

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 28, 1981

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

DIRECTOR'S
MONTHLY REPORT

January 28, 1981

The library is very much alive these days. Sunday openings have been widely praised by many library patrons. The most frequently asked questions about Sunday hours are: "Has the Board of Trustees decided on continuing the Sunday opening?" "Will this last, or is it still in the trial stage?" Needless to say, it has met with great success these last four months.

We have gained new borrowers and friends due to our Sunday opening. A boost is given our circulation and we are very pleased.

Another service which we offer is on the rise. More and more requests for home and institutional deliveries are being requested. So far we are able to meet the demands. If the service grows much more we are bound to have serious problems due to the lack of adequate personnel.

During 1980 we have been able to reach many diverse groups through our AV/PR Department. Mrs. Palmer along with Mrs. Some planned such things as cooking demonstrations, speakers on varied topics (ESP, Obesity, Psychic Healing) concerts, bus trips, etc. These have been highly rewarding and successful. The AV/PR personnel are also responsible for the many interesting exhibits throughout the year.

At the beginning of each year there are always some urgent matters which require your immediate attention for the smooth operation of the library. One of the most urgent at this time is the HVAC contract. Our maintenance contract expired on January 24, 1981. We are without a contract at this time and ask that the Trustees vote on a service contract at this meeting to avoid the kind of situation which we experienced last year. We have already had a pump breakdown one day before the contract expired.

The Commercial Umbrella Liability Policy which Mrs. Strauss, as President, asked Miss Lavook, our insurance agent with the Fowler Agency, to look into, has been submitted. The annual premium amounts to \$300. However, we have two credits from the company which will nearly offset the cost. The credits are for Workers' Compensation (\$238.00) and Commercial Insurance Program and N. J. Guaranty Fund in the amount of \$50.25.

On Thursday, January 15, we had a terrible scare. There was an electrical problem which set off all the fire alarms in the library. Commendation is due those members of our staff who were alert and acted quickly to get everyone out of the building in a short time.

On January 22nd I wrote a letter to Chief Capron about the matter. He responded with a telephone call on the morning of January 23rd and came in for a conference with me on the same day at 2:00 P. M. He assured me that his Department is working to clear up any misunderstanding and that Harold Behar of the Fire Prevention Bureau would be at the library on Monday, January 26th to conduct a fire drill.

At this writing, there is still a lot of illness among our employees. Mrs. Florence Mantell is in St. Luke's Hospital in New York and is due for open-heart surgery. Mrs. Sarah Rabinowitz is undergoing tests in St. Barnabas Hospital. Mrs. Miriam Perry has been working with one hand for more than a week because of bursitis.

Mrs. Mantell will be away from work indefinitely. Mrs. Ericsson will be retiring on March 1. Mrs. Perry will retire on August 1. This means that we will be without the services of four of our older dedicated employees within a year.

The Children's Department, under the supervision of Mrs. Thompson, had its share of innovative programs. For each holiday special programs have been held along with the "Clever Cooks Club," weekly movies on Saturday, special movies during vacation, and, of course, the two ten-week sessions of Story Hour.

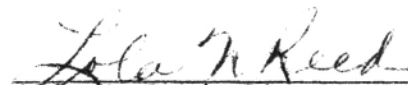
Our new bookdrop has finally been installed in the upper parking lot. The custodians placed a protective barrier around it to discourage drivers from driving too close. Also, we have received two signs for the first two parking spaces near the bookdrop designated for the handicapped. This meets requirements as set up by government.

Mesdames Reed and Czarnecki attended a workshop on Personal Management Techniques at Elmwood Public Library on January 16. Mrs. Sonia Schlenger, Director of Organizational Systems, conducted the workshop. She very adequately presented tips and techniques on how to set priorities, improve utilization of staff, delegate responsibilities and other pertinent information which deals with how to organize ones time to get best results.

On January 14 a staff meeting was held. We were able to iron out a few problems. Overall, it was a very productive meeting.

During the month of December the library was represented by Mesdames Reed, Some and Thompson on Cabletelevision with Mayor Spina on a program called "Roundtable West Orange."

It is imperative that we have the suggested pull stations installed in the library at an early date. We have a list of places Mr. Harold Behar of the West Orange Fire Prevention Bureau suggested they should be installed. This, says Mr. Behar, is a prerequisite to effective fire drills.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JANUARY 28, 1981

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

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 1, 1981 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 1981 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 meeting of 12/22/80 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

ELECTION OF OFFICERS:

Mr. Kupferer made a motion to approve the following slate of officers for 1981 as presented by the Nominating Committee: President - Arthur H. Lang, Vice President - Paul E. Pasmantier, Treasurer - Anita O. Strauss, Secretary - William J. O'Neill. Mr. O'Hara seconded the motion and it was passed unanimously.

Mr. Lang, as newly appointed President, welcomed Mrs. Anita O. Strauss back to the Board of Trustees. He announced that the Mayor had sent the Board a copy of a letter sent to the Council recommending reappointment of Mrs. Strauss to the Library Board of Trustees for the years 1981-1985.

Mr. Pasmantier asked that the Minutes reflect the fact that Mrs. Strauss had served most ably during the difficult times of construction of the new addition-- as President for 3 years and as a Trustee for 5. The Board and the Community should thank her for work well done.

Mr. Lang stated that two items on the Agenda would be discussed immediately so that the people involved would be able to leave early.

NEW FRIENDS OF THE LIBRARY:

Mrs. Jaon Bojsza, President of the New Friends of the West Orange Public Library, requested that the Board of Trustees release \$150.00 from the Book Escrow Account to be allocated to defray the costs of a jazz concert. This would be the first of 4 concerts to be held at the library. Profits from one concert would fund the next. The amount of \$150.00 would come from the Escrow Account and the \$150.00 from the Community Services line.

Mr. Lang made a motion to accept the request of the New Friends as presented by Mrs. Bojsza. Mrs. Strauss seconded the motion and it was carried unanimously.

PERSONNEL:

Mr. Lang read a letter from the West Orange Public Library Employees Association dated 1/15/81 requesting pay increases from the proposed 7% to an amount equaled with Township employees.

The staff members present at the meeting and the Trustees exchanged information dealing with the various aspects of the salary problem. Mr. Pasmantier suggested that the information brought up for discussion be reviewed by the Finance Committee with a formal response made to Mrs. Rabinowitz as the spokesperson for her organization. Line items should be re-evaluated and comparison should be made with other libraries.

Mr. Lang stated that the Board had supported the staff as much as they could and will continue to do so, but that they could not advise the staff as to the steps to take in contacting the Township about the salary problem.

ARBITRATION LETTER:

Mr. Pasmantier reviewed the correspondence that had been exchanged between Town Hall and the Board to date. On December 30th a letter had been sent to the Council reporting on the outcome of the arbitration proceedings. As a result of that letter, the Township Attorney, Mr. Dooley, had contacted both Mr. Cuozzi and Mr. Pasmantier. Mr. Dooley followed up his conversations with a letter to the Board requesting that a date be set for a meeting to discuss the difficulties that had arisen. Furthermore, Mr. Dooley stated that the Board's letter of Dec. 30, 1980 had an inaccurate statement concerning the Council's instructions to the Board regarding Mr. Lehman. The Board sent a response back to Mr. Dooley asking that the meeting be delayed until a date subsequent to January 28, 1981 so that the full Board could discuss the matter at the Board meeting.

Discussion was held as to what course should be followed. Mr. Cuozzi said that what the Board did was in a good faith disclosure to the Township Council and that a) arbitration had been initiated by Mr. Lehman and it had been the Library Board's duty to defend their position. b) The Board was aware of the situation since June. c) The result is a matter of record and payment to the architect should be recommended to the Council for all practical reasons.

Mr. Lang asked that Mr. Cuozzi contact the arbitrator and to obtain the information as to how he arrived at his decision. Mr. Cuozzi said that he would contact the American Arbitration Association for the materials.

Mr. Lang requested that the Building Committee and the attorney meet and when the information is received from the arbitrator, a letter should be written asking for a meeting date.

Mr. O'Neill said that perhaps the Board should take electrical quotes with them to the meeting. Mr. O'Hara and Mr. Pasmantier felt that there would not be enough time to get the quotes.

DIRECTOR'S REPORT:

Mrs. Reed mentioned that the current service contract for the HVAC has expired. New estimates are being gathered from other sources and will be presented for the Board's review.

Cost of the Commercial Umbrella Liability Policy premium would amount to \$300 for the year. Two credits in the amount of \$238.00 would offset the cost of the policy.

There was a discussion of a false alarm occurrence and the ramifications of it.

Mrs. Pinkus reported on the Outreach Program for shut-ins and senior citizens. There is a rise in the demand for books and the patrons are quite happy with the service. Mrs. Pinkus said that in light of the type of population residing in West Orange, that the program was a positive thing and that she felt strongly about having services for senior citizens.

Mr. Lang pointed out that institutions have their own vehicles and these should be used rather than the library cars. Mr. Pasmantier stated that it was evident that the vibrations were good for that kind of service. He felt that it would dilute the service if the drivers of the buses from the various institutions were asked to pick up the books as Mr. Lang had suggested. Mr. Lang said that research should continue on obtaining a grant for such a project and that in the meantime, alternatives to having Mr. Toohey deliver the books should be considered because of the budget problems the library was having. Regular service will continue until a solution is found.

COMMITTEES:

Building and Grounds: Mr. O'Hara presented two estimates to build an enclosure for the mimeograph and scanner machines: P.J. Grant--\$620 and McHenry--\$556. Mrs. Reed suggested that she get in touch with Sal Basciotti, the retired carpenter from the Township.

Mrs. Reed reported that Frank DeLane had checked out the crack in the East wall of the new addition. The sheet rock had a crack in it and he suggested that the custodians apply some spackle to seal it.

Personnel: Mr. Lang noted that a public personnel meeting had been held and nothing more had to be discussed at the time.

Finance Committee: Mr. Manheim pointed out that there had been \$900,000 of expenditures over and above the 1979 budget. This had been primarily due to salaries and wages--up \$50,000, utilities--up \$8,000, books--up \$14,000 and PERS up \$7,000. The net unexpended budget balance for 1980 was \$33,289.84.

Mr. Kupferer made a motion to approve the following resolution as submitted and written by the Accountant in the Budget Report. These resolutions modify the 1980 budget and transfer 1980 funds to Accumulated Revenues:

I Resolved: That the 1980 West Orange Free Public Library Budget be modified to the total amount of \$630,005.16 to cover the actual 1980 encumbrances/expenditures. Such modification shall be covered by the 1980 Proposed Budget as granted by the Town of West Orange in the amount of \$500,000.00 plus the appropriation of \$130,005.16 accumulated revenue as follows:

Amount transferred to 1980 Budget Fund	
from Accumulated Revenue 12/31/79	\$163,295.00
(Less) Unexpended 1980 Budget - 12/31/80	(33,289.84)
<u>Total Appropriation to 1980 Budget Fund</u>	
<u>from Accumulated Revenue</u>	<u>\$130,005.16</u>

II Resolved: The following 1980 Funds be transferred to Accumulated Revenues:

1. 1980 Fines and Reserves Fund	\$ 43,852.07
2. 1980 Lost Book Fund	964.15
3. 1980 Book Sales & Excess Property Sold Fund	1,558.41
4. 1980 - 79 Donations	2,100.00
5. 1980 State Aid Fund	45,680.00
6. Balance of Budget Fund - 1980	<u>33,289.84</u>

<u>Total Funds to be Transferred to Accumulated Revenue</u>	\$127,444.47
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<u>Add: Balance of Accumulated Revenue</u>	<u>8,052.55</u>
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<u>Accumulated Revenue 12/31/80</u>	<u>\$135,497.02</u>
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Mr. O'Neill seconded the motion, and it was carried unanimously.

Budget Committee: Mr. Lang stated that the 1981 Proposed Budget was \$712.326. The library has \$135,497.02 in Accumulated Revenues and \$440,000 proposed by the Mayor. That leaves the library \$26,651 short of its proposed budget. He pointed out that the only two flexible line items would be from the AV equipment line and the book line.

Mr. Manheim pointed out that the 1981 Proposed Budget did not have to be resolved at the meeting. The Board might want to see what the Council would finally appropriate. Mrs. Strauss said that nothing should be done to change the budget until the Council approves it. As far as the employees' request, it should be discussed and worked on through the Personnel Committee.

Mr. Pasmantier asked if a presentation should be made to the Council confronting them with the problems facing the library budget. Mr. Cuozzi felt that the points that were made by the employees should be brought to the Council.

Mrs. Strauss said that the Library Board had been misinformed as to the amount of the salary raise--the initial amount had been stated at 7% by the Township. Mr. Lang agreed to draft a letter incorporating the Board's arguments as well as the employees' arguments. When the Trustees review and approve it, he'll send it to the Council and Mayor. The Township employees would have a 2.1% edge in 1981--equivalent to approximately \$12,000. The library is already short over \$26,000.

Mrs. Strauss made a motion to authorize the Accountant to adjust the final 1980 approved budget to the actual expenses incurred. Mr. O'Neill seconded the motion and it was carried unanimously.

Mr. Lang informed the Board that \$3,086 had been spent on best sellers for the year 1980.

Mr. O'Neill expressed his concern over a best seller that had been repaired. He asked Mrs. Reed if more than one copy was available and if the patrons were charged if they damaged a book. Mrs. Reed replied that if the book was a best seller there certainly would be more than one copy. Many of the new books have been returned to the publisher because of shoddy workmanship--that was probably the reason for the repair work on the book Mr. O'Neill had examined. If a patron damages a book, a fine is charged and a notation is made in the back of the cover.

OLD BUSINESS:

Discussion was held about an invoice for \$1,530.00 to Wesley Associates, Inc. Mrs. Strauss made a motion to authorize payment subject to Mr. Cuoizzi discussing the bill with Mr. Wesley. It will be charged to maintenance. Mr. O'Hara seconded the motion and it was passed unanimously.

NEW BUSINESS:

a) Appointment of Committees: Mr. Lang appointed the following Trustees to serve on Committees for 1981:

Audit and Finance: Mr. O'Neill, Mr. Pasmantier, Mr. O'Hara.

Building and Maintenance: Mr. O'Neill, Mr. O'Hara, Mrs. Strauss.

Personnel: Mr. Kupferer, Mrs. Strauss, Mrs. Grover.

Liason Committee: Mr. O'Neill, Mr. Kupferer, Mrs. Grover.

Mr. Lang explained that he had spoken to the Superintendent of Schools, Dr. D'Alessio, about creating a liason committee to investigate the possibility of establishing a cross-utilization between the school libraries and the West Orange Public Library. The Liason Committee would also work with the Township officials to make sure that the library was well presented. Since Mr. O'Neill worked in the advertising field and the library's Public Relations Dept. was becoming very active, the committee could work with them. Mr. Kupferer suggested that representatives from the school libraries be invited to a board meeting to exchange ideas and information.

Mr. Lang stated that Committees meet one half hour before the regular meeting. If a member cannot make a Committee meeting a message should be sent to the Director's office. The Audit and Finance Committee should review the bills before the meeting so that time need not be taken at the meeting.

b) Italian Earthquake: Mr. Lang spoke to UNICO representative, Mr. Vecchio about surplus books being sent to Italy. Mrs. Reed said that one of the librarians had called the Italian Embassy and was told that most citizens of the earthquake area could not read Italian or English which Mr. Lang could not accept.

c) Professional Services Contract: Mrs. Strauss made a motion to accept the Professional Services Contract as presented and attached to the Minutes for 1981. Mr. Pasmantier seconded the motion and it was carried unanimously.

The above will be advertised in the local papers according to the requirements of the Local Public Contracts Law.

d) Bank Accounts: Mr. Pasmantier made a motion approving the following depositories and associated accounts to be maintained for Library monies for the year 1981:

1. Checking Account - Midlantic National Bank, Account #05987.
2. Statement Savings Account, Accumulated Revenues - Midlantic National Bank, Acct. #02-073-0000177-0.
3. Statement Savings Account, Workmen's Compensation Fund for Employees - Midlantic National Bank, Acct. #02-073-0001161-0.
4. Statement Savings Account, West Orange Public Library Book Sale Escrow Fund - Midlantic National Bank Acct. #02-073-0001405-8.
5. Statement Savings Account West Orange Public Library Community Services - Midlantic National Bank Acct. #02-073-0002143-7.
6. Petty Cash Checking Account - Midlantic Bank, Acct. #734-08486.

Mr. Kupferer seconded the motion and it was passed unanimously.

COMMUNICATIONS:

Mr. O'Neill read a letter from the MAYBE staff. It was suggested that the letter be forwarded to the Public Relations Dept. as it dealt with programming for the coming year.

Mr. O'Neill read a letter from Mrs. Miriam Perry. Mrs. Perry stated that she will be retiring as of August 1, 1981.


Mr. O'Neill suggested that the Public Relations Dept. use a standard format for their releases. Mrs. Reed suggested that he contact Mrs. Palmer and Mrs. Some and show them how to present the releases.

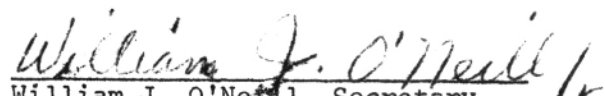
OVERDUES:

Mr. Lang raised the issue of overdue books and spoke of the letter Mr. Cuozzi prepared. Mr. Cuozzi said that the patron response to that lawyer's letter was very much worth the effort of the staff working on the delinquent accounts. Mr. Lang was concerned about the cost of labor involved with the amount of work being done. Mr. Lang suggested that the people in question be taken to court. Discussion was held as to the possible methods of collecting the missing books. Mr. Cuozzi suggested taking a part of the alphabet such as a-e. Mrs. Reed could sign a complaint for the borrowers.

The meeting was adjourned at 10:35 PM.

Respectfully submitted,


Sandra Goss Sessing, Secretary


William J. O'Neill, Secretary
Board of Trustees

JANUARY 28, 1981

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

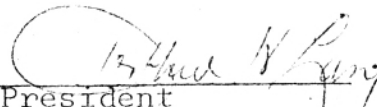
"WHEREAS, There exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, and Administrative requirements of the West Orange Free Public Library, and

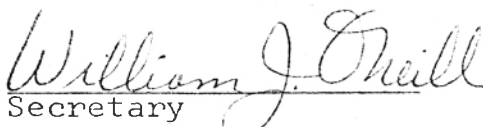
"WHEREAS, the Local Public Contracts Law (N.J.S. 40A-11-1 et. Seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publically advertised:

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".


President


Secretary

WEST ORANGE FREE PUBLIC LIBRARY
1981 BUDGET AS COMPARED TO 1980 ACTUAL EXPENDITURES
LIBRARY BOARD MEETING OF JANUARY 28, 1981

	1980 ACTUAL EXPENSES	1981 PROPOSED BUDGET	INCREASE (DECREASE) 1981 BUDGET OVER 1980 EXPENDITURES	% INCREASE (DECREASE)
SALARIES & WAGES	\$380,416.32	\$432,666	\$ 52,249.68	13.7 %
CONTRACTUAL SERVICES:				
BINDING	1,305.27	2,000	694.73	53.2
COMMUNITY SERVICES	438.92	1,000	561.08	127.8
TRANSPORTATION	290.22	500	209.78	72.3
SEMINARS & WORKSHOPS	1,189.70	1,350	160.30	13.5
AUDIT	1,650.00	1,650	-0-	-0-
MGMT. & PROFESSIONAL SERVICES	11,200.00	11,700	500.00	4.5
LEGAL AND PROFESSIONAL FEES	3,111.00	2,000	(1,111.00)	(35.7)
CONTRACTUAL MAINTENANCE & REPAIR:				
MAIN LIBRARY-UTILITIES	33,416.24	38,000	4,583.76	13.7
MAIN LIBRARY-MAINTENANCE	4,387.00	7,000	2,613.00	59.6
TORY CORNER-RENTAL	540.00	540	-0-	-0-
BOOKMOBILE	566.95	-0-	(566.95)	(100.0)
SERVICE CONTRACTS	5,574.76	6,000	425.24	7.6
MATERIALS & SUPPLIES:				
BOOKS	61,069.79	70,000	8,930.21	14.6
SUPPLIES	12,134.35	12,000	(134.35)	(1.1)
MICRO FILM	5,184.48	2,000	(3,184.48)	(61.4)
PERIODICALS, PAMPHLETS, & NEWSPAPERS, ETC.	8,195.42	7,000	(1,195.42)	(14.6)
AUDIO/VISUAL - MATERIALS	2,045.24	2,000	(45.24)	(2.2)
MISCELLANEOUS OTHER EXPENSES:				
INSURANCE	6,970.61	7,500	529.39	7.6
TELEPHONE	3,001.16	3,500	498.84	16.6
POSTAGE	2,482.51	3,000	517.49	20.8
EMPLOYEE HEALTH BENEFIT PLAN	14,350.02	18,000	3,649.98	25.4
ANNUAL REPORT	410.00	-0-	(410.00)	(100.0)
INVENTORY COSTS	2,894.97	-0-	(2,894.97)	(100.0)
EQUIPMENT:				
LIBRARY	8,946.26	4,000	(4,946.26)	(55.3)
STAFF ROOM FURNITURE	-0-	500	500.00	100.0
MAINTENANCE EQUIPMENT	331.00	500	169.00	51.1
AUDIO/VISUAL EQUIPMENT	290.00	5,200	4,910.00	1,693.1
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	22,969.87	27,000	4,030.13	17.5
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,443.45	28,000	(443.45)	(1.6)
UNEMPLOYMENT INSURANCE, ETC.	2,317.11	6,600	4,282.89	184.8
JANITORIAL SUPPLIES	2,882.54	3,000	117.46	4.1
NEW LIBRARY ADDITION EXPENSES	1,000.00	-0-	(1,000.00)	(100.00)
SUNDAY OPENINGS	-0-	8,120	8,120.00	100.0
<u>TOTAL ACTUAL EXPENSES - 1980</u>	<u>\$630,005.16</u>			
<u>TOTAL PROPOSED BUDGET - 1981</u>		<u>\$712,326</u>		
<u>TOTAL INCREASE OF 1981 BUDGET OVER 1980 EXPENDITURES</u>			<u>\$ 82,320.84</u>	
<u>PERCENT INCREASE OF 1981 BUDGET OVER 1980 EXPENDITURES</u>				<u>13.1 %</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1980
LIBRARY BOARD MEETING OF JANUARY 28, 1981

	1978 ACTUAL EXPENSES BY LIBRARY	1979 ACTUAL EXPENSES BY LIBRARY	1980 ACTUAL EXPENSES BY LIBRARY	1980 APPROVED BUDGET	1980 UNEXPENDED OR (OVER-ENCUMBERED BALANCES AS COMPARED WITH 1980 APPROVED BUDGET
SALARIES & WAGES	\$336,752.59	\$332,936.95	\$380,416.32	\$404,955	\$ 24,538.68
CONTRACTUAL SERVICES:					
BINDING	1,031.27	1,059.84	1,305.27	1,500	194.73
COMMUNITY SERVICES	304.16	614.18	438.92	800	361.08
TRANSPORTATION	152.93	159.95	290.22	350	59.78
SEMINARS & WORKSHOPS	1,056.07	1,147.90	1,189.70	1,350	160.30
AUDIT	1,650.00	1,800.00	1,650.00	1,900	250.00
MGMT. & PROFESSIONAL SVCS.	10,200.00	10,700.00	11,200.00	11,200	-0-
LEGAL & PROFESSIONAL FEES	1,000.00	35.00	3,111.00	-0-	(3,111.00)
CONTRACTUAL MAINT. & REPAIR:					
MAIN LIBRARY-UTILITIES	17,920.35	25,495.11	33,416.24	35,000	1,583.76
MAIN LIBRARY-MAINTENANCE	1,754.53	4,950.82	4,387.00	1,000	(3,387.00)
TORY CORNER - RENTAL	540.00	540.00	540.00	540	-0-
BOOKMOBILE	4,420.15	2,807.72	566.95	5,000	4,433.05
SERVICE CONTRACTS	3,263.08	3,755.67	5,574.76	5,000	(574.76)
MATERIALS & SUPPLIES:					
BOOKS	43,576.55	47,228.24	61,069.79	70,000	8,930.21
SUPPLIES	7,921.01	11,138.43	12,134.35	12,000	(134.35)
MICROFILM	26.02	1,030.50	5,184.48	2,000	(3,184.48)
PERIODICALS, SERIALS & NEWSPAPERS	5,784.01	6,336.38	8,195.42	10,000	1,804.58
PAMPHLETS	423.04	462.14	-0-	-0-	-0-
AUDIO/VISUAL-MATERIALS	1,366.63	820.04	2,045.24	1,500	(545.24)
MISCELLANEOUS OTHER EXPENSES:					
INSURANCE	6,716.57	7,501.18	6,970.61	7,500	529.39
TELEPHONE	2,275.27	3,086.62	3,001.16	3,500	498.84
POSTAGE	2,403.50	2,410.00	2,482.51	3,000	517.49
EMPLOYEE HEALTH BENEFIT PLAN	13,689.44	13,805.77	14,350.02	18,000	3,649.98
ANNUAL REPORT	-0-	-0-	410.00	200	(210.00)
INVENTORY COSTS	-0-	-0-	2,894.97	-0-	(2,894.97)
EQUIPMENT:					
LIBRARY	428.03	1,633.50	8,946.26	2,000	(6,946.26)
STAFF ROOM FURNITURE	-0-	-0-	-0-	1,200	1,200.00
MAINTENANCE EQUIPMENT	112.12	175.00	331.00	500	169.00
AUDIO/VISUAL EQUIPMENT	892.58	324.08	290.00	1,500	1,210.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	19,492.39	20,047.70	22,969.87	25,500	2,530.13
PUBLIC EMPLOYEES RETIREMENT SYSTEM	23,162.32	21,276.00	28,443.45	24,500	(3,943.45)
UNEMPLOYMENT INSURANCE	2,117.76	2,087.80	2,317.11	3,000	682.89
JANITORIAL SUPPLIES	1,642.31	2,332.81	2,882.54	2,500	(382.54)
NEW LIBRARY ADDITION EXPS.		13,917.30	1,000.00	6,300	5,300.00
<u>TOTAL ACTUAL EXPENSES-1978</u>	<u>\$512,074.68</u>				
<u>TOTAL ACTUAL EXPENSES-1979</u>		<u>\$541,616.63</u>			
<u>TOTAL ACTUAL EXPENSES-1980</u>			<u>\$630,005.16</u>		
<u>TOTAL APPROVED BUDGET-1980</u>				<u>\$663,295</u>	
<u>NET UNEXPENDED BUDGET BALANCES-1980</u>					<u>\$ 33,289.84</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF FUND BALANCES

DECEMBER 31, 1980

	BALANCE PER STATEMENT OF RECEIPTS AT 12/31/80 AS PRESENTED TO LIBRARY BOARD MEETING 1/28/81	TO TRANSFER 1980 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID & BALANCE OF 1980 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1980 BUDGET FUND	\$ 33,289.84	\$ 1/ (\$ 33,289.84)		-0-
1980 FINES & RESERVES	43,852.07	(43,852.07)		-0-
1980 LOST BOOK FUND	964.15	(964.15)		-0-
1980 BOOK SALES & EXCESS PROPERTY FUND	1,558.41	(1,558.41)		-0-
1980 PETTY CASH & CHANGE FUND	376.25			\$ 376.25
1980 STATE AID FUNDS	45,680.00	2/ (45,680.00)		
1980-79 DONATION FUND	2,100.00	(2,100.00)		
ACCUMULATED REVENUE FUNDS	8,052.55 3/	48,474.63	78,969.84	135,497.02
<u>TOTAL</u>	\$135,873.27			\$135,873.27
<u>ADD: ACCOUNTS PAYABLE-12/31/80</u>	14,499.45	-0-	-0-	14,499.45
	<u>\$150,372.72</u>			<u>\$150,372.72</u>
1. TO TRANSFER BALANCE OF 1980 BUDGET FUND TO ACCUMULATED REVENUE				\$ 33,289.84
2. TO TRANSFER 1980 STATE AID TO ACCUMULATED REVENUE				45,680.00
<u>SUB-TOTAL</u>				\$ 78,969.84
3. TO TRANSFER:				
FINES & RESERVES			\$ 43,852.07	
LOST BOOK FUND			964.15	
BOOK SALES & EXCESS PROPERTY FUND			1,558.41	
DONATIONS			2,100.00	48,474.63
<u>TOTAL ACCUMULATED REVENUES TRANSFERRED 12/31/80</u>				\$127,444.47
<u>ACCUMULATED REVENUE BALANCE</u>				8,052.55
<u>TOTAL ACCUMULATED REVENUES 12/31/80</u>				<u>\$135,497.02</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
 COMPARATIVE BALANCE SHEET
 DECEMBER 31, 1980- 1979

	BALANCE DECEMBER 31, 1980	BALANCE DECEMBER 31, 1979
<u>ASSETS</u>		
<u>CASH</u>		
CHECKING ACCOUNT	\$ 24,756.20	\$ 14,078.92
SAVINGS ACCOUNTS	13,968.09	59,263.15
PETTY CASH FUNDS	234.68	269.51
CHANGE FUNDS	176.25	146.25
TREASURY BILLS	<u>111,237.50</u>	<u>111,620.03</u>
<u>TOTAL CASH AND ASSETS</u>	<u>\$150,372.72</u>	<u>\$185,377.86</u>
<u>LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>		
ACCOUNTS PAYABLE	\$ 14,499.45	\$ 13,854.06
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>376.25</u>	<u>326.25</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	\$ 14,875.70	\$ 14,180.31
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>135,497.02</u>	<u>171,197.55</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>	<u>\$150,372.72</u>	<u>\$185,377.86</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

COMPARATIVE STATEMENT OF ACCUMULATED REVENUES FOR
THE YEARS ENDED DECEMBER 31, 1980 - 1979ACCUMULATED REVENUES:

BALANCE, JANUARY 1, 1980 - 79	\$171,197.55	\$108,191.12
<u>(DECREASES) INCREASE TO ACCUMULATED REVENUES:</u>		
TRANSFER TO 1980 BUDGET FUND, PER RESOLUTION 6/25/80	(\$163,295.00)	(\$108,191.00)
TRANSFER TO 1980 ACCUMULATED REVENUES, PER RESOLUTION 7/23/80	<u>150.00</u> <u>(163,145.00)</u> (<u>12</u>) <u>(108,191.12)</u>	<u>-0-</u>
	\$ 8,052.55	

BALANCEADDITIONS TO ACCUMULATED REVENUES

1980 - 79 FINES & RESERVES	\$ 43,852.07	\$ 32,768.91
1980 - 79 LOST BOOK FUNDS	964.15	964.92
1980 - 79 BOOK SALES & EXCESS PROPERTY FUND	1,558.41	1,130.35
1980 - 79 DONATIONS	<u>2,100.00</u>	<u>-0-</u>
	\$ 48,474.63	\$ 34,864.18
1980 - 79 STATE AID RECEIVED	\$ 45,680.00	\$ 44,759.00
1980 - 79 BALANCE OF BUDGET FUND	<u>33,289.84</u>	<u>78,969.84</u>
		<u>91,574.37</u>
		<u>136,333.37</u>
<u>ACCUMULATED REVENUES - DECEMBER 31,</u> <u>1980 - 79 PER EXHIBIT C</u>	<u>\$135,497.02</u>	<u>\$171,197.55</u>

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1980 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$630,005.16 TO COVER THE ACTUAL 1980 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1980 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$500,000.00 PLUS THE APPROPRIATION OF \$130,005.16 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1980 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/79	\$163,295.00
(LESS) UNEXPENDED 1980 BUDGET - 12/31/80	(<u>33,289.84</u>)
<u>TOTAL APPROPRIATION TO 1980 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$130,005.16</u>

II RESOLVED:

THE FOLLOWING 1980 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1980 FINES AND RESERVES FUND	\$ 43,852.07
2. 1980 LOST BOOK FUND	964.15
3. 1980 BOOK SALES & EXCESS PROPERTY SOLD FUND	1,558.41
4. 1980 - 79 DONATIONS	2,100.00
5. 1980 STATE AID FUND	45,680.00
6. BALANCE OF BUDGET FUND - 1980	<u>33,289.84</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	\$127,444.47
<u>ADD: BALANCE OF ACCUMULATED REVENUE</u>	<u>8,052.55</u>
<u>ACCUMULATED REVENUE 12/31/80</u>	<u>\$135,497.02</u>

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF DECEMBER 1980

LIBRARY BOARD MEETING OF JANUARY 28, 1981

	PROPOSED BUDGET 1980	PAID MONTH OF DECEMBER	ACCUMULATED BUDGET EX- PENDITURES PAID 12 MONTHS ENDED 12/31/80	UNEXPENDED BUDGET BALANCE ON 12/31/80	BILLS AC- COUNTS PAY- ABLE AT 12/31/80 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 12/31/80
SALARIES & WAGES	\$404,955	\$ 33,726.71	\$380,416.32	\$ 24,538.68		\$ 24,538.68
BINDING	1,500		1,305.27	194.73		194.73
COMMUNITY SERVICES	800	65.78	342.40	457.60	\$ 96.52	361.08
TRANSPORTATION	350	72.26	261.37	88.63	28.85	59.78
SEMINARS & WORKSHOPS	1,350	72.80	1,189.70	160.30		160.30
AUDIT	1,900	1,650.00	1,650.00	250.00		250.00
MGMT. & PROF. SERVICES	11,200	933.00	10,263.00	937.00	937.00	-0-
MAIN LIBRARY-UTILITIES	35,000	5,858.56	31,264.72	3,735.28	2,151.52	1,583.76
MAIN LIBRARY-MAINTENANCE	1,000	368.47	3,893.82	(2,893.82)	493.18	(3,387.00)
TORY CORNER-RENTAL	540		540.00	-0-		-0-
BOOKMOBILE	5,000		566.95	4,433.05		4,433.05
SERVICE CONTRACTS	5,000	182.55	5,342.22	(342.22)	232.54	(574.76)
BOOKS	70,000	4,505.87	56,804.85	13,195.15	4,264.94	8,930.21
SUPPLIES-LIBRARY	12,000	802.14	10,672.35	1,327.65	1,462.00	(134.35)
MICROFILM	2,000		5,184.48	(3,184.48)		(3,184.48)
PERIODICALS, SERIALS & NEWSPAPERS	10,000	6,638.43	8,092.12	1,907.88	103.30	1,804.58
AUDIO-VISUAL-MATERIALS	1,500	239.36	1,442.40	57.60	602.84	(545.24)
INSURANCE	7,500		6,970.61	529.39		529.39
TELEPHONE	3,500	243.31	2,758.85	741.15	242.31	498.84
POSTAGE	3,000	300.00	2,482.51	517.49		517.49
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	14,350.02	3,649.98		3,649.98
ANNUAL REPORT	200		410.00	(210.00)		(210.00)
EQUIPMENT-LIBRARY	2,000		8,128.28	(6,128.28)	817.98	(6,946.26)
MAINTENANCE EQUIP.	500		331.00	169.00		169.00
AUDIO-VISUAL EQUIP.	1,500		290.00	1,210.00		1,210.00
SOCIAL SECURITY	25,500	1,905.58	22,969.87	2,530.13		2,530.13
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,500		25,544.73	(1,044.73)	2,898.72	(3,943.45)
JANITORIAL SUPPLIES	2,500	93.09	2,714.79	(214.79)	167.75	(382.54)
STAFF	1,200		-0-	1,200.00		1,200.00
UNEMPLOYMENT INS.	3,000	228.04	2,317.11	682.89		682.89
NEW LIBRARY ADDITION	6,300		1,000.00	5,300.00		5,300.00
LEGAL COSTS			3,111.00	(3,111.00)		(3,111.00)
INVENTORY COSTS			2,894.97	(2,894.97)		(2,894.97)
<u>TOTAL</u>	<u>\$663,295</u>	<u>\$ 59,080.83</u>	<u>\$615,505.71</u>	<u>\$ 47,789.29</u>	<u>\$ 14,499.45</u>	<u>\$ 33,289.84</u>

FROM:
TOWN OF WEST ORANGE \$500,000
ACCUMULATED REVENUE 163,295

TOTAL PROPOSED BUDGET \$663,295

STATEMENT OF ALL FUND, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF DECEMBER 1980

I	BALANCES AS OF 11/30/80									
	ADD:									
	FINES									
	NON-RESIDENT FEES									
	TOSHIBA PHOTOCOPY									
	RENTALS									
	MICRO-FILM									
	TELEPHONE									
	CONTINENTAL COPY COMMISSION									
	XEROX									
	LOST BOOKS									
	EXCESS PROPERTY SALE									
	INTEREST									
II	TOTAL DECEMBER RECEIPTS									
III	TOTAL AVAILABLE I PLUS II									
IV	LESS: DEC. 1980 DISBURSEMENTS									
V	TOTAL CASH FUNDS 12/31/80									
	LESS: ACCOUNTS PAYABLE 12/31/80									
	BUDGET BALANCE AS OF 12/31/80									
	ALL FUNDS	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	PAID
	<u>\$203,586.71</u>	<u>\$106,870.12</u>	<u>\$38,237.70</u>	<u>\$ 822.28</u>	<u>\$1,447.81</u>	<u>\$ 376.25</u>	<u>\$8,052.55</u>	<u>\$2,100.00</u>	<u>\$45,680.00</u>	
			(\$ 1,526.19							
			(60.00							
			(117.05							
			(127.00							
			(5.75							
			(17.25							
			(102.63							
			(692.50							
	\$ 2,648.37			\$ 141.87	\$ 110.60					
	141.87									
	110.60									
	2,966.00									
	<u>\$ 5,866.84</u>	<u>\$ -0-</u>	<u>\$ 5,614.37</u>	<u>\$ 141.87</u>	<u>\$ 110.60</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	
	\$209,453.55	\$106,870.12	\$43,852.07	\$ 964.15	\$1,558.41	\$ 376.25	\$8,052.55	\$2,100.00	\$45,680.00	
	<u>59,080.83</u>	<u>59,080.83</u>								
	<u>\$150,372.72</u>	<u>\$ 47,789.29</u>	<u>\$43,852.07</u>	<u>\$ 964.15</u>	<u>\$1,558.41</u>	<u>\$ 376.25</u>	<u>\$8,052.55</u>	<u>\$2,100.00</u>	<u>\$45,680.00</u>	
		<u>14,499.45</u>								
		<u>\$ 33,289.84</u>								

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1980 BILLS PRESENTED FOR PAYMENT ON
JANUARY 28, 1981

CHECKS ARE DATED
DECEMBER 30, 1980

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

6062	MIDLANTIC NAT'L BANK-FTD-12/30/80	1. SALARIES	\$ 2,337.77
6063	N.J. G.I.T. DEC.'80	1. SALARIES	660.54
6064	TOWN OF W.O.-SOC.SEC.EMPLOYEES-DEC.'80	1. SALARIES	1,905.83
6065	W.O. FREE PUBLIC LIBRARY-UN.INS.DEC.'80	1. SALARIES	29.24
6066	TOWN OF W.O.-JAN.'81	26. HOSPITALIZATION	1,194.88
6067	P.E.R.S. #20284-PENSIONS, LOANS	1. SALARIES	1,669.62
6068	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	105.74
6069	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	397.50
6070	N.J. EMPL. SEC. AGY-DEC. '80	28. UNEMPLOYMENT INS.	228.04
		EXCHANGE	114.20
6071	TOWN OF W.O.-DEC. '80	27. EMPLOYER'S SOC. SEC.	1,905.58
	NET P/R 6785-6843 (59)	1. SALARIES	12,090.41
	NET P/R 6844-6898 (55)	1. SALARIES	<u>11,683.58</u>

SUB-TOTAL

\$ 34,322.93

ADD: CHECKS #5998-6061 FOR PAYMENT ISSUED
AT DECEMBER 22, 1980 MEETING

24,534.93

CHECKS ISSUED FOR THE MONTH OF DECEMBER 1980

\$ 58,857.86

ADD:

PETTY CASH CHECKS #1388-1419-ISSUED DURING
OCTOBER, NOVEMBER, & DECEMBER 1980

386.31

SUB-TOTAL

\$ 59,244.17

LESS:

CHECK #5960-OCTAMARON-VOIDED	19. MAGAZINES	\$ 2.50
#5969-SALESCASTER DISP. VOIDED	4. SUPPLIES	20.78
#5982-KAUFMAN'S SENTRY-CORRECTION	4. JANIT. SUP.	1.00
#6001-PETTY CASH	FINES	(3.14)
#6001-PETTY CASH	LOST BOOK REFUND	15.74
#6070-N.J.EMPL.SEC.AGY.	EXCHANGE	114.20
PETTY CASH-CHECK #997	10. COMMUNITY	8.00
" " -CHECK #1390-W.O.PUBLIC LIB.	LOST BOOK REFUND	<u>4.26</u>

163.34

TOTAL EXPENDITURES - MONTH OF DECEMBER 1980

PER BUDGET REPORT

\$ 59,080.83

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Stewart Mannheim CPA

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH OCTOBER, NOVEMBER AND DECEMBER BILLS
PRESENTED FOR PAYMENT ON JANUARY 28, 1981

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>OCT.</u>				
7	#1388	BILL TOOHEY	12. TRANSPORTATION	\$ 8.00
14	1389	JACKIE LEPORE	10. COMMUNITY RELATIONS	4.70
	1390	W.O. PUBLIC LIBRARY	LOST BOOK REFUND	4.26
15	1391	LYNN THOMPSON	12. TRANSPORTATION	23.56
17	1392	SALESCASTER DISPLAY CORP.	4. SUPPLIES	2.78
22	1393	BILL TOOHEY	12. TRANSPORTATION	4.00
	1394	DAWN PALMER	10. COMMUNITY	15.00
23	1395	CREATIVE TEENS	19. MAGAZINES	2.00
24	1396	RUTGERS THE STATE UNIVERSITY	15. WORKSHOP SEMINARS	12.50
28	1397	THE RUTH ROCKWOOD TESTIMONIAL	10. COMMUNITY	17.50
29	1398	N.J. LIBRARY ASS'N	15. WORKSHOP SEMINARS	7.00
	1399	BILL TOOHEY	12. TRANSPORTATION	8.00
<u>Nov.</u>				
14	1400	BILL TOOHEY	12. TRANSPORTATION	12.00
	1401	DEBBY PINKUS	12. TRANSPORTATION	5.70
17	1402	SHOP RITE	4. SUPPLIES	15.00
24	1403	SUPREME BAKERY	4. SUPPLIES	4.23
<u>DEC.</u>				
1	1404	ADA LA POINT	15. WORKSHOP SEMINARS	9.60
	1405	BILL TOOHEY	12. TRANSPORTATION	4.00
	1406	CONSUMER BULLETIN	20. NEWSPAPERS & PAMPHLETS	6.00
2	1407	SHIRLEY ITKIN	4. SUPPLIES	13.00
	1408	CHICKEN NEST	10. COMMUNITY	31.58
	1409	LIBRARY W'SHOP ACCT.	15. WORKSHOP SEMINARS	10.00
5	1410	BLOOMFIELD ELECTRICAL SUPPLY	6. MAINT.	62.64
9	1411	W.O. PUBLIC LIBRARY	15. WORKSHOP SEMINARS	9.70
	1412	ROSELL HISTORICAL SOCIETY	2. BOOKS	6.00
12	1413	BILL TOOHEY	12. TRANSPORTATION	7.00
	1414	JACKIE LEPORE	15. WORKSHOP SEMINARS	24.00
	1415	W.O. COMMUNITY HOUSE	10. COMMUNITY	5.00
19	1416	PETTY CASH	4. SUPPLIES	25.00
22	1417	LE JOHNS	2. BOOKS	8.27
	1418	EMMA L. CZARNECKI	4. SUPPLIES	2.09
	1419	SHIRLEY ITKIN	4. SUPPLIES	16.20
<u>TOTAL CHECKS FROM THE PETTY CASH CHECKING</u>				
<u>ACCOUNT FOR THE MONTHS OF OCTOBER,</u>				
<u>NOVEMBER AND DECEMBER 1980</u>				<u>\$ 386.31</u>

PAYMENT RECOMMENDED BY:

Lola R. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart M. Koos*

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 28, 1981

5.

CHECKS ARE DATED
JANUARY 28, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6072	MIDLANTIC NAT'L BK-FTD-1/15/81	1. SALARIES	\$ 2,246.30
6073	W.O. MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	397.50
6074	SHIRLEY ITKIN	10. COMMUNITY REL.	40.32
6075	PETTY CASH CHECKING ACCT.	TRANSFER	200.00
6076	STATE OF N.J. PENSION ADJUSTMENT FUND	28. P.E.R.S.	2,898.72
6077	TREASURER, STATE OF N.J. MUSEUM SHOP	2. BOOKS	10.00
6078	A. ABORN EXTERMINATING CO.	6. MAINT. MAIN	15.00
6079	AMERICAN LIBRARY ASSN.	2. BOOKS	37.50
6080A	AMERICAN PAPER TOWEL	4. SUPPLIES-JANIT.	\$ 169.55
B	" " " "	4. " "	(1.80)
6081	AMS PRESS, INC.	2. BOOKS	22.28
6082	ANAHEIM PUBLISHING CO.	2. BOOKS	17.20
6083	ANA STUDIO	21. A/V MATERIALS	291.50
6084	ASPEN SYSTEMS CORP.	2. BOOKS	26.06
6085A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	49.35
B	" " " "	11. " "	46.30
6086A	THE BAKER & TAYLOR CO.	2. BOOKS	16.24
B	" " " " "	2. " "	46.49
C	" " " " "	2. " "	17.18
D	" " " " "	2. " "	8.82
6087A	THE BAKER & TAYLOR CO.	2. BOOKS	12.90
B	" " " " "	2. " "	158.34
C	" " " " "	2. " "	518.40
D	" " " " "	2. " "	(1.80)
E	" " " " "	2. " "	109.85
F	" " " " "	2. " "	616.78
G	" " " " "	2. " "	104.50
6088	THE BAKER & TAYLOR CO.	2. BOOKS	51.59
6089	ARNOLD BERNHARD & CO., INC.	2. BOOKS	220.00
6090	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.-MAIN.	70.00
6091A	R.R. BOWKER CO.	2. BOOKS	30.02
B	" " " "	2. " "	35.44
C	" " " "	2. " "	35.52
6092A	BROADSTREET, INC.	4. SUPPLIES	12.00
B	" " "	4. " "	180.01
C	" " "	4. " "	14.55
D	" " "	4. " "	14.00
E	" " "	4. " "	3.30
F	" " "	4. " "	.39
G	" " "	4. " "	13.17
H	" " "	4. " "	2.10
I	" " "	4. " "	9.68
J	" " "	4. " "	55.81
K	" " "	4. " "	14.59
6093A	BRODART, INC.	4. SUPPLIES	61.20
B	" " "	4. " "	(8.35)
C	" " "	4. " "	39.30
D	" " "	4. " "	196.29
E	" " "	4. " "	261.78
6094	CATALOGING DISTRIBUTION SERVICE	20. PAMPHLETS	10.00
6095A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	14.22
B	" " "	21. A/V MATERIALS	69.90
C	" " "	21. A/V MATERIALS	10.52
D	" " "	21. A/V MATERIALS	11.14

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 28, 1981

6.

CHECKS ARE DATED
JANUARY 28, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
6096A	COMMERCE CLEARING HOUSE, INC.	4. SUPPLIES	\$ 3.82	
B	" " " "	2. BOOKS	<u>51.73</u>	\$ 55.55
6097	COMMONWEALTH WATER CO.	6. MAINT.-UTIL.		94.58
6098	COVER'S AUTO RECALLS, INC.	2. BOOKS		12.90
6099A	JOHN CURLEY AND ASSOCIATES, INC.	2. BOOKS	45.65	
B	" " " "	2. "	<u>22.65</u>	68.30
6100	EMMA-LOU CZARNECKI	12. CONVENTIONS		28.85
6101	ROBERT W. DAUM	6. MAINT.-MAIN.		35.00
6102	DESIGN ENTERPRISES OF S.F.	2. BOOKS		5.95
6103	DIALOG PRESS	2. BOOKS		9.21
6104A	DOUBLEDAY & Co., INC.	2. BOOKS	61.80	
B	" " " "	2. "	10.92	
C	" " " "	2. "	26.34	
D	" " " "	2. "	15.80	
E	" " " "	2. "	9.12	
F	" " " "	2. "	5.19	
G	" " " "	2. "	(5.19)	123.98
6105	EDISON RECORD CLEARANCE	21. A/V MATERIALS		57.37
6106	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS		29.15
6107	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		95.39
6108	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN.		312.00
6109	FEDERATED ART ASS'N	2. BOOKS		3.00
6110	FINANCIAL INFORMATION INC.	2. BOOKS		75.00
6111	FOLGER SHAKESPEARE LIBRARY	2. BOOKS		39.60
6112A	GALE RESEARCH CO.	2. BOOKS	58.35	
B	" " " "	2. "	58.35	
C	" " " "	2. "	<u>38.99</u>	155.69
6113	GAYLORD BROS., INC.	17. EQUIP.		817.98
6114	GRAPHIC ARTS CENTER PUBLISHING CO.	2. BOOKS		21.88
6115	GREENWOOD PRESS	2. BOOKS		35.00
6116	IBM	4. SUPPLIES		57.00
6117	INT'L SCHOLARLY BOOK SERVICES, INC.	2. BOOKS		31.34
6118A	KAUFMAN'S SENTRY HDWE	6. MAINT.-MAIN.	28.00	
B	" " " "	6. " "	9.23	
C	" " " "	6. " "	<u>23.95</u>	61.18
6119	KNOWLEDGE INDUSTRY PUBLICATIONS, INC.	2. BOOKS		26.00
6120	KRIEGER PUBLISHING Co., INC.	2. BOOKS		20.41
6121	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES		22.00
6122A	LEAGUE OF WOMEN VOTERS OF U.S.	20. PAMPHLETS	10.00	
B	" " " "	20. "	<u>8.50</u>	18.50
6123	LIBRARY EDUCATIONAL INSTITUTE, INC.	19. MAGAZINES		17.00
6124	LOFTUS & CUOZZI	4. SUPPLIES		144.00
6125	MACMILLAN PUBLISHING Co., INC.	2. BOOKS		17.13
6126	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		937.00
6127	A. R. MEEKER Co.	4. SUPPLIES		92.51
6128	MUSIC EXCHANGE	2. BOOKS		26.25
6129	NAT'L REGISTER PUBLISHING Co., INC.	2. BOOKS		102.75
6130	ND ST. CAREER PLANNING OFFICE	2. BOOKS		8.50
6131A	N.J. BELL	9. TELEPHONE	229.35	
B	" " " "	9. "	<u>12.96</u>	242.31
6132	NJCT CORP.	4. SUPPLIES		84.35
6133	N.J. LAW JOURNAL	2. BOOKS		22.25
6134	N.J. MONTHLY	2. BOOKS		28.75
6135	NORTH POINT PRESS	2. BOOKS		11.47

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1980 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 28, 1981

7.

CHECKS ARE DATED
JANUARY 28, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6136	THE OHIO ACADEMY OF SCIENCE	2. BOOKS	\$ 24.95
6137	THE OVERLOOK PRESS	2. BOOKS	21.45
6138	P & P LAWMOWER REPAIRS	17. EQUIP.-MAINT.	30.25
6139	PITNEY BOWES	11. SERVICE CONTRACTS	41.50
6140A	PRENTICE-HALL, INC.	2. BOOKS	\$ 15.33
B	" " "	2. "	6.23
C	" " "	2. "	(5.97)
D	" " "	2. "	8.63
E	" " "	2. "	5.63
6141	PRINCETON UNIVERSITY PRESS	2. BOOKS	29.85
6142	P.S.E. & G. Co.	6. MAINT.-UTIL.	15.00
6143	RANDOM HOUSE, INC.	2. BOOKS	2,056.94
6144	REGENT BOOK Co., INC.	2. BOOKS	67.40
6145A	ROSSI & Co., INC.	2. BOOKS	79.35
B	" " " "	4. SUPPLIES	22.75
6146	T. K. SANDERSON ORGANIZATION	4. "	13.25
6147	SHAR-FREY, INC.	2. BOOKS	36.00
6148A	SILVER BURDETT Co.	2. BOOKS	27.50
B	" " " "	2. BOOKS	4.72
6149A	STANDARD & POOR'S CORP.	2. BOOKS	10.20
B	" " " "	2. "	9.42
6150	THE STAR LEDGER	2. BOOKS	19.62
6151	WINDMILL PUBLISHING Co.	2. BOOKS	616.00
6152	WOLSTEN'S PROJECTOR HOUSE, INC.	2. "	245.00
6153A	XEROX CORP.	10. COMMUNITY RELATIONS	861.00
B	" "	2. BOOKS	12.45
6154	YOUNG'S NEWS SERVICE	21. A/V SOFTWARE	6.56
6155	SHIRLEY ITKIN	4. SUPPLIES	148.19
6156	N. J. REPORTERS	25. PHOTOCOPY	152.50
6157	DORIS A. PILKEY	20. NEWSPAPERS	303.50
6158	PRENTICE-HALL	10. COMMUNITY RELATIONS	42.80
		19. MAGAZINES	43.75
		2. BOOKS	15.00
		2. BOOKS	6.00
			51.74
			\$ 17,646.75
	SUB-TOTAL		
	LESS: CHECK-#6072 MIDLANTIC NAT'L BK	1. SALARIES	2,246.30
	CHECK-#6073 W.O.MUNICIPAL-EMPL.	1. SALARIES	397.50
	CHECK-#6075 PETTY CASH CHECKING A/C	TRANSFER	200.00
	CHECK-#6153 XEROX CORP.	25. PHOTOCOPY	303.50
	TOTAL ACCOUNTS PAYABLE - DECEMBER 31, 1980		3,147.30
	PER BUDGET REPORT		\$ 14,499.45

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola N. Reek

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 25, 1981

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

DIRECTOR'S
MONTHLY REPORT

February 25, 1981

During this month of birthdays, we have kept very busy with a variety of programs along with our regular duties.

On Sunday, February 8 the New Friends sponsored a "Paperback Book Exchange" which was well attended. The event was quite a success. Many people from surrounding communities attended and enjoyed the occasion.

Other events included a lecture on "Interior Design" on February 11; a bus trip to Cooper-Hewitt and Guggenheim Museums; a "Passover cooking demonstration" on Tuesday, February 24 plus a "Chinese Art Exhibit, courtesy of Mr. Alex Eng and a "Silk and Dry Flower Arrangements by Mrs. Lynda Levchik. All programs brought in many interested observers.

Sofar this month, Mrs. Pierz has taken a six-months' leave of absence, Mrs. Ericsson has retired, Mrs. Mantell is very ill in St. Luke's Hospital in New York, and Mrs. Palmer has resigned her position as AV/PR Librarian.

We are in dire need of additional help! A special need is an immediate replacement for Mrs. Palmer because of the many events which were scheduled by her well in advance of her resignation. (Mrs. Palmer did not present a two-week notice of her intention to resign as required). Badly needed also, is a clerk-typist and a person for circulation.

A special plea went out to the senior citizens' homes for able-bodied persons who are willing to work for minimum wages. One temporary responded for \$4.00 per hour. A young mother is also interested in working a limited number of hours per week for the same hourly wage.

Please approve the hiring of Mrs. Sylvia Deutsch and Mrs. Sara Giorgio as temporary workers at an hourly rate of \$4.00.

I bring to you also, the application and resume' of Mrs. Monica Pershey who has had quite a bit of experience in the media and has a BA degree in Communications. She is willing to start as Head of AV/PR Department at a salary of \$10,000. For the salary it seems like a bargain for a well qualified individual.

Our Statistical Report was mailed to Trenton well ahead of the February 15 deadline.

We were notified by Mr. Robert A. Drescher, Coordinator of Library Network Services in Trenton, that there is a 32% cut in State Library Aid for 1981. So, we are relatively sure that our allocation of State Aid will be less than last year's appropriation.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
FEBRUARY 28, 1981

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1981 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 1981 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of 1/28/81 with the following corrections: page 4, under Budget Committee...\$550,000 proposed by the Mayor page 1, under New Friends of the West Orange Public Library.. Mrs. Joan Bojsza. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the bills presented for payment for the month of January, 1981. Mr. O'Neill seconded the motion and it was passed unanimously.

PRESENTATION TO MRS. STRAUSS:

On behalf of the Trustees and staff of the library, Mrs. Grover and Mr. Lang presented a book and bookends to Mrs. Anita O. Strauss for her dedication and years of service as a Trustee.

COMMUNITY PARTICIPATION:

Mrs. Rabinowitz, President of the West Orange Public Library Employees Association asked Mr. Lang if he had received a copy of the letter she had sent to the Township Council and the "Chronicle" concerning salaries. She also questioned the Board about the motion which had not been found in the Minutes freezing the salaries in 1977. Mr. Lang explained to Mrs. Rabinowitz that errors cannot be undone for so many years back and that the Board had corrected any misunderstanding as of this year.

DIRECTOR'S REPORT:

Items in the Director's Report were discussed in closed session as stated at the end of the Minutes.

COMMITTEES:

1) Building and Maintenance:

Mr. O'Hara will review the HVAC contracts. He will also be meeting about the lighting situation. There is a possibility that federal funds could be obtained because of the existing problem.

Mr. Lang asked Mrs. Reed to check on Sal Basciotti's insurance coverage before his bid to erect the enclosure is accepted.

Mr. O'Neill expressed his concern about the pavement in the parking lot. Mr. Lang asked Mr. O'Neill to contact Mr. Ricca of the Public Works Dept. about repairing the holes.

Mr. Pasmantier suggested that two metal signs be erected for patrons: one would be placed on the top parking lot stating that additional parking is available behind Town Hall or the lower level on weekends and evenings. The second sign would be located in the lower level stating that the library entrance is located on Mt. Pleasant Ave.

Mr. Pasmantier asked why the library had abandoned the suggestion box for patrons. He asked Mrs. Reed to establish a new one perhaps with preprinted cards the patrons could check off, etc. This would provide feedback both pro and con to the Board. Mrs. Reed will take care of acquiring the signs and suggestion box.

Mr. O'Neill asked if smoking was permitted in the lobby between the outside entrance and library entrance. He noted that pails were there but papers could ignite if a proper receptacle was not provided. Mrs. Reed said that she would have the custodian check the pails and to add sand to them if needed.

In response to Mr. Lang's query, Mrs. Reed stated that the ceiling blocks had been replaced and that the spackling had been finished on the walls. Mr. Lang urged Mrs. Reed to contact Mrs. Sussman about having the piano tuned before the concert.

2) Finance Committee:

Mr. Lang said that he had contacted Council President Bini about the Jan. 30 letter concerning the library budget. Mr. Bini told Mr. Lang to contact Mr. Corwick about the matter. Mr. Corwick had said that nothing had been changed. Mr. Lang said that he had been asked by the Mayor what the increase would be to the library if the library was to match the township's salaries. So far, nothing more has been heard from Town Hall. Discussion was held about the percentage increase which involves a 2.18% difference between the library and Township.

Mr. Lang said that the library would be approximately \$39,000 short and that emergency funds would have to be sought from the Township at the end of the year. He mentioned that only two budget lines offered any flexibility in funds. Also, utility costs will continue to rise now that the controls have been lifted from oil.

The Mayor had approached Mr. Lang about the possibility of the library joining the town in purchasing insurance. Mr. Cuozi recommended that the library not join with the Town as far as work experience was concerned as the library experience was good.

Mr. O'Neill discussed the meeting room charges that had been paid by various associations and groups for the past month.

The Board discussed Mr. Lang's suggestion that the patrons be asked to purchase a bestseller and then donate it to the library receiving a tax deduction statement. Mr. Lang pointed out that it would make the public more aware of the library's financial situation.

Mr. Lang said that it would be a good opportunity for the Liason Committee to approach the School Board to see what the Board's buying plans are for books and perhaps coordinate purchases. Mrs. Reed replied that Board purchases were made only on a once a year basis. Mr. Lang said that all possibilities should be looked into and that the purchase of reference books by both parties might be beneficial.

Mr. O'Neill inquired about the progress that had been made concerning the pursuit of the delinquent fines. Mr. Lang reported that the Board had discussed that matter at the last meeting and that as soon as staff shortages are resolved, the library will proceed ahead.

Mr. Pasmantier made a resolution that at the next Board meeting a final resolution would be made as to what the salary increase would be for calendar year 1981. He amended the resolution stating that the final resolution should be made not later than the meeting after the adoption of the Township's budget. Mrs. Grover seconded it and it was carried unanimously.

NEW BUSINESS:

Mr. Lang announced that an all day seminar for Trustees would be held on March 7th in East Brunswick.

Mr. Pasmantier announced that the Building and Maintenance Committee would meet with the Township Council on Monday, March 2 at 7:30 PM. Mr. Cuozzi would attend the meeting and he invited Mrs. Reed to be present. The purpose of the meeting was 1) resolving payment to Mr. Lehman and 2) to proceed to correct the lighting situation.

COMMUNICATIONS:

Mr. O'Neill said that the following correspondence had been received:

- 1) A letter from R. Drescher, State Library, regarding a 32% cut in Library State Aid for next year.
- 2) A letter of resignation from Mrs. Dawn Palmer, AV/PR Librarian.
- 3) Two letters from the Fowler Insurance Agency: a) quotations for insurance coverage for the air conditioning units. Mr. Lang directed the Building and Maintenance Committee to review the quote. b) Trustee liability insurance. Mr. Lang asked Mr. Cuozzi to review the policy.

The public portion of the Board of Trustees meeting ended at 9:10 PM.

.PERSONNEL:

At a closed session of the Board of Trustees the following action was taken:

- 1) The Board of Trustees voted to hire Mrs. Monica Gordon Pershey as Media Specialist at the West Orange Public Library at a salary range of \$10,000-\$13 000 with increments of \$400 and a starting salary of \$10,000 with the proviso that Mrs. Reed obtain acceptable references on Mrs. Pershey. Mr. Kupferer moved the hiring of Mrs. Pershey. It was seconded by Mrs. Strauss and carried unanimously.
- 2) Mr. Kupferer moved the hiring of two temporary employees, Mrs. Sylvia Deutsch and Mrs. Sara Giorgio at an hourly rate of \$4.00 with a range of \$4.00-\$5.00. The range for Junior Library Clerks was changed to 3.55-\$3.75 per hour. The motion was seconded by Mrs. Grover and unanimously carried.

The meeting was adjourned at 9:35 PM.

Respectfully submitted,

Sandra Goss Sessing
Sandra Goss Sessing, Secretary

William J. O'Neill
William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1981

LIBRARY BOARD MEETING OF FEBRUARY 25, 1981

	PROPOSED BUDGET 1981	PAID MONTH OF JANUARY 1981	(DEDUCT) ACCOUNTS PAYABLE 12/31/80 INCLUDED IN JANUARY 1981 EXPEND- ITURES	UNEXPENDED BUDGET BALANCE ON 1/31/81	BILLS/ ACCOUNTS PAYABLE AT 1/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 1/31/81
SALARIES & WAGES	\$432,666	\$ 33,367.27	\$	\$399,298.73	\$	\$399,298.73
BINDING	2,000			2,000.00	565.00	1,435.00
COMMUNITY SERVICES	1,000	96.52	(96.52)	1,000.00	7.54	992.46
TRANSPORTATION	500	28.85	(28.85)	500.00		500.00
SEMINARS & WORKSHOPS	1,350			1,350.00	1.39	1,348.61
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	937.00	(937.00)	11,700.00	933.00	10,767.00
LEGAL & PROFESSIONAL FEES	2,000			2,000.00	720.00	1,280.00
MAIN LIBRARY-UTILITIES	38,000	2,151.52	(2,151.52)	38,000.00	5,205.40	32,794.60
MAIN LIBRARY-MAINT.	7,000	493.18	(493.18)	7,000.00	1,551.21	5,448.79
TORY CORNER-RENTAL	540			540.00		540.00
BOOKMOBILE	-0-			-0-		-0-
SERVICE CONTRACTS	6,000	232.54	(232.54)	6,000.00	242.19	5,757.81
BOOKS	70,000	4,242.66	(4,264.94)	70,022.28	4,935.35	65,086.93
SUPPLIES-LIBRARY	12,000	1,482.10	(1,462.00)	11,979.90	1,907.80	10,072.10
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	84.80	(103.30)	7,018.50	79.30	6,939.20
AUDIO-VISUAL-MATERIALS	2,000	602.84	(602.84)	2,000.00	26.47	1,973.53
INSURANCE	7,500			7,500.00	609.75	6,890.25
TELEPHONE	3,500	242.31	(242.31)	3,500.00	247.16	3,252.84
POSTAGE	3,000			3,000.00	305.99	2,694.01
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88		16,805.12		16,805.12
ANNUAL REPORT	-0-			-0-		-0-
EQUIPMENT-LIBRARY	4,500	817.98	(817.98)	4,500.00	630.00	3,870.00
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	5,200			5,200.00		5,200.00
SOCIAL SECURITY	27,000	2,218.92		24,781.08		24,781.08
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000	2,898.72	(2,898.72)	28,000.00		28,000.00
JANITORIAL SUPPLIES	3,000	167.75	(167.75)	3,000.00	133.20	2,866.80
UNEMPLOYMENT INSURANCE	6,600			6,600.00		6,600.00
NEW LIBRARY ADDITION	-0-			-0-		-0-
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
<u>TOTAL</u>	<u>\$712,326</u>	<u>\$ 51,259.84</u>	<u>(\$ 14,499.45)</u>	<u>\$675,565.61</u>	<u>\$ 18,100.75</u>	<u>\$657,464.86</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR THE
MONTH OF JANUARY 1981

BALANCES AS OF 12/30/80									
TO TRANSFER FOLLOWING FUNDS TO									
ACCUMULATED REVENUE PER RESOLUTION:									
(A)	1980--BUDGET FUND BALANCE								
(B)	1980--FINES & RESERVES FUND BALANCE								
(C)	1980--LOST BOOK FUND BALANCE								
(D)	1980--BOOK SALES & EXCESS PROPERTY SOLD FUND BALANCE								
(E)	1980--N.J. STATE AID FUND BALANCE								
(F)	1980--79 RESTRICTED DONATIONS BALANCE								
ADJUSTED BALANCE 1/1/81									
ADD:									
ESTIMATED 1ST QTR. BUDGET FROM THE TOWN OF WEST ORANGE									
FINES									
NON-RESIDENT FEE									
TOSHIBA COPIES									
RENTALS									
MICRO-FILM									
TELEPHONE									
XEROX COPIES									
LOST BOOKS									
EXCESS PROPERTIES & BOOKS SOLD									
INTEREST INCOME									
TOTAL JANUARY 1981--RECEIPTS									
TOTAL AVAILABLE I PLUS II									
LESS: JANUARY 1981 EXPENDITURES									
TOTAL CASH FUNDS 1/31/81									
ADD: DUE FROM TOWN OF WEST ORANGE FOR 2ND, 3RD & 4TH QUARTER BUDGET									
OTHER SOURCES--ACC. REV. FUND - ANTICIPATED									
UNEXPENDED BUDGET BALANCE 1/31/81									
LESS: ACCOUNTS PAYABLE 1/31/81									
BUDGET BALANCES AT 1/31/81									
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--#02-073-0002-405-8-BOOK SALES									
MIDLANTIC NAT'L BK--#02-073-0002-143-7-COMMUNITY SAVINGS									
PETTY CASH									
PETTY CASH--CHECKING A/C--MIDLANTIC-734-6848-6									
65M U.S. TREAS. BILL-2/19/81									
50M U.S. TREAS. BILL-3/19/81									
50M U.S. TREAS. BILL-4/16/81									
BALANCES AS OF 12/30/80									
TO TRANSFER FOLLOWING FUNDS TO									
ACCUMULATED REVENUE PER RESOLUTION:									
(A)	1980--BUDGET FUND BALANCE								
(B)	1980--FINES & RESERVES FUND BALANCE								
(C)	1980--LOST BOOK FUND BALANCE								
(D)	1980--BOOK SALES & EXCESS PROPERTY SOLD FUND BALANCE								
(E)	1980--N.J. STATE AID FUND BALANCE								
(F)	1980--79 RESTRICTED DONATIONS BALANCE								
ADJUSTED BALANCE 1/1/81									
ADD:									
ESTIMATED 1ST QTR. BUDGET FROM THE TOWN OF WEST ORANGE									
FINES									
NON-RESIDENT FEE									
TOSHIBA COPIES									
RENTALS									
MICRO-FILM									
TELEPHONE									
XEROX COPIES									
LOST BOOKS									
EXCESS PROPERTIES & BOOKS SOLD									
INTEREST INCOME									
TOTAL JANUARY 1981--RECEIPTS									
TOTAL AVAILABLE I PLUS II									
LESS: JANUARY 1981 EXPENDITURES									
TOTAL CASH FUNDS 1/31/81									
ADD: DUE FROM TOWN OF WEST ORANGE FOR 2ND, 3RD & 4TH QUARTER BUDGET									
OTHER SOURCES--ACC. REV. FUND - ANTICIPATED									
UNEXPENDED BUDGET BALANCE 1/31/81									
LESS: ACCOUNTS PAYABLE 1/31/81									
BUDGET BALANCES AT 1/31/81									
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--#02-073-0002-405-8-BOOK SALES									
MIDLANTIC NAT'L BK--#02-073-0002-143-7-COMMUNITY SAVINGS									
PETTY CASH									
PETTY CASH--CHECKING A/C--MIDLANTIC-734-6848-6									
65M U.S. TREAS. BILL-2/19/81									
50M U.S. TREAS. BILL-3/19/81									
50M U.S. TREAS. BILL-4/16/81									

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 25, 1981

CHECKS ARE DATED
JANUARY 31, 1981

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

6159	SHIRLEY ITKIN	4. SUPPLIES	\$ 28.35
6160	P.E.R.S.#20284-CONTRIBUTORY LIFE INS.	1. SALARIES	105.74
6161	P.E.R.S.#20284-PENSIONS & LOANS	1. SALARIES	1,484.22
6162	TOWN OF W.O. - FEB. '81	26. HOSPITALIZATION	1,194.88
6163	W.O. PUBLIC LIBRARY-UN.INS.SAVINGS A/C	1. SALARIES	333.69
6164	TOWN OF W.O.-SOC.SEC EMPLOYEES-JAN.'81	1. SALARIES	2,218.92
6165	N.J. GROSS INCOME TAX-JAN.'81	1. SALARIES	641.97
6166	W.O. MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	412.50
6167	MIDLANTIC NAT'L BANK-FTD 1/31/81	1. SALARIES	2,218.04
6168	TOWN OF W.O. - JAN. '81	27. SOC. SEC.-EMPLOYERS	2,218.92
6169	S. RABINOWITZ-1/31/81-P/R	1. SALARIES	319.82
6170	S. RABINOWITZ-1/31/81-P/R	1. SALARIES	24.13
	NET P/R 1/15/81-#6899-6953 (55)	1. SALARIES	11,778.72
	NET P/R 1/31/81-#6954-7011 (58)	1. SALARIES	<u>11,185.72</u>

SUB-TOTAL

\$ 34,165.62

ADD: CHECKS #6072-6158 FOR PAYMENT ISSUED
AT JANUARY 28, 1981 MEETING

17,646.75

CHECKS ISSUED FOR THE MONTH OF JANUARY 1981

\$ 51,812.37

LESS:

CHECK #6075-PETTY CASH
 #6122-LEAGUE OF WOMEN VOTERS
 #6153-XEROX CORP.

TRANSFER	\$ 200.00
VOIDED	18.50
25. PHOTOCOPY	303.50
2. BOOKS	22.28
4. SUPPLIES	5.10
4. SUPPLIES	<u>3.15</u>

DEPOSIT-JAN. 5, 1981
 " -JAN. 20, 1981
 " -JAN. 23, 1981

552.53

TOTAL EXPENDITURES-MONTH OF JANUARY 1981
PER BUDGET REPORT

\$ 51,259.84

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Mannheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 29, 1981

CHECKS ARE DATED
FEBRUARY 25, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6171	RAYMOND J. WESLEY, ASSOC., INC.	6. MAINT.-MAIN.	\$ 1,350.00
6172	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS	8.50
6173	LEAGUE OF WOMEN VOTERS OF U.S.	20. PAMPHLETS	10.00
6174	SANDRA GOSS SESSING	1. SALARIES	58.54
6175	VOID		
6176	MIDLANTIC NAT'L BANK	1. SALARIES	2,285.52
6177	WEST ORANGE MUNICIPAL EMPLOYEES	1. SALARIES	412.50
6178	A. ABORN EXTERMINATING CO.	6. MAINT.-MAIN.	15.00
6179	AIR CONTROLLED ENVIRONMENT	6. MAINT.-MAIN.	80.85
6180	AMERICAN ASS'N FOR STATE & LOCAL HISTORY	2. BOOKS	13.45
6181	AMERICAN LIBRARY ASS'N	2. BOOKS	12.00
6182	AMERICAN PAPER TOWEL CO.	4. SUPPLIES-JANIT.	110.08
6183	AMNESTY INTERNATIONAL	2. BOOKS	4.95
6184A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS \$	48.50
B	" " " "	4. SUPPLIES	32.50
C	" " " "	4. "	212.30
6185A	THE BAKER & TAYLOR CO.	2. BOOKS	118.12
B	" " " " "	2. "	71.83
C	" " " " "	2. "	20.53
D	" " " " "	2. "	112.73
6186A	THE BAKER & TAYLOR CO.	2. BOOKS	(8.96)
B	" " " " "	2. "	139.58
C	" " " " "	2. "	(18.76)
D	" " " " "	2. "	23.21
E	" " " " "	2. "	131.93
F	" " " " "	2. "	144.09
G	" " " " "	2. "	(9.52)
H	" " " " "	2. "	(6.56)
I	" " " " "	2. "	(4.76)
J	" " " " "	2. "	861.66
K	" " " " "	2. "	100.28
L	" " " " "	2. "	16.26
M	" " " " "	2. "	67.01
N	" " " " "	2. "	321.14
O	" " " " "	2. "	179.87
P	" " " " "	2. "	215.48
Q	" " " " "	2. "	8.36
R	" " " " "	2. "	101.39
S	" " " " "	2. "	40.63
6187A	THE BAKER & TAYLOR CO.	2. BOOKS	32.13
B	" " " " "	2. "	262.16
C	" " " " "	2. "	(2.37)
D	" " " " "	2. "	29.79
E	" " " " "	2. "	10.90
6188	B.P.S.C. 13M XRP 2052	4. SUPPLIES	332.61
6189A	BROADSTREET, INC.	4. SUPPLIES	228.91
B	" " " "	4. "	30.95
C	" " " "	4. "	4.33
D	" " " "	4. "	(28.45)
E	" " " "	4. "	(46.68)
F	" " " "	4. "	(4.95)
G	" " " "	4. "	(.01)
H	" " " "	4. "	(16.25)
I	" " " "	4. "	14.53
J	" " " "	4. "	13.99
K	" " " "	4. "	46.68
L	" " " "	4. "	2.39
M	" " " "	4. "	13.65
N	" " " "	4. "	47.50
O	" " " "	4. "	8.28
P	" " " "	4. "	35.26
Q	" " " "	4. "	33.42
R	" " " "	4. "	1.42
S	" " " "	4. "	16.25
T	" " " "	4. "	1.32
		4. "	9.60
			183.23

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 29, 1981

CHECKS ARE DATED
FEBRUARY 25, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
6190A	BRODART, INC.	4. SUPPLIES	\$ 14.60	
B	" "	4. "	66.30	
C	" "	4. "	186.98	
D	" "	4. "	<u>16.74</u>	\$ 284.62
6191	SALLY S. CARVER	2. BOOKS		7.95
6192	CENTER TYPEWRITER	17. EQUIP. TYPEWRITERS		630.00
6193	CHAMBERS RECORD CORP.	19. MAGAZINES		18.00
6194	COLUMBIA BOOKS, INC. PUBLISHERS	2. BOOKS		33.50
6195	COMMERCE CLEARING HOUSE, INC.	2. BOOKS		7.17
6196	COMPUTER SCIENCE PRESS, INC.	2. BOOKS		29.29
6197	CORPUS PUBLISHERS, INC.	2. BOOKS		133.35
6198	C. W. ASSOCIATES	2. BOOKS		9.25
6199	DATA BUSINESS SYSTEMS, INC.	4. SUPPLIES		365.70
6200	RICHARD DE BOO	2. BOOKS		35.95
6201A	DOBBS BROS.	3. BINDING	408.45	
B	" "	3. "	<u>156.55</u>	565.00
6202A	DOUBLEDAY & Co., INC.	2. BOOKS	12.14	
B	" " " "	2. "	198.24	
C	" " " "	2. "	36.94	
D	" " " "	2. "	6.41	
E	" " " "	2. "	10.92	
F	" " " "	2. "	7.90	
G	" " " "	2. "	108.16	
H	" " " "	2. "	6.41	
I	" " " "	2. "	20.04	
J	" " " "	2. "	<u>34.04</u>	441.20
6203	EAST ORANGE PUBLIC LIBRARY	2. BOOKS		10.42
6204	EDISON RECORD CLEARANCE	21. A/V MATERIALS		2.25
6205	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		95.39
6206	FODOR'S & MC KAY	2. BOOKS		23.60
6207A	FOWLER AGENCY, INC.	5. INSURANCE	(238.00)	
B	" " " "	5. "	(50.25)	
C	" " " "	5. "	<u>898.00</u>	609.75
6208	GALE RESEARCH CO.	2. BOOKS		100.88
6209	GANN LAW BOOKS	2. BOOKS		5.50
6210	GROLIER EDUCATIONAL CORP.	2. BOOKS		269.00
6211	INVESTREK PUBLISHING CO.	2. BOOKS		20.90
6212	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES-JANIT.		23.12
6213	KERNCO EQUIP. & SUPPLY, INC.	4. SUPPLIES		94.00
6214	LAPAT DUPLICATING & OFFICE SUP.	4. SUPPLIES		46.00
6215	LOFTUS & CUOZZI	24. LEGAL SERVICES		720.00
6216A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	10.21	
B	" " " "	2. "	<u>4.26</u>	14.47
6217	MACMILLAN PUBLISHING Co., INC.	2. BOOKS		23.03
6218	MACMILLAN PUBLISHING Co., INC.	2. BOOKS		20.45
6219	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES		933.00
6220	MEDICAL SOC. OF N.J.	2. BOOKS		25.00
6221	MONROE	11. SERVICE CONTRACTS		43.00
6222	NAT'L EDUCATION STANDARDS	2. BOOKS		42.70
6223	NAT'L FUEL OIL, INC.	6. MAINT-MAIN.	25.00	
		6. MAINT-UTILITIES	<u>2,885.22</u>	2,910.22
6224	NAT'L GEOGRAPHIC SOC.	2. BOOKS		14.95
6225A	N.J. BELL	9. TELEPHONE	11.40	
B	" "	9. "	<u>235.76</u>	247.16
6226	N.Y. INSTITUTE OF FINANCE	2. BOOKS		10.95
6227A	E & M O'HARA, INC.	6. MAINT-MAIN.	50.35	
B	" " " "	6. " "	<u>30.01</u>	80.36
6228	OLD BOOK SHOP	2. BOOKS		121.00
6229	ORYX PRESS	2. BOOKS		23.75
6230	OXFORD UNIVERSITY PRESS	2. BOOKS		15.22
6231	PETTY CASH CHECKING A/C	TRANSFER		200.00

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
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CHECKS ARE DATED
FEBRUARY 25, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6232A	PETTY CASH	13. POSTAGE	\$.76
B	" "	13. "	.76
C	" "	4. SUPPLIES	1.57
D	" "	15. SEMINARS	1.39
E	" "	4. SUPPLIES	4.04
F	" "	LOST BOOK RETURN	2.45
G	" "	4. SUPPLIES	3.99
H	" "	13. POSTAGE	3.67
I	" "	13. "	.80
J	" "	LOST BOOK RETURN	11.65
K	" "	PETTY CASH	34.43
6233	" "		\$ 65.51
6234	PRENTICE HALL, INC.	13. POSTMASTER	300.00
6235	QUIGLEY PUBLISHING Co., INC.	2. PRENTICE-HALL, INC.	17.11
6236	SHAR-FREY, INC.	2. BOOKS	62.50
6237	SILVER BURDETT Co.	2. BOOKS	9.96
6238	ST. MARTIN'S PRESS, INC.	2. BOOKS	12.72
6239	UNIPUB	2. BOOKS	27.53
6240	THE H. W. WILSON Co.	2. BOOKS	13.95
6241	WOLSTEN'S PROJECTOR HOUSE, INC.	2. BOOKS	15.00
6242	WORLD BOOK	21. A/V MATERIALS	24.22
6243	WORRALL PUBLICATIONS, INC.	2. BOOKS	336.75
6244	WRITER'S DIGEST BOOKS	10. COMMUNITY RELATIONS	7.54
6245A	XEROX CORP.	2. BOOKS	11.80
B	" "	25. PHOTOCOPY	303.50
C	" "	4. SUPPLIES	198.00
6246	YOUNGS NEWS SERVICE	4. "	308.24
6247	PUBLIC SERVICE ELEC. & GAS Co.	20. NEWSPAPERS	809.74
		6. UTILITIES	42.80
			2,320.18
			\$ 21,409.34
<u>SUB-TOTAL</u>			
<u>LESS: CHECK #6174-SANDRA GOSS SESSING</u>		1. SALARIES	\$ 58.54
#6176-MIDLANTIC NAT'L BK		1. SALARIES	2,285.52
#6177-W.O. MUNICIPAL EMP.		1. SALARIES	412.50
#6231-PETTY CASH CHECK.A/C		TRANSFER	200.00
#6232-F PETTY CASH		LOST BOOK RETURN	2.45
#6232-J " "		" " "	11.65
#6232-K " "		TRANSFER	34.43
#6245-XEROX CORP.		25. PHOTOCOPY	303.50
<u>TOTAL ACCOUNTS PAYABLE - DECEMBER 31, 1981</u>			<u>3,308.59</u>
<u>PER BUDGET REPORT</u>			<u>\$ 18,100.75</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim*

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 25, 1981

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

DIRECTOR'S
MONTHLY REPORT

February 25, 1981

During this month of birthdays, we have kept very busy with a variety of programs along with our regular duties.

On Sunday, February 8 the New Friends sponsored a "Paperback Book Exchange" which was well attended. The event was quite a success. Many people from surrounding communities attended and enjoyed the occasion.

Other events included a lecture on "Interior Design" on February 11; a bus trip to Cooper-Hewitt and Guggenheim Museums; a "Passover cooking demonstration" on Tuesday, February 24 plus a "Chinese Art Exhibit, courtesy of Mr. Alex Eng and a "Silk and Dry Flower Arrangements by Mrs. Lynda Levchik. All programs brought in many interested observers.

Sofar this month, Mrs. Pierz has taken a six-months' leave of absence, Mrs. Ericsson has retired, Mrs. Mantell is very ill in St. Luke's Hospital in New York, and Mrs. Palmer has resigned her position as AV/PR Librarian.

We are in dire need of additional help! A special need is an immediate replacement for Mrs. Palmer because of the many events which were scheduled by her well in advance of her resignation. (Mrs. Palmer did not present a two-week notice of her intention to resign as required). Badly needed also, is a clerk-typist and a person for circulation.

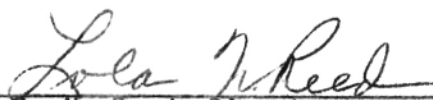
A special plea went out to the senior citizens' homes for able-bodied persons who are willing to work for minimum wages. One temporary responded for \$4.00 per hour. A young mother is also interested in working a limited number of hours per week for the same hourly wage.

Please approve the hiring of Mrs. Sylvia Deutsch and Mrs. Sara Giorgio as temporary workers at an hourly rate of \$4.00.

I bring to you also, the application and resume' of Mrs. Monica Pershey who has had quite a bit of experience in the media and has a BA degree in Communications. She is willing to start as Head of AV/PR Department at a salary of \$10,000. For the salary it seems like a bargain for a well qualified individual.

Our Statistical Report was mailed to Trenton well ahead of the February 15 deadline.

We were notified by Mr. Robert A. Drescher, Coordinator of Library Network Services in Trenton, that there is a 32% cut in State Library Aid for 1981. So, we are relatively sure that our allocation of State Aid will be less than last year's appropriation.


Lola M. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
FEBRUARY 28, 1981

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1981 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 1981 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of 1/28/81 with the following corrections: page 4, under Budget Committee...\$550,000 proposed by the Mayor page 1, under New Friends of the West Orange Public Library.. Mrs. Joan Bojsza. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the bills presented for payment for the month of January, 1981. Mr. O'Neill seconded the motion and it was passed unanimously.

PRESENTATION TO MRS. STRAUSS:

On behalf of the Trustees and staff of the library, Mrs. Grover and Mr. Lang presented a book and bookends to Mrs. Anita O. Strauss for her dedication and years of service as a Trustee.

COMMUNITY PARTICIPATION:

Mrs. Rabinowitz, President of the West Orange Public Library Employees Association asked Mr. Lang if he had received a copy of the letter she had sent to the Township Council and the "Chronicle" concerning salaries. She also questioned the Board about the motion which had not been found in the Minutes freezing the salaries in 1977. Mr. Lang explained to Mrs. Rabinowitz that errors cannot be undone for so many years back and that the Board had corrected any misunderstanding as of this year.

DIRECTOR'S REPORT:

Items in the Director's Report were discussed in closed session as stated at the end of the Minutes.

COMMITTEES:

1) Building and Maintenance:

Mr. O'Hara will review the HVAC contracts. He will also be meeting about the lighting situation. There is a possibility that federal funds could be obtained because of the existing problem.

Mr. Lang asked Mrs. Reed to check on Sal Basciotti's insurance coverage before his bid to erect the enclosure is accepted.

Mr. O'Neill expressed his concern about the pavement in the parking lot. Mr. Lang asked Mr. O'Neill to contact Mr. Ricca of the Public Works Dept. about repairing the holes.

Mr. Pasmantier suggested that two metal signs be erected for patrons: one would be placed on the top parking lot stating that additional parking is available behind Town Hall or the lower level on weekends and evenings. The second sign would be located in the lower level stating that the library entrance is located on Mt. Pleasant Ave.

Mr. Pasmantier asked why the library had abandoned the suggestion box for patrons. He asked Mrs. Reed to establish a new one perhaps with preprinted cards the patrons could check off, etc. This would provide feedback both pro and con to the Board. Mrs. Reed will take care of acquiring the signs and suggestion box.

Mr. O'Neill asked if smoking was permitted in the lobby between the outside entrance and library entrance. He noted that pails were there but papers could ignite if a proper receptacle was not provided. Mrs. Reed said that she would have the custodian check the pails and to add sand to them if needed.

In response to Mr. Lang's query, Mrs. Reed stated that the ceiling blocks had been replaced and that the spackling had been finished on the walls. Mr. Lang urged Mrs. Reed to contact Mrs. Sussman about having the piano tuned before the concert.

2) Finance Committee:

Mr. Lang said that he had contacted Council President Bini about the Jan. 30 letter concerning the library budget. Mr. Bini told Mr. Lang to contact Mr. Corwick about the matter. Mr. Corwick had said that nothing had been changed. Mr. Lang said that he had been asked by the Mayor what the increase would be to the library if the library was to match the township's salaries. So far, nothing more has been heard from Town Hall. Discussion was held about the percentage increase which involves a 2.18% difference between the library and Township.

Mr. Lang said that the library would be approximately \$39,000 short and that emergency funds would have to be sought from the Township at the end of the year. He mentioned that only two budget lines offered any flexibility in funds. Also, utility costs will continue to rise now that the controls have been lifted from oil.

The Mayor had approached Mr. Lang about the possibility of the library joining the town in purchasing insurance. Mr. Cuozi recommended that the library not join with the Town as far as work experience was concerned as the library experience was good.

Mr. O'Neill discussed the meeting room charges that had been paid by various associations and groups for the past month.

The Board discussed Mr. Lang's suggestion that the patrons be asked to purchase a bestseller and then donate it to the library receiving a tax deduction statement. Mr. Lang pointed out that it would make the public more aware of the library's financial situation.

Mr. Lang said that it would be a good opportunity for the Liason Committee to approach the School Board to see what the Board's buying plans are for books and perhaps coordinate purchases. Mrs. Reed replied that Board purchases were made only on a once a year basis. Mr. Lang said that all possibilities should be looked into and that the purchase of reference books by both parties might be beneficial.

Mr. O'Neill inquired about the progress that had been made concerning the pursuit of the delinquent fines. Mr. Lang reported that the Board had discussed that matter at the last meeting and that as soon as staff shortages are resolved, the library will proceed ahead.

Mr. Pasmantier made a resolution that at the next Board meeting a final resolution would be made as to what the salary increase would be for calendar year 1981. He amended the resolution stating that the final resolution should be made not later than the meeting after the adoption of the Township's budget. Mrs. Grover seconded it and it was carried unanimously.

NEW BUSINESS:

Mr. Lang announced that an all day seminar for Trustees would be held on March 7th in East Brunswick.

Mr. Pasmantier announced that the Building and Maintenance Committee would meet with the Township Council on Monday, March 2 at 7:30 PM. Mr. Cuozzi would attend the meeting and he invited Mrs. Reed to be present. The purpose of the meeting was 1) resolving payment to Mr. Lehman and 2) to proceed to correct the lighting situation.

COMMUNICATIONS:

Mr. O'Neill said that the following correspondence had been received:

- 1) A letter from R. Drescher, State Library, regarding a 32% cut in Library State Aid for next year.
- 2) A letter of resignation from Mrs. Dawn Palmer, AV/PR Librarian.
- 3) Two letters from the Fowler Insurance Agency: a) quotations for insurance coverage for the air conditioning units. Mr. Lang directed the Building and Maintenance Committee to review the quote. b) Trustee liability insurance. Mr. Lang asked Mr. Cuozzi to review the policy.

The public portion of the Board of Trustees meeting ended at 9:10 PM.

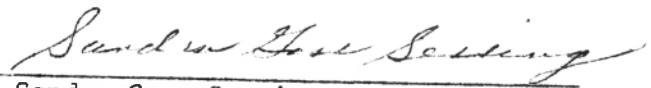
PERSONNEL:

At a closed session of the Board of Trustees the following action was taken:

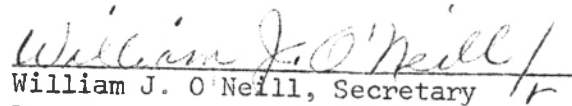
- 1) The Board of Trustees voted to hire Mrs. Monica Gordon Pershey as Media Specialist at the West Orange Public Library at a salary range of \$10,000-\$13 000 with increments of \$400 and a starting salary of \$10,000 with the proviso that Mrs. Reed obtain acceptable references on Mrs. Pershey. Mr. Kupferer moved the hiring of Mrs. Pershey. It was seconded by Mrs. Strauss and carried unanimously.
- 2) Mr. Kupferer moved the hiring of two temporary employees, Mrs. Sylvia Deutsch and Mrs. Sara Giorgio at an hourly rate of \$4.00 with a range of \$4.00-\$5.00. The range for Junior Library Clerks was changed to 3.55-\$3.75 per hour. The motion was seconded by Mrs. Grover and unanimously carried.

The meeting was adjourned at 9:35 PM.

Respectfully submitted,



Sandra Goss Sessing, Secretary



William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1981

LIBRARY BOARD MEETING OF FEBRUARY 25, 1981

	PROPOSED BUDGET 1981	PAID MONTH OF JANUARY 1981	(DEDUCT) ACCOUNTS PAYABLE 12/31/80 INCLUDED IN JANUARY 1981 EXPEND- ITURES	UNEXPENDED BUDGET BALANCE ON 1/31/81	BILLS/ ACCOUNTS PAYABLE AT 1/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 1/31/81
SALARIES & WAGES	\$432,666	\$ 33,367.27	\$	\$399,298.73	\$	\$399,298.73
BINDING	2,000			2,000.00	565.00	1,435.00
COMMUNITY SERVICES	1,000	96.52	(96.52)	1,000.00	7.54	992.46
TRANSPORTATION	500	28.85	(28.85)	500.00		500.00
SEMINARS & WORKSHOPS	1,350			1,350.00	1.39	1,348.61
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	937.00	(937.00)	11,700.00	933.00	10,767.00
LEGAL & PROFESSIONAL FEES	2,000			2,000.00	720.00	1,280.00
MAIN LIBRARY-UTILITIES	38,000	2,151.52	(2,151.52)	38,000.00	5,205.40	32,794.60
MAIN LIBRARY-MAINT.	7,000	493.18	(493.18)	7,000.00	1,551.21	5,448.79
TORY CORNER-RENTAL	540			540.00		540.00
BOOKMOBILE	-0-			-0-		-0-
SERVICE CONTRACTS	6,000	232.54	(232.54)	6,000.00	242.19	5,757.81
BOOKS	70,000	4,242.66	(4,264.94)	70,022.28	4,935.35	65,086.93
SUPPLIES-LIBRARY	12,000	1,482.10	(1,462.00)	11,979.90	1,907.80	10,072.10
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	84.80	(103.30)	7,018.50	79.30	6,939.20
AUDIO-VISUAL-MATERIALS	2,000	602.84	(602.84)	2,000.00	26.47	1,973.53
INSURANCE	7,500			7,500.00	609.75	6,890.25
TELEPHONE	3,500	242.31	(242.31)	3,500.00	247.16	3,252.84
POSTAGE	3,000			3,000.00	305.99	2,694.01
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88		16,805.12		16,805.12
ANNUAL REPORT	-0-			-0-		-0-
EQUIPMENT-LIBRARY	4,500	817.98	(817.98)	4,500.00	630.00	3,870.00
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	5,200			5,200.00		5,200.00
SOCIAL SECURITY	27,000	2,218.92		24,781.08		24,781.08
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000	2,898.72	(2,898.72)	28,000.00		28,000.00
JANITORIAL SUPPLIES	3,000	167.75	(167.75)	3,000.00	133.20	2,866.80
UNEMPLOYMENT INSURANCE	6,600			6,600.00		6,600.00
NEW LIBRARY ADDITION	-0-			-0-		-0-
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
<u>TOTAL</u>	<u>\$712,326</u>	<u>\$ 51,259.84</u>	<u>(\$ 14,499.45)</u>	<u>\$675,565.61</u>	<u>\$ 18,100.75</u>	<u>\$657,464.86</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR THE
MONTH OF JANUARY 1981

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 25, 1981

CHECKS ARE DATED
JANUARY 31, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	
6159	SHIRLEY ITKIN	4. SUPPLIES	\$ 28.35
6160	P.E.R.S.#20284-CONTRIBUTORY LIFE INS.	1. SALARIES	105.74
6161	P.E.R.S.#20284-PENSIONS & LOANS	1. SALARIES	1,484.22
6162	TOWN OF W.O. - FEB. '81	26. HOSPITALIZATION	1,194.88
6163	W.O. PUBLIC LIBRARY-UN.INS.SAVINGS A/C	1. SALARIES	333.69
6164	TOWN OF W.O.-SOC.SEC EMPLOYEES-JAN.'81	1. SALARIES	2,218.92
6165	N.J. GROSS INCOME TAX-JAN.'81	1. SALARIES	641.97
6166	W.O. MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	412.50
6167	MIDLANTIC NAT'L BANK-FTD 1/31/81	1. SALARIES	2,218.04
6168	TOWN OF W.O. - JAN. '81	27. SOC. SEC.-EMPLOYERS	2,218.92
6169	S. RABINOWITZ-1/31/81-P/R	1. SALARIES	319.82
6170	S. RABINOWITZ-1/31/81-P/R	1. SALARIES	24.13
	NET P/R 1/15/81-#6899-6953 (55)	1. SALARIES	11,778.72
	NET P/R 1/31/81-#6954-7011 (58)	1. SALARIES	<u>11,185.72</u>
<u>SUB-TOTAL</u>			\$ 34,165.62
<u>ADD: CHECKS #6072-6158 FOR PAYMENT ISSUED</u>			
AT JANUARY 28, 1981 MEETING			<u>17,646.75</u>
<u>CHECKS ISSUED FOR THE MONTH OF JANUARY 1981</u>			\$ 51,812.37
<u>LESS:</u>			
CHECK #6075-PETTY CASH	TRANSFER	\$ 200.00	
#6122-LEAGUE OF WOMEN VOTERS	VOIDED	18.50	
#6153-XEROX CORP.	25. PHOTOCOPY	303.50	
DEPOSIT-JAN. 5, 1981	2. BOOKS	22.28	
" -JAN. 20, 1981	4. SUPPLIES	5.10	
" -JAN. 23, 1981	4. SUPPLIES	<u>3.15</u>	<u>552.53</u>
<u>TOTAL EXPENDITURES-MONTH OF JANUARY 1981</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 51,259.84</u>

PAYMENT RECOMMENDED BY:

Lola Inland

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 29, 1981

CHECKS ARE DATED
FEBRUARY 25, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6171	RAYMOND J. WESLEY, ASSOC., INC.	6. MAINT-MAIN.	\$ 1,350.00
6172	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS	8.50
6173	LEAGUE OF WOMEN VOTERS OF U.S.	20. PAMPHLETS	10.00
6174	SANDRA GOSS SESSING	1. SALARIES	58.54
6175	VOID		
6176	MIDLANTIC NAT'L BANK	1. SALARIES	2,285.52
6177	WEST ORANGE MUNICIPAL EMPLOYEES	1. SALARIES	412.50
6178	A. ABORN EXTERMINATING CO.	6. MAINT.-MAIN.	15.00
6179	AIR CONTROLLED ENVIRONMENT	6. MAINT.-MAIN.	80.85
6180	AMERICAN ASS'N FOR STATE & LOCAL HISTORY	2. BOOKS	13.45
6181	AMERICAN LIBRARY ASS'N	2. BOOKS	12.00
6182	AMERICAN PAPER TOWEL CO.	4. SUPPLIES-JANIT.	110.08
6183	AMNESTY INTERNATIONAL	2. BOOKS	4.95
6184A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 48.50
B	" " " "	4. SUPPLIES	32.50
C	" " " "	4. "	212.30
6185A	THE BAKER & TAYLOR CO.	2. BOOKS	118.12
B	" " " " "	2. "	71.83
C	" " " " "	2. "	20.53
D	" " " " "	2. "	112.73
6186A	THE BAKER & TAYLOR CO.	2. BOOKS	(8.96)
B	" " " " "	2. "	139.58
C	" " " " "	2. "	(18.76)
D	" " " " "	2. "	23.21
E	" " " " "	2. "	131.93
F	" " " " "	2. "	144.09
G	" " " " "	2. "	(9.52)
H	" " " " "	2. "	(6.56)
I	" " " " "	2. "	(4.76)
J	" " " " "	2. "	861.66
K	" " " " "	2. "	100.28
L	" " " " "	2. "	16.26
M	" " " " "	2. "	67.01
N	" " " " "	2. "	321.14
O	" " " " "	2. "	179.87
P	" " " " "	2. "	215.48
Q	" " " " "	2. "	8.36
R	" " " " "	2. "	101.39
S	" " " " "	2. "	40.63
6187A	THE BAKER & TAYLOR CO.	2. BOOKS	32.13
B	" " " " "	2. "	262.16
C	" " " " "	2. "	(2.37)
D	" " " " "	2. "	29.79
E	" " " " "	2. "	10.90
6188	B.P.S.C. 13M XRP 2052	4. SUPPLIES	332.61
6189A	BROADSTREET, INC.	4. SUPPLIES	228.91
B	" " " "	4. "	30.95
C	" " " "	4. "	4.33
D	" " " "	4. "	(28.45)
E	" " " "	4. "	(46.68)
F	" " " "	4. "	(4.95)
G	" " " "	4. "	(.01)
H	" " " "	4. "	(16.25)
I	" " " "	4. "	14.53
J	" " " "	4. "	13.99
K	" " " "	4. "	46.68
L	" " " "	4. "	2.39
M	" " " "	4. "	13.65
N	" " " "	4. "	47.50
O	" " " "	4. "	8.28
P	" " " "	4. "	35.26
Q	" " " "	4. "	33.42
R	" " " "	4. "	1.42
S	" " " "	4. "	16.25
T	" " " "	4. "	1.32
			9.60
			183.23

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 29, 1981

CHECKS ARE DATED
FEBRUARY 25, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6190A	BRODART, INC.	4. SUPPLIES	\$ 14.60
B	" "	4. "	66.30
C	" "	4. "	186.98
D	" "	4. "	16.74
			\$ 284.62
6191	SALLY S. CARVER	2. BOOKS	7.95
6192	CENTER TYPEWRITER	17. EQUIP. TYPEWRITERS	630.00
6193	CHAMBERS RECORD CORP.	19. MAGAZINES	18.00
6194	COLUMBIA BOOKS, INC. PUBLISHERS	2. BOOKS	33.50
6195	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	7.17
6196	COMPUTER SCIENCE PRESS, INC.	2. BOOKS	29.29
6197	CORPUS PUBLISHERS, INC.	2. BOOKS	133.35
6198	C. W. ASSOCIATES	2. BOOKS	9.25
6199	DATA BUSINESS SYSTEMS, INC.	4. SUPPLIES	365.70
6200	RICHARD DE BOO	2. BOOKS	35.95
6201A	DOBBS BROS.	3. BINDING	408.45
B	" "	3. "	156.55
			565.00
6202A	DOUBLEDAY & Co., INC.	2. BOOKS	12.14
B	" " " "	2. "	198.24
C	" " " "	2. "	36.94
D	" " " "	2. "	6.41
E	" " " "	2. "	10.92
F	" " " "	2. "	7.90
G	" " " "	2. "	108.16
H	" " " "	2. "	6.41
I	" " " "	2. "	20.04
J	" " " "	2. "	34.04
			441.20
6203	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	10.42
6204	EDISON RECORD CLEARANCE	21. A/V MATERIALS	2.25
6205	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	95.39
6206	FODOR'S & MC KAY	2. BOOKS	23.60
6207A	FOWLER AGENCY, INC.	5. INSURANCE	(238.00)
B	" " " "	5. "	(50.25)
C	" " " "	5. "	898.00
			609.75
6208	GALE RESEARCH Co.	2. BOOKS	100.88
6209	GANN LAW BOOKS	2. BOOKS	5.50
6210	GROLIER EDUCATIONAL CORP.	2. BOOKS	269.00
6211	INVESTREK PUBLISHING Co.	2. BOOKS	20.90
6212	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES-JANIT.	23.12
6213	KERNCO EQUIP. & SUPPLY, INC.	4. SUPPLIES	94.00
6214	LAPAT DUPLICATING & OFFICE SUP.	4. SUPPLIES	46.00
6215	LOFTUS & CUOZZI	24. LEGAL SERVICES	720.00
6216A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	10.21
B	" " " "	2. "	4.26
			14.47
6217	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	23.03
6218	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	20.45
6219	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	933.00
6220	MEDICAL Soc. OF N.J.	2. BOOKS	25.00
6221	MONROE	11. SERVICE CONTRACTS	43.00
6222	NAT'L EDUCATION STANDARDS	2. BOOKS	42.70
6223	NAT'L FUEL OIL, INC.	6. MAINT-MAIN.	25.00
		6. MAINT-UTILITIES	2,885.22
			2,910.22
6224	NAT'L GEOGRAPHIC Soc.	2. BOOKS	14.95
6225A	N.J. BELL	9. TELEPHONE	11.40
B	" "	9. "	235.76
			247.16
6226	N.Y. INSTITUTE OF FINANCE	2. BOOKS	10.95
6227A	E & M O'HARA, INC.	6. MAINT-MAIN.	50.35
B	" " " "	6. " "	30.01
			80.36
6228	OLD BOOK SHOP	2. BOOKS	121.00
6229	ORYX PRESS	2. BOOKS	23.75
6230	OXFORD UNIVERSITY PRESS	2. BOOKS	15.22
6231	PETTY CASH CHECKING A/C	TRANSFER	200.00

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 29, 1981

CHECKS ARE DATED
FEBRUARY 25, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6232A	PETTY CASH	13. POSTAGE	\$.76
B	" "	13. "	.76
C	" "	4. SUPPLIES	1.57
D	" "	15. SEMINARS	1.39
E	" "	4. SUPPLIES	4.04
F	" "	LOST BOOK RETURN	2.45
G	" "	4. SUPPLIES	3.99
H	" "	13. POSTAGE	3.67
I	" "	13. "	.80
J	" "	LOST BOOK RETURN	11.65
K	" "	PETTY CASH	<u>34.43</u>
6233	" "		\$ 65.51
6234	PRENTICE HALL, INC.	13. POSTMASTER	300.00
6235	QUIGLEY PUBLISHING Co., INC.	2. PRENTICE-HALL, INC.	17.11
6236	SHAR-FREY, INC.	2. BOOKS	62.50
6237	SILVER BURDETT Co.	2. BOOKS	9.96
6238	ST. MARTIN'S PRESS, INC.	2. BOOKS	12.72
6239	UNIPUB	2. BOOKS	27.53
6240	THE H. W. WILSON Co.	2. BOOKS	13.95
6241	WOLSTEN'S PROJECTOR HOUSE, INC.	2. BOOKS	15.00
6242	WORLD BOOK	21. A/V MATERIALS	24.22
6243	WORRALL PUBLICATIONS, INC.	2. BOOKS	336.75
6244	WRITER'S DIGEST BOOKS	10. COMMUNITY RELATIONS	7.54
6245A	XEROX CORP.	2. BOOKS	11.80
B	" "	25. PHOTOCOPY	303.50
C	" "	4. SUPPLIES	198.00
6246	YOUNGS NEWS SERVICE	4. "	<u>308.24</u>
6247	PUBLIC SERVICE ELEC. & GAS Co.	20. NEWSPAPERS	42.80
		6. UTILITIES	2,320.18
<u>SUB-TOTAL</u>			\$ 21,409.34
<u>LESS: CHECK</u>			
	#6174-SANDRA GOSS SESSING	1. SALARIES	\$ 58.54
	#6176-MIDLANTIC NAT'L BK	1. SALARIES	2,285.52
	#6177-W.O. MUNICIPAL EMP.	1. SALARIES	412.50
	#6231-PETTY CASH CHECK.A/C	TRANSFER	200.00
	#6232-F PETTY CASH	LOST BOOK RETURN	2.45
	#6232-J " "	" " "	11.65
	#6232-K " "	TRANSFER	34.43
	#6245-XEROX CORP.	25. PHOTOCOPY	<u>303.50</u>
<u>TOTAL ACCOUNTS PAYABLE - DECEMBER 31, 1981</u>			<u>3,308.59</u>
<u>PER BUDGET REPORT</u>			<u>\$ 18,100.75</u>

PAYMENT RECOMMENDED BY:

Lea Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim*

AGENDA

WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MARCH 25, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - A. Bills Presented for Payment
 - B. Financial Statement
5. Community Participation
6. Director's Report
7. Committee Reports
 - A. Audit and Finance - Library Budget
 - B. Building and Maintenance - Lehman Suit against Library
 - C. Personnel - Salaries
 - D. Liason - Jazz Concert and other programs.
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

March 25, 1981

We no longer pick up and deliver to Daughters of Israel, Memorial Center and the YMWHA but they transport materials both ways. Deliveries are still being made to individual shut-ins.

Since there is an increase in postage rates, I recommend that we increase the cost of a "Reserve" card from 15¢ to 20¢, effective immediately. The increase will hopefully allow us to at least break even in the cost of mailing.

We have been approached on numerous occasions with the question of whether or not the library will open on Sunday through the month of June. The reason expressed is that schools will still be in session until June 24 and students will need to use the library for term papers and end-of-the-year reports.

If you, the Trustees, feel we can afford the expense of four additional Sundays in June, the staff is willing to work.

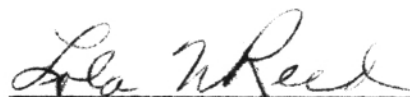
The addition of three "temporary" workers has made considerable difference in relief for the staff. We do anticipate the help of two or three CETA workers for a few months as promised by Donald Mintz, CETA representative for our area.

In addition to their regular duties some of our librarians are engaged in extra services to the community. Debby Pinkus has given book talks at the "Y". Margaret Cushing has been giving library instruction to several class groups. She and Monica Pershey are also active in the local historical society. Lynn Thompson is engaged in a number of extra programs, including the "Clever Cooks Club," on a weekly basis.

The Jazz Concert went over very well. We did not exactly break even because of the way the admissions were collected. Not everybody paid. There were approximately 135 people in attendance.

We commend Bill Toohey, David Lannon and Mark Milarski for the tremendous amount of work they did on the day of the concert. They worked long and hard and never complained.

Reports received on our ill employees who are hospitalized are not very good. Florence Mantell has additional complications and will not be moved to a convalescence home until her condition improves. Dolores Pierz had to be rushed to the hospital a few days ago with convulsions. It is not known how long she will be there since she has to undergo many tests. Mary Allerhand, a former employee, was rushed to the hospital because of a heart attack. She is feeling better. Phyllis Some is hospitalized for minor surgery.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
MARCH 25, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Michael O'Hara, William O'Neill and Anita Strauss. Also present were Stewart Hanheim, Accountant; William F. Cuozzi, Attorney; and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1981 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 1981 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of February 25, 1981 with a correction to be made on page 4 under Personnel. The salary range for Library Clerks to state \$3.35-\$3.75 per hour. Mr. O'Hara 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 February, 1981. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Lang requested Mrs. Reed to investigate the possibility of obtaining the Mobil Travel and Map Guides which previously had been free through travel clubs. He pointed out that on Voucher #6270A, \$143.93 had been spent for such guides.

Mr. O'Neill moved to approve the purchase of three manual typewriters as per the invoices presented for payment. Mr. O'Hara seconded the motion and it was carried unanimously.

Mr. O'Neill presented a resolution that the Library Board be empowered to pay the utility bills such as Public Service, New Jersey Bell and any other contract services which require prompt payment to avoid incurring finance charges. The Trustees will approve such bills at the following monthly Board meeting. Mrs. Strauss seconded the motion and it was passed unanimously.

2. Financial Statement:

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

COMMUNITY PARTICIPATION:

Mr. Lang congratulated Mr. O'Hara for being Grand Marshall of the West Orange St. Patrick's Day celebration and, at his request, Mr. Cuozzi will draw up a general resolution commending the staff for their extra work and participation within the community.

Mr. O'Neill said that the Public Relations Dept. should send a release concerning the various community services the staff has been performing as mentioned in Mrs. Reed's report. He also would like to see the exhibitors currently on display be mentioned on the booklists and other brochures put out by the Library.

Mr. Lang noted that there has been a vast improvement in the form and presentation of the news releases. Mr. O'Neill asked that the forms be dated.

DIRECTOR'S REPORT:

Mrs. Reed said that the CETA workers are funded through the summer. This money has already been approved and appropriated through the government.

Based upon the increase in postal rates, Mrs. Reed requested that the Trustees consider raising the reserve card fee from 15¢ to 20¢.

Mr. O'Hara made a motion to increase the fee for reserve cards to 20¢. Mr. O'Neill seconded the motion and it was carried unanimously.

The Board discussed Mrs. Reed's request to have Sunday openings extend through the month of June so that students would have the opportunity to work on term papers, etc. Mr. O'Neill suggested that the Board discuss this matter at the next Board meeting after the Town Budget has been passed. Mr. Lang stated that this should continue as long as funding is available.

The Jazz Concert was a big success. Since the collection process was flawed, Mr. Lang suggested the mechanics for assuring full collection.

Following Mrs. Reed's narration of a specific incident, Mr. Lang stated that the Board supports Mrs. Reed in that all requests are to be channeled through the Library Director for transmittal to library personnel. No outsider has the authority to direct, demand or criticize performance of a professional.

COMMITTEES:

1. Audit and Finance:

Mrs. Strauss said that the committee had a preliminary discussion about the budget. The Town budget has not passed as yet and therefore the library budget cannot be passed, but a few changes for approximately \$6,500 has been made. The library will be approximately \$18,000 short if the Board goes along with the salary increase.

The Board agreed to change the April Trustees meeting date from April 22 to April 29. The Public Relations Dept. will inform the public of the date change.

Mr. O'Hara proposed a resolution that, because of the budget limitations facing the library, conventions, seminars and workshop expenses will not be paid except for locations within a 200 mile radius of West Orange. Mr. O'Neill seconded the motion, and it was carried unanimously.

Discussion was held concerning the line items that could possibly be cut from the budget. Mrs. Reed said that the staff will be very selective when books are purchased. The library will try to live within a \$50,000 budget when ordering books subject to reassessment in future months.

Mrs. Strauss recommended that the line items totaling \$6,500 be taken out of the budget. The committee will review the other items after the Town budget has been passed. Mr. Manheim will prepare the budget figures for the next Board meeting.

Mr. O'Neill gave Mrs. Reed a book catalog from Leschon Enterprises listing prices lower than the jacket prices which he suggested could be used for replacement books and extra copies.

Mrs. Strauss made a motion to increase the Petty Cash Fund to \$150.00 to take advantage of sales on special items. Mr. O'Neill seconded the motion and it was passed unanimously.

Mr. Lang asked Mr. Manheim to separate the Petty Cash Fund and the Petty Cash Checking Account from the West Orange Public Library Community Services Account in the Financial Statement. The Community Services Account is used by the AV/PR Dept. for seed money for trips and special programs.

2. Building and Maintenance:

Mr. Cuozzi reported that Mr. Lehman had filed a suit against the Library for not paying the money owed him. The Township Council has directed Mr. Cuozzi to defend the case for the Board of Trustees. Mr. Lang said that the Board should comply with the Town Council's request to engage counsel and to defend the Lehman suit subject to Mr. O'Hara reaffirming with Town Council members that the cost of the defense will be reimbursed by the Town. It was the sense of the Board that this was acceptable.

Mr. O'Hara reported that he had met with the Monsen Engineering Co. who had gone over the entire HVAC system and will provide a report on their findings. The Board discussed the aspects of having a maintenance contract with Monsen Engineering. Mr. O'Hara said that he would ask about a three year contract and having the service men report to the Director's Office when making a service call at the Library.

Mrs. Strauss made a resolution that the Board of Trustees enter into a maintenance contract with Monsen Engineering Co. for a sum of \$1,020 to be paid quarterly (\$255 each quarter) pending the attorney's review. Mr. O'Neill seconded the motion and it was carried unanimously.

Mr. O'Hara said that he has met with various lighting consultants who will be meeting with the Building Committee in the future. Recommendations will be brought to the Board at that time.

3. Liason Committee:

Mrs. Strauss and Mr. Kupferer had met with Superintendent of Schools Dr. D'Alessio at the Board of Education to discuss possible joint purchasing of books as well as library and school involvement with class assignments, programs, etc. It was an exploratory meeting and Dr. D'Alessio suggested that the Library contact Marcia Bossart, the AV person for the school system and possibly invite her to a Board meeting. Mrs. Reed should make the initial contact. Mrs. Strauss stated that the door was now open to provide further meetings between the Board and the school system.

OLD BUSINESS:

Mrs. Reed presented several delinquent accounts which were prepared by Mrs. Rabinowitz to Mr. Cuozzi who will take further legal action against the people involved. Mrs. Rabinowitz will prepare another list of fines over \$25.00 that have been outstanding during 1979-1980.

Mr. O'Neill asked Mrs. Reed about the events taking place in the Library during National Library Week. Mrs. Reed said that there were different programs being offered in the Library at that time as noted in the press releases and calendar.

Mr. Lang suggested that Mrs. Reed obtain a few high school students or senior citizens to give book reviews since there is not enough personnel to carry out such a program.

Mrs. Reed will follow up on the enclosure downstairs for the stencil scanner and mimeograph as per Mr. Lang's instructions.

Mr. Lang requested that the Audit and Finance Committee have the insurance policy reviewed and that other insurance companies be consulted for other estimates on the insurance package for the library.

After reviewing the insurance policy from a previous Board meeting, Mr. Cuozzi recommended that the Board get liability insurance.

NEW BUSINESS:

Mrs. Strauss and Mr. Lang will attend a Trustee Rap session at Bloomfield Public Library on March 29th.

COMMUNICATIONS:

Mr. O'Neill read the following correspondence to the Board: 1) A letter from Elevator Maintenance regarding clean-up of the elevator shaft. 2) A thank you note from Dorothy Ericsson. Mr. O'Neill also mentioned that he had received various Trustee communications throughout the month.

The meeting was adjourned at 10:00 PM.

Respectfully submitted,

Sandra Goss Sessing
Sandra Goss Sessing, Secretary

William J. O'Neill
William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF FEBRUARY 1981
LIBRARY BOARD MEETING OF MARCH 25, 1981

	PROPOSED BUDGET 1981	PAID MONTH OF FEBRUARY 1981	ACCUMULATED BUDGET EXPENDITURES PAID 2- MONTHS ENDED 2/28/81	UNEXPENDED BUDGET BALANCE ON 2/28/81	BILLS/ ACCOUNTS PAYABLE AT 2/28/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 2/28/81
SALARIES & WAGES	\$432,666	\$ 32,588.53	\$ 65,955.80	\$366,710.20		\$366,710.20
BINDING	2,000	565.00	565.00	1,435.00		1,435.00
COMMUNITY SERVICES	1,000	7.54	7.54	992.46	\$ 201.46	791.00
TRANSPORTATION	500			500.00		500.00
SEMINARS & WORKSHOPS	1,350			1,350.00	53.89	1,296.11
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	933.00	933.00	10,767.00	933.00	9,834.00
LEGAL & PROFESSIONAL FEES	2,000	720.00	720.00	1,280.00		1,280.00
MAIN LIBRARY-UTILITIES	38,000	5,205.40	5,205.40	32,794.60	6,458.12	26,336.48
MAIN LIBRARY-MAINT.	7,000	1,551.21	1,551.21	5,448.79	100.00	5,348.79
TORY CORNER-RENTAL	540			540.00		540.00
BOOKMOBILE	-0-			-0-		
SERVICE CONTRACTS	6,000	242.19	242.19	5,757.81	275.54	5,482.27
BOOKS	70,000	4,914.94	4,892.66	65,107.34	4,388.03	60,719.31
SUPPLIES-LIBRARY	12,000	1,898.20	1,918.30	10,081.70	879.88	9,201.82
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	79.30	60.80	6,939.20	42.80	6,896.40
AUDIO-VISUAL-MATERIALS	2,000	26.47	26.47	1,973.53	3.06	1,970.47
INSURANCE	7,500	609.75	609.75	6,890.25	366.50	6,523.75
TELEPHONE	3,500	247.16	247.16	3,252.84	261.61	2,991.23
POSTAGE	3,000	300.00	300.00	2,700.00	305.99	2,394.01
EMPLOYEE HEALTH-HOSP.	18,000	1,194.88	2,389.76	15,610.24		15,610.24
ANNUAL REPORT	-0-			-0-		
EQUIPMENT-LIBRARY	4,500	630.00	630.00	3,870.00	315.00	3,555.00
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	5,200			5,200.00	30.31	5,169.69
SOCIAL SECURITY	27,000	2,168.18	4,387.10	22,612.90		22,612.90
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000			28,000.00		28,000.00
JANITORIAL SUPPLIES	3,000	133.20	133.20	2,866.80	392.47	2,474.33
UNEMPLOYMENT INSURANCE	6,600			6,600.00		6,600.00
NEW LIBRARY ADDITION	-0-			-0-		
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
TOTAL	\$712,326	\$ 54,014.95	\$ 90,775.34	\$621,550.66	\$ 15,007.66	\$606,543.00

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF FEBRUARY 1981

I BALANCES AS OF 1/31/81

ADD:

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND
FINES							
NON-RESIDENT FEES			\$ 1,576.85				
TOSHIBA PHOTOCOPIES			(30.00				
RENTALS			(101.85				
MICRO-FILM			(77.20				
TELEPHONE			(10.50				
XEROX COPIES			(5.55				
MEETINGS			(562.70				
LOST BOOKS	211.12		(15.00	\$ 211.12			
EXCESS PROPERTY	96.65				\$ 96.65		
INTEREST INCOME	2,412.50						
			2,412.50				
	\$ 5,099.92	\$ -0-	\$ 4,792.15	\$ 211.12	\$ 96.65	\$ -0-	\$ -0-
	\$208,299.17	\$ 63,239.61	\$ 8,703.73	\$ 298.92	\$ 183.64	\$ 376.25	\$135,497.02
	54,014.95	54,014.95					
	\$154,284.22	\$ 9,224.66	\$ 8,703.73	\$ 298.92	\$ 183.64	\$ 376.25	\$135,497.02

II TOTAL-FEBRUARY RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS: FEBRUARY 1981 EXPENDITURES

V TOTAL CASH FUNDS 2/28/81

ADD: DUE FROM TOWN OF WEST ORANGE
FOR 2ND, 3RD, & 4TH QUARTER BUDGET
OTHER SOURCES-ACC. REV. FUND-ANTICIPATED
UNEXPENDED BUDGET BALANCE 2/28/81
LESS: ACCOUNTS PAYABLE 2/28/81
BUDGET BALANCES AT 2/28/81

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-#02-073-0002-405-8 BOOK SALES
MIDLANTIC NAT'L BK-#02-073-0002-143-7 COMMUNITY SAVINGS
PETTY CASH
PETTY CASH-CHECKING A/C-MIDLANTIC -734-6848-6
50M U.S. TREASURY BILL-3/19/81
50M U.S. TREASURY BILL-4/16/81

FUNDS:	BUDGET FUND	
FINES & RESERVES FUND		\$ 9,224.66
LOST BOOK FUND		8,703.73
BOOK SALES & EXCESS		298.92
PROPERTY FUND		183.64
PETTY CASH & CHANGE FUND		376.25
ACCUMULATED RESERVE FUND		135,497.02
		\$154,284.22
LESS: ACCOUNTS PAYABLE -		
2/28/81		15,007.66
		\$139,276.56

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1981 BILLS PRESENTED FOR PAYMENT ON
MARCH 25, 1981

CHECKS ARE DATED
FEBRUARY 28, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6248	TOWN OF W.O.-FEBRUARY 1981	27. EMPLOYER'S SOC. SEC.	\$ 2,168.18
6249	MIDLANTIC NAT'L BK-FTD-FEBRUARY 1981	1. SALARIES	2,215.43
6250	VOID		
6251	N.J. GROSS INCOME TAX-FEBRUARY 1981	1. SALARIES	629.74
6252	TOWN OF W.O.-EMPLOYEES SOC.SEC.-FEB.1981	1. SALARIES	2,168.18
6253	W.O. PUBLIC LIBRARY-UN.INS. A/C-FEB.1981	1. SALARIES	326.05
6254	TOWN OF W.O.-MARCH 1981	26. HOSPITALIZATION	1,194.88
6255	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,484.22
6256	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	105.74
6257	W.O. MUNICIPAL EMPLOYEES FED. CR. UNION	1. SALARIES	412.50
	NET P/R - 2/15/81-#7012-7069 (58)	1. SALARIES	11,534.91
	NET P/R - 2/28/81-#7070-7125 (55)	1. SALARIES	<u>10,971.10</u>
	<u>SUB-TOTAL</u>		\$ 33,210.93
	<u>ADD: CHECKS #6171-6247 FOR PAYMENT ISSUED</u>		
	<u>AT FEBRUARY 25, 1981 MEETING</u>		<u>21,409.34</u>
	<u>CHECKS ISSUED FOR THE MONTH OF FEBRUARY 1981</u>		\$ 54,620.27
	<u>LESS:</u>		
	CHECK #6120-KRIEGER PUBL. CO.	2. BOOKS	\$ 20.41
	" #6121-PETTY CASH CHECKING A/C	TRANSFER	200.00
	" #6122-PETTY CASH	VARIOUS	65.51
	" #6245-A. XEROX	PHOTOCOPY	303.50
	DEPOSIT - 2/19/81	JURY DUTY	<u>15.90</u>
			<u>605.32</u>
	<u>TOTAL EXPENDITURES-MONTH OF FEBRUARY 1981</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 54,014.95</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Manheim, Kosson & Novick*

FEBRUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON MARCH 25, 1981

CHECKS ARE DATED
MARCH 25, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6258	MIDLANTIC NAT'L Bk-FTD 3/15/81	1. SALARIES	\$ 2,107.19
6259	W.O. MUNICIPAL EMPLOYEES	1. SALARIES	400.00
6260	PETTY CASH	4. SUPPLIES	\$ 9.60
"	"	13. POSTAGE	5.99
"	"	15. SEMINARS	1.39
"	"	LOST BOOK RETURNS	<u>17.45</u>
6261	PUBLIC SERVICE ELEC. & GAS	6. MAINT.-UTIL.	34.43
6262	JOE RAGO	10. COM. REL. 150-TRANSFER 150	1,712.29
6263	TREASURER-STATE OF N.J.	2. BOOKS	300.00
6264	A. ABORN EXTERMINATING CO.	6. MAINT.-MAIN.	30.00
6265	ACADEMY CHICAGO LIMITED	2. BOOKS	9.12
6266A	ADP	11. SERVICE CONTRACTS	44.70
B	"	11. " "	47.95
C	"	11. " "	<u>44.75</u>
6267	AMERICAN COUNCIL ON EDUCATION	2. BOOKS	137.40
6268A	AMERICAN PAPER TOWEL CO.	4. SUPPLIES-JANIT. (12.50
B	" " " "	4. " "	24.00
C	" " " "	4. " "	18.00
6269	APPLETON-CENTURY-CROFTS	4. " "	<u>363.40</u>
6270A	BAKER & TAYLOR CO.	2. BOOKS	357.40
B	" " " "	2. BOOKS	6.95
C	" " " "	2. " "	143.93
D	" " " "	2. " "	24.95
6271A	THE BAKER & TAYLOR CO.	2. " "	12.44
B	" " " "	2. " "	<u>90.45</u>
C	" " " "	2. BOOKS	271.77
D	" " " "	2. " "	532.24
E	" " " "	2. " "	123.44
F	" " " "	2. " "	(6.56)
G	" " " "	2. " "	(6.56)
H	" " " "	2. " "	50.72
I	" " " "	2. " "	348.45
J	" " " "	2. " "	(6.56)
K	" " " "	2. " "	(5.96)
L	" " " "	2. " "	(10.72)
M	" " " "	2. " "	(5.96)
N	" " " "	2. " "	(7.16)
O	" " " "	2. " "	(7.16)
P	" " " "	2. " "	(2.21)
Q	" " " "	2. " "	297.78
R	" " " "	2. " "	331.23
S	" " " "	2. " "	312.21
6272A	THE BAKER & TAYLOR CO.	2. " "	(2.37)
B	" " " "	2. " "	374.95
C	" " " "	2. " "	<u>268.49</u>
D	" " " "	2. " "	2,578.29
6273	BLOOMFIELD WINDOW CLEANING CO.	2. BOOKS	5.65
6274A	R. R. BOWKER	2. " "	(2.97)
B	" " " "	2. " "	4.49
6275	B.P.S.C.	2. " "	<u>236.56</u>
6276A	BRODART, INC.	6. MAINT.-MAIN.	243.73
B	" " " "	2. BOOKS	70.00
C	" " " "	2. " "	17.23
6277	CHILDREN'S BOOK COUNCIL, INC.	2. " "	<u>55.02</u>
		22. A/V EQUIP..	72.25
		4. SUPPLIES	9.06
		4. " "	171.06
		4. " "	63.90
		4. " "	<u>41.70</u>
		4. SUPPLIES	276.66
			7.90

FEBRUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON MARCH 25, 1981

CHECKS ARE DATED
MARCH 25, 1981

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
6278	C.W. ASSOCIATES	2. BOOKS		\$ 8.00
6279A	DOUBLE DAY & Co., Inc.	2. BOOKS	\$ 31.63	
B	" " " " "	2. "	32.50	
C	" " " " "	2. "	7.29	
D	" " " " "	2. "	14.58	
E	" " " " "	2. "	37.67	
F	" " " " "	2. "	8.51	
G	" " " " "	2. "	26.08	
H	" " " " "	2. "	10.65	
I	" " " " "	2. "	17.02	185.93
6280	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		95.39
6281	FARMER ELECTRICAL SUPPLY	4. SUPPLIES		318.18
6282	FINSOL ASSOCIATES	2. BOOKS		6.95
6283	FOSG	2. BOOKS		3.95
6284A	FOWLER AGENCY, Inc.	5. INSURANCE	301.50	
B	" " " "	5. "	65.00	366.50
6285A	GALE RESEARCH Co.	2. BOOKS	62.15	
B	" " " "	2. "	36.75	
C	" " " "	2. "	40.75	139.65
6286	GROVE PRESS	21. A/V MATERIALS-SOFTWARE		21.25
6287	HAMILTON HOUSE	2. BOOKS		3.16
6288A	SID HARVEY'S	4. SUPPLIES	33.69	
B	" " " "	4. "	25.20	58.89
6289	INDUSTRIAL PRESS, Inc.	2. BOOKS		34.00
6290	INSTANT PRINTING/SCHMIDTS	4. SUPPLIES		38.00
6291	INTERNATIONAL FUNDING CORP.	2. BOOKS		21.95
6292A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JANIT.	1.20	
B	" " " "	4. " "	13.72	
C	" " " "	4. " "	.78	
D	" " " "	4. " "	7.33	
E	" " " "	4. " "	4.15	
F	" " " "	4. " "	7.89	35.07
6293	KOLTER TYPEWRITERS	17. EQUIP.		315.00
6294A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	118.50	
B	" " " " " "	4. "	84.00	202.50
6295A	MACMILLAN PUBLISHING Co., Inc.	2. BOOKS	30.25	
B	" " " " "	2. "	10.09	
C	" " " " "	2. "	27.03	
D	" " " " "	2. "	11.29	78.66
6296	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SVCS.		933.00
6297	MANUFACTURERS NEWS, Inc.	2. BOOKS		81.60
6298	MARKET DATA RETRIEVAL, Inc.	2. BOOKS		26.50
6299	MARTINDALE HUBBELL, Inc.	2. BOOKS		128.00
6300	MONITOR BOOK Co., Inc.	2. BOOKS		26.91
6301	NATIONAL FUEL OIL, Inc.	6. MAINT.-FUEL		4,745.83
6302	NATIONAL WILDLIFE FEDERATION	2. BOOKS		9.90
6303A	N.J. BELL	9. TEL.	245.92	
B	" " " "	9. "	15.69	261.61
6304	N.J. HISTORICAL SOCIETY	2. BOOKS		31.72
6305A	N.J. LIBRARY TRUSTEE ASS'N	15. TRUSTEES MEMBERSHIP FEES	52.50	
B	" " " " "	2. BOOKS	5.00	57.50

FEBRUARY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED FOR
PAYMENT ON MARCH 25, 1981

CHECKS ARE DATED
MARCH 25, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6306	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 23.40
6307	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	20.50
6308	PAPERBACK BOOK SHOP	2. BOOKS	17.84
6309	PDR	2. BOOKS	11.50
6310	PETTY CASH CHECKING A/C	TRANSFER	200.00
6311	PITNEY BOWES	11. SERVICE CONTRACT	42.75
6312	POPULAR PERIODICAL INDEX	2. BOOKS	20.00
6313	POSTMASTER	13. POSTAGE	300.00
6314A	PRENTICE-HALL, INC.	2. BOOKS	\$ 11.42
B	" " "	2. "	<u>34.66</u>
6315	PRESCRIPTION CENTER	21. A/V MATERIALS	3.06
6316	REGENT BOOK CO.	2. BOOKS	43.28
6317	SILVER BURDETT CO.	2. BOOKS	24.69
6318	THE STAR LEDGER	10. COMMUNITY RELATIONS	51.46
6319	THE UNDERWRITER PRINTING & PUBLISHING CO.	2. BOOKS	42.65
6320	WARREN, GORHAM & LAMONT, INC.	2. BOOKS	145.00
6321A	XEROX CORP.	3. SUPPLIES	(55.25)
B	" "	25. PHOTOCOPY	<u>374.71</u>
6322	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>42.80</u>
<u>SUB-TOTAL</u>			\$ 18,257.01
<u>LESS:CHECK</u> #6258-MIDLANTIC NAT'L BK		1. SALARIES	2,107.19
#6259-W.O. MUNICIPAL EMPLOYEES		1. SALARIES	400.00
#6260-PETTY CASH		LOST BOOK REFUNDS	17.45
#6262-JOE RAGO		EXCESS BOOK SALES	150.00
#6310-PETTY CASH-CHECKING A/C		TRANSFER	200.00
#6321-B - XEROX		25. PHOTOCOPY	<u>374.71</u>
			<u>3,249.35</u>
<u>TOTAL ACCOUNTS PAYABLE-FEBRUARY 28, 1981</u>			<u>\$ 15,007.66</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola N. Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Manheim, Kossow & Novick*

AGENDA

WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING APRIL 29, 1981

1. Roll Call
2. Open Public Meetings Act.
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Community Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance: 1981 Budget
 - b. Building and Maintenance: Lehman and Legal Fee
Carpet Cleaning
8. Old Business
 - a. Issuing of Summonses
9. New Business
 - a. Sysdac Machines
 - b. Xerox Photocopier
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

April 29, 1981

In recognition of National Library Week - April 5-12, the library scheduled numerous children's and adult programs. Games were available in the Children's Room all week long. On April 9th there was a special game tournament. And, on April 13th the Clever Cooks Club met, listened to a story and made "moon" cookies.

Some of the programs in the adult area included:

- April 1 - Rumanian Cooking and Tasting Demonstration
- April 7 - New Friends' Paperback Book Exchange (2nd).
RAW and Soroptimist International program honoring yours truly. Mayor Spina presented a Proclamation to LNR which proclaimed April 7, 1981 as Lola Reed Day.
- April 8 - Lillian Bressman spoke on "The History of Jewish Humor".
- April 9 - Library Week games for children.
- April 12- Piano recital by Deena Hammer.
- April 14- Bus trip to Tarrytown, N. Y.
- April 15- Mother and Child Craft.
- April 23- Emergency meeting for Senior Citizens.
- April 24- Area Young Adult Librarians meeting.

We have a dire need for additional Oblique Rail assemblies and folders for our magazine section. The area has been deadlocked for about a year because of this need.

MOB books, additional copies and seasonal books in the downstairs area must be rearranged to make way for this project and also to be easily accessible for use when there is a need.

This will require quite a few hours of continuous work. Therefore, we plan to make this a summer project for some of our college students. It can begin near the end of May if our purchases are made immediately.

With your approval, we will be fortunate to hire a young Columbia University student with previous experience at a nominal fee. The University offers a College Work-Study Employment Program for students. They will provide 80% of the salary. This employment period will run from June 1, 1981 through August 8, 1981, a period of 10 weeks, 35 hours per week at \$4.00 per hr. Hiring this person, Thomas Gilman, a West Orange resident, will relieve some of the pressure we experience during a period when many of our employees are on vacation.

The AV/PR Department has experienced difficulties in managing payment of programs with a Savings Account. A conference with our accountant, Mr. Manheim, on Wednesday, April 22nd revealed that a Checking Account would better serve their purpose and would make withdrawals less complicated. Please approve this change.

Mesdames Itkin and Pinkus received scores from the Department of Civil Service and are now permanent in their respective positions. No word has been received as of this writing of their disposition on Mrs. Thompson, Mrs. Some or James Morrison.


On April 21st we delivered and signed summonses for 9 patrons who must report to court on May 5th at 9:30 A. M. It is hoped that as many trustees as are available will accompany me to the court.

Practically every day for nearly two months we have experienced problems with our Xerox 4000 photocopying machine. Nearly every day we have requested and received service calls. A number of letters and many telephone conversations between top officials of the company and myself have taken place.

Two top officials have been in to see me. We have their assurance that we will receive a new photocopier within a few days.

The New Jersey Library Association annual meeting, starting today, is being held at the Robert Treat Hotel in Newark. As many employees as possible will be given time off for at least one-half day to attend a session or to visit the exhibits during the three-day period.

We would like to request an allotment for purchase of two sets of uniforms each for the custodians and one suit each year following first purchase.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
APRIL 29, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. The roll call was taken with the following members present constituting a quorum: Andrea Grover, Michael O'Hara, Albert Kupferer, William O'Neill and Anita Strauss. 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 1, 1981 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 1981 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes as presented of the Board meeting of 3/25/81. Mr. O'Hara seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of March, 1981. Mrs. Grover seconded the motion and it was passed unanimously.

Mr. Lang asked Mrs. Reed if she was cutting back on the book orders. Mrs. Reed responded by saying that standing orders were still being delivered, but the financial report should show a drop in purchases in the near future.

2) Financial Statement:

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

Mr. Manheim said that the library had not received the second quarter check from the Township as yet therefore Treasury Bills will not be purchased this month. The money is also needed for the retro-active salaries for the month of May. The Director's Office will notify Mr. Manheim when the check is delivered to the library.

DIRECTOR'S REPORT

Since the expansion of the magazine section has been deadlocked for quite some time, Mrs. Reed requested and received approval from the Board to purchase a unit of Oblique rail assemblies and folders on the basis of costs submitted.

Thomas Gilman, a resident of West Orange and a student at Columbia University would be available for employment this summer through a College Work-Study Employment Program for students. The University would pay 80% of his salary, the library 20%.

Mrs. Strauss made a motion that the Board of Trustees hire Thomas Gilman in the Work-Study Employment Program as described in the Director's Report providing that the University be notified that in the event employment is terminated, the unexpended funds will be returned to the library. Mr. Kupferer seconded the motion and it was carried unanimously.

Mrs. Reed will send payment and a covering letter explaining the request of payment upon termination of employment. Mr. Gilman will be hired for \$4.00 an hour as a temporary employee for a period of 10 weeks.

Mrs. Reed explained that the Public Relations Department's need for numerous money orders for their trips and programs is an expensive procedure as money orders cost \$1.00 a piece. Mr. Manheim advised the Board that a checking account would be more feasible.

Mr. Kupferer made a motion that the West Orange Public Library Community Services Statement Savings Account #01-073-0002143-7 be transferred to a checking account. Two signatures would be required: one by the Director and/or a Trustee, and one signature by the employees named in the account. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. O'Neill asked if there was a limit to the amount of money kept in the account. Mr. Manheim explained that the Community Services Account handles money collected for trips and programs and is disbursed in payment of same, therefore no library money is involved with the account.

Mrs. Reed said that she had signed the summonses to be delivered to delinquent borrowers. Charges would be removed from a case only if the entire bill is paid plus \$25.00 in court fees. A certified check was requested as the form of payment. Several cases will be heard in Municipal Court May 5. Counsel Cuoizzi will present the charges.

The Xerox photocopier has had numerous breakdowns over the last few months. After several phone calls, correspondence and visits by servicemen, Mr. Lang placed a call to the President of the company which resulted in some positive results. Mr. Angely, Branch Manager of Xerox promised that immediate action would be taken to replace the machine and to give credit for the paper used by the repairmen.

Mrs. Reed will obtain estimates for uniforms for the custodians and rental fees for carpet cleaning machines.

COMMITTEES:

1. Audit and Finance - Budget Committee

Mrs. Strauss reviewed the budget adjustments and recommended a budget of \$668,956 for 1981. Source of funds would consist of \$50,000 from the Township of West Orange, and \$118,956 from Accumulated Revenues Fund. Mr. Lang pointed out that this adjusted Budget included the same salary increase as the Township employees which is 9.18%.

Mr. Kupferer made a motion to accept the proposed budget adjusted to \$668,956 for the year 1981. Mrs. Grover seconded the motion and it was carried unanimously.

Mrs. Strauss made a motion to transfer \$118,956 from the Accumulated Revenues Fund to the 1981 Budget. Mrs. Grover seconded the motion and it was passed unanimously.

Mr. O'Neill made a motion to approve a cost of living adjustment for Phyllis Some from 7% to 9.18% (a 2.18% difference) which is uniform with the other employees of the library. Mr. Kupferer seconded the motion and it was carried unanimously.

Mrs. Grover made a motion that the salary range for the position of Public Information Assistant be established at \$6.00-\$8.00 an hr. Mr. O'Neill seconded the motion and it was carried unanimously.

2. Building and Maintenance:

a) Lehman Mr. Cuozzi stated that the court had ordered payment to Thomas Lehman. If the Township does not pay Mr. Lehman they will be in contempt of the court, not the library. Mr. Lang added that he had been present at a Council meeting and a motion had been passed to pay the legal fees induced by the defense of the Lehman suit.

Mr. O'Hara made a motion that the legal fees the library induced in defending the arbitration at the request of the Township be placed on a voucher and sent to the Township Counsel for reimbursement to the library as per the Council's meeting whereby payment was authorized. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. Lang commended Mr. Cuozzi for his handling of the Lehman case for the library.

b) Lighting Mr. O'Hara reported that he was ready to sit down with the Building Committee and discuss the estimates he has received for installation of new lighting. Mr. Lang requested the Building Committee to have a full report by the May meeting.

Mrs. Reed asked Mr. O'Hara if a light could be installed in the back of the building so the staff will have adequate lighting when they exit in the evening. Mr. O'Hara said that he would take care of that matter.

c) HVAC The Board discussed the advantages of engaging the Monsen Engineering Company for a three-year period.

Mr. O'Hara made a motion to accept the Monsen Engineering Service contract for three years with the rates to be established as follows: The first year @ \$1,020.00, the second year @ \$1,116.00, the third year at \$1,224.00. Payments to be made quarterly in each year. Mrs. Strauss seconded the motion and it was carried unanimously.

d) Parking Lot Mr. Lang requested Mr. Cuozzi to check on the requirements for the number and placement of spaces for the handicapped patrons.

3. Liason Committee:

Mrs. Strauss said that Mr. Kupferer spoke to Mrs. Bossart and a meeting will be held with Mrs. Reed and the staff to develop some type of program between the library and the schools. Mr. Lang asked Mr. Kupferer to check out the map project that the library agreed to fund at the request of the Friends.

OLD BUSINESS:

Mrs. Reed said that there had been a drop in patron usage of the library on Sundays. She asked the Board to consider closing the library on Sundays at the end of May.

Mr. Lang made a motion to close the library on Sundays at the end of May and to reopen the Sunday after Labor Day. Mrs. Strauss seconded the motion and it was passed unanimously.

NEW BUSINESS:

Mrs. Reed will look into checking systems when she attends the NJLA Conference in Newark. The present Sysdac System does not make service calls to the library. Instructions for repair of the machines are given over the phone to Mrs. Lepore.

COMMUNICATIONS:

Mr. O'Neill stated that the following communications had been received during the month of April:

1. A letter from Mayor Spina accepting Mrs. Andrea Grover's resignation from the Board of Trustees effective 5/1/81.

2. A letter from Mayor Spina appointing Mr. Irving Soloway to the Board of Trustees replacing Mrs. Grover as of 5/1/81.

3. A letter from R. Angely, Branch Manager, Xerox stating that the Xerox 4000 will be replaced prior to May 25; a 50% credit for paper used by the servicemen will be issued to the library for April; and instructions to all servicemen about not using the library telephone.

4. A thank you letter from Mr. Alvin Lubiner, Coordinator of Foreign Language in the West Orange School system. Posters were displayed at the library for Foreign Language Week.

5. A thank you note to Mrs. Deborah Pinkus from the YM/YWHA for her book talk.

6. A thank you note to Mrs. Reed from Ms. Edith Herrman, Librarian from Hillside Public Library. Mrs. Herrmann had a visit and tour of the West Orange Public Library.

MISCELLANEOUS:

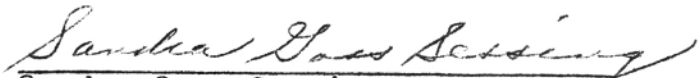
Mr. Lang asked Mr. Cuozzi to write a letter to Miss Nancy Simon requesting her to pick up her exhibit and coat which she had left at the library so that the library will not be subject to any liability. Miss Simon has not responded to phone calls requesting that she remove her articles.

Mr. Lang praised Mrs. Pershey for her excellent work regarding programming and press releases. Mr. O'Neill requested that a copy of all releases, programming and public relations materials be made available to him. Mr. Lang suggested that all Trustees be made aware of the mailbox reserved for Trustees in the workroom. (After the meeting they were shown the location). Mrs. Reed was requested to arrange that all Trustees have copies of common interest.

Mr. Lang requested Mr. Cuozzi to draft a resolution on behalf of the Trustees thanking Andrea Grover for her contributions and service to the Board.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,


Sandra Goss Sessing, Secretary


William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF MARCH 1981
LIBRARY BOARD MEETING OF APRIL 29, 1981

	PROPOSED BUDGET 1981	PAID MONTH OF MARCH 1981	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/81	UNEXPENDED BUDGET BALANCE ON 3/31/81	BILLS/ ACCOUNTS PAYABLE AT 3/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/81
SALARIES & WAGES	\$432,666	\$ 30,689.68	\$ 96,645.48	\$336,020.52		\$336,020.52
BINDING	2,000		565.00	1,435.00		1,435.00
COMMUNITY SERVICES	1,000	156.46	164.00	836.00	\$ 47.74	788.26
TRANSPORTATION	500	75.00	75.00	425.00	17.95	407.05
SEMINARS & WORKSHOPS	1,350	309.99	309.99	1,040.01		1,040.01
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	933.00	1,866.00	9,834.00	933.00	8,901.00
LEGAL & PROFESSIONAL FEES	2,000		720.00	1,280.00	250.00	1,030.00
MAIN LIBRARY-UTILITIES	38,000	9,180.58	14,385.98	23,614.02	103.82	23,510.20
MAIN LIBRARY-MAINT.	7,000	100.00	1,651.21	5,348.79	790.09	4,558.70
TORY CORNER-RENTAL	540			540.00		540.00
BOOKMOBILE	-0-			-0-		-0-
SERVICE CONTRACTS	6,000	275.54	517.73	5,482.27	231.42	5,250.85
BOOKS	70,000	4,375.50	9,268.16	60,731.84	4,381.13	56,350.71
SUPPLIES-LIBRARY	12,000	1,267.92	3,186.22	8,813.78	1,714.48	7,099.30
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	48.55	109.35	6,890.65	124.30	6,766.35
AUDIO-VISUAL-MATERIALS	2,000	4.91	31.38	1,968.62		1,968.62
INSURANCE	7,500	366.50	976.25	6,523.75	146.28	6,377.47
TELEPHONE	3,500	261.61	508.77	2,991.23	267.84	2,723.39
POSTAGE	3,000	295.49	595.49	2,404.51		2,404.51
EMPLOYEE HEALTH-HOSP.	18,000	1,127.88	3,517.64	14,482.36	96.00	14,386.36
ANNUAL REPORT	-0-			-0-		-0-
EQUIPMENT-LIBRARY	4,500	315.00	945.00	3,555.00		3,555.00
MAINTENANCE EQUIPMENT	500			500.00	231.25	268.75
AUDIO-VISUAL EQUIPMENT	5,200	25.31	25.31	5,174.69	257.21	4,917.48
SOCIAL SECURITY	27,000	2,040.91	6,428.01	20,571.99		20,571.99
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000			28,000.00		28,000.00
JANITORIAL SUPPLIES	3,000	392.47	525.67	2,474.33	207.20	2,267.13
UNEMPLOYMENT INSURANCE	6,600	2,406.31	2,406.31	4,193.69		4,193.69
NEW LIBRARY ADDITION	-0-			-0-		-0-
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
TOTAL	\$712,326	\$ 54,648.61	\$145,423.95	\$566,902.05	\$ 9,799.71	\$557,102.34

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF MARCH 1981

I BALANCES AS OF FEBRUARY 28, 1981

ADD:					
FINES					
NON-RESIDENT FEES					
TOSHIBA PHOTOCOPIES					
RENTALS					
MICROFILMS					
COMMISSIONS					
XEROX PHOTOCOPIES					
LOST BOOKS					
EXCESS PROPERTY					
INTEREST					
TOWN OF W.O.					

II TOTAL-MARCH '81 RECEIPTS

III TOTAL AVAILABLE I Plus II

IV LESS: MARCH 1981 - DISBURSEMENTS

V TOTAL CASH FUNDS - 3/31/81

ADD: DUE FROM TOWN OF WEST ORANGE
FOR 2ND, 3RD, & 4TH QTR. BUDGET
OTHER SOURCES-ACC. REV. FUND ANTICIPATED/
BUDGET 1981

UNEXPENDED BUDGET BALANCE 3/31/81

LESS: ACCOUNTS PAYABLE 3/31/81

BUDGET BALANCES AT 3/31/81

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK-#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
MIDLANTIC NAT'L BK-#02-073-0002-143-7 - COMMUNITY SAVINGS
PETTY CASH
PETTY CASH-CHECKING A/C - MIDLANTIC
50 M U.S. TREASURY BILL 4/16/81
40 M U.S. TREASURY BILL 5/14/81
25 M U.S. TREASURY BILL 5/14/81

FINES & RESERVES FUND	\$ 8,703.73	LOST BOOK FUND	\$ 298.92	BOOK SALES & EXCESS PROPERTY FUND	\$ 183.64	PETTY CASH & CHANGE FUND	\$ 376.25	ACCUMULATED REVENUE FUND	\$ 135,497.02
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(\$ 1,623.11
(15.00
(153.61
(87.05
(3.50
(69.29
(347.29

\$ 67.19 \$ 73.10

1,686.66

\$ 3,985.51

\$ 12,689.24

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\$ 20,423.95

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(\$ 20,423.95)
12,689.24
366.11
106.74
360.00
135,497.02
\$128,595.16
9,799.71
\$118,795.45

FUNDS

BUDGET FUND
FINES & RESERVES FUND
LOST BOOK FUND
BOOK SALES & EXCESS PROPERTY FUND
PETTY CASH & CHANGE FUND
ACCUMULATED REVENUE FUND

LESS: ACCOUNTS PAYABLE-3/31/81

\$ 7,945.93
3,182.46
3,352.56
1,222.46
288.75
160.00
212.44
48,268.75
39,330.56
24,631.25
\$128,595.16

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1981 BILLS PRESENTED FOR PAYMENT ON
APRIL 29, 1981

CHECKS ARE DATED
MARCH 31, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6323	MIDLANTIC NAT'L BK - FTD 3/31/81	1. SALARIES	\$ 2,078.18
6324	N.J. GROSS INCOME TAX - 3/81	1. SALARIES	587.26
6325	TOWN OF W.O.	1. SALARIES	2,040.86
6326	W.O. PUBLIC LIBRARY-UN. SAVINGS A/c 3/81	1. SALARIES	302.74
6327	TOWN OF W.O.-APRIL '81	26. HOSPITALIZATION	1,194.88
6328	P.E.R.S. #20284 -PENSIONS & LOANS	1. SALARIES	1,620.25
6329	P.E.R.S. #20284 -CONTRIBUTORY LIFE INS.	1. SALARIES	98.98
6330	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	400.00
6331	N.J. EMPLOYMENT SECURITY AG'7-1ST QTR.'81	28. UN. INS.	\$2,406.31
		EXCHANGE	962.48
6332	TOWN OF W.O.-MARCH '81	27. EMPLOYER SOC. SEC.	2,040.91
6333	PETTY CASH	TRANSFER	100.00
6334	PUBLIC SERVICE E & G Co.	6. MAINT-UTILITIES	2,722.46
	NET P/R 3/15/81-#7126-81 (56)	1. SALARIES	10,549.37
	NET P/R 3/31/81-#7182-7241 (60) -		
	CHECK #7191 VOIDED	1. SALARIES	10,504.85
<u>SUB-TOTAL</u>			\$ 37,609.53
<u>ADD: CHECKS #6258-6322 FOR PAYMENT ISSUED</u>			
<u>AT MARCH 25, 1981 MEETING</u>			18,257.01
<u>CHECKS ISSUED FOR THE MONTH OF MARCH 1981</u>			\$ 55,866.54
<u>ADD: PETTY CASH CHECKS 1420-1447 ISSUED</u>			
<u>DURING JANUARY, FEBRUARY & MARCH 1981</u>			468.07
<u>SUB-TOTAL</u>			\$ 56,334.61
<u>LESS:</u>			
CHECK #6260-PETTY CASH	LOST BOOK REFUND	\$ 17.45	
" #6261-JOE RAGO	TRANSFER	150.00	
" #6310-PETTY CASH	TRANSFER	200.00	
" #6321-B -XEROX	25. PHOTOCOPY	374.71	
" #6322-PETTY CASH	TRANSFER	100.00	
" #6331-N.J. UN. INS.	EXCHANGE	962.48	
DEPOSIT - 3/2/81	26. HOSPITALIZATION	67.00	
- 3/4/81	21. A/V MATERIAL	5.00	
- 3/9/81	2. BOOKS	18.53	
- 3/23/81	4. SUPPLIES	39.50	
- 3/23/81	13. POSTAGE	10.50	
PETTY CASH ACCOUNT	4. SUPPLIES	(259.17)	1,686.00
<u>TOTAL EXPENDITURES-MONTH OF MARCH 1981</u>			
<u>PER BUDGET REPORT</u>			\$ 54,648.61

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lois Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stuart Manheim, CPA*

PETTY CASH - JANUARY, FEBRUARY AND MARCH 1981 BILLS
PRESENTED FOR PAYMENT ON APRIL 29, 1981

<u>DATE</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JAN.</u>				
5	1420	NEWARK PUBLIC LIBRARY	21. A/V MATERIALS	\$ 1.85
7	1421	RUTGERS UNIVERSITY	15. WORKSHOP	24.00
8	1422	BILL TOOHEY	12. TRANSPORTATION	9.00
19	1423	S. ITKIN	4. SUPPLIES	4.20
19	1424	BILL TOOHEY	12. TRANSPORTATION	4.00
22	1425	EASTERN PARALYZED VETERAN'S ASSOC.	4. SUPPLIES	3.00
23	1426	L. REED	15. WORKSHOP	7.00
<u>FEB.</u>				
2	1427	NJLA	15. DUES-CONV.	61.00
3	1428	BILL TOOHEY	12. TRANSPORTATION	12.80
3	1429	DEBBY PINKUS	15. WORKSHOP	12.60
3	1430	LYNN THOMPSON	4. SUPPLIES	16.15
5	1431	GSLIS ALUMNI ASSOC.	15. SEMINARS	12.00
9	1432	SHOP RITE	4. SUPPLIES	31.91
10	1433	L. REED	12. TRANSPORTATION	8.00
<u>MAR.</u>				
2	1434	ALA	15. MEMBERSHIP	80.00
3	1435	WORRALL PUB.	10. COMMUNITY	5.00
3	1436	DEBBY PINKUS	2. BOOKS	3.00
3	1437	MRS. D. A. PILKEY	2. BOOKS	3.00
3	1438	BILL TOOHEY	12. TRANSPORTATION	18.80
4	1439	ALA	15. SEMINARS	13.50
11	1440	S. ITKIN	4. SUPPLIES	8.49
11	1441	SUPREME BAKERS	4. SUPPLIES	4.62
13	1442	JOE RAGO	10. COMMUNITY	50.00
27	1443	GARDEN WAY	20. PAMPHLETS	4.50
27	1444	BILL TOOHEY	12. TRANSPORTATION	4.80
27	1445	DEBBIE PINKUS	12. TRANSPORTATION	17.60
20	1446	WISCONSIN CLEARING HOUSE	20. PAMPHLETS	1.25
30	1447	NJLA	15. SEMINARS	46.00

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF
JANUARY, FEBRUARY & MARCH 1981

\$ 468.07

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim*

MARCH 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 29, 1981

CHECKS ARE DATED
APRIL 29, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6335	WILLIAM TOOHEY	26. HOSPITALIZATION	\$ 96.00
6336	W. O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	340.00
6337	MIDLANTIC NAT'L BK-FTD 4/15/81	1. SALARIES	2,154.88
6338	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
6339A	ADP	11. SERVICE CONTRACTS	\$ 56.10
B	"	11. SERVICE CONTRACTS	<u>46.45</u>
6340	ALMAR PRESS	2. BOOKS	102.55
6341	AMERICAN PAPER TOWEL CO.	4. SUPPLIES	3.50
6342	AMERICAN UNITED FOR LIFE	20. PAMPHLETS	45.85
6343	AYER PRESS	2. BOOKS	2.00
6344A	THE BAKER & TAYLOR CO.	2. BOOKS	68.00
B	" " " " "	2. "	9.34
6345A	THE BAKER & TAYLOR CO.	2. "	<u>20.22</u>
B	" " " " "	2. BOOKS	29.56
C	" " " " "	2. "	145.55
D	" " " " "	2. "	324.50
E	" " " " "	2. "	239.83
F	" " " " "	2. "	(9.52)
G	" " " " "	2. "	274.40
H	" " " " "	2. "	207.70
I	" " " " "	2. "	41.43
J	" " " " "	2. "	416.64
K	" " " " "	2. "	262.61
L	" " " " "	2. "	28.44
M	" " " " "	2. "	(16.72)
N	" " " " "	2. "	285.88
O	" " " " "	2. "	248.74
P	" " " " "	2. "	48.92
Q	" " " " "	2. "	(1.11)
6346A	THE BAKER & TAYLOR CO.	2. "	(10.75)
B	" " " " "	2. "	(18.53)
C	" " " " "	2. BOOKS	2,468.01
D	" " " " "	2. "	10.17
6347A	R. R. BOWKER	2. "	28.12
B	" " " "	2. "	17.00
C	" " " "	2. "	124.53
6348A	BROADSTREET STATIONERS	2. "	179.82
B	" " " "	2. BOOKS	75.52
C	" " " "	2. "	32.86
6349	THE BRODART FOUNDATION	19. MAGAZINES	35.52
6350A	BRODART, INC.	4. SUPPLIES	(10.66)
B	" " " "	4. "	5.56
C	" " " "	4. "	14.43
D	" " " "	4. "	16.80
6349	THE BRODART FOUNDATION	2. BOOKS	39.95
6350A	BRODART, INC.	4. SUPPLIES	115.90
B	" " " "	4. "	1.50
C	" " " "	4. "	175.09
D	" " " "	4. "	23.36
E	" " " "	4. "	187.01
F	" " " "	4. "	39.90
G	" " " "	4. "	40.80
6351	BROOKLYN BOTANIC GARDEN	2. BOOKS	583.56
6352	CAROLINA BIOL. SUPPLY CO.	20. PAMPHLETS	29.20
6353	CHAMBER OF COMMERCE OF THE U.S.	2. BOOKS	1.65
6354A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	8.00
B	" " " "	21. " "	86.50
6355	CLINGSTONE PRESS	2. BOOKS	<u>62.07</u>
6356	COMMONWEALTH WATER CO.	6. MAINT.-UTIL.	148.57
6357	COMMUNITY SERVICE SOC. OF N.Y.	2. BOOKS	8.00
			103.82
			3.00

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 29, 1981

6.

CHECKS ARE DATED
APRIL 29, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6358	Co. of Essex, N.J.	4. SUPPLIES	\$ 25.00
6359	CULTURAL EVENTS IN N.J.	20. NEWSPAPERS	4.00
6360A	C. W. ASSOCIATES	2. BOOKS	\$ 10.00
B	" " "	2. "	5.00
6361	EMMA LOU CZARNECKI	12. TRANSPORTATION	17.95
6362	DEACON PRESS	4. SUPPLIES	73.00
6363	R. DERSTINE BOOK Co.	2. BOOKS	102.85
6364A	DOUBLEDAY & Co., INC.	2. BOOKS	12.17
B	" " " "	2. "	67.61
C	" " " "	2. "	29.77
D	" " " "	2. "	47.43
E	" " " "	2. "	7.29
F	" " " "	2. "	55.27
G	" " " "	2. "	21.26
H	" " " "	2. "	25.23
I	" " " "	2. "	21.23
6365	DYNAMIC GRAPHICS, INC.	2. BOOKS	16.15
6366	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	12.10
6367	EAST ORANGE GLASS Co.	6. MAINT. MAIN.	243.50
6368	EDITORIAL RESEARCH REPORTS	20. PAMPHLETS	5.50
6369	ELEVATORS MAINTENANCE CORP.	11. SERVICE CONTRACTS	95.39
6370	EUROPA PUBLKATIONS, LTD.	2. BOOKS	180.00
6371	FAIRLEIGH DICKINSON UNIVERSITY	2. BOOKS	14.50
6372	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN.	468.84
6373A	FOWLER AGY, INC.	5. INSURANCE	90.00
B	" " " "	5. "	56.28
6374	M. & J. FRANK, INC.	4. SUPPLIES	255.75
6375	GAYLORD BROS., INC.	4. SUPPLIES	304.04
6376	GESTETNER CORP.	4. SUPPLIES	137.40
6377	GOV'T DOCUMENTS ASS'N OF N.J.	2. BOOKS	4.00
6378	G. K. HALL & Co.	2. BOOKS	175.96
6379A	J. L. HAMMETT Co.	4. SUPPLIES	99.67
B	" " " "	4. "	6.43
6380	IBM	11. SERVICE	33.48
6381	THE INSTITUTE FOR RESEARCH	20. PAMPHLETS	14.73
6382	IRISH BOOK CENTER	2. BOOKS	50.83
6383	IRISH BOOKS & MEDIA	2. BOOKS	16.72
6384	SHIRLEY ITKIN	4. SUPPLIES	31.48
6385A	J & S VACUUM CLEANER Co.	17. EQUIPMENT	65.00
B	" " " "	4. SUPPLIES-JANIT.	6.75
6386	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES-JANIT.	10.95
6387A	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES-JANIT.	12.25
B	" " " "	4. " "	131.40
6388	LOFTUS AND CUOZZI	24. LEGAL SERVICE	250.00
6389A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	23.21
B	" " " "	2. "	4.87
C	" " " "	2. "	8.03
6390	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	933.00
6391A	A. R. MEEKER Co.	4. SUPPLIES	103.79
B	" " " "	17. EQUIP.-REPAIRS	35.00
6392	NAT'L REGISTER PUBLISHING Co.	2. BOOKS	55.60
6393A	N.J. BELL	9. TELEPHONE	255.50
B	" " " "	9. "	12.34
6394	N.J. OFFICE SUPPLY	4. SUPPLIES	49.50
6395	N.J. RAPTOR ASS'N.	2. BOOKS	4.00
6396	E. & M. O'HARA, INC.	6. MAINT.-MAIN.	62.75
6397	PAPERBACK BOOK SHOP	2. BOOKS	6.16

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 29, 1981

7.

CHECKS ARE DATED
APRIL 29, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6398	PHYSICIANS ART SERVICE, INC.	20. PAMPHLETS	\$ 2.00
6399	PITNEY BOWES	4. SUPPLIES	12.98
6400A	P & P LAWMOWER REPAIRS	17. EQUIP.-REPAIRS	\$ 14.50
B	" " " "	17. " "	56.80
C	" " " "	17. " "	59.95
6401	PRENTICE HALL, INC.	2. BOOKS	278.35
		CR. MEMO	(257.70)
6402A	PRESCRIPTION CENTER	21. A/V MATERIALS	2.49
B	" " "	21. " "	9.85
C	" " "	21. " "	16.55
D	" " "	21. " "	(1.78)
6403	QUALITY BOOKS, INC.	2. BOOKS	42.48
6404	RARITAN VALLEY REGIONAL C. OF C.	2. BOOKS	17.00
6405	ERNEST SAMPINO	10. COMMUNITY REL.	35.00
6406	SHAR-FREY, INC.	2. BOOKS	9.12
6407A	SILVER BURDETT CO.	2. BOOKS	9.42
B	" " "	2. " "	10.20
C	" " "	2. " "	9.42
D	" " "	2. " "	15.33
6408	SMITHSONIAN INSTITUTION SHOPS	2. BOOKS	10.45
6409	THE SPOON RIVER PRESS	2. BOOKS	12.50
6410A	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	103.00
B	" " " "	2. " "	68.50
6411	OSCAR B. STISKIN	2. BOOKS	24.00
6412	SUMMIT NATURE CLUB	2. BOOKS	4.00
6413A	THORNE DIKE PRESS	2. BOOKS	25.90
B	" " "	2. " "	33.85
6414	UP FRONT, INC.	20. PAMPHLETS	4.00
6415	UPSTART	4. SUPPLIES	5.75
6416	WEST PUBLISHING CO.	2. BOOKS	47.50
6417	WOLSTEN'S PROJECTOR HOUSE, INC.	21. A/V MATERIALS	81.53
6418	WORRALL PUBLICATIONS	10. COMMUNITY RELATIONS	12.74
6419	WRITE-WAY PUBLICATIONS, INC.	2. BOOKS	6.95
6420	XEROX CORP.	25. PHOTOCOPY	383.34
6421	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	42.80
SUB-TOTAL			\$ 12,677.93
LESS: CHECK #6336-W.O. MUNICIPAL EMP.FCU			340.00
#6337-MIDLANTIC NAT'L BK			2,154.88
#6420-XEROX CORP.			383.34
TOTAL ACCOUNTS PAYABLE-MARCH 31, 1981			\$ 9,799.71

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MAY 27, 1981

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

DIRECTOR'S
MONTHLY REPORT

May 27, 1981

A little excitement was felt at the library due to the presentation of delinquent borrowers in court on Tuesday, May 5th. Our first test court cases resulted in a plus for the library. Additional hardened delinquents will be dealt with in the same manner in the future.

There is a worsening leakage problem in our boiler system. Monsen Engineers inspected the system and subsequently sent us a proposal in the amount of \$395.00. The job to be done is not covered in our contract. The proposal was called to the attention of Mr. O'Hara right away because of the urgency expressed by the engineers. Mr. O'Hara stated that he would contact the company.

Unfortunately, nothing has been done to correct the boiler problem. We have had no hot water for almost a month. Custodians were instructed to turn off the water because of the leakage. My recommendation is that immediate attention be given to the situation before we reach crisis proportion.

In addition to our regularly scheduled programs for the month, our Police Department in conjunction with the Anti-Defamation League of B'nai B'rith, sponsored a seminar in the library on Tuesday, May 19th on anti-semitism and discrimination against minorities.

In celebration of its 100 years of service, the American Red Cross has an exhibit in the library, and on May 18 the Red Cross presented a book on the history of that organization in pictures to your director.

We have held two important meetings during the month. One meeting was with Department Heads and Professionals. The second meeting was general for the entire staff.

Among things discussed at our meetings was the problems we are experiencing because most borrowers neglect to bring their borrowers' card to the library. Plans are being made to alleviate this particular headache by arousing the conscience of patrons about the importance of making use of the card which was given to them when they registered at the library.

Again, we have a contract proposal from J. W. Signal who installed our smoke detector system. We feel the contract is necessary because of the high cost of individual service calls. The system has not been inspected and serviced since installation over two years ago. The Walter Kidde inspector did a yearly check on

our fire extinguishers on May 21st. He found only one defective with low water pressure. The correction was made.

You will probably be interested to know that the Library Journal Hotline is promoting the travel book by Frommer-Pasmantier in its May 18, 1981 issue. The title is Dollar Guide to the Southeast and New Orleans.

At our June meeting you will be presented with a plan to promote a county-wide library card for Essex. This plan is being sponsored by the office of the County Executive.

We received our second quarterly check in the amount of \$150,000 from Town Hall.

Notices of our Sunday closing for the summer have been posted.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
MAY 27, 1981

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

Mr. Lang welcomed Mr. Irving Soloway as a member of the Board of Trustees. Mr. Soloway replaces Mrs. Grover.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes as presented of the Board meeting of 4/29/81. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Because of the increase in the postage rates, an additional check was requested to fill the postage meter for the month of May. Mr. O'Neill pointed out that voucher #6456 for \$660 to the Fowler Agency, Inc. was for Director's and Trustees' liability insurance. In response to Mr. O'Neill's question about two checks made out to Baker & Taylor, Mr. Manheim explained that the checks go to two separate places. Mrs. Strauss asked if Xerox had adjusted the billing for April. Mrs. Reed replied that a bill was received which Mr. Manheim should review to determine what the adjustment is.

Mrs. Strauss made a motion to accept the Bills Presented for Payment. Mr. Kupferer seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Lang said that the quarterly check from the Township had been received in the amount of \$150,000. Treasury bills had been purchased for \$50,000 each at a rate of approximately 16%.

Mrs. Strauss made a motion to accept the Financial Report as presented. Mr. O'Hara seconded the motion and it was passed unanimously.

COMMUNITY PARTICIPATION:

Miss Cushing requested that the Board purchase additional microfilm which is on sale for the amount of \$600. As of July 1, prices will be increased. Additional copies of "The New York Times" are needed. She also asked the Board to consider allocations for a new reader and printer in the 1982 budget. Discussion of raising the cost of printing the microfilm for patrons was held. At present, 10¢ per page is charged. A suggestion was made to increase the price to 25¢. Mr. O'Hara requested that the library find out what other libraries charge for this service. Miss Cushing promised to get some figures. The Board agreed to purchase the additional microfilm to take advantage of the low cost prior to July 1. Mr. Lang stated that adjustments could be made within the budget to cover the additional cost.

Mr. O'Neill asked why the microfilm equipment purchases had not been discussed prior to the formation of the 1981 budget. Mrs. Reed said that the Board agreed that no new equipment would be purchased for 1981. Advantage should be taken in purchasing the microfilm that is on sale. Mr. Lang pointed out that there were a number of line items that were interrelated to cover equipment and a decision could be made as to how the funds should be spent.

A letter was presented to the Board from the Employees Association requesting the Trustees to discuss specific suggestions at the next Board meeting. Mrs. Strauss said that the Personnel Committee should meet with representatives from the association to discuss the letter. The meeting will take place on Monday, June 1 at 7:30 P. M.

DIRECTOR'S REPORT:

Mrs. Reed expressed her concern over the lack of hot water and no air conditioning. Mr. O'Hara said that parts were on order to repair the boiler and Monsen Engineering should be in contact with the library not later than Tuesday of next week. He will talk to the company about the air conditioning problem. Mr. O'Hara said that the repair work would not necessarily mean the end of the library's problems. The boiler is an old piece of equipment. Monsen promised to deliver a report on all of the equipment in the near future. He will also discuss the bills submitted for service calls.

Mrs. Strauss expressed that the Board was very grateful for the work Mr. O'Hara has been doing with the HVAC system and Monsen Engineering Company.

Mr. O'Hara recommended that the Board accept the service contract for the smoke detectors and emergency lighting system for \$300.00 with the Pyrotronics Company.

Mrs. Reed said that she will be presenting information about a county-wide library card to the Board in the near future.

Mr. Lang asked the Finance Committee to review the estimates for work clothes presented by Mrs. Reed.

Ms. Marion Darling, from the State Library, conferred with Mrs. Reed and Mrs. Pinkus about grants and how to make a proper proposal. It was a very profitable meeting and Mrs. Pinkus should be ready to present her proposal in a few months.

Sunday openings will cease with the last Sunday in May. The second Sunday in September will start the new Sunday openings for the new season.

As there has been a change in Trustees, Mr. Lang appointed the following Committees:

Audit and Finance: Mr. O'Neill, Mr. Pasmantier, Mrs. Strauss
 Building and Maintenance: Mr. O'Neill, Mr. O'Hara, Mr. Soloway
 Personnel: Mr. Kupferer, Mrs. Strauss, Mr. Soloway
 Liason: Mrs. Strauss, Mr. Kupferer, Mr. O'Hara

COMMITTEES:

a) Audit and Finance: Mr. Lang asked the Committee to work on the Annual Report.

b) Building and Maintenance: Mr. O'Hara said that he will meet with Mr. O'Neill and Mr. Soloway to finalize the selection of the lighting architect.

Mr. Soloway said that the Pyrotronics contract could be renewed and/or terminated by either party upon 30 days written notice prior to the end of the then current contract period. Mrs. Reed will sign and date the contract. Mr. O'Hara pointed out that without a contract, a total of 4-man hours at \$35.00 per man would be charged to the library. It would be in the best interests of the library to engage the services of the company.

Mr. O'Hara made a motion to enter a service contract on approval from counsel with Pyrotronics for \$300.00. Mr. Kupferer seconded the motion and it was passed unanimously.

c) Liason: Mr. Kupferer said that the township has equipment to film and that the Cable TV Advisory Committee is going into production employing the Mayor's round table discussions. There is a great potential in having activities featured such as the library.

Mrs. Strauss noted that the Community Bulletin Board on cable TV has announced library events at various times.

OLD BUSINESS:

Mr. Lang said that the resolution for Mrs. Grover will be delivered along with a gift of a book.

Mr. O'Neill asked Mrs. Reed about the request in the June events to have patrons bring their library cards to the library when checking out books. Mrs. Reed explained that the staff is encouraging patrons to bring their cards because it takes added time to look up the applications and verify the status of the borrower. An announcement is placed in each book that is checked out and a sign has been posted at the circulation desk.

Mr. Lang commented on the format of the sheet of events. Mr. O'Neill agreed that Mrs. Pershey was doing a great job with her releases and events.

Mrs. Rabinowitz asked if anything more has been considered in holding fire drills for the staff. Mrs. Reed will contact the Fire Prevention Bureau. Mrs. Strauss suggested that Mrs. Reed contact the Mayor if she does not hear from the Bureau in a week's time. Mr. O'Hara said that regardless if the alarm goes off accidentally or for reason of fire, the staff should condition themselves to leave the building immediately. Mr. Lang said that by the next meeting the Board should hear that procedures have been established for exiting the building, the alarms should be implemented and corrected. Mr. Lang suggested that the Liason Committee make contact about the existing problems.

COMMUNICATIONS:

Mr. O'Neill presented the following communications:

1. A thank you letter from Paul Pasmantier for a gift of a book and the many good wishes for his speedy recovery from his accident.
2. A thank you note written by Mrs. Rabinowitz for Mrs. Mantell thanking the Board for a gift of flowers. Mrs. Mantell is still not well enough to correspond to thank everyone for their get well wishes.
3. A thank you letter from Mrs. Jean Lancaster of Hazel Ave. School. She praised Mrs. Thompson for her excellent tour given to her 4th grade class.

Mr. Lang reminded everyone that the Jazz Concert would be held on Sunday, May 31 at 5:00 P. M.

The meeting was adjourned at 9:10 P. M.

Respectfully submitted,

Sandra Goss Sessing
Sandra Goss Sessing, Secretary

William J. O'Neill
William J. O'Neill, Secretary
Board of Trustees

WHEREAS, Andrea Grover was appointed Library Trustee in January, 1975 by Mayor William Cuozzi, and reappointed in 1979 by Mayor Samuel Spina, and has served under two administrations of the Township of West Orange and as a Trustee of the Library Board for a total of six years; and

WHEREAS Andrea Grover has generously given of her time and effort as a member of the Board of Trustees and has discharged her duties and responsibilities above and beyond that required for the position who was a member of the Board during the successful culmination of the new library building, and

WHEREAS, she has served the Public Library of the Township of West Orange in a dignified, faithful manner and has earned the respect and gratitude of the West Orange Public Library Board of Trustees, as well, as the employees, Director and citizens of the Township of West Orange:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the West Orange Public Library, on behalf of its members and the employees of the West Orange Public Library, does hereby express to Andrea Grover a sincere and profound appreciation for her years of faithful and dedicated service, and does further extend heartfelt wishes for good health, success and much happiness in the years to come:

BE IT FURTHER RESOLVED, that this Resolution be spread upon the permanent records of the West Orange Public Library Board of Trustees and that a copy thereof, signed by the Members of the Board of Trustees, and attested to by the Attorney of said Board, and be presented to Andrea Grover as evidence of the expressions herein contained.

Adopted this 27th day of May, 1981.

In the presence of
Cynthia Starnes
Deborah Starnes
William G. Hill
Lyn J. Solway
Bert Kuyfars

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF APRIL 1981

LIBRARY BOARD MEETING OF MAY 27, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF APRIL 1981	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/81	UNEXPENDED BUDGET BALANCE ON 4/30/81	BILLS/ ACCOUNTS PAYABLE AT 4/30/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 4/30/81
SALARIES & WAGES	\$412,496	\$31,740.18	\$128,385.66	\$284,110.34		\$284,110.34
BINDING	1,700	(2.75)	562.25	1,137.75	\$ 281.90	855.85
COMMUNITY SERVICES	1,000	(7.26)	156.74	843.26		843.26
TRANSPORTATION	500	17.95	92.95	407.05		407.05
SEMINARS & WORKSHOPS	1,350		309.99	1,040.01	144.50	895.51
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	933.00	2,799.00	8,901.00	933.00	7,968.00
LEGAL & PROFESSIONAL FEES	2,000	250.00	970.00	1,030.00		1,030.00
MAIN LIBRARY-UTILITIES	38,000	2,430.31	16,816.29	21,183.71		21,183.71
MAIN LIBRARY-MAINT.	6,000	790.09	2,441.30	3,558.70	325.00	3,233.70
TORY CORNER-RENTAL	540			540.00	135.00	405.00
BOOKMOBILE	-0-			-0-		-0-
SERVICE CONTRACTS	6,000	231.42	749.15	5,250.85	61.05	5,189.80
BOOKS	50,000	4,316.11	13,584.27	36,415.73	3,745.65	32,670.08
SUPPLIES-LIBRARY	12,000	1,921.68	5,107.90	6,892.10	1,425.54	5,466.56
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	124.30	233.65	6,766.35	9.85	6,756.50
AUDIO-VISUAL-MATERIALS	2,000	257.21	288.59	1,711.41	120.87	1,590.54
INSURANCE	7,500	146.28	1,122.53	6,377.47	660.00	5,717.47
TELEPHONE	3,500	260.83	769.60	2,730.40	248.64	2,481.76
POSTAGE	3,000		595.49	2,404.51	600.00	1,804.51
EMPLOYEE HEALTH-HOSP.	18,000	1,290.91	4,808.55	13,191.45		13,191.45
ANNUAL REPORT	-0-					-0-
EQUIPMENT-LIBRARY	3,500	(768.75)	176.25	3,323.75		3,323.75
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69		974.69
SOCIAL SECURITY	27,000	2,110.75	8,538.76	18,461.24		18,461.24
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000			28,000.00		28,000.00
JANITORIAL SUPPLIES	3,000		525.67	2,474.33	89.75	2,384.58
UNEMPLOYMENT INSURANCE	6,600		2,406.31	4,193.69		4,193.69
NEW LIBRARY ADDITION	-0-			-0-		-0-
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
FILE FOLDERS SUPPLIES	3,300			3,300.00		3,300.00
TOTAL	\$668,956	\$46,042.26	\$191,466.21	\$477,489.79	\$ 8,780.75	\$468,709.04

SOURCE OF FUNDS:

TOWN OF WEST ORANGE
ACCUMULATED REVENUE

\$550,000

118,956\$668,956

412,496

256,460

2.

I BALANCES AS OF MARCH 31, 1981
TRANSFER PER RESOLUTION 4/29/81
ADJUSTED BALANCES

FINES
NON-RESIDENT FEES
TOSHIBA PHOTOCOPIES
RENTALS

LOST BOOKS	149.96
EXCESS PROPERTY	72.88
INTEREST	1,731.25

TOTAL AVAILABLE - \bar{I} PLUS \bar{II}

TOTAL CASH FUNDS-4/30/81
ADD: DUE FROM TOWN OF WEST ORANGE FOR
2ND, 3RD & 4TH QTR. BUDGET 1981

LESS: ACCOUNTS PAYABLE 4/30/81

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-7
MIDLANTIC NAT'L BK-#02-073-0000-177-0 -FINES, ETC.
MIDLANTIC NAT'L BK-#02-073-0001-161-0 -UN. INS.
MIDLANTIC NAT'L BK-#02-073-0001-405-8-BOOK SALES
MIDLANTIC NAT'L BK-#02-073-0002-143-7-COMMUNITY SAVINGS

PETTY CASH
 PETTY CASH-CHECKING A/C-MIDLANTIC
 40M U.S. TREASURY BILL 5/14/81
 25M U.S. TREASURY BILL 5/14/81

FUNDS:

\$	11,320.33
	6,189.94
	3,352.56
	1,222.46
	288.75
	160.00
	412.44
	39,330.56
	24,631.25
\$	<u>86,908.29</u>

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1981 BILLS PRESENTED FOR PAYMENT ON
MAY 27, 1981

3.

CHECKS ARE DATED
APRIL 30, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6422	TOWN OF W.O. - APRIL 1981	27. EMPLOYER SOC. SEC.	\$ 2,110.75
6423	MIDLANTIC NAT'L BK-FTD 4/30/81	1. SALARIES	2,150.33
6424	N.J. GROSS INCOME TAX-APRIL 1981	1. SALARIES	604.59
6425	TOWN OF W.O.	1. SALARIES	2,110.75
6426	W.O. PUBLIC LIBRARY-UN. SAVINGS A/C 4/81	1. SALARIES	288.03
6427	TOWN OF W.O. - MAY 1981	26. HOSPITALIZATION	1,279.28
6428	P.E.R.S. #20284 - PENSIONS & LOANS	1. SALARIES	1,410.40
6429	P.E.R.S. #20284 - CONTRIBUTORY LIFE INS.	1. SALARIES	88.74
6430	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	340.00
6431	PETTY CASH	TRANSFER	200.00
6432	PUBLIC SERVICE E & G Co.	6. MAINT.-UTILITIES	2,326.49
	NET P/R 4/15/81-#7242-7297 (56)	1. SALARIES	11,272.85
	NET P/R 4/30/81-#7298-7353 (56)	1. SALARIES	10,979.61
<u>SUB-TOTAL</u>			\$ 35,161.82
<u>ADD:</u> CHECKS #6335 -6421 FOR PAYMENT ISSUED AT APRIL 29, 1981 MEETING			<u>12,677.93</u>
<u>CHECKS ISSUED FOR THE MONTH OF APRIL 1981</u>			\$ 47,839.75
<u>LESS:</u>			
	CHECK #6222-NAT'L EDUCATION STANDARDS	VOIDED	\$ 42.70
	" #6420-XEROX	25. PHOTOCOPY	383.34
	" #6431-PETTY CASH	TRANSFER	200.00
DEPOSIT -	4/1/81	26. HOSPITALIZATION	67.00
	4/8/81	26. HOSPITALIZATION	17.37
	4/15/81	2. BOOKS	2.37
	4/15/81	3. BINDING	2.75
	4/20/81	2. BOOKS	19.95
	4/27/81	9. TELEPHONE	7.01
	4/30/81 - PIANO	17. EQUIPMENT	1,000.00
	4/30/81 - JAZZ CONCERT	10. COMMUNITY SVCS.	55.00
<u>TOTAL EXPENDITURES-MONTH OF APRIL 1981</u>			<u>\$ 46,042.26</u>
<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 27, 1981

4.

CHECKS ARE DATED
MAY 27, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6433	POSTMASTER	13. POSTAGE	\$ 300.00
6434	PETTY CASH	4. SUPPLIES	143.52
6435	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	340.00
6436	MIDLANTIC NATIONAL BANK	1. SALARIES	5,246.56
6437	COLUMBIA UNIVERSITY	1. SALARIES	280.00
6438	ADP	11. SERVICE CONTRACTS	46.05
6439	AMERICAN PAPER TOWEL Co.	4. SUPPLIES-JAN.	89.75
6440	AMERICAN THEATRE ASSOC.	2. BOOKS	6.00
6441	ASSOCIATION OF AMERICAN MEDICAL COLLEGES	2. BOOKS	13.50
6442A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 207.55
B	" " " " "	2. "	15.19
C	" " " " "	2. "	187.84
D	" " " " "	2. "	14.95
E	" " " " "	2. "	90.40
F	" " " " "	2. "	399.70
G	" " " " "	2. "	301.54
H	" " " " "	2. "	66.72
I	" " " " "	2. "	95.38
J	" " " " "	2. "	91.31
K	" " " " "	2. "	125.61
L	" " " " "	2. "	28.60
6443	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT-MAIN.	1,624.79
6444A	R. R. BOWKER	2. BOOKS	70.00
B	" " "	2. "	18.70
C	" " "	2. "	59.77
6445A	BROADSTREET, INC.	2. "	117.64
B	" " "	4. SUPPLIES	10.60
C	" " "	4. "	7.68
D	" " "	4. "	23.55
E	" " "	4. "	18.37
F	" " "	4. "	67.65
G	" " "	4. "	59.89
H	" " "	4. "	31.43
I	" " "	4. "	13.62
J	" " "	4. "	6.87
K	" " "	4. "	3.36
L	" " "	4. "	3.48
6446A	BRODART, INC.	4. "	21.76
B	" " "	4. SUPPLIES	285.00
C	" " "	4. "	187.01
6447	COLLEGE PLACEMENT COUNCIL, INC.	4. "	49.70
6448	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	521.71
6449	THE COUNCIL OF STATE GOVERNMENTS	2. BOOKS	5.00
6450	MARGARET CUSHING	2. BOOKS	14.45
6451A	C. W. ASSOCIATES	2. BOOKS	10.80
B	" " "	14. CONVENTIONS	25.00
C	" " "	2. BOOKS	9.50
6452	EMMA LOU CZARNECKI	2. "	10.00
6453	DIVISION OF ADMIN. PROCEDURE	2. "	13.00
6454	DOBBS BROS.	14. CONVENTIONS	32.50
6455A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	28.55
B	" " " " "	2. BOOKS	30.00
C	" " " " "	3. BINDING	281.90
		2. BOOKS	97.21
		2. "	16.41
		2. "	23.70

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 27, 1981

5.

CHECKS ARE DATED
MAY 27, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6456	FOWLER AGENCY, Inc.	5. INSURANCE	\$ 660.00
6457A	GALE RESEARCH Co.	2. BOOKS	\$ 62.15
B	" " "	2. "	42.76
C	" " "	2. "	62.15
6458	GEORGIA STATE UNIVERSITY	2. BOOKS	14.95
6459	GERMAIN BOOKS	2. BOOKS	14.50
6460	GRENADIER PRESS	2. BOOKS	11.96
6461	GROLIER EDUCATIONAL CORP.	2. BOOKS	122.50
6462	ILLINOIS MANUFACTURERS DIRECTORY	2. BOOKS	78.10
6463	INDUSTRIAL PRESS, Inc.	2. BOOKS	1.70
6464	THE INTERNATIONAL CITY MGMT. ASSOC.	2. BOOKS	37.00
6465A	SHIRLEY ITKIN	4. SUPPLIES	12.60
B	" " "	4. "	41.15
6466	LEROY W. JEFFRIES & ASSOC.	2. BOOKS	9.00
6467	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	4.75
6468	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	3.00
6469	KULARS ENGRAVING SERVICE	4. SUPPLIES	80.00
6470	LAPAT DUPLICATING OFFICE SUPPLIES	4. SUPPLIES	170.00
6471	JACQUELINE A. LEPORE	14. CONVENTIONS	11.75
6472	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	49.50
6473	MACMILLIAN PUBLISHING Co., Inc.	2. BOOKS	18.58
6474	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	933.00
6475	MARQUIS, WHO'S WHO, Inc.	2. BOOKS	65.00
6476	MORSEN ENGINEERING Co.	6. MAINT.-MAIN.	255.00
6477	MOTION PICTURE ENTERPRISES, Inc.	21. A/V MATERIALS	38.62
6478A	N.J. BELL	9. TELEPHONE	235.99
B	" " "	9. "	12.65
6479	ORYX PRESS	2. BOOKS	38.75
6480	DEBORAH PINKUS	14. CONVENTIONS	13.90
6481	POSTMASTER	13. POSTAGE	300.00
6482	PRESCRIPTION CENTER	4. SUPPLIES	5.29
6483	LOLA N. REED	14. CONVENTIONS	31.00
6484	SYBIL SEIDLER	14. CONVENTIONS	5.00
6485	S. K. PUBLICATIONS	2. BOOKS	13.15
6486	SYBEX INCORPORATED	2. BOOKS	15.70
6487	THEATRE COMMUNICATION GROUP	2. BOOKS	12.95
6488	LYNN THOMPSON	14. CONVENTIONS	29.30
6489	WEST ORANGE COMMUNITY HOUSE	7. MAINT-TORY	135.00
6490A	THE H. W. WILSON Co.	2. BOOKS	50.00
B	" " " " "	2. BOOKS	142.00
6491	WISCONSIN CLEARING HOUSE	20. PAMPHLETS	9.85
6492A	XEROX CORP.	25. PHOTOCOPY	678.00
B	" " "	25. "	(64.60)
6493	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
6494	ADP	4. SUPPLIES	35.00
6495A	THE BAKER & TAYLOR Co.	2. BOOKS	178.57
B	" " " " "	2. "	114.55
C	" " " " "	2. "	267.09
D	" " " " "	2. "	193.33
			753.54

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 27, 1981

6.

CHECKS ARE DATED
MAY 27, 1981

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6496A	BROADSTREET, INC.	4. SUPPLIES	\$ 11.65
B	" "	4. "	52.15
C	" "	4. "	<u>26.96</u>
			\$ 90.76
6497	N.J. STATE LEAGUE OF MUNICIPALITIES	2. BOOKS	12.00
6498	REGENT BOOK COMPANY, INC.	2. BOOKS	86.42
6499	SHAR-FREY, INC.	2. BOOKS	10.32
6500	WOLSTEN'S PROJECTOR HOUSE, INC.	21. A/V MATERIALS	82.25
			<hr/>
<u>SUB-TOTAL</u>			\$ 15,260.71
<u>LESS:</u> CHECK#6435-W.O. MUNICIPAL EMP. F.C.U.		1. SALARIES	340.00
#6436-MIDLANTIC NAT'L BANK		1. SALARIES	5,246.56
#6437-COLUMBIA UNIVERSITY		1. SALARIES	280.00
#6493-XEROX CORP.		25. PHOTOCOPY	<u>613.40</u>
			<u>6,479.96</u>
<u>TOTAL ACCOUNTS PAYABLE-APRIL 30, 1981</u>			<u>\$ 8,780.75</u>

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

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

BY: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 24, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Community Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance: Annual Report
 - b. Building and Maintenance: Architect's Proposal
for Lighting
 - c. Personnel: Staff Manual and meeting with
employees
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

June 24, 1981

Vacation season is here and employees are beginning to take the bulk of their vacations so as not to have many days carried into the Fall. For staff coverage, we are giving the student help more work hours per week during the next two months.

During the last month we have widely publicized the necessity of borrowers bringing their library card to check out books and other items from the library. It has been quite effective to date. Most borrowers seem more conscious of the importance of having their card present when using the library.

Some interesting programs since the last Trustee Board meeting have taken place here at the library. Among them were: the Jazz Concert on Sunday, May 31, a film program on Battered Women, a book talk by author Susan Borg, a program on Consumer Protection by Mrs. Lois Guthrie, a Scandinavian cooking/tasting demonstration by Mrs. Bjorg Sutherland, a psychic awareness program by Ms. Ruth Weiman, two private piano recitals and a bus trip to Oyster Bay, Long Island. The West Orange Council for Senior Citizens will hold their organizational meeting in the library on June 25.

We have been working with Mr. Behr of the Fire Prevention Bureau toward getting the "pull" stations installed as required by the Bureau.

A representative from Pyrotronics made a survey for necessary installations and sent us a quote in the amount of \$1,687.50. We considered the proposal as being overestimated and proceeded to get two additional quotes to present to the Board of Trustees.

Mr. Behr called to assure us of his availability for consultation to proceed with fire drills and instructions when the proper equipment has been installed.

Problems with the HVAC system resulted in no air conditioning in the old building on June 8. Several loud blasts occurred during the time the engineer from Monsen Engineering Company was on the premises. An emergency call went out to Mr. O'Hara who arrived within minutes. O'Hara and company worked more than two hours to correct the situation.

We received a new Xerox 4000 on June 4 to replace the defective one which we had experienced a considerable amount of trouble.

One bookdrop is inadequate for the number of returns, especially on weekends. Therefore, one old bookdrop has been straightened, painted and placed alongside the other one for use. A third bookdrop has been placed at the Mt. Pleasant Avenue entrance.

Shirley Itkin and Lola Reed attended a "Porch Party" across the street at the House of the Holy Comforter on June 16. It was a great, enlightening experience.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JUNE 24, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Albert Kupferer, Michael O'Hara, William O'Neill and Irving Soloway. 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 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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.

The order of the Agenda was changed for the following:

STATE AID INCENTIVE GRANT PROGRAM:

Mr. Paul Miller, Director of Verona Public Library, spoke to the Board about the Essex County Library Directors, Inc. desire to make available to residents of each community a county-wide library card. Essex County would provide \$50,000 and application must be made to the State for a matching grant to institute the program. The grants would provide funding for one year. There would be a reciprocal borrowing agreement among participating Essex County public and college libraries whereby residents of any participating Essex County municipality would be allowed direct access to library services at all other participating libraries. No funds would be required of the individual libraries involved.

The Trustees asked Mr. Miller further questions regarding the program. Mr. O'Neill asked the attorney to review law NJAC 6:68-2.1 et seq. which was mentioned on page 7 of the grant agreement. It was the consensus of the Board that this would be a positive service for each community.

Mr. Soloway made a motion that the West Orange Public Library give authority to the President to sign the agreement for the Incentive Grant which would include the library in the county library program. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. Cuozzi will draw up a formal resolution to attach to the application which must be forwarded to the State Library by June 30, 1981.

COMMUNITY PARTICIPATION:

Ms. Marilyn Askin, a West Orange resident and patron asked the Board to rescind the ruling requiring a borrower to sign a card for each record album that is checked out. Ms. Askin felt that signing the card which could be viewed by other borrowers was an infringement of her privacy.

Mr. Lang stated that the policy was established in the past by a former Director to insure that the borrower had properly inspected the album as to its condition. The ruling had a definite purpose to protect both the borrower as well as the library.

Mr. Soloway, to end the discussion, suggested that Ms. Askin submit a letter stating her viewpoints concerning the matter.

MINUTES:

Mr. O'Neill made a motion to accept the Minutes of the Board meeting of May 27, 1981 as presented. Mr. O'Hara seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. O'Neill questioned Mr. Manheim about voucher #6547 to Manheim Kosson & Novick for \$1,143.00. Mr. Manheim explained that his fee was initially submitted based on the 1980 budget. When the 1981 budget was passed, he submitted payment for retroactive fees.

Mr. O'Neill made a motion to accept the Bills Presented for Payment. Mr. Kupferer seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Lang inquired as to when the 3rd quarter check from the Township would be received. Mr. Manheim expected to receive the check in the beginning of July.

Mr. Soloway discussed the possibility of establishing a money management account which would put all of the funds together including money management interest from investments, stocks and bonds, checking, etc. Mr. Lang reported on the procedure which he had established and referred to Mr. Cuozzi who prepared the appropriate resolutions. Mr. Cuozzi said that he had reviewed this in depth and that state laws govern the types of investments Library Boards are permitted to have.

Mr. O'Neill said that he did not see any income listed for rental of the meeting room facilities. Mr. Manheim pointed out the rental income as printed in the financial report in the total amount of \$106.96. Mr. Lang asked Mr. Manheim to itemize each rental separately in a footnote for succeeding reports. It was suggested by Mr. Lang that Mrs. Reed consider charging a higher rental fee for commercial enterprises.

Mr. Lang would also like to have a statement of the gross and the nets for the Xerox machine. Mr. Manheim said that he had the figures in a separate schedule. Gross income for the past 5 months is \$3,600 and expenses were \$1,600. The net amount is shown in the fines and reserves. The credit has been received from the Xerox Company for the month of April.

Microfilm income had increased the past month--\$45.00 for the past five months and \$43.20 for the entire year of 1980.

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

DIRECTOR'S REPORT:

Mrs. Reed presented proposals for installation of fire alarm pull stations and exit signs. All 3 proposals were quite high in cost.

Mr. O'Hara said that it was unfortunate that the Township had issued the certificate of occupancy without a proper inspection. Mr. Lang replied that the Township should reimburse the library for the cost involved as the Township engineer had issued the certificate. The library should not have to pay for the correction. Money is not available in the budget for such a costly project.

Mr. Soloway suggested that a letter be sent to the Township explaining the situation and asking for reimbursement.

Mr. Cuoizzi said that he had reviewed the town ordinances and it would be in the best interest of the library to cooperate with the Fire Prevention Bureau's recommendations.

Mr. Lang asked Mrs. Reed to have Mrs. Itkin obtain two more proposals for review at the next Board meeting. When a company has finally been selected to handle the installations, the Town Council should be approached about the situation.

Mrs. Reed informed the Board that three mailboxes have been painted and repaired to be used as bookdrops. One will be installed next to the bookdrop in the parking lot, one in front of the main entrance on Mt. Pleasant Ave., and one will be located under the building.

Mr. O'Neill said that he had been impressed with the bookdrop at the library in Upper Montclair. It appeared to be bigger and stronger than the one the library had purchased. Mr. Soloway suggested that the high school be contacted with the possibility of having one of the shop classes build a bookdrop.

LEGAL:

Discussion was held concerning the Lehman matter. Mr. Cuozzi presented a letter he had received from Mr. Sisselman, attorney for Mr. Lehman.

Mr. Soloway suggested that a copy of Mr. Sisselman's letter be sent to Mr. Dooley--Township Attorney, the Mayor and the Town Council stating that the library requests that payment be made to Mr. Lehman before action is taken placing a levy on library funds. In addition, Mr. Cuozzi was instructed to incorporate in that letter the previous request made to the town for payment of attorney expenses in the amount of \$250.00. The Town Council had agreed to pay for those legal expenses.

Mr. Lang reminded Mr. Cuozzi to look into the law concerning handicapped parking spaces.

Mr. Cuozzi said that there will be more subpoenas issued to delinquent borrowers in the fall. Mrs. Reed expressed her displeasure at one particular case that had paid court costs and the fine, but had not made restitution for the books. Mr. Lang urged Mr. Cuozzi to follow-up on that borrower through the use of the Small Claims Court.

COMMITTEES:

Audit and Finance:

Mr. Lang requested Mr. O'Neill to collect the financial materials concerning the annual report from Mrs. Reed and start to write the report.

Building and Maintenance:

HVAC - Mr. O'Hara said that the library will receive credit for damages that were incurred to the electrical panel during the repair of the boiler by Monsen Engineering Company.

A bill for \$909.27 was received from the company for services rendered to a leak in the freon in which the unit had to be recharged. However, on a routine maintenance visit, the serviceman discovered another leak. Mr. O'Hara agreed with the Monsen supervisor that the leak should be traced and repaired. When the freon empties out of the unit, the air conditioner will be shut down, the remaining charge removed. Mr. O'Hara pointed out that Monsen Engineering Company was hired to fine tune the HVAC system and initially the library will have some additional bills to pay for repairs. With proper maintenance, the equipment should be running properly.

Mr. Lang called to the Board's attention that the budget does not allow a line item for capital maintenance and expenses. The Board must look to the future and make provision for equipment or repairs that are not normally covered by the regular line items. A building the size of the library will incur unexpected expenses. He pointed out that according to the statistics from the State Library, the population has dropped and therefore State Aid will drop which will affect the budget.

Mr. O'Neill proposed that the Board approve the actions taken by Mr. O'Hara without the full consent of the Board because of the emergency situation concerning the air conditioning leak. The leak will be located, the position marked, the remaining freon evacuated, the repair made and the unit recharged. Also, the Board will accept the bill for the first repair of the leak in the amount of \$909.27, Invoice #64431 dated June 19, 1981. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. O'Neill requested that a light switch be placed on the outside of the boiler room door. The present switch is located beyond the door, where the steps drop down. As the switch must be groped for in the dark, it is a very dangerous location. Mr. O'Neill also asked about the outside light that is needed at the back entrance to the library which the staff uses as an exit. Mr. O'Hara suggested that a contractor be contacted.

Mr. Lang asked Mrs. Reed to have Mr. Toohey pick up a plate for the stove in the staff room. Mr. O'Hara noted that the order for belts from Sid Harvey would have to be cancelled as the belts must be replaced immediately on the HVAC equipment. Monsen will supply them.

Lighting - Mr. O'Hara reported that he had a proposal from C. Gustave Wormuth, architect to do the corrective lighting changes. Two more architects will be presenting their proposals in the near future.

Uniforms - Mr. O'Neill said that a telephone meeting had been held with the Finance Committee and that it was agreed that the purchase of uniforms in the amount of 3 sets per custodian could be obtained from Sears.

Mr. O'Neill reported that a survey of surrounding libraries had been made to determine how they are handling carpet cleaning. It was determined that they only spot clean and have a professional vacuum once a week.

Personnel - Mr. Kupferer reported on the meeting that was held with two members of the West Orange Public Library Employees' Association and the Personnel Committee. Two specific items that were

discussed were (a) having a member of the staff be a liason to the Board at each meeting of the Trustees, (b) having all Board members approach Mrs. Reed first if suggestions or requests are made of the staff. Discussion followed on other items that had also been listed in Mrs. Rabinowitz' letter of 5/19/81.

Mr. O'Hara suggested that the Personnel Committee get all of its work done and then make recommendations to the Board. Mr. Manheim offered his assistance for the financial items.

Mr. Soloway asked Mrs. Reed to submit her recommendations to the Personnel Committee to assist in the basic preparation of the report as a whole.

Mr. Lang said that a special Board meeting may be required to go over all of the items as well as the staff manual. He urged each Trustee to go over the manual and add their suggestions and recommendations.

Mr. Soloway asked Mrs. Reed if the Committee could go over staff manuals of other libraries such as Newark Public Library and Montclair Library. Mrs. Reed will obtain manuals for the Committee.

Mr. O'Neill requested that PR materials be provided for all Board members. Mr. Lang said that the PR Dept. should work out new rental fees for profit organizations.

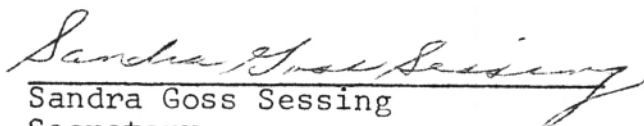
COMMUNICATIONS:


Mr. O'Neill reported that the following communications had been received:

1. A memo from the staff requesting more time to review the staff manual.
2. A letter from Andrea Grover thanking the Board for their gift of a book on Italian art and a Board Resolution.
3. A letter from the State Library concerning reductions in State Aid.

The meeting was adjourned at 10:20 PM.

Respectfully submitted,


Sandra Goss Sessing
Secretary


William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MAY 1981

LIBRARY BOARD MEETING OF JUNE 24, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF 1981	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/81	UNEXPENDED BUDGET BALANCE ON 5/31/81	BILLS/ ACCOUNTS PAYABLE AT 5/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/81
SALARIES & WAGES	\$412,496	\$ 43,511.64	\$171,897.30	\$240,598.70	\$	\$240,598.70
BINDING	1,700	281.90	844.15	855.85	192.90	662.95
COMMUNITY SERVICES	1,000		156.74	843.26	14.00	829.26
TRANSPORTATION	500		92.95	407.05		407.05
SEMINARS & WORKSHOPS	1,350	144.50	454.49	895.51		895.51
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	933.00	3,732.00	7,968.00	1,143.00	6,825.00
LEGAL & PROFESSIONAL FEES	2,000		970.00	1,030.00		1,030.00
MAIN LIBRARY-UTILITIES	38,000		16,816.29	21,183.71	5,016.38	16,167.33
MAIN LIBRARY-MAINT.	6,000	275.00	2,716.30	3,283.70	502.61	2,781.09
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	-0-			-0-		-0-
SERVICE CONTRACTS	6,000	61.05	810.20	5,189.80	641.58	4,548.22
BOOKS	50,000	3,745.65	17,329.92	32,670.08	3,089.29	29,580.79
SUPPLIES-LIBRARY	12,000	1,505.44	6,613.34	5,386.66	754.80	4,631.86
MICROFILM	2,000			2,000.00	300.00	1,700.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	9.85	243.50	6,756.50	420.20	6,336.30
AUDIO-VISUAL-MATERIALS	2,000	120.87	409.46	1,590.54	254.95	1,335.59
INSURANCE	7,500	349.00	1,471.53	6,028.47		6,028.47
TELEPHONE	3,500	248.64	1,018.24	2,481.76	225.87	2,255.89
POSTAGE	3,000	600.00	1,195.49	1,804.51	342.75	1,461.76
EMPLOYEE HEALTH-HOSP.	18,000	1,194.06	6,002.61	11,997.39		11,997.39
ANNUAL REPORT	-0-			-0-		-0-
EQUIPMENT-LIBRARY	3,500		176.25	3,323.75		3,323.75
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69		974.69
SOCIAL SECURITY	27,000	2,874.91	11,413.67	15,586.33		15,586.33
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000			28,000.00		28,000.00
JANITORIAL SUPPLIES	3,000		525.67	2,474.33	67.05	2,407.28
UNEMPLOYMENT INSURANCE	6,600		2,406.31	4,193.69		4,193.69
NEW LIBRARY ADDITION	-0-			-0-		-0-
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
FILE FOLDERS SUPPLIES	3,300			3,300.00	3,270.00	30.00
TOTAL	\$668,956	\$ 55,990.51	\$247,456.72	\$421,499.28	\$ 16,235.38	\$405,263.90

SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$550,000
ACCUMULATED REVENUE	<u>118,956</u>
	<u>\$668,956</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF MAY 1981

I BALANCES AS OF APRIL 30, 1981

Add:

FINES
NON-RESIDENT FEES
TOSHIBA PHOTO COPIES
RENTALS
MICROFILMS
XEROX PHOTOCOPIES
LOST BOOKS
EXCESS PROPERTY
INTEREST
TOWN OF WEST ORANGE

TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND
\$ 86,908.29	\$ 52,489.79	\$ 16,821.79	\$ 516.07	\$ 179.62	\$ 360.00	\$ 16,541.02
		(\$ 1,659.56				
		(15.00				
		(122.25				
		(106.95				
		(18.75				
		(111.60				
\$ 2,034.11						
319.57			\$ 319.57	\$ 40.40		
40.40						
1,038.19		1,038.19				
150,000.00	\$150,000.00					
\$153,432.27	\$150,000.00	\$ 3,072.30	\$ 319.57	\$ 40.40	-0-	-0-
\$240,340.56	\$202,489.79	\$ 19,894.09	\$ 835.64	\$ 220.02	\$ 360.00	\$ 16,541.02
55,990.51	55,990.51					
\$184,350.05	\$146,499.28	\$ 19,894.09	\$ 835.64	\$ 220.02	\$ 360.00	\$ 16,541.02
	275,000.00				\$ 10.00	
	\$421,499.28			DESK	SAFE	
	16,235.38			CHECKING	200.00	
	\$405,263.90				\$ 360.00	

II TOTAL - MAY 1981 RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS: APRIL 1981 - DISBURSEMENTS

V TOTAL CASH FUNDS - 5/31/81

Add: DUE FROM TOWN OF WEST ORANGE
FOR 3RD & 4TH QTR. BUDGET 1981

UNEXPENDED BUDGET BALANCE 5/31/81
LESS: ACCOUNTS PAYABLE 5/31/81
BUDGET BALANCES AT 5/31/81

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BK-#734-0598-7
MIDLANTIC NAT'L BK-#02-073-0000-177-0 FINES, ETC.
MIDLANTIC NAT'L BK-#02-073-0001-161-0 UN. INS.
MIDLANTIC NAT'L BK-#02-073-0001-405-8 Book SALES
MIDLANTIC NAT'L BK-#02-073-0002-143-7 COMMUNITY SAVINGS
PETTY CASH
PETTY CASH - CHECKING A/C-MIDLANTIC
50M U.S. TREASURY BILL - 6/18/81
50M U.S. TREASURY BILL - 7/16/81
50M U.S. TREASURY BILL - 8/20/81

\$ 24,077.25	BUDGET FUND	\$146,499.28
9,247.42	FINES & RESERVES FUND	19,894.09
3,352.56	LOST BOOK FUND	835.64
1,222.46	BOOK SALES & EXCESS PROPERTY FUND	220.02
288.75	PETTY CASH & CHANGE FUND	360.00
160.00	ACCUMULATED REVENUE FUND	16,541.02
412.44		\$184,350.05
49,235.07		16,235.38
48,568.13		\$168,114.67
47,785.97		
\$184,350.05		

LESS: ACCOUNTS PAYABLE -5/31/81

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1981 BILLS PRESENTED FOR PAYMENT ON
JUNE 24, 1981

3.

CHECKS ARE DATED
MAY 29, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6501	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 312.00
6502	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	125.89
6503	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,943.97
6054	TOWN OF W.O. - JUNE 1981	26. HOSPITALIZATION	1,279.28
6055	W.O. PUBLIC LIBRARY-UN. SAVINGS A/c 5/81	1. SALARIES	318.02
6056	TOWN OF W.O.-EMPLOYEE S.S.	1. SALARIES	2,874.91
6057	N.J. GROSS INCOME TAX-MAY 1981	1. SALARIES	878.35
6058	MIDLANTIC NAT'L BK-FTD 5/31/81	1. SALARIES	2,356.53
6059	TOWN OF W.O. - MAY 1981	27. EMPLOYEE Soc.Sec.	2,874.91
	NET P/R 5/15/81 - #1-55 (55)	1. SALARIES	17,428.72
	NET P/R 5/31/81 - #55-111 (56)	1. SALARIES	11,406.69
	U. S. TREAS. BILLS DUE 6/18/81 -16.25%	TREAS. BILLS	49,235.07
	U. S. TREAS. BILLS DUE 7/16/81 -16.65%	TREAS. BILLS	48,568.13
	U. S. TREAS. BILLS DUE 8/20/81 -16.45%	TREAS. BILLS	47,785.97
	<u>SUB-TOTAL</u>		\$187,388.44
	<u>ADD: CHECKS #6433-6500 FOR PAYMENT ISSUED</u> AT MAY 27, 1981 MEETING		<u>15,260.71</u>
	<u>CHECKS ISSUED FOR THE MONTH OF MAY 1981</u>		\$202,649.15
	<u>LESS:</u>		
	CHECK #6492-XEROX	25. PHOTOCOPY	\$ 613.40
	U.S. TREAS. BILLS DUE 6/18/81-16.25%	TREAS. BILLS	49,235.07
	U.S. TREAS. BILLS DUE 7/16/81-16.25%	TREAS. BILLS	48,568.13
	U.S. TREAS. BILLS DUE 8/20/81-16.45%	TREAS. BILLS	47,785.97
	DEPOSIT - 5/5/81	26. HOSPITALIZATION	67.00
	DEPOSIT - 5/8/81	26. HOSPITALIZATION	18.22
	DEPOSIT - 5/13/81	4. SUPPLIES	9.85
	DEPOSIT - 5/18/81	5. INSURANCE	311.00
	DEPOSIT - 5/27/81	6. MAINTENANCE	50.00
			<u>146,658.64</u>
	<u>TOTAL EXPENDITURES - MONTH OF MAY 1981</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 55,990.51</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart MacKinnon PA*

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 24, 1981

CHECKS ARE DATED
JUNE 24, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6511	W. ORANGE MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	\$ 312.00
6512	MIDLANTIC NAT'L BK-FTD-6/15/81	1. SALARIES	2,305.74
6513	PUBLIC SERVICE E & G	6. MAINT. MAIN	2,103.34
6514	A. ABORN EXTERMINATING Co.	6. MAINT. MAIN	15.00
6515A	ADP	11. SERVICE CONTRACTS	\$ 60.05
B	"	11. " "	56.55
6516	ALLEN & UNWIN, INC.	2. BOOKS	116.60
6517	AMERICAN COUNCIL FOR NATIONALITIES	2. "	24.03
6518	AMERICAN NUCLEAR SOCIETY	20. PAMPHLETS	9.00
6519	AMSTERDAM Co.	4. SUPPLIES	17.90
6520	BADGE-A-MINT, LTD.	4. SUPPLIES	52.79
6521A	THE BAKER & TAYLOR Co.	2. BOOKS	58.27
B	" " " " "	2. "	27.44
6522A	THE BAKER & TAYLOR Co.	2. "	20.04
B	" " " " "	2. BOOKS	47.48
C	" " " " "	2. "	325.19
D	" " " " "	2. "	(22.46)
E	" " " " "	2. "	(11.95)
F	" " " " "	2. "	92.51
G	" " " " "	2. "	353.53
H	" " " " "	2. "	153.32
I	" " " " "	2. "	33.48
J	" " " " "	2. "	93.46
6523A	THE BAKER & TAYLOR Co.	2. "	144.41
B	" " " " "	2. "	305.51
6524	A.M. BEST Co.	2. BOOKS	1,467.00
6525A	BIG APPLE GAME Co., INC.	2. "	15.06
B	" " " " "	2. "	13.81
6526	R. R. BOWKER	2. BOOKS	28.87
6527A	BROADSTREET, INC.	2. BOOKS	13.50
B	" " " " "	2. "	16.64
C	" " " " "	2. "	27.36
6528A	BRODART, INC.	2. BOOKS	44.00
B	" " " " "	4. SUPPLIES	35.41
C	" " " " "	4. "	2.80
6529A	CHAMBERS RECORD CORP.	4. "	2.80
B	" " " " "	4. "	8.69
6530	COMMERCE CLEARING HOUSE, INC.	4. SUPPLIES	14.29
6531	CONGRESSIONAL QUARTERLY, INC.	4. "	37.80
6532	DEACON PRESS	4. "	187.10
6533	DOBBS BROS.	4. "	126.00
6534A	DOUBLEDAY & Co., INC.	21. A/V MATERIALS	161.51
B	" " " " "	21. " "	13.62
6535	EDITOR & PUBLISHER	2. BOOKS	175.13
6536	EDUCATIONAL RECORD SALES	2. BOOKS	10.38
6537A	ELEVATOR MAINTENANCE CORP.	4. SUPPLIES	9.45
B	" " " " "	3. BINDING	160.00
6538	E. P. ERNST Co., INC.	2. BOOKS	192.90
6539	FREYTAG'S FLOWERS	2. "	27.36
6540A	GALE RESEARCH Co.	2. "	30.38
B	" " " " "	2. "	18.21
		2. "	14.96
		2. "	6.07
		2. "	35.87
		2. "	15.22
		2. "	7.90
		2. "	22.50
		2. "	52.89
		2. "	25.53
		2. "	54.69
		2. BOOKS	311.58
		21. A/V MATERIALS	40.00
		11. SERVICE CONTRACTS	9.95
		11. " "	95.39
		4. SUPPLIES-FILE FOLDERS	190.78
		10. COMMUNITY RELATIONS	3,270.00
		2. BOOKS	14.00
		2. "	62.65
		2. "	82.15
			144.80

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 24, 1981

CHECKS ARE DATED
JUNE 24, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6541	GEIGER BROTHERS	4. SUPPLIES	\$ 118.55
6542	SID HARVEY OF N.J., INC.	4. SUPPLIES-JANIT.	63.60
6543	HUNT INSTITUTE	20. PAMPHLETS	2.00
6544	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JANIT.	3.45
6545	THE KIRKUS SERVICE, INC.	2. BOOKS	110.00
6546A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	\$ 31.51
B	" " " "	2. " "	6.86
C	" " " "	2. " "	14.11
6547A	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	975.00
B	" " " "	23. " "	168.00
6548	NAT'L AUDIO-VISUAL ASS'N, INC.	2. BOOKS	21.00
6549	NAT'L FUEL OIL, INC.	6. MAINT.-UTIL.	2,913.04
6550	NAT'L REGISTER PUBLISHING Co., INC.	2. BOOKS	112.80
6551A	N.J. BELL	9. TELEPHONE	213.28
B	" " " "	9. " "	12.59
6552	N.J. LEGISLATIVE MANUAL	2. BOOKS	14.50
6553	W. W. NORTON & Co., INC.	2. BOOKS	5.50
6554	E & M O'HARA, INC.	6. MAINT. MAIN.	120.00
6555	PETTY CASH CHECKING A/C	TRANSFER	200.00
6556	PITNEY BOWES	13. POSTAGE	42.75
6557	R. L. POLK Co.	2. BOOKS	71.52
6558	POSTMASTER	13. POSTAGE	300.00
6559A	PRENTICE-HALL, INC.	2. BOOKS	(6.23)
B	" " " "	2. " "	12.87
C	" " " "	2. " "	25.72
D	" " " "	2. " "	20.01
6560	PRESCRIPTION CENTER	21. A/V MATERIAL	5.49
6561	PUBLIC AFFAIRS INFORMATION SERVICE, INC.	2. BOOKS	180.00
6562A	PYROTRONICS	6. MAINT. MAIN.	367.61
B	" " " "	11. SERVICE CONTRACTS	300.00
6563	PETER SMITH PUBLISHER, INC.	2. BOOKS	9.79
6564	ST. MARTIN'S PRESS, INC.	2. BOOKS	81.88
6565	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	93.25
6566	ANITA STRAUSS	2. BOOKS	43.20
6567	3 M XRP2052	2. MICROFILMS	300.00
6568	UNITED NATIONS SALES SECTION	2. BOOKS	2.50
6569	U.S. GOV'T PRINTING OFFICE	20. PAMPHLETS	200.00
6570	UNITED WAY OF ESSEX	2. BOOKS	10.00
6571	WALTER KIDDE SALES & SERVICE Co.	11. SERVICE CONTRACTS	34.20
6572A	WEST PUBLISHING Co., INC.	20. PAMPHLETS	113.50
B	" " " "	2. BOOKS	35.00
6573	THE H. W. WILSON Co.	2. BOOKS	8.00
6574	WOLSTENS PROJECTOR HOUSE, INC.	21. A/V MATERIALS	64.38
6575	XEROX CORP.	25. PHOTOCOPY	639.38
6576	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	86.80
<u>SUB-TOTAL</u>			\$ 19,692.50
<u>LESS: CHECK #6510-W.O. MUNICIPAL EMP.</u>			1. SALARIES 312.00
<u>#6511-MIDLANTIC NAT'L BANK</u>			1. SALARIES 2,305.74
<u>#6555-PETTY CASH CH. A/C</u>			TRANSFER 200.00
<u>#6575-XEROX CORP.</u>			25. PHOTOCOPY 639.38
<u>TOTAL ACCOUNTS PAYABLE - MAY 31, 1981</u>			<u>3,457.12</u>
			<u>\$16,235.38</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

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

BY: *Stewart Markheim C.A.*

AGENDA

WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING JULY 22, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Community Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance: Annual Report
 - b. Building and Maintenance: Lighting and HVAC
 - c. Personnel: Staff Manual and WOPLEA letter.
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

July 22, 1981

Publicity about the kinds of programs sponsored by our library is widespread which brings more and more interested people in. This summer activities have perked up and our circulation, especially in the Children's Department, is very encouraging. All events are well attended.

We had our usual HVAC problems during the month which took quite a few telephone calls and almost two weeks before relief finally came.

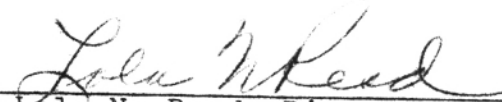
On the night of July 2 the staff held a retirement dinner at Ann's Clam Bar in honor of retiring Miriam Perry. Mr. Lang presented a gift to Mrs. Perry from the Board of Trustees and Mrs. Reed presented a gift from the staff to her. Mrs. Perry has not been able to work since the dinner because of a broken shoulder which she suffered while in Florida attending the funeral of her brother a few days earlier.

Mrs. Thompson acquired a gerbil, a cage with all its works, for the Children's Department. Announcement was made that the gerbil was a "he." To everyone's surprise when we came to work on July 3 the gerbil had given birth to seven young.

After many discussions about persons signing for phonograph records and other materials, we decided to have patrons sign tapes on the cards to be filed when these are checked out. When they are returned the tape is peeled from the card leaving no ones name on. It (the tape) is destroyed. This procedure, we hope, will eliminate further complaints when materials must be signed for.

It is especially important that the Trustees take a look at the floor joining the two buildings. There seems to be a serious defect. There has always been a noticeable line but it seems to be widening. Maybe expert advice should be sought.

Several extenuating circumstances give cause to hire at least two temporary employees in the Fall. We have filled in all summer with student personnel but they will be returning to college in September and will be working fewer hours. Mrs. Perry's retirement is effective as of August 1. Mrs. Pierz has asked for another six month's extension on her leave. Mrs. Mantell is still on extended sick leave. Therefore, it is imperative that you give serious consideration to this matter.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JULY 22, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. He welcomed back Trustee member Paul Pasmantier. The other members of the Board present constituting a quorum were: Albert Kupferer, William O'Neill, Irving Soloway and Anita Strauss. 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 on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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 meeting of June 24, 1981 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Several vouchers listed on the bills presented for payment were discussed by the Trustees. Mrs. Reed noted supplies were very expensive this year and as a result line item-Supplies was substantially depleted.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of June, 1981. Mr. Soloway seconded the motion and it was passed unanimously.

2. Financial Report:

Mr. Lang informed the Board that a check for approximately \$150,000 had been received from the Township and had been placed into three Treasury Bills. He asked Mr. Manheim about the large amount of money deposited in the Checking Account. Mr. Manheim explained that he had reduced the funds in both the Checking Account and the Unemployment Accounts.

Mr. Soloway asked Mr. Lang if the Township took the funds that were invested into consideration when the Township Budget is appropriated. Mr. Lang replied that the Township always is aware of the money earned and held by the Library and this determines to a large degree how much money would be budgeted from the Town Council for Library expenses.

Mr. Lang pointed out that on page 1 of the Financial Report there were not many line items that could be utilized for transfers. Every line was running very tight. He recommended that items such as New Library Addition and Bookmobile be taken off the list of budgeted items. Mr. Manheim noted that the Salaries and Wages line was just about halfway expended. Mr. Lang asked Mr. Manheim to transfer the Sunday Salaries and Wages from the salary account to the line item-Sunday Opening. Mr. Lang urged the Board to be aware that there was very little surplus available in the budget. The HVAC expenses have been excessive.

Mrs. Strauss made a motion to accept the Financial Report as presented. Mr. Soloway seconded the motion and it was carried unanimously.

The order of the Agenda was changed for a legal report from Mr. Cuozzi who had to leave the meeting early.

Mr. Cuozzi reported that the Lehman case was almost finished. The Township Council had approved payment for attorney fees in the amount of \$250.00 and at the same meeting approved payment for Lehman's fees in the amount of \$2,900. Mr. Lehman's attorney had been in contact and has been informed of the Council's action and that now it was just a matter of procedure. Payment for Mr. Cuozzi's professional services required a special resolution by the Council to authorize payment of the \$250.00. Lehman's fees were presented in the list of bills that were approved at the meeting by a blanket resolution. Mr. Soloway asked Mr. Cuozzi to obtain a warrant of satisfaction. Mr. Cuozzi said that he would do so as soon as Mr. Lehman received payment.

Mr. Cuozzi noted that the resolution had been drawn up and signed by Mr. Lang for the Incentive Grant program established by the County Directors as per the motion of June 24, 1981. It had been immediately forwarded to Trenton because of an impending deadline.

Mr. Cuozzi mentioned that he was working on a contract with Mrs. Pershey and the jazz musicians for a future concert and would report later on the handicapped laws regarding parking.

DIRECTOR'S REPORT:

Mrs. Reed urged the Board members to look at the defect forming on the floor where the two buildings juncture near the Xerox machine. After doing so, Mr. Pasmantier recommended that Mrs. Reed contact the building contractor, Mr. Pellecchia, for an inspection of the problem.

Mr. O'Neill expressed his concern about the pieces of veneer that had been peeled from the piano. Mrs. Reed said that there are many children coming into the library to attend the various programs and it has been a problem watching them. Mr. Lang said that certain hours of the day merit more observation by employees to prevent destruction of library property.

A retirement dinner was held for Mrs. Miriam Perry on July 2, 1981. Mr. Lang and Mrs. Reed presented gifts from the Board and staff. Mrs. Perry retires as of 8/1/81.

Mrs. Reed explained that a new procedure has been instituted in checking out records and special materials that require a patron's signature. The patron will be required to sign his/her name on the tape that is attached to the bookcard at the time of checkout. When the item is returned to the library, the tape is removed and no record of the borrower is kept.

Mr. Lang said that the Mayor will be informed of the change in procedure and he, in turn, can pass on the information to the appropriate party who had objected to the original policy.

Mr. Lang asked interested Board members to contact the AV/PR office for additional publicity releases and/or programming information. In order to save paper and money, only the calendar will be issued at each Board meeting.

Mrs. Reed urged the Trustees to consider hiring additional personnel in the Fall to replace summer help, personnel who are retiring and on leaves of absence.

COMMITTEES:

1. Audit and Finance:

Mr. Lang pointed out that Mr. Manheim had formalized the recording of the photocopy monies and petty cash procedures for Board inspection.

Mr. O'Neill will meet with Mr. Lang on Saturday, July 25th at 9:30 A. M. to discuss the Annual Report. Mrs. Reed has most of the necessary data.

2. Building and Maintenance:

Mr. Pasmantier reported that the Committee had two bids from a lighting engineer and a lighting architect. An interview had been held last week in which many approaches were offered to correct the lighting, however, alternative solutions would not be given until someone is hired. Mr. Pasmantier requested that the Board give him some feeling as to a budget for the project. If the right man is found for the job, time would be of the essence in hiring him. As the Board meets but once a month, a poll would have to be taken over the telephone. Discussion followed as to the course to follow in hiring a consultant and the amount to be budgeted for that expense.

Mr. Lang made a motion to authorize the Building Committee to engage in interviews with engineers and/or architects for the specifications for lighting with a budget not to exceed \$3,500. Mr. Kupferer seconded the motion and it was carried unanimously.

If more money is needed for the hiring of the engineer/architect, the Committee can come back for Board approval. It was also agreed that a telephone poll should be conducted of the Board members when the right person is found for the job.

Mr. Lang said that the Town Council will be informed as to the decisions made by the Board in regard to the lighting engineer. Funds are available from the Township and the Board was advised to proceed and correct the lighting situation. An exact figure cannot be presented to the Council until the consultant is hired, the specifications are drawn up and the budget determined.

Mr. O'Neill asked about the air conditioning repairs. Mrs. Reed said that the repairs had been made and the freon replaced. The problem at the present time is one of balancing the system to keep the rooms at equal temperatures.

Mrs. Reed reported that the electrical contractors that had been contacted by the library were either unavailable, disinterested or too busy to accept miscellaneous jobs. Mr. Lang asked Mrs. Reed to keep looking for someone. In the meantime, the electrical work will wait another month.

3. Personnel:

Mr. Lang said that the Personnel Committee will meet with members of the staff to discuss the staff manual at 7:30 P. M. Monday, July 27.

OLD BUSINESS:

It was agreed by the Board that Mrs. Reed should engage professional carpet cleaners to spot clean the carpets.

Mrs. Reed said that the custodians would be purchasing their uniforms in the next few days.

Mr. Lang asked Mr. Kupferer to followup on Mr. Soloway's suggestion to have shop classes make the library a bookdrop. Mr. Kupferer agreed to contact the principals and instructors at the Jr. High Schools in the Fall.

Mr. Lang requested that Mrs. Reed post an appropriate sign stating that briefcases, packages and parcels are susceptible to inspection. Mrs. Rabinowitz, a staff member present at the meeting, suggested that all parcels be left at the desk.

COMMUNICATIONS:

Mr. O'Neill presented the following communications to the Board:

1. A memo from the Municipal Clerk asking advisement as to the reappointment of Albert Kupferer to the West Orange Cable TV Committee. Mr. Lang said that Mr. Kupferer had been reappointed.
2. A thank you note to Mr. Lang from Mrs. Miriam Perry thanking the Board for a retirement gift. Mrs. Perry also thanked the staff for a gift presented to her by Mrs. Reed.
3. A letter from the Board of Public Utilities canceling all late payment charges from the Public Service Electric and Gas Company.
4. A letter from the Division of Pensions approving Mrs. Perry's application for retirement.
5. A letter from Dolores Pierz asking for an extension of her leave of absence for another 6 months. A medical note was attached.

Mr. Soloway made a motion to extend Mrs. Pierz' leave of absence for another 6 month period. Mrs. Strauss seconded the motion and it was carried unanimously.

6. A note from Florence Mantell thanking the staff and Board for their get well wishes and gifts.
7. A copy of a letter sent to Mayor Spina from Ms. Marilyn Askin stating her thoughts concerning check-out procedures for records. Mr. Lang noted that this procedure had been discussed under the Director's Report and that the Mayor would be notified.
8. A resolution from the Township authorizing payment in the amount of \$250.00 to Mr. Cuozzi for attorney fees.

The meeting was adjourned at 9:30 P. M.

Respectfully submitted,

Sandra Goss Sessing
Sandra Goss Sessing, Secretary

William J. O'Neill
William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE 1981

LIBRARY BOARD MEETING OF JULY 22, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF JUNE 1981	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/81	UNEXPENDED BUDGET BALANCE ON 6/30/81	BILLS/ ACCOUNTS PAYABLE AT 6/30/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 6/30/81
SALARIES & WAGES	\$412,496	\$ 33,336.36	\$205,233.66	\$207,262.34		\$207,262.34
BINDING	1,700	192.90	1,037.05	662.95	\$ 113.90	549.05
COMMUNITY SERVICES	1,000	54.00	210.74	789.26		789.26
TRANSPORTATION	500	44.26	137.21	362.79		362.79
SEMINARS & WORKSHOPS	1,350		454.49	895.51		895.51
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	1,143.00	4,875.00	6,825.00	975.00	5,850.00
LEGAL & PROFESSIONAL FEES	2,000		970.00	1,030.00		1,030.00
MAIN LIBRARY-UTILITIES	38,000	5,016.38	21,832.67	16,167.33	3,089.33	13,078.00
MAIN LIBRARY-MAINT.	6,000	591.93	3,308.23	2,691.77	1,724.66	967.11
TORY CORNER-RENTAL	540		135.00	405.00	135.00	270.00
BOOKMOBILE	-0-			-0-		-0-
SERVICE CONTRACTS	6,000	641.58	1,451.78	4,548.22	168.99	4,379.23
BOOKS	50,000	4,116.46	21,446.38	28,553.62	4,722.75	23,830.87
SUPPLIES-LIBRARY	12,000	951.13	7,564.47	4,435.53	1,802.28	2,633.25
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	437.46	680.96	6,319.04	15.50	6,303.54
AUDIO-VISUAL-MATERIALS	2,000	287.61	697.07	1,302.93	184.18	1,118.75
INSURANCE	7,500		1,471.53	6,028.47		6,028.47
TELEPHONE	3,500	225.87	1,244.11	2,255.89	246.93	2,008.96
POSTAGE	3,000	342.75	1,538.24	1,461.76	300.00	1,161.76
EMPLOYEE HEALTH-HOSP.	18,000	1,308.28	7,310.89	10,689.11		10,689.11
ANNUAL REPORT	-0-			-0-		-0-
EQUIPMENT-LIBRARY	3,500		176.25	3,323.75		3,323.75
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69		974.69
SOCIAL SECURITY	27,000	2,216.77	13,630.44	13,369.56		13,369.56
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000			28,000.00	24,517.00	3,483.00
JANITORIAL SUPPLIES	3,000	67.05	592.72	2,407.28	595.82	1,811.46
UNEMPLOYMENT INSURANCE	6,600	2,123.49	4,529.80	2,070.20		2,070.20
NEW LIBRARY ADDITION	-0-			-0-		-0-
SUNDAY OPENINGS	8,120			8,120.00		8,120.00
FILE FOLDERS SUPPLIES	3,300	3,270.00	3,270.00	30.00		30.00
<u>TOTAL</u>	<u>\$668,956</u>	<u>\$ 56,367.28</u>	<u>\$303,824.00</u>	<u>\$365,132.00</u>	<u>\$ 38,591.34</u>	<u>\$326,540.66</u>

SOURCE OF FUNDS:	
TOWN OF WEST ORANGE	\$550,000
ACCUMULATED REVENUE	118,956
	<u>\$668,956</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF JUNE 1981

I BALANCES AS OF MAY 31, 1981

ADD:

FINES

NON-RESIDENT FEES

TOSHIBA PHOTOCOPIES

RENTALS

MICROFILMS

TELEPHONE

XEROX PHOTOCOPIES

MEETINGS

LOST BOOKS

EXCESS PROPERTY

INTEREST

TOTAL
ALL FUNDS
\$184,350.05

BUDGET
FUND
\$146,499.28

FINES &
RESERVES
FUND
\$ 19,894.09

(\$ 1,872.61
(75.00
(53.85
(151.75
(6.00
(32.30
(151.32
(100.00

\$ 229.04

\$ 64.43

LOST BOOK
FUND
\$ 835.64

BOOK SALES
& EXCESS
PROPERTY
FUND
\$ 220.02

ACCUMULATED
REVENUE
FUND
\$ 16,541.02

PETTY CASH
& CHANGE
FUND
\$ 360.00

II TOTAL-JUNE '81 RECEIPTS

III TOTAL AVAILABLE I PLUS II

IV LESS: JUNE 1981 - DISBURSEMENT

V TOTAL CASH FUNDS - 6/30/81

ADD: DUE FROM TOWN OF WEST ORANGE
FOR 3RD & 4TH QTR. BUDGET '81

\$ 3,671.18
\$188,021.23
56,367.28
\$131,653.95

\$ -0-
\$146,499.28
56,367.28
\$ 90,132.00

\$ 3,377.71
\$ 23,271.80
\$ 23,271.80

\$ 229.04
\$ 1,064.68
\$ 1,064.68

\$ 64.43
\$ 284.45
\$ 284.45

\$ -0-
\$ 16,541.02
\$ 16,541.02

275,000.00

DESK \$ 10.00
SAFE 150.00
CHECKING 200.00
\$ 360.00

UNEXPENDED BUDGET BALANCE 6/30/81
LESS: ACCOUNTS PAYABLE 6/30/81
BUDGET BALANCES AT 6/30/81

\$365,132.00
38,591.34
\$326,540.66

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-7
MIDLANTIC NAT'L BANK-#02-073-0000-177-0 - FINES, ETC.
MIDLANTIC NAT'L BANK-#02-073-0001-161-0 - UN. INS.
MIDLANTIC NAT'L BANK-#02-073-0001-405-8 - BOOK SALES
MIDLANTIC NAT'L BANK-#02-073-0002-143-7 - COMMUNITY SAVINGS

PETTY CASH

PETTY CASH-CHECKING A/C - MIDLANTIC NAT'L BANK

50 M U.S. TREASURY BILL 7/16/81 16.65%

50 M U.S. TREASURY BILL 8/20/81 16.45%

\$ 16,395.21
12,745.47
4,249.44
1,222.46
288.75
160.00
238.52
48,568.13
47,785.97
\$131,653.95

FUNDS
BUDGET FUND
FINES & RESERVES FUND
LOST BOOK FUND
BOOK SALES & EXCESS PROPERTY FUND
PETTY CASH & CHANGE FUND
ACCUMULATED REVENUE FUND

\$ 90,132.00
23,271.80
1,064.68
284.45
360.00
16,541.02
\$131,653.95
38,591.34
\$93,062.61

LESS: ACCOUNTS PAYABLE-6/30/81

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1981 BILLS PRESENTED FOR PAYMENT ON
JULY 22, 1981

CHECKS ARE DATED
JUNE 30, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6577	STANDARD AND POORS	2. BOOKS	\$ 730.00
6578	FLORENCE MARTELL	26. HOSPITALIZATION	96.00
6579	MIDLANTIC NAT'L BK - FTD 6/30/81	1. SALARIES	2,419.88
6580	N.J. GROSS INCOME TAX - 6/81	1. SALARIES	649.53
6581	TOWN OF W.O.-EMPLOYEES S.S.	1. SALARIES	2,216.90
6582	W.O. PUBLIC LIBRARY-UN. SAVINGS A/C 6/81	1. SALARIES	243.25
6583	TOWN OF W.O.-HOSPITALIZATION - 6/81	26. HOSPITALIZATION	1,279.28
6584	P.E.R.S. #20284 -PENSIONS & LOANS	1. SALARIES	1,626.00
6585	P.E.R.S. #20284 -CONTRIBUTORY LIFE INS.	1. SALARIES	98.02
6586	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	312.00
6587	N.J. EMPLOYMENT SECURITY AG.-2ND QTR. '81	28. UN. INS.	\$2,123.49
		EXCHANGE	849.30
			2,972.79
6588	TOWN OF W.O. -EMPLOYERS S.S.	27. EMPLOYER SOC. SEC.	2,216.77
6589	PETTY CASH	4. SUPPLIES	85.04
	NET P/R 6/15/81-#112-163 (52)	1. SALARIES	11,415.91
	NET P/R 6/30/81-#164-208 (45)	1. SALARIES	11,737.13
	<u>SUB-TOTAL</u>		\$ 38,098.50
	<u>ADD: CHECKS #6510-6576 FOR PAYMENT ISSUED</u>		
	AT JUNE 24, 1981 MEETING		19,692.50
	<u>CHECKS ISSUED FOR THE MONTH OF JUNE 1981</u>		\$ 57,791.00
	<u>ADD: PETTY CASH CHECKS 1448-1489 ISSUED</u>		
	DURING APRIL, MAY & JUNE 1981 - CHARGED TO BUDGET		373.92
	<u>SUB-TOTAL</u>		\$ 58,164.92
	<u>LESS:</u>		
	CHECK #6094-LIBRARY OF CONGRESS	VOIDED	\$ 10.00
	" #6550-PETTY CASH CHECKING A/C	TRANSFER	200.00
	" #6575-XEROX	25. PHOTOCOPY	639.38
	" #6587-N.J. UN. INS.	EXCHANGE	849.30
	DEPOSIT - 6/4/81	26. HOSPITALIZATION	67.00
	- 6/5/81	2. BOOKS	25.18
	- 6/17/81	4. SUPPLIES	6.78
			1,797.64
	<u>TOTAL EXPENDITURES-MONTH OF JUNE 1981</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 56,367.28</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

 BY: Stewart Manheim CPA

PETTY CASH - APRIL, MAY AND JUNE 1981 BILLS
PRESENTED FOR PAYMENT ON JULY 22, 1981

<u>DATE</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APR.</u>				
7	1448	WOOLWORTHS	4. SUPPLIES	\$ 14.65
7	1449	SHOP RITE	4. SUPPLIES	23.46
7	1450	SUPREME BAKERY	4. SUPPLIES	18.38
8	1451	DALE DRUGS	4. SUPPLIES	9.00
13	1452	MONICA PERSHEY	20. PAMPHLETS	7.56
14	1453	SLEEPY HOLLOW RESTORATIONS	EXCHANGE	143.00
14	1454	ETHEL COHEN	EXCHANGE	22.00
14	1455	LYNDHURST	EXCHANGE	80.00
14	1456	VANDERHOOF BUS Co.	EXCHANGE	225.00
14	1457	TAPPAN HILL RESTAURANT	EXCHANGE	426.88
14	1458	BERTHA HOGY	EXCHANGE	22.00
14	1459	BESSIE THOM	EXCHANGE	22.00
14	1460	EXCHANGE	EXCHANGE	22.00
15	1461	COMMUNITY SERVICES ACCT.	EXCHANGE	65.12
<u>MAY</u>				
11	1462	BARNES AND NOBLE	2. BOOKS	12.95
6	1463	BILL TOOHEY	12. TRANSPORTATION	10.40
6	1464	BILL TOOHEY	12. TRANSPORTATION	4.80
11	1465	BILL TOOHEY	4. SUPPLIES	18.30
11	1466	POP. REFERENCE BUREAU	20. PAMPHLETS	1.00
18	1467	"JOB HUNT"	20. PAMPHLETS	3.70
18	1468	GAIL LONGO	21. A/V MATERIALS	5.66
18	1469	DEBBY PINKUS	4. SUPPLIES	3.27
19	1470	UPSTART LIBRARY PROMOTIONALS	4. SUPPLIES	10.05
27	1471	DEBBY PINKUS	12. TRANSPORTATION	8.96
29	1472	SUPREME BAKERY	4. SUPPLIES	8.03
29	1473	EASTERN PARALYZED VETERAN'S ASSOC.	4. SUPPLIES	1.00
29	1474	CHUCK WAYNE TRIO	21. A/V MATERIALS	10.00
<u>JUNE</u>				
2	1475	ORANGE GARDEN SUPPLY Co.	6. MAINT.-MAIN.	89.32
2	1476	MONICA PERSHEY	21. A/V MATERIALS	7.50
4	1477	BILL TOOHEY	12. TRANSPORTATION	11.60
4	1478	NAT'L CENTER FOR AUTO TAPES	21. A/V MATERIALS	7.00
4	1479	MONICA PERSHEY	21. A/V MATERIALS	2.50
10	1480	DEBBY PINKUS	12. TRANSPORTATION	8.50
10	1481	LOLA N. REED	2. BOOKS	9.40
10	1482	BILL TOOHEY	10. COMMUNITY	10.00
10	1483	JAMES MORRISON	10. COMMUNITY	10.00
12	1484	SHIRLEY ITKIN	4. SUPPLIES	3.93
12	1485	JAMES MORRISON	10. COMMUNITY	10.00
26	1486	BILL TOOHEY	4. SUPPLIES	8.00
26	1487	JAMES MORRISON	10. COMMUNITY	10.00
26	1488	LEAGUE OF WOMEN VOTERS	20. PAMPHLETS	12.00
26	1489	AMERICAN THEATRE ASSOC.	20. PAMPHLETS	3.00

TOTAL CHECKS FROM THE PETTY CASH CHECKING

ACCOUNT FOR THE MONTHS OF
APRIL, MAY AND JUNE 1981

\$ 1,401.92

LESS: CHECKS #1453-1461

EXCHANGE

1,028.00

TOTAL PETTY CASH EXPENDITURES FOR THE MONTHS
OF APRIL, MAY AND JUNE 1981

\$ 373.92

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 22, 1981

CHECKS ARE DATED
JULY 22, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6590	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT.-UTIL.	\$ 2,981.49
6591	MIDLANTIC NAT'L BK-FTD 7/15/81	1. SALARIES	2,391.72
6592	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	312.00
6593	PUBLIC EMPLOYEES' RETIREMENT SYS.	PERS-YEARLY CONTRIBUTION	24,517.00
6594A	ADP	11. SERVICE CONTRACTS	\$ 50.43
B	"	11. SERVICE CONTRACTS	10.00
C	"	11. SERVICE CONTRACTS	46.51
D	"	11. SERVICE CONTRACTS	47.05
6595	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	153.99
6596	ABINGTON	2. BOOKS	15.00
6597	BOB ADAMS, INC.	2. BOOKS	11.42
6598	AMERICAN LIABRARY ASSOCIATION	2. BOOKS	11.70
6599	AMERICAN OSTEOPATHIC ASSOCIATION	2. BOOKS	6.50
6600	AMERICAN PAPER TOWEL COMPANY	2. BOOKS	17.50
6601A	THE BAKER & TAYLOR Co.	4. SUPPLIES-JANIT.	595.82
B	" " " " "	2. BOOKS	162.61
6602A	THE BAKER & TAYLOR Co.	2. " "	47.53
B	" " " " "	2. " "	210.14
C	" " " " "	2. " "	(8.36)
D	" " " " "	2. " "	479.87
E	" " " " "	2. " "	149.53
F	" " " " "	2. " "	537.80
G	" " " " "	2. " "	11.00
H	" " " " "	2. " "	107.37
I	" " " " "	2. " "	11.95
J	" " " " "	2. " "	286.54
K	" " " " "	2. " "	(11.62)
L	" " " " "	2. " "	230.30
M	" " " " "	2. " "	201.81
N	" " " " "	2. " "	36.81
O	" " " " "	2. " "	127.26
P	" " " " "	2. " "	28.49
Q	" " " " "	2. " "	133.61
R	" " " " "	2. " "	71.31
S	" " " " "	2. " "	318.47
T	" " " " "	2. " "	(7.16)
U	" " " " "	2. " "	238.15
V	" " " " "	2. " "	81.66
6603A	THE BAKER & TAYLOR Co.	2. " "	39.40
B	" " " " "	2. " "	75.15
6604	THE BAKER & TAYLOR Co.	2. BOOKS	3,139.34
6605	BLOOMFIELD WINDOW CLEANING Co.	" "	5.36
6606	R. R. BOWKER	2. BOOKS	275.34
6607A	BROADSTREET, INC.	6. MAINT.-MAIN.	5.36
B	" " " " "	2. BOOKS	70.00
C	" " " " "	4. SUPPLIES	17.07
D	" " " " "	4. " "	(6.10)
E	" " " " "	4. " "	(1.50)
F	" " " " "	4. " "	51.72
G	" " " " "	4. " "	40.38
H	" " " " "	4. " "	21.94
I	" " " " "	4. " "	5.50
J	" " " " "	4. " "	6.72
K	" " " " "	4. " "	1.08
6608A	BRODART, INC.	4. " "	4.48
B	" " " " "	4. " "	8.96
6609	CHAMBERS RECORD CORP.	4. " "	11.84
		4. SUPPLIES	145.02
		21. A/V MATERIALS	187.24
			38.71
			225.95
			84.15

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 22, 1981

CHECKS ARE DATED
JULY 22, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6610	COMMODITY RESEARCH BUREAU, INC.	2. BOOKS	\$ 30.95
6611	CRESTLINE PUBLISHING	2. BOOKS	24.00
6612	COMMONWEALTH WATER CO.	6. MAINT.-UTIL.	107.84
6613	DOBBS BROS. LIBRARY BINDING CO. OF VA.	3. BINDING	113.90
6614A	DOUBLEDAY & Co., INC.	2. BOOKS	\$ 63.81
B	" " " "	2. "	18.85
C	" " " "	2. "	102.65
D	" " " "	2. "	8.51
E	" " " "	2. "	7.90
6615A	EBSRO SUBSCRIPTION SERVICES	19. MAGAZINES	(14.50)
B	" " " "	19. "	15.00
6616	EDISON RECORD CLEARANCE	21. A/V MATERIALS	6.50
6617	EDITORIAL RESEARCH REPORTS	2. BOOKS	2.75
6618	ELEVATOR MAINTENANCE CORP.	6. MAINT.-MAIN.	95.39
6619	ENSLOW PUBLISHERS	2. BOOKS	6.95
6620	FACTS ON FILES, INC.	2. BOOKS	11.22
6621	FARMER ELECTRICAL SUPPLY	4. SUPPLIES	545.52
6622	FINANCIAL PUBLISHING CO.	2. BOOKS	32.11
6623	GAYLORD BROS., INC.	4. SUPPLIES	279.93
6624	GESTETNER CORPORATION	4. SUPPLIES	137.40
6625	THE HIGHSMITH CO., INC.	4. SUPPLIES	25.49
6626	IBM	4. SUPPLIES	60.50
6627	IRISH BOOKS AND MEDIA	2. BOOKS	4.25
6628	JAME PUBLISHING CO.	20. PAMPHLETS	5.00
6629	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	4.89
6630	KULACS ENGRAVING SERVICE	4. SUPPLIES	4.00
6631A	LaPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	235.30
B	" " " " "	4. "	64.80
6632A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	12.31
B	" " " "	2. "	26.62
C	" " " "	2. "	8.66
D	" " " "	2. "	14.79
6633	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	975.00
6634A	THE H. W. WILSON Co.	2. BOOKS	50.00
B	" " " "	2. "	142.00
6635	McFARLAND & Co., INC.	2. BOOKS	16.95
6636	McGraw-Hill BOOK Co.	2. BOOKS	27.03
6637	METRO BOOKS	2. BOOKS	10.00
6638A	MONSEN ENGINEERING Co.	6. MAINT.-MAIN.	909.27
B	" " " "	6. " "	395.00
C	" " " "	6. " "	255.00
6639	THE NATIONAL UNDERWRITER Co.	2. BOOKS	14.15
6640A	N.J. BELL	9. TELEPHONE	12.52
B	" " "	9. "	234.41
6641	N.J. HISTORICAL COMMISSION	2. BOOKS	5.00
6642	NATIONAL RECORDING Co.	21. A/V MATERIALS	22.45
6643	THE NEWCOMEN SOCIETY IN NORTH AMERICA	20. PAMPHLETS	10.00
6644	PERSEA BOOKS	2. BOOKS	13.81

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 22, 1981

CHECKS ARE DATED
JULY 22, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6645	POETS' AUDIO CENTER	21. A/V MATERIALS	\$ 12.45
6646	POSTMASTER	13. POSTAGE	300.00
6647	PRENTICE-HALL, INC.	2. BOOKS	8.06
6648	PRENTICE-HALL, INC.	2. BOOKS	5.66
6649	RANDOM HOUSE, INC.	21. A/C MATERIALS	6.43
6650	REGENT BOOK COMPANY, INC.	2. BOOKS	58.14
6651	DAVID REPP	2. BOOKS	4.55
6652	RUTGERS UNIVERSITY LIBRARY	2. BOOKS	11.00
6653	RUTGERS UNIVERSITY PRESS	2. BOOKS	9.90
6654	S & W FRAMING SUPPLIES, INC.	4. SUPPLIES	61.75
6655	SENECA PRESS	2. BOOKS	8.95
6656	SPECIALTY PRESS	2. BOOKS	2.95
6657A	THOMAS PUBLISHING Co.	2. BOOKS	\$ 75.00
B	" " "	2. " "	<u>120.00</u>
6658	TIM-BAR	4. SUPPLIES	11.73
6659	W. O. COMMUNITY HOUSE	7. MAINT.-TORY	135.00
6660	THE H. W. WILSON Co.	2. BOOKS	50.00
6661	WM. H. WISE & Co.	2. BOOKS	13.95
6662	WOLSTEIN'S PROJECTOR HOUSE, INC.	21. A/C MATERIALS	52.20
6663	WOODMONT PRESS	2. BOOKS	4.95
6664	XEROX CORPORATION	25. PHOTOCOPY	<u>329.26</u>
<u>SUB-TOTAL</u>			\$ 41,624.32
<u>LESS: CHECK #6591 MIDLANTIC NAT'L BK</u>		1. SALARIES	\$2,391.72
<u>#6592 W.O. MUNICIPAL EMP.FCU</u>		1. SALARIES	312.00
<u>#6664 XEROX CORP.</u>		25. PHOTOCOPY	<u>329.26</u>
<u>TOTAL ACCOUNTS PAYABLE- JUNE 30, 1981</u>			<u>\$ 38,591.34</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, CPA

AGENDA

WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AUGUST 26, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Community/Staff Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance: Annual Report and 1982 Budget
 - b. Building and Maintenance: Lighting and Floor/Roof
 - c. Personnel: Staff Manual
 - d. Liason
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S REPORT

August 26, 1981

A great concern of mine and of the Trustees was relieved on Friday, July 24th when Frank DeLane, representative of Pellecchia Construction Company, examined the area where the old and new buildings join. He explained that an expansion rod was purposely inserted in the area thereby causing the widening between buildings during periods of hot weather. The same area will contract, come closer together, when the weather is much cooler, according to Mr. DeLane. He stated that there is no danger whatsoever of a collapse in the floor.

On the night of July 27th the Personnel Committee met with members of the staff association. Corrections and revisions were made in the Revised Staff Manual which was later mailed to all members. Hopefully, the final draft can be made after this meeting.

We replaced the Olivetti copying machine from Continental Copiers of New York with a Sharp copier from B Copy Machines of South Orange. So far, we are very pleased with the new machine.

Our woes continue with the HVAC. Added to this is a leak in the YA area. Mr. O'Hara inspected it and promised to get the proper people in to take care of the matter. It should be noted that we have a five year warranty on the new roof but the leak seems to be in the old building.

We have finished pulling together materials to be used in the Annual Report and have turned them over to the Committee for approval before printing in the final form.

We discovered, after making a trip to Sears, that the sizes required by our custodians were no longer carried in that store. We were able to purchase three uniforms each from the Army and Navy store in Orange at a cost of \$115.80, a bit cheaper than the price quoted us at Sears. The men are wearing them and look quite presentable.

The Essex County Directors are still ironing out a few kinks before the county-wide library card system gets underway around September 15. Directors have been requested to ask their Board of Trustees to pass a resolution at the August meeting stating that its library will be a participant in the County of Essex Cooperating Libraries System (CECLS) and forward same to Ray Codey at the Hall of Records in Newark.

During the month I have received a list of three persons who have successfully passed the Civil Service test for existing vacancies here at our library.

According to Civil Service rules, I must contact and interview the qualified individuals--which I did.

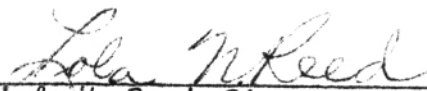
Names appearing on the list include Ernest Salvatoriello, a veteran, who gets preferential treatment; Barbara Siesputowski, already in our employ and Michael Ovsiew.

I recommend the employment of Mr. Salvatoriello and Miss Siesputowski as Junior Library Assistants at an hourly rate of \$5.00. My basis for these recommendations are as follows: (1) Our present scale is below minimum wages and (2) Miss Siesputowski is a graduate student pursuing a Masters in Library Service and Mr. Salvatoriello is a veteran who has many years (37) in Business and Communication skills which include typing, speed reading, business machines and computer terminal operations. It is hoped that Mr. Salvatoriello's part-time employment will turn into a full-time position if his trial period proves satisfactory.

A Kirby heavy duty vacuum cleaner was purchased during the month. Because of vacations the custodians have not yet given it a good work out. This will be done as soon as Bill Toohey returns from vacation.

Monica Pershey has been with us for five months and has endeared herself to co-workers, Trustees and patrons, alike. She is a conscientious and thorough worker. Together she and Phyllis Some have been able to accomplish more during the past five months than ever before for their department. We are very pleased with her performance.

We have investigated the purchase of four units of a beeper system. Companies have quoted prices for us as listed on attached. Also, attached are quotes for the electrical work to be done.


 Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
AUGUST 26, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. The following members were present constituting a quorum: William O'Neill, Irving Soloway and Anita Strauss. Also present representing the Board Accountant was Greg Gonzales; William Cuozzi, Attorney; and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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. O'Neill made a motion to accept the Minutes of the Board Meeting of July 22, 1981 as presented. Mr. Soloway seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Several items presented for payment were discussed. Mr. Lang pointed out to the Board members that a Kirby vacuum cleaner had been purchased at a sale price which appears effective for cleaning the carpet spots.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of July, 1981 with voucher #6721 to Monsen Engineering Co. subject to review and approval of Mr. O'Hara of the Building and Maintenance Committee. Mr. Soloway seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Gonzales presented data pertaining to money market funds authorized for municipalities by the State of New Jersey. Discussion was held about the possibility of investing in this fund. Mr. Cuozzi is to advise the Board of the legality of this for the library after which the accountants are to obtain current information.

Mr. Lang expressed his concern about the utility expenses in relation to the budget allocation; particularly since the 1982 budget must now be prepared.

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

COMMUNITY/STAFF PARTICIPATION:

Mrs. Joan Bojsza, President of the New Friends of the Library, requested approval to expend funds from the book sale account to purchase the following items for the library: 1) Special books selected by Acquisitions Librarian, Emma-Lou Czarnecki, which the library would like to own; 2) a record player for the Children's Room; 3) a microfilm reader for the Reference Dept. The total request would amount to approximately \$1,279.00. Any cost beyond the amount deposited in the bank account would be funded from monies from a forthcoming book sale to be held by the Friends.

Mr. Lang made a motion to authorize the Friends to spend the cash funds of Statement Savings Account, Book Escrow #02-073-0001-405-8 in the amount of \$1,222.46. Additional money to be funded by the book sale. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Lang thanked Mrs. Bojsza for all of the fine work the Friends have been doing for the library.

DIRECTOR'S REPORT:

Mrs. Reed explained that a formal motion needed to be sent to Mr. Codey at the County Court House agreeing to the library's participation in the county-wide library card system.

Mrs. Strauss made a motion that the Board of Trustees approve participation of the West Orange Public Library in the County of Essex Cooperating Libraries System (CECLS). Mr. Soloway seconded the motion and it was carried unanimously.

Discussion was held on the best sellers and the amount each patron may check out. Mrs. Strauss suggested that there might be a possibility of limiting the number of best sellers to each patron. This would have to be investigated by the circulation dept. Mr. Lang asked if there was a way of determining if there was a certain group of people who consistently checked out a large number of best sellers. Mrs. Reed replied that there are certain patrons that do this. She added that she has instructed the staff to allow only two reserves to each patron. Mrs. Reed said that the Essex County Directors would be able to discuss that problem with her. She will bring up the subject at her next meeting. Mr. Soloway suggested that she could present some plan to take action at the next Board meeting.

Mrs. Reed explained the results of the Civil Service Exam for Jr. Library Assistants. Discussion was held regarding the hiring of two people on the examination list. She pointed out to the Board that Civil Service Ruling requires that a veteran be placed at the top of the list and hired before anyone else.

Mr. Soloway made a motion to accept Mrs. Reed's request to hire Mr. Ernest Salvatoriello and Miss Barbara Siesputowski as Junior Library Assistants at an hourly rate of \$5.00. Mrs. Strauss seconded the motion and it was passed unanimously.

A discussion was held prior to the motion being passed by the Board concerning the starting rate. Mr. O'Neill pointed out that the rate requested by Mrs. Reed was above the minimum rate listed on the salary scale of that position. It was explained that because of the experience of the applicants, the rate had been set at a higher level.

COMMITTEES:

Audit and Finance: Mr. Lang stated that a meeting will be held at 10:00 A. M., September 5 to discuss the 1982 budget. The annual report will be printed for the next Board meeting.

Building and Maintenance: Mr. Lang reporting for Mr. Pasmantier stated that the committee is waiting for references for one of the lighting engineers and that a final recommendation should be forthcoming at the next Board meeting.

Mrs. Reed said that Mr. O'Hara had brought someone in to look at the roof. Mr. Lang said that Mrs. Reed should follow up the letter sent to Mr. McCann regarding the roof problems.

Mr. Lang requested Mrs. Reed to have Mr. O'Hara review the electrical quotes and make his recommendation for the next Board meeting. Mr. Soloway offered to provide a name of a reputable electrician for further review.

Personnel: Staff Manual The Board discussed the draft of the revised staff manual. Mrs. Reed will get in touch with Town Hall as to their policies concerning fractional sick leave and leaves of absences for educational purposes. Mr. Lang suggested that a statement of policy concerning the protection of library property be incorporated into the first page of the staff manual. Because of the great loss of books and materials the staff should be encouraged to take responsibility in maintaining a watchful eye on all library property. Mr. Lang, noting a report showing a loss of 4,805 books with a minimum value of \$48,000, said that the Board must take alternative measures to provide security for books especially those situated in the reference area. Mr. Soloway recommended using signs explicitly citing the penalties involved with the theft and defacing of library property. Mr. Cuozzi said that he would provide the information necessary to insure the proper wording for the signs. Mrs. Reed will look for books, pamphlets or articles dealing with the security problem as handled by other libraries. The staff manual resolution will be passed at the next Board meeting.

OLD BUSINESS:

Mr. Cuozzi said that according to federal regulations, at least one space for handicapped should be provided for patrons with close access to the building. Discussion was held as to the need of two spaces in the parking lot. Mr. Lang asked Mrs. Reed to carefully consider whether or not one of the spaces could be eliminated.

Mr. O'Neill asked Mr. Cuozzi about the contract for the jazz concert. Mr. Cuozzi said that the contract had been worked out with Mrs. Pershey and the musicians.

Mr. Cuozzi suggested that the Board give consideration to increase the funds available to the Public Relations Department so that a higher level of entertainment could be obtained for future concerts which might insure a higher participation from the community and in turn add more money to the fund. Mr. Lang said that the Budget Committee should take that into consideration when they begin work on the 1982 budget.

NEW BUSINESS:

The book purchasing policy was discussed. Mrs. Reed stressed the fact that books are not purchased just because one patron requests it. The librarians judge what would be necessary to improve and upgrade a collection. If a patron points out that there is a lack of or a possible need for a certain area of books, consideration is given to that category. Mr. Soloway said that the Librarians must make the decision as to what the book needs are. Mr. Lang agreed and said that he had just wanted to make the policy clear.

CORRESPONDENCE:

Mr. O'Neill presented the following correspondence to the Board:

- 1) A memo from Mayor Spina asking for the 1982 budget to be ready by October 1, 1981.
- 2) An announcement of a Trustee workshop to be held in September.

The meeting was adjourned at 10:35 P. M.

Respectfully submitted,

Sandra Goss Sessing
Sandra Goss Sessing, Secretary

William J. O'Neill
William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JULY 1981

LIBRARY BOARD MEETING OF AUGUST 26, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF JULY 1981	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/81	UNEXPENDED BUDGET BALANCE ON 7/31/81	BILLS/ ACCOUNTS PAYABLE AT 7/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 7/31/81
SALARIES & WAGES	\$412,496	\$ 34,329.03	\$235,296.69	\$177,199.31		\$177,199.31
BINDING	1,700	113.90	1,150.95	549.05		549.05
COMMUNITY SERVICES	1,000	-	210.74	789.26	\$ 134.45	654.81
TRANSPORTATION	500	-	137.21	362.79		362.79
SEMINARS & WORKSHOPS	1,350	-	454.49	895.51	25.00	870.51
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	975.00	5,850.00	5,850.00	975.00	4,875.00
LEGAL & PROFESSIONAL FEES	2,000	(250.00)	720.00	1,280.00		1,280.00
MAIN LIBRARY-UTILITIES	38,000	3,089.33	24,922.00	13,078.00	3,202.29	9,875.71
MAIN LIBRARY-MAINT.	6,000	1,724.66	5,032.89	967.11	1,882.95	(915.84)
TORY CORNER-RENTAL	540	135.00	270.00	270.00		270.00
SERVICE CONTRACTS	6,000	168.99	1,620.77	4,379.23	623.04	3,756.19
BOOKS	50,000	4,510.85	25,957.23	24,042.77	4,028.20	20,014.57
SUPPLIES-LIBRARY	12,000	1,802.28	9,366.75	2,633.25	1,476.69	1,156.56
MICROFILM	2,000	-	-	2,000.00	-	2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	15.50	696.46	6,303.54	162.82	6,140.72
AUDIO-VISUAL-MATERIALS	2,000	184.18	881.25	1,118.75	457.55	661.20
INSURANCE	7,500	-	1,471.53	6,028.47		6,028.47
TELEPHONE	3,500	240.67	1,484.78	2,015.22	248.49	1,766.73
POSTAGE	3,000	294.74	1,832.98	1,167.02	400.00	767.02
EMPLOYEE HEALTH-HOSP.	18,000	1,212.28	8,523.17	9,476.83	-	9,476.83
EQUIPMENT-LIBRARY	3,500	-	176.25	3,323.75	-	3,323.75
MAINTENANCE EQUIPMENT	500	-	-	500.00	650.00	(150.00)
AUDIO-VISUAL EQUIPMENT	1,000	-	25.31	974.69	-	974.69
SOCIAL SECURITY	27,000	2,282.89	15,913.33	11,086.67	-	11,086.67
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000	24,517.00	24,517.00	3,483.00	-	3,483.00
JANITORIAL SUPPLIES	3,000	595.82	1,188.54	1,811.46	-	1,811.46
UNEMPLOYMENT INSURANCE	6,600	-	4,529.80	2,070.20	-	2,070.20
SUNDAY OPENINGS	8,120	-	4,266.00	3,854.00	-	3,854.00
FILE FOLDERS SUPPLIES	3,300	-	3,270.00	30.00	-	30.00
<u>TOTAL</u>	<u>\$668,956</u>	<u>\$ 75,942.12</u>	<u>\$379,766.12</u>	<u>\$289,189.88</u>	<u>\$ 14,266.48</u>	<u>\$274,923.40</u>

SOURCE OF FUNDS:

TOWN OF WEST ORANGE

\$550,000

ACCUMULATED REVENUE

118,956\$668,956

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JULY 1981

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND
I BALANCES AS OF JUNE 30, 1981	\$131,653.95	\$ 90,132.00	\$ 23,271.80	\$ 1,064.68	\$ 284.45	\$ 360.00	\$ 16,541.02
ADD:							

FINES							
NON-RESIDENT FEES			(\$ 1,735.78				
TOSHIBA PHOTOCOPIES			(15.00				
RENTALS			(36.95				
MICROFILMS			(114.25				
TELEPHONE			(.90				
DONATIONS			(8.90				
CONTINENTAL COPY			(13.72				
XEROX			(103.39				
LOST BOOKS	193.53		(326.04	\$ 193.53			
EXCESS PROPERTY	90.32				\$ 90.32		
INTEREST	1,431.87		1,431.87				
TOWN OF W.O.	137,500.00	\$137,500.00					

II TOTAL-JULY 1981 RECEIPTS	\$141,570.65	\$137,500.00	\$ 3,786.80	\$ 193.53	\$ 90.32	\$ -0-	\$ -0-
III TOTAL AVAILABLE I Plus II	\$273,224.60	\$227,632.00	\$ 27,058.60	\$ 1,258.21	\$ 374.77	\$ 360.00	\$ 16,541.02
IV LESS: JULY 1981 DISBURSEMENTS	75,942.12	75,942.12					
V TOTAL CASH FUNDS - JULY 31, 1981	\$197,282.48	\$151,689.88	\$ 27,058.60	\$ 1,258.21	\$ 374.77	\$ 360.00	\$ 16,541.02

ADD: DUE FROM TOWN OF WEST ORANGE
FOR 4TH QTR. BUDGET 1981

UNEXPENDED BUDGET BALANCE, 7/31/81	137,500.00
LESS: ACCOUNTS PAYABLE, 7/31/81	\$289,189.88
BUDGET BALANCES AT 7/31/81	14,266.48
	\$274,923.40

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-7	\$ 18,343.01
MIDLANTIC NAT'L BANK-#02-073-0000-177-0 FINES, ETC.	3,218.77
MIDLANTIC NAT'L BANK-#02-073-0001-161-0 UN. INS.	249.44
MIDLANTIC NAT'L BANK-#02-073-0001-405-8 BOOK SALES	1,222.46
MIDLANTIC NAT'L BANK-#02-073-0002-143-7 COMMUNITY SAVINGS	288.75
PETTY CASH	160.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	238.52
50M U.S. TREASURY BILL 8/20/81 16.45%	47,785.97
50M U.S. TREASURY BILL 9/17/81 14.05%	48,873.68
50M U.S. TREASURY BILL 10/15/81 14.19%	48,310.38
30M U.S. TREASURY BILL 11/19/81 14.10%	28,591.50
	\$197,282.48

FUNDS	
BUDGET FUND	\$151,689.88
FINES & RESERVES FUND	27,058.60
LOST BOOK FUND	1,258.21
BOOK SALES & EXCESS PROPERTY FUND	374.77
PETTY CASH & CHANGE FUND	360.00
ACCUMULATED REVENUE FUND	16,541.02
	\$197,282.48
LESS: ACCOUNTS PAYABLE-7/31/81	14,266.48
	\$183,016.00

3.

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1981 BILLS PRESENTED FOR PAYMENT ON
AUGUST 26, 1981

CHECKS ARE DATED
JULY 31, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6665	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 312.00
6666	P.E.R.S. #20284 -CONTRIBUTORY LIFE INS.	1. SALARIES	98.02
6667	P.E.R.S. #20284 -PENSIONS & LOANS	1. SALARIES	1,626.00
6668	TOWN OF W.O.-HOSPITALIZATION-AUG. 1981	26. HOSPITALIZATION	1,279.28
6669	W.O. PUBLIC LIBRARY-UN. SAVINGS A/c-7/81	1. SALARIES	178.88
6670	TOWN OF W.O.-EMPLOYEES S.S.	1. SALARIES	2,282.89
6671	N.J. GROSS INCOME TAX-JULY 1981	1. SALARIES	659.77
6672	MIDLANTIC NAT'L BANK-FTD -7/31/81	1. SALARIES	2,446.29
6673	TOWN OF W.O.-EMPLOYEES S.S.	27. EMPLOYERS SOC.SEC.	2,282.89
	NET P/R 7/15/81-#209-253 (45)	1. SALARIES	12,009.15
	NET P/R 7/31/81-#254-296 (43)	1. SALARIES	12,012.31
	U.S. TREAS. BILLS-DUE 9/17/81-14.05%	TREAS. BILLS	48,873.68
	U.S. TREAS. BILLS-DUE 10/15/81-14.19%	TREAS. BILLS	48,310.38
	U.S. TREAS. BILLS-DUE 11/19/81-14.10%	TREAS. BILLS	28,591.50
	<u>SUB-TOTAL</u>		\$160,963.04
	<u>ADD:</u> CHECKS #6590-6664 FOR PAYMENT ISSUED AT JULY 22, 1981 MEETING		<u>41,624.32</u>
	<u>CHECKS ISSUED FOR THE MONTH OF JULY 1981</u>		\$202,587.36
	<u>LESS:</u>		
	CHECK #6388-LOFTUS & CUOZZI	VOIDED	\$ 250.00
	" #6637-METRO BOOKS	VOIDED	10.00
	" #6653-RUTGERS UNIV. PRESS	VOIDED	9.90
	" #6664-XEROX	25. PHOTOCOPY	329.26
	U.S. TREAS. BILLS DUE 9/17/81-14.05%	TREAS. BILLS	48,873.68
	U.S. TREAS. BILLS DUE 10/15/81-14.19%	TREAS. BILLS	48,310.38
	U.S. TREAS. BILLS DUE 11/19/81-14.10%	TREAS. BILLS	28,591.50
	DEPOSIT-7/3/81	2. BOOKS	192.00
	" -7/10/81	26. HOSPITALIZATION	67.00
	" -7/25/81	13. POSTAGE	5.26
	" -7/29/81	9. TELEPHONE	6.26
			<u>126,645.24</u>
	<u>TOTAL EXPENDITURES-MONTH OF JULY 1981</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 75,942.12</u>

PAYMENT RECOMMENDED BY:

Lela R. Lead

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 26, 1981

CHECKS ARE DATED
AUGUST 26, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
6674	BARNEY'S ARMY-NAVY STORE, INC.	4. SUPPLIES	\$	115.80
6675	KIRBY VACUM CLEANER Co.	4. SUPPLIES	\$ 55.00	
	" " " "	17. MAINT. EQUIP.	650.00	705.00
6676	CLAIRE SCHROEDER	EXCHANGE		17.55
6677	MIDLANTIC NAT'L BANK	1. SALARIES		2,520.60
6678	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES		330.00
6679	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS		15.00
6680A	A.D.P., INC.	11. SERVICE CONTRACTS	45.85	
B	" " " "	11. " "	46.19	92.04
6681	THE ALMANAC OF AMERICAN POLITICS	2. BOOKS		18.20
6682	AMERICAN PSYCHIATRIC ASSOCIATION	2. BOOKS		22.00
6683	ARACHEM, INC.	2. BOOKS		12.95
6684	ARTS COUNCIL OF SUBURBAN ESSEX	10. COMMUNITY REL.		25.00
6685A	THE BAKER & TAYLOR Co.	2. BOOKS	101.25	
B	" " " "	2. "	8.71	
C	" " " "	2. "	19.38	129.34
6686A	THE BAKER & TAYLOR Co.	2. BOOKS	(2.92)	
B	" " " "	2. "	392.01	
C	" " " "	2. "	85.40	
D	" " " "	2. "	166.67	
E	" " " "	2. "	283.68	
F	" " " "	2. "	64.41	
G	" " " "	2. "	241.92	
H	" " " "	2. "	(6.56)	
I	" " " "	2. "	197.17	
J	" " " "	2. "	51.93	
K	" " " "	2. "	97.09	
L	" " " "	2. "	53.43	
M	" " " "	2. "	194.72	
N	" " " "	2. "	171.04	
O	" " " "	2. "	218.67	
P	" " " "	2. "	406.40	2,615.06
6687A	THE BAKER & TAYLOR Co.	2. BOOKS	(2.80)	
B	" " " "	2. "	12.06	
C	" " " "	2. "	10.96	20.22
6688	BANTAM BOOKS	2. BOOKS		2.50
6689	R. R. BOWKER	2. BOOKS		20.21
6690	BROADSTREET, INC.	4. SUPPLIES		2.24
6691A	BRODART, INC.	4. SUPPLIES	303.24	
B	" " " "	4. "	187.24	
C	" " " "	4. "	136.15	626.63
6692	BUYER'S DIRECTORY	2. BOOKS		7.36
6693	C. W. ASSOCIATES	2. BOOKS		13.00
6694	CHAMBERS RECORD CORP.	21. A/V MATERIALS		3.71
6695	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS		51.50
6696	CONTACT E - McSQUARE	19. MAGAZINES		8.95
6697	CONVERSA-PHONE INSTITUTE, INC.	20. NEWSPAPERS & PAMPHLETS		2.25
6698	DEACON PRESS	4. SUPPLIES		130.00
6699	DONOGHUE'S MONEY FUND DIRECTORY	2. BOOKS		12.00
6700A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	6.41	
B	" " " "	2. "	13.97	
C	" " " "	2. "	23.73	
D	" " " "	2. "	14.58	
E	" " " "	2. "	10.95	
F	" " " "	2. "	17.02	
G	" " " "	2. "	32.85	
H	" " " "	2. "	12.72	
I	" " " "	2. "	7.29	139.52

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 26, 1981

CHECKS ARE DATED
AUGUST 26, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6701	EDISON RECORD CLEARANCE	21. A/V MATERIALS	\$ 351.86
6702	ELEVATOR MAINTENANCE CORP.	6. MAINT - MAIN.	95.39
6703	ENSLow PUBLISHERS	2. BOOKS	1.50
6704	FIDELER	2. BOOKS	20.52
6705	F.O.S.G. PUBLICATIONS	20. NEWSPAPERS & PAMPHLETS	7.50
6706A	GALE RESEARCH COMPANY	2. BOOKS	\$ 42.65
B	" " "	2. "	74.75
C	" " "	2. "	62.15
6707	GAYLORD BROS., INC.	4. SUPPLIES	179.55
6708	G. K. HALL & Co.	2. BOOKS	13.23
6709	I.B.M.	2. BOOKS	107.54
6710	ILLINOIS MANUFACTURERS DIRECTORY	11. SERVICE CONTRACT	376.00
6711	THE INSTITUTE FOR RESEARCH	2. BOOKS	53.20
6712	JOHNSON PUBLISHING Co., INC.	20. NEWSPAPERS & PAMPHLETS	18.94
6713	KAUFMAN'S SENTRY HARDWARE	2. BOOKS	12.45
6714	KULACS ENGRAVING SERVICE	4. SUPPLIES	1.89
6715	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	70.00
6716	3M XRP2052	4. SUPPLIES	118.50
6717	MACMILLAN PUBLISHING Co., INC.	4. SUPPLIES	126.95
6718A	MACRAE'S INDUSTRIAL DIRECTORIES	2. BOOKS	33.85
B	" " "	2. BOOKS	\$ 33.50
6719	MANHEIM, KOSSON & NOVICK	2. "	98.50
6720	McMANUS LOCKSMITH	23. MGMT. SERVICES	975.00
6721A	MONSEN ENGINEERING Co.	4. SUPPLIES	40.05
B	" " "	6. MAINT - MAIN.	61.20
C	" " "	6. " "	61.20
6722	MOODY'S INVESTOR SERVICE	6. " "	1,665.16
6723	MUSIC MINUS ONE	2. BOOKS	1,787.56
6724	NATIONAL FIRE PROTECTION ASSOC.	2. BOOKS	160.00
6725A	N.J. BELL	2. BOOKS	10.40
B	" " "	2. BOOKS	16.10
6726	NORTH POINT PRESS	9. TELEPHONE	235.45
6727	OASIS PRESS	9. "	13.04
6728	MONICA GORDON PERSHEY	2. BOOKS	14.01
6729	PETERSON'S GUIDES	21. A/V MATERIALS	94.98
6730	PETTY CASH CHECKING A/C	14. CONVENTIONS	25.00
6731	PETTY CASH - SAFE	20. PAMPHLETS	11.54
6732	PORTER SARGENT PUBLISHERS, INC.	TRANSFER	200.00
6733	POSTMASTER	4. SUPPLIES	102.34
6734A	PRENTICE-HALL, INC.	2. BOOKS	30.75
B	" " "	13. POSTAGE	400.00
C	" " "	2. BOOKS	12.37
6735	P.S.E. & G.	2. "	33.80
6736	PUBLIC AFFAIRS PAMPHLETS	2. "	12.27
6737	REFERENCE PUBLICATIONS, INC.	6. UTIL - MAIN.	58.44
6738	REGENT BOOK COMPANY, INC.	20. PAMPHLETS	3,202.29
6739	ROCKING CHAIR	2. BOOKS	15.99
6740	ROYAL OXFORD	2. BOOKS	61.95
6741	RUTGERS UNIVERSITY-BUREAU OF GOVT. RESEARCH	2. BOOKS	15.36
6742A	SILVER BURDETT COMPANY	19. MAGAZINES	10.85
B	" " "	4. SUPPLIES	11.55
		2. BOOKS	13.00
		2. BOOKS	10.40
		2. "	9.62
			20.02

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 26, 1981

CHECKS ARE DATED
AUGUST 26, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6743	STRALEY'S	4. SUPPLIES	\$ 62.51
6744	SUPREME BAKERY	10. COMMUNITY REL.	9.45
6745	TREASURER'S OFFICE	2. BOOKS	5.70
6746	TREASURER, STATE OF NEW JERSEY	2. BOOKS	18.00
6747	UNIVERSITY OF COLORADO	21. A/V MATERIALS	7.00
6748	WEISBLATT ELECTRIC CO., INC.	11. SERVICE CONTRACTS	140.00
6749	XEROX CORP.	25. PHOTOCOPY	341.82
6750	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	86.80
6751	JEAN RAPICANO	10. COMMUNITY REL.	<u>100.00</u>
<u>SUB-TOTAL</u>			\$ 17,676.45
<u>LESS: CHECK #6676 CLAIR SCHROEDER</u>		EXCHANGE	\$ 17.55
	#6677 MIDLANTIC NAT'L BANK	1. SALARIES	2,520.60
	#6678 W.O. MUNICIPAL EMPL.	1. SALARIES	330.00
	#6730 PETTY CASH CHECKING A/C	TRANSFER	200.00
	#6749 XEROX CORP.	25. PHOTOCOPY	<u>341.82</u>
			<u>3,409.97</u>
<u>TOTAL ACCOUNTS PAYABLE - JULY 31, 1981</u>			<u>\$ 14,266.48</u>

PAYMENT RECOMMENDED BY:

Lela I. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 23, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment:
Discuss Monsen Engineering Bill
 - b. Financial Statement
5. Community/Staff Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance:
Annual Report, 1982 Budget
 - b. Building and Maintenance:
Selection of Lighting Engineer, Roof Repairs,
Electrical Work.
 - c. Personnel: Staff Manual
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

September 23, 1981

Much of the 1981 staff vacation is now behind us and we are busily preparing for the "already in progress" school-related assignments by students and teachers.

On Monday, August 31, department heads met with the director where they were able to make and substantiate proposals for our 1982 budget. These proposals were taken to the Budget Committee meeting on Saturday, September 5. The Committee accepted the work done by our group and were in accord with many of the suggestions.

Thursday morning, September 3, Marvin Corwick, Business Administrator was noticed behind the library with a policeman. He had issued warnings to library employees without a parking permit. As soon as he could be reached in his office, I asked what was going on. His reply was, "beginning tomorrow (9/4/81) all cars without parking permits will be ticketed." All employees who were on duty at that time were sent immediately to Mr. Corwick's office to get a permit. He refused. A letter was then sent to Mayor Spina with a copy to each Council Member. No response was received - even to this date.

On the evening of September 15 a representation of library employees, along with Board President Lang, attended the public Township Council meeting in an effort to be heard and to get a clarification of our ongoing parking problem. Mr. Lang presented our views on the double standards which are now being practiced--library employees as opposed to the so called "municipal employees."

The Council agreed to study the matter, take it up with Mayor Spina and get back to us with a ruling which we all can live with.

Mr. Salvatoriello, our new veteran employee, has only been with us two weeks but has made a very impressive beginning. He is well organized, eager to learn and quietly goes about his duties without question.

Overall we have a very good staff. However, some have gone far beyond the call of duty to promote the efficient operation of the library. They volunteer services wherever there is a need and never ask for compensation for every minute after 37½ hours in the work. They have total dedication and are genuinely interested in providing the type of environment in which everyone enjoys and also feels welcome. For their continued efforts and contributions we are grateful and I would like to recommend merit raises, in addition to their regular increment instead of \$350.00, I recommend \$500.00 for Shirley Ithin, Jackie Lepore and Monica Pershey.

You will be interested to know that three of our employees (Mesdames Pershey, Sessing and Thompson) are presently enrolled in a course in American Sign Language which they will attend each Wednesday from 7:00 P. M. to 9:00 P. M. for 10 weeks.

This type of program is being given special attention throughout the nation. Ours is being sponsored by the State Department: New Jersey Library for the Blind and Handicapped at no cost to the participants through the Deaf Awareness Grant Program.

On the equipment line for our 1982 budget the Board's approval is solicited for the leasing or purchase of a 3 system Pager. If leased, there will be a fee of \$43.50 per month. If purchased outright the price is \$521.00 plus a maintenance fee of \$8.25 per month.

For our booksale on September 12 a deposit of \$532.19 was deposited in the Book Escrow Account. Another \$208.00 were from the sale of old paintings and placed in a separate account for future purchase of paintings.

At our request, Dr. Thomas Higgins, Cardiologist examined Florence Mantell on September 18. She is due back at work on October 1.

Other tidbits--

David Lannon, page, donated a "suggestion box."

Annual Report is ready for distribution.

Mr. O'Hara selected Pedlowe-Welch for our electrical work.

Unsolicited advice from citizen Tony Ciamillo on the ICA stencil maker. He was formerly an employee of Gestetner.

Following is a list of area libraries with security systems.

TATTLETALE

East Orange Public Library
Rutherford Public Library
Woodridge Public Library
Rutgers University
(special libraries)

Somerset County Library
Cherry Hill Public Library
Atlantic City Public Library
Princeton University
(special libraries)

CHECKPOINT

Newark Public Library
Morris County Public Library
Wayne Public Library
Roselle Public Library

Westfield Public Library
Jersey City Public Library
Seton Hall University
St. Barnabas Medical Library

GAYLORD SECURITY SYSTEM

Fairlawn Public Library
Fort Lee Public Library
Long Branch Jr./Sr. High School
Syracuse University - E. S. Bird Library

If all goes well, the county-wide card will become effective on October 1.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
SEPTEMBER 23, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Albert Kupferer, Irving Soloway, Paul Pasmantier and Anita Strauss. 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 on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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 Township Clerk.

Mr. Soloway made a motion to accept the Minutes of the Board of Trustees meeting of 8/26/81 as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Manheim noted that Mr. O'Hara had approved payment of Invoice #65673 for \$1,665.16 from Monsen Engineering Co. for final repair of the air conditioning. Two other invoices previously listed on the original voucher from the August meeting will be checked out for the hourly rates charged on the service calls.

Mr. Soloway expressed his concern over voucher #6785 to the Fowler Insurance Agency for \$4,830.00. Mr. Manheim explained that this amount was for Worker's Compensation. He pointed out that there were two reasons why the bill is higher this year than last year: 1) The rate is higher this year. It is based on the payroll which is also higher. 2) The experience rating of the library--this is being checked on by the agent.

Mr. Soloway suggested that the N. J. Manufacturers Insurance Co. be considered in the future and he offered to get a quote from them if they accept libraries.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of August, 1981. Mr. Kupferer seconded the motion and it was carried unanimously.

2. Financial Statement:

Mr. Manheim noted that the Treasury Bills will be coming due and that in the beginning of October the 4th quarter check from the Township will be forthcoming. He explained that it was difficult to keep a low balance in the checking account because of the need to pay bills during the month.

Mr. Lang asked if the League of Woman voters had paid for the use of the meeting room. Mrs. Reed said that they were a non-profit organization and therefore only paid for the use of the custodian.

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

DIRECTOR'S REPORT:

Mrs. Reed said that input of the staff in regards to the 1982 budget was very favorable.

Mrs. Reed reviewed the events of the previous month involving the parking situation and Mr. Corwick's edict banning all library employees from parking under the building and in adjacent municipal lots with the exception of the rear lower lot in back of the library building. A letter was sent from Mrs. Reed to the Mayor and Town Council protesting the situation. Mr. Lang spoke for the Trustees and the staff at an open council meeting on Sept. 15th with the result that the Council promised to come up with a solution after consulting with the Mayor. Mrs. Reed pointed out that no response from the Mayor had been received as yet. Mr. Soloway suggested that Mr. Lang personally approach the Mayor. Mr. Lang said that he would be seeing the Mayor on the following Friday.

The book sale held on Sept. 12 netted \$532.19 for deposit in the Book Escrow Account. A total of \$208.00 was collected from the sale of old pictures which will be held in a separate account for future purchase of same.

The Board unanimously approved Mrs. Reed's recommendation to grant merit raises of \$500 each for the year 1982 to Jacqueline Lepore, Monica Gordon Pershey and Shirley Itkin.

As it is Board policy to have an employee examined by a physician after a lengthy illness before returning to work, Mrs. Reed had received a letter from Dr. Thomas Higgins, cardiologist, who had examined Mrs. Florence Mantell. After discussing the contents of the letter, the Board agreed that Mrs. Mantell would be allowed to return to work at the library with the understanding that she must undergo a physical exam every six months while in the library's employ.

The county-wide library card system has run into a few problems. The Board of Freeholders will be meeting in Bloomfield this evening to determine the fate of the program. Mrs. Lepore is attending the meeting to represent West Orange. The target date for initiating the program is October 1.

Mrs. Reed encouraged the Trustees to visit the libraries listed in her report that have security systems.

COMMITTEES:

1. Audit and Finance: 1982 Budget.

The 1982 Proposed Budget was presented to the Board for review. Mr. Lang said that based on information obtained from Mr. Corwick's office, 9% would be the approximate increase in salaries. Mr. Manheim said that provision for a full-time position has been added to the budget as per Mrs. Reed's suggestion. This would be for the future. Mrs. Strauss pointed out that the utility line has caused enormous problems and has had to be adjusted upwards. Mr. Manheim added that the insurance line would also need an increase.

Mr. Manheim said that State Aid for 1981 is 20% lower than last year. The library will receive \$36,175 for 1981--\$45,680 was received in 1980. He felt certain in projecting that the present budget for 1981 will be expended by year end with the possibility of using Accumulated Revenues.

Mr. Soloway asked Mr. Manheim if the interest rates earned through the Treasury Bills had been anticipated in working out the 1982 budget.

Mr. Manheim replied that anticipated interest earned is never applied to the proposed budget. Mr. Lang added that State Aid, funds from the township and surplus were the only money available to use in budgeting.

Mrs. Strauss made a motion recommending that the Proposed Budget for 1982 in the amount of \$799,639 be submitted to the Township of West Orange. Mr. Kupferer seconded the motion and it was carried unanimously.

Annual Report:

Mr. Lang referred to the in-house circulation as listed in the Annual Report for 1980 and pointed out the considerable increases that had occurred in both the adult and juvenile areas. Juvenile in-house circulation was up 34% from 1979 and adult circulation increased 14% in the same period. Mr. Pasmantier recommended that comparisons of the years be made in the next report which might justify the library's position in regard to money and the Township Council.

Mr. Lang said that he had spoken to Mayor Spina about the cost of the report and the Mayor offered the printing services of Town Hall providing the library furnished the paper. Mr. Lang thought that this possibility should be considered as it would give the library opportunity to elaborate and do more comparisons in the report

Mr. Manheim felt that as an accountant, he would like to see the report come out earlier in the year. Mr. Lang explained the cause of the delay and the matter of priorities. The report will be issued at an earlier time next year.

2. Personnel:

Mr. Lang read a letter from the West Orange Public Library Employees Association in which the staff asked the Board to consider a 35 hour work week. Mr. Lang asked the Personnel Committee to review the letter.

3. Building and Maintenance:

Lighting:

Mr. Pasmantier brought the Board up-to-date on the lighting problem. Proposals were read and references discussed for both the Robbins Engineering Co. and O'Connor and Jefferies, Consulting Engineers. Mr. Pasmantier asked the recommendations of the Board on how the committee should proceed. It was his feeling that O'Connor and Jefferies would be the most favorable selection to do the lighting and as soon as Mr. O'Hara returns from vacation, a meeting would be held to get a firm commitment from Mr. O'Connor.

Mr. Kupferer made a motion that Mr. Pasmantier and Mr. O'Hara be empowered to pursue a contract with O'Connor and Jefferies, Consulting Engineers subject to the firming up of a proposal not to exceed \$3,500 and to enter a contract with them. A formal approval through a motion will be made at the next Board meeting. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Pasmantier assured Mrs. Strauss and the other Board members that there was money still available in the Building Fund to cover the fee.

Roof:

Mr. Lang said that a letter had been sent to Mr. McCann about the roof problem. When he had personally spoken to Mr. McCann shortly thereafter, Mr. Lang was told that the Township could not afford to repair the roof and that it was the library's problem. He stated that the leaks will be a continuous problem. The Board agreed that Mr. Lang should write a letter to the Township putting that information on record.

NEW BUSINESS:

Mr. Lang introduced the subject of contacting new residents in West Orange. He would like to see a packet of information as well

as an invitation to join the library be given to each family. Some suggestions included contacting local realtors to enlist their help, obtaining lists of new residents from the Tax collector's office, using the Welcome Wagon. An attempt to procure a list from Town Hall will be undertaken.

CORRESPONDENCE:

1. A letter of praise for the "French Luncheon"; for P. Some's and D. Pinkus' assistance and for the wonderful facilities that the library offers from Mr. and Mrs. Call, long time residents who have just discovered the library.

2. A letter from the N. J. Library for the Blind & Handicapped to Mrs. Pershey and Mrs. Sessing informing them that classes in American Sign Language would begin on Sept. 16. A series of 10 classes is provided by the Deaf Awareness Grant program. Mrs. Thompson will attend these classes also.


3. A letter from the Xerox Company requesting acknowledgement of the renewal of the contract for the photocopier.

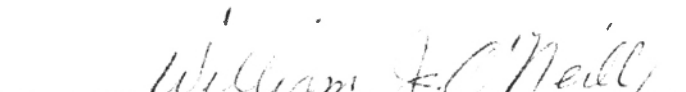
4. A letter from Dr. Higgins as discussed under the Director's Report.

5. A letter from Mrs. Reed to Mayor Spina and the Town Council about Mr. Corwick's new ticketing policy.

The public portion of the meeting was adjourned at 9:20 P. M.

Respectfully submitted,


Sandra Goss Sessing, Secretary


William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY
 1982 BUDGET PROPOSAL BY BUDGET COMMITTEE
 TO BOARD OF TRUSTEES OF WEST ORANGE FREE PUBLIC
 LIBRARY ON SEPTEMBER 23, 1981 SHOWING ACTUAL
 EXPENDITURES FOR 1979 AND 1980

	ADOPTED BUDGET FOR 1981		PROPOSED BUDGET FOR 1982	
	1979 ACTUAL EXPENSES	1980 ACTUAL EXPENSES	1981 ADOPTED BUDGET	1982 PROPOSED BUDGET
SALARIES & WAGES	\$332,937	\$380,416	\$412,496	\$465,049
CONTRACTUAL SERVICES:				
BINDING	1,060	1,305	1,700	2,000
COMMUNITY SERVICES	614	439	1,000	2,000
TRANSPORTATION	160	290	500	700
SEMINARS & WORKSHOPS	1,148	1,190	1,350	2,000
AUDIT	1,800	1,650	1,650	1,650
MGMT. & PROFESSIONAL SERVICES	10,700	11,200	11,700	12,500
LEGAL AND PROFESSIONAL FEES	35	3,111	2,000	2,000
CONTRACTUAL MAINTENANCE & REPAIR:				
MAIN LIBRARY-UTILITIES	25,495	33,416	38,000	55,000
MAIN LIBRARY-MAINTENANCE	4,951	4,387	6,000	10,000
TORY CORNER-RENTAL	540	540	540	540
BOOKMOBILE	2,808	567	-0-	-0-
SERVICE CONTRACTS	3,756	5,575	6,000	7,000
MATERIALS & SUPPLIES:				
BOOKS	47,228	61,070	50,000	75,000
SUPPLIES	11,138	12,134	12,000	15,000
MICRO FILM	1,030	5,185	2,000	5,000
PERIODICALS, PAMPHLETS, NEWSPAPERS, ETC.	6,798	8,195	7,000	8,500
AUDIO/VISUAL - MATERIALS	820	2,045	2,000	3,000
MISCELLANEOUS OTHER EXPENSES:				
INSURANCE	7,501	6,971	7,500	8,000
TELEPHONE	3,087	3,001	3,500	3,500
POSTAGE	2,410	2,483	3,000	5,000
EMPLOYEE HEALTH BENEFIT PLAN	13,806	14,350	18,000	18,000
ANNUAL REPORT	-0-	410	-0-	500
INVENTORY COSTS	-0-	2,895	-0-	-0-
EQUIPMENT:				
LIBRARY	1,634	8,946	3,500	3,500
STAFF ROOM FURNITURE	-0-	-0-	-0-	500
MAINTENANCE EQUIPMENT	175	331	500	1,000
AUDIO/VISUAL EQUIPMENT	324	290	1,000	1,500
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	20,048	22,970	27,000	33,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	21,276	28,443	28,000	32,000
UNEMPLOYMENT INSURANCE, ETC.	2,088	2,317	6,600	7,500
JANITORIAL SUPPLIES	2,333	2,883	3,000	3,000
NEW LIBRARY ADDITION EXPENSES	13,917	1,000	-0-	
SUNDAY OPENINGS	-0-	-0-	8,120	10,000
FILE FOLDERS SUPPLIES	-0-	-0-	3,300	3,300
<u>TOTAL ACTUAL EXPENSES - 1979</u>	<u>\$541,617</u>			
<u>TOTAL ACTUAL EXPENSES - 1980</u>		<u>\$630,005</u>		
<u>TOTAL PROPOSED BUDGET - 1981</u>			<u>\$668,956</u>	
<u>TOTAL PROPOSED BUDGET - 1982</u>				<u>\$797,239</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

SUMMARY OF SALARIES

1982

	<u>1982</u> <u>PROJECTED</u>	<u>1981</u> <u>ESTIMATED</u>
<u>FULL TIME EMPLOYEES</u>	(18)	(18)
SALARY-BEGINNING OF YEAR	\$280,295	\$254,485
ADD: LONGEVITY INCREASE	450	150
INCREMENT INCREASE	3,191	2,866
COST OF LIVING 9%-1982 - 9.18% 1981	24,499	21,642
NEW EMPLOYEES (1) 1982 (2) 1981	9,000	21,000
ADD: (LESS) TRANSFERS AND RESIGNATIONS	-	(19,848)
<u>TOTAL FULL TIME</u> (+13.25%)	<u>\$317,435</u>	<u>\$280,295</u>
<u>PART TIME EMPLOYEES</u>	(14)	(14)
TOTAL ESTIMATED HOURS	18,330	17,000
SALARY-BEGINNING OF YEAR	\$ 96,343	\$124,798
ADD: INCREMENT	945	195
COST OF LIVING 9% - 1982 - 9.18% 1981	7,002	5,908
NEW EMPLOYEES	10,328	5,280
LESS: RESIGNATIONS AND TRANSFERS	(2,367)	(39,838)
<u>TOTAL PART TIME</u> (+16.52%)	<u>\$112,251</u>	<u>\$ 96,343</u>
<u>PART TIME CLERKS</u>	9,963 HOURS	10,236 HOURS
REGULAR	\$ 30,188	\$ 30,833
SUMMER HELP	5,175	5,025
<u>TOTAL PART TIME CLERKS</u> (-1.38%)	<u>\$ 35,363</u>	<u>\$ 35,858</u>
<u>SUMMARY</u>		
FULL TIME	\$317,435	\$280,295
PART TIME	112,251	96,343
PART TIME CLERKS	35,363	35,858
<u>TOTAL SALARIES</u> (+12.74%)	<u>\$465,049</u>	<u>\$412,496</u>
<u>SALARY - BEGINNING OF YEAR</u>	<u>\$412,496</u>	<u>\$404,955</u>
LONGEVITY	450	150
INCREMENT	4,136	3,061
COST OF LIVING	31,501	27,550
NEW EMPLOYEES	19,328	36,446
<u>TOTAL</u>	<u>\$467,911</u>	<u>\$472,162</u>
(LESS) REDUCTIONS	(2,862)	(59,666)
<u>TOTAL</u>	<u>\$465,049</u>	<u>\$412,496</u>

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF AUGUST 1981

LIBRARY BOARD MEETING OF SEPTEMBER 23, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF AUGUST 1981	ACCUMULATED BUDGET EXPENDITURES 8 MONTHS ENDED 8/31/81	UNEXPENDED BUDGET BALANCE ON 8/31/81	BILLS/ ACCOUNTS PAYABLE AT 8/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 8/31/81
SALARIES & WAGES	\$412,496	\$35,058.35	\$270,355.04	\$142,140.96		\$142,140.96
BINDING	1,700		1,150.95	549.05		549.05
COMMUNITY SERVICES	1,000	134.45	345.19	654.81		654.81
TRANSPORTATION	500		137.21	362.79		362.79
SEMINARS & WORKSHOPS	1,350	25.00	479.49	870.51		870.51
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	975.00	6,825.00	4,875.00	\$ 975.00	3,900.00
LEGAL & PROFESSIONAL FEES	2,000		720.00	1,280.00		1,280.00
MAIN LIBRARY-UTILITIES	38,000	3,202.29	28,124.29	9,875.71	2,981.67	6,894.04
MAIN LIBRARY-MAINT.	6,000	1,882.95	6,915.84	(915.84)	(122.40)	(793.44)
TORY CORNER-RENTAL	540		270.00	270.00	135.00	135.00
SERVICE CONTRACTS	6,000	623.04	2,243.81	3,756.19	714.82	3,041.37
BOOKS	50,000	4,027.22	29,984.45	20,015.55	4,892.52	15,123.03
SUPPLIES-LIBRARY	12,000	1,670.94	11,037.69	962.31	448.40	513.91
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	162.82	859.28	6,140.72	43.40	6,097.32
AUDIO-VISUAL-MATERIALS	2,000	457.55	1,338.80	661.20	409.00	252.20
INSURANCE	7,500	(184.00)	1,287.53	6,212.47	4,830.00	1,382.47
TELEPHONE	3,500	241.37	1,726.15	1,773.85	242.55	1,531.30
POSTAGE	3,000	388.60	2,221.58	778.42		778.42
EMPLOYEE HEALTH-HOSP.	18,000	1,212.28	9,735.45	8,264.55		8,264.55
EQUIPMENT-LIBRARY	3,500		176.25	3,323.75	42.75	3,281.00
MAINTENANCE EQUIPMENT	500	650.00	650.00	(150.00)		(150.00)
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69		974.69
SOCIAL SECURITY	27,000	2,331.41	18,244.74	8,755.26		8,755.26
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000		24,517.00	3,483.00		3,483.00
JANITORIAL SUPPLIES	3,000		1,188.54	1,811.46		1,811.46
UNEMPLOYMENT INSURANCE	6,600		4,529.80	2,070.20		2,070.20
SUNDAY OPENINGS	8,120		4,266.00	3,854.00		3,854.00
FILE FOLDERS SUPPLIES	3,300		3,270.00	30.00		30.00
<u>TOTAL</u>	<u>\$668,956</u>	<u>\$52,859.27</u>	<u>\$432,625.39</u>	<u>\$236,330.61</u>	<u>\$ 15,592.71</u>	<u>\$220,737.90</u>
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$550,000					
ACCUMULATED REVENUE	<u>118,956</u>					
	<u>\$668,956</u>					

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1981 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 23, 1981

3.

CHECKS ARE DATED
AUGUST 31, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6572	ALL-STATE LEGAL SUPPLY Co.	4. SUPPLIES	\$ 194.25
6753	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	2,331.41
6754	MIDLANTIC NAT'L BANK-FTD 8/31/81	1. SALARIES	2,492.37
6755	N.J. GROSS INCOME TAX-AUG. 1981	1. SALARIES	677.20
6756	TOWN OF W.O. -EMPLOYEES SOC. SEC.	1. SALARIES	2,331.41
6757	W.O. PUBLIC LIBRARY UN. SAV.A/c 8/81	1. SALARIES	149.61
6758	TOWN OF W.O. HOSPITALIZATION-SEPT. '81	26. HOSPITALIZATION	1,279.28
6759	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,685.37
6760	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	96.23
6761	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	330.00
	NET P/R 8/15/81 #297-338 (42)	1. SALARIES	12,303.01
	NET P/R 8/31/81 #339-380 (42)	1. SALARIES	12,142.55

SUB-TOTAL

\$ 36,012.69

ADD:

CHECKS #6674-6751 FOR PAYMENT ISSUED
AT AUGUST 26, 1981 MEETING

17,676.45

CHECKS ISSUED FOR THE MONTH OF AUGUST 1981

\$ 53,689.14

LESS:

CHECK #6676 CLAIR SCHROEDER	EXCHANGE	\$ 17.55
" #6730 PETTY CASH CHECKING A/c	TRANSFER	200.00
" #6749 XEROX CORP.	25. PHOTOCOPY	341.82
DEPOSIT - 8/4/81	13. POSTAGE	2.22
" - 8/5/81	5. INSURANCE	184.00
" - 8/6/81	2. BOOKS	.98
" - 8/9/81	26. HOSPITALIZATION	67.00
" - 8/10/81	13. POSTAGE	1.06
" - 8/12/81	13. POSTAGE	1.22
" - 8/14/81	13. POSTAGE	.88
" - 8/20/81	9. TELEPHONE	7.12
" - 8/26/81	13. POSTAGE	6.02
		<u>829.87</u>

TOTAL EXPENDITURES - MONTH OF AUGUST 1981

PER BUDGET REPORT

\$ 52,859.27

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Wheel

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart W. Manheim, PA*

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 23, 1981

4.

CHECKS ARE DATED
SEPTEMBER 23, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6762	P.S.E. & G.	6. MAINT.-MAIN.	\$ 2,981.67
6763	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	330.00
6764	MIDLANTIC NAT'L BANK-F.T.D. 9/15/81	1. SALARIES	2,427.79
6765	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
6766A	A.D.P.	11. SERVICE CONTRACTS	\$ 46.21
B	" " "	11. " "	45.96
6767	BADGE A MINIT	4. SUPPLIES	2.73
6768A	THE BAKER & TAYLOR COMPANY	2. BOOKS	67.31
B	" " " " "	2. "	16.43
C	" " " " "	2. "	19.47
6769A	THE BAKER & TAYLOR COMPANY	2. BOOKS	54.08
B	" " " " "	2. "	425.88
C	" " " " "	2. "	71.65
D	" " " " "	2. "	155.05
E	" " " " "	2. "	289.24
F	" " " " "	2. "	38.51
G	" " " " "	2. "	62.33
H	" " " " "	2. "	144.19
I	" " " " "	2. "	153.90
6770A	THE BAKER & TAYLOR COMPANY	2. BOOKS	147.78
B	" " " " "	2. "	12.23
6771	A. M. BEST COMPANY	2. BOOKS	150.00
6772	BIG APPLE GAME CO., INC.	2. BOOKS	4.37
6773	BLOOMFIELD WINDOW CLEANING CO.	11. SERVICE CONTRACTS	70.00
6774A	R. R. BOWKER	2. BOOKS	78.77
B	" " "	2. "	72.24
6775A	BROADSTREET, INC.	4. SUPPLIES	(12.86)
B	" " "	4. "	(1.08)
C	" " "	4. "	188.99
6776	BRODART, INC.	4. SUPPLIES	57.40
6777A	C. W. ASSOCIATES	2. BOOKS	23.00
B	" " "	2. "	10.00
C	" " "	2. "	10.00
D	" " "	2. "	20.00
6778A	CENTER TYPEWRITER SERVICE	11. SERVICE CONTRACTS	(33.24)
B	" " "	11. " "	475.50
6779A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	262.54
B	" " "	21. " "	17.70
C	" " "	21. " "	61.65
D	" " "	21. " "	45.54
6780A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	8.75
B	" " "	2. "	264.00
6781	THE COUNCIL OF STATE GOVERNMENTS		10.80
6782A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	15.19
B	" " "	2. "	12.14
C	" " "	2. "	8.51
D	" " "	2. "	26.75
E	" " "	2. "	18.24
F	" " "	2. "	21.87
6783	EDISON RECORD CLEARANCE	21. A/V MATERIALS	25.60
6784	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	95.39
6785	FOWLER AGENCY, INC.	5. INSURANCE	4,830.00
6786A	GALE RESEARCH COMPANY	2. BOOKS	(20.00)
B	" " "	2. "	74.10
C	" " "	2. "	74.10

AUGUST 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 23, 1981

CHECKS ARE DATED
SEPTEMBER 23, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6787	G. K. HALL & Co.	2. BOOKS	\$ 65.02
6788	KAHN & KAHAN PUBLISHING Co.	2. BOOKS	15.00
6789	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	6.15
6790A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	\$ 47.00
B	" " " " "	4. "	64.80
C	" " " " "	4. "	36.00
6791	LAW SCHOOL ADMISSION SERVICES	2. BOOKS	5.00
6792	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	18.55
6793	MACRAE'S INDUSTRIAL DIRECTORIES	2. BOOKS	98.50
6794	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	975.00
6795	METROPOLITAN MARKING CORP.	4. SUPPLIES	31.40
6796	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	2,025.00
6797	MONSEN ENGINEERING Co.	6. MAINT.-MAIN.	1,665.16
6798A	NEW JERSEY BELL	9. TELEPHONE	12.00
B	" " "	9. "	230.55
6799	PETERSON'S GUIDES	2. BOOKS	8.44
6800	PITNEY BOWES	17. EQUIPMENT RENTAL	42.75
6801	PRENTICE-HALL, INC.	2. BOOKS	9.86
6802A	PRESCRIPTION CENTER	21. A/V MATERIALS	(1.78)
B	" "	21. " "	4.75
C	" "	4. SUPPLIES	15.12
6803	SECURITY PRESS, INC.	2. BOOKS	21.75
6804	SHEPARD'S MCGRAW-HILL BOOK Co.	2. BOOKS	19.00
6805A	SILVER BURDETT COMPANY	2. BOOKS	10.40
B	" " "	2. "	9.62
6806	STRALEY'S	4. SUPPLIES	8.55
6807	STRYKER-POST PUBLICATIONS, INC.	2. BOOKS	36.50
6808	WARTHOG PRESS	2. BOOKS	9.00
6809	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
6810	WOLSTEN'S PROJECTOR HOUSE, INC.	4. SUPPLIES	4.20
6811	XEROX CORP.	25. PHOTOCOPY	303.50
6812	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	43.40
<u>SUB-TOTAL</u>			\$ 20,448.56
<u>LESS: CHECK #6721 MONSEN ENGINEERING</u>		VOIDED	\$1,787.56
" #6747 UNIV. OF COLORADO		VOIDED	7.00
" #6763 W.O.MUNICIPAL EMPL.		1. SALARIES	330.00
" #6764 MIDLANTIC NAT'L BANK		1. SALARIES	2,427.79
" #6811 XEROX CORP.		25. PHOTOCOPY	303.50
<u>TOTAL ACCOUNTS PAYABLE - AUGUST 31, 1981</u>			<u>\$15,592.71</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: 

West Orange Free Public Library
Schedule of Photocopy Income
For the Month of August, 1981

Year-to-Date		Current Month	
Toshiba Income	73511	810	
Xerox Income	576686	64535	
Less: Xerox Expense	328891	34182	
Net Income-Xerox	247795	30353	
Total Photocopy Income	321306	31163	

W.O. Free Public Library
Schedule of Meeting Room Rental Income
Beginning June, 1981

Date	Amount	Description
6/2/81	50 -	Friendly Ice Cream
6/3/81	50 -	Concert (Cardinals)
	<u>100 -</u>	Total for June
July	<u>- 0 -</u>	Total for July
8/15/81	15 -	Crest Ridge Tennant Assoc.
	<u>15 -</u>	Total for August

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 28, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Community/Staff Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance
Insurance Policies
 - b. Building and Maintenance
Selection of Lighting Engineer, Roof Repairs,
Electrical Work
 - c. Personnel
Staff Manual
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

October 28, 1981

On September 23rd, the night of our last meeting, Mrs. Lepore was delegated to represent us at the Freeholders meeting at Bloomfield City Hall at which the matter of a County of Essex Cooperating Libraries System (CECLS) was decided. The Freeholders voted unanimously in favor of the system.

Mrs. Lepore and Reed attended a follow-up meeting with Essex County Directors on September 29 where final steps were taken to clarify any misunderstandings and to begin operating on October 1st.

After three weeks, the system seems to be catching on and patrons have expressed their pleasure for the CECLS. We have registered 63 borrowers to date and loaned 70 items to registered borrowers from other communities. We feel that more and more people will take advantage of the service when they learn about the County-wide card.

Employees here have complained for a long time about the removal of the one bench in back of the library. In answer to my many requests the Mayor sent Mr. Petro to my office to tell me that we would be getting a bench soon. It has not arrived but we are anxiously waiting.

A few minor staff problems have arisen during the month which we have, hopefully, been able to resolve through correspondence and consultation.

The Director and Reference librarian accepted an invitation to attend a conference on Women's Library Resources in Trenton on Wednesday, October 14. The conference was sponsored by New Jersey Department of Community Affairs - Division on Women.

In the afternoon on October 14, Directors met with County Executive Peter Shapiro at the Newark Public Library where he presented a check in the amount of \$50,000 and posed for pictures with the group and the individual directors to be released to local newspapers.

Again, on Tuesday, October 20th three employees, Cushing, Springsteel and Reed accepted an invitation to attend a meeting at St. Barnabas Hospital where members of all types of libraries (especially medical and public libraries) assembled. The theme of this session was "Community Health Information in the Public Library." A great deal of literature on cancer was distributed.

Our "free" jazz concert on Sunday, October 18 was well attended. The musicians "The A. M. SLEEP" gave a very good performance.

Thursday, October 29th and Friday, October 30th the State Library is sponsoring a workshop on "A Planning Process for Public Libraries" at the Hilton Conference in Hightstown, N. J. which I plan to attend.

Our Sunday opening is attracting more people each week and appears to be a big hit with people we have been unable to reach since our Mobilibrary days.



Lola N. Reed, Director

MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 28, 1981

President Arthur H. Lang called the meeting to order at 8:00 PM. The following members were present constituting a quorum: William O'Neill, Irving Soloway and Anita Strauss. 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 on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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 Township Clerk.

Mrs. Strauss made a motion to accept the Minutes of the Board of Trustees meeting of 9/23/81 as presented. Mr. O'Neill seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Lang pointed out to the Trustees that a number of service contracts were listed on the Bills Presented for Payment. He questioned Brodart Bill, voucher #6839A for \$285.00 which was dated for April. Mrs. Itkin, Library Purchaser, said that although the service contract was in effect since April, the company had just issued the invoice. Other service contracts included the Toshiba Fax, the mimeograph machine and the HVAC contract.

Mrs. Strauss suggested that the bill to Internal Medicine & Cardiology Association, voucher #6858 be listed under Professional Services line. Mr. O'Neill pointed out that the PSE&G invoice was listed under Maintenance-Main and should be listed under utilities-Main Library.

Mr. O'Neill made a motion to accept the Bills Presented for Payment for the month of September, 1981. Mr. Soloway seconded the motion and it was passed unanimously.

2. Financial Statement:

Mr. Lang pointed out that new Treasury Bills had been purchased. He suggested that the Board look into the State Library fund which might offer a better rate. Mr. Manheim agreed to contact the fund. Discussion was held concerning the use of the bank which charges a fee for purchases, the State Library fund and the possible use of a bond dealer. Mr. Cuozzi offered to make inquiries into the possibility of purchasing bills directly rather than through the bank and establishing an account with a bond dealer.

Mr. Manheim explained in answer to Mr. O'Neill's inquiry that the State Aid check would be posted on next month's financial statement as well as the fourth quarter check for the Township. The current report covers items up to September 30.

Mrs. Strauss suggested that caution be taken in ordering supplies as the supply line has been overexpended. Mrs. Reed said that the Public Relations Dept. has been using a lot of supplies as a result of their expanded programs. Paper is a costly item.

Mr. Lang said that the insurance coverage will be discussed during the next month as that particular line item is \$3,300 over the budgeted amount. With monthly expenditures averaging about \$55,000 the budget will soon be expended down to the last dollar.

Discussion ensued concerning reference book purchases. Mr. Soloway suggested that the Board investigate the possibility of reducing such purchases with the new county library system. Mr. Lang explained that at present, all the libraries in the area have a number of similar financial and reference service which are evidently being widely used by patrons. He noted that a sizable number of patrons had been observed in the West Orange Public Library utilizing these services. As the county system becomes widely used it may be possible to reduce expenses by some coordination with the area libraries. This would enable individual libraries to share in the total expenses if such a sharing could be instituted.

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

COMMUNITY/STAFF PARTICIPATION:

Mr. Cuozzi reported that the recent jazz concert had been reasonably well attended. Marlene Verplanck will be presented December 6. Mr. Cuozzi urged Mrs. Reed to prepare for a large crowd as this will be a headline act. He estimated that about 200 people may show up for the performance. Mr. Lang said that the library should begin preparation for that event and noting the library is attracting top talent. Mr. Cuozzi said that the Public Relations Dept. is working on getting more top talent for the future and that Sunday afternoons appear to be a good time to attract these performers.

DIRECTOR'S REPORT:

Mrs. Reed pointed out that the county-wide library card system has been in operation approximately three weeks and the patrons are thrilled about it. Additional libraries have joined the system since it was initiated. Mrs. Lepore had attended a freeholders' meeting on Sept. 23 and at that time the freeholders unanimously approved the system.

COMMITTEES:

1. Audit and Finance:

Mr. Lang told the Trustees that a letter had been sent to the Mayor regarding the 1982 budget. The budget hearing will be held on November 5th.

Mr. Lang said that the Public Relations Dept. has requested \$500.00 to cover the two jazz concerts which will be held in November and December. The \$500.00 will cover the fee for the performers. Admission is being charged and all proceeds from the concerts will be transferred to the general account. The \$500.00 expenditure will come from line item-Community Services.

Mrs. Strauss made a motion to provide \$500.00 from the Community Services line as an advance to pay the performers for the November and December jazz concerts. All proceeds collected from admission fees will be transferred back to the general account. Mr. Soloway seconded the motion and it was passed unanimously.

Mr. Lang said that the Committee needed time to study the insurance policies, therefore the insurance discussion will be deferred till the next Board meeting as was noted in the financial statement discussion.

2. Building and Maintenance:

Mr. Lang said that he had received a call from Mr. Pasmantier apologizing for not being able to attend the Board meeting. He and Mr. O'Hara had a meeting during the past month with one of the lighting engineers who after further inspection stated that the price of \$3,500 was firm, but additional work might be needed for approximately \$2,000 more. The committee has been getting feedback as to various ways of handling the installation of the lighting, however, the problem still has not been resolved. Further discussion was deferred until Messrs. O'Hara and Pasmantier can present their report.

Mr. O'Hara left a report with Mr. Lang from the Monsen Company which estimates that \$8,200 worth of work needs to be done on the HVAC System. The system is only two years old. Mr. Lang urged Mr. O'Neill to contact the members of the committee to set up a meeting to discuss this problem. He was distressed at the fact that the system is fairly new and that so much expense is involved. He would like the committee to have more uniform meetings. Mr. Cuozzi suggested that the committee go back to the original specifications of the building to research information needed.

Mr. Lang also requested that Mr. Corwick be contacted to find out the amount of money left in the Building Fund and if the money has been invested.

Mr. Soloway inquired about payment of fire insurance. It was explained that the library pays fire insurance for the contents of the building, but that the Township owns the building and therefore is responsible for same. Mrs. Strauss noted that the library was still waiting to hear from the Fire Department about having a fire drill.

3. Personnel Committee:

a. Staff Manual: Mr. Soloway discussed and explained the several changes that had been made. Mr. Lang reminded the committee that he had asked to have comments added to page 4 under procedures pertaining to employee responsibilities and functions in regard to library property (this had been discussed at the August 26th Board meeting). He felt that this was a necessary area to be defined and offered to provide the committee with his written ideas.

Mrs. Strauss made a motion recommending that the Board of Trustees adopt the staff manual with the exception of page four which deals with procedures. This will be held in abeyance until such time that the committee resolves the wording and the Board gives approval. Approval of the staff manual includes all changes that have been made to date. Mr. Soloway seconded the motion and it was carried unanimously.

The manual will be indexed, headings alphabetized and printed on 8½ X 11 paper.

b. Staff Communications - Vacation Time: Mr. Soloway made a motion recommending that vacation policies remain the same as in the staff manual at the present time and that the Director should respond as she sees fit to communicate the Board's decision to Mrs. Pinkus. Mr. O'Neill seconded the motion and it was passed unanimously.

c. West Orange Public Library Employees Association letter requesting a 35 hour week:

Mr. Soloway made a motion recommending that the Board take no action at the present time to change the work week to 35 hrs. per week. The Director will inform the Association of the decision. Mrs. Strauss seconded the motion and it was carried unanimously.

Mr. Soloway explained that the recent budget problems in both salary line and other line items makes it very difficult to substantiate any changes in policy.

Mr. Lang agreed and added that although the Board is sympathetic to the staff's aims and goals, it was simply not possible under the budget restraints to make any changes. In fact, library hours to service the public may have to be reduced at some time in the future because of budget problems and reduced state aid.

d. Civil Service Classification of Employees: Mrs. Reed explained that in order to retain 3 employees hired on a temporary basis as "temporary" on the payroll, it would be necessary to change the classification from Jr. Library Assistant to Library Page. The salary range would have to be adjusted.

Mr. Soloway made a motion to reclassify 3 employees from Jr. Library Assistant to Library Page with a salary range adjustment of \$3.45-\$4.50 an hr. for 1982. Mrs. Strauss seconded the motion and it was carried unanimously.

OLD BUSINESS:

Mr. Lang informed the Board that the library had received a donation of 45 new craft books from Ms. Signe Johnson.

Mr. Lang made a motion that a special resolution be drafted and properly framed to be sent to Ms. Johnson thanking her for her extensive, generous donation. Mr. O'Neill seconded the motion and it was passed unanimously.

Mr. O'Neill suggested that a resolution be made to set up a special display for the books. Mrs. Reed said that a bookplate would be put into the inside cover of each book. Mr. O'Neill also asked Mrs. Reed to have the Public Relations Dept. send out a release to the newspapers about the donation.

Mr. O'Neill praised the book lists printed up for patron use, but suggested that book lists other than new fiction lists be printed.

Mr. Soloway asked Mrs. Reed what the library's policy was in regard to the acceptance of gift books. Mrs. Reed replied that the policy has been to accept books with the understanding that the library can do whatever it pleases with them. Some books are selected to be kept, others are discarded or put up for sale. Mr. Soloway asked if there was a special policy for the acceptance of other materials such as paintings, etc. He said that Mrs. Soloway had some mementoes of Edison that the library might be interested in. Mrs. Reed said that Miss Cushing, Reference Librarian, has a collection of the history of West Orange and would be very happy to accept items of that nature.

The meeting was adjourned at 9:10 PM.

Respectfully submitted,


Sandra Goss Sessing, Secretary


William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER 1981

LIBRARY BOARD MEETING OF OCTOBER 28, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF SEPTEMBER 1981	ACCUMULATED BUDGET EXPENDITURES 9 MONTHS ENDED 9/30/81	UNEXPENDED BUDGET BALANCE ON 9/30/81	BILLS/ ACCOUNTS PAYABLE AT 9/30/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 9/30/81
SALARIES & WAGES	\$412,496	\$ 32,788.33	\$303,143.37	\$109,352.63		\$109,352.63
BINDING	1,700		1,150.95	549.05		549.05
COMMUNITY SERVICES	1,000	117.53	462.72	537.28	\$ 45.00	492.28
TRANSPORTATION	500	50.60	187.81	312.19		312.19
SEMINARS & WORKSHOPS	1,350		479.49	870.51		870.51
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	975.00	7,800.00	3,900.00	975.00	2,925.00
LEGAL & PROFESSIONAL FEES	2,000		720.00	1,280.00		1,280.00
MAIN LIBRARY-UTILITIES	38,000	2,981.67	31,105.96	6,894.04	2,852.42	4,041.62
MAIN LIBRARY-MAINT.	6,000	(122.40)	6,793.44	(793.44)	127.40	(920.84)
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
SERVICE CONTRACTS	6,000	714.82	2,958.63	3,041.37	1,262.89	1,778.48
BOOKS	50,000	2,919.72	32,904.17	17,095.83	4,179.90	12,915.93
SUPPLIES-LIBRARY	12,000	553.46	11,591.15	408.85	1,300.27	(891.42)
MICROFILM	2,000	2,025.00	2,025.00	(25.00)	423.00	(448.00)
PERIODICALS, SERIALS & NEWSPAPERS	7,000	57.15	916.43	6,083.57	44.40	6,039.17
AUDIO-VISUAL-MATERIALS	2,000	409.00	1,747.80	252.20	709.83	(457.63)
INSURANCE	7,500	9,480.00	10,767.53	(3,267.53)		(3,267.53)
TELEPHONE	3,500	242.55	1,968.70	1,531.30	276.76	1,254.54
POSTAGE	3,000	(9.26)	2,212.32	787.68	400.00	387.68
EMPLOYEE HEALTH-HOSP.	18,000	1,212.28	10,947.73	7,052.27		7,052.27
EQUIPMENT-LIBRARY	3,500	42.75	219.00	3,281.00	374.35	2,906.65
MAINTENANCE EQUIPMENT	500		650.00	(150.00)		(150.00)
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69	132.95	841.74
SOCIAL SECURITY	27,000	2,192.82	20,437.56	6,562.44		6,562.44
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000		24,517.00	3,483.00		3,483.00
JANITORIAL SUPPLIES	3,000		1,188.54	1,811.46	183.15	1,628.31
UNEMPLOYMENT INSURANCE	6,600	1,104.10	5,633.90	966.10		966.10
SUNDAY OPENINGS	8,120	188.00	4,454.00	3,666.00		3,666.00
FILE FOLDERS SUPPLIES	3,300		3,270.00	30.00		30.00
TOTAL	\$668,956	\$ 58,058.12	\$490,683.51	\$178,272.49	\$ 13,287.32	\$164,985.17
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$550,000					
ACCUMULATED REVENUE	118,956					
	<u>\$668,956</u>					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF SEPTEMBER 1981

I BALANCES AS OF AUGUST 31, 1981

ADD:

FINES

NON-RESIDENT FEES

TOSHIBA PHOTOCOPIES

RENTALS

MICROFILMS

TELEPHONE

CONTINENTAL COPY

XEROX

MEETINGS

LOST BOOKS

EXCESS PROPERTY

INTEREST

TOTAL
ALL FUNDS
\$148,981.83

BUDGET
FUND
\$ 98,830.61

FINES &
RESERVES
FUND
\$ 31,343.96

(\$ 1,318.25
(15.00
(38.35
(123.63
(4.70
(8.80
(68.97
(266.05
(55.00

\$ 1,898.75

96.62
852.65
1,324.53

\$ 96.62

\$ 852.65

1,324.53

II TOTAL-SEPTEMBER 1981 RECEIPTS

TOTAL AVAILABLE I PLUS II

LESS: SEPTEMBER DISBURSEMENTS

TOTAL CASH FUNDS - 9/30/81

ADD: DUE FROM TOWN OF WEST ORANGE
FOR 4TH QUARTER BUDGET 1981

UNEXPENDED BUDGET BALANCE 9/30/81

LESS: ACCOUNTS PAYABLE 9/30/81

BUDGET BALANCES AT 9/30/81

-0-
\$ 98,830.61
58,058.12
\$ 40,772.49

\$ 96.62
\$ 852.65
\$ 1,325.52
\$ 1,529.99
\$ 1,325.52

\$ -0-
\$ 16,541.02
\$ 16,541.02

137,500.00
\$178,272.49
13,287.32
\$164,985.17

\$ 10.00
150.00
200.00
\$ 360.00

DESK
SAFE
CHECKING

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-7

MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.

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

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

MIDLANTIC NAT'L BANK-#735-1699-9-COMMUNITY RELATIONS

PETTY CASH

PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK

50M U.S. TREASURY BILL 10/15/81 14.19%

30M U.S. TREASURY BILL 11/19/81 14.10%

FUNDS

BUDGET FUND

FINES & RESERVE FUND

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

ACCUMULATED REVENUE FUND

LESS: ACCOUNTS PAYABLE - 9/30/81

\$ 6,359.93
8,598.91
705.93
1,884.41
288.75
160.00
196.45
48,310.38
28,591.50
\$ 95,096.26

\$ 40,772.49
34,567.24
1,529.99
1,325.52
360.00
16,541.02
\$ 95,096.26
13,287.32
\$ 81,808.94

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1981 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 28, 1981

CHECKS ARE DATED
SEPTEMBER 30, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6813	SUPREME BAKERY	10. COMMUNITY REL.	\$ 12.53
6814	PETTY CASH - SAFE	4. SUPPLIES	90.29
6815	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	330.00
6816	TOWN OF W.O.-OCTOBER 1981	26. HOSPITALIZATION	1,279.28
6817	W.O. PUBLIC LIBRARY-UN.SAVINGS A/c 9/81	1. SALARIES	113.29
6818	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,192.95
6819	N.J. GROSS INCOME TAX-SEPT. 1981	1. SALARIES	641.94
6820	MIDLANTIC NAT'L BK.-FTD 9/30/81	1. SALARIES	2,421.69
6821	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC. SEC.	2,192.82
6822	PHYSICIAN'S DESK REFERENCE	2. BOOKS	31.90
6823	FOWLER AGENCY, INC.	5. INSURANCE	4,650.00
6824	N.J. EMPLOYMENT SECURITY AGENCY- 3RD QUARTER 1981	28. UNEMPLOYMENT INS.	\$1,104.10
		EXCHANGE	441.78
6825	P.E.R.S.#20284-CONTRIBUTORY LIFE INS.	1. SALARIES	1,545.88
6826	P.E.R.S.#20284-PENSIONS & LOANS	1. SALARIES	94.44
	NET P/R 9/15/81 #381-421 (41)	1. SALARIES	1,728.06
	NET P/R 9/30/81 #422-470 (49)	1. SALARIES	11,810.18
			<u>10,885.99</u>
	<u>SUB-TOTAL</u>		\$ 40,021.24
	<u>ADD: CHECKS #6762-6812 FOR PAYMENT</u> ISSUED AT SEPTEMBER 23, 1981 MEETING		<u>20,448.56</u>
	<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1981</u>		\$ 60,469.80
	<u>ADD: PETTY CASH CHECKS #1490-1513 ISSUED</u> DURING JULY, AUGUST & SEPTEMBER 1981		<u>242.07</u>
	<u>SUB-TOTAL</u>		\$ 60,711.87
	<u>LESS: CHECK #6721 MONSEN ENGINEERING</u>	VOIDED	\$1,787.56
	" 6747 UNIV. OF COLORADO	"	7.00
	" 6811 XEROX CORP.	25. PHOTOCOPY	303.50
	" 6824 N.J. UN. INS.	EXCHANGE	441.78
DEPOSIT - 9/1/81 - 9/12/81		13. POSTAGE	9.26
- 9/18/81		26. HOSPITALIZATION	67.00
- 9/19/81		2. BOOKS	9.45
- 9/23/81		4. SUPPLIES	28.20
			<u>2,653.75</u>
	<u>TOTAL EXPENDITURES-MONTH OF SEPTEMBER</u> <u>1981 PER BUDGET REPORT</u>		<u>\$58,058.12</u>

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

PETTY CASH-JULY, AUGUST AND SEPTEMBER 1981 BILLS
PRESENTED FOR PAYMENT ON OCTOBER 28, 1981

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JULY</u>				
14	1490	VOIDED	VOIDED	\$ -0-
15	1491	BILL TOOHEY	12. TRANSPORTATION	10.00
15	1492	HUNT INSTITUTE	20. PAMPHLETS	1.00
27	1493	W. O. PUBLIC LIBRARY	4. SUPPLIES	10.00
30	1494	LOTHROP, LEE & SHEPARD	2. BOOKS	9.00
31	1495	BADGE-A-MINIT, LTD.	4. SUPPLIES	12.90
<u>AUG.</u>				
6	1496	BILL TOOHEY	12. TRANSPORTATION	13.20
10	1497	WIZ KIDS, INC.	10. COMMUNITY RELATIONS	25.00
11	1498	W. O. PUBLIC LIBRARY	4. SUPPLIES	10.50
19	1499	JAME PUBLISHING Co.	2. BOOKS	15.00
19	1500	THE METROPOLITAN MUSEUM	20. PAMPHLETS	6.30
<u>SEPT.</u>				
2	1501	ANNA ARNOTT	2. BOOKS	2.25
2	1502A	PHYLLIS SOME	4. SUPPLIES \$ 3.57	
	B	" "	12. TRANSPORTATION 2.60	6.17
2	1503	BILL TOOHEY	12. TRANSPORTATION	8.00
9	1504	CITIZEN'S ENERGY PROJECT	20. PAMPHLETS	1.50
9	1505	CAROLINA BIOLOGICAL SUPPLY Co.	20. PAMPHLETS	3.95
9	1506	CONSUMER GUIDE	20. PAMPHLETS	1.00
16	1507	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	3.50
21	1508	RUTGERS UNIVERSITY	10. COMMUNITY RELATIONS	10.00
22	1509	AMERICAN LIBRARY ASSOCIATION	4. SUPPLIES	6.00
25	1510	WEST ORANGE HIGH SCHOOL	10. COMMUNITY RELATIONS	10.00
25	1511	BILL TOOHEY	12. TRANSPORTATION	4.00
25	1512	LIBRARY WORKSHOP ACCOUNT	10. COMMUNITY RELATIONS	60.00
25	1513	BILL TOOHEY	12. TRANSPORTATION	12.80

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF
JULY, AUGUST AND SEPTEMBER 1981

\$ 242.07

PAYMENT RECOMMENDED BY:

Lela H. Leed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 28, 1981

CHECKS ARE DATED
OCTOBER 28, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6827	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 330.00
6828	ADP	11. SERVICE CONTRACTS	105.50
6829	MIDLANTIC NAT'L BANK-FTD 10/15/81	1. SALARIES	2,355.90
6830	AMERICAN HOSPITAL ASSOCIATION	2. BOOKS	56.48
6831	AMERICAN PAPER TOWEL CO.	4. JANITORIAL SUPPLIES	181.55
6832	AUTOMATED LEARNING, INC.	21. A/V MATERIALS	62.35
6833A	THE BAKER & TAYLOR COMPANY	2. BOOKS	\$ 6.50
B	" " " " "	2. "	38.04
6834A	THE BAKER & TAYLOR COMPANY	2. BOOKS	(9.95)
B	" " " " "	2. "	195.72
C	" " " " "	2. "	23.28
D	" " " " "	2. "	395.47
E	" " " " "	2. "	40.23
F	" " " " "	2. "	83.02
G	" " " " "	2. "	228.90
H	" " " " "	2. "	394.26
I	" " " " "	2. "	54.00
6835A	THE BAKER & TAYLOR COMPANY	2. BOOKS	54.47
B	" " " " "	2. "	5.36
C	" " " " "	2. "	154.38
6836	BIG APPLE GAME CO., INC.	2. BOOKS	21.52
6837	R. R. BOWKER	2. BOOKS	20.27
6838A	BROADSTREET, INC.	4. SUPPLIES	24.40
B	" " " "	4. "	54.11
C	" " " "	4. "	24.30
D	" " " "	4. "	14.12
E	" " " "	4. "	45.35
F	" " " "	4. "	3.26
G	" " " "	4. "	5.07
H	" " " "	4. "	44.27
I	" " " "	4. "	21.08
J	" " " "	4. "	36.48
6839A	BRODART, INC.	11. SERVICE CONTRACTS	285.00
B	" " " "	4. SUPPLIES	32.20
C	" " " "	4. "	52.85
D	" " " "	4. "	187.24
E	" " " "	4. "	58.65
6840	C. W. ASSOCIATES	2. BOOKS	11.00
6841	CASSETTE HOUSE, INC.	21. A/V MATERIALS	62.00
6842	CHAMBERS RECORD CORP.	21. A/V MATERIALS	25.75
6843	DR. NORMAN F. CHILDERS	2. BOOKS	10.58
6844	CINCINNATI TIME RECORDER	11. SERVICE CONTRACTS	67.00
6845	COMMUNITY SERVICE FOUNDATION	2. BOOKS	6.00
6846A	DANCE RECORD DISTRIBUTORS, LTD.	21. A/V MATERIALS	46.25
B	" " " " "	21. " " "	22.35
6847	DEACON PRESS	4. SUPPLIES	175.00
6848A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	25.26
B	" " " " "	2. "	27.36
C	" " " " "	2. "	9.12
6849	EAST ORANGE PUBLIC LIBRARY-IN AND OUT	4. SUPPLIES	61.74
			176.67

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 28, 1981

CHECKS ARE DATED
OCTOBER 28, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6850	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	\$ 95.39
6851	FACTS ON FILE, INC.	2. BOOKS	299.00
6852A	GALE RESEARCH COMPANY	2. BOOKS	\$ 132.10
B	" " "	2. "	117.42
C	" " "	2. "	44.69
6853	GANN LAW BOOKS	2. BOOKS	34.80
6854	G. K. HALL AND CO.	2. BOOKS	103.69
6855A	G. K. HALL AND CO.	2. BOOKS	15.09
B	" " " " "	2. "	34.46
6856	IMAGE EQUIPMENT & SYSTEMS OF N.J., INC.	11. SERVICE CONTRACTS	255.00
6857	IMPACT PUBLISHING CO.	2. BOOKS	11.22
6858	INTERNAL MEDICINE & CARDIOLOGY ASSOC.	4. SUPPLIES	110.00
6859A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	1.60
B	" " "	4. SUPPLIES	3.19
6860	KENNEDY & KENNEDY, INC.	2. BOOKS	12.00
6861	LAPAT DUPLICATING OFFICE SUPPLIES	4. SUPPLIES	117.75
6862	LEWIS PAPER AND SUPPLY CO.	4. SUPPLIES-JAN.	43.65
6863A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	12.35
B	" " " " "	2. "	26.71
6864	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	975.00
6865	MARCH PRECISION, INC.	4. SUPPLIES	12.88
6866A	A. R. MEEKER CO.	4. SUPPLIES	51.25
B	" " " "	11. SERVICE CONTRACTS	200.00
C	" " " "	4. SUPPLIES	6.50
6867	MERRIMACK BOOK SERVICE	2. BOOKS	13.54
6868	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	423.00
6869	MICROFORM REVIEW CO.-MECKLER PUBLISHING	2. BOOKS	76.57
6870A	MONSEN ENGINEERING CO.	6. MAINT.-MAIN.	45.90
B	" " " "	6. " "	81.50
C	" " " "	11. SERVICE CONTRACTS	255.00
6871	MOODY'S INVESTORS SERVICE	2. BOOKS	382.40
6872	HAROLD R. NESTLER, INC.	2. BOOKS	1,205.00
6873A	NEW JERSEY BELL	9. TELEPHONE	35.00
B	" " " "	9. "	264.76
6874	P & P LAWNMOWER REPAIRS	17. EQUIPMENT-REPAIR	12.00
6875	PATEL PRINTING PLUS CORP.	10. COMMUNITY REL.	154.90
6876	PETERSON'S GUIDES	2. BOOKS	45.00
6877	PETTY CASH CHECKING ACCOUNT	TRANSFER	8.44
6878	POSTMASTER	13. POSTAGE	200.00
6879	PRENTICE HALL, INC.	2. BOOKS	400.00
6880	PRESCRIPTION CENTER	21. A/V MATERIALS	5.11
6881	PSE & G	6. MAINT.-MAIN.	4.69
6882	REGENT BOOK COMPANY, INC.	21. A/V MATERIALS	2,852.42
6883	ST. MARTIN'S PRESS, INC.	2. BOOKS	128.32
6884	SVE SOCIETY FOR VISUAL EDUCATION	21. A/V MATERIALS	27.59
6885	TFH PUBLICATIONS	2. BOOKS	132.87
6886	UNIVERSITY PRESS BOOKS	2. BOOKS	14.95
6887A	WOLSTEN'S PROJECTOR HOUSE, INC.	17. EQUIPMENT-REPAIR	23.90
B	" " " "	17. " "	57.35
C	" " " "	21. A/V MATERIALS	162.10
D	" " " "	21. " "	183.00
E	" " " "	22. A/V EQUIPMENT	42.25
			132.95
			577.65

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 28, 1981

CHECKS ARE DATED
OCTOBER 28, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6888	JOHN WRIGHT PSG INC.	2. BOOKS	\$ 75.00
6889	XEROX	25. PHOTOCOPY	303.50
6890	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>44.40</u>
<u>SUB-TOTAL</u>			\$ 16,476.72
<u>LESS: CHECK #6827 W.O. MUNICIPAL EMPL.</u>			1. SALARIES \$ 330.00
<u>#6829 MIDLANTIC NAT'L BANK</u>			1. SALARIES 2,355.90
<u>#6877 PETTY CASH CHECKING A/C</u>			TRANSFER 200.00
<u>#6889 XEROX CORP.</u>			25. PHOTOCOPY <u>303.50</u>
<u>TOTAL ACCOUNTS PAYABLE - SEPTEMBER 30, 1981</u>			<u>\$ 13,287.32</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Mannheim CPA*

West Orange Free Public Library
Schedule of Photocopy Income
For the Month of September, 1981

	Current Month	Year-to-Date
Toshiba Income	3835	77346
Xerox Income	56955	633641
Less: Xerox Expense	30350	359241
Net Income - Xerox	<u>26605</u>	<u>27441</u>
Total Photocopy Income	<u><u>30440</u></u>	<u><u>351746</u></u>

W.O. Free Public Library
Schedule of Meeting Room Rental Income
Beginning June, 1981

Date	Amount	Description
6/2/81	50 -	Friendly Ice Cream
6/3/81	50 -	Concert (Cardinale)
	100 -	Total for June
July	- 0 -	Total for July
8/15/81	15 -	Crest Ridge Tennant Assoc.
	15 -	Total for August
9/28/81	25 -	Chess Club
9/28/81	30 -	Patient Care
	55 -	Total for September

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 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. Community/Staff Participation
6. Director's Report
7. Committee Reports
 - a. Audit and Finance
 - b. Building and Maintenance
 - c. Personnel
8. Old Business: Security Problem
9. New Business: Volunteer Program,
Employees suggestions
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

November 23, 1981

We are very pleased to be recipients of many compliments from all over about the various programs and services offered at West Orange Public Library. (Before the first sentence was completed Mrs. Seidler interrupted me to repeat a statement just spoken to her by a borrower on how "incredible" our library is.)

In an attempt to develop a better working relationship with school librarians, Mrs. Pinkus invited them to a meeting in the library on October 29. Attending were 18 enthusiastic school librarians who are anxious to be a part of the cooperative venture. Cooperation between the public and school libraries is a step in the right direction which can make our services more meaningful.

A two-day workshop on "A Planning Process for Public Libraries," sponsored by the State Library was held at the National Conference Center in East Windsor, New Jersey on October 29-30, 1981. A number of prominent resource people spoke on libraries and planning and also shared with the group results of their experiences after working with a planning process. Three test sites have been set up in New Jersey (Camden County, Union City and Hasbrouck Heights). We are to watch them as they grow and possibly develop a planning process in each of our communities.

On November 9 Mr. Denning of the Recreation Department, held a meeting of the West Orange Ski Club. He left a group of boys after the meeting who were waiting for their rides. While waiting they committed a number of acts of vandalism on library property and to Mrs. Springsteel's car. I called Mr. Denning the following morning and expressed my displeasure for what had happened. He apologized and stated that he would not have the Club meet at the library again.

Mr. Frank Konopka, Sales Manager of the Monroe Systems for Business called and arranged for a demonstration of the Monroe copier. He stated that this was requested by Mr. William O'Neill. The copier was set up in the work area for two days and we all fell in love with it. Hopefully, this piece of badly needed equipment will be considered for purchase.

A number of programs were held at the library during the month. Almost all of them were very successful. These include:

- The Golden Days events (Senior Citizens)
- Pie baking contest
- Mexican Cooking Demonstration
- Painting on Porcelain, demonstration
- Bus trip
- Activities for children

Two other events were not as fortunate as other activities. These included the exercise class with Madeline Dolowich and the Jazz Concert. The musicians were very talented and gave an excellent presentation to the few of us who were present.

The electrician has finally started on the electrical work. He appeared a few hours on three days but has not yet finished the job.

The West Orange Women's Club is donating a bench to the library which must be situated in front of the building. We were unable to persuade them to place the bench in back to be used by employees. They did promise to give us one for our employees at a later date.

We have been experiencing quite a few problems connected with "staff borrowing privileges." The subject was on the agenda at the Essex County Directors' meeting on Tuesday, November 17. The matter has been a problem for many libraries at one time or another. Suggestions were given on how to alleviate the abuses.

As a result, we have decided to separate cards for items borrowed by employees from the other patrons thereby permitting us to keep better control. When separating the cards we found that the abuses were far more prevalent than was ever imagined.



Lola N. Reed, Director

MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 23, 1981

President Arthur H. Lang called the meeting to order at 8:10 P. M. The following members were present constituting a quorum: Albert Kupferer, William O'Neill, Michael O'Hara, Paul Pasmantier and Anita Strauss. Also present were Stewart Manheim, Board Accountant and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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 Township Clerk.

MINUTES

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of 10/28/81. Mr. O'Hara seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Lang stated that all expense vouchers for transportation, workshops and meetings be itemized as to the location of the trip, mileage with appropriate receipts and description of the meeting. It was the responsibility of Mr. Manheim to assure that these procedures were followed. Moreover, since this had been previously noted, care should be exercised to obtain proper support at all times.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of October, 1981. Mr. Pasmantier seconded the motion and it was passed unanimously.

The bill to Eastern of N. J., Inc. for \$79.00, Invoice # 6046, voucher #6931 will be held back until Mr. O'Hara checks with the company regarding the punching and cleaner of one Pacific boiler.

2. Financial Statement:

It was noted that the interest rate for Treasury Bills has dropped a few points, resulting in decreased income now and in the foreseeable future.

In regard to the 1982 budget, Mr. Manheim pointed out that although some of the line items have been overexpended, there would be no deficit. There probably will be no reserves to carry forward into 1982. He said that he had alerted Mr. Corwick to that fact at the budget hearing. At present, there would be \$60,000-\$70,000 available from State Aid and reserves. The Township would have to provide the rest of the monies to make up the total budget requested which will total approximately \$700,000.

The Board of Trustees has asked for salary increases equal to the Township employees. Mayor Spina had commented to Mr. Manheim at the budget hearing that it should not be the policy to ask for salary increases based on what everyone else is asking. He will be watching all departments in the Township in regard to salaries and will knock them down if considered too high.

Mr. Lang said that the Board of Trustees would observe the Mayor's decisions concerning salaries. In equity the library employees are entitled to the same consideration as the rest of the employees of the Township. If Township employees' salaries stay the same, so will the library salaries.

Mr. Manheim said that he had read excerpts of the letter sent to the Mayor which had been attached to the budget.

Mr. Soloway has all of the insurance policies under review at the present time. Mr. Manheim pointed out that the insurance line has the largest deficit of the line items--approximately \$3,000. This is a result of Workers' Compensation and liability insurance increases.

Mr. O'Neill said that this month's correspondence includes a letter from Fowler Insurance Agency with a premium adjustment of \$827.64 to be forwarded at the end of the month. This is a credit for the Personal Property insurance.

Mr. Lang asked Mr. Manheim to determine if the library has been credited for the cancellation of the mobilibrary insurance which was cancelled last year. There should be a letter substantiating the fact that we had notified the company of same.

Mr. Manheim replied that he was not aware of the letter noted by Mr. O'Neill. He had, however, requested and had received a letter explaining increased rates in Workers' Compensation. Mr. Lang asked Mr. Manheim for a report on the details of the letters at next month's meeting.

Mrs. Strauss made a motion to accept the Financial Report as presented. Mr. Kupferer seconded the motion and it was passed unanimously.

COMMUNITY/STAFF PARTICIPATION:

Mrs. Pinkus, representing the staff association, asked the Board if the staff could review all future changes to be made in the staff manual before they are finalized. Mr. Lang said that staff input was welcome and that for the record the staff's suggestions and recommendations regarding the staff manual was very much appreciated.

Any changes to be made at the Board meeting will be offered to the association through the Director for the staff's review.

DIRECTOR'S REPORT:

Mrs. Reed reported that many compliments have been received from the public in praise of the library and its facilities and programs.

Mrs. Pinkus, Young Adult Librarian, has successfully launched a meeting with the 18 school librarians. Mrs. Bossart arranged for one of her monthly staff meetings to be held at the library as our guests.

Mrs. Reed attended two workshops, one on planning processes and the other on the planning of daily work schedules. There will be test site libraries whereby community needs will be determined and planning processes utilized in carrying out programs. Mr. Lang commented that this program was similar to that Selma Kessler of the State Library discussed with the Trustees.

Mr. Denning of the Recreation Dept. had been contacted by Mrs. Reed concerning the vandalism committed by his ski club. The club has been meeting in the library for the past months. The group had thrown a bucket of sand onto the top of an employee's car, pulled off the covers of the rose bushes and uprooted the handicapped parking signs and placed them back upside down. Mr. Lang suggested that Mr. Denning be contacted with the strong suggestion that he arrange for the club to do something constructive and positive for the library in compensation for their vandalism.

The West Orange Women's Club is donating a bench to the library which will be dedicated on Monday, November 30. The bench will be placed on the Mt. Pleasant side of the building near the bushes in the northeast corner.

Mrs. Reed said that Mrs. Crawford, a member of the Women's Club, had been injured by a fall that she incurred by a raised portion of the front sidewalk. The Mayor's office was notified and the library was informed by the Mayor's representative that a repair would be made.

Mrs. Reed said that the Township took a bench that was placed in the back of the employees' parking lot away over a year ago. They have never returned it or replaced it. Mr. Lang asked Mr. O'Neill to ask the Mayor about replacing the bench for staff use. Mrs. Reed said that sometime in the future the Women's Club may consider donating a bench for staff use.

COMMITTEES:

1) Personnel: Mrs. Strauss read the following statement written by Mr. Lang pertaining to security to be added to page 4 under Procedures in the Staff Manual:

The Director and all the employees should be conscious of problems relating to security, library decorum and standards. The customary care and custodianship of all public property are the province of all public employees. In addition, special procedures instituted by the Board of Trustees are to be implemented by the Director whose responsibility it is to institute the appropriate training procedures to maintain these programs.

Mr. Lang stated that as the library has now posted signs warning the public that parcels and bags may be subject to inspection, he felt that it was appropriate that the Director train the staff to implement the procedures. He cited that he had witnessed many occasions where there was no inspection.

Mrs. Reed said that the staff is starting to institute the procedures as mentioned, on a limited basis. Mrs. Lepore has held a staff meeting and more will be held in the future.

Mrs. Strauss made a motion that the statement concerning security matters be added to the Procedures on page 4 of the Staff Manual. Mr. Pasmantier seconded the motion and it was carried unanimously.

Mrs. Reed gave the background on the problems she has been encountering with staff borrowing privileges. A general discussion was held on the ways and means to cope with the situation.

Mrs. Strauss, representing the Personnel Committee, read a rough draft that she had composed concerning the borrowing procedures to be followed by employees. Mr. Lang requested that the statement be deferred until Mr. Soloway could review and reword it. The Committee will then present it once more to the Board for approval and the Director will allow the staff association to review and comment on it.

2) Building and Maintenance: Mr. Pasmantier brought the Board up-to-date on the proposals to correct the lighting. Discussion was held with both Mr. O'Hara and Mr. Pasmantier recommending that Robbins Engineering Company be engaged to do the lighting.

Mr. Lang made a motion to accept the recommendations of the Building Committee to engage Robbins Engineering Company after checking to see if the original proposal dated Aug., 1981 is still valid. Mr. Kupferer seconded the motion and it was passed unanimously.

Mr. Lang also reminded the meeting that a request was made last month to ascertain the amount of money in the Building Fund.

Mrs. Strauss made a motion that the Board approach the Township Council to request the release of the Building Fund money in order to correct the lighting as per the contract proposed by Robbins Engineering Company, Inc. dated August 1981--if said date is still valid. Mr. Pasmantier seconded the motion and it was carried unanimously.

Library Decorum: Mr. O'Neill expressed his concern over the low tables adjoining various seating areas. He has seen many patrons place their feet on the tables which will mar the surfaces. Mrs. Reed said that she always speaks to any patron who has placed their feet on the furniture. Mr. Lang said that is why it is important that employees be instructed in the protection of library property. This comes under the heading of library decorum as stated on page 4 of the Staff Manual.

Roof Repair: In reply to Mr. O'Neill's question about the repair of the roof, Mrs. Reed said that Mr. Toohey goes up to the roof and sweeps off the water each time there is an accumulation of rain. Letters have been written to Mr. McCann about repairing the roof, but he has told her personally that there is no money in the budget to do the work for the library. Mr. O'Neill asked Mrs. Reed to obtain that decision in writing. Mrs. Reed said that she doubts if she can get any word in writing because her letters have not been answered. Mr. O'Hara said that he also had been told by Mr. McCann that the work could not be done because of budget money, but he felt that the door had been left open to contact the Mayor or Township Council about it.

Mr. Lang suggested that Mr. O'Neill, as the Mayor's representative, talk to the Mayor about the roof problem.

HVAC: Discussion was held about the proposal of Monsen Engineering to repair one of the air conditioners with a new coil at a cost of \$8,220.00. As the library is under contract with Monsen, Mr. O'Hara said that it might be a good idea for him to bring in some contractors to obtain estimates to compare with Monsen's. This way the library could see if the estimate for the repair was in reason. Mr. Lang said that he was dismayed at the fact that the units were only 2 years old and there has been so much trouble with them. Mr. O'Neill said that Mr. Cuozzi was to check the specifications and as he was absent from the meeting, the Board will have to wait until the next meeting to hear his report.

Outside Lights: Work has begun on the electrical work outside. Mr. O'Hara will check with the electrical company as to when the project will be finished.

OLD BUSINESS:

Mr. Lang described a particular incident he had observed regarding a security problem discussed earlier and urged Mrs. Reed to carry on a training program for the staff. Sometime in the future, the staff will present some suggestions as to the relocation or organization of the circulation desk to make it more efficient in regard to handling security problems.

Mrs. Reed felt that volunteers would be helpful in the security matter as they could be alerted to patron problems more quickly than a staff member who is busily helping patrons.

Mrs. Strauss asked if any information had been received regarding fire drills. Mr. O'Neill read a copy of a memo from the Mayor that had been sent to the Director/Chief of the Fire Department requesting that necessary action be taken to hold a fire drill in the library.

NEW BUSINESS:

Mr. Lang said that he brought information from the State Library in Trenton in utilizing volunteers to set up a volunteer program which was suggested earlier in the year. In view of present and future budget problems, a volunteer program is one method of coping. Mr. O'Hara mentioned the fact that the Mayor had instituted some volunteer program in Town Hall and it has appeared to have worked quite effectively.

COMMUNICATIONS:

Mr. O'Neill read the following communications received within the month of November:

- 1) A letter from the NJLA Government Relations Committee urging support for S3006 and S 3007 which would immediately increase library state aid to \$9,878.00. Mr. Lang noted that the amount stated appears to be incorrect based upon the statistics employed and this should be questioned.

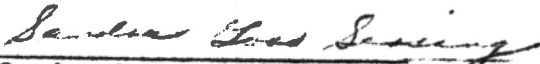
Mr. O'Neill said that a copy of the letter should be posted where the patrons could read it and might be willing to respond with supportive correspondence to the local Senator.

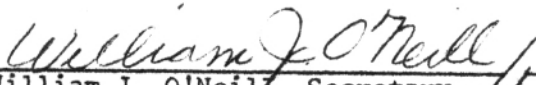
2) A letter from Fowler Insurance Agency noting the anniversary date of the library's captioned Public Official Bond covering the Treasurer of the Board of Trustees.

Mr. Kupferer thanked the Board of Trustees for its note of condolence and the generous gift of a book to be purchased in memory of his mother, Mary Kupferer.

The meeting was adjourned at 9:55 PM.

Respectfully submitted,


Sandra Goss Sessing, Secretary


William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1981

LIBRARY BOARD MEETING OF NOVEMBER 23, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF OCTOBER 1981	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/81	UNEXPENDED BUDGET BALANCE ON 10/31/81	BILLS/ ACCOUNTS PAYABLE AT 10/31/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 10/31/81
SALARIES & WAGES	\$412,496	\$ 32,915.10	\$336,058.47	\$ 76,437.53		\$ 76,437.53
BINDING	1,700		1,150.95	549.05		549.05
COMMUNITY SERVICES	1,000	54.60	517.32	482.68	\$ 500.00 (17.32)
TRANSPORTATION	500		187.81	312.19		312.19
SEMINARS & WORKSHOPS	1,350		479.49	870.51	151.51	719.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	975.00	8,775.00	2,925.00	975.00	1,950.00
LEGAL & PROFESSIONAL FEES	2,000	110.00	830.00	1,170.00		1,170.00
MAIN LIBRARY-UTILITIES	38,000	2,852.42	33,958.38	4,041.62	2,566.18	1,475.44
MAIN LIBRARY-MAINT.	6,000	127.40	6,920.84 (920.84)	79.00 (999.84)
TORY CORNER-RENTAL	540		405.00	135.00		135.00
SERVICE CONTRACTS	6,000	1,262.89	4,221.52	1,778.48	677.92	1,100.56
BOOKS	50,000	4,125.90	37,030.07	12,969.93	5,966.94	7,002.99
SUPPLIES-LIBRARY	12,000	1,153.77	12,744.92 (744.92)	1,255.37 (2,000.29)
MICROFILM	2,000	423.00	2,448.00 (448.00)	678.00 (1,126.00)
PERIODICALS, SERIALS & NEWSPAPERS	7,000	44.40	960.83	6,039.17	99.15	5,940.02
AUDIO-VISUAL-MATERIALS	2,000	709.83	2,457.63 (457.63)	266.21 (723.84)
INSURANCE	7,500		10,767.53 (3,267.53)		3,267.53)
TELEPHONE	3,500	276.76	2,245.46	1,254.54	239.50	1,015.04
POSTAGE	3,000	391.41	2,603.73	396.27		396.27
EMPLOYEE HEALTH-HOSP.	18,000	1,212.28	12,160.01	5,839.99		5,839.99
EQUIPMENT-LIBRARY	3,500	374.35	593.35	2,906.65		2,906.65
MAINTENANCE EQUIPMENT	500		650.00 (150.00)		(150.00)
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69		974.69
SOCIAL SECURITY	27,000	2,236.53	22,674.09	4,325.91		4,325.91
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000		24,517.00	3,483.00		3,483.00
JANITORIAL SUPPLIES	3,000	183.15	1,371.69	1,628.31		1,628.31
UNEMPLOYMENT INSURANCE	6,600		5,633.90	966.10		966.10
SUNDAY OPENINGS	8,120	696.00	5,150.00	2,970.00		2,970.00
FILE FOLDERS SUPPLIES	3,300		3,270.00	30.00		30.00
<u>TOTAL</u>	<u>\$668,956</u>	<u>\$ 50,124.79</u>	<u>\$540,808.30</u>	<u>\$128,147.70</u>	<u>\$ 13,454.78</u>	<u>\$114,692.92</u>
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$550,000					
ACCUMULATED REVENUE	<u>118,956</u>					
	<u>\$668,956</u>					

2.

THE MONTH OF OCTOBER 1981

I BALANCES AS OF SEPTEMBER 30, 1981									
ADD:									
FINES									
NON-RESIDENT FEES									
TOSHIBA PHOTOCOPIES									
RENTALS									
MICROFILMS									
PROJECTION RENTAL									
XEROX									
MEETINGS									
LOST BOOKS									
EXCESS PROPERTY									
N.J. STATE AID									
TOWN OF WEST ORANGE									
INTEREST									
II TOTAL-OCTOBER 1981 RECEIPTS									
III TOTAL AVAILABLE I Plus II									
IV LESS: OCTOBER DISBURSEMENTS									
V TOTAL CASH FUNDS - 10/31/81									
UNEXPENDED BUDGET BALANCE 10/31/81									
LESS: ACCOUNTS PAYABLE 10/31/81									
BUDGET BALANCES AT 10/31/81									
CASH FUNDS REPRESENTED BY:									
CHECKING A/C-MIDLANTIC NAT'L BANK-#734-0598-7									
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.									
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.									
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES									
PETTY CASH									
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK									
30M U.S. TREASURY BILL 11/19/81									
25M U.S. TREASURY BILL 11/19/81									
55M U.S. TREASURY BILL 12/17/81									
55M U.S. TREASURY BILL 11/14/82									
35M U.S. TREASURY BILL 2/18/82									
MIDLANTIC NAT'L BANK-#735-1699-9-COMMUNITY RELATIONS									
FINES & RESERVES FUND									
TOTAL FUNDS									
BUDGET FUND									
FINES									
LOST BOOK FUND									
EXCESS PROPERTY FUND									
PETTY CASH & CHANGE FUND									
ACCUMULATED REVENUE FUND									
N.J. STATE AID									
LESS: ACCOUNTS PAYABLE - 10/31/81									
FUNDS									
BUDGET FUND									
FINES & RESERVE FUND									
LOST BOOK FUND									
BOOK SALES & EXCESS PROPERTY FUND									
PETTY CASH & CHANGE FUND									
ACCUMULATED REVENUE FUND									
N.J. STATE AID									
LESS: ACCOUNTS PAYABLE - 10/31/81									
N.J. STATE AID									
N.J. STATE AID									

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1981 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 23, 1981

CHECKS ARE DATED
OCTOBER 31, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6891	SUPREME BAKERY	10. COMMUNITY REL.	\$ 9.60
6892	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	357.50
6893	P.E.R.S.#20284-CONTRIBUTORY LIFE INS.	1. SALARIES	152.77
6894	P.E.R.S.#20284-PENSIONS & LOANS	1. SALARIES	1,753.13
6895	TOWN OF W.O.-NOVEMBER 1981	26. HOSPITALIZATION	1,279.28
6896	W.O. PUBLIC LIBRARY-UN.SAVINGS A/C10/31	1. SALARIES	93.12
6897	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	1. SALARIES	2,236.53
6898	N.J. GROSS INCOME TAX-OCT. 1981	1. SALARIES	648.80
6899	MIDLANTIC NAT'L BANK-FTD 10/31/81	1. SALARIES	2,342.85
6900	TOWN OF W.O.-EMPLOYER'S SOC. SERC.	27. EMPLOYER'S SOC. SEC.	2,236.53
	NET P/R 10/15/81 #471-526 (56)	1. SALARIES	11,744.02
	NET P/R 10/31/81 #527-578 (52)	1. SALARIES	11,617.44
	U.S. TREAS. BILLS DUE 11/19/81-12.35%	TREAS. BILLS	24,733.40
	U.S. TREAS. BILLS DUE 12/17/81-12.98%	TREAS. BILLS	53,795.51
	U.S. TREAS. BILLS DUE 1/14/82-13.15%	TREAS. BILLS	53,216.88
	U.S. TREAS. BILLS DUE 2/18/82-13.30%	TREAS. BILLS	<u>33,499.19</u>
	<u>SUB-TOTAL</u>		\$199,716.55
	<u>ADD: CHECKS #6827-6890 FOR PAYMENT</u>		
	ISSUED AT OCTOBER 28, 1981 MEETING		<u>16,476.72</u>
	<u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1981</u>		\$216,193.27
	<u>LESS: CHECK #6877 PETTY CASH CHECKING A/C</u>	TRANSFER	\$ 200.00
	" #6889 XEROX CORP.	25. PHOTOCOPY	303.50
	U.S. TREAS. BILLS DUE 11/19/81-12.35%	TREAS. BILLS	24,733.40
	U.S. TREAS. BILLS DUE 12/17/81-12.98%	TREAS. BILLS	53,795.51
	U.S. TREAS. BILLS DUE 1/14/82-13.15%	TREAS. BILLS	53,216.88
	U.S. TREAS. BILLS DUE 2/18/82-13.30%	TREAS. BILLS	33,499.19
	DEPOSIT - 10/6/81	13. POSTAGE	.63
	- 10/21/81	1. SALARIES	20.96
	- 10/22/81	26. HOSPITALIZATION	67.00
	- 10/22/81	13. POSTAGE	7.96
	- 10/30/81	4. SUPPLIES	36.50
	- 10/31/81	22. A/V EQUIPMENT	132.95
	- 10/31/81	2. BOOKS	<u>54.00</u>
			<u>166,068.48</u>
	<u>TOTAL EXPENDITURES-MONTH OF OCTOBER 1981</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 50,124.79</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 23, 1981CHECKS ARE DATED
NOVEMBER 23, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6901	GENE BERTONCINI	10. COMMUNITY REL.	\$ 200.00
6902	EMMA-LOU CZARNECKI	14. CONVENTIONS	31.80
6903	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	95.39
6904	PSE & G	6. UTIL.-MAIN.	2,447.74
6905	PETTY CASH - SAFE	4. SUPPLIES	\$ 67.07
	" " "	15. WORKSHOPS & SEMINARS	5.66
	" " "	20. NEWSPAPERS	1.35
	" " "	LOST BOOK FUND	45.19
			119.27
6906	DEBBIE PINKUS	14. CONVENTIONS	15.00
6907A	LOLA N. REED	15. WORKSHOPS & SEMINARS	34.40
B	" " "	15. " " "	40.05
			74.45
6908	LYNN THOMPSON	14. CONVENTIONS	15.00
6909	MARLENE VERPLANCK	10. COMMUNITY REL.	300.00
6910	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	362.50
6911	MIDLANTIC NAT'L BANK-FTD 11/13/81	1. SALARIES	2,369.54
6912A	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
B	" " " " "	11. " " "	15.00
			30.00
6913	ADP	11. SERVICE CONTRACTS	49.53
6914	AMERICAN DENTAL ASSOCIATION	2. BOOKS	50.00
6915	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	21.00
6916A	THE BAKER & TAYLOR COMPANY	2. BOOKS	65.63
B	" " " " "	2. " "	27.69
C	" " " " "	2. " "	123.87
D	" " " " "	2. " "	30.96
			248.15
6917A	THE BAKER & TAYLOR COMPANY	2. BOOKS	228.49
B	" " " " "	2. " "	(70.15)
C	" " " " "	2. " "	311.19
D	" " " " "	2. " "	(99.33)
E	" " " " "	2. " "	463.38
F	" " " " "	2. " "	501.80
G	" " " " "	2. " "	359.39
H	" " " " "	2. " "	322.46
I	" " " " "	2. " "	288.23
J	" " " " "	2. " "	10.95
K	" " " " "	2. " "	157.20
L	" " " " "	2. " "	150.15
M	" " " " "	2. " "	156.47
			2,780.23
6918A	THE BAKER & TAYLOR COMPANY	2. BOOKS	55.60
B	" " " " "	2. " "	45.23
C	" " " " "	2. " "	45.27
			146.10
6919	A. M. BEST	2. BOOKS	270.00
6920A	BROADSTREET, INC.	4. SUPPLIES	20.24
B	" " "	4. " "	-0-
C	" " "	4. " "	2.24
D	" " "	4. " "	-0-
E	" " "	4. " "	2.24
F	" " "	4. " "	7.02
G	" " "	4. " "	11.70
			43.44
6921A	BRODART, INC.	4. SUPPLIES	(41.49)
B	" " "	4. " "	84.52
C	" " "	4. " "	65.45
D	" " "	4. " "	187.56
			296.04

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 23, 1981CHECKS ARE DATED
NOVEMBER 23, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6922A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	\$ 190.72
B	" " "	21. " "	<u>67.21</u> \$ 257.93
6923	CIRCULATION SYSTEMS	4. SUPPLIES	213.26
6924	CITYBOOKS	2. BOOKS	7.00
6925	COMMONWEALTH WATER CO.	6. UTIL.-MAIN.	118.44
6926A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	27.50
B	" " "	2. " "	<u>72.50</u> 100.00
6927	J. C. JOHN CURLEY & ASSOC., INC.	2. BOOKS	48.35
6928	DEACON PRESS	4. SUPPLIES	49.00
6929A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	119.75
B	" " " "	2. " "	71.26
C	" " " "	2. " "	74.76
D	" " " "	2. " "	6.68
E	" " " "	2. " "	90.59
F	" " " "	2. " "	<u>9.12</u> 372.16
6930A	DUN'S MARKETING SERVICE	2. BOOKS	190.00
B	" " "	2. " "	<u>190.00</u> 380.00
6931	EASTERN OF N.J., INC.	6. MAINT.-MAIN.	79.00
6932	FAMILY HISTORY WORLD	2. BOOKS	9.50
6933	FARMER ELECTRICAL SUPPLY	4. SUPPLIES	228.42
6934	FORDHAM EQUIPMENT CO., INC.	4. SUPPLIES	16.24
6935	THE FOUNDATION CENTER	2. BOOKS	45.00
6936	FREDERICK UNGAR PUBLISHING CO.	2. BOOKS	30.34
6937	GALE RESEARCH COMPANY	2. BOOKS	65.95
6938A	GAYLORD BROTHERS INC.	4. SUPPLIES	76.87
B	" " "	4. " "	<u>14.68</u> 91.55
6939	GEORGE D. HALL COMPANY	2. BOOKS	82.50
6940	J. L. HAMMETT COMPANY	4. SUPPLIES	70.45
6941A	THE HIGHSMITH CO., INC.	4. SUPPLIES	36.16
B	" " " "	4. " "	<u>13.79</u> 49.95
6942	IBM CORPORATION	4. SUPPLIES	65.75
6943	INTERRACIAL COUNCIL FOR BUSINESS OPPORTUNITY OF NEW JERSEY	20. NEWSPAPERS & PAMPHLETS	10.00
6944	LAPAT DUPLICATING SUPPLY CO.	4. SUPPLIES	36.50
6945	NORMAN LATHROP ENTERPRISES	2. BOOKS	15.84
6946A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	8.11
B	" " " "	2. " "	<u>27.39</u> 35.50
6947	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	975.00
6948	VOID	VOID	-0-
6949A	A. R. MEEKER COMPANY	11. SERVICE CONTRACTS	240.00
B	" " " "	4. SUPPLIES	<u>25.20</u> 265.20
6950	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	678.00
6951	NATIONAL DIRECTORY OF ADDRESSES & TELEPHONE NUMBERS	2. BOOKS	21.95
6952A	NEW JERSEY BELL	9. TELEPHONE	227.50
B	" " "	9. " "	<u>12.00</u> 239.50
6953	PETERSON'S GUIDES	2. BOOKS	9.38
6954	PITNEY BOWES	11. SERVICE CONTRACTS	263.00
6955	PRENTICE-HALL INC.	2. BOOKS	71.91
6956	PRESCRIPTION CENTER	21. A/V MATERIALS	.28
6957	RANDOM HOUSE, INC.	2. BOOKS	16.84
6958	REGENT BOOK COMPANY INC.	2. BOOKS	5.29
6959	ROYAL OXFORD	4. SUPPLIES	2.50

WEST ORANGE FREE PUBLIC LIBRARY

6.

OCTOBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 23, 1981

CHECKS ARE DATED
NOVEMBER 23, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6960	LYNN THOMPSON	14. CONVENTIONS	\$ 9.60
6961	THORNDIKE PRESS	2. BOOKS	56.75
6962	UNITED NATIONS	2. BOOKS	62.40
6963	WEST PUBLISHING Co., INC.	2. BOOKS	10.00
6964	WESTON WOODS	21. A/V MATERIALS	8.00
6965	WHATEVER PUBLISHING Co.	2. BOOKS	4.95
6966A	THE H. W. WILSON Co.	2. BOOKS	\$ 961.00
B	" " " "	2. "	16.00
6967	WRITER'S DIGEST BOOKS	2. BOOKS	977.00
6968	XEROX CORPORATION	25. PHOTOCOPY	22.85
6969	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	303.50
			87.80
<u>SUB-TOTAL</u>			\$ 16,535.51
<u>LESS: CHECK #6905 PETTY CASH-SAFE</u>			\$ 45.19
#6910 W.O. MUN. EMPL. 1. SALARIES			362.50
#6911 MIDLANTIC NAT'L BANK 1. SALARIES			2,369.54
#6968 XEROX CORP. 25. PHOTOCOPY			303.50
			3,080.73
<u>TOTAL ACCOUNTS PAYABLE - OCTOBER 31, 1981</u>			<u>\$ 13,454.78</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim, CPA*

BOARD OF TRUSTEES MEETING
AGENDA
DECEMBER 22, 1981

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Community/Staff Participation
6. Director's Report
7. Committee Reports
8. Old Business
9. New Business
 - a. Appoint Nominating Committee
 - b. Set Meeting Dates for 1982
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

December 22, 1981

Season's greetings! We are up and running with our CECLS borrowing. After operating for two months we are still working out the kinks. Our borrowers are very enthusiastic about the system. To date we have issued about 320 CECLS cards.

A general staff meeting was held on Thursday, December 17. At that time employees were instructed to pay more attention to persons coming into the library with large bags and cases. We explained that a sign would be placed at each entrance advising persons to check bags at the circulation desk. The signs have been posted. We call the rule to the attention of those who chose to ignore the procedure.

At the meeting staff was commended for their cooperation in our new system of processing staff loans. Books are being returned at a much better rate than before.

Attendance for some of our programs has fallen off at this time of year. However, the season did not affect attendance at our Jazz Concert on December 3. The amount collected for the concert is \$286.50. There were more than 130 people present.

Mrs. Florence Mantell, who returned to work on October 1 is out again on doctor's orders. This time she hopes to return to work after a month. My suggestion is that the Board not act on this particular problem until further notice.

Since we are short on staff and because we are unsure when Mrs. Mantell will be able to return with some certainty, we are hiring a former Page, Miss Sue Kasdon, as a temporary employee.

Mrs. Dolores Pierz, who has been on extended sick leave for one year, is scheduled to return to work on February 1. A letter was mailed to Mrs. Pierz on December 8 in which she was advised to get in touch with me before February 1 so her duties, hours of work and other necessary arrangements could be worked out. It is hoped that her return will be an added asset.

It might interest the Board to know that as a member of the Personnel Administration Committee of the New Jersey Library Association, your library director is involved in the making of a statewide staff manual. We are now in the process of gathering staff manuals from all types of libraries. They will then be analyzed and compiled into one volume for distribution to all libraries in the state.

On November 30 the West Orange Women's Club donated and dedicated a bench to the library. It is located at the edge of our lawn in front of the library, near Township Hall.

A fire drill was successfully conducted in the library on Friday, December 18. Mr. Behar of the Fire Prevention Bureau was present and offered a great deal of assistance. He also made critical suggestions for which we thanked him.


LOLA N. REED, DIRECTOR

MINUTES
BOARD OF TRUSTEES MEETING
DECEMBER 22, 1981

Treasurer Anita Strauss called the meeting to order at 8:00 PM. With President Arthur H. Lang's arrival and Mr. O'Neill and Mr. O'Hara present there was a quorum for the Board meeting. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The Treasurer opened the meeting and stated on January 1, 1981 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1981 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 Township Clerk.

MINUTES:

Mr. O'Hara made a motion to accept the Minutes of the Board meeting of 11/23/81 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURERS REPORT:

1. Bills Presented for Payment:

Mr. Manheim said that the Fowler Agency check in the amount of \$827.64 had been received and would be deposited in the bank before the end of the year. This is a refund for the insurance package and will help offset the deficit in the insurance line.

Mr. Lang asked Mr. Manheim if the vouchers mentioned in last month's meeting had been substantiated with the appropriate receipts and signatures. Mr. Manheim said that he had either supporting receipts or reimbursement for all of the Petty Cash Accounts and that all accounts in the future will have support including the Community Services Account.

Mr. O'Neill made a motion to accept the Bills Presented for Payment as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

2. Financial Statement:

Mr. Manheim said that the money is still being rolled over and that sometime next month a first quarter check will be due from the Township. He pointed out that there will be a large bill coming up from the Ebsco Subscription Service for the renewal of periodicals and magazines in the amount of approximately \$6,700. Notice has just been received from the State of New Jersey that a cost of living adjustment has been made in the amount of \$4,000 to retired personnel. Mr. Manheim said that he had allocated \$2,800 in the 1981 budget for such an adjustment. As a result the additional PERS bill, along with book and periodical bills, may eliminate the surplus funds which were calculated two months ago.

Mr. O'Neill asked Mr. Manheim about the audit line. Mr. Manheim stated that it covered the auditors who were presently working on the 1980 audit. He also had been informed by the auditor that a substantial increase in fee is more than likely possible in 1982 for the 1981 audit.

Mr. O'Neill asked the Board if there would be enough money to cover the deficits as reflected to date on the Financial Statement. Mr. Lang reminded Mr. O'Neill that all line accounts will be adjusted at year end. However, it appears that there will be no surplus to carry over into 1982.

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

DIRECTOR'S REPORT:

Mrs. Reed reported that the County Library Card is quite popular in West Orange and except for a couple of minor problems is working quite smoothly.

Signs have been posted asking patrons to check their packages and bags at the circulation desk. Shelves have been cleared to keep these items in the work room. Mr. Lang requested that the security procedures be written up as part of library policies.

Mr. Lang said that the staff should be aware that if a patron reports that something is missing from his bag, the library is subject to liability. The items should be kept in a secure area such as a closet and a claims ticket given to the owner. The staff should check over each bag before it is left and when it is picked up.

Mr. Lang asked Mrs. Reed if she had commenced work on the volunteer program. Mrs. Reed's reply was negative. Mr. Lang urged her to work on setting up a program.

Mrs. Reed reported that the December 3 jazz concert had been a great success.

Discussion was held on extensions of sick leave and the requirement of a doctor's statement as to fitness to continue work.

A successful fire drill was held on December 18. Mr. Behar of the Fire Department was present and offered a great deal of assistance and suggestions.

The bench donated by the West Orange Women's Club is now located in the front of the library at the east end of the lawn.

Mrs. Reed pointed out to the Board that the boiler had been causing continuous problems. The water empties out shutting the unit down and the building has been without heat. The Board asked Mrs. Reed to contact the Monsen Company about it.

COMMITTEES:

1. Building and Grounds:

a) HVAC

Mr. O'Hara discussed the Monsen HVAC contract with the Board. He recommended that the Board engage service on a time and material basis rather than a contract basis. Discussion was also held about invoices in question of payment.

Mr. O'Hara made a motion not to pay Invoice #64557 to Monsen Engineering Company as the reasons requesting payment of same cannot be substantiated by the company. The Monsen Company contract will be discontinued and notification sent of the action taken by the Board. Mr. O'Neill seconded the motion and it was passed unanimously.

Mr. O'Hara said that he had contacted the Monsen Company about the leak in the hot water coil and had expected the company to come down to the library and examine it. The company has not sent any one as promised and Mr. O'Hara suggested that he inform Monsen that he had expected the company to send personnel to the library and that another company will be found to make the repair.

b) Roof:

Correspondence received from Mr. McCann in reply to the library's request to repair the roof emphatically stated that the Township will not make any repairs. Discussion was held about the Township's responsibility and that Counsel Cuozzi was to prepare data so that the Board could contact the appropriate Township officials.

c) Lighting:

In conjunction with the roof problem, Mr. O'Hara had been in contact with Mr. Corwick who informed him that there is \$16,000 left in the Building Fund. However, no monies will be released to the library without the Township Council's approval. It appears that the Council must handle all aspects of the lighting problems as the money belongs to the Township although it is earmarked for the library building. Mr. Lang said that it was stated in the Council Minutes from last year that the money is to be spent for the lighting. The Library Board must bring them up to date on the matter.

Mr. Lang said that the money set aside for the library should have been invested by the Township and that the interest accrued should be credited to the Building Fund even though all of the money is in a common pool. Mr. Lang would like to know how much money the fund would have earned up to the present time.

Mr. O'Hara expressed his concern about where funds would be obtained after the \$16,000 is spent from the Township. The repairs for the lighting, roof and the air conditioning should amount to much more than the money set aside. Mr. Manheim suggested that the Council be approached with the total cost for all of the repairs. At present no decision has been made. The Council will decide how to handle the matter.

Mr. O'Neill made a motion that the Board of Trustees write a letter to the Council asking for a conference as soon as possible. Mrs. Strauss seconded the motion and it was carried unanimously.

Mrs. Strauss assured Mr. O'Hara that all of his efforts and hard work along with Mr. Pasmantier and Mr. O'Neill was very important and necessary. Mr. Lang commended the Building Committee for the extraordinary amount of time devoted to the lighting problem.

2 Personnel:

Mr. Soloway is working on the wording for staff borrowing procedures to be added to the Staff Manual. Mr. Lang asked Mrs. Reed to remind Mr. Soloway that the insurance proposals should be discussed.

OLD BUSINESS:

Mr. O'Neill asked what the library policy was concerning snow storms or inclement weather. He pointed out that driving conditions were very bad and he was concerned about the procedures to inform the staff about library closings. Mrs. Reed explained that she keeps in touch with the staff when weather conditions are bad and when a decision is made to close the library there is a chain of phone calls made by staff members to inform all employees.

Mrs. Strauss pointed out to the Board that an article had appeared in a recent edition of the New York Times Book Review section about problems incurred regarding book banning and censorship as well as purchases. Mrs. Reed assured the Board that a book selection policy was written up and that this along with other materials can substantiate the library's decisions concerning books. Mrs. Reed noted that the policy needs to be updated.

NEW BUSINESS:

Mr. Lang appointed Mrs. Strauss and Mr. O'Neill to the Nominating Committee. The committee will present a slate of officers for 1982 for Board approval at the next meeting.

Mrs. Strauss made a motion to accept the following dates as Board meeting dates for the year 1982:

January	27	May	26	September	22
February	24	June	23	October	27
March	24	July	28	November	17
April	28	August	25	December	22

Mr. O'Neill seconded the motion and it was carried unanimously. These dates will be released to the newspapers, posted on the bulletin board and delivered to the Township Clerk.

COMMUNICATIONS:

Mr. O'Neill reported that the following correspondence had been received during the past month:

1) A thank you letter from Mrs. Anna May Crawford, President of the West Orange Women's Club expressing her thanks to Mrs. Pershey for her kindness and hospitality during the time the club's exhibit was held at the library. Mrs. Crawford noted in the letter that the next available bench would be donated to the library for staff use.

2) A letter from the West Orange Public Library Employees Association announcing officers for 1982: President: Deborah Pinkus; Vice President, Margaret Cushing; Secretary, Gail Longo; Treasurer, Lynn Thompson.


3) A letter from Elevator Maintenance Corporation informing the library of an increase in monthly charges. This was discussed by the Trustees. It was agreed that all contracts should be reviewed during 1982.


4) A letter from Trustee, Paul Pasmantier expressing his apologies for not attending the last meeting of his five year term as a trustee. Mr. Pasmantier said that he has immensely enjoyed serving as a Trustee and working with the Board, advisors and library staff.

Mr. Lang said that the Board wishes it to be on the record that it expresses its appreciation for Mr. Pasmantier's work and dedication to the library. Mr. Cuozzi will prepare an appropriate resolution for the occasion.

The meeting was adjourned at 9:26 PM.

Respectfully submitted,


Sandra Goss Sessing, Secretary


William J. O'Neill, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF NOVEMBER

LIBRARY BOARD MEETING OF DECEMBER 22, 1981

	ADOPTED BUDGET 1981	PAID MONTH OF NOVEMBER 1981	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/81	UNEXPENDED BUDGET BALANCE ON 11/30/81	BILLS/ ACCOUNTS PAYABLE AT 11/30/81 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 11/30/81
SALARIES & WAGES	\$412,496	\$32,769.50	\$368,827.97	\$ 43,668.03	\$	\$ 43,668.03
BINDING	1,700		1,150.95	549.05	164.70	384.35
COMMUNITY SERVICES	1,000	423.50	940.82	59.18		59.18
TRANSPORTATION	500		187.81	312.19		312.19
SEMINARS & WORKSHOPS	1,350	151.51	631.00	719.00	10.40	708.60
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	11,700	975.00	9,750.00	1,950.00	975.00	975.00
LEGAL & PROFESSIONAL FEES	2,000		830.00	1,170.00		1,170.00
MAIN LIBRARY-UTILITIES	38,000	2,566.18	36,524.56	1,475.44	2,197.10	(721.66)
MAIN LIBRARY-MAINT.	6,000	79.00	6,999.84	(999.84)	187.10	(1,186.94)
TORY CORNER-RENTAL	540		405.00	135.00		135.00
SERVICE CONTRACTS	6,000	677.92	4,899.44	1,100.56	200.81	899.75
BOOKS	50,000	5,939.98	42,970.05	7,029.95	5,906.43	1,123.52
SUPPLIES-LIBRARY	12,000	1,252.37	13,997.29	(1,997.29)	526.19	(2,523.48)
MICROFILM	2,000	678.00	3,126.00	(1,126.00)		(1,126.00)
PERIODICALS, SERIALS & NEWSPAPERS	7,000	99.15	1,059.98	5,940.02	39.69	5,900.33
AUDIO-VISUAL-MATERIALS	2,000	266.21	2,723.84	(723.84)	25.27	(749.11)
INSURANCE	7,500		10,767.53	(3,267.53)		(3,267.53)
TELEPHONE	3,500	239.50	2,484.96	1,015.04	230.83	784.21
POSTAGE	3,000	(11.72)	2,592.01	407.99	375.00	32.99
EMPLOYEE HEALTH-HOSP.	18,000	1,279.28	13,439.29	4,560.71		4,560.71
EQUIPMENT-LIBRARY	3,500		593.35	2,906.65		2,906.65
MAINTENANCE EQUIPMENT	500		650.00	(150.00)		(150.00)
AUDIO-VISUAL EQUIPMENT	1,000		25.31	974.69	635.00	339.69
SOCIAL SECURITY	27,000	2,162.39	24,836.48	2,163.52		2,163.52
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,000		24,517.00	3,483.00		3,483.00
JANITORIAL SUPPLIES	3,000		1,371.69	1,628.31		1,628.31
UNEMPLOYMENT INSURANCE	6,600		5,633.90	966.10		966.10
SUNDAY OPENINGS	8,120	886.00	6,036.00	2,084.00		2,084.00
FILE FOLDERS SUPPLIES	3,300		3,270.00	30.00		30.00

TOTAL

<u>\$668,956</u>	<u>\$50,433.77</u>	<u>\$591,242.07</u>	<u>\$ 77,713.93</u>	<u>\$ 11,473.52</u>	<u>\$ 66,240.41</u>
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SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$550,000
ACCUMULATED REVENUE	<u>118,956</u>

\$668,956

-1-

CASH FUNDS REPRESENTED BY:

WEST ORANGE FREE PUBLIC LIBRARY

3.

NOVEMBER 1981 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 22, 1981

CHECKS ARE DATED
NOVEMBER 30, 1981

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

6970	W. O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 362.50
6971	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	154.78
6972	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,817.10
6973	TOWN OF W.O. - DECEMBER '81	26. HOSPITALIZATION	1,279.28
6974	W.O. PUBLIC LIBRARY-UN.SAVINGS A/C 11/81	1. SALARIES	76.37
6975	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,162.39
6976	N.J. GROSS INCOME TAX-NOV. 1981	1. SALARIES	646.68
6977	MIDLANTIC NAT'L BANK-FTD 11/30/81	1. SALARIES	2,298.37
6978	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC.SEC.	2,162.39
	NET P/R 11/15/81 #579-633 (55)	1. SALARIES	11,836.00
	NET P/R 11/30/81 #634-690 (57)	1. SALARIES	11,569.27
	<u>SUB-TOTAL</u>		<u>\$ 34,365.13</u>
	<u>ADD: CHECK #6901-6969 FOR PAYMENT</u>		
	ISSUED AT NOVEMBER 23, 1981 MEETING		<u>16,535.51</u>

CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1981

\$ 50,900.64

<u>LESS: CHECK #6905 PETTY CASH-SAFE</u>	LOST BOOK FUND	\$ 45.19	
" #6968 XEROX CORP.	25. PHOTO	303.50	
DEPOSIT - 11/2/81	13. POSTAGE	.02	
- 11/5/81	2. BOOKS	26.96	
- 11/9/81	13. POSTAGE	4.55	
- 11/11/81	4. SUPPLIES	3.00	
- 11/14/81	13. POSTAGE	5.04	
- 11/16/81	10. COMMUNITY	76.50	
- 11/28/81	13. POSTAGE	2.11	<u>466.87</u>

TOTAL EXPENDITURES - MONTH OF NOVEMBER 1981
PER BUDGET REPORT

\$ 50,433.77

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela N Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 22, 1981

CHECKS ARE DATED
DECEMBER 22, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
6979	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES		\$ 362.50
6980	MIDLANTIC NAT'L BANK FTD 12/15/81	1. SALARIES		2,323.16
6981	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS		15.00
6982A	ADP	4. SUPPLIES	\$ 19.80	
B	"	11. SERVICE CONTRACTS	<u>96.31</u>	116.11
6983	ACADEMIC PRESS	2. BOOKS		42.50
6984	AMERICAN CANCER SOCIETY	2. BOOKS		6.00
6985	AMERICAN LIBRARY ASSOCIATION	2. BOOKS		4.50
6986	AMERICAN LITTORAL SOCIETY	2. BOOKS		8.00
6987	AUBURN HOUSE PUBLISHING CO.	2. BOOKS		21.45
6988A	THE BAKER & TAYLOR CO.	2. BOOKS	16.39	
B	" " " " "	2. "	10.27	
C	" " " " "	2. "	<u>14.36</u>	41.02
6989A	THE BAKER & TAYLOR CO.	2. BOOKS	(7.76)	
B	" " " " "	2. "	(.21)	
C	" " " " "	2. "	467.24	
D	" " " " "	2. "	248.99	
E	" " " " "	2. "	111.25	
F	" " " " "	2. "	189.00	
G	" " " " "	2. "	371.22	
H	" " " " "	2. "	121.54	
I	" " " " "	2. "	185.41	
J	" " " " "	2. "	29.95	
K	" " " " "	2. "	198.52	
L	" " " " "	2. "	54.50	
M	" " " " "	2. "	104.20	
N	" " " " "	2. "	167.14	
O	" " " " "	2. "	164.54	
P	" " " " "	2. "	<u>235.15</u>	2,640.68
6990A	THE BAKER & TAYLOR CO.	2. BOOKS	42.33	
B	" " " " "	2. "	265.76	
C	" " " " "	2. "	23.84	
D	" " " " "	2. "	79.08	
E	" " " " "	2. "	420.42	
F	" " " " "	2. "	<u>19.85</u>	851.28
6991	BEACHCOMBER PRESS	2. BOOKS		15.95
6992	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT. MAIN		70.00
6993A	R. R. BOWKER	2. BOOKS	262.77	
B	" " "	2. "	17.31	
C	" " "	2. "	32.96	
D	" " "	2. "	24.31	
E	" " "	2. "	67.86	
F	" " "	2. "	<u>44.25</u>	449.46
6994A	BRODART, INC.	4. SUPPLIES	195.89	
B	" "	4. "	63.70	
C	" "	4. "	<u>38.15</u>	297.74
6995	C.W. ASSOCIATES	2. BOOKS		26.00
6996	CAMDEN CO. CULTURAL & HERITAGE COM.	20. PAMPHLETS		3.00
6997	CENTER FOR URBAN POLICY RESEARCH	2. BOOKS		17.95
6998	CHAMBERS RECORD CORP.	21. A/V MATERIALS		20.72
6999	COMMERCE CLEARING HOUSE, INC.	2. BOOKS		20.65
7000	CRONER PUBLICATIONS, INC.	2. BOOKS		49.95
7001	JOHN CURLEY & ASSOCIATES, INC.	2. BOOKS		11.95
7002	DOBBS BROS.	3. BINDING		164.70
7003A	DOUBLEDAY & COMPANY	2. BOOKS	18.85	
B	" " "	2. "	54.72	
C	" " "	2. "	<u>153.76</u>	227.33

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 22, 1981

CHECKS ARE DATED
DECEMBER 22, 1981

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
7004A	EDISON RECORD CLEARANCE	21. A/V MATERIALS	(\$ 17.85)
B	" " "	21. " "	22.40 \$ 4.55
7005	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS	36.65
7006A	GALE RESEARCH Co.	2. BOOKS	83.50
B	" " "	2. "	107.64
C	" " "	2. "	56.75 247.89
7007	G. K. HALL & Co.	2. BOOKS	108.35
7008	INSTITUTE FOR MANAGEMENT, INC.	20. PAMPHLETS	28.60
7009	IRISH BOOK CENTER	2. BOOKS	18.60
7010	C. KIMMEL	11. SERVICE CONTRACTS	89.50
7011	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	118.50
7012	THE LAWYERS COOPERATIVE PUBL. Co.	2. BOOKS	22.15
7013	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS	8.09
7014	LEI, INC.	2. BOOKS	3.50
7015A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	4.19
B	" " " "	2. "	8.79
C	" " " "	2. "	9.90
D	" " " "	2. "	15.36
E	" " " "	2. "	6.19
F	" " " "	2. "	8.42 52.85
7016	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	975.00
7017	MARQUIS WHO'S WHO, INC.	2. BOOKS	186.00
7018A	A. R. MEEKER Co.	4. SUPPLIES	10.35
B	" " " "	4. "	23.55
C	" " " "	4. "	10.30 44.20
7019A	MONSEN ENGINEERING	6. MAINT-MAIN	66.20
B	" " "	6. " "	50.90 117.10
7020A	N.J. BELL	9. TELEPHONE	218.83
B	" " "	9. "	12.00 230.83
7021	N.J. CONSERVATION FOUNDATION	2. BOOKS	10.00
7022	N.J. HISTORICAL SOCIETY	2. BOOKS	12.95
7023	OLD BOOK SHOP	2. BOOKS	47.50
7024	ORANGE GARDEN	4. SUPPLIES	22.25
7025	PAPERBACK BOOK SHOP	2. BOOKS	2.66
7026	PETTY CASH CHECKING ACCOUNT	TRANSFER	200.00
7027	DEBORAH A. PINKUS	15. WORKSHOPS & SEMINARS	10.40
7028	R. L. POLK & Co.	2. BOOKS	71.52
7029	POSTMASTER	13. POSTAGE	375.00
7030A	PRENTICE HALL, INC.	2. BOOKS	15.67
B	" " "	2. "	20.85 36.52
7031	PSE & G	6. MAINT-UTIL.	2,197.10
7032	RAND McNALLY & Co.	2. BOOKS	76.50
7033	RANDOLPH LINTHURST	2. BOOKS	6.50
7034	RANDUM HOUSE, INC.	2. BOOKS	28.40
7035	REGENT BOOK Co.	2. BOOKS	87.72
7036	RUTGERS UNIVERSITY PRESS	2. BOOKS	16.00
7037	THE SCRIBNER BOOK Co.	2. BOOKS	66.00
7038	SILVER BURDETT Co.	2. BOOKS	10.40
7039	SLEEPY HOLLOW PRESS	2. BOOKS	29.95
7040	SPRINGER PUBLISHING Co.	2. BOOKS	19.05
7041	TILDEN PRESS	2. BOOKS	6.95
7042	THOMAS PUBLISHING Co.	2. BOOKS	82.00
7043	THORNDIKE PRESS	2. BOOKS	81.65
7044	TREASURER STATE OF N.J.	2. BOOKS	30.50
7045	UNIVERSITY MICROFILMS INTERNATIONAL	22. A/V EQUIPMENT	635.00

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1981 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 22, 1981

CHECKS ARE DATED
DECEMBER 22, 1981

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7046	THE H. W. WILSON CO.	2. BOOKS	\$ 73.00
7047	WOLSTEN'S PROJECTOR HOUSE, INC.	4. SUPPLIES	23.70
7048	XEROX CORP.		<u>351.58</u>
<u>SUB-TOTAL</u>			\$ 14,710.76
<u>LESS:</u>			
CHECK #6979	W.O. MUNICIPAL EMPL.	1. SALARIES	\$ 362.50
" #6980	MIDLANTIC NAT'L BK	1. SALARIES	2,323.16
" #7026	PETTY CASH CHECKING A/C	TRANSFER	200.00
" #7048	XEROX CORP.	25. PHOTOCOPY	<u>351.58</u>
			<u>3,237.24</u>
<u>TOTAL ACCOUNTS PAYABLE - NOVEMBER 30, 1981</u>			<u>\$ 11,473.52</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

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

BY: Stewart Manheim, CPA