

AGENDA

JANUARY 23, 1980

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Election of Officers
5. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
6. Director's Report
7. Committee Reports
8. Old Business
 - a. Elevator Contract
 - b. HVAC Contract
 - c. Installation of AV Equipment
9. New Business
 - a. Appoint Committees
 - b. Professional Services Contract Announcement
 - c. Designation of Bank Accounts
 - d. Shoshkes Final Bill
10. Communications
11. Community Participation
12. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JANUARY 23, 1980

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, Arthur Lang, and Paul Pasmantier. Also present were Stewart Manheim-Board Accountant; William Cuozzi-Board Attorney; and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 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. Lang made a motion to accept the Minutes of the Board of Trustees meetings for December 15, 1979 and December 19, 1979 with a correction to be made on page 2 under Financial Statement of the Minutes of 12/19/79 to read: About \$110,000 should be forthcoming. Mr. Kupferer seconded the motion, and the motion was carried unanimously.

ELECTION OF OFFICERS:

Mr. Kupferer, representing the Nominating Committee, made a motion to approve the following slate of officers for 1980: President - Anita O. Strauss; Vice-President - Paul E. Pasmantier; Treasurer - Albert Kupferer; Secretary - Andrea Grover. Mr. Lang seconded the motion, and it was carried unanimously.

Mrs. Strauss announced that Mayor Spina has reappointed Mrs. Grover to the Board of Trustees for 1980.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Lang made a motion to accept the Bills Presented for Payment for the month of December, 1979. Mr. Pasmantier seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim said that a \$60,000 note had come due on January 17 amounting to approximately \$1,500 in interest. A transfer could be made from the checking account into the Savings account next month. Day to day interest can be earned in the Statement savings Account.

Mr. Lang made a motion to establish a separate fund under Accumulated Revenues Statement Savings Account #02-073-0000177-0 to be labeled "Restricted Donations". This would be listed in the books. Mrs. Strauss seconded the motion, and it was carried unanimously.

Mr. Manheim explained that he had worked out a program with Mr. Lang whereby a certain amount of Treasury Bills would come due each month to be credited to the Checking Account.

DIRECTOR'S REPORT:

Mrs. Strauss stated that many of the items mentioned in the Director's Report had been incorporated in the Agenda for the January meeting.

Mrs. Strauss said that at a closed meeting of 12/15/79 dealing with personnel matters, a motion had been made to accept Mrs. Reed's proposal that Mrs. Shirley Itkin be appointed to the position of Sr. Library Assistant at a yearly salary of \$10,500 effective 1/1/80. Mr. Lang seconded the motion, and it was carried unanimously.

a) ELEVATOR CONTRACT: Mr. Cuozzi had reviewed the elevator contracts and was satisfied with the legal aspects.

Mr. Pasmantier made a motion to enter an agreement with the Elevator Maintenance Co. for service and maintenance for one year at a cost of \$88.00 per month in accordance with the service contract. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mr. Lang suggested that the Board should consider using a key to the elevator as he felt that it was being used indiscriminately. The key could be kept at the reference desk.

b) A/V EQUIPMENT: Mark Donnelly, A/V Librarian outlined the work to be done in the meeting room which included installation of wiring and interconnection for the speaker system, projector, turntable and tape recorder. The equipment would be used in the meeting room for various programs, movies and pre-school activities. Also, 2 wooden A/V centers located in the main area need carpentry and electrical hook-up work for a record player and tape recorder. An installation of a wall mount screen in the meeting room would be included. Three estimates had been received as follows: 1) E. & M. O'Hara - \$600.00. 2) Modern Mass Media - \$290.00. 3) Gene Hacker, Inc. - \$460.00.

Mr. Lang made a motion to accept Modern Mass Media's bid for \$290.00 providing that there is proper assurance that wires will not be exposed. Mr. Pasmantier seconded the motion, and it was carried unanimously.

c) HVAC: Mr. Lang had checked out the Environmental Control contract against the Monsen contract. Since they are basically the same, he recommended going with the lower priced contract.

Mr. Pasmantier made a motion that the Board of Trustees enter an agreement with environmental control at \$1,100 for the year to be paid in 4 payments of \$275.00 each in thirty day intervals for HVAC. Mrs. Grover seconded the motion, and it was carried unanimously.

d) MOBILIBRARY: Mr. Pasmantier said that the MOB Committee will meet and present a final draft of a questionnaire at the next Board meeting.

Mr. Lang asked Mrs. Reed if there was a training program for the employees. He has noticed that they have been working in different areas within the library because of the shortage in staff. Mrs. Reed replied that when an employee moves to another area, the department head trains them.

c) LOCKERS: The lockers have been found to be rather small and narrow and have little depth. Mrs. Reed had called Mrs. Shoshkes and Mrs. Shoshkes had replied that the order had been correct and that the lockers cannot be returned. Mr. Pasmantier asked Mrs. Reed to contact Mr. Blau and ask him about the possibility of obtaining statistics for larger size lockers. As only 34 lockers have been shipped to the library at present, she will tell him to hold the last shipment of lockers. There should be a total of 50. When Mrs. Reed obtains the necessary information, she will contact Mr. Pasmantier.

f) PERSONNEL MATTERS: Mrs. Reed reported that William Toohey, Library Clerk Driver, was struck by a car on January 18 while he was crossing Northfield Ave. He had been delivering and picking up books for shut-ins.

Mr. Pasmantier suggested that Mrs. Reed send a card and fruit basket on behalf of the Trustees and staff.

An accident form has been filed with the insurance company.

Mrs. Grover made a motion approving the hiring of Mrs. Deborah Pinkus at a yearly salary of \$11,518 in the position of Jr. Librarian as of 2/1/80. Mr. Pasmantier seconded the motion, and it was passed unanimously.

Mr. Pasmantier asked Mrs. Reed if the Board enters into a contract with a Librarian. Mrs. Reed answered that under Civil Service ruling, an employee is given a 3-6 month trial period. If the employee does not work out in that time, he/she can be terminated.

Mr. Pasmantier made a motion that whenever a new person is hired, that 5 months from the date of employment, the Director will be responsible for reviewing and informing the Board about the employee's retainment. Mr. Lang seconded the motion, and it was carried unanimously. Mr. Pasmantier explained that 5 months would give an extra month to the Board to review the case, if necessary.

Deputy Chief Cohrs of the Fire Department has been in the library about a floor plan of the building.

Two volumes of the Board of Trustees Minutes for 1979 were taken from the Catalog room where they were being processed. The volumes were reported missing as of 1/18/80. One volume has recently turned up in the reference area.

Mr. Pasmantier and Mr. Lang urged Mrs. Reed to keep the doors locked in all areas that are not being used.

Mrs. Reed said that she has had all of the doors leading to the catalog room locked when the staff leaves.

In answer to Mr. Pasmantier's question about the draft in the catalog room, Mrs. Reed said that the new partition is working very effectively to keep out the cold.

Mr. Manheim pointed out that in the 1978 Audit Report, the interest earned was \$4,700. In 1979, it was \$10,000.

Mrs. Reed presented two estimates for office furniture for the Director and Secretary's offices. Mrs. Strauss suggested that another estimate be obtained, and that the Building Committee look over the proposals. Mr. Lang agreed that the prices seemed a bit high and that the Board should try to get the best buy. Mr. Lang will review the costs with Mrs. Reed.

COMMITTEES:

a) PERSONNEL Mr. Lang mentioned that Mrs. Mary Allerhand is reaching the mandatory retirement age of 70 and that Mrs. Reed has informed her of the procedures to follow in this matter.

Mr. Kupferer made a motion to approve a pay adjustment for Mrs. Dorothy Ericsson. Her hourly rate will be \$5.85, retroactive to 1/1/80. The motion was seconded by Mr. Lang, and carried unanimously.

b) LIGHTING: Mr. Pasmantier read a letter from Mr. Lehman dated January 7, which had been sent to Mr. Cuozzi. This was in answer to two letters and Dr. Goodbar's report that had been sent to Mr. Lehman on December 17, 1979 and January 2, 1980. Enclosed with Mr. Lehman's letter was a copy of an engineering report prepared for Vogelbach and Baumann by Turek Associates, Pompton Lakes, N.J.

Mr. Pasmantier explained that the report shows a deficiency in lighting, but not as deficient as Dr. Goodbar's report. It indicates areas that are deficient.

Mr. Lehman also sent a letter with a copy of minutes of a meeting that had taken place on January 7, 1980. Mr. Lehman, the General Contractor, Electrical Contractor, Fixture Manufacturer and Lamp Manufacturer were present at the meeting, the objective being to determine the fault of the recurring burned out lamps.

Mr. Pasmantier said that he had talked to Mr. Pellicchia about the letter and the minutes, and that both were in agreement that the letter was confusing and that perhaps Dr. Goodbar could interpret it. Mr. Pasmantier suggested that the Board should wait for Mr. Lehman's final recommendations to resolve the lighting problem before Dr. Goodbar is sent the information to interpret. Mr. Lehman promised that the Board would hear from him within two weeks of the January 7th correspondence.

Mr. Cuozzi said that the Board had agreed to wait before taking any action until Mr. Lehman was heard from. Mr. Lehman had been in touch with him within the last 10 days and said that he would be getting in touch with the Board very soon. Mr. Pasmantier suggested that nothing be done until the end of the month. If Mr. Cuozzi does not hear from Mr. Lehman by that time, he should call Mr. Pasmantier.

Referring back to the Lehman Minutes, Mr. Pasmantier read an excerpt regarding the replacement of the inside of the existing fixtures to accept a 400 multi-vapor lamp in lieu of the 250 lamp now installed. It stated that the price of a 250 lamp is \$22.00 wholesale and can be purchased by the library for \$27.00. Mr. Pasmantier alerted the Board to the fact that it might be necessary to contact Dr. Goodbar to interpret the information after Mr. Lehman presents his suggestions.

Mr. Lang said that the record should reflect the peculiar nature of the correspondence whereby Mr. Pasmantier, as a Trustee, had written Mr. Lehman and Mr. Lehman in turn responded to the Board's attorney.

NEW BUSINESS:

Mrs. Strauss appointed the following Trustees to serve on the committees for 1980. She explained that the committees could be changed around when another Trustee is appointed. Building and Grounds: Mr. Pasmantier, Mr. Lang. Personnel: Mrs. Grover, Mr. Kupferer. Finance: Mr. Lang, Mr. Kupferer

Mrs. Strauss read an announcement awarding the Professional Service Contracts to Manheim, Kosson and Novick CPA's and Nathan Honig of Samuel Klein and Co., Auditors for the year 1980. The announcements will be published in the newspapers.

Mr. Lang made a motion to approve the appointments as stated by Mrs. Strauss, Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Kupferer made a motion designating the following depositories and associated accounts to be maintained for library monies for the year 1980:

1. Checking Account - Midlantic National Bank, Acct. #05987.
2. Statement Savings Account, Accumulated Revenues - Midlantic National Bank, Acct. #02-073-000177-0.
3. Statement Savings Acct. - Workmen's Compensation Fund for Employees - Midlantic National Bank Acct. #02-073-0001161-0.
4. West Orange Public Library Book Sale Escrow Fund - Statement Savings Acct. Midlantic National Bank Acct. #02-073-0001405-8.
5. Petty Cash Checking Account - Midlantic Bank Acct. #734-08486.
6. West Orange Savings and Loan Association - 6 month savings certificate Acct. #61400162

OLD BUSINESS:

Mrs. Strauss reported to the Board that she had sent a letter together with Mrs. Shoshkes' bill for \$1,000 to the Town Council for payment. Council President Gayle Rosen replied in a letter that the Town will not pay the bill. The \$1,000 is for the balance of Mrs. Shoshkes' contract with the Board.

Mr. Pasmantier asked Mrs. Strauss if the furniture appropriation had been spent. Mrs. Strauss said that there might be money left in the fund. Mr. Pasmantier estimated that about \$1,700 would be left in the fund and felt that the town should be billed for the Director's office furniture if any is purchased.

Mrs. Strauss made a motion to pay Mrs. Lila Shoshkes \$1,000 which will be charged to the New Library Addition line. Mr. Pasmantier seconded the motion, and it was carried with Mr. Lang abstaining.

Mr. Lang explained that he was not familiar with the contract as he wasn't on the Board of Trustees at the time.

COMMUNICATIONS:

Mrs. Grover read a letter from Mr. Palmere, Assistant Engineer from Town Hall, regarding an installation of a light for the sidewalk outside of the library. The cost of the light per month as determined by Public Service would amount to \$9.60.

Mr. Pasmantier offered to contact Mr. Sagosz about the light, as he had initiated the matter.

There will be a NJLA Trustee seminar to be held on March 8 at \$15.00 per person. Mrs. Strauss said that a copy of the announcement should be sent to all members.

Mrs. Strauss will write a covering letter for the resolution of commendation to Mr. Sagosz. It was agreed that Mrs. Strauss will purchase bookends for Mr. Sagosz keeping within a \$50.00 maximum.

COMMUNITY PARTICIPATION:

Mark Donnelly requested that a light be installed in the driveway between the south side of the library and the Board of Education. The drain pipe empties on to the pavement and it becomes very slippery for walking. Mr. Pasmantier said that he would look into the situation.

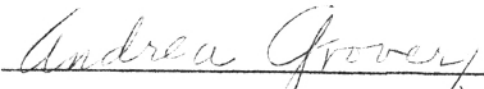
Mrs. Jacqueline Lepore, President of the Employees' Association, asked the Board's permission to have Mr. Manheim answer staff questions relating to salaries. A tentative date for Feb. 7th at 7:30 P. M. was set to be held at the Community House. Mrs. Reed, the Personnel Committee, and Mr. Manheim will attend along with interested staff members.

Meeting was adjourned at 9:40 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

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

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

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

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

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

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

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

Quita O. Struers

President, Board of Trustees

Andrea Jover

Secretary, Board of Trustees

January 23, 1980

DIRECTOR'S
MONTHLY REPORT

January 23, 1980

We are experiencing a number of problems and inconveniences because several important decisions have not been approved by the Board. Among these are the following:

1. Elevator Contract: We have three proposals and our attorney has approved one - The Elevator Maintenance Corp. at a rate of \$88.00 monthly. There is a one-year warranty by the Haughton Elevator Company which expires February 14. However, Mr. Dyranka, representative for that company, has informed me that our free service period expired on January 14.
2. Estimates for installation of A-V equipment are still pending. We have three proposals. Gene Hacker's bid is for \$460; Modern Mass Media's bid is \$290 and O'Hara's estimate is \$900.
3. HVAC Contract: At present we have no coverage for any boiler breakdown. During the month we experienced this type of situation and had to call in Monsen Engineering Company for service. We will be billed for this service call.

To refresh your memory: The Board awarded the HVAC contract to Environmental Control but due to the changeover and the old boiler was removed, you asked for and received a refund from that contract. This was done with the understanding that when we were operational again Environmental Control would get the contract.

We have two proposals. One is from Monsen Engineering for a yearly fee of \$2,016. Or, the payments could be made quarterly or on a monthly basis.

The other contract proposal is from Environmental Control at a yearly fee of \$1,155 or four payments of \$288.75 in thirty-day intervals.

4. Although a promotion and salary change were approved for Shirley Itkin on Saturday, December 15, no mention is made of it in any minutes. Please incorporate this information so Mrs. Itkin can receive her retroactive pay from January 1.
5. The MOB is just setting idly by, not serving any purpose whatsoever. If the Trustees make some decision as to what can usefully be done with the vehicle, we might be able to make a few patrons happy.

For your prompt consideration, I am again recommending the hiring of Mrs. Deborah Pinkus for the position of Young Adult/Reference Librarian with the Civil Service title of Junior Librarian.

Mrs. Pinkus is a 1978 graduate of the Graduate School of Library Service at Rutgers University. She is a Montclair resident and is presently employed part-time as Reference Librarian at the Orange Public Library and part-time at Montclair Public Library.

Mrs. Pinkus has had a number of years experience as a classroom teacher and a school librarian.

During the past five years, fifteen employees have left either through resignation, attrition or retirement. In 1975 we had a staff of 54. Today our number is down to 39. In 1979 alone five employees left and one reverted from full-time employment to part-time.

The staff has cooperated beautifully in the efforts to fill-in additional hours to regularly scheduled time. This does not solve our problem. We need additional help now.

Some of the lockers for employee use have been received. A total of 50 were ordered but we received only 34. Mr. Blau has assured me that the remaining 16 are being prepared for delivery within a few days.

The lockers are so tiny, we felt that the wrong ones had been mistakenly shipped to the library. A hurried call was made to Mrs. Shoshkes. She assured me that there was no mistake made. The right order was sent to us. I complained to her about objections of the staff. She replied that we are "stuck" with what we have.

We are still waiting for Mr. Pellecchia's representative to come in and instruct Bill Toohey, James Morrison and Bob Shannon on the HVAC system. Several calls have been made to Mr. Pellecchia about the matter. Each time he has promised that something will be done. Sofar, the matter is still pending.

Your affirmative action on the problems presented in this report is badly needed and will be appreciated.



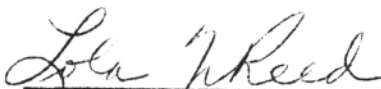
LOLA N. REED, DIRECTOR

ADDENDUM
to
Director's Report

January 23, 1980

Since my report for the month was prepared and mailed to you a number of incidentals, which should be brought to the attention of the Trustees, have transpired.

1. On Friday, January 18, Bill Toohey was making book deliveries to shut-ins. He was struck by an automobile while crossing Northfield Avenue around 2:30 P. M. He was taken to St. Barnabas Medical Center for emergency treatment and x-rays. He has no evidence of broken bones but is badly bruised and unable to walk at this point. He is at home.
2. Deputy Chief Cohrs came to the library on Friday, January 18 in search for a small scale drawing of the floor plans of the library. He stated that he had just been given an assignment which deals with the library.
3. Mrs. Czarnecki left the newly catalogued 1979 Trustee minutes on her desk Wednesday, January 16. The processing was to be completed the next day. That night someone walked away with both volumes of the minutes. So far, we have not been able to locate them.
4. Mr. Pellecchia finally sent Mr. Dodge, of Dennis Plumbing and Heating to the library to instruct the custodians on how to operate the HVAC system. Jimmy Morrison and Bob Shannon were present. This took place on Monday, January 21.
5. The 1978 Audit Report was received on January 16.
6. We requested and received quotes on office furniture from American Commercial Equipment Co. for the director and secretary. The amount quoted is \$2,180 including delivery and installation. Mrs. Shoshkes' quote was for \$2,751.60. This amount does not include an additional 15% service charge plus delivery and installation fees.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF DECEMBER 1979
LIBRARY BOARD MEETING OF JANUARY 23, 1980

	ADOPTED BUDGET 1979	PAID MONTH OF DECEMBER	ACCUMULATED BUDGET EX- PENDITURES PAID 12 MONTHS ENDED 12/31/79	UNEXPENDED BUDGET BALANCE ON 12/31/79	BILLS/ ACCOUNTS PAYABLE AT 12/31/79 PRESENTED FOR PAYMENT AT THIS MEETING 1/23/80	BUDGET BALANCES AT 12/31/79
SALARIES & WAGES	\$370,800	\$ 27,835.53	\$332,936.95	\$ 37,863.05		\$ 37,863.05
BINDING	1,500	99.06	1,059.84	440.16		440.16
COMMUNITY SERVICES	500	123.70	594.18 (94.18)	\$ 20.00 (114.18)
TRANSPORTATION	350	46.45	159.95	190.05		190.05
SEMINARS & WORKSHOPS	1,350	89.20	1,147.90	202.10		202.10
AUDIT	1,800	-0-	-0-	1,800.00	1,800.00	-0-
MANAGEMENT & PROFESSIONAL SERVICES	10,700	892.00	9,812.00	888.00	888.00	-0-
LEGAL	2,000	35.00	35.00	1,965.00		1,965.00
MAIN LIBRARY-UTILITIES	23,000	1,550.80	21,858.48	1,141.52	3,636.63 (2,495.11)
MAIN LIBRARY-MAINTENANCE	7,000	264.98	4,834.23	2,165.77	116.59	2,049.18
TORY CORNER-RENTAL	540	-0-	405.00	135.00	135.00	-0-
BOOKMOBILE	6,500	7.60	2,807.72	3,692.28		3,692.28
SERVICE CONTRACTS	5,000	149.05	3,575.42	1,424.58	180.25	1,244.33
BOOKS	55,000	4,331.64	43,360.18	11,639.82	3,868.06	7,771.76
SUPPLIES-LIBRARY	12,100	1,002.17	9,591.60	2,508.40	1,546.83	961.57
MICROFILM	2,000	-0-	1,030.50	969.50		969.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	41.80	6,294.33	3,705.67	42.05	3,663.62
PAMPHLETS	700	4.31	421.64	278.36	40.50	237.86
AUDIO-VISUAL-MATERIALS	1,500	98.34	785.18	714.82	34.86	679.96
INSURANCE	7,000	3,310.10	7,501.18 (501.18)	(501.18)
TELEPHONE	3,500	262.80	2,864.86	635.14	221.76	413.38
POSTAGE	3,000	-0-	2,110.00	890.00	300.00	590.00
EMPLOYEE HEALTH-HOSP.	14,800	1,186.50	13,805.77	994.23		994.23
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	229.58	324.08	1,175.92		1,175.92
SOCIAL SECURITY	23,000	4,808.67	20,047.70	2,952.30		2,952.30
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	179.20	2,137.38 (137.38)	195.43 (332.81)
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	241.64	2,087.80	912.20		912.20
NEW LIBRARY ADDITION						
EXPENSES- SEE PAGE 2	30,551	864.00	13,089.20	17,461.80	828.10	16,633.70
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 47,654.12</u>	<u>\$527,762.57</u>	<u>\$105,428.43</u>	<u>\$ 13,854.06</u>	<u>\$ 91,574.37</u>

FUNDS FROM:
TOWN OF WEST ORANGE \$525,000
ACCUMULATED REVENUE 108,191
TOTAL ADOPTED BUDGET \$633,191

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF DECEMBER 1979

LIBRARY BOARD MEETING OF JANUARY 23, 1980

	ADOPTED BUDGET 1979	PAID MONTH OF DECEMBER	ACCUMULATED BUDGET EXPENDITURES PAID 12 MONTHS ENDED 12/31/79	UNEXPENDED BUDGET BALANCE ON 12/31/79	BILLS ACCOUNTS PAYABLE AT 12/31/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 1/23/80	BUDGET BALANCES AT 12/31/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	(6,000)			(6,000.00)		(6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	(800)			(800.00)		(800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)			(1,500.00)		(1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000		\$ 769.59	230.41		230.41
MOVING AND RELOCATION - (NON-RECURRING)	8,000	\$ 500.00	2,067.54	5,932.46		5,932.46
SECURITY GUARDS	3,161	364.00	3,388.00	(227.00)		(227.00)
LIBRARY OPENING PROMOTIONAL EXPENSES	690		174.57	515.43		515.43
PAINTING			1,521.50	(1,521.50)		(1,521.50)
CLEANING			475.50	(475.50)		(475.50)
FURNITURE & FIXTURES			4,692.50	(4,692.50)	\$ 828.10	(5,520.60)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 864.00	\$ 13,089.20	\$ 17,461.80	\$ 828.10	\$ 16,633.70

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF DECEMBER 1979

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1979 STATE AID FUND
I BALANCES OF 11/30/79	\$226,859.59	\$153,082.55	\$ 26,632.69	\$ 992.50	\$ 1,066.60	\$ 326.25	\$ 44,759.00

ADD: FINES			(\$ 1,393.94				
NON-RESIDENT FEES			(10.00				
RENTALS			(85.90				
MICRO-FILMS			(5.00				
PHOTOCOPIES - TOSHIBA	\$ 6,136.22		(39.50				
PHOTOCOPIES - XEROX			(340.20				
COMMISSIONS - OLIVETTI			(149.00				
DONATIONS			(575.00				
INTEREST			(3,537.68				
LOST BOOKS (RETURNED)	(27.58)			(\$ 27.58)	\$ 63.75		
EXCESS PROPERTY	63.75						
II TOTAL-DECEMBER 1979 - RECEIPTS	\$ 6,172.39	-0-	\$ 6,136.22	(\$ 27.58)	\$ 63.75	-0-	-0-
III TOTAL AVAILABLE I PLUS II	\$233,031.98	\$153,082.55	\$ 32,768.91	\$ 964.92	\$ 1,130.35	\$ 326.25	\$ 44,759.00
IV LESS:							
DECEMBER 1979 DISBURSEMENTS	47,654.12	47,654.12					
V TOTAL CASH FUNDS	\$185,377.86	\$105,428.43	\$ 32,768.91	\$ 964.92	\$ 1,130.35	\$ 326.25	\$ 44,759.00

LESS:							
ACCOUNTS PAYABLE 12/31/79		13,854.06					
BUDGET BALANCES AT 12/31/79		\$ 91,574.37					

CASH FUNDS REPRESENTED BY:							
CHECKING A/C - MIDLANTIC NAT'L BK #734-0598-77			\$ 14,078.92			\$105,428.43	
MIDLANTIC NAT'L BK #02-073-0000-177-0- FINES & RESERVES FUND			12,947.55			32,768.91	(DONATIONS \$2,875.05
MIDLANTIC NAT'L BK #02-073-0001-161-0- UNEMPLOYMENT COMP. FUND			1,101.10			964.92	
MIDLANTIC NAT'L BK #02-073-0001-405-8- BOOK SALES ESCROW FUND			1,324.94				
60 M-U.S. TREASURY BILL P-78239 (1/17/80)			58,524.00				1,130.35
55 M-U.S. TREASURY BILL P-78240 (2/14/80)			53,096.03				326.25
W.O. SAVINGS BANK #61400162 11.769% DUE 6/15/80			43,889.56				44,759.00
PETTY CASH			146.25				\$185,377.86
PETTY CASH-CHECKING A/C-MIDLANTIC-#734-0848-6			269.51				13,854.06
			\$185,377.86			\$171,523.80	

WEST ORANGE FREE PUBLIC LIBRARY
 DECEMBER 1979 BILLS PRESENTED FOR PAYMENT ON
 JANUARY 23, 1980

LIST OF CHECKS PAID FROM PETTY CASH FOR THE
 MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1979

DATE	VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
<u>OCT.</u>				
2	1228	SHIRLEY ITKIN	4. SUPPLIES	\$ 5.23
1	1240	AMY NACHTIGALL	LOST BOOK REFUND	12.75
2	1241	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	10.45
5	1242	J & S VACUUM CLEANER Co.	4. SUPPLIES	29.95
5	1243	N.J. LIBRARY ASS'N.	15. WORKSHOPS	10.00
5	1244	MC CLOSKEY DINNER FUND	10. COMMUNITY RELATIONS	20.00
5	1245	PAPER BACK BOOK SHOP	20. NEWSPAPERS	1.56
8	1246	W. O. PUBLIC LIBRARY	LOST BOOK REFUND	9.00
9	1247	W. O. PUBLIC LIBRARY	LOST BOOK REFUND	3.89
12	1248	RUTGERS' UNIVERSITY	15. WORKSHOPS	15.00
13	1249	KRESGE'S	4. SUPPLIES	5.52
13	1250	VOID		
13	1251	WORRALL PUBLICATIONS	10. COMMUNITY RELATIONS	10.00
16	1252	WILLIAM TOOHEY	12. TRANSPORTATION	8.50
16	1253	LOLA REED	12. TRANSPORTATION	7.35
16	1254	STATE DEPT. OF ENVIRONMENT PROTECTION	20. NEWSPAPERS	1.00
16	1255	PRESCRIPTION CENTER	21. A/V MATERIALS	12.05
16	1256	ECO-O-CLEANERS	6. MAINT.-MAIN	12.00
16	1257	LINEN 'N THINGS	4. SUPPLIES	42.03
18	1258	A.P.A	4. SUPPLIES	26.35
18	1259	METRO	15. WORKSHOPS	30.00
18	1260	U.S. PENCIL & STATIONERY Co.	4. SUPPLIES	41.00
25	1261	SHIRLEY ITKIN	4. SUPPLIES	14.67
25	1262	REVEREND LEE H. POOLE	20. NEWSPAPERS	1.00
25	1263	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	9.40
25	1264	PRESCRIPTION CENTER	21. A/V MATERIALS	17.80
27	1265	W.O. PUBLIC LIBRARY	4. SUPPLIES	10.00
27	1266	SHIRLEY ITKIN	4. SUPPLIES	7.38
29	1267	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	6.45
29	1268	N.J. OCCUPATIONAL RESOURCE CENTER	15. WORKSHOPS	14.00
8	1269	W.O. PUBLIC LIBRARY	4. SUPPLIES	25.37
8	1270	NORTH JERSEY NEWS PHOTOS	21. A/V MATERIALS	16.00
10	1271	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.50
10	1272	SUPREME BAKERY	4. SUPPLIES	15.01
13	1273	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	9.00
13	1274	STIK-A-LETTER Co.	4. SUPPLIES	1.87
<u>NOV.</u>				
15	1275	SHIRLEY ITKIN	4. SUPPLIES	3.25
16	1276	JOHN A. GIBSON, JR.	21. A/V MATERIALS	8.00
20	1277	SUPREME BAKERY	4. SUPPLIES	18.51
21	1278	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	10.50
23	1279	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	3.33
24	1280	JAMES MORRISON	12. TRANSPORTATION	10.00
26	1281	LOLA REED	12. TRANSPORTATION	6.50
28	1282	SUPREME BAKERY	4. SUPPLIES	8.30
<u>DEC.</u>				
4	1283	PHYLLIS SOME	4. SUPPLIES	2.62
7	1284	NEWARK MUSEUM	10. COMMUNITY RELATIONS	3.00
7	1285	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	10.00
12	1286	SANDRA GOSS	10. COMMUNITY RELATIONS	3.00
12	1287	WILLIAM TOOHEY	12. TRANSPORTATION	11.10
14	1288	OXFORD RUBBER STAMP Co.	4. SUPPLIES	8.40
14	1289	PRESCRIPTION CENTER	4. SUPPLIES	10.52
14	1290	LE JOHN'S	4. SUPPLIES	8.40
14	1291	SHIRLEY ITKIN	4. SUPPLIES	2.23

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1979 BILLS PRESENTED FOR PAYMENT ON
JANUARY 23, 1980

LIST OF CHECKS PAID FROM PETTY CASH FOR THE
MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1979

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>DEC.</u>				
18	1292	ARTS COUNCIL OF SUBURBAN ESSEX	10. COMMUNITY RELATIONS	\$ 25.00
18	1293	LOLA REED	4. SUPPLIES	9.20
20	1294	PRESCRIPTION CENTER	21. A/V MATERIALS	12.99
27	1295	JOANNE FELLALAS	LOST BOOK REFUND	4.95
28	1296	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	11.00
<u>TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT</u>				
<u>FOR THE MONTHS OF OCTOBER, NOVEMBER & DECEMBER 1979</u>				<u>\$ 660.88</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Edward Mannheim

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1979 BILLS PRESENTED FOR PAYMENT ON
JANUARY 23, 1980

CHECKS ARE DATED
DECEMBER 31, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5095	FOWLER AGENCY, INC.	5. INSURANCE	\$ 3,224.00
5096	ISAAC GOODBAR	28. MOVING & RELOCATION	500.00
5097	RITA EDELMAN	10. COMMUNITY RELATIONS	30.00
5098	TOWN OF W.O.-JAN. 1980	26. HOSPITALIZATION	1,186.50
5099	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	102.18
5100	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	45.75
5101	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,377.92
5102	W.O. PUBLIC LIBRARY-UN. INS. SAVINGS A/C	1. SALARIES	28.37
5103	TOWN OF W.O. EMPLOYEES SOC. SEC. DEC. '79	1. SALARIES	1,559.03
5104	N.J. GROSS INCOME TAX	1. SALARIES	574.37
5105	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	310.54
5106	MIDLANTIC NAT'L BK- FTD-12/31/79	1. SALARIES	1,986.86
5107A	N.J. EMPLOYMENT SEC.AGY.-4TH QTR.'79	28. UN. INS. EXP.	\$ 241.64
5107B	N.J. EMPLOYMENT SEC. AGY.-4TH QTR.'79	TRANSFER	121.21
5108	TOWN OF W.O.-EMPLOYERS' SOC.SEC.4TH QTR.'79	28. SOC. SEC. EXP.	4,808.67
	NET P/R - 12/15/79 #5740-5779 (40)	1. SALARIES	9,656.52
	NET P/R - 12/31/79 #5780-5820 (41)	1. SALARIES	9,967.69
<u>SUB-TOTAL</u>			\$ 35,721.25
<u>ADD:</u> CHECKS #5038-5094-PRESENTED FOR PAYMENT ISSUED AT DECEMBER 19, 1979 MEETING			11,535.40
<u>CHECKS ISSUED FOR THE MONTH OF DECEMBER</u>			\$ 47,256.65
<u>ADD:</u> PETTY CASH CHECKS - OCTOBER, NOVEMBER & DECEMBER 1979 #1240-1296			660.88
<u>SUB-TOTAL</u>			\$ 47,917.53
<u>LESS: REGULAR CHECKING ACCOUNT</u>			
	CHECK - #5067 - RITA EDELMAN -(VOIDED)	10. COMMUNITY RELATIONS	30.00
	CHECK - #5107B - N.J. EMPL. SEC.AGY.	TRANSFER	121.21
	DEPOSIT - 12/24/79	2. BOOKS	2.98
<u>PETTY CASH CHECKING ACCOUNT</u>			
	CHECK - #1240 - AMY NACHTIGALL	LOST BOOK RETURNED	12.75
	CHECK - #1241 - W.O. PUBLIC LIBRARY	" " "	10.45
	CHECK - #1246 - W.O. PUBLIC LIBRARY	" " "	9.00
	CHECK - #1247 - W.O. PUBLIC LIBRARY	" " "	3.89
	CHECK - #1263 - W.O. PUBLIC LIBRARY	" " "	9.40
	CHECK - #1267 - W.O. PUBLIC LIBRARY	" " "	6.45
	CHECK - #1271 - W.O. PUBLIC LIBRARY	" " "	8.50
	CHECK - #1273 - W.O. PUBLIC LIBRARY	" " "	9.00
	CHECK - #1278 - W.O. PUBLIC LIBRARY	" " "	10.50
	CHECK - #1279 - W.O. PUBLIC LIBRARY	" " "	3.33
	CHECK - #1285 - W.O. PUBLIC LIBRARY	" " "	10.00
	CHECK - #1295 - JOANNE FELALAS	" " "	4.95
	CHECK - #1296 - W.O. PUBLIC LIBRARY	" " "	11.00
<u>TOTAL EXPENDITURES - MONTH OF DECEMBER 1979</u>			263.41
<u>PER BUDGET REPORT</u>			\$ 47,654.12

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Levinson*

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 23, 1980

CHECKS ARE DATED
JANUARY 23, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5109	TOWN OF W.O.	EXCHANGE	\$ 800.00
5110	MIDLANTIC NAT'L BK-FTD-1/15/80	1. SALARIES	1,980.14
5111	WEST ORANGE EMPLOYEES-F.C.U.	1. SALARIES	310.54
5112	POSTMASTER	13. POSTAGE	300.00
5113	A. ABORN EXTERMINATING CO.	6. MAINT. MAIN.	15.00
5114	ALTERNATIVE SOURCES OF ENERGY	20. PAMPHLETS	2.00
5115A	AMERICAN PAPER TOWEL CO.	4. JAN. SUPPLIES	\$ 104.60
B	" " " "	4. " "	86.25
5116	ART METAL-AETNASTAK DIV.	17. STEEL SHELVING-NEW ADD.	248.10
5117A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	45.40
B	" " " "	11. " "	45.35
5118A	THE BAKER & TAYLOR CO.	2. BOOKS	39.38
B	" " " "	2. " "	50.03
C	" " " "	2. " "	30.29
D	" " " "	2. " "	99.29
E	" " " "	2. " "	21.52
5119A	THE BAKER & TAYLOR CO.	2. BOOKS	174.99
B	" " " "	2. " "	165.94
C	" " " "	2. " "	211.17
D	" " " "	2. " "	104.61
E	" " " "	2. " "	133.29
F	" " " "	2. " "	173.83
G	" " " "	2. " "	44.81
H	" " " "	2. " "	304.18
I	" " " "	2. " "	(5.96)
J	" " " "	2. " "	(5.36)
K	" " " "	2. " "	89.52
L	" " " "	2. " "	16.23
M	" " " "	2. " "	581.34
5120A	THE BAKER & TAYLOR CO.	2. BOOKS	5.96
B	" " " "	2. " "	19.91
C	" " " "	2. " "	(5.96)
5121	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT. MAIN.	64.00
5122A	R. R. BOWKER	2. BOOKS	34.47
B	" " "	2. " "	332.17
C	" " "	2. " "	25.30
D	" " "	2. " "	33.90
E	" " "	2. " "	33.80
F	" " "	2. " "	28.35
5123	BROADCASTING	2. BOOKS	50.00
5124A	BROADSTREET, INC.	4. SUPPLIES	(12.00)
B	" " "	4. " "	200.46
C	" " "	4. " "	39.50
5125A	BRODART, INC.	4. SUPPLIES	112.20
B	" " "	4. " "	14.88
C	" " "	4. " "	296.88
D	" " "	4. " "	69.36
E	" " "	4. " "	112.20
5126	CHAMBERS RECORD CORP.	21. A/V MATERIALS	34.86
5127	CITIZEN'S ENERGY PROJECT	20. PAMPHLETS	4.45
5128	THE COUNCIL OF STATE GOVERNMENTS	2. BOOKS	7.75

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 23, 1980CHECKS ARE DATED
JANUARY 23, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5129A	DEACON PRESS	4. SUPPLIES	\$ 12.00
B	" "	4. "	48.00
5130A	DOUBLEDAY & Co., INC.	2. BOOKS	36.94
B	" " " "	2. "	22.82
C	" " " "	2. "	14.55
D	" " " "	2. "	59.82
E	" " " "	2. "	73.50
5131	EDUCATIONAL DIRECTORS, INC.	2. BOOKS	207.63
5132A	GALE RESEARCH Co.	2. BOOKS	29.15
B	" " "	2. "	47.35
C	" " "	2. "	30.11
D	" " "	2. "	87.28
5133	GANN LAW BOOKS	2. BOOKS	72.91
5134	GAYLORD BROS., INC.	4. SUPPLIES	237.65
5135	J. L. HAMMETT Co.	4. SUPPLIES	25.00
5136	HEINLE & HEINLE ENTERPRISES	2. BOOKS	112.85
5137	INTERNATIONAL PUBLICATIONS SERVICE	2. BOOKS	20.85
5138	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES - JAN.	8.13
5139	C. KIMMEL	11. SERVICE CONTRACTS	86.06
5140	KULACS ENGRAVING SERVICE	4. SUPPLIES	4.58
5141	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	89.50
5142	THE LAWYERS CO-OPERATIVE PUBLISHING Co.	2. BOOKS	79.75
5143	MAC MILLAN PUBLISHING Co., INC.	2. BOOKS	80.05
5144	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	19.50
5145	A. R. MEEKER Co.	4. SUPPLIES	8.93
5146	NAT'L ASS'N OF SOCIAL WORKERS, INC.	2. BOOKS	888.00
" " " " " "	" " " " " "	2. BOOKS	9.55
5147	NATIONAL FUEL OIL, INC.	20. PAMPHLETS	12.50
5148A	NATIONAL REGISTER PUBLISHING Co., INC.	6. MAINT-UTILITIES	10.75
B	" " " " " "	2. BOOKS	23.25
5149	N.J. BELL	2. "	2,202.20
5150	NJCT CORPORATION	9. TELEPHONE	32.00
5151	NEW JERSEY LAW JOURNAL	4. SUPPLIES	86.40
5152	N.J. STATE BOARD OF EDUCATION	2. "	118.40
5153	R. L. POLK & Co.	2. BOOKS	221.76
5154	PRAKKEN PUBLICATIONS, INC.	2. BOOKS	95.60
5155A	PRENTICE-HALL, INC.	2. BOOKS	19.75
B	" " "	2. "	15.00
C	" " "	2. "	70.10
5156	P.S.E. & G. Co.	2. BOOKS	16.00
5157	ROBERT D. REED	2. BOOKS	5.00
5158	REGENT BOOK Co., INC.	2. "	6.59
5159	ROSSI & Co.	2. "	7.33
5160	ST. MARTIN'S PRESS, INC.	6. MAINT-UTILITIES	18.92
5161	PORTER SARGENT PUBLISHERS, INC.	20. PAMPHLETS	1,434.43
5162	KURT STERN	2. BOOKS	21.30
5163	TELE-PAGES	2. BOOKS	7.11
5164	ULVERSCROFT LARGE PRINT BOOKS, LTD.	6. MAINT-MAIN.	37.59
5165	THE H. W. WILSON Co.	2. BOOKS	34.41
5166	WORLD WITHOUT WAR PUBLICATIONS	2. BOOKS	14.07
		4. SUPPLIES	60.00
		10. COMMUNITY RELATIONS	20.00
		2. BOOKS	90.00
		2. BOOKS	35.00
		20. PAMPHLETS	2.00

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 23, 1980

CHECKS ARE DATED
JANUARY 23, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5167	XEROX CORP.	25. PHOTOCOPY	\$ 275.00
5168A	XEROX CORP.	4. SUPPLIES	\$ 85.65
B	" "	4. "	36.35
C	" "	4. "	72.70
5169	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	42.05
5170	P.T. GRANT CO., INC.	NEW ADDITIONS	580.00
<u>SUB-TOTAL</u>			\$ 15,284.74
LESS: CHECK #5109-TOWN OF W.O.		EXCHANGE	\$ 800.00
CHECK #5110-MIDLANTIC NAT'L BK		1. SALARIES	1,980.14
CHECK #5111-W.O. EMPLOYEES,FCU		1. SALARIES	310.54
CHECK #5167-XEROX CORP.		25. PHOTOCOPIES	275.00
<u>SUB-TOTAL</u>			\$ 11,919.06
<u>ADDITIONAL ACCOUNTS PAYABLE:</u>			
S. KLEIN & CO.		AUDIT	\$1,800.00
WEST ORANGE COMMUNITY HOUSE		TORY CORNER RENTAL	135.00
<u>TOTAL ACCOUNTS PAYABLE - DECEMBER 31, 1979</u>			<u>\$ 13,854.06</u>
<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Edward Novick*

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1979
LIBRARY BOARD MEETING OF JANUARY 23, 1980

	1977 ACTUAL EXPENSES BY LIBRARY	1978 ACTUAL EXPENSES BY LIBRARY	1979 ACTUAL EXPENSES BY LIBRARY	1979 APPROVED BUDGET	1979 UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1979 AP- PROVED BUDGET
SALARIES & WAGES	\$324,401.45	\$336,752.59	\$332,936.95	\$370,800	\$ 37,863.05
CONTRACTUAL SERVICES:					
BINDING	1,107.31	1,031.27	1,059.84	1,500	440.16
COMMUNITY SERVICES	248.55	304.16	614.18	500	(114.18)
TRANSPORTATION	266.00	152.93	159.95	350	190.05
SEMINARS & WORKSHOPS	831.73	1,056.07	1,147.90	1,350	202.10
AUDIT	1,650.00	1,650.00	1,800.00	1,800	-0-
MGMT. & PROFESSIONAL SVCS.	9,700.00	10,200.00	10,700.00	10,700	-0-
LEGAL & PROFESSIONAL FEES	2,000.00	1,000.00	35.00	2,000	1,965.00
CONTRACTUAL MAINTENANCE & REPAIR					
MAIN LIBRARY - UTILITIES	19,045.49	17,920.35	25,495.11	23,000	(2,495.11)
MAIN LIBRARY - MAINTENANCE	6,107.38	1,754.53	4,950.82	7,000	2,049.18
TORY CORNER - RENTAL	540.00	540.00	540.00	540	-0-
BOOKMOBILE	5,332.30	4,420.15	2,807.72	6,500	3,692.28
SERVICE CONTRACTS	3,237.32	3,263.08	3,755.67	5,000	1,244.33
MATERIALS & SUPPLIES:					
BOOKS	57,449.53	43,576.55	47,228.24	55,000	7,771.76
SUPPLIES	11,079.01	7,921.01	11,138.43	12,100	961.57
MICROFILM	-	26.02	1,030.50	2,000	969.50
PERIODICALS, SERIALS & NEWSPAPERS	5,942.98	5,784.01	6,336.38	10,000	3,663.62
PAMPHLETS	485.69	423.04	462.14	700	237.86
AUDIO/VISUAL-MATERIALS	1,573.67	1,366.63	820.04	1,500	679.96
MISCELLANEOUS OTHER EXPENSES:					
INSURANCE	5,653.74	6,716.57	7,501.18	7,000	(501.18)
TELEPHONE	1,896.42	2,275.27	3,086.62	3,500	413.38
POSTAGE	2,108.52	2,403.50	2,410.00	3,000	590.00
EMPLOYEE HEALTH BENEFIT PLAN	12,575.94	13,689.44	13,805.77	14,800	994.23
ANNUAL REPORT	191.00	-0-	-0-	200	200.00
EQUIPMENT:					
SHELVING-BOOKS	-0-	-0-	-0-	-0-	-0-
LIBRARY	-0-	428.03	1,633.50	1,800	166.50
CHAIRS	750.00	-0-	-0-	-0-	-0-
STAFF ROOM FURNITURE	49.80	-0-	-0-	-0-	-0-
MAINTENANCE EQUIPMENT	-0-	112.12	175.00	500	325.00
AUDIO/VISUAL EQUIPMENT	747.95	892.58	324.08	1,500	1,175.92
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	18,221.04	19,492.39	20,047.70	23,000	2,952.30
PUBLIC EMPLOYEES RETIREMENT SYS.	17,882.55	23,162.32	21,276.00	26,000	4,724.00
UNEMPLOYMENT INSURANCE	-0-	2,117.76	2,087.80	3,000	912.20
FIRE ALARM SYSTEM	-0-	-0-	-	-	-
LIBRARY CONSULTANT	2,500.00	-0-	-	-	-
JANITORIAL SUPPLIES	-0-	1,642.31	2,332.81	2,000	(332.81)
SUPPLEMENTAL JANITORIAL SERVICES	-0-	-0-	-0-	4,000	4,000.00
NEW LIBRARY ADDITION EXPENSES			13,917.30	30,551	16,633.70
<u>TOTAL ACTUAL EXPENSES-1977</u>	<u>\$513,575.37</u>				
<u>TOTAL ACTUAL EXPENSES-1978</u>		<u>\$512,074.68</u>			
<u>TOTAL ACTUAL EXPENSES-1979</u>			<u>\$541,616.63</u>		
<u>TOTAL PROPOSED BUDGET-1979</u>				<u>\$633,191</u>	
<u>NET UNEXPENDED BUDGET BALANCES-1979</u>					<u>\$ 91,574.37</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF FUND BALANCES
DECEMBER 31, 1979

	BALANCE PER STATEMENT OF RECEIPTS AT DEC. 31, 1979 AS PRE- SENTED TO LIBRARY BOARD MEETING JAN. 23, 1980	TO TRANSFER 1979 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID & BALANCE OF 1979 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1979 BUDGET FUND	\$ 91,574.37	\$	1/(\$ 91,574.37)	-0-
1979 FINES & RESERVES	32,768.91	(32,768.91)		-0-
1979 LOST BOOK FUND	964.92	(964.92)		-0-
1979 BOOK SALES & EXCESS PROPERTY FUND	1,130.35	(1,130.35)		-0-
1979 PETTY CASH & CHANGE FUND	326.25			\$ 326.25
1979 STATE AID FUNDS	44,759.00		2/(44,759.00)	
ACCUMULATED REVENUE FUNDS		3/34,864.18	136,333.37	171,197.55
<u>TOTAL</u>	\$171,523.80			\$171,523.80
<u>ADD: ACCOUNTS PAYABLE -</u> 12/31/79	13,854.06	-0-	-0-	13,854.06
<u>TOTAL CASH FUNDS 12/31/79</u>	\$185,377.86			\$185,377.86
1. TO TRANSFER BALANCE OF 1979 BUDGET FUND TO ACCUMULATED REVENUE				\$ 91,574.37
2. TO TRANSFER 1979 STATE AID TO ACCUMULATED REVENUE				44,759.00
<u>SUB-TOTAL</u>				\$136,333.37
3. TO TRANSFER:				
FINES & RESERVES			\$ 32,768.91	
LOST BOOK FUND			964.92	
BOOK SALES & EXCESS PROPERTY FUND			1,130.35	34,864.18
<u>TOTAL ACCUMULATED REVENUES 12/31/79</u>				\$171,197.55

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE BALANCE SHEET
DECEMBER 31, 1979-1978

	BALANCE DECEMBER 31, <u>1979</u>	BALANCE DECEMBER 31, <u>1978</u>
<u>ASSETS</u>		
<u>CASH</u>		
CHECKING ACCOUNT	\$ 14,078.92	\$ 34,961.46
SAVINGS ACCOUNTS	59,263.15	81,442.90
PETTY CASH FUNDS	269.51	400.53
CHANGE FUNDS	146.25	41.25
TREASURY BILLS	<u>111,620.03</u>	<u>-0-</u>
<u>TOTAL CASH AND ASSETS</u>	<u>\$185,377.86</u>	<u>\$116,846.14</u>
 <u>LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>		
ACCOUNTS PAYABLE	\$ 13,854.06	\$ 8,328.77
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>326.25</u>	<u>326.25</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	\$ 14,180.31	\$ 8,655.02
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>171,197.55</u>	<u>108,191.12</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>	<u>\$185,377.86</u>	<u>\$116,846.14</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE STATEMENT OF ACCUMULATED REVENUES
FOR THE YEARS ENDED DECEMBER 31, 1979-1978

ACCUMULATED REVENUES:

<u>BALANCE, JANUARY 1, 1979-78</u>		\$108,191.12		\$ 72,933.81
<u>(DECREASES) TO ACCUMULATED REVENUES:</u>				
TRANSFER TO 1979 BUDGET FUND, PER RESOLUTION 5/23/79	\$108,191.00			
TRANSFER TO 1979 FINES & RESERVES	<u>.12</u>	(108,191.12)		(72,933.81)
<u>BALANCE</u>		-0-		-0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>				
1979-78 FINES & RESERVES	\$ 32,768.91		\$ 28,693.52	
1979-78 LOST BOOK FUNDS	964.92		1,456.95	
1979-78 BOOK SALES & EXCESS PROPERTY FUND	<u>1,130.35</u>	\$ 34,864.18	<u>1,860.33</u>	\$ 32,010.80
1979-78 STATE AID RECEIVED	\$ 44,759.00		\$ 41,834.00	
1979-78 BALANCE OF BUDGET FUND	<u>91,574.37</u>	<u>136,333.37</u>	<u>34,346.32</u>	<u>76,180.32</u>
<u>ACCUMULATED REVENUES - DECEMBER 31,</u> <u>1979-78 PER EXHIBIT C</u>		<u>\$171,197.55</u>		<u>\$108,191.12</u>

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1979 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$541,616.63 TO COVER THE ACTUAL 1979 ENCUMBRANCES/ EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1979 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$525,000.00 PLUS THE APPROPRIATION OF \$16,616.63 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1979 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/78	\$108,191.00
(LESS:) UNEXPENDED 1979 BUDGET - 12/31/79	(<u>91,574.37</u>)
<u>TOTAL APPROPRIATION TO 1979 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$ 16,616.63</u>

II RESOLVED:

THE FOLLOWING 1979 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1979 FINES AND RESERVES FUND	\$ 32,768.91
2. 1979 LOST BOOK FUND	964.92
3. 1979 BOOK SALES & EXCESS PROPERTY SOLD FUND	1,130.35
4. 1979 STATE AID FUND	44,759.00
5. BALANCE OF BUDGET FUND - 1979	<u>91,574.37</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	<u>\$171,197.55</u>

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
FEBRUARY 27, 1980

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, Arthur Lang, and Paul Pasmantier. Also present were Stewart Manheim - Board Accountant; William Cuozzi - Board Attorney; and Lola N. Reed, Library Director

Mrs. Strauss welcomed new Board member, Michael O'Hara who has been appointed by Mayor Spina to fill out Mr. Sagosz's term as trustee.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library 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 noted that her appointment to the Board of Trustees will be for five years (1980-1985). Therefore, on page 1, paragraph 5 it should state that she had been reappointed in 1980.

Mrs. Grover made a motion to accept the Minutes of the Board of Trustees meeting for January 23, 1980 as amended. Mr. Pasmantier seconded the motion, and it was carried with all members in favor with one abstention by Mr. O'Neill who had been absent from that meeting.

Mrs. Strauss appointed Mr. O'Hara to the Building and Grounds Committee. Mr. O'Neill was appointed to the Finance, Building and Public Relations Committees.

Mrs. Strauss changed the order of the Agenda to allow the Lighting Committee to give its report to the Board.

LIGHTING COMMITTEE REPORT:

Mr. Cuozzi reviewed the background of the lighting situation for Mr. O'Hara to date.

Mr. Cuozzi said that he and Mr. Lehman have proposed that the final payment of \$6,982.50 be paid to Mr. Cuozzi to be held in escrow in his trust account pending approval of the fund. Mr. Cuozzi will speak to Mr. Dooley, the town attorney about it.

Mr. Lang made a motion to empower the attorney to ask Mr. Lehman for the contract between the electrical engineer and the architect. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss questioned voucher #5185 to the Town of West Orange for \$2,044.45. Mr. Manheim explained that this was for gasoline for the mobilibrary for a period of 1½ years. Mr. Lang requested that the bills that are not cleared have a statement added to explain them. Mrs. Strauss requested Mr. Manheim to hold the bill until it is determined how the amount was derived.

Mr. O'Neill questioned voucher #5215 for \$22.50 to the Gaylord Bros. for the mobilibrary. Mrs. Reed explained that this was the fee for the rental of the book charging machine for the mobilibrary. It has been returned to the company since the mobilibrary has been off the road. In reply to Mr. O'Neill's query about voucher #5235 to Public Service Co. under Main-Utilities, Mr. Manheim explained that the line for Maintenance-Main was divided into two categories: one for utilities which is designated Main-Utilities, and one for repairs which is designated Main-repairs. The term "Main" means the main library building as opposed to Tory Corner or the mobilibrary. Under the Bills Presented for Payment on pages 4, 5, and 6, there are numbers used as a code for the general ledger account. Each voucher has numbers on it which Mrs. Reed circles designating the line the expenditure in question is to come from. This is used for the accountant's bookkeeping procedures.

Mr. Lang made a motion to approve the Bills Presented for Payment for the month of January, 1980. Mrs. Grover seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. O'Neill asked for an explanation regarding the amount of \$3,000 budgeted for Postage in the 1980 budget. There was a \$300 expenditure paid in the month of January, 1980 and an unexpended budget balance of \$3,000. Mr. Manheim explained that some of the amounts in the second column of the statement paid in January, 1980 apply to accounts payable of 1979 as in the case of the postage.

Mr. Lang made a motion to transfer \$15,000 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank; and to take an additional \$15,000 from the checking account to be invested in U. S. Treasury Bills (total amount of \$30,000) pursuant to RS 40: 54-19-3 and pursuant to Board motion of 8/22/79. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Manheim explained that a Treasury Bill had come due and was credited to the checking account on February 14th and therefore, no transfer of funds would be necessary this month.

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

DIRECTOR'S REPORT:

Mrs. Reed asked the Board to reconsider the purchase of the Street Address and Directory Guide. Miss Cushing, Reference Librarian, feels that it is a valuable reference tool and is continuously used in the library.

Mr. Lang made a motion that the Board approve purchase of the Directory. Mrs. Strauss seconded the motion, and it was carried unanimously.

COMMITTEES:

1) Personnel: Mrs. Grover reported that she had met with the staff along with Mrs. Reed and Mr. Manheim. Mr. Manheim successfully answered the staff's questions pertaining to salary scales, etc. The meeting was held in conjunction with a farewell dinner for Mark Donnelly who has left for another position. The staff offered the following suggestions for Board consideration concerning the mobilibrary:

a) Purchase of two small vehicles in place of a large mobilibrary. The smaller vehicles could travel over the hills. Mr. Pasmantier replied that this had been discussed at one of the Mobilibrary Committee meetings, and the town, which operates the small senior citizen buses has had problems maintaining them. b) Have a branch near the Essex Green area or somewhere convenient to patrons who live far from the main library.

At a caucus meeting that was held after the public meeting, Mr. Lang made a motion to approve Mrs. Reed's recommendation to change Mrs. Dawn Palmer from part-time to full-time employment with a base salary of \$13,791 plus cost of living when increases are available. This will be effective March 1, 1980. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mrs. Palmer will head the Audio/Visual-Public Relations Department.

2) Building Committee: Mr. Lang pointed out that the men's room in the new addition needed repair work. Mrs. Reed said that the plumber had been in to reinforce the support bar. Mr. Lang also expressed his concern about the vandalism in the bathrooms and felt that the Board should consider using keys.

3) Mobilibrary Committee: Mr. Lang briefly reviewed the problems incurred with the mobilibrary so that Mr. O'Hara would have some background information on the questionnaire that the committee has devised. The questionnaire has been considered to be sent out on a town-wide mailing. Mr. Pasmantier along with Mrs. Itkin and Mrs. Grover's husband, had worked to compile information about the mailings. There would be 13,650 pieces which would be at a non-profit rate of 3.1¢ per envelope amounting to approximately \$1,800. The assumption is that a maximum of 10% of the residents would reply. The Board must determine and consider this expenditure.

Mr. O'Neill pointed out to Mr. O'Hara, that \$60,000 is a basic cost for a new mobilibrary and that the maintenance, labor, fuel, and insurance was extra.

Discussion was held with Mr. Pasmantier stating that the purpose of the questionnaire is to find out two things: a) Should the Board open the library on Sundays, b) Should the Board have a mobilibrary. He suggested that an impromptu poll be taken of those present.

The informal poll showed 2 in favor of keeping the mobilibrary and 5 opposed, and 6 for Sunday opening and one opposed.

Mr. Pasmantier made a motion that due to the high cost of mailing, and the projected return to that mailing, and the fact that the Board would not get a representative playback from the town, the Board not send out the questionnaire as the money would not be well spent. Mr. Lang seconded the motion, and it was carried with five members in favor, and Mrs. Strauss and Mr. O'Neill opposing.

Mr. O'Neill asked Mr. Pasmantier what he would propose in place of the mailing. Mr. Pasmantier replied that the mobilibrary should be disposed of and with Mrs. Reed's and the Board's guidance, the library should proceed to open on Sundays.

Mrs. Strauss asked Mr. Pasmantier if the questionnaire would be distributed at the library. Mr. Pasmantier felt that the result would be biased and as only a small group of people are using the mobilibrary, the rest of the town would have to foot the bill for it. He felt that the climate was all wrong at this time for the mobilibrary, and that the finances are not available. The main library should be used as much as possible as close to a million dollars have been spent on it. This did not mean, that at some future time, things could not change; but for the present and immediate future, the mobilibrary was too expensive to use.

From the floor, a citizen, Mr. Futornick suggested that the Board contact the "West Orange Chronicle" about printing the survey as a public service. Mrs. Strauss suggested that Mr. O'Neill contact the newspaper about the questionnaire.

COMMUNICATIONS:

Mrs. Grover said that the following letters had been received during the past month:

- 1) A letter from Mr. Sagosz to Mrs. Strauss thanking the Board for the resolution and the bookends.
- 2) A thank you note from Mark Donnelly for bookends.
- 3) A thank you card from Bill Toohey thanking the Board for the get well wishes and fruit basket that was sent.
- 4) A letter from UNICO donating a \$2,000 check to the library to be used for books and materials relating to Italian culture.
- 5) A letter from Bay Woodcraft Co. suggesting that the Board and the company arbitrate regarding the defective panels.

Mrs. Strauss recommended that the Building Committee deal with the letter. (Mr. Pasmantier noted that the Bay Woodcraft bill should not be paid).

Mr. Pasmantier said that something should be done to start the ball rolling regarding the Sunday openings. Mrs. Strauss agreed, and said that the Personnel Committee along with Mrs. Reed should start studying information dealing with Sunday openings.

OLD BUSINESS:

Mr. Kupferer made a motion to approve the following Resolutions as submitted and written by the Accountant in the Budget Report. These resolutions modify the 1979 budget and transfer 1979 funds to Accumulated Revenues:

I RESOLVED: That the 1979 West Orange Free Public Library Budget be modified to the total amount of \$541,616.63 to cover the actual 1979 encumbrances/expenditures. Such modification shall be covered by the 1979 Proposed Budget as granted by the Town of West Orange in the amount of \$525,000.00 plus the appropriation of \$16,616.63 accumulated revenue as follows:

Amount Transferred to 1979 Budget Fund	
from Accumulated Revenues - 12/31/78	\$108,191.00
(Less:) Unexpended 1979 Budget - 12/31/79	(91,574.37)
	<hr/>
TOTAL APPROPRIATION TO 1979 BUDGET FUND FROM ACCUMULATED REVENUE:	<u>\$ 16,616.63</u>

II RESOLVED: The following 1979 funds be transferred to Accumulated Revenues:

1. 1979 Fines and Reserves Fund	\$ 32,768.91
2. 1979 Lost Book Fund	964.92
3. 1979 Book Sales & Excess Property Sold Fund	1,130.35
4. 1979 State Aid Fund	44,759.00
5. Balance of Budget Fund - 1979	<u>91,574.37</u>

TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE \$171,197.55

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

Mr. Manheim explained that the actual unexpended amount in the budget came to approximately \$91,000. That amount would be transferred to the Accumulated Revenue Fund for 1980. The income earned, state aid also goes into the Accumulated Revenue Fund.

NEW BUSINESS:

1. CABLE TV: Mr. Kupferer, liaison to the Cable TV Advisory Board reported that he had proposed to the committee that the library be featured as one of a series of programs on West Orange. He suggested that perhaps a tour of the new library, a highlighting, or preview of some of the special programs offered at the library could be presented. Part of the program would be filmed at the studio where the Mayor, the Trustees and Director could be introduced and could say a few words. Suburban TV would handle the structural and technical end of the programing. Mr. Kupferer asked the Board's approval on the program as he has to report back to the advisory board as to what the Board's feelings would be in this matter.

Mr. Lang said that the Board would certainly give full approval of the plan.

Mr. Kupferer said that a schedule would be set up with Cable TV and then the Board would be notified as to a date for filming. Mrs. Reed and the professionals along with Mr. Kupferer would work something out for presentation. He noted that the committee is interested in having a once a month program dealing with West Orange and highlighting special people and areas within the town.

Mrs. Strauss said that one of the problems with Cable TV was that the programming is not announced in the newspaper. Mr. Lang said that he thought that a monthly program was sent to subscribers. Mr. O'Hara said that it would be easy enough for Cable TV to print the programs for West Orange for a particular month on the monthly invoices that are sent out to subscribers.

2. UNICO: Mrs. Strauss said that she had been approached by Mrs. Sussman about a concert of chamber music using some of the UNICO funds. Mr. Lang reminded Mrs. Strauss that he had suggested that a panel of distinguished Italian/American citizens be put together to recommend the books and materials they felt would be appropriate for this section since this was the specific request.

Mrs. Reed said that literature is being gathered and some books will soon be ordered. Some special programs will be featured in May. As yet, she has not met with a UNICO representative, but will contact one when all the materials are gathered.

Mrs. Strauss asked Mrs. Reed to bring any plans that are formulated to the Board for approval. She requested that no purchases be made before a meeting with UNICO.

Mr. Lang felt that this was a marvelous public relations opportunity for the library. A distinguished panel of Italian/Americans living in the West Orange area, could work with the library. A tremendous opening ceremony could be held highlighting the Italian/American culture. The entire community could be invited and other ethnic groups such as the Greek/American, Irish/American, etc. could be featured in turn. Mr. Vecchio of UNICO could recommend people to serve on the panel, and some of the colleges and universities in the vicinity could be contacted.

Mrs. Strauss said that programming, in general, has some problems to be worked out. For instance, the meeting room is not large enough to hold every one who attends special functions such as the Jazz and Mandolin Concerts. She had asked Mrs. Reed to inquire about putting the piano on a dolly to move it out of the meeting room, and about the possibility of putting the card catalogs and files on wheels.

Mrs. Reed reported that she had spoken to Mr. Weinzimmer of the Worden Company, and he said it would be impossible to put wheels on such large, heavy furniture. She recommended using the area from the card catalog back to the circulation desk as most of that furniture could be easily moved for large crowds.

Mr. Pasmantier suggested that the downstairs area be improved so that programming could be featured there. Mrs. Strauss concurred, but pointed out that the downstairs area was not as large as the upstairs area. She said different ideas could be explored and that the Board should think of alternative ways to hold the programs.

3. BUDGET: Mr. Lang pointed out that the Board should be aware of the fact that the library has been informed via Mr. Corwick, Business Administrator, that \$25,000 will be taken off of the 1980 Proposed Budget. The original amount recommended by the Mayor was \$525,000.

Mr. Pasmantier said that in the past, the Board has had to present its case to the Town Council when there have been budget cuts. He suggested that the Board should request a caucus meeting with the Town Council.

Mr. Manheim said that evidently, the Mayor had recommended giving the library the \$525,000, but when it reached the Town Council for approval, the Council cut the amount.

Mr. Pasmantier stated that nevertheless, the building is twice the size it was before and that more money would be needed to run it. Mrs. Strauss said that she will ask for a meeting with the Town Council. This must be done before the second reading of the budget.

COMMUNITY PARTICIPATION:

Mr. Dave Futornick offered the following suggestions to the Board:

- 1) Public participation should be placed at the beginning of the Agenda.
- 2) A fund for reference should be set-up whereby money could be optionally donated when a special program is held.
- 3) The ventilation in the meeting room was not good for smoking.
- 4) Compile a booklist to be distributed to shut-ins whereby they could call in their reserves for whatever is placed on the list.
- 5) The Pleasantdale area is in need of a branch.
- 6) Some type of communication should be formulated to reach the public whether it be newspaper coverage or a monthly printed item which could be subsidized by advertisers.

Mrs. Shirley Itkin suggested a telephone squad to reach people about certain issues such as is used in politics.

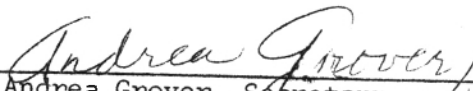
Mrs. Strauss asked Mrs. Reed to call the Fowler Agency to find out what insurance coverage for Trustees would involve.

Adjournment took place at 10:40 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

February 27, 1980

We are in the midst of the "flu" season and practically every employee has been affected one way or another. Almost all of us have been ill during the month. We are gradually coming back to life.

As you know, the resignation of Mark Donnelly has left us short of one professional librarian. Presently, Mrs. Palmer is Children's Librarian and also supervising the AV/PR Department. Mrs. Palmer has agreed to supervise both departments for a few months. In order for her to handle the two jobs, it is recommended that she be given full-time employment instead of part-time as she is now working. I recommend a base salary of \$13,791 plus a cost of living of 6% when increases are available.

Please bear in mind that with the continued growth of the AV/PR Department, which is a full-time job, it will be impossible for Mrs. Palmer to handle both departments for a very long time. Therefore, it will be necessary to ask for the hiring of a part-time Children's Librarian by early summer.

Efforts were made to exchange the small lockers we received from Max Blau for larger ones. Mr. Raymond Blau informed me that since they were made to order, it would be impossible for us to make the substitution. The remaining 16 lockers were delivered on January 29.

Mrs. Deborah Pinkus started to work on February 4. She seems very knowledgeable and competent in what she is doing. Remarks from those working closely with her are very favorable.

The staff held a dinner meeting at Ann's Clam Bar honoring Mark Donnelly on the evening of February 7. Mr. Manheim was invited to answer questions concerning salaries and benefits for employees. Also, Mrs. Grover and I attended. It was a very congenial meeting which enlightened all of us.

The additional 15-unit card file which was ordered some months ago arrived during the month and Sal, the Town Carpenter, installed it at the Circulation desk.

A check in the amount of \$2,000 was received from UNICO National on January 24 with the request that we use the funds for the purchase of books and materials relating to the Italian culture. We plan to set up a special shelf for these materials.

Almost all of our discarded furniture, with the exception of metal shelves, has been picked up for use by several Town departments. More will be picked up in a few days. We hope to sell the shelves, which we do not need, to other libraries.

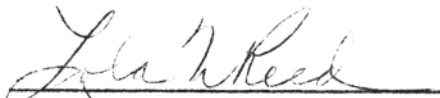
Since the Street Address Directory and Guide is considered a valuable ready reference tool in all libraries and is in continuous use in our library, I, along with the entire reference personnel, ask you to reconsider purchasing it so we can continue to offer this service to businesses, organizations and the entire community. Miss Cushing would like to put in a plug for its purchase.

Mr. John Kling, head recruiter for the U. S. Census Bureau of Essex County, has requested space in the library to hold tests for prospective census takers. These tests will run for a few months and are to begin shortly. This will be advertised in newspapers.

Listed among our programs for the month was one conducted by our own Mr. Lang. He dispersed valuable information on investing money. The audience seemed eager for the information and are already requesting that more sessions of this kind be offered.

Fret no more! The second volume of our 1979 minutes has been returned. It was found on a shelf in the 300 area of the Adult collection.

Mr. Toohey returned to work on February 11 after three weeks.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF JANUARY 1980
LIBRARY BOARD MEETING OF FEBRUARY 27, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF JAN. 1980	(DEDUCT) ACCOUNTS PAYABLE 12/31/79 INCLUDED IN JANUARY 1980 EXPEND- ITURES	UNEXPENDED BUDGET BALANCE ON 1/31/80	BILLS/ ACCOUNTS PAYABLE AT 1/31/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 1/31/80
SALARIES & WAGES	\$404,955	\$ 28,085.86		\$376,869.14		\$376,869.14
BINDING	1,500			1,500.00	\$ 207.20	1,292.80
COMMUNITY SERVICES	800	20.00	(\$ 20.00)	800.00	63.10	736.90
TRANSPORTATION	350			350.00		350.00
SEMINARS & WORKSHOPS	1,350			1,350.00		1,350.00
AUDIT	1,900			1,900.00		1,900.00
MANAGEMENT & PROFESSIONAL SERVICES	11,200	888.00	(888.00)	11,200.00	892.00	10,308.00
MAIN LIBRARY-UTILITIES	35,000	3,636.63	(3,636.63)	35,000.00	1,635.75	33,364.25
MAIN LIBRARY-MAINTENANCE	1,000	116.59	(116.59)	1,000.00	225.90	774.10
TORY CORNER-RENTAL	540			540.00	135.00	405.00
BOOKMOBILE	5,000			5,000.00	2,066.95	2,933.05
SERVICE CONTRACTS	5,000	180.25	(180.25)	5,000.00	519.37	4,480.63
BOOKS	70,000	3,868.06	(3,868.06)	70,000.00	4,299.25	65,700.75
SUPPLIES-LIBRARY	12,000	1,546.83	(1,546.83)	12,000.00	485.63	11,514.37
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	82.55	(82.55)	10,000.00	87.70	9,912.30
AUDIO-VISUAL-MATERIALS	1,500	34.86	(34.86)	1,500.00	3.09	1,496.91
INSURANCE	7,500			7,500.00		7,500.00
TELEPHONE	3,500	221.76	(221.76)	3,500.00	244.27	3,255.73
POSTAGE	3,000	300.00	(300.00)	3,000.00		3,000.00
EMPLOYEE HEALTH-HOSP.	18,000	1,186.50		16,813.50		16,813.50
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	2,000	800.00		1,200.00	209.82	990.18
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500			1,500.00	290.00	1,210.00
SOCIAL SECURITY	25,500			25,500.00		25,500.00
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	24,500			24,500.00	1,739.86	22,760.14
JANITORIAL SUPPLIES	2,500	195.43	(195.43)	2,500.00	151.72	2,348.28
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INSURANCE	3,000			3,000.00		3,000.00
NEW LIBRARY ADDITION	6,300	1,828.10	(828.10)	5,300.00		5,300.00
<u>TOTAL</u>	<u>\$663,295</u>	<u>\$ 42,991.42</u>	<u>(\$ 11,919.06)</u>	<u>\$632,222.64</u>	<u>\$ 13,256.61</u>	<u>\$618,966.03</u>
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$525,000					
ACCUMULATED REVENUE	138,295					
<u>TOTAL PROPOSED BUDGET</u>	<u>\$663,295</u>					

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF JANUARY 1980

BALANCES AS OF 12/31/79

TO TRANSFER FOLLOWING FUNDS TO

ACCUMULATED REVENUE PER RESOLUTION:

- (A) 1979 BUDGET FUND BALANCE
- (B) 1979 FINES & RESERVES FUND BALANCE
- (C) 1979 LOST BOOK FUND BALANCE
- (D) 1979 BOOK SALES & EXCESS PROPERTY SOLD FUND BALANCE
- (E) 1979 N.J. STATE AID FUND

ADJUSTED BALANCE 1/1/80

ADD:

ESTIMATED 1ST QTR. BUDGET FROM THE TOWN OF WEST ORANGE

FINES

NON-RESIDENT FEE

PHOTOCOPIES

BOOK RENTALS

MICRO-FILMS

TELEPHONE

DONATIONS - UNICO

INTEREST

LOST BOOKS

EXCESS PROPERTY

TOTAL JANUARY 1980 RECEIPTS

TOTAL AVAILABLE I PLUS II

LESS: JANUARY 1980 EXPENDITURES

TOTAL CASH FUNDS - 1/31/80

ADD: DUE FROM TOWN OF WEST ORANGE

FOR 2ND, 3RD & 4TH QTR. BUDGET

OTHER SOURCES-ACC. REV. FUND - ANTICIPATED

UNEXPENDED BUDGET BALANCE 1/31/80

LESS: ACCOUNTS PAYABLE 1/31/80

BUDGET BALANCES AT 1/31/80

CASH FUNDS REPRESENTED BY:

CHECKING A/C - MIDLANTIC NATL. BANK #734-0598-77

MIDLANTIC NATL. BANK #02-073-0000-177-0 FINES & RESERVES FUND

MIDLANTIC NATL. BANK #02-073-0001-161-0 UNEMPLOYMENT COMPENSATION FUND

MIDLANTIC NATL. BANK #02-073-0001-405-8 BOOK SALES ESCROW FUND

55M-US TREASURY BILL (2/14/80)

60M-US TREASURY BILL (3/13/80)

65M-US TREASURY BILL (4/10/80)

W.O. SAVINGS BANK #61400162 11.769% DUE 6/15/80

PETTY CASH

PETTY CASH - CHECKING A/C MIDLANTIC #734-0848-6

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	STATE AID FUND	ACCOUNTS PAYABLE 12/31/79	RESTRICTED DONATIONS
	\$185,377.86	\$ 91,574.37	\$ 32,768.91	\$ 964.92	\$ 1,130.35	\$ 326.25	\$ -	\$ 44,759.00	\$ 13,854.06	\$ -
		(\$ 91,574.37)	(\$ 32,768.91)	(\$ 964.92)	(\$ 1,130.35)		\$ 91,574.37			
							32,768.91			
							964.92			
							1,130.35			
							44,759.00	(\$ 44,759.00)		
	\$185,377.86	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 326.25	\$171,197.55	\$ -0-	\$ 13,854.06	\$ -
	\$125,000.00	\$125,000.00	(\$ 1,840.49							
			(20.00							
			(374.95							
			(80.35							
			(10.85							
			(23.07							
			(1,476.00							
	154.86			\$ 154.86						\$ 2,000.00
	17.85				\$ 17.85					
	\$130,998.42	\$125,000.00	\$ 3,825.71	\$ 154.86	\$ 17.85	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 2,000.00
	\$316,376.28	\$125,000.00	\$ 3,825.71	\$ 154.86	\$ 17.85	\$ 326.25	\$171,197.55	\$ -0-	\$ 13,854.06	\$ -
	42,991.42	31,072.36							11,919.06	
	\$273,384.86	\$ 93,927.64	\$ 3,825.71	\$ 154.86	\$ 17.85	\$ 326.55	\$171,197.55	\$ -0-	\$ 1,935.00	\$ 2,000.00
		400,000.00								
		138,295.00								
		\$632,222.64								
		13,256.61								
		\$618,966.03								
			\$ 36,634.46						\$ 93,927.64	
			15,730.55						3,825.71	
			1,101.10						154.86	
			524.94						17.85	
			53,096.03						326.25	
			58,857.33						171,197.55	
			63,135.13						1,935.00	
			43,889.56						2,000.00	
			146.25						\$273,384.86	
			269.51						13,256.61	
			\$273,384.86						\$260,128.25	

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1980 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 27, 1980CHECKS ARE DATED
JANUARY 31, 1980


VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5171	VOID		
5172	LILA SHOSHKES	NEW ADDITION	\$ 1,000.00
5173	MIDLANTIC NAT'L BANK	1. SALARIES	1,947.35
5174	WEST ORANGE F.C.U.	1. SALARIES	310.54
5175	N.J. GROSS INCOME TAX	1. SALARIES	577.17
5176	TOWN OF WEST ORANGE	1. SALARIES	1,721.72
5177	WEST ORANGE PUBLIC LIBRARY	1. SALARIES	140.48
5178	TOWN OF WEST ORANGE	26. HOSPITALIZATION	1,186.50
5179	PERS #20284 PENSIONS & LOANS	1. SALARIES	1,380.14
5180	PERS #20284 SUPPLEMENTAL ANNUITY	1. SALARIES	45.64
5181	PERS #20284 CONT. LIFE INSURANCE	1. SALARIES	104.19
	NET PAYROLL 1/15/80 #5821-5863 (40)	1. SALARIES	9,864.87
	NET PAYROLL 1/31/80 #5864-5903 (40)	1. SALARIES	<u>9,703.08</u>
<u>SUB-TOTAL</u>			\$ 27,981.68
<u>ADD:</u> CHECKS #5109 - 5170 PRESENTED FOR PAYMENT ISSUED AT JANUARY 23, 1980 MEETING			<u>15,284.74</u>
<u>SUB-TOTAL</u>			\$ 43,266.42
<u>LESS: REGULAR CHECKING ACCOUNT</u> CHECK #5167 XEROX CORP. 25 PHOTO COPIES (OFFSET PHOTOCOPY INCOME)			<u>275.00</u>
<u>TOTAL EXPENDITURES - MONTH OF JANUARY 1980</u> <u>PER BUDGET REPORT</u>			<u>\$ 42,991.42</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: 

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 27, 1980CHECKS ARE DATED
FEBRUARY 27, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5182	MIDLANTIC NAT'L BK-F.W.T. 2/15/80	1. SALARIES	\$ 2,130.74
5183	W.O. FEDERAL CREDIT UNION	1. SALARIES	322.54
5184	STATE OF NEW JERSEY	25. P.E.R.S.	1,739.86
5185	TOWN OF W.ORANGE	8. MAINT. MOB.	2,044.45
5186	TREASURER - ST. OF N.J.	2. BOOKS	30.00
5187	PETTY CASH CHECKING A/C	TRANSFER	200.00
5188	A. ABORN EXTERMINATING CO.	6. MAINT. MAIN.	15.00
5189	AIR CONTROLLED ENVIRONMENT	11. SERVICE CONTRACT	275.00
5190	AMERICAN MEDICAL ASS'N	2. BOOKS	12.00
5191	AMERICAN PAPER TOWEL CO.	4. JANITORIAL SUP.	111.32
5192A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACT	\$ 45.75
B	" " "	4. SUPPLIES	7.90
C	" " "	11. SERVICE CONTRACT	45.70
5193A	THE BAKER & TAYLOR CO.	2. BOOKS	89.66
B	" " " " "	2. "	35.34
C	" " " " "	2. "	47.89
5194A	THE BAKER & TAYLOR CO.	2. BOOKS	134.20
B	" " " " "	2. "	257.60
C	" " " " "	2. "	8.96
D	" " " " "	2. "	22.40
E	" " " " "	2. "	52.27
F	" " " " "	2. "	13.48
G	" " " " "	2. "	639.97
H	" " " " "	2. "	(13.12)
I	" " " " "	2. "	145.75
J	" " " " "	2. "	39.36
K	" " " " "	2. "	113.87
L	" " " " "	2. "	67.42
M	" " " " "	2. "	51.23
N	" " " " "	2. "	(9.16)
5195A	THE BAKER & TAYLOR CO.	2. BOOKS	4.76
B	" " " " "	2. "	12.42
C	" " " " "	2. "	188.51
5196	ROBT. BENTLEY, INC.	2. BOOKS	11.18
5197	P. AND H. BLISS	19. MAGAZINES	64.00
5198	R. R. BOWKER	2. BOOKS	45.30
5199	R. R. BOWKER	2. BOOKS	59.50
5200A	BRODART, INC.	4. SUPPLIES	112.20
B	" " "	4. "	2.77
5201A	C. W. ASSOCIATES	2. BOOKS	9.00
B	" " "	2. "	19.50
5202	CENTER TYPEWRITER SERVICE	17. EQUIPMENT	189.00
5203A	CHAMBERS RECORD CORP.	21. A// MATERIALS	3.09
B	" " "	2. BOOKS	30.00
5204	COLUMBIA BOOKS, INC. PUBLISHERS	2. BOOKS	28.50
5205A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	47.08
B	" " " " "	20. PAMPHLETS	3.75
C	" " " " "	2. BOOKS	7.07
5206	COMMONWEALTH WATER CO.	6. MAINT. UTIL.	85.67
5207	ROBERT W. DAUM	6. MAINT. MAIN.	25.75

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 27, 1980

CHECKS ARE DATED
FEBRUARY 27, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5208	RICHARD DE BOO	2. BOOKS	\$ 33.95
5209A	DOBBS BROS. LIBRARY BINDING Co.	3. BINDING	(\$ 8.00)
B	" " " "	3. "	215.20 207.20
5210A	DOUBLEDAY & Co., Inc.	2. BOOKS	12.75
B	" " " "	2. "	13.36
C	" " " "	2. "	24.25
D	" " " "	2. "	7.29
E	" " " "	2. "	34.01
F	" " " "	2. "	24.40
G	" " " "	2. "	25.81
H	" " " "	2. "	32.82 174.69
5211A	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT	21.92
B	" " " "	11. " "	88.00 109.92
5212	E. P. ERNST Co., Inc.	4. SUPPLIES	161.66
5213	FARMER ELECTRICAL SUPPLY	4. SUPPLIES - JAN.	38.20
5214	GALE RESERARCH Co.	2. BOOKS	47.32
5215	GAYLORD BROS., Inc.	8. MAINT. - MOB.	22.50
5216	P. J. GRANT Co.	6. MAINT. - MAIN.	28.00
5217	INSTITUTE FOR CONTINUING LEGAL EDUCATION	2. BOOKS	19.20
5218	SHIRLEY ITKIN	10. COMMUNITY REL.	48.72
5219	J. P. PUBLICATIONS	2. BOOKS	14.95
5220A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES - JAN.	.95
B	" " " "	4. " "	1.25 2.20
5221A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	67.50
B	" " " "	4. " "	38.00 105.50
5222	LEAGUE OF WOMEN VOTERS OF THE U.S.	19. MAGAZINES	10.00
5223A	MAC MILLAN PUBLISHING Co., Inc.	2. BOOKS	25.33
B	" " " "	2. " "	29.53 54.86
5224	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	892.00
5225	MARKETING SERVICES DIV.	2. BOOKS	195.00
5226	MARTINDALE-HUBBELL, Inc.	2. BOOKS	120.00
5227	MODERN MASS MEDIA, Inc.	22. A/V EQUIP.	290.00
5228	MONROE	11. SERVICE CONTRACT	43.00
5229	MONSEN ENGINEERING Co.	6. MAINT. MAIN.	157.15
5230A	N.J. BELL	9. TELE.	11.40
B	" " " "	9. " "	11.40
C	" " " "	9. " "	221.47 244.27
5231	N.J. CANDY & TOBACCO Co.	4. SUPPLIES	95.60
5232	NORTH PENN. TRANSFER INC.	17. EQUIPMENT	20.82
5233A	PRENTICE-HALL, Inc.	2. BOOKS	23.72
B	" " " "	2. " "	12.80 36.52
5234	PUBLIC AFFAIRS COMMITTEE, Inc.	20. PAMPHLETS	9.95
5235	PUBLIC SERVICE E & G Co.	6. MAINT. UTIL.	1,550.08
5236	REGENT BOOK Co., Inc.	2. BOOKS	31.00
5237	T. K. SANDERSON ORGANIZATION	2. BOOKS	27.50
5238A	SILVER BURDETT Co.	2. BOOKS	9.42
B	" " " "	2. " "	10.20 19.62
5239A	STANDARD & POOR'S CORP.	2. BOOKS	215.00
B	" " " "	2. " "	560.00 775.00
5240	STAR LEDGER	10. COMMUNITY REL.	9.96

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 27, 1980

CHECKS ARE DATED
FEBRUARY 27, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5241	STUBS PUBLICATIONS	2. BOOKS	\$ 3.95
5242	THE UNDERWRITER PRINTING & PUBLISHING CO.	2. BOOKS	37.40
5243	UNIVERSITY OF MINNESOTA PRESS	2. BOOKS	17.85
5244	WEST ORANGE COMMUNITY HOUSE	7. MAINT. - TORY	270.00
5245	WEST PUBLISHING CO., INC.	2. BOOKS	55.00
5246	WORLD BOOK	2. BOOKS	433.50
5247	WORRALL PUBLICATIONS, INC.	10. COMMUNITY RELATIONS	4.42
5248	XEROX CORP.	PHOTOCOPY	275.00
			<hr/>
<u>SUB-TOTAL</u>			\$ 16,319.89
LESS: CHECK #5182 - MIDLANTIC NAT'L BANK		1. SALARIES	\$ 2,130.74
CHECK #5183 - W.O.FED. CR. UNION		1. SALARIES	322.54
CHECK #5187 - PETTY CASH CHECKING A/C		TRANSFER	200.00
CHECK #5244 - W.O. COMMUNITY HOUSE		A/C PAYABLE 12/31/79	135.00
CHECK #5248 - XEROX CORP.		PHOTOCOPY	275.00
			<hr/>
<u>TOTAL ACCOUNTS PAYABLE - JANUARY 31, 1980</u>			3,063.28
<u>PER BUDGET REPORT</u>			<hr/>
			\$ 13,256.61

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Cewart Newman CPA

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
MARCH 26, 1980

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, Arthur Lang, Michael O'Hara, William O'Neill, and Paul Pasmantier. Also present were Al Leitinger, Accountant representing Stewart Manheim; William Cuozzi, Board Attorney; and Lola N. Reed, Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library 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. O'Neill made a motion to accept the Minutes of the Board of Trustees meeting of February 27, 1980 with a correction on page 1, paragraph 1 noting that his name should be added to the members present at that meeting. Mr. Pasmantier seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. O'Neill noted that the amount to the Baker and Taylor Company appeared excessive. In regards to the fuel oil, he pointed out that it was placed in the category of Maintenance-Utilities. Since fuel oil is a supply, it should be broken down as such into Main-Utilities rather than Maintenance-Utilities. Main would designate the Main Library building as opposed to Tory Corner.

Mr. O'Neill made a motion to accept the Bills Presented for Payment for the month of February, 1980. Mrs. Strauss seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mrs. Strauss asked Mr. Leitinger to determine if money needed to be transferred for operating expenses. Mr. Lang made a motion that a Treasury Bill had come due on 2/13/80. When it is determined what the balance in the checking account is, a transfer will be made from the savings account to the checking account in the amount needed. The excess amount would be roled over into Treasury Bills. Mrs. Grover seconded the motion and it was passed unanimously.

Mr. Pasmantier asked if the 1980 budget had been finalized. Mr. Lang said that the Town will give the library \$500,000 instead of \$525,000. The library budget still remains at the original amount of \$663,000.

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

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that there had been numerous building problems during the past month.

Mr. Pasmantier requested that the Building Committee meet after the Board meeting is adjourned in order to break down the responsibility of the building among the three committee members. Mr. O'Neill said that he had hoped that the committee could have a regular meeting to discuss the building problems. Mr. Lang asked the committee to discuss the contents of Mr. Silverstein's letter about the HVAC system.

Mr. O'Hara expressed his concern over the burned out light bulbs. He said that Mrs. Reed had been shopping around for bulbs and had found a place that would sell them to the library for approximately \$24.00-\$25.00 apiece. The bulbs are pro-rated for 10,000 hours and the library is getting only 3,000 hours. He recommended that this be investigated and that the library not purchase any bulbs until the problem is resolved.

Mr. Pasmantier said that it had been ascertained from the electrical contractor that nothing was wrong with the lighting system. He agreed with Mr. O'Hara that a conscious effort should be made to approach the manufacturer about the bulbs. He told Mrs. Reed that the Building Committee will come back to her with a constructive solution to this problem. In the meantime, no additional bulbs should be purchased.

Mrs. Reed said that each time a bulb had been replaced, the date of installation was recorded.

Mrs. Strauss requested the Personnel Committee to discuss plans for Sunday openings.

COMMITTEE REPORTS:

Finance Committee: Mr. Lang reported that the Finance Committee had made a presentation to the Town Council requesting reinstatement of the \$25,000 that had been deleted from the library budget. The Council informed them that it was too late to change the budget. If money is needed at a later date, the library Board could ask for money on an emergency basis.

Lighting Committee: Mrs. Strauss said that a letter should be written to the Town Council requesting that the money for the settlement with Mr. Lehman over the lighting be taken from the monies in the unexpended Building Fund. The money will be held in escrow until the work is finished. The amount is one third of the total cost which shall not exceed \$4,100.

Mrs. Strauss explained that she had polled the Board by telephone on whether the Trustees should go to arbitration or should settle the lighting problem with Mr. Lehman. Five votes were in favor of settlement. There was one abstention, and one vote for arbitration. Those voting in favor of settling based on the terms of a \$4,100 contribution were Mr. Pasmantier, Mrs. Strauss, Mrs. Grover, and Mr. Kupferer. Mr. Lang voted to abstain on the basis that the Board did not have the information on the contracts specifying the lights. Therefore, he could not make a decision without that knowledge. Mr. O'Neill voted to settle. However, after obtaining more data about the contract, etc. he changed his opinion about settling until the complete details of the situation are made known. Mr. O'Hara voted to go to arbitration based on the knowledge he had received from the last meeting.

Mr. Cuozzi distributed a draft of a supplemental agreement between the Board of Trustees and Lehman Architectural Partnership. This concerned the installation of additional fixtures and the sharing of costs. He explained that a resolution would be required by the Board to accept the agreement. He asked the Trustees to look over the agreement and make any additions or changes necessary.

Discussion followed with several suggestions being made as to contents of the agreement. It was agreed that Mr. Cuozzi would meet with Mr. Lang and Mr. O'Hara to work on the agreement to give maximum protection to the Board.

Panels: Mr. Pasmantier said that the building committee had met to look at the panels in the art display area and unanimously agreed that they were inadequate. A call to Bay Woodcraft Company resulted in a suggestion by the company to have all of the panels ripped down and to reinstall new boards made of different materials, the cost to be divided between the company and the library. Mr. Pasmantier called Mr. Blau, where the panels were originally purchased, and Mr. Blau is attempting to work something out with Bay Woodcraft and to participate in the cost. Mr. Pasmantier asked Mrs. Reed to withhold the payment for the last panel that was purchased.

Personnel: Mrs. Grover reported that the Personnel Committee consisting of herself, Mr. Lang, Mr. Kupferer, and Mrs. Reed had met on March 24th to discuss the following:

1) A request to correct Mrs. Jackie Lepore's salary. When Mrs. Lepore became the Supervising Library Assistant last year, she had been promised \$1,200 more in her new position. This amount has not been received to date.

Mr. Lang made a motion to approve the correction in Mrs. Lepore's salary. The amount of \$1,200 will be added to the base salary she had when she was transferred to her new position. Mr. Pasmantier seconded the motion, and it was carried unanimously.

2) A letter from the West Orange Public Library Employees' Association in which the staff requested that increments be separated from the cost of living when salaries are calculated. Mrs. Grover explained that at a board meeting in 1977, salaries had been frozen when an employee reaches the top of the scale in his/her position. Each year, the increment has been based on the previous year's total salary with the increment and cost of living combined. In this way, the top of the scale is reached at a faster rate and at different levels within each job category.

The Personnel Committee recommended that a change be made and that the accountant readjust the salary line.

Mrs. Grover made a motion that retroactive to January 1, 1980, increments will be decided upon within each position based upon the previous year's salary without the cost of living to be included in the calculations. This is a reaffirmation of the Board's position as stated at a Board meeting in October, 1977. Mrs. Strauss seconded the motion and it was passed unanimously.

Mrs. Strauss said that the Town Budget had been approved in March. In answer to a question by a staff member, Mrs. Rabinowitz, Mrs. Strauss stated that the Town employees had received a 13% pay increase over a two year period. Last year library employees received 5%, so this year they will receive 8% which will make up a 13% increase over two years.

CORRESPONDENCE:

1) A letter from Civil Service requesting that a resolution be made establishing the position of Building Maintenance Worker and a salary range for that position.

Mrs. Grover made a motion that the position of Building Maintenance Worker be established at a salary range of \$7,976-\$13,852. Mr. Lang seconded the motion, and it was carried unanimously.

2) A letter from Mayor Spina submitting the name of Michael O'Hara as a Trustee for Board approval.

3) A letter from Air Control Environment concerning the HVAC system. The Building Committee will discuss this.

NEW FRIENDS:

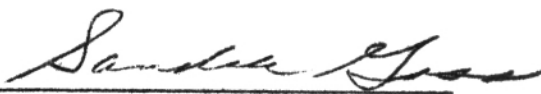
Mrs. Joan Bojsza, President of the New Friends of the West Orange Public Library asked the Board's permission to charge a small admission fee for an author's night program to be held at the library.

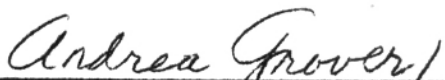
Mr. O'Neill made a motion to allow the New Friends of the West Orange Public Library to charge an admission fee for their programs provided that the library would not be involved or responsible in any way. Mr. Lang seconded the motion, and it was carried unanimously.

The annual report and purchase of furniture are postponed. Mr. Lang will confer with Mrs. Reed on these matters.

The meeting was adjourned at 10:15 P. M. A special meeting to discuss the lighting will be held on Wednesday, April 2, 1980 at 7:30 P. M.

Respectfully submitted,


Sandra Goss, Secretary


Andrea Grover, Secretary
Board of Trustees.

DIRECTOR'S
MONTHLY REPORT

March 26, 1980

This month has been one of many headaches for the library. Somehow, we have managed to continue our daily operations.

Around 7:00 A. M., March 3 (the coldest weekend of the season), Bill Toohey called me at home to report that water had leaked out of the boiler in the old building and there was no heat. I advised him to contact Mr. Silverstein of Air Controlled Environment and ask him to come to the library. After several tries and a number of calls to me, he was able to talk to Mr. Silverstein about the problem. When he arrived at the library, it took a while before he was able to determine what caused the flooding and the lack of heat. He brought two other workers in to help. It took three days for them to complete emergency repair work. They had to remove the broken coil out of the unit and take it where it could be repaired. Meanwhile, we had purchased two small electric heaters to try and keep employees warm enough so the library could remain open.

I have attached a copy of a letter which I received from Mr. Silverstein in which he explains what has to be done so the same problem will not occur again next Winter.

Because there are so many discrepancies and misunderstandings about how things in the boiler room should be operated, may I suggest that the Building and Grounds Committee meet with Mr. Silverstein, our two custodians and a town engineer to help correct the situation.

Mr. Weinzimmer of the Worden Company finally came by on March 5 and made some adjustments in our card catalog.

Without exaggeration, I think at least 15 telephone calls were made and received by me in an effort to get some replacement multi vapor lamps. We feel that the lamps are going to prove to be very costly to the library if they continue to burn out at the present rate. The price for a case of 12 lamps is nearly \$300.00.

We have had to call the Max Blau Company about one of the file cabinets purchased from them. Miss Cushing reported that it is literally falling apart. They promised to send a man to the library to make repairs.

Partitions in our new record cabinets are breaking up. We discovered that they are made of heavy cardboard.

On March 14, the day of the very heavy snow, we were able to park only two library cars underneath the building because Town Hall employees had taken all other spaces when library staff arrived for work. To add to our misery, our back parking lot was not even plowed.

Despite all the hard luck, the following positive programs were held and/or attended:

1. Peter Shapiro, Democratic County Executive, spoke to a small but eager group of citizens on March 3.
2. A make-up demonstration for women was given by Mrs. Arlene Berger on March 5.
3. Dolores Hubert was married on March 7. She is now Mrs. Pierz.
4. Bill Toohey and I attended a Maintenance Workshop at Bergenfield Public Library on March 10. We feel it was time well spent.
5. On March 13 I attended a Personnel Administration Committee meeting at Princeton Public Library where we prepared the new Minimum Employment Standards for the New Jersey Library Association. These Standards will be voted on at the time of our Spring Conference, April 29 - May 2.


Among other things, Sunday opening was discussed. It is recommended that "Sunday should not be a part of a work week. Double compensatory time or double pay should be granted if a regular employee works on Sunday."

6. I also attended two meetings at Maplewood Memorial Library on March 18. The morning was that of the Essex County Directors. The afternoon meeting was the Southwest Essex Coordinating Council.
7. Mrs. Palmer attended a meeting of the Essex County Video Committee at South Orange Public Library on March 12.

Today, March 21, we have discovered with the steady downpour of rain, we still have leaks in the old section of the library. Mr. Belli of Public Works was called. He promised to contact the Kearny Roofing Company to come over and fix the roof.

In contemplation of Sunday opening hours for the library consideration must be given to the minimal staff needs: 1) At least 2 professional librarians. 2) Three persons to cover circulation. 3) Two persons to cover other areas which will be in use. 4) Three student pages.

Rates for professional workers are at least \$10.00 per hour; non-professional \$5.00-\$7.00 per hour, and pages \$3.00-\$3.50 per hour.


Lola N. Reed, Director

AIR CONTROLLED ENVIRONMENT

AIR CONDITIONING, HEATING & SHEET METAL CONTRACTORS
236 AMHERST STREET - EAST ORANGE, NEW JERSEY 07018 - (201) 674-2344

March 7, 1980

Attention: Ms. Lola Reed
West Orange Public Library
46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Dear Ms. Reed,

The following is a list of the problems and recommendations on piping, pumps and coils that should be done now. This will help avoid future breakdowns and failures in your system. Emergency repairs will be more costly as well as inconvenient to the proper functioning of the library.

1. Lower heating coil, rusting out on header side.
Should be replaced. Trane 2-24A
2. Low water cut off. Must be installed as per insurance instructions.
3. Fresh air duct to damper control in unit not tight fit. Leaking in cold fresh air which will cause freezing of coil and breaking of pipes as happened.
4. Unit is looking for air in return air duct, causing it to pull in fresh air around damper blades. Leave door open in winter until fixed.
5. Water leaks in old Boiler Room. Should be fixed before causing more damage.
6. None of the pumps are supported and piping is being weighted down causing extra leaks on the piping and will cause the motor and the bearing assembly to break down faster, due to misalignment.
7. The children's room heater should have an air flow safety switch installed to prevent burn out and damage.

We thank you for this opportunity to be of service to you.

Very truly yours,
AIR CONTROLLED ENVIRONMENT


Abraham Silverstein,
President

AGENDA

February 27, 1980

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
 - a. Cable TV
 - b. UNICO
 - c. Employee Transfer
9. Communications
10. Community Participation
11. Adjournment

West Orange Public Library
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF FEBRUARY 1980

LIBRARY BOARD MEETING OF MARCH 26, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF FEB. 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 2 MONTHS ENDED 2/29/80	UNEXPENDED BUDGET BALANCE ON 2/29/80	BILLS AC- COUNTS PAY- ABLE AT 2/29/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 2/29/80
SALARIES & WAGES	\$404,955	\$ 29,554.33	\$ 57,640.19	\$347,314.81		\$347,314.81
BINDING	1,500	207.20	207.20	1,292.80		1,292.80
COMMUNITY SERVICES	800	63.10	63.10	736.90	\$ 60.52	676.38
TRANSPORTATION	350			350.00		350.00
SEMINARS & WORKSHOPS	1,350			1,350.00		1,350.00
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	892.00	892.00	10,308.00	892.00	9,416.00
MAIN LIBRARY-UTILITIES	35,000	1,635.75	1,635.75	33,364.25	3,526.82	29,837.43
MAIN LIBRARY-MAINTENANCE	1,000	225.90	225.90	774.10	134.00	640.10
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	5,000	2,066.95	2,066.95	2,933.05		2,933.05
SERVICE CONTRACTS	5,000	519.37	519.37	4,480.63	438.35	4,042.28
BOOKS	70,000	4,286.87	4,286.87	65,713.13	5,477.16	60,235.97
SUPPLIES-LIBRARY	12,000	485.63	485.63	11,514.37	1,928.12	9,586.25
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	87.70	87.70	9,912.30	353.78	9,558.52
AUDIO-VISUAL-MATERIALS	1,500	3.09	3.09	1,496.91	166.76	1,330.15
INSURANCE	7,500	(560.46)	(560.46)	8,060.46		8,060.46
TELEPHONE	3,500	233.28	233.28	3,266.72	234.53	3,032.19
POSTAGE	3,000			3,000.00	300.00	2,700.00
EMPLOYEE HEALTH-HOSP.	18,000	1,186.50	2,373.00	15,627.00		15,627.00
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	2,000	209.82	1,009.82	990.18	489.00	501.18
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500	290.00	290.00	1,210.00	290.00	920.00
SOCIAL SECURITY	25,500			25,500.00		25,500.00
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500	1,739.86	1,739.86	22,760.14	14.22	22,745.92
JANITORIAL SUPPLIES	2,500	151.72	151.72	2,348.28	237.54	2,110.74
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000			3,000.00		3,000.00
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
TOTAL	\$663,295	\$ 43,413.61	\$ 74,485.97	\$588,809.03	\$ 14,542.80	\$574,266.23
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	163,295					
TOTAL PROPOSED BUDGET	\$663,295					

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 1980

	BUDGET	FINES &	LOST BOOK	BOOK SALES	PETTY CASH	ACCUMULATED	RESTRICTED	ACCOUNTS
TOTAL	FUND	RESERVES	FUND	PROPERTY	& CHANGE	REVENUE	DONATIONS	PAYABLE
ALL FUNDS		FUND		FUND	FUND	FUND	FUND	12/31/79
\$273,384.86	\$ 93,927.64	\$ 3,825.71	\$ 154.86	\$ 17.85	\$ 326.25	\$171,197.55	\$ 2,000.00	\$ 1,935.00

FINES
NON-RESIDENT FEES
PHOTOCOPIES--TOSHIBA
PHOTOCOPIES--XEROX
RENTALS - BOOKS
MICROFILM
TELEPHONE
PROJECTION RENTAL
LOST BOOKS
EXCESS PROPERTY SAL
SPECIAL EXCESS BOOK
INTEREST

III	TOTAL AVAILABLE	I	PLUS	II
---		---		---

 FEBRUARY 1980 DISBURSEMENTS
V TOTAL CASH FUNDS 2/29/80

FOR 2ND, 3RD, 4TH QTR.'80 BUDGET
OTHER SOURCES-ANTICIPATED ACC.REV.FUND
UNEXPENDED BUDGET BALANCE

LESS: ACCOUNTS PAYABLE 2/29/80
BUDGET BALANCE-AS OF 2/29/80

CHECKING A/C MIDLANTIC NAT'L BK-#734-0598-77	\$ 33,380.51
MIDLANTIC NAT'L BK-#02-073-0000-177-0 FINES	3,041.81
" " " " " " " " " " " " " "	1,101.10
" " " " " " " " " " " " " "	SALES 599.94
W.O. SAVINGS BANK-#61400162-11.769% DUE 6/15/80	43,889.56
PETTY CASH	346.25
PETTY CASH-CHECK A/C-MIDLANTIC #734-0848-6	269.51
64 M.U.S. TREAS. BILL -(4/10/80)	63,135.13
60 M.U.S. TREAS. BILL -(3/13/80)	58,857.33
30 M.U.S. TREAS. BILL -(5/15/80)	29,215.92

PETTY CASH-CHECK A/C-MIDPLANTIC #734-0848-6

64 M.U.S. TREAS. BILL - (4/10/80)
60 M.U.S. TREAS. BILL - (3/13/80)
30 M.U.S. TREAS. BILL - (5/15/80)

\$233,837.06

BUDGET FUND

FINES & RESERVES FUND

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

ACCUMULATED REVENUE FUND

RESTRICTED DONATIONS FUND

Accounts Payable 12/31/79

LESS: ACCOUNTS PAYABLE -2/29/80

\$ 50,514.03
7,582.51
257.67
159.05
326.25
171,197.55
2,000.00
1,800.00
<u>\$233,837.06</u>
14,542.80
<u>\$219,294.26</u>

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1980 BILLS PRESENTED FOR PAYMENT ON
MARCH 26, 1980

CHECKS ARE DATED
FEBRUARY 29, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5249	MIDLANTIC NAT'L BK. F.T.-2/29/80	1. SALARIES	\$ 2,051.70
5250	W.O. MUNICIPAL FED. CR. UNION	1. SALARIES	322.54
5251	N.J. GROSS INC. TAX - FEB. 1980	1. SALARIES	608.11
5252	TOWN OF W.O. Soc.SEC.EMPLOYEES FEB.'80	1. SALARIES	1,811.76
5253	W.O. PUBLIC LIBRARY-UN.INS.-FEB. '80	1. SALARIES	147.83
5254	TOWN OF W.O. - MARCH 1980	26. HOSPITALIZATION	1,186.50
5255	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,664.08
5256	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	45.64
5257	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	104.33
	NET P/R-2/15/80-#5904-45 (42)	1. SALARIES	10,312.97
	NET P/R-2/29/80-#5946-86 (41)	1. SALARIES	10,032.09
	BANK MEMO-2/28/80-30 M-U.S. TREAS. BILL 5/15/80		<u>29,215.92</u>
	<u>SUB-TOTAL</u>		<u>\$ 57,503.47</u>
<u>ADD: CHECKS #5182 - 5248 PRESENTED FOR</u>			
<u>PAYMENT ISSUED AT FEBRUARY 27, 1980 MEETING</u>			<u>16,319.89</u>
	<u>SUB-TOTAL</u>		<u>\$ 73,823.36</u>
<u>LESS: DEPOSITS - 1/2/80</u>	9. TELEPHONE	\$ 5.04	
" - 1/8/80	2. BOOKS	9.38	
" - 2/25/80	2. BOOKS	3.00	
" - 2/27/80	9. TELEPHONE	5.95	
" - 2/29/80	5. INS. REFUND	560.46	
CHECK #5187-PETTY CASH CH. A/C	TRANSFER	200.00	
" #5244-W.O.COMMUNITY HOUSE-ACCOUNTS PAYABLE - 12/31/79		135.00	
" #5248-XEROX CORP.	25. PHOTOCOPY		
(OFFSET PHOTOCOPY INCOME)		275.00	
BANK MEMO-2/28/80-30M-U.S. TREAS. BILL 5/15/80		<u>29,215.92</u>	<u>30,409.75</u>
<u>TOTAL EXPENDITURES-MONTH OF FEBRUARY 1980</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 43,413.61</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: 

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 26, 1980CHECKS ARE DATED
MARCH 26, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5258	W.O. FEDERAL EMPLOYEES CR. UNION	1. SALARIES	\$ 312.54
5259	MIDLANTIC NAT'L BK-FTD 3/15/80	1. SALARIES	2,012.88
5260	POSTMASTER	13. POSTAGE	300.00
5261	U. S. GOVERNMENT PRINTING OFFICE	20. PAMPHLETS	250.00
5262	A. ABORN EXTERMINATING CO.	6. MAINT. MAIN.	15.00
5263	AIR CONTROLLED ENVIRONMENT	11. SERVICE CONTRACTS	275.00
5264	P.E.R.S.	28. P.E.R.S.	14.22
5265	AMERICAN PAPER TOWEL CO.	4. JAN. SUPPLIES	237.54
5266	APOLLO BOOK	2. BOOKS	21.50
5267	ASPEN SYSTEMS CORP.	2. BOOKS	18.76
5268A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 73.30
B	" " " "	11. " "	45.05
5269A	THE BAKER & TAYLOR CO.	2. BOOKS	55.50
B	" " " "	2. "	44.72
C	" " " "	2. "	(10.95)
D	" " " "	2. "	58.62
E	" " " "	2. "	82.17
5270A	THE BAKER & TAYLOR CO.	2. BOOKS	50.73
B	" " " "	2. "	(20.97)
C	" " " "	2. "	962.83
D	" " " "	2. "	83.44
E	" " " "	2. "	20.97
F	" " " "	2. "	77.29
G	" " " "	2. "	(13.09)
H	" " " "	2. "	119.44
I	" " " "	2. "	69.83
J	" " " "	2. "	199.74
K	" " " "	2. "	74.89
L	" " " "	2. "	247.58
M	" " " "	2. "	173.37
N	" " " "	2. "	5.96
O	" " " "	2. "	160.48
P	" " " "	2. "	114.58
Q	" " " "	2. "	75.19
R	" " " "	2. "	199.62
S	" " " "	2. "	131.57
5271A	THE BAKER & TAYLOR CO.	2. BOOKS	61.80
B	" " " "	2. "	(4.16)
C	" " " "	2. "	28.43
D	" " " "	2. "	112.67
E	" " " "	2. "	35.38
F	" " " "	2. "	4.16
G	" " " "	2. "	45.01
5272	ARNOLD BERNHARD & Co., Inc.	2. BOOKS	283.29
5273	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT. MAIN.	210.00
5274	R. R. BOWKER	2. BOOKS	70.00
5275A	BROADSTREET, INC.	4. SUPPLIES	24.86
B	" " "	4. "	16.23
C	" " "	4. "	150.60
D	" " "	4. "	29.14
E	" " "	4. "	4.68
F	" " "	4. "	3.16
		4. "	18.48

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 26, 1980

CHECKS ARE DATED
MARCH 26, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5275G	BROADSTREET, INC.	4. SUPPLIES	\$ 63.47
H	" "	4. "	18.53
I	" "	4. "	2.56
J	" "	4. "	8.28
K	" "	4. "	12.05
L	" "	4. "	5.80
M	" "	4. "	20.64
N	" "	4. "	33.73
O	" "	4. "	160.02
P	" "	4. "	14.89
Q	" "	4. "	3.27
R	" "	4. "	6.66
S	" "	4. "	.67
T	" "	4. "	68.69
U	" "	4. "	29.68
		CREDIT	(12.11) \$
5276A	C. W. ASSOCIATES	2. BOOKS	20.50
B	" " "	2. "	10.75
5277	CHAMBERS RECORD CORP.	21. A/V MATERIALS	62.26
5278	CLARK'S BOOKSTORE	2. BOOKS	5.98
5279A	COMMERCE CLEARING HOUSE, INC.	4. SUPPLIES	4.31
B	" " " "	2. BOOKS	10.38
5280A	DOUBLEDAY & Co., INC.	2. BOOKS	54.69
B	" " " "	2. "	15.25
C	" " " "	2. "	19.49
D	" " " "	2. "	18.21
E	" " " "	2. "	57.68
5281	E. P. ERNST Co., INC.	4. SUPPLIES	161.66
5282	ESSEX SECURITY LOCKSMITHS Co.	6. MAINT. MAIN.	49.00
5283	EURAIL GUIDE	2. BOOKS	10.28
5284	FRELINE, INC.	4. SUPPLIES	32.40
5285	GALE RESEARCH Co.	2. BOOKS	27.42
5286	GANN LAW BOOKS	2. BOOKS	28.00
5287	GROLIER YEAR BOOK, INC.	2. BOOKS	14.00
5288	GENE HACKER, INC.	21. A/V SOFTWARE	104.50
5289	G. K. HALL & Co.	2. BOOKS	79.88
5290	THE HARVARD MEDICAL	4. SUPPLIES	4.95
5291	INSTITUTE FOR RESEARCH	20. PAMPHLETS	14.73
5292	THE JEWISH PUBLICATIONS SOC. OF AMERICA	2. BOOKS	12.81
5293	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	4.20
5294	KULACS ENGRAVING SERVICE	4. SUPPLIES	206.50
5295A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	154.35
B	" " " " "	4. "	47.50
5296	Mc GRAW-HILL BOOK Co.	2. BOOKS	29.67
5297	MACKAY LIBRARY	2. BOOKS	2.60
5298A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	28.17
B	" " " "	2. BOOKS	4.18
C	" " " "	2. BOOKS	18.36
5299	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	892.00
5300	MODERN MASS MEDIA, INC.	22. A/V EQUIPMENT	290.00
5301	MUSIC EXCHANGE	20. PAMPHLETS	27.00
5302	NATIONAL FUEL OIL, INC.	6. MAINT. UTIL.	2,087.50

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 26, 1980CHECKS ARE DATED
MARCH 26, 1980VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

5303A	N.J. BELL	9. TELEPHONE	\$ 15.91	
B	" " "	9. "	<u>218.62</u>	\$ 234.53
5304	N.J. C.T. CORP.	4. SUPPLIES		102.40
5305	PATERSON MUSEUM	2. BOOKS		3.00
5306	PITNEY BOWES	11. SERVICE CONTRACTS		45.00
5307	POPULAR PERIODICAL INDEX	19. MAGAZINES		20.00
5308	PRENTICE-HALL, INC.	2. BOOKS		15.96
5309	PUBLIC SERVICE E & G Co.	6. MAINT. UTIL.		1,439.32
5310	PUBLISHER'S CENTRAL BUREAU	2. BOOKS		22.89
5311	QUIGLEY PUBLISHING Co., INC.	2. BOOKS		58.00
5312	R. A. CORP.	2. BOOKS		7.50
5313	ROCKDALE RIDGE PRESS	2. BOOKS		5.95
5314	ROSELLE HISTORICAL SOCIETY	2. BOOKS		6.00
5315	J. ROSSI & Co.	4. SUPPLIES		10.25
5316	SCHOLARLY PRESS, INC.	2. BOOKS		85.00
5317	THE SCRIBNER BOOK COMPANIES, INC.	2. BOOKS		54.00
5318	CHARLES SCRIBNER'S SONS	2. BOOKS		52.00
5319A	SILVER BURDETT Co.	2. BOOKS	9.42	
B	" " "	2. "	9.87	
C	" " "	2. "	10.68	
D	" " "	2. "	10.68	
E	" " "	2. "	10.68	
F	" " "	2. "	10.20	
G	" " "	2. "	9.42	
H	" " "	2. "	<u>11.83</u>	82.78
5320	STANDARD & POOR'S CORP.	2. BOOKS		650.00
5321	THE STAR LEDGER	10. COMMUNITY RELATIONS		46.48
5322	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS		93.25
5323	SUBURBAN HOMES GUIDE	2. BOOKS		8.50
5324	TFH PUBLICATIONS	2. BOOKS		19.90
5325	THOMAS PUBLISHING Co.	2. BOOKS		99.00
5326A	3 M BUSINESS PRODUCT SALES, INC.	4. SUPPLIES	43.78	
B	" " " " " "	4. "	<u>219.98</u>	263.76
5327	UNIVERSITY PRESS OF AMERICA	2. BOOKS		16.50
5328	WARREN, GORHAM & LAMONT, INC.	2. BOOKS		145.00
5329	WEINZIMMER ASSOC., INC.	17. EQUIPMENT		489.00
5330	WEST PUBLISHING Co.	2. BOOKS		46.00
5331	WORRALL PUBLICATIONS, INC.	10. COMMUNITY RELATIONS		14.04
5332	WM. H. WISE & Co., INC.	2. BOOKS		15.71
5333A	XEROX CORP.	25. PHOTOCOPY	275.00	
B	" " "	4. SUPPLIES	<u>276.72</u>	551.72
5334	YOUNG'S NEWS SERVICE	20. NEWSPAPERS		<u>42.05</u>
SUB-TOTAL				\$ 17,143.22
LESS: CHECK #5358-W.O.FED. CR. UNION			1. SALARIES	312.54
CHECK #5259-MIDLANTIC NAT'L BK			1. SALARIES	2,012.88
CHECK #5333A-XEROX COPY			PHOTOCOPY	<u>275.00</u>
TOTAL ACCOUNTS PAYABLE-FEBRUARY 29, 1980				<u>2,600.42</u>
PER BUDGET REPORT				\$ 14,542.80


PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

 BY: 

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING

AGENDA

APRIL 23, 1980

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
 - c. Resolution for 1980 Budget
5. Director's Report
6. Committee Reports
7. Old Business
 - a. Unico Gift
 - b. Annual Report
8. New Business
9. Communications
10. Community Participation
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
APRIL 23, 1980

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, Arthur Lang, Michael O'Hara, William O'Neill, and Paul Pasmantier. Also present were Al Leitinger, representing Board Accountant Stewart Manheim; William Cuozzi, Board Attorney; and Lola N. Reed, Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library 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. Lang made a motion to accept the Minutes of the Board meeting of March 26, 1980 with the second and third sentences on page 1 under Financial Statement to read: Mr. Lang noted that a Treasury Bill had come due on 2/13/80. He made a motion that, depending on the balance in the checking account, a transfer will be made from the savings account to the checking account in the amount needed. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Lang asked Mrs. Reed if the price of books had increased for 1980. Mrs. Reed replied that generally, all publishers have raised their prices of books. Each one has different rates according to the type of book published.

Mr. O'Neill inquired about the following bills: #5258-5334 for \$17,143.22 - Mrs. Strauss explained that these were the bills that were paid at the last Board meeting on 3/26/80. They were individually listed on the Treasurer's Report at that time. #5339, N. J. Gross Income Tax - Mr. Leitinger said that this was the N. J. State income tax payable on the 15th of the month and therefore was not in the bills to be signed at the Board meeting. Mr. O'Neill suggested that a receipt or voucher be presented at the meeting along with the regular bills to show that it had been paid. #1299, 1327, 1325, Petty Cash Checking Account; Mr. O'Neill said that these checks are listed under the line item for conventions-NJLA but there was no designation for whom or for what purpose. Mrs. Reed said that one check was for Mrs. Czarnecki and one for herself for the NJLA convention to be held in Atlantic City. Mr. O'Neill said that each item should be identified with a name.

#1303, 1311, pamphlets for the League of Women Voters of N.J. - Mrs. Strauss explained that this was an exchange. The pamphlets are purchased by the library and then sold to patrons, #1320, A/V materials for \$16.94. - Mrs. Reed explained that this was for the purchase of film and for film developing at the Prescription Center. The prices are the same and it's convenient for the library. #1328, N.J. Trustees Association for \$40.00. - Mrs. Reed said that this was for another type of seminar. She explained that by using the Petty Cash Checking account she is able to meet deadlines of deposits and costs of seminars that have an early due date rather than wait for the accountant to process the checks on a once a month basis for the Board meeting. Mr. O'Neill asked about the deficit the Board has under Main Library-Maintenance. Mrs. Reed explained that this was for the emergency repair work done on the boiler for approximately \$1,400.

Mr. O'Neill made a motion to accept the Bills Presented for Payment with the suggestion that the bills be identified as to what they are for and who they are for. Mr. Pasmantier seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. O'Neill asked Mr. Leitinger the reason for having a negative balance of \$1,285.60 under Budget Fund. Mr. Leitinger said that at the end of the year, the deficit lines will be adjusted. Mr. O'Neill felt that it was a bad reflection on the Board to have a deficit. Mr. Lang said that it showed a more accurate description of the cash flow. The Board actually ran a deficit in the month of March. Mr. Leitinger agreed with Mr. Lang and said that at that period of time, the Board did run over the budgeted amount and it gives a look at the total financial picture.

Mr. Lang reported that four different Treasury Bills were purchased on April 10, 1980. One bill will be due in May, two were combined to be due in June, and one will be due in July. The rates range from 14.98%-15.86%. The bills will be charged to the checking account.

Mr. Lang made a motion to accept the Financial Statement as presented. The motion was seconded by Mrs. Grover and was passed unanimously.

Mr. Lang made a motion that the Board of Trustees accept the Proposed 1980 Budget of \$663,295. (\$500,000 from the Town of West Orange, and \$163,295 of Accumulated Revenues). Mrs. Strauss seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed received a letter from Chief Behar of the Fire Department which itemized the corrections the library must make with regard to fire prevention. Mr. Pasmantier suggested that the Building and Grounds Committee look into the matter and advise the Board.

Mrs. Reed said that patron response to the on-going programs within the library has been very favorable.

Mrs. Reed said that she had sent a letter to the "West Orange Chronicle" in response to the editorial "Lauding Libraries".

COMMITTEES:

1) Building and Grounds: Mr. O'Hara said that he had talked to Mr. Silverstein and is arranging a Saturday meeting with him. The air conditioning unit has not been started up yet and he would like the building committee to meet with him and Mr. Silverstein when the meeting is set up. Mr. Pasmantier said it's urgent to get the HVAC problems resolved and he is agreeable to meeting with him as soon as possible.

Mr. O'Hara, Mr. Lang and Mr. Cuoizzi had met to work out the final wording on the contract concerning the lighting. Mr. O'Hara explained that he had requested more time to complete his investigation of the fixtures and bulbs. He needs more time for a proper presentation to the Board and this involves an intelligent assessment of the situation in proper chronological order. He has talked to three different lighting consultants. He's in the process of talking to the manufacturer of the fixtures to determine the difference between the two fixtures as well as cost difference and the voltammetric data.

Mr. Pasmantier said that the Board had asked Mr. Lehman to check all of that information out in the beginning. He had apprised the Board that everything was installed according to the specifications. Mr. Pasmantier agreed that more time was needed to have the issue clarified according to the wording in the specifications. The Committee will also explore the possibility of using alternative methods to remedy the lighting situation. All of the data will be presented at the next Board meeting.

Mr. Pasmantier suggested that Mr. Cuoizzi write a letter to Mr. Lehman stating that the Board is aware of his letter of March 31 and hopefully the matter will be resolved in 30-60 days.

Mr. O'Neill will contact Mr. Blau regarding the defective furniture.

Mr. Pasmaniter said that the Building Committee had met with Mr. Ed Blau and a technician from Bay Woodcraft. According to a letter from Lila Shoshkes that had been sent to Mr. Pasmantier, Mrs. Shoshkes was responsible only for designating the type of covering to use on the panels. The specifications were drawn up by the Art Metal Company and Blau was the contractor. Mr. Blau said that he would pay for the entire bill if he had to. Mr. Pasmantier showed the Trustees a sample of new materials to be used in the new panels at a cost of \$1,425. Mr. Pasmantier said that Mrs. Shoshkes and the Board are not responsible financially for the panels, and that he would like to see other samples.

Mr. Pasmantier asked Mrs. Reed about the roof repairs. Mrs. Reed said that the Kearny Roofing Company had been working on the roof repairing the leak in the old building. Mr. Pasmantier explained to the Board that there was also a leak along the East wall in the new building under the large window. Mr. Pellecchia's nephew had looked at the problem but couldn't find the leak. It will be watched and repaired as soon as the location of the leak is determined.

Mr. O'Hara recommended that Mrs. Reed have service men sign a form as they come in and out of the building to keep track of the hours worked.

Mr. Lang made a motion to approve the furniture purchases presented on the invoice of the American Commercial Equipment Company in the amount of \$2,309. Mr. Pasmantier seconded the motion, and it was carried unanimously.

2) Personnel Committee: Mr. Lang, Mr. Kupferer and Mrs. Reed had met to discuss Sunday openings. A target date for Sunday openings has been suggested for the first Sunday after Labor Day. Investigation into the cost factors, etc. is continuing.

Mr. Lang said that Mrs. Reed requested some extra time to look into more applications before the hiring of a Children's Librarian is discussed.

OLD BUSINESS:

1) UNICO Gift: Mrs. Strauss told the Board that the Metropolitan museum bus trip is being run under the auspices of UNICO in connection with Italian cultural events.

Mr. O'Neill said that he wasn't familiar with one of the bus trips that he had read about. Mrs. Reed said that one trip was in connection with UNICO and would be to the Metropolitan Museum of Art. The second trip will be to the Modern Museum of Art to see a Picasso exhibition. The Picasso trip needed to have tickets purchased, and therefore Board approval was necessary to obtain a check from the accountant. This approval was done in a telephone poll prior to this meeting and was a unanimous vote.

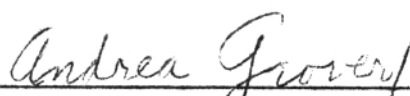
2) Annual Report: Mr. Lang presented a layout of the annual report. The report was discussed and recommendations made concerning the layout. Mr. Pasmantier asked Mr. O'Neill to look the report over and offer constructive suggestions.

3) Salaries: Mr. Leitinger reported that the increment differential not based on the cost of living was minimal. The adjustment in the salary line would result in approximately a \$2,000 increase.


Mrs. Rabinowitz, representing the staff, asked the Board of Trustees to consider basing the increment adjustment to the 1977 figures and not on the 1979 figures as was stated in a motion at the last Board meeting of 3/26/80. Mrs. Rabinowitz felt that the staff was paying for an error made by the accountant in 1977. He had interpreted that the cost of living should be added into the increment to become a part of the maximum scale which was to be frozen. Mrs. Strauss asked the Personnel Committee to discuss this issue and report back to the Board with its results.

Mr. Pasmantier suggested that members of the community be allowed to speak on an issue instead of waiting for the end of the meeting. As President, Mrs. Strauss could control the length of the subject discussed and consider whether it was appropriate to discuss at that time.

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


Andrea Grover, Secretary
Board of Trustees

Respectfully submitted,


Sandra Goss, Secretary

DIRECTOR'S
MONTHLY REPORT

April 23, 1980

In some respects this month has been brighter than the previous one. Spring is having its effects on all of us. People are flocking to the library in droves. Interestingly enough, bad weather does not deter people from coming to the library. In fact, the in-house circulation has reached a proportion so as to make us decide to take a survey to determine the extent to which this method is being used.

Sal, from Pellecchia Construction Company, has checked the library several times during the month in an effort to determine how the rain seeps in to cause damage to our carpet along the eastern wall of the new building. The problem is still unsolved.

Chief Behar of the Fire Department lectured to the staff on March 27 about fire hazards and gave us some pointers as to what should be done in case of fire or any type of emergency. He followed this up with a letter on the condition of our building and some recommendations for making improvements in the library. There are many suggestions which we must adhere to before approval is given by the Fire Department.

We have some very interesting exhibits in the library this month. Among them are:

1. Voices of American poets called "Ways of Knowing the Humanities" compiled by N. J. State Library.
2. A macrame and stained glass wall hangings by Hannah Edelman and Diane Blumefeld.
3. A collection of crosses acquired over the years - courtesy of Mrs. Dorothy Jones, Director of the East Orange Public Library.
4. Flower arrangements by an adult school class at Mountain High.

Also there was a Korean cooking/tasting demonstration given by Mrs. Agnes Kim. This demonstration was well attended.

Favorable comments have, no doubt, been spread throughout the state about our library and the type of furniture we selected. A number of librarians, trustees, and architects have either visited us or called making inquiries.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MARCH 1980

LIBRARY BOARD MEETING OF APRIL 23, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF MAR. 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 3 MONTHS ENDED 3/31/80	UNEXPENDED BUDGET BALANCE ON 3/31/80	BILLS AC- COUNTS PAY- ABLE AT 3/31/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/80
SALARIES & WAGES	\$404,955	\$ 28,939.66	\$ 86,579.85	\$318,375.15		\$318,375.15
BINDING	1,500		207.20	1,292.80	\$ 133.25	1,159.55
COMMUNITY SERVICES	800	60.52	123.62	676.38		676.38
TRANSPORTATION	350	13.71	13.71	336.29		336.29
SEMINARS & WORKSHOPS	1,350	256.00	256.00	1,094.00		1,094.00
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	892.00	1,784.00	9,416.00	892.00	8,524.00
MAIN LIBRARY-UTILITIES	35,000	3,526.82	5,162.57	29,837.43	2,971.72	26,865.71
MAIN LIBRARY-MAINTENANCE	1,000	1,214.88	1,440.78	(440.78)	15.00	(455.78)
TORY CORNER-RENTAL	540		135.00	405.00		405.00
BOOKMOBILE	5,000		2,066.95	2,933.05		2,933.05
SERVICE CONTRACTS	5,000	438.35	957.72	4,042.28	454.25	3,588.03
BOOKS	70,000	5,490.17	9,777.04	60,222.96	4,062.82	56,160.14
SUPPLIES-LIBRARY	12,000	1,989.90	2,475.53	9,524.47	1,827.80	7,696.67
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	376.57	464.27	9,535.73	108.69	9,427.04
AUDIO-VISUAL-MATERIALS	1,500	204.62	207.71	1,292.29	17.74	1,274.55
INSURANCE	7,500	(238.83)	(799.29)	8,299.29	385.00	7,914.29
TELEPHONE	3,500	223.72	457.00	3,043.00	248.92	2,794.08
POSTAGE	3,000	314.55	314.55	2,685.45	300.00	2,385.45
EMPLOYEE HEALTH-HOSP.	18,000	1,186.50	3,559.50	14,440.50		14,440.50
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	2,000	489.00	1,498.82	501.18		501.18
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	5,307.17	5,307.17	20,192.83		20,192.83
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500	14.22	1,754.08	22,745.92		22,745.92
JANITORIAL SUPPLIES	2,500	237.54	389.26	2,110.74	143.37	1,967.37
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000	862.56	862.56	2,137.44		2,137.44
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
 <u>TOTAL</u>	 <u>\$663,295</u>	 <u>\$ 51,799.63</u>	 <u>\$126,285.60</u>	 <u>\$537,009.40</u>	 <u>\$ 11,560.56</u>	 <u>\$525,448.84</u>
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
 <u>TOTAL PROPOSED BUDGET</u>	 <u>\$663,295</u>					

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MARCH 1980

I BALANCE AS OF 2/29/80									
ADD:									
FINES									
NON-RESIDENT FEES									
PHOTOCOPY-TOSHIBA									
RENTALS									
MICRO-FILM									
PROJECTION RENTAL									
COMMISSION-CONTINENTAL COPY									
XEROX									
LOST BOOKS									
EXCESS PROPERTY SALES									
INTEREST									
TOTAL MARCH-1980-RECEIPTS									
TOTAL AVAILABLE I PLUS II									
IV									
LESS:									
MARCH 1980-DISBURSEMENTS									
TOTAL CASH FUNDS-3/31/80									
ADD: DUE FROM TOWN OF W.O.									
FOR 2ND, 3RD, 4TH QTR. 1980 BUDGET									
OTHER SOURCES-ANTICIPATED ACC. REV. FUND									
UNEXPENDED BUDGET BALANCE									
LESS: ACCOUNTS PAYABLE 3/31/80									
BUDGET BALANCE-AS OF MARCH 31, 1980									
CASH FUNDS REPRESENTED BY:									
CHECKING A/C-MIDLANTIC NAT'L BK-#734-0598-77									
MIDLANTIC NAT'L BK-#02-073-0000-177-0 FINES									
" " " #02-073-0001-161-0 UN. INS.									
" " " #02-073-0001-405-8 BOOK SALES ESCROW									
W.O. SAVINGS BANK #61400162-11.769% DUE 6/15/80									
PETTY CASH									
PETTY CASH CHECKING A/C MIDLANTIC #734-0848-6									
65 M. U.S. TREAS. BILL 4/10/80									
30 M. U.S. " " 5/15/80									
FINES & RESERVES FUND									
LOST BOOK FUND									
BOOK SALES & EXCESS PROPERTY FUND									
PETTY CASH & CHANGE FUND									
ACCUMULATED REVENUE FUND									
RESTRICTED DONATIONS FUND									
ACCOUNTS PAYABLE- 12/31/79									
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PETTY CASH & CHANGE FUND									
ACCUMULATED REVENUE FUND									
RESTRICTED DONATIONS FUND									
ACCOUNTS PAYABLE- 12/31/79									
LESS: ACCOUNTS PAYABLE 3/31/80									
BUDGET FUND									
FINES & RESERVES FUND									
LOST BOOK FUND									
BOOK SALES & EXCESS PROPERTY FUND									
PETTY CASH & CHANGE FUND									
ACCUMULATED REVENUE FUND									
RESTRICTED DONATIONS FUND									
ACCOUNTS PAYABLE- 12/31/79									
LESS: ACCOUNTS PAYABLE 3/31/80									
BUDGET FUND									

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1980 BILLS PRESENTED FOR PAYMENT ON
APRIL 23, 1980

CHECKS ARE DATED
MARCH 31, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5335	AIR CONTROLLED ENVIRONMENT	6. MAINT.MAIN.	\$ 1,080.88
5336	MIDLANTIC NAT'L BK-PETTY CASH A/C	TRANSFER	200.00
5337	MIDLANTIC NAT'L BK-F.T.D.-3/31/80	1. SALARIES	2,023.84
5338	W.O. MUNICIPAL FED. CR. UNION	1. SALARIES	312.54
5339	N.J. GROSS INCOME TAX	1. SALARIES	586.40
5340	TOWN OF W.ORANGE-EMPLOYEES S.S. 3/80	1. SALARIES	1,774.03
5341	W. ORANGE PUBLIC LIBRARY UN. INS.FUND	1. SALARIES	143.19
5342	TOWN OF W.O.-HOSPITALIZATION-4/80	26. HOSPITALIZATION	1,186.50
5343	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,456.46
5344	P.E.R.S.#20284 -SUPPLEMENTAL ANNUITY	1. SALARIES	45.64
5345	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	100.04
5346	N.J. UNEMPLOYMENT INS.-1ST QTR. '80	TRANSFER	\$ 431.50
	" " " " " "		<u>862.56</u>
5347	TOWN OF W.ORANGE-1ST QTR. '80		1,294.06
	NET P/R-3/15/80-#5987-6028 (42)	1. SALARIES	5,307.17
	NET P/R-3/31/80-6029-6070 (42)	1. SALARIES	9,943.23
			<u>10,228.87</u>
	<u>SUB-TOTAL</u>		\$ 35,682.85
	LESS: VOIDED CHECK #5300-MODERN MASS MEDIA 22. A/V EQUIP.		<u>290.00</u>
	<u>SUB-TOTAL</u>		\$ 35,392.85
	<u>ADD: CHECKS #5258-5334-PRESENTED FOR</u>		
	PAYMENT ISSUED AT MARCH 26, 1980 MEETING		<u>17,143.22</u>
	CHECKS ISSUED FOR THE MONTH OF MARCH 1980		\$ 52,536.07
	<u>ADD: PETTY CASH CHECKS-JANUARY, FEBRUARY</u>		
	AND MARCH 1980 - #1297-1330		<u>453.58</u>
	<u>SUB-TOTAL</u>		\$ 52,989.65
	<u>LESS: REGULAR CHECKING ACCOUNT</u>		
	CHECK #5333-A - XEROX CORP.	25. PHOTOCOPY	\$ 275.00
	CHECK #5336-PETTY CASH	TRANSFER	200.00
	CHECK #5346-N.J. UN. INS.	TRANSFER	431.50
	DEPOSIT-3/24/80	9. TELEPHONE	10.81
	DEPOSIT-3/24/80	5. INS. REFUND	238.83
	<u>PETTY CASH CHECKING ACCOUNT</u>		
	CHECK #1301 -W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.50
	CHECK #1318 -W.O. PUBLIC LIBRARY	" " "	8.25
	CHECK #1329- SANDY GOSS	" " "	7.89
	CHECK #1330 -W.O. PUBLIC LIBRARY	" " "	6.00
	DEPOSIT - 1/4/80	2. BOOKS	<u>3.24</u>
			<u>1,190.02</u>
	<u>TOTAL EXPENDITURES - MONTH OF MARCH 1980</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 51,799.63</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela K. Leek

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1980 BILLS PRESENTED FOR PAYMENT
ON APRIL 23, 1980

LIST OF CHECKS PAID FROM PETTY CASH

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JAN.</u>				
3	#1297	STATE HISTORICAL SOC. OF KANSAS	21. A/V MATERIALS	\$ 3.24
3	1298	PRESCRIPTION CENTER	21. A/V MATERIALS	6.50
4	1299	N.J. LIBRARY ASS'N.	14. CONVENTIONS	30.00
4	1300	TREASURER, STATE OF N.J.	20. PAMPHLETS	1.00
9	1301	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.50
11	1302	POSTMASTER	13. POSTAGE	8.50
11	1303	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS	5.94
16	1304	S. ITKIN	4. SUPPLIES	2.09
22	1305	CATHOLIC LIBRARY ASS'N	2. BOOKS	4.50
22	1306	S. ITKIN	4. SUPPLIES	1.07
23	1307	L. REED	4. SUPPLIES	7.55
25	1308	LE JOHNS	4. SUPPLIES	10.95
<u>FEB.</u>				
1	1309	J. LEPORE	13. POSTAGE	6.05
2	1310	E. L. CZARNECKI	4. SUPPLIES	4.18
7	1311	LEAGUE OF WOMEN VOTERS	20. PAMPHLETS	6.25
15	1312	RUTGERS UNIVERSITY	15. SEMINARS	24.00
27	1313	D. PINKUS	20. PAMPHLETS	4.60
27	1314	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.75
<u>MARCH</u>				
3	1315	PRESCRIPTION CENTER	21. A/V MATERIALS	20.14
4	1316	E.O. PUBLIC LIBRARY	20. PAMPHLETS	5.00
5	1317	GOthic RECORDS	21. A/V MATERIALS	7.98
8	1318	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.25
11	1319	BILL TOOHEY	12. TRANSPORTATION	5.36
12	1320	PRESCRIPTION CENTER	21. A/V MATERIALS	16.94
12	1321	L. REED	12. TRANSPORTATION	8.35
14	1322	EXECUTIVE ENTERPRISES PUBLICATIONS	2. BOOKS	3.00
14	1323	AMERICAN LIBRARY ASS'N.	15. SEMINARS	80.00
18	1324	ANTIOCH BOOKPLATE CO.	4. SUPPLIES	19.00
19	1325	N.J. LIBRARY ASS'N.	14. CONVENTIONS	30.00
19	1326	N.J. LIBRARY ASS'N.	14. CONVENTIONS	20.00
19	1327	N.J. LIBRARY ASS'N.	14. CONVENTIONS	30.00
21	1328	N.J. LIBRARY TRUST. ASS'N.	15. SEMINARS	42.00
26	1329	S. GOSS	LOST BOOK REFUND	7.89
27	1330	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	6.00
<u>TOTAL CHECKS FROM THE PETTY CASH CHECKING</u>				
<u>ACCOUNT FOR THE MONTHS OF JANUARY,</u>				
<u>FEBRUARY AND MARCH 1980</u>				<u>\$ 453.58</u>

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, C.P.A.*

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1979 BILLS/ ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 23, 1980

CHECKS ARE DATED
APRIL 23, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5348	MIDLANTIC NAT'L BANK F.T.D.	1. SALARIES	\$ 2,036.74
5349	W.O. EMPLOYEES FED. CR. UN.	1. SALARIES	277.00
5350	POSTMASTER	13. POSTAGE	300.00
5351	A. ABORN EXTERMINATING Co.	6. MAINT. MAIN.	15.00
5352	AIR CONTROLLED ENVIRONMENT	11. SERVICE CONTRACTS	275.00
5353A	AMERICAN PAPER TOWEL Co.	4. SUPPLIES-JAN.	\$ 30.10
B	" " " "	4. " "	95.70
5354A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	45.80
B	" " " "	11. " "	45.45
5355	AYER PRESS	2. BOOKS	63.75
5356A	THE BAKER & TAYLOR Co.	2. BOOKS	38.57
B	" " " "	2. " "	64.83
C	" " " "	2. " "	7.04
D	" " " "	2. " "	11.95
E	" " " "	2. " "	178.95
5357A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	79.28
B	" " " "	2. " "	499.93
C	" " " "	2. " "	(50.16)
D	" " " "	2. " "	243.53
E	" " " "	2. " "	38.69
F	" " " "	2. " "	85.32
G	" " " "	2. " "	(6.56)
H	" " " "	2. " "	617.85
I	" " " "	2. " "	10.75
J	" " " "	2. " "	1.52
K	" " " "	2. " "	78.12
L	" " " "	2. " "	191.27
M	" " " "	2. " "	54.05
N	" " " "	2. " "	(19.25)
O	" " " "	2. " "	844.86
P	" " " "	2. " "	(11.92)
Q	" " " "	2. " "	80.63
5358	THE BAKER & TAYLOR COMPANIES	2. BOOKS	2,737.91
5359A	P. & H. BLISS	20. PAMPHLETS	26.67
B	" " " "	20. " "	5.00
5360	R. R. BOWKER	2. BOOKS	4.00
5361A	R. R. BOWKER	2. BOOKS	9.00
B	" " " "	2. " "	29.37
5362A	BROADSTREET, INC.	4. SUPPLIES	15.19
B	" " " "	4. " "	31.23
C	" " " "	4. " "	2.29
D	" " " "	4. " "	3.10
E	" " " "	4. " "	52.69
F	" " " "	4. " "	1.35
G	" " " "	4. " "	35.51
H	" " " "	4. " "	14.10
I	" " " "	4. " "	9.75
J	" " " "	4. " "	5.25
K	" " " "	4. " "	7.05
L	" " " "	4. " "	6.00
		4. " "	2.35
		4. " "	303.99
			443.43

MARCH 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 23, 1980

CHECKS ARE DATED
APRIL 23, 1980

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5363	BRODART, INC.	4. SUPPLIES	\$ 114.89
5364	CAPITAL LIGHTING	4. SUPPLIES	51.90
5365	C. OF C. OF U.S.	2. BOOKS	6.00
5366	CHAMBERS RECORD CORP.	21. A/V MATERIALS	17.74
5367	CULTURAL EVENTS IN N.J.	19. MAGAZINES	4.00
5368	DEMCO	4. SUPPLIES	13.42
5369A	DOUBLEDAY & Co., INC.	2. BOOKS	\$ 29.13
B	" " " "	2. "	4.50
C	" " " "	2. "	13.36
D	" " " "	2. "	26.14
E	" " " "	2. "	40.50
F	" " " "	2. "	12.20
G	" " " "	2. "	84.40
H	" " " "	2. "	8.51
5370	THE DRAWING BOARD, INC.	4. SUPPLIES	218.74
5371A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	19.94
B	" " " "	19. "	30.00
C	" " " "	19. "	57.50
5372	ELEVATOR MAINTENANCE CORP.	19. "	(31.81)
5373A	E. P. ERNST Co., INC.	11. SERVICE CONTRACTS	55.69
B	" " " "	4. SUPPLIES	88.00
5374	EUROPE PUBLICATIONS LIMITED	4. "	161.66
5375	FOWLER AGENCY, INC.	4. "	197.80
5376A	GAYLORD BROS., INC.	2. BOOKS	359.46
B	" " " "	5. INSURANCE	105.00
C	" " " "	4. SUPPLIES	385.00
5377	GEORGE D. HALL Co.	4. SUPPLIES	169.68
5378	J. L. HAMMETT Co.	4. "	149.31
5379	INTERNATIONAL BUSINESS MACHINES CORP.	4. "	154.52
5380A	KAUFMAN'S SENTRY HDWE.	2. BOOKS	473.51
B	" " " "	4. SUPPLIES	48.50
5381A	KULACS ENGRAVING SERVICE	4. SUPPLIES	40.55
B	" " " "	4. SUPPLIES	56.00
5382A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. JAN. SUPPLIES	10.37
B	" " " "	4. " "	7.20
C	" " " "	4. SUPPLIES	171.50
5383	LIBRARY BINDERY Co. OF PA., INC.	4. "	30.00
5384A	MAC MILLAN PUBLISHING Co., INC.	4. SUPPLIES	6.00
B	" " " "	4. "	33.20
C	" " " "	4. "	14.00
5385	MANHEIM, KOSSON & NOVICK	3. BINDING	53.20
5386A	NATIONAL FUEL OIL, INC.	2. BOOKS	133.25
5387	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	14.09
5388	NATIONAL TEXTBOOK Co.	2. " "	5.42
5389A	NEW JERSEY BELL	2. " "	6.20
B	" " " "	23. MANAGEMENT SERVICES	25.71
5390	N.J. SOCIETY OF ARCHITECTS	6. MAINT.-UTILITIES	892.00
5391	W. W. NORTON & Co., INC.	2. BOOKS	1,459.03
5392A	PRENTICE-HALL, INC.	2. BOOKS	5.75
B	" " " "	2. BOOKS	53.36
5393	PUBLIC SERVICE E & G Co.	9. TELEPHONE	231.96
5394	THE PUPPERTY STORE	9. "	16.96
5395	REGENT BOOK Co., INC.	2. BOOKS	9.00
5396	NORMA REHL	2. BOOKS	5.27
		2. BOOKS	20.71
		2. "	10.82
		6. MAINT. -UTILITIES	31.53
		2. BOOKS	1,512.69
		2. BOOKS	13.50
		2. BOOKS	57.82
		2. BOOKS	11.10

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 23, 1980

CHECKS ARE DATED
APRIL 23, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5397	CHARLES SCRIBNER'S SONS	2. BOOKS	\$ 52.00
5398	SHAR-FREY, INC.	2. BOOKS	8.96
5399A	SILVER BURDETT Co.	2. BOOKS	\$ 13.74
B	" " "	2. "	<u>9.87</u>
5400	PETER SMITH PUBLISHER, INC.	2. BOOKS	18.29
5401	STATE INDUSTRIAL DIRECTORIES, INC.	2. BOOKS	98.25
5402A	WEST ORANGE CHRONICLE	20. NEWSPAPERS	20.00
B	" " "	20. "	<u>20.00</u>
5403	THE WORLD ALMANAC	2. BOOKS	24.42
5404	WRITERS DIGEST BOOKS	2. BOOKS	40.55
5405	XEROX CORP.	25. PHOTOCOPY	275.00
<u>SUB-TOTAL</u>			\$ 14,149.30
<u>LESS: CHECK #5348-MIDLANTIC NAT'L BK.</u>		1. SALARIES	\$2,036.74
CHECK #5349-W.O.FEDERAL CR. UN.		1. SALARIES	277.00
CHECK #5405-XEROX CORP.		PHOTOCOPY	<u>275.00</u>
<u>TOTAL ACCOUNTS PAYABLE - MARCH 31, 1980</u>			<u>2,588.74</u>
<u>PER BUDGET REPORT</u>			<u>\$ 11,560.56</u>

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT

MANHEIM, KOSSON & NOVICK, CPA'S

By:

Stewart Manheim, C.P.A.

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING

MAY 28, 1980

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
MAY 28, 1980

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Arthur Lang, Michael O'Hara William O'Neill. Also present were Al Leitinger, Accountant from Manheim, Kosson and Novick, and Lola N. Reed, Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library 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. Lang asked Mr. O'Hara if he desired to have reinstated information pertaining to the lighting report which had been deleted from the April minutes. Mr. O'Hara said that he was in favor of having his comments included in the minutes. Mr. Lang said that he was concerned that all of the facts had not been stated. Mrs. Strauss will ask the attorney's opinion concerning the legal aspects of including Mr. O'Hara's remarks. In the meantime, a copy of the original paragraphs pertaining to the lighting report will be mailed to each Board member.

Mr. Lang made a motion to accept the Minutes of the Board meeting of April 23, 1980 with the exception of the section mentioned above which will be subject to further review. Mr. O'Neill seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. O'Neill made a motion to accept the Bills Presented for Payment for the month of April, 1980. Mr. Lang seconded the motion, and it was passed unanimously.

2) Financial Statement:

Mr. O'Neill made a comment that there was money under the fines and reserves fund that could be working for the library. This should be combined with other money which will be coming due from the Treasury Bills and be rolled over into new bills.

Mr. O'Neill inquired about the insurance line and the amount of money designated for it. Mrs. Reed said the amount should be adequate and that payment for insurance is made in the fall of each year.

Mr. Lang made a motion to accept the Financial Statement as presented. Mr. O'Neill seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

Mr. Lang asked Mrs. Reed about the New Jersey Library Association Convention and if there were any reports about the activities attended there. Mrs. Reed said that the reports would be forthcoming from members of the staff who attended.

Mrs. Reed explained that Mrs. Pinkus had submitted a report on a meeting that she had attended regarding facilities for the physically handicapped. The Board will be informed of any responsibilities it may have in carrying out the federal guidelines.

Mr. O'Neill noted that he was concerned about the theft that had occurred in the library in connection with staff items. Mrs. Reed explained that she has repeatedly warned the employees to put their purses and possessions in their lockers to avoid possible theft. Mr. Lang alerted Mrs. Reed to the fact that whenever there is a large crowd that has gathered, there is the possibility of someone lurking to take advantage of the situation. He advised Mrs. Reed to make the staff more aware of this and to take the proper precautions.

Mr. O'Neill asked about the fire detection system and the fire extinguishers. Mrs. Reed said that during the building construction, Mr. Sagosz had put aside the idea of having a service contract for the system that monitors the smoke detectors. The library recently had an emergency repair which cost \$100, and perhaps a service contract should be considered at this time. The fire extinguishers, by law, must be maintained. This involves replacing obsolete containers, purchasing new ones to replace ones stolen or missing since the move, and the refilling of the remaining extinguishers. The Walter Kidde Company has inspected and will be replacing and installing the needed extinguishers. Mrs. Strauss said that she was distressed that the Fire Department has not responded to the library's request for a fire drill. Mr. O'Hara asked Mrs. Reed if the Fire Department had completed its inspection, and if she had a copy of the letter from Chief Behar listing the items that needed to be attended to by the Board of Trustees. Mrs. Reed said that the Fire Department would be back to check on the library's progress on these items.

Mr. Lang asked Mrs. Reed about the benefits the library would obtain from staff members attending the American Library Association convention to be held in New York City in June. Mrs. Reed explained that many ideas could be garnered from attending the various meetings and that she would submit a report to the Board.

Mrs. Reed said that she had received a telephone call from Mayor Spina. He would like to meet with the Building and Grounds Committee to see what could be worked out concerning the parking situation. Mrs. Reed said that perhaps the Board could pick out a couple of dates to submit to him for approval.

Mrs. Reed brought to the Board's attention the large number of records, magazines, and paperbacks that have been missing from the library. Based on the fact that West Orange is one of the few libraries that circulate magazines, and the fact that the cost of subscriptions and replacement is so high, the library should consider stopping the circulation on the magazines. Discussion followed as to the procedures that could be taken to protect the items. An amnesty day was discussed along with the possibility of enforcing the town ordinance in collecting fines.

Mr. Lang made a motion that the Board of Trustees state a policy regarding the library as follows: That there should be declared a general amnesty with a provision that thereafter anyone who is suspected of any action which involves not returning books or other materials within thirty days of the date due, the library is empowered to seek full recourse of the law against the person. Mr. O'Neill seconded the motion, and it was carried unanimously.

COMMITTEES:

1) Personnel: Mr. Lang reported that Mr. Manheim will meet with the Personnel Committee and Mrs. Rabinowitz shortly.

Mr. Lang made a motion recommending that the Board of Trustees approve the salary increases including increment and cost of living expenses retroactive from 5/31/80 to 1/1/80. Mrs. Strauss seconded the motion, and it was carried unanimously.

Mr. Lang announced that the Personnel Committee recommends that Mrs. Mary Allerhand be considered to work during the Sunday openings which will begin sometime in the fall of 1980. Mrs. Reed mentioned that Mrs. Allerhand had been working at the library for over 17½ years and that her retirement will take effect June 1. Mrs. Strauss suggested that bookends be purchased.

2) Building and Grounds: Panels Mrs. Strauss said that Mr. Pasmantier had recommended that carpeting be used in the exhibit area in place of the warped panels. Nine hundred dollars would be the approximate cost. Mr. O'Neill stated that the backboard was pulling away from the wall and that it wouldn't hold the carpeting. Mr. O'Hara suggested that another meeting be held with the Building Committee to discuss the backing.

Lighting Mr. O'Hara stated that the architect agreed that the existing fixtures are not the ones that were initially specified. The disagreement is in the amount of money the library is entitled to concerning the rebate. Mr. O'Hara's figure is \$37.50 per fixture; Mr. Lehman's figure is \$7.00 per fixture. This means that Mr. Lehman's amount is \$546 for 78 fixtures and Mr. O'Hara's amount is \$2,925 for 78 fixtures. This will eventually be settled. At present, Mr. O'Hara urged the Board to decide on whether the existing fixtures should be kept and added to, or should they be taken out and replaced with fluorescent fixtures.

Mr. Lang said that the library shouldn't be held responsible for any payment if the fixtures that were installed were not the ones that were specified. Mr. O'Hara said that Mr. Lehman's reasoning concerning that matter was a matter of delivery problems from the manufacturer. Therefore, a substitute was used. Mr. Lang stated, that nevertheless, the architect is supposed to represent the Board and it should not be the library's problem.

Mr. O'Hara presented three estimates that he had received to the Board so that they could get an idea of what the cost of changing to fluorescents would involve. The estimates would be for the removal of the existing fixtures and installation of new fixtures with prices of \$14,000, \$15,762, and \$16,390. The work would have to be advertised for bids, but various ways could be devised to save money with the installation. Storage would have to be paid to keep the old fixtures once they were removed, and Mr. O'Hara recommended that the Board get rid of them, as there is little if any, retail value.

Mr. O'Hara pointed out that in Mr. Goodbar's report of December, 1979, he had stated that the fluorescent lighting would result in an overall advantage in efficiency, energy savings, costs, etc. Furthermore, Mr. O'Hara pointed out that the fluorescents would cost \$392 every 2 years to replace versus approximately \$300 per year to replace and maintain the present fixtures. Mr. O'Hara said that the efficiency of the lighting depends on the lens. The present lens which had been installed is plastic, and glass had been specified. Presently, the color is starting to change. Mr. Lang pointed out that there is not ventilation and the heat is intense.

Mr. O'Hara recommended to the Board that the Building Committee sit down with Mr. Lehman and the Board Attorney to discuss the matter and to come to some agreement to present to the Board with their recommendations. A safe figure should be arrived at regarding the fixtures.

Mr. O'Neill said that the lens must be replaced in the workroom as it's starting to discolor. Mr. O'Hara said that he would give Mrs. Reed a telephone number of a manufacturer and that one of the custodians could take the lens there for a price estimate.

Mrs. Strauss praised Mr. O'Hara for his impressive job of getting all of the information about the fixtures and presenting it to the Board. The rest of the Board agreed that his report was an outstanding one and of great value in correcting the lighting situation.

HVAC Mr. O'Hara reported that he had tried numerous times to arrange a meeting with Mr. Silverstein of Air Controlled Environment to discuss the HVAC system. He was disappointed that Mr. Silverstein was not willing to meet with the Building Committee. Evidently, Mr. Silverstein felt that it was not in his service contract to do that. Mr. O'Hara explained that he wanted to discuss the items that were mentioned in a letter from Mr. Silverstein dated March 7, 1980.

It would have been to the Board's advantage especially in case of an emergency, if Mr. Silverstein could have explained the entire HVAC system to the Building Committee. The Committee, in turn, could write up instructions and draw a layout of the system to leave for Mrs. Reed and the custodians. Mr. Silverstein was not cooperative in this matter.

Mr. Lang suggested that a letter be drafted by the Attorney which Mrs. Strauss could sign asking Mr. Silverstein to have a meeting on an evening or Saturday with the Building Committee. Mrs. Strauss will contact Mr. Cuozzi about the letter.

Mr. O'Neill said that a bill is due to be paid this month to Air Controlled Environment for \$588.80. Mr. O'Hara offered to look over the service contract to determine what is included.

3) Mobilibrary: Mr. O'Neill said that some decision should be made about the mobilibrary as it was deteriorating and taking up parking spaces in the back lot. He recommended that it be disposed of. Mr. Lang said that it should be put up for sale. Mrs. Strauss suggested that the Board wait until all members of the Board could be present to make a decision.

NEW BUSINESS:

Discussion was held regarding the use of the fire house on Washington St. as a library branch to take the place of the present branch at the Community House. Mr. O'Hara said that a grant had been made available from HUD which included a provision that some of the money be used for a community service. Mr. McCann had approached Mrs. Reed about the possible use of the building.

Mr. Lang said that the matter should be looked into. First of all, however, it should be determined who and how many people use the Community House branch to see if a move is merited.

OLD BUSINESS:

Mr. Lang mentioned that meetings should be held by the Personnel Committee and Mrs. Reed to discuss the procedures and plans for the Fall Sunday opening.

A lengthy discussion was held pertaining to the annual report. Mr. Lang was concerned about the contents, the statistics, and the size of the report. Mrs. Reed and Mr. O'Neill agreed that the patrons should have access to the report. Mrs. Reed pointed out that the revised edition of the State Library Laws said that the Trustees are responsible for sending the municipal authorities library information and that they should set up the report. She, as the Director, is responsible for sending a report to Trenton in February of each year. Mrs. Strauss asked Mr. O'Neill to obtain the costs for printing an eight page report.

Mr. O'Hara made a motion that Mr. O'Neill, Mr. Lang, and Mrs. Reed sit down and work out the problems in the annual report so that it would be ready to be printed. Mrs. Strauss seconded the motion, and it was carried unanimously.

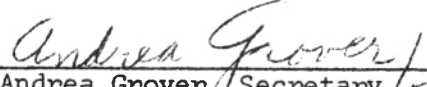
Mrs. Strauss praised the bus trip to the Metropolitan Museum of Art in connection with UNICO, and the display of new UNICO books that the library had purchased. The Board was impressed with the variety of items that had been obtained through the UNICO donation.

Mrs. Reed said that she had attended a dinner with Mrs. Palmer and had been presented a \$100 check from UNICO for a purchase of an appropriate plaque.

The Board meeting was adjourned at 9:35 P. M.

Respectfully submitted,


Sandra Goss, Secretary


Andrea Grover, Secretary/r
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

MAY 28, 1980

The library sponsored and participated in numerous activities during the month all of which promotes the growth and development of our expanding Public Relations image.

Four employees attended the New Jersey Library Association convention in Atlantic City. Mesdames Czarnecki and Reed who served on various committees were in attendance April 30-May 2. Mesdames Lepore and Pinkus attended May 1. However, Mrs. Lepore could not enjoy the day due to a terrible fall which she experienced as she entered the Regency Hotel where the convention was being held. As a result, she had to be given first aid, then rushed to the Atlantic City Medical Center where it was discovered that she had a fractured nose and four stitches had to be given.

On May 7 while a well-attended Italian cooking demonstration was in progress the A/V office was entered by an intruder who ransacked both Mrs. Some's and Mrs. Palmer's purses. Mrs. Some's wallet, with a considerable sum of money, was taken.

Mr. Pellecchia called several times about our leakage problem. He stated that he would send men out to do caulking across the entire eastern side where the leaks occurred. They did the work on May 14.

Our bus trip to the Metropolitan Museum of Art on May 15 was a complete sellout. The bus trip to the Picasso exhibit scheduled for June 10 is already sold out.

Because of a malfunctioning of our fire alarm system Pyrotronics was called for service. The service call amounted to \$100 since we no longer have a service contract. At the discretion of Mr. Sagosz we did not renew our contract because of new installations in 1978. It has been two years since we had this service agreement. Should we renew now?

The Fire Department made a general inspection of the building on May 19. We were instructed to have all fire extinguishers rechecked yearly. We had already notified Walter Kidde Company to come in for an inspection during the third week in May.

The Essex County Directors met in our library all day on May 20. Grave concern was shown by all libraries about Section 504 of the 1973 Rehabilitation Act. Compliance with the rules and regulations for providing facilities for the physically handicapped in public libraries in New Jersey was the main topic of discussion.


A series of workshops on Section 504 have been scheduled throughout the state in which we are told that we must comply. Dr. Frank Dolan is the speaker who tells public libraries of their responsibilities.

Mrs. Pinkus represented our library at the Wayne Public Library from 1:00 PM to 5:00 PM on May 19. She, along with other attendees, was given a packet of related materials. For non-compliance a library can lose all federal aid and be taken to court. We are advised to make a self evaluation and keep it on file at all times. Anyone asking to see this document must be permitted to do so.

Our library is one of the fifty libraries in the state selected to attend a three-day workshop on programs for the aging. This selection was done due to the high percentage of elderly people of 60 or more years old in our community. More detailed information about this workshop will be forthcoming.

The Department of Health, Education and Welfare and the Social Security Administration sponsored a symposium concerning current and future issues related to the Social Security Program on Friday, May 23 at the Hilton Gateway in Newark which I attended. Representatives of the Social Security Administration were present to explain current and prospective legislation.

The American Library Association will be held in New York June 28-July 4. Mrs. Czarnecki and I would like to attend on alternate days. Since there are both early morning and late night sessions we feel that we should share the use of a room. Also, if other employees decide to attend they too can have the use of the same room. We feel that \$400 should adequately take care of major expenses. Your approval will be greatly appreciated.



 LOLA N. REED, DIRECTOR

Addendum: Walter Kidde has inspected the extinguishers on Friday, May 23. The representative will be back on Tuesday, May 27 with the proper replacements. It was determined that 2 extinguishers were missing since the new building was constructed, 3 were obsolete, and one needed repair.

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

MONTH OF APRIL 1980

LIBRARY BOARD MEETING OF MAY 28, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF APRIL 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 4 MONTHS ENDED 4/30/80	UNEXPENDED BUDGET BALANCE ON 4/30/80	BILLS AC- COUNTS PAY- ABLE AT 4/30/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES A 4/30/80
SALARIES & WAGES	\$404,955	\$ 28,669.93	\$115,249.78	\$289,705.22		\$289,705.22
BINDING	1,500	133.25	340.45	1,159.55	\$ 426.43	733.12
COMMUNITY SERVICES	800	60.00	183.62	616.38		616.38
TRANSPORTATION	350		13.71	336.29	292.40	43.89
SEMINARS & WORKSHOPS	1,350		256.00	1,094.00		1,094.00
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	892.00	2,676.00	8,524.00	892.00	7,632.00
MAIN LIBRARY-UTILITIES	35,000	2,971.72	8,134.29	26,865.71	1,475.41	25,390.30
MAIN LIBRARY-MAINTENANCE	1,000	283.65	1,724.43	(724.43)	358.30	(1,082.73)
TORY CORNER-RENTAL	540		135.00	405.00	135.00	270.00
BOOKMOBILE	5,000		2,066.95	2,933.05		2,933.05
SERVICE CONTRACTS	5,000	454.25	1,411.97	3,588.03	452.95	3,135.08
BOOKS	70,000	3,964.87	13,741.91	56,258.09	6,120.70	50,137.39
SUPPLIES-LIBRARY	12,000	1,827.80	4,303.33	7,696.67	1,068.14	6,628.53
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	108.69	572.96	9,427.04	160.65	9,266.39
AUDIO-VISUAL-MATERIALS	1,500	17.74	225.45	1,274.55		1,274.55
INSURANCE	7,500	385.00	(414.29)	7,914.29		7,914.29
TELEPHONE	3,500	248.92	705.92	2,794.08	258.94	2,535.14
POSTAGE	3,000	300.00	614.55	2,385.45		2,385.45
EMPLOYEE HEALTH-HOSP.	18,000	1,186.50	4,746.00	13,254.00		13,254.00
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	2,000		1,498.82	501.18		501.18
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500		5,307.17	20,192.83		20,192.83
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500	60.41	1,814.49	22,685.51	3.88	22,681.63
JANITORIAL SUPPLIES	2,500	143.37	532.63	1,967.37	104.53	1,862.84
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000		862.56	2,137.44		2,137.44
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
TOTAL	\$663,295	\$ 41,708.10	\$167,993.70	\$495,301.30	\$ 11,749.33	\$483,551.97
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
TOTAL PROPOSED BUDGET	\$663,295					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1980

BALANCE AS OF 3/31/80

ADD:

FINES

NON-RESIDENCE

PHOTOCOPY-TOSHIBA

RENTALS

MICROFILM

TELEPHONE

PROJECTION-RENTAL

DONATIONS-W.O. JR. WOMEN'S CLUB

XEROX

LOST BOOK

EXCESS PROPERTY SALES

INTEREST

ESTIMATED 2ND QTR. 1980 BUDGET

FROM TOWN OF WEST ORANGE

TOTAL APRIL 1980-RECEIPTS

TOTAL AVAILABLE I PLUS II

LESS: APRIL DISBURSEMENTS

TOTAL CASH FUNDS - 4/31/80

ADD: DUE FROM TOWN OF W.O. FOR

3RD & 4TH QTR. 1980 BUDGET

OTHER SOURCES-ANTICIPATED ACC. REV. FUND

UNEXPENDED BUDGET BALANCE

LESS: ACCOUNTS PAYABLE 4/30/80

BUDGET BALANCE AS OF 4/30/80

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L Bk-#734-0598-77

MIDLANTIC NAT'L Bk-#02-073-0000-177-0 FINES

MIDLANTIC NAT'L Bk-#02-073-0001-161-0 UN. INS.

MIDLANTIC NAT'L Bk-#02-073-0001-405-8 BOOK SALES ESCROW

W.O. SAVINGS Bk-#61400162-11.769% DUE 6/15/80

PETTY CASH

PETTY CASH-CHECKING A/C MIDLANTIC #734-0848-6

30 M. U.S. TREASURY BILL 5/15/80

40 M. U.S. TREASURY BILL 5/15/80

90 M. U.S. TREASURY BILL 6/19/80

45 M. U.S. TREASURY BILL 7/10/80

TOTAL ALL FUNDS \$185,397.09

BUDGET FUND

FINES & RESERVES FUND

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

ACCUMULATED REVENUE FUND

RESTRICTED DONATIONS FUND

ACCOUNTS PAYABLE 12/31/79

\$ 1,450.28

(20.00

(88.45

(66.15

(8.40

(13.85

(6.60

(50.00

(476.30

\$ 10,849.12

\$ 1,285.60

\$ 280.22

\$ 229.55

\$ 326.25

\$ 171,197.55

\$ 2,000.00

\$ 1,800.00

\$ 65.11

\$ 128.25

\$ -0-

\$ 326.25

\$ -0-

\$ 171,197.55

\$ -0-

\$ 2,000.00

\$ 1,800.00

\$ 128.25

\$ 357.80

\$ -0-

\$ 326.25

\$ -0-

\$ 171,197.55

\$ -0-

\$ 2,000.00

\$ 1,800.00

\$ 65.11

\$ 128.25

\$ -0-

\$ 326.25

\$ -0-

\$ 171,197.55

\$ -0-

\$ 2,000.00

\$ 1,800.00

\$ 65.11

\$ 128.25

\$ -0-

\$ 326.25

\$ -0-

\$ 171,197.55

\$ -0-

\$ 2,000.00

\$ 1,800.00

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1980 BILLS PRESENTED FOR PAYMENT ON
MAY 28, 1980

CHECKS ARE DATED
APRIL 30, 1980

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

5406	MICHAEL O'HARA	6. MAINT. MAIN.	\$ 268.65
5407	VOID		-0-
5408	AGNES KIM	10. COMMUNITY RELATIONS	60.00
5409	MIDLANTIC NAT'L BK- F.T.D. 4/30/80	1. SALARIES	1,989.80
5410	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	277.00
5411	N.J. GROSS INCOME TAX	1. SALARIES	577.14
5412	TOWN OF W. ORANGE-EMPLOYEES S.S. APR. '80	1. SALARIES	1,757.51
5413	W.O. PUBLIC LIBRARY UN. SAV. A/C APR. '80	1. SALARIES	130.02
5414	TOWN OF W. ORANGE-HOSPITALIZATION-MAY '80	26. HOSPITALIZATION	1,186.50
5415	P.E.R.S. #20284 - PENSIONS & LOANS	1. SALARIES	1,456.46
5416	P.E.R.S. #20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	45.64
5417	P.E.R.S. #20284 - CONTRIBUTORY LIFE INS.	1. SALARIES	100.04
5418	STATE OF N.J. DEPT. OF TREAS.	28. P.E.R.S.	60.41
	NET P/R-4/15/80-#6071-6112 (42)	1. SALARIES	10,142.76
	NET P/R-4/30/80-#6113-6153 (41)	1. SALARIES	9,879.82
4/16/80	BANK MEMO-40 M. U.S. TREAS. BILL 5/15/80	TRANSFER	39,557.78
4/16/80	BANK MEMO-90 M. U.S. TREAS. BILL 6/19/80	TRANSFER	87,705.00
4/16/80	BANK MEMO-45 M. U.S. TREAS. BILL 7/10/80	TRANSFER	43,585.31
4/19/80	BANK MEMO-PHOTOCOPY	SERVICE CHARGE	3.00
	<u>SUB-TOTAL</u>		<u>\$198,782.84</u>

ADD: CHECKS-#5348-5405 PRESENTED FOR
PAYMENT ISSUED AT APRIL 23, 1980 MEETING

14,149.30

SUB-TOTAL

\$212,932.14

LESS:

CHECK #5397-CHARLES SCRIBNERS SONS (VOID)	2. BOOKS	\$ 52.00
CHECK #5405-XEROX CORP.	PHOTOCOPY	275.00
BANK MEMO- 40 M. U.S. TREAS. BILL 5/15/80	TRANSFER	39,557.78
BANK MEMO- 90 M. U.S. TREAS. BILL 6/19/80	TRANSFER	87,705.00
BANK MEMO- 45 M. U.S. TREAS. BILL 7/10/80	TRANSFER	43,585.31
BANK MEMO- PHOTOCOPY	SERVICE CHARGE	3.00
DEPOSIT - BRODART, INC.	2. BOOKS	<u>45.95</u>

171,224.04

TOTAL EXPENDITURES - MONTH OF APRIL 1980
PER BUDGET REPORT

\$ 41,708.10

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

APRIL 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 28, 1980

CHECKS ARE DATED
MAY 28, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5419	MIDLANTIC NAT'L BANK	1. SALARIES	\$ 2,031.27
5420	W. O. EMPLOYEES FED. CR. UNION	1. SALARIES	277.00
5421	AMERICAN HERITAGE	19. MAGAZINES	10.00
5422	JACQUELINE LEPORE	14. CONVENTIONS	49.70
5423	EMMA LOU CZARNICKI	14. CONVENTIONS	192.35
5424	DEBORAH PINKUS	14. CONVENTIONS	12.00
5425	LOLA REED	14. CONVENTIONS	38.35
5426	W.O. FREE PUBLIC LIBRARY COMMUNITY	TRANSFER	250.00
5427	MUSEUM OF MODERN ART	4. SUPPLIES	50.00
5428	STATE OF N.J. DEPT OF TREASURY	P.E.R.S.	3.88
5429	THE LIBRARY OF CONGRESS	20. PAMPHLETS	25.00
5430	BUREAU OF GOV'T RESEARCH	2. BOOKS	24.00
5431	PETTY CASH CHECKING A/C	TRANSFER	200.00
5432	A. ABORN EXTERMINATING CO.	6. MAINT. MAIN.	15.00
5433	AACJC PUBLICATIONS SALES	2. BOOKS	10.00
5434A	AIR CONTROLLED ENVIRONMENT	11. SERVICE CONTRACTS	\$ 275.00
B	" " " "	6. MAINT. MAIN.	<u>313.80</u>
5435	AMEREON LTD.	2. BOOKS	9.98
5436	AMERICAN PAPER TOWEL CO.	4. SUPPLIES - JAN.	93.10
5437	ASS'N OF AMERICAN MEDICAL COLLEGES	2. BOOKS	15.00
5438A	AUTOMATIC DATA PROCESSING, INC.	11. SERVICE CONTRACTS	45.30
B	" " " "	11. " "	<u>44.65</u>
5439A	THE BAKER & TAYLOR CO.	2. BOOKS	40.09
B	" " " "	2. "	32.02
C	" " " "	2. "	<u>40.92</u>
5440A	THE BAKER & TAYLOR CO.	2. BOOKS	565.05
B	" " " "	2. "	101.75
C	" " " "	2. "	233.54
D	" " " "	2. "	593.80
E	" " " "	2. "	173.27
F	" " " "	2. "	94.25
G	" " " "	2. "	136.09
H	" " " "	2. "	159.74
I	" " " "	2. "	580.03
J	" " " "	2. "	124.83
K	" " " "	2. "	149.92
L	" " " "	2. "	166.91
M	" " " "	2. "	257.27
N	" " " "	2. "	135.88
O	" " " "	2. "	46.09
P	" " " "	2. "	<u>200.03</u>
5441A	THE BAKER & TAYLOR CO.	2. BOOKS	22.49
B	" " " "	2. "	46.23
C	" " " "	2. "	<u>15.67</u>
5442A	R. R. BOWKER	2. BOOKS	63.04
B	" " "	2. "	53.54
C	" " "	2. "	<u>107.08</u>
5443A	BROADSTREET, INC.	4. SUPPLIES	46.99
B	" "	4. "	24.20
C	" "	4. "	8.80
D	" "	4. "	<u>46.28</u>
5444A	BRODART, INC.	4. SUPPLIES	185.12
B	" "	4. "	115.01
C	" "	4. "	<u>(16.70)</u>

APRIL 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 28, 1980

CHECKS ARE DATED
MAY 28, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5445	BUNTING & LYON, INC.	2. BOOKS	\$ 35.47
5446A	C. W. ASSOCIATES	2. BOOKS	\$ 28.50
B	" " "	2. "	<u>15.00</u> 43.50
5447	CENTER FOR INFORMATION	2. BOOKS	1.00
5448	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	3.75
5449	COMMONWEALTH WATER CO.	6. MAINT. UTIL.	82.98
5450	CORNELL UNIVERSITY PRESS	2. BOOKS	31.64
5451	DIMONDSTEIN BOOK EXPRESS	2. BOOKS	3.69
5452	DOBBS BROS. LIBRARY BINDING CO.	3. BINDING	237.85
5453A	DOUBLEDAY & CO., INC.	2. BOOKS	60.80
B	" " " "	2. "	44.35
C	" " " "	2. "	10.92
D	" " " "	2. "	7.90
E	" " " "	2. "	10.34
F	" " " "	2. "	45.00
G	" " " "	2. "	7.90
H	" " " "	2. "	<u>7.90</u> 195.11
5454	EAGLETON INSTITUTE OF POLITICS	2. BOOKS	15.90
5455	EISENBERG EDUCATIONAL ENTERPRISES	2. BOOKS	5.95
5456	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	88.00
5457	E. P. ERNST CO., INC.	4. SUPPLIES	166.89
5458	EUROPA PUBLICATIONS LIMITED	2. BOOKS	150.00
5459A	FACTS ON FILE, INC.	2. BOOKS	18.35
B	" " " "	2. "	<u>40.97</u> 59.32
5460	RUTH C. FULTON	2. BOOKS	2.75
5461A	GALE RESEARCH CO.	2. BOOKS	34.45
B	" " "	2. "	<u>56.04</u> 90.49
5462	G. K. HALL	2. BOOKS	92.18
5463A	ILLINOIS MFR'S. DIRECTORY	2. BOOKS	72.65
B	" " "	2. "	52.65
C	" " "	2. "	<u>71.05</u> 196.35
5464	INDEPENDENCE UNLIMITED	2. BOOKS	3.00
5465	INSTANT PRINTING BY SCHMIDTS	4. SUPPLIES	110.00
5466	THE INT'L CITY MGMT. ASS'N.	2. BOOKS	31.00
5467A	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES - JAN.	6.34
B	" " "	4. " "	<u>5.09</u> 11.43
5468	LAPAT DUPLICATING & OFFICE	4. SUPPLIES	64.80
5469	LEGACY PUBLISHING CO.	2. BOOKS	13.75
5470	LIBRARIES UNLIMITED, INC.	2. BOOKS	19.79
5471A	LIBRARY BINDERY CO. OF PA., INC.	3. BINDING	6.66
B	" " " " " "	3. "	129.94
C	" " " " " "	3. "	<u>51.98</u> 188.58
5472A	MAC MILLAN PUBLISHING CO., INC.	2. BOOKS	27.55
B	" " " " " "	2. "	20.04
C	" " " " " "	2. "	5.12
D	" " " " " "	2. "	<u>6.80</u> 59.51
5473	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	892.00
5474	A. R. MEEKER & CO.	4. SUPPLIES	18.30
5475	MODERN MASS MEDIA, INC.	6. MAINT. MAIN.	29.50
5476	MUSEUMS, N.Y.	2. BOOKS	11.95
5477	NAT'L ASS'N FOR THE DEAF	2. BOOKS	11.50
5478	NAT'L REGISTER PUBLISHING CO., INC.	2. BOOKS	102.50

APRIL 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 28, 1980

CHECKS ARE DATED
MAY 28, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5479A	N. J. BELL	9. TELEPHONE	\$ 240.20	
B	" " "	9. "	18.74	\$ 258.9
5480	N.J. C.T. CORP.	4. SUPPLIES		101.8
5481	OLD BOOK SHOP	2. BOOKS		105.0
5482A	PRENTICE-HALL, INC.	2. BOOKS	61.84	
B	" " "	2. "	7.79	
C	" " "	2. "	37.83	
D	" " "	2. "	6.78	114.2
5483	P. S. E. & G. Co.	6. MAINT. UTIL.		1,392.4
5484	ROYAL OXFORD COMMERCIAL STATIONERS & RUBBER STAMP Co.	4. SUPPLIES		10.7
5485A	SCHOLARLY PRESS, INC.	2. BOOKS	47.00	
B	" " "	2. "	47.00	94.0
5486A	SILVER BURDETT Co.	2. BOOKS	9.42	
B	" " "	2. "	10.20	19.6
5487	SMALL PRESS DISTRIBUTION, INC.	2. BOOKS		8.1
5488A	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	80.75	
B	" " " "	2. "	91.50	172.2
5489	WARTHOG PRESS	2. BOOKS		4.0
5490	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY		135.0
5491A	THE H. W. WILSON Co.	2. BOOKS	18.00	
B	" " " " "	2. "	142.00	160.0
5492A	XEROX CORP.	25. PHOTOCOPY	275.00	
B	" " "	4. SUPPLIES	200.70	475.7
5493	YOUNG'S NEWS SERVICE	20. NEWSPAPERS		125.6
<u>SUB-TOTAL</u>				\$ 14,782.6
<u>LESS: CHECK #5419-MIDLANTIC NAT'L Bk.</u>			1. SALARIES	\$2,031.27
CHECK #5420-W.O. EMPLOYEES F.C.U.			1. SALARIES	277.00
CHECK #5426-W.O. L. COMMUNITY SERVICES			TRANSFER	250.00
CHECK #5431-PETTY CASH CHECKING A/C			TRANSFER	200.00
CHECK #5492-XEROX CORP.			PHOTOCOPY	275.00
				<u>3,033.2</u>
<u>TOTAL ACCOUNTS PAYABLE - APRIL 30, 1980</u>				
<u>PER BUDGET REPORT</u>				<u>\$ 11,749.3</u>

PAYMENT RECOMMENDED BY:

Lila Reed

PAYMENT APPROVED BY:

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

By: *Stewart Manheim, C.A.*

WEST ORANGE PUBLIC LIBRARY

AGENDA
BOARD OF TRUSTEES MEETING

JUNE 25, 1980

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JUNE 25, 1980

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, Arthur Lang, Michael O'Hara, William O'Neill and Paul Pasmantier. Also present were Stewart Manheim--Accountant, William Cuozzi--Attorney, and Lola N. Reed--Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 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. Lang made a motion to accept the Minutes of May 28, 1980 noting that the dates on page 3, paragraph 2 under Personnel Committee should be reversed to read: 1/1/80-5/31/80. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

The following bills were questioned: #5527A&B - Creative Display Fixtures, Inc. under the equipment line for \$334.46. It was explained that this was a display unit for the UNICO materials. #5515 - American Paper Towel Co., which was dated for January. Mrs. Reed said that this was a supply that had been ordered on a quarterly basis, and bills are not paid until all supplies have been received. #5532 - John Earl, Inc. listed under budget line Main-Maintenance for \$157.78. This item was for the purchase of mats in front of the circulation desk. It was suggested that the item be listed under Maintenance-Supplies. #5540 - Walter Kidde Co. for \$265.95. This invoice was for the payment, service, and installation of fire extinguishers as required by the Fire Department. #5546A - Manheim, Kosson and Novick. Mr. Manheim explained that this was retroactive billing as of 1/1/80 for management and professional services. #5562 - Pyrotronics Co. for \$101.00. Mrs. Reed explained that this was a service call for the fire detection alarm box. At present, the library does not have a service contract for repairs on this unit.

Mr. O'Neill made a motion to accept the Bills Presented for Payment for the month of May, 1980. Mr. O'Hara seconded the motion, and it was carried unanimously.

2. Financial Statement:

Mr. Manheim said that a bookkeeping transfer had to be made to keep the records up-to-date.

Mr. Lang made a motion that \$163,295 from accumulated revenue funds be transferred to the 1980 Budget Fund. Mr. Pasmantier seconded the motion and it was passed unanimously.

Mrs. Strauss made a motion to amend the previous motion to include the statement that the transfer should be made on a timely basis. Mr. Lang seconded the motion, and it was carried unanimously.

Mr. O'Neill asked about the Accounts Payable Fund dated 12/31/79 in the amount of \$1,800. Mr. Manheim explained that part of that money was for the auditor's bill. He would have to look up what the remaining amount of money was designated for.

Mr. Lang asked Mrs. Reed if the \$100 UNICO had donated to the library for purchase of a plaque had been spent as yet. Mrs. Reed said that plaque purchases had been made. Invoices for such purchases would be paid and deducted from the checking account where the donation had been deposited.

Mr. Lang said that he thought that it was the appropriate time to make the proper transfers to the budget lines that were showing a deficit, such as Pension and Main Library Maintenance. Mr. Manheim explained that the practice has been to carry the lines until the end of the year, and, by resolution, adjust the lines by transferring funds.

Mr. O'Neill asked if the \$6,300 listed under the New Library Addition line was the money being held by the Town. Mrs. Strauss explained that it was money that the Board had budgeted for additional expenses.

Mr. O'Neill asked if there would be any problem with the Public Employees Retirement System line that is overspent after one-half year. Mr. Manheim said that the PERS bill was due once a year, usually by the end of June. This year's bill amounts to \$23,726.36. If Trenton doesn't pass any more increases for employees, there will not be any more money spent on that line item.

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

DIRECTOR'S REPORT:

After a brief discussion, the Board agreed with Mrs. Reed, that they would reject payment of photographer's fees submitted by Lila Shoshkes. Other photographs will be obtained for use in Library Journal's Architectural Issue.

Mrs. Strauss asked Mr. O'Hara to contact Mayor Spina to determine what progress had been made concerning the parking situation. The Building Committee had met with the Mayor on June 7 to discuss the continuing problems with staff parking. Mr. O'Neill suggested that if progress had not been made, that the Board should approach the Council for an ordinance.

COMMITTEE REPORTS:

Building and Grounds Committee

1) Lighting: Mr. Pasmantier said that a caucus meeting had been held with the Building Committee, Mrs. Strauss and the Town Council to bring the Council up-to-date on the various meetings and correspondence with Tom Lehman. Mr. O'Hara reported to the Council on his findings concerning the lighting fixtures and advocated the installation of fluorescent lights in place of the present lights at a cost of approximately \$14,000-\$16,000. This would a) give the library 50 foot candle power maintained which is what is desired, b) give uniform lighting--as fluorescent lighting is used in other parts of the library, c) give a better distribution of light, d) reduce maintenance cost.

Mr. Pasmantier noted that the attorneys to the Town Council were adamant as to what course to follow. They recommended that the Board take a firm position regarding the architect and obtaining the money for the lighting. They stated that as an architect, Mr. Lehman would be covered by insurance.

Council President Gayle Rosen told Mr. Pasmantier that the \$6,295.11 remaining in the Building Fund is completely at the library's disposal. Mr. Pasmantier explained that when the Director's and secretary's office furniture is paid for, \$5,527 would be left in the library's furniture account.

The Building Committee recommended that the Board of Trustees follow a course of action which would accept the money being offered by Mr. Lehman (approximately \$8,200) and use whatever other money is needed (to be taken from the combined monies of the Building Fund and Furniture Account) to change all of the lights to fluorescent. This would be a settlement and not arbitration. Mr. Pasmantier had informed Mr. Cuozzi about the Council meeting.

Mr. Cuozzi reported that he, in turn, had contacted Mr. Lehman and had given him the account as related to him by Mr. Pasmantier. Mr. Lehman's reply was that he would wait until Friday to hear from Mr. Cuozzi, but that he would not agree to any amount of money beyond the amount offered previously, and that he would not inform his insurance company of the matter.

In response to Mr. Lang's query as to why settlement should be pursued when there is proof that the fixtures were not installed as specified and that the lenses were the incorrect ones, Mr. O'Hara explained that the Building Committee had taken all of that data into consideration. However, the time, fees and aggravation involved would be lengthy and expensive. It would be better for the Board to settle than to arbitrate. Mr. Cuozzi added, that in principle the Board is correct but settlement would be more feasible.

Mr. O'Hara further explained that he had met with Mr. Lehman and had told him about his findings regarding the fixtures and lenses. Mr. Lehman, after checking with another party, had concurred with him, that the fixtures designated were not the ones installed. It was also verified that the lenses asked for were glass, not plastic. Mr. O'Hara explained that the conflict is in the cost difference of the fixtures. Mr. Lehman's amount was \$7.00 per fixture, while Mr. O'Hara's was \$35.00 per fixture.

After further discussion, the Board agreed that Mr. O'Hara and Mr. Cuozzi would meet with Mr. Lehman to work out the settlement. A final resolution will be drawn up containing the settlement by the attorney and will be brought to the next Board meeting for approval.

Mr. Pasmantier made a motion that the Board of Trustees enter into negotiations with Thomas Lehman to make a cash settlement for the purpose of correcting the lighting situation in the new wing of the library, such financial settlement to require the final approval of the Board of Trustees. Mr. Lang seconded the motion, and it was carried unanimously.

Mrs. Strauss will contact Council President Gayle Rosen to inform her of the Board's decision.

2) Exhibit Panels: Mr. Pasmantier said that the Building Committee recommended carpeting to be installed over the panels in the exhibit area. In a conversation held with Mr. Ed Blau of Blau and Company, Mr. Blau said that if Bay Woodcraft Co. would give the library \$425, Blau Company would give the library \$575. This would provide funds to carpet the wall. The carpeting is textured and self-sealing and would be long-wearing. The Board agreed to purchase the heavier floor carpet because of its greater durability over the light weight wall carpeting sent by Mrs. Shoshkes.

3) HVAC: Mr. Pasmantier said that he had not contacted Mr. Silverstein about arranging a meeting with him, but would do so before the next Board meeting.

Mr. O'Hara said that after reviewing the Air Controlled Environment contract, he has determined that the library will have to pay an advance of \$1100 to Mr. Silverstein. When that amount of money runs out, as charges are made against it because of service calls, the Board will be charged additional fees. Mr. O'Hara recommended that the contract not be renewed. The contract does not represent a real service contract. Bids should be obtained from other companies. The last bill for the service contract payment will not be paid until a meeting is held with Mr. Silverstein.

4) Pull Stations: Mr. Pasmantier reported that he had met with Fire Inspector Behar a few months ago and that pull stations had been recommended for several locations within the library. Mr. Cuozzi said that it was a new concept to report fires by phone and that was why 911 was used as an emergency line. He suggested that Mr. Behar be contacted and asked why the installation of the stations had not been recommended at the time of the building of the addition. Mr. O'Hara will look into the cost of the pull stations, and will contact Mr. Behar about the necessity of having them at this late date. Mr. Pasmantier noted that a few exit signs needed to be posted about the building.

Personnel Committee

Mrs. Strauss asked that the meeting be held to discuss the Sunday openings. Mr. Lang said that a meeting would be arranged. Arrangements will also be made to have a meeting with Mr. Manheim, the Personnel Committee and Mrs. Rabinowitz.

Mobilibrary Committee:

Mrs. Reed said that she had contacted Mr. Pellecchia about selling the Mobilibrary. He promised to get back to her if he hears of anyone who would be interested in buying it.

Mr. Lang made a motion to sell the Mobilibrary as quickly as possible and at the best possible price. Mr. O'Hara seconded the motion, and it was carried unanimously.

Annual Report Committee:

The proposed annual report was received.

OLD BUSINESS:

Mr. O'Hara made a motion that the Board of Trustees allocate the funds necessary for expenses at the American Library Association convention in New York City. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mrs. Strauss asked Mr. O'Neill to become a signatory so that there will be enough Trustees available in August for signing the bills and payroll.

Mr. O'Neill asked if further information had been received about the Town's offer to have the library use the old fire house on Washington St. Mr. Lang noted that Miss Cushing, Reference Librarian, had been dismayed at the sad facilities she had found at the Community House which now holds the branch library. He urged investigation of the fire house. Mrs. Reed agreed to pursue the matter.

COMMUNICATIONS:

The following communications were read to the Board:

A letter from Mr. Silverstein stating that he could meet with Mr. O'Hara at specified times only.


A letter from Mrs. Mary Allerhand thanking the Board for their good wishes and gift of bookends upon her retirement.

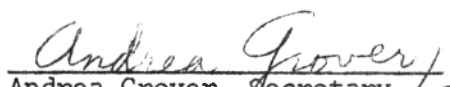
A copy of a letter sent by Mrs. Reed on behalf of the Board to the Community House with a donation in memory of the late Mr. Lennert T. Ericsson.

The public portion of the meeting was adjourned at 9:30 P. M.

During an executive session which was held after the regular meeting, two recommendations presented by Mrs. Reed were resolved: 1) Mrs. Strauss made a motion that a cost of living increase, based on the 1979 salary, should be given to Mrs. Itkin retroactive to January 1, 1980. The motion was seconded by Mr. Lang and was carried unanimously. 2) Mr. Lang made a motion that subject to a review of salaries by Mr. Manheim that an adjustment of \$1,500 be made in the salary of Mrs. Deborah Pinkus. It was seconded by Mr. O'Hara and carried unanimously.

Respectfully submitted,


Sandra Goss, Secretary


Andrea Grover, Secretary /r
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

June 25, 1980

The month has not been uneventful. We have managed to keep our heads above board and have been operating as smoothly as possible.

The Fire Department checked back to see if we had complied with instructions given by them. We had all new extinguishers installed and up-to-date. A subsequent call was made to Deputy Chief Cohrs. He has opted to make another inspection to determine where additional pull stations should be installed and other corrections to be made prior to any fire drills.

The usual problems - HVAC and lighting - are far from solved. The Building and Grounds Committee has held several meetings and seem to be making some progress. We have had to replace five bulbs during the past two weeks. Our backup supply is depleted. Another purchase of bulbs is needed immediately. Our last purchase of 12 Haylite bulbs was 4/22/80 at a cost of \$268.65.

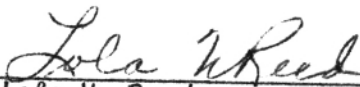
Some very interesting and worthwhile programs have taken place during the month and many very enthusiastic comments from the public have been received. Among the happenings were the following: A bus trip to the Picasso exhibit at the Modern Museum of Art in New York and an overflow crowd who listened to Mr. Nathan C. Heard, a former prison inmate and a successful writer who spoke at the RAW meeting on June 10. In the audience were two other celebrities, Michael Avalone and Sylvia Kramer, a local author. Also, an exhibit called "Grandmother's Trunk" and a "Fun with Fashion" presentation was made by antique dealer, Elizabeth Brown.

June 11 was a sad day for our library family. The husband of Dorothy Ericsson (Lennert T. Ericsson) passed away. Staff personnel were given time off either to visit the funeral home or to attend the funeral held on Friday, June 13. The Board of Trustees made a \$25.00 contribution to the Community House in memory of Mr. Ericsson.

Our library has been invited by Library Journal to participate in a forthcoming volume in the Library Journal Special Report series: New Public Library Buildings. It is hoped that we can furnish all requested information. A brief statement from the architect is asked for. I have written to Mr. Lehman requesting same. To date, I have not received a reply. Sandy and I visited Mrs. Shoshkes in an effort to obtain photographs and a floor plan as required for the Library Journal report. Our estimation is that her price is exorbitant and unrealistic. She is asking that we pay for the entire cost of everything connected with the photographing of the library. In fact, she gave us a copy of the invoice she received from the photographer. We are making a concerted effort to have photographs made elsewhere at a more reasonable price.

The Building and Grounds Committee had a very congenial meeting with Mayor Spina on Saturday, June 7 about our parking problem. Mayor Spina promised to take some action to alleviate some of the existing problems. We have not received any word yet as to what steps have been taken. Hopefully, we, at the library, will soon be accepted as Town Employees and will be given parking permits as first steps toward solving existing differences.

Mrs. Itkin, a faithful and dedicated worker, did not receive a cost of living increase. She was made Senior Library Assistant in January of this year with a base salary of \$10,500. Since Mrs. Palmer was given a new title and made full-time in March plus "cost of living when increases are available," it seems only fair that the same condition would apply to Mrs. Itkin. Your consideration and action concerning this matter are urgently needed. We like to keep good dependable workers happy. The cost-of-living would be retroactive to January 1.



Lola N. Reed
Director

DIRECTOR'S
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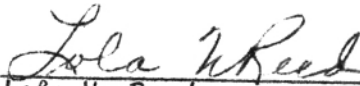
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Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MAY 1980

LIBRARY BOARD MEETING OF JUNE 25, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF MAY 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 5 MONTHS ENDED 5/31/80	UNEXPENDED BUDGET BALANCE ON 5/31/80	BILLS AC- COUNTS PAY- ABLE AT 5/31/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/80
SALARIES & WAGES	\$404,955	\$ 38,816.61	\$154,066.39	\$250,888.61		\$250,888.61
BINDING	1,500	426.43	766.88	733.12	\$ 344.94	388.18
COMMUNITY SERVICES	800		183.62	616.38		616.38
TRANSPORTATION	350		13.71	336.29		336.29
SEMINARS & WORKSHOPS	1,350	292.40	548.40	801.60		801.60
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	892.00	3,568.00	7,632.00	1,097.00	6,535.00
MAIN LIBRARY-UTILITIES	35,000	1,475.41	9,609.70	25,390.30	1,736.04	23,654.26
MAIN LIBRARY-MAINTENANCE	1,000	358.30	2,082.73	(1,082.73)	915.02	(1,997.75)
TORY CORNER-RENTAL	540	135.00	270.00	270.00		270.00
BOOKMOBILE	5,000		2,066.95	2,933.05		2,933.05
SERVICE CONTRACTS	5,000	452.95	1,864.92	3,135.08	587.30	2,547.78
BOOKS	70,000	6,120.70	19,862.61	50,137.39	4,482.52	45,654.87
SUPPLIES-LIBRARY	12,000	1,068.14	5,371.47	6,628.53	270.69	6,357.84
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	160.65	733.61	9,266.39	151.80	9,114.59
AUDIO-VISUAL-MATERIALS	1,500		225.45	1,274.55	90.74	1,183.81
INSURANCE	7,500		(414.29)	7,914.29		7,914.29
TELEPHONE	3,500	243.00	948.92	2,551.08	294.42	2,256.66
POSTAGE	3,000		614.55	2,385.45	300.00	2,085.45
EMPLOYEE HEALTH-HOSP.	18,000	1,203.26	5,949.26	12,050.74		12,050.74
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	2,000		1,498.82	501.18		501.18
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500		5,307.17	20,192.83		20,192.83
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500	3.88	1,818.37	22,681.63	23,726.36	(1,044.73)
JANITORIAL SUPPLIES	2,500	104.53	637.16	1,862.84	335.57	1,527.27
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000		862.56	2,137.44		2,137.44
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00	334.46	4,965.54
TOTAL	\$663,295	\$ 51,753.26	\$219,746.96	\$443,548.04	\$ 34,666.86	\$408,881.18
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
TOTAL PROPOSED BUDGET	\$663,295					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1980

I BALANCE AS OF 4/30/80

ADD:

FINES

NON-RESIDENT FEES

PHOTOCOPY-TOSHIBA

RENTALS

MICRO-FILMS

XEROX

LOST BOOKS

EXCESS PROPERTY

INTEREST

DONATIONS-UNICO PLAQUE

II TOTAL MAY 1980 RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS:

MAY 1980-DISBURSEMENTS

V TOTAL CASH FUNDS-5/31/80

ADD: DUE FROM TOWN OF W.O.

FOR 3RD & 4TH QTR. '80 BUDGET

OTHER SOURCES ANTICIPATED ACC. REV. FUND

UNEXPENDED BUDGET BALANCE

LESS: ACCOUNTS PAYABLE 5/31/80

BUDGET BALANCE AS OF 5/31/80

CASH FUNDS REPRESENTED BY:

CHECKING A/C - MIDLANTIC NAT'L BK.#734-0598-77

MIDLANTIC NAT'L BK.-#02-073-0000-177-0 FINES

" " " #-#02-073-0001-161-0 UN. INS.

" " " #-#02-073-0002-405-8 BOOK SALES ESCROW

" " " #-#02-073-0002-143-7 COMMUNITY SAVINGS A/C

W.O. SAVINGS BANK-#61400162-11.76% DUE 6/15/80

PETTY CASH

" " -CHECKING A/C MIDLANTIC #734-0848-6

90 M-U.S. TREASURY BILL 6/19/80

45 M-U.S. TREASURY BILL 7/10/80

FINES & RESERVES FUND \$ 14,891.02

LOST BOOK FUND \$ 345.33

BOOK SALES & EXCESS PROPERTY FUND \$ 357.80

PETTY CASH & CHANGE FUND \$ 326.25

ACCUMULATED REVENUE FUND \$ 171,197.55

RESTRICTED DONATIONS FUND \$ 2,000.00

ACCOUNTS PAYABLE 12/31/79 \$ 1,800.00

(\$ 1,481.29

(10.00

(53.95

(77.50

(4.75

(534.90

\$ 126.71

\$ 98.25

1,226.30

\$ 3,388.69

\$ 18,279.71

\$ 126.71

\$ 472.04

\$ 98.25

\$ 326.25

\$ 171,197.55

\$ 2,100.00

\$ 1,800.00

\$ 30,253.04

18,279.71

472.04

456.05

326.25

171,197.55

2,100.00

1,800.00

\$224,884.64

34,666.86

\$190,217.78

FUNDS:

BUDGET FUND

FINES & RESERVES FUND

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

ACCUMULATED REVENUE FUND

RESTRICTED DONATIONS FUND

ACCOUNTS PAYABLE-12/31/79

LESS: ACCOUNTS PAYABLE 5/31/80

MAY 1980 BILLS PRESENTED FOR PAYMENT ON
JUNE 25, 1980

CHECKS ARE DATED
MAY 31, 1980

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5494	MIDLANTIC NAT'L BK.-5/31/80-EMPLOYEES	1. SALARIES	\$ 4,754.18
5495	VOID		
5496	N.J. GROSS INCOME TAX-MAY 1980	1. SALARIES	810.52
5497	TOWN OF W.O.-S.S. EMPLOYEES-MAY 1980	1. SALARIES	2,379.46
5498	W.O. PUBLIC LIBRARY-UN. INS. SAVINGS A/C	1. SALARIES	140.43
5499	TOWN OF W.O.-HOSPITALIZATION-JUNE 1980	26. HOSPITALIZATIONS	1,203.26
5500	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,919.82
5501	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	45.64
5502	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	131.74
5503	W.O. MUNICIPAL EMPLOYEES F.C.U.		277.00
	NET P/R 5/15/80 - #6154-95 (42)		10,251.98
	NET P/R 3/31/80 -#6196-6236 (41)		<u>15,797.57</u>
<u>SUB-TOTAL</u>			\$ 37,711.60
<u>ADD:</u> CHECKS -#5419-#5493 PRESENTED FOR PAYMENT ISSUED AT MAY 28, 1980 MEETING			<u>14,782.60</u>
<u>SUB-TOTAL</u>			\$ 52,494.20
<u>LESS:</u>			
	CHECK #5426-W.O. LIBRARY COMMUNITY SERVICES	TRANSFER	\$ 250.00
	CHECK #5431-PETTY CASH CHECKING A/C	TRANSFER	200.00
	CHECK #5492-XEROX CORP.	PHOTOCOPY	275.00
	DEPOSIT -5/7/80 - L. REED	9. TELEPHONE	<u>15.94</u>
			<u>740.94</u>
<u>TOTAL EXPENDITURES-MONTH OF MAY 1980</u> <u>PER BUDGET REPORT</u>			<u>\$ 51,753.26</u>

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 25, 1980

4.

CHECKS ARE DATED
JUNE 25, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5504	ELEVATOR MAINTENANCE	11. SERVICE CONTRACT	\$ 176.00
5505	MIDLANTIC NAT'L BK-EMPLOYEES-F.I.C.A.	1. SALARY	2,099.06
5506	W.O. MUNICIPAL EMPLOYEES FED. CR. UN.	1. SALARY	277.00
5507	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	P.E.R.S.	23,726.36
5508	POSTMASTER	13. POSTAGE	300.00
5509	PETTY CASH CHECKING A/C	TRANSFER	200.00
5510	CHIEF, CDS, LIBRARY OF CONGRESS	2. BOOKS	75.00
5511	TREASURER, STATE OF N.J.	2. BOOKS	18.00
5512	A. ABORN EXTERMINATING CO.	6. MAIN. MAINT.	15.00
5513	ABINGDON	2. BOOKS	9.88
5514	AIR CONTROLLED ENVIRONMENT	6. MAIN. MAINT.	193.20
5515	AMERICAN PAPER TOWEL CO.	4. SUPPLIES - JAN.	335.57
5516	ASS'N OF COLLEGIATE SCHOOLS ARCHITECTURE	2. BOOKS	8.95
5517A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACT	\$ 44.80
B	" " " "	11. " "	51.50
5518	THE BAKER & TAYLOR Co.	2. BOOKS	96.30
5519A	THE BAKER & TAYLOR Co.	2. BOOKS	105.90
B	" " " "	2. " "	767.56
C	" " " "	2. " "	165.87
D	" " " "	2. " "	94.62
E	" " " "	2. " "	31.62
F	" " " "	2. " "	27.00
G	" " " "	2. " "	226.44
H	" " " "	2. " "	12.48
I	" " " "	2. " "	(8.36)
J	" " " "	2. " "	373.85
K	" " " "	2. " "	(13.29)
L	" " " "	2. " "	186.07
M	" " " "	2. " "	605.95
N	" " " "	2. " "	66.00
O	" " " "	2. " "	134.22
5520A	THE BAKER & TAYLOR Co.	2. " "	46.13
B	" " " "	2. BOOKS	180.36
5521	A. M. BEST Co.	2. " "	16.55
5522	BLOOMFIELD WINDOW CLEANING Co.	2. BOOKS	196.91
5523	R. R. BOWKER	6. MAIN. MAINT.	12.00
5524	BRODART, INC.	2. BOOKS	70.00
5525	C. W. ASSOCIATES	4. SUPPLIES	31.23
5526	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	115.09
5527A	CREATIVE DISPLAY FIXTURES, INC.	2. BOOKS	3.75
B	" " " "	17. EQUIPMENT	13.50
5528	DARTNELL	17. " "	302.30
5529	DOBBS BROS.	2. BOOKS	32.16
5530A	DORN COMMUNICATIONS, INC.	2. BOOKS	334.46
B	" " " "	3. BINDING	41.25
5531A	DOUBLEDAY & Co., INC.	2. BOOKS	246.45
B	" " " "	2. BOOKS	3.75
C	" " " "	2. BOOKS	6.15
D	" " " "	2. BOOKS	18.00
E	" " " "	2. " "	34.07
F	" " " "	2. " "	9.70
G	" " " "	2. " "	34.04
5532	JOHN A. EARL, INC.	2. " "	96.05
5533	EAST ORANGE PUBLIC LIBRARY	2. " "	9.09
		6. MAIN. MAINT.	45.60
		2. BOOKS	246.55
			157.78
			6.77

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 25, 1980

5.

CHECKS ARE DATED
JUNE 25, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5534	EDISON RECORD CLEARANCE	21. A/V MATERIALS	\$	90.74
5535	VOID			
5536	FODOR'S TRAVEL GUIDES	2. BOOKS		32.97
5537	GALE RESEARCH COMPANY	2. BOOKS		66.76
5538	THEOS GAVS	2. BOOKS		7.00
5539	SHIRLEY ITKIN	4. SUPPLIES		16.80
5540	WALTER KIDDE SALES & SERVICE CO.	6. MAIN. MAINT.		265.95
5541	THE KIRKUS SERVICE, INC.	19. MAGAZINES		110.00
5542	KULACS ENGRAVING SERVICE	4. SUPPLIES		6.00
5543	LIBRARY BINDERY OF PA., INC.	3. BINDING		98.49
5544A	MAC MILLAN PUBLISHING Co.	2. BOOKS	\$ 8.06	
B	" " " "	2. "	5.12	
C	" " " "	2. "	14.65	27.83
5545	MADRONA PUBLISHERS, INC.	2. BOOKS		16.15
5546A	MANHEIM, KOSSON & NOVICK	23. MGMT. & PROF. SVCS.	164.00	
B	" " " "	23. " " "	933.00	1,097.00
5547	MARQUIS WHO'S WHO, INC.	2. BOOKS		94.00
5548	NATIONAL AUDIO-VISUAL ASS'N, INC.	2. BOOKS		18.50
5549A	NEW JERSEY BELL	9. TELEPHONE	279.70	
B	" " " "	9. "	14.72	294.42
5550	N.J. CANDY & TOBACCO Co.	4. SUPPLIES		108.35
5551	N.J. LEGISLATIVE MANUAL	2. BOOKS		13.00
5552	E & M O'HARA, INC.	6. MAIN. MAINT.		24.73
5553	ORANGE GARDEN SUPPLY Co.	6. MAIN. MAINT.		87.36
5554	ORYX PRESS	2. BOOKS		40.75
5555	THE PAPERBACK BOOK SHOP	2. BOOKS		2.00
5556	PITNEY BOWES	11. SERVICE CONTRACT		45.00
5557	R. L. POLK & Co.	2. BOOKS		70.86
5558	PRENTICE-HALL, INC.	2. BOOKS		5.60
5559	PRINTING BY SCHMIDTS	4. SUPPLIES		24.45
5560	P.S. & G. Co.	6. MAIN. MAINT.		1,736.04
5561	PUBLISHER'S CENTRAL BUREAU	2. BOOKS		2.49
5562	PYROTRONICS	6. MAIN. MAINT.		101.00
5563	RAND McNALLY & Co.	2. BOOKS		60.00
5564	REGENT BOOK Co., INC.	2. BOOKS		79.35
5565	ST. MARTIN'S PRESS, INC.	2. BOOKS		81.79
5566	SCHOLARLY PRESS, INC.	2. BOOKS		52.00
5567	SHAR-FREY, INC.	2. BOOKS		78.64
5568	SILVER BURDETT Co.	2. BOOKS		11.83
5569	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS		98.25
5570	3 M BUSINESS PRODUCTS SALES, INC.	11. SERVICE CONTRACT		270.00
5571	WEST PUBLISHING Co, INC.	2. BOOKS		30.00
5572	WHO'S WHO IN AMERICAN JEWRY	2. BOOKS		72.00
5573	THE H. WILSON Co.	2. BOOKS		25.00
5574	XEROX CORP.	25. PHOTOCOPY		275.00
5575	YOUNGS NEWS SERVICE	20. NEWSPAPERS		41.80
	SUB-TOTAL			\$ 37,517.92
	LESS: CHECK #5505-MIDLANTIC NAT'L BK	1. SALARY	\$2,099.06	
	CHECK #5506-W.O. MUN. EMPL. F.C.U.	1. SALARY	277.00	
	CHECK #5509-PETTY CASH CH. A/C	TRANSFER	200.00	
	CHECK #5574-XEROX CORP.	25. PHOTOCOPY	275.00	2,851.06
	TOTAL ACCOUNTS PAYABLE-MAY 31, 1980			
	PER BUDGET REPORT			\$ 34,666.86

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE PUBLIC LIBRARY

AGENDA
BOARD OF TRUSTEES MEETING

JULY 23, 1980

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

DIRECTOR'S
MONTHLY REPORT

July 23, 1980

Since our library's expansion we have added many more activities and attractions which are bringing people into the library in much greater numbers. Also, by taking tab of in-house circulation our figures are much higher than before. We are very pleased with the amount of traffic in and use of our facility.

Shirley Itkin and Lola Reed attended the dedication ceremony at Degnan House on Friday, June 27th.

Emma-Lou Czarnecki, Debbie Pinkus and Lola Reed all attended some portion of the ALA Convention in New York between June 28 and July 3. (Reports are attached). Dawn Palmer, Jackie Lepore and Phyllis Some visited the exhibits one day.

Our Annual Report was delivered to us on July 7. We are pleased with the results. Hopefully, you, the Trustees are too.

Office furniture for Director and Secretary was delivered on July 9. We love it! Two chairs are backordered.

Our third quarter check in the amount of \$125,000 was picked up from Town Hall on July 10, and was deposited in the Statement Savings Account.

There were two break-ins in the Tory Corner branch within a week. Total money taken was \$3.66

I have given to Mr. Lang credentials of persons being considered for the position of Children's Librarian. He will, in turn, present them to other members of the Personnel Committee. Some of the applicants I have interviewed. Hopefully, I'll have a chance to interview others before the August meeting at which time my recommendations will be made.

A verbal statement which I received from the office of William Murphy, Division of Pensions in Trenton verifies the fact that Mrs. Allerhand cannot be hired by the library and collect her retirement benefits at the same time. I have followed this call up with a letter to Mr. Murphy and asked that he respond as soon as possible.

I have written a letter to Mr. Douglas Crum, Neighborhood Preservation Coordinator of the Tory Corner Association, in which I expressed an interest in setting up our branch library in the Washington Street firehouse when it is renovated. I am awaiting his response.

Have a pleasant summer!

LOLA N. REED

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JULY 23, 1980

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, Arthur Lang, Michael O'Hara, William O'Neill and Paul Pasmantier. Also present were Stewart Manheim, Accountant; William Cuozzi, Attorney; and Emma-Lou Czarnecki, Acting Director during Mrs. Reed's absence.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 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 Board of Trustees meeting of June 25, 1980 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

The following bills were discussed: A more detailed description was requested for the items listed in the Petty Cash Checking Account; specifically #1332,1333 to James Morrison for transportation, #1334 to Bill Toohey for transportation, #1348 to Black Librarians' Caucus, Inc., for Workshops, #1363 to the United Way for Workshop, and #1371 to Mrs. Pearl Schmidt for Lost Books. Mrs. Strauss explained that #1339 to Farrara's Confection was merely a transfer for desserts which were purchased after a museum trip. Mr. Manheim added that a community account has been established for such events. Mr. Pasmantier recommended that the person requesting the money should sign for the amount and Mrs. Reed should countersign it. This would be a simpler procedure. Each voucher should be signed as the cash is given out. After discussion concerning the procedures, Mr. Manheim explained the audit procedures.

Mr. O'Neill inquired about the amount of money in the Petty Cash Checking Account in the amount of \$400. Mr. Manheim explained that it is a matter of convenience. Money is charged to the budget account every quarter. It makes it easier to handle the accounts on this basis than list the items every month.

Mrs. Strauss questioned the purchase of supplies from East Orange Public Library for \$200.35. It was determined that this was for 2,683 interlibrary loan forms. Mrs. Czarnecki will find out why so many forms were purchased and if we should continue to purchase so many at one time. Mr. Lang asked about the contents of the purchase to NJCT #5644. Mrs. Itkin, library purchaser, explained that this purchase was for 3 coffee kits which insured the freshness of the coffee packets and provided a lower price for the kits.

It was noted that #5650 to PSE&G should be designated as Main-Utilities and that the Commonwealth Water Co. should be designated as Main-Utilities in the budget line.

Mr. O'Neill asked Mrs. Czarnecki about the purchases of the large Baker and Taylor order. He noted that these purchases did not include non-fiction or reference books. He would like to see more reference books purchased to fill up the empty shelves in that area. Mr. Lang said that he saw some non-fiction purchases in the order that Mr. O'Neill had mentioned. Mrs. Czarnecki said that standing orders are constantly being purchased and they are reference books. Mr. O'Neill realized that there was a demand for fiction books and that many had been purchased, but he would like to emphasize the non-fiction area. Mr. Lang said that in a conversation with Miss Cushing, the reference librarian, he had been told that many books come out at certain times of the year and the library must wait for them to be printed and sent. Mrs. Strauss agreed and said that there has been an increase in the purchase of non-fiction books over the past year.

Mr. Lang made a motion that subject to the explanations to the questions raised in the previous discussion of the bills presented for payment, that the Board of Trustees approve the bills to be paid. Mr. O'Neill seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Manheim said that the Treasury Bills were purchased on July 25th. As of this meeting, confirmation of the purchase has not been received as the bank has been slow in communicating. Two letters were sent to the bank authorizing the purchase of Treasury Bills and the transfer of funds from the Statement Savings to the Checking Account. The yield on these bills should be about 7-7½%. The amount of \$125,000 was used to purchase the bills. There is a Treasury Bill due July 10 which will be credited to the Checking Account; therefore money need not be transferred.

Mr. Manheim explained to Mr. O'Neill in answer to his question regarding the \$150 balance in the Accounts Payable for 12/31/79, that he has determined this amount is the difference between what the auditors charged the library and the library budget line. The library had budgeted \$1,800 for the audit, and Samuel Klein and Co. charged the library \$1,650. The \$150 could be transferred to the Accumulated Revenue Fund.

A motion was made by Mr. Lang and seconded by Mr. O'Neill to close out the balance in the Accounts Payable fund for 12/31/79 in the amount of \$150 and transfer it to Accumulated Revenue Fund. The motion was carried unanimously.

Mr. Lang explained that a transfer of funds was not necessary because there is an automatic rollover of the Treasury Bills into the checking account. Written authorization had been sent to the bank allowing the transfer of the \$125,000 to the checking account from the Statement Savings Account because the bank is not permitted to purchase Treasury Bills from the savings accounts.

Mr. O'Neill asked if the third quarter check had been received as yet from the Town. Mr. Manheim said that it had been received on July 10th, and had been deposited into the Statement Savings Account to gain maximum interest until the transfer into the Checking Account for purchase of Treasury Bills.

Figures for the Annual Report were discussed. It was noted that there would not be such a large amount of money left in the Accumulated Revenue Funds at the end of 1980 as was left in the 1979 fund. Unexpected events regarding the library addition caused the 1979 Fund to be larger than expected.

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

DIRECTOR'S REPORT.

Mrs. Strauss stated that a letter would be sent to Town Hall requesting payment of the office furniture from the Furniture Fund.

Mrs. Strauss asked the Trustees to read the reports submitted by the staff who had attended the ALA Convention and workshops.

Mr. Lang praised Audrey Melick for her report on Tory Corner and her additional work in alphabetizing the annual reports in the reference section. Mrs. Strauss agreed and said that the library had many other employees who performed their work admirably, to which Mr. Lang added his complete agreement.

COMMITTEES:

Exhibit Panels Mr. Pasmantier read a letter from Edward Blau dated July 7, 1980 in which Mr. Blau confirmed that he is agreeable to paying up to \$1,000 to cover the work of re-doing the exhibit panels. The estimate for carpeting will come to \$508.00 and a duplicate bill should be submitted to Mr. Blau when the work is completed.

Lighting Mrs. Strauss briefly explained the background of the letter to be sent to the Town Council stating the Board's position in regard to the Architect and the lighting. Mr. Cuozzi had drawn up a letter about the matter which had been reviewed by Mr. Lang. Mr. Lang would like the Board to discuss certain items that are relative to the subject before the letter is sent to Town Hall.

Mr. Lang said that the Board should first consider the problem of the fixtures which was finally determined by Mr. O'Hara to be different from those specified and appeared to be replaced entirely since they caused different problems, eg: the bulbs would burn out quickly, they would shatter in the socket when they were being changed, etc. Mr. O'Hara took the initiative and checked them out and reported back to the Board that along with the opinions of three lighting consultants it had been determined that the lights were inferior and the product was not as designated in the specification book.

Mr. Pasmantier asked Mr. O'Hara if the problem is with the fixture or with the lens. Mr. O'Hara replied that it was the lens and clarified it by saying that the fixture that was specified and the fixture that was received had a difference in the lens. The installed fixture is the bottom of the line fixture, but is what the specifications had called for.

Mr. Lang asked Mr. O'Hara about the heat build-up in regard to the fixture. Mr. O'Hara said that the fixture that was specified was the bottom of the line. The manufacturer also makes a lens with better air flow. Mr. O'Hara said that no one was at fault for selection of the fixture, it had been a matter of bad judgment.

Mr. Lang suggested that an explanation should be included in the letter to the Town Council so that they will understand the sequence of events up to this point in time. It would be a kind of history of what has occurred. By doing this, it would provide them with information which should absolve the Trustees of any future liability in regard to the lighting. This should include the approval of the specifications by the Town Engineer, the issuance of the Certificate of Occupancy by the Building Dept...etc.

Mr. Cuozzi stated that the Board has acted in good faith regardless of what judgments had been made and that it has acted within the scope of its liability. The letter will protect the Board from future action by the Town by putting the Town on notice as to the Board's intentions in the lighting situation. The letter will be modified to include the recommendations made by Mr. Lang and will be sent by Mrs. Strauss to the Town Council.

Parking Mr. O'Hara reported that he had spoken to the Mayor about the parking. It appears that Mr. Corwick, the Business Administrator, is having some problems with employee parking and needs more time to resolve the differences. Hopefully, the Town will come to recognize Library employees as Town employees. Mr. Lang said that if everyone were treated equally vis a vis in the parking situation there would be no problem. In the meanwhile he recommended that license numbers be recorded and turned in to the Mayor until the matter is resolved and mentioned some town personnel specifically who were abusing the present arrangements.

HVAC Mr. O'Neill asked Mr. Pasmantier if he had contacted Mr. Silverstein of Air Controlled Environment about setting up a meeting with the Building Committee. Mr. Pasmantier said that he would take care of that during the month.

Pull Stations Mr. O'Hara said that he had contacted Mr. Behr and that Mr. Behr would not be available until September to discuss the need for the pull stations in the Library.

Mobilibrary Mr. O'Neill asked if Mr. Pellecchia had found anyone who was interested in purchasing the Mobilibrary. Mr. Pasmantier offered to contact Mr. Pellecchia in hopes that he would be able to provide the Board with a purchaser who was interested in the mobilibrary as an on-site office.

Tory Corner Mr. O'Neill asked about the two break-ins that had occurred at the Tory Corner Branch at the Community House. Mr. O'Hara said that it was agreed that no money would be kept in the building when it is closed.

FREE PUBLIC LIBRARY
MILLBURN, NEW JERSEY 07041

West Orange

Finance Committee Mr. Lang said that the Finance Committee must meet with the Personnel Committee to discuss and set-up a budget for the Sunday openings. No motion has been made by the Board to have the Library open on Sundays until the investigation into the cost factors and personnel salary and hours have been determined.

Mrs. Grover reported that she had become aware of a senior citizens program in Montclair which provided van service to reach the disabled and shut-ins. The Montclair Library also provides a program for senior citizens on a once a week basis whereby they bring in their own lunches, the Library provides coffee and tea, movies or card tables are set up for their use. Mr. Pasmantier felt that this type of program merited further investigation. In response to Mrs. Czarnecki's suggestion that a van be purchased for Library trips to shut-ins, he suggested that the Board would have to determine the total volume of users of this kind of service before a van could be bought. At present, Mr. Toohey delivers books to shut-ins once a week.

Sunday Openings Mr. Lang and Mr. Kupferer had met with Mrs. Reed and the Dept. Heads to discuss Sunday openings. Aiming for the first Sunday after Labor Day, Mrs. Reed presented figures for the salaries of the staff that would be needed. An approximate amount of \$4,400-\$4,800 would be needed to run the Library from that date till the end of the year. The Committee must determine the legal aspects of the Sunday salary rates. More information will be provided by Mrs. Reed in regard to this by the next meeting. Mr. Lang said that the Personnel Committee recommends to the Board that it approve Sunday openings with the Library being staffed by four people with the suggested rates--on a volunteer basis--on an experimental basis--to see how it works.

In addition to that Mrs. Palmer has provided information about Out-reach Programs which would provide funds for shut-ins and the disabled. The Committee will look the material over to see if the Library should submit an application for a grant to support an Out-reach Program in conjunction with the Sunday opening. A grant program would reach people who could not come to the Library on any day regardless of when it was open. The regular Library hours would not be changed. Mrs. Reed is to check-out the state laws for staff working over 40 hours per week. Mr. Pasmantier was interested in the possible volume of people on Sunday as compared to the Saturday openings in the summer. Mr. Lang said that as communities vary in their character, the Committee has no way of knowing what the volume would be. That is why the Sunday opening would be an experiment. The Board would not be firmly obligated to the opening until it has proven its need. There are many staff members who are available to work on Sunday, and outside help would not be needed.

Mr. Lang called to the Board's attention the fact that there is a possibility that a new bill will be passed by the legislation that would make scanners available to the handicapped. This might also be available to the Library and it should be kept in mind.

Personnel Mr. Lang said that the Committee and Mrs. Reed had met with Mrs. Rabinowitz about the calculations of her prior years salary for 1977, 1978, 1979. The Board had adjusted the salaries of all employees separating the increment from the cost of living retroactive to January, 1980. Mrs. Rabinowitz will pursue her claim for the prior years' adjustment and a letter has been received from her lawyer stating that a claim will be made through the courts. The Board must await the results of such action.

Mr. Lang said that the Committee has received the resumes and applications for a children's librarian from Mrs. Reed for review. The Board will discuss both Personnel matters at an executive session.

Mr. Lang noted that he had informed the staff during the Sunday opening meeting in reply to their question about a 35 hour week this would not be feasible at this time due to current budget problems and under the present economic climate.

NEW BUSINESS:

Mr. Lang said that he knows of a baby grand piano that is available for sale to the library for \$1,000. He has notified Mrs. Sussman of the West Orange Cultural and Heritage Committee and she will make arrangements to check out the piano.

Mr. O'Neill requested that the Public Relations Dept. provide the Board with a full list of Library and outside events for non-profit and profit organizations each month. The Board will therefore be aware of who is meeting, when they are meeting and what money would be coming in for the meeting room. Mrs. Grover suggested that the Board discuss the possibility of raising the cost of the meeting room fees.

COMMUNICATIONS:

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

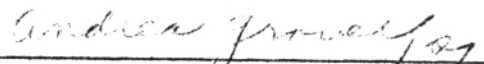
- 1) A letter from Mrs. Melick reporting on the Tory Corner break-in.
- 2) A thank-you letter from Mrs. Ericsson for the donation the Board made to the Community House in memory of Mr. Ericsson.

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

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE 1980

LIBRARY BOARD MEETING OF JULY 23, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF JUNE 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 6 MONTHS ENDED 6/30/80	UNEXPENDED BUDGET BALANCE ON 6/30/80	BILLS AC- COUNTS PAY- ABLE AT 6/30/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 6/30/80
SALARIES & WAGES	\$404,955	\$ 30,749.73	\$184,816.12	\$220,138.88		\$220,138.88
BINDING	1,500	344.94	1,111.82	388.18	\$ 193.45	194.73
COMMUNITY SERVICES	800	43.00	226.62	573.38		573.38
TRANSPORTATION	350	52.00	65.71	284.29		284.29
SEMINARS & WORKSHOPS	1,350	97.00	645.40	704.60		704.60
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	1,097.00	4,665.00	6,535.00	933.00	5,602.00
MAIN LIBRARY-UTILITIES	35,000	1,736.04	11,345.74	23,654.26	2,360.00	21,294.26
MAIN LIBRARY-MAINTENANCE	1,000	757.24	2,839.97	(1,839.97)	376.76	(2,216.73)
TORY CORNER-RENTAL	540		270.00	270.00		270.00
BOOKMOBILE	5,000		2,066.95	2,933.05		2,933.05
SERVICE CONTRACTS	5,000	587.30	2,452.22	2,547.78	181.40	2,366.38
BOOKS	70,000	4,530.70	24,393.31	45,606.69	5,549.28	40,057.41
SUPPLIES-LIBRARY	12,000	307.51	5,678.98	6,321.02	1,301.43	5,019.59
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	169.50	903.11	9,096.89	58.65	9,038.24
AUDIO-VISUAL-MATERIALS	1,500	107.32	332.77	1,167.23	84.04	1,083.19
INSURANCE	7,500		(414.29)	7,914.29		7,914.29
TELEPHONE	3,500	293.34	1,242.26	2,257.74	248.22	2,009.52
POSTAGE	3,000	322.96	937.51	2,062.49	300.00	1,762.49
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	7,144.14	10,855.86		10,855.86
ANNUAL REPORT	200			200.00		200.00
EQUIPMENT-LIBRARY	2,000	334.46	1,833.28	166.72		166.72
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	6,021.79	11,328.96	14,171.04		14,171.04
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500	23,726.36	25,544.73	(1,044.73)		(1,044.73)
JANITORIAL SUPPLIES	2,500	505.07	1,142.23	1,357.77	79.04	1,278.73
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000	764.12	1,626.68	1,373.32		1,373.32
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
<u>TOTAL</u>	<u>\$663,295</u>	<u>\$ 73,742.26</u>	<u>\$293,489.22</u>	<u>\$369,805.78</u>	<u>\$ 11,665.27</u>	<u>\$358,140.51</u>
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
<u>TOTAL PROPOSED BUDGET</u>	<u>\$663,295</u>					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE 1980

I BALANCE AS OF 5/31/80

ADD:

FINES

NON-RESIDENT FEES

PHOTOCOPY - TOSHIBA

RENTALS

MICRO-FILMS

TELEPHONE

COMMISSIONS-CONTINENTAL COPY

PHOTOCOPY-XEROX

LOST BOOK REFUND

EXCESS PROPERTY

INTEREST

TRANSFER PER RESOLUTION 6/25/80

TOTAL ALL FUNDS

\$ 224,884.64

\$ 30,253.04

FINES & RESERVES FUND

\$ 18,279.71

\$ 472.04

BOOK SALES & EXCESS PROPERTY FUND

\$ 456.05

PETTY CASH & CHANGE FUND

\$ 326.25

ACCUMULATED REVENUE FUND

\$ 171,197.55

RESTRICTED DONATIONS FUND

\$ 2,100.00

ACCOUNTS PAYABLE 12/31/79

\$ 1,800.00

(\$ 1,402.21
(70.00
(69.41
(71.60
(3.50
(28.80
(49.25
(450.37

\$ 27.64

\$ 54.80

4,996.56

163,295.00

(\$163,295.00)

II TOTAL JUNE 1980 RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS:

JUNE 1980-DISBURSEMENTS

TOTAL CASH FUNDS-6/30/80

ADD: DUE FROM TOWN OF W.O. FOR

3RD & 4TH QTR. 1980 BUDGET

UNEXPENDED BUDGET BALANCE

LESS: ACCOUNTS PAYABLE 6/30/80

BUDGET BALANCE AS OF 6/30/80

\$ 7,141.70

\$ 27.64

\$ 54.80

(\$163,295.00)

-0-

75,392.26
\$156,716.52

\$ 25,421.41

\$ 499.68

\$ 510.85

\$ 7,902.55

\$ 2,100.00

250,000.00
\$ 36,980.78
11,665.27
\$358,140.51

\$ 25,421.41

\$ 499.68

\$ 510.85

\$ 7,902.55

\$ 2,100.00

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BK.#734-0598-77

MIDLANTIC NAT'L BK.#02-073-0000-177-0 FINES

" " " #02-073-0001-161-0 UN. INS.

" " " #02-073-0002-405-8-BOOK SALES ESCROW

" " " #02-073-0002-143-7 COMMUNITY SAVINGS A/C

W.O. SAVINGS BANK- CERT. OF DEPOSIT 7.75% DUE 12/15/80

PETTY CASH

" " -CHECKING A/C-MIDLANTIC #734-0848-6

45M U.S. TREASURY BILL 7/10/80

45M U.S. TREASURY BILL 8/14/80

\$119,805.78
25,421.41
499.68
510.85
326.25
7,902.55
2,100.00
150.00
\$156,716.52
11,665.27
\$145,051.25

BUDGET FUND
FINES & RESERVES FUND
LOST BOOK FUND
BOOK SALES & EXCESS PROPERTY FUND
PETTY CASH & CHANGE FUND
ACCUMULATED REVENUE FUND
RESTRICTED DONATIONS FUND
ACCOUNTS PAYABLE - 12/31/79
LESS: ACCOUNTS PAYABLE 6/30/80

\$ 15,165.03
3,493.18
1,953.34
616.53
250.00
46,465.16
146.25
426.22
43,585.31
44,615.50
\$156,716.52

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1980 BILLS PRESENTED FOR PAYMENT ON
JULY 23, 1980

CHECKS ARE DATED
JUNE 25, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5576	PETTY CASH	TRANSFER	\$ 200.00
5577	SAMUEL KLEIN & Co.	16. A/C PAYABLE 12/31/79	1,650.00
5578	MIDLANTIC NAT'L BK-FWT-6/30/80	1. SALARIES	2,455.23
5579	N.J. GROSS INCOME TAX - JUNE 1980	1. SALARIES	625.53
5580	TOWN OF W.O.-SOC.SEC. EMPLOYEES-6/30/80	1. SALARIES	1,885.00
5581	W.ORANGE UN. INS. SAVINGS A/C JUNE '80	1. SALARIES	111.84
5582	TOWN OF W.O.-HOSPITALIZATION-JULY '80	26. HOSPITALIZATION	1,194.88
5883	P.E.R.S. #20284-PENSIONS, LOANS	1. SALARIES	1,665.46
5884	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	111.35
5885	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	277.00
5886	N.J. EMPL. SEC. AGENCY-2ND QTR. '80	28. STATE UN. INS.	\$ 764.12
5886	N.J. EMPL. SEC. AGENCY-2ND QTR. '80	TRANSFER	<u>382.29</u>
5887	TOWN OF W.O.-SOC.SEC.EMPLOYER'S 2ND QTR. 1980	27. EMPLOYER SOC. SEC.	6,021.79
	NET P/R-6/15/80-#6237-76 (40)	1. SALARIES	10,297.93
	NET P/R-6/30/80-#6277-6316 (40)	1. SALARIES	10,944.33
6/20/80	BANK MEMO-45M. U.S. TREAS. BILL-8/14/80	TRANSFER	44,615.50
<u>SUB-TOTAL</u>			\$ 83,202.25
<u>ADD: CHECKS #5504-#5575 PRESENTED FOR PAYMENT ISSUED AT JUNE 25, 1980 MEETING CHECKS ISSUED FOR THE MONTH OF JUNE 1980</u>			<u>37,517.92</u> \$120,720.17
<u>ADD: PETTY CASH CHECKS - APRIL, MAY, AND JUNE 1980 #1331-#1374</u>			<u>412.95</u>
<u>SUB-TOTAL</u>			\$121,133.12
<u>LESS: REGULAR CHECKING A/C</u>			
	CHECK #5509-PETTY CASH CHECKING A/C	TRANSFER	\$ 200.00
	CHECK #5561-PUBLISHER'S CENTRAL BUREAU	VOID	2.49
	CHECK #5574-XEROX CORP.	25. PHOTOCOPY	275.00
	CHECK #5576-PETTY CASH CHECKING A/C	TRANSFER	200.00
	CHECK #5577-SAMUEL KLEIN & Co.	A/C PAYABLE 12/31/79	1,650.00
	CHECK #5586-N.J. EMPLOY. SEC. AGENCY	TRANSFER	382.29
	BANK MEMO-45M. U.S.TREAS. BILL- 8/14/80	TRANSFER	44,615.50
	DEPOSIT-6/18/80	9. TELEPHONE	1.08
<u>PETTY CASH CHECKING A/C</u>			
	CHECK #1339-FERRARA'S CONFECTION	TRANSFER	20.00
	CHECK #1341-W.O. PUBLIC LIBRARY	LOST BOOK REFUND	11.30
	CHECK #1344-W.O. PUBLIC LIBRARY	" " "	8.00
	CHECK #1355-W.O. PUBLIC LIBRARY	" " "	7.95
	CHECK #1370-W.O. PUBLIC LIBRARY	" " "	7.25
	CHECK #1371-MRS. PEARL SCHMIDT	" " "	<u>10.00</u>
<u>TOTAL EXPENDITURES-MONTH OF JUNE 1980 PER BUDGET REPORT</u>			<u>\$ 73,742.26</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1980 BILLS PRESENTED FOR PAYMENT
ON JULY 23, 1980

LIST OF CHECKS PAID FROM PETTY CASH

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APR.</u>				
8	#1331	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	\$ 3.83
9	1332	JAMES MORRISON	12. TRANSPORTATION	10.00
9	1333	JAMES MORRISON	12. TRANSPORTATION	10.00
11	1334	BILL TOOHEY	12. TRANSPORTATION	11.25
11	1335	JAMES MORRISON	12. TRANSPORTATION	5.00
11	1336	EMMA LOU CZARNECKI	12. TRANSPORTATION	3.35
17	1337	PRESCRIPTION CENTER	4. SUPPLIES	7.08
23	1338	W.O. PUBLIC LIBRARY	13. POSTAGE	13.37
23	1339	FERRARA'S CONFECTIONS	TRANSFER	20.00
25	1340	DEBORAH PINKUS	2. BOOKS	5.25
25	1341	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	11.30
27	1342	NATIONAL AUDUBON SOC.	19. MAGAZINES	3.00
27	1343	EMMA-LOU CZARNECKI	2. BOOKS	11.29
<u>MAY</u>				
9	1344	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	8.00
13	1345	UNICO-ORANGE/W.O. CHAPTER	10. COMMUNITY	18.00
14	1346	ACME MARKETS DIV.	5. INSURANCE	11.47
20	1347	SUPREME BAKERY	4. SUPPLIES	8.65
21	1348	BLACK LIBRARIANS CAUCUS, INC.	15. WORKSHOPS	12.00
21	1349	NORTH EAST-MIDWEST INST.	20. NEWSPAPERS	2.00
21	1350	FROM INSIDE STORY	20. NEWSPAPERS	1.00
22	1351	TOLL-FREE DIGEST	2. BOOKS	6.90
22	1352	MICHIGAN RESEARCH	20. NEWSPAPERS	1.50
22	1353	POLITICAL PROFILES, INC.	20. NEWSPAPERS	5.80
22	1354	COUNTY OF UNION	20. NEWSPAPERS	.40
22	1355	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	7.95
22	1356	DEBORAH PINKUS	12. TRANSPORTATION	3.60
22	1357	RUTGERS UNIVERSITY	15. WORKSHOPS	20.00
22	1358	AMERICAN LIBRARY ASS'N	14. CONVENTIONS	40.00
<u>JUNE 6</u>	1359	CHANNEL HOME CENTER	4. SUPPLIES	11.72
6	1360	MARGARET CUSHING	21. A/V MATERIALS	16.58
6	1361	N.C.CENTRAL UNIV.ALUM.ASS'N, INC.	2. BOOKS	10.00
6	1362	LOLA REED	15. WORKSHOPS	9.00
9	1363	UNITED WAY	15. WORKSHOPS	16.00
9	1364	W.O. COMMUNITY HOUSE	10. COMMUNITY	25.00
19	1365	SHIRLY ITKIN	5. INSURANCE	7.04
19	1366	COLLEGE OF MEDICINE & DENTISTRY	20. NEWSPAPERS	4.00
19	1367	LEAGUE OF WOMEN'S VOTERS OF N.J.	2. BOOKS	8.50
19	1368	NAT'L ASS'N FOR THE DEAF	2. BOOKS	4.90
19	1369	BILL TOOHEY	13. POSTAGE	4.59
24	1370	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	7.25
24	1371	MRS. PEARL SCHMIDT	LOST BOOK REFUND	10.00
24	1372	W.O. PUBLIC LIBRARY	POSTAGE	5.00
27	1373	BILL TOOHEY	12. TRANSPORTATION	8.80
28	1374	BILL TOOHEY	4. SUPPLIES	2.58

TOTAL CHECKS FROM THE PETTY CASH CHECKING

ACCOUNT FOR THE MONTHS OF APRIL, MAY AND JUNE 1980

\$ 412.95

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 23, 1980

CHECKS ARE DATED
JULY 23, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5588	MIDLANTIC NAT'L BK.-FTD-7/15/80	1. SALARIES	\$ 2,288.95
5589	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	302.00
5590	POSTMASTER	13. POSTAGE	300.00
5591	SUPT. OF DOCUMENTS	20. PAMPHLETS	2.00
5592	A. ABORN EXTERMINATING CO.	6. MAIN.-MAINT.	15.00
5593	ACADEMY CHICAGO LIMITED	2. BOOKS	21.77
5594	AIR CONTROLLED ENVIRONMENT	6. MAIN.-MAINT.	81.34
5595	AMERICAN MONTESSORI SOCIETY	2. BOOKS	2.00
5596	AMERICAN PAPER TOWEL CO.	4. SUPPLIES - JAN.	65.15
5597A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 47.20
B	" " " "	11. " "	46.20
5598A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	11.03
B	" " " " "	2. "	17.31
C	" " " " "	2. "	33.19
D	" " " " "	2. "	26.72
5599A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	597.96
B	" " " " "	2. "	153.77
C	" " " " "	2. "	920.08
D	" " " " "	2. "	38.48
E	" " " " "	2. "	337.67
F	" " " " "	2. "	72.54
G	" " " " "	2. "	205.74
H	" " " " "	2. "	(4.52)
I	" " " " "	2. "	958.59
J	" " " " "	2. "	335.91
5600A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	56.63
B	" " " " "	2. "	181.01
5601	BLOOMFIELD WINDOW CLEANING	6. MAIN.-MAINT.	70.00
5602A	R. R. BOWKER CO.	2. BOOKS	53.04
B	" " " " "	2. "	19.19
C	" " " " "	2. "	19.19
5603A	BROADSTREET, INC.	4. SUPPLIES	24.20
B	" " " "	4. "	(24.20)
C	" " " "	4. "	3.30
D	" " " "	4. "	6.35
E	" " " "	4. "	25.45
5604A	BRODART, INC.	4. SUPPLIES	153.31
B	" " " "	4. "	7.61
5605	C. W. ASSOCIATES	2. BOOKS	56.00
5606	CAPITOL LIGHTING	4. SUPPLIES	39.90
5607	CELO PRESS	2. BOOKS	2.50
5608	CHAMBERS RECORD CORP.	21. A/V MATERIALS	58.12
5609	CHURCH & SYNAGAGUE LIBRARY ASSN.	2. BOOKS	3.00
5610	CITIZEN'S ENERGY PROJECT	20. PAMPHLETS	.70
5611	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	7.07
5612	COMMONWEALTH WATER CO.	6. MAIN .MAINT.	89.04
5613	COMMUNITY COUNCIL OF GREATER NEW YORK	20. PAMPHLET	3.00
5614	THE COUNCIL OF STATE GOVERNMENTS	2. BOOKS	28.00
5615	RIDERSTINE BOOK COMPANY	2. BOOKS	191.86
5616A	DOBBS BROS. LIBRARY BINDING CO.	3. BINDING	169.45
B	" " " " "	3. "	24.00

JUNE 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 23, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	CHECKS ARE DATED JULY 23, 1980	
				AMOUNT
5617A	DOUBLEDAY & Co., INC.	2. Books	\$ 31.08	
B	" " " "	2. "	18.00	
C	" " " "	2. "	103.50	
D	" " " "	2. "	18.30	
E	" " " "	2. "	12.20	
F	" " " "	2. "	7.29	
G	" " " "	2. "	9.12	
H	" " " "	2. "	21.87	\$ 221.36
5618	JOHN A. EARL, INC.	6. MAIN.-MAINT.		210.42
5619	E. ORANGE PUBLIC LIBRARY	4. SUPPLIES		200.35
5620	EDISON RECORD CLEARANCE	21. A/V MATERIALS		25.92
5621	EDITOR & PUBLISHER	2. BOOKS		39.00
5622	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		88.00
5623	FACTS ON FILE, INC.	2. BOOKS		8.96
5624	TOM FEDERLIN	2. BOOKS		5.95
5625	GALE RESEARCH Co.	2. BOOKS		53.51
5626	GAYLORD BROS., INC.	4. SUPPLIES		151.75
5627	GREENHAVEN PRESS, INC.	20. PAMPHLETS		3.90
5628	ILLINOIS MFGRS. DIRECTORY	2. BOOKS		53.00
5629	INT'L ASSN OF COUNCELING SERVICES	2. BOOKS		6.00
5630	KALBACH PUBLISHING Co.	2. BOOKS		3.50
5631A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES - JAN.	9.94	
B	" " " "	4. " "	3.95	13.89
5632	MICHAEL KESSEND PUBLISHING, LTD.	2. BOOKS		23.90
5633A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	298.00	
B	" " " " "	4. "	205.00	
C	" " " " "	4. "	57.75	560.75
5634	McGraw-Hill Book Co.	2. BOOKS		24.91
5635	WILLIAM J. Mc KELVEY, JR.	2. BOOKS		39.00
5636A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	64.32	
B	" " " "	2. "	18.30	
C	" " " "	2. "	6.00	
D	" " " "	2. "	31.20	
E	" " " "	2. "	12.79	132.61
5637	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		933.00
5638	MARQUIS WHO'S WHO, INC.	2. BOOKS		60.00
5639	MOODY'S INVESTORS SERVICE, INC.	2. BOOKS		150.00
5640	NATIONAL COMMITTEE FOR PREVENTION CHILD ABUSE	20. PAMPHLETS		6.25
5641	NAT'L REGISTER PUBLISHING Co., INC.	2. BOOKS		50.50
5642	NAT'L TEXTBOOK Co.	2. BOOKS		6.49
5643A	NEW JERSEY BELL	9. TELEPHONE	231.62	
B	" " " "	9. "	16.60	248.22
5644	N.J. C.T. CORP.	4. SUPPLIES		99.15
5645	PALM PRESS	2. BOOKS		11.50
5646	PHYSICIAN'S DESK REFERENCE	2. BOOKS		27.90
5647	PITNEY BOWES	4. SUPPLIES		10.43
5648	POETS & WRITERS	2. BOOKS		5.70
5649A	PRENTICE-HALL, INC.	2. BOOKS	38.28	
B	" " " "	2. "	25.02	63.30
5650	PUBLIC SERVICE E & G Co.	6. MAIN.-MAINT.		2,270.96
5651	PUBLISHER'S CENTRAL BUREAU	2. BOOKS		39.81
5652	LOLA N. REED	2. BOOKS		26.85
5653	REGENT BOOK Co., INC.	2. BOOKS		50.87
5654	S & W FRAMING SUPPLIES, INC.	4. SUPPLIES		43.08

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 23, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>CHECKS ARE DATED</u> <u>JULY 23, 1980</u>	
			<u>AMOUNT</u>	
5655	SHAR-FREY, INC.	2. BOOKS		\$ 23.14
5656A	SILVER BURDETT Co.	2. BOOKS	\$ 9.87	
B	" " "	2. "	<u>9.42</u>	19.29
5657	UNITED NATIONS	2. BOOKS		37.75
5658	U.S. PHARMACOPEIAL CONVENTION	2. BOOKS		18.75
5659	XEROX CORP.	25. PHOTOCOPY		346.03
5660	YOUNG'S NEWS SERVICE	20. NEWSPAPERS		42.80
5661	PETTY CASH CHECKING A/C	TRANSFER		200.00
<u>SUB-TOTAL</u>				\$ 14,802.25
<u>LESS: CHECK-#5588-MIDLANTIC NAT'L BK.</u>			1. SALARY	2,288.95
CHECK-#5589-W.O. MUN.EMPL. FCU			1. SALARY	302.00
CHECK-#5659-XEROX CORP.			25. PHOTOCOPY	346.03
CHECK-#5661-PETTY CASH CHECKING A/C			TRANSFER	<u>200.00</u>
				<u>3,136.98</u>
<u>TOTAL ACCOUNTS PAYABLE - JUNE 30, 1980</u>				<u>\$ 11,665.27</u>
<u>PER BUDGET REPORT</u>				

PAYMENT RECOMMENDED BY:

Lela N. Beck

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Stewart Manheim, CPA

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

AUGUST 27, 1980

- 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. Sunday Opening**
- 8. New Business**
- 9. Communications**
- 10. Community Participation**
- 11. Adjournment**

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
AUGUST 27, 1980

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, Arthur Lang, William O'Neill and Paul Pasmantier. Also present were Stewart Manheim, Accountant; William Cuozzi, Attorney; and Emma-Lou Czarnecki, Acting Director during Mrs. Reed's absence.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Pasmantier made a motion to accept the Minutes of the Board of Trustees Meeting for July 23, 1980 as presented. Mr. Lang seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Pasmantier requested that a duplicate be made of voucher #5726 to Sandler and Worth for payment of the carpeting. This copy will be sent to Mr. Blau for reimbursement.

Mr. Lang questioned voucher #5735 to Mr. Cuozzi for \$445. Mrs. Strauss said that Mr. Cuozzi would explain the amount when he arrives at the meeting.

Mr. Lang made a motion to accept the Bills Presented for Payment for July with exception of voucher #5735 subject to further explanation. Mr. Pasmantier seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. O'Neill asked about the payment for the carpeting. Mr. Pasmantier explained that the library will pay for the carpeting now and Blau and Company will reimburse the library for it at a later date when molding has been added.

Mr. Manheim explained to Mr. O'Neill in answer to his query about the absence of a signature approving the financial reports. He said that due to Mrs. Reed's illness and an electrical power failure at his office, the reports were mailed directly to the Trustees from the accounting offices to insure delivery. Mrs. Czarnecki will sign the reports for the library's files.

Mr. O'Neill asked about voucher #5725 to Mrs. Reed for the American Library Association expenses. Mrs. Czarnecki said that this was for expenses for the National Convention for which the Board had voted approval.

Mr. Lang called to the Board's attention voucher #5771 to Mrs. Schwartzbach which was for the purchase of a piano. The library will be reimbursed by the Cultural and Heritage Committee of West Orange along with the Friends of the Library

Mr. O'Neill expressed his concern over the Public Service bill in which a \$600 increase had to be paid over last month's bill. He said that there should be some correlation between this bill and the revenues taken in from the meeting room. He wanted to know who was using the room and when it will be used for activities outside of library programs. Mrs. Palmer, Public Relations Librarian said that she had presented the Board with a complete listing of the room's use for July, that it had not been used in August; and that as of this date, only groups had asked for use of the meeting room. Mr. O'Neill requested that Mrs. Palmer specifically supply the Board with information concerning every group that is using the meeting room as certain organizations using the room have not been listed in the programs and calendars. Mrs. Strauss asked Mr. O'Neill to hold the discussion of the meeting room to another meeting because of the lengthy agenda.

Mr. O'Neill asked Mr. Manheim why the sale of the mobilibrary had not been listed on the Financial Statement. Mr. Manheim said that the check for the mobilibrary had been an August deposit and therefore will appear in the August report and will appear as an offset for the Mobilibrary expenses. The insurance has been cancelled for the vehicle.

Mr. O'Neill inquired about the negative amount listed on the Pension line. Mr. Manheim explained that retired employees get a cost of living adjustment periodically through the State of New Jersey. The pension for the staff as a whole is paid once a year and an estimate is made each year prior to the formulation of the budget. Mr. Lang asked Mr. Manheim to focus on those salary items that relate to the budget so that the Financial Committee could consider them when working on the 1981 budget.

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

Mrs. Strauss requested the Budget Committee to have the 1981 Budget ready for Board approval for the next meeting so that it can be sent to Town Hall by October 1.

Mr. Cuozzi explained that the \$445 in question was sent to the American Arbitration Association as the library's filing fee for a counterclaim to Mr. Lehman's action. The \$500 fee on voucher #5740 was a retainer against the \$70.00 per hr. for the preparation and presentation of the case.

Mr. Cuozzi informed the Board that he had received a reply for the counterclaim from the attorney for Mr. Lehman who indicated that a third party will be joining Mr. Lehman in the case--Vogelbach and Baumann. Mr. Cuozzi explained that he does not know if Vogelbach and Baumann will be bound by any decision the arbitrator will make or what kind of contract had been made between the two parties, but he will insist on seeing a copy of the contract before arbitration begins.

Mr. Lang made a motion that the Bills Presented for payment be paid in total as Mr. Cuozzi's explanation had clarified the bills in question. Mr. Kupferer seconded the motion and it was carried unanimously.

ACTING DIRECTOR'S REPORT:

Mrs. Czarnecki reported to the Board that the library pages have been resigning because of the low hourly rate that the library has been paying them. The present rate has been \$270-\$3.00 per hr. It was noted that the minimum wage is \$3.10 per hour.

Mr. Lang made a motion to have the hourly rate for Library Pages adjusted to a minimum of \$3.10-\$3.50. (\$3.10 for high school students, \$3.50 for college) as of September 1, 1980. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mrs. Czarnecki informed the Board that she had been made aware of the fact that both the heating and air conditioning systems had to be functioning at one time to have the air conditioning work correctly. The Building Committee will investigate the system. Mr. Lang related that he had also been told by Air Controlled Environment that the boiler had to be operating in order to have the system effective.

The staff has requested the purchase of a new bookdrop. The ones in use leak and are in bad condition. Mrs. Itkin will leave information about bookdrops for the Building Committee. The Committee will make recommendations for the purchase of a bookdrop at the next meeting.

Discussion was held about the reserve card system presently in use and the possibility of increasing the 15¢ fee to a higher amount. It was generally agreed by the Trustees that the library was not looking to earn money from this service, but to cover the postage involved. Some suggestions made to remedy the high use of the reserve cards which took the best sellers off the shelves included a recommendation by Mrs. Strauss that a statement of policy about how best sellers are purchased be placed at the front desk. Mrs. Rabinowitz, a staff member, suggested that more rental copies be purchased instead of raising the price of reserve cards. Mr. Pasmantier agreed with this idea as well as Mr. Lang's suggestion that the purchasing policy be reviewed. Mrs. Chesnut, Sr. Librarian, explained some of the policies the acquisitions dept was following in handling bestsellers.

Mr. O'Neill agreed to work on this problem and bring his recommendations back to the Board at the next meeting.

Mr. Lang made a motion that the Petty Cash Fund be dispersed by whomever is in charge of the library at the time of need. A check of \$50.00 will be cashed to be kept in the safe for purchase of emergency supplies and book refunds. Mrs. Grover seconded the motion and it was passed unanimously.

Mrs. Palmer requested funds for the purchase of and/or development of film for the Public Relations Dept.

MEETING OF 8/18/80:

The consensus of the special meeting of the Board of Trustees which was held on 8/18/80 was to prosecute with diligence the Board's claim against Thomas Lehman for deficient lighting design and installation in the library and to provide fees for arbitration, experts and attorney.

Mr. Cuozzi said that arbitration should be scheduled for some time in October. He would be in touch with Board members about it.

OLD BUSINESS:

Mrs. Strauss stated that a telephone poll was taken of the Board members in which there was unanimous agreement that the expenditure for the purchase of a piano from Mrs. Schwartzbach be made. This amount of \$1,000 will be reimbursed by the West Orange Cultural and Heritage Committee and the Friends of the Library at a later date.

The Board had been polled on the amount of money that the Mobilibrary should be sold for. Mrs. Strauss said that the Board agreed unanimously to sell the Mobilibrary at \$1,500.

SUNDAY OPENING:

Discussion was held about the Sunday opening of the library. Pay scales, recruitment of outside help, number of staff needed, a need for a check list for opening and closing and the closing of the Children's Room were items to be considered.

Mr. Lang made a motion recommending that the Board take affirmative action to open the library on Sundays at the earliest possible date on a trial basis for the remainder of the year. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Pasmantier questioned Mr. Lang about decreasing the number of hours during the week. There is enough patron demand to warrant keeping the hours the same during the week. Therefore, the committee recommended keeping a full weekly schedule plus the Sunday opening.

Mr. Lang made a motion to initiate an amnesty in conjunction with the Sunday opening which will be held for the entire month on each Sunday. Mrs. Strauss seconded the motion.

After further discussion Mrs. Strauss made a motion to amend the previous motion to state that the amnesty should be initiated for the first Sunday and should proceed through the entire week to include the following Sunday (8 days). Mr. Pasmantier seconded the motion, and it was carried unanimously. The original motion was passed unanimously.

Mr. O'Neill asked for and was granted permission to release public relations items about Board actions.

Mrs. Strauss asked Mr. Lang to poll the Board on the matter of salary to be paid to the staff working Sundays. The Board will review the information he has provided. The target date for Sunday opening was set at September 21.

PERSONNEL:

Mr. Lang made a motion to accept the recommendation of Mrs. Czarnecki, Mrs. Chesnut and Mrs. Palmer to hire Mrs. Lynn Thompson as a Jr. Librarian as of September 1, 1980 at a salary of \$13,000. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Cuoizzi mentioned that a letter had been received from Mrs. Rabinowitz' attorney.

Mrs. Czarnecki will contact Mr. Cuozzi about the existence of a law which states that an employee must take an hour lunch when working 37½ hours.

Mr. Manheim will look into the matter of unemployment disability insurance. At present the employees have only unemployment insurance.

NEW BUSINESS:

Mr. O'Neill stated that he had been informed by Town Hall that a survey had been taken of the back parking lot and it was determined that the library staff did not fill up the spaces in that lot therefore, it was not necessary that the town employees give up spaces underneath the library building. Many staff members who were present at the meeting said that it wasn't true that parking spaces were always empty. Library employees come into work later than town employees, and cars are driven out during lunch time and returned to their spots later. Mr. Lang agreed and said that he would speak to the Mayor about it.

In answer to Mrs. Lepore's question about the responsibility of a married couple to the other's liabilities regarding fines and lost books, Mr. Cuozzi responded by saying that depending upon the source of income of the couple and who pays the majority of bills, the husband is responsible for the wife. If the husband is not earning salary, the wife is responsible for the husband. Parents with a child or children under the age of 17 are not responsible for their liabilities. He suggested that the library obtain a consent signature affirming parental responsibility for children under the age of 17.

Mr. Lang asked if anything had been followed through with the grant program. Mrs. Palmer said that a grant had to have specific information as to the type requested, etc. She suggested that Mrs. Thompson be asked to look into the matter as she has had prior experience with grants and outreach programs.

Mr. O'Neill requested that the Board consider placing a light on that section of the building where the West Orange Public Library name is situated. Mrs. Strauss asked the Building Committee to handle the matter.

Mrs. Palmer requested that money be designated for special publicity work such as posters and bookmarks for the Sunday opening and amnesty.

Mr. Pasmantier made a motion that the Board provide a fund of \$100 to the Public Relations Dept. for advertising materials for Sunday opening and Amnesty. This will be charged to the supply line. Mr. Lang seconded and the motion was carried unanimously.

The Board declined, for the present time, the offer of a matching grant to be made from the State Library for a circulating collection of foreign language books (other than Spanish). Each library within the area would contribute \$500 for this collection. Mr. Lang offered to contact some people with Greek-American background in hopes of getting some funds for such a program within the West Orange Library. This would be similiar to the UNICO donation.

Mrs. Chesnut noted that approximately 2,241 books were found missing from the 0-600 book collection after an inventory. Mr. Pasmantier recommended that an inventory be taken of an entire section of books each year. He also suggested that the library find out how much it would cost to have a professional inventory done of the total collection. Mr. Lang suggested that more observation points need to be established in the special book sections where theft is prevalent or where there appears to be more book damage.

Mrs. Strauss pointed out to the Board that there will be a Trustee Orientation Program held on Sept. 29th. She urged those trustees who had not attended such a program to do so.

Adjournment was at 10:30 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

BOARD OF TRUSTEES
MEETING

TO: The Library Board of Trustees

FROM: Emma-Lou Czarnecki, Acting Director

8/27/80

Because I was on vacation for over two weeks during the month of August, I find that there is not much to report. However, there are a number of items which I would like to have discussed tonight. Some of these items were brought up at the August 21st staff meeting.

1. The Sunday opening. Need to hire a professional for every Sunday, or every other Sunday.
2. Revised staff manual.
3. Need for new book drop.
4. Consider raising price of reserve from 15¢ --?
5. Set up two petty cash funds, not dependent on Mrs. Reed being present in the library.
6. Is there a law which states that a full hour must be taken for lunch if an employee works a 7½ hour day?
7. Question for Mr. Cuozzi about the responsibility of parents and the payment of children's fines.
8. Information about unemployment disability pay.
9. Foreign Language Incentive Grant.
10. Hiring a children's librarian.
11. Book inventory.

EMMA-LOU CZARNECKI

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JULY 1980

LIBRARY BOARD MEETING OF AUGUST 27, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF JULY 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 7 MONTHS ENDED 7/31/80	UNEXPENDED BUDGET BALANCE ON 7/31/80	BILLS AC- COUNTS PAY- ABLE AT 7/31/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 7/31/80
SALARIES & WAGES	\$404,955	\$ 31,948.15	\$216,764.27	\$188,190.73		\$188,190.73
BINDING	1,500	193.45	1,305.27	194.73		194.73
COMMUNITY SERVICES	800	-0-	226.62	573.38		573.38
TRANSPORTATION	350		65.71	284.29		284.29
SEMINARS & WORKSHOPS	1,350		645.40	704.60	\$ 456.50	248.10
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	933.00	5,598.00	5,602.00	933.00	4,669.00
MAIN LIBRARY-UTILITIES	35,000	2,360.00	13,705.74	21,294.26	2,961.94	18,332.32
MAIN LIBRARY-MAINTENANCE	1,000	376.76	3,216.73 (2,216.73)	65.00 (2,281.73
TORY CORNER-RENTAL	540		270.00	270.00	135.00	135.00
BOOKMOBILE	5,000		2,066.95	2,933.05		2,933.05
SERVICE CONTRACTS	5,000	181.40	2,633.62	2,366.38	767.30	1,599.08
BOOKS	70,000	5,683.28	30,076.59	39,923.41	6,479.18	33,444.23
SUPPLIES-LIBRARY	12,000	1,301.43	6,980.41	5,019.59	356.37	4,663.22
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	58.65	961.76	9,038.24	81.73	8,956.51
AUDIO-VISUAL-MATERIALS	1,500	84.04	416.81	1,083.19	216.83	866.36
INSURANCE	7,500		(414.29)	7,914.29		7,914.29
TELEPHONE	3,500	216.36	1,458.62	2,041.38	288.77	1,752.61
POSTAGE	3,000	300.00	1,237.51	1,762.49	300.00	1,462.49
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	8,339.02	9,660.98		9,660.98
ANNUAL REPORT	200			200.00	410.00 (210.00
EQUIPMENT-LIBRARY	2,000	1,000.00	2,833.28 (833.28)	508.00 (1,341.28
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	1,958.43	13,287.39	12,212.61		12,212.61
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500		25,544.73 (1,044.73)		(1,044.73)
JANITORIAL SUPPLIES	2,500	79.04	1,221.27	1,278.73	553.58	725.15
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000		1,626.68	1,373.32		1,373.32
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
LEGAL SERVICES	-0-				445.00 (445.00
<u>TOTAL</u>	<u>\$663,295</u>	<u>\$ 47,868.87</u>	<u>\$341,358.09</u>	<u>\$321,936.91</u>	<u>\$ 14,958.20</u>	<u>\$306,978.71</u>
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
<u>TOTAL PROPOSED BUDGET</u>	<u>\$663,295</u>					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JULY 1980

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	RESTRICTED DONATIONS FUND	ACCOUNTS PAYABLE 12/31/79
<u>I BALANCES AS OF 6/30/80</u>	<u>\$156,716.52</u>	<u>\$119,805.78</u>	<u>\$ 25,421.41</u>	<u>\$ 499.68</u>	<u>\$ 510.85</u>	<u>\$ 326.25</u>	<u>\$ 7,902.55</u>	<u>\$ 2,100.00</u>	<u>\$ 150.00</u>
ADD:									
FINES			(\$ 1,276.96						
NON-RESIDENT FEES			(20.00						
PHOTOCOPY - TOSHIBA			(41.20						
RENTALS			(81.65						
PHOTOCOPY-XEROX	\$ 1,733.78		(298.97						
MEETING			(15.00						
LOST BOOK REFUND	74.49			\$ 74.49					
EXCESS PROPERTY	67.45				\$ 67.45				
INTEREST	1,418.00		1,418.00						
TOWN OF WEST ORANGE	125,000.00	\$125,000.00							
PER RESOLUTION 7/23/80									
<u>II TOTAL JULY 1980 RECEIPTS</u>	<u>\$128,293.72</u>	<u>\$125,000.00</u>	<u>\$ 3,151.78</u>	<u>\$ 74.49</u>	<u>\$ 67.45</u>	<u>-0-</u>	<u>\$ 150.00</u>	<u>-0-</u>	<u>(\$ 150.00)</u>
<u>III TOTAL AVAILABLE I PLUS II</u>	<u>\$285,010.24</u>	<u>\$244,805.78</u>	<u>\$ 28,573.19</u>	<u>\$ 574.17</u>	<u>\$ 578.30</u>	<u>\$ 326.25</u>	<u>\$ 8,052.55</u>	<u>\$ 2,100.00</u>	<u>(150.00)</u>
<u>IV LESS:</u>	<u>47,868.87</u>	<u>47,868.87</u>	<u>\$ 28,573.19</u>	<u>\$ 574.17</u>	<u>\$ 578.30</u>	<u>\$ 326.25</u>	<u>\$ 8,052.55</u>	<u>\$ 2,100.00</u>	<u>-0-</u>
JULY 1980 DISBURSEMENTS									
<u>V TOTAL CASH FUNDS 7/31/80</u>	<u>\$237,141.37</u>	<u>\$196,936.91</u>	<u>\$ 28,573.19</u>	<u>\$ 574.17</u>	<u>\$ 578.30</u>	<u>\$ 326.25</u>	<u>\$ 8,052.55</u>	<u>\$ 2,100.00</u>	<u>-0-</u>
ADD: DUE FROM TOWN OF WEST ORANGE									
FOR 4TH QTR. 1980 BUDGET	125,000.00	125,000.00							
UNEXPENDED BUDGET BALANCE	\$321,936.91	\$321,936.91							
LESS: ACCOUNTS PAYABLE 7/31/80	14,958.20	14,958.20							
<u>BUDGET BALANCE AS OF 7/31/80</u>	<u>\$306,978.71</u>	<u>\$306,978.71</u>							

CASH REPRESENTED BY:

CHECKING A/C- MIDLANTIC NAT'L BK.-#734-0598-77	\$ 13,840.84	BUDGET FUND	\$ 196,936.91
MIDLANTIC NAT'L BK.-#02-073-0000-177-0-FINES	5,714.93	FINES & RESERVES FUND	28,573.19
" " " " -#02073-0001-161-0-UN. INS.	1,953.34	LOST BOOK FUND	574.17
" " " " -#02-073-0002-405-8-BOOK SALES ESCROW	616.53	BOOK SALES & EXCESS PROPERTY FUND	578.30
" " " " -#02-073-0002-143-7-COMMUNITY SAVINGS A/C	253.31	PETTY CASH & CHANGE FUND	326.25
W.O. SAVINGS BANK - 7.75% - 12/15/80	46,465.16	ACCUMULATED REVENUE FUND	8,052.55
PETTY CASH	346.25	RESTRICTED DONATIONS FUND	2,100.00
" " -CHECKING A/C-MIDLANTIC #734-0848-6	426.22		
45 M. U.S. TREASURY BILL - 8/14/80	44,615.50		
45 M. U.S. TREASURY BILL- 9/16/80	44,516.25		
45 M. U.S. TREASURY BILL-10/16/80	44,192.00		
35 M. U.S. TREASURY BILL-11/13/80	34,201.04		
	<u>\$237,141.37</u>		
		LESS: ACCOUNTS PAYABLE 7/31/80	
			<u>\$237,141.37</u>
			<u>14,958.20</u>
			<u>\$222,183.17</u>

3.

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1980 BILLS PRESENTED FOR PAYMENT ON
AUGUST 27, 1980

CHECKS ARE DATED
JULY 23, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	
5662	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	\$ 105.74
5663	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,669.62
5664	TOWN. OF W.O.-HOSPITALIZATION-AUG.1980	26. HOSPITALIZATION	1,194.88
5665	W.O. PUBLIC LIBRARY-UN.INS. A/C-JULY '80	1. SALARIES	92.43
5666	TOWN OF W.O.-SOC.SEC.-EMPLOYEES-JULY '80	1. SALARIES	1,958.43
5667	N.J. GROSS INCOME TAX - JULY '80	1. SALARIES	623.19
5668	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	319.50
5669	MIDLANTIC NAT'L BK-FTD-EMPLOYEES-JULY '80	1. SALARIES	2,174.93
5670	TELEVISION FACT BOOK	2. BOOKS	134.00
5671	MRS. SCHWARZENBAHN	17. EQUIPMENT	1,000.00
5672	TOWN OF W.O.-SOC.SEC -EMPLOYERS-JULY '80	27. EMPLOYER SOC.SEC.	1,958.43
	NET P/R-7/15/80-#6317-56 (40)	1. SALARIES	11,466.90
	NET P/R-7/31/80-#6357-97 (40)	1. SALARIES	10,946.46
7/24/80	BANK MEMO-45 M. U.S. TREAS.BILL 9/16/80	TRANSFER	44,516.25
	BANK MEMO-45 M. U.S. TREAS.BILL 10/16/80	TRANSFER	44,192.00
	BANK MEMO235 M. U.S. TREAS.BILL 11/13/80	TRANSFER	34,201.04
	<u>SUB-TOTAL</u>		\$156,553.80
	<u>ADD:</u> CHECKS #5588-#5661-PRESENTED FOR PAYMENT ISSUED AT JULY 23, 1980 MEETING		14,802.25
	CHECKS ISSUED FOR THE MONTH OF JULY 1980		<u>\$171,356.05</u>
	<u>LESS:</u>		
	CHECK #5659-XEROX CORP.	25. PHOTOCOPY	\$ 346.03
	CHECK #5661-PETTY CASH CHECKING A/C	TRANSFER	200.00
	BANK MEMO-45M. U.S. TREAS. BILL 9/16/80	TRANSFER	44,516.25
	BANK MEMO-45M. U.S. TREAS. BILL 10/16/80	TRANSFER	44,192.00
	BANK MEMO-35M. U.S. TREAS. BILL 11/13/80	TRANSFER	34,201.04
	DEPOSIT 7/23/80	9. TELEPHONE	31.86
			<u>123,487.18</u>
	<u>TOTAL EXPENDITURES-MONTH OF JULY 1980</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 47,868.87</u>

PAYMENT RECOMMENDED BY:

*Emma Lou Garnecki,
Acting Director*

PAYMENT APPROVED BY:

PREPARED WITHOUT ADUIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim CPA

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 27, 1980CHECKS ARE DATED
AUGUST 27, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5673	W. O. MUNICIPAL EMPLOYEES - F.C.U.	1. SALARIES	\$ 319.50
5674	MIDLANTIC NAT'L BK. EMPLOYEES - FTD 7/15/80	1. SALARIES	2,324.67
5675	POSTMASTER	13. POSTAGE	300.00
5676	JOSEPH LAVERY	2. BOOKS	10.00
5677	AMERICAN PAPER TOWEL	4. SUPPLIES	95.70
5678A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACT	\$ 46.55
B	" " "	11. SERVICE CONTRACT	45.75
5679A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 14.72
B	" " " " "	2. "	81.39
C	" " " " "	2. "	28.93
5680A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 70.87
B	" " " " "	2. "	198.14
C	" " " " "	2. "	185.72
D	" " " " "	2. "	758.09
E	" " " " "	2. "	117.02
F	" " " " "	2. "	179.69
G	" " " " "	2. "	20.50
H	" " " " "	2. "	118.06
I	" " " " "	2. "	26.24
J	" " " " "	2. "	80.14
K	" " " " "	2. "	84.36
L	" " " " "	2. "	546.17
M	" " " " "	2. "	100.20
N	" " " " "	2. "	107.27
O	" " " " "	2. "	222.40
P	" " " " "	2. "	(11.95)
Q	" " " " "	2. "	(7.76)
R	" " " " "	2. "	(11.95)
S	" " " " "	2. "	211.78
T	" " " " "	2. "	(10.72)
U	" " " " "	2. "	(6.56)
V	" " " " "	2. "	(5.90)
W	" " " " "	2. "	(5.96)
X	" " " " "	2. "	(5.96)
Y	" " " " "	2. "	(6.46)
Z	" " " " "	2. "	(4.76)
5681A	THE BAKER & TAYLOR Co.	2. BOOKS	(\$ 7.76)
B	" " " " "	2. "	(5.96)
C	" " " " "	2. "	(6.56)
D	" " " " "	2. "	(5.36)
E	" " " " "	2. "	(13.12)
F	" " " " "	2. "	133.37
G	" " " " "	2. "	310.21
H	" " " " "	2. "	55.87
I	" " " " "	2. "	617.32
J	" " " " "	2. "	150.52
K	" " " " "	2. "	18.48
5682A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 42.03
B	" " " " "	2. "	23.77
C	" " " " "	2. "	157.99
D	" " " " "	2. "	(6.28)
E	" " " " "	2. "	10.12
F	" " " " "	2. "	24.40
5683A	A. M. BEST Co.	2. BOOKS	\$ 125.00
B	" " " " "	2. "	250.00
5684	BLACK RESEARCH Assoc., Inc.	20. PHAMPHLETS	17.20

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 27, 1980CHECKS ARE DATED
AUGUST 27, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5686A	R. R. BOWKER	2. BOOKS	\$ 50.48	
B	" " "	2. "	49.92	
C	" " "	2. "	5.20	\$ 105.60
5686A	BROADSTREET, INC.	4. SUPPLIES	\$ 15.50	
B	" "	4. "	103.63	
C	" "	4. "	3.00	
D	" "	4. "	9.35	
E	" "	4. "	16.65	
F	" "	4. "	71.16	
G	" "	4. "	(15.50)	
H	" "	4. "	(58.98)	
I	" "	4. "	1.18	
J	" "	4. "	4.74	
K	" "	4. "	(12.92)	137.81
5687A	BRODART, INC.	11. SERVICE CONTRACT	\$ 195.00	
B	" "	4. SUPPLIES	13.36	208.36
5688A	C. W. ASSOCIATES	2. BOOKS	\$ 23.00	
B	" " "	2. BOOKS	19.00	42.00
5689	CHAMBERS RECORD CORP.	21. A/V MATERIALS		21.03
5690	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS		66.50
5691	JOHN CURLEY & ASSOCIATES, INC.	2. BOOKS		133.91
5692	EMMA LOU CZARNECKI	14. CONVENTIONS		74.30
5693	DAUGHTERS OF ST. PAUL	2. BOOKS		8.76
5694	DAVID AND CHARLES, INC.	2. BOOKS		25.08
5695	ROBERT DAUM	6. Main Maint.		65.00
5696A	DOUBLEDAY & Co., INC.	2. BOOKS	\$ 22.50	
B	" " " "	2. "	48.35	
C	" " " "	2. "	12.14	
D	" " " "	2. "	22.48	
E	" " " "	2. "	6.91	
F	" " " "	2. "	5.46	
G	" " " "	2. "	6.68	
H	" " " "	2. "	20.04	
I	" " " "	2. "	6.10	
J	" " " "	2. "	7.90	
K	" " " "	2. "	23.12	
L	" " " "	2. "	44.72	
M	" " " "	2. "	30.50	
N	" " " "	2. "	6.68	
O	" " " "	2. "	12.51	276.09
5697	EAST ORANGE PUBLIC LIBRARY	2. BOOKS		3.13
5698	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT		88.00
5699	F S R	2. BOOKS		7.50
5700	FACTS ON FILE, INC.	2. BOOKS		279.00
5701A	GALE RESEARCH Co.	2. BOOKS	\$ 46.10	
B	" " "	2. "	34.45	
C	" " "	2. "	53.56	
D	" " "	2. "	53.54	187.65
5702	GENERAL ELECTRIC SUPPLY Co.	4. SUPPLIES		425.58
5703	J. L. HAMMETT Co.	4. SUPPLIES		24.10
5704	INT'L BUSINESS MACHINES	11. SERVICE CONTRACT		282.00

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 27, 1980CHECKS ARE DATED
AUGUST 27, 1980

VOUCHER

NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5705	INT'L MARINE PUBLISHING Co.	2. BOOKS	\$ 8.11
5706	INT'L PUBLICATIONS SERVICE	2. BOOKS	91.84
5707	THE INSTITUTE FOR RESEARCH	20. PHAMPHLETS	14.73
5708	JOHNSON PUBLISHING Co., INC.	2. BOOKS	11.95
5709A	KAUFMAN'S SENTRY HOWE	4. SUPPLIES	\$ 10.96
B	" " "	4. "	17.24
C	" " "	4. "	2.20
D	" " "	4. "	1.90
5710	LAPAT DUPLICATING & OFFICE SUPPLIES	4. "	32.30
5711	NORMAN LATHROP ENTERPRISES	2. BOOKS	66.00
5712A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	12.73
B	" " " "	2. "	\$ 39.97
5713	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	7.43
5714	MIDLAND PRESS, INC.	28. ANNUAL REPORTS	47.40
5715	NATIONAL GEOGRAPHIC SOC.	2. BOOKS	933.00
5716	THE NEWCOMEN SOC. IN NO. AMERICA	2. BOOKS	410.00
5717A	NEW JERSEY BELL	9. TELEPHONE	24.95
B	" " "	9. "	3.00
5718	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	\$ 269.50
5719	NEW WORLD RECORDS	21. A/V MATERIALS	19.27
5720	DEBORAH PINKUS	14. CONVENTIONS	288.77
5721	PHOTO MEDIA	21. A/V MATERIALS	20.00
5722	PUBLIC AFFAIRS PAMPHLETS	20. PAMPHLETS	20.80
5723	PRENTICE-HALL, INC.	2. BOOKS	20.80
5724	P. S. E. & G. Co.	6. MAINT. UTIL.	32.20
5725	LOLA N. REED	14. CONVENTIONS	175.00
5726	SANDLER & WORTH	17. EQUIPMENT	7.00
5727	PORTER SARGENT PUBLISHERS, INC.	2. BOOKS	9.90
5728A	SILVER BURDETT Co.	2. BOOKS	2,961.94
B	" " "	2. "	350.00
5729	STANDARD CATALOG OF WORLD COINS	2. BOOKS	508.00
5730	TIME/LIFE BOOKS	2. BOOKS	28.68
5731	UNITED NATIONS	2. BOOKS	\$ 10.20
5732	FRANK R. WALKER Co.	2. BOOKS	9.87
5733	WEISBLATT ELECTRIC Co., INC.	11. SERVICE CONTRACT	20.07
5734	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY	59.00
5735	WILLIAM CUOZZI	24. LEGAL SERVICES	11.58
5736	WEST PUBLISHING Co.	2. BOOKS	13.15
5737A	XEROX CORP.	25. PHOTOCOPY	23.95
B	" " "	25. "	110.00
C	" " "	25. "	135.00
5738	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	445.00
5739	KULAKS ENGRAVING SERVICE	4. SUPPLIES	105.50
SUB-TOTAL			\$ 327.46
LESS: CHECK #5673-W.O. MIN. EMPL.			(346.03)
F.C.U.			292.43
CHECK #5674-MIDLANTIC NAT'L BK			273.86
CHECK #5737-XEROX CORP.			42.80
TOTAL ACCOUNTS PAYABLE - JULY			9.50
31, 1980 PER BUDGET REPORT			\$ 17,876.23
PAYMENT RECOMMENDED BY:			\$ 319.50
PAYMENT APPROVED BY:			2,324.67
			273.86
			2,918.03
			\$ 14,958.20

Emma Lu Garnechi,
Acting Director

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

BY: *Stewart Monheim, CPA*

**WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 30, 1980**

AGENDA

1. Roll Call
2. Open Public Meetings Act.
3. Minutes
4. Pro-Libra
5. Friends of the West Orange Library
6. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
7. Acting Director's Report
8. Committee Reports
9. Old Business
 - a. Budget
 - b. Resolution on fee for Litigation
 - c. HVAC
- ✓ 10. New Business
 - a. Bookdrop
 - b. Presidential Campaign Information
11. Communications
12. Community Participation
13. Adjournment

ACTING DIRECTOR'S MONTHLY REPORT
SEPTEMBER 24, 1980

The big news during the past week was the library's Sunday opening which officially got under way on September 21 and was a great success. One hundred sixty-nine people came in between one and five o'clock, 25 families used the Children's Room, and 295 books were charged out. Many people thanked the workers at the circulation desk as they left.

Book amnesty is progressing slowly, with 95% of the overdue returns being only a week or two overdue.

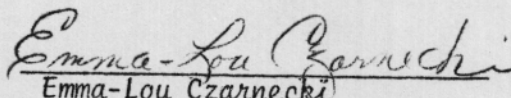
On Saturday and Sunday, September 6 and 7, the New Friends of the West Orange Library held a very successful book sale which took in close to \$700. They are continuing the sale on the lower level of the library and have scheduled a "bag day" for mid-October.

Mrs. Lynn Thompson, our new children's librarian started work on September 3 and has been busy getting ready for the story hour which will start October 6.

On September 17, I attended the Essex County Directors' meeting at the Montclair Library and the Southwest Essex Area Coordinating Council meeting at the East Orange Library as stand-in for Mrs. Reed. These meetings are always a source of information on how other libraries in the area are run.

On August 28, as many of you know, the main water line broke in West Orange. Fortunately, the library did not lose its water supply and we were able to be of service when many people came in to use our bathrooms and water fountains.

We have just received notification from Mrs. Jones at the East Orange Library that the amount of State Aid for the West Orange Library will be \$45,680.00 for 1981.


Emma-Lou Czarnecki
Acting Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
SEPTEMBER 30, 1980

As a quorum was not present at the regular Board meeting of September 20, 1980, a meeting was scheduled for September 30. President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Albert Kupferer, Arthur Lang and Paul Pasmantier. Also present were Stewart Manheim, Accountant; William Cuozzi, Attorney; and Emma-Lou Czarnecki, Acting Director during Mrs. Reed's absence.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Kupferer moved to accept the Minutes of the Board meeting of 8/27/80 and corrected the sentence on page 3, paragraph 2 relating to the hourly range for Library Pages which had been adjusted to a minimum of \$3.10-\$3.50. (\$3.10 for high school students, \$3.40 for college students). Mr. Lang seconded the motion and it was carried unanimously.

NEW FRIENDS:

Mrs. Dorothy Suyker, representing the New Friends of the West Orange Public Library asked the Board's permission to obtain assistance from the high school drafting classes to reproduce the West Orange portion from some old, historical maps in the Friend's possession. A minimum amount of money would be required to initiate the project. When the maps are finished, additional money would be required to frame them.

Mr. Kupferer moved that the Board approve the map project proposed by the Friends of the Library with additional input regarding the cost of the framing to be discussed at the finish of the project. Mr. Lang seconded the motion and it was passed unanimously.

Permission was also requested to start a West Orange historical photograph collection which would require seed money. The photographs would be donated and money would be required to reproduce them for research and identification purposes. Approximately \$200.00 would be needed to initiate this project.

Mr. Kupferer proposed that the Board of Trustees approve the expenses of \$200.00 to initiate the photography project by the Friends of the Library. Expenses would be paid from the Book Escrow Fund. Mr. Pasmantier seconded the motion and it was passed unanimously.

PRO LIBRA ASSOCIATES, INC.

Mrs. Margaret Johnson Bennett, President of Pro Libra Associates, Inc. presented a proposal to the Board of Trustees to design and implement a 50,000 volume inventory and entire collection volume count for the library at a cost of \$8,000.00. Questions were asked by the Trustees pertaining to the inventory and the methods in which it would be carried to completion. Mrs. Bennett noted that an accurate inventory would provide the Board with raw data upon which a detection system could be considered. It would provide the library with a current count to date upon which a running inventory could be maintained as books were added or discarded from the shelf list. The Board will inform Mrs. Bennett by October 15th of their decision.

TREASURER'S REPORT:

1. Bills Presented for Payment:

The following bills were discussed by the Board: Voucher 5757A - American Paper Towel Co. for \$199.70, Janitorial Supplies. Procedures were suggested to reduce expenses. Voucher #5780 - Dun's Marketing Services for \$165.00. Mrs. Carnecki responded to Mr. Lang's inquiry that this check was for the purchase of the Million Dollar Directory Vol. II. Voucher #5801 - State Industrial Directories Corp. for \$93.25. Mrs. Czarnecki explained that this check was for the purchase of a New Jersey State Directory.

Mr. Lang moved that the Board accept the Bills Presented for Payment for the month of August, 1980. Mr. Pasmantier seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Lang asked Mr. Manheim about the rates for the Treasury Bills. Mr. Manheim said that the last bill due Nov. 13 was for 7½%. It was purchased in July. Rates are now going up, however. Mr. Pasmantier inquired as to the ability of the Board to purchase six month certificates of deposit. Mr. Manheim said that the library has a CD at the West Orange Savings and Loan Association at 7 3/4%. The Board cannot purchase any more such certificates as the money needs to be redeemed on a monthly basis for payment of bills.

Mr. Lang said that the record should show that the rates are always posted higher than what the library gets because Midlantic Bank buys them through a broker and the library does not get the best rate. Mr. Manheim further explained that when an order is placed, it is placed for the date and not for a stated rate. It is a supply and demand situation. Mr. Lang recommended that when the 4th quarterly check is received from the Town that the John J. Ryan firm be contacted about purchase. Mr. Manheim agreed and said that although the bank automatically charges the checking account for the proceeds, it can be authorized to make payment to John J. Ryan.

Mrs. Strauss questioned Mr. Manheim as to why proceeds from the sale of the Mobilibrary did not appear as excess property on the financial statement. Mr. Manheim said that the sale of the Mobilibrary appears as a reduction on the Mobilibrary's expenses.

Mr. Lang requested Mr. Manheim to supply the Board with a supplemental notation applying to the income on the photocopiers, etc. He also asked for separate supplemental schedules of financial information for internal review.

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

ACTING DIRECTOR'S REPORT:

Mrs. Czarnecki was pleased to report that 435 books had been checked out for Sunday, Sept. 27. Approximately 198 people used the library on that date which included good use of the Children's Room. Many patrons had expressed their happiness about the library being open on Sunday. Mrs. Czarnecki said that the library had received a letter from Councilwoman Gayle Rosen complimenting the Board, Director and staff about the Sunday opening.

The amnesty had not worked out as well as expected. About 5% of the delinquent books were returned. Mrs. Czarnecki showed the Board a packet of book cards for books that have been overdue between 1976-1979. Mr. Cuozzi will draft a letter in conjunction with the Town Ordinance to mail to each of those patrons. The list must be checked as to residency and the monetary value of each book would be needed.

Mrs. Czarnecki said that some libraries have used a man on a part-time basis to visit the homes of patrons who have delinquent records. He would usually visit the homes early in the evening to secure the missing books. As a last step, a few libraries have initiated the use of a credit collection agency.

OLD BUSINESS:

Budget Committee - 1981 Budget Proposal:

Mr. Lang discussed the 1981 Budget with the Trustees. He noted that the 1981 budget has increased approximately \$50,000 from 1980. This is related to mandated items such as salary and wages, related taxes and a 100% increase in unemployment insurance.

After reviewing the budget line-items, Mr. Lang agreed to draft a letter to accompany the budget. Mr. Pasmantier recommended that an informal meeting be requested which would be set prior to the first public hearing of the budget.

Mr. Pasmantier made a motion to adopt the 1981 Budget as proposed by the Budget Committee in the amount of \$712,326. Mr. Kupferer seconded the motion and it was carried unanimously.

Lighting:

Mr. Cuozzi said that he would draft a resolution concerning the fee for the litigation.

As yet, no word has been received concerning a date for arbitration proceedings.

Mr. Cuozzi informed the Trustees that he will be representing the West Orange Library in the suit involving the piano. Mr. Lang said that the piano was a gift from the West Orange Cultural and Heritage Committee and purchased on a Town Purchase Order and he objected to the fact that the Library had to defend the suit.

HVAC:

Mrs. Strauss said that since Mr. O'Hara was absent, the Heating/Air-Conditioning problem would be discussed at the next meeting.

NEW BUSINESS:

Mr. Pasmantier praised Mrs. Itkin for her research on the bookdrop information. He agreed with her recommendation and discussed the various characteristics of the model selected. Discussion was also held about the installation of an outside bookdrop versus a built-into-the building bookdrop. It was agreed that an in the building bookdrop would be costly as well as impractical because of the wall and glass structure of the library. A free standing bookdrop could be mounted in cement in the same area in the parking lot that now holds the mailbox bookdrops.

Mr. Pasmantier made a motion to purchase a Kingsley Curb-wide bookdrop at a cost of \$795.00. Mrs. Strauss seconded the motion, and it was passed unanimously.

Mrs. Strauss announced that Mr. Pasmantier had requested that he be taken off the Building Committee to work on special projects such as a detection system, inventory, computerization. Mrs. Strauss thanked Mr. Pasmantier for his time and dedication during the building of the addition.

Mr. Lang proposed that the Board commend Mr. Pasmantier for his outstanding work and service on the Building Committee. Mrs. Strauss seconded the proposal and it was passed unanimously.

Mrs. Strauss said that she had been approached by a patron wishing to post some political candidate information on the bulletin board. The Board agreed not to allow any posting of political materials.

Mr. Manheim requested authorization from the Board to work with Mrs. Reed and the staff to devise a receipt system for library fines.

Mr. Lang made a motion that the Board authorize Mr. Manheim to devise a system that would employ receipts and would work on a control basis for all cash items such as fines, reserves, miscellaneous items. Mrs. Strauss seconded the motion and it was carried unanimously.

Mrs. Strauss made a motion that the Board of Trustees purchase an ICA 1000 Electronic Stencil Maker from the A. R. Meeker Co. at a cost of \$1,695.00. Mr. Pasmantier seconded the motion and it was passed unanimously.

Mr. Pasmantier asked Mrs. Czarnecki about the possibility of having the staff do a complete inventory. Mrs. Czarnecki said that a running inventory would be very beneficial to the library. It was mentioned during the discussion that it might be feasible to close the library for a number of days and have the staff do an entire inventory. Mrs. Strauss said that it would be very expensive to have a professional organization come in and do the inventory--it wouldn't be affordable for the library. Mr. Pasmantier asked Mrs. Czarnecki if she would explore the idea and determine the amount of days it would take to do a 50,000 book inventory and a count of the total collection including Tory Corner.

COMMUNITY PARTICIPATION:

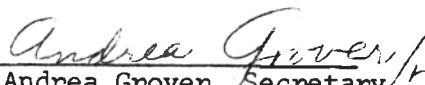
Mrs. Mary Allerhand, a former staff member stated the following: That she wanted it to go on the public record that she felt that the library had been less than forthright with her regarding her retirement. She would like future retirees to know what to expect.

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

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF AUGUST 1980

LIBRARY BOARD MEETING OF SEPTEMBER 24, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF AUG. 1980	ACCUMULATED BUDGET EX- PENDITURES PAID 8 MONTHS ENDED 8/31/80	UNEXPENDED BUDGET BALANCE ON 8/31/80	BILLS AC- COUNTS PAY- ABLE AT 8/31/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 8/31/80
SALARIES & WAGES	\$404,955	\$ 32,734.00	\$249,498.27	\$155,456.73		\$155,456.73
BINDING	1,500		1,305.27	194.73		194.73
COMMUNITY SERVICES	800		226.62	573.38		573.38
TRANSPORTATION	350		65.71	284.39		284.29
SEMINARS & WORKSHOPS	1,350	456.50	1,101.90	248.10		248.10
AUDIT	1,900			1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	933.00	6,531.00	4,669.00	\$ 933.00	3,736.00
MAIN LIBRARY-UTILITIES	35,000	2,961.94	16,667.68	18,332.32	3,182.06	15,150.26
MAIN LIBRARY-MAINTENANCE	1,000	65.00	3,281.73	(2,281.73)	157.00	(2,438.73)
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
BOOKMOBILE	5,000	(1,500.00)	566.95	4,433.05	889.85	3,543.20
SERVICE CONTRACTS	5,000	767.30	3,400.92	1,599.08		1,599.08
BOOKS	70,000	6,457.30	36,533.89	33,466.11	3,366.50	30,099.61
SUPPLIES-LIBRARY	12,000	356.37	7,336.78	4,663.22	340.46	4,322.76
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	81.73	1,043.49	8,956.51	42.80	8,913.71
AUDIO-VISUAL-MATERIALS	1,500	216.83	633.64	866.36		866.36
INSURANCE	7,500		(414.29)	7,914.29	3,032.00	4,882.29
TELEPHONE	3,500	288.77	1,747.39	1,752.61	239.74	1,512.87
POSTAGE	3,000	300.00	1,537.51	1,462.49	345.00	1,117.49
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	9,533.90	8,466.10		8,466.10
ANNUAL REPORT	200	410.00	410.00	(210.00)		(210.00)
EQUIPMENT-LIBRARY	2,000	508.00	3,341.28	(1,341.28)	180.00	(1,521.28)
MAINTENANCE EQUIP.	500			500.00		500.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	2,006.63	15,294.02	10,205.98		10,205.98
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500		25,544.73	(1,044.73)		(1,044.73)
JANITORIAL SUPPLIES	2,500	553.58	1,774.85	725.15	236.04	489.11
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000		1,626.68	1,373.32		1,373.32
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
LEGAL COSTS		945.00	945.00	(945.00)		(945.00)
TOTAL	\$663,295	\$ 49,871.83	\$391,229.92	\$272,065.08	\$ 12,944.45	\$259,120.63
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	163,295					
TOTAL PROPOSED BUDGET	\$663,295					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF AUGUST 1980

I BALANCES AS OF 7/31/80

ADD:

FINES

NON-RESIDENCE FEES

PHOTO-COPY - TOSHIBA

RENTALS

MICRO-FILMS

PHOTO-COPY -XEROX

LOST BOOKS

EXCESS PROPERTY

INTEREST

II TOTAL AUGUST 1980 RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS: AUGUST 1980 DISBURSEMENTS

V TOTAL CASH FUNDS 8/31/80

ADD: DUE FROM TOWN OF W. O. FOR

4TH QTR. 1980 BUDGET

UNEXPENDED BUDGET BALANCE

LESS: ACCOUNTS PAYABLE 8/31/80

BUDGET BALANCE AS OF 8/31/80

TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	RESTRICTED DONATIONS FUND
\$237,141.37	\$196,936.91	\$ 28,573.19	\$ 574.17	\$ 578.30	\$ 326.25	\$ 8,052.55	\$ 2,100.00
		(\$ 1,248.84					
		(30.00					
\$ 1,679.08		(38.20					
		(80.65					
		(3.75					
		(277.64					
97.36			\$ 97.36	\$ 31.20			
31.20							
384.50		384.50					
\$ 2,192.14	-0-	\$ 2,063.58	\$ 97.36	\$ 31.20	-0-	-0-	-0-
\$239,333.51	\$196,936.91	\$ 30,636.77	\$ 671.53	\$ 609.50	\$ 326.25	\$ 8,052.55	\$ 2,100.00
49,871.83	49,871.83						
\$189,461.68	\$147,065.08	\$ 30,636.77	\$ 671.53	\$ 609.50	\$ 326.25	\$ 8,052.55	\$ 2,100.00

125,000.00
\$272,065.08
12,944.45
\$259,120.63

CASH REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L BK-#734-0598-77
MIDLANTIC NAT'L BK-#02-073-0000-177-0 FINES
" " " #02-073-0001-161-0 UN. INS.
" " " #02-073-0002-405-8 BOOK SALES ESCROW
" " " #02-0002-143-7 COMMUNITY SAVINGS A/C
W.O. SAVINGS BANK 7.75% - 12/15/80
PETTY CASH
" " -CHECKING A/C-MIDLANTIC #734-6848-6
45 M. U.S. TREASURY BILL 9/16/80
45 " " " 10/16/80
35 " " " 11/13/80

FUNDS:

BUDGET FUND \$147,065.08
FINES & RESERVES FUND 30,636.77
LOST BOOK FUND 671.53
BOOK SALES & EXCESS PROPERTY FUND 609.50
PETTY CASH & CHANGE FUND 326.25
ACCUMULATED REVENUE FUND 8,052.55
RESTRICTED DONATIONS FUND 2,100.00

LESS: ACCOUNTS PAYABLE 8/31/80
\$189,461.68
12,944.45
\$176,517.23

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1980 BILLS PRESENTED FOR PAYMENT ON
AUGUST 27, 1980

CHECKS ARE DATED
AUGUST 27, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5740	WILLIAM CUOZZI	24. LEGAL COSTS	\$ 500.00
5741	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	105.74
5742	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,669.62
5743	TOWN OF W.O.-HOSPITALIZATION - SEPT. 1980	26. HOSPITALIZATION	1,194.88
5744	W.O. PUBLIC LIBRARY-UN. INS.-SAVINGS 8/80	1. SALARIES	80.78
5745	TOWN OF W.O.-SOC. SEC. EMPLOYEES - 8/80	1. SALARIES	2,006.63
5746	N. J. GROSS INCOME TAX	1. SALARIES	634.77
5747	W. O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	349.50
5748	MIDLANTIC NAT'L BANK-F.T.D. 8/31/80	1. SALARIES	2,313.17
5749	TOWN OF W.O. SOC. SEC.-EMPLOYERS 8/80	1. SALARIES	2,006.63
	NET P/R-8/15/80-#6398-6438- (41)	1. SALARIES	11,954.50
	NET P/R-8/31/80-#6439-6479- (41)	1. SALARIES	<u>10,975.12</u>
	<u>SUB-TOTAL</u>		\$ 33,791.34
	<u>ADD:</u> CHECKS-#5673-5739-PRESENTED FOR		
	PAYMENT ISSUED AT AUGUST 27, 1980 MEETING		<u>17,876.23</u>
	CHECKS ISSUED FOR THE MONTH OF AUGUST 1980		<u>\$ 51,667.57</u>
	 <u>LESS:</u>		
	CHECK #5658-U.S. PHARACOPEIAL CONV.	2. BOOKS	\$ 18.75
	#5737-XEROX CORP.	25. PHOTOCOPY	273.86
	DEPOSIT - 8/4/80		3.13
	DEPOSIT - 8/20/80	8. MOBILE	<u>1,500.00</u> <u>1,795.74</u>
	 <u>TOTAL EXPENDITURES - MONTH OF AUGUST 1980</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 49,871.83</u>

PAYMENT RECOMMENDED BY:

[Signature]

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT

MANHEIM, KOSSON & NOVICK, CPA'S

By: *[Signature]* CPA

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1980

4.

CHECKS ARE DATED
SEPTEMBER 24, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5750	VOID		
5751	PETTY CASH	TRANSFER	\$ 50.00
5752	AMERICAN PIANO SUPPLY Co.	17. EQUIPMENT	180.00
5753	WEST ORANGE F.C.U.	1. SALARIES	349.50
5754	MIDLANTIC NATIONAL BANK	1. SALARIES	2,228.50
5755	POSTMASTER	13. POSTAGE	300.00
5756	AMERICAN BUSINESS GRAPHICS, INC.	11. SERVICE CONTRACTS	255.00
5757A	AMERICAN PAPER TOWEL Co.	4. JAN. SUPPLIES	\$ 199.70
B	" " " "	4. " "	36.34
5758	ATA BOOKS	2. BOOKS	18.23
5759A	AUTOMATIC DATA PROCESSING, INC.	11. SERVICE CONTRACTS	44.50
B	" " " "	11. " "	44.80
5760	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	
5761A	THE BAKER & TAYLOR COMPANY	2. BOOKS	10.12
B	" " " "	2. " "	19.26
5762A	THE BAKER & TAYLOR COMPANY	2. BOOKS	683.60
B	" " " "	2. " "	(51.84)
C	" " " "	2. " "	181.60
D	" " " "	2. " "	21.11
E	" " " "	2. " "	124.94
F	" " " "	2. " "	28.96
G	" " " "	2. " "	146.76
H	" " " "	2. " "	(2.12)
I	" " " "	2. " "	(1.46)
J	" " " "	2. " "	(13.12)
K	" " " "	2. " "	(5.36)
L	" " " "	2. " "	(5.36)
M	" " " "	2. " "	(5.36)
N	" " " "	2. " "	(5.96)
O	" " " "	2. " "	(5.96)
P	" " " "	2. " "	(7.16)
Q	" " " "	2. " "	(5.36)
R	" " " "	2. " "	106.07
5763A	THE BAKER & TAYLOR Co.	2. BOOKS	122.66
B	" " " "	2. " "	16.00
5764	BOOKTHRIFT	2. BOOKS	16.45
5765	R. R. BOWKER	2. BOOKS	67.79
5766	R. R. BOWKER Co.	2. BOOKS	32.50
5767	BROADSTREET, INC.	4. SUPPLIES	21.00
5768	BRODART, INC.	4. SUPPLIES	115.81
5769	CELO PRESS	2. BOOKS	.50
5770	CENTER TYPEWRITER SERVICE	11. CONTRACTS	483.55
5771	CENTER TYPEWRITER Co.	6. MAINT. MAIN.	87.00
5772	CHILDREN'S BOOK COUNCIL, INC.	4. SUPPLIES	11.25
5773	CINCINNATI TIME RECORDER	11. SERVICE CONTRACTS	62.00
5774	CIRCULATION BILLBOARD	2. BOOKS	38.00
5775	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	37.94
5776	COMMODITY RESEARCH BUREAU, INC.	2. BOOKS	29.20
5777	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	237.00
5778	JOHN CURLEY & ASSOC., INC.	2. BOOKS	51.65
5779A	DOUBLEDAY & Co., INC.	2. BOOKS	20.04
B	" " " "	2. " "	16.38
C	" " " "	2. " "	3.02
D	" " " "	2. " "	23.09
E	" " " "	2. " "	5.80
F	" " " "	2. " "	36.48
G	" " " "	2. " "	15.80
H	" " " "	2. " "	15.80
I	" " " "	2. " "	7.90
J	" " " "	2. " "	12.20
K	" " " "	2. " "	24.28
L	" " " "	2. " "	6.07
M	" " " "	2. " "	23.70
			210.56

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1980

CHECKS ARE DATED
SEPTEMBER 24, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5780	DUN'S MARKETING SERVICES	2. BOOKS	\$ 165.00
5781	F.O.S.G. PUBLICATIONS	2. BOOKS	7.30
5782	FOWLER AGENCY, INC.	5. INSURANCE	3,032.00
5783A	GALE RESEARCH Co.	2. BOOKS	\$ 68.40
B	" " "	2. "	68.40
5784	GROLIER EDUCATIONAL CORP.	2. BOOKS	136.80
5785A	G. K. HALL & Co.	2. BOOKS	13.00
B	" " " " "	2. "	36.25
C	" " " " "	2. "	394.12
5786	HARPER & ROW PUBLISHERS, INC.	2. "	99.41
5788A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	529.78
B	" " " " "	2. "	78.75
C	" " " " "	2. "	12.30
5789	MANHEIM, KOSSON & NOVICK	2. "	86.51
5790	THE NATIONAL UNDERWRITER Co.	2. "	21.50
5791A	N.J. BELL	23. MGMT. SERVICES	120.31
B	" " "	2. BOOKS	933.00
5792	N.J.C.T. CORP.	2. BOOKS	12.90
5793	PEACH MOUNTAIN PRESS	9. TELEPHONE	226.45
5794	PHOTOMEDIA	9. "	13.29
5795	PITNEY BOWES	4. SUPPLIES	239.74
5796A	PRENTICE HALL, INC.	4. SUPPLIES	106.40
B	" " " "	4. SUPPLIES	14.95
C	" " " "	13. POSTAGE	86.00
D	" " " "	13. POSTAGE	45.00
5797	PUBLIC SERVICE E & G Co.	2. BOOKS	12.87
5798	PUBLISHERS CENTRAL BUREAU	2. "	13.54
5799	BUREAU OF GOVT. RESEARCH	2. "	12.27
5800	SILVER BURDETT Co.	2. "	20.29
5801	STATE INDUSTRIAL DIRECTORIES CORP.	6. MAINT. UTIL.	58.97
5802	SUGARLOAF	2. BOOKS	3,182.06
5803	TOURIST HOUSE ASSOC., INC.	2. BOOKS	2.00
5804	VETERAN'S INFORMATION SERVICE	2. BOOKS	12.00
5805	XEROX CORP.	2. BOOKS	10.20
5806	YOUNG'S NEW'S SERVICE	2. BOOKS	93.25
		2. BOOKS	10.95
		2. BOOKS	3.50
		2. BOOKS	5.00
		25. PHOTOCOPY	275.00
		20. NEWSPAPERS	42.80
			\$ 15,847.45
	<u>SUB-TOTAL</u>		
	<u>LESS: CHECK</u> -#5751 -PETTY CASH	TRANSFER	50.00
	" -#5753-W.O.M.E.F.C.U.	1. SALARIES	349.50
	" -#5754-MIDLANTIC NAT'L Bk	1. SALARIES	2,228.50
	" -#5805-XEROX CORP.	25. PHOTOCOPY	275.00
	<u>TOTAL ACCOUNTS PAYABLE - AUGUST 31, 1980</u>		<u>2,903.00</u>
	<u>PER BUDGET REPORT</u>		<u>\$ 12,944.45</u>

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

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

BY: *Stewart Manheim, CPA*

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
SEPTEMBER 30, 1980

As a quorum was not present at the regular Board meeting of September 20, 1980, a meeting was scheduled for September 30. President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Albert Kupferer, Arthur Lang and Paul Pasmantier. Also present were Stewart Manheim, Accountant; William Cuozzi, Attorney; and Emma-Lou Czarnecki, Acting Director during Mrs. Reed's absence.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Kupferer moved to accept the Minutes of the Board meeting of 8/27/80 and corrected the sentence on page 3, paragraph 2 relating to the hourly range for Library Pages which had been adjusted to a minimum of \$3.10-\$3.50. (\$3.10 for high school students, \$3.40 for college students). Mr. Lang seconded the motion and it was carried unanimously.

NEW FRIENDS:

Mrs. Dorothy Suyker, representing the New Friends of the West Orange Public Library asked the Board's permission to obtain assistance from the high school drafting classes to reproduce the West Orange portion from some old, historical maps in the Friend's possession. A minimum amount of money would be required to initiate the project. When the maps are finished, additional money would be required to frame them.

Mr. Kupferer moved that the Board approve the map project proposed by the Friends of the Library with additional input regarding the cost of the framing to be discussed at the finish of the project. Mr. Lang seconded the motion and it was passed unanimously.

Permission was also requested to start a West Orange historical photograph collection which would require seed money. The photographs would be donated and money would be required to reproduce them for research and identification purposes. Approximately \$200.00 would be needed to initiate this project.

Mr. Kupferer proposed that the Board of Trustees approve the expenses of \$200.00 to initiate the photography project by the Friends of the Library. Expenses would be paid from the Book Escrow Fund. Mr. Pasmantier seconded the motion and it was passed unanimously.

PRO LIBRA ASSOCIATES, INC.

Mrs. Margaret Johnson Bennett, President of Pro Libra Associates, Inc. presented a proposal to the Board of Trustees to design and implement a 50,000 volume inventory and entire collection volume count for the library at a cost of \$8,000.00. Questions were asked by the Trustees pertaining to the inventory and the methods in which it would be carried to completion. Mrs. Bennett noted that an accurate inventory would provide the Board with raw data upon which a detection system could be considered. It would provide the library with a current count to date upon which a running inventory could be maintained as books were added or discarded from the shelf list. The Board will inform Mrs. Bennett by October 15th of their decision.

TREASURER'S REPORT:

1. Bills Presented for Payment:

The following bills were discussed by the Board: Voucher 5757A - American Paper Towel Co. for \$199.70, Janitorial Supplies. Procedures were suggested to reduce expenses. Voucher #5780 - Dun's Marketing Services for \$165.00. Mrs. Carnecki responded to Mr. Lang's inquiry that this check was for the purchase of the Million Dollar Directory Vol. II. Voucher #5801 - State Industrial Directories Corp. for \$93.25. Mrs. Czarniecki explained that this check was for the purchase of a New Jersey State Directory.

Mr. Lang moved that the Board accept the Bills Presented for Payment for the month of August, 1980. Mr. Pasmantier seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Lang asked Mr. Manheim about the rates for the Treasury Bills. Mr. Manheim said that the last bill due Nov. 13 was for 7½%. It was purchased in July. Rates are now going up, however. Mr. Pasmantier inquired as to the ability of the Board to purchase six month certificates of deposit. Mr. Manheim said that the library has a CD at the West Orange Savings and Loan Association at 7 3/4%. The Board cannot purchase any more such certificates as the money needs to be redeemed on a monthly basis for payment of bills.

Mr. Lang said that the record should show that the rates are always posted higher than what the library gets because Midlantic Bank buys them through a broker and the library does not get the best rate. Mr. Manheim further explained that when an order is placed, it is placed for the date and not for a stated rate. It is a supply and demand situation. Mr. Lang recommended that when the 4th quarterly check is received from the Town that the John J. Ryan firm be contacted about purchase. Mr. Manheim agreed and said that although the bank automatically charges the checking account for the proceeds, it can be authorized to make payment to John J. Ryan.

Mrs. Strauss questioned Mr. Manheim as to why proceeds from the sale of the Mobilibrary did not appear as excess property on the financial statement. Mr. Manheim said that the sale of the Mobilibrary appears as a reduction on the Mobilibrary's expenses.

Mr. Lang requested Mr. Manheim to supply the Board with a supplemental notation applying to the income on the photocopiers, etc. He also asked for separate supplemental schedules of financial information for internal review.

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

ACTING DIRECTOR'S REPORT:

Mrs. Czarnecki was pleased to report that 435 books had been checked out for Sunday, Sept. 27. Approximately 198 people used the library on that date which included good use of the Children's Room. Many patrons had expressed their happiness about the library being open on Sunday. Mrs. Czarnecki said that the library had received a letter from Councilwoman Gayle Rosen complimenting the Board, Director and staff about the Sunday opening.

The amnesty had not worked out as well as expected. About 5% of the delinquent books were returned. Mrs. Czarnecki showed the Board a packet of book cards for books that have been overdue between 1976-1979. Mr. Cuozzi will draft a letter in conjunction with the Town Ordinance to mail to each of those patrons. The list must be checked as to residency and the monetary value of each book would be needed.

Mrs. Czarnecki said that some libraries have used a man on a part-time basis to visit the homes of patrons who have delinquent records. He would usually visit the homes early in the evening to secure the missing books. As a last step, a few libraries have initiated the use of a credit collection agency.

OLD BUSINESS:

Budget Committee - 1981 Budget Proposal:

Mr. Lang discussed the 1981 Budget with the Trustees. He noted that the 1981 budget has increased approximately \$50,000 from 1980. This is related to mandated items such as salary and wages, related taxes and a 100% increase in unemployment insurance.

After reviewing the budget line-items, Mr. Lang agreed to draft a letter to accompany the budget. Mr. Pasmantier recommended that an informal meeting be requested which would be set prior to the first public hearing of the budget.

Mr. Pasmantier made a motion to adopt the 1981 Budget as proposed by the Budget Committee in the amount of \$712,326. Mr. Kupferer seconded the motion and it was carried unanimously.

Lighting:

Mr. Cuozzi said that he would draft a resolution concerning the fee for the litigation.

As yet, no word has been received concerning a date for arbitration proceedings.

Mr. Cuozzi informed the Trustees that he will be representing the West Orange Library in the suit involving the piano. Mr. Lang said that the piano was a gift from the West Orange Cultural and Heritage Committee and purchased on a Town Purchase Order and he objected to the fact that the Library had to defend the suit.

HVAC:

Mrs. Strauss said that since Mr. O'Hara was absent, the Heating/Air-Conditioning problem would be discussed at the next meeting.

NEW BUSINESS:

Mr. Pasmantier praised Mrs. Itkin for her research on the bookdrop information. He agreed with her recommendation and discussed the various characteristics of the model selected. Discussion was also held about the installation of an outside bookdrop versus a built-into-the building bookdrop. It was agreed that an in the building bookdrop would be costly as well as impractical because of the wall and glass structure of the library. A free standing bookdrop could be mounted in cement in the same area in the parking lot that now holds the mailbox bookdrops.

Mr. Pasmantier made a motion to purchase a Kingsley Curb-wide bookdrop at a cost of \$795.00. Mrs. Strauss seconded the motion, and it was passed unanimously.

Mrs. Strauss announced that Mr. Pasmantier had requested that he be taken off the Building Committee to work on special projects such as a detection system, inventory, computerization. Mrs. Strauss thanked Mr. Pasmantier for his time and dedication during the building of the addition.

Mr. Lang proposed that the Board commend Mr. Pasmantier for his outstanding work and service on the Building Committee. Mrs. Strauss seconded the proposal and it was passed unanimously.

Mrs. Strauss said that she had been approached by a patron wishing to post some political candidate information on the bulletin board. The Board agreed not to allow any posting of political materials.

Mr. Manheim requested authorization from the Board to work with Mrs. Reed and the staff to devise a receipt system for library fines.

Mr. Lang made a motion that the Board authorize Mr. Manheim to devise a system that would employ receipts and would work on a control basis for all cash items such as fines, reserves, miscellaneous items. Mrs. Strauss seconded the motion and it was carried unanimously.

Mrs. Strauss made a motion that the Board of Trustees purchase an ICA 1000 Electronic Stencil Maker from the A. R. Meeker Co. at a cost of \$1,695.00. Mr. Pasmantier seconded the motion and it was passed unanimously.

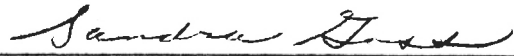
Mr. Pasmantier asked Mrs. Czarnecki about the possibility of having the staff do a complete inventory. Mrs. Czarnecki said that a running inventory would be very beneficial to the library. It was mentioned during the discussion that it might be feasible to close the library for a number of days and have the staff do an entire inventory. Mrs. Strauss said that it would be very expensive to have a professional organization come in and do the inventory--it wouldn't be affordable for the library. Mr. Pasmantier asked Mrs. Czarnecki if she would explore the idea and determine the amount of days it would take to do a 50,000 book inventory and a count of the total collection including Tory Corner.

COMMUNITY PARTICIPATION:

Mrs. Mary Allerhand, a former staff member stated the following: That she wanted it to go on the public record that she felt that the library had been less than forthright with her regarding her retirement. She would like future retirees to know what to expect.

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

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 22, 1980

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) Resolution on fee for Litigation
8. New Business
 - a) Resolution for Juried Miniature Exhibit
 - b) Resolution for Inventory
 - c) Employee Disability Insurance
9. Communications
10. Community Participation
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
OCTOBER 22, 1980

President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, Michael O'Hara, and William O'Neill. Also present were Stewart Manheim, Accountant; William Cuozzi, Board Attorney; and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted, and shall remain posted throughout the year on the official newspaper, was mailed to the "Star-Ledger," the officially designated newspaper, mailed to the "West Orange Chronicle" the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the Board of Trustees meeting of 9/30/80 with a correction on page 3 under budget committee, second sentence to begin: Eighty per cent is related to mandated items. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Lang questioned the following vouchers: #5820 - janitorial supplies, American Paper Towel Company @ \$53.00. It was determined that the supplies were for deodorant blocks and cleaner for the bathrooms. #5831 - supplies, Circulation Systems @ \$182.13. Consisted of see-through pockets for use by the Catalog Dept. #5841 - supplies, Gaylord Bros. Inc. @ \$103.74, catalog cards for use by the Catalog Dept. #5849 - microfilm, Microfilming Corp. of America @ \$3,824.70, for reels of "New York Times" 1945-1949 - to fill in the present collection. Also "New York Times" Index for the above years. Mr. Lang said that the invoice should clearly reflect the fact that there is more than one reel of microfilm in the order. #5854 - Supplies, NJCT, for coffee kits @ \$93.65. #5862 - supplies, janitorial, to Rossi and Co. @ \$37.19 for painting supplies.

Mr. O'Neill questioned the following vouchers: #5815 - Unemployment Compensation. He questioned why this voucher number was registered twice. Mr. Manheim explained that \$230.93 was the employees' portion of unemployment money, \$462.39 was the employer's portion. There was only one check issued covering both portions, therefore only one voucher number had been used. #1387, Petty Cash Checking Acct. 9/12/80. Mr. O'Neill felt that supplies was too general a description to use. He would prefer a listing of the specific item. Mrs. Reed explained that she had sent money to the library from the hospital for petty cash use by the staff out of her own pocket for items that had been needed at the time. Petty Cash #1387 was a reimbursement of the money. #1375 - books. Mrs. Reed said that this check was for books that she had purchased for the library at the ALA Convention for \$26.85.

#5871, Xerox Corp A, B, and C. Mr. Manheim said that \$313.09 was for the rental plan of the photocopier. \$120.45 for supplies, and \$24.40 for a credit adjustment for developer failure. The \$288.69 offsets the Xerox income (\$313.09-\$24.40.) Starting in 1981, a schedule will be presented at each meeting which will show the gross income and expenses of the photocopiers.

Mr. O'Neill said that he had done a survey of the Baker & Taylor invoices. He mentioned that in a letter sent to the Board from Mrs. Reed last year, she had announced that another book supplier would be able to give the library 1% more in discount. A lengthy discussion of the Baker and Taylor invoices disclosed that the company was giving the best discount averaging 40%.

Mr. O'Neill made a motion to accept the Bills Presented for Payment for the month of September, 1980. Mr. Kupferer seconded the motion and it was passed unanimously.

2. Financial Statement:

Mr. Manheim reported that a State Aid check for \$45,680 and the fourth quarter check from the Town for \$125,000 had been received.

Mr. Lang made a motion to accept the Financial Statement as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

Mr. O'Neill said that he had asked at a previous meeting that the Public Relations Dept. present the Board with an up-to-date schedule of the use of the meeting room for each month. He has not received it as yet. Mrs. Reed will ask Mrs. Palmer to compile a list for the next Board meeting.

DIRECTOR'S REPORT:

Mrs. Reed requested that a survey be made of the lighting in the old building. Some electrical work needs to be done in a few areas.

Mrs. Reed reported the success of the Sunday openings. The response from patrons had been very positive and overwhelming. People who had not used the library before were using it on Sunday and many new applications had been received for library cards.

Mr. Lang said that it appeared that the Sunday openings would be proportionately as popular as Saturdays. There was a steady increase in each Sunday's attendance. With the cold weather coming on, more people will be coming in to use the library's facilities.

COMMITTEES:

1. Finance:

Mr. Lang said that in response to the Board's request for a preliminary meeting to discuss the 1981 budget, the Mayor said that he could not meet independently with the library prior to the hearing date. The Board's scheduled hearing would be on November 6, at 4:30 P. M. Committee members, Mrs. Reed, and Mr. Manheim will attend.

2. Building Committee:

Mrs. Strauss asked the Building Committee to make arrangements with Mrs. Reed to discuss the electrical problems. A meeting should also be held to discuss the HVAC problem.

3. Personnel:

At a closed session of the Board, the following items were discussed and acted upon:

a) Mr. Lang moved that the Board of Trustees authorize counsel to proceed to the maximum to represent the library in a Civil Service hearing for Sarah Rabinowitz. Mr. O'Neill seconded the motion, and it was carried unanimously.

b) Mr. Lang proposed that the Board approve for Phyllis Some the title of Public Information Assistant beginning January 1, 1981 at an hourly rate of \$6.88 which includes cost of living subject to passing the Civil Service test. Mr. Kupferer seconded the motion and it was passed unanimously.

c) Mr. Lang moved that a special adjustment commensurate to her duties be given to Mrs. Dorothy Ericsson. Her hourly rate will be raised to \$6.88 beginning January 1, 198 . Mrs. Grover seconded the motion and it was carried unanimously.

d) Regarding the letter from the staff association requesting a release on the freeze on salaries and a request for two personal days for part-time employees, the Board was unanimous in its decision to continue the policy as it now stands.

NEW BUSINESS:

1. Arbitration Proceedings:

Mr. Cuozzi announced that arbitration proceedings would be held at the library on November 18 and 20, 1980. The arbitrator will be Mr. Arnold Brenten. Testimony will be needed from Board members. Mr. O'Neill asked Mr. Cuozzi if that information could be released for public record. Mr. Cuozzi said that the proper authorities had been informed and that he did not advise publicity regarding the matter.

2. Piano:

Mr. Cuozzi said that he felt that the case concerning the piano could be settled satisfactorily.

3. Litigation Resolution: Mr. Cuozzi will prepare a resolution concerning the fee for litigation.

4. Overdue Letter:

Mr. Lang asked Mr. Cuozzi about the letter. Mr. Cuozzi said that he would work on the letter in the next few days. He explained that he had been extremely busy preparing the data for arbitration.

NEW BUSINESS:

1. Juried Miniature Exhibit:

Mrs. Grover read a communication from Mrs. Zilla Sussman, Chairman of the West Orange Cultural and Heritage Committee requesting approval of a juried miniature art show to be held in the spring of 1981. It would be open to all residents of Essex County with a \$3.00 entry fee for non-residents.

Mr. Lang made a resolution giving permission to the West Orange Cultural and Heritage Committee to hold a miniature juried art exhibit in the library in April, 1981 which would be open to all Essex County residents with the provision that the committee present evidence of insurance and obtain a release from exhibitors which would alleviate any liability on the part of the West Orange Public Library. An entrance fee of \$3.00 would be charged for non-residents. Mrs. Grover seconded the motion, and it was carried unanimously.

2. Inventory:

Mr. Lang moved that the action taken by the Trustees to hold an inventory be approved as specified from November 3-7, 1980 in the amount of \$1,800 to Pro-Libra Associates, Inc. as per contract. Mrs. Strauss seconded the motion and it was passed unanimously.

3. Employee Disability Insurance:

Mrs. Strauss said that a letter would be sent with Board approval to the New Jersey State Dept. of Labor and Industry electing temporary disability benefits coverage for employees effective January, 1981.

Mr. Manheim said that basically the rate would be $\frac{1}{2}$ of 1 per cent of salaries which would be the employees' portion and $\frac{1}{2}$ of 1 per cent would be the employer's portion. Approximately \$37.50 would be paid by each employee and \$37.50 by the library. The plan would be in effect two years and thereafter can be terminated by written notice. Benefits run for about 6 months with an extended period. About \$123.00 would be received each week if disabled. At present, the employees do not have this coverage and would have to purchase their own insurance.

Mr. Lang moved that the library approve the coverage of employees' temporary disability benefits coverage effective January 1, 1981 under Senate Bill No. 875, RS43; 21-19 (H)(5). Mrs. Strauss seconded the motion and it was passed with one negative vote by Mr. O'Neill.

Mr. O'Neill stated that he was opposed to voting for something that was not spelled out in the letter specifically as to the amount to be received or the length of time involved with payments. The letter was not complete in its information.

The Board discussed the ways in which the \$250 check received from the West Orange Edison Centennial Light Committee could be spent. Mr. Lang and Mrs. Reed had received the check at a Town Council meeting on October 7. Mrs. Reed suggested that as it was specified that the money be used for something related to Edison, that a set of books on mathematics be purchased. Mr. O'Neill suggested that a movie projector might be of value. Mrs. Reed said that the library owned two projectors at present.

COMMUNICATIONS:

Mrs. Grover said that the following communications had been received:

1. A thank you note from Mrs. Reed for the Board's good wishes when she was ill.
2. A letter from Dr. Sidney S. Tokayer praising Sunday openings.
3. A letter from town hall indicating the hearing dates for the 1981 budget.

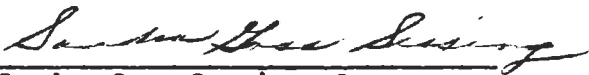
FURNITURE:

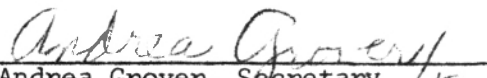
Mr. Cuozzi said that Mr. Corwick, Town Business Administrator accepted the fact that competitive bids had legally been obtained for the library office furniture. However, from a strict standpoint, Mr. Corwick indicated that the bids should have been handled directly by the Town. Mr. Cuozzi recommended that the library pay the bill for the furniture from library funds keeping in mind that any time a purchase is to be made in respect to the new building, that the town purchasing department should handle it.

Mr. Lang made a motion to pay the bill for the office furniture in the amount of \$2,309 to American Commercial Equipment Company to be taken from line item--staff furniture. Mrs. Strauss seconded the motion and it was passed unanimously.

The public portion of the meeting adjourned at 9:00 P. M.

Respectfully submitted,


Sandra Goss Sessing, Secretary


Andrea Grover, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

OCTOBER 22, 1980

Many thanks to all of you for the many flowers, cards, letters and good wishes during the period of my illness. I am not yet on a 7½ hour day, but I do come in seven days per week. Hope to be fully recovered soon and on regular schedule.

When I returned to work on September 15, I discovered that Mesdames Czarnecki and Chesnut had done a marvelous job of managing the library with a team of a most cooperative staff. They are all a wonderful group of which we all can be proud.

Listed below are the circulation figures and number of patrons who visited the library on the five Sundays we have been open for business.

	<u>Circulation</u>	<u>Patrons</u>
September 21	226	165
September 28	364	188
October 5	342	198
October 12	359	202
October 19	400	258

Our library was one of the recipients of a \$250.00 contribution by the West Orange Edison Centennial Light Committee at a Town Council meeting on Tuesday, October 7 at 8:00 P. M. Arthur H. Lang and Lola N. Reed were on hand to accept the gift.

During this period we have also received our State Aid check in the amount of \$45,680 and a quarterly check from the municipality for \$125,000.

Announcements have been made through the media and other sources stating that the library will be closed for inventory the week of November 3 through 7, 1980. Mrs. Margaret Bennett of Pro Libra Associates will design, supervise and coordinate the inventory with the help of at least 25 of our employees.

Several librarians attended library-related meetings during the month.

1. Lynn Thompson attended two book reviewing meetings - one in Phillipsburg and the other at Plainfield.


2. Dawn Palmer attended the Mayor's Committee meeting on drug and alcohol abuse at Town Hall. She also attended an Essex County Cable TV meeting at Bloomfield.

3. Emma-Lou Czarnecki attended a Nominations Committee for NJLA at South River Public Library.

4. Debbie Pinkus attended an all-day workshop at Rutgers University in New Brunswick on "Encyclopedias: Yesterday and Today."

5. Lola Reed attended a Personnel Administration Committee of NJLA at Piscataway where work on 1981 recommended minimum salaries for public libraries were done. She also attended a meeting of the Constitution and Bylaws Committee of NJLA at Scotch Plains.

My secretary, Sandy Goss, was married on October 16. She is now Mrs. Sandra Goss Sessing.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER, 1980

LIBRARY BOARD MEETING OF OCTOBER 22, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF SEPTEMBER	ACCUMULATED BUDGET EX- PENDITURES PAID NINE MONTHS ENDED 9/30/80	UNEXPENDED BUDGET BALANCE ON 9/30/80	BILLS AC- COUNTS PAY- ABLE AT SEPT. 30, 1980 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 9/30/80
SALARIES & WAGES	\$404,955	\$ 31,472.77	\$280,971.04	\$123,983.96	\$ -	\$123,983.96
BINDING	1,500	-	1,305.27	194.73	-	194.73
COMMUNITY SERVICES	800	-	226.62	573.38	-	573.38
TRANSPORTATION	350	73.55	139.26	210.74	-	210.74
SEMINARS & WORKSHOPS	1,350	15.00	1,116.90	233.10	-	233.10
AUDIT	1,900	-	-	1,900.00	-	1,900.00
MGMT. & PROF. SERVICES	11,200	933.00	7,464.00	3,736.00	933.00	2,803.00
MAIN LIBRARY-UTILITIES	35,000	3,182.06	19,849.74	15,150.26	2,907.97	12,242.29
MAIN LIBRARY-MAINTENANCE	1,000	157.00	3,438.73	(2,438.73)	-	(2,438.73)
TORY CORNER-RENTAL	540	-	405.00	135.00	-	135.00
BOOKMOBILE	5,000	-	566.95	4,433.05	-	4,433.05
SERVICE CONTRACTS	5,000	889.85	4,290.77	709.23	330.70	378.53
BOOKS	70,000	3,393.35	39,927.24	30,072.76	4,448.85	25,623.91
SUPPLIES-LIBRARY	12,000	368.84	7,705.62	4,294.38	1,360.29	2,934.09
MICROFILM	2,000	-	-	2,000.00	3,824.70	(1,824.70)
PERIODICALS, SERIALS & NEWSPAPERS	10,000	42.80	1,086.29	8,913.71	279.30	8,634.41
AUDIO-VISUAL-MATERIALS	1,500	-	633.64	866.36	155.51	710.85
INSURANCE	7,500	3,032.00	2,617.71	4,882.29	-	4,882.29
TELEPHONE	3,500	239.74	1,987.13	1,512.87	278.33	1,234.54
POSTAGE	3,000	345.00	1,882.51	1,117.49	-	1,117.49
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	10,728.78	7,271.22	-	7,271.22
ANNUAL REPORT	200	-	410.00	(210.00)	-	(210.00)
EQUIPMENT-LIBRARY	2,000	(328.00)	3,013.28	(1,013.28)	864.00	(1,877.28)
MAINTENANCE EQUIP.	500	-	-	500.00	-	500.00
AUDIO-VISUAL EQUIP.	1,500	-	290.00	1,210.00	-	1,210.00
SOCIAL SECURITY	25,500	1,929.21	17,223.23	8,276.77	-	8,276.77
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500	-	25,544.73	(1,044.73)	-	(1,044.73)
JANITORIAL SUPPLIES	2,500	264.66	2,039.51	460.49	110.51	349.98
STAFF	1,200	-	-	1,200.00	-	1,200.00
UNEMPLOYMENT INS.	3,000	462.39	2,089.07	910.93	-	910.93
NEW LIBRARY ADDITION	6,300	-	1,000.00	5,300.00	-	5,300.00
LEGAL COSTS	-	-	945.00	(945.00)	-	(945.00)
TOTAL	\$663,295	\$ 47,668.10	\$438,898.02	\$224,396.98	\$ 15,493.16	\$208,903.82
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	163,295					
TOTAL PROPOSED BUDGET	\$663,295					

WEST ORANGE FREE PUBLIC LIBRARY
 SEPTEMBER 1980 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 24, 1980

3.

CHECKS ARE DATED
SEPTEMBER 30, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5807	MIDLANTIC NAT'L BK-FTD-9/30/80	1. SALARIES	\$ 2,219.05
5808	N.J. GROSS INC. TAX	1. SALARIES	622.87
5809	TWN. OF W.O.-SOC. SEC. SEPT. 1980	1. SALARIES	1,929.27
5810	W.O. P. L. UN.INS. SAV. A/C-SEPT. 1980	1. SALARIES	57.72
5811	TWN. OF W.O.-HOSPT.-OCT. 1980	26. HOSPITALIZATION	1,194.88
5812	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,669.62
5813	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	105.74
5814	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	372.50
5815	N.J. EMPLOYMENT SEC. -3RD QTR. 1980	TRANSFER	230.93
5815	N.J. EMPLOYMENT SEC. - 3RD QTR. 1980	28. EMPLOYER'S UN. INS.	462.39
5816	TOWN OF W.O.-SOC. SEC. 9/30/80	27. EMPLOYER'S SOC. SEC.	1,929.21
	NET P/R - 9/15/80 #6480-6519 (40)	1. SALARIES	10,980.55
	NET P/R - 9/30/80-6520-6562 (43)	1. SALARIES	10,937.45
			<hr/>
<u>SUB-TOTAL</u>			\$ 32,712.18
<u>ADD: CHECKS #5750-5806 FOR PAYMENT</u>			
ISSUED AT SEPTEMBER 24, 1980 MEETING			15,847.45
CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1980			<hr/> \$ 48,559.63
 <u>ADD: PETTY CASH CHECKS (#1375-1387) FOR JULY, AUGUST</u>			
AND SEPTEMBER 1980			172.40
<u>TOTAL</u>			<hr/> \$ 48,732.03
 <u>LESS: CHECK #5751-PETTY CASH</u>			
	CHECK #5805-XEROX CORP.	PETTY CASH & CHANGE FUND	\$ 50.00
	CHECK #5815-TWN. OF W.O. UN. INS.	25. PHOTOCOPY	275.00
	DEPOSIT - 9/17	TRANSFER	230.93
		EQUIPMENT	508.00
			<hr/> 1,063.93
 <u>TOTAL EXPENDITURES - MONTH OF SEPTEMBER 1980</u>			
<u>PER BUDGET REPORT</u>			<hr/> \$ 47,668.10

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Markson, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH JULY, AUGUST AND SEPTEMBER BILLS
PRESENTED FOR PAYMENT ON OCTOBER 22, 1980

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JULY</u>				
1	1375	LOLA REED	2. BOOKS	\$ 26.85
3	1376	OXFORD STATIONERY	4. SUPPLIES	3.98
17	1377	BILL TOOHEY	12. TRANSPORTATION	11.60
17	1378	DEBORAH PINKUS	12. TRANSPORTATION	16.65
17	1379	DAWN PALMER	12. TRANSPORTATION	11.70
	1380	VOID		
<u>AUG.</u>				
11	1381	SARAH RABINOWITZ	12. TRANSPORTATION	2.00
11	1382	SHOP RITE	4. JAN. SUPPLIES	28.62
12	1383	BILL TOOHEY	12. TRANSPORTATION	15.00
14	1384	JAMES MORRISON	12. TRANSPORTATION	4.00
<u>SEPT.</u>				
16	1385	BILL TOOHEY	12. TRANSPORTATION	12.60
16	1386	RUTGERS UNIV.	15. SEMINAR	15.00
16	1387	W. O. FREE PUBLIC LIBRARY	4. SUPPLIES	24.40

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF JULY, AUGUST
AND SEPTEMBER 1980

\$ 172.40

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

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

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON OCTOBER 22, 1980

CHECKS ARE DATED
OCTOBER 22, 1980

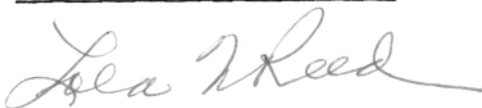
<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5817	JAQUELINE LEPORE	1. SALARIES		\$ 30.03
5818	MIDLANTIC NAT'L BK-FTD-10/15/80	1. SALARIES		2,339.53
5819	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES		372.50
5820	AMERICAN PAPER TOWEL CO.	4. SUPPLIES - JAN.		53.00
5821	AMERICAN HOSPITAL ASS'N	2. BOOKS		53.50
5822A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 45.35	
B	" " " "	11. " "	48.35	93.70
5823	THE BAKER & TAYLOR CO.	2. BOOKS		33.41
5824A	THE BAKER & TAYLOR CO.	2. BOOKS	182.86	
B	" " " " "	2. "	24.47	
C	" " " " "	2. "	168.13	
D	" " " " "	2. "	179.49	
E	" " " " "	2. "	189.11	
F	" " " " "	2. "	483.65	
G	" " " " "	2. "	50.30	
H	" " " " "	2. "	216.79	
I	" " " " "	2. "	314.15	
J	" " " " "	2. "	26.98	
K	" " " " "	2. "	432.52	
L	" " " " "	2. "	197.87	
M	" " " " "	2. "	43.56	
N	" " " " "	2. "	80.06	
O	" " " " "	2. "	113.05	
P	" " " " "	2. "	82.92	
Q	" " " " "	2. "	344.96	
R	" " " " "	2. "	35.50	3,166.37
5825A	THE BAKER & TAYLOR CO.	2. BOOKS	65.53	
B	" " " " "	2. "	78.17	
C	" " " " "	2. "	15.76	
D	" " " " "	2. "	56.75	216.21
5826	BNR PRESS	2. BOOKS		36.50
5827A	BROADSTREET, INC.	4. SUPPLIES	25.32	
B	" " " "	4. "	22.99	
C	" " " "	4. "	3.10	
D	" " " "	4. "	13.32	
E	" " " "	4. "	25.12	89.85
5828A	BRODART, INC.	4. SUPPLIES	267.00	
B	" " " "	4. "	227.29	
C	" " " "	4. "	31.41	525.70
5829A	C. W. ASSOCIATES	2. BOOKS	25.50	
B	" " " "	2. "	13.00	38.50
5830	CINCINNATI TIME RECORDER CO.	4. SUPPLIES		46.50
5831	CIRCULATION SYSTEMS	4. SUPPLIES		182.13
5832	COMMONWEALTH WATER CO.	6. MAINT. -UTIL.		96.95
5833	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS		46.50
5834	JOHN CURLEY & ASSOCIATES, INC.	2. BOOKS		48.65
5835	DEACON PRESS	4. SUPPLIES		12.00
5836A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	18.21	
B	" " " " "	2. "	210.04	
C	" " " " "	2. "	7.05	
D	" " " " "	2. "	13.36	
E	" " " " "	2. "	29.83	
F	" " " " "	2. "	7.29	
G	" " " " "	2. "	20.65	
H	" " " " "	2. "	6.68	
I	" " " " "	2. "	33.40	346.51

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON OCTOBER 22, 1980CHECKS ARE DATED
OCTOBER 22, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5837	DUN'S MARKETING SERVICES	2. BOOKS	\$ 165.00
5838	THE FOUNDATION CENTER	2. BOOKS	15.00
5839	GALE RESEARCH Co.	2. BOOKS	66.88
5840	GANN LAW BOOKS	2. BOOKS	30.00
5841	GAYLORD BROS., INC.	4. SUPPLIES	103.74
5842A	INTERNATIONAL BUSINESS MACHINES	4. SUPPLIES	\$ 35.75
B	" " "	17. EQUIPMENT	864.00
5843A	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES-JAN.	3.60
B	" " "	4. " "	2.84
C	" " "	4. " "	7.58
D	" " "	4. " "	6.30
5844	KULACS ENGRAVING SERVICE	4. SUPPLIES	45.00
5845	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	20.00
5846	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	6.03
5847	MANHEIM, KOSSON & NOVICK, CPA'S	23. MGMT. SERVICES	933.00
5848	METROPOLITAN OPERA GUILD	21. A/V MATERIALS	15.00
5849	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	3,824.70
5850	MITCHELL GUIDES	2. BOOKS	20.00
5851	RALPH NADER	2. BOOKS	13.00
5852	NATIONAL FEDERATION OF THE BLIND	2. BOOKS	4.95
5853A	N. J. BELL	9. TELEPHONE	266.93
B	" " "	9. " "	11.40
5854	N.J.C.T. CORP.	4. SUPPLIES	93.65
5855	THE NEW YORK REVIEW OF BOOKS	19. MAGAZINE	16.50
5856	PITNEY BOWES	11. SERVICE CONTRACT	237.00
5857	PRENTICE-HALL, INC.	2. BOOKS	26.97
5858	PRINTING SUPERMART	4. SUPPLIES	65.00
5859	PRESCRIPTION CENTER PHCY.	21. A/V MATERIALS	14.01
5860	PUBLIC AFFAIRS INF. SERV., INC.	19. MAGAZINES	180.00
5861	PUBLIC SERVICE E & G Co.	6. MAINT - UTIL.	2,811.02
5862A	ROSSI & Co., INC.	4. SUPPLIES - JAN.	12.29
B	" " " "	4. " "	24.90
5863	SHEPARD'S/MCGRAW-HILL	2. BOOKS	17.00
5864	SILVER BURDETT Co.	2. BOOKS	9.87
5865	STRYKER-POST PUBLICATIONS, INC.	2. BOOKS	36.00
5866	VOID		
5867	UNITED NATIONS	2. BOOKS	52.00
5868	UPSTART	4. SUPPLIES	20.52
5869	WEST ORANGE CHRONICLE	20. NEWSPAPERS	40.00
5870	WOLSTEIN'S PROJECTOR HOUSE, INC.	21. A/V MATERIALS	126.50
5871A	XEROX CORP.	25. PHOTOCOPY	313.09
B	" " "	4. SUPPLIES	120.45
C	" " "	25. PHOTOCOPY	(24.40)
5872	YOUNG'S NEWS SERVICE	20. NEWSPAPER	42.80
SUB-TOTAL			\$ 18,523.91
LESS: CHECK #5817-JAQUELINE LEPORE			30.03
#5818-MIDLANTIC NAT'L BK			2,339.53
#5819-W.O.MUN. EMPL.F.C.U.			372.50
#5871-XEROX CORP.			288.69
TOTAL ACCOUNTS PAYABLE - SEPTEMBER 30, 1980			3,030.75
PER BUDGET REPORT			\$ 15,493.16

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK, CPA'SBY: 

WEST ORANGE public library

AGENDA BOARD OF TRUSTEES MEETING NOVEMBER 24, 1980

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
NOVEMBER 24, 1980

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 8, 1980 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 of the year 1980 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the Board of Trustees meeting of 10/22/80 as presented with a correction to be made on page 3 under Personnel (c) noting that Mrs. Ericsson's hourly rate should be effective as of 1/1/81. Mr. O'Neill seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Various expense items were questioned and a full satisfactory answer was given and documentation to support the expenses.

Mr. O'Neill made a motion that the Board of Trustees accept the Bills Presented for Payment for October, 1980. Mr. Kupferer seconded the motion, and it was passed unanimously.

2) Financial Statement:

Mr. Lang stated that the Treasury Bills currently were coming due every month. The status of the checking account was discussed. Mr. Manheim pointed out that October had been a particularly heavy month for book purchases and insurance. He suggested that part of the Certificate of Deposit in the West Orange Savings and Loan Association be transferred to the checking account to cover upcoming expenses.

Mr. Lang moved that in December, the Board of Trustees use the funds in the West Orange Savings and Loan Association to meet checking account requirements, the balance to be rolled over into the highest yield--whether it be Treasury Bills or Certificates of Deposit. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. O'Neill expressed his concern over the high expenses in the maintenance line. Mr. Manheim said that only \$1,000 had been budgeted for 1980. Mrs. Strauss said that at the time the budget had been made, the building was new and it had been assumed that a minimum of expenses would be incurred during the year.

Mr. Lang moved that the Financial Report be accepted as presented. Mr. O'Neill seconded the motion and it was passed unanimously.

DIRECTOR'S REPORT:

Mrs. Reed noted that her report included statements by the department heads regarding the inventory as requested. The Director held over for a closed session discussion as noted hereinafter.

COMMITTEES:

a) Building and Grounds:

Mr. O'Neill reported that a meeting of the committee had not been held. He was pleased to see that the lighting had been improved in the work area, noting that new covers had been placed over the lights.

Mrs. Strauss reminded the committee that there was a temperature problem, that the heating was not balanced between the two buildings and that investigation of alternatives to the present service company contract should be conducted. The present contract for the HVAC expires at the end of January, 1981.

Mr. O'Neill said that the bookdrops have been placed on backorder. Mrs. Ikin, Purchaser, said that delivery will be sometime in December.

Mr. O'Neill asked about the security systems. Mr. Pasmantier said that he would be looking into the various systems available. Mrs. Reed recommended that he contact the Director of the Millburn Library for some additional information.

b) Budget Committee:

Mr. Lang said that the Committee had met with the Mayor and Business Administrator for a budget hearing. The meeting was inconclusive, but the Mayor did say that he was not in favor of the disability insurance for employees.

OLD BUSINESS:

1) Inventory

The final figures to date presented by Mrs. Bennett were discussed. Mr. Pasmantier noted that a discrepancy exists between the 1979 estimated figures of 118,849 books and the figure of 104,658 books presented by Mrs. Bennett as a total book count. He said that the Board will realize a lowering of that 104,000 figure when the books not accounted for in inventory are resolved. At that time a relatively accurate inventory should be available.

Mr. Pasmantier suggested that based on the experiences and findings of the inventory, Mrs. Reed set up a recommendation on how inventory should be controlled for the next 3-5 years. Mr. Lang suggested that it be written in a formal structured way.

Mrs. Strauss said that it should be determined what kind of books are missing from the collection. These figures are needed to further discuss a security system that would be appropriate to the library's needs.

Mr. O'Hara asked Mrs. Reed if the employees at the front desk were being told to watch for people walking out with books. Mrs. Reed said that she had told the staff constantly about keeping their eyes open. In fact, furniture had been moved to give a clearer view of library activity.

2) Resolution for Attorney's Fees:

Mrs. Strauss read a resolution presented by Mr. Cuozzi concerning legal fees for the Board's approval. Mr. Pasmantier seconded the resolution and it was approved by the Board. (Resolution attached to Minutes)

3) Overdue Books:

Mrs. Reed presented to the Board a copy of Mr. Cuozzi's overdue letter form and a copy of the town ordinance governing overdue library items. These documents will be used to notify patrons who have in their possession extremely overdue items.

4) Piano:

Mrs. Strauss said that the issue of the piano appeared to be resolved. The Board must send an invoice to Town Hall to receive reimbursement for the purchase of the other piano.

5) Disability Insurance:

The Board agreed that the disability insurance for employees was a necessary expenditure. Mr. Pasmantier recommended that the Board stand by the resolution giving approval for the insurance which was stated at the Board meeting of 10/22/80. He felt that it was the right thing to do. Mr. Manheim pointed out that most employees are subject to N. J. disability insurance and that this is the first time it is being offered to Civil Service employees.

6) Arbitration:

Mrs. Strauss said that the arbitration proceedings were held on November 18. Testimony had been given by both sides and now it was a matter of waiting for the decision from the arbitrator.

NEW BUSINESS:

The Board discussed closing the library at 5:00 P. M. instead of 5:30 P. M. on Thursday and Friday. The work week would not be cut. The library is already open seven days a week plus three nights.

Mr. Lang moved that the Board amend library hours to eliminate the half hour on Thursday and Friday so that closing will be at 5:00 P. M. on those two days effective 1/1/81. Mrs. Grover seconded the motion and it was passed unanimously.

COMMUNICATIONS:

Mrs. Grover read a note from Sandy Sessing thanking the Board for their gift and best wishes.

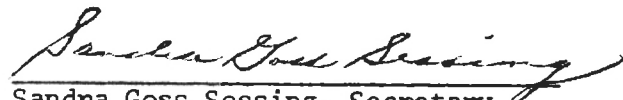
The public portion of the meeting was adjourned at 9:10 P. M.


CLOSED SESSION:

The Board of Trustees discussed three items at closed session:

- 1) The Director's report concerning accumulated overtime of the custodian was discussed. Mr. Lang proposed that the custodians Bill Toohey and James Morrison should be paid for accumulated overtime to date but that the Director should review the weekly time cards from now on to direct that any overtime be offset by compensatory time following that pay period or as soon as possible. Mr. Pasmantier seconded the motion as proposed and it was carried unanimously.
- 2) A critique of the Director's report and that of several department heads was outlined to the Director with specific recommendations to correct the report and to submit an analysis of the inventory conducted by Pro Libra Associates.
- 3) A conference will be arranged with Mrs. Selma Kessler of the New Jersey State Library to determine what programs or aid are available in the area of personnel utilization, job training, staffing and other personnel procedures.

Respectfully submitted,


Sandra Goss Sessing, Secretary


Andrea Grover, Secretary
Board of Trustees

RESOLUTION

Whereas the new library building has been inadequately lit since it was originally constructed, and

Whereas it is the opinion of the Library Board of Trustees that such deficiency is caused by the poor design of the architect, Lehman Associates, or his agent, and

Whereas all efforts to settle the matter with the architect for the correction of the deficiency have met with failure, and

Whereas it is the opinion of the Library Board of Trustees that the architect should be responsible for paying for the entire new installation necessary to raise the lighting level, and

Whereas the architect has demanded arbitration of the issues;

NOW, THEREFORE, be it resolved that the counsel for the Library, William F. Cuozzi, Jr., be retained for the purposes of defending the Library Board in the arbitration and prosecuting a claim for approximately Seventeen Thousand (\$17,000.00) Dollars against the architect and be it further

Resolved that the fee for such representation will be at the rate of Seventy (\$70.00) Dollars per hour, such fee not to exceed the amount of Two Thousand Five Hundred (\$2,500.00) Dollars.

Dated: November 24, 1980

Quita C. Strauss

DIRECTOR'S
MONTHLY REPORT

November 24, 1980

To sum up the feelings and utterances of those who participated in the inventory on November 3-6, 1980, was "wheee-ee! Thank Good, it's over." But it was not over for some of us, especially the Children's Room. For that area and others, the job was not finished.

Mrs. Bennett and two of her associates spent time at the library two additional days in an effort to complete the inventory job. They were aided by Mrs. Strauss, our very devoted President of the Trustee Board and several members of our staff.

The entire staff joins me in publicly thanking Mrs. Anita O. Strauss for volunteering many hours of her time working side by side with the employees doing a tremendous job without ever a complaint.

On Thursday, November 13th at 9:30 A. M. we had a general staff meeting at which time I thanked all who worked so hard to get the job done under a somewhat confused sense of directions.

Mrs. Bennett and I had a long conversation near the end of the inventory period. At that time I pointed out to her what I considered flaws that hindered some's progress and confused others. She totally agreed that I, as Director, should have been apprised of matters before the inventory started and that there should have been one or two meetings with the entire staff to have them understand what she expected of them and how it was to be done. Also, to be sure there was a continuity of thought, a few practice drills would have eradicated having to change courses in the middle of the week and go to an entirely different route.

Admittedly, Mrs. Bennett was working with a different group from her own team. Her organization is made up of professionally trained librarians who are accustomed to gruelling work for 100 minutes without letting up. Our staff, on the other hand, was not properly prepared or orientated for what they encountered.

Another factor was the poor lighting in the stack areas. Some had to climb up to see the spine of books at times and others had to get on their knees in order to determine what was on the spine of books. The staff worked diligently and hard the entire week at a great disadvantage. Many complained of headaches, dizziness, tired eyes and tired feet.

The inventory was supposedly finished during the designated week. Frankly, some of the routines are continuing to this day. My conviction is that this job was done too hurriedly with inexperienced people who were bored and tired.

Attached hereto is a report of our inventory as submitted by Mrs. Margaret Bennett. She figures that we have a 3.7% overall loss.


Lola N. Reed, Director

pro libra associates inc.

Contract Library Services
Box 707, Maplewood, New Jersey 07040
201 - 762-0070

To: Lola N. Reed, Director
Free Public Library
46 Mount Pleasant Avenue
West Orange, NJ 07052

From: Margaret Johnson Bennett, President
Pro Libra Associates, Inc.

Date: November 19, 1980

RE: BOOK COUNT OF WEST ORANGE PUBLIC LIBRARY TAKEN NOVEMBER 7, 1980

<u>Portion of collection</u>	<u>Books seen</u>	<u>Books in circ</u>	<u>Books not accounted for</u>	<u>TOTAL COUNT</u>
Reference	3,940	-	150	4,090
Adult	62,115	4,597	2,351	69,063
Young Adult	4,606	431	392	5,429
Juvenile	16,415	3,242	990 est.	20,647
Tory Corner	4,899	240	(included above)	5,429
	<hr/>	<hr/>	<hr/>	<hr/>
TOTALS	91,975	8,510	3,883	104,658

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1980

LIBRARY BOARD MEETING OF NOVEMBER 24, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF OCTOBER	ACCUMULATED BUDGET EX- PENDITURES PAID 10 MONTHS ENDED 10/31/80	UNEXPENDED BUDGET BALANCE ON 10/31/80	BILLS AC- COUNTS PAY- ABLE AT OCT. 31, 1980 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 10/31/80
SALARIES & WAGES	\$404,955	\$ 32,732.67	\$313,703.71	\$ 91,251.29		\$ 91,251.29
BINDING	1,500		1,305.27	194.73		194.73
COMMUNITY SERVICES	800		226.62	573.38	\$ 50.00	523.38
TRANSPORTATION	350		139.26	210.74	49.85	160.89
SEMINARS & WORKSHOPS	1,350		1,116.90	233.10		233.10
AUDIT	1,900		-	1,900.00		1,900.00
MGMT. & PROF. SERVICES	11,200	933.00	8,397.00	2,803.00	933.00	1,870.00
MAIN LIBRARY-UTILITIES	35,000	2,906.67	22,756.41	12,243.59	2,649.75	9,593.84
MAIN LIBRARY-MAINTENANCE	1,000		3,438.73	(2,438.73)	333.62 (2,772.35)
TORY CORNER-RENTAL	540		405.00	135.00	135.00	-0-
BOOKMOBILE	5,000		566.95	4,433.05		4,433.05
SERVICE CONTRACTS	5,000	330.70	4,621.47	378.53	538.20 (159.67)
BOOKS	70,000	4,448.85	44,376.09	25,623.91	8,483.58	17,140.33
SUPPLIES-LIBRARY	12,000	1,370.45	9,076.07	2,923.93	794.14	2,129.79
MICROFILM	2,000	3,824.70	3,824.70	(1,824.70)	1,359.78 (3,184.48)
PERIODICALS, SERIALS & NEWSPAPERS	10,000	279.30	1,365.59	8,634.41	88.10	8,546.31
AUDIO-VISUAL-MATERIALS	1,500	155.51	789.15	710.85	413.89	296.96
INSURANCE	7,500		2,617.71	4,882.29	4,352.90	529.39
TELEPHONE	3,500	278.33	2,265.46	1,234.54	262.74	971.80
POSTAGE	3,000		1,882.51	1,117.49	300.00	817.49
EMPLOYEE HEALTH-HOSP.	18,000	1,231.48	11,960.26	6,039.74		6,039.74
ANNUAL REPORT	200		410.00	(210.00)		(210.00)
EQUIPMENT-LIBRARY	2,000	3,173.00	6,186.28	(4,186.28)	1,695.00 (5,881.28)
MAINTENANCE EQUIP.	500	247.00	247.00	253.00	84.00	169.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	1,977.87	19,201.10	6,298.90		6,298.90
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500		25,544.73	(1,044.73)		(1,044.73)
JANITORIAL SUPPLIES	2,500	110.51	2,150.02	349.98	471.68 (121.70)
STAFF EQUIPMENT	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000		2,089.07	910.93		910.93
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
LEGAL COSTS			945.00	(945.00)	276.00 (1,221.00)
INVENTORY COSTS		1,800.00	1,800.00	(1,800.00)	1,094.97 (2,894.97)
<u>TOTAL</u>	<u>\$663,295</u>	<u>\$ 55,800.04</u>	<u>\$494,698.06</u>	<u>\$168,596.94</u>	<u>\$ 24,366.20</u>	<u>\$144,230.74</u>
ANTICIPATED FUNDS FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
<u>TOTAL PROPOSED BUDGET</u>	<u>\$663,295</u>					

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 1980

CASH REPRESENTED BY:	
CHECKING A/C-MIDLANTIC NAT'L BK-#734-0598-77	(\$ 2,385.27)
MIDLANTIC NAT'L BK-#02-073-0000-177-0-FINES	4,857.08
MIDLANTIC NAT'L BK-#02-073-0001-161-0-UN.INS.	2,210.92
MIDLANTIC NAT'L BK-#02-073-0002-405-8-BOOK SALES ESCROW	1,337.57
MIDLANTIC NAT'L BK-#02-073-0002-143-7-COMMUNITY SAVINGS	266.88
W.O. SAVINGS BANK-7.75%-12/15/80	46,465.16
PETTY CASH	301.63
PETTY CASH-CHECKING A/C-MIDLANTIC-#734-6848-6	453.82
35M U.S. TREAS. BILL-11/13/80	34,201.04
15M U.S. TREAS. BILL-11/13/80	14,940.31
50M U.S. TREAS. BILL-12/11/80	49,222.92
50M U.S. TREAS. BILL-1/15/81	48,650.00
65M U.S. TREAS. BILL-2/19/81	62,587.50
	\$263,109.56

BUDGET FUND	\$168,596.94
FINES & RESERVES	36,134.31
LOST BOOK FUND	765.35
BOOK SALES & EXCESS PROPERTY FUND	1,404.16
PETTY CASH & CHANGE FUND	376.25
ACCUMULATED REVENUE FUND	8,052.55
RESTRICTED DONATED FUNDS	2,100.00
N.J. STATE AID FUND	45,680.00

LESS: ACCOUNTS PAYABLE

$$\begin{array}{r} \$263,109.56 \\ 24,366.20 \\ \hline \$238,743.36 \end{array}$$

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1980 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 22, 1980

CHECKS ARE DATED
NOVEMBER 24, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5873	PETTY CASH	4. SUPPLIES	\$ 10.16
	" "	LOST BOOKS	4.95
	" "	CASH SHORT	<u>34.38</u>
			\$ 49.49
5874	FLORENCE MANTELL	26. HOSPITALIZATION	36.60
5875	MARGARET J. BENNETT	11. SERVICE CONTRACT	1,800.00
5876	AMERICAN COMMERCIAL	17. EQUIPMENT	2,309.00
5877	AMERICAN COMMERCIAL	28. EQUIP. MAINTENANCE	247.00
5878	I.B.M.	EXCHANGE	864.00
5879	TOWN OF W.O.-OCT. 1980	27. EMPLOYER'S SOC. SEC.	1,977.87
5880	MIDLANTIC NAT'L BANK-OCT. '80 FTD	1. SALARIES	2,263.30
5881	W.O. MUNICIPAL EMPLOYEES FED. CR. UN.	1. SALARIES	397.50
5882	N.J. GROSS INC. TAX-OCT. '80	1. SALARIES	640.82
5883	TOWN OF W.O.-OCT. '80-EMPLOYEES SOC. SEC.	1. SALARIES	1,977.87
5884	W.O. PUBLIC LIBRARY-OCT. '80-UN. INS.	1. SALARIES	46.23
5885	TOWN OF W.O.-NOV. '80	26. HOSPITALIZATION	1,194.88
5886	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,669.62
5887	P.E.R.S. #20284-CONTR. LIFE INS.	1. "	105.74
	NET P/R-10/15/80-#6563-6617 (55)	1. "	11,633.39
	NET P/R-10/31/80-#6618-6673 (56)	1. "	<u>11,736.51</u>
			\$ 38,949.82
	<u>SUB-TOTAL</u>		
	<u>ADD: CHECKS #5817-5872 FOR PAYMENT AS ADJUSTED</u>		<u>18,522.61</u>
	<u>ISSUED AT OCTOBER 22, 1980 MEETING</u>		<u>\$ 57,472.43</u>
	<u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1980</u>		
	<u>LESS: CHECK #5871-XEROX CORP.</u>	PHOTOCOPY	\$ 288.69
	" #5873-PETTY CASH	LOST BOOKS	4.95
	" #5873-PETTY CASH	CASH SHORT	34.38
	" #5878-I.B.M.	EXCHANGE	864.00
	VOIDED P/R CHECKS-#6674-7		<u>480.37</u>
			<u>1,672.39</u>
	<u>TOTAL EXPENDITURES-MONTH OF OCTOBER 1980</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 55,800.04</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim* *CPA*

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON NOVEMBER 24, 1980CHECKS ARE DATED
NOVEMBER 24, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5888	W.O. MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	\$ 397.50
5889	MIDLANTIC NAT'L BANK-11/14/80-FTD	1. SALARIES	2,356.93
5890	DOROTHY SUYKER	28. INVENTORY	79.05
5891	MARY ALLERHAND	28. INVENTORY	69.75
5892	WILLIAM BERGER	28. INVENTORY	46.50
5893	BERNICE BETZ	28. INVENTORY	46.50
5894	MARY BURTON	28. INVENTORY	46.50
5895	CINDY DIANELLA	28. INVENTORY	46.50
5896	HELEN CUNNINGHAM	28. INVENTORY	46.50
5897	JANET CZANECKI	28. INVENTORY	23.25
5898	PAULINE DE LUCA	28. INVENTORY	69.75
5899	ELSIE DUSFINA	28. INVENTORY	46.50
5900	ARLENE HOLLAND	28. INVENTORY	23.25
5901	NANCY HOOPER	28. INVENTORY	23.25
5902	LINDA HUBART	28. INVENTORY	34.10
5903	SHIRLEY ITKIN	28. INVENTORY	15.50
5904	JACQUELINE LEPORE	28. INVENTORY	15.50
5905	REGINALD REED	28. INVENTORY	72.85
5906	ANN SHANAHAN	28. INVENTORY	69.75
5907	MARTHA SMITH	28. INVENTORY	23.25
5908	LISA SPRINGSTEEL	28. INVENTORY	66.65
5909	BARBARA E. TILLMES	28. INVENTORY	43.40
5910	ELLEN SOME	28. INVENTORY	31.00
5911	MARYLYN VANDERHOUF	28. INVENTORY	46.50
5912	JOHN E. WALMAN	28. INVENTORY	72.85
5913	POSTMASTER	13. POSTAGE	300.00
5914	A. ABORN EXTERMINATING	6. MAINT. MAIN.	15.00
5915	ACADEMY CHICAGO LTD.	2. BOOKS	9.13
5916	AIR-CONTROLLED ENVIRONMENT	6. MAINT. MAIN.	24.10
5917A	AMERICAN PAPER TOWEL Co.	4. SUPPLIES-JAN.	\$ 127.21
B	" " " "	4. " "	213.60
C	" " " "	4. " "	36.50
5918A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	47.50
B	" " " "	11. " "	46.70
5919A	THE BAKER & TAYLOR Co.	2. BOOKS	34.66
B	" " " "	2. BOOKS	19.26
C	" " " "	2. BOOKS	13.03
D	" " " "	2. BOOKS	47.40
E	" " " "	2. BOOKS	149.48
F	" " " "	2. BOOKS	75.59
5920A	THE BAKER & TAYLOR Co.	2. BOOKS	363.46
B	" " " "	2. BOOKS	331.45
C	" " " "	2. " "	353.93
D	" " " "	2. " "	88.59
E	" " " "	2. " "	39.39
F	" " " "	2. " "	211.42
G	" " " "	2. " "	598.41
H	" " " "	2. " "	584.93
I	" " " "	2. " "	184.03
J	" " " "	2. " "	(17.92)
K	" " " "	2. " "	(8.96)
L	" " " "	2. " "	(5.96)
M	" " " "	2. " "	(26.24)
N	" " " "	2. " "	(11.95)
			2,684.58

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON NOVEMBER 24, 1980

CHECKS ARE DATED
NOVEMBER 24, 1980

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5921A	THE BAKER & TAYLOR Co.	2. Books	(\$ 6.56)	
B	" " " " "	2. "	(5.36)	
C	" " " " "	2. "	(11.95)	
D	" " " " "	2. "	(19.68)	
E	" " " " "	2. "	(15.92)	
F	" " " " "	2. "	(6.56)	
G	" " " " "	2. "	(7.76)	
H	" " " " "	2. "	(6.56)	
I	" " " " "	2. "	(5.96)	
J	" " " " "	2. "	11.02	
K	" " " " "	2. "	407.09	
L	" " " " "	2. "	17.34	
M	" " " " "	2. "	388.58	\$ 737.72
5922A	THE BAKER & TAYLOR Co.	2. Books	301.06	
B	" " " " "	2. "	5.36	
C	" " " " "	2. "	64.02	370.44
5923	VOID			
5924	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.		70.00
5925A	R. R. BOWKER	2. Books	71.17	
B	" " " "	2. "	55.55	
C	" " " "	2. "	55.63	182.35
5926A	BRODART, INC.	4. SUPPLIES	115.81	
B	" " "	4. "	11.52	127.33
5927	BROADSTREET, INC.	4. SUPPLIES		9.95
5928A	CENTER TYPEWRITER SERVICE	4. SUPPLIES	25.96	
B	" " " "	4. EQUIP. MAINT.	84.00	109.96
5929A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	150.96	
B	" " " "	21. " "	122.29	273.25
5930	COLLECTOR BOOKS	2. Books		81.39
5931	JOHN CURLEY & ASSOCIATES, INC.	2. Books		47.65
5932	C. W. ASSOCIATES	2. Books		8.00
5933	DA CAPO PRESS, INC.	2. Books		86.25
5934A	DOUBLEDAY & Co., INC.	2. Books	52.95	
B	" " " " "	2. "	54.66	
C	" " " " "	2. "	18.24	
D	" " " " "	2. "	63.14	
E	" " " " "	2. "	9.73	
F	" " " " "	2. "	12.75	
G	" " " " "	2. "	4.24	
H	" " " " "	2. "	24.40	
I	" " " " "	2. "	17.02	
J	" " " " "	2. "	7.29	
K	" " " " "	2. "	36.45	
L	" " " " "	2. "	7.29	
M	" " " " "	2. "	10.95	319.11
5935	EDUCATIONAL ENRICHMENT MATERIALS	2. Books		69.30
5936A	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	88.00	
B	" " " "	11. " "	88.00	
C	" " " "	11. " "	88.00	
D	" " " "	6. MAINT. MAIN.	89.40	353.40
5937	ESSEX COUNTY LIBRARY DIRECTORS, INC.	10. COMMUNITY REL.		50.00
5938	FAIRCHILD BOOKS	2. Books		40.00
5939	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN.		135.12
5940A	FOWLER AGENCY, INC.	5. INSURANCE	42.21	
B	" " " "	5. "	4,310.69	4,352.90
5941A	GALE RESEARCH Co.	2. Books	38.90	
B	" " " "	2. "	58.35	
C	" " " "	2. "	58.35	155.60

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5942	GODIVA PUBLISHING	2. BOOKS	\$ 6.50
5943	J. L. HAMMETT Co.	4. SUPPLIES	35.92
5944	R. E. KRIEGER PUBLISHING Co., INC.	2. BOOKS	20.41
5945A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 3.58
B	" " "	4. "	27.89
5946A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	64.80
B	" " " " "	4. "	160.90
C	" " " " "	4. "	100.50
5947	LEN BEACH ASSOCIATES	2. BOOKS	31.75
5948	LOFTUS & CUOZZI	24. LEGAL COSTS	276.00
5949A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	28.73
B	" " "	2. "	7.19
C	" " "	2. "	17.05
D	" " "	2. "	75.66
5950	McMANUS LOCKSMITH	4. SUPPLIES	25.00
5951A	A. R. MEEKER	11. SERVICE CONTRACTS	180.00
B	" " "	17. EQUIPMENT	1,695.00
5952	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	1,167.00
5953	MILESTONE ART ASSOCIATES	2. BOOKS	28.50
5954	THE MIT PRESS	2. BOOKS	152.43
5955	MOODY'S INVESTORS SERVICE	2. BOOKS	1,085.00
5956	NATIONAL EDUCATION STANDARDS	2. BOOKS	42.70
5957	NATIONAL TELEPHONE DIRECTORY CORP.	2. BOOKS	264.00
5958A	NEW JERSEY BELL	9. TELEPHONE	248.54
B	" " "	9. "	14.20
5959	NJCT CORP.	4. SUPPLIES	93.80
5960	OCTAMERON ASSOCIATES	20. PAMPHLETS	2.50
5961A	THE PAPERBACK BOOK SHOP	2. BOOKS	5.60
B	" " " "	2. "	19.04
5962A	PRENTICE-HALL, INC.	2. BOOKS	278.35
B	" " "	2. "	5.63
C	" " "	2. "	8.03
D	" " "	2. "	9.23
E	" " "	2. "	9.33
5963	PRO LIBRA ASSOCIATES, INC.	28. INVENTORY	36.32
5964	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT. UTL.	2,649.75
5965	REGENT BOOK Co., INC.	2. BOOKS	65.11
5966	ROSSI & Co., INC.	4. SUPPLIES - JAN.	46.85
5967A	SILVER BURDETT Co.	2. BOOKS	10.20
B	" " "	2. "	9.42
5968	ST. MARTIN'S PRESS, INC.	2. BOOKS	25.53
5969	SALESCASTER DISPLAY CORP.	4. SUPPLIES	20.78
5970	SHAR-FREY, INC.	2. BOOKS	41.48
5971	SISTERHOOD OF THE W.O. JEWISH CENTER	2. BOOKS	19.71
5972	LYNN THOMPSON	12. TRANSPORTATION	49.85
5973	UNIVERSITY MICROFILMS INTERNATIONAL	2. MICROFILMS	192.78
5974	W.O. COMMUNITY HOUSE	7. MAINT. TORY	135.00
5975	WESTON WOODS	21. A/V MATERIALS	85.30
5976	THE H. W. WILSON Co.	2. BOOKS	875.00
5977	WOLSTEN'S PROJECTOR HOUSE, INC.	4. SUPPLIES	25.00
5978	WRITER'S DIGEST BOOKS	2. BOOKS	31.30
5979A	XEROX CORP.	25. PHOTOCOPY	275.00
B	" " "	25. "	371.61
C	" " "	25. "	104.20

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5980A	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	\$ 42.80
B	" " "	20. "	42.80 \$ 85.60
5981	FEDERAL MARKETING CORP.	2. BOOKS	13.76
5982A	KAUFMANN'S SENTRY HDWE.	4. SUPPLIES	11.30
B	" " "	4. "	4.75 16.05
5983	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	933.00
5984	MONAKO	21. A/V MATERIALS	55.34
5985	HAROLD R. NESTLER, INC.	2. BOOKS	166.00
<u>SUB-TOTAL</u>			\$ 27,767.24
<u>LESS: CHECK #5888-W.O. MUNICIPAL EMPLOYEES</u>		1. SALARIES	397.50
#5889-MIDLANTIC NAT'L BK.		1. SALARIES	2,356.93
#5979-XEROX CORP.		25. PHOTOCOPY	646.61
			<u>3,401.04</u>
<u>TOTAL ACCOUNTS PAYABLE - OCTOBER 31, 1980</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 24,366.20</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Stewart Manheim C.P.A.

DIRECTOR'S REPORT
ON
SPECIAL MEETING

December 22, 1980

On Tuesday, December 2 at 6:30 P. M., the Library Board of Trustees at the request of Mr. Arthur Lang, who also chaired the meeting held a special dinner session with Mrs. Selma P. Kessler, Assistant Coordinator, State and Federal Public Library Services Programs.

Mr. Lang outlined the two major areas of concern: job evaluation and job responsibility. He stated that persons are hired at the library to serve the library patrons and to be guardians of the properties of the library. Employees at the circulation desk and other areas should always be alert and aware of what is going on in the library at all times. By constant surveillance, he felt that theft could be drastically reduced.

Mrs. Kessler responded by saying it would be totally impossible for employees working at circulation to keep constant watch, especially during periods when crowds of people are waiting to be serviced. She also stated that thieves find ways to steal regardless of security. It was then stated that the comments were made for all employees not just at the circulation desk.

Mr. Pasmantier asked Mrs. Kessler if she could recommend a person, a firm or someone from the State Library to come into our library as a consultant and evaluate the staff and collection.

Mrs. Kessler's response was that the job can be done by the staff or interested Friends of the Library. She then passed out a Memorandum with forms for new measurements prepared by Ms. Barbara Weaver, State Librarian, and suggested that we try the suggested method if it had not already been done.

The following proposals were made for implementation in 1981:

1. Community survey by Citizens Advisory Council.
2. Analyze the procedures of Technical Services and circulation sections and cost analysis.
3. Investigate: rental plan, front log, pre-processing and automation.
4. Measurements study.
5. Linkage with proposed new media center at high school.

Mrs. Kessler complimented the Trustees on being an interested and motivated Board who ask very searching questions. She stated that the meeting went well.

The meeting was adjourned at 9:00 P. M.

Lola N. Reed, Director

BOARD OF TRUSTEES MEETING

AGENDA

DECEMBER 22, 1980

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
 - a. Appoint Nominating Committee
 - b. Set Meeting Dates for 1981
 - c. Discuss Arbitration Settlement
9. Communications
10. Community Participation
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
DECEMBER 22, 1980

Vice President Paul E. Pasmantier called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Albert Kupferer, Michael O'Hara, and William O'Neill. Also present were Stewart Manheim, Accountant; William Cuozzi, Attorney; and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 8, 1980 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 of the year 1980 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 November 24, 1980 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. O'Neill discussed the Bowker bills with Mrs. Reed. Mr. Pasmantier asked Mr. Manheim to itemize the legal bills relating to the arbitration.

Mr. O'Hara made a motion to accept the bills for payment for the month of November, 1980 as presented. Mr. Kupferer seconded the motion and it was passed unanimously.

2. Financial Statement:

Mr. O'Neill expressed his concern over the number of negative line items appearing on the financial statement. Mr. Manheim said that line adjustments would be resolved at the end of the year and that the town and auditor are only concered with the bottom line of the budget.

Mr. Kupferer made a motion to accept the Financial Statement as presented. Mr. O'Neill seconded the motion and it was carried uanimately.

DIRECTOR'S REPORT:

The Board discussed raising non-resident fees. Mr. O'Hara made a motion to raise the fees for non-residents from \$10.00 to \$15.00. He amended the motion stating that this policy would be reviewed in six months. The new rates would commence as of 1/1/81. Mr. Kupferer seconded the motion and it was passed unanimously.

Mrs. Reed reported that garbage had been dumped near the bookdrops on two separate occasions. The Health Dept. was investigating the problem. Mr. Pasmantier suggested that Mr. Cuozzi contact the Police Dept. to see if they can follow-up on the matter.

Mrs. Reed said that the "New Measurement Study" mentioned by Mrs. Kessler had been initiated by State Librarian Barbara Weaver last year and that Mark Donnelly had been in charge of the study. His statistics were available for examination by the Board. Mr. Pasmantier suggested that the statistics be turned over to Mr. Lang and it could be brought up at the next Board meeting.

Mrs. Reed said that the Public Relations Dept., in connection with the West Orange Cultural and Heritage Committee and the New Friends of the Library, has requested funding for the first of a series of concerts. A jazz concert would be the first offering. The library would pay for the first concert and a charge of \$3.00 (\$1.50 to senior citizens and children) would pay for the other concerts.

Mr. Pasmantier asked Mrs. Reed to contact the committee and to find out what amount is needed for the concert. Mr. O'Hara asked if a breakdown could be obtained on the fees to be charged each time a concert is held. Mr. O'Neill felt that he would rather have a presentation of chamber music.

COMMITTEES:

1. Building Committee:

Mr. O'Hara recommended that a floor to ceiling wall and door be built to house the mimeograph and scanner machines in the small alcove adjacent to the downstairs magazines area in the old building. Mrs. Reed had showed him the present working area which is without proper ventilation for the fumes and chemicals used in the equipment. The new area would provide heat, lighting, air conditioning and windows for adequate ventilation. One contractor had been contacted for an estimate and Mr. O'Hara will obtain another bid to present at the next Board meeting.

Mr. O'Neill said that he was concerned about the lack of a sprinkler system for the library. Mr. O'Hara stated that the library had been built under the new state codes and that a sprinkler system was not required. Mrs. Reed said that it was not recommended that libraries have sprinkler systems because of the excessive damage caused to the books.

2. Personnel Committee:

Mr. Kupferer read a letter of resignation from Mrs. Dorothy O. Ericsson. She will be retiring as of March 1, 1981. Mr. Pasmantier asked Mr. Kupferer to respond to Mrs. Ericsson's letter thanking her for her years of service. A gift will also be purchased.

NEW BUSINESS:

Mrs. Strauss had requested that Mr. Pasmantier and Mr. O'Hara be appointed to the nominating committee to select the officers for 1981. Mr. O'Neill questioned the validity of the appointment as Mrs. Strauss will be leaving the Board on Dec. 31. Mr. Cuozzi said that according to the by-laws, the request was in order.

Mr. O'Neill made a motion to approve the meeting dates as listed below. The dates will be publicized in the appropriate newspapers and posted in the appropriate places. Mr. Kupferer seconded the motion and it was carried unanimously.

1981
MEETING DATES

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

ARBITRATION DECISION:

Mr. Cuozzi discussed the decision made by the arbitrator. He stated that the Board was generally in favor of settling with Mr. Lehman. However, the Town Council influenced the Board's decision regarding arbitration. As a result, the Board was awarded \$4,200 of the \$6,957.52 held by the Comptroller. Mr. Lehman would receive \$2,957.52. The arbitrator's decision was based on the fact that no matter when the decision would be made it would cost more money to install additional lighting. Copies of the decision will be sent to each Board member for their information.

Mr. Pasmantier presented a letter that he had drafted to the Board for their approval. This letter would be sent to the Town Council explaining the Board's position regarding the lighting decision. An attachment of the arbitrator's decision would be included.

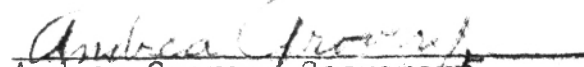
Mr. Kupferer made a motion that before the letter goes to the Town Council, it would be read to the absent Board members. If there are any reservations or suggestions for change regarding the letter, it will be held for the next Board meeting. If all members are in accord with the contents of the letter, it will be sent to Town Hall as presented by Mr. Pasmantier. Mr. O'Neill seconded the motion and it was carried unanimously.

Mr. Cuozzi asked Mr. O'Hara to negotiate the lighting specialist's fee. Mr. Pasmantier suggested that the Building Committee approach Mr. Wesley about the cost to design and supervise the new lighting system. Another estimate will also be obtained. Mr. Pasmantier suggested that an estimate be made for both mercury vapor and fluorescent lights.

The meeting was adjourned at 9:15 PM.

Respectfully submitted,


Sandra Goss Sessing, Secretary


Andrea Grover, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

DECEMBER 22, 1980

Many things are happening at the library these days. We have been extremely busy this month with a variety of activities.

Programs are lined up in the following order:

- Dec. 3 AV/PR sponsored a trip to the Brooklyn Museum. Forty-three persons attended.
 - Dec. 3 Lola Reed, Phyllis Some and Lynn Thompson appeared on West Orange Roundtable with Mayor Spina on Cable TV-3. Mrs. Thompson had quite a dialogue with the Mayor as "The Cat in the Hat."
 - Dec.10 Walter Bojsza, husband of Joan Bojsza President of the "Friends" demonstrated the art of baking Polish Christmas Bread.
 - Dec.15 The Children's Room sponsored a "make ornaments for your Christmas tree" program.
- Movies for children are scheduled for 11:00 A. M. every Saturday.

Displays in the library this month are:

- 1. A master art collection in Gallery Area.
- 2. Watercolors by Patty Ganek.
- 3. Dollhouses and miniatures.
- 4. A Creche of knitted figures and a Victorian drawing room in miniature by our own Sandy are on display.

After having our news items left out of the "Chronicle" for several weeks, we are very pleased to see so much about the library in our December 18 issue.

Almost half of page one is filled with miniature rooms on display in the library along with Mrs. Palmer. A two column article on happenings at the library is on page five and on page ten there is quite an article and pictures of Walter Bojsza making his famous Polish Christmas Bread.

Also, Mrs. Palmer reports that an editor for the "New York Times" called her to inquire about programs at West Orange Public Library. Announcement of the Whitney Museum trip scheduled for January 6 was made in the "New York Times" under "New Jersey Guide" on Sunday, December 14. On Friday, December 12, the "Star-Ledger" noted films for children under "Weekend Doings."

Miss Cushing and Mrs. Lepore attended a workshop on the use of computers in libraries at the State Library in Trenton on December 10th (Report Attached).

After word reached us about the changes in non-resident fees in other libraries, we made a quick survey of other libraries in Essex County. Our library is among those whose non-resident fees are at rock bottom. Seven libraries charge \$10.00 per year; seven charge \$15.00; three charge \$20.00; one charges \$45.00 and one charges \$48.00. I strongly recommend that our own non-resident fee be raised to the sum of \$20.00 per year.

Along with all of our activities there have been some unpleasant ones. On Monday, December 8 someone decided to dump boxes and bags of old papers in and around our trash receptacle near the bookdrop. Upon the advice of our attorney this was reported to the Board of Health. Snapshots were taken. Friday, the 12th again papers were dumped at the same location. They came from the same family.

We were advised by Mr. Hilsen's office that after a trip to the home to communicate with the family failed, a certified letter was sent to them. We were further advised that we are to leave trash where it is dumped until personnel from the Board of Health has a chance to see it.

Mrs. Palmer has cleverly made an attractive cassette catalog. She is very pleased that over half of the collection has begun to circulate.


 Lola N. Reed, Director

WEST ORANGE public library

MEMO FOR MRS. REED

On December 10, 1980 the undersigned attended a workshop on the use of computers in libraries held at the New Jersey State Library.

Elizabeth Breedlove, head of technical services at the library, summarized for us the capabilities of a computer system, factors to be considered in the selection of a system and the need for extensive analysis and preparation prior to the writing of actual specifications for purchase.

Six other speakers from various public libraries in New Jersey described the implementation of computer systems in their libraries and the problems and advantages associated with such implementation.

In the afternoon representatives from six companies demonstrated their hardware and gave us specific information on what each system could do.

The main points stressed by all speakers at this workshop were these:

- 1.) Good library management practices and a good accurate "information Base" i.e., the card catalog, is needed before a computer system can be put in place.
- 2.) Careful preparation and analysis before purchase of a system is absolutely necessary.
- 3.) Involve every member of the staff in the foregoing preparation.
- 4.) Consider future services the library might like to add and how they will tie into the system under consideration.

5.) The desirability of linking up with neighboring libraries is very great as it lowers cost and increases the data base.

Attached to this memo are copies of literature we received at the meeting, including a reading list. Some of the books we do not own have been placed on order at our library and the Reference Librarian is planning to develop a file on computers in public libraries.

Margaret Cushing
Margaret Cushing

Jacqueline Lepore
Jacqueline Lepore

December 11, 1980

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF NOVEMBER 1980

LIBRARY BOARD MEETING OF DECEMBER 22, 1980

	PROPOSED BUDGET 1980	PAID MONTH OF NOVEMBER	ACCUMULATED BUDGET EX- PENDITURES PAID 11 MONTHS ENDED 11/30/80	UNEXPENDED BUDGET BALANCE ON 11/30/80	BILLS AC- COUNTS PAY- ABLE AT Nov. 30, 1980 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 11/30/80
SALARIES & WAGES	\$404,955	\$ 32,985.90	\$346,689.61	\$ 58,265.39	\$	\$ 58,265.39
BINDING	1,500		1,305.27	194.73		194.73
COMMUNITY SERVICES	800	50.00	276.62	523.38		523.38
TRANSPORTATION	350	49.85	189.11	160.89		160.89
SEMINARS & WORKSHOPS	1,350		1,116.90	233.10		233.10
AUDIT	1,900			1,900.00	\$ 1,650.00	250.00
MGMT. & PROF. SERVICES	11,200	933.00	9,330.00	1,870.00	933.00	937.00
MAIN LIBRARY-UTILITIES	35,000	2,649.75	25,406.16	9,593.84	5,858.56	3,735.28
MAIN LIBRARY-MAINTENANCE	1,000	86.62	3,525.35	(2,525.35)	305.83	(2,831.18)
TORY CORNER-RENTAL	540	135.00	540.00	-0-		-0-
BOOKMOBILE	5,000		566.95	4,433.05		4,433.05
SERVICE CONTRACTS	5,000	538.20	5,159.67	(159.67)	182.55	(342.22)
BOOKS	70,000	7,922.89	52,298.98	17,701.02	4,491.60	13,209.42
SUPPLIES-LIBRARY	12,000	794.14	9,870.21	2,129.79	744.62	1,385.17
MICROFILM	2,000	1,359.78	5,184.48	(3,184.48)		(3,184.48)
PERIODICALS, SERIALS & NEWSPAPERS	10,000	88.10	1,453.69	8,546.31	6,632.93	1,913.38
AUDIO-VISUAL-MATERIALS	1,500	413.89	1,203.04	296.96	239.36	57.60
INSURANCE	7,500	4,352.90	6,970.61	529.39		529.39
TELEPHONE	3,500	250.08	2,515.54	984.46	243.31	741.15
POSTAGE	3,000	300.00	2,182.51	817.49	300.00	517.49
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	13,155.14	4,844.86		4,844.86
ANNUAL REPORT	200		410.00	(210.00)		(210.00)
EQUIPMENT-LIBRARY	2,000	1,942.00	8,128.28	(6,128.28)		(6,128.28)
MAINTENANCE EQUIP.	500	84.00	331.00	169.00		169.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	1,863.19	21,064.29	4,435.71		4,435.71
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500		25,544.73	(1,044.73)		(1,044.73)
JANITORIAL SUPPLIES	2,500	471.68	2,621.70	(121.70)	94.09	(215.79)
STAFF	1,200			1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000		2,089.07	910.93		910.93
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
LEGAL COSTS		2,166.00	3,111.00	(3,111.00)		(3,111.00)
INVENTORY COSTS		1,094.97	2,894.97	(2,894.97)		(2,894.97)
<u>TOTAL</u>	<u>\$663,295</u>	<u>\$ 61,726.82</u>	<u>\$556,424.88</u>	<u>\$106,870.12</u>	<u>\$ 21,675.85</u>	<u>\$ 85,194.27</u>
ANTICIPATED FUNDS						
FROM:						
TOWN OF WEST ORANGE	\$500,000					
ACCUMULATED REVENUE	<u>163,295</u>					
<u>TOTAL PROPOSED BUDGET</u>	<u>\$663,295</u>					

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1980 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 22, 1980

CHECKS ARE DATED
NOVEMBER 28, 1980

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5986	P.E.R.S. #20284-CONTR. LIFE INS.	1. SALARIES	\$ 105.74
5987	P.E.R.S. #20284-PENSIONS, LOANS	1. SALARIES	1,669.62
5988	TOWN OF W.O. - DECEMBER 1980	26. HOSPITALIZATION	1,194.88
5989	W.O.F.P.L.-UN. INS. SAVINGS A/C	1. SALARIES	38.73
5990	TOWN OF W.O.-SOC. SEC. EMPLOYEES NOV. '80	1. SALARIES	1,863.19
5991	N.J.G.I.T.-Nov. '80	1. SALARIES	653.36
5992	W.O. MUNICIPAL-EMPLOYEES F.C.U.	1. SALARIES	397.50
5993	MIDLANTIC NAT'L BANK-FDT-11/30/80	1. SALARIES	2,342.41
5994	TOWN OF W.O. - Nov. 1980	27. EMPLOYER'S SOC. SEC.	1,863.19
5995	PETTY CASH	TRANSFER	33.79
5996	LOFTUS & COUZZI	24. LEGAL COSTS	1,890.00
5997	EXECUTIVE ENT. PUB. Co.	2. BOOKS	26.88
	NET P/R-#6678-6733 (56) 11/14/80	1. SALARIES	11,585.47
	NET P/R-#6734-6784 (51) 11/30/80	1. SALARIES	11,620.45
			<u>\$ 35,285.21</u>

SUB-TOTAL

ADD: CHECKS #5921-5985 FOR PAYMENT ISSUED
AT NOVEMBER 24, 1980 MEETING

27,767.24

CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1980

\$ 63,052.45

<u>LESS:</u>	CHECK #	VOIDED	2. BOOKS	\$ 5.00
	CHECK #	"	2. BOOKS	252.00
	CHECK #5962-PRENTICE HALL -VOIDED		2. BOOKS	310.57
	CHECK #5979-XEROX CORP.		25. PHOTOCOPY	646.61
	CHECK #5995-PETTY CASH		TRANSFER	33.79
	DEPOSIT - 11/5/80		9. TELEPHONE	12.66
	DEPOSIT - 11/21/80		2. BOOKS	20.00
	DEPOSIT - 11/21/80		1. JURY DUTY	45.00
				<u>1,325.63</u>

TOTAL EXPENDITURES - MONTH OF NOVEMBER 1980
PER BUDGET REPORT

\$ 61,726.82

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON DECEMBER 22, 1980CHECKS ARE DATED
DECEMBER 22, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5998	MIDLANTIC NAT'L BANK	1. SALARIES	\$ 2,448.98
5999	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	397.50
6000	POSTMASTER	13. POSTAGE	300.00
6001A	PETTY CASH	LOST BOOK REFUND	\$ 5.79
B	" "	FINES	(3.14)
C	" "	4. SUPPLIES	1.40
D	" "	LOST BOOK REFUND	9.95
E	" "	4. SUPPLIES-JANIT.	1.52
F	" "	4. SUPPLIES	9.72
6002A	A. ABORN EXTERMINATING Co.	6. MAINT.-MAIN.	30.00
B	" " " "	6. " "	15.00
6003	AMERICAN COUNCIL FOR NATIONALITIES SERV.	20. PAMPHLETS	15.00
6004	AMERICAN PAPER TOWEL Co.	4. SUPPLIES -JANIT.	72.76
6005	APPLE TREE PRESS, INC.	20. PAMPHLETS	17.65
6006	ARETE PUBLISHING Co., INC.	2. BOOKS	401.00
6007A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	47.90
B	" " " "	11. " "	46.65
6008	THE BAKER & TAYLOR Co. CONTINUATION SERV.	2. BOOKS	
6009A	THE BAKER & TAYLOR Co.	2. BOOKS	31.33
B	" " " " "	2. " "	235.64
C	" " " " "	2. " "	630.45
D	" " " " "	2. " "	229.74
E	" " " " "	2. " "	220.66
F	" " " " "	2. " "	(10.48)
G	" " " " "	2. " "	556.79
H	" " " " "	2. " "	107.45
I	" " " " "	2. " "	38.77
J	" " " " "	2. " "	11.95
K	" " " " "	2. " "	13.06
L	" " " " "	2. " "	62.08
6010A	THE BAKER & TAYLOR COMPANY	2. BOOKS	50.29
B	" " " " "	2. " "	232.18
C	" " " " "	2. " "	34.10
6011A	R. R. BOWKER	2. BOOKS	223.64
B	" " " "	2. " "	161.44
6012	R. R. BOWKER	2. BOOKS	32.50
6013A	BRODART	4. SUPPLIES	14.53
B	" "	4. " "	155.40
6014	CAROL BRYAN IMAGINES	19. MAGAZINES	12.00
6015A	CARD DIV., SUBSCRIBERS ACCOUNTS UNIT	4. SUPPLIES	50.00
B	" " " " "	19. MAGAZINES	10.00
6016	CHAMBERS RECORD CORP.	21. A/V MATERIALS	53.38
6017	COLLEGE OF ST. ELIZABETH	2. BOOKS	3.00
6018	CRONER PUBLICATIONS, INC.	2. BOOKS	49.95
6019	C. W. ASSOCIATES	2. BOOKS	7.00
6020	DEACON PRESS	4. SUPPLIES	190.00
6021A	DOUBLEDAY & Co., INC.	2. BOOKS	85.50
B	" " " " "	2. " "	22.74
C	" " " " "	2. " "	24.28
D	" " " " "	2. " "	28.52
E	" " " " "	2. " "	6.68
6022	DUN'S MARKETING SERVICES	2. BOOKS	
6023A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	3.00
B	" " " "	19. " "	(20.00)
C	" " " "	19. " "	6,552.48
			6,535.48

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON DECEMBER 22, 1980

CHECKS ARE DATED
DECEMBER 22, 1980

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6024	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	\$ 88.00
6025	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN.	22.68
6026	FAIRCHILD BOOKS	2. BOOKS	45.00
6027A	GALE RESEARCH CO.	2. BOOKS	\$ 108.68
B	" " "	2. " "	93.86
6028	THE HIGHSMITH CO., INC.	4. SUPPLIES	202.54
6029A	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES-JANIT.	19.35
B	" " "	4. " "	5.11
6030	SAMUEL KLEIN & CO.	4. " "	2.20
6031	KULACS ENGRAVING SERVICE	16. AUDIT	1,650.00
6032	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	17.50
6033	THE LAWYERS CO. OPERATIVE PUBLISHING	4. SUPPLIES	17.05
6034	MCMANUS LOCKSMITH	2. BOOKS	19.50
6035A	MACMILLAN PUBLISHING CO., INC.	6. MAINT. - MAIN.	79.40
B	" " " "	2. BOOKS	2.14
6036	MALCOLITE CORP.	2. " "	27.13
6037	MANHEIM, KOSSON & NOVICK	6. MAINT. - MAIN.	29.27
6038	MARQUIS WHO'S WHO, INC.	23. MANAGEMENT SERVICES	158.75
6039	A. R. MEEKER CO.	2. BOOKS	933.00
6040	MILLBURN-SHORT HILLS HISTORICAL SOCIETY	4. SUPPLIES	62.00
6041	NAT'L FIRE PROTECTION ASS'N	2. BOOKS	165.17
6042	NAT'L FUEL OIL, INC.	2. BOOKS	9.00
6043	NAT'L REGISTER PUBLISHING CO., INC.	6. MAINT.-UTIL.	18.97
6044	NEWARK MUSEUM	2. BOOKS	3,717.90
6045A	NEW JERSEY BELL	2. BOOKS	51.05
B	" " "	9. TELEPHONE	11.90
6046	R. L. POLK & CO.	9. " "	228.79
6047A	PRENTICE HALL, INC.	9. " "	14.52
B	" " "	2. BOOKS	243.31
C	" " "	2. BOOKS	70.86
D	" " "	2. " "	5.63
6048	PRESCRIPTION CENTER	2. " "	8.03
6049	PUBLIC SERVICE E & G CO.	2. " "	9.23
6050	RANDOM HOUSE, INC.	2. " "	9.33
6051	REGAL SALES CO.	21. A/V MATERIALS	32.22
6052	ROSSI & CO., INC.	6. MAINT.-UTIL.	20.81
6053	SILVER BURDETT CO.	2. BOOKS	2,140.66
6054	SOC. FOR VISUAL EDUCATION	4. SUPPLIES	50.39
6055	DOROTHY SUYKER	4. SUPPLIES-JANIT.	104.50
6056	TAN BOOKS	2. BOOKS	12.50
6057	UNITED NATIONS	2. BOOKS	9.87
6058	UNIVERSITY BOOK SERVICE	21. A/V MATERIALS	90.37
6059A	WOLSTEINS PROJECTOR HOUSE, INC.	2. BOOKS	40.00
B	" " " "	2. BOOKS	10.00
C	" " " "	2. BOOKS	50.00
6060	WORLD ALMANAC	2. BOOKS	25.84
6061	YOUNG'S NEWS SERVICE	21. A/V MATERIALS	20.00
		21. " "	24.95
		21. " "	29.85
		2. BOOKS	74.80
		20. NEWSPAPERS	22.74
			42.80
			\$ 24,534.93
		1. SALARIES	2,448.98
		1. SALARIES	397.50
		FINES	(3.14)
		LOST BOOK RETURNS	15.74
			2,859.08
			\$ 21,675.85

TOTAL ACCOUNTS PAYABLE-NOVEMBER 30, 1980
PER BUDGET REPORT

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim, CPA*