

AGENDA
WEST ORANGE PUBLIC LIBRARY
JANUARY 26, 1983

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Election of Officers
5. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
6. Staff/Community Participation
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. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JANUARY 26, 1983

Vice President William J. O'Neill called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Herbert Gladstone, Albert Kupferer, Irving Soloway, Anita Strauss and Horace Corbin, Jr. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

Mr. Soloway, on behalf of the Trustees, welcomed Mr. Horace K. Corbin, Jr. as a voting member of the Board. Mr. Corbin has been appointed for a five year term by Mayor Spina.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 1, 1983 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 1983 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. Kupferer made a motion to accept the Minutes of the Board meeting of 12/15/82 as presented. Mr. Corbin seconded the motion and it was carried unanimously.

ELECTION OF OFFICERS:

Mr. Soloway, representing the Nominating Committee, presented the following slate of officers for 1983: President, Anita O. Strauss; Vice President, Herbert M. Gladstone; Treasurer, William J. O'Neill; Secretary, Albert F. Kupferer.

Mr. Corbin made a motion to approve the nomination as presented. Mr. Kupferer seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Several bills were discussed and explained in detail.

Mr. Manheim pointed out to the Board that the State Aid Check for 1982 had been erroneously deposited in the Petty Cash Checking Account. A transfer was made to remedy the situation by writing a check to be deposited into the general checking account.

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of December, 1982. Mr. Gladstone seconded the motion and it was carried unanimously.

Mr. Gladstone inquired about the procedure for reviewing bills and signing checks. Mr. Manheim explained the steps taken for books or items purchased from the ordering stage to the final stage of acceptance or rejection for payment by the Board. All bills are subject to review by the officers signing the checks and final approval is required of the entire Board.

2) Financial Statement:

Mr. Manheim said that the budget balance total of \$3,826.52 was the result of the Board's and Director's efforts to hold the line items at the end of the year. The balance also reflects expenses that had been deferred. He pointed out the line items that reflected a deficit.

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

3) Investment Account:

Mr. Manheim suggested that the first quarter check which had been received from the Township in the amount of \$143,750 be deposited into a bank investment account as interest rates from Treasury Bills had fallen to a low level. Any money that would be needed for bills or salaries would then be transferred out of the account for payment. Mr. Cuozzi noted that a balance must be maintained for thirty days in order to receive full interest. Interest will be earned on the average balance for the month. Mr. Manheim said that as much as possible would be kept in the account to maintain a healthy balance and it would still earn more interest than the Treasury Bills.

Mr. Corbin suggested that Mr. Manheim ask the bank for a qualification in writing regarding the amount of the funds that will be insured by FDIC.

Mr. Soloway made a motion that the Board of Trustees authorize all surplus funds be placed into a money market investment account at Midlantic National Bank. Mr. Gladstone seconded the motion and it was passed unanimously.

Mr. Manheim said that when funds must be transferred, a resolution will be made at a Board meeting to cover the amount needed.

Mr. O'Neill asked the Board if the resolution closed the possibility of purchasing Treasury Bills in the future. Mr. Corbin answered Mr. O'Neill's query by saying that if the Board does not like the returns from that type of account, changes could be made. It was also suggested that Mr. Manheim find out if there is a special interest rate offered for accounts maintained at higher balances than the \$2,500 minimums. A short discussion of interest rates ensued. It was generally agreed that the Board will have to see what happens with the rates and what advantages the account will offer.

4) End of Year Report Submitted by Accountant:

Mr. Manheim discussed Exhibits A, B, C and D as presented in an end of the year financial report. Resolutions as suggested by Mr. Manheim modifying the 1982 budget and transferring 1982 funds to Accumulated Revenues were approved and accepted by Board motion as follows:

Mr. Gladstone made a motion to accept Resolution I and Mr. Kupferer seconded the motion.

I RESOLVED:

That the 1982 West Orange Free Public Library Budget be modified to the total amount of \$677,593.48 to cover the actual 1982 encumbrances/expenditures. Such modification shall be covered by the 1982 Proposed Budget as granted by the Township of West Orange in the amount of \$575,000.00 plus the appropriation of \$102,593.48 accumulated revenue as follows:

Amount transferred to 1982 Budget Fund from Accumulated Revenue - 12/31/81	\$106,420.00
(Less) Unexpended 1982 Budget 12/31/82	<u>3,826.52</u>
TOTAL APPROPRIATION TO 1982 BUDGET FUND FROM ACCUMULATED REVENUE	<u>\$102,593.48</u>

Mr. Gladstone made a motion to accept Resolution II and Mr. Soloway seconded the motion.

II RESOLVED:

The following 1982 funds be transferred to Accumulated Revenues:

1. 1982 Fines and Reserves Fund	\$ 46,801.44
2. 1982 Lost Book Fund	1,324.72
3. 1982 Book Sales & Excess Property Sold Fund	1,601.34
4. State Aid Fund	33,210.00
5. Balance of Budget Fund - 1982	<u>3,826.52</u>
TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE	\$ 86,764.02
ADD: Balance of Accumulated Revenue - 1981	<u>-0-</u>
ACCUMULATED REVENUE 12/31/82	<u>\$ 86,764.02</u>

Both resolutions were unanimously carried.

It was suggested that the phrase "Fines and Reserves" be changed to reflect a more definitive explanation of the funds involved. The term "Fines and Receipts" will be used in all financial statements.

5) 1983 Budget:

Mr. Manheim said that the Township has allocated a preliminary budget of \$605,000.00 to the library for 1983. After the final budget is approved by the Council, the Budget Committee will have to sit down and resolve the shortfall that will be a result of the Township's allocation and the library's accumulated revenues. Approximately \$68,000.00 will have to be adjusted within the bounds of the budget. The library's proposed budget is \$759,990.00 with accumulated revenues available in the amount of \$86,764.00. The accumulated revenues combined with \$605,000.00 from the Township provide the library with \$691,764.00 which is \$68,226.00 less than requested.

DIRECTOR'S REPORT:

Mrs. Reed apologized for the late submission of her report. She had just returned from an emergency visit to her mother who is very ill.

A decision had been made to close the downstairs section on Sundays due to continuing vandalism. Requests for materials will be honored. Someone will be designated to accompany borrowers downstairs or bring the items upstairs.

Mrs. Strauss said that Saturday was also a problem because the doors are not kept locked and the area is quite unprotected from intruders. Mrs. Reed said that she would like to maintain Saturdays as they are now, but if future problems merit closing downstairs, she will do so. She said that the problem with Sundays was one of personnel.

Mrs. Reed reported that Mr. Belli had been most helpful in securing elevator companies to present proposals for service to the library. It is a state law that elevators be serviced twice a year. Mr. Cuozi will look up the information in order that some decision can be made regarding service. At present the elevator is without a service contract.

Mrs. Mary Zeitlin, former Board member and past President of the Trustees passed away on December 23, 1982. It is the family's desire to hold a memorial service at the library but plans have not been finalized as yet.

A letter was sent to Fox & Fox, attorneys representing the employees' union informing them that a meeting could not be set up between the Board and the attorneys until new officers had been elected. Request was also made for some kind of agenda to be forwarded to the Board which would detail the items to be discussed. No response has been received as yet from the attorneys.

Mrs. Reed said that the library is not getting as prompt service and attention from the Benisch Insurance Company as we did with our former agency. Mr. Adelman, insurance representative, had been called at least three times concerning insurance coverage for ongoing art exhibits in the library but all that had been received was assurances that it would be worked on. To this date, the library has not received any coverage and the exhibits are a big part of the library's programming. Mr. Soloway offered to contact the company about the matter.

A telephone poll was taken on January 6 and 7, 1983 for approval to purchase furniture from Brentano's, Short Hills Mall in the amount of \$300.00. Approval was unanimous. Brentano's is closing their stores in New Jersey and the library has acquired some fine pieces of equipment at very low cost. The Township came to the library's assistance again with a man and a truck to pick up the items.

A check in the amount of \$500.00 was sent to the library by Mr. Peter Masi. A letter has been sent thanking him for his most generous donation. The money has been separately deposited in the Fines and Receipts account.

Mr. Arthur Lang's gift of dictionary and stand along with a laminated resolution from the Board has been delivered to his new home by a former neighbor.

Mr. Gladstone asked Mrs. Reed if she had any input from Mr. O'Hara in regard to the boiler and elevator. Mrs. Reed replied that Mr. O'Hara was to get in touch with Mr. Flynn about the boiler. Mr. Flynn had told Mrs. Reed that he would put the boiler out for bids. Mr. O'Hara had not been involved with the elevator matter to date other than he had been in touch with Mr. Flynn about it.

Mr. O'Neill inquired about the status of the floor problem. Mrs. Reed said that one of the Township engineers had been in the library to look at the floor. A portion of the carpet was cut and it appeared as if something had been broken between the joining of the floors. To date, no further action has been taken. Mr. Gladstone suggested that Mr. O'Hara follow up on the building problems in question.

COMMITTEES:

1) Personnel:

It was the consensus of the Board that they should wait for a response to the Fox and Fox letter as discussed in Mrs. Reed's Director's Report.

2) Building and Grounds:

It was agreed that no action could be taken about the existing problems until Mr. O'Hara returns to the Board.

OLD BUSINESS:

Mr. Gladstone asked Mrs. Reed if the report had been prepared by the staff and Director concerning the security problems in the reference area. Mrs. Reed reported that because of the busy month and the shortage of staff, nothing had been done as yet. Mr. Gladstone suggested that the report be prepared for the next Board meeting.

Mr. O'Neill asked about the situation with the lighting. Mrs. Reed said that the Township engineers had taken light meter readings and had studied the data available, but nothing has been decided upon to date.

Mr. Soloway mentioned that on page 6 of the Audit Report for 1981 there were recommendations made to improve the bookkeeping system. Mr. Manheim explained that all items have been acted upon with the exception of the outstanding paycheck which has not been cashed to date. As there was some discussion as to the validity of some of the auditors' recommendations, it was suggested that Mr. Manheim contact the company for supplemental information to back up the recommendations. Mr. Corbin suggested that the Board take the audit report under advisement until the next Board meeting. Steps could be taken at that time, if warranted, to rectify the situation.

Discussion was held about acquiring a cash register for the circulation desk. At present Newark Library is the only library in the area to have a machine for receipts. Mrs. Strauss suggested that Mr. Manheim and Mrs. Reed attempt to come up with some idea which would be feasible for use at the desk for the next Board meeting.

NEW BUSINESS:

1) Appointment of Committees:

The following members will serve on the Board committees for 1983:

Personnel: Mr. Gladstone and Mr. Soloway. Finance: Mr. O'Neill and Mr. Corbin. Building and Grounds: Mr. Gladstone and Mr. O'Hara. Liaison: Mr. Kupferer.

2) Professional Services Contract:

Mr. Gladstone made a motion to accept the Professional Services Contract as presented and attached to the Minutes for 1983. Mr. O'Neill seconded the motion and it was passed unanimously.

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

3) Bank Accounts:

Mr. Kupferer made a motion approving the following depositories and associated accounts to be maintained for library monies for the year 1983:

1. Checking Account, Midlantic National Bank, Acct. #0734-05987.
2. Statement Savings Account, Accumulated Revenues, Midlantic National Bank, Acct: #02-073-0000177-0.
3. Statement Savings Account, Workers' 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. Checking Account, West Orange Public Library Community Services, Midlantic National Bank, Acct: #0735-16999.
6. Petty Cash Checking Account, Midlantic National Bank, Acct: #734-08486.
7. Petty Cash Fund - Safe, \$150.00.

Mr. Gladstone seconded the motion and it was carried unanimously.

4) Friends' Letter:

The Executive Committee of the Friends of the West Orange Public Library requested that \$1,000 be transferred from the Book Sale Escrow Account to the book line of the budget. This account represents funds netted from book sales for the past years. Mr. Manheim explained that although the account legally belongs to the Board, the Trustees have a moral obligation to follow through with the request of the Friends. This can be followed through with a separate entry in the budget.

Mr. Kupferer made a motion to transfer \$1,000 from the Book Sale Escrow Fund Acct. #02-073-0001405-8 to the purchase of books from the line item-books in the Budget. Mr. Gladstone seconded the motion and it was passed unanimously.

Mr. Gladstone will contact Joan Bojsza for information concerning the soliciting of money for the Book Fund.

Mr. Gladstone related to the Board information about a WABC-TV program about a library in California which initiated a program called "Community Gifts--Gifts You Can See" whereby patrons donate money for items needed in the library. Mr. Gladstone would like to formulate a public relations committee using Board members as speakers to spread that idea in the community. Trustees could speak at club meetings and luncheons of organizations such as Rotary and Lions. It would have to be developed into a well-planned program. The staff would have to provide information on what the library is doing on a human level which would be of interest. The Board was receptive to Mr. Gladstone's idea. Mrs. Strauss offered to assist Mr. Gladstone in formulating some ideas. She asked Mr. O'Neill to work on the public relations for the program.

COMMUNICATIONS:

The following communications were read by Mr. Kupferer:

1. A letter and donation from Mr. Ralph J. Cicchelli thanking the Board for giving him his first job.
2. A note from Sandy Sessing thanking the Board for the plant sent to her family on the death of her father.
3. A letter from Mrs. Lisa Cunningham praising the Board for the fine services the library offers. Mrs. Strauss asked Mrs. Reed to answer the letter and ask Mrs. Cunningham's permission to release the letter to the newspaper.
4. A letter from Senator Wynona M. Lipman thanking Mrs. Reed for her support of Senate Bill 1604 providing emergency funding for Newark Library.
5. Thank you letters from Mrs. Reed to Mr. McCann, Mr. Belli and Mayor Spina for assistance with the sump pump replacement.
6. A thank you letter to Mr. Belli from Mrs. Reed for allowing the library use of a man and truck for pick up of the Brentano purchases.
7. A letter to Elevator Maintenance Corp. cancelling the service contract as of 1/23/83.
8. A letter from Fox & Fox, attorneys for Essex Council #1, representing the staff, asking for a meeting with the Board.
9. A letter in response to Fox & Fox as referred to in the Minutes.
10. A letter acknowledging Mr. Corbin's appointment to the Board sent by Mrs. Reed.
11. A thank you letter from Mr. Lang acknowledging receipt of his gift from the Board.
12. A letter from Mrs. Reed to Mr. Groendyk thanking him for inviting her to attend a meeting of the Advisory Committee.
13. A letter from Mrs. Lepore praising Gene Reilly's performance as Building Maintenance Worker during Mrs. Reed's absence.
14. A thank you letter to Mrs. Reed from Joan Bojsza for assistance with the puppet show celebrating the library's 35th anniversary.

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

Respectfully submitted,

Sandra G. Sessing
Sandra G. Sessing, Secretary

Albert F. Kupferer
Albert F. Kupferer, Secretary
Board of Trustees

JANUARY 26, 1983

ANNOUNCEMENT OF AWARD OF PROFESSIONAL SERVICES CONTRACT
per N.J.S. 40:A-11-1 et.seq.

The Board of Trustees of the West Orange Free Public Library announce that Stewart Manheim of Manheim, Kosson & Novick, C. P. A's, William F. Cuozzi, Jr. of Loftus and Cuozzi, Counselors at Law and John L. Dashuta of Samuel Klein & Co., Auditors, have been appointed to furnish professional services in management and discharge duties pertaining to the Budgetary, Financial, Administrative and Legal 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, Administrative and Legal 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:

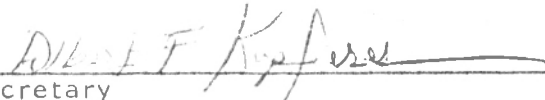
NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED, by the Board of Trustees of the West Orange Free Public Library as follows:

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, William F. Cuozzi, Jr. of Loftus and Cuozzi, Counselors at Law and John L. Dashuta 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

DIRECTOR'S
MONTHLY REPORT

January 26, 1983

The library remained open from 9:00 A. M. to 5:00 P. M. on December 24th and 9:00 A. M. to 3:00 P. M. on December 31st. We had a record crowd in attendance on both days. Although each of us (the employees) felt very exhausted by the end of the day, the experience was a rewarding one.

Vandals keep contributing to our woes. So much destruction goes on downstairs during weekends we have decided to keep it closed on Sundays. Requests for materials downstairs are honored. Someone is designated to accompany borrowers or to bring it upstairs to patrons.

Because of some very unhealthy and unsanitary incidents happening in both the men's and women's toilet facilities we propose to install locks on both in the very near future.

Township engineers have been in the library a number of times taking measurements and readings for lighting.

Mr. Flynn, purchaser for the Township, assured me that he will have companies to bid on a new boiler to replace the worn out one in our old building.

Mrs. Mary Zeitlin, former President and member of the Library Board of Trustees and member of the Friends for many years, passed away on December 23rd. A sympathy card was sent to the family. We proposed to do more in her remembrance but her daughter, Robin, called to say there would be no funeral. Instead, she stated, the family would like a memorial held in the library during the month of January.

After waiting for a reasonable time to hear from the family about the event, I called and spoke with Ellen, the other daughter. She stated that plans were not yet finalized but we would be informed on a later date. We are still waiting to hear from the family.

On December 28th a letter was sent to Fox & Fox, attorneys representing the union to which members of our staff belong. Mr. Fox had requested a meeting with the Director and Board of Trustees as soon as possible. He was advised that the meeting could not take place until after election of officers in January, 1983.

We have called Mr. Adelman, representative of the Benisch Agency at least three times concerning insurance coverage for ongoing art exhibits in the library. Each time Mr. Adelman has assured me that he is working on the matter. We are not getting the prompt service and attention we received from our former insurance agent.

We received a call from a resident who informed us that Brentano's was going out of business at the Short Hills Mall and thought that we might be able to pick up some equipment very reasonable. Three of us made the trip to the mall. Sure enough we got very excellent buys. Among them were two library trucks with slanted shelves on both sides, three wire paperback book racks, and two record

bins for the Children's Department at a cost of \$300.00. Shirley Itkin, our Purchaser polled the Board and convinced each of you that this was the "buy" of a lifetime. You agreed to spend the \$300.00. We are thankful to you and feel you will too when you see the investment.

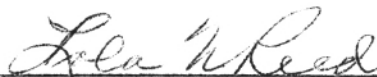
We needed a truck to deliver our purchases to the library. Mr. Belli of the Department of Public Works graciously furnished a van and a driver to make the pick up. A letter of thanks was sent to him.

A brother of Ann Shanahan (an employee) passed during the month. A sympathy card was sent in the name of the Library Trustees.

One of our regulars in the library, Mr. Peter Masi, has done it again. He donated a check in the amount of \$500 to the library. A letter of thanks has been sent to him.

The dictionary and stand which were ordered for Mr. Lang finally arrived. The items along with the laminated resolution were delivered to him by a former neighbor.

Members of the staff who filled in for me while I visited my very sick mother in Florida did a wonderful job and I am very grateful to them. They were Cushing, Lepore and Sessing who performed in management and Czarnecki who attended the Essex County Directors' meeting in Newark. All employees are to be commended for a job well done.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
 MONTH OF DECEMBER 1982
 LIBRARY BOARD MEETING OF JANUARY 26, 1983

	ADOPTED BUDGET 1982	PAID MONTH OF DECEMBER 1982	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/82	UNEXPENDED BUDGET BALANCE ON 12/31/82	BILLS/ ACCOUNTS PAYABLE AT 12/31/82 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 12/31/82
SALARIES & WAGES	\$413,579	\$ 33,582.19	\$421,471.20	(\$ 7,892.20)		(\$ 7,892.20)
BINDING	1,300		433.85	866.15	\$ 233.00	633.15
COMMUNITY SERVICES	800	143.05	753.52	46.48	376.09	(329.61)
TRANSPORTATION	300	47.60	293.10	6.90		6.90
SEMINARS & WORKSHOPS	1,200	50.00	1,377.37	(177.37)		(177.37)
AUDIT	1,650			1,650.00	1,650.00	-0-
MGMT. & PROFESSIONAL SERVICES	12,500	1,041.00	11,451.00	1,049.00	1,049.00	-0-
LEGAL & PROFESSIONAL FEES	1,000	196.50	1,965.00	(965.00)		(965.00)
MAIN LIBRARY-UTILITIES	50,000	1,905.00	38,388.99	11,611.01	3,369.16	8,241.85
MAIN LIBRARY-MAINT.	8,000	290.04	9,297.92	(1,297.92)	828.64	(2,126.56)
TORY CORNER-RENTAL	540		405.00	135.00	135.00	-0-
SERVICE CONTRACTS	5,500	369.08	4,946.83	553.17	247.21	305.96
BOOKS	50,000	2,405.00	44,859.90	5,140.10	1,786.73	3,353.37
SUPPLIES-LIBRARY	9,500	1,663.24	8,844.23	655.77	726.71	(70.94)
MICROFILM	3,000		1,410.60	1,589.40		1,589.40
PERIODICALS, SERIALS & NEWSPAPERS	7,500	6,241.93	7,376.57	123.43	175.00	(51.57)
AUDIO VISUAL-MATERIALS	2,000	194.05	1,245.91	754.09	196.72	557.37
INSURANCE	9,000	(1,793.85)	6,215.64	2,784.36		2,784.36
TELEPHONE	3,000	290.10	2,874.37	125.63	358.16	(232.53)
POSTAGE	3,000	199.13	3,200.06	(200.06)	406.66	(606.72)
EMPLOYEE HEALTH-HOSP.	16,000	1,549.06	18,615.00	(2,615.00)	278.40	(2,893.40)
EQUIPMENT-LIBRARY	1,000		1,760.25	(760.25)	300.00	(1,060.25)
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO-VISUAL EQUIPMENT	-0-		(286.00)	286.00		286.00
SOCIAL SECURITY	28,351	2,094.62	28,413.34	(62.34)		(62.34)
PUBLIC EMPLOYEES- RETIREMENT SYSTEM	32,000		24,971.00	7,029.00	4,874.80	2,154.20
JANITORIAL SUPPLIES	2,000	71.73	2,030.41	(30.41)	70.45	(100.86)
UNEMPLOYMENT INSURANCE	6,200	857.56	6,720.29	(520.29)		(520.29)
SUNDAY OPENINGS	7,000	675.50	6,085.50	914.50		914.50
PHOTOCOPY	4,500	506.39	5,131.05	(631.05)	279.85	(910.90)
<u>TOTAL</u>	<u>\$681,420</u>	<u>\$ 52,578.92</u>	<u>\$660,251.90</u>	<u>\$ 21,168.10</u>	<u>\$17,341.58</u>	<u>\$ 3,826.52</u>
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$575,000					
ACCUMULATED REVENUE	<u>106,420</u>					
	<u>\$681,420</u>					

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF DECEMBER 1982

	BALANCE 12/1/82	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 12/31/82	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 12/31/82	UNEXPENDED BUDGET BALANCES AT 12/31/82
BUDGET FUND	\$ 73,747.02	\$ -0-	\$ 52,578.92	\$ 21,168.10	\$ -0-	\$ 17,341.58	\$ 3,826.52
RECEIPTS AND FUNDS							
COPY MACHINES							
XEROX	\$ 7,922.30	\$ 654.75		\$ 8,577.05			
TOSHIBA	665.50	22.20		687.70			
SHARP	2.60			2.60			
TOTAL COPY MACHINES	\$ 8,590.40	\$ 676.95		\$ 9,267.35			
FINES	17,364.51	1,529.26		18,893.77			
RENTALS	1,800.44	253.10		2,053.54			
PROJECTOR RENTAL	461.80	35.00		496.80			
MICROFILMS	89.70	5.70		95.40			
NON-RESIDENT FEE	255.00	40.00		295.00			
MEETING ROOM	760.00	70.00		830.00			
TELEPHONE	114.75	17.42		132.17			
DONATIONS	816.86	15.00		831.86			
INTEREST	13,025.03	880.52		13,905.55			
TOTAL RECEIPTS AND FUNDS	\$ 43,278.49	\$ 3,522.95	\$ -0-	\$ 46,801.44			
LOST BOOK FUND	\$ 1,218.58	\$ 106.14	\$ -0-	\$ 1,324.72			
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,423.94	\$ 227.25	\$ 49.85	\$ 1,601.34			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
N.J. STATE AID	\$ 33,210.00	\$ -0-	\$ -0-	\$ 33,210.00			
TOTAL ALL FUNDS	\$ 153,238.03	\$ 3,856.34	\$ 52,628.77	\$ 104,465.60			
CASH FUNDS REPRESENTED BY:							
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7				\$ 19,199.32			
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.				10,828.25			
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.				2,664.16			
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES				2,020.09			
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS				558.82			
PETTY CASH				170.00			
PETTY CASH CHECKING A/C -MIDLANTIC NAT'L BANK				223.52			
35M U.S. TREASURY BILL DUE 1/13/83 7.70%				34,340.88			
35M U.S. TREASURY BILL DUE 1/27/83 7.68%				34,460.56			
LESS: ACCOUNTS PAYABLE 12/31/82				\$ 104,465.60			
CASH FUNDS AVAILABLE AT 12/31/82				17,341.58			
				\$ 87,124.02			

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1982 BILLS PRESENTED FOR PAYMENT
ON JANUARY 26, 1983

3.

CHECKS ARE DATED
DECEMBER 31, 1982

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
7900	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 390.00
7901	MIDLANTIC NAT'L BANK FTD 12/15/82	1. SALARIES	2,312.72
7902	POSTMASTER	13. POSTAGE	200.00
7903	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	400.00
7904	P.E.R.S. #20284 CONTRIB.LIFE INS.	1. SALARIES	148.42
7905	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	1,952.10
7906	TOWN OF W.O.-JANUARY 1983	26. HOSPITALIZATION	1,549.06
7907	W.O. PUBLIC LIBRARY UN.SAVINGS A/C - 12/82	1. SALARIES	66.38
7908	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,094.62
7909	N.J. GROSS INCOME TAX-DEC. 1982	1. SALARIES	691.66
7910	MIDLANTIC NAT'L BK FTD 12/30/82	1. SALARIES	2,421.27
7911	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYERS SOC.SEC.	2,094.62
7912	N.J. EMPLOYMENT SEC. AGCY-4TH QTR'82	28. UNEMP. INS.	\$ 593.12
		EXCHANGE	<u>237.19</u>
7913	EBSCO SUBSCRIPTION SERVICE	19. MAGAZINES	830.31
7914	KABRO-KAISER ASSOCIATES	6. MAINT.-MAIN.	6,234.00
7915	L. KANTOR INC.	6. MAINT.-MAIN.	168.54
	NET P/R 12/15/82 #1832-1878 (47)	1. SALARIES	53.67
	NET P/R 12/30/82 #1879-1926 (48)	1. SALARIES	11,651.34
			<u>12,129.18</u>
	<u>SUB-TOTAL</u>		\$ 45,387.89
	<u>ADD: CHECKS #7852-7899 FOR PAYMENT</u>		
	ISSUED AT DECEMBER 15, 1982 MEETING		<u>8,927.36</u>
	<u>CHECKS ISSUED FOR THE MONTH OF DECEMBER 1982</u>		\$ 54,315.25
	<u>ADD: PETTY CASH CHECKS #1598-1625 ISSUED</u>		
	DURING OCTOBER, NOVEMBER AND DECEMBER 1982		<u>33,645.82</u>
	<u>SUB-TOTAL</u>		\$ 87,961.07
	<u>LESS: CHECK #7873 G. K. HALL & Co.</u>	VOIDED	\$ 0.08
	" #7912 N.J. UN. INS.	EXCHANGE	237.19
	PETTY CASH CHECK #1609 W.O. LIBRARY	TRANSFER	33,210.00
	DEPOSIT 12/10/82	5. INSURANCE	1,793.85
	12/15/82	2. BOOKS	1.88
	12/18/82	13. POSTAGE	0.37
	12/23/82	13. POSTAGE	0.50
	12/28/82	2. BOOKS	61.96
	12/29/82	4. SUPPLIES	61.75
	12/31/82	10. COMMUNITY REL.	<u>14.57</u>
	<u>TOTAL EXPENDITURES-MONTH OF DECEMBER 1982</u>		<u>35,382.15</u>
	<u>PER BUDGET REPORT</u>		<u>\$ 52,578.92</u>

PAYMENT RECOMMENDED BY:

Lela N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY

4.

PETTY CASH - OCTOBER, NOVEMBER AND DECEMBER 1982 BILLS
PRESENTED FOR PAYMENT ON JANUARY 26, 1983

<u>DATE</u> <u>1982</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>Oct.</u>				
4	#1598	J & J ENTERPRISES	4. SUPPLIES	\$ 6.00
6	1599	SHIRLEY ITKIN	10. COMMUNITY REL.	50.00
6	1600	RAINBOW NATIONAL, INC.	4. SUPPLIES	2.65
7	1601	RUTGERS-THE STATE UNIVERSITY	15. WORKSHOPS	21.00
7	1602	N.J. HISTORICAL SOCIETY	2. BOOKS	1.50
7	1603	DAVID LANNON	12. TRANSPORTATION	8.00
8	1604	CHILDREN'S LITERATURE	15. WORKSHOPS	15.00
28	1605	DAVID LANNON	12. TRANSPORTATION	8.40
<u>Nov.</u>				
1	1606	MONTCLAIR PUBLIC LIBRARY	2. BOOKS	2.10
3	1607	SUPREME BAKERY	10. COMMUNITY REL.	5.80
4	1608	SHIRLEY ITKIN	10. COMMUNITY REL.	50.00
8	1609	W.O. LIBRARY CHECKING A/C	TRANSFER	33,210.00
8	1610	JEFFRIES & ASSOCIATES	2. BOOKS	4.00
19	1611	THORO CLEAN PRODUCTS	6. MAINT.-MAIN.	21.95
29	1612	BILL TOOHEY	12. TRANSPORTATION	6.80
29	1613	DAVID LANNON	12. TRANSPORTATION	8.00
29	1614	NAT'L GEORGRAPHIC SOCIETY	2. BOOKS	6.95
30	1615	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	5.93
30	1616	EUGENE REILLY	12. TRANSPORTATION	3.40
<u>Dec.</u>				
1	1617	SHIRLEY ITKIN	10. COMMUNITY REL.	26.82
6	1618	FREY TAG'S FLOWERS	10. COMMUNITY REL.	25.00
8	1619	N.J.L.A.	14. CONVENTIONS	14.00
17	1620	W.O. MUNICIPAL COURT	12. TRANSPORTATION	5.00
17	1621	CASH (MICHAEL'S SHOE SERVICE)	4. SUPPLIES	65.00
17	1622	LOLA N. REED	4. SUPPLIES	58.64
17	1623	VOIDED	VOIDED	-0-
23	1624	DAVID LANNON	12. TRANSPORTATION	8.00
23	1625	BILL TOOHEY	6. MAINT.-MAIN.	5.88

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF OCTOBER,
NOVEMBER AND DECEMBER 1982

\$ 33,645.82

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Maxkeine CPA*

DECEMBER 1982 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 26, 1983

CHECKS ARE DATED
JANUARY 26, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7916	POSTMASTER	13. POSTAGE	\$ 400.00
7917	BRENTANO'S	17. EQUIPMENT	300.00
7918	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	400.00
7919	MIDLANTIC NAT'L BANK FTD 1/15/83	1. SALARIES	2,485.48
7920A	ADP	11. SERVICE CONTRACTS	\$ 51.16
B	"	11. " "	50.69
7921A	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	76.45
B	" " " "	18. " "	(6.00)
7922	APPLE TREE PRESS, INC.	19. MAGAZINES	28.15
7923	ASSOCIATION OF AMERICAN LAW SCHOOLS	2. BOOKS	5.00
7924	THE BAKER & TAYLOR Co.	2. BOOKS	19.45
7925A	THE BAKER & TAYLOR Co.	2. BOOKS	(9.45)
B	" " " " "	2. "	333.47
C	" " " " "	2. "	101.80
7926	THE BAKER & TAYLOR Co.	2. BOOKS	35.33
7927	A. M. BEST Co.	2. BOOKS	25.00
7928A	R. R. BOWKER	2. BOOKS	67.50
B	" " "	2. "	37.90
7929	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT.-MAIN.	75.00
7930A	BROADSTREET, INC.	4. SUPPLIES	61.74
B	" "	4. "	(1.73)
7931	BRODART, INC.	4. SUPPLIES	207.86
7932A	BUSINESS ENERGY MANAGEMENT CORP.	8. MAINT.-UTILITIES	975.00
B	" " " "	8. " "	380.00
7933	CENTER TYPEWRITER SERVICE	11. SERVICE CONTRACTS	69.00
7934A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	13.77
B	" " " " "	21. " "	6.75
7935	COMMONWEALTH WATER Co.	8. MAINT.-UTILITIES	160.80
7936	COUNCIL OF BETTER BUSINESS BUREAUS	20. PAMPHLETS	1.00
7937	CRAMPTON ASSOCIATES	20. PAMPHLETS	2.00
*7938	CRONER ASSOCIATES, INC.	2. BOOKS	49.95
7940	ROBERT W. DAUM	6. MAINT.-MAIN.	30.00
7941A	DEACON PRESS	4. SUPPLIES	197.50
B	" "	4. "	35.00
7942	DOBBS BROS.	3. BINDING	233.00
7943	DRAMATISTS PLAY SERVICE, INC.	19. MAGAZINES	3.75
7944A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	(7.00)
B	" " "	19. " "	33.50
7945	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	76.36
7946	FAA-NJ DIRECTORY	2. BOOKS	2.00
7947	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN.	196.92
7948	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN.	183.72
7949	THE FOUNDATION CENTER	2. BOOKS	20.00
7950A	GALE RESEARCH Co.	2. BOOKS	48.57
B	" " "	2. "	73.55
7951	J. L. HAMMETT Co.	4. SUPPLIES	32.14
7952A	HARPER & ROW PUBLISHERS, INC.	2. BOOKS	23.11
B	" " " " "	2. "	28.21
7953	EDDIE HAZELL	10. COMMUNITY REL.	300.00
7954A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	0.85
B	" " " "	4. "	1.69
7955	KULARS ENGRAVING SERVICE	4. SUPPLIES	24.00
7956	LDA PUBLISHERS	2. BOOKS	9.95
7957	LUPUS FOUNDATION OF AMERICA	2. BOOKS	7.00
7958	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,049.00
7959	FLORENCE MANTELL	26. HOSPITALIZATION	205.20
*7939	VOIDED	VOIDED	-0-

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1982 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 26, 1983

6.

CHECKS ARE DATED
JANUARY 26, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
7960	NJLA	10. COMMUNITY REL.	\$ 60.00
7961	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	18.95
7962	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS	184.05
7963A	NEW JERSEY BELL	9. TELEPHONE	\$ 345.73
B	" " "	9. "	<u>12.43</u>
7964	NEW JERSEY LAW JOURNAL	2. BOOKS	26.30
7965	PETTY CASH CHECKING A/C	TRANSFER	200.00
7966	PETTY CASH SAFE	LOST BOOK FUND	8.85
		4. SUPPLIES	101.66
		13. POSTAGE	<u>6.66</u>
7967	PRESCRIPTION CENTER	21. A/V MATERIALS	5.25
7968	PSE & G	8. MAINT.-UTILITIES	1,853.36
7969	PYROTRONICS	6. MAINT.-MAIN.	343.00
7970	REGENT BOOK Co.	2. BOOKS	36.74
7971	ROSSI & Co., Inc.	4. SUPPLIES	26.10
7972	THE SCARECROW PRESS, Inc.	2. BOOKS	22.50
7973	LORRAINE SCHWARTZ	26. HOSPITALIZATION	73.20
7974A	SILVER BURDETT Co.	2. BOOKS	17.91
B	" " "	2. "	15.92
C	" " "	2. "	10.40
D	" " "	2. "	<u>9.62</u>
7975	SOCIETY FOR VISUAL EDUCATION	21. A/V MATERIALS	25.20
7976	STANDARD & POOR'S CORP.	2. BOOKS	298.00
7977	THE STAR LEDGER	10. COMMUNITY REL.	12.45
7978	THOMAS PUBLISHING Co.	2. BOOKS	89.00
7979	THORO CLEAN PRODUCTS Co.	4. SUPPLIES	39.90
7980	TREASURER-STATE OF N.J.	2. BOOKS	30.00
7981	UNITED NATIONS	2. BOOKS	75.00
7982	U.S. CHAMBER OF COMMERCE	21. A/V MATERIALS	37.50
7983	U.S. GEOLOGICAL SURVEY	20. PAMPHLETS	20.00
7984	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
7985	WEST PUBLISHING Co.	2. BOOKS	74.00
7986	WESTON WOODS	21. A/V MATERIALS	61.50
7987	WOLSTEN'S PROJECTOR HOUSE	21. A/V MATERIALS	46.75
7988	WORRALL PUBLICATIONS, Inc.	10. COMMUNITY REL.	3.64
7989A	XEROX CORP.	25. PHOTOCOPY	256.19
B	" "	25. "	<u>23.66</u>
7990	YOUNG'S NEWS SERVICE	20. NEWSPAPER	93.60
7991	PENSION ADJUSTMENT FUND	P.E.R.S.	<u>4,874.80</u>
			\$ 18,785.91
	<u>SUB-TOTAL</u>		
	<u>LESS:</u>		
	CHECK #7918 - W.O. MUNICIPAL EMPL.	1. SALARIES	400.00
	" 7919 - MIDLANTIC NAT'L BK	1. SALARIES	2,485.48
	" 7965 - PETTY CASH CHECKING A/C	TRANSFER	200.00
	" 7966 - PETTY CASH - SAFE	LOST BOOK FUND	<u>8.85</u>
			<u>3,094.33</u>
	<u>SUB-TOTAL</u>		\$ 15,691.58
	<u>ADDITIONAL ACCOUNTS PAYABLE:</u>		
	S. KLEIN & Co.	16. AUDIT	<u>1,650.00</u>
	<u>TOTAL ACCOUNTS PAYABLE-DECEMBER 31, 1982</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 17,341.58</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY

1983 BUDGET AS COMPARED TO 1982 ACTUAL EXPENDITURES
LIBRARY BOARD MEETING OF JANUARY 26, 1983

	1982 ACTUAL <u>EXPENSES</u>	1983 PROPOSED <u>BUDGET</u>	INCREASE (DECREASE) 1983 BUDGET OVER 1982 <u>EXPENDITURES</u>
SALARIES & WAGES	\$421,471	\$463,000	\$ 41,529
CONTRACTUAL SERVICES:			
BINDING	667	1,300	633
COMMUNITY SERVICES	1,130	800	(330)
TRANSPORTATION	293	300	7
SEMINARS & WORKSHOPS	1,377	1,000	(377)
AUDIT	1,650	1,650	-0-
MGMT.&PROFESSIONAL SERVICES	12,500	13,000	500
LEGAL AND PROFESSIONAL FEES	1,965	2,400	435
CONTRACTUAL MAINTENANCE & REPAIR:			
MAIN LIBRARY - UTILITIES	41,758	48,000	6,242
MAIN LIBRARY - MAINTENANCE	10,126	8,000	(2,126)
TORY CORNER - RENTAL	540	540	-0-
SERVICE CONTRACTS	5,194	5,000	(194)
MATERIALS & SUPPLIES:			
BOOKS	46,647	75,000	28,353
SUPPLIES	9,571	9,000	(571)
MICROFILM	1,411	3,000	1,589
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,552	7,000	(552)
AUDIO/VISUAL - MATERIALS	1,443	1,000	(443)
MISCELLANEOUS OTHER EXPENSES:			
INSURANCE	6,216	8,000	1,784
TELEPHONE	3,232	3,000	(232)
POSTAGE	3,607	3,500	(107)
EMPLOYEE HEALTH BENEFIT PLAN	18,893	20,000	1,107
EQUIPMENT:			
LIBRARY	2,060	3,000	940
MAINTENANCE EQUIPMENT	-0-	1,000	1,000
AUDIO/VISUAL EQUIPMENT	(286)	500	786
STATUTORY EXPENDITURES:			
SOCIAL SECURITY	28,413	31,000	2,587
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,846	29,000	(846)
UNEMPLOYMENT INSURANCE, ETC.	6,720	7,000	280
JANITORIAL SUPPLIES	2,101	2,500	399
SUNDAY OPENINGS	6,085	7,000	915
PHOTOCOPY	5,411	4,500	(911)
TOTAL ACTUAL EXPENSES - 1982	<u>\$677,593</u>		
TOTAL PROPOSED BUDGET - 1983		<u>\$759,990</u>	
TOTAL INCREASE OF 1983 BUDGET OVER 1982 EXPENDITURES			<u>\$ 82,397</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1982
LIBRARY BOARD MEETING OF JANUARY 26, 1983

	1980 ACTUAL EXPENSES BY LIBRARY	1981 ACTUAL EXPENSES BY LIBRARY	1982 ACTUAL EXPENSES BY LIBRARY	1982 APPROVED BUDGET	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS AS COMPARED WITH 1982 APPROVED BUDGET
SALARIES & WAGES	\$380,416.32	\$401,798.04	\$421,471.20	\$413,579	(\$ 7,892.20)
CONTRACTUAL SERVICES:					
BINDING	1,305.27	1,315.65	666.85	1,300	633.15
COMMUNITY SERVICES	438.92	735.49	1,129.61	800	(329.61)
TRANSPORTATION	290.22	260.20	293.10	300	6.90
SEMINARS & WORKSHOPS	1,189.70	704.00	1,377.37	1,200	(177.37)
AUDIT	1,650.00	1,650.00	1,650.00	1,650	-0-
MGMT. & PROFESSIONAL SERVICES	11,200.00	11,700.00	12,500.00	12,500	-0-
LEGAL & PROFESSIONAL FEES	3,111.00	830.00	1,965.00	1,000	(965.00)
CONTRACTUAL MAINT. & REPAIR:					
MAIN LIBRARY-UTILITIES	33,416.24	41,234.30	41,758.15	50,000	8,241.85
MAIN LIBRARY-MAINT.	4,387.00	8,671.02	10,126.56	8,000	(2,126.56)
TORY CORNER-RENTAL	540.00	540.00	540.00	540	-0-
BOOKMOBILE	566.95	-0-	-0-	-0-	-0-
SERVICE CONTRACTS	5,574.76	5,519.36	5,194.04	5,500	305.96
MATERIALS & SUPPLIES:					
BOOKS	61,069.79	54,793.10	46,646.63	50,000	3,353.37
SUPPLIES	12,134.35	15,039.40	9,570.94	9,500	(70.94)
MICROFILM	5,184.48	3,348.46	1,410.60	3,000	1,589.40
PERIODICALS, SERIALS & NEWSPAPERS	8,195.42	7,869.02	7,551.57	7,500	(51.57)
AUDIO/VISUAL-MATERIALS	2,045.24	2,812.47	1,442.63	2,000	557.37
MISCELLANEOUS OTHER EXPS:					
INSURANCE	6,970.61	9,867.89	6,215.64	9,000	2,784.36
TELEPHONE	3,001.16	2,938.59	3,232.53	3,000	(232.53)
POSTAGE	2,482.51	2,965.42	3,606.72	3,000	(606.72)
EMPLOYEE HEALTH & BENEFIT PLAN	14,350.02	14,773.57	18,893.40	16,000	(2,893.40)
ANNUAL REPORT	410.00	-0-	-0-	-0-	-0-
INVENTORY COSTS	2,894.97	-0-	-0-	-0-	-0-
EQUIPMENT:					
LIBRARY	8,946.26	593.35	2,060.25	1,000	(1,060.25)
MAINTENANCE EQUIPMENT	331.00	650.00	-0-	1,000	1,000.00
AUDIO/VISUAL EQUIPMENT	290.00	736.26	(286.00)	-0-	286.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	22,969.87	26,887.66	28,413.34	28,351	(62.34)
PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,443.45	29,133.29	29,845.80	32,000	2,154.20
UNEMPLOYMENT INS.	2,317.11	6,219.22	6,720.29	6,200	(520.29)
JANITORIAL SUPPLIES	2,882.54	1,471.69	2,100.86	2,000	(100.86)
NEW LIBRARY ADDITION EXPENSES	1,000.00	-0-	-0-	-0-	-0-
SUNDAY OPENINGS	-0-	6,714.00	6,085.50	7,000	914.50
FILE FOLDER SUPPLIES	-0-	3,270.00	-0-	-0-	-0-
PHOTOCOPY	-0-	-0-	5,410.90	4,500	(910.90)
<u>TOTAL ACTUAL EXPENSES -</u> <u>1980</u>	<u>\$630,005.16</u>				
<u>TOTAL ACTUAL EXPENSES -</u> <u>1981</u>		<u>\$665,041.45</u>			
<u>TOTAL ACTUAL EXPENSES -</u> <u>1982</u>			<u>\$677,593.48</u>		
<u>TOTAL APPROVED BUDGET - 1982</u>				<u>\$681,420</u>	
<u>NEW UNEXPENDED BUDGET BALANCES - 1982</u>					<u>\$ 3,826.52</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF FUND BALANCES
DECEMBER 31, 1982

	BALANCE PER STATEMENT OF RECEIPTS AT 12/31/82 AS PRESENTED TO LIBRARY BOARD MEETING 1/26/83	TO TRANSFER 1982 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID & BALANCE OF 1982 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1982 BUDGET FUND	\$ 3,826.52		1/(\$ 3,826.52)	-0-
1982 FINES & RESERVES	46,801.44	(\$ 46,801.44)		-0-
1982 LOST BOOK FUND	1,324.72	(1,324.72)		-0-
1982 BOOK SALES & EXCESS PROPERTY FUND	1,601.34	(1,601.34)		-0-
1982 PETTY CASH & CHANGE FUND	360.00			360.00
1982 STATE AID FUNDS	33,210.00		2/(33,210.00)	-0-
ACCUMULATED REVENUE FUNDS	-0-	49,727.50	37,036.52	86,764.02
	<u>\$ 87,124.02</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 87,124.02</u>
<u>ADD: ACCOUNTS PAYABLE-12/31/82</u>	<u>17,341.58</u>	<u>-0-</u>	<u>-0-</u>	<u>17,341.58</u>
<u>TOTAL</u>	<u>\$104,465.60</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$104,465.60</u>

1. TO TRANSFER BALANCE OF 12/31/82 BUDGET BALANCE TO ACCUMULATED REVENUE		\$ 3,826.52
2. ADD 1982 STATE AID TO ACCUMULATED REVENUE		<u>33,210.00</u>
<u>SUB-TOTAL</u>		\$ 37,036.52
3. ADD - 1982: UNALLOCATED FINES & RESERVES	\$ 46,801.44	
LOST BOOK FUND	1,324.72	
BOOK SALES & EXCESS PROPERTY FUND	<u>1,601.34</u>	<u>49,727.50</u>
<u>TOTAL ACCUMULATED REVENUES TRANSFERRED 12/31/82</u>		\$ 86,764.02
<u>ACCUMULATED REVENUE BALANCE FROM 12/31/81</u>		<u>-0-</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/82</u>		<u>\$ 86,764.02</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE BALANCE SHEET
DECEMBER 31, 1982-1981

	<u>DECEMBER 31,</u> <u>1982</u>	<u>DECEMBER 31,</u> <u>1981</u>
<u>ASSETS</u>		
<u>CASH</u>		
REGULAR CHECKING ACCOUNT	\$ 19,199.32	\$ 29,487.40
SAVINGS ACCOUNTS	15,512.50	15,258.71
COMMUNITY RELATIONS CHECKING ACCOUNT	558.82	298.24
PETTY CASH CHECKING ACCOUNT	223.52	380.55
PETTY CASH FUND - SAFE	150.00	150.00
CHANGE FUND - DESK	20.00	20.00
TREASURY BILLS	<u>68,801.44</u>	<u>86,716.07</u>
<u>TOTAL CASH AND ASSETS</u>	<u>\$104,465.60</u>	<u>\$132,310.97</u>
<u>LIABILITIES, RESERVES AND ACCUMULATED</u> <u>REVENUES</u>		
ACCOUNTS PAYABLE	\$ 17,341.58	\$ 25,521.51
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	360.00	360.00
COMMUNITY RELATIONS	<u>-0-</u>	<u>9.49</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 17,701.58</u>	<u>\$ 25,891.00</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>86,764.02</u>	<u>106,419.97</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED</u> <u>REVENUES</u>	<u>\$104,465.60</u>	<u>\$132,310.97</u>

PREPARED WITHOUT AUDIT.

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

	<u>1982</u>	<u>1981</u>
<u>ACCUMULATED REVENUES:</u>		
BALANCE, JANUARY 1, 1982 - 81	\$106,419.97	\$135,497.02
<u>(DECREASES) INCREASE TO ACCUMULATED REVENUES:</u>		
TRANSFER TO BUDGET FUND, PER RESOLUTION 4/28/82 & 4/29/81	(106,419.97)	(118,956.00)
<u>BALANCE</u>	\$ -0-	\$ 16,541.02
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1982-81 FINES & RESERVES	\$ 46,801.44	\$ 46,256.89
1982-81 LOST BOOK FUNDS	1,324.72	1,885.82
1982-81 BOOK SALES & EXCESS PROPERTY FUND	<u>1,601.34</u>	<u>49,727.50</u>
		<u>1,646.69</u>
		49,789.40
1982-81 STATE AID RECEIVED	\$ 33,210.00	\$ 36,175.00
1982-81 BALANCE OF BUDGET FUND	<u>3,826.52</u>	<u>37,036.52</u>
		<u>3,914.55</u>
		40,089.55
<u>ACCUMULATED REVENUES - DECEMBER 31,</u>		
<u>1982-81 PER EXHIBIT C</u>	<u>\$ 86,764.02</u>	<u>\$106,419.97</u>

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1982 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$677,593.48 TO COVER THE ACTUAL 1982 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1982 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$575,000.00 PLUS THE APPROPRIATION OF \$102,593.48 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1982 BUDGET FUND	\$106,420.00
FROM ACCUMULATED REVENUE - 12/31/81	
 (LESS) UNEXPENDED 1982 BUDGET 12/31/82	<u>3,826.52</u>
 <u>TOTAL APPROPRIATION TO 1982 BUDGET FUND</u>	
<u>FROM ACCUMULATED REVENUE</u>	<u>\$102,593.48</u>

II RESOLVED:

THE FOLLOWING 1982 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1982 FINES AND RESERVES FUND	\$ 46,801.44
2. 1982 LOST BOOK FUND	1,324.72
3. 1982 BOOK SALES & EXCESS PROPERTY SOLD FUND	1,601.34
4. STATE AID FUND	33,210.00
5. BALANCE OF BUDGET FUND - 1982	<u>3,826.52</u>
 <u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	 \$ 86,764.02
 <u>ADD:</u> BALANCE OF ACCUMULATED REVENUE - 1981	 <u>-0-</u>
 <u>ACCUMULATED REVENUE 12/31/82</u>	 <u>\$ 86,764.02</u>

**AGENDA
WEST ORANGE PUBLIC LIBRARY
FEBRUARY 23, 1983**

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
FEBRUARY 23, 1983

President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace Corbin, Jr., Herbert Gladstone, William O'Neill and Irving Soloway. Also present were Greg Gonzales representing Stewart Manheim, Board Accountant; Martin Loftus representing William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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.

The agenda was set aside to allow Mr. Jordan from Garden State Cash Register Company to discuss the possibility of purchasing and/or leasing a cash register to be used at the circulation desk. The register would be available to the library at \$895.00 which includes a 10% discount. The machine would be guaranteed for 6 months and a service contract available thereafter. Tapes would cost \$6.50 for a package of 10 rolls. In order to lease the machine, two advance payments of \$55.00 would be required with \$51.00 per month thereafter for 22 months with an option to purchase.

MINUTES:

Mr. Gladstone made a motion to accept the Minutes of the Board meeting of 1/26/83 noting that a correction was to be made on page 1, under "Minutes". The second sentence should read: "Mr. Soloway seconded the motion and it was carried unanimously." Mr. Soloway seconded the motion to accept the Minutes and it was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Several bills were discussed and explained in detail. Mr. O'Neill pointed out that the postage requests which average about every six weeks, will exceed the amount budgeted. (voucher #8050)

Mrs. Reed will request Mrs. Czarnecki to write a report about her attendance at the NJLA convention. (voucher #8024)

Mrs. Strauss said that the library should not have to pay for the publication of the meeting dates for the year. The library is required only to submit the information to the newspapers and it would be up to the papers to decide to publish it. Mr. Gladstone suggested that the attorney look up the law pertaining to the advertisement of meeting dates. (voucher #8055)

Mr. Gladstone made a motion to accept the Bills Presented for Payment for the month of January, 1983. Mr. Soloway seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Soloway made a motion to approve Investment Account #734-0598-7, Midlantic Bank which has been established by the Board as per the Minutes of 1/26/83. Mr. Gladstone seconded the motion and it was passed unanimously.

Mr. Gonzales said that Mrs. Beyer from Midlantic National Bank will be sending a letter to the Board certifying that all accounts on deposit are covered by FDIC to a maximum amount of \$100,000.00 limits.

Mr. Loftus advised the Board that it is his understanding that the law covers each depositor, not each account. Mrs. Strauss referred the matter to the Finance Committee for discussion and recommendations. Library deposits exceed the \$100,000.00 limits. Mr. Gonzales reported that there are no special interest rates for bank accounts exceeding \$100,000.00.

Mr. Gladstone made a motion to accept the letter sent to Midlantic Bank by Mrs. Strauss authorizing Stewart Manheim, as accountant for the Library Board of Trustees, to telephone transfer any amount within all bank accounts maintained by the library. Mr. Corbin seconded the motion and it was carried unanimously.

Mr. Gladstone made a motion to amend the above resolution adding that a memo be sent by the accountant to the Director when the telephone transfer is made. Mr. Corbin seconded the motion and it was passed unanimously.

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

Mr. O'Neill pointed out that a few line items were running pretty high in cost for the first two months. Discussion turned to the telephone bill and the procedures for clarifying out of area calls that are made by each department. It was noted that each department submits a sheet for the month detailing calls made out of the area. These calls are checked against the appropriate telephone bills.

Mr. Soloway suggested that Mrs. Reed look into the feasibility of purchasing the telephone equipment that the library is now leasing. Rental fees would then be eliminated. At the next meeting figures will be provided for Board recommendation.

PERSONNEL COMMITTEE:

Mr. Soloway reported that the Personnel Committee had met in regard to the union contract as delivered by Fox & Fox attorneys for Essex Council #1--the employees' union. Mrs. Reed has been directed to respond to the Fox & Fox letter of February 5, 1983 and arrangements will be made to meet with them in March to enter into negotiations with the union.

DIRECTOR'S REPORT:

A meeting of Professional Librarians and Department Heads was held on February 8 and February 15 to suggest ways of developing security in the Reference Area. A study of the report submitted by Leonard Lepore of the Engineering Department was also considered.

According to counsel, the library is required to have two elevator inspections per year. Mrs. Reed presented some elevator service contract proposals for Board consideration. Mr. Gladstone said that he had received a call from Mr. O'Hara recommending that the library engage in a regular maintenance contract specifically the company which offers monthly service for \$99.00. Mr. Gladstone said that in light of the fact that the elevator is in need of repairs at this time as was noted by Mrs. Reed, the Board needs more information of the cost of those repairs before the Trustees enter into a contract. Mrs. Strauss requested Mrs. Reed to gather the dollar figures of what each company will charge to repair the elevator for the next Board meeting.

Mrs. Reed said that the jazz concert had been held on February 6 as planned, but because of weather conditions and the small turnout, Mr. Cuozzi suggested that the concert be offered free.

A letter of resignation has been received from Lynn Thompson, Children's Librarian. Mrs. Thompson will resign as of 3/1/83. She would like to keep some connection with the library by offering her services for substitute work.

Mrs. Reed recommended Mrs. Minola Rue Kelly to replace Mrs. Thompson. Mrs. Kelly is presently working part-time as Children's Librarian during Mrs. Thompson's leave of absence. Mr. O'Neill made a motion to hire Mrs. Kelly as Children's Librarian at a salary of \$14,000 as of March 1, 1983. Mr. Corbin seconded the motion and it was carried unanimously.

COMMITTEE REPORTS:

1) Finance Committee:

The Finance Committee will meet to discuss the bank accounts and \$100,000.00 FDIC limit.

Mr. Corbin inquired about the restrictions and fees involving the Statement Savings Accounts. Mr. Gonzales said that the Statement Savings Accounts have not been restricted in any way as to transferring funds from one to another and that all fees have been waived.

2) Building and Grounds:

As Mr. O'Hara was absent from the Board meeting, the building and grounds problems will be deferred to the next meeting.

OLD BUSINESS:

Mr. Gonzales discussed a memo written by Mr. Manheim concerning the audit report for 1981:

- a. The old outstanding pay check has been reissued and is presented to the Board for signature.
- b. A list of old outstanding checks with suggestions for cancellations has been presented for Board review.

- c. It would be appreciated if the auditors would clarify first paragraph recommendations. Also, third paragraph of recommendations are false, inasmuch as budget reports are reconciled to cash disbursements on a monthly basis and all these reconciliations were presented to the auditors at the time of the audit.
- d. The condition of records were the same for the past seventeen years and no change was made in the procedure for recording all transactions during that time. We would appreciate a clarification of the difficulty that was encountered by the auditors in abstracting and analyzing receipts and disbursements and reconciling them to year end balances, inasmuch as this is done each and every month for the budget reports.
- e. Beginning in 1983 attempt has been made to expand the bookkeeping procedures and notification from the auditors would be appreciated that the way the books and records are being kept now are the way they want it.

Mr. Gonzales noted that implementation of reporting on the photocopy receipts could not be initiated immediately because the auditors did not submit the report for 1980 until December 31, 1981. It was begun in 1982. Mr. Soloway questioned the late timing of the audits. Mr. Gladstone suggested that a letter be sent to Samuel Klein asking them to make their audits earlier in the year.

Further input from missing Board members and Mr. Manheim will be available for the next meeting, at which time the Board will decide on the proper approach in contacting the auditors.

It was agreed that the decision about the cash register will not be made until Mr. Corbin becomes familiar with the cash procedures of the circulation desk and the other members of the Board give their opinion about the purchase and/or lease.

Mr. Gonzales presented a memo from Mr. Manheim detailing a comparison of other libraries in reference to the recording and administering of receipts of fines, etc. Mr. Manheim initiated the demonstration of the cash register at this meeting for the Board's knowledge.

Library public relations for the community will be tabled for the present meeting.

Mr. Gladstone said that he had talked to the President of the Friends and was informed that there had been no response to the letter sent out by the Friends. He would like to look into this in further detail.

Mrs. Strauss said that since only four Board members were present, it would be best not to discuss the lighting and floor problems in detail. Mr. Gladstone offered to contact Mr. O'Hara, meet with him and discuss the report submitted from the Engineering Department. They will bring their recommendations to the next Board meeting.

NEW BUSINESS:

Mrs. Reed said that the professional staff and department heads voted unanimously that they would like to stay open until 5:30 P. M. on Tuesday, Thursday and Friday. The Board unanimously agreed that no change in hours would be considered while negotiations with the union was in effect.

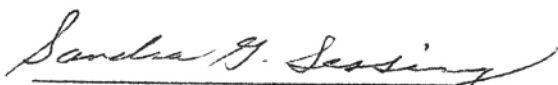
COMMUNICATIONS.


The following communications were sent or received during the past month:

- 1) A letter to Mrs. Cunningham thanking her for praising the library in her letter received last month. Mrs. Cunningham has granted permission to have the letter printed in the "West Orange Chronicle."
- 2) A letter to Midlantic Bank from Mrs. Strauss authorizing transfer of monies within all accounts by Stewart Manheim. (Financial Statement)
- 3) A letter to Mr. Zeitlin asking him to return books checked out by Mrs. Zeitlin.
- 4) A note from Mrs. Ann Shanahan thanking the Board for their condolences on the death of her brother.

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

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

February 23, 1983

A meeting of Professional Librarians and Department Heads was held on Tuesday, February 8th and again on Tuesday, February 15th to discuss and try to suggest ways of developing greater security in the library, especially the Reference Area.

Copies of a letter from John McCann and a report on our lighting situation by Leonard Lepore of the Engineering Dept. were distributed to the committee at the first meeting. Each person was to study the materials and bring in their own recommendations, suggestions, criticisms, etc. to the next meeting.

Many of the criticisms or suggestions made by the Lepore report were carefully discussed. Some were rejected as not being appropriate from a librarian's point of view. Example: 1) Moving the card catalog near the windows in the new wing. 2) Exchange fluorescent fixtures in the meeting room with those over study areas.

We were not in complete agreement on all points, but we did agree that the circulating books and shelves should be moved from behind the reference books, reference books should be placed on the back shelves where the 000-600's are now and the reference desks should be divided and moved immediately in front, on both ends, of reference collection.

It was agreed, as proposed in the Lepore report, that by shifting Reference to the south end of the area and bringing all circulating books together on the north end we could benefit from more natural light--especially if shelves were rearranged to line up east and west.

These plans seem right for our plight, but should not be undertaken without the aid of a certified Consultant and a properly designed layout for both the rearrangement of the area and advice from a lighting expert.

The committee expressed great concern about the opening in the floor where the two buildings meet. They proposed that due to the situation they are very distressed that a serious accident could happen.

Our elevator is in need of repair. According to Sam Belfiore and Dominick Belli the library is required by law to have the elevator inspected at least twice per year. Please specify what should be done and how. I have three proposals for service. Should these be discarded?

We have had to put locks on the doors of the two toilets in the new building due to mounting vandalism. A few complaints have been made but when the seriousness of the matter was explained each complainant felt we did the right thing.

Due to snow our turnout for the Jazz Concert on February 6th was very small. There were so few people Bill Cuozzi suggested that we make it a "free" concert. The trio was extremely well talented. The few who were present enjoyed it very much.

On the days of the blizzard (February 11th) we closed the library at 2:30 P. M., did not open on Saturday, the 12th. We opened on Sunday but had very few patrons because our parking lot was not plowed until around 2:00 P. M.

Plans for the memorial services for Mary Zeitlin never got off the ground. I am not sure what happened. We have been unable to contact members of the family. In fact, I have written to Mr. Zeitlin concerning a number of books Mrs. Zeitlin had checked out. Sofar, there has been no reply.

Lynn Thompson has resigned her position as Children's Librarian, effective March 1, 1983. She will spend most of her time caring for her young daughter, Heather. She is not willing to sever her relationship with the West Orange Public Library. She has applied for substitute work to fill in any of our professional jobs when there is a need.

Minola Kelly has worked part-time as our Children's Librarian during the time Lynn Thompson was officially on maternity leave. She has proved to be very capable and has performed well in carrying out assigned duties--and more, because of the limited hours at the library she has taken loads of work to prepare at home. She is also certified with Civil Service.

Since Lynn has submitted her resignation, I recommend that Minola be hired as full-time Children's Librarian, beginning March 1, 1983, with a beginning salary of \$14,500.

A number of patrons have complained about two or three very filthy, dirty people whose body odors are very offensive. They visit the library almost daily and prefer to sit in the area behind the Reference desk. I have no solution. Maybe you have some helpful suggestion.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1983

LIBRARY BOARD MEETING OF FEBRUARY 23, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF JANUARY 1983	(DEDUCT) ACCOUNTS PAYABLE 12/31/82 INCLUDED IN JAN. 1983 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/83	BILLS/ ACCOUNTS PAYABLE AT 1/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 1/31/83
SALARIES & WAGES	\$463,000	\$ 34,506.12		\$428,493.88		\$428,493.88
BINDING	1,300	233.00	(\$ 233.00)	1,300.00	\$ 110.65	1,189.35
COMMUNITY SERVICES	800	376.09	(376.09)	800.00	206.84	593.16
TRANSPORTATION	300			300.00	3.85	296.15
SEMINARS & WORKSHOPS	1,000			1,000.00	45.10	954.90
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS	13,000	1,049.00	(1,049.00)	13,000.00	1,083.00	11,917.00
LEGAL & PROFESSIONAL FEES	2,400			2,400.00	393.00	2,007.00
MAIN LIBRARY-UTILITIES	48,000	3,369.16	(3,369.16)	48,000.00	2,749.50	45,250.50
MAIN LIBRARY-MAINT.	8,000	828.64	(828.64)	8,000.00	531.92	7,468.08
TORY CORNER-RENTAL	540	135.00	(135.00)	540.00		540.00
SERVICE CONTRACTS	5,000	247.21	(247.21)	5,000.00	303.65	4,696.35
BOOKS	75,000	1,676.33	(1,786.73)	75,110.40	4,377.28	70,733.12
SUPPLIES-LIBRARY	9,000	706.27	(726.71)	9,020.44	637.74	8,382.70
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	175.00	(175.00)	7,000.00	106.80	6,893.20
AUDIO-VISUAL-MATERIALS	1,000	196.72	(196.72)	1,000.00		1,000.00
INSURANCE	8,000	(231.61)		8,231.61		8,231.61
TELEPHONE	3,000	358.16	(358.16)	3,000.00	301.17	2,698.83
POSTAGE	3,500	406.66	(406.66)	3,500.00	406.69	3,093.31
EMPLOYEE HEALTH-HOSP.	20,000	1,827.46	(278.40)	18,450.94		18,450.94
ANNUAL REPORT	-					
EQUIPMENT-LIBRARY	3,000	300.00	(300.00)	3,000.00		3,000.00
STAFF ROOM FURNITURE	-					
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO-VISUAL EQUIPMENT	500			500.00		500.00
SOCIAL SECURITY	31,000	2,340.19		28,659.81		28,659.81
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	29,000	4,874.80	(4,874.80)	29,000.00		29,000.00
JANITORIAL SUPPLIES	2,500	70.45	(70.45)	2,500.00	301.69	2,198.31
UNEMPLOYMENT INSURANCE	7,000			7,000.00		7,000.00
SUNDAY OPENINGS	7,000	422.00		6,578.00		6,578.00
FILE FOLDERS SUPPLIES	-					
PHOTOCOPY	4,500	279.85	(279.85)	4,500.00	281.99	4,218.01
 <u>TOTAL</u>	 <u>\$759,990</u>	 <u>\$ 54,146.50</u>	 <u>(\$ 15,691.58)</u>	 <u>\$721,535.08</u>	 <u>\$11,840.87</u>	 <u>\$709,694.21</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 1983

	BALANCE 1/1/83	TRANSFERS PER RESOLUTION	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 1/31/83	ADD: DUE FROM TOWN OF W. O. AND OTHER SOURCES	LESS: ACCOUNTS PAYABLE 1/31/83	UNEXPENDED BUDGET BAL- ANCES AT 1/31/83
<u>BUDGET FUND</u>								
<u>RECEIPTS AND FUNDS</u>								
<u>COPY MACHINES</u>								
XEROX	\$ 8,577.05	(\$ 8,577.05)	\$ 911.55		\$ 911.55			
TOSHIBA	687.70	(687.70)	52.85		52.85			
SHARP	2.60	(2.60)						
TOTAL COPY MACHINES	9,267.35	(9,267.35)	964.40		\$ 964.40			
FINES	18,893.77	(18,893.77)	1,787.62		1,787.62			
RENTALS	2,053.54	(2,053.54)	260.20		260.20			
PROJECTOR RENTAL	496.80	(496.80)	85.00		85.00			
MICROFILMS	95.40	(95.40)	11.40		11.40			
NON-RESIDENT FEE	295.00	(295.00)						
MEETING ROOM	830.00	(830.00)	55.00		55.00			
TELEPHONE	132.17	(132.17)						
DONATIONS	831.86	(831.86)	503.00		503.00			
INTEREST	13,905.55	(13,905.55)	1,336.44		1,336.44			
TOTAL RECEIPTS AND FUNDS	\$ 46,801.44	(\$ 46,801.44)	\$ 5,003.06		\$ 5,003.06			
<u>LOST BOOK FUND</u>								
	\$ 1,324.72	(\$ 1,324.72)	\$ 195.36		\$ 8.85			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>								
	\$ 1,601.34	(\$ 1,601.34)	\$ 135.71		\$ 135.71			
<u>PETTY CASH & CHANGE FUND</u>								
	\$ 360.00	\$ -0-	\$ -0-		\$ 360.00			
<u>N.J. STATE AID FUND</u>								
	\$ 33,210.00	(\$ 33,210.00)	\$ -0-		\$ -0-			
<u>ACCUMULATED REVENUE FUND</u>								
	\$ -0-	\$ 86,764.02	\$ -0-		\$ 85,764.02			
<u>ACCOUNTS PAYABLE 12/31/82</u>								
	\$ 17,341.58	\$ -0-	\$ -0-		\$ 15,691.58			
<u>TOTAL ALL FUNDS</u>	\$ 104,465.60	\$ -0-	\$ 150,084.13	\$ 55,155.35	\$ 199,394.38			
<u>CASH FUNDS REPRESENTED BY:</u>								
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7					\$ 35,843.97			
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8					157,375.29			
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.					3,997.69			
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.					5.00			
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES					1,020.09			
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS					558.82			
PETTY CASH					170.00			
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK					423.52			
LESS: ACCOUNTS PAYABLE, 1/31/83					\$ 199,394.38			
CASH FUNDS AVAILABLE AT 1/31/83					11,840.87			
					\$ 187,553.51			

3.

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1983 BILLS PRESENTED FOR PAYMENT
ON FEBRUARY 23, 1983

CHECKS ARE DATED
JANUARY 31, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7992	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	\$ 2,340.19
7993	MIDLANTIC NAT'L BANK-FTD 1/31/83	1. SALARIES	2,360.48
7994	N.J. GROSS INCOME TAX-JAN. 1983	1. SALARIES	694.58
7995	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,340.19
7996	W.O. PUBLIC LIBRARY-UN.SAVINGS A/C 1/83	1. SALARIES	349.31
7997	TOWN OF W.O.-FEBRUARY '83	26. HOSPITALIZATION	1,549.06
7998	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,881.30
7999	P.E.R.S. #20284-CONTRIB.LIFE INS.	1. SALARIES	148.42
8000	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	400.00
	NET P/R 1/15/83-#1927-1971 (45)	1. SALARIES	12,082.10
	NET P/R 1/31/83-#1972-2020 (49)	1. SALARIES	<u>11,786.26</u>
	<u>SUB-TOTAL</u>		\$ 35,931.89
	<u>ADD:</u> CHECKS #7916 - 7991 FOR PAYMENT ISSUED AT JANUARY 26, 1983 MEETING		<u>18,785.91</u>
	<u>CHECKS ISSUED FOR THE MONTH OF JANUARY 1983</u>		\$ <u>54,717.80</u>
	<u>LESS:</u>		
	CHECK #7923 ASSOC. OF AMER. LAW SCH.	VOIDED	\$ 5.00
	" #7928 R. R. BOWKER	VOIDED	105.40
	" #7965 PETTY CASH CHECKING A/C	TRANSFER	200.00
	" #7966 PETTY CASH - SAFE	LOST BOOK FUND	8.85
	DEPOSIT 1/12/83	5. INSURANCE	231.61
	DEPOSIT 1/21/83	4. SUPPLIES	<u>20.44</u>
			<u>571.30</u>
	<u>TOTAL EXPENDITURES - MONTH OF JANUARY 1983</u> <u>PER BUDGET REPORT</u>		\$ <u>54,146.50</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVIC, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 23, 1983

CHECKS ARE DATED
FEBRUARY 23, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
8001	LOFTUS & CUOZZI	24. LEGAL SERVICES	\$	196.50
8002	R. R. BOWKER Co.	2. BOOKS		67.50
8003	R. R. BOWKER Co.	2. BOOKS		37.90
8004	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES		400.00
8005	MIDLANTIC NATIONAL BANK-FTD 2/15/83	1. SALARIES		2,411.77
8006A	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	\$ 15.00	
B	" " " "	11. " "	15.00	30.00
8007A	ADP	4. SUPPLIES	14.85	
B	"	11. SERVICE CONTRACTS	106.57	121.42
8008	AAMES-ALLEN PUBLISHING Co.	2. BOOKS		7.95
8009	ADMINISTRATIVE PUBLICATIONS	2. BOOKS		21.00
8010	AMERICAN LIBRARY ASSOCIATION	2. BOOKS		10.85
8011	AMERICAN LIBRARY ASSOCIATION	10. COMMUNITY REL.		80.00
8012	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES		280.80
8013A	THE BAKER & TAYLOR Co.	2. BOOKS	11.05	
B	" " " "	2. "	65.95	
C	" " " "	2. "	16.44	
D	" " " "	2. "	65.66	
E	" " " "	2. "	9.20	
F	" " " "	2. "	111.58	
G	" " " "	2. "	51.61	
H	" " " "	2. "	80.43	411.92
8014A	THE BAKER & TAYLOR Co.	2. BOOKS	(63.80)	
B	" " " "	2. "	(8.36)	
C	" " " "	2. "	(13.95)	
D	" " " "	2. "	(13.12)	
E	" " " "	2. "	(1.46)	
F	" " " "	2. "	(40.38)	
G	" " " "	2. "	65.89	
H	" " " "	2. "	262.92	
I	" " " "	2. "	243.21	
J	" " " "	2. "	125.14	
K	" " " "	2. "	100.57	
L	" " " "	2. "	139.58	
M	" " " "	2. "	60.77	
N	" " " "	2. "	235.52	
O	" " " "	2. "	68.47	
P	" " " "	2. "	123.58	1,284.58
8015A	THE BAKER & TAYLOR Co.	2. BOOKS	16.45	
B	" " " "	2. "	12.67	29.12
8016	ARNOLD BERNHARD & Co.	2. BOOKS		220.00
8017	R. R. BOWKER	2. BOOKS		30.54
8018A	BROADSTREET, INC.	4. SUPPLIES	47.58	
B	" " " "	4. "	22.84	
C	" " " "	4. "	18.84	
D	" " " "	4. "	18.96	
E	" " " "	4. "	3.56	
F	" " " "	4. "	2.36	
G	" " " "	4. "	36.53	
H	" " " "	4. "	(2.30)	148.37
8019A	BUSINESS ENERGY MANAGEMENT CORP.	8. MAINT.-UTILITIES	380.00	
B	" " " "	8. " "	380.00	760.00
8020A	C. W. ASSOCIATES	2. BOOKS	24.00	
B	" " " "	2. "	9.00	33.00
8021	CHAMBERS RECORD & VIDEO CORP.	2. BOOKS		20.00
8022	COLUMBIA BOOKS, INC.	2. BOOKS		38.50
8023A	COMMERCE CLEARING HOUSE	2. BOOKS	9.46	
B	" " " "	2. "	12.82	22.28

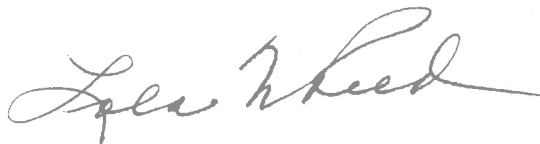
JANUARY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 23, 1982

CHECKS ARE DATED
FEBRUARY 23, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8024	EMMA-LOU CZARNECKI	14. CONVENTIONS	\$ 45.10
8025	DOBBS BROS./LIBRARY BINDING CO. OF VA.	3. BINDING	110.65
8026A	DOUBLEDAY & COMPANY	2. BOOKS	(\$ 21.90)
B	" " "	2. "	9.12
C	" " "	2. "	18.27
D	" " "	2. "	<u>37.70</u> 43.19
8027	DUNS MARKETING SERVICES	2. BOOKS	275.00
8028	ESSEX COUNTY LIBRARY DIRECTORS GROUP, INC.	10. COMMUNITY REL.	50.00
8029	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN	68.22
8030	GATELY & GARNOR	6. MAINT.-MAIN	298.70
8031	GAYLORD BROS.	4. SUPPLIES	320.88
8032	GROLIER EDUCATIONAL CORP.	2. BOOKS	25.47
8033	IBM CORP.	11. SERVICE CONTRACTS	68.08
8034	INSTANT PRINT BY SCHMIDTS	4. SUPPLIES	116.00
8035	INTERRACIAL COUNCIL FOR BUS. OPPORT.OF NJ	20. PAMPHLETS	25.00
8036A	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	14.59
B	" " "	18. " "	2.24
C	" " "	18. " "	2.46
D	" " "	18. JANITORIAL SUPPLIES	<u>1.60</u> 20.89
8037	SAMUEL KLEIN & CO.	ACCOUNTS PAYABLE	1,650.00
8038	LEAGUE OF WOMEN VOTERS	19. MAGAZINES	10.00
8039	MCMANUS LOCK SMITH	6. MAINT.-MAIN.	165.00
8040	LOFTUS & CUOZZI	24. LEGAL SERVICES	196.50
8041	3M	11. SERVICE CONTRACTS	56.00
8042A	MAC MILLAN PUBLISHING CO.	2. BOOKS	37.60
B	" " "	2. "	<u>21.30</u> 58.90
8043	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8044	MONROE	11. SERVICE CONTRACTS	43.00
8045A	NEW JERSEY BELL	9. TELEPHONE	286.86
B	" " "	9. "	<u>14.31</u> 301.17
8046	N.J. HISTORICAL SOCIETY	2. BOOKS	14.70
8047	N.J. LIBRARY TRUSTEE ASSOC.	10. COMMUNITY REL.	7.50
8048	THE NEW YORK REVIEW OF BOOKS	19. MAGAZINES	25.00
8049	PSE & G	6. MAINT.-UTILITIES	1,989.50
8050	POSTMASTER	13. POSTAGE	400.00
8051	PETTY CASH-SAFE	LOST BOOK FUND	38.11
		4. SUPPLIES	37.64
		12. TRANSPORTATION	3.85
		13. POSTAGE	<u>6.69</u> 86.29
		2. BOOKS	29.59
		2. BOOKS	27.50
		2. BOOKS	718.00
		2. "	<u>845.00</u> 1,563.00
		10. COMMUNITY REL.	54.78
		2. BOOKS	56.79
		2. BOOKS	48.00
		10. COMMUNITY REL.	14.56
		25. PHOTOCOPY	256.19
		25. "	<u>25.80</u> 281.99
		20. NEWSPAPERS	<u>46.80</u>
			\$ 16,340.75
8052	ST. MARTIN'S PRESS, INC.	1. SALARIES	400.00
8053	T. K. SANDERSON ORGANIZATION	1. SALARIES	2,411.77
8054A	STANDARD & POOR'S CORP.	ACCOUNTS PAYABLE	1,650.00
B	" " "	LOST BOOK FUND	<u>38.11</u> 4,499.88
8055	THE STAR LEDGER		
8056	TECHNICAL PUB./YORKE MEDICAL BOOKS		
8057	THE UNDERWRITER PRINTING & PUB. CO.		
8058	WORRALL PUBLISHING CO.		
8059A	XEROX CORP.		
B	" " "		
8060	YOUNG'S NEWS SERVICE		
	<u>SUB-TOTAL</u>		
	LESS: CHECK #8004 W.O. MUNICIPAL EMPL.		
	" #8005 MIDLANTIC NAT'L BK		
	" #8037 SAMUEL KLEIN & CO.		
	" #8051 PETTY CASH-SAFE		
	<u>TOTAL ACCOUNTS PAYABLE-JANUARY 31, 1983</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 11,840.87</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK, CPA'SBY:  Stewart Manheim, CPA

AGENDA
WEST ORANGE PUBLIC LIBRARY
MARCH 23, 1983

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

DIRECTOR'S
MONTHLY REPORT

March 23, 1983

The most talked about event at this time is the proposed trip to the Metropolitan Museum of Art in New York City. Phyllis Some arranged for a bus trip on April 12th. A second bus had to be scheduled because of the number of requests made. There is still a "stand by" list of patrons who want to make the trip.

The cash register which was on loan to us by Garden State Cash Register Company was discovered damaged in a locked closet. The representative was notified and picked the machine up. We apologized for the damage and instructed Mr. Jordan to send the repair bill to the library. We received an invoice in the amount of \$125.40.

Due to the illness and hospitalization of Mr. Gladstone we were forced to cancel a planned meeting with our staff's union representative, David Fox, until further notice. Since we have been unable to contact Mr. Gladstone as to when he will be able to meet with the committee no further contact has been made insofar as a meeting date is concerned.

In an on going effort to work closely and cooperatively with other departments we honored the request made by Mr. Flynn, Township Purchaser, and the entire set of 1982 Thomas' Registers was delivered to him after our 1983 set was received.

Many interesting and well-attended programs were held in the library this month:

Exhibits by -

Carol Crowley
Ruth Sachs
Victor DeGennero

"Coping with Stress"- by Dr. Estrella Cash
Chocolate Mousse-making
Yoga Classes
Community Class on "Meditation"
ERA for Women
Seminar on Alternative Methods of Birth Control
Dr. James Friel gave a Slide Presentation on the
Vatican Collection
Jazz Concert with Kitt and Mike Moran
Passover Cooking Demonstration

Emma-Lou Czarnecki and Lola Reed served as members of a hostess team at a reception for new officers of NJLA which was held at Morven on February 27.

As chair of the NJLA Scholarship Committee Lola Reed attended two meetings at Rutgers University in New Brunswick to review credentials of scholarship applicants and to interview and select four scholarship winners.

A letter was sent to all Trustees during the month regarding a video circuit being formed in Northern New Jersey. It is highly recommended that our library become a member so we can participate and reap benefits from the organization. The yearly fee is \$1,000.

All of Essex County is becoming more and more aware of the benefits of computerization. Many libraries have begun to investigate and become a part of the system. So as not to be left behind, it is time that we become interested and start moving in the direction of the computer world.

If you remember our HVAC system was not working at the close of the summer. We feel that now is the time, at the beginning of Spring, that the business of air conditioning should be made ready for the hot weather.

With the assistance of Mrs. Strauss the staff has gathered many recipes which are being reviewed to be made a part of our proposed cook book.

Shirley Itkin has ordered a plate for the Frank Refinski Memorial Rose Garden. Ceremonies will take place late April or early May.

Mr. Manheim made a telephone transfer of \$15,585.66 from the Investment Account to the Checking Account during the month.

Lola Reed will be attending the First National Conference for Public Libraries in Baltimore, Maryland on March 23-26, 1983.

Dorothy Chesnut, a non-union employee, will be Acting Director at the Trustee Board meeting on March 23rd.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MARCH 23, 1983

Treasurer William J. O'Neill called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Albert Kupferer, Michael O'Hara and Irving Soloway. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney and Dorothy Chesnut representing the Director, Lola N. Reed.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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. Soloway made a motion to accept the Minutes of 2/23/83 as presented. Mr. O'Hara seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Several bills were discussed. Mr. O'Neill noted that the Main Library-Utilities line reflected a substantial expenditure. Mr. Manheim said that Voucher #8094 to Eastern of N.J., Inc. for \$2,743.77 was for an oil delivery--the first for the winter. Voucher #8072, PSE&G for \$2,003.17 was for electric. He indicated that this should be leveling off in the near future due to the mild winter the area has been having.

Mr. O'Neill expressed his concern about Voucher #8087A, Brodart for \$1,818.97. The invoice asked for payment of two additions to the card catalog. Originally, only one had been authorized. The payment of the invoice would leave \$276.00 in the Maintenance Equipment line. Because of the library's financial problems, no other purchases on this line could be made. Mr. O'Neill requested Mrs. Chesnut to ask Mrs. Reed about the decision to purchase two catalogs instead of one. This matter will be discussed at the next Board meeting.

Mr. O'Hara made a motion to accept the Bills Presented for Payment for the month of February, 1983. Mr. Soloway seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim pointed out that the Checking Account had a small amount of money in the amount of \$1,000 while the Investment Account held the large deposit. When the bills are due to be paid, he will call the bank for a transfer.

Mr. O'Neill questioned Mr. Manheim about the \$100,000 maximum insurance by FDIC. Mr. Manheim said that the accounts would not have that much money credited to them shortly.

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

DIRECTOR'S REPORT:

Mrs. Chesnut read some of the highlights noting the following:

The damaged cash register was picked up and an invoice received in the amount of \$125.40 for repairs.

An entire set of 1982 THOMAS' REGISTERS was donated to the Township and delivered to Mr. Flynn, Township Purchaser.

The meeting with Fox & Fox had to be cancelled due to Mr. Gladstone's illness.

A video circuit is being formed in Northern New Jersey and at the next Board meeting, Mrs. Reed will detail the organization for the Trustees perusal.

A plate has been ordered for the Frank Refinski Memorial Rose Garden. Ceremonies will take place late April or early May.

COMMITTEES:

1) Personal:

Mr. Soloway said that due to the absence and hospitalization of the Committee, the meeting with Fox and Fox had to be postponed. He will be in contact with Mrs. Strauss and possibly a meeting will be set up for next month.

It was agreed that the entire Board would make any decision concerning negotiations.

2) Building and Grounds:

Mr. O'Hara said that he would be looking around for another company to service the HVAC. The fee quoted to repair the air conditioner was excessive. Having personally looked at the problem, Mr. O'Hara felt that it could be repaired for half that amount. The Committee will come back with recommendations for service; in the meantime, a local company would be called in to do the repair. Mr. O'Neill asked for this information to be presented at the next Board meeting.

Mrs. Shirley Itkin, Library Purchaser, presented a sheet of elevator maintenance repair and inspection information detailing cost and services furnished by several elevator companies. Mr. O'Neill thanked Mrs. Itkin for the excellent compilation of data. He asked Mr. O'Hara to review the material and recommend the direction to take at the next meeting.

Mrs. Itkin said that she had contacted New Jersey Bell about the purchase of the present equipment used and rented by the library. She was informed that at present, nothing is for sale to businesses using more than one telephone number.

3) Finance Committee:

Mr. O'Neill said that Mr. Corbin was to look into the matter of the FDIC insurance. As he is absent from the meeting and Mr. Manheim stated that library funds will be under the \$100,000 there would be no further discussion.

OLD BUSINESS:

Mr. O'Hara will talk to Mr. McCann about the lighting. It was Mr. O'Hara's feeling that the report received from the Township Engineers did not state anything that the Board did not know already and that he totally disagreed with the fact that all of the readings had been done during the day when they should have been done at night.

In regard to the separation between the floors of the new and old buildings, Mr. O'Hara said that the Township should be able to take care of the problem. He will discuss this with Mr. McCann.

NEW BUSINESS:

Mr. O'Neill hoped that all of the missing Board members would be in good health and will be present at the next meeting.

COMMUNICATIONS:

Mr. Kupferer noted that the following correspondence had been received or sent during the past month:

- 1) A thank you note from Herbert Gladstone for the Board's best wishes and flowers.
- 2) A letter from Ben Harrison concerning the video circuit.
- 3) Letters from Fox and Fox and the library regarding negotiation dates and cancellation of same.
- 4) An invitation from Peter Shapiro to attend the final event of Essex County's tercentennial celebration.
- 5) A letter from Peter Caputo, Midlantic Bank, certifying the FDIC maximum insurance of \$100,000 for all accounts on deposit.


AUDIT:


Mr. O'Neill asked Mr. Manheim about the checks recommended to be cancelled by the auditors. Mr. Manheim said that the checks cancelled were listed on page 3 of the Financial Statement.

It was agreed that Mrs. Reed would write the auditors and ask them to make the audit earlier in the year.

Discussion was held about contacting the auditors in reference to the Audit Report for 1981 and Mr. Manheim's memo of 2/23/83 (c, d and e). Mr. O'Neill asked Mrs. Chesnut to inform Mrs. Reed that the Board would like her to write the letter to the auditors asking for the clarifications as stated above.

The meeting was adjourned at 9:04 P. M.


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF FEBRUARY 1983

LIBRARY BOARD MEETING OF MARCH 23, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF FEBRUARY 1983	(DEDUCT) ACCOUNTS PAYABLE 12/31/83 INCLUDED IN FEB. 1983 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 2/28/83	BILLS/ ACCOUNTS PAYABLE AT 2/28/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 2/28/83
SALARIES & WAGES	\$463,000	\$ 34,179.80	\$	\$394,314.08		\$394,314.08
BINDING	1,300	110.65		1,189.35		1,189.35
COMMUNITY SERVICES	800	456.84		343.16		343.16
TRANSPORTATION	300	3.85		296.15	\$ 23.20	272.95
SEMINARS & WORKSHOPS	1,000	45.10		954.90		954.90
AUDIT	1,650	1,650.00	(\$ 1,650.00)	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,000	1,083.00		11,917.00	1,083.00	10,834.00
LEGAL & PROFESSIONAL FEES	2,400	393.00		2,007.00		2,007.00
MAIN LIBRARY-UTILITIES	48,000	2,749.50		45,250.50	5,126.94	40,123.56
MAIN LIBRARY-MAINT.	8,000	531.92		7,468.08	200.40	7,267.68
TORY CORNER-RENTAL	540			540.00	135.00	405.00
SERVICE CONTRACTS	5,000	303.65		4,696.35	238.15	4,458.20
BOOKS	75,000	4,328.33		70,782.07	2,693.56	68,088.51
SUPPLIES-LIBRARY	9,000	645.25		8,375.19	596.74	7,778.45
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	106.80		6,893.20	72.26	6,820.94
AUDIO-VISUAL-MATERIALS	1,000			1,000.00	161.04	838.96
INSURANCE	8,000			8,231.61		8,231.61
TELEPHONE	3,000	287.19		2,712.81	303.79	2,409.02
POSTAGE	3,500	406.69		3,093.31	410.00	2,683.31
EMPLOYEE HEALTH-HOSP.	20,000	1,549.06		16,901.88		16,901.88
ANNUAL REPORT	-					
EQUIPMENT-LIBRARY	3,000			3,000.00	2,724.00	276.00
STAFF ROOM FURNITURE	-					
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO-VISUAL EQUIPMENT	500			500.00		500.00
SOCIAL SECURITY	31,000	2,337.83		26,321.98		26,321.98
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	29,000			29,000.00		29,000.00
JANITORIAL SUPPLIES	2,500	301.69		2,198.31	12.65	2,185.66
UNEMPLOYMENT INSURANCE	7,000			7,000.00		7,000.00
SUNDAY OPENINGS	7,000	713.00		5,865.00		5,865.00
FILE FOLDERS SUPPLIES	-					
PHOTOCOPY	4,500	281.99		4,218.01	279.20	3,938.81
<u>TOTAL</u>	<u>\$759,990</u>	<u>\$ 52,465.14</u>	<u>(\$ 1,650.00)</u>	<u>\$670,719.94</u>	<u>\$ 14,059.93</u>	<u>\$656,660.01</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 1983

ADD: DUE FROM TOWN OF W. O. AND OTHER SOURCES

LESS: ACCOUNTS PAYABLE

UNEXPENDED BUDGET BALANCES AT

	BALANCE 2/1/83	RECEIPTS	NET DIS- BURSEMENTS	2/28/83 BALANCE		
<u>BUDGET FUND</u>	<u>\$106,295.08</u>		<u>\$ 50,815.14</u>	<u>\$ 55,479.94</u>	<u>\$615,240.00</u>	<u>\$ 14,059.93</u>
<u>RECEIPTS AND FUNDS</u>						<u>\$656,660.01</u>
<u>COPY MACHINES</u>						
XEROX	\$ 911.55	\$ 593.20		\$ 1,504.75		
TOSHIBA	52.85	16.70		69.55		
SHARP						
TOTAL COPY MACHINES	\$ 964.40	\$ 609.90		\$ 1,574.30		
FINES	1,787.62	1,314.54		3,102.16		
RENTALS	260.20	156.90		417.10		
PROJECTOR RENTAL	85.00	35.00		120.00		
MICROFILMS	11.40	3.80		15.20		
NON-RESIDENT FEE						
MEETING ROOM	55.00	80.00		135.00		
TELEPHONE		9.14		9.14		
DONATIONS	503.00			503.00		
INTEREST	1,336.44	949.54		2,285.98		
TOTAL RECEIPTS AND FUNDS	\$ 5,003.06	\$ 3,158.82	\$ -0-	\$ 8,161.88		
<u>LOST BOOK FUND</u>	\$ 186.51	\$ 57.32	\$ 38.11	\$ 205.72		
BOOK SALES & EXCESS PROPERTY FUND	\$ 135.71	\$ 116.50	\$ -0-	\$ 252.21		
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00		
ACCUMULATED REVENUE FUND	\$ 85,764.02	\$ -0-	\$ -0-	\$ 85,764.02		
ACCOUNTS PAYABLE 12/31/82	\$ 1,650.00	\$ -0-	\$ 1,650.00	\$ -0-		
TOTAL ALL FUNDS	<u>\$199,394.38</u>	<u>\$ 3,332.64</u>	<u>\$ 52,503.25</u>	<u>\$150,223.77</u>		

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7 \$ 1,072.64
 INVESTMENT A/C -MIDLANTIC NAT'L BANK #738-0372-8 140,592.91
 MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC. 6,380.79
 MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS. 5.00
 MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES 1,020.09
 MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS 558.82
 PETTY CASH 170.00
 PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK 423.52

LESS: ACCOUNTS PAYABLE 2/28/83

CASH FUNDS AVAILABLE AT 2/28/83

\$150,223.77
 14,059.93
\$136,163.84

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1983 BILLS PRESENTED FOR PAYMENT ON
MARCH 23, 1983

CHECKS ARE DATED
FEBRUARY 28, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8061	THERESA GRECO	1. SALARIES	\$ 9.71
8062	KITT AND MIKE MORAN	10. COMMUNITY REL.	250.00
8063	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	2,337.83
8064	MIDLANTIC NAT'L BANK FTD 2/28/83	1. SALARIES	2,400.67
8065	N.J. GROSS INCOME TAX FEB. 1983	1. SALARIES	691.32
8066	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,337.83
8067	W.O. PUBLIC LIBRARY-UN. SAVINGS A/c 2/83	1. SALARIES	348.95
8068	TOWN OF W.O.-MARCH 1983	26. HOSPITALIZATION	1,549.06
8069	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	1,881.30
8070	P.E.R.S. #20284 CONTRIB.LIFE INS.	1. SALARIES	148.42
8071	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	400.00
	NET P/R 2/15/83 #2021-2068 (48)	1. SALARIES	12,016.31
	NET P/R 2/28/83 #2069-2120 (52)	1. SALARIES	11,856.23
	INVESTMENT A/C CHECK PRINTING FEE	4. SUPPLIES	<u>7.51</u>
	<u>SUB-TOTAL</u>		\$ 36,235.14
	<u>ADD: CHECKS #8001-8060 FOR PAYMENT</u>		
	ISSUED AT FEBRUARY 23, 1983 MEETING		<u>16,340.75</u>
	<u>CHECKS ISSUED FOR THE MONTH OF FEBRUARY 1983</u>		<u>\$ 52,575.89</u>
	<u>LESS:</u>		
	CHECK #5424 THERESA GRECO	VOIDED	\$ 9.71
	" 7712 DEPOSS ASSOCIATES	"	3.50
	" 8051 PETTY CASH - SAFE	LOST BOOK FUND	38.11
	DEPOSIT 2/2/83	9. TELEPHONE	13.98
	" 2/9/83	2. BOOKS	<u>45.45</u>
			<u>110.75</u>
	<u>TOTAL EXPENDITURES - MONTH OF FEBRUARY 1983</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 52,465.14</u>

PAYMENT RECOMMENDED BY:

John N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart*
Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 23, 1983

CHECKS ARE DATED
MARCH 23, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8072	PSE & G	8. MAINT-UTILITIES	\$ 2,003.17
8073	PITNEY BOWES	11. SERVICE CONTRACTS	59.25
8074	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	400.00
8075	MIDLANTIC NAT'L BK FTD 3/15/83	1. SALARIES	2,242.34
8076	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
8077A	ADP	11. SERVICE CONTRACTS	\$ 50.44
B	"	11. " "	53.61
C	"	11. " "	59.85
8078	ATA BOOKS	2. BOOKS	12.32
8079	ALL STATE PLUMBING SUPPLY	18. JANITORIAL SUPPLIES	12.65
8080	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	15.97
8081	THE BAKER & TAYLOR Co.	2. BOOKS	40.63
8082A	THE BAKER & TAYLOR Co.	2. BOOKS	(28.18)
B	" " " " "	2. " "	(11.95)
C	" " " " "	2. " "	93.45
D	" " " " "	2. " "	20.45
E	" " " " "	2. " "	75.21
F	" " " " "	2. " "	65.40
G	" " " " "	2. " "	35.58
H	" " " " "	2. " "	153.06
I	" " " " "	2. " "	13.50
J	" " " " "	2. " "	117.07
K	" " " " "	2. " "	45.83
L	" " " " "	2. " "	46.42
8083	BLOOMFIELD WINDOW CLEANING	6. MAINT.-MAIN.	75.00
8084	BOARDROOM BOOKS	2. BOOKS	29.95
8085	R. R. BOWKER	2. BOOKS	15.69
8086A	BROADSTREET, INC.	4. SUPPLIES	(2.70)
B	" " "	4. " "	9.00
8087A	BRODART	4. SUPPLIES	(140.00)
B	"	4. " "	20.73
C	"	4. " "	20.73
D	"	4. " "	193.51
E	"	17. EQUIPMENT	2,724.00
8088	BUSINESS ENERGY MANAGEMENT CORP.	8. MAINT.-UTILITIES	2,818.97
8089A	C. W. ASSOCIATES	2. BOOKS	380.00
B	" " "	2. " "	13.00
8090	CHAMBERS RECORD & VIDEO CORP.	2. " "	25.50
8091A	COMMERCE CLEARING HOUSE	21. A/V MATERIALS	161.04
B	" " "	2. BOOKS	34.78
8092	DICTION BOOKS	2. " "	86.81
8093A	DOUBLEDAY & COMPANY	2. BOOKS	11.38
B	" " "	2. BOOKS	54.72
C	" " "	2. " "	7.29
D	" " "	2. " "	54.72
8094	EASTERN OF N.J., INC.	2. " "	58.99
8095	GALE RESEARCH Co.	8. MAINT-UTILITIES	175.72
8096	GARDEN STATE CASH REGISTER Co.	2. BOOKS	2,743.77
8097	GAYLORD BROS. INC.	6. MAINT-MAIN.	73.55
8098	THE INSTITUTE OF RESEARCH	4. SUPPLIES	125.40
8099	THE JEWISH PUBLICATION SOCIETY	19. MAGAZINES	95.56
8100	LDA PUBLISHERS	2. BOOKS	22.96
		2. BOOKS	19.34
		2. BOOKS	18.20

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 23, 1983

CHECKS ARE DATED
MARCH 23, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8101	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	\$ 217.00
8102	MAC MILLAN PUBLISHING CO.	2. BOOKS	25.85
8103	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8104	MARTINDALE-HUBBELL, INC.	2. BOOKS	160.00
8105	MEDICAL SOCIETY OF N.J.	2. BOOKS	25.00
8106	A. R. MEEKER CO.	4. SUPPLIES	148.73
8107	THE MITCHELL GUIDE	2. BOOKS	35.00
8108	NATIONAL REGISTER PUBLISHING CO.	2. BOOKS	74.75
8109A	NEW JERSEY BELL	9. TELEPHONE	\$ 291.36
B	" " "	9. "	12.43
8110	N.J. STATE LEAGUE OF MUNICIPALITIES	2. BOOKS	15.00
8111A	PETTY CASH SAFE	4. SUPPLIES	10.70
	" " "	12. TRANSPORTATION	23.20
	" " "	13. POSTAGE	10.00
8112	POSTMASTER	13. POSTAGE	400.00
8113A	PRENTICE HALL, INC.	2. BOOKS	(16.78)
B	" " "	2. "	8.20
C	" " "	2. "	27.17
D	" " "	2. "	22.54
E	" " "	2. "	10.83
F	" " "	2. "	19.75
G	" " "	2. "	12.44
8114	QUIGLEY PUBLISHING CO.	2. BOOKS	84.15
8115	SHEPARD'S MCGRAW-HILL	2. BOOKS	74.00
8116	SILVER BURDETT CO.	2. BOOKS	60.00
8117	STIK-A-LETTER CO.	2. BOOKS	243.18
8118	TREASURER, STATE OF NEW JERSEY	4. SUPPLIES	11.08
8119	TREASURER'S OFFICE-THE BROCKINGS INST.	20. PAMPHLETS	2.50
8120	THE UNDERWRITER PRINTING CO.	2. BOOKS	9.95
8121	UPSTART	2. BOOKS	48.00
8122	WARREN, GORHAM & LAMONT, INC.	4. SUPPLIES	12.40
8123	WEST ORANGE COMMUNITY HOUSE	2. BOOKS	195.00
8124	WORLD BOOK-CHILDCRAFT	7. MAINT.-TORY	135.00
8125A	XEROX CORPORATION	2. BOOKS	458.00
B	" " "	25. PHOTOCOPY	256.19
8126	YOUNG'S NEWS SERVICE	25. "	23.01
		20. NEWSPAPERS	46.80
	<u>SUB-TOTAL</u>		<u>\$ 16,702.27</u>
	<u>LESS:</u>		
	CHECK #8074 W.O. MUNICIPAL EMPL.	1. SALARIES	400.00
	" 8075 MIDLANTIC NAT'L BANK	1. SALARIES	2,242.34
	<u>TOTAL ACCOUNTS PAYABLE-FEBRUARY 28, 1983</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 14,059.93</u>

PAYMENT RECOMMENDED BY:

Lela K. Reed

PAYMENT APPROVED BY:

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

BY: *Stewart Manheim, CPA*

AGENDA
WEST ORANGE PUBLIC LIBRARY
APRIL 27, 1983

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Staff/Community Participation
6. Director's Report
7. Committee Reports
 - a. Building and Grounds - Elevator Contract
8. Old Business
 - a. Township Budget
 - b. Cash Register
 - c. Dedication of Rose Garden
9. New Business
 - a. Nuclear Freeze Flyer
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

April 27, 1983

Events of all types happened at the library this month - the biggest of which was the two bus excursion to the Metropolitan Museum into New York to visit the Vatican Collection. There was an over-subscription for the trip. It was a huge success and we did very well financially. After expenses our profit amounted to \$322.20.

Other programs were very popular and some drew record crowds i.e: the Chinese cooking demonstration, the Book Publishing Seminar, the Program Cartooning Workshop and the Arthritis Lecture, etc.

During the week of April 18 we celebrated "Volunteer Week" by giving a surprise treat to each of our volunteers and thanked them for the marvelous job they are doing as volunteer workers. Also, since this is the end of our first year of having volunteers in the library, a committee, headed by Sarah Rabinowitz is planning an awards ceremony within a few weeks.

A tentative date of Sunday May 15 has been set for the ceremony at which time our rose garden will be dedicated in memory of Frank Refinski, our former custodian. Invitations have been mailed to Township officials, Trustees, the immediate family and a few close friends. The dedication will take place at 1:00 P. M.

The North Jersey Video Circuit is an organization of libraries in our area for the purpose of promoting the use of video equipment and materials for the benefit of all members at the least possible cost. It has been determined that by collectively pooling all member libraries will have access to far more than if each library tries to provide these services alone.

Since the video circuit is the new and growing thing today, it would be to our advantage to go in today at \$1,000.00 per year rather than wait for the next membership drive which will cost twice as much - \$2,000.00.

Mrs. Kelly, our Children's Librarian, has attended meetings of the North Jersey Video Circuit and assures us that the list of libraries who have joined has more than doubled the number we received early in March.

Upon the advice of Mr. O'Hara we signed and mailed the contract given us by Elevator Maintenance Corporation on April 21.

A letter dated April 18th was received from Fox & Fox on April 21st. Mr. Fox is anxious to be provided with a date for a meeting with negotiators from the Board of Trustees.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
APRIL 27, 1983

President Anita O. Strauss called the meeting to order at 8:05 P. M. The following members were present constituting a quorum: Horace Corbin, Albert Kupferer, William O'Neill and Irving Soloway. Also present were Stewart Manheim, Board Accountant, Martin Loftus, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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'Neill made a motion to accept the Minutes of the Board of Trustees meeting of March 23, 1983 as presented. Mr. Soloway seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. O'Neill questioned voucher #8194 to Bill Toohey for \$278.40 which was charged to the hospitalization line. Mr. Manheim explained that under state law, employers must reimburse employees who are over 65 and on Medicare for the amount deducted from their Social Security checks for Medicare.

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of March, 1983 as presented. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim said that a deposit in the amount of \$140.30 to the Statement Savings Account has been charged to Fines for March 2, 1983. It appears that the daily receipts sheet was missing for that date and in checking with the library staff, it was agreed that a photocopy of each day's daily receipts sheet will be made in the future.

Mr. Kupferer made a motion to cancel the following outstanding checks as of 12/31/82 based upon the auditors' suggestion in their report of 1981. Checks will be re-issued if and when bills are received for same:

Check #5910, dated 11/14/80 to Ellen Some - line item, Inventory for \$31.00.
Check #6479, dated 5/27/81 to Oryx Press - line item, Books for \$38.75.
Check #6931, dated 11/23/82 to Eastern of N. J., Inc. - line item, Maintenance Main for \$79.00.
Check #7479, dated 6/23/82 to Popular Periodical Index - line item, Magazines for \$10.00.

Mr. Corbin seconded the motion and it was carried unanimously.

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

DIRECTOR'S REPORT:

Mrs. Reed discussed the possibility of the library joining the North Jersey Video Circuit. The purpose of the organization is to promote the use of video equipment and materials for member libraries at low cost. Membership is \$1,000 per year and the deadline to join is May 1, 1983. If the library waits to join next year, the fee will be \$2,000. Mrs. Minola Kelly, Children's Librarian described some of the movies available.

Mr. Soloway was very concerned about the cost of the membership fee. He felt that no money was available in the budget at the present time. He also questioned Mrs. Reed about the value of offering this type of service to patrons. There also would be a problem of obtaining video equipment. The Board discussed the various aspects of such a project, but agreed that more information would be needed before a decision could be reached. Mrs. Strauss requested Mrs. Reed to ask for an extension of the deadline. Mrs. Reed will also ask Mr. Harrison to speak at the next Board meeting.

The library has received a letter from Assemblyman Bob Franks who has drafted legislation to recall over \$2 million of escrow funds held by municipalities since the enactment of the N.J. Gross Income Tax Act of 1976. As municipalities do not have the authority to release these funds, legislation A-3352 has been established and introduced into the Assembly. Assemblyman Franks urges all libraries to contact their representatives urging passage of this bill.

Mr. Corbin made a motion favoring endorsement of bill #A-3352 by the Library Board of Trustees and requesting our representatives to pass such legislation for the benefit of libraries. Special commendment is given to Assemblyman Franks for his efforts. Mr. Soloway seconded the motion and it was carried unanimously.

Mrs. Reed will write letters to our representatives enclosing the motion passed by the Board as well as listing the Trustees' names.

A brief discussion was held about the possibility of erecting a sign bearing the National Library Symbol. Mrs. Reed will obtain prices for same. Mr. O'Neill suggested that she contact the Friends for their assistance.

COMMITTEES:

1) Building and Grounds:

Mr. O'Neill asked Mrs. Reed to request the Township to repair the holes in the upper parking lot.

There was no report on the lighting and floor problems as Mr. O'Hara was not present for the Board meeting. He had contacted Mrs. Reed during the past month recommending that elevator service be restored with the Elevator Maintenance Company. A telephone survey was taken of the Board in favor of this service.

Mr. Kupferer made a motion to accept Mr. O'Hara's recommendation to engage Elevator Maintenance Company, Inc. Mr. Soloway seconded the motion and it was passed unanimously.

2) Finance Committee:

A brief discussion was held concerning the \$100,000 limit insured by FDIC. Mr. Corbin felt that the risk was minimal as the amount of money exceeding \$100,000 is banked for only a short period of time at the end of each quarter when funds are received from the Township. It was the consensus of the Board that it is an acceptable risk to take and that it will be monitored from time to time. Mr. Corbin offered his services whereby he would check on all bank balances periodically.

OLD BUSINESS:

1) Township Budget:

Mrs. Strauss said that the Township Budget has been passed. The final amount granted to the library is \$675,000. The Mayor had proposed \$690,000, but the Council has cut it \$15,000. Together with the Accumulated Revenues in the amount of \$89,764, the library has available \$675,764 for the 1983 budget. The Board of Trustees proposed budget is \$759,990. The library budget is short approximately \$85,000.

Mrs. Strauss asked that the Finance Committee meet Saturday, April 30 at 10:30 A. M. to go over the budget and make the appropriate cuts and adjustments. Mr. Corbin, Mr. O'Neill, Mrs. Reed, Mr. Manheim and Mrs. Strauss will be in attendance.

2) Cash Register:

Mr. Kupferer recommended that due to the budget problems, the decision concerning purchase of a cash register be postponed.

3) Rose Garden Dedication:

Mrs. Strauss announced that Sunday, May 15, 1983 at 1:00 P. M. has been set for the dedication of the Library rose garden in memory of Frank Refinski. Invitations and postcards have been sent out to family, friends and Trustees. Mrs. Strauss hoped that the Trustees would attend the ceremony.

NEW BUSINESS:

It was the consensus of the Board that the nuclear freeze flyers in question would not be displayed.

CORRESPONDENCE:

Mr. Kupferer read the following correspondence:

- 1) A letter from Fox & Fox requesting dates for negotiation between the employees' union and the Board. Mr. Soloway and Mrs. Strauss will compose the negotiating committee. Fox & Fox will be contacted for a new date.

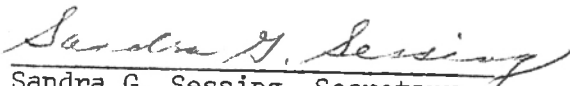
2) A letter to Samuel Klein and Company from Mrs. Reed asking the firm to contact the library about recommendations they have indicated should be made in the accounting procedures.


3) A thank you letter from Alvin Lubiner, Coordinator of Foreign Languages, West Orange Public Schools. Mr. Lubiner displayed students' posters at the library for Foreign Language Week. Special thanks went to Mrs. Some for her assistance.

ADJOURNMENT:

The meeting was adjourned at 9:36 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MARCH 1983

LIBRARY BOARD MEETING OF APRIL 27, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF MARCH 1983	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/83	UNEPENDED BUDGET BALANCE ON 3/31/83	BILLS/ ACCOUNTS PAYABLE AT 3/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/83
SALARIES & WAGES	\$463,000	\$ 33,947.41	\$102,633.33	\$360,366.67		\$360,366.67
BINDING	1,300		110.65	1,189.35		1,189.35
COMMUNITY SERVICES	800	(823.10)	(366.26)	1,166.26	\$ 131.50	1,034.76
TRANSPORTATION	300	76.20	80.05	219.95	38.80	181.15
SEMINARS & WORKSHOPS	1,000	215.70	260.80	739.20		739.20
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	13,000	1,083.00	2,166.00	10,834.00	1,083.00	9,751.00
LEGAL & PROFESSIONAL FEES	2,400		393.00	2,007.00	236.00	1,771.00
MAIN LIBRARY-UTILITIES	48,000	5,126.94	7,876.44	40,123.56	5,692.80	34,430.76
MAIN LIBRARY-MAINT.	8,000	248.50	780.42	7,219.58	109.47	7,110.11
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
SERVICE CONTRACTS	5,000	238.15	541.80	4,458.20	444.55	4,013.65
BOOKS	75,000	2,736.49	6,954.42	68,045.58	4,855.69	63,189.89
SUPPLIES-LIBRARY	9,000	602.61	1,227.42	7,772.58	1,228.31	6,544.27
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	80.51	187.31	6,812.69	67.90	6,744.79
AUDIO-VISUAL-MATERIALS	1,000	161.04	161.04	838.96	72.26	766.70
INSURANCE	8,000		(231.61)	8,231.61		8,231.61
TELEPHONE	3,000	250.98	538.17	2,461.83	312.08	2,149.75
POSTAGE	3,500	410.00	816.69	2,683.31	403.81	2,279.50
EMPLOYEE HEALTH-HOSP.	20,000	1,549.06	4,647.18	15,352.82	278.40	15,074.42
ANNUAL REPORT	-					
EQUIPMENT-LIBRARY	3,000	2,724.00	2,724.00	276.00	114.42	161.58
STAFF ROOM FURNITURE	-					
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO-VISUAL EQUIPMENT	500			500.00		500.00
SOCIAL SECURITY	31,000	2,317.33	6,995.35	24,004.65		24,004.65
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,000			29,000.00		29,000.00
JANITORIAL SUPPLIES	2,500	12.65	314.34	2,185.66	373.57	1,812.09
UNEMPLOYMENT INSURANCE	7,000	2,084.39	2,084.39	4,915.61		4,915.61
SUNDAY OPENINGS	7,000	640.00	1,775.00	5,225.00		5,225.00
FILE FOLDERS SUPPLIES	-					
PHOTOCOPY	4,500	279.20	561.19	3,938.81	305.52	3,633.29
TOTAL	\$759,990	\$ 54,096.06	\$143,366.12	\$616,623.88	\$15,748.08	\$600,875.80

236
 472
 232
 780
 2758

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MARCH 1983

2

	BALANCE 3/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 3/31/83	ADD: DUE FROM FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 3/31/83	UNEXPENDED BUDGET BALANCES AT 3/31/83
<u>BUDGET FUND</u>	<u>\$ 55,479.94</u>		<u>\$ 54,096.06</u>	<u>\$ 1,383.88</u>	<u>\$ 615,240.00</u>	<u>\$ 15,748.08</u>	<u>\$ 600,875.80</u>

RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$ 1,504.75	\$ 1,067.25		\$ 2,572.00			
TOSHIBA	69.55	6.85		76.40			
TOTAL COPY MACHINES	<u>\$ 1,574.30</u>	<u>\$ 1,074.10</u>		<u>\$ 2,648.40</u>			
FINES	3,102.16	1,927.79		5,021.00			
RENTALS	417.10	199.25	8.95	616.35			
PROJECTOR RENTAL	120.00	25.00		145.00			
MICROFILMS	15.20	10.70		25.90			
MEETING ROOM	135.00	30.00		165.00			
TELEPHONE	9.14	8.68		17.82			
DONATIONS	503.00			503.00			
INTEREST	2,285.98	1,066.96		3,352.94			
TOTAL RECEIPTS AND FUNDS	<u>\$ 8,161.88</u>	<u>\$ 4,342.48</u>	<u>\$ 8.95</u>	<u>\$ 12,495.41</u>			
<u>LOST BOOK FUND</u>	<u>\$ 205.72</u>	<u>\$ 181.81</u>	<u>\$ -0-</u>	<u>\$ 387.53</u>			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	<u>\$ 252.21</u>	<u>\$ 103.93</u>	<u>\$ -0-</u>	<u>\$ 356.14</u>			
<u>PETTY CASH & CHANGE FUND</u>	<u>\$ 360.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 360.00</u>			
<u>ACCUMULATED REVENUE FUND</u>	<u>\$ 85,764.02</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 85,764.02</u>			
<u>TOTAL ALL FUNDS</u>	<u>\$ 150,223.77</u>	<u>\$ 4,628.22</u>	<u>\$ 54,105.01</u>	<u>\$ 100,746.98</u>			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	(\$ 2,038.48)
INVESTMENT A/C-MIDLANTIC NAT'L BANK-#738-0372-8	95,021.22
MIDLANTIC NAT'L BANK #02-073-0000-177-0-FINES, ETC.	4,098.99
MIDLANTIC NAT'L BANK #02-073-0001-161-0 UN. INS.	1,062.43
MIDLANTIC NAT'L BANK #02-073-0001-405-8-BOOK SALES	1,037.42
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,394.42
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	0.98
LESS: ACCOUNTS PAYABLE 3/31/83	\$ 100,746.98
CASH FUNDS AVAILABLE AT 3/31/83	15,748.08
	<u>\$ 84,998.90</u>

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1983 BILLS PRESENTED FOR PAYMENT ON
APRIL 27, 1983

3.

CHECKS ARE DATED
MARCH 31, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8127	TOWN OF W.O.-EMPLOYER'S SOC.SEC.	27. EMPLOYER'S SOC.SEC.	\$ 2,317.33
8128	MIDLANTIC NAT'L BK-FTD-3/31/83	1. SALARIES	2,626.71
8129	N.J. GROSS INCOME TAX-MAR. 1983	1. SALARIES	689.98
8130	TOWN OF W.O.-EMPLOYEE'S SOC. SEC.	1. SALARIES	2,317.33
8131	W.O. PUBLIC LIBRARY-UN.SAVINGS A/C 3/83	1. SALARIES	344.04
8132	TOWN OF W.O.-APRIL 1983	26. HOSPITALIZATION	1,549.06
8133	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,881.30
8134	P.E.R.S. #20284-CONTRIB.LIFE INS.	1. SALARIES	148.42
8135	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	390.00
8136	VOIDED	VOIDED	-0-
8140	N.J. EMPLOYMENT SECURITY AG'Y-1ST QTR.'83	28.UN.INS.	\$2,084.39
		EXCHANGE	<u>1,042.30</u>
	NET P/R 3/15/83 #2121-2171 (51)	1. SALARIES	10,884.40
	NET P/R 3/31/83 #2172-2220 (49)	1. SALARIES	<u>12,662.89</u>
	<u>SUB-TOTAL</u>		\$ 38,938.15
	<u>ADD:</u> CHECKS #8072-8126 FOR PAYMENT		
	ISSUED AT MARCH 23, 1983 MEETING		<u>16,702.27</u>
	<u>CHECKS ISSUED FOR THE MONTH OF MARCH 1983</u>		\$ 55,640.42
	<u>ADD:</u> PETTY CASH CHECKS #1626-1648 ISSUED		
	DURING JANUARY, FEBRUARY AND MARCH 1983		<u>432.49</u>
	<u>SUB-TOTAL</u>		\$ 56,072.91
	<u>LESS:</u>		
	CHECK #8140 N.J. UN. INS.	EXCHANGE	\$1,042.30
	DEPOSIT 3/2/83	9. TELEPHONE	32.83
	3/16/83	9. TELEPHONE	0.79
	3/25/83	2. BOOKS	2.97
	3/25/83	2. BOOKS	9.95
	3/25/83	4. SUPPLIES	33.22
	3/30/83	9. TELEPHONE	19.19
	INCREASE IN THE COMMUNITY SERVICES -		
	CHECKING ACCOUNT	10. COMMUNITY REL.	<u>835.60</u> <u>1,976.85</u>
	<u>TOTAL EXPENDITURES-MONTH OF MARCH 1983</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 54,096.06</u>

PAYMENT RECOMMENDED BY:

Lela P. Cook

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH—JANUARY, FEBRUARY AND MARCH 1983
BILLS PRESENTED FOR PAYMENT ON APRIL 27, 1983

<u>DATE</u> <u>1983</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JAN.</u>				
25	#1626	LDA PUBLISHERS	2. BOOKS	\$ 19.90
25	1627	EUGENE REILLY	12. TRANSPORTATION	6.40
24	1628	LAWRENCE KANTOR, INC.	6. MAINT-MAIN.	25.54
25	1629	LEAGUE OF WOMEN VOTERS	20. PAMPHLETS	5.00
25	1630	SEARS SERVICE CENTER	6. MAINT-MAIN.	13.00
<u>FEB.</u>				
1	1631	THE NEWARK MUSEUM	10. COMMUNITY REL.	12.50
3	1632	EMMA LOU CZARNECKI	12. TRANSPORTATION	5.30
8	1633	SUMMIT YMCA	15. SEMINARS	6.50
9	1634	EAGLE ROCK HARDWARE	6. MAINT-MAIN.	9.56
9	1635	LSAS	2. BOOKS	6.00
10	1636	MINOLA KELLY	12. TRANSPORTATION	6.70
10	1637	EUGENE REILLY	12. TRANSPORTATION	4.60
10	1638	PHYLLIS SOME	12. TRANSPORTATION	2.80
22	1639	PLA	14. CONVENTIONS	40.00
<u>MAR.</u>				
14	1640	NATIONAL GEOGRAPHIC SOCIETY	20. PAMPHLETS	1.00
18	1641	BOARDROOM BOOKS	2. BOOKS	29.95
18	1642	LOLA N. REED	12. TRANSPORTATION	27.20
21	1643	EMMA KAPLAN	4. SUPPLIES	16.84
30	1644	W.O. PLANT MARKET	4. SUPPLIES	12.60
30	1645	SENIOR SERVICE CORPS, INC.	20. PAMPHLETS	2.25
23	1646	HYATT REGENCY-BALTIMORE	14. CONVENTIONS	133.20
31	1647	MINOLA KELLY	4. SUPPLIES	9.65
31	1648	CATALINA BARBIZON MOTEL	14. CONVENTIONS	36.00

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF JANUARY,
FEBRUARY AND MARCH 1983

\$ 432.49

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 27, 1983

CHECKS ARE DATED
APRIL 27, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8137	PSE & G	8. MAINT.-UTILITIES	\$ 2,011.21
8138	MIDLANTIC NAT'L BK-FTD-4/15/83	1. SALARIES	2,519.88
8139	W.O.MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	400.00
8141	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
8142A	ADP	11. SERVICE CONTRACTS \$	50.83
B	"	11. " "	50.97
8143	AMERICAN LIBRARY TRUSTEE ASSOC.	10. COMMUNITY REL.	35.00
8144	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	372.84
8145A	THE BAKER & TAYLOR Co.	2. BOOKS	36.09
B	" " " " "	2. " "	12.20
8146A	THE BAKER & TAYLOR Co.	2. BOOKS	(12.56)
B	" " " " "	2. " "	58.66
C	" " " " "	2. " "	18.54
D	" " " " "	2. " "	14.40
E	" " " " "	2. " "	553.07
F	" " " " "	2. " "	676.70
G	" " " " "	2. " "	159.71
H	" " " " "	2. " "	51.53
I	" " " " "	2. " "	152.36
J	" " " " "	2. " "	234.45
K	" " " " "	2. " "	65.45
L	" " " " "	2. " "	193.77
M	" " " " "	2. " "	206.20
8147A	THE BAKER & TAYLOR Co.	2. BOOKS	157.96
B	" " " " "	2. " "	124.80
C	" " " " "	2. " "	197.46
D	" " " " "	2. " "	12.33
8148A	BROADSTREET, INC.	4. SUPPLIES	10.87
B	" " " "	4. " "	78.53
C	" " " "	4. " "	26.78
D	" " " "	4. " "	17.85
E	" " " "	4. " "	1.57
F	" " " "	4. " "	1.36
G	" " " "	4. " "	38.59
H	" " " "	4. " "	2.69
I	" " " "	4. " "	2.69
J	" " " "	4. " "	8.96
8149A	BRODART, INC.	17. EQUIPMENT	114.42
B	" " " "	11. SERVICE CONTRACTS	327.75
C	" " " "	4. SUPPLIES	208.44
D	" " " "	4. SUPPLIES	517.00
8150	C. W. ASSOCIATES	2. BOOKS	12.00
8151	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	72.26
8152	COMMONWEALTH WATER Co.	8. MAINT.-UTILITIES	133.06
8153	CULTURAL EVENTS IN N.J.	20. PAMPHLETS	6.00
8154	CURRICULUM INFORMATION CTR.	2. BOOKS	23.00
8155	DEACON PRESS	4. SUPPLIES	49.00
8156A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	40.14
B	" " " " "	2. " "	9.12
C	" " " " "	2. " "	26.14
D	" " " " "	2. " "	16.19
E	" " " " "	2. " "	13.73
F	" " " " "	2. " "	43.80
8157	EASTERN OF NEW JERSEY, INC.	8. MAINT.-UTILITIES	3,548.53
8158	ENCYCLOPEDIA BRITANNICA EDUCATIONAL CORP.	2. BOOKS	419.00
8159	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN.	96.06
8160A	FIDELER	2. BOOKS	23.33
B	" " " "	2. " "	10.55
8161	FLOWERS A LA CARTE	10. COMMUNITY REL.	16.50
8162A	GALE RESEARCH COMPANY	2. BOOKS	50.38
B	" " " "	2. " "	73.55
8163	GANN LAW BOOKS	2. BOOKS	9.00

MARCH 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 27, 1983

CHECKS ARE DATED
APRIL 27, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8164	GARRETT PARK PRESS	2. BOOKS	\$ 5.95
8165A	G. K. HALL & Co.	2. BOOKS	(\$ 26.90)
B	" " " " "	2. "	26.98
C	" " " " "	2. "	99.45
8166	IMS PRESS	2. BOOKS	99.00
8167A	INSTITUTE FOR MANAGEMENT, INC.	2. BOOKS	71.45
B	" " " "	2. "	19.95
8168	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	4.55
8169	KLANWATCH	20. PAMPHLETS	3.00
8170	KULACS ENGRAVING SERVICE	10. COMMUNITY REL.	80.00
8171	LAPAT DUPLICATING SUPPLIES	25. PHOTOCOPY	32.00
8172	LEAGUE OF WOMEN VOTERS	2. BOOKS	14.90
8173	LEGAL SERVICES OF N.J.	19. MAGAZINES	3.00
8174	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
8175	3M	4. SUPPLIES	103.80
8176A	MACMILLAN PUBLISHING Co.	2. BOOKS	5.84
B	" " " "	2. "	28.97
8177	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8178	MERCK & Co., INC.	2. BOOKS	19.75
8179	THE NATIONAL DIRECTORY	2. BOOKS	26.95
8180	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	21.95
8181	NEW JERSEY ASSOCIATES	2. BOOKS	62.50
8182A	NEW JERSEY BELL	9. TELEPHONE	299.65
B	" " " "	9. "	12.43
8183	NORTHEAST MIDWEST INSTITUTE	2. BOOKS	7.50
8184	PETTY CASH CHECKING A/C	TRANSFER	200.00
8185	PETTY CASH-SAFE	LOST BOOK FUND	13.97
"	" " "	4. SUPPLIES	47.50
"	" " "	6. MAINT.-MAIN.	13.41
"	" " "	12. TRANSPORTATION	38.80
"	" " "	13. POSTAGE	3.81
"	" " "	18. JANITORIAL SUPPLIES	0.73
8186	POPULAR PERIODICAL INDEX	2. BOOKS	118.22
8187	POSTMASTER	13. POSTAGE	20.00
8188A	PRENTICE-HALL, INC.	2. BOOKS	400.00
B	" " " "	2. "	5.24
8189	RAND McNALLY & Co.	2. "	16.37
8190A	SILVER BURDETT Co.	2. BOOKS	21.61
B	" " " "	2. BOOKS	168.94
8191	SUN & MOON PRESS	2. BOOKS	10.40
8192	THOMAS PUBLISHING Co., INC.	2. "	9.62
8193A	THORNDIKE PRESS	2. BOOKS	20.02
B	" " " "	2. BOOKS	13.45
8194	WILLIAM TOOHEY	2. BOOKS	145.00
8195	TREASURER, STATE OF N.J.	2. "	22.58
8196	UNION PEN & PENCIL Co.	2. "	188.25
8197	WEST PUBLISHING Co.	26. HOSPITALIZATION	210.83
8198	A. A. WORLD SERVICES	20. PAMPHLETS	278.40
8199	XEROX CORPORATION	4. SUPPLIES	10.00
8200	YOUNG'S NEWS SERVICE	2. BOOKS	108.13
		2. BOOKS	77.25
		2. BOOKS	11.30
		25. PHOTOCOPY	273.52
		20. NEWSPAPERS	45.90
			\$ 18,881.93
	<u>SUB-TOTAL</u>		
	<u>LESS: CHECK #8138 MIDLANTIC NAT'L BANK</u>	1. SALARIES	\$2,519.88
	" 8139 W.O. MUNICIPAL EMPL.	1. SALARIES	400.00
	" 8184 PETTY CASH CHECKING	TRANSFER	200.00
	" 8185 PETTY CASH-SAFE	LOST BOOK FUND	13.97
	<u>TOTAL ACCOUNTS PAYABLE-MARCH 31, 1983</u>		<u>3,133.85</u>
	<u>PER BUDGET REPORT</u>		<u>\$ 15,748.08</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

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

BY: *Stewart Manheim, CPA*

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 25, 1983

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MAY 25, 1983

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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. Kupferer made a motion to accept the Minutes of the Board meeting of 4/27/83 as presented with the following sentences under Township Budget, page 3 to read: "Mrs. Strauss said that the Township Budget has been passed. The final amount granted to the library is \$590,000. The Mayor had originally proposed \$605,000, but the Council cut it by \$15,000." Mr. Gladstone seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Gladstone made a motion to accept the Bills Presented for Payment for the month of April, 1983. Mr. Kupferer seconded the motion and it was carried unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

Mrs. Reed announced that the library has received \$1,118.18 from the CECLS program. The CECLS program which provides a county-wide library card to eligible residents has reimbursed each participating library 98¢ per circulation. Mrs. Strauss asked Mrs. Reed to provide information on how many of our patrons are using other libraries and which libraries they visit. Mrs. Reed said that she would obtain the statistics from Mrs. Lepore and have them available at the next Board meeting.

A list of reference books which have been lost or damaged was discussed. Mr. O'Neill suggested that the library publish the list, without the prices, in "The West Orange Chronicle." Mr. Gladstone said that a strong letter about the budget crunch should accompany the list. Mrs. Strauss asked Mr. O'Neill to write a release on behalf of the Board. Miss Margaret Cushing, Reference Librarian, had provided the list of missing and/or damaged books along with a list of her recommendations to alleviate the problem.

Mrs. Reed asked the Board's permission to formulate and execute a plan to move the reference area shelves and books to provide additional security. Mr. Gladstone said that the Board did not have to be involved in the matter, as it was an administrative problem. The staff and the Director should carry out the project on their own. Mrs. Strauss suggested that the patrons be warned in advance before the shift takes place and that only the reference section needs to be closed down for that period of time.

The Essex County Director's group will be hiring Dr. Don King to hold a computer workshop which will run for five mornings. The West Orange Public Library was asked to accommodate the workshop. Mrs. Reed said that she would have to work this out with the group because space would be limited.

COMMITTEES:

1) Building and Grounds:

Mr. O'Hara was not in attendance to answer questions concerning the HVAC, lighting and related building problems. It was agreed that all matters and correspondence dealing with the Building and Grounds Committee will be held until the June meeting. Mrs. Strauss asked Mr. Corbin to get in touch with Mr. O'Hara again. A copy of a preventive maintenance proposal for the HVAC system from Neil S. Sullivan Associates, Ltd. will be given to Mr. Corbin to review with Mr. O'Hara.

PERSONNEL:

Mrs. Strauss said that a meeting was held with the negotiation committees of both the union and the Board on May 11th. Another meeting is scheduled for May 26th.

OLD BUSINESS:

Library Budget:

Mr. Corbin said that the Township had passed the budget and the Board needs to accept the library budget. The Township is providing \$590,000 added to \$85,764 from Accumulated Revenues which totals \$675,764 in funds available for the 1983 budget.

Mr. Corbin made a motion that the Board of Trustees accept the revised 1983 Library Budget in the amount of \$675,764. Mrs. Strauss seconded the motion and it was carried unanimously.

The original budget submitted by the library was in the amount of \$759,990. The difference between the original proposal and the accepted budget is \$84,226. The line items must be adjusted to fit the accepted budget of \$675,764.

Mrs. Strauss announced that a meeting with the Township Council has been set for Monday, June 6th at 8:15 P. M. She urged all Trustees to attend.

NEW BUSINESS:

Recognition of Volunteers:

Volunteers will be presented with special certificates depicting the National Library Logo. At some time in the Fall, a ceremony will be held, refreshments served and friends and family invited. Mrs. Rabinowitz has been working on the program. It was suggested that a lot of publicity be given to the event. Photographs should be taken to be published in "The West Orange Chronicle."

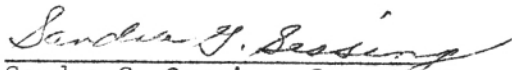
COMMUNICATIONS:


Mr. Kupferer read the following correspondence:

- 1) A letter to Mr. Raymond Garthe of the West Orange Rotary from Mrs. Reed asking for funding to join the Northern New Jersey Video Circuit.
- 2) A letter from the Fowler Insurance Agency, Inc. and a check for \$294 which represents the final half of the declared dividend from Workers Compensation.

The meeting was adjourned at 8:52 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

May 25, 1983

During the month of May we have been engaged in various activities and programs which required a lot of "busy" work.

Our Statistical questionnaire was sent to us very late by the State Library with a request that the completed report be returned by May 16th.

Preparations for the May 15th dedication of the Frank Refinski Rose Garden were instrumental in carrying out a very short and precise program. A large crowd of about 85 people attended this outdoor event. It was very successful.

A number of interesting programs with large turn outs have taken place this month. One in particular, the junior high art exhibit, has brought large numbers of people into the library.

On May 9th three members of our staff attended a dinner sponsored by the Board of Education for students and participants in the Cooperative Education Program in West Orange.


The negotiating committee for the library met with the negotiating committee for the employees union on May 11th. Another meeting is scheduled for Thursday, May 26th. A follow-up meeting is scheduled for Thursday, June 9th.

The Budget Committee has met twice this month in an effort to alleviate some of our budgetary woes. No problem-solving method has been found which constitutes a solution to our deficient budgetary situation.

On May 16th Stewart Manheim, Greg Gonzales and Lola Reed met with auditor John Dashuta and his assistant to discuss audit matters and to clear up any misunderstandings about the preparation of our yearly audit.

We are excited about two more programs scheduled for later this month. Through the assistance of Dave Futornick the well known author Donald Westlake is scheduled to speak at our library on June 8th. Also, selected works by Israeli artist Yaacov Agam will be exhibited in our library May 27th through June 2nd. A reception for this event will be held in our meeting room on Sunday, May 29th from 3:00 P. M. to 5:00 P. M.

Beginning June 5th the library will be closed on Sundays through September 4th. If possible, we will start Sunday openings again on September 11th.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF APRIL 1983

LIBRARY BOARD MEETING OF MAY 25, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF APRIL 1983	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/83	UNEXPENDED BUDGET BALANCE ON 4/30/83	BILLS/ ACCOUNTS PAYABLE AT 4/30/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 4/30/83
SALARIES & WAGES	\$463,000	\$ 34,816.41	\$137,449.74	\$325,550.26	\$	\$325,550.26
BINDING	1,300		110.65	1,189.35	36.74	1,152.61
COMMUNITY SERVICES	800	131.50	(234.76)	1,034.76		1,034.76
TRANSPORTATION	300	38.80	118.85	181.15	11.45	169.70
SEMINARS & WORKSHOPS	1,000		260.80	739.20	145.65	593.55
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	13,000	1,083.00	3,249.00	9,751.00	1,083.00	8,668.00
LEGAL & PROFESSIONAL FEES	2,400	236.00	629.00	1,771.00	236.00	1,535.00
MAIN LIBRARY-UTILITIES	48,000	5,692.80	13,569.24	34,430.76	2,265.36	32,165.40
MAIN LIBRARY-MAINT.	8,000	30.47	810.89	7,189.11		7,189.11
TORY CORNER-RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	5,000	444.55	986.35	4,013.65	248.86	3,764.79
BOOKS	75,000	4,787.91	11,742.33	63,257.67	4,441.85	58,815.82
SUPPLIES-LIBRARY	9,000	1,189.71	2,417.13	6,582.87	63.33	6,519.54
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	57.90	245.21	6,754.79	56.75	6,698.04
AUDIO-VISUAL-MATERIALS	1,000	72.26	233.30	766.70	59.08	707.62
INSURANCE	8,000		(231.61)	8,231.61		8,231.61
TELEPHONE	3,000	312.08	850.25	2,149.75	622.66	1,527.09
POSTAGE	3,500	403.81	1,220.50	2,279.50	400.00	1,879.50
EMPLOYEE HEALTH-HOSP.	20,000	1,827.46	6,474.64	13,525.36		13,525.36
ANNUAL REPORT	-					
EQUIPMENT-LIBRARY	3,000	114.42	2,838.42	161.58		161.58
STAFF ROOM FURNITURE	-					
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO-VISUAL EQUIPMENT	500			500.00		500.00
SOCIAL SECURITY	31,000	2,369.33	9,364.68	21,635.32	26.00	21,609.32
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,000			29,000.00		29,000.00
JANITORIAL SUPPLIES	2,500	433.97	748.31	1,751.69	132.24	1,619.45
UNEMPLOYMENT INSURANCE	7,000		2,084.39	4,915.61		4,915.61
SUNDAY OPENINGS	7,000	547.00	2,322.00	4,678.00		4,678.00
FILE FOLDERS SUPPLIES	-					
PHOTOCOPY	4,500	305.52	866.71	3,633.29	570.48	3,062.81
TOTAL	\$759,990	\$ 54,894.90	\$198,261.02	\$561,728.98	\$ 10,399.45	\$551,329.33

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1983

2

	BALANCE 4/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 4/30/83	Add: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 4/30/83	UNEXPENDED BUDGET BALANCES AT 4/30/83
<u>BUDGET FUND</u>	\$ 1,383.88	\$142,250.00	\$ 58,894.90	\$ 88,738.98	\$472,990.00	\$ 10,399.45	\$551,329.53

RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$ 2,572.00	\$ 936.23		\$ 3,508.23			
TOSHIBA	76.40	11.30		87.70			
TOTAL COPY MACHINES	\$ 2,648.40	\$ 947.53		\$ 3,595.93			
FINES	5,021.00	1,601.64		6,622.64			
RENTALS	616.35	200.53		816.88			
PROJECTOR RENTAL	145.00	40.00		185.00			
MICROFILMS	25.90	13.00		38.90			
NON-RESIDENT FEE		60.00		60.00			
MEETING ROOM	165.00	125.00		290.00			
TELEPHONE	17.82	12.71		30.53			
DONATIONS	503.00			503.00			
INTEREST	3,352.94	891.57		4,244.51			

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

ACCUMULATED REVENUE FUND

TOTAL ALL FUNDS

	\$ 12,495.41	\$ 3,891.98		\$ 16,387.39			
	\$ 387.53	\$ 149.55		\$ 523.11			
	\$ 356.14	\$ 144.05		\$ 500.19			
	\$ 360.00	\$ -0-		\$ 360.00			
	\$ 85,764.02	\$ -0-		\$ 85,764.02			
	\$100,746.98	\$146,435.58	\$ 54,908.87	\$192,273.69			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 905.95
INVESTMENT A/C-MIDLANTIC NAT'L BANK-#738-0372-8	179,880.46
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	7,393.00
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	1,062.43
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,037.42
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,394.42
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	430.01
LESS: ACCOUNTS PAYABLE 4/30/83	\$192,273.69
	10,399.45

CASH FUNDS AVAILABLE AT 4/30/83

\$181,874.24

3.

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1983 BILLS PRESENTED FOR PAYMENT ON
MAY 25, 1983

CHECKS ARE DATED
APRIL 30, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8201	TOWN OF W.O. EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	\$ 2,369.33
8202	MIDLANTIC NAT'L BANK-FTD 4/30/83	1. SALARIES	2,399.74
8203	N.J. GROSS INCOME TAX-APRIL 1983	1. SALARIES	700.07
8204	TOWN OF W.O.-EMPLOYEES SOC.SEC.	1. SALARIES	2,369.33
8205	W.O. PUBLIC LIBRARY-UN.SAVINGS A/c - 4/83	1. SALARIES	318.86
8206	TOWN OF W.O.-MAY 1983	26. HOSPITALIZATION	1,549.06
8207	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,881.30
8208	P.E.R.S. #20284 CONTRIB. LIFE INS.	1. SALARIES	148.42
8209	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	450.00
8210	LEWIS PAPER SUPPLY	18. JANITORIAL SUPPLIES	60.40
8211	PETTY CASH CHECKING A/C	TRANSFER	200.00
	NET P/R 4/15/83 #2221-2271 (51)	1. SALARIES	12,542.91
	NET P/R 4/30/83 #2272-2318 (47)	1. SALARIES	11,632.90
	<u>SUB-TOTAL</u>		\$ 36,622.32
	<u>ADD:</u> CHECKS #8137-8139 AND 8141-8200 FOR PAYMENT ISSUED AT APRIL 27, 1983 MEETING		<u>18,881.93</u>
	<u>CHECKS ISSUED FOR THE MONTH OF APRIL 1983</u>		\$ 55,504.25
	<u>LESS:</u>		
	CHECK #5910 ELLEN SOME	VOIDED	\$ 31.00
	" #6479 ORYX PRESS	VOIDED	38.75
	" #6931 EASTERN OF N.J., INC.	VOIDED	79.00
	" #7479 POPULAR PERIODICAL INDEX	VOIDED	10.00
	" #8184 PETTY CASH CHECKING A/C	TRANSFER	200.00
	" #8185 PETTY CASH - SAFE	LOST BOOK FUND	13.97
	" #8211 PETTY CASH CHECKING A/C	TRANSFER	200.00
	DEPOSIT 4/22/83	2. BOOKS	9.95
	" 4/27/83	2. BOOKS	19.08
	" 4/29/83	4. SUPPLIES	7.60
			<u>609.35</u>
	<u>TOTAL EXPENDITURES - MONTH OF APRIL 1983</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 54,894.90</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

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

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 25, 1983

4.

CHECKS ARE DATED
MAY 25, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8212	NEW JERSEY BELL	9. TELEPHONE	\$ 310.08
8213	PSE & G	8. MAINT.-UTILITIES	1,885.36
8214	MIDLANTIC NAT'L BK-FTD 5/15/83	1. SALARIES	2,407.23
8215	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	455.00
8216	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
8217A	ADP	11. SERVICE CONTRACTS	\$ 50.58
B	"	11. " "	2.65
C	"	11. " "	50.66
8218	BOB ADAMS, INC.	2. BOOKS	103.89
8219A	THE BAKER & TAYLOR Co.	2. BOOKS	11.70
B	" " " "	2. " "	6.97
C	" " " "	2. " "	109.88
8220A	THE BAKER & TAYLOR Co.	2. " "	20.23
B	" " " "	2. BOOKS	(22.00)
C	" " " "	2. " "	(9.58)
D	" " " "	2. " "	(6.56)
E	" " " "	2. " "	(6.56)
F	" " " "	2. " "	581.86
G	" " " "	2. " "	528.71
H	" " " "	2. " "	94.25
I	" " " "	2. " "	120.25
J	" " " "	2. " "	306.24
K	" " " "	2. " "	146.38
L	" " " "	2. " "	245.37
M	" " " "	2. " "	96.07
N	" " " "	2. " "	561.40
8221A	THE BAKER & TAYLOR Co.	2. " "	10.76
B	" " " "	2. BOOKS	(5.39)
C	" " " "	2. " "	(6.94)
D	" " " "	2. " "	18.94
E	" " " "	2. " "	25.23
F	" " " "	2. " "	20.52
8222	BARNEY'S ARMY-NAVY STORE, INC.	2. " "	7.15
8223	A. M. BEST COMPANY	18. JANITORIAL SUPPLIES	59.51
8224A	R. R. BOWKER	2. BOOKS	46.80
B	" " "	2. " "	14.00
C	" " "	2. " "	77.69
8225	JIMMY BOY'S PRODUCE	2. " "	154.40
8226	BUSINESS ENERGY MANAGEMENT CORP.	2. " "	61.72
8227	C. W. ASSOCIATES	4. SUPPLIES	293.81
8228	CHAMBER OF COMMERCE OF THE U.S.	8. MAINT.-UTILITIES	40.00
8229A	CHAMBERS RECORD & VIDEO CORP.	2. BOOKS	380.00
B	" " " "	2. BOOKS	15.00
8230	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	12.00
8231	E. L. CONGDON & SONS LUMBER	21. A/V MATERIALS	13.77
8232	THE COUNCIL OF STATE GOVERNMENTS	21. " "	7.39
8233	VOIDED	2. BOOKS	21.16
8234A	DOUBLEDAY & COMPANY	18. JANITORIAL SUPPLIES	20.65
B	" " " "	2. BOOKS	21.20
C	" " " "	2. " "	13.50
8235	EDISON RECORD CLEARANCE	2. " "	21.29
8236A	ELEVATOR MAINTENANCE CORP.	2. " "	160.14
B	" " " "	2. " "	31.60
8237	FIDELER	21. A/V MATERIALS	213.03
8238	GERIATRIC PRESS	11. SERVICE CONTRACTS	37.92
8239	HADDAD'S FINE ARTS, INC.	11. " "	29.97
8240	G. K. HALL & Co.	2. BOOKS	100.00
8241	HAMMOND, INC.	2. BOOKS	129.97
		2. BOOKS	33.60
		2. BOOKS	12.95
		2. BOOKS	20.00
		2. BOOKS	104.82
		2. BOOKS	52.07

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 25, 1983

CHECKS ARE DATED
MAY 25, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8242A	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	\$ 20.70
B	" " "	18. " "	<u>9.00</u> \$ 29.70
8243	MINOLA KELLY	14. CONFERENCE	64.45
8244	LAPAT DUPLICATING SUPPLIES	25. PHOTOCOPY	320.00
8245	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
8246A	MACMILLAN PUBLISHING Co.	2. BOOKS	8.42
B	" " "	2. " "	8.26
C	" " "	2. " "	<u>7.94</u> 24.62
8247	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8248	MARQUIS WHO'S WHO	2. BOOKS	78.00
8249	NATHANIEL DAME & Co.	2. BOOKS	13.48
8250A	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	25.00
B	" " "	2. " "	<u>28.20</u> 53.20
8251	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS	155.75
8252A	NEW JERSEY BELL	9. TELEPHONE	300.15
B	" " "	9. " "	<u>12.43</u> 312.58
8253	PENNS VALLEY PUBLISHERS	2. BOOKS	5.13
8254	PETTY CASH- SAFE	LOST BOOK FUND	34.60
	" " "	4. SUPPLIES	23.33
	" " "	12. TRANSPORTATION	<u>11.45</u> 69.38
8255	POSTMASTER	13. POSTAGE	400.00
8256A	PRENTICE-HALL, INC.	2. BOOKS	16.42
B	" " "	2. " "	<u>8.42</u> 24.84
8257A	LOLA N. REED	14. CONVENTIONS	58.70
B	" " "	14. " "	<u>22.50</u> 81.20
8258	REGENT BOOK Co.	3. BINDING	36.74
8259	ROYAL INDUSTRIAL SUPPLY Co.	18. JANITORIAL SUPPLIES	34.54
8260	RUTGERS UNIVERSITY PRESS	2. BOOKS	25.99
8261	ST. MARTIN'S PRESS	2. BOOKS	86.28
8262	SILVER BURDETT Co.	2. BOOKS	10.40
8263	THORNDIKE PRESS	2. BOOKS	46.85
8264	WARING & ASSOCIATES	20. PAMPHLETS	9.95
8265	WEST PUBLISHING Co.	2. BOOKS	44.00
8266	THE H. W. WILSON Co.	2. BOOKS	213.00
8267A	XEROX CORPORATION	25. PHOTOCOPY	(46.90)
B	" " "	25. " "	256.19
C	" " "	25. " "	<u>41.19</u> 250.48
8268	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
8269	INTERNAL REVENUE SERVICE	27. EMPLOYERS SOC. SEC.	26.00
	<u>SUB-TOTAL</u>		\$ 13,296.28
	<u>LESS:</u>		
	CHECK #8214 -MIDLANTIC NAT'L BANK	1. SALARIES	2,407.23
	" 8215 -W.O. MUNICIPAL EMPL.	1. SALARIES	455.00
	" 8254 -PETTY CASH -SAFE	LOST BOOK FUND	<u>34.60</u> 2,896.83
	<u>TOTAL ACCOUNTS PAYABLE - APRIL 30, 1983</u>		
	<u>PER BUDGET REPORT</u>		\$ 10,399.45

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea N. Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

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

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 22, 1983

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

DIRECTOR'S
MONTHLY REPORT

June 22, 1983

My report this month is very limited because of my absence from the library due to the illness and subsequent death of my mother.

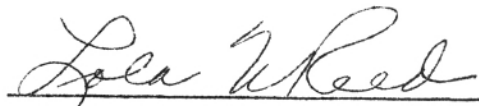
Two very capable members of the staff, Mrs. Lepore and Miss Cushing, supervised all operations and did a very splendid job with full cooperation of the entire staff during my absence.

A subject dear to our hearts, the CECLS Program is up for renewal. Proposals have been given boards of trustees for approval. This should be returned as soon as possible.

The maintenance worker, Eugene Reilly, has resigned his position here at the library, effective June 8, 1983 without previous warning. His explanation for leaving was "found work more in my line of work."

Mr. Flynn, Township Purchaser, stated to me that there is no need for the library to cooperatively purchase our oil with the Board of Education and the Township.

Thanks to all of you for your help and understanding during my bereavement for the loss of my mother.

A handwritten signature in cursive script, reading "Lola N. Reed", written over a horizontal line.

Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JUNE 22, 1983

President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace Corbin, Herbert Gladstone, Albert Kupferer, William O'Neill and Irving Soloway. Also present were Stewart Manheim, Board Accountant; Martin Loftus, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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'Neill made a motion to accept the Minutes of the Board meeting of May 25, 1983 as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Corbin made a motion to accept the Bills Presented for Payment for the month of May, 1983. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. O'Neill asked Mr. Manheim for clarification of the income vs. expenditures for the Toshiba Fax and Xerox copiers.

Mrs. Reed said that a check for \$1,161.50 based on a 25% commission has been received from B-Copy, Inc. for the Mita copier.

There was a short discussion about charging patrons for the use of the microfilm printer. No conclusion was reached.

The commission of 10% from sales made at the Agam exhibit has been received in the amount of \$1,050.00.

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

DIRECTOR'S REPORT:

Mrs. Reed said that Eugene Reilly, Building Maintenance Worker resigned his position as of June 8, 1983.

Mrs. Reed reported that in a conversation with Mr. Flynn, Township Purchaser, it was stated to her that there was no need for the library to cooperatively purchase oil with the Board of Education and the Township as the price would be the same.

Mr. Gladstone briefly reported on the meeting that was held with the Township Council on June 6, 1983. Mrs. Strauss had made an excellent presentation to the Council members. However, additional funds will not be forthcoming. One of the suggestions made to the Library Trustees was to follow-up on joint purchasing of oil. Mr. Gladstone suggested that Mrs. Reed get the exact price per gallon that the Township is paying and compare it to the price quoted to the library by the oil company.

COMMITTEES:

Building and Grounds problems could not be discussed as Mr. O'Hara was not in attendance.

OLD BUSINESS:

Mr. Gladstone expressed the condolences of the Board to Mrs. Reed upon the loss of her mother.

Mr. Gladstone asked Mrs. Reed if a report had been prepared detailing the changes in the location of reference books for security purposes. Mrs. Reed replied that she had talked to the Department Heads about it but as yet nothing has been written for presentation to the Board. Mr. Gladstone asked Mrs. Reed to have a report ready for next month's Board meeting.

Mrs. Strauss requested Mrs. Reed to accumulate statistical data on various aspects of in-house circulation, number of patrons, etc. to have available for review by January.

Mr. Gladstone said that he did not want the idea of acquiring a cash register for the circulation desk to be forgotten. Mrs. Strauss assured Mr. Gladstone that it would be discussed at a future Board meeting.

NEW BUSINESS:

Mrs. Strauss said that application for the State Grant to continue the Essex County reciprocal borrowing program (CECLS) needs authorization from the Board. This will not entail any outlay of funds from the West Orange Public Library.

Mr. Gladstone made a motion to accept the following resolution as presented to the Board of Trustees:

Be it Resolved By the Trustees of the West Orange Public Library that this Board acknowledges the 1983 State Library Aid Incentive Grant of \$12,813 for the Essex County reciprocal borrowing program, and reaffirms its participation in the program. It is understood that this grant will be distributed to participating libraries according to the formula developed by the Essex County Library Directors, Inc.

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

Mr. O'Neill said that he will provide information regarding donations of computers to libraries at the next Board meeting.

A brief discussion was held regarding a letter submitted by the New Friends of the West Orange Public Library in which a list of necessary reference items were requested to be purchased from the Book Escrow Account. Mrs. Strauss will contact Mrs. Joan Bojsza, President of the New Friends to explain our delay in coming to a decision.

COMMUNICATIONS:

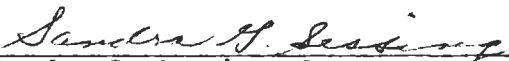
Mr. Kupferer read the following correspondence:

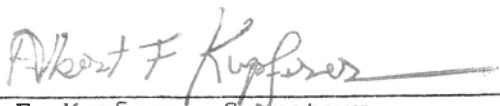
- 1) A letter from B-Copy, Inc. regarding commission from the Mita copier.
- 2) A thank you letter from Mrs. Strauss to Council President Brennan concerning the meeting of June 6, 1983.
- 3) Two letters transferring funds within library accounts to Midlantic Bank.
- 4) A letter to Mrs. Strauss from Marie Refinski thanking the Trustees for the rose garden dedication. A reply to same from Mrs. Strauss.

ADJOURNMENT:

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

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MAY 1983

LIBRARY BOARD MEETING OF JUNE 22, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF MAY 1983	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/83	UNEXPENDED BUDGET BALANCE ON 5/31/83	BILLS/ ACCOUNTS PAYABLE AT 5/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/83
SALARIES & WAGES	\$463,000	\$ 34,126.28	\$171,576.02	\$291,423.98	\$ -	\$291,423.98
BINDING	1,300	36.74	147.39	1,152.61		1,152.61
COMMUNITY SERVICES	800		(234.76)	1,034.76		1,034.76
TRANSPORTATION	300	11.45	130.30	169.70	13.75	155.95
SEMINARS & WORKSHOPS	1,000	145.65	406.45	593.55	117.33	476.22
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SERVICES	13,000	1,083.00	4,332.00	8,668.00	1,083.00	7,585.00
LEGAL & PROF. FEES	2,400	236.00	865.00	1,535.00	236.00	1,299.00
MAIN LIBRARY-UTILITIES	48,000	2,265.36	15,834.60	32,165.40	1,829.23	30,336.17
MAIN LIBRARY-MAINT.	8,000		810.89	7,189.11	514.56	6,674.55
TORY CORNER-RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	5,000	248.86	1,235.21	3,764.79	1,013.07	2,751.72
BOOKS	75,000	4,441.85	16,184.18	58,815.82	5,055.81	53,760.01
SUPPLIES-LIBRARY	9,000	63.33	2,480.46	6,519.54	1,588.63	4,930.91
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, SERIALS & NEWSPAPERS	7,000	56.75	301.96	6,698.04	246.80	6,451.24
AUDIO-VISUAL-MATERIALS	1,000	59.08	292.38	707.62	210.99	496.63
INSURANCE	8,000	(304.92)	(536.53)	8,536.53		8,536.53
TELEPHONE	3,000	549.41	1,399.66	1,600.34		1,600.34
POSTAGE	3,500	400.00	1,620.50	1,879.50	4.17	1,875.33
EMPLOYEE HEALTH-HOSP.	20,000	2,366.79	8,841.43	11,158.57	61.00	11,097.57
ANNUAL REPORT	-					
EQUIPMENT-LIBRARY	3,000		2,838.42	161.58		161.58
STAFF ROOM FURNITURE	-					
MAINT. EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO-VISUAL EQUIP.	500			500.00		500.00
SOCIAL SECURITY	31,000	2,366.13	11,730.81	19,269.19		19,269.19
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,000			29,000.00		29,000.00
JANITORIAL SUPPLIES	2,500	132.24	880.55	1,619.45	103.60	1,515.85
UNEMPLOYMENT INS.	7,000		2,084.39	4,915.61		4,915.61
SUNDAY OPENINGS	7,000	802.00	3,124.00	3,876.00		3,876.00
FILE FOLDER SUPPLIES	-					
PHOTOCOPY	4,500	570.48	1,437.19	3,062.81	312.51	2,750.30
<u>TOTAL</u>	<u>\$759,990</u>	<u>\$ 49,656.48</u>	<u>\$247,917.50</u>	<u>\$512,072.50</u>	<u>\$12,390.45</u>	<u>\$499,682.05</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1983

	BALANCE 5/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 5/31/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 5/31/83	UNEXPENDED BUDGET BALANCES AT 5/31/83
BUDGET FUND	\$ 88,738.98		\$ 49,656.48	\$ 39,082.50	\$472,990.00	\$ 12,390.45	\$499,682.05
RECEIPTS AND FUNDS							
Copy Machines							
XEROX	\$ 3,508.23	\$ 832.25		\$ 4,340.48			
TOSHIBA	87.70	24.35		112.05			
TOTAL COPY MACHINES	\$ 3,595.93	\$ 856.60		\$ 4,452.53			
FINES	6,622.64	2,702.06		9,324.70			
RENTALS	816.88	217.70		1,034.58			
PROJECTOR RENTAL	185.00	40.00		225.00			
MICROFILMS	38.90	6.40		45.30			
NON-RESIDENT FEE	60.00	20.00		80.00			
MEETING ROOM	290.00	25.00		315.00			
TELEPHONE	30.53	10.23		40.76			
DONATIONS	503.00			503.00			
INTEREST	4,244.51	1,132.80		5,377.31			
COMMISSIONS	-0-	30.00		30.00			
TOTAL RECEIPTS AND FUNDS	\$ 16,387.39	\$ 5,040.79		\$ 21,428.18			
LOST BOOK FUND	\$ 523.11	\$ 161.81		\$ 650.32			
BOOK SALES & EXCESS PROPERTY FUND	\$ 500.19	\$ 63.45		\$ 563.64			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-		\$ 360.00			
ACCUMULATED REVENUE FUND	\$ 85,764.02	\$ -0-		\$ 85,764.02			
TOTAL ALL FUNDS	\$192,273.69	\$ 5,266.05	\$ 49,691.08	\$147,848.66			

CASH FUNDS REPRESENTED BY:

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

INVESTMENT A/C-MIDLANTIC NAT'L BANK-#738-0372-8

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

LESS: ACCOUNTS PAYABLE, 5/31/83

CASH FUNDS AVAILABLE AT 5/31/83

\$ 1,084.17
130,849.96
11,820.25
1,062.43
1,037.42
1,394.42
170.00
430.01
\$147,848.66
12,390.45
\$135,458.21

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1983 BILLS PRESENTED FOR PAYMENT ON
JUNE 22, 1983

3.

CHECKS ARE DATED
MAY 31, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8270	TOWN OF W.O. EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC.SEC.	\$ 2,340.13
8271	MIDLANTIC NAT'L BK-FTD 5/31/83	1. SALARIES	2,395.99
8272	N.J. GROSS INCOME TAX-MAY 1983	1. SALARIES	688.04
8273	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,340.13
8274	W.O. PUBLIC LIBRARY-UN.SAVINGS A/c-5/83	1. SALARIES	252.95
8275	TOWN OF W.O.-JUNE 1983	26. HOSPITALIZATION	2,366.79
8276	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,817.22
8277	P.E.R.S. #20284-CONTRIB.LIFE INS.	1. SALARIES	148.42
8278	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	455.00
	NET P/R 5/15/83 #2319-2368 (50)	1. SALARIES	12,129.28
	NET P/R 5/31/83 #2369-2417 (49)	1. SALARIES	11,839.02
	RETURNED CHECK	EXCHANGE	<u>28.73</u>
	<u>SUB-TOTAL</u>		\$ 36,801.70
	<u>ADD:</u> CHECKS #8212-8269 FOR PAYMENT ISSUED AT MAY 25, 1983 MEETING		<u>13,296.28</u>
	<u>CHECKS ISSUED FOR THE MONTH OF MAY 1983</u>		<u>\$ 50,097.98</u>
	<u>LESS:</u>		
	CHECK #8254 PETTY CASH - SAFE	LOST BOOK FUND	\$ 34.60
	RETURNED CHECK	EXCHANGE	28.73
	DEPOSIT 5/2/83	5. INSURANCE	294.00
	" 5/5/83	9. TELEPHONE	42.20
	" 5/6/83	5. INSURANCE	10.92
	" 5/11/83	9. TELEPHONE	<u>31.05</u>
			<u>441.50</u>
	<u>TOTAL EXPENDITURES - MONTH OF MAY 1983</u> <u>PER BUDGET REPORT</u>		<u>\$ 49,656.48</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM,KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, PA

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 22, 1983

4.

CHECKS ARE DATED
JUNE 22, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8279	MIDLANTIC NAT'L BANK-FTD 6/15/83	1. SALARIES	\$ 2,464.98
8280	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	445.00
8281	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
8282A	ADP	11. SERVICE CONTRACTS	\$ 50.75
B	"	11. " "	<u>50.47</u>
8283	ABINGDON	2. BOOKS	101.22
8284	BADGE A MINIT	4. SUPPLIES	13.81
8285A	THE BAKER & TAYLOR Co.	2. BOOKS	20.60
B	" " " " "	2. " "	(9.58)
C	" " " " "	2. " "	(8.55)
D	" " " " "	2. " "	133.25
E	" " " " "	2. " "	156.78
F	" " " " "	2. " "	229.01
G	" " " " "	2. " "	259.28
H	" " " " "	2. " "	188.16
I	" " " " "	2. " "	532.59
J	" " " " "	2. " "	139.69
K	" " " " "	2. " "	25.44
L	" " " " "	2. " "	166.87
M	" " " " "	2. " "	348.97
N	" " " " "	2. " "	320.89
O	" " " " "	2. " "	21.93
P	" " " " "	2. " "	158.54
8286A	THE BAKER & TAYLOR Co.	2. " "	158.99
B	" " " " "	2. BOOKS	2,822.26
8287	BARNES & NOBLE	2. " "	(1.77)
8288	BLOOMFIELD WINDOW CLEANING	2. " "	10.95
8289A	R. R. BOWKER	2. BOOKS	9.18
B	" " "	6. MAINT.-MAIN.	9.20
8290A	BRODART, INC.	2. BOOKS	75.00
B	" " "	2. " "	40.69
C	" " "	2. " "	55.74
8291	BUREAU OF GOVERNMENT RESEARCH	4. SUPPLIES	197.42
8292A	C. W. ASSOCIATES	4. " "	245.52
B	" " "	4. " "	21.64
8293	CHAMBERS RECORD & VIDEO CORP.	2. BOOKS	464.58
8294	CHOICE PUBLICATIONS	2. BOOKS	16.00
8295	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	14.00
8296A	EMMA-LOU CZARNECKI	2. " "	16.00
B	" " "	21. A/V MATERIALS	30.00
8297	DEACON PRESS	2. BOOKS	147.99
8298	DIVISION OF ADMINISTRATIVE PROCEDURE	2. BOOKS	147.12
8299A	DOUBLEDAY & COMPANY	2. BOOKS	14.90
B	" " "	14. CONVENTIONS	105.33
C	" " "	15. WORKSHOP	12.00
D	" " "	4. SUPPLIES	117.33
E	" " "	2. BOOKS	60.60
F	" " "	2. BOOKS	36.00
G	" " "	2. BOOKS	27.36
H	" " "	2. " "	7.29
I	" " "	2. " "	17.02
8300	ELEVATOR MAINTENANCE CORP.	2. " "	24.92
8301	FARMER ELECTRICAL SUPPLY	2. " "	19.46
8302A	GALE RESEARCH Co.	2. " "	123.08
B	" " "	2. " "	10.34
C	" " "	2. " "	17.02
		2. " "	18.85
		11. SERVICE CONTRACTS	265.34
		6. MAINT.-MAIN.	100.00
		2. BOOKS	44.28
		2. " "	209.19
		2. " "	75.65
		2. " "	608.40
			893.24

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 22, 1983

5.

CHECKS ARE DATED
JUNE 22, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8303	GAYLORD BROS., INC.	4. SUPPLIES	\$ 548.27
8304A	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	\$ 3.75
B	" " "	18. " "	2.45
C	" " "	18. " "	17.95
8305	WALTER KIDDE SALES & SERVICE	11. CONTRACTS	77.60
8306	THE KIRKUS SERVICE, INC.	2. BOOKS	135.00
8307	LEWIS PAPER & SUPPLY CO.	18. JANITORIAL SUPPLIES	79.45
8308	LOFTUS CUOZZI	24. LEGAL SERVICES	236.00
8309A	3M	4. SUPPLIES	323.64
B	"	11. SERVICE CONTRACTS	360.00
C	"	4. SUPPLIES	103.80
8310A	MACMILLAN PUBLISHING CO.	2. BOOKS	9.10
B	" " "	2. BOOKS	48.06
8311	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8312	MARLOR PRESS	2. BOOKS	4.75
8313	NATIONAL AUDIO-VISUAL ASSOC.	2. BOOKS	25.00
8314	N.J. BANKERS ASSOCIATION	2. BOOKS	9.00
8315	N.J. LEGISLATIVE MANUAL	2. BOOKS	18.50
8316A	E & M O'HARA, INC.	6. MAINT.-MAIN.	297.30
B	" " " " "	6. " "	15.00
8317	PSE & G	8. MAINT.-UTILITIES	1,829.23
8318	PETTY CASH CHECKING A/C	TRANSFER	200.00
8319	PETTY CASH-SAFE	4. SUPPLIES	32.71
	" " "	12. TRANSPORTATION	13.75
	" " "	13. POSTAGE	4.17
8320	PITNEY BOWES, INC.	11. SERVICE CONTRACTS	59.25
8321	R. L. POLK & CO.	2. BOOKS	73.99
8322	PUBLIC AFFAIRS INFORMATION SERVICE	20. PAMPHLETS	200.00
8323	PYROTRONICS	11. SERVICE CONTRACTS	300.00
8324	R.F.I. SMALL ENGINE SERVICE	6. MAINT.-MAIN.	14.48
8325	VOID	VOID	0.00
8326A	RANDOM HOUSE, INC.	2. BOOKS	190.14
B	" " "	21. A/V MATERIALS	63.00
8327	REGENT BOOK CO., INC.	2. BOOKS	43.99
8328	LORRAINE SCHWARTZ	26. HOSPITALIZATION	61.00
8329	SHERIDAN SQUARE PUBLICATIONS	2. BOOKS	16.70
8330	STIK-A-LETTER CO.	4. SUPPLIES	14.16
8331	NEIL S. SULLIVAN ASSOC., LTD.	6. MAINT.-MAIN.	68.50
8332A	ULVERSCROFT LARGE PRINT BOOKS	2. BOOKS	25.95
B	" " " "	2. " "	13.95
8333	UNITED NATIONS	2. BOOKS	88.20
8334	WOLSTER'S PROJECTOR HOUSE	4. SUPPLIES	20.27
8335A	XEROX CORPORATION	25. PHOTOCOPY	256.19
B	" " "	25. " "	56.32
8336	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
	<u>SUB-TOTAL</u>		\$ 15,500.43
	<u>LESS: CHECK #8279 MIDLANTIC NAT'L BANK</u>	1. SALARIES	2,464.98
	" 8280 W.O. MUNICIPAL EMPL.	1. SALARIES	445.00
	" 8318 PETTY CASH CHECKING	TRANSFER	200.00
	<u>TOTAL ACCOUNTS PAYABLE-MAY 31, 1983</u>		<u>3,109.98</u>
	<u>PER BUDGET REPORT</u>		<u>\$ 12,390.45</u>
	<u>PAYMENT RECOMMENDED BY:</u>	<u>PAYMENT APPROVED BY:</u>	

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Maxkeim, CPA*

West Orange Free Public Library
Schedule of Photocopy Income
For the Month of May, 1983

	<u>Current Month</u>	<u>Year-to Date</u>
Toshiba Income	2435	11205
Less: Toshiba Expense	<u>-</u>	<u>32 -</u>
Net Income - Toshiba	2435	8005
Xerox Income	83225	434048
Less: Xerox Expense	<u>57048</u>	<u>168504</u>
Net Income - Xerox	<u>26177</u>	<u>265544</u>
Total Photocopy Income	<u>28612</u>	<u>273549</u>

1983

Date	Amount	Description
1/20/83	25 -	W.O. M.C.J.W.
1/25/83	30 -	Patient Care
	55 -	Total For January
2/2/83	25 -	Patient Care
2/9/83	25 -	W.O. Democratic County Comm.
2/14/83	30 -	Patient Care
	80 -	Total For February
3/28/83	30 -	Patient Care
	30 -	Total For March
4/19/83	25 -	Hutton-Lafayette Tenants Assoc.
4/20/83	50 -	West Orange O.R.T
4/28/83	50 -	Patient Care
	125 -	Total For April
5/25/83	25 -	Crestridge Tenants
	25 -	Total For May

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 27, 1983

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Staff/Community Participation
6. Director's Report
7. Committee Reports
8. Old Business
 - a. Friends' request to expend money from Book Escrow Account
9. New Business
 - a. Ratification of Union Contract
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

July 27, 1983

Everything was absolutely horrendous during the past month--including the unusually hot weather, negotiations and the problems involved with an inadequate budget. Somehow, though, things seem to be slowly falling into place.

Civil Service Representative Stanley Dorfman has been a big help in his guidance and instructions in interpreting many Civil Service rules. He made a special trip to the library and sat with me for a long period of time in an effort to spell out alternatives open to the administration to alleviate, or lighten our financial plight.

In an effort to carry out assignments given by the Board, Stewart Manheim and I worked many hours to come up with acceptable plans to relieve our discomforts to the satisfaction of the Board.

Eugene Reilly resigned his job here early in June. We were fortunate to replace him for the summer with a high school student. However, before we were able to get the student help we had to rely solely on Bill Toohey who did quite a bit of overtime. My suggestion is that he get paid for the overtime hours since we cannot afford to have him take a lot of time off--in addition to his vacation during the month of August. We are not sure that this plan will be sufficient after school opens in September.

A number of employees have been incapacitated with a strange virus which kept some out a few days. Fortunately the Youth Employment Agency came to our rescue with five young girls for a period of seven weeks who have been able to fill in for sick and vacationing regulars.

Anita Cohen, Director of the Fairmount House came in again to talk about the rail which was to be put up in our parking lot near the senior citizens' garden. She is very anxious that something is done to prevent a repeat of what happened last year. I explained that according to John McCann, Director of Public Works, the Township would put the rail up at the expense of the library. She promised to go directly to Mayor Spina with the problem. You probably have not heard the last on this matter.

Four members of our staff and three trustees have attended three of five workshop sessions on computers. We are trying to prepare ahead before the onslaught of the computer age which is definitely around the corner.

Between vacations personnel in the Acquisitions and Cataloging Department are engaged in a mini inventory. Special emphasis is geared toward the reference books.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JULY 27, 1983

President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace Corbin, Albert Kupferer and William O'Neill. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney and Lola N. Reed, Library Director. Mrs. Strauss said that condolences have been sent to Mr. Soloway on the loss of his mother. The Board will make a book donation in Mrs. Soloway's memory.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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'Neill made a motion to accept the Minutes of the Board meeting of June 22, 1983 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim said that the 3rd quarter check from the Township in the amount of \$152,000 has been received and deposited in the investment account. Money has been transferred from the investment account to the checking account to pay for this month's bills. A previous transfer was made on July 12th in the amount of \$20,407.27.

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

DIRECTOR'S REPORT:

Mrs. Anita Cohen of Fairmount House will speak to Mayor Spina about the installation of a railing on the side of the parking lot which faces the senior citizens' garden. The Board will send a letter to the Township Council pointing out the necessity to alleviate a potentially dangerous situation. A patron had driven over the embankment last year. There is quite a high drop from the parking lot into the garden.

COMMITTEE REPORTS:

As Mr. O'Hara was not in attendance, Mrs. Strauss postponed the Building Committee reports until the next Board meeting.

OLD BUSINESS:

As there was not a representative of the Friends in attendance, the matter of using Book Escrow funds for special purchases as requested will be postponed until the next Board meeting.

NEW BUSINESS:

Mrs. Strauss said that the Personnel Committee had a copy of the union contract to present to the Board for ratification. The contract has been ratified by the employees pending review of the final draft. Mrs. Strauss called for an executive session of the Board to hold a confidential discussion concerning personnel.

Mrs. Strauss made a motion to accept the resolution as follows:

WHEREAS, the Personnel Committee, duly appointed by the Board of Trustees and the President of the Library Board, has been meeting in negotiating sessions with the Representatives of Essex Council No. 1 of the New Jersey Civil Service Association, West Orange Public Library; and

WHEREAS, as the result of these meetings the terms and conditions of a contract between Essex Council No. 1 of the New Jersey Civil Service Association West Orange Public Library and the Library Board has been reached, and

WHEREAS, the terms and conditions have been embodied into a contract which has been presented to the Library Board of Trustees tonight, and

WHEREAS, the opinion of the Personnel Committee is that the contract is fair and equitable to both the Library Board of Trustees, the Taxpayers of the Township of West Orange and to the Employees' Representatives by the union,

THEREFORE, the Library Board of Trustees hereby ratifies the two year contract as negotiated and as presented to the Board and is incorporated into these Minutes by reference and hereby authorizes the President of the Library Board and the Representatives of the Personnel Committee to execute such contract at the time agreed upon by them and the Representatives of the union.

THEREFORE, BE IT RESOLVED, that the Library Board of Trustees hereby ratifies the contract as presented.

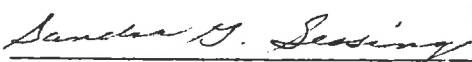
Mr. Kupferer seconded the motion to accept the resolution to ratify the contract and it was unanimously accepted by the Board of Trustees.


COMMUNICATIONS:

Mr. Kupferer read the following correspondence:

- 1) A memo from State Librarian, Barbara Weaver regarding additional State Aid Chapter 233, PL 1983 and supplementing FY 1983 appropriations for State Aid.
- 2) A note from Mimi Berkow to Mrs. Czarnecki regarding a request to purchase a book.

The meeting was adjourned at 8:58 P. M.


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE, 1983

LIBRARY BOARD MEETING OF JULY 27, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF JUNE 1983	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/83	UNEXPENDED BUDGET BALANCE ON 6/30/83	BILLS/ ACCOUNTS PAYABLE AT 6/30/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 6/30/83
SALARIES AND WAGES	\$463,000	\$ 34,282.56	\$205,858.58	\$257,141.42		\$257,141.42
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	20,000	2,427.79	11,269.22	8,730.78		8,730.78
SOCIAL SECURITY	31,000	2,321.39	14,052.20	16,947.80		16,947.80
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	29,000	-	-	29,000.00	\$ 24,664.00	4,336.00
UNEMPLOYMENT INSURANCE,						
ETC.	7,000	1,642.62	3,727.01	3,272.99		3,272.99
WORKERS COMP. INSURANCE	4,731	-	-	4,731.00		4,731.00
SUNDAY OPENINGS	7,000	349.00	3,473.00	3,527.00		3,527.00
CONTRACTURAL SERVICES:						
BINDING	1,300	-	147.39	1,152.61		1,152.61
COMMUNITY SERVICES	800	(437.00)(671.76)	1,471.76		1,471.76
TRANSPORTATION	300	24.45	154.75	145.25	26.00	119.25
SEMINARS & WORKSHOPS	1,000	242.79	649.24	350.76		350.76
AUDIT	1,650	-	-	1,650.00		1,650.00
MGMT. & PROFESSIONAL						
SERVICES	13,000	1,083.00	5,415.00	7,585.00	1,083.00	6,502.00
LEGAL & PROFESSIONAL						
SERVICES	2,400	236.00	1,101.00	1,299.00	1,341.00 (42.00)
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY - UTILITIES	48,000	1,829.23	17,663.83	30,336.17	2,722.80	27,613.37
MAIN LIBRARY - MAINT.	8,000	554.56	1,365.45	6,634.55	80.30	6,554.25
TORY CORNER - RENTAL	540	-	135.00	405.00	135.00	270.00
SERVICE CONTRACTS	5,000	1,013.07	2,248.28	2,751.72	335.95	2,415.77
MATERIALS & SUPPLIES:						
BOOKS	75,000	5,117.89	21,302.07	53,697.93	4,293.09	49,404.84
SUPPLIES	9,000	1,703.15	4,183.61	4,816.39	313.40	4,502.99
MICROFILM	3,000	-	-	3,000.00		3,000.00
PERIODICALS, PAMPHLETS						
& NEWSPAPERS, ETC.	7,000	248.05	550.01	6,449.99	177.30	6,272.69
AUDIO/VISUAL - MATERIALS	1,000	216.97	509.35	490.65	13.90	476.75
MISCELLANEOUS OTHER EXPENSES:						
INSURANCE - OTHER	3,269	- (536.53)	3,805.53		3,805.53
TELEPHONE	3,000	(27.28)	1,372.38	1,627.62	581.61	1,046.01
POSTAGE	3,500	4.04	1,624.54	1,875.46	404.94	1,470.52
EQUIPMENT:						
LIBRARY	3,000	-	2,838.42	161.58		161.58
MAINTENANCE EQUIPMENT	1,000	-	-	1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500	-	-	500.00		500.00
JANITORIAL SUPPLIES	2,500	103.60	984.15	1,515.85	82.25	1,433.60
PHOTOCOPY	4,500	312.51	1,749.70	2,750.30	275.12	2,475.18
TOTAL	<u>\$759,990</u>	<u>\$ 53,248.39</u>	<u>\$301,165.89</u>	<u>\$458,824.11</u>	<u>\$ 36,529.66</u>	<u>\$422,294.45</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE, 1983

	BALANCE 6/1/83	RECEIPTS	NET DISBURSEMENTS	BALANCE 6/30/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 6/30/83	UNEXPENDED BUDGET BALANCES AT 6/30/83
BUDGET FUND	\$ 39,082.50		\$ 53,248.39	(\$ 14,165.89)	\$472,990.00	\$ 36,529.66	\$422,294.45

RECEIPTS AND FUNDS

COPY MACHINES							
XEROX	\$ 4,340.48	\$ 719.45		\$ 5,059.93			
TOSHIBA	112.05	15.90		127.95			
TOTAL COPY MACHINES	\$ 4,452.53	\$ 735.35		\$ 5,187.88			
FINES	9,324.70	1,786.18		11,110.88			
RENTALS	1,034.58	258.00		1,292.58			
PROJECTOR RENTAL	225.00			225.00			
MICROFILMS	45.30	5.37		50.67			
NON-RESIDENT FEE	80.00			80.00			
MEETING ROOM	315.00	25.00		340.00			
TELEPHONE	40.76	4.92		45.68			
DONATIONS	503.00	15.00		518.00			
INTEREST	5,377.31	932.42		6,309.73			
COMMISSIONS	30.00	1,161.50		1,191.50			
TOTAL RECEIPTS AND FUNDS	\$ 21,428.18	\$ 4,923.74		\$ 26,351.92			
LOST BOOK FUND	\$ 650.32	\$ 105.78	\$ -0-	\$ 756.10			
BOOK SALES & EXCESS PROPERTY FUND	\$ 563.64	\$ 95.88	\$ -0-	\$ 659.52			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
ACCUMULATED REVENUE FUND	\$ 85,764.02	\$ -0-	\$ -0-	\$ 85,764.02			
TOTAL ALL FUNDS	\$147,848.66	\$ 5,125.40	\$ 53,248.39	\$ 99,725.67			

CASH FUNDS REPRESENTED BY:

- CHECKING A/C - MIDLANTIC NAT'L BANK #734-0598-7
- INVESTMENT A/C - MIDLANTIC NAT'L BANK #738-0372-8
- 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

LESS: ACCOUNTS PAYABLE, 6/30/83
CASH FUNDS AVAILABLE AT 6/30/83

(\$ 1,421.34)	
90,813.01	
5,110.24	
1,901.29	
1,051.03	
1,851.42	
170.00	
250.02	
\$ 99,725.67	
36,529.66	
\$ 63,196.01	

JUNE, 1983 BILLS PRESENTED FOR PAYMENT ON
JULY 27, 1983

CHECKS ARE DATED
JUNE 30, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8337	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYER'S SOC.SEC.	\$ 2,321.39
8338	MIDLANTIC NAT'L BANK-FTD-6/30/83	1. SALARIES	2,396.29
8339	N.J. GROSS INCOME TAX - JUNE, 1983	1. SALARIES	691.36
8340	TOWN OF W.O. - EMPLOYEE'S SOC.SEC.	1. SALARIES	2,321.39
8341	W.O. PUBLIC LIBRARY-UN. SAVINGS A/C - 6/83	1. SALARIES	249.48
8342	TOWN OF W.O. - JULY, 1983	26. HOSPITALIZATION	2,366.79
8343	P.E.R.S. #20284 PENSION & LOANS	1. SALARIES	1,817.06
8344	P.E.R.S. #20284 CONTRIB. LIFE INS.	1. SALARIES	148.42
8345	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	445.00
8346	N.J. EMPLOYMENT SECURITY AG'Y - 2ND QTR. '83	28. UN. INS. EXCHANGE	\$ 1,642.62 821.29
	NET P/R 6/15/83 #2418-2468 (51)	1. SALARIES	12,137.89
	NET P/R 6/30/83 #2469-2507 (39)	1. SALARIES	11,530.59
	<u>SUB-TOTAL</u>		\$ 38,889.57
	<u>ADD:</u> CHECKS #8279-8336 FOR PAYMENT ISSUED AT JUNE 22, 1983 MEETING		15,500.43
	<u>CHECKS ISSUED FOR THE MONTH OF JUNE, 1983</u>		\$ 54,390.00
	<u>ADD:</u> PETTY CASH CHECKS #1649-1666 ISSUED DURING APRIL, MAY AND JUNE, 1983		420.99
	<u>SUB-TOTAL</u>		\$ 54,810.99
	<u>LESS:</u>		
	CHECK # 8318 PETTY CASH CHECKING A/C	EXCHANGE	\$ 200.00
	CHECK # 8346 N.J. UN. INS.	EXCHANGE	821.29
	DEPOSIT 6/6/83	9. TELEPHONE	26.67
	6/6/83	6. MAINT. - MAIN	41.00
	6/11/83	13. POSTAGE	0.13
	6/20/83	9. TELEPHONE	0.61
	6/22/83 (JURY DUTY)	1. SALARIES	15.90
	INCREASE IN THE COMMUNITY SERVICES - CHECKING ACCOUNT	10. COMMUNITY REL.	457.00
			1,562.60
	<u>TOTAL EXPENDITURES - MONTH OF JUNE, 1983</u>		
	<u>PER BUDGET REPORT</u>		\$ 53,248.39

PAYMENT RECOMMENDED BY:

Lela H. Lee

PAYMENT APPROVED BY:

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

BY:

Stewart M. Cohen

WEST ORANGE FREE PUBLIC LIBRARY

PETTY CASH-APRIL, MAY AND JUNE, 1983 BILLS
PRESENTED FOR PAYMENT ON JULY 27, 1983

<u>DATE</u> <u>1983</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APR.</u>				
5	1649	MINOLA KELLY	12. TRANSPORTATION	\$ 10.70
12	1650	NATIONAL GEOGRAPHIC SOCIETY	20. PAMPHLETS	1.25
15	1651	N.J. LIBRARY ASSOCIATION	15. SEMINARS	15.50
15	1652	N.J. LIBRARY ASSOCIATION	15. SEMINARS	25.00
24	1653	BARBIZON CATALINA MOTEL	15. SEMINARS	84.96
28	1654	SKILLBOOK COMPANY	2. BOOKS	19.08
28	1655	SHIRLEY ITKIN	4. SUPPLIES	39.36
<u>MAY</u>				
5	1656	J. PINE TESTIMONIAL DINNER	10. COMMUNITY REL.	20.00
11	1657	MAYPAC TOY COMPANY	4. SUPPLIES	10.95
13	1658	RECORD WORLD	21. A/V MATERIALS	5.98
13	1659	SHIRLEY ITKIN	4. SUPPLIES	27.07
13	1660	VOID		
16	1661	ANN PHILLIPS	4. SUPPLIES	6.00
14	1662	M & J FRANK, INC.	4. SUPPLIES	10.75
20	1663	SHOP RITE	4. SUPPLIES	20.39
25	1664	J & S VACUUM CO.	6. MAINT. - MAIN	81.00
<u>JUNE</u>				
20	1665	RUTGERS UNIVERSITY	2. BOOKS	28.00
29	1666	MOUNTAIN HIGH SCHOOL	2. BOOKS	15.00

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF APRIL,
MAY AND JUNE, 1983

\$ 420.99

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY

JUNE, 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 27, 1983CHECKS ARE DATED
JULY 27, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8347	PUBLIC EMPLOYEES RETIREMENT SYSTEM	P.E.R.S.	\$ 24,664.00
8348	P.S.E.&G.	8. MAINT. - UTILITIES	2,598.33
8349	NEW JERSEY BELL	9. TELEPHONE	293.04
8350	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	445.00
8351	MIDLANTIC NAT'L BANK	1. SALARIES	2,277.41
8352	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
8353A	ADP	11. SERVICE CONTRACTS \$	50.53
B	ADP	11. SERVICE CONTRACTS	50.42
8354	AMERICAN TIME RECORDER, INC.	11. SERVICE CONTRACTS	100.95
8355A	THE BAKER & TAYLOR Co.	2. BOOKS	45.00
B	THE BAKER & TAYLOR Co.	2. BOOKS \$	69.17
8356A	THE BAKER & TAYLOR Co.	2. BOOKS	23.22
B	THE BAKER & TAYLOR Co.	2. BOOKS (\$	11.95)
C	THE BAKER & TAYLOR Co.	2. BOOKS (2.06)
D	THE BAKER & TAYLOR Co.	2. BOOKS	147.73
E	THE BAKER & TAYLOR Co.	2. BOOKS	648.23
F	THE BAKER & TAYLOR Co.	2. BOOKS	47.92
G	THE BAKER & TAYLOR Co.	2. BOOKS	715.69
H	THE BAKER & TAYLOR Co.	2. BOOKS	128.11
I	THE BAKER & TAYLOR Co.	2. BOOKS	379.24
J	THE BAKER & TAYLOR Co.	2. BOOKS	492.76
8357	VOID	2. BOOKS	422.14
8358	BILLBOARD/WATSON GUPTIL		2,967.81
8359	BLOOMFIELD WINDOW CLEANING Co.	2. BOOKS	35.00
8360A	R. R. BOWKER	11. SERVICE CONTRACTS	75.00
B	R. R. BOWKER	2. BOOKS \$	59.04
8361A	BROADSTREET, INC.	2. BOOKS	50.99
B	BROADSTREET, INC.	4. SUPPLIES \$	5.52
8362	BRODART, INC.	4. SUPPLIES	11.90
8363A	C. W. ASSOCIATES	4. SUPPLIES	216.74
B	C. W. ASSOCIATES	2. BOOKS \$	35.20
8364	CENTER TYPEWRITER SERVICE	2. BOOKS	11.00
8365	COMMERCE CLEARING HOUSE, INC.	4. SUPPLIES	11.29
8366	COMMODITY RESEARCH BUREAU	4. SUPPLIES	6.10
8367	COMMONWEALTH WATER Co.	2. BOOKS	35.95
8368	CONGRESSIONAL QUARTERLY, INC.	8. MAINT. - UTILITIES	124.47
8369	COTTAGE PUBLICATIONS	2. BOOKS	59.00
8370A	DEMCO	2. BOOKS	3.50
B	DEMCO	4. SUPPLIES (\$	11.34)
8371A	DOUBLEDAY & COMPANY, INC.	4. SUPPLIES	22.70
B	DOUBLEDAY & COMPANY, INC.	2. BOOKS \$	29.19
C	DOUBLEDAY & COMPANY, INC.	2. BOOKS	66.25
D	DOUBLEDAY & COMPANY, INC.	2. BOOKS	15.80
E	DOUBLEDAY & COMPANY, INC.	2. BOOKS	9.73
F	DOUBLEDAY & COMPANY, INC.	2. BOOKS	29.19
G	DOUBLEDAY & COMPANY, INC.	2. BOOKS	41.36
H	DOUBLEDAY & COMPANY, INC.	2. BOOKS	76.62
8372	EDISON RECORD CLEARANCE	2. BOOKS	7.29
8373	ELEVATOR MAINTENANCE CORP.		275.43
8374A	GALE RESEARCH COMPANY	21. A/V MATERIALS	13.90
B	GALE RESEARCH COMPANY	11. SERVICE CONTRACTS	100.00
8375	HRS GERIATRIC PUBLISHING	2. BOOKS \$	75.65
8376	J. L. HAMMETT COMPANY	2. BOOKS	52.29
8377	SID HARVEY OF N.J., INC.	2. BOOKS	127.94
8378	INTERNATIONAL CITY MGMT. ASSOC	2. BOOKS	5.95
8379	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	43.78
8380A	LOFTUS & CUOZZI	6. MAINT.-MAIN	61.80
B	LOFTUS & CUOZZI	2. BOOKS	45.00
		18. JANITORIAL SUPPLIES	82.25
		24. LEGAL SERVICES \$	236.00
		24. LEGAL SERVICES	1,105.00
			1,341.00

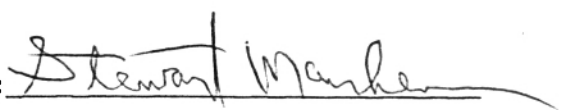
WEST ORANGE FREE PUBLIC LIBRARYJUNE, 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 27, 1983CHECKS ARE DATED
JULY 27, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8381A	MACMILLAN PUBLISHING Co.	2. BOOKS	\$ 48.36
B	MACMILLAN PUBLISHING Co.	2. BOOKS	<u>30.17</u> \$ 78.53
8382	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8383	MOODY'S INVESTOR'S SERVICE	2. BOOKS	185.00
8384A	N. J. BELL TELEPHONE	9. TELEPHONE	\$ 276.14
B	N. J. BELL TELEPHONE	9. TELEPHONE	<u>12.43</u> 288.57
8385	P & P LAWMOWER REPAIRS	6. MAINT. - MAIN	18.50
8386	PETTY CASH - SAFE	LOST BOOK FUND	\$ 16.28
	PETTY CASH - SAFE	4. SUPPLIES	6.71
	PETTY CASH - SAFE	12. TRANSPORTATION	26.00
	PETTY CASH - SAFE	13. POSTAGE	<u>4.94</u> 53.93
8387	PORTER SARGENT PUBLISHERS, INC.	2. BOOKS	30.29
8388	POSTMASTER	13. POSTAGE	400.00
8389	RUTGERS UNIVERSITY PRESS	2. BOOKS	24.95
8390	SILVER BURDETT COMPANY	2. BOOKS	9.62
8391A	ULVERSRAFT LARGE PRINT BOOKS, LTD.	2. BOOKS	\$ 125.95
B	ULVERSRAFT LARGE PRINT BOOKS, LTD.	2. BOOKS	<u>24.00</u> 149.95
8392	WEST ORANGE COMMUNITY HOUSE	7. MAINT. - TORY	135.00
8393	WEST PUBLISHING COMPANY	20. PHAMPHLETS	130.50
8394	XEROX CORPORATION	25. PHOTOCOPY	275.12
8395	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
8396	ZEPHYR PRESS	2. BOOKS	<u>10.55</u>
	<u>SUB-TOTAL</u>		\$ 39,268.35
	LESS: CHECK # 8350 W.O. MUNICIPAL EMPL.	1. SALARIES	\$ 445.00
	CHECK # 8351 MIDLANTIC NAT'L BK.	1. SALARIES	2,277.41
	CHECK # 8386 PETTY CASH - SAFE	LOST BOOK FUND	<u>16.28</u> 2,738.69
	<u>TOTAL ACCOUNTS PAYABLE - JUNE 30, 1983</u>		
	<u>PER BUDGER REPORT</u>		<u>\$ 36,529.66</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: 

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 24, 1983

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

LIBRARY DIRECTOR'S
MONTHLY REPORT

August 24, 1983

Our financial plight leaves some very hard decisions to be made in order to keep the library open as usual with only a few exceptions, which I sincerely trust that you will view my recommendations with an open mind and serious thought.

Because of our dire financial situation at the West Orange Public Library I recommend as our first step toward making up our \$32,000 deficit that the persons listed below (Pages) be given a notice of layoff commencing September 1, 1983:

Cassidy, Robert
D'Aries, Vita
Deutsch, Sylvia
Ford, Barbara
Giorgio, Sarah
Lanfrank, Maria
Laing, Alma

Lannon, David
McGraw, Michele
Milmoie, Jeanne
Shanahan, Ann
Robinson, Allen
Rucker, Joe
Taylor, Deborah

Since layoffs will only give us almost half of the money needed, I further recommend that all part-time employees be limited to a 20-hour work week until our financial crisis is over. The affected part-time workers are:

Benjamin, Helen
LaPoint, Ada
Longo, Gail
Mantell, Florence

Seidler, Sybil
Some, Phyllis
Springsteel, Elizabeth

In order to make full-time personnel available when most needed it will be necessary for the administration to drastically change the present work schedules.

A third recommendation is to open the library one hour later each day thereby keeping us within the limits of the 50-hour week opening as required by Library Laws.

Please bear in mind that it will be impossible for the staff to perform all of the services which heretofore were taken for granted. Services will be minimized but with a very limited staff all will be encouraged to put in their very best performance.

I am bringing to the Board meeting a number of books (mostly Art) from which pages have been taken and pictures cut out. Hopefully, these items will assure you that there is a very definite need for some type of security system. We believe much of the mutilation of books is being done in carrels located in areas where it is hard to observe what is being done without constant surveillance. One step has been done which, hopefully, culprits can be caught. We moved the carrels closer to the Reference desk where librarians can better observe what is going on. Persons in the Reference Area have been advised to frequently patrol and observe what is being used by whom.

Mr. Lepore, Township Engineer, is still in the process of studying our night lighting problem. Upon receipt of his report, I will respectfully request time and help in relocating stack areas in which the reference books will be isolated from circulating books.

Since the signing of the union contract with Essex Council #1, there have been a number of questions asked. One very important question concerns the Christmas and New Year's holidays. This year the holidays fall on Sundays. Does this mean that the library has to be closed the following Mondays? The contract says "yes" but my thinking is this is not a good rule. Your opinion on this situation is needed.

The addition to our library is now four years old and so is our carpet, which has never been professionally cleaned. If you notice as you walk through the library, the carpet is very badly in need of cleaning. We feel during the Labor Day weekend will be our best time to have this work done. I have already obtained four bids for the job. They are:

Ron Salvato's Carpet Cleaning	\$840.00
Swept Away	\$480.00
Executive Carpet Care	\$974.40
Dial Rug & Upholstery Cleaning Co.	\$1,265.00

If at all possible, please decide at the August 24th meeting if the carpets can be cleaned over the holiday weekend.

Some very interesting programs took place during the past month. The bus trip(s) drew wide interest from all over. A number of librarians have contacted the library, and me, personally, at meetings or by phone about our trips. The Summer Reading Program has gone over very big. Again, the Friends plan to sponsor the culminating party for the youngsters who have been involved.

Circulation statistics for the first seven months of 1983 will be available at the Board meeting.

Added to our collection during the months January-July were the following:

BOOKS - Added from 1/1/83 through 8/18/83: (Adult)

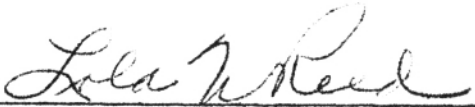
Fiction - Titles	504
Volumes	915
Non-Fiction - Titles	743
Volumes	767
Reference - Titles	89
Volumes	91
Large Print - Titles	61
Volumes	61
RECORDS	27
ALBUMS	17
FILMSTRIPS	6

Added to our collection during the months January - July
for the Children's Room:

BOOKS:

Fiction	56
Non-Fiction	119
Volumes	67

RECORDS	6
FILMSTRIPS	10
CASSETTES	4



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
AUGUST 24, 1983

President Anita O. Strauss called the meeting to order at 8:05 P. M. The following members were present constituting a quorum: Horace Corbin, Herbert Gladstone, William O'Neill and Irving Soloway. Also present were Alexander Leitinger, substituting for Board Accountant Stewart Manheim and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 in accordance with the 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 1983 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. Corbin made a motion to accept the Minutes of the Board Meeting of July 27, 1983 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Soloway suggested that due to the budget crunch, the insurance premium be paid on a six month basis instead of a yearly payment. A brief discussion was held.

Mr. Soloway made a motion that the Director contact the insurance agent to find out what arrangements could be made to pay the insurance premiums on a six month basis and what the cost would be. Mr. Corbin seconded the motion and it was passed unanimously.

Mr. O'Neill made a motion to accept the Bills Presented for Payment for the month of July, 1983, subject to the payment of insurance as discussed. Mr. Corbin seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. O'Neill inquired about the lack of income for the Toshiba Fax. Mrs. Reed said that the machine was out of order and that the service company could not be located. Mr. Soloway suggested that Mrs. Reed check the New York City Telephone Directory for the Manhattan Toshiba offices and ask them to forward the request to repair the machine to a service agency in our vicinity.

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

STAFF PARTICIPATION:

Miss Margaret Cushing asked the Board to clarify a statement in the contract between the Union and the Board. The issue being whether an employee has the right to voluntarily defer some of his/her vacation time in this year until next year and how much can be deferred.

In case of part-time staff, the new year starts on October 1.

It was agreed that the proper procedure would be for the President of the Union to present the issue in writing to the Director and the Director then takes it up with the Board and with Counsel.

Mr. Soloway made a motion asking Mrs. Reed to extend the part-timers' vacation policy to October 31, 1983. Mr. Gladstone seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

(See OLD BUSINESS)

COMMITTEE REPORTS:

1) Buildings and Grounds:

Mrs. Reed will contact Mr. Lepore, Township Engineer, asking for his lighting report which the Board is anxious to review prior to working on the 1984 Budget.

2) Personnel:

The contract between Essex Council #1 and the Board of Trustees was signed on August 4, 1983.

OLD BUSINESS:

1) Damaged Books:

Mrs. Reed presented a number of art books from which pages have been taken and/or pictures cut out. The Board discussed the need for security in the Reference Area.

It was agreed that a notice would be sent to the schools through the Board of Education along with a list of the pictures indexed. Teachers will be made aware that the library has a problem and can see if any items have been found in reports submitted by students. A member of the staff suggested that an article be sent to "The Chronicle" relating the plight of the books. Mrs. Reed suggested that Mrs. Some write an article for that purpose.

2) Carpet Cleaning:

In regards to cleaning the carpet, it was decided that Sears and Bamberger's would be contacted for cleaning prices. It was also suggested that the manufacturer of the carpet be contacted to find out what chemicals would be harmful to the carpets during cleaning.

3) Executive Session:

A special executive session of the West Orange Public Library Board of Trustees was held at the library on Wednesday, August 17, 1983 at 7:30 P. M.

The purpose of the meeting was to discuss alternative means of dealing with the deficit for 1983.

Because of the sensitive nature of the meeting, and the possible discussion of decisions that would affect personnel, and the strict conformance of the Open Public Meetings law, the meeting was closed to the public.

NEW BUSINESS:

Mrs. Reed announced that there will be an art show of Chagall originals on October 16. Mr. Cuozzi had suggested that a jazz concert be held to coincide with the art show. The concert would be held at 5:00 P. M. Discussion was held regarding the expenditure of such a concert at this time.

Mr. Gladstone made a motion that the Board of Trustees agree to hold the jazz concert along with the art exhibit. Mrs. Strauss seconded the motion. Mr. Soloway, Mr. Corbin and Mr. O'Neill abstained; Mrs. Strauss and Mr. Gladstone voted in favor.

Mrs. Reed will call the insurance agency to find out about the replacement of the broken glass in the front door of the library.

Mr. Gladstone suggested that Mrs. Reed investigate the possibility of using only one entrance into the library and which door should be designated for that purpose for security control.

ADJOURNMENT:

The public portion of the meeting was adjourned at 9:16 P. M.

An executive session was held regarding personnel. Because of the continuing financial crisis facing the library, the Board of Trustees has taken the following actions:

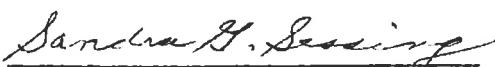
Mr. Soloway made a motion that in view of the library's financial crisis that the 14 Pages be given two weeks notice as soon as practicable.


Mr. Soloway further moved that part-time employees be limited to a 20 hour work week until further notice.

In addition, Mr. Soloway moved that the library will open one hour later Monday through Friday as soon as practicable. (at 10:00 A. M.)

Mr. Gladstone seconded the motion and it was carried unanimously.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JULY 1983

LIBRARY BOARD MEETING OF AUGUST 24, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF JULY 1983	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/83	UNEXPENDED BUDGET BALANCE ON 7/31/83	BILLS/ ACCOUNTS PAYABLE AT 7/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 7/31/83
SALARIES AND WAGES	\$463,000	\$ 34,967.04	\$240,825.62	\$222,174.38		\$222,174.38
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	20,000	2,366.79	13,636.01	6,363.99		6,363.99
SOCIAL SECURITY	31,000	2,344.92	16,397.12	14,602.88		14,602.88
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	29,000	24,664.00	24,664.00	4,336.00		4,336.00
UNEMPLOYMENT INSURANCE, ETC.	7,000		3,727.01	3,272.99		3,272.99
WORKERS COMP. INSURANCE	4,731			4,731.00	\$ 3,877.00	854.00
SUNDAY OPENINGS	7,000		3,473.00	3,527.00		3,527.00
CONTRACTURAL SERVICES:						
BINDING	1,300		147.39	1,152.61		1,152.61
COMMUNITY SERVICES	800		(671.76)	1,471.76		1,471.76
TRANSPORTATION	300	26.00	180.75	119.25	7.00	112.25
SEMINARS & WORKSHOPS	1,000		649.24	350.76		350.76
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL						
SERVICES	13,000	1,083.00	6,498.00	6,502.00	1,083.00	5,419.00
LEGAL & PROFESSIONAL SVCS.	2,400	1,341.00	2,442.00	(42.00)	1,256.00	(1,298.00)
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	48,000	2,722.80	20,386.63	27,613.37	2,853.24	24,760.13
MAIN LIBRARY -MAINT.	8,000	80.30	1,445.75	6,554.25	145.45	6,408.80
TORY CORNER -RENTAL	540	135.00	270.00	270.00		270.00
SERVICE CONTRACTS	5,000	335.95	2,584.23	2,415.77	891.19	1,524.58
MATERIAL & SUPPLIES:						
BOOKS	75,000	4,282.69	25,584.76	49,415.24	1,591.10	47,824.14
SUPPLIES	9,000	313.40	4,497.01	4,502.99	849.60	3,653.39
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,000	177.30	727.31	6,272.69	51.85	6,220.84
AUDIO/VISUAL -MATERIALS	1,000	13.90	523.25	476.75		476.75
MISCELLANEOUS OTHER EXPENSES:						
INSURANCE - OTHER	3,269		(536.53)	3,805.53	2,379.54	1,425.99
TELEPHONE	3,000	566.76	1,939.14	1,060.86	290.97	769.89
POSTAGE	3,500	404.31	2,028.85	1,471.15	5.61	1,465.54
EQUIPMENT:						
LIBRARY	3,000		2,838.42	161.58		161.58
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	82.25	1,066.40	1,433.60	164.89	1,268.71
PHOTOCOPY	4,500	275.12	2,024.82	2,475.18	271.21	2,203.97
<u>TOTAL</u>	<u>\$759,990</u>	<u>\$ 76,182.53</u>	<u>\$377,348.42</u>	<u>\$382,641.58</u>	<u>\$ 15,717.65</u>	<u>\$366,923.93</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JULY, 1983

	BALANCE 7/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 7/31/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE	UNEXPENDED BUDGET BALANCES AT 7/31/83
BUDGET FUND	(\$ 14,165.89)	\$ 152,000.00	\$ 76,182.53	\$ 61,651.58	\$ 320,990.00	\$ 15,717.65	\$ 366,923.93

RECEIPTS AND FUNDS

COPY MACHINES	\$ 5,059.93	\$ 645.65		\$ 5,705.58
XEROX	127.95	-		127.95
TOSHIBA	\$ 5,187.88	\$ 645.65		\$ 5,833.53
TOTAL COPY MACHINES	11,110.88	1,536.83		12,647.71
FINES	1,292.58	276.40		1,568.98
RENTALS	225.00	10.00		235.00
PROJECTOR RENTAL	50.67	1.80		52.47
MICROFILMS	80.00	-		80.00
NON-RESIDENT FEE	340.00	-		340.00
MEETING ROOM	45.68	9.10		54.78
TELEPHONE	518.00	-		518.00
DONATIONS	6,309.73	732.28		7,042.01
INTEREST	1,191.50	-		1,191.50
COMMISSIONS	\$ 26,351.92	\$ 3,212.06		\$ 29,563.98
TOTAL RECEIPTS AND FUNDS	\$ 756.10	\$ 129.99	\$ 16.28	\$ 869.81
LOST BOOK FUND	\$ 659.52	\$ 65.48	\$ -0-	\$ 725.00
BOOK SALES & EXCESS PROPERTY FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00
PETTY CASH & CHANGE FUND	\$ 85,764.02	\$ -0-	\$ -0-	\$ 85,764.02
ACCUMULATED REVENUE FUND	\$ 99,725.67	\$ 155,407.53	\$ 76,198.81	\$ 178,934.39
TOTAL ALL FUNDS				

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,099.62
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	164,824.89
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	7,786.12
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	1,901.29
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,051.03
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,851.42
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	250.02
LESS: ACCOUNTS PAYABLE 7/31/83	\$ 178,934.39
CASH FUNDS AVAILABLE AT 7/31/83	15,717.65
	\$ 163,216.74

WEST ORANGE FREE PUBLIC LIBRARY

3.

JULY 1983 BILLS PRESENTED FOR PAYMENT ON
AUGUST 24, 1983

CHECKS ARE DATED
JULY 31, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8397	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	\$ 2,344.92
8398	MIDLANTIC NAT'L BANK-FTD 7/31/83	1. SALARIES	2,274.15
8399	N.J. GROSS INCOME TAX-JULY 1983	1. SALARIES	702.56
8400	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,344.92
8401	W.O. PUBLIC LIBRARY-UN.SAV.A/C 7/83	1. SALARIES	222.20
8402	TOWN OF W.O.-AUGUST 1983	26. HOSPITALIZATION	2,366.79
8403	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	1,817.06
8404	P.E.R.S. #20284 CONTRIB. LIFE INS.	1. SALARIES	148.42
8405	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	445.00
	NET P/R 7/15/83 #2508-2547 (40)	1. SALARIES	12,329.58
	NET P/R 7/31/83 #2548-2585 (38)	1. SALARIES	<u>11,992.54</u>
<u>SUB-TOTAL</u>			\$ 36,988.14
<u>ADD: CHECKS #8347-8396 FOR PAYMENT</u>			
ISSUED AT JULY 27, 1983 MEETING			<u>39,268.35</u>
<u>CHECKS ISSUED FOR THE MONTH OF JULY 1983</u>			\$ 76,256.49
<u>LESS:</u>			
CHECK #8386	PETTY CASH-SAFE	LOST BOOK FUND	\$ 16.28
DEPOSIT 7/11/83	(JURY DUTY)	1. SALARIES	31.80
" 7/15/83		13. POSTAGE	0.63
" 7/20/83		9. TELEPHONE	14.85
" 7/25/83		2. BOOKS	<u>10.40</u>
			<u>73.96</u>
<u>TOTAL EXPENDITURES-MONTH OF JULY 1983</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 76,182.53</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

4.

JULY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 24, 1983

CHECKS ARE DATED
AUGUST 24, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
8406	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES		\$ 445.00
8407	MIDLANTIC NAT'L BANK FTD 8/15/83	1. SALARIES		5,680.40
8408	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS		15.00
8409A	ADP	11. SERVICE CONTRACTS	\$ 53.80	
B	"	11. " "	51.39	105.19
8410	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES		164.89
8411	THE BAKER & TAYLOR CO.	2. BOOKS		21.63
8412A	THE BAKER & TAYLOR CO.	2. BOOKS	(\$ 9.60)	
B	" " " " "	2. "	(2.97)	
C	" " " " "	2. "	(20.77)	
D	" " " " "	2. "	(7.15)	
E	" " " " "	2. "	270.49	
F	" " " " "	2. "	120.32	
G	" " " " "	2. "	148.68	
H	" " " " "	2. "	148.08	647.08
8413A	BENISCH & Co.	5. INSURANCE	\$2,379.54	
B	" " "	5. "	3,877.00	6,256.54
8414A	BROADSTREET, INC.	4. SUPPLIES	\$ 51.18	
B	" "	4. "	162.90	
C	" "	4. "	21.98	
D	" "	4. "	22.62	
E	" "	4. "	12.45	
F	" "	4. "	26.70	
G	" "	4. "	10.07	
H	" "	4. "	25.20	333.10
8415A	BRODART, INC.	4. SUPPLIES	\$ 220.34	
B	" "	4. "	76.79	297.13
8416	CONFERENCE OF NAT'L PARK CONCESSIONERS	20. PAMPHLETS		4.05
8417	CONGRESSIONAL QUARTERLY, INC.	4. SUPPLIES		29.45
8418	THE COUNCIL OF STATE GOVERNMENTS	2. BOOKS		13.50
8419A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 34.04	
B	" " " "	2. "	21.00	
C	" " " "	2. "	10.95	65.99
8420	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		100.00
8421A	GALE RESEARCH CO.	2. BOOKS	\$ 156.71	
B	" " "		75.65	
C	" " "		109.25	
D	" " "		109.25	450.86
8422	G.K. HALL & Co.	2. BOOKS		266.24
8423	I.B.M. CORP.	11. SERVICE CONTRACTS		495.00
8424	INSTITUTE FOR MANAGEMENT	2. BOOKS		19.95
8425	INTERNATIONAL FRANCHISE ASSOC.	2. BOOKS		1.50
8426	JOHNSON PUBLISHING CO.	2. BOOKS		14.50
8427A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 5.50	
B	" " "	4. SUPPLIES	1.49	6.99
8428A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	\$ 101.50	
B	" " "	4. "	61.40	162.90
8429A	LOFTUS & CUOZZI	24. LEGAL SERVICES	\$ 236.00	
B	" " "	24. " "	1,020.00	1,256.00
8430	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,083.00
8431A	MCMANUS LOCKSMITH	6. MAINT-MAIN	\$ 33.00	
B	" "	6. " "	40.00	73.00
8432	NATIONAL TIMESHARING COUNCIL	20. PAMPHLETS		1.00
8433	THE NATIONAL UNDERWRITER CO.	2. BOOKS		16.85
8434A	NEW JERSEY BELL	9. TELEPHONE	\$ 278.54	
B	" " "	9. "	12.43	290.97
8435	PARK LANE ENTERPRISES	2. BOOKS		9.95

WEST ORANGE FREE PUBLIC LIBRARYJULY 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 24, 1983CHECKS ARE DATED
AUGUST 24, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8436	PETTY CASH - SAFE	LOST BOOK FUND	\$ 24.40
	PETTY CASH - SAFE	4. SUPPLIES	18.73
	PETTY CASH - SAFE	12. TRANSPORTATION	7.00
	PETTY CASH - SAFE	13. POSTAGE	<u>5.61</u>
8437	P.S.E. & G.	8. MAINT.-UTILITIES	\$ 55.74
8438	R.F.I. SMALL ENGINE SERVICE	6. MAINT.-MAIN	2,853.24
8439	UNIVERSITY OF CALIFORNIA PRESS	2. BOOKS	13.95
8440	SILVER BURDETT Co.	2. BOOKS	8.70
8441	NEIL SULLIVAN ASSOC.	6. MAINT.-MAIN	10.40
8442	U.S. DEPARTMENT OF COMMERCE	2. BOOKS	58.50
8443	UPSTART	4. SUPPLIES	14.50
8444	WEISBLATT	11. SERVICE CONTRACTS	30.75
8445A	XEROX	25. PHOTOCOPY	176.00
B	"	25. "	\$ 256.19
8446	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>15.02</u>
			271.21
			46.80
	<u>SUB-TOTAL</u>		<u>\$ 21,867.45</u>
	<u>LESS: CHECK #8406 W. O. MUNICIPAL EMPL.</u>	1. SALARIES	\$ 445.00
	CHECK #8407 MIDLANTIC NAT'L BK.	1. SALARIES	5,680.40
	CHECK #8436 PETTY CASH-SAFE	LOST BOOK FUND	<u>24.40</u>
	<u>TOTAL ACCOUNTS PAYABLE-JULY 31, 1983</u>		<u>6,149.80</u>
	<u>PER BUDGET REPORT</u>		<u>\$ 15,717.65</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: 

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 28, 1983

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Staff/Community Participation
6. Director's Report
7. Committee Reports
8. Old Business
 - a. Unused Vacation Time
9. New Business
 - a. 1984 Budget
10. Communications
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
SEPTEMBER 28, 1983

Vice President Herbert Gladstone called the meeting to order at 8:05 P. M. The following members were present constituting a quorum: Horace Corbin, Albert Kupferer, Michael O'Hara, William O'Neill and Irving Soloway. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 1, 1983 in accordance with the 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 1983 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 August 24, 1983 as presented. Mr. Corbin seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

It was pointed out that as per the motion of 8/24/83 in which Mrs. Reed was instructed to contact the insurance company concerning payment of premiums on a six month basis, a check for one half the premium in the amount of \$3,731.54 has been issued to Benisch & Company. Mrs. Reed reported that Joel Benisch has outlined an installment plan to pay the remaining premium.

Several bills presented for payment were reviewed.

Mr. Soloway asked Mrs. Reed to contact the various book companies and, if possible, negotiate the billing of book purchases for January, 1984. Mrs. Reed explained that special subscription renewals must be prepaid before the expiration date as well as various reference books. She will have as many bills deferred to early 1984 as possible. A list will be provided at the next Board meeting detailing what items have been held back for payment and which companies will honor late payment.

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of August, 1983 as presented. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim said that the fourth quarter check from the Township should be forthcoming early in October. The West Orange Public Library Investment Account has been earning up to 8 3/4% interest.

Mr. Gladstone asked Mrs. Reed if the Toshiba Fax photocopier had been repaired. As noted in the Minutes of 8/24/83, the machine had been out of order because a service company could not be located resulting in a lack of income for the library. Mrs. Reed said that a serviceperson had been found to service the machine and that it was now in good working order.

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

STAFF/COMMUNITY PARTICIPATION:

1) Cut in Library Hours:

Mrs. Mary Hutchins, 1 Lowell Place, West Orange expressed her distress about the cut in library hours. She particularly wanted to know about Tuesday night openings. She asked the Trustees if they were aware that there is a ruling that states that libraries with the population similiar to West Orange must be open three evenings a week. Mrs. Reed replied that the West Orange Public Library must meet a requirement to have 50 hours open to the public each week. The library meets this requirement at present. Mr. Michniewski, of the State Library has granted the library's request to eliminate one evening per week. Sunday hours will begin October 2 and this will supplement the present opening hours.

Mrs. Hutchins asked the Board how the West Orange residents could assist the library with the present financial crisis. Mr. Gladstone thanked Mrs. Hutchins for her concern and urged her to attend the Council meeting on October 3rd at 7:30 P. M. The Board attorney, Trustees and Library Director will appear before the Township Council to plead for restoration of funds to the budget. Mr. Gladstone also encouraged participation with the Friends of the West Orange Public Library.

Mr. Soloway suggested that citizens get involved when politics are in season and that issues should be raised when candidates are seeking election. Local newspapers could also be approached to raise such issues.

Mr. Cuozzi said that as past Mayor of the Township, he felt that Council members need to become involved with the library and to participate as library users. He pointed out that twice a month the members meet in the Council Chambers and the public is invited to air any topic that they are concerned about. He urged West Orange residents to attend these meetings in order to help the library.

Mrs. Reed felt that it would be effective to have the citizens contact the Council and Mayor directly about the library's problems.

2) Personnel:

Mr. Gene Reilly, Sr. presented a grievance on behalf of his son, Gene Reilly, Jr., a former Building and Maintenance Worker employed by the library. Mr. Reilly, Jr. terminated his position on 6/6/83. Mr. Reilly, Sr. said that he wanted the Board to reinstate his son to his former position and that he wished to make the Board aware of the facts behind his resignation. It was explained to Mr. Reilly, Sr. that Mr. Reilly, Jr. should follow regular Civil Service procedures if there is a problem. As this was a matter concerning personnel, further discussion would be held during an executive session.

DIRECTOR'S REPORT:

Mrs. Reed noted that the appropriate grammar corrections will be made in her report prior to becoming part of the public record at the end of the year.

Discussion was held concerning the Essex County Directors' interest in library automation. Mrs. Reed said that Mr. Drescher, representative of the State Library suggested that Essex County libraries apply for a grant as soon as possible. There is a possibility that two grants for automation could be received. Mrs. Reed will supply the specific names of the library grants at the next Board meeting. She will also send for grant applications so the Board Attorney and Accountant can review them.

It was Mr. Gladstone's suggestion that Mr. O'Neill accept the appointment of liaison for all automation matters that will be forthcoming. Mrs. Strauss can formally make the appointment upon her return at the next Board meeting.

COMMITTEE REPORTS:

1) Building and Grounds:

In the Building and Grounds report in the Minutes of March 24, 1982, Mr. Lang had reported to the Board that the Township Council had agreed to appropriate additional funds to correct the lighting problem up to \$25,000. This \$16,000 that is left in the Building Fund would be supplemented by appropriations. Mr. O'Hara agreed to head a committee to review lighting bids and to recommend an appropriate course of action to take in regards to the improvement of the lighting system. He will contact past Trustee members Paul Pasmantier and Bill Sagosz to seek their assistance. Both former Trustees had been deeply involved with the lighting before leaving the Board.

2) Security:

Mr. Gladstone asked Mrs. Reed what progress she had made in regards to the security plan as discussed at the Board meeting of 8/24/83 which involved the use of one entrance. Mrs. Reed said that she had not gathered any data on that subject as yet. Mr. Gladstone asked Mrs. Reed to present a complete report for the next Board meeting. He suggested considering a push bar (with buzzer or bell) to be placed on the Mt. Pleasant Ave. door. A sign could be posted informing the public to use the Gaston St. door. The Mt. Pleasant Ave. door would be used for an emergency exit only. Mr. Soloway pointed out that this would reduce in half the area people would come in and out. Twice as many people could be watched to curtail the theft of books and other items from the library.

OLD BUSINESS:

1) Vacation Time:

The employees' request to hold over vacation time will be discussed at the executive session of the Board.

2) Carpet Cleaning:

Mrs. Reed reported that as per the request to contact Sears and Bamberger's for carpet cleaning prices the following quotations were obtained:

Bamberger's	- \$1,540.00
Sears	- \$1,260.00

There are no sale prices for commercial carpeting. The Board requested Mrs. Reed to follow-up the references offered in the previous quotations that were submitted to the Board on 8/24/83 and present her findings at the next Board meeting.

NEW BUSINESS:

1) 1984 Budget:

Mr. Corbin presented the 1984 budget for the Trustees review. He pointed out that the salary line and related items make up 70% of the budget. Mr. Manheim detailed each line item indicating which items were fixed expenditures or variable expenditures. Discussion followed.

Mr. Corbin made a motion to accept a Proposed Budget for 1984 in the amount of \$763,620. Mr. Soloway seconded the motion and it was passed unanimously.

Mrs. Reed announced that notification had been received from the Township that the hearing for the library's budget will be held on November 2, 1983 at 4:45 P. M.

CORRESPONDENCE:

Mr. Kupferer read the following correspondence:

1) A letter received from the National Council of Jewish Women, Essex County Section offering to place volunteers in the library. The Board asked Mrs. Reed to contact the representative and accept their offer of assistance. Additional volunteers are especially welcomed during this period of financial crisis and curtailment of staff and hours.

2) A letter from Council President Dennis Dowd responding to Mrs. Strauss' letter of 8/25/83 requesting a barrier on the south side of the library parking lot and repair of pot holes. Council President Dowd informed Mrs. Strauss that it was the decision of the Council to defer action on her requests at this time.

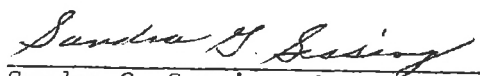
- 3) A Memorandum from Marvin Corwick, Business Administrator scheduling the Library for a public hearing on the 1984 budget request for Wednesday, November 2, 1983 at 4:45 P. M.
- 4) A letter from Martin J. Loftus, Attorney for the Board, requesting a meeting before the Council on October 3, 1983 to petition for an increase in funds. Mr. Cuozzi announced that the Council agreed to meet on that date.
- 5) A letter to Dr. Donovan, Superintendent of Schools concerning the vandalism of many art books. A display of the damaged books is currently being held in the display case at the Gaston St. entrance. An article has also appeared in the "West Orange Chronicle".
- 6) A copy of a letter to Karen Lee, administrator of the CECLS Program from Bloomfield Library Board of Trustees endorsing the decision to become a part of a proposed computer network in the libraries of Essex County and to investigate the possibility of a link-up with the CLSI system in the Montclair Public Library.
- 7) A letter from Mrs. Reed to Mr. Lepore, Township Engineer requesting his report on the lighting. Mrs. Reed reported that she has had no reply from Mr. Lepore. A response had been requested before Oct. 1 when the budget is due for submission to the Township. The Board requested Mrs. Reed to send copies of her letter to the Mayor and Township Council indicating that no response had been received as of 9/28/83.


The public portion of the Board meeting was adjourned at 10:20 P. M.

At the executive session of the Board the following action was taken:

- 1) A letter will be sent by Mrs. Strauss in response to a letter sent to the Board from the Employees Association, Essex Council #1 dated 9/1/83.
- 2) The Personnel Committee considered the Gene Reilly, Jr. matter and it was re-emphasized that Mr. Reilly, Jr. should follow regular Civil Service procedures as was recommended to Gene Reilly, Sr. in the public portion of the meeting.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

September 28, 1983

On Thursday, August 25, the day after our last meeting the staff assembled in the meeting room at 1:00 P. M. where Mr. Cuozzi quietly announced the changes which had been voted and passed unanimously by the Board of Trustees.

There were some very tense and upsetting moments for some employees who raised many questions and voiced opinions about the issues at hand. Mr. Cuozzi listened intently and very ably handled the outbursts and remarks by answering questions and explaining why certain steps had to be taken.

The steps taken were: layoff of all 14 Pages; reduction of hours for all part-time employees to a 20-hour per week maximum and the 5-days opening at 10:00 A. M. (Monday-Friday) and 9:00 A. M.-5:00 P. M. on Saturdays.

Our new hours went into effect on Tuesday, September 6th with full-time, part-time workers, and Pages. Pages worked through September 15. The news media, State Library and Essex County Libraries were all notified of the changes.

On Tuesday, August 30 I spoke with persons at our insurance company - Benisch & Company and relayed your message about paying half our insurance bill now and the balance in six months. The next day Joel Benisch contacted me and outlined a plan by which we could make payments. (Copies sent to all Trustees).

After making contact with Mr. Soloway I explained the proposal made by Mr. Benisch. He liked the idea and advised that the accountant Mr. Manheim, be requested to make a check payable to Benisch & Co. in the amount of \$3,731.54 and the proposed installments be made as agreed. Mr. Benisch came to see me on September 2 to deliver the written proposal as outlined in copies sent to Trustees.

Mr. Rickle, Director of the Community House, was in the library on September 1st. He directed a few questions at me concerning the opening of our Tory Corner Branch. He was invited to come into my office to further discuss the matter. He was somewhat upset that the branch would not be opening 5 afternoons. It was explained to him that many adjustments had to be made at Main also. That, Tory Corner was not being "picked on" as he thought. And, the branch will be open two afternoons per week for the time being. He finally accepted the fact that we are not deliberately denying Tory Corner of library services.

After I collected data which Mr. Loftus requested for a presentation to the Mayor and Council, the services of Sandy Sessing and Phyllis Some were used to organize the material in chart form, a very significant job by them. Sandy and I delivered the charts to Mr. Cuozzi in his office.

A letter was sent to Mr. Lepore, Township Engineer on September 7 concerning the progress on our lighting. To date I have not received a reply.

On September 13 I wrote a letter to Dr. Donovan, Superintendent of Schools, about the vast amount of mutilated and stolen books and other properties of the library. I asked his cooperation in obtaining help from principals, teachers, and students in discontinuance of these acts of vandalism.

In an effort to cut down on "over use" of telephones for making personal, outside calls, we have asked the telephone company to make all but the absolutely necessary business lines one-way. That is, most telephones will be able to receive incoming calls but no outside calls can be made from them.

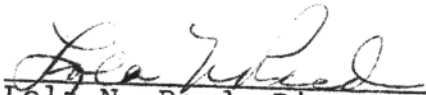
A meeting of Essex County Directors was held on Tuesday, September 20, 1983 at the East Orange Public Library. We received a final report from Dr. Donald King on workshops he recently conducted on Library Automation in Essex County. An excerpt from the report states that "The introduction of a library automation system will not necessarily provide a savings in library operating costs. Instead the system will provide the means for coping with increasing library use and rising personnel costs as well as offering greatly improved services and the introduction of services which could not otherwise be considered."

After a long serious discussion, question and answer period, a vote was taken as to how many libraries in Essex County are in favor of making the next step toward automation. All libraries, with one exception, voted in favor of automation. The one exception was not against the idea but stated that he is in favor "but not at this time".

Robert Drescher, representative from the State Library, attended our morning session. He stated that there are grants available at the state level. He urged Essex County libraries to apply for a grant as soon as possible. He also stated that Essex County has a better than good chance of receiving, not one, but two grants for automation.

Mr. Drescher also informed us that our regular State Aid and the Supplementary Aid checks should reach us very soon.

I asked Mr. Drescher where would the Supplementary Aid check be coming from and explained to him that our Mayor and Business Administrator queried me about the matter as they knew nothing about such monies. He stated that these monies had been "sitting" in the treasury of Education Departments in the municipalities since 1977. It was marked for a special project which never took place. Therefore, the Department of Community Affairs, at the instruction of Governor Kean, informed municipalities of the decision to return such monies to the state for re-distribution.


Lola N. Reed, Director

CIRCULATION FIGURES FOR
AUGUST, 1983

Adult	14,213	
Inter Library Loan	42	
Reserves	522	
In House	400	
Applications	150	
Home Delivery	177	
		<hr/>
		15,504
Children	4,489	
In House	1,123	
		<hr/>
		5,612

GRAND TOTAL 21,116

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF AUGUST 1983

LIBRARY BOARD MEETING OF SEPTEMBER 28, 1983

	PROPOSED BUDGET 1983	PAID MONTH OF AUGUST 1983	ACCUMULATED BUDGET EXPENDITURES 8 MONTHS ENDED 8/31/83	UNEXPENDED BUDGET BALANCE ON 8/31/83	BILLS/ ACCOUNTS PAYABLE AT 8/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 8/31/83
SALARIES AND WAGES	\$463,000	\$ 50,298.54	\$291,124.16	\$171,875.84	\$ 32.00	\$171,843.84
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	20,000	2,366.79	16,002.80	3,997.20		3,997.20
SOCIAL SECURITY	31,000	3,372.15	19,769.27	11,230.73		11,230.73
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	29,000		24,664.00	4,336.00		4,336.00
UNEMPLOYMENT INSURANCE, ETC.	7,000		3,727.01	3,272.99		3,272.99
WORKERS COMP. INSURANCE	4,731	(302.00)	(302.00)	5,033.00	2,585.00	2,448.00
SUNDAY OPENINGS	7,000		3,473.00	3,527.00		3,527.00
CONTRACTURAL SERVICES:						
BINDING	1,300		147.39	1,152.61		1,152.61
COMMUNITY SERVICES	800		(671.76)	1,471.76		1,471.76
TRANSPORTATION	300	7.00	187.75	112.25		112.25
SEMINARS & WORKSHOPS	1,000		649.24	350.76		350.76
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL						
SERVICES	13,000	1,083.00	7,581.00	5,419.00	1,083.00	4,336.00
LEGAL & PROFESSIONAL SVCS.	2,400	1,256.00	3,698.00	(1,298.00)	1,120.00	(2,418.00)
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	48,000	2,853.24	23,239.87	24,760.13	2,444.31	22,315.82
MAIN LIBRARY -MAINT.	8,000	145.45	1,591.20	6,408.80	629.62	5,779.18
TORY CORNER -RENTAL	540		270.00	270.00		270.00
SERVICE CONTRACTS	5,000	891.19	3,475.42	1,524.58	298.39	1,226.19
MATERIAL & SUPPLIES:						
BOOKS	75,000	1,591.10	27,175.86	47,824.14	5,051.07	42,773.07
SUPPLIES	9,000	849.60	5,346.61	3,653.39	891.78	2,761.61
MICROFILM	3,000			3,000.00		3,000.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,000	51.85	779.16	6,220.84	89.25	6,131.59
AUDIO/VISUAL -MATERIALS	1,000		523.25	476.75	80.48	396.27
MISCELLANEOUS OTHER EXPENSES:						
INSURANCE - OTHER	3,269		(536.53)	3,805.53	1,792.54	2,012.99
TELEPHONE	3,000	271.22	2,210.36	789.64	267.81	521.83
POSTAGE	3,500	5.61	2,034.46	1,465.54	400.00	1,065.54
EQUIPMENT:						
LIBRARY	3,000		2,838.42	161.58		161.58
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	164.89	1,231.29	1,268.71	115.35	1,153.36
PHOTOCOPY	4,500	271.21	2,296.03	2,203.97	276.04	1,927.93
<u>TOTAL</u>	<u>\$759,990</u>	<u>\$ 65,176.84</u>	<u>\$442,525.26</u>	<u>\$317,464.74</u>	<u>\$ 17,156.64</u>	<u>\$300,308.10</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF AUGUST 1983

2.

	BALANCE 8/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 8/31/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 8/31/83	UNEXPENDED BUDGET BALANCES AT 8/31/83
BUDGET FUND	\$ 61,651.58	\$ -0-	\$ 65,176.84	(\$ 3,525.26)	\$ 320,990.00	\$ 17,156.64	\$ 300,308.10
RECEIPTS AND FUNDS							
COPY MACHINES	\$ 5,705.58	\$ 611.20		\$ 6,316.78			
XEROX	127.95	11.00		138.95			
TOSHIBA	\$ 5,833.53	\$ 622.20		\$ 6,455.73			
TOTAL COPY MACHINES	12,647.71	1,566.29		14,214.00			
FINES	1,568.98	287.70		1,856.68			
RENTALS	235.00	30.00		265.00			
PROJECTOR RENTAL	52.47	2.80		55.27			
MICROFILMS	80.00	20.00		100.00			
NON-RESIDENT FEE	340.00			340.00			
MEETING ROOM	54.78	3.30		58.08			
TELEPHONE	518.00			518.00			
DONATIONS	7,042.01	1,085.40		8,127.41			
INTEREST	1,191.50	147.42		1,338.92			
COMMISSIONS	\$ 29,563.98	\$ 3,765.11		\$ 33,329.09			
TOTAL RECEIPTS AND FUNDS	\$ 869.81	\$ 156.56	\$ 24.40	\$ 1,001.97			
LOST BOOK FUND	\$ 725.00	\$ 102.95	\$ -0-	\$ 827.95			
BOOK SALES & EXCESS PROPERTY FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
PETTY CASH & CHANGE FUND	\$ 85,764.02	\$ -0-	\$ -0-	\$ 85,764.02			
ACCUMULATED REVENUE FUND	\$ 178,934.39	\$ 4,024.62	\$ 65,201.24	\$ 117,757.77			
TOTAL ALL FUNDS							

CASH FUNDS REPRESENTED BY:

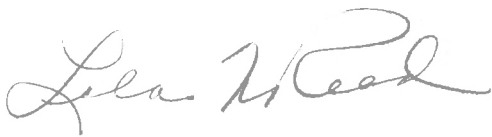
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7
INVESTMENT A/C-MIDLANTIC NAT'L BANK-#738-0372-8
MIDLANTIC NAT'L BANK #02-073-0000-177-0-FINES, ETC.
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS
PETTY CASH
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK

LESS: ACCOUNTS PAYABLE, 8/31/83
CASH FUNDS AVAILABLE AT 8/31/83

\$ 7,578.29
94,230.38
10,725.34
1,901.29
1,051.03
1,851.42
170.00
250.02
\$117,757.77
17,156.64
\$100,601.13

WEST ORANGE FREE PUBLIC LIBRARYAUGUST 1983 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 28, 1983CHECKS ARE DATED
AUGUST 31, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8447	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	\$ 3,372.15
8448	MIDLANTIC NAT'L BANK FTD 8/31/83	1. SALARIES	2,427.76
8449	N.J. GROSS INCOME TAX-AUG. 1983	1. SALARIES	1,053.06
8450	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	3,372.15
8451	W.O. PUBLIC LIBRARY-UN. SAV. A/C-8/83	1. SALARIES	202.72
8452	TOWN OF W.O.-SEPT. 1983	26. HOSPITALIZATION	2,366.79
8453	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	2,463.92
8454	P.E.R.S. #20284 CONTRIB. LIFE INS.	1. SALARIES	209.82
8455	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	445.00
	NET P/R 8/15/83 #2586-2622 (37)	1. SALARIES	21,098.43
	NET P/R 8/31/83 #2623-2660 (38)	1. SALARIES	12,900.28
	<u>SUB-TOTAL</u>		\$ 49,912.08
	<u>ADD: CHECK #8406-8446 FOR PAYMENT</u>		
	ISSUED AT AUGUST 24, 1983 MEETING		21,867.45
	<u>CHECKS ISSUED FOR THE MONTH OF AUGUST 1983</u>		\$ 71,779.53
	<u>LESS:</u>		
	CHECK #8413 BENISH & Co.	VOIDED	\$6,256.54
	CHECK #8436 PETTY CASH SAFE	LOST BOOK FUND	24.40
	DEPOSIT 8/1/83	5. INSURANCE	302.00
	DEPOSIT 8/3/83	9. TELEPHONE	19.75
			6,602.69
	<u>TOTAL EXPENDITURES-MONTH OF AUGUST 1983</u>		
	<u>PER BUDGET REPORT</u>		\$ 65,176.84

PAYMENT RECOMMENDED BYPAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:  Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARYAUGUST 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 28, 1983CHECKS ARE DATED
SEPTEMBER 28, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8456	BENISH & Co.	5. INSURANCE	\$ 3,731.54
8457	MIDLANTIC NAT'L BANK FTD 9/15/83	1. SALARIES	2,411.49
8458	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	470.00
8459	ESSEX COUNCIL #1	1. SALARIES	32.00
8460	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
8461	ADP	11. SERVICE CONTRACTS	59.14
8462	ALGONQUIN BOOKS, INC.	2. BOOKS	11.16
8463	ALMANAC 84	2. BOOKS	25.00
8464	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	22.00
8465	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	115.35
8466	ARCO PUBLISHING, INC.	2. BOOKS	85.23
8467A	THE BAKER & TAYLOR Co.	2. BOOKS	(\$ 8.48)
B	" " " " "	2. "	100.70
C	" " " " "	2. "	647.74
D	" " " " "	2. "	945.93
E	" " " " "	2. "	46.92
F	" " " " "	2. "	198.09
G	" " " " "	2. "	333.09
H	" " " " "	2. "	104.08
8468A	THE BAKER & TAYLOR Co.	2. BOOKS	(\$ 62.40)
B	" " " " "	2. "	13.46
C	" " " " "	2. "	150.79
8469	BENISH & Co.	5. INSURANCE	646.00
8470A	A. M. BEST	2. BOOKS	\$ 195.00
B	" " "	2. "	335.00
8471	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT.-MAIN	75.00
8472A	R. R. BOWKER	2. BOOKS	\$ 111.61
B	" " "	2. "	107.82
8473A	BROADSTREET, INC.	4. SUPPLIES	\$ 18.20
B	" "	4. "	31.50
8474A	BRODART, INC.	4. SUPPLIES	\$ 490.00
B	" "	4. "	248.17
8475	CENTER FOR APPLIED RESEARCH	2. BOOKS	26.87
8476	CENTER TYPEWRITER SERVICE	11. SERVICE CONTRACTS	65.00
8477	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	80.48
8478	COLLEGE BOARD PUBLICATION ORDERS	2. BOOKS	30.00
8479	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	312.00
8480A	JOHN CURLEY & ASSOC.	2. BOOKS	\$ 47.80
B	" " " "	2. BOOKS	11.95
8481A	DOUBLEDAY & Co.	2. BOOKS	\$ 41.94
B	" " " "	2. "	79.67
C	" " " "	2. "	7.29
D	" " " "	2. "	32.85
E	" " " "	2. "	33.43
F	" " " "	2. "	51.06
G	" " " "	2. "	57.16
H	" " " "	2. "	9.12
I	" " " "	2. "	10.34
8482	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	322.86
8483	EASTERN OF N.J., INC.	8. MAINT.-UTILITIES	83.70
8484A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	2,444.31
B	" " " "	19. "	5.00
C	" " " "	19. "	46.95
8485	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	100.00
8486	FARMER ELECTRICAL SUPPLY	6. MAINT. - MAIN	190.32
8487	G. K. HALL & Co.	2. BOOKS	58.53
8488	CARL HUGNESS PUBLISHING	2. BOOKS	19.95

AUGUST 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 28, 1983

CHECKS ARE DATED
SEPTEMBER 28, 1983

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

8489A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 2.15	
B	" " "	4. "	<u>3.30</u>	\$ 5.45
8490	KIMBO EDUCATIONAL	2. BOOKS		23.10
8491A	LOFTUS & CUOZZI	24. LEGAL SERVICES	\$ 236.00	
B	" " "	24. " "	<u>884.00</u>	1,120.00
8492A	MAC MILLAN PUBLISHING Co.	2. BOOKS	\$ 21.05	
B	" " "	2. "	22.85	
C	" " "	2. "	7.36	
D	" " "	2. "	<u>19.99</u>	71.25
8493	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,083.00
8494A	MARSHALL CAVENDISH CORP.	2. BOOKS	\$ 259.95	
B	" " "	2. "	<u>84.95</u>	344.90
8495	MARYLAND LIBRARY ASSOC.	20. PAMPHLETS		2.50
8496A	A. R. MEEKER Co.	6. "	\$ 20.00	
B	" " "	6. "	<u>34.00</u>	54.00
8497	NATIONAL COMMITTEE FOR CITIZENS IN ED.	2. BOOKS		12.90
8498A	N.J. BELL	9. TELEPHONE	\$ 255.38	
B	" " "	9. "	<u>12.43</u>	267.81
8499	N.J. SOCIETY OF ARCHITECTS	2. BOOKS		22.00
8500	OCLC DOCUMENTATION DEPT.	2. BOOKS		25.00
8501	PDR	2. BOOKS		19.95
8502	PETTY CASH CHECKING A/C	TRANSFER		200.00
8503	PITNEY BOWES	11. SERVICE CONTRACTS		59.25
8504	POSTMASTER	13. POSTAGE		400.00
8505A	PRENTICE HALL, INC.	2. BOOKS	\$ 40.63	
B	" " "	2. "	24.61	
C	" " "	2. "	35.87	
D	" " "	2. "	<u>10.03</u>	111.14
8506	REGENT BOOK Co.	2. BOOKS		50.98
8507	SILVER BURDETT Co.	2. BOOKS		10.40
8508	STIK-A-LETTER Co.	4. SUPPLIES		14.76
8509	NEIL S. SULLIVAN ASSOC.	6. MAINT.-MAIN		190.30
8510	TACOMA PUBLIC LIBRARY	2. BOOKS		20.00
8511A	THORNDIKE PRESS	2. BOOKS	\$ 29.90	
B	" " "	2. "	<u>41.85</u>	71.75
8512	UNIQUE IMAGE CORP.	6. MAINT.-MAIN		120.00
8513	UNITED NATIONS	2. BOOKS		75.00
8514A	XEROX CORPORATION	25. PHOTOCOPY	\$ 256.19	
B	" " "	25. "	<u>19.85</u>	276.04
8515	YOUNG'S NEWS SERVICE	20. NEWSPAPERS		46.80
	<u>SUB-TOTAL</u>			\$ 20,238.13
	<u>LESS:</u>			
	CHECK #8457 MIDLANTIC NAT'L BANK	1. SALARIES	\$2,411.49	
	CHECK #8458 W.O. MUNICIPAL EMPL.	1. SALARIES	470.00	
	CHECK #8502 PETTY CASH CHECKING A/C	TRANSFER	<u>200.00</u>	3,081.49
	<u>TOTAL ACCOUNTS PAYABLE-AUGUST 31, 1983</u>			\$ 17,156.64
	<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

Lela Meek

PAYMENT APPROVED BY:

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

BY: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING OCTOBER 26, 1983

1. Roll Call
2. Open Public Meetings Act
4. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement - Transfer of Accumulated Revenues to 1983 Budget by resolution.
5. Staff/Community Participation
6. Director's Report
7. Committee Reports
8. Old Business
9. New Business
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

October 26, 1983

Sunday openings at West Orange Public Library started on October 2, 1983. Business is brisk. Our average count on library users on Sunday so far is between 150-215 each 4 hour period. Many new and old faces have expressed satisfaction on having this service of opening on Sunday.

Some changes have been made in our telephone system. Nine telephones have been changed to receive incoming calls ONLY. No outgoing calls can be made. These steps were taken as a means to cut down on our telephone bills.

In addition to our local abuse of telephone privileges, a number of times patrons have been observed making calls in areas where telephones are not constantly monitored.

We have also purchased and installed a telephone answering machine which gives our opening hours when the library is closed. The machine can take messages too. The telephone bill should be reduced at the time of my December report.


Last month I mentioned two grants available to libraries. They are called Program I and Program II Automation Consultation Grants.

Program I was specifically designed to help libraries to develop a general assessment of automation needs and to be able to contract with a Consultant who would study the library's functions, operations and costs to become automated.

Program II is designed to assist Essex County to hire an outside Consultant to make a study of all the libraries in the county to determine their collective needs and ability to go into automation on a shared system.

As per your instructions, copies of the letter addressed to Mr. Lepore, Engineer, about our lighting problem, were sent to Mayor Spina and to members of the Township Council. No response has been received from anyone.

UNICO had a very large and interesting exhibit in the library for one week, beginning October 6. Many people were interested and made special trips, sometimes in groups, to see and appraise the exhibit. It was a joy to see the reactions and very pleased smiles on faces.


Lola N. Reed, Director

SEPTEMBER 1983 STATISTICS

ADULT

ILL	24
Reserves	379
In-house	375
Applications	112
Home Delivery	211
	<u>1,101</u>

General Circulation 11,230

TOTAL OF ABOVE: 12,331

CHILDREN

In-house	658
General Circulation	2,743

TOTAL OF ABOVE: 3,401

GRAND TOTAL 15,732

CIRCULATION DEPT. MAILINGS:

First Overdue Notice	306
Second Overdue Notice	83
Adult Bills	73
Juvenile Bills	7

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
OCTOBER 26, 1983

President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace Corbin, Albert Kupferer, Herbert Gladstone, Irving Soloway and William O'Neill. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 in accordance with the 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 1983 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. Corbin made a motion to accept the Minutes of the Board Meeting of September 28, 1983 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Soloway questioned Mrs. Reed about the purchase of FACTS ON FILE for \$340.00 and the possibility that the information provided could be found through overlapping sources. Mrs. Reed explained that this particular subscription was a basic tool in the Reference Dept. of the library and was used quite frequently by patrons. After a brief discussion it was decided that the use of FACTS ON FILE will be monitored over a period of time so that when the renewal for the subscription becomes due next year, there will be documentation to determine its value to the library.

Mr. Manheim explained to Mr. O'Neill that the invoices to University Microfilming Company were for three separate subscriptions of their services, one of which includes a printed index.

Mr. Kupferer made a motion to accept the Bills as Presented for the month of September, 1983. Mr. Gladstone seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim said that the budget should reflect a balance of approximately \$169,000 for the 9 month period and in essence shows a balance of approximately \$164,000 creating a \$5,000 deficit on an annual basis.

Discussion was held about the ways and means to curtail spending to make up the possible \$5,000 deficit. Mr. O'Neill referred back to the Minutes of 9/28/83 and the Board's request for Mrs. Reed to present them with a list of companies that would defer payment until January, 1984. Mrs. Reed said that contact had been made with various book companies. Most are agreeable to the deferred payments, while some have yet to report back. The Trustees urged Mrs. Reed to curtail all line items of spending from janitorial supplies, repairs that could be delayed to a stoppage of book orders. Mrs. Reed said that she would continue to do this, but that standing orders would still have to be paid for as well as invoices that have already been received or will be shortly received. Mr. Gladstone requested Mrs. Reed to provide a dollar amount for line items in order that the Board could see an approximation of savings.

CORRESPONDENCE:

Because Mr. Kupferer had to leave the meeting early, the Agenda was rearranged to present the Correspondence.

Mr. Kupferer read the following items of correspondence to the Board:

- 1) A letter from Mr. Soloway thanking the Board for the purchase of a book ALL THE EMPTY PALACES in memory of his mother.
- 2) A letter from Rose Leonardis, West Orange Community House to Mrs. Reed. Mrs. Leonardis requested new books to be sent to the Tory Corner Branch of the library which she is operating on Monday, Wednesday and Thursday when no library staff member is available.
- 3) A letter from Elizabeth Springsteel, President of the Employees Association informing Mrs. Reed of the new officers for 1983-1985. A copy of a letter to Mrs. Strauss was attached thanking Mrs. Strauss for her letter of October 1, 1983 and asking for a meeting in November.

Mr. Soloway asked the Board if the Union had made a request to use the library address and premises as its headquarters. After a short discussion, Mrs. Springsteel was asked to submit a letter requesting permission for use of same.

- 4) A letter from Frances Williams, Secretary of the New Friends of the West Orange Public Library, thanking the staff and Mrs. Reed for assistance with the book sale. Special thanks went to Mrs. Czarnecki, Mrs. Some and the maintenance staff for their work and extra time.
- 5) A letter to Mrs. Reed from the United Way thanking the library for its 100% participation in the recent appeal. Special thanks went to Shirley Itkin who led the campaign in the library.

TRANSFER OF ACCUMULATED REVENUES:

Mr. Manheim explained that in January, 1983 \$1,000 had been transferred from Accumulated Revenues to the book line from the Book Sale Escrow Account as per a request by the Friends and a Board motion by the Trustees. This left a balance of \$85,764.02 in Accumulated Revenues. Due to the Union negotiations and corrections that had to be made to the adopted budget, the transfer had not been made. In essence, this corrects page 1, column 1 in the Financial Report as to the adopted budget of \$676,764.

Mrs. Gladstone made a motion to transfer \$85,764.02 from Accumulated Revenues to the corrected adopted budget of \$676,764. Mr. Soloway seconded the motion and it was carried unanimously.

Mrs. Reed said that she had been informed that our State Aid for this year will be made available sometime in December, 1983.

COMMUNITY/STAFF PARTICIPATION:

Mrs. Ellen Gershon, a volunteer at the library said that she had originally come to the meeting to ask the Board of Trustees to purchase more books. After hearing about the library deficit and the Board's instructions to curtail purchasing she suggested that the Board consider other methods of raising funds and insuring quick return of bestsellers. Some of Mrs. Gershon's suggestions included raising the fines on bestsellers, rentals and general overdue items.

Mrs. Zilla Sussman, Chairperson of the West Orange Arts and Cultural Committee, asked the Board to hold a jazz concert. It was agreed that a concert could be held this year, no later than the first week in December and that any deficit incurred by the library would be defrayed by the Cultural Committee, Mr. Sussman and Mr. Cuozzi. Mr. Cuozzi will work out arrangements with Mrs. Some. It was pointed out that staff is not available to move furniture and provide assistance with the concert.

Mr. Gladstone made a motion authorizing a jazz concert to be held at the library with the understanding that the library will not incur a deficit. Mr. Soloway seconded the motion and it was passed unanimously.

Mrs. Sussman said that professional musicians are available to perform at free classical concerts. A schedule could be made up for next Spring. Mr. Soloway suggested that the dates be coordinated with other community events.

DIRECTOR'S REPORT:

Mrs. Reed said that the Tory Corner branch has been operating as indicated in Mrs. Leonardis' letter on Monday, Wednesday and Thursday. This has been without Mrs. Reed's knowledge prior to the receipt of the letter. Mrs. Soloway said that he was concerned about volunteers operating the library in case there was an accident. He asked Mrs. Reed to check on the insurance coverage for such a situation. Mrs. Reed will visit the Community House and find out who has access to the library and what has been going on during the days that a regular staff member is not in attendance.

A short discussion was held regarding the installation of an emergency exit alarm lock for the Mt. Pleasant Avenue entrance. Mr. Soloway highly recommended Essex Security Locksmiths for their efficient service and high caliber workmanship.

Mr. Soloway made a motion to authorize installation of the alarm lock if the billing could be deferred to January, 1984. Essex Security Locksmiths will be specifically engaged to do the job. Mr. Gladstone seconded the motion and it was carried unanimously.

Mrs. Reed advised the Board that Mr. Petrol, the Mayor's assistant, had looked at the pot holes in the upper parking lot. He promised that the Township would repair them. As yet, no repairs have been made. The Board suggested that Mrs. Reed contact the Mayor's office once again.

The cleaning of the carpet will be deferred to next year because of the library's financial problems.

The EBSCO bill in the amount of \$5,975.90 has been received and will be prepared for payment at the November meeting. Mr. Soloway suggested that the company should be contacted about partial payment of the invoice. Mr. Manheim said that he would look into that possibility.

COMMITTEE REPORTS:

Mrs. Strauss will send a note to Mr. O'Hara about the results of his meeting with the Lightning Committee.

OLD BUSINESS:

Mr. Gladstone asked Mrs. Reed if she has had a response from the Board of Education in regard to her vandalism letter which was sent to Dr. Donovan on 9/13/83. Mrs. Reed replied that to date no answer has been received. In conjunction with the problem of vandalism, Mrs. Reed has asked Mrs. Pinkus to work through the school librarians to inform them of what has happened. Mr. Gladstone suggested that the recent exhibit of damaged books be sent to the schools with an appropriate sign explaining that library users have damaged the books and that they will no longer be available for other patrons to use. The Trustees asked Mrs. Reed to send a note accompanied by a copy of the letter of 9/13/83 to Dr. Donovan asking him for a reply.

Mr. Gladstone asked Mrs. Reed if she had contacted the National Council of Jewish Women, Essex County Section about their offer to place volunteers in the library. Mrs. Reed said that she had sent a letter and was waiting for a telephone call from the organization. Mr. Gladstone suggested that Mrs. Reed follow this up.

Mrs. Reed said that the part-time staff feels threatened by the volunteers. In addition, they are finding the stacks very dark to work in and shelving a very tiring job. Mrs. Springsteel pointed out that many of the staff were older now and the physical work affected them. Mr. Gladstone suggested that additional volunteers such as boy Scouts be used. Mr. Soloway said that perhaps with better budget arrangements, the library might be able to rehire some staff next year.

Mr. O'Neill praised the work the staff has been doing. He said that the shelves have never looked as neat and orderly as they do now. He suggested that if additional people are hired in the future, they should receive intensive training as to shelving.

NEW BUSINESS:

Mrs. Strauss announced to the Board that the Township Council will meet with Mr. Loftus, Mrs. Reed and any interested Board members on Monday, November 7, 1983 at 7:30 P. M.

The budget hearing has been rescheduled for Friday, November 4, 1983 at 4:45 P. M.

Discussion was held concerning the adjustment of fine rates and rental fees. It was unanimously decided that the following rates will go into effect as of December 1, 1983:

Bestsellers	-	50¢ for each day overdue
Rentals	-	25¢ per day
Other Items	-	10¢ per day

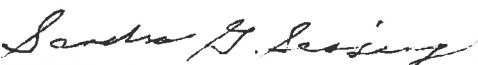
The Board recommended that Mrs. Reed limit the number of reserves allowed each patron as well as the number of new books. Large signs will be posted to inform the public as to the effective date of all new rates. Mrs. Strauss suggested that the message include a statement saying that these increases are being made because the library is trying to give better service by encouraging quick return of the books. This action has not been taken as a fund raiser or as a punishment. Mrs. Reed said that notices could be mimeographed and inserted into books that are charged out at the circulation desk to alert borrowers of the changes.


Mrs. Strauss said that consideration should also be given to making charges for other activities such as pre-school or movies. She also thought that a purchase of "In memory of" or "In honor of" cards be offered to the public to raise funds.

ADJOURNMENT:

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

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER 1983

LIBRARY BOARD MEETING OF OCTOBER 26, 1983

	ADOPTED BUDGET 1983	PAID MONTH OF SEPTEMBER 1983	ACCUMULATED BUDGET EXPENDITURES 9 MONTHS ENDED 9/30/83	UNEXPENDED BUDGET BALANCE ON 9/30/83	BILLS/ ACCOUNTS PAYABLE AT 9/30/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 9/30/83
SALARIES AND WAGES	\$398,324	\$ 35,526.12	\$326,650.28	\$ 71,673.72	\$	\$ 71,673.72
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	25,600	2,366.79	18,369.59	7,230.41		7,230.41
SOCIAL SECURITY	29,000	2,378.09	22,147.36	6,852.64		6,852.64
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,000		24,664.00	4,336.00		4,336.00
UNEMPLOYMENT INS., ETC.	7,000	1,067.90	4,794.91	2,205.09		2,205.09
WORKERS COMP. INS.	4,731	2,585.00	2,283.00	2,448.00		2,448.00
SUNDAY OPENINGS	7,000		3,473.00	3,527.00		3,527.00
CONTRACTURAL SERVICES:						
BINDING	600		147.39	452.61		452.61
COMMUNITY SERVICES	700	(158.00)	(829.76)	1,529.76		1,529.76
TRANSPORTATION	300		187.75	112.25	18.80	93.45
SEMINARS & WORKSHOPS	800		649.24	150.76		150.76
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,000	1,083.00	8,664.00	4,336.00	1,083.00	3,253.00
LEGAL & PROFESSIONAL SVCS.	2,750	1,120.00	4,818.00	(2,068.00)	236.00	(2,304.00)
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	44,000	2,444.31	25,684.18	18,315.82	2,997.24	15,318.58
MAIN LIBRARY-MAINT.	8,000	655.62	2,246.82	5,753.18	235.00	5,518.18
TORY CORNER-RENTAL	540		270.00	270.00		270.00
SERVICE CONTRACTS	6,200	298.39	3,773.81	2,426.19	223.47	2,202.72
MATERIAL & SUPPLIES:						
BOOKS	56,000	5,050.21	32,226.07	23,773.93	3,566.81	20,207.12
SUPPLIES	9,000	892.95	6,239.56	2,760.44	703.85	2,056.59
MICROFILM	3,000			3,000.00	1,497.74	1,502.26
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,000	89.25	868.41	6,131.59	247.80	5,883.79
AUDIO/VISUAL-MATERIALS	1,000	80.48	603.73	396.27	75.30	320.97
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	3,569	1,792.54	1,256.01	2,312.99		2,312.99
TELEPHONE	3,000	245.21	2,455.57	544.43		544.43
POSTAGE	3,500	400.00	2,434.46	1,065.54	1.39	1,064.15
EQUIPMENT:						
LIBRARY	3,000	128.82	2,967.24	32.76		32.76
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	115.35	1,346.64	1,153.36	20.77	1,132.59
PHOTOCOPY	4,500	276.04	2,572.07	1,927.93	258.54	1,669.39
<u>TOTAL</u>	<u>\$676,764</u>	<u>\$ 58,438.07</u>	<u>\$500,963.33</u>	<u>\$175,800.67</u>	<u>\$11,165.71</u>	<u>\$164,634.96</u>

SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$590,000
ACCUMULATED REVENUE	<u>86,764</u>
	<u>\$676,764</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF SEPTEMBER 1983

		TRANSFER PER				ADD: DUE FROM TOWN OF WEST ORANGE		LESS: ACCOUNTS PAYABLE 9/30/83		UNEXPENDED BUDGET BALANCES AT 9/30/83	
BALANCE	RESOLUTION	RECEIPTS	NET DIS-	BALANCE							
9/1/83	10/26/83		BURSEMENTS	9/30/83							
(\$ 3,525.26)	\$ 85,764.00	\$ -0-	\$ 58,438.07	\$ 23,800.67	\$152,000.00	\$ 11,165.71	\$164,634.96				

BUDGET FUND
RECEIPTS AND FUNDS

COPY MACHINES	\$ 6,316.78	\$ 524.85	\$ 16.85	\$ 6,824.78
XEROX	138.95			138.95
TOSHIBA				
TOTAL COPY MACHINES	\$ 6,455.73	\$ 524.85	\$ 16.85	\$ 6,963.73
FINES	14,214.00	\$ 0.02		15,559.91
RENTALS	1,856.68			2,111.37
PROJECTOR RENTAL	265.00			265.00
MICROFILMS	55.27	1.90		57.17
NON-RESIDENT FEE	100.00			100.00
MEETING ROOM	340.00	75.00		415.00
TELEPHONE	58.08	3.30		61.38
DONATIONS	518.00			518.00
INTEREST	8,127.41	751.13		8,878.54
COMMISSIONS	1,338.92	64.87		1,403.79
MISCELLANEOUS		9.75		9.75

TOTAL RECEIPTS AND FUNDS

\$ 33,329.09	\$ 0.02	\$ 3,031.38	\$ 16.85	\$ 36,343.64
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LOST BOOK FUND

\$ 1,001.97	\$ -0-	\$ 84.50	\$ -0-	\$ 1,086.47
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BOOK SALES & EXCESS PROPERTY FUND

\$ 827.95	\$ -0-	\$ 769.85	\$ -0-	\$ -1,597.80
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PETTY CASH & CHANGE FUND

\$ 360.00	\$ -0-	\$ -0-	\$ -0-	\$ 360.00
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ACCUMULATED REVENUE FUND

\$ 85,764.02	(\$ 85,764.02)	\$ -0-	\$ -0-	\$ -0-
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TOTAL ALL FUNDS

\$117,757.77	\$ -0-	\$ 3,885.73	\$ 58,454.92	\$ 63,188.58
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CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	(\$ 539.60)
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	53,813.96
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	3,215.14
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	2,463.18
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,801.45
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	2,009.42
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	255.03

LESS: ACCOUNTS PAYABLE 9/30/83
CASH FUNDS AVAILABLE AT 9/30/83

\$ 63,188.58
11,165.71
\$ 52,022.87

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH-JULY, AUGUST AND SEPTEMBER 1983 BILLS
PRESENTED FOR PAYMENT ON OCTOBER 26, 1983

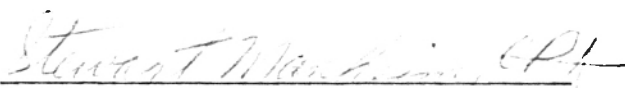
<u>DATE</u> <u>1983</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8/4	1667	SHOP RITE	4. SUPPLIES	\$ 28.98
8/10	1668	PRISON FELLOWSHIP	2. BOOKS	3.00
8/31	1669	ALTA/ALA	2. BOOKS	4.50
9/1	1670	STERLING HOUSE	4. SUPPLIES	3.69
9/6	1671	SERVICE MERCHANDISE Co.	17. EQUIPMENT	128.82
9/7	1672	HUDSON BLUEPRINT Co.	6. MAINT.-MAIN.	<u>26.00</u>
<u>TOTAL CHECKS FROM THE PETTY CASH CHECKING</u>				
<u>ACCOUNT FOR THE MONTHS OF JULY, AUGUST</u>				
<u>AND SEPTEMBER 1983</u>				<u>\$ 194.99</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:


PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:



WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1983 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 26, 1983

CHECKS ARE DATED
SEPTEMBER 30, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8516	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC.SEC.	\$ 2,378.09
8517	MIDLANTIC NAT'L BANK-FTD 9/30/83	1. SALARIES	2,245.15
8518	N.J. GROSS INCOME TAX-SEPT.1983	1. SALARIES	707.55
8519	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,378.09
8520	W.O. PUBLIC LIBRARY-UN.SAV. A/C-9/83	1. SALARIES	109.24
8521	TOWN OF W.O.-OCTOBER 1983	26. HOSPITALIZATION	2,366.79
8522	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,994.94
8523	P.E.R.S. #20284-CONTRIBUTIONS	1. SALARIES	160.56
8524	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	455.00
8525	N.J. EMPLOYMENT SECURITY AGENCY- 3RD QTR. '83	28. UN. INS.	\$1,067.90
		EXCHANGE	<u>534.16</u>
8526	ESSEX COUNCIL #1	1. SALARIES	1,602.06
	NET P/R 9/15/83 #2661-2698 (38)	1. SALARIES	64.00
	NET P/R 9/30/83 #2699-2734 (36)	1. SALARIES	13,002.50
			<u>11,495.60</u>
	<u>SUB-TOTAL</u>		\$ 38,959.57
	<u>ADD:</u> CHECKS #8456-8515 FOR PAYMENT ISSUED AT SEPTEMBER 28, 1983		<u>20,238.13</u>
	<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1983</u>		\$ 59,197.70
	<u>ADD:</u> PETTY CASH CHECKS #1667-1672 ISSUED DURING JULY, AUGUST AND SEPTEMBER 1983		<u>194.99</u>
	<u>SUB-TOTAL</u>		\$ 59,392.69
	<u>LESS:</u>		
	CHECK #8502 PETTY CASH CHECKING	EXCHANGE	\$ 200.00
	CHECK #8525 N.J. UN. INS.	EXCHANGE	534.16
	DEPOSIT 9/7/83	9. TELEPHONE	22.60
	" 9/21/83	2. BOOKS	8.36
	" 9/21/83	4. SUPPLIES	31.50
	INCREASE IN THE COMMUNITY SERVICES CHECKING ACCOUNT	10. COMMUNITY REL.	<u>158.00</u>
			<u>954.62</u>
	<u>TOTAL EXPENDITURES-MONTH OF SEPTEMBER 1983</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 58,438.07</u>

PAYMENT RECOMMENDED BY

PAYMENT APPROVED BY:

Lola N. Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stuart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 26, 1983

CHECKS ARE DATED
OCTOBER 26, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8527	PSE & G	8. MAINT.-UTILITIES	\$ 2,875.86
8528	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	465.00
8529	MIDLANTIC NAT'L BANK-FTD 10/15/83	1. SALARIES	2,108.52
8530	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8531A	ADP	11. SERVICE CONTRACTS	\$ 50.39
B	"	11. " "	58.08
8532A	ALL STATE PLUMBING SUPPLY CO.	18. JANITORIAL SUPPLIES	\$ 15.28
B	" " " " " "	18. " "	5.49
8533A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 21.54
B	" " " " " "	2. " "	57.74
C	" " " " " "	2. " "	12.54
D	" " " " " "	2. " "	12.58
E	" " " " " "	2. " "	36.66
8534A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 538.29
B	" " " " " "	2. " "	287.37
C	" " " " " "	2. " "	105.07
D	" " " " " "	2. " "	106.87
E	" " " " " "	2. " "	340.92
F	" " " " " "	2. " "	194.56
G	" " " " " "	2. " "	37.85
H	" " " " " "	2. " "	306.45
8535A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 60.85
B	" " " " " "	2. " "	38.00
8536	R. R. BOWKER CO.	2. BOOKS	80.00
8537A	R. R. BOWKER CO.	2. BOOKS	\$ 26.52
B	" " " " " "	2. " "	99.11
8538	BRODART, INC.	4. SUPPLIES	227.75
8539	C.W. ASSOCIATES	2. BOOKS	15.00
8540	CAMDEN CO. HISTORICAL SOCIETY	2. BOOKS	10.40
8541A	CHAMBERS RECORD & VIDEO SHOP	21. A/V MATERIALS	\$ 41.42
B	" " " " " "	21. " "	6.59
8542	COMMONWEALTH WATER CO.	8. MAINT.-UTILITIES	121.38
8543	ED DAVIS	2. BOOKS	8.60
8544A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 26.25
B	" " " " " "	2. " "	7.29
C	" " " " " "	2. " "	21.29
D	" " " " " "	2. " "	32.85
8545A	DUN'S MARKETING SERVICES	2. BOOKS	\$ 245.00
B	" " " " " "	2. " "	245.00
8546	EAST ORANGE GLASS CO.	6. MAINT.-MAIN.	175.00
8547	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	100.00
8548	FACTS ON FILE, INC.	2. BOOKS	340.00
8549	FOUNDATION CENTER	2. BOOKS	60.00
8550	GAYLORD BROS., INC.	4. SUPPLIES	146.58
8551	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	184.00
8552	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
8553	3M	4. SUPPLIES	103.80
8554A	MACMILLAN PUBLISHING CO.	2. BOOKS	\$ 19.11
B	" " " " " "	2. " "	11.36
8555	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8556	MCGRAW & HILL BOOK CO.	2. BOOKS	43.65
8557	N.J. HISTORICAL COMMISSION	20. PAMPHLETS	1.00
8558	E & M O'HARA, INC.	6. MAINT.-MAIN.	60.00
8559	PETTY CASH-SAFE	LOST BOOK FUND	\$ 32.99
"	" " " "	4. SUPPLIES	5.12
"	" " " "	12. TRANSPORTATION	18.80
"	" " " "	13. POSTAGE	1.39

WEST ORANGE FREE PUBLIC LIBRARYSEPTEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 26, 1983CHECKS ARE DATED
OCTOBER 26, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8560	PRENTICE HALL, INC.	2. BOOKS	\$ 5.91
8561	RANDOM HOUSE, INC.	21. A/V MATERIALS	27.29
8562	SILVER BURDETT Co.	2. BOOKS	15.59
8563	ST. MARTIN'S PRESS, INC.	2. BOOKS	31.59
8564	STRYKER POST PUBLICATIONS, INC.	2. BOOKS	65.00
8565	U.S. GOVERNMENT PRINTING OFFICE	20. PAMPHLETS	200.00
8566A	UNIVERSITY MICRO FILMS INTN'L.	2. MICROFILMS	\$ 778.00
B	" " " "	2. "	478.00
C	" " " "	2. "	241.74
8567A	WOLSTEN'S PROJECTOR HOUSE, INC.	4. SUPPLIES	\$ 19.80
B	" " " "	4. "	16.80
8568A	XEROX CORPORATION	25. PHOTOCOPY	\$ 256.19
B	" " " "	25. "	2.35
8569	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
<u>SUB-TOTAL</u>			\$ 13,772.22
<u>LESS:</u>			
	CHECK #8528 W.O. MUNICIPAL EMPL.	1. SALARIES	\$ 465.00
	CHECK #8529 MIDLANTIC NAT'L BANK	1. SALARIES	2,108.52
	CHECK #8559 PETTY CASH-SAFE	LOST BOOK FUND	32.99
<u>TOTAL ACCOUNTS PAYABLE-SEPTEMBER 30, 1983</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 11,165.71</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:*Lola N. Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart M. Mannheim CPA*

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 21, 1983

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
NOVEMBER 21, 1983

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 in accordance with the 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 1983 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. Corbin made a motion to accept the Minutes of the Board Meeting of October 26,, 1983 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Several bills presented for payment were reviewed. Mr. O'Neill asked Mrs. Reed about the savings, if any, reflected in the PSE&G bills since the installation of the electric meter. It was explained that to date there has been considerable savings accrued on a month-to-month basis in comparison to 1982 bills. Mr. Gladstone asked Mrs. Reed to present a written report after the end of the year.

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of October, 1983. Mr. Gladstone seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim said that the library budget reflects a deficit in the salary and telephone lines.

Mr. Kupferer made a motion to receive and file the Financial Statement as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

STAFF/COMMUNITY PARTICIPATION:

Three patrons of the library expressed their concern and dismay about the excessive increase in the fine schedule due to go into effect on Dec. 1, 1983. They asked the Board to reconsider the fines and to make them more in line with other libraries in the area.

DIRECTOR'S REPORT:

Mrs. Reed said that the volunteer program run by the N. J. Council of Jewish Women is not underway at present. Further contact will be made in the future.

Mr. McCann will get back to Mrs. Reed with an estimate of the cost of materials to install a sidewalk to the parking lot from the Mt. Pleasant Ave. entrance. The construction work may not be completed until late December or early January because Mr. McCann does not have a sufficient work force to provide the labor at present. Mrs. Reed said that Mr. McCann made it very clear that he did not want the expense of the materials to be a part of his department's budget and that the library would have to bear the cost of materials. He would supply the labor. A letter was sent to the Mayor and Council requesting permission for the library to use the services of the Department of Public Works. It is imperative that the sidewalk be installed because the front door has now been secured as an emergency exit only.

OLD BUSINESS:

Mrs. Reed submitted written comments from patrons condemning the new fine schedule. Mrs. Strauss added that she has received many phone calls reflecting the same concern. She asked the Board to reconsider the fine schedule in light of the patrons' feelings that the jump in fines has been excessive. Mrs. Strauss re-emphasized that the reason for the fines was to get the books back quickly so they would be available for circulation. Mr. Gladstone suggested that the fine schedule be suspended until January and that further study be made. Mrs. Reed will compare the fines of other libraries specifically including Millburn, Livingston and Montclair.

Mr. Kupferer made a motion to rescind the resolution from the Board of Trustees meeting of 10/26/83 dealing with the fine schedules. The matter will be taken under study for future action. Mr. Gladstone seconded the motion and it was passed unanimously.

Notice will be posted with the resolution and releases submitted to the newspapers stating that the Board is aware of the public's reaction to the fines and that the resolution has been revoked until further notice. Mrs. Reed will write a letter explaining the situation to the patrons.

NEW BUSINESS:

The Board agreed with Mrs. Reed that a part/time person (18-20 hrs.) should be hired to assist Mr. Toohey with the custodial work until someone can be found with experience in the HVAC system. It was suggested that a person could be hired on a contract basis.

Mrs. Reed will contact the insurance company as soon as possible about coverage for volunteers.

Although Mr. Rickle has assured Mrs. Reed that all persons are covered by insurance through the Community House, the Board asked Mrs. Reed to request a letter from Mr. Rickel attesting to that fact. As the Tory Corner library is the official branch of the West Orange Public Library, it is important to clarify the responsibilities regarding coverage. Mr. Gladstone suggested that Mrs. Reed ask Mr. Rickle for a copy of the insurance policy for the Board's attorney to review as well as a certificate stating that the library is not liable.

Mr. Manheim reported to the Board that he had contacted EBSCO subscription services and that they have agreed to accept payment on or before January 15, 1984 without interruption of service.

Mr. Manheim stated that the rates for unemployment insurance will probably go up in the future because of payment of unemployment funds to staff because rates are based on an experience rating.

Mr. Gladstone said that in answer to Miss Cushing's letter to Mrs. Reed regarding reference services, the Board has a duty to ask questions about any item purchased. The Trustees do not question the professionalism of the librarians in the book selection process. It trusts its management people, but needs to question and have specific items explained.

CORRESPONDENCE:

Mr. Kupferer read the following correspondence:

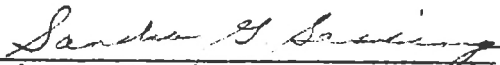
1) A letter to Mayor Spina and the Township Council from Mrs. Reed requesting permission to have Mr. McCann and his staff provide a sidewalk to the parking lot.


2) A letter to Mrs. Elizabeth Springsteel, President of the Employees Association from Mrs. Strauss regarding dates of a personnel meeting.

3) A letter from Mrs. Elizabeth Springsteel to Mrs. Strauss explaining cancellation of the personnel meeting and requesting use of the library address and premises as headquarters for union members of Essex Council No. 1 and members of the Employees' Association.

Mr. Gladstone asked to have the letter deferred to the next meeting when Mr. Soloway is present.

The meeting was adjourned at 9:20 P. M.


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

November 21, 1983

Since the posting of our new fines, to be effective on December 1, 1983, we have raised the ire of many borrowers. People are so outraged we placed paper and pen on our circulation desk for them to express their feelings about the fines. Many took advantage of the opportunity.

We are very sad to report that one of us, Sarah Rabinowitz, has been stricken with a massive heart attack. At the time of this writing, she is in intensive care at the Beth Israel Medical Center in Newark. Our prayers are for her to make a speedy recovery.

I have been able to complete some assignments given at the last meeting.

Essex Security Locksmiths installed the emergency exit alarm lock on the doors on the Mt. Pleasant Avenue side.

A letter was written to the Mayor and Council members asking for permission to have a sidewalk built which would extend through the parking lot.

In this connection, Mr. McCann came over to determine the best place for the walk. Instead of building across the lawn he suggested that we should remove some shrubbery and run parallel to the building.

Mr. McCann advised me that he has a shortage of help and they probably would not get to the job until late December or early January. The library is expected to pay for materials.

According to our insurance agent, Joel Benisch, volunteer workers are not covered by our policy. In this connection, I made a trip to Tory Corner and had a long conversation with Mr. Rickle and his secretary about the concern of the Trustees. They both assured me that employees at the Community House are insured there.

We agreed that an individual will come to Tory Corner two days (Tuesday & Friday) per week. Three days (Monday, Wednesday, Thursday) Mr. Rickle and his secretary will take charge.

We are badly in need of a part-time custodian who is familiar with HVAC. A few applications have been received and are being reviewed very critically.

The matter about FACTS ON FILE was brought to the attention of Essex County Directors (made up of public, academic and special librarians) at the meeting on Tuesday, November 15th at Bloomfield College. All but one library present has FACTS ON FILE and stated that it is a "must" for quick, up-to-date matters of all kind. One librarian stated that it is a constant source of information for students whose assignments require the "now" information, especially about other countries.

As a result of my bringing the matter to their attention, a committee was formed to set up a workshop for Reference Librarians in which they will evaluate reference tools and give a written report on them.

All of the part-time employees and the laid off clerks have applied for unemployment benefits.

A copy of the letter written to Mr. Lepore on September 7th was sent to Mr. McCann.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1983

LIBRARY BOARD MEETING OF NOVEMBER 21, 1983

	ADOPTED BUDGET 1983	PAID MONTH OF OCTOBER 1983	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/83	UNEXPENDED BUDGET BALANCE ON 10/31/83	BILLS/ ACCOUNTS PAYABLE AT 10/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 10/31/83
SALARIES AND WAGES	\$398,324	\$ 30,286.58	\$356,936.86	\$ 41,387.14		\$ 41,387.14
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE-						
FIT PLAN	25,600	2,366.79	20,736.38	4,863.62		4,863.62
SOCIAL SECURITY	29,000	2,071.63	24,218.99	4,781.01		4,781.01
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	29,000		24,664.00	4,336.00		4,336.00
UNEMPLOYMENT INS., ETC.	7,000		4,794.91	2,205.09		2,205.09
WORKERS COMP. INS.	4,731	(610.00)	1,673.00	3,058.00		3,058.00
SUNDAY OPENINGS	7,000	654.00	4,127.00	2,873.00		2,873.00
CONTRACTURAL SERVICES:						
BINDING	600		147.39	452.61		452.61
COMMUNITY SERVICES	700		(829.76)	1,529.76		1,529.76
TRANSPORTATION	300	18.80	206.55	93.45		93.45
SEMINARS & WORKSHOPS	800		649.24	150.76		150.76
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,000	1,083.00	9,747.00	3,253.00	\$ 1,083.00	2,170.00
LEGAL & PROFESSIONAL SVCS.	2,750	236.00	5,054.00	(2,304.00)	236.00 (2,540.00)
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	44,000	2,997.24	28,681.42	15,318.58	2,267.14	13,051.44
MAIN LIBRARY-MAINT.	8,000	235.00	2,481.82	5,518.18	162.50	5,355.68
TORY CORNER-RENTAL	540		270.00	270.00	135.00	135.00
SERVICE CONTRACTS	6,200	223.47	3,997.28	2,202.72	483.01	1,719.71
MATERIAL & SUPPLIES:						
BOOKS	56,000	3,566.81	35,792.88	20,207.12	4,164.03	16,043.09
SUPPLIES	9,000	703.85	6,943.41	2,056.59	352.40	1,704.19
MICROFILM	3,000	1,497.74	1,497.74	1,502.26		1,502.26
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,000	247.80	1,116.21	5,883.79	93.60	5,790.19
AUDIO/VISUAL-MATERIALS	1,000	75.30	679.03	320.97	85.32	235.65
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	3,569		1,256.01	2,312.99	587.00	1,725.99
TELEPHONE	3,000	(16.70)	2,438.87	561.13	686.41 (125.28)
POSTAGE	3,500	.99	2,435.45	1,064.55		1,064.55
EQUIPMENT:						
LIBRARY	3,000		2,967.24	32.76		32.76
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	20.77	1,367.41	1,132.59	484.91	647.68
PHOTOCOPY	4,500	258.54	2,830.61	1,669.39	256.19	1,413.20
<u>TOTAL</u>	<u>\$676,764</u>	<u>\$ 45,917.61</u>	<u>\$546,880.94</u>	<u>\$129,883.06</u>	<u>\$11,076.51</u>	<u>\$118,806.55</u>

SOURCE OF FUNDS:	
TOWN OF WEST ORANGE	\$590,000
ACCUMULATED REVENUE	<u>86,764</u>
	<u>\$676,764</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 1983

2

	BALANCE 10/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 10/31/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 10/31/83	UNEXPENDED BUDGET BALANCES AT 10/31/83
<u>BUDGET FUND</u>	<u>\$ 23,800.67</u>	<u>\$152,000.00</u>	<u>\$ 45,917.61</u>	<u>\$129,883.06</u>	<u>\$ -0-</u>	<u>\$ 11,076.51</u>	<u>\$118,806.55</u>

RECEIPTS AND FUNDS

<u>COPY MACHINES</u>							
XEROX	\$ 6,824.78	\$ 760.75	\$ -0-	\$ 7,585.53			
TOSHIBA	138.95	35.10		174.05			
TOTAL COPY MACHINES	<u>\$ 6,963.73</u>	<u>\$ 795.85</u>		<u>\$ 7,759.58</u>			
FINES	15,559.91	1,257.78		16,817.69			
RENTALS	2,111.37	301.55		2,412.92			
PROJECTOR RENTAL	265.00	50.00		315.00			
MICROFILMS	57.17	3.60		60.77			
NON-RESIDENT FEE	100.00	20.00		120.00			
MEETING ROOM	415.00	25.00		440.00			
TELEPHONE	61.38	4.22		65.60			
DONATIONS	518.00			518.00			
INTEREST	8,878.54	1,104.73		9,983.27			
COMMISSIONS	1,403.79	50.55		1,454.34			
MISCELLANEOUS	9.75			9.75			
<u>TOTAL RECEIPTS AND FUNDS</u>	<u>\$ 36,343.64</u>	<u>\$ 3,613.28</u>	<u>\$ -0-</u>	<u>\$ 39,956.92</u>			
<u>LOST BOOK FUND</u>	<u>\$ 1,086.47</u>	<u>\$ 78.35</u>	<u>\$ 32.99</u>	<u>\$ 1,131.83</u>			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	<u>\$ 1,597.80</u>	<u>\$ 135.95</u>	<u>\$ -0-</u>	<u>\$ 1,733.75</u>			
<u>PETTY CASH & CHANGE FUND</u>	<u>\$ 360.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 360.00</u>			
<u>TOTAL ALL FUNDS</u>	<u>\$ 63,188.58</u>	<u>\$155,827.58</u>	<u>\$ 45,950.60</u>	<u>\$173,065.56</u>			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,606.70
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	158,821.39
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	5,860.14
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	2,463.18
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,879.70
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	2,009.42
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	255.03
LESS: ACCOUNTS PAYABLE 10/31/83	\$173,065.56
CASH FUNDS AVAILABLE AT 10/31/83	<u>11,076.51</u>
	<u>\$161,989.05</u>

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1983 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 21, 1983

CHECKS ARE DATED
OCTOBER 31, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8570	TOWN OF W. O.-EMPLOYER'S SOC.SEC.	27.EMPLOYERS SOC.SEC.	\$ 2,071.63
8571	MIDLANTIC NAT'L BANK-FTD 10/31/83	1. SALARIES	2,169.23
8572	N.J.GROSS INCOME TAX- OCT.1983	1. SALARIES	642.12
8573	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	2,071.63
8574	W.O. PUBLIC LIBRARY UN.SAV.A/C 10/83	1. SALARIES	45.78
8575	TOWN OF W.O.-NOVEMBER 1983	26. HOSPITALIZATION	2,366.79
8576	P.E.R.S.#20284 PENSIONS & LOANS	1. SALARIES	2,330.10
8577	P.E.R.S.#20284 CONTRIB.LIFE INS.	1. SALARIES	160.56
8578	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	465.00
8579	ESSEX COUNCIL #1	1. SALARIES	64.00
8580	SYLVIA DEUTSCH	1. SALARIES	20.00
	NET P/R 10/15/83 #2735-2764 (30)	1. SALARIES	9,963.91
	NET P/R 10/31/83 #2765-2801 (37)	1. SALARIES	<u>10,434.73</u>
	<u>SUB-TOTAL</u>		\$ 32,805.48
	<u>ADD: CHECKS #8527-8569 FOR PAYMENT</u>		
	ISSUED AT OCTOBER 26, 1983 MEETING		<u>13,772.22</u>
	<u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1983</u>		\$ 46,577.70
	<u>LESS:</u>		
	CHECK #8559 PETTY CASH-SAFE	LOST BOOK FUND	\$ 32.99
	DEPOSIT 10/5/83	9. TELEPHONE	16.70
	" 10/7/83	5. W/C INSURANCE	610.00
	" 10/15/83	13. POSTAGE	.20
	" 10/26/83	13. POSTAGE	<u>.20</u>
			<u>660.09</u>
	<u>TOTAL EXPENDITURES-MONTH OF OCTOBER 1983</u>		
	<u>PER BUDGET REPORT</u>		\$ <u>45,917.61</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON, & NOVICK, CPA'S

BY: *Manheim, Kossou & Novick* PHS

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 21, 1983

CHECKS ARE DATED
NOVEMBER 21, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8581	JAMES MORRISON	6. MAINT.-MAIN	\$ 30.00
8582	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	455.00
8583	MIDLANTIC NAT'L BANK FTD 11/15/83	1. SALARIES	2,140.77
8584	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8585	BOB ADAMS, INC.	2. BOOKS	11.70
8586A	ADP	11. SERVICE CONTRACTS	\$ 51.25
B	"	11. " "	26.85
C	"	11. " "	50.91
8587A	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	\$ 415.16
B	" " " "	18. " "	18.75
8588A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 41.97
B	" " " "	2. "	69.48
C	" " " "	2. "	23.25
D	" " " "	2. "	70.10
8589A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 469.88
B	" " " "	2. "	599.11
C	" " " "	2. "	254.74
D	" " " "	2. "	408.00
E	" " " "	2. "	85.49
F	" " " "	2. "	183.64
8590A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 35.94
B	" " " "	2. "	30.40
8591	BENISCH & CO.	5. INSURANCE	
8592	BLOOMFIELD WINDOW CLEANING CO.	11. SERVICE CONTRACTS	75.00
8593A	R. R. BOWKER	2. BOOKS	\$ 61.81
B	" " "	2. "	96.34
C	" " "	2. "	112.30
D	" " "	2. "	45.89
8594	BRATTLE PUBLICATIONS	2. BOOKS	
8595A	BROADSTREET, INC.	4. SUPPLIES	\$ 25.65
B	" " "	4. "	38.12
C	" " "	4. "	64.42
D	" " "	4. "	3.01
E	" " "	4. "	8.83
F	" " "	4. "	8.61
G	" " "	4. "	6.97
H	" " "	4. "	5.95
8596A	C.W. ASSOCIATES	2. BOOKS	\$ 18.00
B	" " "	2. "	10.00
8597A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	\$ 71.17
B	" " " "	21. " "	14.15
8598	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	
8599	DEACON PRESS	4. SUPPLIES	39.51
8600A	DOUBLEDAY & COMPANY	2. BOOKS	\$ 62.62
B	" " "	2. "	26.25
C	" " "	2. "	19.46
8601	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	100.00
8602	FARMER ELECTRICAL SUPPLY	18. JANITORIAL SUPPLIES	47.70
8603	G. K. HALL & CO.	2. BOOKS	22.09
8604	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	3.30
8605	LOFTUS & CUOZZI	4. SUPPLIES	\$ 89.84
	" " "	24. LEGAL SERVICES	236.00

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 21, 1983

5.

CHECKS ARE DATED
NOVEMBER 21, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8606	3M	6. MAINT.-MAIN	\$ 132.50
8607	MACMILLAN PUBLISHING CO.	2. BOOKS	9.22
8608	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,083.00
8609	A. R. MEEKER CO.	11. SERVICE CONTRACTS	164.00
8610	METROPOLITAN OPERA GUILD	2. BOOKS	8.00
8611	NATIONAL EDUCATION	2. BOOKS	32.90
8612	NATIONAL TELEPHONE DIRECTORY CORP.	2. BOOKS	152.00
8613A	NEW JERSEY BELL	9. TELEPHONE	\$ 418.37
B	" " "	9. "	242.01
C	" " "	9. "	12.43
D	" " "	9. "	13.60
8614	PSE & G	8. MAINT.-UTILITIES	686.41
8615	PRENTICE HALL, INC.	2. BOOKS	2,167.14
8616	REGENT BOOK CO., INC.	2. BOOKS	19.75
8617	SILVER BURDETT CO.	2. BOOKS	29.67
8618	ULVERSCROFT LARGE PRINT BOOKS	2. BOOKS	10.40
8619	WEST ORANGE COMMUNITY HOUSE	2. BOOKS	15.00
8620	THE H. W. WILSON CO.	7. MAINT.-TORY	135.00
8621	XEROX CORPORATION	2. BOOKS	1,001.00
8622A	YOUNG'S NEWS SERVICE	25. PHOTOCOPY	256.19
B	" " "	20. NEWSPAPERS	\$ 46.80
		20. "	46.80
8623	GORDONS	2. BOOKS	93.60
8624	PSE & G	8. MAINT.-UTILITIES	66.67
			100.00
<u>SUB-TOTAL</u>			\$ 13,672.28
<u>LESS:</u>			
CHECK #8528	W.O. MUNICIPAL EMPL.	1. SALARIES	\$ 455.00
CHECK #8583	MIDLANTIC NAT'L BANK	1. SALARIES	2,140.77
<u>TOTAL ACCOUNTS PAYABLE-OCTOBER 31, 1983</u>			<u>2,595.77</u>
<u>PER BUDGET REPORT</u>			<u>\$ 11,076.51</u>

PAYMENT RECOMMENDED BY:

Lela Weed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Manheim, Kossow & Novick, CPA'S*

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 21, 1983

- ✓ 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
 - a. ✓ Lighting Report - Leonard Lepore
 - b. Fines
 - c. Union Request for Use of Library Address & Premises
 - d. Cookbook
- 9. New Business
 - a. Appoint Nominating Committee
 - b. Set Meeting Dates for 1984
 - c. Library Hours
- 10. Communications
- 11. Adjournment

DIRECTOR'S
MONTHLY REPORT

December 21, 1983

On Friday, December 2 we received our State Aid check in the amount of \$26,568.00 which, according to information received from our Area Library, represents 80% of the total amount we are to receive. A letter from Mr. Oliver P. Gillock, Jr., Coordinator, Library Planning and Development indicates that he is presently working the percentages which will be forthcoming shortly.

The Jazz Concert on Sunday, December 4 was highly successful. Admission fees came to \$118.00. Donations of \$50.00 each were given by Mr. Cuozzi and Mr. Sussman. The remaining balance of \$82.00 will be funded by the Cultural and Heritage Committee. We had a "full" house. It must be remembered, however, that the majority of those in attendance are senior citizens who only pay half the amount of regular admission.

Mrs. Sussman made a plea to the audience for "Patron" members to promote future Jazz concerts. So far, \$120.00 have been received for that purpose.

On Monday, December 5 Elizabeth Springsteel, representing the staff union, Lola Reed and Horace Corbin, representing the library attended a session of the Township Council in an effort to be enlightened about the status of our request for emergency or supplemental monies from the Council to no avail. Even though we remained on the scene until 10:30 P. M. we were not acknowledged or recognized in any way by Council.

During the heavy rain on Monday and Tuesday, December 12 and 13 our mysterious leak appeared again in the southeast corner of the library and the carpet was soaked. Also, so much water collected at the end of the walkway going into the parking lot it looked like a small pond. We received many complaints. Our custodian placed boards accross the water. More complaints were received that the boards were slippery.

On Monday, I called the Office of the Mayor for help. No response was received. After a very emotional complaint by a patron on Tuesday, who explained that she was saved from falling by our postman, I called the Mayor in his Newark office and explained our plight and asked him to intervene to have someone from the Public Works Department come to our rescue. Within 1/2 hour Harry Machiotti was at the library with two helpers. They corrected the situation as best they could and promised to build up the area with gravel when they start mixing cement.

Our insurance agent was contacted. He had a conversation with Mr. Cuozzi. He assured me that our "volunteers" are covered by our policy.

Members of our staff are still haunted with serious health problems. Sarah Rabinowitz is home from the hospital but has to go back for a stay in January. She has no idea when she will return to work. Emma-Lou Czarnecki has returned after two weeks in Maine with her ailing parents. She brought them to New Jersey and her mother is again hospitalized.

Lorraine Schwartz's husband is home from the hospital after his heart attack.

Mr. Rickle of the Community House has conferred with Mr. Cuozzi about insurance matters. He did not give me a written statement but asks that he receive a letter from the Board stating exactly what information is needed from him. Since I have not been able to discuss with Mr. Cuozzi his conversation with Mr. Rickle, no final report is being made.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
DECEMBER 21, 1983

President Anita O. Strauss called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Horace Corbin, Herbert Gladstone, Michael O'Hara, William O'Neill and Irving Soloway. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1983 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 1983 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. Gladstone made a motion to accept the Minutes of the Board of Trustees meeting of November 21, 1983 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

Mrs. Strauss introduced Mr. Leonard R. Lepore, Supervising Engineer, Department of Public Works, Township of West Orange to the Board of Trustees. Mr. Lepore reviewed his report on nighttime light levels at the West Orange Public Library which had been submitted previously to the Board on November 29, 1983. A brief question and answer period followed. The primary recommendation made to the Board was that a lighting specialist should be consulted to work with Mrs. Reed and her staff to develop a suitable physical layout to be implemented by appropriate lighting as required by the various tasks performed within the library.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. O'Neill questioned Mrs. Reed about the purchase of MAC RAE'S INDUSTRIAL DIRECTORIES and THE THOMAS REGISTER. He said that these directories duplicated each other. Mrs. Reed said that she would consult with the Reference Librarian about the directories and report her findings at the next Board meeting.

It was suggested that an estimate be obtained for any repair whether of an emergency nature or not. It was pointed out that the plumbing bill from Gately and Gaynor had been very costly due to the replacement parts.

Mr. O'Hara made a motion to accept the Bills Presented for Payment for the month of November, 1983. Mr. O'Neill seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Corbin made a motion to receive and file the Financial Statement as presented. Mr. Soloway seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

In reference to problems patrons were having entering the library during the recent heavy rains, Mr. Gladstone suggested that Mrs. Reed be prepared to use alternatives in the event of an emergency. In this case, the emergency entrance at Mt. Pleasant Avenue could have been used until the situation had ceased to be a problem.

Mrs. Reed informed the Board that the library has received a \$500.00 donation. The donor asked that no publicity be given. Mrs. Reed had personally thanked him for his contribution. Mrs. Strauss asked Mrs. Reed to write a short note thanking him for the money.

Mr. Cuozzi said that he would talk to Mr. Rickle about providing the Library Board with a written statement regarding coverage for people working in the library at the Community House.

Mr. Cuozzi read a letter from Joel Benisch of Benisch & Company regarding insurance coverage for volunteers. The Trustees were concerned that the letter did not specifically state that volunteers were covered if they become injured in the library while performing their volunteer work. Mr. Cuozzi will contact Mr. Benisch and ask for a statement in writing clarifying that matter.

Mrs. Strauss said that coverage must be obtained if the insurance policy doesn't cover volunteers. She asked Mrs. Reed to contact the Orange Public Library about the insurance they have for their volunteers.

COMMITTEE REPORTS:

1) Lighting:

It was agreed that after the physical layout of the library has been reviewed and any changes decided upon made, that a lighting engineer will be selected. When this selection has been made, the Board will go to the Council with their plans. It was suggested that the reference librarians provide a list of lighting engineers for the Lighting Committee. Mr. O'Hara will contact PSE&G to see if a representative could review the lighting situation.

Mr. Lepore's report confirms the fact that there is a problem with the lighting and that he recommended that the Board retain the services of a competent licensed electrical engineer to prepare a task lighting plan. Mrs. Reed said that she would like to review the Library Consultant's original plan for the library layout which was submitted by Ken McPhearson. Mrs. Reed is not satisfied with the physical layout as is. She feels that minor changes could be made before the electrical engineer is engaged. Mrs. Strauss suggested that Mrs. Reed contact the State Library for names of lighting engineers.

2) Roof:

Mr. OHara said that the Township is aware of the leak in the roof. An estimate will be obtained from a roofer which will be submitted to the Township.

OLD BUSINESS:

1) Fines:

The Board reviewed the summary of overdue fines and other charges submitted by Mrs. Reed. Mrs. Reed recommended the following fees:

Regular book fines	10¢ a day
Children's book fines	5¢ a day
Bestsellers	25¢ a day (25¢ fee to start on 3rd day; 10¢ first 2 days)
Rental	15¢ a day
Lost books	replacement cost of book

Mrs. Reed will have a meeting with the staff about the number of new books to be taken out per patron. She will discuss the new schedule of fees and report back to the Board next month. A decision will be made at that time.

2) Union Request to Use Address and Premises:

Mrs. Strauss read a letter from Mrs. Elizabeth Springsteel, President of the Employees Association requesting the use of the library as a headquarters for the association. A discussion was held concerning the request.

Mr. Gladstone made a motion giving the Employees Association permission to use the library address as their address for mailing purposes for the period of the contract. Mr. O'Neill seconded the motion and it was carried with 5 votes in favor of passage of the motion and one vote against cast by Mr. Soloway.

3) Cookbook:

Mr. O'Hara made a motion to allow purchase of the supplies for the printing of the library cookbook. Mr. Gladstone seconded the motion and it was passed unanimously.

NEW BUSINESS:

1) Nominating Committee:

Mrs. Strauss asked Mr. Soloway and Mr. Gladstone to serve on the Nominating Committee for 1984 election of officers.

2) Meeting Dates for 1984:

The following meeting dates were approved for the year 1984:

January	25	July	25
February	22	August	22
March	28	September	26
April	25	October	24
May	23	November	19
June	27	December	19

3) Library Hours will be discussed at the January meeting.

CORRESPONDENCE:

1) A letter was received from Mrs. Elizabeth Springsteel, President of the Employees Association, notifying the Board of the appointment of Marie Magno as Safety Committee member in accordance with the contract.


2) Holiday greetings from Mrs. Reed and Mrs. Itkin.

ADJOURNMENT:

The meeting was adjourned at 11:00 PM.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

2
WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF NOVEMBER 1983

LIBRARY BOARD MEETING OF DECEMBER 21, 1983

	ADOPTED BUDGET 1983	PAID MONTH OF NOVEMBER 1983	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/83	UNEXPENDED BUDGET BALANCE ON 11/30/83	BILLS/ ACCOUNTS PAYABLE AT 11/30/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 11/30/83
SALARIES AND WAGES	\$398,324	\$ 30,312.58	\$387,249.44	\$ 11,074.56	\$	\$ 11,074.56
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE-						
FIT PLAN	25,600	2,366.79	23,103.17	2,496.83		2,496.83
SOCIAL SECURITY	29,000	2,072.34	26,291.33	2,708.67		2,708.67
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	29,000		24,664.00	4,336.00		4,336.00
UNEMPLOYMENT INS., ETC.	7,000		4,794.91	2,205.09	179.73	2,025.36
WORKERS COMP. INS.	4,731		1,673.00	3,058.00	646.00	2,412.00
SUNDAY OPENINGS	7,000	598.00	4,725.00	2,275.00		2,275.00
CONTRACTURAL SERVICES:						
BINDING	600		147.39	452.61		452.61
COMMUNITY SERVICES	700		(829.76)	1,529.76	62.00	1,467.76
TRANSPORTATION	300		206.55	93.45		93.45
SEMINARS & WORKSHOPS	800		649.24	150.76		150.76
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,000	1,083.00	10,830.00	2,170.00	1,083.00	1,087.00
LEGAL & PROFESSIONAL SVCS.	2,750	236.00	5,290.00	(2,540.00)	236.00	(2,776.00)
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	44,000	2,267.14	30,948.56	13,051.44	2,998.03	10,053.41
MAIN LIBRARY-MAINT.	8,000	162.50	2,644.32	5,355.68	1,969.52	3,386.16
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
SERVICE CONTRACTS	6,200	483.01	4,480.29	1,719.71	216.73	1,502.98
MATERIAL & SUPPLIES:						
BOOKS	56,000	4,138.59	39,931.47	16,068.53	782.06	15,286.47
SUPPLIES	9,000	352.40	7,295.81	1,704.19	432.29	1,271.90
MICROFILM	3,000		1,497.74	1,502.26	93.50	1,408.76
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,000	93.60	1,209.81	5,790.19		5,790.19
AUDIO/VISUAL-MATERIALS	1,000	85.32	764.35	235.65		235.65
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	3,569	587.00	1,843.01	1,725.99		1,725.99
TELEPHONE	3,000	676.40	3,115.27	(115.27)	237.13	(352.40)
POSTAGE	3,500		2,435.45	1,064.55	400.00	664.55
EQUIPMENT:						
LIBRARY	3,000		2,967.24	32.76		32.76
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	484.91	1,852.32	647.68	6.43	641.25
PHOTOCOPY	4,500	256.19	3,086.80	1,413.20	281.01	1,132.19
<u>TOTAL</u>	<u>\$676,764</u>	<u>\$ 46,390.77</u>	<u>\$593,271.71</u>	<u>\$ 83,492.29</u>	<u>\$ 9,623.43</u>	<u>\$ 73,868.86</u>

SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$590,000
ACCUMULATED REVENUE	<u>86,764</u>
	<u>\$676,764</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF NOVEMBER 1983

	BALANCE 11/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 11/30/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 11/30/83	UNEXPENDED BUDGET BALANCES AT 11/30/83
<u>BUDGET FUND</u>	<u>\$129,883.06</u>		<u>\$ 46,390.77</u>	<u>\$ 83,492.29</u>	<u>\$ -0-</u>	<u>\$ 9,623.43</u>	<u>\$ 73,868.86</u>
<u>RECEIPTS AND FUNDS</u>							
<u>COPY MACHINES</u>							
XEROX	\$ 7,585.53	\$ 647.60	\$ -0-	\$ 8,233.13			
TOSHIBA	174.05			174.05			
TOTAL COPY MACHINES	<u>\$ 7,759.58</u>	<u>\$ 647.60</u>		<u>\$ 8,407.18</u>			
FINES	16,817.69	1,415.11		18,232.80			
RENTALS	2,412.92	215.85		2,628.77			
PROJECTOR RENTAL	315.00	40.00		355.00			
MICROFILMS	60.77	4.20		64.97			
NON-RESIDENT FEE	120.00	-		120.00			
MEETING ROOM	440.00	25.00		465.00			
TELEPHONE	65.60	6.56		72.16			
DONATIONS	518.00			518.00			
INTEREST	9,983.27	1,007.11		10,990.38			
COMMISSIONS	1,454.34			1,454.34			
MISCELLANEOUS	9.75			9.75			
TOTAL RECEIPTS AND FUNDS	<u>\$ 39,956.92</u>	<u>\$ 3,361.43</u>	<u>\$ -0-</u>	<u>\$ 43,318.35</u>			
<u>LOST BOOK FUND</u>	<u>\$ 1,131.83</u>	<u>\$ 52.03</u>	<u>\$ -0-</u>	<u>\$ 1,183.86</u>			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	<u>\$ 1,733.75</u>	<u>\$ 145.63</u>	<u>\$ -0-</u>	<u>\$ 1,879.38</u>			
<u>PETTY CASH & CHANGE FUND</u>	<u>\$ 360.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 360.00</u>			
<u>TOTAL ALL FUNDS</u>	<u>\$173,065.56</u>	<u>\$ 3,559.09</u>	<u>\$ 46,390.77</u>	<u>\$130,233.88</u>			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTICE NAT'L BANK #734-0598-7	\$ 1,035.45
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	114,008.98
MIDLANTIC NAT'L BANK #02-073-0000-177-0-FINES, ETC.	8,412.12
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	2,463.18
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,879.70
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	2,009.42
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	255.03
LESS: ACCOUNTS PAYABLE 11/30/83	\$130,233.88
CASH FUNDS AVAILABLE AT 11/30/83	<u>9,623.43</u>
	<u>\$120,610.45</u>

LESS: ACCOUNTS PAYABLE 11/30/83
 CASH FUNDS AVAILABLE AT 11/30/83

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1983 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 21, 1983

3.

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>CHECKS ARE DATED</u> <u>NOVEMBER 30, 1983</u> <u>AMOUNT</u>
8625	TOWN OF W.O.-EMPLOYERS SOC.SEC.	27. EMPLOYERS SOC. SEC.	\$ 2,072.34
8626	MIDLANTIC NAT'L BK.-FTD 11/30/83	1. SALARIES	2,109.67
8627	N.J.GROSS INCOME TAX-NOV.1983	1. SALARIES	648.17
8628	TOWN OF W.O.-EMPLOYEES SOC.SEC.	1. SALARIES	2,072.34
8629	W.O. PUBLIC LIBRARY-UN.SAV.A/C 11/83	1. SALARIES	30.27
8630	TOWN OF W.O.-DECEMBER 1983	26. HOSPITALIZATION	2,366.79
8631	PERS #20284 PENSIONS & LOANS	1. SALARIES	2,237.40
8632	PERS #20284 CONTRIB.LIFE INS.	1. SALARIES	160.56
8633	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	490.00
8634	ESSEX COUNCIL #1	1. SALARIES	74.16
	NET P/R 11/15/83 #2802-2831 (30)	1. SALARIES	10,310.01
	NET P/R 11/30/83 #2831-2867 (36)	1. SALARIES	10,182.23
<u>SUB-TOTAL</u>			<u>\$ 32,753.94</u>
<u>ADD: CHECKS #8581-8624 FOR PAYMENT</u>			
ISSUED AT NOVEMBER 21, 1983 MEETING			<u>13,672.28</u>
<u>CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1983</u>			<u>\$ 46,426.22</u>
<u>LESS:</u>			
DEPOSIT 11/2/83		2. BOOKS	\$ 25.44
" 11/17/83		9. TELEPHONE	<u>10.01</u>
			<u>35.45</u>
<u>TOTAL EXPENDITURES-MONTH OF NOVEMBER 1983</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 46,390.77</u>

PAYMENT RECOMMENDED BY:

Lela K. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 21, 1983

4.

CHECKS ARE DATED
DECEMBER 21, 1983

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8635	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 490.00
8636	MIDLANTIC NAT'L BK-FTD 12/15/83	1. SALARIES	2,100.37
8637	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8638A	ADP	11. SERVICE CONTRACTS	\$ 51.30
B	"	11. " "	50.43
8639A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 26.55
B	" " " " "	2. " "	22.47
8640	BENISCH & CO.	5. INSURANCE W/C	49.02
8641	BRODART CO.	4. SUPPLIES	646.00
8642	BROADSTREET, INC.	4. SUPPLIES	227.30
8643A	C.W. ASSOCIATES	2. BOOKS	28.90
B	" " " "	2. " "	\$ 14.00
8644	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	8.00
8645	DUN'S MARKETING SERVICES	2. BOOKS	22.00
8646	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS	73.50
8647	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	302.50
8648	ESSEX SECURITY LOCKSMITHS	6. MAINT-MAIN	39.50
8649A	GALE RESEARCH CO.	2. BOOKS	100.00
B	" " " "	2. " "	285.00
8650A	GATELY & GAYNOR	6. MAINT-MAIN	(\$ 75.65)
B	" " " "	6. " "	77.55
8651A	GAYLORD BROS., INC.	4. SUPPLIES	\$ 920.00
B	" " " "	4. " "	547.40
8652	GEO GRAPHICS, INC.	2. BOOKS	\$ 76.72
8653	INSTITUTE FOR MANAGEMENT	2. BOOKS	6.97
8654	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	83.69
8655	KULACS ENGRAVING SERVICE	4. SUPPLIES	40.00
8656	THE LAWYERS CO-OPERATIVE PUBLISH.CO.	2. BOOKS	19.95
8657	LOFTUS & CUOZZI	24. LEGAL SERVICES	6.43
8658	MAC MILLAN PUBLISHING CO.	2. BOOKS	37.50
8659	MACRAE'S INDUSTRIAL DIRECTORIES	2. BOOKS	30.25
8660	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	236.00
8661	MERRIMACK PUBLISHERS CIRCLE	2. BOOKS	32.06
8662	N.J. LIBRARY ASSOCIATION	10. COMMUNITY REL.	113.75
8663	N.J. STATE DISABILITY BENEFITS FUND	28. UNEMPLOYMENT INS.	1,083.00
8664A	E & M O'HARA, INC.	6. MAINT-MAIN	13.23
B	" " " " "	6. " "	62.00
8665A	P & P LAWNMOWER REPAIRS	4. SUPPLIES	\$ 35.55
B	" " " " "	6. MAINT-MAIN	50.00
8666	PSE & G	8. MAINT-UTILITIES	\$ 39.95
8667	PETTY CASH CHECKING A/C	TRANSFER	131.57
8668	POSTMASTER	13. POSTAGE	171.52
8669	PRENTICE-HALL, INC.	2. BOOKS	2,998.03
8670	UPSTART	4. SUPPLIES	200.00
8671	THE WORLD ALMANAC	2. BOOKS	400.00
8672	WORRALL PUBLICATIONS, INC.	2. MICROFILM	20.59
8673A	XEROX CORPORATION	25. PHOTOCOPY	14.95
B	" " " "	25. " "	23.81
			93.50
			\$ 256.19
			24.82
			281.01

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 21, 1983

CHECKS ARE DATED
DECEMBER 21, 1983

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
8674A	NEW JERSEY BELL	9. TELEPHONE	\$ 223.95	
B	" " "	9. "	<u>13.18</u>	\$ 237.13
<u>SUB-TOTAL</u>				\$ 12,413.80
<u>LESS:</u>				
CHECK #8635	W.O. MUNICIPAL EMPL.	1. SALARIES	\$ 490.00	
CHECK #8636	MIDLANTIC NAT'L BANK	1. SALARIES	2,100.37	
CHECK #8667	PETTY CASH CHECKING A/C	TRANSFER	<u>200.00</u>	<u>2,790.37</u>
<u>TOTAL ACCOUNTS PAYABLE - NOVEMBER 30, 1983</u>				
<u>PER BUDGET REPORT</u>				<u>\$ 9,623.43</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, CPA