "	2. " "	36.60
I	" " " "	2. " "	38.80
J	" " " "	2. " "	6.38
K	" " " "	2. " "	14.55
L	" " " "	2. " "	22.48
M	" " " "	2. " "	5.46
N	" " " "	2. " "	5.46
			18.75
			249.15

WEST ORANGE FREE PUBLIC LIBRARY  
MAY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON JUNE 28, 1978

CHECKS ARE DATED  
JUNE 28, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3678	EDUCATIONAL TESTING SERVICE	2. BOOKS	\$ 4.00
3679	EUROPA PUBLICATIONS LIMITED	2. BOOKS	94.50
3680	GALE RESEARCH Co.	2. BOOKS	42.77
3681	HUMANITIES PRESS	2. BOOKS	22.50
3682	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JANITORIAL	5.00
3683	THE KIRKUS SERVICE, INC.	19. MAGAZINES	90.00
3684	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	60.60
3685	LEA & FEIBIGER	2. BOOKS	30.05
3686	MC GRAW-HILL BOOK Co.	2. BOOKS	24.73
3687	MAC MILLAN PUBLISHING Co., INC.	2. BOOKS	27.06
3688	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICE	808.00
3689	MARQUIS WHO'S WHO, INC.	2. BOOKS	54.50
3690	MORRIS COUNTY FARMS, INC.	4. SUPPLIES-JANITORIAL	39.25
3691A	NEW JERSEY BELL	9. TELEPHONE	\$ 167.02
B	" " "	9. "	159.66
3692A	NEW JERSEY BELL	9. TELEPHONE	11.40
B	" " "	9. "	15.63
3693	N.J. C.T.	4. SUPPLIES	87.50
3694	ORANGE GARDEN SUPPLY Co.	4. SUPPLIES-JANITORIAL	66.18
3695	PACIFIC SEARCH PRESS	2. BOOKS	5.95
3696	PETERSON'S GUIDES	2. BOOKS	7.89
3697	PHYSICIANS' DESK REFERENCE	2. BOOKS	20.50
3698	PHYSICIANS' DESK REFERENCE	2. BOOKS	10.75
3699A	PITNEY BOWES	4. SUPPLIES	10.64
B	" "	11. SERVICE CONTRACTS	35.25
3700	R. L. POLK & Co.	2. BOOKS	45.89
3701A	PRENTICE-HALL, INC.	2. BOOKS	39.65
B	" " "	2. "	5.31
C	" " "	2. "	5.52
D	" " "	2. "	22.81
3702A	PRESCRIPTION CENTER	2. "	28.00
B	" "	21. A/V MATERIALS	7.00
C	" "	21. " "	12.27
3703	PUBLIC SERVICE E & G Co.	21. " "	6.55
3704	Q CORPORATION	6. MAINT.-MAIN.	25.82
3705	RANDOM HOUSE, INC.	2. BOOKS	868.26
3706	REGENT BOOK COMPANY, INC.	2. BOOKS	8.00
3707	SHAR-FREY, INC.	21. A/V MATERIALS	17.11
3708A	SILVER BURDETT Co.	2. BOOKS	79.98
B	" " "	2. BOOKS	6.15
3709	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	26.76
3710	STATE OF N.J. DIV. OF LOCAL GVT. SVCS.	2. "	9.62
3711	SUBURBAN HOMES GUIDE	2. BOOKS	36.38
3712	SVE. SOCIETY FOR VISUAL EDUCATION, INC.	2. BOOKS	90.25
3713	TEMPLE UNIVERSITY PRESS	2. BOOKS	15.00
3714	3 M BUSINESS PRODUCTS SALES, INC.	21. A/V MATERIALS	5.80
3715	WEST PUBLISHING Co., INC.	2. BOOKS	38.00
3716	WESTON WOODS	11. SERVICE CONTRACTS	15.52
		2. BOOKS	250.00
		21. A/V MATERIALS	25.00
			35.70

WEST ORANGE FREE PUBLIC LIBRARY  
MAY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON JUNE 28, 1978

CHECKS ARE DATED  
JUNE 28, 1978

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3717	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	\$ 51.80
	<u>SUB-TOTAL</u>		\$ 8,699.75
<u>LESS:</u>	CHECK #3654 - PETTY CASH	TRANSFER	\$ 200.00
	CHECK #3655 - MIDLANTIC NAT'L BANK	1. SALARIES	1,578.97
	CHECK #3656 - W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
			<u>2,065.02</u>
	<u>TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT</u> <u>MAY 31, 1978</u>		<u>\$ 6,634.73</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

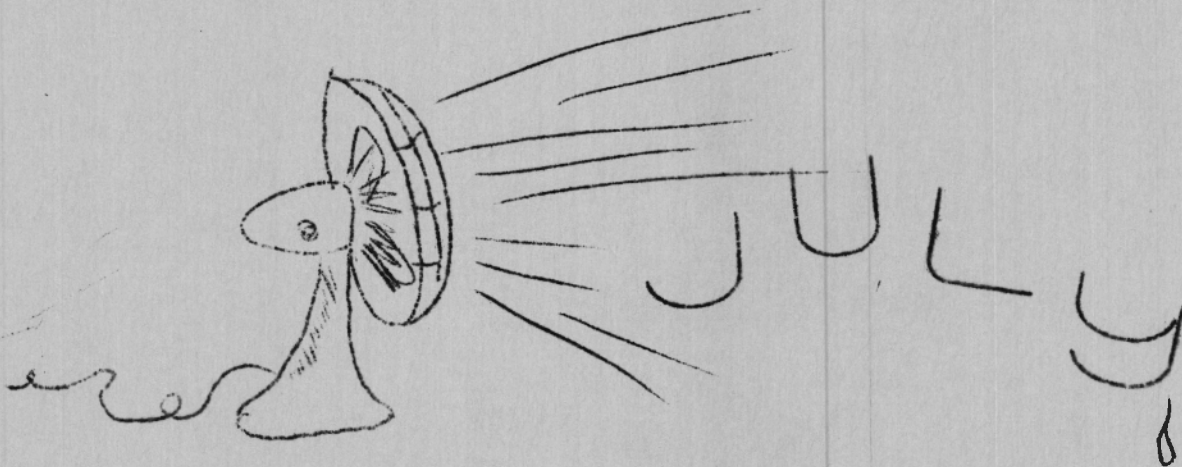
BY: \_\_\_\_\_

*Alvin J. Novick CPA*



**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
**JULY 26, 1978**

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



1958

1959

1960

1961

1962

1963

1964

1965

1966

1967

1968

- MINUTES  
BOARD OF TRUSTEES MEETING  
JULY 26, 1978

The meeting was called to order by President Anita O. Strauss at 8:20 P. M. The following members were present: Andrea Grover, Paul Pasmantier, William Sagosz, and William O'Neill constituting a quorum. Mr. O'Neill has been appointed alternate for the new Mayor, Samuel A. Spina. Also present were Stewart Manheim, Board Accountant, and Lola Reed, Director. Ada Berger, representing the Employees' Association was also in attendance.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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 June 28, 1978 Board of Trustees meeting with the following correction: P. 2, paragraph 3 under Budget--the word Will to be eliminated from first sentence. Mr. Sagosz seconded the motion, and it was carried unanimously.

FINANCIAL REPORT:

1) Bills Presented for Payment:

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

Mr. Pasmantier suggested that the book line be used for the approximate \$22,000 that is needed to complete the 1978 Budget. The book line has \$29,592.06. Mrs. Reed explained that standing orders come in on a regular basis, and money would be required for their payment. Mr. Pasmantier suggested that the list of standing orders be reviewed. It was also recommended by Mrs. Strauss that the A/V line be kept to the bare minimum.

Mrs. Grover made a motion that since the 3rd quarter check from the Town has been received in the amount of \$124,000, \$55,000 should be transferred from Statement Savings Acct. #02-075-0000 to the checking account at Midlantic Bank to cover current expenses. Mr. Sagosz seconded the motion, and it was carried unanimously.



## 2) Financial Statement:

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

Mrs. Strauss announced that Albert Kupferer has agreed to serve as treasurer until Dec. 31, 1978. New signature cards for the bank accounts must be filed with the banks. Mrs. Grover will be a signatory for the accounts as it will be necessary for her to sign checks while the President and Treasurer are on vacation.

It was agreed to change the meeting date to August 30, 1978 to insure a quorum. The newspapers, Town Clerk, and library patrons will be notified of the change.

### DIRECTOR'S REPORT:

Mrs. Reed reported that on Friday, July 21, the library had to close at 2 PM due to the extremely hot weather conditions.

The American Library Association conference in Chicago was one of the most productive and informative ones Mrs. Reed has ever attended.

The library has received 10,000 library bags purchased jointly by the "Old Friends of the Library", and the "New Friends of the Library". The bags will be sold for 10¢ each--proceeds going back to the Friends.

Mr. Warrence, Director of Fairmount House, has allowed the library to temporarily store boxes of books in the basement. The Fowler Agency has extended insurance to cover the books.

Insurance coverage has also been extended to cover the book sale which will be held at the Drill Building on Sept. 16. Mrs. Joan Bojsza will write a letter to Mr. Drill confirming the date and assuring him that the Drills will not be held responsible for the sale.

Various moving companies have been contacted about moving the contents of the old building to the new addition. Estimates will be submitted.

Mrs. Reed is concerned about obtaining a custodian to replace Frank Refinski who needs more surgery. She has contacted Town Hall and the Public Works Dept. to no avail. Mr. Toohey will cover for him when possible.

The library's application to CETA for additional help has passed the first committee's approval, and must pass the Financial committee's approval. Mrs. Reed plans to have an appointment with them before Aug. 4th.



**COMMITTEES:****1) Personnel:**

Mrs. Grover discussed the contents of a letter received from Ada Berger, President of the Employees' Association in which the staff members asked that a decision be made on the request for increased vacation time.

Mrs. Grover made a motion that the Board of Trustees not increase the vacation time of any of the employees of the library for the calendar year of 1978. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Sagosz stated that the decision not to give additional vacation time has no connection with the possible closing of the library when the move must be made into the new addition.

Mr. Pasmantier mentioned that the employee increments and cost of living were not cut from the budget even though the Board is short approximately \$22,000. It is in the best financial interests of the library to curtail additional spending at this time.

**2) Buildings and Grounds:**

Mr. Pasmantier said that the Building Committee has adopted a policy to meet every other Wednesday morning at 8:00 A. M. The Architect--Thomas Lehman, The Contractor--James Pellechia, and Mrs. Reed--the Director are included. A progress report is given, problems are discussed, and there is an exchange of ideas. The latest prediction is that the new wing will be ready on or about December-January.

Mrs. Lila Shoshkes, an industrial designer and technical advisor, has been retained by the Board for a fee of \$1,000. A poll was taken by President, Anita Strauss to engage Mrs. Shoshkes. She will be responsible for the selection of the stacks and the decorative materials such as the carpeting and tiles. She will write the specifications for each, and will be at the library to see that everything is properly installed.

Mr. Pasmantier explained that he, along with Mrs. Strauss and Mrs. Shoshkes, had visited 5 libraries to see the diversity of decoration and equipment. These visits reinforced the committee's viewpoint that the library needs all of the assistance and direction it can get at this time.

**NEW BUSINESS:**

Mr. Pasmantier recommended that an ad hoc committee be appointed to deal with 1) public relations, and 2) fund raising. Mr. O'Neill and Mrs. Grover will serve on this committee. Mr. Sagosz suggested the use of pledge cards for people who are interested in buying a piece of furniture. A plaque would be attached. Mr. Pasmantier







stated that Mr. Spinelli of the Town Council suggested that the Presidents of the service clubs in West Orange be invited into the library for coffee. At that time, they could be approached to endorse the library as a town-wide project for 1979. Mr. Spinelli, Mrs. Strauss and Mrs. Reed could say a few words in regard to the needs of the library.

Mrs. Strauss noted that Mr. Kupferer will serve on the financial committee along with Miss Loughren.

#### COMMUNICATIONS:

Mrs. Grover noted that the following letters had been received:

1) A letter to Mrs. Strauss from the Mayor appointing Mr. William O'Neill as his alternate.

2) A copy of a letter sent to Mrs. Herman from the Mayor in which he thanked her for her service to the community as a Board member, and his intention to appoint Mr. O'Neill as his alternate.

3) A letter from the Fowler Insurance Company to Mr. Warrence extending the insurance to cover the boxes of books stored at Fairmount House--value of approximately \$8,000.

4) A letter from Mrs. John Maxwell in regard to a lost book and fines.

5) A letter from a gentleman requesting subscriptions to "The Baltimore Sun" and the "Washington Post". Also he'd like to discuss the updating of our Reference Dept.

6) A letter from Mr. Thomas Lehman, the architect, in which he requests the names and appropriate titles for a plaque which will be placed on the new building.

7) A request from the auditors that a legal statement be published informing the public that Mr. McPerson was hired as a library consultant. (Professional Services Contract).

Mrs. Grover offered the name of Harry Starrett to be considered by the Board members as legal advisor. Mr. Sagosz suggested that any attorney that is hired by the Board be knowledgeable in Civil Service procedures and laws.

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

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary  
Board of Trustees



DIRECTOR'S  
MONTHLY REPORT

July 26, 1978

Every member on the staff of the West Orange Public Library should be commended for their courageous efforts to keep the library open under miserable circumstances. A number of us are unable to cope with the heat. Consequently, some have had to work shorter hours on days when the weather conditions are unbearable.

In addition to weather problems, we have had a series of electrical shorts during the month, a swarm of flying ants invaded the building, an overflowing toilet caused a leak through the ceiling in the hallway leading to the staff room.

On Friday, July 21, the library was closed at 2:00 P.M. due to weather conditions. Two persons were overcome with heat on Thursday and at least four became ill the next day. So, until the heat wave breaks we are likely to close early when it is impossible to work under heat conditions.

The American Library Association Convention in Chicago, June 24-30, 1978 was what I consider the most productive and informative one I have attended in recent years. Although the problem of "over programming" was still with us, but by careful selection I was able to attend a number of worthwhile programs.

Each day a conference newsletter called COGNOTES was published. Attendants were able to get in capsule form highlights of all the meetings held the previous day. The theme of the conference was "Toward a National Information Policy." We were privileged to listen to such distinguished speakers as Erma Bombeck, author, columnist and television personality; Daniel Schorr, journalist and author; Donald J. Urquhart, former Director General British Library Lending Division; Ben Bagdikian, author, editor, Pulitzer prize winning journalist; Ernest Boyer, U. S. Commissioner of Education; Arthur M. Schlesinger, Jr., author and historian, etc.

As always, the most popular meeting of the Convention was the one where the Newbery and Caldecott awards are given. This year's Newbery winner was Katherine Paterson for Bridge to Terabithia and the Caldecott medal was presented to Peter Spier for Noah's Ark.

We have received 10,000 library bags which were purchased jointly by the "Old" Friends of the Library and the "New Friends of the Library." They are being sold for 10¢ each.

Mr. Warrence, Director of Fairmount House, has allotted us temporary storage space in the basement for some of our books. This has relieved our storage problem somewhat. Clearance has been made with our insurance company to assure that Fairmount House is not held responsible for any damage. We have sufficient coverage as given to us in writing by our insurance agent.



The "New Friends of the Library" held a meeting on Friday, July 21, at the home of Joan Bojsza, the Secretary. They discussed ways of raising money to help furnish the library upon its completion.

One thing which was decided was that the "Friends will sponsor a book sale on September 16--rain date September 23. Bob Gillen will seek places to store books until time for the sale. Mrs. Anita Strauss agreed to check with the Drill family about using the parking lot of the Drill Building for our book sale.

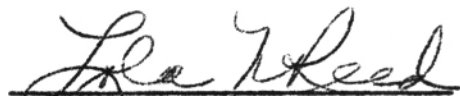
The following companies have been contacted to furnish us with an estimate of the cost of moving everything out of the old wing into the new, when it is completed:

1. LIBERTY TRANSPORTATION AND STORAGE COMPANY  
Mr. J. Lusardi, Representative
2. ALLIED VAN MOVERS  
Mr. Cioppettini, Representative
3. MAYFLOWER  
Mr. J. Mulvenna, Representative
4. PRO LIBRA  
Mrs. Margaret Bennett and Peter Parks  
Representatives

Surveys have been made by all companies except Pro Libra whose representative has been on vacation but will conduct the survey later this week.

We are surprised and pleased that the Summer Reading classes are being well-attended regardless of the condition of the weather and the great humidity problem. Of course, the classes are kept to a maximum of one hour each.

Our custodian, Frank Refinski, is in the hospital again. He was operated on for a nodule in his throat. It is not certain how long he will be away from his employment. Meantime we are having to use Bill Toohey to perform some of the necessary duties around the library.

  
Lola N. Reed  
Director



## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE 1978

LIBRARY BOARD MEETING OF JULY 26, 1978

## EXPENDITURES

	APPROVED BUDGET 1978	PAID MONTH OF JUNE 1978	1978 ACCUM- ULATED BUDGET EXPENDITURES PAID 6 MONTHS ENDED 6/30/78	UNEXPENDED BUDGET BALANCE ON 6/30/78	BILLS/ ACCTS. PAY- ABLE AT 6/30/78 PRESENT- ED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 6/30/78
SALARIES & WAGES	\$352,237	\$ 26,771.85	\$157,279.05	\$194,957.95		\$194,957.95
BINDING	1,000	53.32	937.67	62.33	\$ 93.60	( 31.27)
COMMUNITY SERVICES	500	59.00	99.32	400.68		400.68
TRANSPORTATION	350	47.83	67.58	282.42		282.42
SEMINARS & WORKSHOPS	1,350	190.20	862.60	487.40		487.40
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	808.00	4,040.00	6,160.00	1,060.00	5,100.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	868.26	6,991.49	16,008.51	1,851.19	14,157.32
MAIN LIBRARY-REPAIRS	7,000	-0-	638.67	6,361.33	180.83	6,180.50
TORY CORNER-RENTAL	540	-0-	-0-	540.00	135.00	405.00
BOOKMOBILE	7,500	23.19	1,248.17	6,251.83	99.69	6,152.14
SERVICE CONTRACTS	4,000	378.25	1,420.49	2,579.51	182.30	2,397.21
BOOKS	55,000	3,262.60	21,498.37	33,501.63	3,909.57	29,592.06
SUPPLIES-LIBRARY	11,500	339.27	3,907.56	7,592.44	662.25	6,930.19
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	141.80	300.15	7,699.85	37.90	7,661.95
PAMPHLETS	700	-0-	355.84	344.16		344.16
AUDIO-VISUAL-MATERIALS	1,500	148.18	567.05	932.95	130.78	802.17
INSURANCE	6,000	-0-	( 576.00)	6,576.00		6,576.00
TELEPHONE	2,500	353.71	952.90	1,547.10	184.08	1,363.02
POSTAGE	2,500	303.50	1,503.50	996.50		996.50
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	6,514.98	6,985.02		6,985.02
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	-0-	1,800.00		1,800.00
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	4,830.81	9,518.88	11,481.12		11,481.12
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000	-0-	22,029.73	1,970.27		1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	44.25	703.77	296.23	296.23	-0-
SUPPLEMENTAL-JANITOR SVCS.	4,000	-0-	-0-	4,000.00	128.60	3,871.40
UNEMPLOYMENT INSURANCE	-0-	646.65	1,421.55	( 1,421.55)		( 1,421.55)
<b>TOTAL</b>	<b>\$568,527</b>	<b>\$ 40,356.50</b>	<b>\$242,421.46</b>	<b>\$326,105.54</b>	<b>\$ 8,952.02</b>	<b>\$317,153.52</b>
PER RESOLUTION 6/28/78	22,105			22,105.00		22,105.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>			<b>\$304,000.54</b>		<b>\$295,048.52</b>

1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000
<b>TOTAL PROVIDED BY TOWN</b>	<b>\$473,489</b>
3. PROVIDED BY LIBRARY FROM 1977 ACCUMULATED REVENUE FUND	72,933
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF JUNE 1978

	<u>TOTAL ALL FUNDS</u>	<u>BUDGET FUND</u>	<u>FINES &amp; RESERVES FUND</u>	<u>LOST BOOK FUND</u>	<u>BOOK SALES &amp; EXCESS PROPERTY FUND</u>	<u>PETTY CASH &amp; CHANGE FUND</u>	<u>ACCUMULATED RESERVE FUND</u>
<u>I</u> BALANCE AS OF 5/31/78	\$ 84,208.74	(\$ 2,064.96)	\$ 11,968.58	\$ 728.78	\$ 316.28	\$ 326.25	\$ 72,933.81
ADD:							
FINES			( 1,909.83				
NON-RESIDENT FEES			( 30.00				
PHOTOCOPY	\$ 2,164.12		( 106.40				
BOOK RENTALS			( 85.60				
MICRO-FILM			( 1.60				
AUDIO-VISUAL			( 30.69				
LOST BOOKS	99.27			\$ 99.27			
EXCESS PROPERTY	146.65				\$ 146.65		
INTEREST	1,254.66		1,254.66				
TRANSFER-RESOLUTION 6/28/78		\$ 72,933.00	.81				(\$ 72,933.81)
<u>II</u> TOTAL-JUNE 1978	\$ 3,664.70	\$ 72,933.00	\$ 3,419.59	\$ 99.27	\$ 146.65	-0-	(\$ 72,933.81)
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	\$ 87,873.44	\$ 70,868.04	\$ 15,388.17	\$ 828.05	\$ 462.93	\$ 326.25	-0-
<u>IV</u> LESS:							
JUNE 1978 EXPENDITURES	40,356.50	40,356.50					
<u>V</u> TOTAL CASH FUNDS	\$ 47,516.94	\$ 30,511.54	\$ 15,388.17	\$ 828.05	\$ 462.93	\$ 326.25	-0-
ADD: DUE FROM THE TOWN OF W.O. FOR 3RD & 4TH QTR. BUDGET		273,489.00					
UNEXPENDED BUDGET BALANCE 6/30/78		\$304,000.54					
LESS: ACCOUNTS PAYABLE 6/30/78		8,952.02					
BUDGET BALANCE PER REPORT 6/30/78		\$295,048.52					
CASH FUNDS REPRESENTED BY:							
CHECKING A/C MIDLANTIC NAT'L BANK		\$ 1,784.17					
MIDLANTIC NAT'L BANK #02-073-00001770		25,225.67					
W.O. SAVINGS & LOAN ASS'N 10085		19,375.66					
PETTY CASH - CASH FUND		126.25					
PETTY CASH - CHECKING FUND		287.33					
MIDLANTIC NAT'L BANK-#02-073-0001161-0- UNEMPLOYMENT FUND		717.86					
		\$ 47,516.94					
FUNDS:							
BUDGET FUND		\$ 30,511.54					
FINES & RESERVES FUND		15,388.17					
LOST BOOK FUND		828.05					
BOOK SALES & EXCESS PROPERTY FUND		462.93					
PETTY CASH & CHANGE FUND		326.25					
		\$ 47,516.94					
LESS: ACCOUNTS PAYABLE 6/30/78		8,952.02					
		\$ 38,564.92					



WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1978 BILLS PRESENTED FOR PAYMENT ON  
JULY 26, 1978

CHECKS ARE DATED  
JUNE 28, 1978

VOUCHER  
NUMBER

PAYEE

BUDGET ALLOCATION

3718	P.E.R.S. #20284, PENSION, LOANS	1. SALARIES	\$ 1,072.31
3719	P.E.R.S. #20284, CONTRIBUTORY GROUP INS.	1. SALARIES	149.59
3720	P.E.R.S. #20284, SUPPLEMENTAL ANNUITY	1. SALARIES	39.00
3721	MIDLANTIC NAT'L BANK-F.W.T. 6/30/78	1. SALARIES	1,658.81
3722	W.O. FEDERAL CREDIT UNION	1. SALARIES	286.05
3723	TOWN OF W.O. JULY '78 HOSPITALIZATION	26 HOSPITALIZATION	1,085.83
3724	TOWN OF W.O. SOC.SEC.EMPLOYEES JUNE '78	1. SALARIES	1,618.62
3725	TOWN OF W.O., So.SEC.EMPLOYERS - 2ND QUARTER 1978	27. EMPLOYER SOC.SEC.	4,830.81
3726	POSTMASTER	13. POSTAGE	300.00
3727	STATE OF N.J. GROSS INCOME TAX JUNE '78	1. SALARIES	546.94
3728	TOWN OF W.O. - ADMINISTRATIVE CHARGE	28. ADMINISTRATION	1.00
3729	N.J. EMPLOYMENT SECURITY AGENCY - 2ND QUARTER 1978	29. UN. INS.	646.65
3729	N.J. EMPLOYMENT SECURITY AGENCY - 2ND QUARTER 1978	TRANSFER	323.42
3730	W.O. FREE PUBLIC LIBRARY-UN. INS.FUND	1. SALARIES	98.50
	NET PAYROLL - 5/15/78 (44)	1. SALARIES	9,365.98
	NET PAYROLL - 5/30/78 (43)	1. SALARIES	10,071.03

SUB-TOTAL \$ 32,094.54

ADD: CHECKS #3654-3717 PRESENTED FOR  
PAYMENT ISSUED AT JUNE 28, 1978 MEETING 8,699.75

CHECKS ISSUED FOR THE MONTH OF JUNE 1978 \$ 40,794.29

ADD: PETTY CASH CHECKS - APRIL, MAY &  
JUNE 1978 - #1093 - 1120 309.26

SUB-TOTAL \$ 41,103.55

LESS:

CHECK #3654, PETTY CASH CH. A/C	TRANSFER	\$ 200.00
CHECK #3729, N.J. EMPLOYMENT SECURITY	TRANSFER	323.42
DEPOSITS - JUNE 7	2. BOOKS	4.75
" - JUNE 16	4. SUPPLIES	11.95
" - JUNE 16	2. BOOKS	25.00
" - JUNE 19	2. BOOKS	17.00
" - JUNE 12-OLIVETTI-DISCOUNT	4. SUPPLIES	108.05
PETTY CASH CHECKS -		
#1093 - W.O.PUBLIC LIBRARY	LOST BOOKS REFUNDS	15.00
1101 - " " " "	" " "	10.25
1111 - ANDREA SAFT	" " "	3.25
1113 - MICHALINE MAUNO	" " "	2.71
1114 - W.O. PUBLIC LIBRARY	" " "	4.23
1115 - " " "	" " "	8.00
1118 - " " "	" " "	5.49
1120 - " " "	" " "	7.95

TOTAL EXPENDITURES - MONTH OF JUNE 1978 -  
PER BUDGET REPORT \$ 40,356.50

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lola T. Leek*

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

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1978 BILLS PRESENTED FOR PAYMENT ON  
JULY 26, 1978

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR  
THE MONTHS OF APRIL, MAY AND JUNE 1978

<u>DATE</u> <u>1978</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4/13	#1093	W.O. PUBLIC LIBRARY	LOST BOOKS RETURNS	\$ 15.00
4/14	1094	MARK DONNELLY	12. TRANSPORTATION	11.29
4/17	1095	LOLA REED	12. TRANSPORTATION	8.50
4/19	1096	RALPH KELLY	10. COMMUNITY RELATIONS	25.00
4/24	1097	EMMA-LOU CZARNECKI	12. TRANSPORTATION	12.75
5/6	1098	HOWARD JOHNSONS	14. CONVENTIONS	32.80
5/6	1099	FRENCH & EUROPEAN PUBLICATIONS	2. BOOKS	1.00
5/3	1100	SHIRLEY ITKIN	13. POSTAGE	3.50
5/8	1101	W.O. PUBLIC LIBRARY	BOOK REFUND	10.25
5/18	1102	AMERICAN LIBRARY ASSOCIATION	14. CONVENTIONS	40.00
5/19	1103	AMERICAN LIBRARY ASSOCIATION	15. WORKSHOPS	15.00
5/19	1104	EXHIBITS ROUND TABLE	15. WORKSHOPS	18.00
5/19	1105	AMERICAN LIBRARY ASSOCIATION	14. CONVENTIONS	16.00
5/19	1106	CORETTA S. KING AWARD	15. WORKSHOPS	7.50
5/25	1107	SANDRA GOSS	12. TRANSPORTATION	5.89
5/25	1108	MILLBURN MUNICIPAL COURT	10. COMMUNITY RELATIONS	4.00
5/27	1109	SHIRLEY ITKIN	4. SUPPLIES	8.75
5/27	1110	MARK DONNELLY	12. TRANSPORTATION	3.15
5/30	1111	ANDREA SAFFT	BOOK REFUND	3.25
5/30	1112	W.O. PUBLIC LIBRARY	10. COMMUNITY RELATIONS	15.00
6/5	1113	MICHALINE MAUNO	BOOK REFUND	2.71
6/7	1114	W.O. PUBLIC LIBRARY	BOOK REFUND	4.23
6/10	1115	W.O. PUBLIC LIBRARY	BOOK REFUND	8.00
6/12	1116	BLACK CAUCUS OF THE ALA	14. CONVENTIONS	3.00
6/12	1117	N.J. NAT'L ORG. FOR WOMEN	10. COMMUNITY RELATIONS	15.00
6/15	1118	W.O. PUBLIC LIBRARY	BOOK REFUND	5.49
6/16	1119	BILL TOOHEY	12. TRANSPORTATION	6.25
6/21	1120	W.O. PUBLIC LIBRARY	BOOK REFUND	7.95

TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT  
FOR THE MONTHS OF APRIL, MAY AND JUNE 1978

\$ 309.26

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON JULY 26, 1978

CHECKS ARE DATED  
JUNE 28, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3758A	DOUBLEDAY & Co., INC.	2. Books	\$ 14.58	
B	" " " "	2. "	7.50	
C	" " " "	2. "	49.30	
D	" " " "	2. "	9.70	
E	" " " "	2. "	9.70	
F	" " " "	2. "	16.35	
G	" " " "	2. "	8.48	
H	" " " "	2. "	24.40	
I	" " " "	2. "	9.70	
J	" " " "	2. "	3.97	\$ 153.68
3759	EDUCATORS PROGRESS SERVICE, INC.	2. Books		15.70
3760	EUROPEAN PUBLISHER'S REPRESENTATIVES	2. Books		4.95
3761	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN.		60.96
3762	GALE RESEARCH CO.	2. Books		36.00
3763	GANN LAW BOOKS	2. Books		24.00
3764	THE STEPHEN GREENE PRESS	2. Books		12.57
3765	INDEPENDENT PUBLISHERS GROUP	2. Books		25.69
3766	INDIANA UNIVERSITY PRESS	2. Books		5.31
3767	THE INSTITUTE FOR RESEARCH	2. Books		12.30
3768	KTAV PUBLISHING HOUSE, INC.	2. Books		26.04
3769A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	66.00	
B	" " " "	4. " "	5.49	
C	" " " "	4. " "	16.99	88.48
3770	WALTER KIDDE SALES & SERVICE CO.	6. MAINT. MAIN.		38.25
3771A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	46.00	
B	" " " " " "	4. "	109.50	155.50
3772	LAROUSSE & Co., INC.	2. Books		23.45
3773A	LEWIS PAPER & SUPPLY	4. SUPPLIES -JAN.	234.50	
B	" " " " " "	4. " "	33.35	
C	" " " " " "	4. " "	44.50	312.35
3774	LIBRARY BINDERY CO. OF PA., INC.	3. BINDING		93.60
3775A	MACMILLAN PUBLISHING Co., INC.	2. Books	26.33	
B	" " " " " "	2. "	9.23	
C	" " " " " "	2. "	8.03	
D	" " " " " "	2. "	20.12	63.71
3776A	MANHEIM, KOSSON & NOVICK, CPA'S	23. MGMT. SERVICES	210.00	
B	" " " " " "	23. " "	850.00	1,060.00
3777	MOODY'S INVESTORS SERVICES	2. Books		160.00
3778	NATIONAL AUDIO-VISUAL ASS'N, INC.	2. Books		18.50
3779	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.		164.78
3780A	NEW JERSEY BELL	9. TELEPHONE	170.89	
B	" " " " " "	9. "	13.19	184.08
3781	N.J. LEGISLATIVE MANUAL	2. Books		10.00
3782	N.J. DEPT. OF COMMUNITY AFFAIRS	20. PAMPHLETS		2.00
3783	NEW YORK UNIVERSITY PRESS	2. Books		18.65
3784	E & M O'HARA, INC.	6. MAINT. MAIN.		49.62
3785	ORYX PRESS	2. Books		15.45
3786	PERDUE RADIO Co.	21. A/V MATERILAS		103.50
3787	POPULAR PERIODICAL INDEX	2. Books		15.00
3788	PRENTICE HALL, INC.	2. Books		12.80
3789A	PRESCRIPTION CENTER	21. A/V MATERIALS	11.36	
B	" " " " " "	21. " "	( 3.38)	
C	" " " " " "	21. " "	3.18	
D	" " " " " "	21. " "	10.80	
E	" " " " " "	21. " "	5.32	27.28

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON JULY 26, 1978

CHECKS ARE DATED  
JULY 26, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3731	W.O. FEDERAL CR. UNION	1. SALARIES	\$ 286.05
3732	MIDLANTIC NAT'L BANK	1. SALARIES	4,964.70
3733	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS	15.00
3734	ABINGDON	2. BOOKS	9.82
3735	AL's AUTO PARTS, INC.	8. MAINT.MOB.	12.95
3736	AMA/Com.	2. BOOKS	15.45
3737	AMERICAN POLITICAL SCIENCE ASS'N.	2. BOOKS	4.00
3738A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACT \$	38.65
B	" " "	11. " "	38.65
3739A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	19.42
B	" " " "	2. "	10.32
C	" " " "	2. "	9.10
D	" " " "	2. "	104.43
3740A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	35.81
B	" " " "	2. "	33.17
C	" " " "	2. "	7.77
D	" " " "	2. "	68.82
3741	BEEKMAN PUBLISHER'S INC.	2. BOOKS	30.45
3742	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.MAIN.	32.00
3743	BNAI B'RITH CAREER & COUNSELING SVCS.	2. BOOKS	6.95
3744	THE BOBBS MERRILL Co., INC.	2. BOOKS	15.71
3745A	R.R. BOWKER	2. BOOKS	24.95
B	" " "	2. "	12.95
3746A	BROADSTREET, INC.	4. SUPPLIES	46.80
B	" " "	4. "	58.50
C	" " "	4. "	128.70
3747A	BRODART, INC.	4. SUPPLIES	111.20
B	" " "	4. "	163.45
C	" " "	4. "	( 1.90)
3748	THE BROOKINGS INSTITUTION	2. BOOKS	6.43
3749	BUNTING & LYON, INC.	2. BOOKS	31.00
3750	CAMBRIDGE UNIV. PRESS	2. BOOKS	30.71
3751	CHILDREN'S REVIEW PUBLISHERS CO.	2. BOOKS	165.17
3752	COMMONWEALTH WATER CO.	6. MAINT.MAIN.	65.51
3753	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	20.45
3754	CONSUMER EDUCATION FOUNDATION	20. PAMPHLETS	10.00
3755	CURTIS SERVICE, INC.	8. MAINT. MOB.	86.74
3756A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	34.97
B	" " " "	2. "	15.91
C	" " " "	2. "	16.97
D	" " " "	2. "	8.14
E	" " " "	2. "	( 32.88)
F	" " " "	2. "	14.32
G	" " " "	2. "	( 8.14)
3757A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	271.71
B	" " " "	2. "	267.66
C	" " " "	2. "	158.45
D	" " " "	2. "	( 36.28)
E	" " " "	2. "	265.76
F	" " " "	2. "	95.61
G	" " " "	2. "	175.89
H	" " " "	2. "	305.53
I	" " " "	2. "	269.43
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			2,241.43

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON JULY 26, 1978

CHECKS ARE DATED  
JULY 26, 1978

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3790A	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	\$ 806.51
B    "    "    "    "    "		6.    "    "	<u>814.39</u> \$ 1,620.90
3791	PRINDLE, WEBER & SCHMIDT, INC.	2. BOOKS	15.18
3792	THE PSYCHOHISTORY PRESS	2. BOOKS	11.65
3793	QUALITY PRODUCTS Co.	4. SUPPLIES-JAN.	24.00
3794	RUTGERS UNIVERSITY PRESS	2. BOOKS	83.68
3795	SEDGWICK PRODUCTS DIV.	11. SERVICE CONT.	90.00
3796A	SILVER BURDETT Co.	2. BOOKS	9.72
B    "    "    "    "		2.    "    "	<u>9.27</u> 18.99
3797	13-30 CORPORATION	2. BOOKS	6.00
3798	TIME/LIFE	2. BOOKS	52.50
3799	UNIVERSITY OF CALIFORNIA PRESS	2. BOOKS	10.36
3800	WAYNE STATE UNIVERSITY PRESS	2. BOOKS	10.86
3801	WEST ORANGE COMMUNITY HOUSE	7. MAINT.TORY	135.00
3802	WEST PUBLISHING Co., INC.	2. BOOKS	90.00
3803	WOODBRIIDGE PRESS PUBLISHING Co.	2. BOOKS	2.95
3804	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	25.90
 <u>SUB-TOTAL</u>			 <u>\$ 14,202.77</u>
 <u>LESS: CHECK #3731-W.O.FEDERAL CREDIT UNION</u>		1. SALARIES	\$ 286.05
CHECK #3732-MIDLANTIC NAT'L BANK		1. SALARIES	<u>4,964.70</u> <u>5,250.75</u>
 <u>TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT</u>			
<u>JUNE 30, 1978</u>			<u>\$ 8,952.02</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lela Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

MINUTES  
BOARD OF TRUSTEES MEETING  
AUGUST 30, 1978

The meeting was called to order by President Anita O. Strauss at 8:00 P. M. The following members were present: Andrea Grover, Albert Kupferer, William O'Neill, Paul Pasmantier and William Sagosz constituting a quorum. Also present were Stewart Manheim, Board Accountant, and Lola N. Reed, Director. Several members of the staff and residents of West Orange were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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 July 26, 1978 Board of Trustees meeting with the following corrections: Page 3, paragraph 1 under Building and Grounds--to include the names of Anita O. Strauss and William Sagosz as participants in the special meetings. Also under Building and Grounds, Page 3, paragraph 2--the third sentence to read: She will be responsible for the writing of the specifications for carpeting, tiles and stacks as required by the Board. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

Mr. Manheim suggested that expenses relating to the building addition should be listed in a new category--ie: New Addition Expenses. This would cover expenses relative to the addition that must be taken from current funds, and would enable the Board to see (at a glance) how much the various items are costing the library in this budget year.

1) Bills Presented for Payment:

As the nature of the services performed by National Fuel Oil Co., Inc. in the amount of \$175.00 on voucher #3852--Maintenance Main is not indicated on the invoice, payment will be withheld until the company is contacted.

Mr. Pasmantier noted that in the July 26, 1978 Minutes agreement had been made that the book line was to be controlled because of the shortage of funds. He questioned Mrs. Reed as to what had been done in regard to this matter. Mrs. Reed explained that orders are being held back as per direction of the Board, and that the amount of expenditures reflected in July's bills represent back orders and standing orders that could not be cancelled. Next month's financial statement should show a decided reduction in the book line.

amount from a collected collection in the room. The  
amount was not to be collected. The money, a treasurer's statement  
submitted to the board, a little less than \$1000.00 and a receipt  
from the bank for the collection of the board, and the amount of ex-  
penditure for this matter. The board explained that the board was not  
allowed to do this. The board was not to be collected because of the  
the treasurer noted that in the July 26, 1918 minutes, the board  
was not to be collected.

Not suggested on the minutes. Payment will be made to the  
the amount of \$100.00 on account of \$1000.00. The board is  
at the meeting of the board, the board of directors, the board of directors.

### 1) Bill presented for payment:

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Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of July, 1978 with the exception of voucher #3852 to National Fuel Oil Co., Inc. Mr. Kupferer seconded the motion, and it was passed unanimously.

## 2) Financial Statement:

Mr. Sagosz made a motion to transfer \$42,000 from the Statement Savings Account #02-073-0000177-0 to the checking account at Midlantic Bank to cover current expenses. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mrs. Grover 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 presented her monthly report in which she stated that for the years 1975 through 1978 there were overdue books outstanding in the amount of \$8,531.60. Mr. Pasmantier suggested that in order to resolve this problem, a trustee should be appointed to work with Mrs. Reed in submitting a program to enforce a ruling for delinquent borrowers. Mrs. Strauss requested Mr. O'Neill to assist in this matter.

It was agreed by the trustees and Mrs. Reed that the library return to 5:00 P. M. closings on Saturdays beginning Sept. 9, 1978. Closing hours for the evenings will be maintained at 8:00 P. M.

## OLD BUSINESS:

Mr. Pasmantier made a motion complimenting Mrs. Reed and the staff for their spirit, forbearance, tenacity and their ability to cope with the situation resulting from the lack of air conditioning. Mr. Sagosz seconded the motion, and it was passed unanimously.

## 1) Professional Service Contracts:

Mr. Pasmantier made a motion to hire Mrs. Lilashoshkes, industrial designer and technical advisor, to advise the Board in the selection of architectural materials and carpeting, and to write specifications for these materials for the architect for a fee of \$1,000, in accordance with the telephone poll taken by Mrs. Strauss. It was unanimously agreed upon by the members of the Board that she polled. The \$1,000 will be taken from the Professional Services line. At the end of the year if adjustments must be made, it may come from the legal line. Mr. Kupferer seconded the motion and it was carried unanimously.

Under Local Public Contracts Law (N.J.S. 40A-11-let. seq.), all announcements of contracts awarded without competitive bidding for performance must be published in the newspapers. Mrs. Strauss presented the resolution authorizing the award of contract for Professional Services for Kenneth McPherson as Library Consultant. Mr. Sagosz seconded the resolution. She also presented a resolution





authorizing the award of contract for Professional Services to Lila Shoskes as Interior Decorator which was seconded by Mr. Pasmantier. Both resolutions were unanimously carried.

The announcements of the above contracts will be sent to "The Star-Ledger", and the "West Orange Chronicle" for publication. Both resolutions in their entirety are attached to these Minutes of August 30, 1978.

2) Letter from Mayor Spina:

Mrs. Strauss stated that she had met with Mayor Spina on July 31, 1978 to discuss the furnishings for the library. A letter had been sent prior to this meeting--to the Mayor and Town Council requesting funds in the amount of \$88,973 for the furnishings for the new addition. In a letter sent to the Town Council, the Mayor recommended appropriation of the \$88,973 to cover the cost of new furniture and equipment. He further suggested that Town employees, CETA employees, and/or volunteers be utilized to accomplish the move to the new addition; and that no additional appropriation be made for that purpose. As yet, the Council has not met to discuss this matter, but there is a strong indication that the appropriation will go through.

3) Professional Decorator Services:

Since time is of the essence, Mrs. Strauss suggested that someone qualified is needed to accomplish the enormous task of selecting and supervising the furnishings and equipment and to write specifications with which the library can obtain competitive bids.

Mr. Pasmantier read a letter from Mrs. Shoshkes to Mrs. Strauss in which she outlined the services she would perform for the library at a cost of \$5,000. It was agreed by the Board that some items in the letter need to be clarified. Mrs. Strauss explained that the fee may come out of the \$88,973 that was requested for furnishings.

The Board of Trustees decided that the following provisions should be included in the list of services:

- a) Mrs. Shoshkes will be responsible for obtaining exactly what is specified in each order, and will inspect on arrival the quality of each item, and recommend acceptance or rejection to the Board.
- b) Consultation should be held with library personnel on all selections of furnishings.
- c) She should be responsible for the exact layout of all items, where they are to be placed by the deliverymen, and to see that all articles of furniture are properly installed in their place.



Mr. Sagosz made a motion to enter into a contract for the sum of \$4,000 with Mrs. Lila Shoshkes. The contract must be mutually satisfactory to both parties and based upon the outline in the letter she sent to the Board of Trustees, with the previous stated provisions to be included. It is contingent upon the Council's approval of the Mayor's recommendation for the furnishings and equipment for the library. Mr. Pasmantier seconded the motion, and it was carried unanimously.

A meeting will be held on Wednesday, Sept. 5, 1978 at 8:00 A. M. to discuss the new contract with Mrs. Shoshkes and to determine the exact provisions of this contract. The Building and Grounds Committee, Mrs. Reed, Mrs. Shoshkes, and Mrs. Strauss will attend.

At Mrs. Reed's request, a copy of all correspondence relating to the library addition will be sent to the Director's Office to be placed on file.

#### 4) Plaque to be Placed on Building Addition:

Mr. Lehman, Architect, has requested the names of the people to be placed on the plaque that will be put on the new addition. It was the consensus of the entire Board that the names of all trustees, alternates, ex-Mayor, Present Mayor, Superintendent of Schools, and the Director will be listed on the plaque.

#### 5) Change Order:

Change Order #4 was tabled until Mr. Pasmantier contacts Mr. Pellechia, the Building Contractor. This order consists of removing the existing wood paneling on the east wall of the library, and installing a portion of the paneling on the east wall of the Director's Office. Further clarification is needed as to the use of the paneling.

The following items were discussed relating to the building addition and will be discussed at another meeting:

- a) Expansion of the catalog room.
- b) Placement of a temporary staff room during renovation of old building.
- c) The moving problem.

#### 6. Shelving:

Mr. Sagosz suggested that the Board purchase all new stacks for the entire new area, as the dismantling, refurbishing and erection of the old units would be quite costly. Further research will be conducted and an outline of recommendations presented at a later date.

#### NEW BUSINESS:

Mrs. Strauss presented a plaque to Mrs. Nancy Herman for her four years of dedicated work as a trustee and alternate for former Mayor Cuozzi.



Friends of the Library:

Bob Gillen, speaking for the New Friends of the Library, stated that the Friends would like to keep all of the proceeds from the book sale that they are holding on Sept. 16, 1978. The money would be placed in the Friends' bank account and they would have final decision as to how the money is to be spent for the benefit of the library. A lengthy discussion followed.

Mr. Pasmantier made a motion that all profits received from the book sale (after costs are excluded), shall be placed in escrow in a separate library account. The library will provide a list of items that it needs, and the Friends will chose which ones they would like the library to have. The proceeds from the book sale will be used to buy the above selected items. The motion was seconded by Andrea Grover and carried 4'to 2.


Mr. Pasmantier recommended that the Friends submit a list of items they wish to purchase to the Board for their approval.

COMMUNICATIONS:

Mrs. Grover read an announcement from Lenore Rabin, Committee Chairperson for the 300th Anniversary of the Settlement of the Oranges. Mayor Spina has appointed a special committee to plan and celebrate this event which will be held Sunday, October 22, 1978. Mrs. Phyllis Some is the library representative to the committee.

The meeting was adjourned at 10:40 P. M.

Respectfully submitted,

  
Sandra Goss, Secretary

  
Andrea Grover, Secretary  
Board of Trustees



BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY  
ANNOUNCEMENT OF PROFESSIONAL SERVICES CONTRACT

The Board of Trustees of the West Orange Free Public Library announce that Lila Shoshkes has been appointed to furnish professional services in design, selection and co-ordination of colors and materials necessary to complete architectural contract documents to meet the requirements of the West Orange Free Public Library; by Board Resolution as follows:

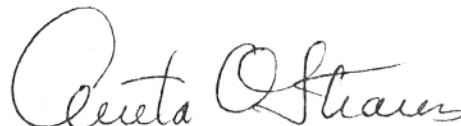
"WHEREAS, there exists the need for the performance of professional service in the design, selection and co-ordination of colors and materials necessary to complete architectural contract documents; and

"WHEREAS, the Local Public Contracts Law (N.J.S. 40A-11-1 et. sequ.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publically advertised:

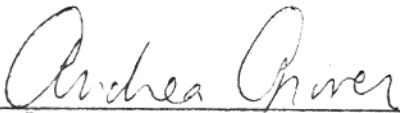
"NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED, by the Board of Trustees of the West Orange Free Public Library as follows:

(1) The President and Secretary are hereby authorized and directed to execute the agreement with Lila Shoshkes for performance of the aforesaid services.

(2) The contract is awarded without competitive bidding for performance of the aforesaid Local Public Contracts Law."



Anita O. Strauss, President  
Board of Trustees



Andrea Grover, Secretary  
Board of Trustees

8/30/78



BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY  
ANNOUNCEMENT OF PROFESSIONAL SERVICES CONTRACT

The Board of Trustees of the West Orange Free Public Library announce that Kenneth F. McPherson has been appointed to furnish professional services as Library Consultant to the West Orange Free Public Library; by Board Resolution as follows:

a) To define services in terms of readers' seats, book capacities and square foot requirements, indicating what supporting staff services and areas will be required.

b) Prepare the program so that it will most effectively fit within the present library building and the proposed approximately 9,000 square foot addition.

c) Provide an inventory of necessary furniture and equipment.

d) Provide advice on the selection and specification of needed additional furniture and equipment.

e) Work closely with the Architect, introducing the Librarians' point of view throughout the planning stages of the project.

"WHEREAS, there exists the need for the performance of professional services as library consultant in relation to the present library building and proposed addition; and

"WHEREAS, the Local Public Contracts Law (N.J.S. 40A-11-1 et. seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publically advertised.

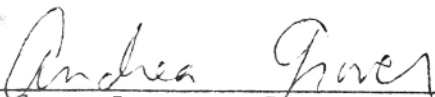
"NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED, by the Board of Trustees of the West Orange Free Public Library as follows:

(1) The President and Secretary are hereby authorized and directed to execute the agreement with Kenneth F. McPherson for performance of aforesaid services.

(2) The contract is awarded without competitive bidding for performance of the aforesaid Local Public Contracts Law."



Anita O. Strauss, President  
Board of Trustees



Andrea Grover, Secretary  
Board of Trustees

DIRECTOR'S  
MONTHLY REPORT

August 30, 1978

The library functioned this month under severe and highly uncomfortable circumstances. The heat problem forced us to close early on July 21st and August 17th. There were other days we chose to close early but because so many patrons kept coming in, the decision was made to permit those employees who felt ill or faint because of the oppressive heat to go home, taking Sick-Leave Time.

The entire staff has been wonderful and very cooperative in every respect. Many of our borrowers were understandable and sympathetic toward us. But, as one might expect, there were those who were just the opposite.

Extra credit should be given to Mr. Sagosz who has worked with us almost on a daily basis, after leaving his air-conditioned office at his place of employment, to come and sweat with us over the moving problem.

As a direct result of a letter by Mr. Sagosz to Environmental Control, we are to be refunded money paid to them on a contract basis less \$33.00 for labor before our contract was negotiated.

The new 5,000 gallon oil tank has been installed and 3,200 gallons of oil are in it. According to Mr. Lehman, the 1,105 gallons of oil removed from our old tank on April 11, 1978 were utilized by the Town of West Orange. The bill was evidently paid by the Town since we received no invoice for that oil.

We are presently without full custodial help. At the last meeting I explained that Frank Refinski was in the hospital from July 24th. He is now back in the hospital where he has undergone a serious operation in which a part of his vocal cord was severed. He has been away from the job since the week of August 13. We have no idea when he will be able to return to work.

After many telephone calls and promises we were able to get part-time services of Bob Shannon, a night custodian from Town Hall. Bob is a very good worker and has a most pleasant disposition. We are pleased to have him but wish he could spend more time in the library since it has been partially neglected for so long.

To add further to our woes, Mr. Toohey, who willingly gives us a hand whenever possible, is on vacation until after Labor Day. If Mr. Refinski is not back by that time, we will be forced to get Mr. Toohey to help with the custodial duties.



Two members of our staff had a death in their families during the month. The father of Mrs. Lorraine Schwartz died and the Mother-in-law of Mrs. Dorothy Ericsson passed away.

Two members representing the Civil Service Commission in Trenton, Mrs. Kay Harris and Mr. Charles Lloyd interviewed six of our staff here at the library on Monday, August 21, 1978. The interview concerned work-related jobs for Junior Library Assistants.

Mr. Nicholas C. Scibetta, owner of United Rent All called about the fans we rented from him on May 31. After listening to the circumstances under which we are working, he reduced the rental fee of the floor fans from \$48.00 per month to \$24.00 per month, and the price of the desk fans from \$36.00 per month to \$20.00 per month. He was very kind and considerate and stated that this is his contribution to the endeavors of the library.

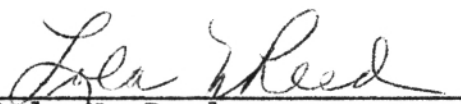
The culminating activities of a very successful summer reading program is being held on Wednesday, August 30th. Two sessions of 35 children each were held on Tuesdays and Wednesdays, respectively. The New Friends of the Library contributed refreshments for the last session.

Attached to my report are statistics of delinquent borrowers which I hope you will be convinced that a strongly worded letter or other drastic measures should be taken.

Since schools will be open, I suggest that we return to the 5:00 P.M. closing time on Saturday--beginning Saturday, September 9. I do feel, however, that Monday, Tuesday and Wednesday evening closing hours remain at 8:00 P. M. We are still meeting the state minimum hours of opening.

After having worked so hard and diligently to get funding for the addition to our library, I feel very disappointed that my name will not be on the plaque for the new wing. You may feel it is an insignificant matter but I want you, the Board of Trustees, to know it means a great deal to me. I would like an explanation as to why my name should not be on the plaque.

The Mobilibrary is off the road until after Labor Day. It should begin operating on September 5.

  
Lola N. Reed  
Director



## WEST ORANGE FREE PUBLIC LIBRARY

## B U D G E T   R E P O R T

MONTH OF JULY 1978

LIBRARY BOARD MEETING OF AUGUST 30, 1978

## EXPENDITURES

	APPROVED BUDGET 1978	PAID MONTH OF JULY 1978	1978 ACCUM- ULATED BUDGET EXPENDITURES PAID 7 MONTHS ENDED 7/31/78	UNEXPENDED BUDGET BALANCE ON 7/31/78	BILLS/ ACCTS. PAY- ABLE AT 7/26/78 PRESENT- ED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 7/31/78
SALARIES & WAGES	\$352,237	\$ 40,318.13	\$197,597.18	\$154,639.82		\$154,639.82
BINDING	1,000	93.60	1,031.27	( 31.27)		( 31.27)
COMMUNITY SERVICES	500	-0-	99.32	400.68	\$ 18.00	382.68
TRANSPORTATION	350	-0-	67.58	282.42		282.42
SEMINARS & WORKSHOPS	1,350	-0-	862.60	487.40		487.40
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	1,060.00	5,100.00	5,100.00	850.00	4,250.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	1,851.19	8,842.68	14,157.32	789.78	13,367.54
MAIN LIBRARY-REPAIRS	7,000	180.83	819.50	6,180.50	213.93	5,966.57
TORY CORNER-RENTAL	540	135.00	135.00	405.00	135.00	270.00
BOOKMOBILE	7,500	99.69	1,347.86	6,152.14	121.42	6,030.72
SERVICE CONTRACTS	4,000	182.30	1,602.79	2,397.21	179.05	2,218.16
BOOKS	55,000	3,871.49	25,369.86	29,630.14	3,725.20	25,904.94
SUPPLIES-LIBRARY	11,500	662.25	4,569.81	6,930.19	368.80	6,561.39
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	25.90	326.05	7,673.95	25.90	7,648.05
PAMPHLETS	700	12.00	367.84	332.16	255.00	77.16
AUDIO-VISUAL-MATERIALS	1,500	130.78	697.83	802.17	190.65	611.52
INSURANCE	6,000	-0-	( 576.00)	6,576.00		6,576.00
TELEPHONE	2,500	184.08	1,136.98	1,363.02	175.17	1,187.85
POSTAGE	2,500	-0-	1,503.50	996.50	300.00	696.50
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	7,600.81	5,899.19		5,899.19
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	-0-	1,800.00		1,800.00
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88	92.00	295.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	-0-	9,518.88	11,481.12		11,481.12
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,000	-0-	22,029.73	1,970.27		1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	424.83	1,128.60	( 128.60)	159.99	( 288.59)
SUPPLEMENTAL-JANITOR SVCS.	4,000	-0-	-0-	4,000.00		4,000.00
<i>Unemployment Comp</i>	-0-	-0-	1,421.55	( 1,421.55)		( 1,421.55)
<b>TOTAL</b>	<b>\$568,527</b>	<b>\$ 50,317.90</b>	<b>\$292,739.36</b>	<b>\$275,787.64</b>	<b>\$ 7,599.89</b>	<b>\$268,187.75</b>
PER RESOLUTION 6/28/78	22,105			22,105.00		22,105.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>			<b>\$253,682.64</b>		<b>\$246,082.75</b>
1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000					
<b>TOTAL PROVIDED BY TOWN</b>	<b>\$473,489</b>					
3. PROVIDED BY LIBRARY FROM 1977 ACCUMULATED REVENUE FUND	72,933					
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>					

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF JULY 1978

	<u>TOTAL ALL FUNDS</u>	<u>BUDGET FUND</u>	<u>FINES &amp; RESERVES FUND</u>	<u>LOST BOOK FUND</u>	<u>BOOK SALES &amp; EXCESS PROPERTY FUND</u>	<u>PETTY CASH &amp; CHANGE FUND</u>
<u>I</u> BALANCE AS OF 6/30/78	\$ 47,516.94	\$ 30,511.54	\$ 15,388.17	\$ 828.05	\$ 462.93	\$ 326.25
ADD:						
FINES			(\$ 1,398.70			
NON-RESIDENT FEES			( 30.00			
PHOTOCOPY			( 205.20			
BOOK RENTALS	\$ 1,769.83		( 92.65			
PROJECTION RENTALS			( 10.00			
TELEPHONE			( 11.28			
STENCIL & MIMED SERVICES			( 2.00			
GIFTS			( 20.00			
LOST BOOKS	73.40			\$ 73.40		
EXCESS PROPERTIES	69.25				\$ 69.25	
TOWN OF WEST ORANGE	124,244.00	\$124,244.00				
<u>II</u> TOTAL-JULY 1978	<u>\$126,156.48</u>	<u>\$124,244.00</u>	<u>\$ 1,769.83</u>	<u>\$ 73.40</u>	<u>\$ 69.25</u>	<u>-0-</u>
<u>III</u> TOTAL AVAILABLE <u>I</u> PLUS <u>II</u>	\$173,673.42	\$154,755.54	\$ 17,158.00	\$ 901.45	\$ 532.18	\$ 326.25
<u>IV</u> LESS:						
JULY 1978 - EXPENDITURES	<u>50,317.90</u>	<u>50,317.90</u>				
<u>V</u> TOTAL CASH FUNDS	<u>\$123,355.52</u>	<u>\$104,437.64</u>	<u>\$ 17,158.00</u>	<u>\$ 901.45</u>	<u>\$ 532.18</u>	<u>\$ 326.25</u>
ADD: DUE FROM THE TOWN OF W.O. FOR THE 4TH QTR. BUDGET		<u>149,245.00</u>				
UNEXPENDED BUDGET BALANCE 7/31/78		\$253,682.64				
LESS: ACCOUNTS PAYABLE 7/31/78		<u>7,599.89</u>				
BUDGET BALANCE PER REPORT 7/31/78		<u>\$246,082.75</u>				
CASH FUNDS REPRESENTED BY:						
CHECKING A/C-MIDLANTIC NAT'L BANK	\$ 36,466.27					
MIDLANTIC NAT'L BANK-#02-073-00001770	66,382.15					
W.O. S & L ASS'N - 10085	19,375.66					
PETTY CASH - CASH FUND	126.25					
PETTY CASH - CHECKING FUND	287.33					
MIDLANTIC NAT'L BK-#02-073-0001161-0- UNEMPLOYMENT FUND	717.86					
	<u>\$123,355.52</u>					
FUNDS:						
BUDGET FUND		\$104,437.64				
FINES & RESERVES FUND		17,158.00				
LOST BOOK FUND		901.45				
BOOK SALES & EXCESS PROPERTY FUND		532.18				
PETTY CASH & CHANGE FUND		326.25				
		<u>\$123,355.52</u>				
LESS: ACCOUNTS PAYABLE 7/31/78		<u>7,599.89</u>				
		<u>\$115,755.63</u>				

WEST ORANGE FREE PUBLIC LIBRARY  
JULY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON AUGUST 30, 1978

CHECKS ARE DATED  
AUGUST 30, 1978

VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
3839	FACTS ON FILE, INC.	2. BOOKS	\$ 239.50
3840	GANN LAW BOOKS	2. BOOKS	12.00
3841A	GAYLORD BROS., INC.	2. BOOKS	\$ 11.14
B	" " "	4. SUPPLIES	<u>113.86</u> 125.00
3842	J. L. HAMMETT CO.	4. SUPPLIES	12.25
3843	I.B.M.	11. SERVICE CONTRACTS	71.50
3844	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	251.99
3845	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	16.00
3846	LITTON EDUCATIONAL PUBLISHING, INC.	2. BOOKS	14.86
3847	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	109.03
3848	MANHAIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	850.00
3849	MARQUIS WHO'S WHO, INC.	2. BOOKS	81.50
3850A	MODERN MASS MEDIA, INC.	21. A/V MATERIAL	3.80
B	" " " "	21. " "	74.34
C	" " " "	21. " "	2.80
D	" " " "	21. " "	56.20
E	" " " "	21. " "	<u>31.90</u> 169.04
3851	NATIONAL COUNCIL OF TEACHER OF MATH.	2. BOOKS	2.79
3852	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	175.00
3853	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	5.75
3854A	NEW JERSEY BELL	9. TELEPHONE	13.48
B	" " " "	9. " "	<u>161.69</u> 175.17
3855	N. J. C. T. CORP.	4. SUPPLIES	87.50
3856	OXFORD RUBBER STAMP CO., INC.	4. SUPPLIES	15.20
3857	PRESCRIPTION CENTER	4. PRESCRIPTION CENTER	1.69
3858	PRINCETON UNIVERSITY LIBRARY	2. BOOKS	30.00
3859	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	789.78
3860	PORTER SARGENT PUBLISHERS, INC.	2. BOOKS	24.45
3861	CHARLES SCRIBNER'S SONS	2. BOOKS	20.24
3862	SEDGEWICK PRODUCTS, DIV.	6. MAINT. MAIN.	38.93
3863	SILVER BURDETT CO.	2. BOOKS	9.72
3864	SIMON & SCHUSTER, INC.	2. BOOKS	9.04
3865	SUPERINTENDENT OF DOCUMENTS	20. PAMPHLETS	250.00
3866	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY	135.00
3867	JOHN WILEY & SONS, INC.	2. BOOKS	31.74
3868	WHO PUBLICATIONS CENTRE, U.S.A.	2. BOOKS	11.25
3869A	THE H. W. WILSON Co.	2. BOOKS	57.00
B	" " " " "	2. " "	<u>70.00</u> 127.00
3870	WORRALL PUBLICATIONS, INC.	10. COMMUNITY RELATIONS	18.00
3871	YOUNGS NEWS SERVICE	20. NEWSPAPERS	<u>25.90</u>
SUB-TOTAL			\$ 9,915.88
LESS: CHECK #3815-PETTY CASH CHECKING ACCOUNT			
CHECK #3816-MIDLANTIC NAT'L BANK-F.W.T. 8/15/78			TRANSFER \$ 200.00
CHECK #3817-W.O. MUNICIPAL EMPLOYEES F.C.U.			1. SALARIES 1,820.38
			1. SALARIES <u>295.61</u> <u>2,315.99</u>
TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT JULY 31, 1978			<u>\$ 7,599.89</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

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

BY: Stewart Manheim CPA  
by DB



## WEST ORANGE FREE PUBLIC LIBRARY

JULY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON AUGUST 30, 1978

CHECKS ARE DATED  
AUGUST 30, 1978

VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
3814	POSTMASTER	13. POSTAGE	\$ 300.00
3815	PETTY CASH CHECKING ACCOUNT	EXCHANGE	200.00
3816	MIDLANTIC NAT'L BANK-F.W.T. 8/15/78	1. SALARIES	1,820.38
3817	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	295.61
3818	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
3819	ADDISON WESLEY PUBLISHING Co.	2. BOOKS	8.39
3820	AL's AUTO PARTS, INC.	8. MAINT. MOB.	3.25
3821A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 52.15
B	" " " "	11. " "	40.40
3822A	THE BAKER & TAYLOR COMPANY	2. BOOKS	34.37
B	" " " "	2. " "	( 1.17)
C	" " " "	2. " "	15.14
D	" " " "	2. " "	9.10
E	" " " "	2. " "	47.31
F	" " " "	2. " "	98.31
3823	THE BAKER & TAYLOR COMPANY	2. BOOKS	203.06
3824A	R. R. BOWKER	2. BOOKS	79.49
B	" " " "	2. " "	4.00
C	" " " "	2. " "	12.95
D	" " " "	2. " "	55.00
E	" " " "	2. " "	17.50
3825	BROADCASTING	2. " "	69.95
3826	BROADSTREET, INC.	2. BOOKS	159.40
3827A	BRODART, INC.	4. SUPPLIES	37.50
B	" " " "	2. BOOKS	11.10
3828	CHAMBERS RECORD CORP.	4. SUPPLIES	53.64
3829	COMMERCE CLEARING HOUSE, INC.	21. A/V MATERIALS	111.20
3830	COMMODITY RESEARCH BUREAU, INC.	2. BOOKS	21.61
3831A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	266.00
B	" " " "	2. " "	25.99
C	" " " "	2. " "	5.70
3832	THE COUNCIL OF STATE GOVERNMENTS	2. " "	5.70
3833	CURTIS SERVICE, INC.	2. " "	6.90
3834A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	18.30
B	" " " "	8. MAINT. MOB.	15.45
C	" " " "	8. BOOKS	118.17
D	" " " "	2. " "	( 76.17)
E	" " " "	2. " "	281.51
F	" " " "	2. " "	71.97
G	" " " "	2. " "	125.37
H	" " " "	2. " "	371.36
I	" " " "	2. " "	255.78
J	" " " "	2. " "	75.68
K	" " " "	2. " "	( 38.16)
L	" " " "	2. " "	242.89
3835	DIV.OF ADMINISTRATIVE PROCEDURE	2. " "	49.98
3836A	DOUBLEDAY & Co., INC.	2. " "	231.41
B	" " " "	2. " "	291.37
C	" " " "	2. BOOKS	1,882.99
D	" " " "	2. BOOKS	28.00
E	" " " "	2. " "	10.92
F	" " " "	2. " "	45.60
G	" " " "	2. " "	8.48
H	" " " "	2. " "	23.71
3837	EDUCATORS PROGRESS SERVICE, INC.	2. " "	9.70
3838	F.O.S.G. PUBLICATIONS	2. " "	21.84
		20. PAMPHLETS	18.75
			56.28
			195.28
			11.70
			5.00

WEST ORANGE FREE PUBLIC LIBRARYJULY 1978 BILLS PRESENTED FOR PAYMENT ON  
AUGUST 31, 1978CHECKS ARE DATED  
JULY 26, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3805	MIDLANTIC NAT'L BANK, F.W.T. 7/31/78	1. SALARIES	\$ 1,865.98
3806	W.O. MUNICIPAL EMPLOYEES, F.C.U.	1. SALARIES	305.17
3807	TOWN OF W.O. AUGUST '78-HOSPITALIZATION	26. HOSPITALIZATION	1,085.83
3808	TOWN OF W.O. SOC.SEC.-EMPLOYEES-JULY '78	1. SALARIES	2,439.80
3809	W.O. FREE PUBLIC LIBRARY-UN.INS. JULY '78	1. SALARIES	116.80
3810	STATE OF N.J. INCOME TAX-JULY '78	1. SALARIES	858.65
3811	P.E.R.S. #20284 -PENSIONS, LOANS, ETC.	1. SALARIES	1,966.24
3812	P.E.R.S. #20284 -CONTRIBUTORY GROUP INS.	1. SALARIES	157.92
3813	P.E.R.S. #20284 -SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET P/R - 8/15/78 - #3043-85 (43)	1. SALARIES	17,199.64
	NET P/R - 8/31/78 - #3086-3128 (43)	1. SALARIES	10,114.52
<u>SUB-TOTAL</u>			\$ 36,153.21
ADD: CHECKS - #3731 - 3804 PRESENTED FOR PAYMENT ISSUED AT JULY 26, 1978 MEETING			14,202.77
<u>CHECKS ISSUED FOR THE MONTH OF JULY 1978</u>			\$ 50,355.98
<u>LESS:</u>			
	VOIDED CHECK #3681	2. BOOKS	\$ 22.50
	VOIDED CHECK #3704	2. BOOKS	8.00
	DEPOSIT- 7/28/78-REFUND-DOW-JONES	2. BOOKS	7.58
<u>TOTAL EXPENDITURES - MONTH OF JULY 1978</u>			
<u>PER BUDGET REPORT</u>			\$ 50,317.90

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:PREPARED WITHOUT AUDIT.  
MANHEIM, KOSSON & NOVICK, CPA'SBY: Stewart Manheim CPA  
04 DB

**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
**WEST ORANGE PUBLIC LIBRARY**  
**SEPTEMBER 27, 1978**

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
  - a. Money for Expansion of Catalog Room
8. New Business
  - a. Budget for 1979
9. Communications
10. Community Participation
11. Adjournment



MINUTES  
BOARD OF TRUSTEES MEETING  
WEST ORANGE PUBLIC LIBRARY  
SEPTEMBER 27, 1978

The meeting was called to order by Vice President William Sagosz at 8:00 P. M. The following members were present: Andrea Grover, Albert Kupferer, William O'Neill, and Paul E. Pasmantier constituting a quorum. Also present were Stewart Manheim, Board Accountant, and Lola N. Reed, Director. Members of the staff and a resident of West Orange were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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:

Mr. Pasmantier made a motion to accept the Minutes of the August 30, 1978 Board of Trustees meeting as presented. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mrs. Reed will make inquiries as to the refund of money or a credit in regard to the removal of oil from the tank on April 11, 1978

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of August, 1978. The motion was seconded by Mr. O'Neill and carried unanimously.

Mr. Pasmantier made a motion to approve payment of voucher #3852 in the amount of \$175 to National Fuel Oil dated 8/30/78, as clarification of services to the boiler was received. Mr. Kupferer seconded the motion, and it was carried unanimously.

2. Financial Report:

Mr. Pasmantier suggested that Certificate of Deposit Bonds be purchased at a savings bank to take advantage of the effective 8½% interest rate. Discussion followed with a suggestion by Mr. Manheim that the State Aid check be used, in part or full. Since the library has not received the check as yet, the matter will be considered when money is available.



Mr. Kupferer made a motion to transfer \$26,000 from Statement Savings Account #02-073-0000177-0 to the checking account at Midlantic Bank to meet current expenses. Upon receipt of the fourth quarter check from the Town, a transfer of \$22,000 will be made from the above mentioned accounts. The motion was seconded by Mr. Pasmantier and was passed unanimously.

#### DIRECTOR'S REPORT:

Mrs. Reed announced to the Board that the library had received four employees from CETA. There are two custodians, one typist, and one jr. library assistant. Their salaries and benefits are paid by CETA.

After deduction of expenses of \$163.00, the library has received \$768.11 from the book sale held by the New Friends of the Library on Sept. 16th. This amount will be deposited in escrow in a separate library account, as per the motion made on 8/30/78.

Mrs. Grover made a motion to close the library at 9:00 P. M. Monday, Tuesday, and Wednesday evenings starting October 2, 1978. Mr. O'Neill seconded the motion and it was carried unanimously.

#### COMMITTEES.

##### 1. Building and Grounds:

Mr. Pasmantier read a letter of contract from Mrs. Lila Shoshkes in which she clarified the services she will perform for the library as Interior Designer. Discussion followed as to the payment of these services.

Mr. Kupferer made a motion to pay Mrs. Lila Shoshkes \$4,000 for Professional Services as Interior Designer out of the \$88,900 that the Town is to give the library for furniture and equipment. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Pasmantier made a motion that, in connection with a motion passed at the August 30, 1978 meeting (P. 4, para. 1) regarding the services of Mrs. Lila Shoshkes, the Board now accept the terms and conditions of services to be performed by Mrs. Shoshkes for the library as outlined in her letter. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mrs. Reed will contact Mrs. Strauss for her signature on the contract. (Two copies to be signed).

Mrs. Grover made a motion to accept the plaque design as submitted by Mr. Thomas Lehman, the architect. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Pasmantier will contact Mr. Lehman and tell him to proceed with the completion of the plaque.



**OLD BUSINESS:**

Mr. Kupferer made a motion that change orders # 3 and # 4 be approved. Money for these orders will come from the Building Fund. Mrs. Grover seconded the motion and it was passed unanimously.

Change Order # 3 consists of (1) removal of existing facebrick on the existing building on the Mt. Pleasant Ave. side, and replacement with new brick and coping. (2) additional work for removing check-out counter, an extra exit in Children's Area, and sealing of duct shaft to first floor. Total amount--\$3,119.95.

Change Order # 4 consists of the removal of existing paneling on the east wall of the library and installation of a portion of this paneling on the east wall of the Director's Office. Total amount--\$265.00.

Mr. Kupferer made a motion to approve change order # 5 which allows for specified work to be performed in work space # 2, ground floor. Total amount--\$7,500. Mr. O'Neill seconded the motion, and it was carried unanimously.

It was agreed that the Finance Committee, along with Mr. O'Neill, Mrs. Reed, and Mr. Manheim, will meet at the library on Saturday, October 7, 1978 at 9:30 A. M. to work on the 1979 Budget, as per the Mayor's request.

Mr. Pasmantier suggested that a letter be sent to Mr. Corwick, the Business Administrator, noting that the Board had approved change orders # 3, 4 and 5, as per the resolution of this meeting. Copies should be sent to Mr. Lehman and Mr. Pellechia.

**COMMUNICATIONS:**

Mrs. Grover read a letter from the staff requesting purchase of new typewriters.

Mr. Pasmantier made a motion to authorize Mrs. Reed to purchase as soon as possible, two IBM Selectric typewriters. These will come from line item--equipment, library. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Pasmantier made a motion to authorize Mrs. Reed to purchase an appropriate type of snowblower as soon as possible, with such funds to come from the A/V line. The amount should not exceed \$1,500. Mrs. Grover seconded the motion, and it was passed unanimously.

The following letters were received from the Employees' Association.

1) A letter from Mrs. Marie Magno, member of the negotiating committee, requesting an increase in vacation time for non-professional full-time employees only. Mrs. Magno asked that the Board consider this item in the 1979 Budget. Mr. Pasmantier suggested that an answer to this letter be given. It was decided that a meeting





(Communications Continued)

will be set up with the Personnel Committee and the staff negotiating Committee.

2) A letter from Mrs. Berger, President of the Employees' Association requesting the initiation of a prescription plan similar to the one that the Town of West Orange has for its employees. The plan would have to be funded by the Board of Trustees, and Mrs. Berger requested consideration of this item in the 1979 Budget.

Mrs. Grover mentioned the contents of the following letters:

1) Request for placement on bid list from Burns Electronic Security Services, Inc.

2) Two letters from the Fowler Insurance Agency regarding  
a) flood insurance, b) coverage for art exhibits.

The meeting was adjourned at 11:00 P.M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees

secretly, board of directors  
August 1968

secretly  
August 1968

secretly, board of directors

The meeting was adjourned at 11:00 P.M.

1) 1968 maintenance of the company for the year ending 1968  
2) 1968 letter from the board of directors dated August 1968

secretly, board of directors  
1) 1968 letter from the board of directors dated August 1968

Mr. Grover mentioned the contents of the following letters:

Board of directors consideration of this item in the 1968 budget  
The board would have to be informed of the board of directors, and the  
to the one that the board of directors was for the employees  
association requesting the initiation of a discussion with the  
1) A letter from Mr. Board, President of the employees,

the committee.  
will be set up with the personnel committee and the staff meeting

(Communications continued)

DIRECTOR'S  
MONTHLY REPORT

September 27, 1978

So much has taken place during the month, I am at a loss as to where to begin this report.

Beginning on a sad note of the many illnesses and operations on husbands of staff personnel and the husband of Trustee Board President, Anita Strauss, it is gratifying to note that they are all improved and on the road to recovery. Also, our custodian, Frank Refinski, has been out all month with a throat operation. He is out of the hospital, but we are not sure when he will return to work.

In the meantime, we have successfully acquired the services of four people from CETA for one full year. Two of these people are working as custodians, one is a junior library assistant and the fourth is a clerk/typist. So far, they are learning and doing very well in their respective positions. Salaries are paid by CETA.

On September 11th Mr. A. Handel of the Business Office in Town Hall, spoke to a number of our employees on hospitalization and answered numerous questions they asked.

On that same date Mrs. Lila Shoshkes, the Interior Designer, met with Department Heads. She worked with us in clarifying some of the questions about the building program. She also welcomed input from the staff.

On September 16 the New Friends of the Library sponsored our annual "Book Sale" in the parking lot of the Drill Building. From the beginning the sale was very well attended and there was a very large crowd buying books. Things were going well for this outdoor event until around 2:30 P. M. when a sprinkle of rain developed. About fifteen minutes later there was a heavy downpour from the skies. We covered as many books as we could with the plastic sheets Mr. Toohey had wisely stored in the MOB. Mr. Toohey brought a box of large garbage bags to the scene and we proceeded to cover the remaining books.

After the downpour, we went about with paper towels drying tables and books. Then we decided to bring many of the books out again, this time leaving most of them in boxes. We remained at the site until approximately 5:00 P. M. when the rain started again.

Although we were unfortunate to lose about two hours because of the rain, the sum of \$930 less expenses was realized from the sale.

It should be noted that there were many dedicated volunteers who assisted us throughout the day. It proved that we have more "friends" than we once thought.

from me once throughout.

assisted as throughout the day. It proved that we had some distance.  
It should be noted that there were many cigarettes and

the train. The sum of \$330 less expenses was received from the sale.  
Accordingly we were authorized to use some of the money received of

the money received. At 10:00 P. M. when the train arrived at  
again, this time leaving most of them in boxes. We continued on the  
carton and books. Then we decided to find out of the books and  
after the completion we went back with boxes and books.

the books.

After leaving the books to the scene and we proceeded to collect the remaining  
books. They were stored in the box. Mr. Joseph received a box of  
we collected as many books as we could with the books. There were  
young fifteen minutes later there was a heavy combing from the sky.  
about 11:30 P. M. when a blizzard of rain developed.  
The snow falling books. The books were found with for this occasion  
the returning the sale was very much attended and there was a very  
many "book sale" in the background of the city. The books were  
on September 12 the new friends of the family showed and

the sale.

Questions about the returning books. The also showed that from  
with department heads. The worked with us in organizing some of the  
on that same date was. This progress, the interest received was

answered numerous questions they asked.

They spoke to a number of our employees on organization and  
on September 12th Mr. A. number of the business office in town

with the book responsible positions. Several are being by city.  
The city is a completely. Some they are received and they were  
working as categories. One is a junior typist assistant and the  
book people from city for one day. One of these people are  
in the meantime we have successfully achieved the goal of

possibly. But we are not sure when we will return to work.  
has been out all month with a serious operation. He is out of the  
and on the road to recovery. Also, our children, many people  
with glasses. It is difficult to work that they are all involved  
members of staff personnel and the members of district board members.  
Beginning on a new note of the new business and operations on

books to return this report.

So much has taken place during the month. I am at a loss as to

September 21, 1942

WILLIAM K. BOYLE

DIRECTOR

We have received notification from our Area Library that our State Aid Per Capita for 1978 is \$41,800.

One Trustee, and three library employees visited Ramapo College on Friday, September 22. Mr. Sagosz had visited the college the previous Saturday after working diligently at the book sale all morning.

As requested by you, I have investigated thoroughly the MOB schedule and find that there is much wasted time. This is most noticeable on Thursdays and Friday when circulation figures run as low as 4 and 7 for one entire day.

We also ran a check on the number of individuals boarding the MOB for a two-week period. At two stops only one person each boarded the MOB. At two other stops one or two people each visited the MOB.

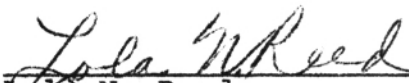
As a result of our findings, the Fall and Winter Schedules are being revised. Those stops which prove to be unproductive will be dropped. More time will be allotted to "busy" stops. Shorter on-the-road hours will be established. Persons on the MOB will spend the remainder of the day at Main.

Because we are being questioned daily about a return to our evening opening hours, I would like to retract my statement of last month that we continue to close at 8:00 P. M. and beginning October 1st our evening closing will go back to 9:00 P. M.

Last year you approved the purchase of a snow blower and two typewriters. Our order should have been in during the summer for the snow blower. Also, the typewriters should have already been ordered. These are badly needed pieces of equipment. What shall we do about these orders?

Bob Shannon, custodian at Town Hall, is very cooperative in helping out during Frank Refinski's absence. He is also teaching the two new CETA workers about what is involved and how the job should be done.

An additional 1,595 gallons of fuel oil were delivered on September 20. Hopefully all connections will be made and the building will be as warm this Fall as it was the past Summer.

  
Lola N. Reed  
Director



## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF AUGUST 1978

LIBRARY BOARD MEETING OF SEPTEMBER 27, 1978

## EXPENDITURES

	APPROVED BUDGET 1978	PAID MONTH OF AUGUST 1978	1978 ACCUMULATED BUDGET EXPENDITURES PAID 8 MONTHS ENDED 8/31/78	UNEXPENDED BUDGET BALANCE ON 8/31/78	BILLS/ ACCTS. PAY- ABLE AT 8/31/78 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BALANCES AT 8/31/78
SALARIES & WAGES	\$352,237	\$ 28,270.12	\$225,867.30	\$126,369.70	\$	\$126,369.70
BINDING	1,000	-0-	1,031.27	( 31.27)		( 31.27)
COMMUNITY SERVICES	500	18.00	117.32	382.68	28.60	354.08
TRANSPORTATION	350	-0-	67.58	282.42		282.42
SEMINARS & WORKSHOPS	1,350	-0-	862.60	487.40		487.40
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SERVICES	10,200	850.00	5,950.00	4,250.00	850.00	3,400.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	789.78	9,632.46	13,367.54	2,245.37	11,122.17
MAIN LIBRARY-REPAIRS	7,000	213.93	1,033.43	5,966.57		5,966.57
TORY CORNER-RENTAL	540	135.00	270.00	270.00		270.00
BOOKMOBILE	7,500	121.42	1,469.28	6,030.72	44.18	5,986.54
SERVICE CONTRACTS	4,000	179.05	1,781.84	2,218.16	981.49	1,236.67
BOOKS	55,000	3,724.20	29,094.06	25,905.94	1,748.71	24,157.23
SUPPLIES-LIBRARY	11,500	368.80	4,938.61	6,561.39	244.29	6,317.10
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	275.95	602.00	7,398.00	10.00	7,388.00
PAMPHLETS	700	-0-	367.84	332.16		332.16
AUDIO-VISUAL-MATERIALS	1,500	190.65	888.48	611.52	92.79	518.73
INSURANCE	6,000	-0-	( 576.00)	6,576.00		6,576.00
TELEPHONE	2,500	175.17	1,312.15	1,187.85	212.15	975.70
POSTAGE	2,500	300.00	1,803.50	696.50		696.50
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	8,686.64	4,813.36		4,813.36
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	92.00	92.00	1,708.00		1,708.00
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	-0-	9,518.88	11,481.12		11,481.12
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,000	-0-	22,029.73	1,970.27		1,970.27
FIRE & BURGLAR ALARMS	-0-	-0-	-0-	-0-		-0-
PROF. FEES-NEW ADDITION	-0-	-0-	-0-	-0-	1,000.00	( 1,000.00)
JANITORIAL SUPPLIES	1,000	159.99	1,288.59	( 288.59)	173.30	( 461.89)
SUPPLEMENTAL-JANITOR SERVICES	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	-0-	1,421.55	( 1,421.55)		( 1,421.55)
<b>TOTAL</b>	<b>\$568,527</b>	<b>\$ 36,949.89</b>	<b>\$329,689.25</b>	<b>\$238,837.75</b>	<b>\$ 7,630.88</b>	<b>\$231,206.87</b>
PER RESOLUTION 6/28/78	22,105			22,105.00		22,105.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>			<b>\$216,732.75</b>		<b>\$209,101.87</b>
1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000					
<b>TOTAL PROVIDED BY TOWN</b>	<b>\$473,489</b>					
3. PROVIDED BY LIBRARY FROM 1977 ACCUM- ULATED REVENUE FUND	72,933					
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>					



STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF AUGUST 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
<u>I</u> BALANCE AS OF 7/31/78	\$123,355.52	\$104,437.64	\$ 17,158.00	\$ 901.45	\$ 532.18	\$ 326.25
ADD:						
FINES			(\$ 1,294.05			
NON-RESIDENT FEES			( 20.00			
PHOTOCOPY	\$ 1,658.94		( 208.06			
BOOK RENTALS			( 125.80			
TELEPHONE			( 11.03			
LOST BOOKS	140.03			\$ 140.03		
EXCESS PROPERTIES	79.35				\$ 79.35	
<u>II</u> TOTAL - AUGUST 1978	\$ 1,878.32	-0-	\$ 1,658.94	\$ 140.03	\$ 79.35	-0-
<u>III</u> TOTAL AVAILABLE	\$125,233.84	\$104,437.64	\$ 18,816.94	\$ 1,041.48	\$ 611.53	\$ 326.25
<u>IV</u> LESS:						
AUGUST 1978-EXPENDITURES	36,949.89	36,949.89				
<u>V</u> TOTAL CASH FUNDS	\$ 88,283.95	\$ 67,487.75	\$ 18,816.94	\$ 1,041.48	\$ 611.53	\$ 326.25
ADD: DUE FROM THE TOWN OF W.O. FOR THE 4TH QTR. BUDGET		149,245.00				
UNEXPENDED BUDGET BALANCE 8/31/78		\$216,732.75				
LESS: ACCOUNTS PAYABLE, 8/31/78		7,630.88				
BUDGET BALANCE PER REPORT 8/31/78		\$209,101.87				
CASH FUNDS REPRESENTED BY:						
CHECKING A/C MIDLANTIC NAT'L BANK		(\$ 683.62)				
MIDLANTIC NAT'L BANK-#02-073-00001770		68,260.47				
W.O. S & L ASS'N.-#10085		19,375.66				
PETTY CASH - CASH FUND		326.25				
PETTY CASH - CHECKING FUND		287.33				
MIDLANTIC NAT'L BANK-#02-073-0001161-0 UN. FUND		717.86				
		\$ 88,283.95				
FUNDS:						
BUDGET FUND						\$ 67,486.75
FINES & RESERVES FUND						18,817.94
LOST BOOK FUND						1,041.48
BOOK SALES & EXCESS PROPERTY FUND						611.53
PETTY CASH & CHANGE FUND						326.25
						\$ 88,283.95
LESS: ACCOUNTS PAYABLE - 8/31/78						7,630.88
						\$ 80,653.07

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1978 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 30, 1978

CHECKS ARE DATED  
AUGUST 31, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3872	MIDLANTIC NAT'L BANK, F.W.T. 8/31/78	1. SALARIES	\$ 1,842.34
3873	W.O. FEDERAL CREDIT UNION	1. SALARIES	295.61
3874	TOWN OF W.O.-HOSPITALIZATION-SEPT. '78	26. HOSPITALIZATION	1,085.83
3875	TOWN OF W.O.-EMPLOYEES S.S. -AUG. '78	1. SALARIES	1,692.71
3876	W.O. FREE PUBLIC LIBRARY-UN.INS. AUG. '78	1. SALARIES	67.75
3877	STATE OF N.J. INCOME TAX-AUG. '78	1. SALARIES	582.54
3878	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,386.58
3879	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	109.88
3880	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET P/R-8/15/78-#3129-71 (43)	1. SALARIES	10,010.56
	NET P/R-8/31/78-#3172-3214 (43)	1. SALARIES	<u>10,123.50</u>
<u>SUB-TOTAL</u>			\$ 27,239.96
ADD: CHECKS #3814-3871 PRESENTED FOR PAYMENT ISSUED AT AUGUST 31, 1978 MEETING			<u>9,915.88</u>
<u>CHECKS ISSUED FOR THE MONTH OF AUGUST 1978</u>			\$ 37,155.84
<u>LESS:</u>			
	CHECK #3815-PETTY CASH CHECKING A/C	EXCHANGE	\$ 200.00
	DEPOSIT-AUG. 11, '78- AMERICAN HOME MAG.	19.MAGAZINES	4.95
	DEPOSIT-AUG. 25, '78-EDUCATIONAL TESTING	2.BOOKS	<u>1.00</u>
			<u>205.95</u>
<u>TOTAL EXPENDITURES - MONTH OF AUGUST 1978</u>			
<u>PER BUDGET REPORT</u>			<u><u>\$ 36,949.89</u></u>

PAYMENT RECOMMENDED BY:

*Lola N. Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Hewitt Frank CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON SEPTEMBER 27, 1978

CHECKS ARE DATED  
SEPTEMBER 27, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3881	VOID	-	-
3882	MIDLANTIC NAT'L BK-F.W.T. 9/15/78	1. SALARIES	\$ 1,834.04
3883	W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61
3884	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
3885	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	16.18
3886	AMERICAN BUSINESS GRAPHICS, INC.	11. SERVICE CONTRACTS	220.00
3887A	AUTOMATIC DATA PROCESSING, INC.	11. SERVICE CONTRACTS	\$ 38.50
B	" " " "	11. " "	38.65
3888A	THE BAKER & TAYLOR CO.	2. BOOKS	79.61
B	" " " "	2. " "	5.02
C	" " " "	2. " "	16.97
D	" " " "	2. " "	8.77
3889	THE BAKER & TAYLOR CO.	2. BOOKS	110.37
3890A	E.R. BOWKER CO.	2. BOOKS	24.12
B	" " " "	2. " "	42.50
3891A	BROADSTREET, INC.	4. SUPPLIES	42.50
B	" " " "	4. " "	( 69.60)
C	" " " "	4. " "	53.25
D	" " " "	4. " "	( 12.77)
E	" " " "	4. " "	25.78
3892	BRODART, INC.	4. SUPPLIES	9.00
3893	C. W. ASSOCIATES	4. SUPPLIES	5.66
3894A	CENTER TYPEWRITER CO	2. BOOKS	9.50
B	" " " "	4. SUPPLIES	19.50
3895	CHAMBERS RECORD CORP.	11. SERVICE CONTRACTS	21.00
3896	CINCINNATI TIME RECORDER CO.	21. A/V MATERIALS	452.50
3897A	DIMONDSTEIN BOOK CO., INC.	11. SERVICE CONTRACTS	473.50
B	" " " "	2. BOOKS	36.49
C	" " " "	2. " "	42.50
D	" " " "	2. " "	326.16
E	" " " "	2. " "	9.30
F	" " " "	2. " "	70.08
G	" " " "	2. " "	114.39
H	" " " "	2. " "	( 72.75)
I	" " " "	2. " "	118.43
3898A	DOUBLEDAY & COMPANY, INC.	2. " "	108.10
B	" " " "	2. " "	144.26
C	" " " "	2. " "	142.96
D	" " " "	2. " "	960.93
E	" " " "	2. " "	10.31
3899A	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	9.70
B	" " " "	2. " "	16.38
3900	FACTS ON FILE, INC.	2. " "	24.40
3901	W. H. FREEMAN & CO.	2. " "	30.50
3902	GAYLORD BROS., INC.	2. " "	91.29
3903	INTERNATIONAL PUBLICATIONS SERVICE	2. BOOKS	12.20
3904	KULACS ENGRAVING SERV.	2. " "	13.70
3905A	LAPAT DUPLICATING & OFFICE SUPPLIES	2. BOOKS	25.90
B	" " " "	2. " "	171.43
C	" " " "	2. " "	12.68
3906	LAW JOURNAL PRESS	8. MAINT. MOB.	28.00
		2. BOOKS	71.71
		10. COMMUNITY RELATIONS	28.60
		4. SUPPLIES	92.00
		4. " "	92.00
		4. " "	12.00
		2. BOOKS	196.00
			42.34

## WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON SEPTEMBER 27, 1978CHECKS ARE DATED  
SEPTEMBER 27, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3907	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	\$ 173.30
3908A	MAC MILLAN PUBLISHING Co., INC.	2. BOOKS	\$ 18.46
B	" " " " "	2. " "	6.86
C	" " " " "	2. " "	13.48
3909	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	850.00
3910	MERCK & Co., INC.	2. BOOKS	10.02
3911	MODERN MASS MEDIA, INC.	21. A/V MATERIALS	46.96
3912	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	1,232.00
3913	NEW AMERICAN LIBRARY	2. BOOKS	5.00
3914A	NEW JERSEY BELL	9. TELEPHONE	200.75
B	" " "	9. " "	11.40
3915	N.J. HISTORICAL SOCIETY	2. BOOKS	4.00
3916	NEW JERSEY MAGAZINE	19. MAGAZINES	10.00
3917	PITNEY BOWES	11. SERVICE CONTRACTS	35.25
3918	PRENTICE HALL	2. BOOKS	6.76
3919A	PRESCRIPTION CENTER	21. A/V MATERIALS	3.33
B	" "	4. SUPPLIES	12.13
C	" "	21. A/V MATERIALS	4.48
D	" "	21. " "	1.53
3920	P.S.E. & G. Co.	6. MAINT. MAIN.	749.37
3921	REGENT BOOK Co., INC.	2. BOOKS	45.15
3922	RUTGERS UNIVERSITY PRESS	2. BOOKS	14.44
3923	LILA SHOSHKES	PROF. FEES-NEW ADDITION	1,000.00
3924	SILVER BURDETT Co.	2. BOOKS	9.27
3925	THE STAR LEDGER	11. SERVICE CONTRACTS	112.05
3926	UNITED RENT-ALL	6. MAINT. MAIN	264.00
3927	WORRALL PUBLICATIONS, INC.	11. SERVICE CONTRACTS	27.04
SUB-TOTAL			\$ 9,755.53
Less:	CHECK #3882-MIDLANTIC NAT'L BANK - F.W.T. 9/15/78	1. SALARIES	\$1,834.04
	CHECK #3883-W.O. F.C.U.	1. SALARIES	290.61
TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT AUGUST 31, 1978			\$ 7,630.88

PAYMENT RECOMMENDED BY:

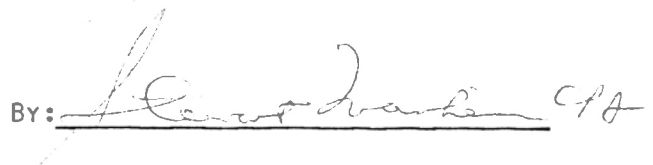


PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON &amp; NOVICK, CPA'S

BY:

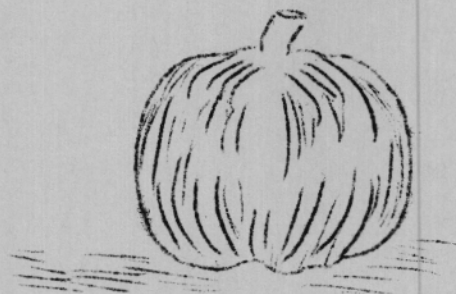


# **AGENDA**

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

**OCTOBER 25, 1978**

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
  - a. Bills Presented for Payment
  - b. Financial Statement
  - c. \$25,000 from Town
  - d. Shortage of \$22,105
5. Director's Report
6. Committee Reports
7. Old Business
  - a. 1979 Budget
  - b. Presentation of Plans for Furnishing of Library
8. New Business
  - a. Mrs. Ericsson
9. Communications
10. Community Participation
11. Adjournment



THE

UNITED STATES

DEPARTMENT OF

THE ARMY

WASHINGTON

OFFICE OF THE SECRETARY OF THE ARMY

WASHINGTON

WASHINGTON

WASHINGTON

WASHINGTON

WASHINGTON

WASHINGTON

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WASHINGTON

WEST ORANGE PUBLIC LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
OCTOBER 25, 1978

The meeting was called to order at 8:00 P. M. by Anita O. Strauss, President. The following members were present constituting a quorum: Andrea Grover, Mary E. Loughren, William O'Neill, Paul E. Pasmantier, and William Sagosz. Also present were Stewart Manheim, Board Accountant, and Lola N. Reed, Library Director. Members of the staff were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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.

Mrs. Strauss announced that a special meeting will be held regarding to the 1979 Budget on Nov. 1, 1978, at 8:00 P. M. in the meeting room. Notices will be posted in the library, newspapers will be contacted, and the Town Clerk notified.

Mrs. Reed will contact Mr. Corwick to obtain the amount of money left in the Building Fund after change orders 1-5 have been made.

MINUTES:

Mr. Sagosz made a motion to amend the Minutes of Sept. 27, 1978 to include the acceptance of the Financial Statement as presented. Mr. Pasmantier seconded the motion and it was carried unanimously. (Inclusion to be after transfer of funds p. 2, para. 2 under Treasurer's Report--Item #2--Financial Statement.

Mr. Sagosz asked for clarification of the term "Building Fund" as used in the Minutes of Sept. 27, 1978, p. 3 para. 1 under Old Business. It was determined that the term "Building Fund" will be used to mean any monies coming from the actual construction money.

Mr. Sagosz made a motion to accept the Minutes of the September 27, 1978 Board of Trustees meeting as amended. Miss Loughren seconded the motion, and it was carried unanimously.



the motion, and it was carried unanimously.  
31' 1918 Board of Trustees meeting as amended. When postponed according  
Mr. Sedgwick made a motion to accept the minutes of the September

meeting to mean any money coming from the salary contribution money.  
business. It was determined that the term "Building Fund" will be  
as used in the minutes of Sept. 31' 1918. B. E. Baker, Treasurer of  
Mr. Sedgwick asked for clarification of the term "Building Fund."

Treasurer's report--Item #2--Financial statement.  
(Inspector to be after statement of funds B. E. Baker, Treasurer.  
Mr. Sedgwick seconded the motion and it was carried unanimously.  
to include the acceptance of the financial statement as presented.  
Mr. Sedgwick made a motion to amend the minutes of Sept. 31' 1918

MINUTES:

1918 in the Building Fund after credits orders 1-2 have been made.  
Mrs. Reed will contact Mr. Coleman to obtain the amount of money

be collected, and the down clerk notified.  
meeting room. Notices will be posted in the library. Members will  
convening to the 1918 Budget on Nov. 1' 1918 at 8:00 P. M. in the  
Mrs. Sedgwick announced that a special meeting will be held

Stark.  
Cronkite, the second member, and was hand-delivered to the down  
the officially designated member, was invited to the "Meet Orange  
officially with library building board, was invited to the "Meet Orange"  
was posted, and again remain posted throughout the year on the  
notice of the meeting and all library board meetings of the year 1918  
Oct. 31' 1918 and known as the "Open Public Meetings Year." October  
1918 in accordance with Public Law 1912, Chapter 331, approved  
The President opened the meeting and stated that on January 3'

OPEN PUBLIC MEETINGS ACT:

also present.  
and and John H. Reed, Library Director. Members of the staff were  
and William Sedgwick. Also present were Stewart Mendenhall, Board Yacobi-  
Audrey Stokes, Mary E. Goodrich, William O. Merrill, Paul E. Zimmerman,  
President. The following members were present constituting a quorum:  
The meeting was called to order at 8:00 P. M. by Mrs. O. Sedgwick

OCTOBER 32' 1918  
BOARD OF TRUSTEES MEETING  
MINUTES OF THE  
MEET ORANGE PUBLIC LIBRARY



**TREASURER'S REPORT:****1. Bills Presented for Payment.**

Mr. Manheim stated that the library has received credit for the removal of heating oil from the old tank. Credit is reflected on voucher #3979 in the amount of \$422.66. He also pointed out that there has been a drastic cut in purchases for the month of Sept. There is over \$20,000 remaining in the book line.

Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of Sept., 1978. Mrs. Grover seconded the motion and it was carried unanimously.

**2. Financial Statement.**

Mrs. Strauss requested Mrs. Reed to contact Mr. Corwick, the Business Administrator to review the terms of Mr. Pellechia's contract, regarding the removal of items from library premises.

Mr. Manheim stated that the library has received the 4th quarter check from the town in the amount of \$124,244. It has been deposited in the Statement Savings Account at Midlantic Bank.

Mrs. Grover was directed by Mrs. Strauss to write the Town Council requesting the \$25,000 that had been committed to the library by the Town Council at a caucus meeting held June 12th, 1978.

Mr. Manheim explained that the library has a shortage of \$22,105 in the 1978 Budget which is the difference between the amount the library requested from the town and the amount committed from the town. The \$25,000 is part of the total 1978 Budget of the library of \$546,422. The library had requested \$568,527 which leaves a \$22,105 difference between what was requested and what was adopted as the budget for the year. None of the lines had been reduced from the original budget request.

It was suggested that when State Aid is received, it could be used for the shortage in the budget. Mrs. Reed will call Trenton to clarify the use of State Aid for this year.

Mr. O'Neill made a motion to transfer \$40,000 on Nov. 1, 1978 from Statement Savings Account #02-073-0000177-0 to the checking account at Midlantic Bank to meet current expenses. Miss Loughren seconded the motion and it was carried unanimously.

Mr. Pasmantier will speak to the Mayor about taking the fee of \$4,000 for Lila Shoshkes, Interior Designer, from the furnishings appropriation.

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

unanimously.

As presented, Mr. Sedgwick seconded the motion and it was carried.

Mr. Mansfield made a motion to approve the financial statement

unanimously.

\$4,000 for this purpose. Mr. Mansfield seconded the motion and it was carried.

Mr. Mansfield will speak to the Mayor about taking the fee of

seconded the motion and it was carried unanimously.

account at Michigan Bank to meet current expenses. Mr. Mansfield

from statement regarding account 403-013-0000111-0 to the clerk.

Mr. Mansfield made a motion to transfer \$40,000 on Nov. 1, 1918

to clarify the use of state aid for this year.

need for the amount in the budget. Mr. Sedgwick seconded the motion

it was carried and when state aid is received, it could be

the ordinary budget needs.

As the budget for the year 1919 has been received from

\$25,102 difference between what was requested and what was approved

of \$24,998. The typical budget requested was \$25,000 and the

down. The \$25,000 is part of the total 1918 budget of the typical

typical requested from the town and the amount committed from the

in the 1918 budget which is the difference between the amount the

Mr. Mansfield explained that the typical was a surplus of \$25,102

by the town committee at a caucus meeting held June 19, 1918.

Committee recommended the \$25,000 that had been committed to the typical

Mr. Mansfield was directed by Mr. Sedgwick to write the down

in the statement regarding account at Michigan Bank.

check from the town in the amount of \$25,102. It was then deposited

Mr. Mansfield stated that the typical was received the day after

committee, regarding the removal of items from typical budget.

business administration to review the terms of Mr. Mansfield's

Mr. Sedgwick requested Mr. Mansfield to contact Mr. Mansfield the

## 2. Financial Statement.

motion and it was carried unanimously.

payment for the month of Sept., 1918. Mr. Mansfield seconded the

Mr. Sedgwick made a motion to accept the bills presented for

there is over \$25,000 remaining in the bank.

there has been a surplus and in December for the month of Sept.

amount \$25,102 in the amount of \$25,102. He also pointed out that

the removal of items from the old bank. Credit is reflected on

Mr. Mansfield stated that the typical was received credit for

## 1. Bills presented for payment.

DECEMBER, 2 BEFORE:

**DIRECTOR'S REPORT:**

Mrs. Reed reported that the sump pump in the boiler room must be replaced. Also, a separate circuit for the telephones must be provided, as both the pump and telephones are on one line which is repeatedly short-circuited.

Mrs. Reed praised Mrs. Phyllis Some for her work and enthusiasm on the Tricentennial Fair.

Mrs. Reed asked the Board to consider installing Oblique Files for the periodicals and newspapers. She will obtain the prices and quantities needed.

**COMMITTEES:****1. Personnel**

Mrs. Grover reported that, together with Mr. Kupferer, the Personnel Committee met with Mrs. Reed and members of the staff negotiating committee on Oct. 12th. The staff has requested that the Board consider giving additional vacation time to full-time non-professional employees in the 1979 Budget. There was also further discussion on grandfathering present employees and formulating a new vacation schedule for new employees.

Mr. Pasmantier suggested that a new vacation policy be formulated for newly hired professionals. Present employees should be grandfathered and a vacation schedule set-up equal in time for both professionals and non-professionals. These items will be placed on the agenda for the special meeting of the 1979 Budget to be held Nov. 1.

**2. Building and Grounds**

Mr. Pasmantier distributed copies of a budget summary of the furnishings for the new addition and presented the new floor plan. He pointed out changes that had been made. Discussion followed. It was recommended that 2 card catalog cases and 1 reference table be removed from the furnishings list (\$3,346). Two lounge chairs will also be removed at \$256 ea. (\$512).

Mr. Pasmantier made a motion that Lila Shoshkes be authorized to formalize her schedule of furnishings on the basis of her projected quotations in the Budget Summary, in the amount of \$63,482. This figure reflects the elimination of two card catalog cases, one reference table and two lounge chairs. The Board will subsequently add to this list of specific items for bid. Mr. Sagosz seconded the motion and it was carried 5 to 1.



Mr. Sagosz stated that this is only an estimate of what the items may cost. It might be more or less, according to the bids proposed.

Mr. Sagosz made a motion to modify the previous resolution to include the specifications and the floor plan as presented by Lila Shoshkes, with the changes adopted at this meeting of Oct. 25, 1978. Miss Loughren seconded the motion and it was carried unanimously.

### 3. Telephones

Mr. Sagosz presented New Jersey Bell's bid for telephone equipment and installation, which contained various options for financial payment. Discussion followed. Mr. Sagosz will inquire about the Centrex system, which the town has, and the possible connection to it. He will also clarify whether or not the library will become owner of the telephone equipment.

### 4. Progress Report on Plans for the Physical Move

Mr. Sagosz will write out a method of operation using help from workers assigned from Mr. Flynn, Town Purchaser, the staff, and rented moving equipment. Mr. Sagosz is waiting for the finalizing of the floor plan. Mrs. Strauss requested that Mrs. Reed inquire about the coverage of workers for insurance.

### 5. Publicity Committee

The Publicity Committee consisting of Mr. O'Neill and Mrs. Grover will plan ahead for the opening of the library. The date, as yet, is not set. Mrs. Strauss feels that the Council should not be approached for funds until the monies committed by them for furnishings and equipment have been utilized.

### NEW BUSINESS:

Mrs. Dorothy Ericsson requested permission to go from full-time employment to part-time as of Jan. 1, 1979. Since Mrs. Ericsson will no longer be Supervisory Library Assistant at that time, Mrs. Reed will report back to the Board her recommendations as to job category, hours worked, benefits, etc.

### COMMUNICATIONS:

The following communications were mentioned or read at the meeting:

1. An invitation from the East Orange Public Library to visit the Children's Caravan--with wine and cheese party to follow.

the Committee, a statement-- after which the speaker briefly to follow.

The Committee then proceeded to the first of the three topics to be discussed.

#### THE COMMITTEE'S WORK

The Committee's work, during the past year, has been directed towards the study of the various problems connected with the administration of the Government. It has held many public hearings and has received many suggestions from the public. It has also conducted extensive research into the various problems connected with the administration of the Government.

#### THE COMMITTEE'S FINDINGS

The Committee has found that there is a widespread feeling of dissatisfaction with the present administration of the Government. This dissatisfaction is based upon many factors, including the complexity of the Government's structure, the lack of coordination between the various departments, and the slow pace of decision-making. The Committee believes that these factors can be remedied by a reorganization of the Government.

#### THE COMMITTEE'S RECOMMENDATIONS

The Committee recommends that the Government be reorganized so that the various departments are coordinated and that the pace of decision-making be increased. It also recommends that the Government be made more accountable to the public by the establishment of a system of public hearings and by the publication of the Committee's findings and recommendations.

#### THE COMMITTEE'S CONCLUSIONS

The Committee concludes that the present administration of the Government is inefficient and that a reorganization is necessary. It believes that the reorganization should be based upon the principles of coordination, efficiency, and accountability. The Committee believes that these principles can be achieved by the establishment of a system of public hearings and by the publication of the Committee's findings and recommendations.

#### THE COMMITTEE'S APPENDICES

The Committee has appended to its report a number of tables and charts which show the results of its research. These tables and charts are intended to provide the public with a more detailed understanding of the various problems connected with the administration of the Government.

#### THE COMMITTEE'S RECOMMENDATIONS

The Committee recommends that the Government be reorganized so that the various departments are coordinated and that the pace of decision-making be increased. It also recommends that the Government be made more accountable to the public by the establishment of a system of public hearings and by the publication of the Committee's findings and recommendations.

2. A letter from M. J. McNally at Union Ave. School in Irvington. Ms. McNally thanked Mrs. Reed for allowing the Mobilibrary to visit her school.
3. A letter from Joseph G. Dooley, Jr. the attorney for the Town. Mr. Dooley advised the Trustees that as an autonomous body, they must provide their own attorney.
4. A letter from the Town Clerk, and an attachment of the Bond Ordinance appropriating \$90,000 for the library's furnishings and equipment.

AUDIENCE PARTICIPATION:

Mrs. Phyllis Some announced to the Board of Trustees that they will receive a gift of the new town flag from the Tricentennial Committee.

Adjournment was at 10:30 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary  
Board of Trustees





DIRECTOR'S  
MONTHLY REPORT

OCTOBER 25, 1978

The month of October was somewhat less horrendous than the previous 3 - 4 months. Problems were minimized and we were able to cope with the situation as they arose. However, on our last cold autumn day, before the weather reverted to Indian Summer, there was a leak in our boiler, thereby delaying the heat for a couple of days.

On October 6th our telephones were out because our telephones and sump pump were on the same circuit. A telephone repair service worker discovered the reason for our troubles. The electrician had to separate the wires. The sump pump was so badly eroded, it has to be replaced by the plumber. In the meantime, our two custodial CETA workers spent a half day emptying the unit so the pump could be removed.

Several members of our staff attended the NJLA Fall Conference at Governor Morris Inn on Friday, October 13th. Those who attended-- Mark Donnelly, Dorothy Ericsson, Jackie Lepore, Elsa Meyers and Lola Reed.

On Saturday, October 21st a Regional Conference was held at Caldwell College in preparation for the Governor's Conference which will be held on April 1-3, 1979. Attending this meeting were the following: David Futornick, the official representative from West Orange, Anita O. Strauss, Lola Reed and Bob Gillen.

One of our full-time employees, Dorothy Ericsson, has asked to be returned to part-time employment, working three days per week, beginning January 1, 1979.

Frank Refinski returned to work on October 18, after a lengthy illness. Emma-Lou Czarnecki's son underwent an emergency appendectomy last week.

Our MOB went to Irvington's Union Avenue School on Friday, A.M. October 20 and will spend the morning again on October 27. We call it a Public Relations mission. It was on exhibition for a number of classes. The remaining classes will visit the MOB at the time of its next visit.

The library was quite involved and participated in the 300th Tricentennial Fair which was held on the grounds of Thomas A. Edison Junior High School on Sunday, October 22nd. Our own Phyllis Some, who was very active on the Committee, presented the official town flag to Mayor Samuel A. Spina.

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OCTOBER 30, 1933

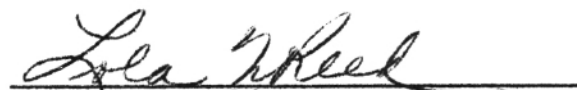
WOMEN'S WORLD

DIRECTOR'S

Specifications for bookstacks were hand-delivered to Joe Flynn at Town Hall. He has informed us that Bids will be advertised in our local paper on November 9th. Bids will be accepted on November 21st at the public meeting.

I would like to introduce to you the Oblique Suspended Filing System for periodicals and newspapers. This system is distributed by E. P. Ernst Co. Since Mr. Ernst is the creator of this system, it can be purchased from him only. Almost all of the libraries in our area have this space-saving, neatly arranged filing system

If we purchase 15-20 sections of the Oblique files, that will mean that the same number of shelves would not have to be purchased.

  
Lola N. Reed  
Director



## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER, 1978

LIBRARY BOARD MEETING OF OCTOBER 25, 1978

## EXPENDITURES

	APPROVED BUDGET 1978	PAID MONTH OF SEPTEMBER '78	1978 ACCUMULATED BUDGET EXPENDITURES PAID 9 MONTHS ENDED 9/30/78	UNEXPENDED BUDGET BALANCE ON 9/30/78	BILLS/ ACCTS. PAY- ABLE AT 9/30/78 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BALANCES AT 9/30/78
SALARIES & WAGES	\$352,237	\$ 27,357.73	\$253,225.03	\$ 99,011.97	\$	\$ 99,011.97
BINDING	1,000	-0-	1,031.27	( 31.27)		( 31.27)
COMMUNITY SERVICES	500	38.60	155.92	344.08		344.08
TRANSPORTATION	350	21.70	89.28	260.72		260.72
SEMINARS & WORKSHOPS	1,350	158.80	1,021.40	328.60		328.60
AUDIT	1,650	-0-	- 0-	1,650.00	1,650.00	-0-
MGMT. & PROF. SERVICES	10,200	850.00	6,800.00	3,400.00	850.00	2,550.00
LEGAL	2,000	1,000.00	1,000.00	1,000.00		1,000.00
MAIN LIBRARY-UTILITIES	23,000	2,245.37	11,877.83	11,122.17	1,079.76	10,042.41
MAIN LIBRARY-REPAIRS	7,000	34.65	1,068.08	5,931.92	32.00	5,899.92
TORY CORNER-RENTAL	540	-0-	270.00	270.00		270.00
BOOKMOBILE	7,500	44.18	1,513.46	5,986.54		5,986.54
SERVICE CONTRACTS	4,000	601.99	2,383.83	1,616.17	427.75	1,188.42
BOOKS	55,000	1,773.71	30,867.77	24,132.23	3,472.56	20,659.67
SUPPLIES-LIBRARY	11,500	245.29	5,183.90	6,316.10	1,096.94	5,219.16
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	10.00	612.00	7,388.00	36.95	7,351.05
PAMPHLETS	700	3.70	371.54	328.46		328.46
AUDIO-VISUAL-MATERIALS	1,500	92.79	981.27	518.73	108.29	410.44
INSURANCE	6,000	-0-	( 576.00)	6,576.00	2,775.00	3,801.00
TELEPHONE	2,500	212.15	1,524.30	975.70	162.60	813.10
POSTAGE	2,500	-0-	1,803.50	696.50	300.00	396.50
EMPLOYEE HEALTH-HOSP.	13,500	1,516.32	10,202.96	3,297.04		3,297.04
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	92.00	1,708.00	336.03	1,371.97
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	21,000	5,651.67	15,170.55	5,829.45		5,829.45
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,000	-0-	22,029.73	1,970.27		1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	173.30	1,461.89	( 461.89)	35.34	( 497.23)
SUPPLEMENTAL-JANITOR SERVICES	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	481.62	1,903.17	( 1,903.17)		( 1,903.17)
<b>TOTAL</b>	<b>\$568,527</b>	<b>\$ 42,513.57</b>	<b>\$372,202.82</b>	<b>\$196,324.18</b>	<b>\$ 12,363.22</b>	<b>\$183,960.96</b>
PER RESOLUTION 6/28/78	22,105			22,105.00		22,105.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>			<b>\$174,219.18</b>		<b>\$161,855.96</b>
1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000					
<b>TOTAL PROVIDED BY TOWN</b>	<b>\$473,489</b>					
3. PROVIDED BY LIBRARY FROM 1977 ACCUM- ULATED REVENUE FUND	72,933					
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>					

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF SEPTEMBER 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
<u>I</u> BALANCE AS OF 8/31/78	\$ 88,283.95	\$ 67,487.75	\$ 18,816.94	\$ 1,041.48	\$ 611.53	\$ 326.25
ADD:						
FINES			(\$ 1,192.85			
NON-RESIDENT FEES			( 20.00			
PHOTOCOPY	\$ 1,691.13		( 359.13			
BOOK RENTALS			( 110.75			
TELEPHONE			( 8.40			
LOST BOOKS	90.92			\$ 90.92		
EXCESS PROPERTY	62.05				\$ 62.05	
INTEREST	1,123.18		1,123.18			
<u>II</u> TOTAL - SEPTEMBER 1978	\$ 2,967.28	-0-	\$ 2,814.31	\$ 90.92	\$ 62.05	-0-
<u>III</u> TOTAL AVAILABLE	\$ 91,251.23	\$ 67,487.75	\$ 21,631.25	\$ 1,132.40	\$ 673.58	\$ 326.25
<u>IV</u> LESS:						
SEPTEMBER 1978-EXPENDITURES	42,513.57	42,513.57				
<u>V</u> TOTAL CASH FUNDS	\$ 48,737.66	\$ 24,974.18	\$ 21,631.25	\$ 1,132.40	\$ 673.58	\$ 326.25
ADD: DUE FROM THE TOWN OF W.O. FOR THE 4TH QUARTER BUDGET		149,245.00 \$174,219.18				
LESS: ACCOUNTS PAYABLE, 9/30/78		12,363.22				
BUDGET BALANCE PER REPORT 9/30/78		\$161,855.96				
CASH FUNDS REPRESENTED BY:						
CHECKING A/C-MIDLANTIC NAT'L BANK		\$ 24,782.96				
MIDLANTIC NAT'L BANK-#02-073-0000-1770		3,027.44				
W.O. S & L Ass'n. #10085		19,632.05				
PETTY CASH - CASH FUND		126.25				
PETTY CASH - CHECKING FUND		200.11				
MIDLANTIC NAT'L BANK-#02-073-0001161-0 UN. INS. FUND		968.85				
		\$ 48,737.66				
FUNDS:						
BUDGET FUND		\$ 24,974.18				
FINES & RESERVES FUND		21,631.25				
LOST BOOK FUND		1,132.40				
BOOK SALES & EXCESS PROPERTY FUND		673.58				
PETTY CASH FUND		326.25				
		\$ 48,737.66				
LESS: ACCOUNTS PAYABLE 9/30/78		12,363.22				
		\$ 36,374.44				

## WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1978 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 25, 1978

CHECKS ARE DATED  
SEPTEMBER 30, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3928	MIDLANTIC NAT'L BANK-F.W.T. 9/30/78	1. SALARIES	\$ 1,716.30
3929	W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61
3930	TOWN OF W.O. APRIL THRU SEPT. 1978 ADJ.	26. HOSPITALIZATION	354.16
3931	TOWN OF W.O. HOSPITALIZATION-OCT. 1978	26. HOSPITALIZATION	1,162.16
3932	TOWN OF W.O. SOC.SEC.-EMPLOYEES-SEPT. 1978	1. SALARIES	1,519.07
3933	TOWN OF W.O. SOC.SEC.-EMPLOYERS-3RD QTR.1978	27. EMPLOYER SOC.SEC.	5,651.67
3934	STATE OF N.J. GROSS INCOME TAX-SEPT. 1978	1. SALARIES	563.23
3935	TOWN OF W.O.-ADMINISTRATIVE CHARGE - 3RD QTR. 1978	28. ADMINISTRATION	1.00
3936	W.O.FREE PUBLIC LIBRARY-UN.INS.FUND SEPT.1978	1. SALARIES	56.50
3937	N.J. UNEMPLOYMENT INS. - 3RD QTR. 1978	29. UNEMPLOYMENT INS.	481.62
3937	" " " " " " " "	TRANSFER	241.05
3938	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,419.99
3939	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	105.24
3940	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET P/R-9/15/78 #3215-54 (40)	1. SALARIES	10,002.14
	NET P/R-9/30/78 #3255-97 (43)	1. SALARIES	9,517.34
	<u>SUB-TOTAL</u>		\$ 33,124.74
	<u>ADD: CHECKS #3881-3927 PRESENTED FOR PAYMENT ISSUED AT SEPTEMBER 27, 1978 MEETING</u>		<u>9,755.53</u>
	<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1978</u>		\$ 42,880.27
	<u>ADD: PETTY CASH CHECKS - JULY, AUGUST &amp; SEPTEMBER 1978 #1121</u>		<u>287.22</u>
	<u>SUB-TOTAL</u>		\$ 43,167.49
	<u>LESS: REGULAR CHECKING ACCOUNT</u>		
	CHECK #3361-NANCY TORO-VOIDED	20. PAMPHLETS	\$ 2.00
	CHECK #3937-N.J. UNEMPLOYMENT INS.	TRANSFER	241.05
	PETTY CASH CHECKING ACCOUNT		
	CHECK #1123-W.O. PUBLIC LIBRARY	LOST BOOKS REFUND	2.25
	1124-" " " "	" " "	8.75
	1125-" " " "	" " "	9.95
	1127-" " " "	" " "	4.08
	1128-" " " "	" " "	8.95
	1129-" " " "	" " "	6.50
	1131-TALI SHANI	" " "	8.34
	1134-W.O. PUBLIC LIBRARY	" " "	9.95
	1137-S. MC MAHON	" " "	4.75
	1139-W.O. PUBLIC LIBRARY	" " "	2.50
	DEPOSIT-CHECKING A/C-		
	REFUND-AIR CONTROL ENVIRONMENT	11. SERVICE CONTRACT	379.50
		6. MAINT. MAIN	( 34.65)
			653.92
	<u>TOTAL EXPENDITURES - MONTH OF SEPTEMBER 1978</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 42,513.57</u>

PAYMENT RECOMMENDED BY:

*Lola G. Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*  
*by k S*

WEST ORANGE FREE PUBLIC LIBRARYSEPTEMBER 1978 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 25, 1978LIST OF CHECK PAID FROM PETTY CASH CHECKING ACCOUNT FOR  
THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1978

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1978				
6/29	#1121	PALMER HOUSE COMPANY	14. SEMINARS	\$ 116.80
7/6	1122	SHIRLEY ITKIN	12. TRANSPORTATIONS	2.70
7/6	1123	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	2.25
8/9	1124	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	8.75
8/21	1125	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	9.95
8/26	1126	W.O. PUBLIC LIBRARY	10. COMMUNITY RELATIONS	10.00
8/29	1127	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	4.08
8/29	1128	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	8.95
9/6	1129	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	6.50
9/7	1130	LOLA REED	12. TRANSPORTATION	10.00
9/12	1131	TALI SHANI	BOOK REFUNDS RETURN	8.34
9/20	1132	CONVERSAPHONE INSTITUTE	20. NEWSPAPERS & PAMPHLETS	1.00
9/22	1133	N.J. LIBRARY ASS'N	14. CONVENTIONS	42.00
9/22	1134	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	9.95
9/22	1135	SOUTHERN PUBLISHERS	20. NEWSPAPERS & PAMPHLETS	.75
9/25	1136	N.Y. GRAPHIC SOCIETY	20. NEWSPAPERS & PAMPHLETS	3.95
9/25	1137	S. MC MAHON	BOOK REFUNDS RETURN	4.75
9/25	1138	E.O. PUBLIC LIBRARY	2. BOOKS	25.00
9/26	1139	W.O. PUBLIC LIBRARY	BOOK REFUNDS RETURN	2.50
9/28	1140	LOLA REED	12. TRANSPORTATION	5.00
9/29	1141	JACKIE LEPORE	12. TRANSPORTATION	4.00

TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT  
FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1978\$ 287.22PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON &amp; NOVICK, CPA'S

BY: Stewart A. Perchman CPA  
by K D



SEPTEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON OCTOBER 25, 1978

CHECKS ARE DATED  
OCTOBER 25, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3941	MIDLANTIC NATIONAL BANK-F.W.T. 10/15/78	1. SALARIES	\$ 1,781.67
3942	W. O. FEDERAL CREDIT UNION	1. SALARIES	290.61
3943	P.E.R.S. #20284-PENSION-ADDITIONAL	1. SALARIES	11.97
3944	P.E.R.S. #20284-GROUP INS. "	1. SALARIES	2.15
3945	POSTMASTER	13. POSTAGE	300.00
3946	ARTISTS & DRAFTING SUPPLIES, INC.	4. SUPPLIES	18.87
3947A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 38.80
B	" " "	11. " "	10.00
C	" " "	11. " "	38.95
3948A	THE BAKER & TAYLOR Co.	2. BOOKS	8.35
B	" " " " "	2. " "	16.97
3949	A. M. BEST Co.	2. BOOKS	115.00
3950	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	32.00
3951	R. R. BOWKER	2. BOOKS	50.00
3952A	BROADSTREET, INC.	4. SUPPLIES	45.54
B	" "	4. " "	47.50
C	" "	4. " "	4.25
D	" "	4. " "	.50
E	" "	4. " "	7.00
F	" "	4. " "	3.10
G	" "	4. " "	5.88
3953A	BRODART, INC.	4. SUPPLIES	259.15
B	" "	4. " "	112.87
C	" "	4. " "	111.20
D	" "	4. " "	( 16.00)
3954	C. W. ASSOCIATES	2. BOOKS	10.50
3955	CHAMBERS RECORD CORP.	21. A/V MATERIALS	89.71
3956	COMMONWEALTH WATER Co.	6. MAINT. MAIN	65.51
3957	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	204.00
3958A	DEACON PRESS	4. SUPPLIES	58.00
B	" "	4. " "	10.00
3959A	DIOMONDSTEIN BOOK Co., INC.	2. BOOKS	194.98
B	" " " " "	2. " "	34.66
C	" " " " "	2. " "	34.25
D	" " " " "	2. " "	119.38
E	" " " " "	2. " "	175.90
F	" " " " "	2. " "	119.96
G	" " " " "	2. " "	( 4.31)
3960A	DOUBLEDAY & Co., INC.	2. BOOKS	49.84
B	" " " " "	2. " "	15.16
C	" " " " "	2. " "	21.84
D	" " " " "	2. " "	42.20
3961	EDUCATIONAL TESTING SERVICE	2. BOOKS	12.20
3962A	EDUCATORS PROGRESS SERVICE, INC.	2. " "	13.95
B	" " " " "	2. " "	5.20
3963	THE FEMINIST PRESS	5. INSURANCE	2,775.00
3964	FOWLER AGENCY, INC.	17. EQUIPMENT	336.03
3965A	GAYLORD BROS.	4. SUPPLIES	60.65
B	" "	2. BOOKS	31.85
C	" "	21. A/V MATERIALS	18.58
3966	GENE HACKER, INC.	2. BOOKS	20.00
3967	THE INTERNATIONAL CITY MANAGEMENT	2. BOOKS	6.55
3968	JEWISH PUBLICATION SOCIETY OF AMERICA	2. BOOKS	11.00
3969	JOHNSON PUBLISHING Co., INC.	2. BOOKS	7.95
3970	WILLIAM KAUFMANN, INC.	16. AUDIT	1,650.00
3971	SAMUEL KLEIN AND Co.	4. SUPPLIES	( 92.00)
3972A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. " "	27.00
B	" " " " "	4. " "	38.00
C	" " " " "	4. " "	237.70
D	" " " " "		210.70

WEST ORANGE FREE PUBLIC LIBRARY  
SEPTEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR  
PAYMENT ON OCTOBER 25, 1978

CHECKS ARE DATED  
OCTOBER 25, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3973	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	\$ 4.41
3974	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT	850.00
3975	A. R. MEEKER CO.	11. SERVICE CONTRACTS	156.00
3976	MICRO FILMING COR. OF AMERICA	2. MICROFILMS	930.00
3977	MILESTONE ART ASSOCIATES	2. BOOKS	29.50
3978	MOODY'S INVESTORS SERVICE, INC.	2. BOOKS	940.00
3979A	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	\$ 610.09
B	" " " "	6. " "	( 422.66)
3980	NATIONAL REGISTER PUBLISHING CO., INC.	2. BOOKS	42.00
3981A	N. J. BELL	9. TELEPHONE	151.20
B	" " "	9. " "	11.40
3982	N. J. C. T. CORP.	4. SUPPLIES	87.00
3983	NEWSPAPER ENTERPRISE ASS'N.	19. MAGAZINES	3.95
3984	PITNEY BOWES	11. SERVICE CONTRACTS	184.00
3985	PRENTICE HALL, INC.	2. BOOKS	15.23
3986A	PRESCRIPTION CENTER	4. SUPPLIES	4.79
B	" " "	4. " "	3.89
C	" " "	4. " "	8.71
3987	P.S.E. & G. CO.	6. MAINT. MAIN.	826.82
3988	REGENT BOOK CO., INC.	2. BOOKS	28.79
3989	RUTGERS UNIVERSITY	2. BOOKS	10.00
3990	SENIOR SERVICE CORPS.	2. BOOKS	2.00
3991	SHAR-FREY, INC.	2. BOOKS	7.20
3992	SHEPARD'S INC. OF COLORADO	2. BOOKS	12.00
3993	STATE INDUSTRIAL DIRECTORIES	2. BOOKS	85.00
3994	SUBURBAN HOMES GUIDE	2. BOOKS	5.50
3995	UNITED NATIONS	2. BOOKS	36.60
3996	U.S. PENCIL & STATIONERY CO.	4. SUPPLIES	53.34
3997	WEST CHEMICAL PRODUCTS, INC.	4. JANITORIAL SUPPLIES	35.34
3998	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	36.95
<u>SUB-TOTAL</u>			\$ 14,449.62
LESS: CHECK #3941-MIDLANTIC NAT'L BANK -			
	F.W.T. 10/15/78	1. SALARIES	\$1,781.67
	#3942-W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61
	#3943-P.E.R.S. #20284-PENSIONS	1. SALARIES	11.97
	#3944-P.E.R.S. #20284-GROUP INS.	1. SALARIES	2.15
			<u>2,086.40</u>
<u>TOTAL ACCOUNTS PAYABLE - PER BUDGET</u>			
<u>REPORT SEPTEMBER 30, 1978</u>			<u>\$ 12,363.22</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lola Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim CPA*  
*by R B*

WEST ORANGE PUBLIC LIBRARY  
MINUTES OF THE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 1, 1978

SUBJECT: 1979 BUDGET

The meeting was called to order by President Anita O. Strauss at 8:00 P. M. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Mary Loughren, William O'Neill, Paul Pasmantier, and William Sagosz. Also present were Library Director Lola N. Reed, and Board Accountant Stewart Manheim. Several members of the staff, and one member of the "New Friends of the Library" were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978, in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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.

Mrs. Strauss announced that the Budget Hearing for the library will be held on Nov. 9, 1978 at 4:30 P. M.

Mr. Sagosz reported that he has been in touch with another telephone company and has requested an estimate for telephone equipment and installation. He also will obtain an estimate from Mr. Luca of Time Moving and Storage, Inc. for assistance in the move to the new addition.

Mr. Manheim reviewed the Proposed 1979 Budget with the Board. A total of \$47,000 in additional monies is needed because of the new library addition. This amount includes salaries and benefits for any new employees, an increase in utilities, and insurance. From this total, \$15,000 has been allocated for non-recurring expenses such as moving and relocation, and telephone equipment and installation.

Mrs. Grover made a motion that all full-time non-professionals, newly hired professionals, and all part-time employees that become full-time after the passage of this schedule will be subject to the following vacation schedule:

- 1) During the first year of employment - one vacation day for each month worked.
- 2) After the first year through the third year - twelve (12) vacation days.



- 3) After the third year and through the fifth year - fifteen (15) vacation days.
- 4) After the fifth year and through the tenth year - eighteen (18) vacation days.
- 5) After the tenth year - twenty (20) vacation days per year.

Mr. Pasmantier seconded the motion, and it was carried unanimously

Mr. Sagosz made a motion to give Mrs. Reed an increment of \$500 in the 1979 Budget. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Pasmantier made a motion to accept a Proposed Budget of \$649,830 for 1979. Miss Loughren seconded the motion, and it was carried unanimously.

The meeting was adjourned at 11:15 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary  
Board of Trustees

Board of Directors  
Meeting of 1913

Resolutions

Resolved, That

the Board of Directors

do hereby

the meeting was adjourned at 11:15 A. M.

Respectfully

Resolved, That the Board of Directors do hereby

Respectfully

Resolved, That the Board of Directors do hereby

Resolved, That the Board of Directors do hereby

Resolved, That the Board of Directors do hereby

Resolved, That the Board of Directors do hereby

Resolved, That the Board of Directors do hereby

Resolved, That the Board of Directors do hereby

Resolved, That the Board of Directors do hereby

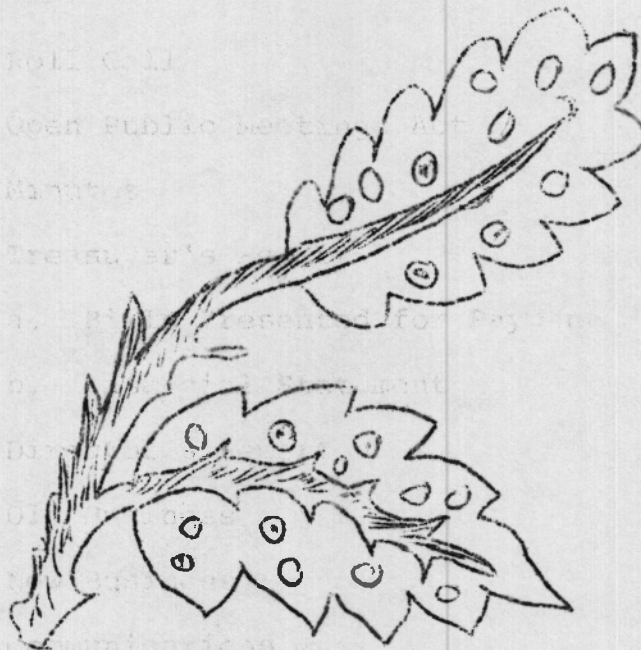
**AGENDA**

**BOARD OF TRUSTEES MEETING**

**WEST ORANGE PUBLIC LIBRARY**

**NOVEMBER 20, 1978**

- a. 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
7. Old Business
8. New Business
9. Communications
10. Community Participation
11. Adjournment









WEST ORANGE PUBLIC LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
NOVEMBER 20, 1978

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, William O'Neill, Albert Kupferer, and Paul Pasmantier. Also present were Stewart Manheim, Board Accountant, and Lola N. Reed, Library Director. Members of the staff were also present.

**OPEN PUBLIC MEETINGS ACT:**

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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 Board of Trustees meeting of Oct. 25, 1978. Mrs. Grover seconded the motion and it was carried unanimously.

Mrs. Grover made a motion to accept the Minutes of the Board of Trustees meeting of Nov. 1, 1978 as presented with the addition of the following sentence to paragraph 6 on page 1: "The present vacation schedule for full-time professionals will be grandfathered." Mr. Kupferer seconded the motion, and it was carried unanimously.

**TREASURER'S REPORT:**

1. Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills as Presented for Payment for the month of October, 1978. Mrs. Grover seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Pasmantier made a motion to transfer \$10,000 immediately from Statement Savings Account #02-073-0000177-0 Midlantic Bank to the Checking Account to meet the payroll. A \$50,000 transfer will be made for salaries and bills for next month on Dec. 1, 1978. Mr. Kupferer seconded the motion and it was passed unanimously.

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

unanimously.

Mr. Kriebel seconded the motion and it was carried.  
Mr. Baumgartner made a motion to accept the financial statement.

Kriebel seconded the motion and it was passed unanimously.  
He made for salaries and bills for next month on Dec. 1, 1918. Mr. Baumgartner seconded the motion and it was carried. A \$20,000 transfer with the following account to meet the balance. A \$20,000 transfer with the following account to meet the balance. A \$20,000 transfer with the following account to meet the balance.

### 2. Financial statement:

The motion and it was carried unanimously.  
For payment for the month of October, 1918. Mrs. Glover seconded.  
Mr. Kriebel made a motion to accept the bills as presented.

### 3. Bills presented for payment.

### UNANIMOUS RESOLUTION:

Mr. Kriebel seconded the motion and it was carried unanimously.  
The following sentence to be inserted in the minutes of the meeting of Nov. 1, 1918 as presented with the addition of  
Mrs. Glover made a motion to accept the minutes of the Board of

Motion and it was carried unanimously.  
Of directors meeting of Oct. 22, 1918. Mrs. Glover seconded the  
Mr. Baumgartner made a motion to accept the minutes of the Board

### MINUTES:

Donn Clark.  
Chronicle, the second member, and was transferred to the  
the officially designated member, was moved to the "West Orange  
officially designated member, was moved to the "West Orange  
1918 was moved, and after some discussion the year on the  
notice of the meeting and all official board meetings of the year  
Oct. 21, 1918 and known as the "Open Public Meetings Act". Proper  
1918 in accordance with Public Law 1918, Chapter 271, approved  
The President opened the meeting and stated that on January 1,

### OPEN PUBLIC MEETINGS ACT:

Present:  
and John W. Reed, District Director. Members of the staff were also  
Baumgartner. Also present were several members, board accountants,  
a doctor, Andrew Glover, William O. Mett, Albert Kriebel, and Paul  
Walter O. Skelton. The following members were present: Skelton  
The meeting was called to order at 8:00 P. M. by President

NOVEMBER 30, 1918  
BOARD OF DIRECTORS MEETING  
MINUTES OF THE  
WEST ORANGE PUBLIC LIBRARY

Mr. Pasmantier made a motion to invest the State Aid money, using \$40,000 of the \$41,834 in a six month savings certificate. Mrs. Grover seconded the motion and it was carried unanimously.

Mr. Manheim favors investment in a local New Jersey Savings Bank. State Aid money is now permitted to be spent in the current year it is received. This check representing 1978 State Aid, is a part of the 1979 budget and will not be needed until the six month period is over.

#### DIRECTOR'S REPORT:

Mrs. Reed reported that the \$25,000 promised by the town to the Library will be forthcoming at the end of the month.

The main oil tank has been hooked up and is in operation.

The King Tut presentation has been relocated at Mountain High School auditorium due to the heavy request for tickets.

#### COMMITTEE REPORTS:

##### 1. Building and Grounds:

Mr. Pasmantier recommended that another Board meeting be held in 10 to 14 days to make decisions on various situations dealing with the building construction. It was decided that a special meeting will be held on Wednesday, November 29, 1978 at 8:00 P.M. The newspapers and Town Clerk will be informed and notices posted at each library entrance.

Mr. Pasmantier reported on the library's financial standing regarding the Building Fund. He explained that this information was obtained from the Town Purchaser, Joseph Flynn and reflects figures as of 11/3/78. The Town has two funds. One fund has a balance of \$19,989.13 and is known as the Building Fund. The second fund was the Contingency Fund which has been used up for various change orders. In a third fund \$7,749.90 has been set aside for the architect. From this amount, \$2,144 is owed to the architect representing 6% of every change authorized. Therefore, \$24,000-\$25,000 is available from the Building Fund and Architect's Fund together.

It was decided that the following items will be tabled for discussion at the Nov. 29, 1978 meeting:

- 1) The moving plans.
- 2) Installation of a private telephone system.
- 3) Change Orders #6 and #7.

The bill for the services of Mrs. Lila Shoshkes, Interior Designer, has been submitted to Mr. Corwick, the Town Business Administrator for payment.

Investigation for Payment

Decision has been submitted to Mr. Connelley, the Town Business  
the bill for the services of Mrs. Ellis Shonberger, Inspector

Salary: 3) Grand's Office 48 and 49

1) The meeting place. 2) Investigation of a private telephone  
discussion at the Nov. 28, 1938 meeting:

It was decided that the following items will be carried for  
fund collection:

\$23,000-\$232,000 is payable from the building fund and interest, a  
certificate representing as of each grand's authorized. Therefore,  
order for the certificate. From this amount \$2,144 is owed to the  
various grand's orders. In a third fund \$1,343.80 has been set  
second fund and the confidence fund which has been used for  
a balance of \$18,889.13 and is known as the building fund. The  
figures as of 11/3/38. The town has two funds. One fund has  
was obtained from the town purchase, Joseph Ryan and reflects  
related to the building fund. He explained that this information  
Mr. Basmanter reported on the 11/3/38 financial standing

each 11/3/38 entrance.

The members and town clerk will be informed and notices posted at  
meeting will be held on Wednesday, November 28, 1938 at 8:00 P.M.  
with the building committee. It was decided that a report  
in 10 to 14 days to make decisions on various suggestions dealing  
Mr. Basmanter recommended that another board meeting be held

J. Building and grounds:

COMMITTEE REPORTS:

Report and information due to the usual request for tickets.

The kind of presentation has been reported as mentioned above

The main oil tank has been hooked up and is in operation.

The 11/3/38 will be forthcoming at the end of the month.

Mrs. Reed reported that the \$23,000 promised by the town to

DIRECTOR'S REPORT:

Month period is over.

A part of the 1938 budget and will not be needed until the 1st  
year is received. This check representing 1938 State Aid is  
bank. State Aid money is now permitted to be spent in the current  
Mr. Mansfield favors investment in a local new factory building

Mrs. Glover seconded the motion and it was carried unanimously.  
Using \$40,000 of the \$41,834 in a six month building certificate.

Mr. Basmanter made a motion to invest the State Aid money.

Mr. Pasmantier suggested the idea of having the name of the library placed on the new brick facing. This faces Mt. Pleasant Ave., and the letters would be in the upper left-hand corner. He presented a drawing of the letters which would be raised bronze in Helvetica style.

## 2. Personnel Committee:

Mrs. Grover will send a letter to the West Orange Public Library Employees' Association informing them of the action taken regarding vacation time at the November 1, 1978 meeting.

## NEW BUSINESS:

There was a general discussion about using the staff during the move into the new addition. It was the concensus of the Board that all of the employees will be needed, supplemented by CETA help and/or professional supervisors or movers. Mr. Pasmantier stated that hard physical labor was not expected from the staff, but their guidance and assistance is important.

Mrs. Strauss suggested that Mrs. Reed hold a meeting to inform the staff that their help in the move is most needed and welcomed.

## AUDIENCE PARTICIPATION:

Mrs. Elsa Meyers, representing the officers of the Employees' Association requested the following:

- 1) That the Board put in writing the duties that staff is expected to perform during the move.
- 2) Clarification in writing regarding lay-off of employees, if any, and the procedures regarding unemployment insurance, etc. The staff would like both items #1 and #2 to be submitted to them by Dec. 15th.

Mrs. Strauss felt that the Board's position was clear as to the need of the employees during the move, but that the requests will be deferred until the next meeting.

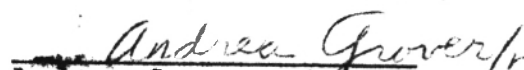
Mrs. Ericsson asked the Board if the two bookdrops at the top of the parking lot could be moved down closer to the entrance. Inclement weather makes it difficult to collect the books.

As a Dept. Head, Mrs. Meyers stated that her staff was anxious to work during the move and that every member of the staff is needed at that time. Mrs. Berger added that the staff's primary concern was not knowing whether or not they would be needed.

Adjournment was at 10:00 P.M.

Respectfully submitted,

  
Sandra Goss, Secretary

  
Andrea Grover, Secretary  
Board of Trustees

George Goss, Secretary

Board of Directors

August 1938, 20th

Respectfully submitted,

August 1938, 20th 10:00 P.M.

was not known whether or not they would be needed.  
at this time. Mrs. Peters added that the staff, a highly concern  
to work during the move and that every member of the staff is needed  
as a result. Mrs. Peters stated that her staff was anxious

movement makes it difficult to collect the books.  
of the building for could be moved down closer to the entrance.

Mrs. Peterson asked the Board if the two bookshelves at the top  
will be needed until the move is over.

the need of the employees during the move, but that the requests  
Mrs. Peterson said that the Board's position was clear as to

of the move.  
the staff would like to have it and it is to be arranged to them  
if and the Board's request regarding insurance, etc.  
the staff is willing to pay for the insurance of employees.

expected to perform during the move.  
the Board has in mind the duties that staff is

association requested the following:

Mrs. Eliza Peters, representing the officers of the Employees,

AUDIENCE PARTICIPATION:

the staff that their help in the move is most needed and welcomed.  
Mrs. Peterson suggested that Mrs. Reed hold a meeting to inform

the staff during the move and assistance is important.  
stated that this help is not expected from the staff,  
help and/or professional services of workers. Mrs. Peterson  
that all of the employees will be needed, emphasized by only  
the move into the new building. It was the consensus of the Board  
there was a general discussion about having the staff during

NEW BUSINESS:

regarding action from at the November 1, 1938 meeting.  
directly employees, association informing them of the action taken  
Mrs. Goss will send a letter to the West Coast Party

1. Proposed Committee:

in November 1938.  
presented a drawing of the letters which would be placed on the  
wall and the letters would be in the upper left-hand corner. He  
directly placed on the new book building. Mrs. Peterson  
Mrs. Peterson suggested the idea of having the name of the

DIRECTOR'S  
MONTHLY REPORT

November 20, 1978

We have been blessed for the better part of this month with beautiful "Indian Summer" weather. We did have a couple of rather cool days at which time we purchased four small heaters for emergencies. Sofar, we have not found it necessary to use them.

For a time oil was being delivered twice weekly to keep a supply in the small auxiliary tank. Now the hook-up with the "big" tank has been made, our worries have been lessened as to whether there will be a heat problem.

The new Snow Blower was delivered on October 26th, even though we had contacted Sears and asked them to hold off the delivery until we contacted them. Of course, they delivered anyway. Knowing that businesses are saying that Snow Blowers are in short supply, we decided to keep it. The machine has not yet been assembled.

We had a small problem with one of our CETA workers on November 6. The problem was solved when a policeman was sent over, at my request, who ushered him out of my office.

I have since spoken with the young man's mother who explained that he is very ill and is presently hospitalized in the psychiatric ward of East Orange General Hospital.

We are still in the process of revising the MOB schedule. One of our biggest borrowers (Our Lady of Lourdes School) cancelled our two stops on their grounds. Efforts are being made to locate new desirable stops for the MOB and to eliminate "dead" stops.

Sandy picked up our State Aid check from Town Hall. The amount was \$41,834. The comptroller stated that the \$25,000 check will be ready by the end of this month.

A parent of two of our employees died during the month. They were the father of Elizabeth Springsteel and the mother of Marie Magno.

Requests for tickets for the King Tut presentation on November 30 have grown so big, we have requested the use of the Mountain High School auditorium from the Board of Education.

As requested by Mr. Pellechia, we have cleared away the shelves on the east wall in the Reference Area. They plan to break through that wall during this week.



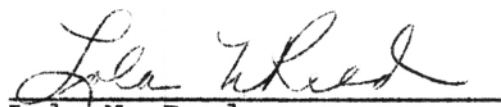


According to Civil Service, employees who will be laid off during the period of our move, will have to be given a 45 day notice so they can collect unemployment for that time.

Mr. Corwick has informed me that there is a second way this can be handled. The employees can leave voluntarily and still be eligible to collect unemployment.

To impose the Civil Service way, we must make a determination at this meeting to be able to meet the 45-day deadline.

My telephone number is 736-0285.

  
\_\_\_\_\_  
Lola N. Reed  
Director



## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1978

LIBRARY BOARD MEETING OF NOVEMBER 20, 1978

## EXPENDITURES

	APPROVED BUDGET 1978	PAID MONTH OF OCTOBER '78	1978 ACCUMULATED BUDGET EXPENDITURES PAID 10 MONTHS ENDED 10/31/78	UNEXPENDED BUDGET BALANCE ON 10/31/78	BILLS/ ACCTS. PAY- ABLE AT 10/31/78 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BALANCES AT 10/31/78
SALARIES & WAGES	\$352,237	\$ 27,298.72	\$280,523.75	\$ 71,713.25		\$ 71,713.25
BINDING	1,000	-0-	1,031.27	( 31.27)		( 31.27)
COMMUNITY SERVICES	500	-0-	155.92	344.08		344.08
TRANSPORTATION	350	-0-	89.28	260.72		260.72
SEMINARS & WORKSHOPS	1,350	-0-	1,021.40	328.60		328.60
AUDIT	1,650	1,650.00	1,650.00	-0-		-0-
MGMT. & PROF. SERVICES	10,200	850.00	7,650.00	2,550.00	\$ 850.00	1,700.00
LEGAL	2,000	-0-	1,000.00	1,000.00		1,000.00
MAIN LIBRARY-UTILITIES	23,000	1,079.76	12,957.59	10,042.41	1,323.10	8,719.31
MAIN LIBRARY-REPAIRS	7,000	32.00	1,100.08	5,899.92	480.76	5,419.16
TORY CORNER-RENTAL	540	-0-	270.00	270.00	135.00	135.00
BOOKMOBILE	7,500	-0-	1,513.46	5,986.54	2,735.75	3,250.79
SERVICE CONTRACTS	4,000	427.75	2,816.58	1,188.42	228.50	959.92
BOOKS	55,000	3,446.41	34,314.18	20,685.82	2,265.37	18,420.45
SUPPLIES-LIBRARY	11,500	1,096.94	6,280.84	5,219.16	339.17	4,879.99
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	36.95	648.95	7,351.05	5,014.55	2,336.50
PAMPHLETS	700	-0-	371.54	328.46		328.46
AUDIO-VISUAL-MATERIALS	1,500	108.29	1,089.56	410.44	173.23	237.21
INSURANCE	6,000	2,775.00	2,199.00	3,801.00	4,242.57	( 441.57)
TELEPHONE	2,500	162.60	1,686.90	813.10	240.33	572.77
POSTAGE	2,500	300.00	2,103.50	396.50		396.50
EMPLOYEE HEALTH-HOSP.	13,500	1,162.16	11,365.12	2,134.88		2,134.88
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	336.03	428.03	1,371.97		1,371.97
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00	851.83	648.17
SOCIAL SECURITY	21,000	-0-	15,170.55	5,829.45		5,829.45
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,000	-0-	22,029.73	1,970.27		1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	35.34	1,497.23	( 497.23)	27.80	( 525.03)
SUPPLEMENTAL-JANITOR SERVICES	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	-0-	1,903.17	( 1,903.17)		(1,903.17)
<b>TOTAL</b>	<b>\$568,527</b>	<b>\$ 40,797.95</b>	<b>\$413,000.77</b>	<b>\$155,526.23</b>	<b>\$ 18,907.96</b>	<b>\$136,618.27</b>
PER RESOLUTION 6/28/78	( 22,105)			( 22,105.00)		( 22,105.00)
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>			<b>\$133,421.23</b>		<b>\$114,513.27</b>
1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000					
<b>TOTAL PROVIDED BY TOWN</b>	<b>\$473,489</b>					
3. PROVIDED BY LIBRARY FROM 1977 ACCUM- ULATED REVENUE FUND	72,933					
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>					

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF OCTOBER 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
<u>I</u> BALANCE AS OF 9/30/78	\$ 48,737.66	\$ 24,974.18	\$ 21,631.25	\$ 1,132.40	\$ 673.58	\$ 326.25
ADD:						
FINES			(\$ 1,272.38			
NON-RESIDENT FEES			20.00			
PHOTOCOPY	\$ 1,730.33		279.85			
BOOK RENTALS			150.10			
MICROFILMS			8.00			
LOST BOOKS	103.49			\$ 103.49		
EXCESS PROPERTY	938.15				\$ 938.15	
TOWN OF WEST ORANGE	124,244.00	124,244.00				
<u>II</u> TOTAL - OCTOBER 1978	<u>\$127,015.97</u>	<u>\$124,244.00</u>	<u>\$ 1,730.33</u>	<u>\$ 103.49</u>	<u>\$ 938.15</u>	<u>-0-</u>
<u>III</u> TOTAL AVAILABLE	\$175,753.63	\$149,218.18	\$ 23,361.58	\$ 1,235.89	\$ 1,611.73	\$ 326.25
<u>IV</u> LESS:						
OCTOBER 1978 - EXPENDITURES	40,797.95	40,797.95				
<u>V</u> TOTAL CASH FUNDS	<u>\$134,955.68</u>	<u>\$108,420.23</u>	<u>\$ 23,361.58</u>	<u>\$ 1,235.89</u>	<u>\$ 1,611.73</u>	<u>\$ 326.25</u>
ADD: DUE FROM THE TOWN OF W.O. FOR THE 4TH QTR. BUDGET		25,001.00 \$133,421.23				
LESS: ACCOUNTS PAYABLE - 10/31/78		18,907.96				
BUDGET BALANCE - PER REPORT-10/31/78		<u>\$114,513.27</u>				
CASH FUNDS REPRESENTED BY:				FUNDS:		
CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-77	\$ 5,985.01			BUDGET FUND		\$108,420.23
MIDLANTIC NAT'L BANK #02-073-0000-1770	107,216.71			FINES & RESERVES FUND		23,361.58
W.O. S & L Ass'n - #10085	19,632.05			LOST BOOK FUND		1,235.89
PETTY CASH - CASH FUND	126.25			BOOK SALES & EXCESS		
PETTY CASH - CHECKING A/C MIDLANTIC	200.11			PROPERTY FUND		1,611.73
MIDLANTIC NAT'L BANK-#02-073-0001161-0-UN. INS. FUND	968.85			PETTY CASH FUND		326.25
MIDLANTIC NAT'L BANK-#02-073-0001405-8-BOOK SALE						<u>\$134,955.68</u>
ESCROW	826.70			LESS: ACCOUNTS PAYABLE -		
	<u>\$134,955.68</u>			10/31/78		18,907.96
						<u>\$116,047.72</u>

WEST ORANGE FREE PUBLIC LIBRARY  
OCTOBER 1978 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 20, 1978

CHECKS ARE DATED  
OCTOBER 25, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3999	MIDLANTIC NAT'L BANK- F.W.T.-10/31/78	1. SALARIES	\$ 1,720.94
4000	W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61
4001	TOWN OF W.O.-HOSPITALIZATION-NOV.'78	26. HOSPITALIZATION	1,162.16
4002	TOWN OF W.O.-SOC.SEC. -EMPLOYEES -OCT.'78	1. SALARIES	1,515.49
4003	W.O. FREE PUBLIC LIBRARY-UN.INS.-OCT.'78	1. SALARIES	46.03
4004	STATE OF N.J.-GROSS INC.TAX-OCT.'78	1. SALARIES	560.30
4005	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,431.56
4006	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.	1. SALARIES	108.76
4007	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET PAYROLL -10/15/78 #3298-3338 (41)	1. SALARIES	9,947.64
	NET PAYROLL -10/31/78 #3339-3380 (42)	1. SALARIES	9,548.33
 <u>SUB-TOTAL</u>			 \$ 26,374.48
 <u>ADD:</u> CHECKS -#3941 - 3998 PRESENTED FOR PAYMENT ISSUED AT OCTOBER 25, 1978 MEETING			  <u>14,449.62</u>
 <u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1978</u>			 \$ 40,824.10
 <u>LESS:</u>			
	CHECK #3962 - EDUCATOR'S PROGRESS SERV.-VOIDED	2. BOOKS	<u>26.15</u>
 <u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1978</u> <u>PER BUDGET REPORT</u>			 \$ 40,797.95

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lola Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Harriet Mark* CPA

WEST ORANGE FREE PUBLIC LIBRARY  
OCTOBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON NOVEMBER 20, 1978

4.

CHECKS ARE DATED  
NOVEMBER 20, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4008	MIDLANTIC NAT'L BANK-F.W.T. 11/15/78	1. SALARIES	\$ 1,915.15
4009	W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61
4010	PETTY CASH CHECKING ACCOUNT	EXCHANGE	200.00
4011	A. ABORN EXTERMINATING CO., INC.	11. SERVICE CONTRACTS	15.00
4012	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	7.65
4013A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 39.30
B	" " " "	11. " "	39.20
4014A	THE BAKER & TAYLOR CO.	2. BOOKS	49.16
B	" " " "	2. " "	56.44
C	" " " "	2. " "	31.55
D	" " " "	2. " "	45.94
4015	A. M. BEST CO.	2. BOOKS	183.09
4016A	BROADSTREET, INC.	4. SUPPLIES	225.00
B	" " " "	4. " "	8.00
C	" " " "	4. " "	( 12.40)
D	" " " "	4. " "	2.80
E	" " " "	4. " "	19.00
4017	BRODART, INC.	4. SUPPLIES	3.19
4018A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	20.59
B	" " " "	21. " "	111.20
C	" " " "	21. " "	56.51
4019A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	22.89
B	" " " "	2. " "	4.33
4020	CURTIS SERVICE, INC.	8. MAINT. MOB.	83.73
4021	ROBERT W. DAUM	6. MAINT. MAIN.	26.85
4022A	DIMONDSTEIN BOOK CO., INC.	2. BOOKS	1,337.91
B	" " " "	2. " "	422.00
C	" " " "	2. " "	71.53
D	" " " "	2. " "	293.18
E	" " " "	2. " "	294.45
F	" " " "	2. " "	146.50
G	" " " "	2. " "	39.66
H	" " " "	2. " "	110.76
4023A	DOUBLEDAY & CO., INC.	2. " "	170.83
B	" " " "	2. " "	50.63
C	" " " "	2. BOOKS	1,177.54
D	" " " "	2. " "	15.00
E	" " " "	2. " "	23.06
F	" " " "	2. " "	19.20
G	" " " "	2. " "	4.85
H	" " " "	2. " "	4.85
I	" " " "	2. " "	51.66
J	" " " "	2. " "	24.25
K	" " " "	2. " "	9.70
4024	EBSCO SUBSCRIPTION SERVICES	2. " "	6.10
4025	EDITOR & PUBLISHER	2. " "	15.00
4026	EDUCATORS PROGRESS SERVICE, INC.	2. " "	27.69
4027	FAIRCHILD BOOKS	19. MAGAZINES	201.36
4028	FARMER ELECTRICAL SUPPLY	2. BOOKS	4,980.55
4029A	FOWLER AGENCY, INC.	2. BOOKS	33.00
B	" " " "	2. BOOKS	13.95
C	" " " "	6. MAINT. MAIN.	31.35
4030	GALE RESEARCH CO.	5. INSURANCE	58.74
		5. " "	(\$ 85.00)
		5. " "	3,707.48
		5. " "	620.09
		2. BOOKS	4,242.57
			46.24

WEST ORANGE FREE PUBLIC LIBRARY  
OCTOBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON NOVEMBER 20, 1978

CHECKS ARE DATED  
NOVEMBER 20, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4031	GAYLORD BROS., INC.	11. SERVICE CONTRACTS		\$ 135.00
4032A	GENE HACKER, INC.	21. A/V MATERIALS	\$ 79.50	
B	" " "	21. " "	10.00	89.50
4033A	J. L. HAMMETT CO.	4. SUPPLIES	14.35	
B	" " "	4. " "	4.59	18.94
4034	INTERNATIONAL BUSINESS MACHINES CORP.			29.74
4035	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES- JAN.		5.00
4036	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.		22.80
4037A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	26.44	
B	" " " "	2. " "	5.06	
C	" " " "	2. " "	6.26	37.76
4038	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		850.00
4039	MARKETING SERVICES DIVISION	2. BOOKS		125.00
4040	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.		346.52
4041	NEW JERSEY BANKERS ASSOC.	2. BOOKS		5.00
4042A	N. J. BELL	9. TEL.	171.88	
B	" " "	9. TEL.	13.22	185.10
4043	N.J. CANDY & TOBACCO CO.	4. SUPPLIES		84.50
4044	E & M O'HARA, INC.	9. TELE.		55.23
4045	PRENTICE HALL, INC.	2. BOOKS		7.96
4046A	PRESCRIPTION CENTER	4. SUPPLIES	3.33	
B	" " "	4. " "	11.15	
C	" " "	4. " "	13.74	
D	" " "	4. " "	15.73	43.95
4047	P.S.E & G. Co.	6. MAINT. MAIN.		976.60
4048	REGENT BOOK CO., INC.	2. BOOKS		23.68
4049	ST. MARTINS PRESS, INC.	2. BOOKS		32.14
4050	CHARLES SCRIBNER'S SONS	2. BOOKS		46.00
4051	SEARS ROEBUCK & Co.	22. EQUIPMENT		851.83
4052	SERINA PRESS	2. BOOKS		10.70
4053	3 M BUSINESS PRODUCTS SALES, INC.	4. SUPPLIES		30.25
4054	TOWN OF WEST ORANGE	8. MAINT. MOB.		1,390.19
4055	UNITED NATIONS	2. BOOKS		38.75
4056	WEST ORANGE CHROICLE	20. NEWSPAPERS		34.00
4057	WEST ORANGE COMMUNITY HOUSE	7. MAINT. -TORY		135.00
<u>SUB-TOTAL</u>				\$ 21,313.72
<u>LESS:</u>	CHECK #4008 - MIDLANTIC BANK	1. SALARIES	\$1,915.15	
	#4009 - W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61	
	#4010 - PETTY CASH CHECKING ACCOUNT	EXCHANGE	200.00	2,405.76
<u>TOTAL ACCOUNTS PAYABLE - PER BUDGET</u>				
<u>REPORT - OCTOBER 31, 1978</u>				\$ 18,907.96

PAYMENT RECOMMENDED BY:

*Lela Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Levent Mark*

WEST ORANGE PUBLIC LIBRARY  
MINUTES OF THE  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 29, 1978

SUBJECT:: BUILDING ADDITION

The meeting was called to order by President Anita O. Strauss at 8:00 P. M. The following members were present constituting a quorum: Albert Kupferer, Mary E. Loughren, William O'Neill, Paul Pasmantier, and William Sagosz. Emma-Lou Czarnecki, Acquisitions Librarian, represented Mrs. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978, in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 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.

CHANGE ORDER # 6:

Mr. Pasmantier discussed the drawings of the proposed A/V cabinet (item #5) which would cost the library \$645. He recommended that the Board eliminate this item from the change order, as, in his estimation, the proposal is too high.

Item #3 is the area known as the lounge and now contains microfilm. The glass partition and door will be removed and the ceiling lowered.

Items included in Change Order #6 are: 1) sheet rock partitioning in the multi-purpose room. 2) installation of acoustical ceiling in lounge 3) removal of existing partition and door in lounge. 4) installation of doors for A/V closet 5) cabinet work for A/V closet (to be eliminated) 6) picture hook strip over check-out counter.

Mr. Pasmantier made a motion that change order #6 be adopted deleting Item #5 and the appropriate decrease in overhead and profit. Mr. Kupferer seconded the motion and it was passed unanimously.

CHANGE ORDER # 7:

Mr. Pasmantier reported that he had talked to the electrician and there will be no further reduction in the amount of Change Order #7 except for the possibility of installing the wiring through the ceiling which would result in a modest decrease in cost. However, during the removal of a few bookstacks, two outlets were discovered which would eliminate two that were originally required. Mr. Pellecchia will contact the foreman on the job to go over the electrical plans.



will correct the position on the top so do over the electricity lines.  
After many attempts two that were originally admitted: Mr. Byrdson  
and the removal of a few bookshelves, two others were discarded  
after many more failed in a modest decrease in cost. However,  
an extra for the board of trustees the third order the  
and there will be no further reduction in the amount of funds order  
Mr. Byrdson reported that he had failed to the electricity

#### CHARGE ORDER # 1:

Mr. Byrdson reported the motion and is was passed unanimously.  
After item #2 and the appropriate decrease in electricity and profit.  
Mr. Byrdson made a motion that charge order #2 be adopted

(to be eliminated) 2) Byrdson took with over check-out center.  
Investigation of goods for VVA closer 2) carrying work for VVA closer  
in funds 3) removal of existing fixtures and goods in funds 4)  
and in the most-fairness room 3) investigation of accounts carrying  
items included in charge order #2 are: 1) great rock building-

the great building and good will be removed and the building removed.  
Item #2 is the extra known as the funds and now carrying with

the proposed is too high.

After discussion this item from the charge order, as in the estimation  
(item #2) after many cost the finally 2042. He recommended that the  
Mr. Byrdson discussed the details of the proposed VVA carrying

#### CHARGE ORDER # 2:

Chair:

Chairman, the second member, and was duly-elected to the town  
officially designated member, was elected to the "Main Office"  
with directly elected board, was elected to the "Main Office," the  
board, and after many board chairman the last on the official  
of the meeting and all directly board meetings of the town 1918 was  
31" 1918 and known as the "Open Party Meetings 1918," before 1918  
1918, in accordance with party law 1918, chapter 131, involved 1918  
the president opened the meeting and closed that on January 31

#### OPEN PARTY MEETINGS 1918:

represented was: Reed, directly elected.  
and William Adams, Emma-Lou Chalmers, Yvonne-Lou Chalmers,  
Walter Kibler, Mary E. Gordon, William O'Brien, Paul Byrdson,  
at 8:00 P. M. the following members were present: William Adams,  
the meeting was called to order by President William O. Adams

#### ADVISORY BOARD ADDITION

NOVEMBER 30, 1918  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
MINUTES OF THE  
MEET. ADVISORY BOARD TRUSTEES

Mrs. Strauss made a motion that Change Order #7 be adopted pending final negotiation by Mr. Pasmantier and Mr. Sagosz with cost adjustment by the contractor. Mr. O'Neill seconded the motion and it was carried unanimously.

#### YOUNG ADULT AREA:

In the original plans, an office was specified for the Young Adult Librarian on the lower level. As all services will now be on the main level, the office would serve no purpose. The Building Committee recommended that this office be eliminated and credit obtained for the cost. When another change order is written for the credit, a vote will be taken.

#### PLAQUE:

Mr. Pasmantier presented the types of materials available for the lettering to be placed on the outside upper-left hand corner of the new wing. 1) baked enamel finish - cost - \$1,521. (This would have to be repainted after a number of years). 2) Aluminum lettering - cost - \$1,633 (this has a tendency to pit). 3) Cast bronze lettering - cost - \$2,375. (This would last). In addition there would be an installation charge of \$560 plus 15%. This will be discussed at another meeting. Mr. O'Neill will investigate further.

#### BOOKSTACKS:

Mr. sagosz read the bids received for the bookstacks.

- 1) Wilson Co.: \$32,990 for new equipment installed,  
\$3,289 for disassembly and assembly of old stacks.
- 2) Estey: \$38,000 for equipment, installed,  
\$4,125 for disassembly and assembly of old stacks.
- 3) Max Blau: \$32,229 for equipment, installed,  
no set price for disassembly and assembly, only a  
unit price per shelf and section.

Mr. Sagosz noted that the cost of equipment included the hanging folders. He will also speak to Mr. Flynn, Town Purchaser, about the delivery date for the bookstacks and the possibility of leaving the stacks on the bottom level for possible resale. Mr. Pasmantier related that Dr. D'Alessio, Superintendent of Schools, might have a use for a few of the bookstacks.

Completion of the new addition is scheduled between Jan. 30 - Feb. 15, 1979. Feb. 19th through the 23rd will be the dates for installation of bookstacks.



TELEPHONES:

3)

Mr. Sagosz is still waiting to hear from Centrex about connecting our phone service. He stated that Teletronics will sell the library its equipment for \$9,500 outright. They specify that service can be covered in 4 hours. New Jersey Bell is far more expensive on a yearly basis, and the library would not own the equipment. The pros and cons of both systems, and the types of equipment needed to serve the library was discussed.

Mrs. Strauss favored connecting to Centrex and suggested that the Board wait for a response from them. A judgement will be made when we receive all of the information.

THE MOVE:

Mr. Sagosz will write specifications to match the proposal of Time Moving and Storage Co., Inc. to find out what other companies would charge for services.

Some of the work that the staff will be expected to perform will be required in the following areas: arranging of books on the shelves, dusting of shelves and books, directing books to their destination, loading and unloading of bins, answering of telephone, general office procedures where needed. With the exception of the custodial staff, physical hard labor will not be expected from the staff. The Library professionals will supervise the move in their respective departments.

Mr. Sagosz has selected a space to be designated as a staff area when everyone moves into the new addition.

MISCELLANEOUS:

The Board would like to see a performance of the N. J. Ballet Company that would be similiar to a program they would present at the library sometime in Sept., 1979. Mrs. Phyllis Some will contact Carolyn Clark Executive Director of the ballet, to find out where a performance can be seen. Mrs. Strauss commended Mrs. Some for her work in contacting the Company.

Since the bookstacks have been removed from the East wall, the patrons have had difficulty in moving about the current fiction. Mrs. Strauss requested that a new traffic pattern be set up to allow easier access to the books.

The snowblower will be assembled by Sears Service Dept. on Dec. 13th.

The Board requested Mrs. Czarnecki to have the custodians remove the mailboxes used as bookdrops from their present site to a place closer to the side entrance near the bike rack.

Mr. Sagosz offered the name of Elinor Reiner of 22 Edgar Rd. West Orange, a lawyer specializing in Civil Service Law. She is interested in representing the library as Board attorney.

Adjournment was at 10:00 P. M.

  
Sandra Goss, Secretary

  
Andrea Grover, Secretary  
Board of Trustees



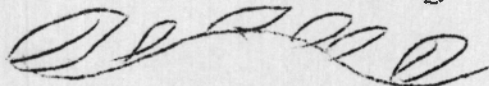
AGENDA  
WEST ORANGE FREE PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING

DECEMBER 20, 1978

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
8. Communications
9. Community Participation
10. Adjournment



Season's Greetings







WEST ORANGE PUBLIC LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
DECEMBER 20, 1979

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Mary Loughren, William O'Neill, Paul E. Pasmantier, and William Sagosz. Mrs. Lola N. Reed, Director and Stewart Manheim, Board Accountant were also present. Two staff members and a member of the New Friends were in attendance.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 3, 1978 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1978 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to "The West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss noted that on page 3 under Telephones of the Nov. 29, 1978 Minutes the first sentence in paragraph two should read: "Mrs. Strauss favored investigating Centrex and suggested that the Board wait for a response from them."

Mr. Sagosz made a motion to accept the Minutes of the November 29, 1978 Board of Trustees meeting with the above mentioned correction. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Sagosz made a motion to accept the Minutes of the November 20, 1978 Board of Trustees meeting as presented. Miss Loughren seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Pasmantier asked Mrs. Reed if books were ever purchased directly from the publisher instead of the wholesaler. Mrs. Reed explained that books are purchased wherever the highest discount is available. In some cases, books are purchased directly from the publisher. The Essex County Directors' Group shares information as to special purchases, rates, etc. Mr. Pasmantier suggested that a review be made of book purchases comparing costs of each company. Mrs. Reed will compare the publisher's price of War and Remembrances with the wholesalers' prices.





Mr. Pasmantier made a motion to accept the Bills Presented for Payment for the month of November, 1978. Mrs. Grover seconded the motion, and it was passed unanimously.

## 2. Financial Statement:

Mr. Manheim stated that the West Orange Savings and Loan Association is offering Treasury Certificates and that these will be purchased using \$40,000 in State Aid.

Mr. Kupferer made a motion to transfer \$20,000 from Statement Savings Account #02-073-0000177-0 at Midlantic Bank to the checking account in December. On January 3, 1979, Account #10085, West Orange Savings and Loan Association will be closed and the total amount including interest will be deposited in the checking account at Midlantic Bank to pay December's bills. Miss Loughren seconded the motion, and it was carried unanimously.

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

Mrs. Strauss made a motion that the Board of Trustees hire William Cuozzi as attorney for the Board of Trustees; salary to be paid under the Salary and Wages line at \$2,000 per annum. His duties will include attendance at Board meetings and all legal work required, with the exception of court appearances. Miss Loughren seconded the motion, and it was carried unanimously.

## DIRECTOR'S REPORT:

Mrs. Reed reported on the following personnel matters:

1. Maureen Ritter, Jr. Library Assistant, has terminated employment as of Dec. 14, 1978. She has been with the West Orange Public Library for ten years, since the age of 14.

Mr. Pasmantier suggested that a token of appreciation for her years of employment be given. Mrs. Strauss asked Mrs. Grover to write a letter commending Miss Ritter for her work at the library.

2. Mrs. Tangreti, Jr. Library Assistant, will be leaving in the spring. She has been employed at the library for 13 years.

3. Mrs. Dorothy Ericsson has requested to be changed from full-time to part-time status as of January 1, 1979. This would leave her position as Supervising Library Assistant vacant. Mrs. Reed recommended Mrs. Jacqueline Lepore to be appointed to serve as Acting Supervising Library Assistant as of January 1, 1979 with the understanding that she pass a Civil Service examination. Mrs. Reed stated that Mrs. Lepore is a dedicated, experienced, competent person who is well-liked by staff and patrons alike.



4. Mrs. Reed praised Phyllis Some, the Friends, and Mark Donnelly for their work on the King Tut Slide/Lecture. Mrs. Reed would like to change Mrs. Some's title from Jr. Library Assistant to something like Special Programmer. She would work in conjunction with Mark Donnelly who is the Public Relations - Audio Visual Librarian. Mrs. Some has provided the library with some dynamic and innovative ideas. Mrs. Reed will write a job description for a suitable title.

Mrs. Strauss asked Mrs. Grover to send a letter of commendation to the Friends, Mrs. Some and Mr. Donnelly for their efforts.

Mrs. Reed contacted Jo Chirico at the State Library and was informed that the longest period of time a library has been closed for moving purposes has been two weeks.

Mrs. Reed requested that the Board keep in mind in the election of officers, that it is necessary to have an officer who is available for the signing of checks and payroll. Payroll checks should be signed and ready for distribution by noon of payday.

Mr. Pasmantier made a motion that in the event that employees are not at work on payday to receive their paychecks, and are present on the preceding date, they may receive their pay on that preceding day. Miss Loughren seconded the motion, and it was passed unanimously.

The Fowler Insurance Company had a representative measure all of the glass in the two buildings for insurance purposes and adjustment. Mrs. Strauss suggested that the company be notified that some glass has been eliminated within the building and that another estimate would be advisable.

#### COMMITTEES:

##### BUILDING AND GROUNDS

1. Change Orders: Mr. Pasmantier pointed out that Change Order #6 is now \$3,091.20 with the deletion of Item #5 and the adjustment of overhead and profit. The previous amount of \$3,832.95. Change Order #7 has been reduced \$1,000 to \$4,516.00. This is for electrical work. The change orders need to be signed and forwarded to Town Hall, Mr. Lehman, and Mr. Pellecchia.

2. Financial Status of Building Funds: Mr. Pasmantier reported that there is \$12,379.93 in the Building Fund. The Architect's Fund of \$7,748.90 will be minus the 6% owed to the architect from Change Order #6 and #7.

3. Bookstacks: Mr. Pasmantier read a letter from Mr. Pellecchia dated 12/13/78. Mr. Pellecchia stated that if the job is shut down after completion of the new wing, it would be very costly. Compensation would need to be given to the contractors. Mr. Pasmantier explained that a shut-down had been mentioned at one of the morning meetings because of the delivery date of the bookstacks. One bid promised delivery in March, another in February.



Mr. Sagosz polled the Trustees by phone to get an acceptance of the Andrew Wilson bid for bookstacks. The Wilson date for delivery and installation would be during the week of February 19-26, 1979. This would be acceptable to the builder. A majority of the Trustees agreed to recommend to the Town Council in a letter, that the Wilson Co. be selected. Consequently, the Town Council awarded the bid to Wilson at their meeting on December 19, 1978. Mr. Sagosz noted that only the first part of the bid was awarded. The second part dealing with the disassembly of some of the existing stacks was accomplished by Frank Refinski, Custodian and Sal Basciotti, Carpenter for the Town. Mr. Sagosz suggested that Mr. Refinski and Basciotti be given extra compensation for the work. Mrs. Strauss recommended that the Board wait until advice of Counsel is sought.

Mr. Pasmantier made a motion that the Board of Trustees authorize Anita Strauss, William Sagosz and Paul Pasmantier to make any modifications and to accept or reject any drawings of modifications to the new bookstacks for the library. The motion was seconded by Miss Loughren and carried unanimously.

4. Telephones: Mr. Sagosz reported that the New Jersey Bell representative said that it might be possible to extend the present system for a lower cost than was recommended in the initial proposal. In regard to Centrex, if the town is billed separately for each telephone, then the library could be tied into the system.

5. Roof and Caulking of Granite: Mr. Sagosz stated that a roofer had been asked to look at the roof for an evaluation from which a specification could be written and given to Mr. Flynn. As yet, no response has been received. Mr. Pellecchia will provide caulking for the library to use in repairing the granite sometime in the spring.

6. Furniture: Mrs. Strauss reported that the bids have been received by the Town Council for the furniture. The breakdown of the bids, provided by Lila Shoshkes, was discussed by the Trustees.

Mr. Pasmantier suggested that a meeting be held with Lila Shoshkes, the Interior Decorator and the Building Committee to discuss the furniture bids.

Mr. Pasmantier made a motion that Anita Strauss be authorized to write a letter to the Town Council recommending award of the bid for the 200 series to the lowest bidder due to the Jan. 6, 1979 increase in steel prices. Mr. Sagosz seconded the motion and it was carried unanimously.

Mr. Sagosz made a motion authorizing Anita Strauss to award the bids on the remainder of the furnishings to the appropriate bidder based on recommendations of Lila Shoshkes.

#### PERSONNEL

Mrs. Grover read a letter from the West Orange Public Library Employees' Association which requested a representative from the staff to sit in on Board meetings. Discussion followed and it was suggested



by Mrs. Strauss that thought be given to this request, and the matter discussed at a later date.

A letter dated 12/11/78 from the Employees' Association named the following people as officers for the year 1979: Mark Donnelly--President, Shirley Itkin--Secretary, and Bonnie Aronson--Treasurer. The office of Vice President is vacant due to the recent resignation of Maureen Ritter.

#### PUBLIC RELATIONS COMMITTEE:

Possible plans for the opening of the library were discussed. Mr. Pasmantier stated that the raising of funds should be done before the opening of the library. The opening should be available for everyone desiring to attend.

#### NEW BUSINESS:

In accordance with Public Law 1975, Chapter 231, approved on Oct. 21, 1975 and known as the "Open Public Meetings Act", the West Orange Public Library Board of Trustees approved the following schedule of meeting dates for 1979: January 24, February 28, March 28, April 25, May 23, June 27, July 25, August 22, September 26, November 28, December 19.

Mrs. Strauss appointed Mrs. Grover and Mr. Kupferer to the Nominating Committee.

As Miss Loughren's term as Trustee expires as of Dec. 31, 1978, Mrs. Strauss thanked her on behalf of the Board for her contributions.

#### COMMUNICATIONS:

A letter was received from Paul Bini, Acting Council President regarding the fee for the interior decorator. Council approves the bill for \$3,017.01 but urged the Board to avoid unauthorized expenses. It was the Council's understanding that all expenses for furnishings and equipment would be included in the \$85,500 additional appropriation.

Mrs. Strauss directed Mrs. Grover to reply to the letter explaining that Mrs. Shoshkes' fee was designated as coming from the appropriation after the original letter asking for the funds had been submitted. The Mayor had been advised of this and was in agreement.

A bill was received from the Library Consultant, Kenneth McPherson, requesting \$450 for professional services. Mrs. Grover will write a letter inquiring as to what these services consisted of.

Meeting adjourned at 10:30 P.M.

  
Sandra Goss, Secretary

Respectfully submitted,

  
Andrea Grover, Secretary  
Board of Trustees



NOV 14 1966  
U.S. COAST & GEOD. SURV.

КЕГЕБЕСІПІТА АНШТССА

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DIRECTOR'S  
MONTHLY REPORT

December 20, 1978

It was great to get away for a week from the chaotic conditions at the library for some badly needed rest. To be sure that my aim was accomplished we were met with a terrible snowstorm as we entered Toronto, Canada. The snowstorm did not let up for two and one half days.

Two persons connected with our library lost dear ones during the month. Mrs. Rabinowitz's brother passed and Mr. Manheim lost his mother.

Another dedicated employee, Maureen Ritter, has resigned to take a full-time job as intern children's librarian in a branch of the Newark Public Library. She will become Children's Librarian when she finishes her course requirements next June. Reenie has been with us for 10½ years, since she was 14 years old.

The resignation of still another long-time employee will be forthcoming to be effective early Spring. Mrs. Tangreti has been a part-time staff member since 1965, 13 years. She will be moving to South Jersey.

Since Mrs. Ericsson will become a part-time employee, beginning January 1, 1979, we need a full-time staffer to take over her position. Mrs. Ericsson will become Senior Library Assistant.

After careful considerations and evaluations of members of our current staff, the person selected as Acting Supervising Librarian in the Adult Section is Mrs. Jacqueline Lepore. She is a full-time employee. Not only does she have the personal qualities to qualify for the position, she also has the ability and quite a bit of experience with circulation and in filling in in the Children's Room since 1971. She has great rapport with other staff personnel as well as a very good relationship with patrons.

Along with these qualities she is a no-nonsense, hard working employee who will voluntarily join in to get the job done in any department regardless to what the chore is.

The position will require Mrs. Lepore to take a Civil Service test. We plan to request an exam, and she will need a salary adjustment.

Progress is being made on the new addition. The wall in the Reference area has been removed, tile has been put up in the two bathrooms, etc.



We are still in the process of setting up a new schedule for the MOB. Mr. Toohey and I have been to several locations, old and new, to determine MOB stops. The schedule should be completed and ready for circulation by the first week in January.

On December 5, three librarians who are in the process of building and renovations taped a progress report on their respective library. Participants were Carolyn Schwartz, Director of Caldwell Public Library, Ruth Rockwood, Director of Livingston Public Library and Lola N. Reed, Director of the West Orange Public Library. The program will be aired during the month of January on CATV-3. Time and channel will be forthcoming.

Mrs. Czarnecki sat in for me at the Nov. 29 meeting with the Building Committee and again that night at the regular Trustee Board meeting. I have expressed my appreciation and gratefulness to her.

Sandy picked up the \$25,000 check from Town Hall on November 28.


As requested by you, I made a call to Ms. Josephine Chirico, Coordinator of State and Federal Library Services Programs at the State Library in Trenton, requesting information as to the length of time a library is closed during a moving process. She answered that the longest time she is aware of any library being closed for moving is two weeks.

It would be very much appreciated if when you elect officers in the future that consideration will be given to the availability of persons responsible for signing checks. It can be a big headache when Sandy and I call, send post cards, etc. and get no response whatsoever. I feel very strongly that employees should be paid before noon on pay day. Also, if a person is not to report for work on a scheduled pay day but is at work until 4:00 P. M. the previous day he/she should be paid to save a special trip the following day.

Credit and words of appreciation is given to Mrs. Phyllis Some for her many hours of work and dedication with an abundance of energy in providing West Orange a slide and lecture show of King Tut by Dr. James Friel of N. Y. University at Lincoln Junior High School. According to reliable sources, the program was very well attended.

Mrs. Some originally initiated the idea and carried through to a successful end.

Season's Greetings to all!

  
Lola N. Reed, Director



## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF NOVEMBER 1978

LIBRARY BOARD MEETING OF DECEMBER 20, 1978

## EXPENDITURES

	APPROVED BUDGET 1978	PAID MONTH OF Nov. 1978	1978 ACCUMULATED BUDGET EXPENDITURES PAID 11 MONTHS ENDED 11/30/78	UNEXPENDED BUDGET BALANCE ON 11/30/78	BILLS/ ACCTS. PAY- ABLE AT 11/30/78 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BALANCES AT 11/30/78
SALARIES & WAGES	\$352,237	\$28,687.74	\$309,211.49	\$43,025.51		\$43,025.51
BINDING	1,000	-0-	1,031.27	( 31.27)		( 31.27)
COMMUNITY SERVICES	500	75.00	230.92	269.08		269.08
TRANSPORTATION	350	-0-	89.28	260.72		260.72
SEMINARS & WORKSHOPS	1,350	-0-	1,021.40	328.60		328.60
AUDIT	1,650	-0-	1,650.00	-0-		-0-
MGMT. & PROF. SERVICES	10,200	850.00	8,500.00	1,700.00	\$ 850.00	850.00
LEGAL	2,000	-0-	1,000.00	1,000.00		1,000.00
MAIN LIBRARY-UTILITIES	23,000	1,323.10	14,280.69	8,719.31	1,389.94	7,329.37
MAIN LIBRARY-REPAIRS	7,000	480.76	1,580.84	5,419.16	90.74	5,328.42
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
BOOKMOBILE	7,500	2,735.75	4,249.21	3,250.79	46.00	3,204.79
SERVICE CONTRACTS	4,000	228.50	3,040.08	959.92	127.35	832.57
BOOKS	55,000	2,265.37	36,579.55	18,420.45	4,541.77	13,878.68
SUPPLIES-LIBRARY	11,500	339.17	6,620.01	4,879.99	667.81	4,212.18
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	4,980.55	5,629.50	2,370.50	79.51	2,290.99
PAMPHLETS	700	34.00	405.54	294.46		294.46
AUDIO-VISUAL-MATERIALS	1,500	173.23	1,262.79	237.21	4.26	232.95
INSURANCE	6,000	4,242.57	6,441.57	( 441.57)		( 441.57)
TELEPHONE	2,500	240.33	1,927.23	572.77	184.24	388.53
POSTAGE	2,500	-0-	2,103.50	396.50	300.00	96.50
EMPLOYEE HEALTH-HOSP.	13,500	1,162.16	12,527.28	972.72		972.72
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	428.03	1,371.97		1,371.97
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	892.58	892.58	607.42		607.42
SOCIAL SECURITY	21,000	-0-	15,170.55	5,829.45		5,829.45
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,000	-0-	22,029.73	1,970.27		1,970.27
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	27.80	1,525.03	( 525.03)	117.28	( 642.31)
SUPPLEMENTAL-JANITOR SERVICES	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	-0-	1,903.17	( 1,903.17)		( 1,903.17)
<b>TOTAL</b>	<b>\$568,527</b>	<b>\$48,873.61</b>	<b>\$461,874.38</b>	<b>\$106,652.62</b>	<b>\$ 8,398.90</b>	<b>\$98,253.72</b>
PER RESOLUTION 6/28/78	( 22,105)			( 22,105.00)		(22,105.00)
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>			<b>\$ 84,547.62</b>		<b>\$76,148.72</b>
1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000					
<b>TOTAL PROVIDED BY TOWN</b>	<b>\$473,489</b>					
3. PROVIDED BY LIBRARY FROM 1977 ACCUM- ULATED REVENUE FUND	72,933					
<b>TOTAL APPROVED BUDGET</b>	<b>\$546,422</b>					

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR  
THE MONTH OF NOVEMBER 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	N.J. STATE FUND
<u>I</u> BALANCE AS OF 10/31/78	\$134,955.68	\$108,420.23	\$ 23,361.58	\$ 1,235.89	\$ 1,611.73	\$ 326.25	-0-
ADD:							
FINES			\$ 1,448.28				
NON-RESIDENT FEES			30.00				
PHOTOCOPY	\$ 2,016.89		352.40				
BOOK RENTALS			170.45				
MICROFILMS			5.60				
TELEPHONE			10.16				
LOST BOOKS	168.50			\$ 168.50			
EXCESS PROPERTY	101.20				\$ 101.20		
STATE AID	41,834.00						\$41,834.00
TOWN OF WEST ORANGE	25,000.00	\$ 25,000.00					
<u>II</u> TOTAL - NOVEMBER 1978	\$ 69,120.59	\$ 25,000.00	\$ 2,016.89	\$ 168.50	\$ 101.20	-0-	\$41,834.00
<u>III</u> TOTAL AVAILABLE	\$204,076.27	\$133,420.23	\$ 25,378.47	\$ 1,404.39	\$ 1,712.93	\$ 326.25	\$41,834.00
<u>IV</u> LESS:							
NOVEMBER 1978 - EXPENDITURES	48,873.61	48,873.61					
<u>V</u> TOTAL CASH FUNDS	\$155,202.66	\$ 84,546.62	\$ 25,378.47	\$ 1,404.39	\$ 1,712.93	\$ 326.25	\$41,834.00
ADD: DUE FROM THE TOWN OF W.O. FOR THE 4TH QTR. BUDGET		1.00					
		\$ 84,547.62					
LESS: ACCOUNTS PAYABLE - 11/30/78		8,398.90					
BUDGET BALANCE-PER REPORT 11/30/78		\$ 76,148.72					
CASH FUNDS REPRESENTED BY:							
CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-77		\$ 6,911.40					
MIDLANTIC NAT'L BANK-#02-073-0000-1770		126,337.30					
W.O. S & L Assn.-#10085		19,632.05					
PETTY CASH-CASH FUND		326.25					
PETTY CASH-CHECKING A/C MIDLANTIC		200.11					
MIDLANTIC NAT'L BANK-#02-073-0001161-0 UN.INS.FUND		968.85					
MIDLANTIC NAT'L BANK-#02-073-0001405-8 BOOK SALE		826.70					
		\$155,202.66					
FUNDS:							
BUDGET FUND		\$ 84,546.62					
FINES & RESERVES FUND		25,378.47					
LOST BOOK FUND		1,404.39					
BOOK SALES & EXCESS PROPERTY FUND		1,712.93					
PETTY CASH FUND		326.25					
N.J. STATE FUND		41,834.00					
		\$155,202.66					
LESS: ACCOUNTS PAYABLE 11/30/78		8,398.90					
		\$146,803.76					

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1978 BILLS PRESENTED FOR PAYMENT ON  
DECEMBER 20, 1978

CHECKS ARE DATED  
NOVEMBER 20, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4058	SEARS & ROEBUCK Co.	17. EQUIPMENT	\$ 892.58
4059	MIDLANTIC NATIONAL BANK-FWT 11/30/78	1. SALARIES	1,837.11
4060	JAMES P. FRIEL	10. COMMUNITY SERVICES	75.00
4061	W.O. FEDERAL CREDIT UNION	1. SALARIES	290.61
4062	TOWN OF W.O.-HOSPITALIZATION-DEC. '78	26. HOSPITALIZATION	1,162.16
4063	TOWN OF W.O.-EMPLOYEE SOCIAL SECURITY-NOV. '78	1. SALARIES	1,533.78
4064	W.O. PUBLIC LIBRARY -UN. INS. - NOV. '78	1. SALARIES	38.44
4065	N.J. GROSS INCOME TAX - NOV. '78	1. SALARIES	588.38
4066	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. SALARIES	1,431.56
4067	P.E.R.S. #20284 - CONTRIBUTORY GROUP INS.	1. SALARIES	108.76
4068	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET PAYROLL - 11/15/78 #3381-3422 (42)	1. SALARIES	10,507.68
	NET PAYROLL - 11/30/78 #3423-3464 (42)	1. SALARIES	<u>10,103.00</u>
<u>SUB-TOTAL</u>			\$ 28,611.72
<u>ADD: CHECKS #4008-4057 PRESENTED FOR</u> PAYMENT ISSUED AT NOVEMBER 20, 1978 MEETING			<u>21,313.72</u>
<u>CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1978</u>			\$ 49,925.44
<u>LESS:</u>			
	CHECK #4051 SEARS & ROEBUCK - VOIDED	17. EQUIPMENT	\$ 851.83
	#4010 TRANSFER-PETTY CASH	TRANSFERS	<u>200.00</u>
			<u>1,051.83</u>
<u>TOTAL EXPENDITURES - MONTH OF NOVEMBER 1978</u> <u>PER BUDGET REPORT</u>			<u>\$ 48,873.61</u>

PAYMENT RECOMMENDED BY:

*Lela Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*  
*RS*



WEST ORANGE FREE PUBLIC LIBRARY  
NOVEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON DECEMBER 20, 1978

CHECKS ARE DATED  
DECEMBER 20, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4069	CAPITAL SAVINGS & LOAN ASSN.	29. TRANSFER	\$ 40,000.00
4070	POSTMASTER	13. POSTAGE	300.00
4071	PETTY CASH CHECKING A/C	29. TRANSFER	200.00
4072	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
4073	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	46.00
4074	APPLE TREE PRESS, INC.	20. PAMPHLETS	14.25
4075	AMERICAN ASSN.	2. BOOKS	5.75
4076	AMERICAN HOSPITAL ASS'N.	2. BOOKS	40.00
4077A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 38.55
B	" " " "	11. " "	38.55
4078A	THE BAKER & TAYLOR CO.	2. BOOKS	86.86
B	" " " " " "	2. " "	41.36
4079	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT. MAIN	32.00
4080	R. R. BOWKER CO.	2. BOOKS	3.95
4081A	R. R. BOWKER CO.	2. BOOKS	47.50
B	" " " " " "	2. " "	22.50
C	" " " " " "	2. " "	139.00
D	" " " " " "	2. " "	165.00
4082	R. R. BOWKER	2. BOOKS	29.75
4083	BROADCASTING	2. BOOKS	15.00
4084	BOY SCOUTS OF AMERICA	20. PAMPHLETS	6.16
4085A	BRODART, INC.	4. SUPPLIES	15.20
B	" " " " " "	4. " "	6.32
4086	C.W. ASSOCIATES	2. BOOKS	5.25
4087	CARD DIVISION	2. BOOKS	40.00
4088A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	3.75
B	" " " " " "	2. BOOKS	7.07
4089	CRONER PUBLICATIONS, INC.	2. BOOKS	33.95
4090	DEACON PRESS	4. SUPPLIES	64.38
4091A	DIMONDSTEIN BOOK CO., INC.	2. BOOKS	43.97
B	" " " " " "	2. " "	75.68
C	" " " " " "	2. " "	208.28
D	" " " " " "	2. " "	110.49
E	" " " " " "	2. " "	261.30
F	" " " " " "	2. " "	122.72
G	" " " " " "	2. " "	211.78
H	" " " " " "	2. " "	260.94
I	" " " " " "	2. " "	92.61
4092A	DOUBLEDAY & CO., INC.	2. BOOKS	46.90
B	" " " " " "	2. " "	24.37
C	" " " " " "	2. " "	45.00
D	" " " " " "	2. " "	60.00
E	" " " " " "	2. " "	22.17
F	" " " " " "	2. " "	99.17
4093	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN	297.61
4094	FRIENDS OF THE LIBRARY OF PHILA.	2. BOOKS	58.74
4095A	GALE RESEARCH CO.	2. BOOKS	5.00
B	" " " " " "	2. " "	46.29
C	" " " " " "	2. " "	68.00
4096A	GAYLORD BROS., INC.	2. " "	68.00
B	" " " " " "	4. SUPPLIES	86.10
		4. " "	9.66
			95.76

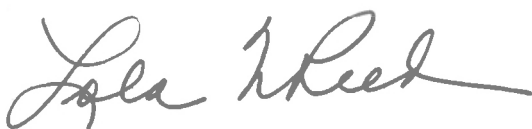
## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON DECEMBER 20, 1978CHECKS ARE DATED  
DECEMBER 20, 1978

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4097	GENE HACKER, INC.	21. A/V MATERIALS	\$ 4.26
4098	G. K. HALL & Co.	2. BOOKS	22.53
4099	KENDALL/HUNT PUBLISHING Co.	2. BOOKS	12.95
4100A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	\$ 46.00
B	" " " " "	4. "	4.00
C	" " " " "	4. "	182.00
4101	THE LAWYERS Co-OPERATIVE PUB. Co.	2. BOOKS	18.90
4102	LEWIS PAPER & SUPPLY Co.	4. JAN. SUPPLIES	306.20
4103	MACMILLAN PUB. Co., INC.	2. BOOKS	9.23
4104	THE MAGAZINES ANTIQUES	19. MAGAZINES	8.00
4105	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SVCS.	850.00
4106	MARKETING SERVICES DIV.	2. BOOKS	175.00
4107A	MARQUIS WHO'S WHO	2. BOOKS	39.50
B	" " " "	2. "	57.50
4108	MEDICAL SOC. OF N.J.	2. BOOKS	25.00
4109	MIDDLE STATES ASS'N. OF COLLEGES & SCHOOL	2. BOOKS	17.90
4110	NAT'L FIRE PROTECTION ASS'N.	2. BOOKS	15.40
4111	NATIONAL TELEPHONE DIRECTORY CORP.	2. BOOKS	260.00
4112A	NEW JERSEY BELL	9. TELEPHONE	169.71
B	" " " "	9. "	14.53
4113	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	322.16
4114	PSG PUBLISHING Co., INC.	2. BOOKS	190.00
4115	PADRE PRODUCTIONS	2. BOOKS	3.50
4116	PITNEY BOWES	11. SERVICE CONTRACTS	35.25
4117	R. L. POLK'S Co.	2. BOOKS	69.65
4118A	PRESCRIPTION CENTER	4. SUPPLIES	1.68
B	" " " "	4. "	17.35
4119	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	1,067.78
4120	QUALITY PRODUCTS Co.	4. JAN. SUPPLIES	30.00
4121	REGENT BOOK Co., INC.	2. BOOKS	39.99
4122	ST. MARTIN'S PRESS, INC.	2. BOOKS	21.34
4123	SHAR-FREY, INC.	2. BOOKS	7.12
4124A	LILA SHOSHKES DESIGN ASSOCIATES	4. SUPPLIES	10.20
B	" " " " "	4. "	6.00
4125A	SILVER BURDETT Co.	2. BOOKS	9.27
B	" " " "	2. "	9.72
4126	SOURCES	2. BOOKS	4.00
4127	CAROL STARR	19. MAGAGINES	5.00
4128	SUPERINTENDENT OF DOCUMENTS	2. BOOKS	5.00
4129	TEN SPEED PRESS	2. BOOKS	9.11
4130	UNIVERSITY OF CALIFORNIA PRESS	2. BOOKS	4.75
4131	UNIVERSITY MICROFILMS INT'L	2. MICROFILMS	157.05
4132	WASHINGTON RESEARCHERS	2. BOOKS	5.00
4133	THE H. W. WILSON Co.	2. BOOKS	793.00
4134	YOUNG'S NEWS SERVICE	20. NEWSPAPER	46.10
SUB-TOTAL			\$ 45,598.90
LESS: CHECK #4069 -CAPITAL S & L ASS'N.		29. TRANSFER	40,000.00
4071 -PETTY CASH CHECKING ACCOUNT		29. TRANSFER	200.00
TOTAL ACCOUNTS PAYABLE-PER BUDGET REPORT			
NOVEMBER 30, 1978			\$ 8,398.90

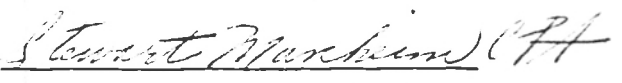
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:



PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON &amp; NOVICK, CPS'S

 BY:   
 C.F.