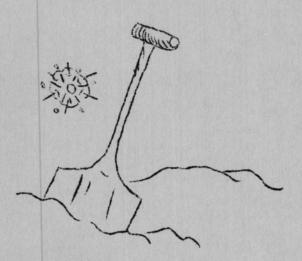
AGENDA

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:

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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.

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statf. Andrea Grover, Nancy Berman, Mary Locghron, Albert Rupfeser and Milliam Sugosz – Also present Nove Jola N. Read, Director, Stawart Manheim, Board Accountant and several residents and members of the O. Strauss. The following members were present conclibuting quorum: The meeting was called to order at 10:05 Abil by President Anita

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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	\$86,443.51

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	349.63
Total Funds to be Transferred to Accumulated	
Revenue	\$72,933.81

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.

Na reviewed by flows budget report for 1977, Exhibit A details final budget noustices for 1977, Exhibit B is the statement of find balances to of 12/01/77, Eshibit C compares final balances for 12/01/77 and 12/01/76: Exhibit D in a statement of the icormilated revenues for the fact ending (2/31/27

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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.

Miss Loughren seconded the motion, and in was cannied unanimously.

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DIRECTOR S. REPORT

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NEW BUSINESS CONTINUED:

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b. Depositories:

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

- Checking Account Midlantic National Bank, Account #05987.
- Statement Savings Account Midlantic Bank, Account #02-073-0000177-0.
- Savings Account West Orange Savings and Loan, Account #10085.
- 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: The Benefit Reimbursement Method by which the employer a) 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.

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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:

- 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.
- 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.

Mrs. Reed said that the Audit Report has been received. 7) 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 José dra Goss

Sandra Goss Secretary

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Andrea Grover Secretary, Board of Trustees

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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 Poniq 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:

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

(1) The President and Secretary are hereby authorized and directed to execute the agreement with Stewart Manheim of Manheim, Kosson & Novick,C.P.As 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."

President, Board of Trustees

81./52/18

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.

LIBRARY DIRECTOR'S

NOMPHEN SEPORT

Sendery (25, 1978

a reversion groutistication a list from the substant staff illuesses, stor montherary, a list, root, and e mucher of other inclodings, blatesed our concept and determination to open the lines for business less usual during the month of Gamary.

Fin rock instances we succeeded but the Newtonnier of Thursday and Friday January 19th and 20th out opening be us to four en Friday. The provision of the lythened little resulted in our maving to close early on Theriay and the entire day of derived y because of serious lookage problems. Datage roball are not fee known but our insurance company, the Fowler Agency, has been informed. The expact darages to be much nore then our fixin estimate because of extensive vater damage to a recently arguithed catalog, catalog

bitto un una sere el kensilersey ruccontros sartin Incher King's birtoday un a foliday end mary barks sul bus horspen, including esone labranics, close ou chat day, inclus respontibilis request . your thenybus and soriou on erusiden delabary 15, a legàl holiday

Un August 16. 1976 yok voted to hove J. M. Signai Company to intrait, a Club anarm/Smoke Catorción opstesnost accost by \$44139 and fater the coertsh with Férn Rall. The system is operable. It is flatshed dvor to the code sumber press us to the municipality.

An Juracy 13, 1978 a couple of new representary Courdien Sprinkter Company of Elleabeck, N. J. surroyed the partding, checked out our current fire Seteration System, took a copy of blueprints for Study, annunced to area this that they plained to remove the antiching alace current it form of the sprinkfer, a system which it, of wall as other library denotees stratecusly cypose. Correlation seteradanate books.

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rour il providenta l'activations fud it della and told that it dainen de figairéd bedaussiont are no induit leip, denúisatured. la sifert de figaired bedaussion de fruitilities peret at aux el the figae cusinèvée per lave contribué. Delp' des merchant, fur lipsbolo, di Olengo, is induite ordais for more spolad. He 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.

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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.

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Director

by the flobil brary have been Services rendered by the Mobilibrary have been sporadic.

week it was returned to its route . Then the snows came. On January 4.2t was dim the shop for repairs. After more than a

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te received copies of the 1976 Audit Report on Detember 23, 1977

Tola B. Reed

EXHIBIT A

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

SALARIES AND WAGES \$300,164.17 \$324,401.45 \$322,885 \$1 CONTRACTUAL SERVICES: 739.42 1,107.31 1,000 (107.31) 251.45 34.00 231.73) -0- -0- -0-
	251.45 34.00 231.73) -0- -0-
	34.00 231.73) -0- -0-
COMMUNITY SERVICES 575.18 248.55 500	231.73) -0 - -0-
TRANSPORTATION 244.09 266.00 300	-0- -0-
SEMINARS AND WORKSHOPS 567.42 831.73 600 (-0-
AUDIT 1,650.00 1,650.00 1,650	
MANAGEMENT AND PROFESSIONAL SCVS. 9,200.00 9,700.00 9,700	-0-
LEGAL 2,074.34 2,000.00 2,000	
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:	
	2,449.53)
	1,079.01)
Periodicals, Serials and	
· · · · · · · · · · · · · · · · · · ·	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:	2/2 22
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:	-0-
SHELVING-BOOKS 2,353.53 -00-	-0-
SHELVING-MAGAZINES -OOO-	-0-
CHAIRS 820.05 750.00 750	450.20
STAFF ROOM FURNITURE -0- 49.80 500	500.00
MAINTENANCE EQUIPMENT 989.99 -0- 500 AUDIO/VISUAL EQUIPMENT 648.10 747.95 700 (47.95)
	41.557
STATUTORY EXPENDITURES:	1,778.96
	382.55)
PUBLIC EMPLOYEES RETIREMENT SYSTEM 14,173.32 17,882.55 17,500 (BURGLAR ALARM -00- 1,500	1,500.00
	-0-
	2,500.00
LIBRARY CONSULTANT 2,500.00 (2	-,000.00
TOTAL ACTUAL EXPENSES-1976 \$484,054.32	
TOTAL ACTUAL EXPENSES-1977 \$513,575.37	

TOTAL AMENDED BUDGET-1977

NET UNEXPENDED BUDGET BALANCES

349.63

\$

PREPARED WITHOUT AUDIT.

\$513,925

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WEST ORANGE FREE PUBLIC LIBRARY

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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 1977 Fines & Reserves Fund 1977 Lost Book Fund 1977 Book Sales & Excess	\$ 349.63 28,864.92 1,311.68	(\$28,864.92) (1,311.68)	<u>2</u> /(\$ 349.63)	\$ -0- -0- -0-
PROPERTY FUND Petty Cash & Change Fund 1977 State Aid Funds Accumulated Revenue Funds	1,673.58 326.25 40,734.00 -0-	(1,673.58) 31,850.18	<u>1/(</u> 40,734.00) <u>3</u> / 41,083.63	-0- 326.25 -0- 72,933.81
TOTAL	\$ 73,260.06			\$ 73,260.06
ADD: ACCOUNTS PAYABLE- 12/31/77	8,421.83			8,421.83
TOTAL CASH FUNDS 12/31/77	\$ 81,681.89	-0-	-0-	\$ 81,681.89
1/ To transfer 1977 State 2/ To transfer Balance of <u>Sub-Total</u>			EVENUE	\$ 40,734.00 349.63 41,083.63
<u>3</u> / To Transfer: Fines and Reserves Lost Book Fund Book Sales and Exces	s Property Fund		\$ 28,864.92 1,311.68 1,673.58	31,850.18
TOTAL ACCUMULATED RE	VENUES 12/31/77			\$ 72,933.81

EXHIBIT C

WEST ORANGE FREE PUBLIC LIBRARY COMPARATIVE BALANCE SHEET

DECEMBER 31, 1977 -1976

	BALANCE DECEMBER 31, 1977	BALANCE DECEMBER 31, 1976
ASSETS		
CASH Checking Account Savings Accounts Petty Cash Funds Change Funds	\$ 27,727.42 53,683.03 230.19 41.25	\$ 17,980.02 82,563.56 263.16 41.25
TOTAL CASH AND ASSETS	\$ 81,681.89	\$100,847.99
ACCUMULATED REVENUES		
Accounts Payable	\$ 8,421.83	\$ 13,728.60
Reserve for: Petty Cash and Change Funds	326.25	326.25
TOTAL LIABILITIES AND RESERVES	8,748.08	14,054.85
ACCUMULATED REVENUES (EXHIBIT D)	72,933.81	86,793.14
TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES	\$ 81,681.89 	\$100,847.99

PREPARED WITHOUT AUDIT.

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EXHIBIT D

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

ACCUMULATED REVENUES:

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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	
1077 Euro AND Prochas	\$ 28,864,92

1977 Fines and Reserves 1977 Lost Book Funds 1977 Book Sales and Excess Property Fund	\$ 28,884.92 1,311.68 1,673.58	\$ 31,850.18
1977 State Aid Received 1977 Balance of Budget Fund	40,734.00 349.63	41,083.63
ACCUMULATED REVENUES - DECEMBER 31, 1977, PER EXHIBIT C		\$ 72,933.81

T 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	\$ 86 , 443.51

II RESOLVED:

THE FOLLOWING 1977 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

 1977 Fines and Reserves Fund 1977 Lost Book Fund 1977 Book Sales and Excess Property Sold Fund 1977 State Aid Fund Balance of Budget Fund - 1977 	\$ 28,864.92 1,311.68 1,673.58 40,734.00 349.63
TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE	\$ 72,933.81

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.

1977 BUDGET. (coming from 1977 budget just helden abegamen.)

1. Sagosz Her. 2. Loughren Kup. 3. Sagnez Longhen.

BUDGET REPORT

MONTH OF DECEMBER

LIBRARY BOARD MEETING OF JANUARY 25, 1978

EXPENDITURES

/ACCTS. YABLE 31/77 SENTED FOR YMENT THIS ETING (\$ 40.95 (14.40	Budget Balances 12/31/77 51,516.45)
40.95 (1,516.45)
•	L L L L L L L L L L L L L L L L L L L
•	107 21)
14.40	107.31) 251.45
	34.00
(231.73)
650.00	-0-
812.00	-0-
	-0-
88.60	954.51
	892.62
35.00	-0-
22.70 (32.30)
32.35	262.68
/	a (10 52)
	2,449.53)
39.24 (1,079.01)
30.00	2,057.02
23.59	14.31
42.94 (73.67)
	•
75.78	346.26
(396.42)
	191.48
(75.94)
	9.00
	-0-
	-0-
	-0-
	450.20
1	500.00 47.95)
(47.55)
	1,778.96
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
(382.55)
``	1,500.00
00.00	2,500.00)
21.83 \$	\$ 349.63
)	
DGET PER	
	8,421.83
	75.78 ((((00.00 00.00 (21.83 = ceived

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

		THE MONTH OF DECEMBER 1977 BOOK SALES			PETTY			
		TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	& EXCESS PROPERTY FUND	CASH & CHANGE FUND	N.J. STATE AID FUND
. [CASH FUND-NOVEMBER 30, 1977 ADD:	\$116,751.35	\$ 46,953.06	\$ 25,847.13	\$ 1,296.33	\$ 1,594.58	\$ 326.25	<u>\$ 40,734.00</u>
	ADD: Fines Photocopy Book Rentals Micro-Films Telephone	\$ 1,826.43		(1,605.71 (132.07 (62.00 (6.95 (19.70				
	Lost Books Excess Property Interest Due from W. Orange - Balance	15.35 79.00 1,191.22 8,707.00	8,706.86	1,191.22	15.35	\$ 79.00		
$\frac{\Pi}{\Pi}$	TOTAL DECEMBER-1977 - RECEIPTS	\$ 11,819.00 \$128,570.35	\$ 8,706.86 \$ 55,659.92	\$ 3,017.79 \$ 28,864.92	<u>\$ 15.35</u> \$ 1,311.68	\$ 79.00 \$ 1,673.58	-0- \$ 326.25	-0- \$ 40,734.00
<u>1</u> 1⊻ ⊻	LESS: December 1977-Expenditures Total Cash Funds-December 30, 1977	<u>44,888.46</u> \$ 83,681.89	44,888.46	\$ 28,864.92	\$ 1,311.68	\$ 1,673.58	\$ 326.25	\$ 40,734.00
	LESS: LIBRARY CONSULTANT CHARGED TO BUDGET BALANCES	2,000.00 \$ 81,681.89	2,000.00 8,771.46	\$ 28,864.92	\$ 1,311.68	\$ 1,673.58	\$ 326.25	\$ 40,734.00
	LESS: Accounts Payable 12/31/77 Budget Balances- December 31, 1977		8,421.83 \$ 349.63			-		
	CASH FUNDS REPRESENTED BY: CHECKING A/C-MIDLANTIC NAT'L BANK MIDLANTIC NAT'L BK #02-073-10001770 W.O. S & L ASS'N #10085 PETTY CASH - CASH FUND PETTY CASH - CASH CHECKING FUND TOTAL		\$ 27,727.42 34,802.11 18,880.92 126.25 145.19 \$ 81,681.89			Funds: Budget Fund Fines & Reser Lost Book Fund Book Sales & Property Fund Petty Cash Fu N.J. State Ai	D Excess ND d Fund	\$ 8,771.46 28,864.92 1,311.68 1,673.58 326.25 40,734.00 81,681.89
						LESS: ACCOUNT	s Payable 12/31/77	8,421.83

\$ 73,260.06

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DECEMBER 1977 BILLS PRESENTED FOR PAYMENT ON JANUARY 25, 1978

JCHEI 18er					ecks are Dated Cember 21, 1977
1BER					
	PAYEE	BUDG	ET ALLOCATION		AMOUNT
1	MIDLANTIC NATIONAL BANK	1.	SALARIES		\$ 1,592.76
2	W. O. FEDERAL CREDIT UNION	1.	SALARIES		286.05
3	STATE OF N.J INCOME TAX	1.	SALARIES		529.34
4	TOWN OF W.O HOSPITALIZATION-JANUARY 1978	26.	HOSPITALIZATION		1,085.83
5	TOWN OF W.OSOCIAL SECURITY-DEC. 1977		SALARIES		1,194.17
6	TOWN OF W.OEMPLOYERS SOCIAL SECURITY-				
	4тн Qтв. 1977	27.	EMPLOYERS SOCIAL SE	CURITY	4,001.70
7	Town of W.OAdministration Charges-				
	4тн Qтв. 1977	28.	Administrative Char	GE	1.00
8	Void				
9	P.E.R.S. #20284-PENSIONS, LOANS, ETC.		SALARIES		1,556.85
20	P.E.R.S. #20284-GROUP INS. FUND		SALARIES		151.78
21	P.E.R.S. #20284-SUPP. ANNUITY		SALARIES		39.00
	NET P/R-12/15/77 #2414-2459 (46)		SALARIES		9,252.09
	NET P/R-12/31/77 #2460-2505 (46)	1.	SALARIES		9,799.68
	SUB-TOTAL				\$ 29,490.25
					,
	ADD: CHECKS #3137-3210 PRESENTED FOR PAYMENT ISSUED AT DECEMBER 21, 1977 N	Чееті	NG		15,232.19
		077			\$ 44,722.44
	CHECKS ISSUED FOR MONTH OF DECEMBER 1	1911			\$ 44,122.44
	Add: Petty Cash Checks-October, Nove December 1977, #1012-1065		&		437.66
					\$ 45,160.10
	SUB-TOTAL				9 40,100.10
	LESS: CHECK VOIDED #2784	2.		4.50	
	PETTY CASH CHECK VOIDED #337			1.00	
	PETTY CASH CHECK VOIDED-#584	2.		6.00	
	CHECK #3207-XEROX PHOTOCOPY MACHINE	~		2.68	
	DEPOSITS-12/30/77			1.21	
	DEPOSITS-12/31/77-OLIVETTI	4.	SUPPLIES 5	8.13	
	PETTY CASH CHECKS -		- Book Berunno	4.43	
	#1012-W.O. FREE PUBLIC LIBRARY	LOS		4.43 8.40	
	1015-W.O. FREE PUBLIC LIBRARY 1018-W.O. FREE PUBLIC LIBRARY	11		7.75	
	1034-MARY MELVIN	**		1.70	
	1034-MARY MELVIN 1038-W.O. FREE PUBLIC LIBRARY	11		2.20	
	1047-W.O. FREE PUBLIC LIBRARY	11		0.00	
	1060-W.O. FREE PUBLIC LIBRARY	11		5.00	
	1061-LESLIE BROOMAL	11		4.98	
	1064-B. GROSSMAN	- 11		3.66	271.64
	TOTAL EXPENDITURES - MONTH OF DECEMBER 197	77			
					\$ 44,888.46

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PAYMENT RECOMMENDED BY: Lola Wheed

PAYMENT APPROVED BY:

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

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SA Centert By:

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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

DATE 1977	VOUCHER NO.	PAYEE	BUD	GET ALLOCATION	AMO	UNT
10/1	1012	W.O. PUBLIC LIBRARY		LOST BOOK REFUND	\$	4.43
10/6	1012	R.R. BOWKER	2.	Books		3.95
10/8		N.J. LIBRARY ASS'N	14.	CONVENTIONS		12.00
10/10		W.O. PUBLIC LIBRARY		LOST BOOK REFUND		8.40
10/12		NEWARK PUBLIC LIBRARY	15.	WORKSHOPS & SEMINARS		4.25
10/17		LOLA REED	10.	COMMUNITY RELATIONS		9.25
10/20	1018	W.O. PUBLIC LIBRARY		LOST BOOK REFUND		7.75
10/21		POPULATION REFERENCE BUREAU, INC.	20.	NEWSPAPERS & PAMPHLETS		1.00
10/21	1020	CAMBRIDGE UNIVERSITY PRESS	20.	11 11		2.50
10/21	1021	WORLDWATCH INSTITUTE	20.	· 11 · · · · ·		2.00
		NATIONAL ASS'N FOR RETARDED CHILDREN	20.	12 11		1.05
10/21		ORTON SOCIETY	20.	11 11		1.75
10/21		Consumer's News, Inc.	20.	11 11		2.00
10/21		S A N E	20.	11 11		1.50
10/21		AMERICAN LIBRARY ASS'N	20.	11. 11		4.00
10/21		HAZELDEN FOUNDATION	20.	11 11		.45
10/21		SUPERINTENDENT OF DOCUMENTS	20.	11 11		.55
10/21		BOWLING GREEN STATE UNIVERSITY	20.	11 11		.95
10/21		MADEMOISELLE C & C	20.	11 11		.50
10/21 10/21	1030	B A Y A	20.	11 11		2.00
		MARK DONNELLY	12.	TRANSPORTATION		4.50
10/24		SANDRA GOSS	12.	11		4.00
10/21		MARY MELVIN		LOST BOOK REFUND		11.70
10/22 10/22		LOLA REED	4.			10.25
		LOLA REED	12.	TRANSPORTATION		7.10
10/22	1037	Schneider Hardware Co.	6.	MAIN.		7.20
11/2				LOST BOOK REFUND		12.20
11/7		W. O. PUBLIC LIBRARY	15.	WORKSHOPS & SEMINARS		10.00
11/9		N.J. LIBRARY ASS'N	15.	и п		4.50
11/9		RUTGERS UNIVERSITY	4.	SUPPLIES		1.87
11/9		SHIRLEY ITKIN	12.	TRANSPORTATION		7.50
11/9		BILL TOOHEY CHUBB AND SON, INC.	5.	INSURANCE		5.00
11/9	1045	SHIRLEY ITKIN	4.	SUPPLIES		5.92
11/14	1044		14.	CONVENTIONS		65.00
11/14		TREASURER-STATE OF N.J.	2.			10.00
11/14 11/14		W.O. FREE PUBLIC LIBRARY	- •	LOST BOOK REFUND		10.00
11/18	1048	AMERICAN ENTERPRISES FOR PUBLIC POLICY				
11/10	10-0	RESEARCH	20.	NEWSPAPERS & PAMPHLETS		2.00
11/18	1049	MONITOR CENTER FOR COMMUNITY CHANGE	20.	3T 18		1.25
11/18	1050	BELWIN MILLS PUB. CORP.	20.	11 11		2.00
11/19		W. O. PUBLIC LIBRARY	15.	WORKSHOPS & SEMINARS		15.00
11/19		EMMA L. CZARNECKI	14.	CONVENTIONS		12.00
11/22		LOLA REED	15.	WORKSHOPS & SEMINARS		14.75
			10.	COMMUNITY RELATIONS		25.00
11/28		SHIRLEY ITKIN Lola N. Reed	-	CONVENTIONS		10.00
11/29		EAST ORANGE PUBLIC LIBRARY	15.			4.50
12/1		LE JOHN'S LIQUORS	4.			9.47
12/6		SUPREME BAKERS	4	SUPPLIES		18.00
12/6		NAT'L COMMITTEE FOR PREVENTION OF	••			
12/9	1009	CHILD ABUSE	20.	NEWSPAPERS & PAMPHLETS		1.70
12/9	1060	W. O. PUBLIC LIBRARY		LOST BOOK REFUND		15.00
12/3	1000	H. C. LODELC WIDDONL				

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

DATE 1977	VOUCHER	PAYEE	BUDGET ALLOCATION	AMOUNT
12/9 12/9 12/9 12/22 12/22 12/22	1061 LESLIE BROOMA 1062 E. L. Czarnec 1063 Lola Reed 1064 B. Grossman 1065 W.O. Public L	к	LOST BOOK REFUND 4. SUPPLIES 4. " Lost Book Refund 15. Workshops & Seminars	\$ 4.98 28.98 12.35 3.66 10.00

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

PAYMENT RECOMMENDED BY:

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PAYMENT APPROVED BY:

Lola Wheed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

hante 9.4 Censo By: -

437.66

\$

DECEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JANUARY 25, 1978

CHECKS ARE DATED JANUARY 25, 1978

NUMBER	
3222 3223 3224 3225 3226 3227 3228 3229A B	MIDLANTIC NAT'L BANK W. ORANGE CREDIT UNION A. ABORN EXTERMINATING ALASKA NORTHWEST PUB. CO. AMERICAN ACADEMY OF PEDIATRICS AMERICAN CRAFTS COUNCIL ASS'N FOR CHILDHOOD EDUCATION AUTOMATIC DATA PROCESSING
3230A B	THE BAKER & TAYLOR COMPANIES
C 3231A B	THE BAKER & TAYLOR COMPANIES
3232A B C	THE BAKER & TAYLOR COMPANIES
3233 3234A B	BETSY WARRIOR R. R. Bowker
3235 3236A B	R. R. Bowker Bro-Dart, Inc.
3237 3238 3239 3240 3241 3242 3243 3244 3244 3245A B	C. W. Associates Center for Information on America Chambers Record Corp. Commerce Clearing House, Inc. Commonwealth Water Co. Congressional Quarterly, Inc. Continuing Education Debate Program Croner Publications, Inc. Curtis Service, Inc.
3246A B	DIMONDSTEIN BOOK Co., Inc.
С	17 17 15 11
D	17 17 17 17 37 11 17 17
E F	- н н н п
G	11 11 11 11
н	11 11 11 11
L.	97 17 17 17 97 17 17 97
J	
3247A B	DOUBLEDAY & Co., INC.
C	11 H H
D	11 11 11
E	17 17 17
3248	DUN AND BROADSTREET, INC.
3249 3250	EAST ORANGE PUBLIC LIBRARY EDUCATIONAL DIRECTORIES, INC.
3251	FARRAR, STRAUS & Co., Inc.
3252	GALE RESEARCH CO.

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VOUCHER

BU	DGET ALLOCATION	AMC	UNT
1. 1. 11. 2. 20.	SALARIES SALARIES Service Contracts Books Pamphlets		\$ 1,536.87 286.05 15.00 5.95 12.00
2. 20. 11.	BOOKS Pamphlets Service Contracts	\$ 39.00	4.00 3.85
11.	воокз	43.10 84.54	82,10
2. 2. 2.	n n Boove	40.93 <u>9.05</u> 7.13	134.52
2. 2. 2.	Books " Books	<u>13.97</u> 7.10	21.10
2. 2. 2.	" " Воокs	253.72 7.53	268.35 3.50
2. 2. 2.	Books Books	28.50 <u>65.00</u>	93.50 25.00
4. 4. 2.	SUPPLIES " Books	(10.90) <u>144.00</u>	133.10 14.50
2. 21. 20. 6.	BOOKS A/V MATERIALS PAMPHLETS		3.00 89.04 5.74 69.05
2. 20.	MAINT. MAIN. Books Pamphlets Books		6.20 2.00 27.95
8. 8. 2.	MAINT. MOB.	56.87 <u>165.83</u> 128.71	222.70
2. 2. 2. 2.		193.15 180.84 166.03 136.68	
2. 2. 2.	11 11 11	115.49 46.41	
2. 2. 2. 2. 2. 2.	" Books "	43.60 <u>101.88</u> 50.82 12.20 14.55	1,020.15
2. 2. 2. 2. 2. 2. 2.	" Books Books Books Books Books	26.26 <u>49.37</u>	153.20 157.50 9.76 26.26 5.88 36.00

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DECEMBER 1977 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JANUARY 25, 1978

CHECKS ARE DATED JANUARY 25, 1978

VOUCHE								
NUMBER	PAYEE	BU	DGET ALLOCATION	AM	OUNT			
3253	HIPPOCRENE BOOKS, INC.	2.	Books		\$ 17.30			
3254	IPC BUSINESS PRESS, LTD.	2.	Books		41.00			
3255	ISLAND HERITAGE LIMITED	2.			10.75			
3256A	KAUFMANS' SENTRY HARDWARE	4.		\$ 2.14				
В	11 11 11	4.	11	8.00	10.14			
3257	LAPAT DUPLICATING & OFFICE SUPPLIES	4.			46.00			
3258	LIBRARY BINDERY CO. OF PA., INC.	з.			40.95			
3259	Manheim, Kosson & Novick	23.			812.00			
3260	MODERN MASS MEDIA, INC.	21.			53.90			
3261	NATIONAL DIRECTORY SERVICE, INC.	2.			14.25			
3262	NATIONAL REGISTER PUBLISHING CO., INC.	2.			68.50			
3263	NEW JERSEY BELL	9.			164.38			
3264	NEW JERSEY BELL	9.			11.40			
3265	New Jersey Law Journal	2.			18.75			
3266	Newspaper Enterprise Ass'n, Inc.	2.			19.80			
3267	Odd John Company	2.			22.50			
3268	PITNEY BOWES	11.			35.25			
3269	R. L. POLK & CO.	2.			39.43			
3270	PUBLIC SERVICE E & G CO.		MAINT. MAIN.		919.55			
3271	Shengold Publishers, Inc.		Books		18.40			
3272	SILVER BURDETT CO.	2.	11		9.17			
3273A	STANDARD AND POOR'S CORP.		Books	364.50				
В	11 11 11 17	2.	"	495.00	859.50			
3274	Standard & Poor's Corp.	2.	Books		185.00			
3275	The Star-Ledger	11.	COMMUNITY RELATION	S	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.	Ρηστος όργ		54.53			
	SUB-TOTAL				8,649.28			
	LESS: CHECK #3222- MIDLANTIC NAT'L BANK-W.	т 1/1	15/78	1,536.87				
	3223- W.O. CREDIT UNION - 1/1	5/78	13/10	286.05				
	3282- XEROX CORPPHOTOCOPY M		-	54.53	1,877.45			
		- CHINE	E		6,771.83			
	ADD: ADDITIONAL ACCOUNTS PAYABLE -SAMUEL	L. KL	FIN & CO.		1,650.00			
	TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - DECEMBER 31, 1977							
					8,421.83			
	ADD: TRANSFER OF EXCHANGE - KENNETH MC PH	•						
	LIBRARY CONSULTANT TO BUDGET - PAYME		DE		0 000 00			
	DURING 1977 AS PER RESOLUTION 1/25/	18			2,000.00			
	TOTAL ACCOUNTS PAYABLE DECEMBER 31, 1977 AND							

PAYMENT RECOMMENDED BY:

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PAYMENT APPROVED BY:

Dea Weed.

TRANSFER OF EXCHANGES TO BUDGET

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S By: _______ .

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\$ 10,421.83

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EXHIBIT A

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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	OVER- BA AS WIT AMEN	1977 PENDED OR ENCUMBERED LANCES COMPARED H 1977 DED 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	5 (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	1	500.00
AUDIO/VISUAL EQUIPMENT	648.10	747.95	700	(47.95)
STATUTORY EXPENDITURES:		10.001.0/			1 770 00
SOCIAL SECURITY	16,879.60	18,221.04	20,000	1	1,778.96
PUBLIC EMPLOYEES RETIREMENT SYSTE		17,882.55	17,500	(382.55)
BURGLAR ALARM	-0-	-0-	1,500		1,500.00 -0-
FIRE ALARM SYSTEM	4,161.98	-0-	-0-	(
LIBRARY CONSULTANT		2,500.00	-0-	7	2,500.00
TOTAL ACTUAL EXPENSES-1976	\$484,054.32				
TOTAL ACTUAL EXPENSES-1977		\$513,575.37			
TOTAL AMENDED BUDGET-1977			\$513,925		

NET UNEXPENDED BUDGET BALANCES

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\$ 349.63

PREPARED WITHOUT AUDIT.

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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 1977 Fines & Reserves Fund 1977 Lost Book Fund 1977 Book Sales & Excess	\$ 349.63 28,864.92 1,311.68	(\$28,864.92) (1,311.68)	<u>2</u> /(\$ 349.63)	\$ -0- -0- -0-			
PROPERTY FUND Petty Cash & Change Fund 1977 State Aid Funds Accumulated Revenue Funds	1,673.58 326.25 40,734.00 -0-	(1,673.58) 31,850.18	<u>1/(</u> 40,734.00) <u>3</u> /41,083.63	-0- 326.25 -0- 72,933.81			
TOTAL	\$ 73,260.06			\$ 73,260.06			
ADD: ACCOUNTS PAYABLE- 12/31/77	8,421.83			8,421.83			
TOTAL CASH FUNDS 12/31/77	\$ 81,681.89	-0-	-0-	\$ 81,681.89			
1/ To transfer 1977 State 2/ To transfer Balance of <u>Sub-Total</u>	AID TO ACCUMULATED 1977 Budget Fund to	REVENUE Accumulated Re	EVENUE	\$ 40,734.00 349.63 41,083.63			
3/ To Transfer: Fines and Reserves Lost Book Fund Book Sales and Exces	s Property Fund		\$ 28,864.92 1,311.68 1,673.58	31,850.18			
TOTAL ACCUMULATED RE	VENUES 12/31/77			\$ 72,933.81			

EXHIBIT C

WEST ORANGE FREE PUBLIC LIBRARY

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COMPARATIVE BALANCE SHEET

DECEMBER 31, 1977 -1976

	BALANCE DECEMBER 31, 1977	BALANCE DECEMBER 31, 1976
ASSETS		
CASH Checking Account Savings Accounts Petty Cash Funds Change Funds	\$ 27,727.42 53,683.03 230.19 41.25	\$ 17,980.02 82,563.56 263.16 41.25
TOTAL CASH AND ASSETS	\$ 81,681.89	\$100,847.99
ACCUMULATED REVENUES		
Accounts Payable	\$ 8,421.83	\$ 13,728.60
Reserve for: Petty Cash and Change Funds	326.25	326.25
TOTAL LIABILITIES AND RESERVES	8,748.08	14,054.85
ACCUMULATED REVENUES (EXHIBIT D)	72,933.81	86,793.14
TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES	\$ 81,681.89	\$100,847.99

EXHIBIT D

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 1977 Lost Book Funds 1977 Book Sales and Excess Property Fund	\$ 28,864.92 1,311.68 1,673.58	\$ 31,850.18
1977 STATE AID RECEIVED 1977 Balance of Budget Fund	40,734.00 349.63	41,083.63
ACCUMULATED REVENUES - DECEMBER 31, 1977, PER EXHIBIT C		\$ 72,933.81

T RESOLVED:

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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	\$ 86,443.51

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	349.63
TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE	\$ 72,933.81

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

V.

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.

DOARD OF TRUCTES NEETING ADDITIONAL HEFTING OF FEDRUARY (1978 -

An additional monting of the Soard of Trustees was bold on Saturday Johnnary 4, 1970 at 10:20 A. W. Merbers present were: J Abdrea Grover, Albert Musiarer, Jary Longhren, Paul Pasmantior, J (Ulliam Dagest, and Amita Stranss. Also present were Lole V. Reed. Director, Stewart Jenheim, Board Accountant, and Dob Gillon from Directof of the Libbary!

are, Business reported on a meeting such ad had with the light and Business Advintstrator on Anhivity 3, 1978 concerning the hydgeb.

Dr. Nembers scated that we very chart-changed, as the Yown went by last year's resittances which included dimest reserver, lost books, and State Ald. He noted that \$1,000 was left over from the 1976 budget to the 1977 budget. However, this year, very little was evailable to carry over from the operating budget. The library is short \$37,105.

lize Strauss mentioned that Mr. Corvick recommended that the library report the option of paying into the state fund for Unemploy, ment Computation Insurance. Ur, nonmin suggested that the Board of use contion in assuming of Corvick's position.

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Wro humbers inclosed of it would be possible for the investo bake over some responsibilities and expenses of the inbrary such as utilities, maintenance-as Wro Tochey's salary, and eventry maintenance Mrs. Fred explained that at one time, supplies for cleaning purposes came from the Town. There is also a possibility that if these Refinski is removed from the library, we would be left without a classodian. In regard to the repair of the calling, Mrs. Reed wal been told by Wr. Flynn that he would contact Mr. Ricca in hoges that for a employees can repair it. 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:

- 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 premimums 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.

In reply to do Navory provide state orbitile beek on magazines and periodicals, Wrst Savid (1912) state state your plans Corbing and herself check the magazine issue for the last state state of the state periodicity last state in the last state of the state state of the state related that savidle and as the state of the state state of the state creating and are belowed even (1997).

BUILDING (CON) CANART REPORT

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- 2 amothest abbecastic would be so exponent and sold working the Kenny Adolfs area from the rost of the lithtery

store and sound that the source reveals the point that that the source starts the source of the source to be the the source the source of the source to be the source the source of the source to be the source to be source the source of the source to be the source of the source to be sour

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destarend. Exempto oli et dellari e oditer ilio compati l'ocatore 1991 -

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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 Jack

Sandra Goss Secretary

andrea Grover,

Andrea Grover Secretary, Board of Trustees

The fullding Convittee along with Board Attorney Ostrow, met with Thomas Deaman on January 31, 1978. It was determined by Wr. Ostrow that a complete new set of plans had been drawn up by Hr. Lebman to submit with the application for the building logit. As the concept of the building had to be changed from the original plans, Mr. Ustrou recommended prycer of the trohitect's for.

Therefore is to Monitor Smodels a solution directing Processing of the loard say first from to Monitor is decised to be latence on a built the loard of Trustone lad subminibled Copoler 25, 1877, on advice of the Board Actorney. The Sagest solution the obtion, and is the correled thankmously.

The crucklang success adjourned at I cold 2. Th

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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

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).

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Treasurer's Report continued:

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 underway.

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.

Treasurer's Report continued -

i s**e** Satisfat motion, and it was cariled enanimously Payment for the month of Texuary, 1978. Mids Loughren seconded the Mrs. Herman made a motion to accept the Bills Presented for

Book Seles, oto, to Accumulated Revenues, Then the 1978 Budget is possed, a monion will transfer the Accounted Revenues to the 1978 Budgot, Theme is an outstanding bulk in Accounts Jayable for the Actif which will be changed to Instruction's budget. 3) Financial Statesands fir. Numbers princip of the Squrd that page 2 of the Financial Distomant shows the result of the modify read of the Jacuary meeting tronsferring the 1977 funds including lines that has readed.

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Noble Drary he caken of the rood thru Hermen surgested that, before such action is taken, most roed follow up on a previous recommenda-tion to survey the sumber of transactions at the various stops made

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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.

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4) Mr. Futornick:

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

Adjournment was at 9:45 P. M.

Respectfully submitted,

andra Goss

Sandra Goss Secretary

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Andrea Grover Secretary, Board of Trustees

4) Dr. Futornick:

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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. Toobey 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.

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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 showeled 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,

Letu Wheed

Lola N. Reed Director

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Respectfully submitted,

Director

BUDGET REPORT

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MONTH OF JANUARY 1978 LIBRARY BOARD MEETING OF FEBRUARY 28, 1978

EXPENDITURES

	1978	Month of Jan.1978		cluded in an. 1978 penditures	BUDGET BALANCE on 1/31/78	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.		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-		500 00
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-						700 72	72 200 27
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-	102 71	-0-
JANITORIAL SUPPLIES	1,000				1,000.00	423.71	576.29
SUPPLEMENTAL	4,000				4,000.00		4,000.00
	568,527	\$ 33,580.73	(\$	6,771.83)	\$541,718.10	\$ 11,993.63	\$529,724.47

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

		TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND		Lost Book Fund	8	OK SALES EXCESS OPERTY FUND	(PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	STATE AID FUND	ACCOUNTS PAYABLE 1/1/78
	BALANCES AS OF 12/31/77 To Transfer following Funds to accumulated revenue per	\$ 81,681.89	\$ 349.63	\$ 28,864.92	\$	1,311.68	\$	1,673.58	\$	326.25		\$ 40,734.00	0 \$ 8,421.83
	RESOLUTION (A) 1977-BUDGET FUND BALANCE (B) 1977-FINES & RESERVES FUND (C) LOST BOOK FUND (D) 1977-BOOK SALES AND EXCESS		(349.63)	(28,864.92)	(1,311.68)					\$ 349.63 28,864.92 1,311.68		
	(E) 1977-STATE AID FUND						(1,673.58)			1,673.58 40,734.00	(40,734.0	0)
Ī	ADJUSTED BALANCE 1/1/77 ADD: ESTIMATED 1ST QTR. BUDGET	\$ 81,681.89	-0-	-0-		-0-	_	-0-	\$	326.25	\$ 72,933.81	-0-	\$ 8,421.83
	FROM TOWN OF W.O. FINES NON-RESIDENT FEES PHOTOCOPIES	\$100,000.00	\$100,000.00	(\$ 1,640.62 (30.00 (152.42									
	BOOK RENTALS MICRO-FILMS TELEPHONE AUDIO-VISUAL	1,934.77		(70.45 (6.35 (8.93 (12.00									
	MEETING ROOM Lost Books	116.80		(10.00	\$	116.80	¢	80.05					
Τī	Excess Property Total Jan. 1978 Recei <u>pts</u>	80.05 \$102,131.62	\$100,000.00	\$ 1,934.77	\$	116.80	\$	80.05					
Ē	TOTAL AVAILABLE PLUS	\$183,813.51	\$100,000.00	\$ 1,934.77	\$	116.80	\$	80.05	\$	326.25	\$ 72,933.81	2	\$ 8,421.83
$\frac{\overline{1V}}{\underline{V}}$	LESS: JANUARY 1978 EXPENDITURES TOTAL CASH FUNDS-1/31/78	<u>33,580.73</u> \$150,232.78	26, 808.90 \$ 73,191.10	\$ 1,934.77	\$	116.80	\$	80.05	\$	326.25	\$ 72,933.81		6,771.83 \$ 1,650.00
	ADD: DUE FROM THE TOWN OF W.O.FOR 2ND, 3RD & 4TH QTR. BUDGET UNEXPENDED BUDGET BALANCE 1/31/78 LESS: ACCOUNTS PAYABLE 1/31/78 BUDGET BALANCE PER REPORT 1/31/78	<u>1</u>	468,527.00 541,718.10 11,993.63 \$529,724.47						Bi Fi Lo	овт Воок F	erves Fund und & Excess Prop		73,191.10 1,934.77 116.80 80.05
•	CASH FUNDS REPRESENTED BY: CHECKING A/C MIDLANTIC NAT'L BAN MIDLANTIC NAT'L BANK #02-073-000 W.O. S & L ASS'N #10085		\$ 28,889.02 102,191.40 18,880.92	Petty Cash-(Petty Cash-(<u>T</u> (CKING FUND		126.25 145.19 232.78	P A A S	etty Cash ccumulated ccounts Pa jb-Total		7 * /31/78	326.25 72,933.81 1,650.00 50,232.78 11,993.63 38,239.15

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JANUARY 1977 BILLS PRESENTED FOR PAYMENT ON FEBRUARY 28, 1978

CHECKS ARE DATED JANUARY 25, 1978

Voucher Number	PAYEE	BUDG	ET ALLOCATION	AMOUNT
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.OHOSPITALIZATION-FEB. 1978	26.	HOSPITALIZATION	1,085.83
3287	TOWN OF W.OSOC. SECJANUARY 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
0000	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
	SUB-TOTAL ADD:CHECKS -#3222-3282 PRESENTED FOR			\$ 25,011.18
	PAYMENT ISSUED-AT JANUARY 25, 1978 MEE	TING		8,649.28
	CHECKS ISSUED FOR THE MONTH OF JANUARY	1978	1	\$ 33,660.46
	LESS: CHECK VOIDED #3083	2.	Воокз \$ 4.95	
	CHECK-#3282-XEROX PHOTOCOPY MACH	•	54,53	
	DEPOSITS - 1/11/78		SUPPLIES 2.00	
	- 1/16/78	4.	SUPPLIES 3.25	
	- 1/27/78		TELEPHONE 15.00	79.73
	., = ., . =			
	TOTAL EXPENDITURES - MONTH OF JANUARY 1978			A 22 EQA 72
	PER BUDGET REPORT			\$ 33,580.73

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Week

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

int mention 4A Û By:

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

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CHECKS ARE DATED FEBRUARY 28, 1978

VOUCHE	3
NUMBER	PAYEE
3293	PETTY CASH-CHECKING A/C
3294	MIDLANTIC NAT'L BK-W.T. 2/15/78
3295	W.O. CREDIT UNION New Grove Dictionary of Music
3296 3297	PENSION INCREASE FUND-STATE OF N.J.
3297	A. ABORN EXTERMINATING Co., INC.
3299A	AIR CONTROLLED ENVIRONMENT
В	11 11 11
3300A B	Al's Auto Parts, Inc.
3301A B	AMERICAN BUSINESS GRAPHICS, INC.
3302	Associated University Presses, Inc.
3303A	AUTOMATIC DATA PROCESSING
В	
3304A B	THE BAKER & TAYLOR COMPANIES
3305A	THE BAKER & TAYLOR COMPANIES
В	11 17 11 11 11
C	
D E	11 11 11 11
3306	BLOOMFIELD WINDOW CLEANING CO.
3307A B	R. R. BOWKER
3308	BROADCASTING
3309A	BROADSTREET, INC.
В	11 II
С	11 11
3310A	BRODART, INC.
В 3311	BURGESS PUBLISHING CO.
3312	C. W. Associates
3313A	CHAMBERS RECORD CORP.
В	11 11 17
3314	COLUMBIA BOOKS, INC. PUBLISHERS
3315	COMMERCE CLEARING HOUSE, INC.
3316	Curtis Service, Inc. Dimondstein Book Co., Inc.
3317A B	
c	11 11 11 11
Ď	11 11 11 11 11 11 11
E	
3318	DOBBS BROS. LIBRARY BINDING CO. OF VA.
3319A B	DOUBLEDAY & COMPANY, INC.
C	11 11 11 11
D	II II II II
3320	FARMER ELECTRICAL SUPPLY
3321	FRENCH & EUROPEAN PUBLICATIONS, INC. Gale Research Co.
3322A B	HI II II
C	97 91 97
3323	GARDEN WAY PUBLISHING CO.
3324A	GAYLORD BROS. INC.
В	
С	97 97 17 17 98 89
Ð	
3325 3326	General Magazine Co. of Para Hearst Books
3327	HUTIG PUBS
0021	

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BUDGET ALLOCATION	AMOUNT				
Exchange	\$ 200.00				
1. SALARIES	1,686.28				
1. SALARIES	286.05				
2. Books	785.00 790.73				
P.E.R.S. 11. Service Contracts					
11. SERVICE CONTRACTS					
6. MAINT. MAIN.	43.00 422.50				
8. MAINT. MOB.	3.00				
8. ""	20.70 23.70				
4. SUPPLIES	190.45				
4.	<u> 14.31</u> 204.76 14.02				
2. BOOKS 11. SERVICE CONTRACTS	1.0.07				
11. " "	38.70 79.05				
2. Books	13.79				
2. "	10.20 23.99				
2. Books	24.83				
2. "	49.09				
2.	53.38 13.74				
2. "	91.91 232.95				
C. 6. Maint. Main.					
2. Books	29,95				
2. "	15.95 45.90				
2. "	15.00				
4. SUPPLIES	(5.96)				
4 . "	46.80				
4.	<u> </u>				
4. SUPPLIES 4. "	144.00 218.99				
2. Books	5.90				
2. Books	4.00				
21. A/V MATERIALS	58.75				
2. Books	78.75				
2. BOOKS	24.00				
2. BOOKS 8. MAINT. MOB.	1,088.58				
2. Books	114.02				
2. "	266.54				
2. "	324.56				
2. "	121.05 (48.71) 777.46				
2. " 2. " 2. " 3. Binding	257.15				
2. BOOKS	52.90				
2. BOOKS 2. " 2. "	11.25 18.52				
2. " 2. "	9.70 92.37				
2. 4. SUPPLIES	216.48				
2. Books	32.67				
2. Books	25.69				
2. "	38.73				
2. "	<u> 18.65 83.07</u>				
۷.					
4. SUPPLIES 4. "	223.89				
4. ¹¹	154.89				
4. "	47.49 602.10				
19. MAGAZINES	19.85				
2. Books	15,58				
2. Books	3.55				

BUDGET ALLOCATION

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

CHECKS ARE DATED FEBRUARY 28, 1978

AMOUNT

VOUCHER	PAYEE
3328A B C	KAUFMAN'S SENTRY HARDWARE
3329 3330A B	LAPAT DUPLICATING & OFFICE SUPPLIES LEWIS PAPER & SUPPLY Co.
3331 3332 3333A B C	LIBRARY BINDERY CO. OF PA., INC. LITTON EDUCATIONAL PUBLISHING, INC. MACMILLAN PUBLISHING CO., INC.
3334 3335A B	Manheim, Kosson & Novick Marguis Who's Who, Inc.
3336 3337 3338 3339 3340 3341 3342 3343 3344 3345 3346 3345 3346 3347 3348 3349 3350 3351 3352 3353 3354 3355 3355 3355 3356 3357 3358 3359 3360 3361 3362 3363 3364 3365 3366 3367 3368 3369 3370 3371	MODERN-MASS MEDIA, INC. MONROE J.M. MOREHOUSE PRINTING CO., INC. NATIONAL FUEL OIL, INC. NATIONAL LEARING CORP. New JERSEY BELL NEW JERSEY BELL N.J. CAND7 & TOBACCO CO. OXFORD RUBBER STAMP CO. P & P LAWNMOWER REPAIRS PERDUE RADIO CO. PRENTICE-HALL, INC. PRESCRIPTION CENTER P.S. E. & G. CO. QUIGLEY PUBLISHING CO., INC. READY REFERENCE PRESS REGENT BOOK CO., INC. RESEARCH INSTITUTE OF AMERICA RESEARCH PRESS T. K. SANDERSON ORGANIZATION SILVER BURDETT CO. THE STAR LEDGER STRYKER-POST PUBLICATIONS, INC. THMMAS PUBLISHING CO. TIME-LIFE NANCY TORO TOWN OF WEST ORANGE, N.J. THE UNDERWRITING PRINT & PUBL. CO. THE UNIVERSITY OF CHICAGO PRESS UNIVERSITY OF WASHINGTON PRESS WEST CHEMICAL PRODUCTS, INC.

4. SUPPLIES-JANITORIAL \$3.14 it. 4. 2.79 11 11 10.43 Ŝ 4. 4.50 50.70 4. SUPPLIES 4. JANITORIAL SUPPLIES164.90 (37.00) 127.90 4. 21.45 3. BINDING 28.63 2. Books 9.18 2. Books 2. 18 19.91 11 42.50 2. 13.41 808.00 23. MGMT. SERVICES 273.50 2. Books 2. 345.00 71.50 21. A/V MATERIALS 23.00 11. SERVICE CONTRACTS 37.00 4. SUPPLIES 73.00 6. MAINT. MAIN. 2. Books 2,056.67 8.75 9. TEL. 151.01 14.39 9. TEL. 87.10 4. SUPPLIES 139.29 4. SUPPLIES 35.00 4. JANITORIAL SUPPLIES 66.90 21. A/V MATERIALS 2. BOOKS 12.09 15.11 4. SUPPLIES 6. MAINT. MAIN. 918.48 45.00 2. Books 85.25 2. Books 48.59 2. Books 10.00 2. Books 7.30 2. Books 2. Воокs 2. Воокs 26.50 8.70 40.32 10. COMMUNITY REL. 29.25 2. Books 60.00 2. Books 2. BOOKS 20. PAMPHLETS 10.98 2.00 12.00 6. MAINT. MAIN. 32.15 2. Books 2. Books 7.40 9.90 2. Books 16.25 4. SUPPLIES 6.50 2. BOOKS 2. Books 42.00 81.00 5. INSURANCE 5.00 2. Books 33.90 4. JANITORIAL SUPPLY

SUB-TOTAL

14,165.96

CHECKS ARE DATED FEBRUARY 28, 1978

VOUCHEI		BUDGET ALLOCATION	AMOUNT
	SUB-TOTAL (FORWARDED)		\$ 14,165.96
	LESS: CHECK #3293-PETTY CASH CHECKII #3294-Midlantic Nat'l Bi #3295-W.O. Credit Union		\$ 200.00 1,686.28 286.052,172.33
	TOTAL ACCOUNTS PAYABLE-PER BUDGET RI JANUARY 31, 1978	EPORT-	\$ 11,993.63

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Wheel

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewarthankin (14

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

AGENDA

BOARD OF TRUSTEES MEETING

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- 2. Open Subtre Meeting Act
- 1.
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- 6. Commission devices a
- ATO POLINIGOS
- New Business
- Communications
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- 1. Actomment

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.

MINUTES BOARD OF TRUSTERS MDETING MARCH 22 1928

The meeting was called to order at \$100 P. H. Dy Lycerdent Amite Strauss, Nembers present ware: Andrea Grover, Nancy Herman, Mary Loughnes, Albert Hupfever, Paul Pasuantier and Wildiam Bagosz constitution a quorum. Also present were Director Lella R. Read, ... Stowart Markeis, Board Accountant, and three members of the computity.

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ONEN BORNES MELLINGS VOIT

The Pressaged opened the montrag and snated that on Jonuary 3, 1978 in accordance with Poblec I = 1975. Chapter 211, approved October 11, 1975 and hnown as the Pople Public Meetings Form, proper 7 notice of the meeting and all Library Board meetings for the year 1973, was posted and shall remain posted throughout the year on the considiate Muth Tabric Dellectin Board, was mailed to the Parch deper", the official With Tabric Dellectin Board, was mailed to the "West Orange", Caroniclet, the necond newspaper, and was band delivered to the Town Cleich.

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28. 1978 Board of Trustees meaning. Mr. Pasmantier reconded the modifier (addite was contried provinces).

TREASORANA REPORTA

Jubble Provenced for Pagmonia.

Dan Decour sule - antica to notest the Bills Presented for Payment for the month of Dobriary, 1979. Hr. Sagest stoond a laye monton, mû rename passed naanimuusiy

Mast Retrant and a motion of the province 930,000 from the Saving's Account (22-0300173-9 to the Ober) he Provent is Judication and the Saving's contract of supersonal (22-0300173-9 to the Ober) he Provent is Judication (23-0300173-9 to the Ober) (23-03001794) her Provent is Judication (23-030

Free Manhain rocad thut as this has been a shore month, the bills presenced at this nesting are ferer in author, than in other months.

Z. Reports

Mo Netrois made a motion to accept the Hinnerial Privat as Pretroved, why Grune seconded the motion, and iteras restind pulanenessies

DURCTON'S UMPORT:

the. Real repaired that a check in the enough of \$526.49 from Chubb and Son was received for water durage that eccurred 1/17/78. Dine is andby lies on 14 be prediced with this amount, as reards and a catalog cart be contared. 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: <u>Change #1</u> - the facing of the building to brick at an additional cost of \$29,000.00. <u>Change #2</u> - 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.

oral and second variables of the first of the second s Second s

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.

Mr. Pasmantier would like the figures of glast the board copyed save by reducing the 24 vacation days for professional full-time suployees to 22 days and 20 days. for Manh.up will categorize the full-time employees with the long voter, prograduate now and conversit to the allettonal days they intole reactive year prov scale.

Tulwas determined, according to Sc. Nemberry's Star is world cost the Libborry approximately SLL,Sc. to waithout the solation week Mrs Read stated that additional help provid borr yo by libr if the 35 hour week very buts additional help provid borr yo by libra

recommend that the Board of Errescensing adaption is the source of the Meek. Features of the Feature Passance seconded the Schrift of Schrift was "Featured analysisments".

ur, Rasmanuler taked if the Personnel Constitute could ry pagend, any south a solution for the empiryees-spectration from the protopologies attach. The new subjects specta not be as intruct the the protopologies and for full-time protestionals. Three Scongroup distributes committee no recommend are protestimation for new synthytes.

HODITING

Ar. Sayoss had made an intensive study of Jue rebalibrary bills for the pass two years. The determined that the velocity was dif the road ref of the time--38 date in two years. There were encossive tune-tus and repeated work on the exhaust system and brakes. He questioned the velop of the Mobilibrary and favors referse it off the road, using the detver as a janttorial relative and a province to the road, using the detver as a janttorial relative and system it off the public that funds are not ovaliched at structure of an off the fully of the

the stops rade by the Mobilibrary and results of the survey of the stops rade by the Mobilibrary and respliced. From Preceding the parameter has been on progress over the past is a morths and is conclinuing, as some stops are hade conty office a morths. Weather could be then have also bampered the schedule

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. Sta. Scrauss sanounced that there will be a Delgenfield Library sorkshop on "Now to be a Strend of the Library". It shill be hold thursday. April 6, 1978 at 7430. It's open to Private thustees and Directors.

the library would be permitted to use State Aid removed to see if He Sagonz said that sere normunitations will be teacherming. If a desision has been made on this isone.

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,

andra Joss

Sandra Goss Secretary

Andrea Grover/

Secretary, Board of Trustees

COMMENCEMENT

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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 bookdrop 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.

DIRECTOR'S

DOMENTE MELONE

DRON SNA 1996

Ellnesses continue to plague our staif. During the module there have been three or four employees out because of illness. You director get 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 snort handed.

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Chiel DeFairo was contacted by as and given details phont the windelism. I also reminded him that detectives argined to patrol the library on everings when we are open have not been around for a long time. He promised to conjurate and have pare surveillance around the library on vescends.

Our insurance agent was also contacted. Uncortyndcely, there is a 9250.00 Meduccible. Our estimate on the loss contas to \$219.00. Survivere, 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,

Read

Lola N. Reed Director

For lamages to books and rard catalog on Jahuwry 17 and 18, we rechived a check from Chubb and Son in the anount of 9625.49 which has been deposited.

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BUDGET REPORT

MONTH OF FEBRUARY 1978

LIBRARY BOARD MEETING OF MARCH 22, 1978

		E'	XPEND I TURE S		D (
					BILLS/	
					ACCTS.PAY-	
					ABLE AT	
			1978 Accum-		2/28/78	
	Proposed		ULATED BUDGET		Present-	
	BUDGET	PAID	Expenditures		ED FOR	BUDGET
	1978	MONTH OF	Paid 2	Budget	PAYMENT	BALANCES
	17/0		MONTHS ENDED		AT THIS	AT
		FEBRUARY '78	2/28/78	2/28/78	MEETING	2/28/78
	Anco 007	+ -/ 0-0 //			,	
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	
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	
Αυσιτ	1,650	-0-	-0-	1,650.00		1,650.00
MGMT. & PROF. SVCS.	10,200	808.00	808.00	9,392.00	808.00	
LEGAL	2,000	-0-	-0-	2,000.00	000.00	2,000.00
MAIN LIBRARY-UTILITIES		2,975.15	2,975.15	20,024.85		2,000.00
MAIN LIBRARY-REPAIRS	7,000	87.00	87.00	6,913.00	61. 76	
TORY CORNER-RENTAL	540	-0-	-0-	540.00	64.76	
BOOKMOBILE	7,500	1,112.28		-	20.05	540.00
SERVICE CONTRACTS	•		1,112.28	6,387.72	29.95	6,357.77
	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	2,00 0	-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
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	
EMPLOYEE HEALTH-HOSP.	13,500	1,085.83	2,171.66	11,328.34	500.00	1,900.00
ANNUAL REPORT	200	-0-				11,328.34
EQUIPMENT-LIBRARY	1,800		-0-	200.00		200.00
SHELVING-BOOKS	-0-	-0-	-0-	1,800.00		1,800.00
READING ROOM-CHAIRS	-0- -0-			-0-		-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		1				
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 SV	•	-0-	-0-	4,000.00		4,000.00
			-	.,		7,000.00
TOTAL	\$568,527	\$ 39,748.75	* 44 557 45		± (==== 00	
		¢)), 1,000))	\$ 66,557.65	\$501,909.35	\$ 6,735.89	\$495,233.46
					and the second	and the second

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

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THE MONTH OF FEBRUARY 1978

		TOTAL ALL FUNDS	BUDGET		INES & RESERVES FUND	 LOST BOOK FUND	& E PRC	K SALES XCESS PERTY UND	С С	ETTY ASH & HANGE FUND	ACCUMULATED REVENUE FUND	PA	COUNTS YABLE /31/77
Ţ	BALANCE AS OF 1/31/78 ADD: Fines Non-Resident Fees Photocopy Rental Books Audio-Visual	<u>\$150,232.78</u> \$ 1,955.93	<u>\$ 73,191.10</u>	\$ (\$ (((1,934.77 1,520.23 60.00 256.65 75.05 41.00	\$ 116.80	\$	80.05	\$	326.25	<u>\$ 72,933.81</u>	<u>\$</u>	1,650.00
	MICRO FILMS Lost Books Excess Property	132.45 56.05		(3.00	\$ 132.45	\$	56.05					
11	TOTAL FEB. 1978 RECEIPTS	\$ 2,144.43	-0-	\$	1,955.93	\$ 132.45	\$	56.05		-0-	_0_		-0-
111	TOTAL AVAILABLE - 1 PLUS 11	\$152,377.21	\$ 73,191.10	\$	3,890.70	\$ 249.25	\$	136.10	\$	326.25	\$ 72,933.81	\$	1,650.00
ĪV	<u>Less</u> : February 1978 Expenditures	39,748.75	39,748.75	_		 							
V	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 Less: Accounts Payable 2/28/78	3	\$501,969.35 6,735.89										
	BUDGET BALANCE PER REPORT 2/28/78	<u>3</u>	\$495,233.46										
	Cash Funds Represented By: Checking A/c Midlantic Nat'l BA Midlantic Nat'l Bank #02-073-00 W.O. S & L Ass'n #10085 Petty Cash - Cash Fund Petty Cash - Checking Fund <u>Total Cash Funds</u>		\$ 30,940.27 62,335.83 18,880.92 326.25 145.19 \$112,628.46			<u>.</u> <u>L</u> е	B F B P A A	ccounts P <u>Sub-</u>	SERV Fund & E Y Fu Fun d Re ayab Tota	XCESS ND D VENUE FUND LE 12/31/7	7 <u>1,650.00</u> \$112,628.46		

FEBRUARY 1978 BILLS PRESENTED FOR PAYMENT ON MARCH 22, 1978

CHECKS ARE DATED FEBRUARY 28, 1978

Voucher Number Payee	Bup	GET ALLOCATION	Αμουντ
 3372 MIDLANTIC NAT'L BANK-W.T. 3373 W.O. FEDERAL CREDIT UNION 3374 TOWN OF W.OHOSPITALIZAT 3375 TOWN OF W.OSoc. Sec. 2/ 3376 P.E.R.S. #20284 - PENSION 3377 P.E.R.S. #20284 - GROUP I 3378 P.E.R.S. #20284 - SUPPLEM 3379 W.O. FREE PUBLIC LIBRARY 3380 N.J. GROSS INCOME TAX - 2 NET P/R 2/15/78 #2598-264 NET P/R 2/28/78 #2644-268 	2/28/78 1. 1 on 3/78 26. 78 1. s, LOANS, ETC. 1. NS. 1. ENTAL ANNUITY 1. -UNEMP.COMP.FUND 1. /28 1. 3 (46) 1.	SALARIES	\$ 1,555.54 286.05 1,085.83 1,624.55 1,423.84 151.78 39.00 134.22 547.68 9,887.35 9,230.12
SUB-TOTAL Add: Checks - #3293- For payment iss 28, 1978 Meetin	ued at February		\$ 25,965.96
	TTY CASH ECKING A/C —	Transfer \$ 200.00	40,131.92
DEPOSITS - 2/3, - 2/1 - 2/1 _ 2/1 Total Expenditures - Month	/78 9. 5/78 5. 7/78 2.	TELEPHONE 20.00 INS.REFUNDS 157.00 BOOKS 6.17	383.17
PER BUDGET REPORT	<u> </u>	=	\$ 39,748.75

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PAYMENT RECOMMENDED BY:

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PAYMENT APPROVED BY:

Lola nkeed

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

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

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CHECKS ARE DATED March 22, 1978

VOUCHER		Busi			A	
NUMBER			GET ALLOCATION		AMOU	
3381	MIDLANTIC NAT'L BANK W.T. 3/15/78	1.	SALARIES		\$	
3382	W.O. FEDERAL CREDIT UNION	1.	SALARIES			286.05
3383 3384	Postmaster Aaborn Exterminating Co., Inc.	-	Postage Service Contracts			300.00 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)	0.))
В	H H H H	2.	н	Ì	8.72)	
С	N N N N	2.	H .	`	63.81	38.69
3388A	Automatic Data Processing, Inc.	11.	SERVICE CONTRACTS		14.75	
В	11 11 11 11	11.	н п		48.19	
С	11 11 11 11	11.	11 11		39.05	101.99
3389A	The Baker & Taylor Co.	2.	Books	(30.00)	
В		2.	11		162.23	
C		2.	11		9.73	
D		2.			85.97	227.93
3390	THE BAKER & TAYLOR COMPANIES	2.	Books			11.34
3391	THE BAKER & TAYLOR COMPANIES	2.	BOOKS			108.64
3392 3393	Arnold Bernhard & Co., Inc. Bloomfield Window Cleaning Co.	2. 6.	BOOKS			190.00
3394A	R. R. Bowker	2.	Maint. Main. Books		35.00	32.00
B	N. N. DOWRER	2.	11		85.80	120.80
3395A	Brodart, Inc.	4.	SUPPLIES	(10.84)	120.00
В		4		`	67.55	56.71
3396	Burning Deck	2.	Books		07.99	2.50
3397A	C.W. Associates	2.	BOOKS		13.00	
В	H H H	2.	н		7.50	
С	11 II II	2.	H .		11.00	31.50
3398	Canadian Newspaper Services		Books			51.45
3399	Colorado Associated University Press		Books			8.50
3400A	DIMONDSTEIN BOOK Co., INC.		BOOKS		488.21	
B		2.		,	73.01	
C D		2.	11 11	(5.90)	
_		2.			220.16	
E F		2. 2.			58.34 302.37	
G	11 11 14 11	2.	It		288.04	
н	н н н н	2.	н		249.26	
1	11 II II II	2.	н .		263.34	
J	tt tt tt	2.	н		156.29	
К	· II II II II	2.	н		13.58	2,079.54
3401	Dobbs Bros. Library Binding Co.	3.	BINDING			372.35
3402A	Doubleday & Co., Inc.		Воокѕ		10.92	
В	11 11 11	2.	Н		60.72	
С		2.	11		100.33	
D	FF FF FF FF	2.	11		12.72	
E	11 11 11 11 11 11 11	2.	11		5.46	
F		2.	11		12.72	
G H		2. 2.	11		69.18	
		2.	11		27.64	207 50
3403A	EBSCO SUBSCRIPTION SERVICES		MAGAZINES	(7.90	307.59
ы В		19.	MAGAZINES	(7.00	
C	п п п	19.	н	(6.58)	
D	11 11 11	19.	11	•	30.20	
Ē	11 II II	19.	11		9.28	29.90
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FEBRUARY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON MARCH 22, 1978

CHECKS ARE DATED March 22, 1978

Voucher						
Number	PAYEE	Βυρ	GET ALLOCATION	Амс	DUNT	<u>_</u>
3404	EUROPA PUBLICATIONS LIMITED	2.	Βοοκε		\$	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.	Воокѕ	\$ 5.64		
В	н н н н н	2.	н	33.87		
С	H H H H H	2.	н	4.36		43.87
3417	Manheim, Kosson & Novick	23.	Management Services			808.00
3418	NATIONAL LEARNING CORP.	2.	Воокѕ			13.60
3419	NATIONAL PARK SERVICE		PAMPHLETS			98.84
3420	NATIONAL RECORD PLAN		A/V MATERIALS			24.38
3421	Nelson-Hall, Inc. Pub.	2.	Books			23.91
3422	New Jersey Bell		TELEPHONE			168.86
3423	NEW JERSEY BELL		TELEPHONE			12.96
3424	N.J. CANDY & TOBACCO CO.	<i>4</i> .	SUPPLIES			87.50
3425	N.J. LIBRARY TRUSTEE ASS'N.		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		1.77
B		2.	11	15.16		38.87
3431	PRESCRIPTION CENTER	4.	SUPPLIES	17:10		7.82
3432	RODALE PRESS, INC.	2.	BOOKS			26.59
3433	SILVER BURDETT CO.	2.	Воокз			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
	THOMAS PUBLISHING CO.	2.	BOOKS			75.00
3439	United States Printing Office		PAMPHLETS			250.00
3440	Wesleyan University Press	20.	BOOKS			7.50
3441	Youngs News Service		NEWSPAPERS			
7441		20.	NEWSPAPERS			77.70
	SUB-TOTAL				\$	8,404.03
		1.	SALARIES	\$ 1,382.09		
	#3382-W.O. FEDERAL CR.UNION	1.	SALARIES	286.05		1,668.14
	TOTAL ACCOUNTS PAYABLE-PER BUDGET REPOR	Т				
	FEBRUARY 28, 1978	_			\$	6,735.89
					-	

PAYMENT RECOMMENDED BY:

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PAYMENT APPROVED BY:

Loca Heek

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

mark GA Curr BY:

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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.

BOARD OF TRUBTRES TRETLAS

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TREASTREE'S REPORT

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over one hundred bills have been presented for poyaret.

2) Sinancial Southereduc

Anta, beruan poor a moritoric branch a factor of the 000 trock suprement Savings Account (03-877-0000). The transference insching Account we Midlantic Bank to cover current expension (from from reconned the moritor, and it was passed chapter of...

DIRECTOR'S REPORT:

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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.

DIRECTOR'S REPORT.

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Mrs. Reed informed the Board chart the chatodian. Frank Refinski, will be resiring in one year. The bas indicated bug and region for part-time, but a full that cretodian will have us be broad in the fature.

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Uce. Norman secresso? Seet \$47.165 second be detected arow the second fundet for 1971 (Reduced from \$563.527 to \$421,423) Sho reconnerided the badres be adopted at this lover figure. She proposed outs from coth line encode selectes which were no remain incact, including 58 cost of loving and increments. She explained that the from Council will be recontive to an emergency appropriation at a Laper date.

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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.

Building and Grounds Committee: 3)

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 fusable 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 insavory 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 Gass, Secretary

Andrea Grover Secretary Board of Trustees

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

in vacation time to be pro-rated accordingly. Association, that part-time non-professional employees went an increase Ada Berger, Fresident of the West Orange Public Library Employees' Further discovering was holds it was also determined through

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3), Building and Grounds Committee:

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

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

VEW BUSINESS:

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Mrs. Reed distributed copies of the 1977 Apnual Report.

NUDIENCE PARTICIPATION

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

Meeting was adjourned at 9:45 P.M.

Andrea Grover Secretary Board of Trustees Sandra Coss, Secretary

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 nonprofessional personnel additional annual leave and reducing annual leave days for professional employees, there are a few things I respectfully request that you consider:

- 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 Wheel

Lola N. Reed Director

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MULTELONGT VACATION TOY FULL-LINE Employees

Berore you make a final decision on giving full-time nonprofessional personnel additional annual leave and reducing annual leave days for professional employees, there are a few things i respectfully request that you consider.

Full-time employees (non-prof) are now detting 12-13 vacation days, 3 personal days and 13 paid holidays, a total of 28-33 days per year. In addition, they are encitled to 15 sick leave days and 3 mourning days per year. Altogether, there are 28-33; and 15 days, respectively, giving a total of 46-51 paid days per year to

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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 cn. 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. Sofar, 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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under and a structure our cruche theory. They completely as the sub-year experiments of the second sec

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

Lola N. Reed Director

We wre gatte concertagetor current the moust wreat a superwritetor in off the street with ship concert stress that show not the extension for not I what up to thak with him. We that time in tevesion that he was a reporter for the K.Y. Dails force and wrotel to take a butters of sources sitting with a No Smoking' sign planed where it could be seen. I readily agreed hid asked him of accompany me into the Meeting Room. Forour ana zeacht net one of that solving' the super could be found. Several of is searched. Diside word room factor all even the transition restriction when a solving the factor all even the transition of the restriction of the formation factor all even the transition of the restriction of the formation factor all even the transition of the restriction of the function of the factor all even the transition of the restriction of the function of the factor all even the transition of the restriction of the function of the factor all even the transition of the restriction of the function of the factor all even the restriction of the restriction of the function of the function of the factor of the transition of the restriction of the function of the factor factor all even the factor of the restriction of the function of the factor factor all even the factor of the restriction of the factor of the factor factor all even the factor of the factor o We worke gaarse ombakrassio dar ong the moduli when apress wollked in

A play luck was discovered in the vessions conjug Gasnen Street less successing when we hal the vor bad baing polyners fre have contacted of Belli of the Supercentiol Public Screet sour quilt-

very hourthle odor statued up the Chindren's Room and Sprink through one can bein floor - Firemen were bulked - Surge crouter responded. The fireman discovered that a ballest was barning. It had been Jurge was planty of exclosent on Honday Pocil 10, when a

Projeans for children suring the Spring vacalise have been very Derid be in the library and fory good and constantly changing

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

LENGTH	Υ.	AI	NUAL LEAV	PROPOSED 1978	DAILY SALARY	ADDITIONAL	
OF EMPLOYMENT		PRESENT	PROPOSED	INCREASE		1978	COST 1978
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	Тоонеч	12	15	3	11,983	47.56	142.68

\$ 678.42

	PRESENT	PROPOSED	INCREASE
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	6	12	DAYS	=	\$4,680
1978	11	41	0	15	DAYS	-	5,850

ADDITIONAL COST -PART TIMERS

\$1,170

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

		ACTU	PROPOSED		
	1974	1975	1976		1978
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 SI		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 SY	STEM 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 4,000
SUPPLEMENTAL JANITORIAL SERVIC	ES -0- -0-	- O - - O -	- O - - O -	-0- 2,500	-0-
LIBRARY CONSULTANT					
· · ·	\$417,539	\$462,510	\$484,054	\$513,576	\$568,527

BUDGET REPORT

MONTH OF MARCH 1978

LIBRARY BOARD MEETING OF APRIL 26, 1978

EXPENDITURES

		E)	XPEND I TURES		- /	
					BILLS/	
					ACCTS.PAY-	-
			1978 Accum-		ABLE AT 3/31/78	
	-		ULATED BUDGET		PRESENT-	
	PROPOSED	-	EXPENDITURES	UNEXPENDED	ED FOR	BUDGET
	BUDGET	PAID	PAID 3	BUDGET	PAYMENT	BALANCES
	1978	Month of	MONTHS ENDED	BALANCE, ON	AT THIS	
-		MARCH 1978	3/31/78	3/31/78	MEETING	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		-0-	2,975.15	20,024.85	2,103.59	17,921.26
MAIN LIBRARY-OTTETTES 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
		4,059.81	7,116.54	47,883.46	7,320.86	40,562.60
BOOKS	55,000	(360.61)	1,116.68	10,383.32	491.91	9,891.41
SUPPLIES-LIBRARY	11,500	(360.61)	-0-	2,000.00		2,000.00
MICROFILM	2,000	-0-	-0-	Lj000100		2,000.00
PERIODICALS, SERIALS	0.000	107.60	127.45	7,872.55	28.90	7,843.65
& NEWSPAPERS	8,000	353.84	355.84	344.16	20.00	344.16
PAMPHLETS	700				88.55	1,201.36
AUDIO-VISUAL-MATERIALS	1,500	61.44	210.09	1,289.91		6,223.00
INSURANCE	6,000	(147.00)	(223.00)		161.14	
TELEPHONE	2,500	166.82	297.22	2,202.78	101.17	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-) 500.00
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 SV		-0-	-0-	4,000.00	218.31	4,000.00
TOTAL	\$568,527	\$ 37,523.98	\$104,081.63	\$464,445.37	\$ 11,765.46	\$452,679.91
	<i>~</i>					

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STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

THE MONTH OF MARCH 1978

TOTAL ALL FUNDS	BUDGET	FINES & RESERVES FUND		LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PET TY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	ACCOUNTS PAYABLE 12/31/77
\$112,628.46	\$ 33,442.35	\$ 3,890.70	\$	249.25	\$ 136.10	\$ 326.25	\$ 72,933.81	\$ 1,650.00
\$ 2,294.46		(1,626.14 (40.00 (474.08 (74.85 (60.00 (8.90						
		(10.49						
1,161.76 155.17 62.14		1,161.76	\$	155.17	<u>\$ 62.14</u>			
\$ 3,673.53	-0-	\$ 3,456.22	\$	155.17	\$ 62.14		-0	
\$116,301.99	\$ 33,442.35	\$ 7,346.92	\$	404.42	\$ 198.24	\$ 326.25	\$ 72,933.81	\$ 1,650.00
37,523.98	37,523.98							
\$ 78,778.01	(\$ 4,081.63)	\$ 7,346.92	\$	404.42	\$ 198.24	\$ 326.25	\$ 72,933.81	\$ 1,650.00
8	<u>468,527.00</u> \$464,445.37							
-	11,765.46							
8	\$452,679.91							
	\$ 18,740.49 40,789.35 19,125.33 126.25 (3.41 \$ 78,778.01)		I	FINES & RE LOST BOOK BOOK SALES PETTY CASH ACCUMULATI ACCOUNTS F SUB-1	ESERVES FUND FUND & Excess Prof Fund Fund Ive Revenue Fun Payable 12/31/ Total	7,346.92 404.42 198.24 326.25 ND 72,933.81 77 <u>1,650.00</u> \$ 78,778.0	
	ALL FUNDS \$112,628.46 \$2,294.46 1,161.76 155.17 62.14 \$3,673.53 \$116,301.99 _37,523.98	ALLBUDGETFUNDSFUND\$112,628.46\$ 33,442,35\$ 2,294.461,161.76155.1762.14\$ 3,673.53 $37,523.98$ \$ 78,778.01(\$ 4,081.63) $\frac{468,527.00}{$464,445.37}$ $\frac{468,527.00}{$452,679.91}$ $\frac{468,527.00}{$452,679.91}$ $\frac{5}{11,765.46}$ $\frac{11,765.46}{$452,679.91}$ $\frac{11,765.46}{$452,679.91}$ $\frac{126.25}{(3.41)}$	ALL FUNDS BUDGET FUND RESERVES FUND \$112,628.46 \$33,442.35 \$3,890.70 \$12,628.46 \$33,442.35 \$3,890.70 \$112,628.46 \$33,442.35 \$3,890.70 \$2,294.46 \$1,626.14 40.00 \$2,294.46 \$1,626.14 40.00 \$1,161.76 \$1,161.76 1,161.76 \$1,161.76 \$1,161.76 \$1,161.76 \$1,161.301.99 \$33,442.35 \$7,346.92 \$3,673.53 -0- \$3,456.22 \$116,301.99 \$33,442.35 \$7,346.92 $37,523.98$ $37,523.98$ $7,346.92$ $37,523.98$ $37,523.98$ $7,346.92$ $37,523.98$ $37,523.98$ $7,346.92$ $37,523.98$ $37,523.98$ $7,346.92$ $38,452,679.91$ $39,125.33$ $11,765.46$ 98 \$452,679.91 $32,452.35$ $31,126.25$ (3.41) 3.41	ALL FUNDS BUDGET FUND RESERVES FUND \$112,628.46 \$33,442.35 \$3,890.70 \$ \$12,628.46 \$33,442.35 \$3,890.70 \$ \$12,628.46 \$33,442.35 \$3,890.70 \$ \$1,626.14 40.00 474.08 474.08 \$2,294.46 \$74.85 \$ \$ \$1,161.76 \$1,161.76 \$ \$ \$1,161.76 \$1,161.76 \$ \$ \$1,161.76 \$ \$ \$ \$1,161.76 \$ \$ \$ \$1,161.76 \$ \$ \$ \$1,161.76 \$ \$ \$ \$3,673.53 -0- \$ \$ \$116,301.99 \$33,442.35 \$ \$ \$37,523.98 \$ \$ \$ \$37,523.98 \$ \$ \$ \$468,527.00 \$ \$ \$ \$468,527.00 \$ \$ \$ \$468,527.00 \$ \$<	ALL FUNDS BUDGET FUND RESERVES FUND BOOK FUND \$112,628.46 \$ 33,442.35 \$ 3,890.70 \$ 249.25 \$ 2,294.46 $\begin{cases} 1,626.14\\40.00\\474.08\\60.00\\8.90\\10.49\\1,161.76\\155.17\\62.14\\\frac{$ 3,673.53}{62.14}\\\frac{$ 3,673.53}{62.14}\\\frac{$ 3,673.53}{5116,301.99}$ \$ 155.17\\5116,301.99\\533,442.35\\57,346.92 \$ 155.17\\57,346.92\\58\\\frac{\$ 78,778.01}{11,765.46}\\\frac{\$ 468,527.00}{5464,445.37\\11,765.46\\78\\\frac{\$ 468,527.00}{19,125.33}\\126.25\\\frac{\$ (3.41)}{\$ 578,778.01}\\\frac{\$ 78,778.01}{578,778.01} \$ 18,740.49\\40,789.35\\19,125.33\\126.25\\\frac{\$ (3.41)}{\$ 578,778.01}\\\frac{\$ 78,778.01}{578,778.01}\\\frac{\$ 78,778.01}{578,778.01}	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\begin{array}{c c c c c c c c c c c c c c c c c c c $

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MARCH 1978 BILLS PRESENTED FOR PAYMENT ON APRIL 26, 1978

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Checks	ARE	DATED
MARCH	22,	1978

VOUCHER				
NUMBER	PAYEE	Bud	GET ALLOCATION	AMOUNT
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.OHOSPITALIZATION-APR. 1978		HOSPITALIZATION	1,085.83
3445	TOWN OF W.OSOC.SEC.EMPLOYERS 1ST QTR.'78	27.	EMPLOYER SOC.SEC.	4,688.07
3446	Town of W.OSoc.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.OAdministration 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		SALARIES	125.87
	NET PAYROLL-3/15/78 #2689-2733 (45)	-	SALARIES	8,309.55
	NET PAYROLL-3/31/78 #2734-2778 (45)	-	SALARIES	9,534.16
		••		
	SUB-TOTAL			\$ 29,584.24
	ADD: CHECKS #3381-3441 PRESENTED FOR			
	PAYMENT ISSUED AT MARCH 22, 1978 M	EETIN	G	8,404.03
	CHECKS ISSUED FOR MONTH OF MARCH 1978			37,988.27
	ADD: Petty Cash Checks - January, Februa	ARY		
	AND MARCH 1978 - #1066-1092			381.09
	SUB-TOTAL			38,369.36
	LESS: DEPOSITS - 3/8/78-PETTY CASH	2.	Воокя \$ 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	Los	T BOOK REFUNDS 10.50	
	#1079-HARRY STEINBERG	**	" " 5.95	
	#1086-W.O. PUBLIC LIBRARY	**	" " 7.95	845.38
. 1. 2	TOTAL EXPENDITURES-MONTH OF MARCH 1978			
	PER BUDGET REPORT			\$ 37,523.98

PAYMENT RECOMMENDED BY:

Lola nReek

PAYMENT APPROVED BY:

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

Stewart Manhem CA By:___

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

1978 1/3/78	#1066 1067	RANDOM HOUSE, INC.		
	1007	NANUUM HUUSES INC.	2. Books	\$ 1.20
1/4	1007	EMMA CZARNECKI	15. Workshop	9.90
1/4 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
2/26 3/7 3/7 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

PAYMENT RECOMMENDED BY:

Lee Wheek

PAYMENT APPROVED BY:

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

Rim CPA Ø By:

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381.09

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
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 12.25
3464	ARCO PUBLISHING CO., INC.	2. BOOKS 11. SERVICE CONTRACTS	\$ 38.55
3465A	AUTOMATIC DATA PROCESSING	11. " "	38.60 77.15
В 3466	Ayer Press	2. Books	56.98
3460 3467A	THE BAKER & TAYLOR CO.	2. BOOKS	9.50
5467A B	H H H H H	2. "	(8.50)
C	92 20 28 28 28	2. "	38.46
D	91 68 91 91 FF	2. "	101.13 140.59
3468A	THE BAKER & TAYLOR CO.	2. Books	111.13
B		2. "	11.75
c	12 IV 17 11 11	2. "	22.63 145.51
3469Å	R. R. Bowker	2. Books	15.95
B		2. "	40.00
c	11 12 11	2. "	22.50
D	FF FF FF	2. "	25.95 104.40
3470A	BRODART, INC.	4. SUPPLIES	11.40
B	11 11	4. "	107.40 118.80
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
В	PE 10 01	2. "	18.00 128.04
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
348 OA	CONGRESSIONAL QUARTERLY, INC.	2. Books	6.20
B		2. "	10.90 17.10
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
В	11 11 11 11	۷.	321.32
С	11 11 11 11	۷.	87.76
· D	17 11 11 11	۷.	287.16
Ε	11 II II II	۷.	212.97 152.35
F	PT	2. " 2. "	251.32
G	18 19 18 18	2. "	287.54
H	TT 11 17 19	2. "	215.50
	17	2. "	297.34
Б К	91 88 87 M	2. "	128.76
	tt 81 81 19	2. "	309.41
M	10 <u>97</u> 21 17	2. "	132.61
N	PT 32 18 T3	2. "	300.54
- 0	90 91 90 9E	2. "	70.94
P	PØ 94 98 94	2. "	230.66
Q	21 FT 52 FF	2. "	175.80
R	FF FF FF	2. "	351.16
S	TT TT 10 10	2. "	148.29 4,282.48
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MARCH 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON APRIL 26, 1978

Checks	ARE	DATED
APRIL	26,	1978

VOUCHER				
NUMBER	PAYEE	BUDGET ALLOCATION	AMOU	T
3484A	DOUBLEDAY & CO., INC.	2. BOOKS	\$ 18.75	
В	11 11 11 11	2. "	23.06	
Ċ	99 58 68 9F	2. "	52.43	
D	85 57 88 FF	2. "	19.10	
Ε	11 11 IT IT	2. "	14.55	
F	87 DT TF FF	2. "	49.66	
G	88 88 88 88	2. "	22.50	
Н	17 17 17 17	2. "	5.19	
1	11 11 11	2. "	16.38	
J	11 11 11 11	۷.	5.46	
К	21 97 17 19 22 23 72 79	۷.	28.52	
L	17 17 17 17 11 68 19 17	۷.	35.59	
M	11 IV VI VI 12 12 12 14	۷.	38.63	
N		۷.	<u>13.67</u> \$	343.49
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 71.28
3489	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES		11.20
3490		2. Books		2.95
3491	FREEDEEDS ASSOCIATIONS, INC.	2. BOOKS		9.85
3492	FRENCH & EUROPEAN PUBLICATIONS, INC.	2. BOOKS		11.65
3493	GALE RESEARCH CO.	2. BOOKS		18.03
3494	GARLAND PUBLISHING, INC.	2. Books		30.42
3495 3496	GAYLORD BROS., INC.	2. BOOKS		12.00
3496 3497A	GROLIER YEAR BOOK, INC. J. L. HAMMETT CO.	4. SUPPLIES	36.56	12.00
B	H H H H H	4. " 4. "	8.31	44.87
3498	HAMMOND, INC.	2. Books		28.99
3499	Void	L. BOOKS		20100
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	•
В		4. "	4.45	
Ē	19 88 91	4. "	10.37	
D D	98 TT 19	4. ["]	3.19	25.26
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	
В	99 FF TF	2. "	23.01	39.20
3509A	MAC MILLAN PUBLISHING CO., INC.	2. Books	345.00	
В	12 17 18 19 17	2.	6.20	
C	97 97 98 97 97 99 97 98 99 77	Ζ.	21.86	
D		۷.	26.66	
E	TT TT TT TT TT	۷.	33.94	
F	19 16 17 17 17 17 17 17 17 17 17 17 17 17 17	۷.	35.22	401 72
G		۷.	22.85	491.73
3510	Manheim, Kosson & Novick	23. MGMT. SERVICES		808.00

MARCH 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON APRIL 26, 1978

CHECKS ARE DATED April 26, 1978

VOUCHER	
NUMBER	PAYEE
3511	Martindale-Hubbell, Inc. Merrimack Book Service
3512 3513	MERTIMACK BOOK SERVICE MERTON HOUSE PUBLISHING CO.
	MODERN MASS MEDIA, INC.
3514 3515	THE MYSTERIOUS PRESS
3515	NATIONAL COUNCIL OF TEACHERS
3517	NATIONAL FUEL OIL, INC.
3518	NATIONAL LEARNING
3519	NATIONAL REGISTER PUBLISHING CO., INC.
3520	New JERSEY BELL
3521	New JERSEY BELL
3522	N.J. CANDY & TOBACCO CO.
3523	NICHOLS PUBLISHING CO.
3524	NILGIRI PRESS
3525	P. & P. LAWN MOWER REPAIRS
3526	THE PENNSYLVANIA STATE UNIV. PRESS
3527	PETERSON'S GUIDES
3528	PITNEY BOWES
3529	PLENUM PUBLISHING CO.
3530A	PRENTICE-HALL, INC.
В	87 57 39
С	PE DE TE
3531	PRESCRIPTION CENTER
3532	PRINCETON UNIVERSITY PRESS
3533	PUBLIC SERVICE E & G CO.
3534	RAND MCNALLY & CO.
3535	REGENT STANDARD FORMS, INC.
3536	RIDLEY ENSLOW PUBLISHERS
3537	RODALE PRESS, INC.
3538	RUTGERS-BUREAU OF GOV'T RESEARCH
3539	THE SCARECROW PRESS, INC.
3540	SCOTT, FORESMAN & CO.
3541	SHAR-FREY, INC.
3542	STANDING ORDERS, INC.
3543	STATE INDUSTRIAL DIRECTORIES CORP.
3544	SUBURBAN HOMES GUIDE
3545	TELEVISION DIGEST, INC.
3546А В	TEN SPEED PRESS
3547	TIME/LIFE
3548	TUTTLE ISLAND FOUNDATION
3549	TWIN CIRCLE PUBLISHING CO., INC.
3550	U.S. INDUSTRIAL DIRECTORY
3551A	UNIVERSITY MICROFILMS, INT'L
B	H H H
3552	WARREN, GORHAM & LAMONT, INC.
3553	WATSON-GUPTILL PUBLICATIONS
3554	THE YALE CENTER FOR BRITISH
3555	YOUNG'S NEWS SERVICE

Bud	GET ALLOCATION		AMOUN	Т
2.	Books		\$	110.00
	BOOKS			37.53
	Books			13.28
	A/V MATERIALS			32.25
	Books			10.90
	Books			1.50
	MAINT-MAIN.			1,155.39
	Books			8.75
	Books			36.00
	TELEPHONE			149.15
	TELEPHONE			11.99
	SUPPLIES			87.50
	Books			20.75
	Books			5.40
	MAINT-MAIN.			242.60
	Books			9.36
	Books			16.11
	SERVICE CONTRACTS			35.25
	BOOKS			25.30
	BOOKS	\$ 23.68		
2.	11	32.34		
2.	11	5.52		61.54
	SUPPLIES			19.70
	Books			39.77
6.	MAINT-MAIN.			888.36
2.	Books			50.00
4.	SUPPLIES			50.35
2.	Books			8.06
2.	Books			20.95
2.	Books			10.00
2.	Books			19.25
2.	Books			18.37
2.	Books			10.28
2.	Books			12.70
2.	Books			90.25
2.	Books			2.90
2.	Books			80.10
2.	Books	10.50		
2.	88	12.50		23.00
2.				11.08
2.				10.50
2.				20.27
	BOOKS	1	、	45.00
2.	Books	(9.59))	100 05
2.		148.47		138.88
2.				120.00
	Books			24.10
	Books			25.00
20.	NEWSPAPERS			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
Voucher Number	PAYEE	BUDGET ALLOCATION	AMOUNT
3556 3557	THE H. W. WILSON CO. Void	2. Books	\$ 40.00
	SUB-TOTAL		\$ 13,874.20
	Less: Check #3454-Midlantic Nat'l Ban Check #3455-W.O.Federal Credit U Check #3457-Petty Cash		\$1,622.69 286.05 200.00 2,108.74
	TOTAL ACCOUNTS PAYABLE - PER BUDGET REI MARCH 31, 1978	PORT .	\$ 11,765.46

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

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

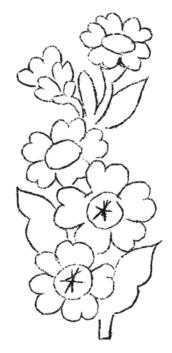
temant hands CPA By:

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



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JOARD OF TRUSPICES HEETING

- MAX IN TOLO
- I. ROLL CALL

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- 2. Open Public Meetings Act
- 3. Minutes
- . . .
- Tressurer's Report
- a. Bills Presented for Payment
- b Financial Statement
- 2. Director's Report
- 6. Committee Reports
- a. Vacation time for Employees
- 7. Old Business
- 8. Wew 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 Paymentr

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 Midlantic 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.

MINUTES BOARD OF TRUSTEES MEETING NAY 24, 1978

The meeting was called to order at 8400 P. M. by President Anita. C. Strauss. The following members were prosent constituting a quorum: Andrea Graver, Mary Lougaren, and Paul E. Pasmantier. Also present vere Director Lola W. Reed, and Board Accountant, Stewart Manheim. Several members of the staff wore also present.

OREM SARITC NEELINGS VOLL

The President opened the meeting and stated that on January 3, 1978 in secondance with Public Law 1975, Chapter 131, approved Oct. 21, 1975 and known as the "open Public Meetings for the year 1978 was of the meeting and all hibrary Board meetings for the year 1978 was posted, and shall remain posted throughout the year on the official Main hibrary Bulletin Board, was malled to the "Star-Ledger", the officially designated newspaper, and was hand-delivered to the Town Chronicle", the second revelaper, and was hand-delivered to the Town Clerk.

NIMOLEN

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

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Pasmanther questioned vouchar #3571- Public Employees Retirement System of N. J. for \$21,239. Mr. Manheum explained that this is the labrary's share of the gension fund. It is payable once a year on July 1st. The balance of the money on the PERE budget line is needed for probable assessments hade throughout the year.

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

Mrs. Gcover made a motion to accept the Bills Prevented for Payment. Miss Lougnren seconded and the motion was passed unanimously.

Miss Loughnon mode a motion to transfer \$35,000 from Statement Savings Account #02-073-0000177-0 to the checking account in Mid-Indic Bank to Cover current expenses. Mr. Pasmantier seconded the motion and it was corpled unanimously.

Mr. Pasmantier made a motion to scooph the Financial Statement as presented. Miss Longaren seconted the motion and 10 was carried manimously.

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 isone 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.

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DIRECTOR'S REPORT:

The library will not have eit-conditicting this summer, as the noit has been dismutted. Mrs. Surners will contact Mr. Second or set up a second with Mr. Lebsar the orderteet, and Mr. Filverscein--who has the sample controve for the air-conditioner. Mr. Sulversion has suggested to Brs. Reed that it might be possible to set up the sur-conditioning to inaction by using the witer and second system.

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COMPUTEES:

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Why Mrs. Grover reported of the desting that was note on Mry 3rd with the sufficementson. Thus, was more disression about the solificand vacation that for non-publicies const. Impleyees, but Fission ther suggested close no derision should be made till the Board spears with the formeric on Section 12th, and encil the Personnal Committee merces which the profession child.

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Me. Passencial publicity thranked Mrs. Simulation for her contribution of \$2,200 for the difference of pathroom to the Director's Office. Mer. Strates will write a letter of charks on benefit of the Board of Strates for her doortion.

(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:

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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,

a da Jas

Sandra Goss Secretary

Andrea Grover

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. Sofar, 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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DOMESTAL DRUGEN

1 4X 22 1938

Dering the month of day we experied on a could we blend plus some. Since there with a month of a sic a spectral me had to keep neat in the building the south a set a spectral point of south 200 guiltons of oil. Its constantly the out and road to call for more oil.

A doubser of employees have been swer thurshould only a function variation, although graduation externises or decayes of ultimated by having those on the job gut in our schools, or here manageds

No are trying to adjord the incomponions conversion of the fit construction in programs on the reaction patrons for the patiency and incorrecteding through completion of the profession However, two days during the wark of the light theremains area the dependence incorrection date books had to be closed of because of the gramendous means of each due to due by the profession of well. Also, the amove shell due to due to the the store the second well. Also, the amove shell due to due to the the store to she second these much the average shell off.

An elimpity loop had a nour-car recident Weith composition our parting lot. The structure car and the lot of the or our flactions from any appearer live foot control of the rare parts of the brows of the state lasurance and bolor, den the structure or our or and there a second in our probable structure.

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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.

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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.

Theed_

Director

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BUDGET REPORT

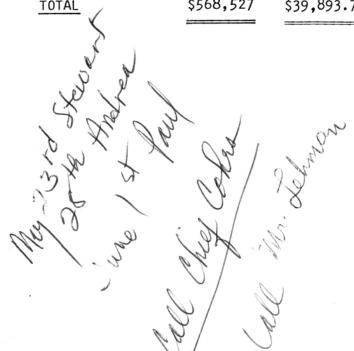
MONTH OF APRIL 1978

BILLS/

LIBRARY BOARD MEETING OF MAY 24, 1978

EXPENDITURES

* .					ACCTS.PAY-	
					ABLE AT	
			1978 Ассим-		4/30/78	
	D		ULATED BUDGET		Present-	
	PROPOSED	Dava	EXPENDITURES	UNEXPENDED	ED FOR	BUDGET
	BUDGET	PAID	PAID 4	BUDGET	PAYMENT	BALANCES
	1978	MONTH OF	Months Ended	BALANCE ON	AT THIS	AT
		APRIL 1978	4/30/78	4/30/78	MEETING	4/30/78
				A01.0 101 00		601.0 101. 00
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	<u>-0</u> -	-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
	2,000	-0-	-0-	2,000.00	26.02	1,973.98
MICROFILM	2,000	-0-	Ū	2,000,000	20.02	.,,,,,,,,,,
PERIODICALS, SERIALS	8 000	28.90	156.35	7,843.65	2.00	7,841.65
& NEWSPAPERS	8,000	-0-	355.84	344.16	2.00	344.16
PAMPHLETS	700			1,204.45	123.32	1,081.13
AUDIO-VISUAL-MATERIALS	1,500	85.46	295.55	6,576.00	12,02	6,576.00
INSURANCE	6,000	(353.00)	(576.00)	· · · · · · · · · · · · · · · · · · ·	159.14	1,882.50
TELEPHONE	2,500	161.14	458.36	2,041.64		
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 SV		-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	774.90	774.90	(774.90)		(774.90)
	45/0 507					
TOTAL	\$568,527	\$39,893.70	\$143,975.33	\$424,551.67	\$30,266.22	\$394,285.45



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
Ī	BALANCE AS OF 3/31/78	<u>\$ 78,778.01</u>	(<u>\$ 4,081.63</u>)	\$ 7,346.92	\$	404.42	<u>\$ 198.24</u>	\$ 326.25	<u>\$ 72,933.81</u>	\$ 1,650.00
	<u>Add:</u> Fines Non-Resident Fees Photocopy Telephone Rental-Books, etc. Micro Films Audio-Visual Lost Books	\$ 2,168.66		(1,750.97 (20.00 (265.55 (19.39 (82.65 (5.10 (25.00	¢	194.10				
	EXCESS PROPERTY SALE Town of W. O.	51.80	¢100,000,00		Ş	194.10	\$ 51.80			
11	TOTAL APRIL 1978	<u>100,000.00</u> \$102,414.56	<u>\$100,000.00</u> \$100,000.00	\$ 2,168.66	<u> </u>	194.10	\$ 51.80	-0-	-0-	-0-
111	TOTAL AVAILABLE I PLUS II	\$181,192.57				598.52	\$ 250.04	\$ 326.25	\$ 72,933.81	\$ 1,650.00
<u>1</u> V	Less: April 1978-Expenditures	39,893.70	39,893.70							
<u>v</u>	TOTAL CASH FUNDS	\$141,298.87	\$ 56,024.67	<u>\$ 9,515.58</u>	\$	598.52	<u>\$ 250.04</u>	\$ 326.25	<u>\$ 72,933.81</u>	\$ 1,650.00
	<u>Add:</u> Due from the Town of W.O. for 2nd, 3rd & 4th Qtr. But	DGET	368,527.00							
	Unexpended Budget Balance 4/30/	<u>78</u>	\$424,551.67							
	Less: Accounts Payable - 4/30/7	8	30,266.22							
	BUDGET BALANCE PER REPORT 4/30/7	8	\$394,285.45							
	<u>sh Funds Represented By:</u> Checking a/c Midlantic Nat'l Bank Midlantic Nat'l Bank-#02-073-0000 W.O. S & L Ass'n - #10085 Petty Cash - Cash Fund Petty Cash - Checking Fund Midlantic Nat'l Bank		\$ 41,259.39 80,203.91 19,125.33 326.25 (3.41) <u>387.40</u> <u>\$141,298.87</u>				LOST BOOK BOOK SALE Petty Casi Accumulat Accounts	eserves Fund	10 10 31/77	\$ 56,024.67 9,515.58 598.52 250.04 326.25 72,933.81 <u>1,650.00</u> \$141,298.87 <u>30,266.22</u> <u>\$111,032.65</u>

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APRIL 1978 BILLS PRESENTED FOR PAYMENT ON MAY 24, 1978

CHECKS ARE DATED APRIL 26, 1978

VOUCHE NUMBER		BUD	GET ALLOCATION	AMOUNT
3558	MIDLANTIC NAT'L BANK-W/T 4/30/78		SALARIES	\$ 1,571.12
3559	W.O. FEDERAL CREDIT UNION		SALARIES	286.05
3560	TOWN OF W.OHOSPITALIZATION-MAY '78		HOSPITALIZATIONS	1,085.83
3561	TOWN OF W.OSoc.Sec April 1978		SALARIES	1,612.58
3562	P.E.R.S. #20284-Pensions, Loans, etc.		SALARIES	1,423.84
3563	P.E.R.S. #20284-CONTRIBUTORY GROUP INS.		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 178		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			- 0- 1-
	QUARTER 1978		TRANSFER	387.40
			SALARIES	9,616.66
	NET PAYROLL 4/30/78 -#2824-2867	1.	SALARIES	9,376.27
	SUB-TOTAL			\$ 26,993.29
	Add: Checks #3454 - 3557 Presented for payment issued at April 26, 1978 mer	ETIN	G	13,874.20
	CHECKS ISSUED FOR THE MONTH OF APRIL 1978	<u> 8</u>		40,867.49
	LESS:			
	Снеск #3474 - Voided	2.	Books \$ 16.85	
	Снеск #3457 - Ретту Сазн		TRANSFER 200.00	
	CHECK #3567 - N.J. EMPLOYMENT SEC'Y.		TRANSFER 387.40	
	DEPOSITS -4/17 -RECORDS - REFUND			
	4/19 -INSURANCE REFUND	5.	INSURANCE 353.00	
			Воокз 13.45	973.79
	,			
Тс	DTAL EXPENDITURES - MONTH OF APRIL 1978			
	PER BUDGET REPORT			\$ 39,893.70

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

He Week

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

ewant Manken 44 By:

APRIL 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON MAY 24, 1978

CHECKS ARE DATED May 24, 1978

Voucher Number	PAYEE	Bud	GET ALLOCATION	AM	IOUNT
3568	Ретту Сазн		TRANSFER	\$	200.00
3569	MIDLANTIC NAT'L BANK-W.T5/15/78	1.		,	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.	-	SERVICE CONTRACTS		15.00
3574	AL'S AUTO PARTS, INC.		MAINT. MOB.		3.40
3575	AMERICAN HOTEL REGISTER CO.		Воокѕ		13.29
3576	American Library Ass'n		Books		3.50
3577	Arno Press, Inc.		Books		25.97
	ARNO FRESS, INC. Ass'n of American Medical Colleges		BOOKS		15.00
3578	AUTOMATIC DATA PROCESSING		Service Contracts	\$ 38.55	19:00
3579A	II II II	11.	II II	38.75	77.30
B			SUPPLIES		578.54
3580	AVERY LABEL		BOOKS	9.27	570.54
3581A	THE BAKER & TAYLOR COMPANIES	2.	DUUKS II	24.73	
B		2.	11	15.58	49.58
C				10.84	43.50
3582A	THE BAKER & TAYLOR COMPANIES		BOOKS		
В		2.		43.53	
C		2.		21.21	75.58
3583	THE BAKER & TAYLOR COMPANIES	-	BOOKS		6.06
3584	BLOOMFIELD WINDOW CLEANING CO.		MAINT. MAIN.		32.00
3585	R. R. Bowker		Books	0.00	45.00
3586A	BROADSTREET, INC.	4.	SUPPLIES	9.80	
В		4.	11	69.60	01 (0
C		4.	11	2.20	81.60
3587A	Brodart, Inc.	4.	SUPPLIES	30.62	
В		4.	11	97.43	
С		4.	11	7.31	
D			SERVICE CONTRACTS	195.00	107 7(
E	ji ii		SUPPLIES	107.40	437.76
3588	C. OF C. OF U.S.		Books		5.00
3589	CHAMBERS RECORD CORP.		A/V MATERIALS		46.39
3590	CHARLES PRESS PUBLISHERS	-	BOOKS		13.85
3591	CHILTON BOOK CO.		BOOKS		28.75
3592	CLIMATE GUIDE PUBLICATIONS		BOOKS		7.90
3593	COLLEGE ENTRANCE EXAMINATION BOARD	2.	Books		21.97
3594	DATA BUSINESS SYSTEMS, INC.		SUPPLIES	1.01. 17	265.20
3595A	DIMONDSTEIN BOOK Co., INC.	2.	Books	404.17	
B		2.	11	319.91	
C		2.	11	191.72	
D		2.	11	163.03	
E F		2.	11	277.83	
		2.		272.55	
G		2.		200.48	
H		2.		244.41	
1		2.		99.32	0 1.70 00
J		2.		299.91	2,473.33
3596	DOBBS BROS. LIBRARY BINDING CO. OF VA.	3.	BINDING	0.00	194.40
3597A	DOUBLEDAY & Co., INC.	2.	Books	9.09	
В		2.	. н Сп	24.86	
C		2.	ан Н	24.40	
D		2.		47.04	
E		2.		24.25	
F		2.		9.70	
G		2.		21.93	
, H		2.		46.70	
l		2.		7.26	
J		2.	H .	41.42	0/0 11
К	11 11 11 11	2.	1t	5.46	262.11

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APRIL 1988 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON MAY 24, 1978

CHECKS ARE DATED May 24, 1978

VOUCHER	Deves
NUMBER	PAYEE
3598	EBSCO SUBSCRIPTION SERVICES
3599	EURAIL GUIDE
3600	FACTS ON FILE, INC.
3601	FAIRCHILD BOOK DIVISION
3602	FARMER ELECTRICAL SUPPLY
3603	FRIENDS OF THE EARTH
3604	GALE RESEARCH CO.
3605A	GAYLORD BROS., INC.
В	11 II II
3606A	J. L. HAMMETT CO.
В	H H H H
3607	HARRISON STUDIO
3608	Instant Print by Schmidts
3609	THE INT'L CITY MGMT ASS'N
3610	Samuel Klein & Co.
3611A	LAPAT DUPLICATING & OFFICE SUPPLIES
В	
C	
3612	MANHEIM, KOSSON & NOVICK
3613A	MACMILLAN PUBLISHING Co., INC.
B C	
3614	Marquis Who's Who, Inc.
3615	MERCK &Co., INC.
3616	Modern Mass Media, Inc.
3617	J.M. Morehouse Printing Co., Inc.
3618	Motion Picture Enterprises, Inc
3619	NC News Service
3620	NATIONAL FUEL OIL, INC.
3621	NATIONAL GEOGRAPHIC SOCIETY
3622	NATIONAL REGISTER PUBLISHING Co., INC.
3623	N.J. BELL
3624	N.J. BELL
3625	N.J. CANDY & TOBACCO CO.
3626	New York University Press
3627A	PRENTICE HALL, INC.
B	
3628	PROMOTION MGR. DEPT.MAC MILLAN, INC.
3629	PUBLIC SERVICE E & G Co.
3630	R.F.I. SMALL ENGINE SERVICE
3631	REGENT BOOK Co., INC.
3632	RIDLEY ENSLOW PUBLISHERS
3633	CHARLES SCRIBNER'S SONS
3634A	Shar-Frey, Inc.
B	
3635 [°]	SILVER BURDETT CO.
3636	STATE INDUSTRIAL DIRECTORIES CORP.
3637	3 M Business Products Sales, Inc.
3638	United Nations
3639	GLENN VARGAS
3640	Wallace-Homestead Book Co.

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BUDGET ALLOCATION	<u>/</u>	AMOUNT
19. MAGAZINES		\$ 2.00
2. BOOKS		9.20
2. BOOKS		6.26
2. BOOKS		83.00
6. MAINT. MAIN.		60.96
2. Books		6.95
2. BOOKS	1	25.69
4. SUPPLIES	\$106.67	
4. "	14.10	92.57
4. SUPPLIES	33.60	
4. "	3.31	36.91
21. A/V MATERIALS		16.80
4 SUPPLIES		15.75
2. Books		24.00
Αυσιτ		1,650.00
4. SUPPLIES	13.80	.,.,.
4. "	26.00	
		240.00
T .	200.20	
23. MGMT. SERVICES	0.4.0	808.00
2. BOOKS	8.43	
2. "	14.01	
2. "	22.12	44.56
2. Воокз		54.50
2. Воокs		10.78
21. A/V Softwear		60.13
4. SUPPLIES		121.50
2. MICROFILMS		17.52
2. BOOKS		20.16
6. MAINT. MAIN.		237.44
2. BOOKS		7.95
		86.00
2. Books		
9. TEL.		147.28
9. TEL. T.C.		11.86
4. SUPPLIES		87.50
2. Books		21.75
2. Books	23.06	
2. "	28.97	52.03
2. Воокs		7.50
6. MAINT. MAIN.		873.55
17. EQUIP. REPAIR		112.12
2. BOOKS		23.88
2. Books		24.03
2. BOOKS		42.00
2. BOOKS 2. BOOKS	20.36	12:00
		36.68
	7.80	-
		10.05
2. BOOKS		91.50
4. SUPPLIES		197.37
2. BOOKS		43.90
2. Books		17.50
2. Books		6.36

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

				ARE DATED 24, 1978
Voucher Numb e r	PAYEE	BUDGET ALLOCATION		AMOUNT
3641 3642 3643	Westview Press, Inc. The H. W. Wilson Co. Worrall Publications, Inc.	2. Воокs 2. Воокs 2. Воокs		\$
	SUB-TOTAL			\$ 33,929.35
	Less: Check #3568 - Petty Cash Check #3569 - Midlantic Nat'l Bk Check #3570 - W.O.Credit Union Check #3614 - Samuel Klein & Co.		\$200.00 1,527.08 286.05	
	Accounts Payable - 1	2/31/77	1,650.00	3,663.13
	TOTAL ACCOUNTS PAYABLE - PER BUDGET REPOR APRIL 30, 1978	<u>T</u>		\$ 30,266.22

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Week

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

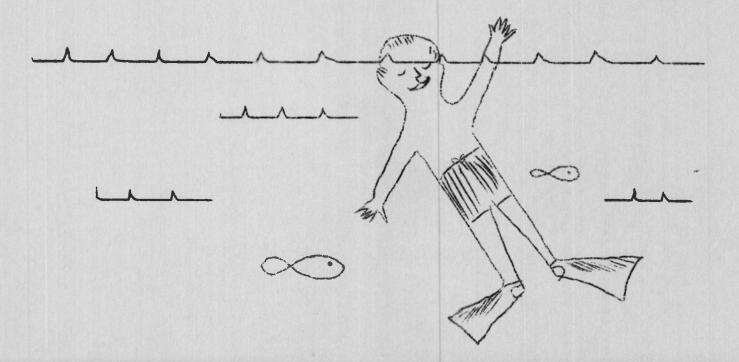
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AGENDA

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



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- 9. Communications
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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.

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ALDOLLER

(115. Norman made a motion to accept the Huntes of the May.20. 1973 Board of Srustees meating. Mr. Rupferer seconded the motion, and is was carried upenimously.

VALUMMER.2 SECOND

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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.

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

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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

CONVILLESS:

Building and Grounds:

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CONTRACTOR SPACE OF STREET

Hzs. Gilliganorold invited the popriot Trustees to actend 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,

Sendra Gard

Secretary

Andrea Grover

Secretary, Board of Trustees

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VODORA ISME

Mediing was adjourned at 19:30 P.H.

Respectative submitted,

Sandra Sous

Audrea Grover de Trusteo Secretary, Board of Trusteo

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

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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.

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Lola N. Ree Director

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BUDGET REPORT

MONTH OF MAY 1978

LIBRARY BOARD MEETING OF JUNE 28, 1978

		E	XPENDITURES		BILLS/ ACCTS.PAY- ABLE AT	•
			1978 [:] Accum- Ulated Budget		5/31/78 Present-	
	PROPOSED	-	EXPENDITURES	UNEXPENDED	ED FOR	BUDGET
	BUDGET	PAID	PAID 5	BUDGET	PAYMENT	BALANCES
	1978	Month of	MONTHS ENDED	BALANCE ON	AT THIS	AT
		<u>MAY 1978</u>	5/31/78	5/31/78	MEETING	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
Αυσιτ	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
Βοοκς	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-		-0-
STAFF FURNITURE	_0_ _0_	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	<u>-0-</u> 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- -0-	4,688.07	16,311.93		16,311.93
PUBLIC EMPLOYEES RETIRE		-0-	4,000.07	10,011,00		
MENT SYSTEM	24,000	21,239.00	22,029.73	1,970.27		1,970.27
	-0 -	-0-	-0-	-0-		-0-
FIRE ALARM	_0_ _0_	-0-	-0-	-0-		-0-
BURGLAR ALARM	1,000	-0-	659.52	20- 340.48	44.25	296.23
JANITORIAL SUPPLIES Supplemental-Janitor Sv		-0- -0-	-0-	4,000.00	*****	4,000.00
SUPPLEMENTAL-JANITOR SU Unemployment Insurance	-0-			<u>(774.90</u>)		(774.90)
TOTAL	\$568,527	\$ 58,089.63	\$202,064.96	\$366,462.04	\$ 6,634.73	\$359,827.31

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

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	I	-0ST 300K TUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	ACCOUNTS PAYABLE 12/31/77
I BALANCE AS OF 4/30/78	\$141,298.87	<u>\$ 56,024.67</u>	<u>\$ 9,515.58</u>	\$	<u>598.52</u>	<u>\$ 250.04</u>	\$ 326.25	<u>\$ 72,933.81</u>	\$ 1,650.00
ADD: Fines Non-resident fees Photocopy Audio-Visual Rental - Books, etc. Memorial Books Telephone Micro Films	\$ 2,453.00		(1,762.68 (20.00 (287.85 (50.00 (82.15 (5.55 (10.87 (3.90						
DONATIONS	130.26		(230.00	ć	130.26				
Lost Books Excess Property Sale	66.24			Ş	130.20	\$ 66.24			
11 TOTAL - MAY 1978	\$ 2,649.50	-0-	\$ 2,453.00	\$	130.26	\$ 66.24	-0-	-0-	-0-
III TOTAL AVAILABLE I PLUS II	\$143,948.37	\$ 56,024.67	\$ 11,968.58	\$	728.78	\$ 316.28	\$ 326.25	\$ 72,933.81	\$ 1,650.00
IV LESS: May 1978 - Expenditures	59,739.63	58,089.63							1,650.00
V TOTAL CASH FUNDS	<u>\$ 84,208.74</u>	(\$ 2,064.96)	<u>\$ 11,968.58</u>	\$	728.78	\$ 316.28	\$ 326.25	\$ 72,933.81	-0-
ADD: DUE FROM THE TOWN OF W.O. FOR 2ND, 3RD, & 4TH QTR. BUDGE UNEXPENDED BUDGET BALANCE 5/31 LESS: ACCOUNTS PAYABLE 5/31/78	т /78	<u>368,527.00</u> \$366,462.04 <u>6,634.73</u>							
Budget Balance per report 5/31	/78	\$359,827.31							
CASH FUNDS REPRESENTED BY: CHECKING A/C, MIDLANTIC NAT'L BA MIDLANTIC NAT'L BANK #02-073-000 W.O. S & L Ass'N 10085 PETTY CASH -CASH FUND PETTY CASH -CHECKING FUND MIDLANTIC NAT'L BANK-#02-073-000	.nк 01770	$\begin{array}{r} \underbrace{\begin{array}{c} \underbrace{\begin{array}{c} 5222,527,527}{527,527,527}\\ & \underbrace{\begin{array}{c} 632,527}{526,25}\\ \underbrace{\begin{array}{c} 19,125,33\\ & 526,25\\ \hline & 3.41 \\ \underline{}\\ & \underline{}\\ \underline{\\ \underline{}\\ \\$				LOST BOOK BOOK SALE Petty Cas Accumulat	eserves Fund Fund s & Excess Pro h & Change Fui ed Revenue Fui	N D N D	(\$ 2,064.96) 11,968.58 728.78 316.28 326.25 72,933.81 \$ 84,208.74
					5 	LESS: ACC	ounts Payable	5/31/78	<u>6,634.73</u> \$77,574.01

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MAY 1978 BILLS PRESENTED FOR PAYMENT ON JUNE 28, 1978

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

TOTAL EXPENDITURES - MONTH OF MAY '78 PER BUDGET REPORT

.

PAYMENT RECOMMENDED BY:

Cla n. Reed

PAYMENT APPROVED BY:

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

CPA lum By:

\$ 58,089.63

MAY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JUNE 28, 1978

CHECKS ARE DATED JUNE 28, 1978

VOUCHE NUMBER		BUI	DGET ALLOCATION	AMOUN	<u>T</u>
3654	Petty Cash		TRANSFER	\$	200.00
3655	MIDLANTIC NAT'L BANK-W.T6/15/78	1.			1,578.97
3656	W.O. FEDERAL CREDIT UNION-6 15/78	1.	SALARIES		286.05
3657	A. ABORN EXTERMINATING CO., INC.	11.		тs	15.00
3658	AL'S AUTO PARTS, INC.	8.	MAINT. MOB.		23.19
3659	AMERICAN ASS'N FOR STATE & LOCAL HISTORY	2.	Βοοκε		20.75
3660	AMERICAN COLLEGIATE EMPLOYMENT INSTITUTE	2.	BOOKS		7.95
3661	AMERICAN DENTAL ASS'N	2.	BOOKS	\$ 16.00	45.00
3662A	AMERICAN LIBRARY ASS'N	2. 2.	BOOKS	\$ 16.00 6.75	22.75
B		2.	Βοοκε	0.75	7.20
3663 3664A	Arco Publishing Co., Inc. Automatic Data Processing	11.	Service Contrac	тѕ 39.45	,
B	II II II	11.		38.55	78.00
3665	THE BAKER & TAYLOR CO.	2.	Books		94.81
3666A	THE BAKER & TAYLOR Co.	2.	Воокѕ	25.39	
B		2.	11	(12.21)	13.18
3667	A. M. BEST CO.	2.	Books		10.00
3668A	R. R. BOWKER	2.	Books	15.95	
В	н н ј н	2.	11	21.50	
Ċ	U 11 U	2.	11	14.95	
D	н н н	2.	11	45.00	
Ε		2.	11	90.00	
F	11 11 11	2.	11	35.00	222.40
3669A	BROADSTREET, INC.	4.	SUPPLIES	10.25	
В		4.		133.10	
С		4.	11	17.40	176 76
D		4.		15.00	175.75
3670	Brodart, Inc.	4.	SUPPLIES		10.85 21.00
3671	C. W. ASSOCIATES	2.	BOOKS		
3672	CHAMBERS RECORD CORP.		A/V MATERIALS Conventions		31.55 57.90
3673 3674	Emma-Lou Czarnecki Deacon Press	4.	SUPPLIES		38.00
3675A	DIMONDSTEIN BOOK Co., INC.	2.	BOOKS	192.30	J 0 .00
B		2.	11	280.95	
C	11 II II II	2.	11	251.44	
Ď		2.	н	109.42	
Ē	11 II II II	2.	11	(35.10)	
F	н н н н	2.	11	174.52	
G	и и и и _с	2.	11	183.76	
Н	H H H H	2.	П	315.01	
- I	11 11 11 11	2.	11	155.53	
J	н н н н	2.	11	237.76	1,865.59
3676	DOBBS BROS. LIBRARY BINDING CO.	3.	BINDING	- 17	53.32
3677A	DOUBLEDAY & CO., INC.	2.	Books	5.46	
. В		2.	11	52.80	
С		2.	11 11	8.48	
D		2.	11	15.75 8.48	
E		2.		9.70	
F	11 11 11	2. 2.		36.60	
G		2.	H	38.80	
н		2.	II II	6.38	
J	11 U U	2.	11	14.55	
K		2.	н	22.48	
L	н	2.	н	5.46	
. M	11 II II	2.	11	5.46	
N	11 II II	2.	н	18.75	249.15

MAY 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JUNE 28, 1978

Checks are Dated June 28, 1978

VOUCHER NUMBER

PAYEE

3678	Educational Testing Service
3679	EUROPA PUBLICATIONS LIMITED
3680	GALE RESEARCH CO.
3681	HUMANITIES PRESS
3682	Kaufman's Sentry Hardware
3683	THE KIRKUS SERVICE, INC.
3684	LAPAT DUPLICATING & OFFICE SUPPLIES
3685	Lea & Feibiger
3686	MC GRAW-HILL BOOK CO.
3687	Mac Millan Publishing Co., Inc.
3688	Manheim, Kosson & Novick
3689	Marquis Who's Who, Inc.
3690	Morris County Farms, Inc.
3691A	
B	NEW JERSET DELL
3692A	
B	
3693	N.J. C.T.
3694	
3695	
3696	
	PHYSICIANS' DESK REFERENCE
	PHYSICIANS' DESK REFERENCE
	PITNEY BOWES
B	H II
3700	R. L. Polk & Co.
3701A	
B	
C	11 11 11
D	11 11 11
3702A	PRESCRIPTION CENTER
5702A B	II II
C	11 11
	PUBLIC SERVICE E & G Co.
	Q CORPORATION
3705 3706	RANDOM HOUSE, INC.
	Regent Book Company, Inc. Shar-Frey, Inc.
	SHAR-FRET, INC. Silver Burdett Co.
В 3709	
3710	STATE INDUSTRIAL DIRECTORIES CORP.
	STATE OF N.J. DIV. OF LOCAL GVT. SVCS.
3711	SUBURBAN HOMES GUIDE
3712	SVE. SOCIETY FOR VISUAL EDUCATION, INC.
3713	TEMPLE UNIVERSITY PRESS
3714	3 M BUSINESS PRODUCTS SALES, INC.
	West Publishing Co., Inc.
3716	WESTON WOODS

BUI	DGET ALLOCATION		AMOUNT	
2.	Books		\$	4.00
2.	Βοοκε		•	94.50
2.				42.77
	BOOKS			22.50
4.	SUPPLIES-JANITO	RIAL		5.00
19.	MAGAZINES			90.00
4.	SUPPLIES			60.60
2.	Books			30.05
2.	Books			24.73
2.	Books			27.06
23.	Management Serv	ICE		808.00
2.	Books			54.50
4.	SUPPLIES-JANITO			39.25
9.	Telephone	\$ 167.0		
9.	п ,	159.6		326.68
9.	TELEPHONE	11.4		
9.	11	15.6	<u>3</u>	27.03
4.	SUPPLIES			87.50
4.	SUPPLIES-JANITO	RIAL		66.18
2.	Books			5.95
2.	Books			7.89
2.	Books			20.50
2.	Books	10 (1		10.75
4.	SUPPLIES	10.64		
11.	SERVICE CONTRACT	T <u>S 35.2</u>	2	45.89
2.	BOOKS	C 21		39.65
2.	Books	5.3		
2.		5.52		
2. 2.		22.81		61.64
21.	,	28.00		01.04
21.	A/V MATERIALS	7.00 12.27) 7	
21.	11 11	6.55		25.82
6.	MAINTMAIN.		2	868.26
2.	Books			8.00
21.	A/V MATERIALS			17.11
2.	Books			79.98
2.	Books			6.15
2.	BOOKS	26.76	5	0.19
2.	н	9.62		36.38
2.	Books		-	90.25
2.	Books			15.00
2.	BOOKS			5.80
21.	A/V MATERIALS			38.00
2.	Books			15.52
11.	SERVICE CONTRACT	rs		250.00
2.	BOOKS			25.00
21.	A/V MATERIALS			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

VOUCHE NUMBER		BUD	GET ALLOCATION	AM	IOUNT
3717	Young's News Service	20.	NEWSPAPERS		\$ 51.80
	SUB-TOTAL				\$ 8,699.75
	Less: Check #3654 - Petty Cash Check #3655 - Midlantic Nat'l Bank	1.	Transfer Salaries	\$ 200.00 1,578.97	
	CHECK #3656 - W.O. FEDERAL CREDIT Union	1.	SALARIES	286.05	2,065.02
	TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT MAY 31, 1978	-			\$ 6,634.73

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

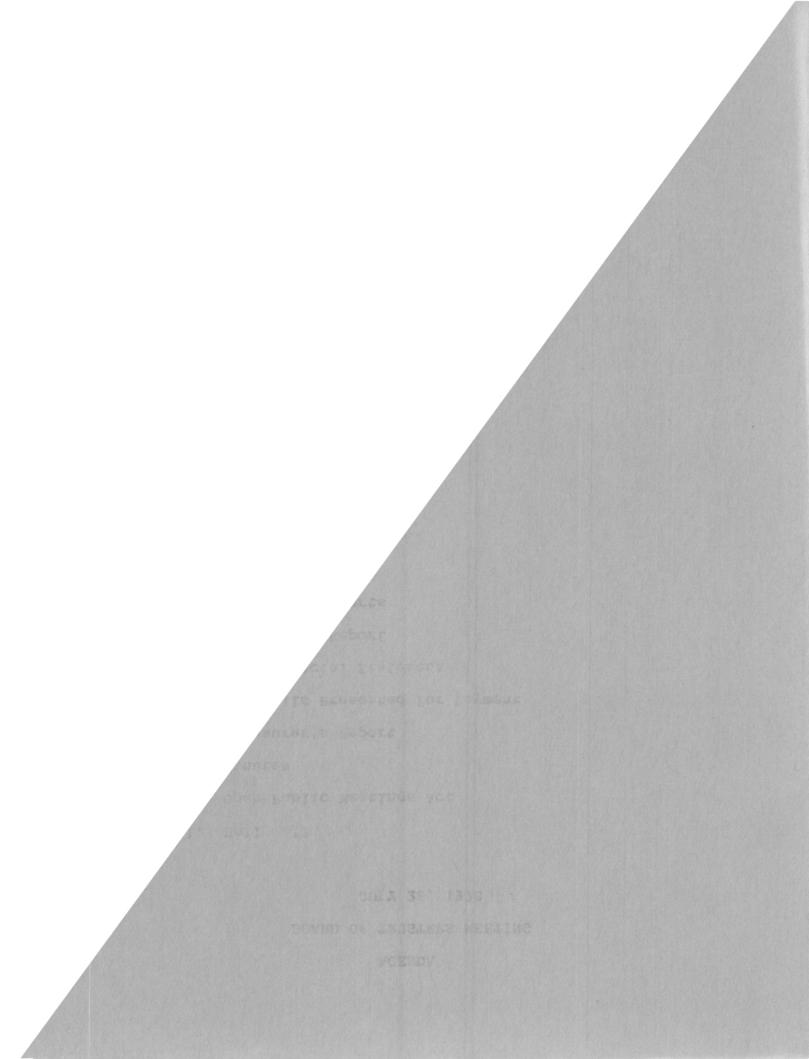
CPA A -L. By:

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



- 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:

Υ.

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 <u>Will</u> 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.

BOACH OF TRUSTERS JEATING JULY 25, 1975

The marking was defied of order by Pressoent above 0. stranss at 0410 F. N. The relievance members were presents Andrea Grover, Paul Leamannes. Willing Sages, and Filliam O'Meill chastitating a guorus. M. O Nolli has been appeared alternate for the new Mayor, Namel A Spins. Also present were Stewart Manheim, Board Mayors, Lamuel A Spins. Also present were Stewart Manheim, Board Mayors is, and tota Reed. Birchard. Ada Berger, representing the Foulement Association was also in attendated.

OREN REPEALSMENT OF THE WORKS .

The Pressbart opened the mattern and success that on January 3. 1975 to accontance with Provide that 1975, Chapter 231, approved Open 21, 1975 and known as the "Open Public Martings Act", proper motion of the mating and sill hybrary Board meetings Act", proper 1978 was posted, and shall member beard throughout the gran on the official Main Mibrary Onlictin Prand. Was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "Star-Ledger", Chronicle", the Record Post-aged, and Was hand-belivered to the Work official.

M. 407.034

My. Permoutist made a motion to accept the Munutes of the June 28. 1978 Postd of Erusfield meeting with the following corrections P. 2, saturable? under Judget-Athe word Mitt to be eliminated from first saturable. We Snyosu sciended the Safion, and it was corrited unaninstaly.

A CONVERTENCE AND OBJA

[14] DALES A. M. GRADING F. J. J. M. BARNAR, M. J. M. BARNAR, M. J. M. BARNAR, M. B. M. BARNAR, M. B. M. BARNAR, M. B. M. BARNAR, M. B. M. BARNAR, M. B

Mr. Second for the second of the second of the second for some for a fire second for sec

(1) The Fluxuminities and several track the book lines be used for the explication with \$22,000 (244) in posidial to complicite the proceeding for budget. The book used have \$49,000, 06, 19 all land explorated condistant standing orders of a in the alreque of confiss and concerned by the provint standing orders payments. At if associates the sequence that the fisse standing orders but revented. It was also corresponded by fisses. Standary the the A/V line be hope on the discount of the second by fisses. Standary the the A/V line be hope on the discount of the second second by the first Standary to be the A/V

 These Genver made a succesh that share the ind gatzport check from the The a bearines relatived to the analysis of \$124.060, \$55,000 should be treasformed (real Statement, Savingar Roct, Srp.475-0609 to the obea) for accurate or will apply prove to every ever entropy enges. Mr. Sage sa stronged the method contract of the second second and relative. 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.

(i) a particit (Storgenor);

Mr. Pismentier made a college to adapt the Fibineial Statement as presented. Mr. Sagers seconded the metion, and it was passed matrixed ().

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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

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1) Personnel:

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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,

Sander Gras

Sandra Goss, Secretary

andrea Govers

Andrea Grover, // Secretary Board of Trustees

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Respectrully submitted

Sandra Goss, Secretary

Board of Trusteen Andrea Crover //Secretary

4)

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. Urguhart, 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 <u>Bridge to Terabithia</u> and the Caldecott medal was presented to Peter Spier for <u>Noah's Ark</u>.

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.

DIRECTOR'S

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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.

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Lola N. Ree Director

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- 1. LIBERIY TRANSPORTATION AND CECERCE COMPAGE Er. J. LEFARIN Representative
- An States Version (1975) (1975) An September (1975) Marin Marin (1975) (1975) (1975) (1975)
- ST NUMBER OF STR

AC. J MULVELDA, Representative

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Mrs. Nargaret Repacht and Peter Parks Reported on the

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BUDGET REPORT

MONTH OF JUNE 1978

LIBRARY BOARD MEETING OF JULY 26, 1978

		E	X PEND I TURE S		BILLS/	
					Accts.Pay	v _ [°]
1					ABLE AT	(-
			1978 Accum-		6/30/78	
			ULATED BUDGE	.	0/30/70 Present-	I
	APPROVED		EXPENDITURES			BUDGET
	BUDGET	PAID	PAID 6	BUDGET	PAYMENT	BALANCES
	1978	Month of	MONTHS ENDED			AT
		JUNE 1978	6/30/78	6/30/78	MEETING	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		868.26	6,991.49	16,008.51	1,851.19	14,157.32
MAIN LIBRARY-OITLITTES	7,000	-0-	638.67	6,361.33	180.83	6,180.50
	540	-0- -0-	-0-	540.00	135.00	405.00
TORY CORNER-RENTAL		23.19	1,248.17	6,251.83	99.69	6,152.14
BOOKMOBILE	7,500			•	182.30	2,397.21
SERVICE CONTRACTS	4,000	378.25	1,420.49	2,579.51	3,909.57	29,592.06
BOOKS	55,000	3,262.60	21,498.37	33,501.63	662.25	6,930.19
SUPPLIES-LIBRARY	11,500	339.27	3,907.56	7,592.44	002.27	1,973.98
MICROFILM	2,000	-0-	26.02	1,973.98		19272020
PERIODICALS, SERIALS				- (0	27.00	7 //1 05
& NEWSPAPERS	8,000	141.80	300.15	7,699.85	37.90	7,661.95
PAMPHLETS	700	-0-	355.84	344.16	0	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
		-0-	-0-	1,800.00		1,800.00
EQUIPMENT-LIBRARY	1,800	-0- -0-	-0-	-0-		-0-
SHELVING-BOOKS	-0-	-0-	-0- -0-	-0-		-0- -0-
READING ROOM-CHAIRS	-0-		-0-	-0- -0-		-0- -0-
STAFF FURNITURE	-0-	-0-		387.88		387.88
MAINTENANCE EQUIPMENT	500	-0-	112.12			1,500.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		11,481.12
SOCIAL SECURITY	21,000	4,830.81	9,518.88	11,481.12		11,401,12
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 SV		-0-	-0-	4,000.00	128.60	3,871.40
UNEMPLOYMENT INSURANCE	-0-	646.65	1,421.55	(1,421.55)		(1,421.55)
TOTAL	\$568,527	\$ 40,356.50	\$242,421.46		\$ 8,952.02	\$317,153.52
PER RESOLUTION 6/28/78	22,105		<u></u>	22,105.00		22,105.00
TOTAL APPROVED BUDGET	\$546,422			\$304,000.54		\$295,048.52
TOTAL APPROVED DODGET	, yy y 0, <i>y</i> ∠2		:			→ <u></u>
 PROVIDED BY TOWN OF WEST ORANGE 	\$448,489					
2. ADD'L COMMITTMENT PE						
MEETING WITH TOWN						
COUNCIL 6/12/78	25,000					
TOTAL PROVIDED BY TOWN	\$473,489					
3. PROVIDED BY LIBRARY						

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3.	PROVIDED BY LIBRARY	
	FROM 1977 ACCUMULATED)
	Revenue Fund	72,933
To	TAL APPROVED BUDGET	\$546,422

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

THE	MONT	H OF	JUNE	197
-	_			-21

		TOTAL ALL FUNDS	.BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVE FUND	
	BALANCE AS OF 5/31/78 Add:	\$ 84,208.74	(<u>\$ 2,064.96</u>)	\$ 11,968.58	<u>\$ 728.78</u>	\$ 316.28	\$ 326.25	<u>\$ 72,933.81</u>	
	FINES Non-Resident Fees Photocopy Book Rentals Micro-Film Audio-Visual	\$ 2,164.12		(1,909.83 (30.00 (106.40 (85.60 (1.60 (30.69					
	LOST BOOKS Excess Property Interest Transfer-Resolution 6/28/78	99.27 146.65 1,254.66	\$ 72,933.00	1,254.66 .81	\$ 99.27	\$ 146.65		(\$ 72,933.81)	
Ξ	TOTAL-JUNE 1978	\$ 3,664.70	\$ 72,933.00	\$ 3,419.59	\$ 99.27	\$ 146.65	-0-	(<u>\$ 72,933.81</u>)	
$\frac{111}{1V}$	TOTAL AVAILABLE I PLUS II LESS:	\$ 87,873.44	\$ 70,868.04	\$ 15,388.17	\$ 828.05	\$ 462.93	\$ 326.25	-0-	
	JUNE 1978 EXPENDITURES	40,356.50	40,356.50						
<u>v</u>	Total Cash Funds Add: Due from the Town of W.O. for 3rd & 4th Qtr. Budget	<u>\$ 47,516.94</u>	\$ 30,511.54 <u>273,489.00</u>	<u>\$ 15,388.17</u>	<u>\$ 828.05</u>	<u>\$ 462.93</u>	\$ 326.25		
	UNEXPENDED BUDGET BALANCE 6/30/7	78	\$304,000.54						
	Less: Accounts Payable 6/30/78		8,952.02						
	BUDGET BALANCE PER REPORT 6/30/7	78	\$295,048.52						
	CASH FUNDS REPRESENTED BY: CHECKING A/C MIDLANTIC NAT'L BA MIDLANTIC NAT'L BANK #02-073-00 W.O. SAVINGS & LOAN ASS'N 1008 PETTY CASH - CASH FUND PETTY CASH - CHECKING FUND MIDLANTIC NAT'L BANK-#02-073-00 UNEMPLOYA	0001770 35 001161-0-	\$ 1,784.17 25,225.67 19,375.66 126.25 287.33 <u>717.86</u> <u>\$ 47.516.94</u>			Lost Book Book Sales Petty Cash	serves Fund	D	\$ 30,511.54 15,388.17 828.05 462.93 <u>326.25</u> \$ 47,516.94 8,952.02 \$ 38,564.92

JUNE 1978 BILLS PRESENTED FOR PAYMENT ON JULY 26, 1978

Check	S ARE	E DATED
JUNE	28,	1978

VOUCHE NUMBER		BU	DGET	ALLOCA	TION			
3718	P.E.R.S. #20284, PENSION, LOANS		SAL				Ş	1,072.31
3719	P.E.R.S. #20284, CONTRIBUTORY GROUP INS.			ARIES				149.59
3720	P.E.R.S. #20284, SUPPLEMENTAL ANNUITY	1.		ARIES				39.00
3721	MIDLANTIC NAT'L BANK-F.W.T. 6/30/78	1.		ARIES				1,658.81
3722	W.O. FEDERAL CREDIT UNION	1.		ARIES				286.05
3723	TOWN OF W.O. JULY '78 HOSPITALIZATION	26			ZATION			1,085.83
3724	TOWN OF W.O. SOC.SEC.EMPLOYEES JUNE '78	1.	SAL	ARIES				1,618.62
3725	TOWN OF W.O., SO.SEC.EMPLOYERS - 2ND	~ 7	F					1. 020 01
270/	QUARTER 1978				OC.SEC.			4,830.81
3726	POSTMASTER		Pos					300.00
3727	STATE OF N.J. GROSS INCOME TAX JUNE '78	28.	SAL					546.94
3728	Town of W.O Administrative Charge N.J. Employment Security Agency - 2nd	20.	ADM	INISTR	ATTON			1.00
3729	QUARTER 1978	20	Un.	Luc				646.65
2720	N.J. EMPLOYMENT SECURITY AGENCY - 2ND	29.	UN.	INS.				040.05
3729	Quarter 1978		TRA	NSFER				323.42
3730	W.O. FREE PUBLIC LIBRARY-UN. INS.FUND	1	SAL					98.50
5750	NET PAYROLL - $5/15/78$ (44)		SAL					9,365.98
	NET PAYROLL - $5/30/78$ (43)		SAL					10,071.03
	$NETTATROEL = \mathcal{J}/\mathcal{J}\mathcal{J}/\mathcal{J} (\mathcal{A}\mathcal{J})$		SAL	ARIES				10,0/1.05
	SUB-TOTAL						\$	32,094.54
	Add: Checks #3654-3717 Presented for							
	PAYMENT ISSUED AT JUNE 28, 1978 MEET	ING						8,699.75
	CHECKS ISSUED FOR THE MONTH OF JUNE 1978						Ş	40,794.29
	ADD: PETTY CASH CHECKS - APRIL, MAY &							
	JUNE 1978 - #1093 - 1120							309.26
	SUB-TOTAL						\$ 1	41,103.55
	LESS:						•	,
	CHECK #3654, PETTY CASH CH. A/C		TRANS	SFER		\$ 200.00		
	CHECK #3729, N.J. EMPLOYMENT SECURITY		TRANS			323.42		
	DEPOSITS - JUNE 7		Books			4.75		
	" - JUNE 16	4.	SUPPL	IES		11.95		
	" - JUNE 16		Воокз			25.00		
	" - JUNE 19	2.	Воокз	S		17.00		
	'' – JUNE 12-OLIVETTI-DISCOUNT	4.	SUPPL	IES		108.05		
	Petty Cash Checks -							
	#1093 - W.O.PUBLIC LIBRARY		Lost	Books	Refunds	15.00		
	1101 - 11 11 11		- 11	н	11	10.25		
	1111 - Andrea Saft			11	11	3.25		
	1113 - MICHALINE MAUNO		н		н	2.71		
	1114 - W.O. PUBLIC LIBRARY		н	н	11	4.23		
	1115 - " " "		11	11	н	8.00		
	1118 – יי יי יי		н	£1	11	5.49		
	1120 - '' '' ''		н	11	11	 7.95		747.05
	TOTAL EXPENDITURES - MONTH OF JUNE 1978 -							
	PER BUDGET REPORT						\$ L	+0,356.50
								and the second property states and the

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PAYMENT RECOMMENDED BY:

sla Week

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT. MANHEIM KOSSON & NOVICK, CPA'S fle. hen P CAA a. By:

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

DATE	VOUCHER N	0. PAYEE	BUDGET ALLOCATION	AMOUNT
1978				
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 6/7	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

PAYMENT RECOMMENDED BY:

Fola Wheed

PAYMENT APPROVED BY:

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

BY: flewant manken CAA

\$

309.26

JUNE 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JULY 26, 1978

CHECKS ARE DATED JUNE 28, 1978

VOUCHE	
NUMBER	
3758A	DOUBLEDAY & Co., INC.
B C	
D	
E	
F	11 11 11 11
G	11 11 11 11
Н	11 11 11 11
I	11 11 11 11
J	
3759	EDUCATORS PROGRESS SERVICE, INC.
3760 3761	EUROPEAN PUBLISHER'S REPRESENTATIVES FARMER ELECTRICAL SUPPLY
3762	GALE RESEARCH CO.
3763	GANN LAW BOOKS
3764	THE STEPHEN GREENE PRESS
3765	INDEPENDENT PUBLISHERS GROUP
3766	Indiana University Press
3767	THE INSTITUTE FOR RESEARCH
3768	KTAV PUBLISHING HOUSE, INC.
3769A	KAUFMAN'S SENTRY HARDWARE
B C	
3770	WALTER KIDDE SALES & SERVICE CO.
3771A	LAPAT DUPLICATING & OFFICE SUPPLIES
B	
3772	Larousse & Co., Inc.
3773A	LEWIS PAPER & SUPPLY
В	
C	
3774 3775A	LIBRARY BINDERY CO. OF PA., INC.
B	MACMILLAN PUBLISHING CO., INC.
C	н н н
D	н н н
3776А В	MANHEIM, KOSSON & NOVICK, CPA'S
3777	Moody's Investors Services
3778	NATIONAL AUDIO-VISUAL ASS'N, INC.
3779	NATIONAL FUEL OIL, INC.
3780A B	New Jersey Bell
3781	N.J. LEGISLATIVE MANUAL
3782	N.J. DEPT. OF COMMUNITY AFFAIRS
3783 3784	New York University Press
3785	E & M O'Hara, Inc. Oryx Press
3786	Perdue Radio Co.
3787	POPULAR PERIODICAL INDEX
3788	PRENTICE HALL, INC.
3789a	PRESCRIPTION CENTER
B	
C	
D E	
C	

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BUD	GET ALLOCATION	AA	10UNT	
2.	Books	\$ 14.58		
2.	11	7.50		
2.		49.30		
2.	11	9.70		
2.	11	9.70		
2.	н	16.35		
2.	н	8.48		
2.	н	24.40		
2.	н	9.70		
2.	н	<u> </u>	\$	153.68
2.	Books		Ŧ	15.70
2.	Βοοκε			4.95
6.	MAINT. MAIN.			60.96
2.	Βοοκς			36.00
2.	BOOKS			24.00
2.	Books			12.57
2.	Βοοκς			25.69
2.	Βοοκς			5.31
2.	Βοοκε			12.30
2.	Βοοκε			26.04
4.	SUPPLIES-JAN.	66.00		
4.	11 11	5.49		
4.	н н	16.99		88.48
6.	MAINT. MAIN.			38.25
4.	SUPPLIES	46.00		
4.	11	109.50		155.50
2.	Books			23.45
4.	SUPPLIES -JAN.	234.50		
4.	н н	33.35		
4.	H 11	44.50		312.35
3.	BINDING			93.60
2.	Books	26.33		
2.	11	9.23		
2.	11	8.03		
2.	11	20.12		63.71
23.	MGMT. SERVICES	210.00		
23.		850.00		1,060.00
2.	Books			160.00
2.	Books			18.50
6.	MAINT.MAIN.	170.00		164.78
9.	TELEPHONE	170.89		101. 00
9.		13.19		184.08
2. 20.	BOOKS			10.00
	PAMPHLETS			2.00
2. 6.	Books Maint. Main.			18.65
2.	BOOKS			49.62
21.	A/V MATERILAS			15.45 103.50
2.	BOOKS			15.00
2.	BOOKS			12.80
21.	A/V MATERIALS	11.36		12.00
21.	1 H	(3.38)		
21.	н н	3.18		
21.	н н	10.80		
21.	н н	5.32		27.28
				_,

JUNE 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JULY 26, 1978

CHECKS ARE DATED JULY 26, 1978

VOUCHE	R
NUMBER	
3731	W.O. FEDERAL CR. UNION
3732	Midlantic Nat'l Bank
3733	A. Aborn Exterminating
	ABINGDON
	AL'S AUTO PARTS, INC.
	AMA/Com.
	American Political Science Ass'n. Automatic Data Processing
B	
3739A	THE BAKER & TAYLOR COMPANIES
В	
C D	
3740A	THE BAKER & TAYLOR COMPANIES
B	
Č	H H H H H
D	н н н н н
3741	BEEKMAN PUBLISHER'S INC.
3742	BLOOMFIELD WINDOW CLEANING CO.
3743	BNAI B'RITH CAREER & COUNSELING SVCS.
3744	THE BOBBS MERRILL Co., INC.
3745A	R.R. BOWKER
в 3746А	BROADSTREET, INC.
B	II II
Č	H H
3747A	Brodart, Inc.
В	H H
C	11 11
3748	THE BROOKINGS INSTITUTION
3749	
	Cambridge Univ. Press Children's Review Publishers Co.
3752	COMMONWEALTH WATER CO.
3753	CONGRESSIONAL QUARTERLY, INC.
3754	CONSUMER EDUCATION FOUNDATION
3755	CURTIS SERVICE, INC.
3756A	DIMONDSTEIN BOOK Co., INC.
В	11 11 11 11
С	11 11 11 11
D	
E	
F G	
3757A	DIMONDSTEIN BOOK Co., INC
B	
С	11 H H H
D	11 11 11 II
E	11 11 11 11
F	
G	
н	11 11 11 11 11 11 11 11
J K	
L	11 11 11 11
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BU	DGET ALLOCATION	AM	OUNT	
1.	SALARIES		\$	286.05
1.	SALARIES		·	4,964.70
11.	SERVICE CONTRACT	s		15.00
2.	BOOKS			9.82
8.	MAINT.MOB.			12.95
2.	Books			15.45
2.	Books			4.00
11.	SERVICE CONTRACT	т\$ 38.65		
11.	н н	38.65		77.30
2.	Βοοκς	19.42		
2.	н	10.32		
2.	11	9.10		
2.	н	104.43		143.27
2.	Books	35.81		
2.	н	33.17		
2.	11	7.77		
2.	11	68.82		145.57
Ζ.	Βοοκς			30.45
6.	MAINT.MAIN.			32.00
2.	Books			6.95
2.	Books			15.71
2.	Books	24.95		
2.	11	12.95		37.90
4.	SUPPLIES	46.80		
4.	П	58.50		
4.	н	128.70		234.00
4.	SUPPLIES	111.20		
4.	11	163.45		
4.	H	(_ 1.90)	272.75
2.	Books			6.43
2.	Books			31.00
2.	Βοοκε			30.71
2.	Books			165.17
6.	MAINT.MAIN.			65.51
2.	Books			20.45
20.	PAMPHLETS			10.00
8.	MAINT. MOB.			86.74
2.	Books	34.97		
2.	11	15.91		
2.	11	16.97		
2.	п	8.14		
2.	11	(32.88)	
2.	11	14.32		
2.	11	(8.14)	49.29
2.	Books	271.71		
2.	11	267.66		
2.	F1	158.45		
2.	II .	(36.28)	
2.	11	265.76		
2.	11	95.61		
2.	11	175.89		
2.	11	305.53		
2.	11	269.43		
2.	11	139.33		
2.	11	155.13		
2.	11	173.21		2,241.43

JUNE 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON JULY 26, 1978

Checks	ARE	Dated
JULY	26,	1978

VOUCHE NUMBER		BUDO	ET ALLOCATION	AMOL	JNT
3790A B 3791 3792	PUBLIC SERVICE E & G Co. PRINDLE, WEBER & SCHMIDT, INC. THE PSYCHOHISTORY PRESS	6. 6. 2. 2.	Maint. Main. Books Books	\$ 806.51 814.39	\$ 1,620.90 15.18 11.65
3793 3794 3795 3796A	QUALITY PRODUCTS CO. Rutgers University Press Sedgwick Products Div. Silver Burdett Co.	4. 2. 11. 2.	SUPPLIES-JAN. Books Service Cont. Books	9.72	24.00 83.68 90.00
В 3797 3798	13-30 CORPORATION TIME/LIFE	2. 2. 2.	Books Books	9.27	18.99 6.00 52.50
3799 3800 3801 3802	UNIVERSITY OF CALIFORNIA PRESS Wayne State University Press West Orange Community House West Publishing Co., Inc.	2. 2. 7. 2.	Books Books Maint.Tory		10.36 10.86 135.00
3803 3804	Woodbridge Press Publishing Co. Young's News Service	2. 2. 20.	Books Books Newspapers		90.00 2.95 25.90
	SUB-TOTAL				\$ 14,202.77
	LESS: CHECK #3731-W.O.FEDERAL CREDIT UNION CHECK #3732-MIDLANTIC NAT'L BANK	1. 1.		\$ 286.05 <u>4,964.70</u>	5,250.75
	TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT JUNE 30, 1978				\$ 8,952.02

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela hReed

Prepared without Audit. MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manking A

- 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 0. 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.

MINUTES BOARD OF TRUSTAGE MEETING AUGUST 30 1978

The meeting was called to order by President Anits O. Strauss at 8:00 P. M. The following membars were present: Anites Grover, Albert Kupferer, William O'Neill, Paul Pasmantier and Wibliam Wagour constituting a guorum. Also present were Stewart Manhaum, Thoard Accountant, and Lola N. Reed, Director. Several members of the staff and residents of West Grange were also present.

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SECONTW

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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

Mr. Sagosz made a motion to accept the Dills Presented for Payment for the month of July, 1978 with the enception of voucher #3852 to National Fuel Oil Co., inc. Mr. Kupferer seconded the motion, and it was passed unacimously.

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101. Sagosz madu a motion to transfer \$42,000 from the Statement Savings Account #02-073-0000177-9 to the checking account at Midlantic Bank to cover current expenses. Nr. 0 Ngill peconded the motion? and ' It was carried vianimously.

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The New prevented ber monthly report is vides and stated that for the years 1.25 linewsh 1978 there were overdue books outstanding is in the stoppt of \$5.51.00. Mr. Pasmanital suggested that in order at restrive this problem, a trustee should be appointed to work with they find in substituing a product to anti-resta ruling for dilinguant beretern's the freques requested ar. A well to assist in this set off.

is was agreed by the crustees and have Reed that the library " return to 2.90 F. M. Alcaines on Saturdays inclinning Sent. 9,11578. Clocking the evenings will be meintained at 8:00 P. M.

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(... Basmanties made a motion complimenting Mrs. Roed and the stail for their spirit, for negotive, to acity and their ability to cope with the bill nation resulting from the lack of air conditioning. Mr. Samour seconded the motion, and it was passed transmissionis.

Er, Pasmantic, made a motion to blee Mes. Lilasrochies, fodustrial derignar and sectuated solvisor, to solves the Board up the selection of architectural materials and carpeting, and to write specifications nor chase materials for the architect int a fee of \$1,000, in accordable with the follophone poil takes by Mrc. Streams. It was manimously egreed over by the mombers of the Board chas the colled of \$1,000 will be value into Professional Services line. As thereorded the care of edgetaents much be made, it may come from the legalizing.

I. J. Lovel Sublic Contracts Lew Statistic March Fundation of subleasticates of receptors of accured withpost compatizate building for perior contraction space for photochological spectrum from the state perior of the receptor subleasting the receptors. The receptor of the forbarear is the receptor of attack of the receptor of the state of the first perior set in the receptor of the state of the receptor of the barear is the receptor of the state of the state of the state of the form of the receptor of the research the first of the state of the form of the receptor of the research the first of the set of the state of the form of the receptor of the research the first of the state of the state of the form of the receptor of the research of the state of the set of the state of the form of the research of the research of the state of the set of the state of the form of the research of the research of the state of the set of the set of the research of the research of the research of the state of the set of the state of the set o 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 specifica-tions 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.

authorizing the award of contract for Professional Services of Lila Shockes as Interior Decorator which was seconded by Mr. Polyantiers Both repolations were manimulally barried.

The announcements of the shore contracts will be such to "The Star-Indger", and the TerriOrange Chronicle" for principle in the resolutions in their activety due principal to these but the but is Anounce 30, 1916

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Professional Decolator Strates

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- al provide gainthuidda nat alaithacagail ann a chur a chang lath. I Carbara na casgara (Liw Law Leel va has sa tha a chur a chang lath. Tarbara na casgara (Liw Law Last va lath a chur a chang lath. I
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3)

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.

Mr. Sagosz mede a motion to enter into a contract for the sum of \$4.000 with Mrs. Lile Shoshkes: The contract must be orbually satisfactory to both perfies and the second open open provided in the letter of a cont to the Board of thesteres; with the provisions scaled provisions to be included. It is contingent apen the Correllia spacement of the Nayor's recommendation for the Townishings and equipremit for the libracy. More Perfection seconded the motion, and it was carded transforments.

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) - Al dru. Readly request, a copy of all correspondence relating of the library gidd tion will be sent to the Director's Office to be succed on file.

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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,

ander Goal

Śandra Goss, Secretary

andrea G

Andrea Grover Secretary

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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. Toohy to help with the custodial duties.

DIFFCIONS

MOREHTX BULOBE

August 30, 1978

The Library functioned this month under severs and highly unperformable direcumstances. The heat problem is reduced us to chose eachy on July Dist and August 17th. There serve over days we chose of elements because the many patrons here days we the decision mass mode to permit divise exployees who form will erfaint because of the oppingeive here to go home, taking blok heave lime.

The entire coold has been wonderful and very cooperative in every pospect. New of use borrowics were inderstandable and supplicable boward is. Data as revisight expect, there were those who were just the doorsite.

Evera credit should be given to are Enjosa who has verted with or almost on a daily basis, after letving his all-conditioned office of his place of explorant, to case and sweat with a provide problem.

As a direct resting a letter by Mr. Serosz to Fordinamental control, we sho to be refunded money paid to them an a contract basis less \$33.00 for Julion before our concract was appointed.

The new 5.900 genter off tark has been installed and 3,300 gallons of eil are in it. Accelling to Mr. Lohman, the 1,105 gallous of eil respect transmuch canber April 11, 1978 whe stallous by the Year of West Grange. The bill was evidently paid by the Tear shore we received no involte for this eil.

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Stoud further to car wees, Mr. Pooley, who will orging give us a band whenever possible, is the recation mutil after baker pays if Mr. Mcfunski is not back by that the custofial we will be round to get fir. Pochy to help with the custofial 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.

Weed

Director

Two members of our staff had a destm in their families during the month. The father of bra Lorraine Schwarts cled and the Mother-in-law of Mra. Dorothy Ericsson passed sucy.

Two members representing the Civil Service Commented in Trenton, Mrs. Ray Harris and Mr. Christes Linya Morecurviened vix of our staff were at the library on Mondary Dengra 19, 1978 The interview concurred work-related jobs for Junate Christ Assistance.

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stare sources will be open if suggest that we require to the STOP P.M. closing time on solitify. Degisming bitonthy we concer 2. Jule feel, bowever, char Homany, Tersder and Wednessong versing closing hours consing of Stop 2. M. We are spuill realing the rease minimum hours of openang

After never period for the library, a feet very discoplished that for the addition to our library, a feet very discoplished that averame will not be as the plone for the new wing. Now may fait it is an insignificant mether but I want you, the Board of Danytess, to know it makes a greet dath to prove (would dies as emply when is to why my nume should not be on the planes.

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BUDGET REPORT

MONTH OF JULY 1978

LIBRARY BOARD MEETING OF AUGUST 30, 1978

		· E	XPENDITURES		- /	
					BILLS/	
					ACCTS.PAY-	-
			1079 1000		ABLE AT	
			1978 Accum		7/26/78	
	Approved		ULATED BUDGET Expenditures	UNEXPENDED	Present- ed for	BUDGET
	BUDGET	PAID		BUDGET	ED FOR Payment	BUDGET
	1978	Month of	Paid 7 Months Ended	BUDGET Balance on	AT THIS	AT
		July 1978	7/31/78	7/31/78	MEETING	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	400.68 282.42	\$ 18.00	382.68 282.42
TRANSPORTATION	350	-0-	67.58 862 60	282.42 487.40		487.40
SEMINARS & WORKSHOPS	1,350	-0-	862.60			1,650.00
	1,650	-0-	-0-	1,650.00	850 00	
MGMT. & PROF. SVCS.	10,200	1,060.00	5,100.00	5,100.00 2,000.00	850.00	4,250.00 2,000.00
LEGAL	2,000	-0-	-0- 8 842 68	14,157.32	789.78	13,367.54
MAIN LIBRARY-UTILITIES		1,851.19	8,842.68	6,180.50		
MAIN LIBRARY-REPAIRS	7,000	180.83	819.50		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					- 7 - 6 -	- (10.05
& 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		130.78	697.83	802.17	190.65	611.52
INSURANCE	6,000	-0-	(576.00)	6,576.00	Miles Economic	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-
	1,000	424.83	1,128.60	(128.60)	159.99	(288.59)
JANITORIAL SUPPLIES SUPPLEMENTAL-JANITOR SV	•	-0-	-0-	4,000.00		4,000.00
SUPPLEMENTAL-JANTIUR JU	//////////////////////////////////////	-0-	1,421.55	(1, 421.55)	j -	(1,421.55)
Unenployment Ct	•					
TOTAL	\$568,527	\$ 50,317.90	\$292,739.36	\$275,787.64	\$ 7,599.89	\$268,187.75
PER RESOLUTION 6/28/78	22,105			22,105.00		22,105.00
TOTAL APPROVED BUDGET	\$546,422			<u>\$253,682.64</u>		\$246,082.75
1. PROVIDED BY TOWN OF						
	\$448,489					
2. Add'l commitment per	ŧ					
MEETING WITH TOWN						
COUNCIL 6/12/78	25,000					
TOTAL PROVIDED BY TOWN	\$473,489					
3. PROVIDED BY LIBRARY						

3. PROVIDED BY LIBRARY FROM 1977 ACCUMULATED

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KE.	VENUE FUNI	כ	
TOTAL	Approved	BUDGET	\$546,422

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

					-					
	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND		LOST BOOK FUND	& E PRO	NK SALES XCESS PERTY UND	ر ۲۰ ع	CTTY CASH IANGE IND	1
BALANCE AS OF 6/30/78	<u>\$ 47,516.94</u>	<u>\$ 30,511.54</u>	<u>\$ 15,388.17</u>	\$	828.05	\$	462.93	\$	326.25	
<u>Add:</u> Fines Non-Resident Fees Photocopy Book Rentals Projection Rentals Telephone Stencil & Mimeo Services Gifts	\$ 1,769.83		(\$ 1,398.70 (30.00 (205.20 (92.65 (10.00 (11.28 (2.00 (20.00							
Lost Books	73.40		(20.00	\$	73.40					
Excess Properties Town of West Orange	69.25 124,244.00	\$124,244.00		Ŷ	75.10	\$	69.25			
II TOTAL-JULY 1978	\$126,156.48	\$124,244.00	\$ 1,769.83	\$	73.40	\$	69.25		-0-	
III TOTAL AVAILABLE I PLUS II IV LESS:	\$173,673.42	\$154,755.54	\$ 17,158.00	\$	901.45	\$	532.18	\$	326.25	
JULY 1978 - Expenditures	50,317.90	50,317.90								
V TOTAL CASH FUNDS Add: Due from the Town of W.O. for the 4th Qtr. Budget	\$123,355.52	\$104,437.64	\$ 17,158.00	\$	901.45	\$	532.18	\$	326.25	
UNEXPENDED BUDGET BALANCE 7/31/78		\$253,682.64								
<u>Less</u> : Accounts Payable 7/31/78		7,599.89								
Budget Balance per Report 7/31/78		\$246,082.75				FUN	DS:			
CASH FUNDS REPRESENTED BY: CHECKING A/C-MIDLANTIC NAT'L BANK MIDLANTIC NAT'L BANK-#02-073-00001 W.O. S & L ASS'N - 10085 PETTY CASH - CASH FUND PETTY CASH - CASH FUND MIDLANTIC NAT'L BK-#02-073-000116 UNEMPLOYMENT FUND		\$ 36,466.27 66,382.15 19,375.66 126.25 287.33 <u>717.86</u> <u>\$123,355.52</u>				B F L B	UDGET FUN INES & RE OST BOOK OOK SALES ETTY CASH S: ACCOUN	SERVE Fund & Ex Fu & Ch	CESS PROP IND IANGE FUND	532.18 326.25 \$123,355.52

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

CHECKS ARE DATED <u>August 30, 1978</u>

VOUCHE NO.		BUD	GET ALLOCATION	AMO	JNT_
-	Facts on File, Inc.		Βοοκs		\$ 239.50
3840	GANN LAW BOOKS		Books		12.00
3841A	Gaylord Bros., Inc.		Books	\$ 11.14	
B			SUPPLIES	113.86	125.00
3842	J. L. HAMMETT CO.		SUPPLIES		12.25
	I.B.M.		SERVICE CONTRACTS		71.50
3844 3845	Kaufman's Sentry Hardware Lapat Duplicating & Office Supplies		SUPPLIES SUPPLIES		251.99 16.00
3846	LITTON EDUCATIONAL PUBLISHING, INC.		BOOKS		14.86
3847	MacMillan Publishing Co., Inc.		Books		109.03
3848	Manhaim, Kosson & Novick		MANAGEMENT SERVICES		850.00
3849	Marquis Who's Who, Inc.		Βοοκς		81.50
3850A	Modern Mass Media, Inc.	21.	A/V MATERIAL	3.80	
В	H H H H	21.		74.34	
С	11 II II II	21.		2.80	
Ð	11 II II		11 11	56.20	
E		21.		31.90	169.04
3851	NATIONAL COUNCIL OF TEACHER OF MATH.		Books		2.79
3852	NATIONAL FUEL OIL, INC.		MAINT. MAIN.		175.00
3853 3854A	NATIONAL GEOGRAPHIC SOCIETY		Books Telephone	13.48	5.75
B	New Jersey Bell	9.		161.69	175.17
3855	N. J. C. T. CORP.		SUPPLIES		87.50
3856	Oxford Rubber Stamp Co., Inc.		SUPPLIES		15.20
3857	PRESCRIPTION CENTER		PRESCRIPTION CENTER		1.69
3858	PRINCETON UNIVERSITY LIBRARY		Books		30.00
3859	PUBLIC SERVICE E & G Co.		MAINT. MAIN.		789.78
3860	Porter Sargent Publishers, Inc.		Βοοκς		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.		Books		9.04
3865	Superintendent of Documents		PAMPHLETS		250.00
3866	West Orange Community House		MAINT. TORY		135.00
3867	JOHN WILEY & SONS, INC.		Books		31.74
3868	WHO PUBLICATIONS CENTRE, U.S.A.		BOOKS	F7 00	11.25
3869A B	THE H. W. WILSON CO.	2.	Books	57.00 70.00	127.00
3870	WORRALL PUBLICATIONS, INC.		COMMUNITY RELATIONS	/0.00	18.00
3871	Youngs News Service		NEWSPAPERS		25.90
5071		20.			
	SUB-TOTAL				\$ 9,915.88
	Less: Check #3815-Petty Cash Checking				
	ACCOUNT		TRANSFER	\$ 200.00	
	CHECK #3816-MIDLANTIC NAT'L BANK				
	F.W.T. 8/15/78	1.	SALARIES	1,820.38	
	CHECK #3817-W.O. MUNICIPAL		C	205 (1	2 215 00
	EMPLOYEES F.C.U.	1.	SALARIES	295.61	2,315.99
	TOTAL ACCOUNTS PAYABLE - PER BUDGET				
	REPORT JULY 31, 1978				<u>\$ 7,599.89</u>

PAYMENT RECOMMENTED BY: Reet X

PAYMENT APPROVED BY:

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

BY: Stewart Manhum CPA by DB

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

CHECKS ARE DATED August 30, 1978

NO.	PAYEE
3814 3815 3816 3817 3818 3819 3820 3821A B	MIDLANTIC NAT'L BANK-F.W.T. 8/15/78 W.O. MUNICIPAL EMPLOYEES F.C.U. A. Aborn Exterminating Co., Inc. Addison Wesley Publishing Co.
3822A B C D E F	THE BAKER & TAYLOR COMPANY 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11
3823 3824A B C D E	
3825 3826 3827A B	Broadstreet, Inc.
3828 3829 3830 3831A B C	CHAMBERS RECORD CORP. Commerce Clearing House, Inc. Commodity Research Bureau, Inc. Congressional Quarterly, Inc.
3832	Curtis Service, Inc.
D E F G H	
I J K L	
3835 3836A B C D	DIV.OF ADMINISTRATIVE PROCEDURE DOUBLEDAY & Co., INC.
E F G H	
	EDUCATORS PROGRESS SERVICE, INC. F.O.S.G. PUBLICATIONS

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VOUCHER

BUD	GET ALLOCATION		AMOUNT	
13.	Postage		\$	300.00
	Exchange			200.00
1.	SALARIES			1,820.38
1.				295.61
11.				15.00
2.				8.39
8.	MAINT. MOB.			3.25
11.	SERVICE CONTRACTS	\$	52.15	5.25
	SERVICE CONTRACTS	Ş	40.40	92.55
11.				92.55
2.	Books	,	34.37	
2.		(1.17)	
2.	11		15.14	
2.	11		9.10	
2.	11		47.31	
2.	H		<u>98.31</u>	203.06
2.	Books			79.49
2.	Βοοκε		4.00	
2.	11		12.95	
2.	11		55.00	
2.			17.50	
2.			69.95	159.40
			09.92	37.50
2.	BOOKS			
4.	SUPPLIES		50 (1)	11.10
2.	Books		53.64	
4.	SUPPLIES		111.20	164.84
21.	A/V MATERIALS			21.61
2.	Books			266.00
2.	Books			25.99
2.	Books		5.70	
2.	н і		5.70	
2.	11		6.90	18.30
2.	Βοοκς			15.45
8.	MAINT. MOB.			118.17
8.	Воокѕ	(76.17)	
2.	11	`	281.51	
2.	11		71.97	
	11		125.37	
2.				
2.	11		371.36	
2.			255.78	
2.		,	75.68	
2.		(38.16)	
2.			242.89	
2.	II .		49.98	
2.	••		231.41	
2.	11		<u>291.37</u>	1,882.99
2.	Books			28.00
2.	Books		10.92	
2.	н		45.60	
2.			8.48	
2.	11		23.71	
2.			9.70	
2.	11		21.84	
2.			18.75	
2.	11		56.28	195.28
2.	Βοοκε		,0.20	11.70
20.	PAMPHLETS			5.00
20.	IANTHLEIS			2.00

JULY 1978 BILLS PRESENTED FOR PAYMENT ON AUGUST 31, 1978

CHECKS ARE DATED JULY 26, 1978

VOUCHE NUMBEF		BUD	GET ALLOCATION		AMOL	JNT	
3805 3806 3807 3808 3809 3810 3811 3812 3813	MIDLANTIC NAT'L BANK, F.W.T. 7/31/78 W.O. MUNICIPAL EMPLOYEES, F.C.U. TOWN OF W.O. AUGUST '78-HOSPITALIZATION TOWN OF W.O. SOC.SECEMPLOYEES-JULY '78 W.O. FREE PUBLIC LIBRARY-UN.INS. JULY '78 STATE OF N.J. INCOME TAX-JULY '78 P.E.R.S. #20284 -PENSIONS, LOANS, ETC. P.E.R.S. #20284 -CONTRIBUTORY GROUP INS. P.E.R.S. #20284 -SUPPLEMENTAL ANNUITY NET P/R - 8/15/78 - #3043-85 (43) NET P/R - 8/31/78 - #3086-3128 (43)	1. 26. 1. 1. 1. 1. 1. 1. 1.	SALARIES SALARIES HOSPITALIZATION SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES			\$ 1,865.98 305.17 1,085.83 2,439.80 116.80 858.65 1,966.24 157.92 42.66 17,199.64 10,114.52	
	SUB-TOTAL					\$ 36,153.21	
Add: Checks - #3731 - 3804 presented for payment issued at July 26, 1978 meeting <u>Checks Issued for the Month of July 1978</u>						<u>14,202.77</u> \$ 50,355.98	
Ē	<u>Ess:</u> Voided check #3681 Voided check #3704 Deposit- 7/28/78-Refund-Dow-Jones	2. 2. 2.	Воокs Воокs Воокs	\$	22.50 8.00 7.58	38.08	ł
Ţ	OTAL EXPENDITURES - MONTH OF JULY 1978 Per Budget Report					\$ 50,317.90	

PAYMENT RECOMMENDED BY:

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Leo Reel

PAYMENT APPROVED BY:

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

BY: Stewart Manhem CPA by 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 allLibrary 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 84% 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.

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2. Financial Report:

Mr. Pasmantier suggested that Certificate of Deposit Bonds be purchased at a savings bank to take advantage of the effective 8%s interest rate. Discussion followed with a suggestion by Mr. Manheim that the State Ald 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.

Pasmontier and was passed unonimously. from the above mentioned accounts. The motion was seconded by Mr. quarter check from the Town, a transfer of \$22,000 will be made Midlaqtic Bank to meet current exponses. Upon receipt of the fourth Savings Account #02-073-000017/-0 to the checking account at Mr. Rupferer made a motion to transfer \$16,000 from Statement

DIRECTOR'S REPORT:

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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

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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 similiar 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,

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Sandra Goss Secretary

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Andrea Grover() // Secretary, Board of Trustees

(Communications Continued)

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Sandra Coss Seuretary

Secretary, board of Treatees

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. Sofar, 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.

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

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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-theroad 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 lst 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.

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Director

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BUDGET REPORT

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		BILLS/ ACCTS.PAY- ABLE AT 8/31/78 PRESENTED FOR PAY- MENT AT THIS MEETING	Budget Balances at <u>8/31/78</u>
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 1,650.00
AUDIT	1,650	-0-	-0- 5,950.00	1,650.00	850.00	3,400.00
MGMT. & PROF. SERVICES	10,200 2,000	850.00 -0-	-0-	4,250.00 2,000.00	050.00	2,000.00
Legal 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
Βοοκε	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	8,000	275.95	602.00	7,398.00	10.00	7,388.00
& Newspapers Pamphlets	700	-0-	367.84	332.16	10100	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 1,708.00
EQUIPMENT-LIBRARY	1,800	92.00	92.00	1,708.00		-0-
SHELVING-BOOKS	-0-	-0- -0-	-0- -0-	-0- -0-		-0-
READING ROOM-CHAIRS	-0- -0-	-0-	-0-	-0-		-0-
Staff Furniture Maintenance Equipment	-0- 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			- , -	-		2
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	
JANITORIAL SUPPLIES	1,000	159.99	1,288.59	(288.59)	173.30	(461.89)
SUPPLEMENTAL-JANITOR	4,000	-0-	-0-	4,000.00	. •	4,000.00
Services Unemployment Insurance	4,000	-0-	1,421.55	(1,421.55)		(1, 421.55)
			\$329,689.25	\$238,837.75	\$ 7 630 88	\$231,206.87
TOTAL	\$568,527	<u>\$ 36,949.89</u>	<u> </u>		<u> </u>	
Per Resolution 6/28/78 Total Approved Budget	22,105 \$546,422			22,105.00 \$216,732.75		22,105.00 \$209,101.87
 PROVIDED BY TOWN OF WEST ORANGE 	\$448,489					•
2. ADD'L COMMITMENT PER						
MEETING WITH TOWN	05 000					
COUNCIL 6/12/78	25,000					
TOTAL PROVIDED BY TOWN	\$473,489					
3. PROVIDED BY LIBRARY FROM 1977 ACCUM-					· ·	
ULATED REVENUE FUND	72,933					
TOTAL APPROVED BUDGET	\$546,422					

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
BALANCE AS OF 7/31/78	\$123,355.52	\$104,437.64	\$ 17,158.00	<u>\$ 901.45</u>	\$ 532.18	<u>\$ 326.25</u>
ADD: FINES NON-RESIDENT FEES PHOTOCOPY BOOK RENTALS TELEPHONE LOST BOOKS Excess Properties III TOTAL - AUGUST 1978 III TOTAL AVAILABLE IV Less: AUGUST 1978-Expenditures V TOTAL CASH FUNDS ADD: DUE FROM THE TOWN OF W.O. FOR THE 4TH QTR. BUDGET	\$ 1,658.94 140.03 79.35 <u>\$ 1,878.32</u> \$125,233.84 <u>36,949.89</u> <u>\$ 88,283.95</u>	-0- \$104,437.64 <u>36,949.89</u> \$ 67,487.75 <u>149,245.00</u>	(\$ 1,294.05(20.00(208.06(125.80(11.03) $($ 1,658.94$ 18,816.94$ 18,816.94$	\$ 140.03 \$ 140.03 \$ 1,041.48 \$ 1,041.48	\$ 79.35 <u>\$ 79.35</u> \$ 611.53	<u>-0-</u> \$ 326.25 <u>\$ 326.25</u>
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 MIDLANTIC NAT'L BANK-#02-073-00001 W.O. S & L Ass'n#10085 Petty Cash - Cash Fund Petty Cash - Checking Fund Midlantic Nat'L Bank-#02-073-00011		(\$ 683.62) 68,260.47 19,375.66 326.25 287.33 717.86 <u>\$ 88,283.95</u>		Lost Book Book Sales Property Petty Cash	serves Fund Fund & Excess	\$ 67,486.75 18,817.94 1,041.48 611.53 <u>326.25</u> \$ 88,283.95 <u>7,630.88</u> <u>\$ 80,653.07</u>

2.

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AUGUST 1978 BILLS PRESENTED FOR PAYMENT ON SEPTEMBER 30, 1978

CHECKS ARE DATED August 31, 1978

VOUCHEF NUMBER	PAYEE	BUI	DGET ALLOCATION	AMC	DUNT
3875 3876 - 3877 3878	MIDLANTIC NAT'L BANK, F.W.T. 8/31/78 W.O. FEDERAL CREDIT UNION TOWN OF W.OHOSPITALIZATION-SEPT. '78 TOWN OF W.OEMPLOYEES S.SAUG. '78 W.O. FREE PUBLIC LIBRARY-UN.INS. AUG. '7 STATE OF N.J. INCOME TAX-AUG. '78 P.E.R.S. #20284-PENSIONS, LOANS, ETC. P.E.R.S. #20284-CONTRIBUTORY GROUP INS. P.E.R.S. #20284-SUPPLEMENTAL ANNUITY NET P/R-8/15/78-#3129-71 (43) NET P/R-8/31/78-#3172-3214 (43)	1. 26. 1. 8 1. 1. 1. 1. 1.	SALARIES SALARIES HOSPITALIZATION SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES		<pre>\$ 1,842.34 295.61 1,085.83 1,692.71 67.75 582.54 1,386.58 109.88 42.66 10,010.56 10,123.50</pre>
	SUB-TOTAL ADD: CHECKS #3814-3871 PRESENTED FOR				\$ 27,239.96
	PAYMENT ISSUED AT AUGUST 31, 1978 CHECKS ISSUED FOR THE MONTH OF AUGUST 19		NG		<u>9,915.88</u> \$ 37,155.84
	Less: Check #3815-Petty Cash Checking a/c Deposit-Aug. 11, '78- American Home Ma Deposit-Aug. 25, '78-Educational Testi	G. 19	Exchange Magazines Books	\$ 200.00 4.95 1.00	205.95
	<u>Total Expenditures - Month of August 197</u> <u>Per Budget Report</u>	<u>8</u>			\$ 36,949.89

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lala nkeek

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

anti- CPA By:

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

CHECKS ARE DATED

S	EP	TEMBER	27,	1978

VOUCHER					
NUMBER	PAYEE		BUDGET ALLOCATION	AMOL	JNT
3881	νοισ		-	-	
3882	MIDLANTIC NAT'L BK-F.W.T. 9/15/78	1.	SALARIES	Ś	1,834.04
3883	W.O. FEDERAL CREDIT UNION		SALARIES	Ť	290.61
3884	A. ABORN EXTERMINATING CO.		SERVICE CONTRACTS		15.00
3885	AL'S AUTO PARTS, INC.		MAINT. MOB.		16.18
3886	AMERICAN BUSINESS GRAPHICS, INC.		SERVICE CONTRACTS		220.00
3887A	Automatic Data Processing, Inc.		SERVICE CONTRACTS	\$ 38.50	220.00
B		11.		38.65	77.15
3888A	THE BAKER & TAYLOR CO.		Books	79.61	110.9
В		2.		5.02	
c	11 11 11 11	2.		16.97	
D	11 11 11 11	2.		8.77	110.37
3889	THE BAKER & TAYLOR CO.		Βοοκς	0.77	24.12
3890A	E.R. BOWKER CO.	2.		42.50	27.12
B		2.		42.50	85.00
3891A	BROADSTREET, INC.			(69.60)	05.00
	II II	4.	SUPPLIES		
B		4.		53.25	
D		-		(12.77)	
E		4.		25.78	F (/
		4.		9.00	5.66
3892	BRODART, INC.		SUPPLIES		9.50
3893	C. W. Associates		Books	01 00	19.50
3894A	CENTER TYPEWRITER CO		SUPPLIES	21.00	
B			SERVICE CONTRACTS	452.50	473.50
3895	CHAMBERS RECORD CORP.		A/V MATERIALS		36.49
3896	CINCINNATI TIME RECORDER CO.		Service Contracts		42.50
3897A	DIMONDSTEIN BOOK Co., Inc.	2.		326.16	
B		2.		9.30	
С		2.		70.08	
D		2.	41	114.39	
E		2.	H	(72.75)	
F		2.	0	118.43	
G		2.	11	108.10	
H		2.	11	144.26	
		2.		142.96	960.93
3898A	DOUBLEDAY & COMPANY, INC.	2.	Books	10.31	
В		2.		9.70	
С		2.		16.38	
D	11 11 14 11	2.	11	24.40	
E		2.	11		91.29
3899A	Educators Progress Service, Inc.		Books	12.20	
В	11 11 11 11	2.	11	13.70	25.90
3900	FACTS ON FILE, INC.	2.	Books		171.43
3901	W. H. FREEMAN & CO.	2.	н		12.68
3902	Gaylord Bros., Inc.	8.	MAINT. MOB.		28.00
3903	INTERNATIONAL PUBLICATIONS SERVICE	2.	Books		71.71
3904	KULACS ENGRAVING SERV.		COMMUNITY RELATIONS		28.60
3905A	LAPAT DUPLICATING & OFFICE SUPPLIES	4.	SUPPLIES	92.00	
В	н н н н	4.	11	92.00	
С	11 11 11 11 11	4.	8.1	12.00	196.00
3906	LAW JOURNAL PRESS	2.	Βοοκς		42.34

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

CHECKS ARE DATED SEPTEMBER 27, 1978

\$ 7,630.88

VOUCHER	PAYEE		BUDGET ALLOCATION		AMOL	JNT
3907	LEWIS PAPER & SUPPLY CO.	Ц	SUPPLIES		\$	173.30
3907 3908A	MAC MILLAN PUBLISHING CO., INC.		BOOKS	\$	18.46	.,).).
B		2.	11	Ŷ	6.86	
C	11 11 11 11 H	2.	11		13.48	38.80
3909	Manheim, Kosson & Novick	-	Mgmt. Services			850.00
3910	Merck & Co., Inc.	-	Books			10.02
3911	Modern Mass Media, Inc.		A/V MATERIALS			46.96
3912	NATIONAL FUEL OIL, INC.		MAINT. MAIN.			1,232.00
3913	New American Library		Βοοκε			5.00
3914A	New Jersey Bell		TELEPHONE		200.75	-
B		9.			11.40	212.15
3915	N.J. HISTORICAL SOCIETY	-	Βοοκε			4.00
3916	New Jersey Magazine		MAGA ZINES			10.00
3917	PITNEY BOWES	-	SERVICE CONTRACTS			35.25
3918	PRENTICE HALL		Βοοκς			6.76
3919A	PRESCRIPTION CENTER	21.	A/V MATERIALS		3.33	
В	11 II		SUPPLIES		12.13	
С	0 . D	21.	A/V MATERIALS		4.48	
D	н н	21.	ίι υ.		1.53	21.47
3920	P.S.E. & G. Co.	6.	MAINT. MAIN.			749.37
3921	REGENT BOOK CO., INC.	2.	Βοοκς			45.15
3922	Rutgers University Press	2.	Βοοκς			14.44
3923	LILA SHOSHKES		Prof. Fees-New addi	TION		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	\$1,8	834.04	
	CHECK #3883-W.O. F.C.U.	1.	SALARIES		290.61	2,124.65
	TOTAL ACCOUNTS PAYABLE - PER BUDGET					

OTAL ACCOUNTS PAYABLE - PER BUDGET REPORT AUGUST 31, 1978

PAYMENT RECOMMENDED BY:

Lola n. Reck

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

PAYMENT APPROVED BY:

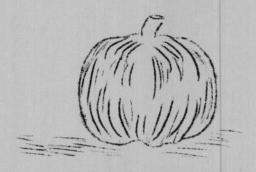
CPA-1.to -Là-BY:_

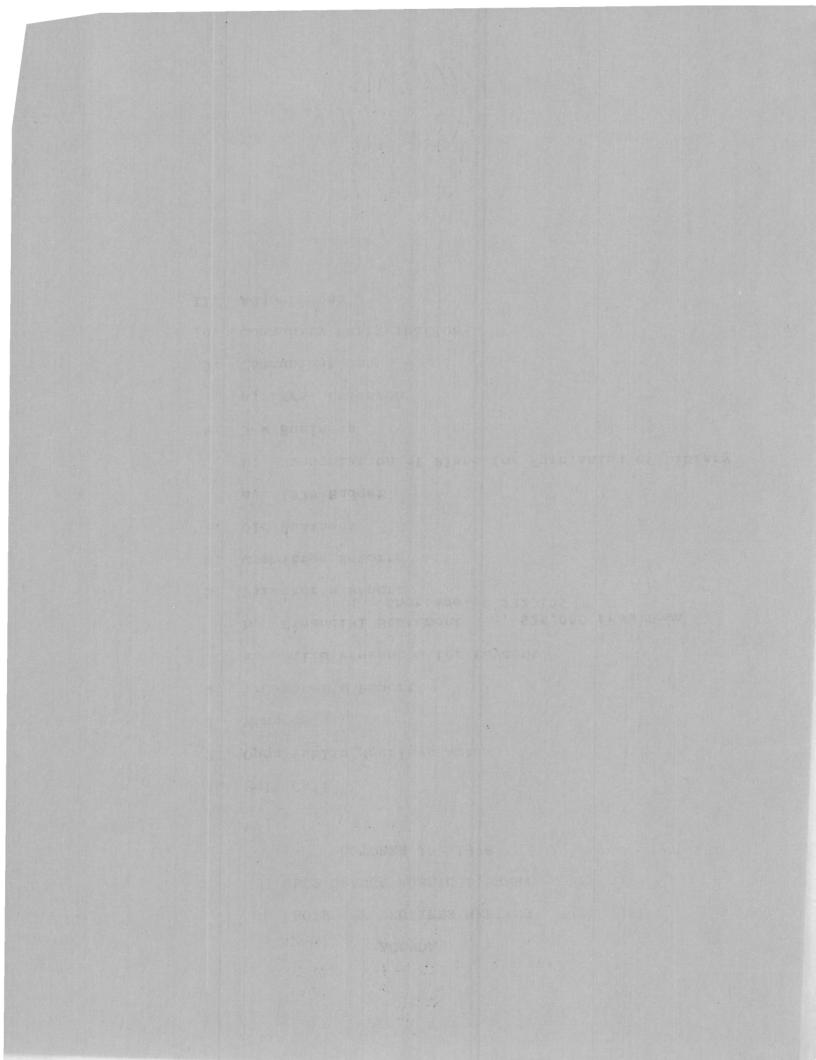
AGENDA

BOARD OF TRUSTEES MEETING WEST ORANGE PUBLIC LIBRARY

OCTOBER 25, 1978

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





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.

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.

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Mr. Sagesz madera motion to amend the Mindtes 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. 10, para. 2 under Treasurer's Report--Item #2--Financial Statement.

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Mr. Sagoss 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.

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.

TREASURER'S REPORT:

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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.

repeatedly short-circuiled provided, as both the pump and telephones are on one line which is be replaced. Also, a reparate circuit for the celephones must be Mts. Reed reported that the sum pump in the boller room must

15:5

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COMMITTEESE

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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.

Mr. Sources 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. Regosz made a motion to modify the previous resolution to include the specifications and the close plan as presented by Lila showness, with the changes adopted at this meeting of Ott. 21, 1978 Miss Lewyhren seconded the motion and it was carried unanimously.

Senorderor rerebriores

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A TO DECEMBER CONFERENCE

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NEW COLLONG 1

The follow no communications were menuioned or read at the enclosed.

the Children's Casavan-- with wine and cheese party to follow.

- 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 Gods

Sandra Goss, Secretary

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Andrea Grover //Secretary Board of Trustees

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Adjournment was at 10:30 P. M.

Respectfully submitted,

5)

Sandra Goss, 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 appendendectomy 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.

DIRECTOR'S

MONTHEX REPORT

OCTOBER 25, LANS

The month of October was somewhat less horrendous than the provious 3 - 4 montry. Problems were minimized and we were able to cope with the situation as they arose. However, on our last cold autuan 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 Ocrober 5th 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 acroas spent a half day emprying the unit so the pump could be removed.

Sevaral mombers of our staff attended the NJLA Sall Conference at Governor Merris Inn on Fridsy, October 13th. These who attended-Mark Donnelly, Dorothy Fricsson, Jackie Lepore, Elsa Meyers and Loia Reed.

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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 Phyllic Some, who was very active on the Committee, presented the official town flog to Mayor Samuel A. Spina, 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.

2 Reel

Director

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BUDGET REPORT

MONTH OF SEPTEMBER, 1978

LIBRARY BOARD MEETING OF OCTOBER 25, 1978

EXPENDITURES

	Approved	PAID	1978 Accumulated Budget Expenditures Paid 9 Months Ended		BILLS/ ACCTS.PAY- ABLE AT 9/30/78 Presented For Pay- Ment AT	BUDGET Balances
	BUDGET 1978	MONTH OF September 178		Balance on 9/30/78	THIS Meeting	ат 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		344.08		344.08
TRANSPORTATION	350	21.70		260.72		260.72 328.60
Seminars & Workshops	1,350	158.80	1,021.40 - 0-	328.60 1,650.00	1,650.00	-
AUDIT	1,650	-0- 850.00		3,400.00	850.00	
MGMT. & PROF. SERVICES	10,200	1,000.00	•	1,000.00	0,0,00	1,000.00
LEGAL Main Library-Utilities	2,000 23,000	2,245.37	·	11,122.17	1,079. 7 6	10,042.41
MAIN LIBRARY-OTTLITTES MAIN LIBRARY-REPAIRS	7,000	34.65		5,931.92	32.00	
TORY CORNER-RENTAL	540	-0-	270.00	270.00		270.00
BOOKMOBILE	7,500	44.18	•	5,986.54		5,986.54
Service Contracts	4,000	601.99		1,616.17	427.75	1,188.42
Βοοκς	55,000	1,773.71		24,132.23	3,472.56	
SUPPLIES-LIBRARY	11,500	245.29	•	6,316.10	1,096.94	5,219.16 1,973.98
MICROFILM	2,000	-0-	26.02	1,973.98		1,7/3.90
PERIODICALS, SERIALS	<u> </u>	10.00	612.00	7,388.00	36.95	7,351.05
& NEWSPAPERS	8,000 700	3.70		328.46	J~~//	328.46
Pamphlets Audio-Visual-Materials	1,500	92.79		518.73	108.29	410.44
AUDTO-VISUAL-MATERIALS	6,000	-0-			2,775.00	
TELEPHONE	2,500	212.15	1,524.30	975.70	162.60	
POSTAGE	2,500	-0-	1,803.50	696.50	300.00	-
EMPLOYEE HEALTH-HOSP.	13,500	1,516.32		3,297.04		3,297.04
Annual Report	200	-0-	-0-	200.00	<u> </u>	200.00
EQUIPMENT-LIBRARY	1,800	-0-	92.00	1,708.00	336.03	1,371.97
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0- -0-
READING ROOM-CHAIRS	-0-	-0-	-0- -0-	_0_ _0_		-0-
STAFF FURNITURE	-0- 500	-0- -0-	112.12	387.88		387.88
MAINTENANCE EQUIPMENT	500 1,500	-0-	-0-	1,500.00		1,500.00
Audio-Visual Equipment Social Security	21,000	5,651.67		5,829.45		5,829.45
SOCIAL SECURITY PUBLIC EMPLOYEES	21,000			* / T - T - T		
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			_			1 000 00
Services	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE		481.62	1,903.17	((<u>1,903,17</u>)
TOTAL	\$568,527	\$ 42,513.57	\$372,202.82	\$196,324.18 22,105.00		\$183,960.96 22,105.00
PER RESOLUTION 6/28/78	22,105			\$174,219,18		\$161,855,96
TOTAL APPROVED BUDGET	<u>\$546,422</u>			<u> </u>		
1. PROVIDED BY TOWN OF	ALLO 1.80					
WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN						
COUNCIL 6/12/78	25,000					
TOTAL PROVIDED BY TOWN	\$473,489					
3. PROVIDED BY LIBRARY	****					
-FROM 1977 ACCUM-						
ULATED REVENUE FUND						
TOTAL APPROVED BUDGET	\$546,422					

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
	ALANCE AS OF 8/31/78 DD:	<u>\$ 88,283.95</u>	<u>\$ 67,487.75</u>	\$ 18,816.94	<u>\$ 1,041.48</u>	<u>\$ 611.53</u>	\$ 326.25
<u> </u>	DD: Fines Non-Resident Fees Photocopy Book Rentals Telephone	\$ 1,691.13		(\$ 1,192.85 (20.00 (359.13 (110.75 (8.40			
	LOST BOOKS Excess Property Interest	90.92 62.05 1,123.18		1,123.18	\$ 90.92	\$ 62.05	
<u> </u>	Total - September 1978	\$ 2,967.28	-0-	\$ 2,814.31	\$ 90.92	\$ 62.05	-0-
	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 Total Cash Funds Add: Due from the Town of W.O. for the 4th Quarter Budget	<u>42,513.57</u> <u>\$ 48,737.66</u>	<u>42,513.57</u> \$ 24,974.18 <u>149,245.00</u> \$174,219.18	\$ 21,631.25	\$ 1,132.40	\$ 673.58	\$ 326.25
	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 MIDLANTIC NAT'L BANK-#02-073-0000-17 W.O. S & L ASS'N. #10085 Petty CASH - CASH FUND Petty CASH - CASH FUND MIDLANTIC NAT'L BANK-#02-073-000116		\$ 24,782.96 3,027.44 19,632.05 126.25 200.11 ND 968.85 <u>\$ 48,737.66</u>		<u>Funds:</u> Budget Fund Fines & Res Lost Book F Book Sales Property Petty Cash Less: Account	erves Fund Und & Excess Fund	\$ 24,974.18 21,631.25 1,132.40 673.58 <u>326.25</u> \$ 48,737.66 /78 <u>12,363.22</u> <u>\$ 36,374.44</u>

2.

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1978 BILLS PRESENTED FOR PAYMENT ON OCTOBER 25, 1978

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CHECKS ARE DATED September 30, 1978

VOUCHE NUMBER		BUDGET ALLOCATION AMOUNT
3928 3929 3930 3931 3932 3933 3934 3935	MIDLANTIC NAT'L BANK-F.W.T. 9/30/78 W.O. FEDERAL CREDIT UNION TOWN OF W.O. APRIL THRU SEPT. 1978 ADJ. TOWN OF W.O. HOSPITALIZATION-OCT. 1978 TOWN OF W.O. SOC.SECEMPLOYEES-SEPT. 1978 TOWN OF W.O. SOC.SECEMPLOYERS-3RD QTR.1978 STATE OF N.J. GROSS INCOME TAX-SEPT. 1978 TOWN OF W.OADMINISTRATIVE CHARGE -	1. SALARIES \$ 1,716.30 1. SALARIES 290.61 26. HOSPITALIZATION 354.16 26. HOSPITALIZATION 1,162.16 1. SALARIES 1,519.07 27. EMPLOYER SOC.SEC. 5,651.67 1. SALARIES 563.23
3936 3937 3937 3938 3938 3939 3940	3RD QTR. 1978 W.O.FREE PUBLIC LIBRARY-UN.INS.FUND SEPT.1978 N.J. UNEMPLOYMENT INS 3RD QTR. 1978 IIII P.E.R.S. #20284-PENSIONS, LOANS, ETC. P.E.R.S. #20284-CONTRIBUTORY GROUP INS. P.E.R.S. #20284-SUPPLEMENTAL ANNUITY NET P/R-9/15/78 #3215-54 (40)	28. Administration 1.00 1. Salaries 56.50 29. Unemployment Ins. 481.62 Transfer 241.05 1. Salaries 1,419.99 1. Salaries 105.24 1. Salaries 42.66 1. Salaries 10,002.14
	NET P/R-9/30/78 #3255-97 (43) <u>Sub-Total</u>	1. SALARIES 9,517.34 \$ 33,124.74
	Add: Checks #3881-3927 Presented for payment issued at September 27, 1978 meeting Checks Issued for the Month of September 1978 Add: Petty Cash Checks - July, August &	<u> 9,755.53</u> \$ 42,880.27
	SEPTEMBER 1978 #1121 <u>SUB-TOTAL</u> <u>Less:</u> Regular Checking Account Check #3361-Nancy Toro-Voided Check #3937-N.J. Unemployment Ins. Petty Cash Checking Account Check #1123-W.O. Public Library 1124-"""""""""""""""""""""""""""""""""""	287.22 \$ 43,167.49 20. PAMPHLETS \$ 2.00 TRANSFER 241.05 Lost Books Refund 2.25 """" 8.75 """" 9.95 """" 4.08 """" 8.95 """" 8.34 """" 9.95
	1137-S. Mc Mahon 1139-W.O. Public Library Deposit-Checking a/c- Refund-Air Control Envioronment Total Expenditures - Month of September 1978	11. Service Contract 379.50 6. Maint. Main (34.65) 653.92
	PER BUDGET REPORT PAYMENT RECOMMENDED BY:	<u>\$ 42,513.57</u> PAYMENT APPROVED BY:
	Lola Wheel	

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

Br: Stewart Marchens Citil by 29 (

3.

SEPTEMBER 1978 BILLS PRESENTED FOR PAYMENT ON OCTOBER 25, 1978

LIST OF CHECK PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1978

DATE	VOUCHER NO.	PAYEE	BUD	GET ALLOCATION A	MOUNT
1978					
6/29 7/6	#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 8/21	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.	Βοοκς	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

\$ 287.22

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Law Red

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

BY: Stewart n Janpein CPf

WEST ORANGE FREE PUBLIC LIBRARY

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

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CHECKS ARE DATED October 25, 1978

VOUCHE NUMBER		BUDGET ALLOCATION	AMOUNT
3941 3942 3943 3944 3945	MIDLANTIC NATIONAL BANK-F.W.T. 10/15/78 W. O. FEDERAL CREDIT UNION P.E.R.S. #20284-PENSION-ADDITIONAL P.E.R.S. #20284-GROUP INS. " POSTMASTER	 SALARIES SALARIES SALARIES SALARIES POSTAGE SUPPLIES 	\$ 1,781.67 290.61 11.97 2.15 300.00 18.87
3947A B C	ARTISTS & DRAFTING SUPPLIES, INC. AUTOMATIC DATA PROCESSING	11. Service Contracts 11. """"" 11. """""	\$ 38.80 10.00 <u>38.95</u> 87.75
3948A B 3949	THE BAKER & TAYLOR CO. IIIIIIIIIIIIIIII A. M. Best Co. Bloomfield Window Cleaning Co.	2. Books 2. " 2. Books 6. Maint. Main.	8.35 <u>16.97</u> 25.32 115.00 32.00
3950 3951 3952A B C D E F	R. R. BOWKER BROADSTREET, INC.	2. BOOKS 4. SUPPLIES 4. " 4. " 4. " 4. "	50.00 45.54 47.50 4.25 .50 7.00
G 3953A B	BRODART, INC.	4. " 4. " 4. SUPPLIES 4. " 4. "	3.10 <u>5.88</u> 113.77 259.15 112.87 111.20
С 3954 3955 3956 3957	C. W. Associates Chambers Record Corp. Commonwealth Water Co. Congressional Quarterly, Inc.	4. II 2. Books 21. A/V Materials 6. Maint. Main 2. Books	(<u>16.00</u>) 467.22 10.50 89.71 65.51 204.00
3958A B 3959A B C D	DEACON PRESS	4. SUPPLIES 4. '' 2. Books 2. '' 2. '' 2. ''	58.00 <u>10.00</u> 194.98 34.66 34.25 119.38
E F 3960A B	DOUBLEDAY & Co., INC.	2. '' 2. '' 2. Books 2. '' 2. ''	175.90 119.96 (<u>4.31</u>) 674.82 49.84 15.16 21.84
C D 3961 3962A B	EDUCATIONAL TESTING SERVICE EDUCATORS PROGRESS SERVICE, INC.	2. 11 2. Books 2. Books 2. 11	<u>42.20</u> 3.00 12.20 <u>13.95</u> 26.15
3963 3964 3965A B	THE FEMINIST PRESS Fowler Agency, Inc. Gaylord Bros.	 2. BOOKS 5. INSURANCE 17. EQUIPMENT 4. SUPPLIES 2. BOOKS 	5.20 2,775.00 336.03 60.65 31.85 428.53
C 3966 3967 3968 3969 3970	GENE HACKER, INC. THE INTERNATIONAL CITY MANAGEMENT JEWISH PUBLICATION SOCIETY OF AMERICA JOHNSON PUBLISHING CO., INC. WILLIAM KAUFMANN, INC.	 A/V MATERIALS BOOKS BOOKS BOOKS BOOKS BOOKS 	18.58 20.00 6.55 11.00 7.95
3971 3972A B C	SAMUEL KLEIN AND CO. LAPAT DUPLICATING & OFFICE SUPPLIES 11 11 11 11 11 11 11 11 11 11 11	16. AUDIT 4. SUPPLIES 4. " 4. "	1,650.00 (92.00) 27.00 38.00
D		4. "	237.70 210.70

WEST ORANGE FREE PUBLIC LIBRARY

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

CHECKS ARE DATED OCTOBER 25, 1978

VOUCHE NUMBER		BUDGET ALLOCATION	AMOUNT
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. \$ 610.0	•
В	0 0 0	6. " " (422.6	
3980	NATIONAL REGISTER PUBLISHING CO., INC.	2. Books	42.00
3981A	N. J. BELL	9. TELEPHONE 151.2	
В		9. " 11.4	
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 4.7	
В	11 11	4. " 3.8	
С	11 11	4. " 8.7	
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

SUB-TOTAL

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LESS: CHECK #3941-MIDLANTIC NAT!L BANK -F.W.T. 10/15/78 #3942-W.O. FEDERAL CREDIT UNION #3943-P.E.R.S. #20284-PENSIONS #3944-P.E.R.S. #20284-GROUP INS.

> TOTAL ACCOUNTS PAYABLE - PER BUDGET REPORT SEPTEMBER 30, 1978

PAYMENT RECOMMENDED BY:

Laca Wheek

		\$ 14,449.62
1. SALARIES	\$1,781.67	
1. SALARIES	290.61	
1. SALARIES	11.97	

\$ 12,363.22

2.15 2,086.40

PAYMENT APPROVED BY:

1. SALARIES

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

BY: Stewart Marksin C.P.4

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.

WEST CLARGE POBLIC DIREMAC MINUTES OF THE SPECIAL MEETING OF THE POARD OF TRUSTERS NOVEMBER 1, 1978

SUBJECH - 1979 BUDGET

The meeting was called to order by President ADTA of Sciauss at 0:00 P. W. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Mary Loughuen, William O'Meill, Peil Pasmanther, and William Segosz. Also present were tibrary Director Lola N. Reed, and Doard Accountant Stewart Membeur. Several members of the stiff, and one member of the "West Friends of the Library! Mere also present.

OPEN FUELD C REFERENCES ACCES

The bresident opened the menting and stated that on January 3, 1973, in decordance with Public Law 1975, Chapter 251, approved Oct. 21, 1975 and known as the "Open Public Meatungs Act", propar notice of the meeting and all Library Bosid miclings of the year 1976 was perced, and shall remain posted througbout the year of the official Main Library Bullatin Board, was mailed to the "Star-Ledgor" the officially designated newspaper, with mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town

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

Mr. Segosz reported that he has been in touch with another relephone company and has requested an astimate for telephone equipment and installation. He also will obtain an estimate from Mr. inca of Time Noving and Storays, Inc. for assistance in the move to the new addition.

Nr. Manheim reviewed the Proposed 1979 Budget with the Board. A total re 547,000 is additional monics is needed because of the new library addition. This emount includes salarias and benefits for any new employnes, so increase in utilities, and insurance. From this total, \$15,000 as been allocated for non-recurring expenses such as moving and relocation, and relephone equipator and installation.

Mrs. Crover while a morion that all full-time mon-professionals, newly hired professionale, and all part-time employees that become full-time after the passage of this schedule will be subject to the fullowing vacation schedule:

1): During the first year of employment - one variation day for one each month worked.

2) After the first year through the third year - twelve (12) yacation days.

et e l'este d'alle set

- 3) After the third year and through the fifth year fifteen (15) vacation days.
- After the fifth year and through the tenth year eighteen 4) (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 Lore

Sandra Goss, Secretary

Andrea Grover Secretary

Board of Trustees

- After the third year and through the fifth year fifteen (15) vacation days.
- 4) After the fifth year and through the touch year eighteen (19) vacation days.
- Atter the tenth year of twenty (20) variation down per year.
- Mr. Pasmantier seconded the motion, and it was corried unanimously

Mr. Sagesz 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 Budges of 5649,839 for 1973. Miss Loughren seconded the mation, and it was precarried unanimously.

the meeting was accompted at their star.

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Naspecturly submitted

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AGENDA

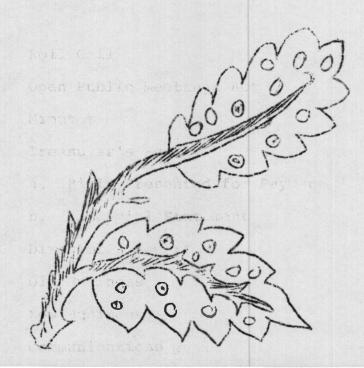
BOARD OF TRUSTEES MEETING WEST ORANGE PUBLIC LIBRARY

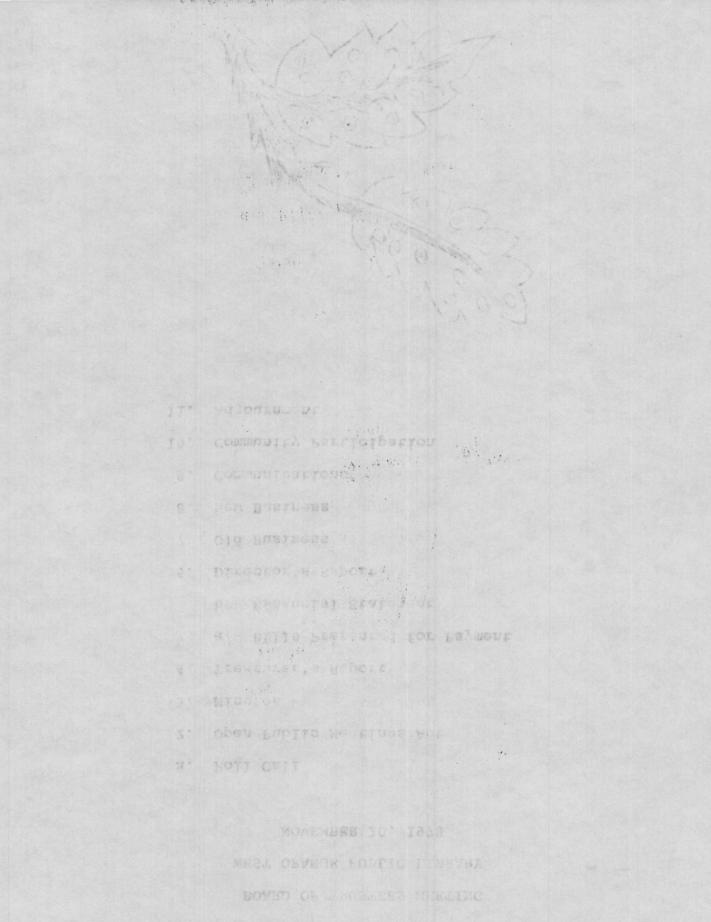
NOVEMBER 20, 1978

- 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





YCEND

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:

40

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.

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

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

OPEN PUBLIC MEETINGS ACT:

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

MINUTES:

motion and it was carried unanimously. of Trustees meeting of Oct. 25, 1978. Mrs. Grover seconded the Mr. Pasmantier made a motion to accept the Minutes of the Board

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

TREASUREN'S REPORT:

1. Bills Prosented for Payment

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unanimousiy. ds presented. Mr. Rupferer seconded the motion and it was carried Mr. Pasmantier made a motion to accept the Financial Statement 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.

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5)

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

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Adjournment wis at 10:00 P.M.

Sandra Goss, Secretary andre the

Respectfully submitted,

Andrea Grover, Schretary.

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.

MONTHAY PRODUCT MONTHAY PRODUCT

November 20. 1978

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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.

Thed

Lola N. Reed Director

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WEST ORANGE FREE PUBLIC LIBRARY

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BUDGET REPORT

MONTH OF OCTOBER 1978

LIBRARY BOARD MEETING OF NOVEMBER 20, 1978

EXPENDITURES

	Approved Budget 1978	Paid Month of October 178	1978 Accumulated Budget Expenditures Paid 10 Months Ended 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 BINDING	\$352,237 1,000	\$ 27,298.72	\$280,523.75 1,031.27			\$ 71,713.25 (31.27) 344.08
COMMUNITY SERVICES	500	-0-	155.92	344.08 260.72		260.72
TRANSPORTATION	350	-0- -0-	89.28 1,021.40	328.60		328.60
SEMINARS & WORKSHOPS	1,350	1,650.00	1,650.00	-0-		-0-
	1,650	850.00	7,650.00	2,550.00	\$ 850.00	1,700.00
MGMT. & PROF. SERVICES	10,200 2,000	-0-	1,000.00	1,000.00	• • • • • • • • •	1,000.00
Legal Main Library-Utilities	23,000	1,079.76	12,957.59	10,042.41	1,323.10	8,719.31
MAIN LIBRARY-OTTLITTES 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	
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 2,134.88
EMPLOYEE HEALTH-HOSP.	13,500	1,162.16	11,365.12	2,134.88		200.00
Annual Report	200	-0-	-0-	200.00		1,371.97
EQUIPMENT-LIBRARY	1,800	336.03	428.03	1,371.97		-0-
Shelving-Books	-0-	-0-	-0- -0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0- -0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0- -0-	112.12	387.88		387.88
MAINTENANCE EQUIPMENT	500	-0-	-0-	1,500.00	851.83	648.17
AUDIO-VISUAL EQUIPMENT	1,500	-0-	15,170.55	5,829.45	• • • • • • • • • • • • • • • • • • • •	5,829.45
SOCIAL SECURITY	21,000	U	1),1/01))	,,,·.,	-	
PUBLIC EMPLOYEES	24,000	-0-	22,029.73	1,970.27		1,970.27
RETIREMENT SYSTEM	24,000 -0-	-0-	-0-	-0-		-0-
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
Burglar Alarm Janitorial Supplies	1,000	35.34	1,497.23		27.80	(525.03)
SUPPLEMENTAL JANITOR	1,000	<i></i>	• • • • • • • • •			
SERVICES	4,000	· 0	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	-0-	1,903.17	(1,903.17)		<u>(1,903.17</u>)
TOTAL	\$568,527	\$ 40,797.95	\$413,000.77	\$155,526.23	<u>\$ 18,907.96</u>	\$136,618.27
PER RESOLUTION 6/28/78	(22,105)			(22, 105.00)		(22, 105.00)
TOTAL APPROVED BUDGET	\$546,422			\$133,421.23		\$114,513.27
1. PROVIDED BY TOWN OF West Orange	\$448,489					
2. ADD'L COMMITMENT PER						
MEETING WITH TOWN	25,000					
COUNCIL 6/12/78	\$473,489					
TOTAL PROVIDED BY TOWN						
3. PROVIDED BY LIBRARY FROM 1977 ACCUM-						
ULATED REVENUE FUND	72,933					
TOTAL APPROVED BUDGET	\$546,422					
TOTAL AFFROVED DUDGET	<u>42709742</u>					

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
	BALANCE AS OF 9/30/78	<u>\$ 48,737.66</u>	<u>\$ 24,974.18</u>	\$ 21,631.25	\$ 1,132.40	<u>\$ </u>	\$ 326.25
Ĕ	Add: Fines Non-Resident Fees Photocopy Book Rentals	\$ 1,730.33		(\$ 1,272.38 20.00 279.85 150.10			
	MICROFILMS Lost Books Excess Property Town of West Orange	103.49 938.15 124,244.00	124,244.00	8.00	\$ 103.49	\$ 938.15	
11	Total - October 1978	\$127,015.97	\$124,244.00	\$ 1,730.33	\$ 103.49	\$ 938.15	-0-
	TOTAL AVAILABLE	\$175,753.63	\$149,218.18	\$ 23,361.58	\$ 1,235.89	\$ 1,611.73	\$ 326.25
<u>1V</u>	Less: October 1978 - Expenditures	40,797.95	40,797.95				
V	Total Cash Funds Add: Due from the Town of W.O. for the 4th Qtr. Budget	<u>\$134,955.68</u>	\$108,420.23 <u>25,001.00</u> \$133,421.23	<u>\$ 23,361.58</u>	<u>\$ 1,235.89</u>	<u>\$ 1,611.73</u>	<u>\$ 326.25</u>
	<u>Less:</u> Accounts Payable - 10/31/78		18,907.96				
	Budget Balance - Per Report-10/31/78		\$114,513.27				
	Cash Funds Represented by: Checking a/c-Midlantic Nat'l Bank- Midlantic Nat'l Bank #02-073-0000- W.O. S & L Ass'n - #10085 Petty Cash - Cash Fund Petty Cash - Checking a/c Midlantic Midlantic Nat'l Bank-#02-073-00014 Midlantic Nat'l Bank-#02-073-00014	1770 c 61-0-Un. Ins. F	\$ 5,985.01 107,216.71 19,632.05 126.25 200.11 FUND 968.85 <u>826.70</u> <u>\$134,955.68</u>		Lost Book F Book Sales Proper Petty Cash <u>Less:</u> Accoun	serves Fund Fund & Excess rty Fund Fund	\$108,420.23 23,361.58 1,235.89 1,611.73 <u>326.25</u> \$134,955.68 <u>18,907.96</u> <u>\$116,047.72</u>

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WEST ORANGE FREE PUBLIC LIBRARY OCTOBER 1978 BILLS PRESENTED FOR PAYMENT ON NOVEMBER 20, 1978

CHECKS ARE DATED October 25, 1978

VOUCHER NUMBER PAYEE		BUD	GET ALLOCATION	<u>A</u>	MOUNT
3999 4000 4001 4002 4003 4004 4005 4006 4007	STATE OF N.JGROSS INC.TAX-OCT.'78 P.E.R.S. #20284-Pensions, Loans, etc. P.E.R.S. #20284-Contributory Group Ins.	1. 26. 1. 1. 1. 1. 1. 1. 1.	SALARIES SALARIES HOSPITALIZATION SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES SALARIES	\$	1,720.94 290.61 1,162.16 1,515.49 46.03 560.30 1,431.56 108.76 42.66 9,947.64 9,548.33
	SUB-TOTAL			\$ 3	26,374.48
	ADD: CHECKS -#3941 - 3998 PRESENTED FOR PAYMENT ISSUED AT OCTOBER 25, 1978 MEETING				14,449.62
	CHECKS ISSUED FOR THE MONTH OF OCTOBER 1978			\$ I	40,824.10
	Less: Check #3962 - Educator's Progress ServVoided	2.	Books		26.15
	<u>Total Expenditures - Month of October 1978</u> <u>Per Budget Report</u>			\$ L	+0,797.95

PAYMENT RECOMMENDED BY:

.

PAYMENT APPROVED BY:

Lola Wheed

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

- CFA-BY:

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON NOVEMBER 20, 1978

CHECKS ARE DATED November 20, 1978

VOUCHE NUMBER	
4008 4009	MIDLANTIC NAT'L BANK-F.W.T. 11/15/78 W.O. FEDERAL CREDIT UNION
4010	PETTY CASH CHECKING ACCOUNT
4011	A. ABORN EXTERMINATING Co., INC.
4012	
4013A	Automatic Data Processing
B 4014A	THE BAKER & TAYLOR CO.
В	
С	11 11 11 11
D	
4015 4016A	A. M. BEST CO.
40TOA B	BROADSTREET, INC.
c	н н
D	11 11
E	
4017 4018A	Brodart, Inc. Chambers Record Corp.
B	
Ċ	n u u
4019A B	Commerce Clearing House, Inc.
4020	Curtis Service, Inc.
4021	ROBERT W. DAUM
4022A	DIMONDSTEIN BOOK Co., INC.
B C	
D	н п п
Ε	н н н н
F	
G	11 11 11 11 11 11 11 11
H 4023A	DOUBLEDAY & Co., INC.
B	
С	11 11 11 11
D	
E F	
G	
Ĥ	11 II II
1	11 11 11 11
J	
K 4024	EBSCO SUBSCRIPTION SERVICES
4024	EDITOR & PUBLISHER
4026	EDUCATORS PROGRESS SERVICE, INC.
4027	FAIRCHILD BOOKS
4028	FARMER ELECTRICAL SUPPLY
4029A	Fowler Agency, Inc.
B C	
4030	GALE RESEARCH Co.
-	

BU	DGET ALLOCATION	AMOUNT			
1.	SALARIES			\$	1,915.15
1.	SALARIES				290.61
	Exchange				200.00
11.	SERVICE CONTRACTS				15.00
8.	MAINT. MOB.				7.65
11.	SERVICE CONTRACTS	\$			-0
11.		_	39.20		78.50
2.	Books		49.16		
2. 2. 2. 2.	11 11		56.44		
2.	11		31.55		192.00
2.		_	45.94		183.09
	Books		8 00		225.00
4.	SUPPLIES	,	8.00		
4.		(12.40) 2.80		
4.					
4.	11		19.00		20 50
4.		_	3.19		20.59 111.20
4.	SUPPLIES		56.51		111.20
21.	A/V MATERIALS		22.89		
21.					83.73
21.		_	4.33		05.75
2.	Books		3.33		26.85
2. 8.			23.52		
6.	MAINT. MOB.				1,337.91 422.00
2.	MAINT. MAIN.		71 52		422.00
2.	Books		71.53 293.18		
2.	II.		294.45		
2.	n		146.50		
2.	II.		39.66		
2.	FI		110.76		
2.			170.83		
2.			50.63		1,177.54
2.	Books	_	15.00		••••••
2.			23.06		
2.	11		19.20		
2.	11		4.85		
2.	н		4.85		
2.			51.66		
2.	11		24.25		
2.	11		9.70		
2.	11		6.10		
2.	ł I		15.00		
2.	11	_	27.69		201.36
19.	MAGAZINES				4,980.55
2.	Books				33.00
2.	Books				13.95
2.	Βοοκε				31.35
6.	MAINT. MAIN.		A - A		58.74
5.	NSURANCE	(\$	85.00)		
5.	11		3,707.48		
5.		_	620.09		4,242.57
2.	Βοοκς				46.24

OCTOBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON NOVEMBER 20, 1978

CHECKS ARE DATED NOVEMBER 20, 1978

VOUCHE					<u>,, ,,,,,,</u>
NUMBER		BU	DGET ALLOCATION	AMOUNT	r
					-
4031	GayLord Bros., Inc.	11.		¢ 70 C0	\$ 135.00
4032A B	GENE HACKER, INC.	21. 21.	A/V MATERIALS	\$ 79.50	89.50
4033A	J. L. HAMMETT CO.	4.	SUPPLIES	10.00	07.50
4033A B	J. L. HAMMEII CU.	4.	SUPPLIES	4.59	18.94
4034	INTERNATIONAL BUSINESS MACHINES CORP.	• ד			29.74
4035	KAUFMAN'S SENTRY HOWE.	4.	SUPPLIES- JAN.		5.00
4036		4.	SUPPLIES-JAN.		22.80
4037A	MacMillan Publishing Co., Inc.	2.	BOOKS	26.44	22.00
B		2.	11	5.06	
C	11 11 11 11	2.	11	6.26	37.76
4038	Manheim, Kosson & Novick		Mgmt. Services		850.00
4039	Marketing Services Division	2.			125.00
4040	NATIONAL FUEL OIL, INC.	6.			346.52
4040	New Jersey Bankers Assoc.	2.			5.00
4041A	N. J. Bell	9.		171.88	
B		9.		13.22	185.10
4043	N.J. CANDY & TOBACCO CO.	4.	SUPPLIES		84.50
4045	E & M O'HARA, INC.	9.	TELE.		55.23
4045	Prentice Hall, Inc.	2.	Books		7.96
4046A	PRESCRIPTION CENTER	4.	SUPPLIES	3.33	1
B	II II	4.	SUPPLIES H	11.15	
C	II II	4.	H	13.74	
D	11 11	4.	11	15.73	43.95
4047	P.S.E & G. Co.	6.	MAINT. MAIN.		976.60
4047	REGENT BOOK CO., INC.	2.	BOOKS		23.68
4040	St. Martins Press, Inc.	2.	BOOKS		32.14
4050	CHARLES SCRIBNER'S SONS	2.	BOOKS		46.00
4050	SEARS ROEBUCK & CO.	22.	EQUIPMENT		851.83
4052	SERINA PRESS	22.			10.70
4053	3 M Business Products Sales, Inc.	4.	SUPPLIES		30.25
4054	Town of West Orange	8.			1,390.19
4055	UNITED NATIONS	2.			38.75
4056	West Orange Chroicle	20.			34.00
4057	West Orange Community House	7.			135.00
	WEST ORANGE COMMONTEL HOUSE	/•	MAINIIUNI		
	SUB-TOTAL				\$ 21,313.72
LESS:	Check #4008 - Midlantic Bank	1.	SALARIES	\$1,915.15	
	H_{1000} M_{10} Ecocott Cocott Huten	1	SAL ADIES	200 61	

LESS:	Снеск	#4008 -	MIDLANTIC BANK	1.	SALARIES
		-	W.O. FEDERAL CREDIT UNION	1.	SALARIES
		#4010 -	PETTY CASH CHECKING ACCOUNT		Exchange

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

PAYMENT RECOMMENDED BY:

Lea Reed

PAYMENT APPROVED BY:

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

the cft BY:

290.61 200.00

2,405.76

\$ 18,907.96

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 consituting 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.

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 consituting a guorum: Albert Kupferer, Mary F. Loughren, William O'Neill, Paul Pasmantier, and William Sagosz. Emma-Lou Czarnecki, Acquisitions Librarian, represented Mrs. Reed, Library Director.

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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 - $\cos t - \$1,521$. (This would have to be repainted after a number of years). 2) Aluminum lettering - $\cos t - \$1,633$ (this has a tendency to pit). 3) Cast bronze lettering - $\cos t - \$2,375$. (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.

- 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.

Mrs. Strauss made a motion that Change Order #7 be adopted pending final negotiation by Mr. Fismantier and Mr. Sagess with cost adjustment by the contractor. Mr. O'Neill seconded the motion and it was corried aganimously.

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Porplotion of the new addition is rebeduled between Jan. 30 -Jebs 13, 1979. Feb. 19th through the 23rd will be the dates for Installation of borkstacks.

TELEPHONES:

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 porer/r Andrea Grover/Secretary

Board of Trustees

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Sandra Goss, Secretary dan La

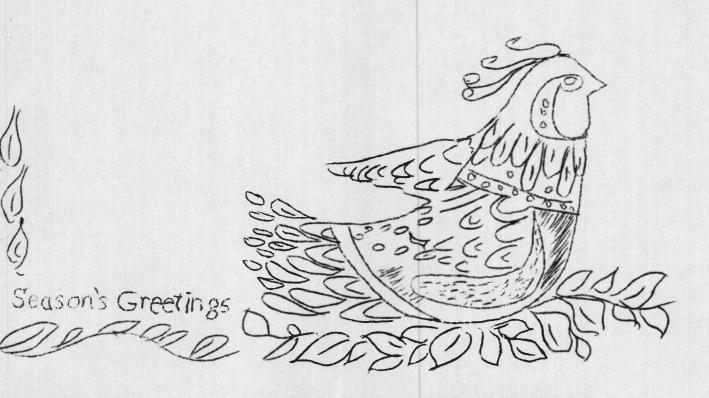
Andrea Grover / Susrerary. Dourd of Trusters

1.78

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



MGENDA WEST ORANGE FREE FUBLIC LIBRARY BOARD OF TRUSTEE MEETING

DECEMBER 30' 1978

- T' NOTT COTT
- A. Open Public Meetings Statement
- 3 WIENCER
- . Treasurer's Report
- a. Bills Presented for Payment
- D. Financial Statement
- 5. Director's Report
- 6. Committee Reports
- V. New Business
- a. Set dates for 1928 meetings
- b. Appoint nominating committee
- s. Communications
- 9. Community Participation
- 10. Adjournment

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 <u>War and Remembrances</u> with the wholesalers' prices.

WEST ORANGE FUBLIC LIBRARY MINUTES OF THE BOARD OF TEUSTEES MEETING. ... DECENDED 20, 1976

The meeting was called to order at 8:00 F. M. by President Anita (0. Strauss - The following members were present constituting a groun: Andrea Grover, Albert Rupferer, Mary Loughren, William Official, H. Faul E. Pasmantier, and William Sagaar. Mrs. Loia N. Rood, Derector and Stewart Mankeim, Board Accountint were also present. Two staffs members and a member of the New Friends were in attendance.

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WILMITER !

Mrs. Strauss noted that on page 5 under Telephones of the Nov. 29, 3978 Minutes the first centence to paragraph two should read: . "Mrs. Strauss favored investigating Centrex and suggested that the . Bourd wait for a response from them."

Mr. Sagess made a motion to accept the Minnter of the Movember 39, 1978 Scard of Trustees meeting with the above mentioned correction. Mr. Pasmontier seconded the motion, and it was carried upanimously.

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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.

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.

CINCLAR SECTOROUS

Mr. Manneum scared that the West Orange Savings and toat Association is offering Treasury Certificates and that these will be purchased using \$40,000 in State Aid.

Nr. Rupford made a motion to transfer \$20,000 from Statement Savings Acrount \$02-073-0009177-0 at Midlantic Bank to the checking account in December. On Japuary 3, 1979, Account \$10085, West Grange Savings and Lot Association will be closed and the total amount including interset will be deposited in the checking Account at Midlantic Bunk to pay December's bills. Miss Longheer seconded the motion, and the was curried unanimously.

Wr. Nodost made a motion to another the linguid Statemont as presented. Mr. Pasmantier seconded the motion, and it was certical unatimously.

Million Cuoves cude a motion that the Board of Trustees hive Willion Cuoves as attorney for the Board of Trustees; satury to be poin under the Salary and Wades line at \$2.000 per abount. His duties will include attendance at Board meetings and all light tout required, with the exception of court appearances. Miss houghted succeeds the motion, and it was carried upphateusly.

OURDOFFOR'S REPORT:

Mys. Read reported on the iollowing personnel matters:

1. Naureen Mitter, Jr. Library Assistant, has terminated supjoyment as of Dec. 14, 1978. She has been with the West Grange Public Library for ten years, since the age of 14.

Dr. Pasmantier nuggested that a noken of appreciation for her years of employment be given. Mrs. Strauss asked Mrs. Grover to write a letter commending Miss Ritner for mar work at the library.

2. Mrs. Tangreti, Jr. Library Applatant, will be leaving in the spring. She has been employed at the library for 13 years.

Wrs. Dorochy Friesson has requested to be changed from full-tune to part-time status as of January 1, 1979. This would leave her position as Supervising Library Assistant vacant. Mrs. Read recommended Mrs. Judqueline begone to be appointed to serve as Acting Supervising Library Assistant as of January 1, 1979 with the understanding that the pisc a Civil Service examination. Mrs. Reed stated that Mrs. Decore 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.

4. Mrs. Reed praised Phyllis Some, the Friends, and Mark Donnelly for their work on the King fut Slide/Lecture. Mrs. Reed would luse to change Mrs. Some is title from Jr. Library Assistant, a to conclude the Special Programmer. She would work in conjunction with acts Donnelly who is the Public Relations - Audic Visual (Special Distribution for Some bas provided the library with some dynamic and incovative idea). Hest Reed vill write a job description for a solvable title.

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COMMITTES

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BUILDING AND CROUNDS

1. Charge Orders: No. Permantier pointed onlythet Change Order 46 15 Nov \$3,031.30 with the deletion of frem \$5 and the adjustment of createdd and profit. The previous amount of \$3,832.95. Charge Order \$7 has been reduced \$1,000 to \$4,516.00. This is for , electrical work. The change orders need to be sugred and forwarded to Yown 1011. Mr. Lehman, and Tr. Felleconia.

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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. <u>Telephones</u>: 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

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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.

Sanche Man Sandra Goss, Secretary

Respectfully submitted,

Andrea Grover, Secretary

Board of Trustees

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Meeting adjourned at 10:30 P.M.

ardra Gess, Secretary 1. 11

Dudde Respectfully submitted,

Soard of Trustees Andrea Grover, Secretary

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 totake 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 bethrooms, etc.

MONPHLY REPORT

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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

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BUDGET REPORT

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		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
	1,650	-0- 850.00	1,650.00 8,500.00	-0- 1,700.00	\$ 850.00	-0- 850.00
MGMT. & PROF. SERVICES	10,200 2,000	-0-	1,000.00	1,000.00	\$ 050.00	1,000.00
Legal 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
Βοοκε	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-	-0- -0-	428.03 -0-	1,371.97 -0-		1,371.97 -0-
Shelving-Books Reading Room-Chairs	-0- -0-	-0- -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- -0-
BURGLAR ALARM	-0-	-0- 27.80	-0- 1,525.03	-0- (525.03)	117.28	(642.31)
JANITORIAL SUPPLIES Supplemental-Janitor	1,000	2/.00	1922900	·)2)•0))	117.20	
SUPPLEMENTAL-JANTION Services	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	-0-	1,903.17	(1,903.17)		(1,903.17)
	\$568,527	\$48,873.61	\$461,874.38	\$106.652.62	\$ 8,398.90	\$98,253.72
TOTAL		<u> </u>	<u>vierje/ 1090</u>		<u> </u>	
PER RESOLUTION 6/28/78 TOTAL APPROVED BUDGET	$(\underline{22,105})$ $\underline{\$546,422}$		-	(22,105.00) \$ 84,547.62		<u>(22,105.00</u>) <u>\$76,148.72</u>
1. PROVIDED BY TOWN OF West Orange * 2. Add'L commitment per	\$448,489					
MEETING WITH TOWN						
COUNCIL 6/12/78	25,000					
TOTAL PROVIDED BY TOWN	\$473,489					
3. PROVIDED BY LIBRARY						
-FROM 1977 ACCUM-	70 000					
ULATED REVENUE FUND	<u>72,933</u> \$546,422					
TOTAL APPROVED BUDGET	3240,422					

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
	BALANCE AS OF 10/31/78 Add:	\$134,955.68	\$108,420.23	\$ 23,361.58	<u>\$ 1,235.89</u>	<u>\$ 1,611.73</u>	\$ 326.25	
	FINES Non-Resident Fees Photocopy Book Rentals Microfilms	\$ 2,016.89		\$ 1,448.28 30.00 352.40 170.45 5.60				
	TELEPHONE Lost Books Excess Property State Aid Town of West Orange	168.50 101.20 41,834.00 25,000.00	\$ 25,000.00	10.16	\$ 168.50	\$ 101.20		\$41,834.00
11	TOTAL - NOVEMBER 1978	\$ 69,120.59	\$ 25,000.00	\$ 2,016.89	\$ 168.50	\$ 101.20	-0-	61.1 824 00
111	TOTAL AVAILABLE	\$204,076.27	\$133,420.23	\$ 25,378.47	\$ 1,404.39	\$ 1,712.93	\$ 326.25	<u>\$41,834.00</u> \$41,834.00
IV	<u>Less:</u> November 1978 - Expenditures	48,873.61	48,873.61					···,··
V	<u>Total Cash Funds</u> <u>Add:</u> Due from the Town of W.O. for the 4th Qtr. Budge t	\$155,202.66	\$ 84,546.62	\$ 25,378.47	\$ 1,404.39	\$ 1,712.93	\$ 326.25	\$41,834.00
	<u>Less:</u> Accounts Payable - 11/30/78		\$ 84,547.62 8,398.90					
	Budget Balance-Per report 11/30/78		\$ 76,148.72					
	CASH FUNDS REPRESENTED BY: CHECKING A/C-MIDLANTIC NAT'L BANK-#7 MIDLANTIC NAT'L BANK-#02-073-0000-17 W.O. S & L ASSN#10085 PETTY CASH-CASH FUND PETTY CASH-CHECKING A/C MIDLANTIC MIDLANTIC NAT'L BANK-#02-073-0001167 MIDLANTIC NAT'L BANK-#02-073-0001405	770 I-O Un.Ins.Fund	\$ 6,911.40 126,337.30 19,632.05 326.25 200.11 968.85 826.70 \$155,202.66			Funds: Budget Fund Fines & Rese Lost Book Fu Book Sales & Propert Petty Cash F N.J. State F Less:Accounts P	UND Excess ty Fund Fund	\$ 84,546.62 25,378.47 1,404.39 1,712.93 326.25 41,834.00 \$155,202.66 8,398.90 \$146,803.76

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NOVEMBER 1978 BILLS PRESENTED FOR PAYMENT ON DECEMBER 20, 1978

CHECKS ARE DATED November 20, 1978

VOUCHEI NUMBER		BUDGET ALLOCATION	AMOUNT
4058 4059 4060 4061 4062 4063 4064 4065 4066 4065 4066 4067		 EQUIPMENT SALARIES COMMUNITY SERVICES SALARIES 	\$ 892.58 1,837.11 75.00 290.61 1,162.16 1,533.78 38.44 588.38 1,431.56 108.76 42.66 10,507.68 10,103.00
	SUB-TOTAL		\$ 28,611.72
	ADD: CHECKS #4008-4057 PRESENTED FOR PAYMENT ISSUED AT NOVEMBER 20, 1978 MEETING CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1978		<u>21,313.72</u> \$ 49,925.44
	Less: CHECK #4051 SEARS & ROEBUCK - VOIDED #4010 TRANSFER-PETTY CASH	17. EQUIPMENT \$ 851.83 TRANSFERS	
	Total Expenditures - Month of November 1978 Per Budget Report		\$ 48,873.61
	DAVMENT DECOMMENDED DV.	DAVMENT APPPOVED RV.	

PAYMENT RECOMMENDED BY:

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Lola Wheel

PAYMENT APPROVED BY:

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

BY: Stewart Manheim 0/4

NOVEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON DECEMBER 20, 1978

CHECKS ARE DATED December 20, 1978

VOUCHE	R
NUMBER	
	Capital Savings & Loan Assn. Postmaster
	PETTY CASH CHECKING A/C
4071	A. ABORN EXTERMINATING CO.
	AL'S AUTO PARTS, INC.
4075	APPLE TREE PRESS, INC.
4074	AMERICAN ASSN.
40/2	AMERICAN HOSPITAL ASS'N.
4070	AUTOMATIC DATA PROCESSING
-0//A B	
4078A	THE BAKER & TAYLOR Co.
-	BLOOMFIELD WINDOW CLEANING CO.
	R. R. BOWKER CO.
	R. R. BOWKER CO.
	H H H H
	N N U U
D	H H H H
4082	R. R. Bowker
4083	BROADCASTING
	BOY SCOUTS OF AMERICA
4085A	Brodart, Inc.
В	
	C.W. Associates
	CARD DIVISION
	COMMERCE CLEARING HOUSE, INC.
В	н н н н
1.090	Course Burn Lettione Inc
-	CRONER PUBLICATIONS, INC.
	Deacon Press Dimondstein Book Co., Inc.
B	
В С	
D	11 11 11 11
E	11 11 11
F	
G	
н	1F 11 11 11
	11 11 11 11
4092A	DOUBLEDAY & CO., INC.
В	
С	11 11 11
D	11 11 11 11
E	n n n n n
F	н нн н
4093	FARMER ELECTRICAL SUPPLY
4094	FRIENDS OF THE LIBRARY OF PHILA.
4095A	
В	
C	
-	GAYLORD BROS., INC.
В	11 II II

BUDGET ALLOCATION		AMOU	NT
29.	TRANSFER		\$ 40,000.00
	POSTAGE		300.00
	TRANSFER		200.00
	SERVICE CONTRACTS		15.00
8.	MAINT. MOB.		46.00
20.	PAMPHLETS		14.25
2.	Βοοκε		5.75
2.	Books		40.00
11.	SERVICE CONTRACTS	\$ 38.55	
11.	11 11	38.55	77.10
2.	Books	86.86	100 00
2.	н	41.36	128.22
6.	MAINT. MAIN		32.00
2.	Books	17 50	3.95
2.	Books	47.50	
2.		22.50	
2.	11	139.00	374.00
2.		165.00	29.75
2.	BOOKS		15.00
2.	BOOKS		6.16
20.	PAMPHLETS	15.20	0.10
4. 4.	SUPPLIES	6.32	21.52
4.		0.72	5.25
2.	BOOKS		40.00
2.	Books Books	3.75	10.00
2.	BOOKS	7.07	10.82
		/.0/	
2.			33.95
4.	SUPPLIES	10.07	64.38
2.	BOOKS	43.97	
2.	н	75.68	
2.		208.28	
2.		110.49	
2.	11	261.30	
2.	11	122.72	8
2.		211.78	
2.	11	260.94	1 287 77
2.		92.61	1,387.77
2.	Βοοκς	46.90	
2.		24.37	
2.	11	45.00	
2.	11	60.00 22.17	
2.	11		297.61
2. 6.		99.17	58.74
2.	Maint. Main Books		5.00
2.	BOOKS	46.29	2.00
2.	H	68.00	
2.	II.	68.00	182.29
4.	SUPPLIES	86.10	
4.	II II	9.66	95.76
- T +			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

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NOVEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED FOR PAYMENT ON DECEMBER 20, 1978

VOUCHER NUMBER

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SUB-TOTAL

4126 SOURCES 4127 CAROL STARR

4131

4132 4133

4134

4109

4097 GENE HACKER, INC. 4098 G. K. HALL & Co.

4099 KENDALL/HUNT PUBLISHING CO.

4102 LEWIS PAPER & SUPPLY CO. 4103 MACMILLAN PUB. Co., INC.

4104 THE MAGAZINES ANTIQUES 4105 MANHEIM, KOSSON & NOVICK 4106 MARKETING SERVICES DIV.

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4110 NAT'L FIRE PROTECTION ASS'N.

4107A MARQUIS WHO'S WHO

4112A NEW JERSEY BELL 11

4115 PADRE PRODUCTIONS 4116 PITNEY BOWES 4117 R. L. POLK'S CO. 4118A PRESCRIPTION CENTER

4108 MEDICAL SOC. OF N.J.

4113 NATIONAL FUEL OIL, INC. 4114 PSG PUBLISHING Co., INC.

4119 PUBLIC SERVICE E & G CO. 4120 QUALITY PRODUCTS Co.

4121 REGENT BOOK Co., INC. 4122 St. Martin's Press, Inc. 4123 Shar-Frey, Inc.

Внин 4125A SILVER BURDETT Co.

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4100A LAPAT DUPLICATING & OFFICE SUPPLIES

4101 THE LAWYERS CO-OPERATIVE PUB. Co.

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4111 NATIONAL TELEPHONE DIRECTORY CORP.

4124A LILA SHOSHKES DESIGN ASSOCIATES

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4128 SUPERINTENDENT OF DOCUMENTS

WASHINGTON RESEARCHERS

THE H. W. WILSON CO.

YOUNG'S NEWS SERVICE

4129 TEN SPEED PRESS 4130 UNIVERSITY OF CALIFORNIA PRESS UNIVERSITY MICROFILMS INT'L

MIDDLE STATES ASS'N. OF COLLEGES & SCHOOL

PAYEE

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	DECEMBER 2	
BUDGET ALLOCATION	AMOUN	Ţ
		\$ 4.26
21. A/V MATERIALS		22.53
2. BOOKS		
2. BOOKS 4. SUPPLIES	\$ 46.00	12.95
	\$ 48.00 4.00	
T .		222 00
T .	182.00	232.00 18.90
2. Books 4. Jan. Supplies		306.20
4. JAN. SUPPLIES 2. Books		9.23
19. MAGAZINES		8.00
23. MANAGEMENT SVCS.		850.00
2. BOOKS		175.00
2. BOOKS 2. BOOKS	39.50	175.00
2. "	57.50	97.00
2. 2. Books		25.00
2. BOOKS 2. BOOKS		17.90
2. BOOKS		15.40
2. BOOKS		260.00
9. TELEPHONE	169.71	200100
9. "	14.53	184.24
6. MAINT. MAIN.		322.16
2. BOOKS		190.00
2. BOOKS		3.50
11. Service Contracts		35.25
2. Books		69.65
4. SUPPLIES	1.68	0,.07
4. ¹¹	17.35	19.03
6. MAINT. MAIN.		1,067.78
4. JAN. SUPPLIES		30.00
2. Books		39.99
2. BOOKS		21.34
2. BOOKS		7.12
4. SUPPLIES	10.20	/ • · -
4. "	6.00	16.20
2. Books	9.27	
2. "	9.72	18.99
2. BOOKS		4.00
19. MAGAGINES		5.00
2. BOOKS		5.00
2. BOOKS		9.11
2. BOOKS		4.75
2. MICROFILMS		157.05
2. BOOKS		5.00
2. BOOKS		793.00
20. NEWSPAPER		46.10
		\$ 45,598.90
29. Transfer	40,000.00	
29. TRANSFER	200.00	40,200.00
		\$ 8,398,90
		N. 0. 390, 90

PAYMENT APPROVED BY:

\$ 8,398.90

PAYMENT RECOMMENDED BY:

TOTAL ACCOUNTS PAYABLE-PER BUDGET REPORT

4071 -PETTY CASH CHECKING ACCOUNT

Jola Wheet

LESS: CHECK #4069 -CAPITAL S & L ASS'N.

November 30, 1978

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

BY: Stewart Marchim (74

CHECKS ARE DATED