

AGENDA
WEST ORANGE PUBLIC LIBRARY
JANUARY 25, 1984

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
46 MT. PLEASANT AVENUE
WEST ORANGE, N.J. 07052

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JANUARY 25, 1984

President Anita Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace Corbin, Jr., Herbert Gladstone, Albert Kupferer, Michael O'Hara, 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, 1984 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 1984 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 meeting of 12/21/83 as presented. Mr. Corbin seconded the motion and it was carried unanimously.

ELECTION OF OFFICERS:

Mr. Gladstone presented the Nominating Committee's slate of officers for 1984: President, William J. O'Neill; Vice President, Herbert M. Gladstone; Treasurer, Horace K. Corbin, Jr.; Secretary, Albert F. Kupferer.

Mr. O'Hara made a motion to close the nominations as presented. Mr. Corbin seconded the motion and it was passed unanimously.

Mr. Soloway made a motion to accept the slate of officers as recommended by the Nominating Committee. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. O'Neill congratulated Mrs. Strauss on having a successful year and hoped that the Board will be able to complete many of the unfinished items with the assistance of the Committees.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Soloway made a motion to accept the Bills Presented for Payment for the month of December, 1983. Mrs. Strauss seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Soloway suggested that Mrs. Reed consider expending the book line money to the areas that are deficient such as fiction.

Mr. Corbin 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.

Mrs. Elizabeth, Springsteel, President of the Employees' Association, spoke about the problems the staff has been facing due to the cut in hours. One person on sick leave has created a month's backlog on mailing past due notices.

Mr. O'Neill thanked Mrs. Springsteel for her comments and praised the staff for maintaining the books and shelves in good order. The Board discussion of personnel matters would be discussed at a closed session.

Mr. Peter Green, library patron, requested that the Mt. Pleasant Ave. door be kept open because of conditions in bad weather in the parking lot. Mr. O'Neill said that Mrs. Reed had been in constant contact with the Mayor's office regarding the parking lot. It was explained that security measures had been the prime concern of the Board at the time the door was locked. The Public Works Department has promised to construct a sidewalk linking the entrance to the parking lot when Spring arrives. Mrs. Reed was instructed by the Board to open the Mt. Pleasant door when emergencies in parking lot entrance prevented its use.

DIRECTOR'S REPORT:

Mrs. Reed reported that a patron fell on the ice in the parking lot. Mr. Soloway recommended that the accident be reported to the library's insurance carrier.

A meeting was held by the Director and the Department Heads in late December concerning proposed increases in fines. Mrs. Reed said that it was agreed that patrons should not be limited to the number of bestsellers they could charge out. It was felt that restrictions would cut down on library circulation. But only three books on any subject could be taken.

Mr. Gladstone requested Mrs. Reed to provide statistics for the number of library cards that need to be replaced when cards are lost by patrons. This should include the number of replacements per month and work involved in processing. Mrs. Reed said that the statistics were available and would be provided in the future.

Mr. O'Neill asked Mrs. Reed to furnish circulation figures for the entire year of 1983.

In answer to Mr. Soloway's question regarding records and cassettes, Mrs. Reed explained that these items would bear the same fine as 7 and 14 day items.

Mr. Corbin made a motion to accept the suggestion of the Director and the Department Heads concerning fines, changing the fees to the schedule listed in the Director's Report, effective February 1, 1984 as follows:

Overdue fines for 3, 7 & 14 day Adult books-----	15¢ a day
Overdue fines for all Adult 28 day books -----	10¢ a day
Overdue fines for Children's 28-day books-----	5¢ a day
Overdue fines for Children's 3, 7, 14 day books-----	10¢ a day
Overdue fines for Children's records-----	10¢ a day
Rentals-----	15¢ a day
Charge for reserve cards-----	35¢
Replacement of library cards-----	\$1.50

Limit of three books on any one subject. Do not limit number of books per person.

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

Mrs. Reed will report back to the Board if there are any problems resulting from the changes.

A party to honor library volunteers will be held on St. Valentine's Day, February 14, 1984 at 1:00 P. M.

COMMITTEE REPORTS:

1) Personnel:

Personnel business will be discussed at a closed session of the Board.

2) Building and Grounds:

Mr. O'Hara informed the Board that PSE&G has discontinued its service of providing advisors for free consultations.

Mr. O'Hara and a lighting representative reviewed the lighting situation and came to the same conclusions that the other consultant reports have shown. Mr. O'Hara offered to contact an engineer that does reputable work for the Township and Board of Education to ask his opinion of the situation.

Mr. McCann, Director of the Public Works Department, has promised to repair the parking lot and to construct the sidewalk in front of the library in the Spring.

Mr. Gladstone asked about the maintenance situation. Mrs. Reed said that Mr. Denning, from the Township will get in touch with her regarding maintenance help through the community service program. A Township detective has also offered the assistance of two workers for weekends only.

Mr. Gladstone suggested that Mrs. Reed write a note to the Mayor apprising him of the presence of Mrs. DeWoolf in the library. Mrs. DeWoolf is a participant in the Township Workfare Program.

Mr. Gladstone suggested that Mrs. Reed furnish a list of recommendations concerning maintenance problems for the next meeting of the Board. The Board would then have some basis upon which to make some decision on work to be completed.

OLD BUSINESS:

1) Volunteers:

Mr. Loftus said that he and Mr. Cuozzi were both in agreement that the library volunteers are covered under liability insurance. The library policy does not cover the Community House building where the Tory Corner branch library is housed. Mr. Loftus said that he would like a letter from the insurance company which covers the Community House building. Statement of such coverage should be in writing even though Mr. Rickel had told Mrs. Reed that all persons working in his building were covered by insurance. Mr. Loftus wants to know if volunteers going to the Community House to work in the branch library are covered.

2) Directories:

Mrs. Reed said that she had conferred with her Reference Librarians as well as looking up materials pertinent to MAC RAE'S INDUSTRIAL DIRECTORY AND THE THOMAS REGISTER. The library purchases only the New Jersey edition of the Mac Rae's directories. One directory compliments the other as far as specific information is concerned. Both directories are highly recommended sources of information. Miss Cushing does not recommend anything that is not needed. Discussion is always held regarding such purchases. Mrs. Reed asked that the Board allow the professional librarians to select the proper books for the library.

Mr. Gladstone said that he hoped that Mrs. Reed and the other librarians would not take a professional offense when and if the Board chooses to inquire about any item that is ordered. He stated that in the issue of comparing the two directories, the Board received an explanation of their use. If the Trustees feel that the explanation is a reasonable one, based upon whatever his or her background may be, then the matter will be settled.

NEW BUSINESS:

1) Appointment of Committees:

Mr. O'Neill appointed the following Trustees to serve on the 1984 Committees: Finance Committee--Mrs. Strauss and Mr. Corbin; Personnel Committee--Mr. Gladstone, Mr. Soloway and Mr. Kupferer; Building and Grounds Committee--Mr. O'Hara and Mr. Gladstone.

2) Professional Services Contract:

Mr. O'Neill read the Professional Services Contract to the Board. It was Mr. Gladstone's suggestion that the contract be changed to reflect the names of the firms retained rather than a specific individual serving the library.

Mr. Gladstone made a motion that the Board accept the Professional Services Contract amended to include the changes as suggested. Mr. Corbin seconded the motion and it was carried unanimously.

The contract will be retyped to include the changes, signed by both the President and Secretary and published in the local newspaper as per the requirements of the Local Public Contracts Law.

3) Bank Accounts:

Mr. Corbin designated that the following depositories and associated accounts be maintained for library monies for the year 1984:

- a) Checking Account
- b) Statement Savings Account, Accumulated Revenues
- c) Statement Savings Account, Workers Compensation Fund
for Employees
- d) Statement Savings Account, Book Escrow Fund
- e) Checking Account, Community Services
- f) Petty Cash Checking Account
- g) Petty Cash Fund--Safe
- h) West Orange Public Library Investment Account

All accounts are maintained at Midlantic National Bank, West Orange, New Jersey with the exception of the petty cash fund of \$150.

Mr. Gladstone made a motion to accept the accounts as listed. Mr. Kupferer seconded the motion and it was passed unanimously.

Mr. Corbin made a motion that any two signatures of the following Board of Trustees officers be permitted to sign on the accounts: President, Vice President, Treasurer and Secretary. Mr. Soloway seconded the motion and it was carried unanimously.

4) Seminar:

Mrs. Strauss announced that the New Jersey Library Trustee Association will be holding a seminar on Saturday, March 3, 1984. She urged any Trustee who has never attended one of the seminars to go to Somerset.

5) Telephone Company:

Mrs. Strauss pointed out that because of the break up of AT&T there will soon be a charge for long distance phone number information. The library should be prepared for patrons calling for assistance. Mrs. Reed noted that the telephone company will be charging the library for out of state directories in the future, and that spending will have to be restricted. The old directories will be kept. Mr. Soloway asked Mrs. Reed about the purchase of present telephone equipment. Mrs. Reed said that Mrs. Itkin was checking into that matter.

6) Electrical Usage:

The Board briefly discussed Mrs. Reed's report on the savings obtained from the installation of the Time-A-Watt units. Mr. O'Neill pointed out that there had been a savings of \$3,574.51 in 1983 compared to 1982 electrical expenses. Mr. Soloway pointed out that other factors could influence savings, such as weather, restriction of electrical usage by the staff, etc. It was not known whether the dollar savings could be attributed 100% to the Time-A-Watt. Mr. O'Hara said that if the air conditioning had functioned properly, more savings would have been reflected in the months between 5/21-6/21 to 9/21-10/20.

END OF YEAR REPORT:

Mr. Manheim submitted an end of the year financial report consisting of Exhibits A, B, C and D. Each Exhibit was discussed and Resolutions as suggested by Mr. Manheim modifying the 1983 budget and transferring 1983 funds to Accumulated Revenues were approved and accepted by Board motion.

I RESOLVED:

That the 1983 West Orange Free Public Library Budget be modified to the total amount of \$670,821.86 to cover the actual 1983 encumbrances/expenditures. Such modification shall be covered by the 1983 Proposed Budget as granted by the Township of West Orange in the amount of \$590,000 plus the appropriation of \$80,821.86 Accumulated Revenue as follows:

Amount transferred to 1983 budget fund from Accumulated Revenue - 12/31/82	\$86,764.00
(Less) Unexpended 1983 Budget 12/31/83	<u>-5,942.14</u>
TOTAL APPROPRIATION TO 1983 BUDGET FUND FROM ACCUMULATED REVENUE	<u>\$80,821.86</u>

Mrs. Strauss made a motion to accept Resolution I as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

II RESOLVED:

The following 1983 funds be transferred to Accumulated Revenues:

1. 1983 Fines and Receipts Fund	\$46,886.74
2. 1983 Lost Book Fund	1,228.03
3. 1983 Book Sales and Excess Property Sold Fund	1,939.03
4. State Aid Fund	37,451.00
5. Balance of Budget Fund, 1983	<u>5,942.74</u>
TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE	\$93,447.74
ADD: Balance of Accumulated Revenue, 1982	<u>-0-</u>
ACCUMULATED REVENUE 12/31/83	<u>\$93,447.74</u>

Mrs. Strauss made a motion to accept Resolution II as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

The Mayor's recommendation for the 1984 library budget was submitted to the Council as a total of \$625,000. Adding the \$93,447.74 of accumulated revenues, brings the amount for 1984 to \$718,447. The library's 1984 proposed budget is \$763,620. There is a possible \$45,000 shortage of the original 1984 budget. The Board must now wait the final approval of the budget by Council to determine its 1984 budget.

Mr. Gladstone suggested that the Board should write to the Mayor and point out what happened to the library last year when funds were cut. Mr. O'Neill will write to the Mayor and the Township Council detailing the concerns of the Board.

COMMUNICATIONS:

Mr. Kupferer read the following correspondence to the Board:

- 1) A note from Mrs. Reed to the anonymous donor of \$500.
- 2) A letter from Mrs. Sarah Rabinowitz to Mrs. Reed requesting a six month leave of absence for medical reasons.
- 3) A letter from Mr. O'Neill to Mayor Spina concerning his status as a Board member.
- 4) A letter to Mrs. Reed from Alan B. Echikson, M. D. concerning Mrs. Florence Mantell's medical condition.

The public portion of the meeting was adjourned at 9:50 P. M. The Board went into a closed session to discuss personnel matters and the following action was taken:


- 1) Mr. Soloway made a motion that the Board grant Mrs. Sarah Rabinowitz a six month leave of absence contingent upon receipt of a medical report from her doctor. Mr. Gladstone seconded the motion and it was passed unanimously.
- 2) There was a discussion of a work pile-up in the various departments of the library primarily overdues, processing of book orders and getting new books on the shelves.

Mr. Soloway made a motion that two additional hours of work per week be given to all part-time employees beginning February 1, 1984. The motion was seconded by Mr. Kupferer and passed unanimously.

The meeting was adjourned at 10:30 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

January 25, 1984

Our New Year begins with lots of woes. We are severely understaffed. Most of us are putting in long strenuous hours doing whatever needs to be done for smoothe operation of the library.

Because of the volume of work involved we have had to institute some policy changes to relieve employees of unnecessary duties brought on by thoughtless patrons who regularly come in without their library cards. Short cut methods have been devised so as to return books to shelves in record time. This has helped tremendously but we are in dire need of help.

Also, we are still plagued by illnesses. One full-time employee, Sarah Rabinowitz, has been out since November 4. She will be on leave for the minimum of another six months, according to a report from Mrs. Rabinowitz.

We have loyal and competent volunteers who contribute much of their time to the library. As a gesture of appreciation a luncheon in their honor, is scheduled for February 14--St. Valentine's Day.

Shortly after the Board meeting in December a meeting was held with Department Heads on proposed increase in fines.

The following fees are suggested to Trustees:

Overdue fines for all Adult books-----	10¢ a day
Overdue fines for Children's 28-day books-----	5¢ a day
Overdue fines for Children's 3, 7, 14 day books---	10¢ a day
Overdue fines for Children's records-----	10¢ a day
Rentals-----	15¢ a day
Charge for reserve cards-----	35¢
Replacement of library cards-----	\$1.50

Limit of 3 books on any one subject. Do not limit number of books per person.

On Thursday, January 19th around 3:00 P. M., Mr. Allan Weisenfeld of 27 Lessing Road slipped and fell on ice in our parking lot. He sustained a bruise on his right leg below the knee and a tear on the leg of his pants. Mrs. Itkin administered first-aid to his leg. I offered to have his pants mended. He promised to bring them back next week.

It might interest you to know that Lorraine Schwartz will celebrate her 25th anniversary as an employee of the West Orange Public Library in May, 1984.

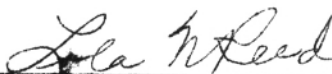
Circulation statistics for the month of December, 1983 are as follows:

Adult	11,537
Children's	3,182
Tory Corner Adult	109
Tory Corner Children	23

During the past year two people on my staff have performed duties over and above what was expected of them in many instances. It is felt that recognition is due them to show appreciation and thanks for outstanding service. The two individuals are Sybil Seidler and Jackie Lepore. Both are serious dedicated workers. They give freely of their time and are diligent pleasant workers who work well in groups or alone. They are knowledgeable and relate very well to the public.

For Mrs. Seidler I recommend promotion to Senior Library Assistant with a merit increase to \$8.35 per hour. Since Mrs. Lepore has top title in her category, I recommend a merit increase to \$17,500.

The library closed at 3:00 P. M. on Wednesday, January 18th because of the snowstorm.



Lola N. Reed, Director

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JANUARY 25, 1984

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WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF DECEMBER 1983

LIBRARY BOARD MEETING OF JANUARY 25, 1984

	ADOPTED BUDGET 1983	PAID MONTH OF DEC. 1983	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/83	UNEXPENDED BUDGET BALANCE ON 12/31/83	BILLS/ ACCOUNTS PAYABLE AT 12/31/83 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 12/31/83
SALARIES AND WAGES	\$398,324	\$ 29,413.32	\$416,662.76	(\$ 18,338.76)	\$	(\$18,338.76)
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	25,600	2,366.79	25,469.96	130.04	366.00 (235.96
SOCIAL SECURITY	29,000	2,008.06	28,299.39	700.61		700.61
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,000		24,664.00	4,336.00	5,769.18 (1,433.18
UNEMPLOYMENT INS., ETC.	7,000	357.78	5,152.69	1,847.31		1,847.31
WORKERS COMP. INS.	4,731	646.00	2,319.00	2,412.00	646.00	1,766.00
SUNDAY OPENINGS	7,000	950.00	5,675.00	1,325.00		1,325.00
CONTRACTURAL SERVICES:						
BINDING	600		147.39	452.61		452.61
COMMUNITY SERVICES	700 (43.13)	(872.89)	1,572.89	17.00	1,555.89
TRANSPORTATION	300		206.55	93.45	24.25	69.20
SEMINARS & WORKSHOPS	800		649.24	150.76	29.00	121.76
AUDIT	1,650			1,650.00	1,650.00	-0-
MGMT. & PROFESSIONAL SVCS.	13,000	1,083.00	11,913.00	1,087.00	1,087.00	-0-
LEGAL & PROFESSIONAL SVCS.	2,750	236.00	5,526.00 (2,776.00)	236.00	(3,012.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	44,000	2,998.03	33,946.59	10,053.41	5,822.62	4,230.79
MAIN LIBRARY-MAINT.	8,000	1,969.52	4,613.84	3,386.16	256.26	3,129.90
TORY CORNER-RENTAL	540		405.00	135.00	135.00	-0-
SERVICE CONTRACTS	6,200	216.73	4,697.02	1,502.98	350.02	1,152.96
MATERIAL & SUPPLIES:						
BOOKS	56,000	782.06	40,713.53	15,286.47	7,953.13	7,333.34
SUPPLIES	9,000	603.27	7,899.08	1,100.92	525.92	575.00
MICROFILM	3,000	93.50	1,591.24	1,408.76		1,408.76
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,000	2.36	1,212.17	5,787.83	6,076.45 (288.62
AUDIO/VISUAL-MATERIALS	1,000		764.35	235.65	276.20 (40.55
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	3,569		1,843.01	1,725.99		1,725.99
TELEPHONE	3,000	237.13	3,352.40 (352.40)		(352.40
POSTAGE	3,500	400.00	2,835.45	664.55	701.17 (36.62
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	6.43	1,858.75	641.25	369.07	272.18
PHOTOCOPY	4,500	281.01	3,367.81	1,132.19	652.02	480.17
<u>TOTAL</u>	<u>\$676,764</u>	<u>\$ 44,607.86</u>	<u>\$637,879.57</u>	<u>\$ 38,884.43</u>	<u>\$32,942.29</u>	<u>\$ 5,942.14</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 DECEMBER 1983

	BALANCE 12/1/83	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 12/31/83	ADD: DUE FROM TOWN OF WEST ORANGE	LESS: ACCOUNTS PAYABLE 12/31/83	UNEXPENDED BUDGET BALANCES AT 12/31/83
BUDGET FUND	\$ 83,492.29		\$ 44,607.86	\$ 38,884.43	\$ -0-	\$ 32,942.29	\$ 5,942.14
RECEIPTS AND FUNDS							
COPY MACHINES							
XEROX	\$ 8,233.13	\$ 550.95	\$ -0-	\$ 8,784.08			
TOSHIBA	174.05			174.05			
TOTAL COPY MACHINES	\$ 8,407.18	\$ 550.95	\$ -0-	\$ 8,958.13			
FINES	18,232.80	1,148.70		19,381.50			
RENTALS	2,628.77	176.70	13.55	2,805.47			
PROJECTOR RENTAL	355.00	50.00		405.00			
MICROFILMS	64.97	7.60		72.57			
NON-RESIDENT FEE	120.00	20.00		140.00			
MEETING ROOM	465.00	25.00		490.00			
TELEPHONE	72.16	10.00		82.16			
DONATIONS	518.00	500.00		1,018.00			
INTEREST	10,990.38	1,010.92		12,001.30			
COMMISSIONS	1,454.34	82.07		1,536.41			
MISCELLANEOUS	9.75			9.75			
TOTAL RECEIPTS AND FUNDS	\$ 43,318.35	\$ 3,581.94	\$ 13.55	\$ 46,886.74			
LOST BOOK FUND	\$ 1,183.86	\$ 44.17	\$ -0-	\$ 1,228.03			
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,879.38	\$ 60.45	\$ -0-	\$ 1,939.83			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
N.J. STATE AID	\$ -0-	\$ 37,451.00	\$ -0-	\$ 37,451.00			
TOTAL ALL FUNDS	\$ 130,233.88	\$ 41,137.56	\$ 44,621.41	\$ 126,750.03			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 732.94
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	107,796.81
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	11,164.90
MIDLANTIC NAT'L BANK #02-073-0001-161-0 UN. INS.	2,585.01
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,904.13
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	2,114.55
PETTY CASH	170.00
PETTY CASH CHECKING A/C - MIDLANTIC NAT'L BANK	281.69
LESS: ACCOUNTS PAYABLE 12/31/83	\$126,750.03
CASH FUNDS AVAILABLE AT 12/31/83	\$ 93,807.74

WEST ORANGE FREE PUBLIC LIBRARY

3.

PETTY CASH-OCTOBER, NOVEMBER AND DECEMBER 1983
BILLS PRESENTED FOR PAYMENT ON JANUARY 25, 1984

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>1983</u>	<u>NUMBER</u>			
<u>OCT.</u>				
10	1673	PRINTS 'N THINGS	4. SUPPLIES	\$ 123.81
24	1674	MARCH PRECISION, INC.	4. SUPPLIES	3.47
<u>NOV.</u>				
21	1675	SHIRLEY ITKIN	4. SUPPLIES	10.75
<u>DEC.</u>				
5	1676	STATE OF NEW JERSEY	20. PAMPHLETS	2.36
6	1677	METROPOLITAN PLANT EXCHANGE	4. SUPPLIES	15.00
27	1678	SHIRLEY ITKIN	4. SUPPLIES	<u>17.95</u>

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF OCTOBER,
NOVEMBER AND DECEMBER 1983

\$ 173.34

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela N. Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Markheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1983 BILLS PRESENTED FOR PAYMENT ON
JANUARY 25, 1984

CHECKS ARE DATED
DECEMBER 31, 1983

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8675	TOWN OF W.O.-EMPLOYERS SOC.SEC.	27.EMPLOYERS SOC.SEC.	\$ 2,008.06
8676	MIDLANTIC NAT'L BANK FTD 12/31/83	1.SALARIES	2,083.15
8677	N.J. GROSS INCOME TAX-DEC.1983	1. SALARIES	632.85
8678	TOWN OF W.O. EMPLOYEES SOC. SEC.	1. SALARIES	2,008.06
8679	W.O. PUBLIC LIBRARY UN.SAV.A/C-12/83	1. SALARIES	12.96
8680	TOWN OF W.O.-JANUARY 1984	26. HOSPITALIZATION	2,366.79
8681	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	2,164.01
8682	P.E.R.S. #20284 CONTRIB.LIFE INS.	1. SALARIES	155.45
8683	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	490.00
8684	N.J. EMPLOYMENT SECURITY AGENCY-4TH QTR.'83	28. UN. INS.	\$ 178.05
		EXCHANGE	89.01
		1. SALARIES	74.16
8685	ESSEX COUNCIL #1	1. SALARIES	10,055.89
	NET P/R 12/15/83 #2868-2902 (35)	1. SALARIES	10,096.42
	NET P/R 12/30/83 #2903-2941 (39)		
<u>SUB-TOTAL</u>			\$ 32,414.86
<u>ADD:</u> CHECKS #8635-8674 FOR PAYMENT ISSUED AT DECEMBER 21, 1983 MEETING			12,413.80
<u>CHECKS ISSUED FOR THE MONTH OF DECEMBER 1983</u>			\$ 44,828.66
<u>ADD:</u> PETTY CASH CHECKS #1673-1678 ISSUED DURING OCTOBER, NOVEMBER AND DECEMBER 1983			173.34
<u>SUB-TOTAL</u>			\$ 45,002.00
<u>LESS:</u>			
	CHECK #8667 PETTY CASH CHECKING	TRANSFER	\$ 200.00
	" 8684 N.J. UN. INS.	EXCHANGE	89.01
	INCREASE IN THE COMMUNITY SERVICES CHECKING A/C		105.13
			394.14
<u>TOTAL EXPENDITURES - MONTH OF DECEMBER 1983</u> <u>PER BUDGET REPORT</u>			\$44,607.86

PAYMENT RECOMMENDED BY:

Lela H. Peck

PAYMENT APPROVED BY:

PREPARED WITH AUDIT.
 MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 25, 1984

CHECKS ARE DATED
JANUARY 25, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8686	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 415.00
8687	MIDLANTIC NAT'L BANK FTD 1/15/84	1. SALARIES	2,247.59
8688	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC.SEC.	1,036.89
8689	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,036.89
8690	A.ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8691	ACT ON COMMUNITY CABLE	20. PAMPHLETS	3.50
8692A	ADP	11. SERVICE CONTRACTS	\$ 50.35
B	"	11. " "	50.42
8693	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	100.77
8694	ASA	20. PAMPHLETS	369.07
8695A	THE BAKER & TAYLOR CO.	2. BOOKS	3.00
B	" " " " "	2. " "	\$ 51.01
C	" " " " "	2. " "	10.33
D	" " " " "	2. " "	51.85
8696A	THE BAKER & TAYLOR CO.	2. " "	22.50
B	" " " " "	2. BOOKS	135.69
C	" " " " "	2. " "	(\$ 49.14)
D	" " " " "	2. " "	(4.98)
E	" " " " "	2. " "	(6.56)
F	" " " " "	2. " "	157.82
G	" " " " "	2. " "	195.53
H	" " " " "	2. " "	93.72
I	" " " " "	2. " "	142.35
J	" " " " "	2. " "	77.70
K	" " " " "	2. " "	338.65
L	" " " " "	2. " "	8.61
M	" " " " "	2. " "	632.15
N	" " " " "	2. " "	90.98
8697A	THE BAKER & TAYLOR CO.	2. " "	124.68
B	" " " " "	2. " "	71.50
8698	BENISCH & Co., INC.	2. BOOKS	1,873.01
8699	BLOOMFIELD WINDOW CLEANING CO.	2. " "	\$ 20.43
8700A	R. R. BOWKER	2. " "	7.71
B	" " " " "	5. W/C Ins.	28.14
C	" " " " "	11. SERVICE CONTRACTS	646.00
D	" " " " "	2. BOOKS	75.00
8701A	BRODART CO.	2. " "	\$ 345.72
B	" " " " "	2. " "	50.54
C	" " " " "	2. " "	50.24
D	" " " " "	20. PAMPHLETS	3.50
8702	C. W. ASSOCIATES	4. SUPPLIES	450.00
8703	CATALOGING DISTRIBUTION SERVICE	4. " "	\$ 124.07
8704A	CHAMBERS RECORD & VIDEO CORP.	4. " "	227.14
B	" " " " "	4. " "	32.87
8705	CHURCH & SYNAGOGUE LIBRARY ASSOC.	2. BOOKS	384.08
8706	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	8.00
8707	COMMUNITY SERVICES CHECKING A/C	21. A/C MATERIALS	65.00
8708	STANLEY P. CORNILS	21. " "	\$ 6.93
8709	CRONER PUBLICATIONS, INC.	20. PAMPHLETS	63.09
8710A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	70.02
B	" " " " "	2. " "	3.00
C	" " " " "	2. " "	77.78
D	" " " " "	10. COMMUNITY REL.	17.00
E	" " " " "	20. PAMPHLETS	2.00
F	" " " " "	2. BOOKS	54.90
G	" " " " "	2. BOOKS	\$ 8.50
H	" " " " "	2. " "	25.53
I	" " " " "	2. " "	38.92
J	" " " " "	2. " "	71.16
K	" " " " "	2. " "	73.08
		2. " "	8.51
		2. " "	18.23
		2. " "	36.47
		2. " "	21.90
		2. " "	9.11
		2. " "	65.03
			376.44

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 25, 1984

CHECKS ARE DATED
JANUARY 25, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8711	EASTERN OF NEW JERSEY, INC.	8. MAINT.-UTILITIES	\$ 2,523.89
8712A	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES (\$ 22.00)	
B	" " "	19. " 5,975.90	5,953.90
8713	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	100.00
8714	FIDELER	2. BOOKS	13.14
8715	FOLLETT LIBRARY BOOK CO.	2. BOOKS	4.95
8716A	GALE RESEARCH CO.	2. BOOKS \$ 70.35	
B	" " "	2. " 55.13	125.48
8717	INSTITUTE OF FOOD TECHNOLOGISTS	20. PAMPHLETS	5.00
8718	IRVINGTON HISTORICAL SOCIETY	2. BOOKS	20.50
8719A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES \$ 7.18	
B	" " "	4. " 6.07	13.25
8720	MINOLA R. KELLY	14. CONVENTIONS	12.00
8721A	KELLY & SALLES	6. MAINT.-MAIN \$ 72.84	
B	" " "	6. " " 24.78	
C	" " "	6. " " 158.64	256.26
8722	NORMAN LATHROP ENTERPRISES	2. BOOKS	15.97
8723	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
8724A	MACMILLAN PUBLISHING CO.	2. BOOKS \$ 10.95	
B	" " "	2. " 7.94	
C	" " "	2. " 30.90	49.79
8725	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,087.00
8726	FLORENCE MANTELL	26. HOSPITALIZATION	146.40
8727	A. R. MEEKER CO.	4. SUPPLIES	86.10
8728	MERRIMACK PUBLISHERS CIRCLE	2. BOOKS	16.55
8729	MOODY'S INVESTORS SERVICE	2. BOOKS	1,410.00
8730	NATIONAL REGISTER CO.	2. BOOKS	203.85
8731	NATIONAL REGISTER PUBLISHING CO.	2. BOOKS	70.75
8732	NEW JERSEY ASSOCIATION	2. BOOKS	31.50
8733	N.J. LAWYERS DIARY & MANUAL	2. BOOKS	27.50
8734	N.J. STATE LEAGUE OF MUNICIPALITIES	2. BOOKS	10.00
8735	OELMA OFFICE	20. PAMPHLETS	5.00
8736	OFFICE OF ADMINISTRATIVE LAW	2. BOOKS	70.00
8737	ORMSGARD PRESS	20. PAMPHLETS	3.95
8738A	PSE & G	8. MAINT.-UTILITIES \$1,690.92	
B	" " "	8. " " 1,607.81	3,298.73
8739	PENSION ADJUSTMENT FUND	P.E.R.S.	5,769.18
8740	PETTY CASH-SAFE	LOST BOOK FUND \$ 60.61	
"	" " "	4. SUPPLIES 42.49	
"	" " "	12. TRANSPORTATION 24.25	
"	" " "	13. POSTAGE 1.17	128.52
8741	DEBORAH A. PINKUS	14. CONVENTIONS	17.00
8742	PITNEY BOWES	11. SERVICE CONTRACTS	59.25
8743	PRENTICE HALL, INC.	2. BOOKS	42.68
8744	SARAH RABINOWITZ	26. HOSPITALIZATION	146.40
8745A	REGENT BOOK COMPANY	2. BOOKS (\$ 6.99)	
B	" " "	2. " 58.06	51.07
8746	LORRAINE SCHWARTZ	26. HOSPITALIZATION	73.20
8747A	STANDARD & POORS CORP.	2. BOOKS \$ 330.00	
B	" " "	2. " 780.00	
C	" " "	2. " 930.00	2,040.00
8748	THORNDIKE PRESS	2. BOOKS	90.59
8749	TREASURER - STATE OF N.J.	2. BOOKS	30.00
8750	TREASURER - STATE OF N.J.	2. BOOKS	5.00
8751	UNIPUB	2. BOOKS	22.00

DECEMBER 1983 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 25, 1984

CHECKS ARE DATED
JANUARY 25, 1984

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8752	URBAN RESEARCH INSTITUTE	2. BOOKS	\$ 25.50
8753	FRANKLIN WATTS, INC.	2. BOOKS	287.60
8754	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
8755A	WEST PUBLISHING Co.	2. BOOKS	\$ 51.50
B "	" "	2. "	<u>77.00</u>
C "	" "	2. "	128.50
8756	WESTVIEW PRESS	2. BOOKS	18.00
8757	THE H. W. WILSON Co.	2. BOOKS	40.00
8758	WOLSTEN'S PROJECTOR HOUSE, INC.	21. A/V MATERIALS	206.18
8759A	XEROX CORPORATION	25. PHOTOCOPY	\$ 256.19
B "	" "	25. "	20.11
C "	" "	25. "	<u>375.72</u>
8760	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	93.60
8761	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	46.40
8762	REGENT BOOK COMPANY	2. BOOKS	36.75
8763	POSTMASTER	13. POSTAGE	<u>700.00</u>
<u>SUB-TOTAL</u>			\$ 36,135.67
<u>LESS:</u>			
CHECK #8687	W.O. MUNICIPAL EMPL.	1. SALARIES	\$ 415.00
"	8687 MIDLANTIC NAT'L BANK	1. SALARIES	2,247.59
"	8688 TOWN OF W.O.	27. EMPLOYERS SOC. SEC.	1,036.89
"	8689 TOWN OF W.O.	1. SALARIES	1,036.89
"	8740 PETTY CASH-SAFE	LOST BOOK FUND	60.61
"	8761 TOWN OF W.O.	27. EMPLOYERS SOC. SEC.	<u>46.40</u>
			<u>4,843.38</u>
<u>SUB-TOTAL</u>			\$ 31,292.29
<u>ADDITIONAL ACCOUNTS PAYABLE:</u>			
	S. KLEIN & Co.	16. AUDIT	<u>1,650.00</u>
<u>TOTAL ACCOUNTS PAYABLE-DECEMBER 31, 1983</u>			\$ 32,942.29
<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Stewart Manheim, CPT

WEST ORANGE FREE PUBLIC LIBRARY
1984 BUDGET AS COMPARED TO 1983 ACTUAL EXPENDITURES
LIBRARY BOARD MEETING OF JANUARY 25, 1984

	1983 ACTUAL EXPENSES	1984 PROPOSED BUDGET	INCREASE (DECREASE) 1984 BUDGET OVER 1983 EXPENDITURES
SALARIES AND WAGES	\$416,662.76	\$446,000	\$ 29,337.24
PERSONNEL COSTS:			
EMPLOYEE HEALTH BENEFIT PLAN	25,835.96	25,600	(235.96)
SOCIAL SECURITY	28,299.39	30,000	1,700.61
PUBLIC EMPLOYEES RETIREMENT SYSTEM	30,433.18	30,000	(433.18)
UNEMPLOYMENT INSURANCE, ETC.	5,152.69	7,500	2,347.31
WORKERS COMP. INSURANCE	2,965.00	5,000	2,035.00
SUNDAY OPENINGS	5,675.00	7,000	1,325.00
CONTRACTURAL SERVICES:			
BINDING	147.39	630	482.61
COMMUNITY SERVICES	(855.89)	1,000	1,855.89
TRANSPORTATION	230.80	500	269.20
SEMINARS & WORKSHOPS	678.24	800	121.76
AUDIT	1,650.00	1,650	-0-
MANAGEMENT & PROFESSIONAL SERVICES	13,000.00	13,650	650.00
LEGAL & PROFESSIONAL SERVICES	5,762.00	2,750	(3,012.00)
CONTRACTUAL MAINTENANCE & REPAIR:			
MAIN LIBRARY - UTILITIES	39,769.21	46,000	6,230.79
MAIN LIBRARY - MAINT.	4,870.10	11,000	6,129.90
TORY CORNER - RENTAL	540.00	540	-0-
SERVICE CONTRACTS	5,047.04	7,500	2,452.96
MATERIALS & SUPPLIES:			
BOOKS	48,666.66	80,000	31,333.34
SUPPLIES	8,425.00	10,000	1,575.00
MICROFILM	1,591.24	3,500	1,908.76
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,288.62	8,000	711.38
AUDIO/VISUAL - MATERIALS	1,040.55	1,500	459.45
MISCELLANEOUS OTHER EXPENSES:			
INSURANCE - OTHER	1,843.01	4,000	2,156.99
TELEPHONE	3,352.40	4,000	647.60
POSTAGE	3,536.62	3,500	(36.62)
EQUIPMENT:			
LIBRARY	2,967.24	3,000	32.76
MAINTENANCE EQUIPMENT	-0-	1,000	1,000.00
AUDIO/VISUAL EQUIPMENT	-0-	500	500.00
JANITORIAL SUPPLIES	2,227.82	2,500	272.18
PHOTOCOPY	4,019.83	5,000	980.17
 TOTAL ACTUAL EXPENSES - 1983	 \$670,821.86		
 TOTAL PROPOSED BUDGET - 1984		 \$763,620	
 TOTAL INCREASE OF 1984 BUDGET OVER 1983 EXPENDITURES			 \$ 92,798.14

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1983
LIBRARY BOARD MEETING OF JANUARY 25, 1984

	1981 ACTUAL EXPENSES BY LIBRARY	1982 ACTUAL EXPENSES BY LIBRARY	1983 ACTUAL EXPENSES BY LIBRARY	1983 APPROVED BUDGET	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1983 APPROVED BUDGET
SALARIES & WAGES	\$401,798.04	\$421,471.20	\$416,662.76	\$398,324	(\$ 18,338.76)
CONTRACTUAL SERVICES:					
BINDING	1,315.65	666.85	147.39	600	452.61
COMMUNITY SERVICES	735.49	1,129.61	(855.89)	700	1,555.89
TRANSPORTATION	260.20	293.10	230.80	300	69.20
SEMINARS & WORKSHOPS	704.00	1,377.37	678.24	800	121.76
AUDIT	1,650.00	1,650.00	1,650.00	1,650	-0-
MGMT. & PROFESSIONAL SERVICES	11,700.00	12,500.00	13,000.00	13,000	-0-
LEGAL & PROFESSIONAL FEES	830.00	1,965.00	5,762.00	2,750	(3,012.00)
CONTRACTUAL MAINT. & REPAIR:					
MAIN LIBRARY - UTILITIES	41,234.30	41,758.15	39,769.21	44,000	4,230.79
MAIN LIBRARY - MAINT.	8,671.02	10,126.56	4,870.10	8,000	3,129.90
TORY CORNER-RENTAL	540.00	540.00	540.00	540	-0-
SERVICE CONTRACTS	5,519.36	5,194.04	5,047.04	6,200	1,152.96
MATERIALS & SUPPLIES:					
BOOKS	54,793.10	46,646.63	48,666.66	56,000	7,333.34
SUPPLIES	15,039.40	9,570.94	8,425.00	9,000	575.00
MICROFILM	3,348.46	1,410.60	1,591.24	3,000	1,408.76
PERIODICALS, SERIALS & NEWSPAPERS	7,869.02	7,551.57	7,288.62	7,000	(288.62)
AUDIO/VISUAL-MATERIALS	2,812.47	1,442.63	1,040.55	1,000	(40.55)
MISCELLANEOUS OTHER EXPENSES:					
INSURANCE	9,867.89	6,215.64	4,808.01	8,300	3,491.99
TELEPHONE	2,938.59	3,232.53	3,352.40	3,000	(352.40)
POSTAGE	2,965.42	3,606.72	3,536.62	3,500	(36.62)
EMPLOYEE HEALTH & BENEFIT PLAN	14,773.57	18,893.40	25,835.96	25,600	(235.96)
EQUIPMENT:					
LIBRARY	593.35	2,060.25	2,967.24	3,000	32.76
MAINTENANCE EQUIPMENT	650.00	-0-	-0-	1,000	1,000.00
AUDIO/VISUAL EQUIPMENT	736.26	(286.00)	-0-	500	500.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	26,887.66	28,413.34	28,299.39	29,000	700.61
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,133.29	29,845.80	30,433.18	29,000	(1,433.18)
UNEMPLOYMENT INSURANCE	6,219.22	6,720.29	5,152.69	7,000	1,847.31
JANITORIAL SUPPLIES	1,471.69	2,100.86	2,227.82	2,500	272.18
SUNDAY OPENINGS	6,714.00	6,085.50	5,675.00	7,000	1,325.00
FILE FOLDER SUPPLIES	3,270.00	-0-	-0-	-0-	-0-
PHOTOCOPY	-0-	5,410.90	4,019.83	4,500	480.17
<u>TOTAL ACTUAL EXPENSES - 1981</u>	<u>\$665,041.45</u>				
<u>TOTAL ACTUAL EXPENSES - 1982</u>		<u>\$677,593.48</u>			
<u>TOTAL ACTUAL EXPENSES - 1983</u>			<u>\$670,821.86</u>		
<u>TOTAL APPROVED BUDGET - 1983</u>				<u>\$676,764</u>	
<u>NEW UNEXPENDED BUDGET BALANCES - 1983</u>					<u>\$ 5,942.14</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF FUND BALANCES
DECEMBER 31, 1983

	BALANCE PER STATEMENT OF RECEIPTS AT 12/31/83 AS PRESENTED TO LIBRARY BOARD MEETING 1/25/83	TO TRANSFER 1983 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID & BALANCE OF 1983 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1983 BUDGET FUND	\$ 5,942.14		1/(\$ 5,942.14)	-0-
1983 FINES & RECEIPTS	46,886.74	(\$ 46,886.74)		-0-
1983 LOST BOOK FUND	1,228.03	(1,228.03)		-0-
1983 BOOK SALES & EXCESS PROPERTY FUND	1,939.83	(1,939.83)		-0-
1983 PETTY CASH & CHANGE FUND	360.00			360.00
1983 STATE AID FUNDS	37,451.00		(37,451.00)	-0-
ACCUMULATED REVENUE FUNDS	-0-	50,054.60	43,393.14	93,447.74
	<u>\$ 93,807.74</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 93,807.74</u>
<u>ADD: ACCOUNTS PAYABLE-12/31/83</u>	<u>32,942.29</u>	<u>-0-</u>	<u>-0-</u>	<u>32,942.29</u>
<u>TOTAL</u>	<u>\$126,750.03</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$126,750.03</u>
1. TO TRANSFER BALANCE OF 12/31/83 BUDGET BALANCE TO ACCUMULATED REVENUE				\$ 5,942.14
2. ADD 1983 STATE AID TO ACCUMULATED REVENUE				<u>37,451.00</u>
<u>SUB-TOTAL</u>				\$ 43,393.14
3. ADD - 1983: UNALLOCATED FINES & RECEIPTS			\$ 46,886.74	
LOST BOOK FUND			1,228.03	
BOOK SALES & EXCESS PROPERTY FUND			<u>1,939.83</u>	<u>50,054.60</u>
<u>TOTAL ACCUMULATED REVENUES TRANSFERRED 12/31/83</u>				\$ 93,447.74
<u>ACCUMULATED REVENUE BALANCE FROM 12/31/83</u>				<u>-0-</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/83</u>				<u>\$ 93,447.74</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE BALANCE SHEET
DECEMBER 31, 1983-1982

	<u>DECEMBER 31,</u> <u>1983</u>	<u>DECEMBER 31,</u> <u>1982</u>
<u>ASSETS</u>		
<u>CASH</u>		
REGULAR CHECKING ACCOUNT	\$ 732.94	\$ 19,199.32
INVESTMENT ACCOUNT	107,796.81	-0-
SAVINGS ACCOUNTS	15,654.04	15,512.50
COMMUNITY RELATIONS CHECKING ACCOUNT	2,114.55	558.82
PETTY CASH CHECKING ACCOUNT	281.69	223.52
PETTY CASH FUND - SAFE	150.00	150.00
CHANGE FUND - DESK	20.00	20.00
TREASURY BILLS	<u>-0-</u>	<u>68,801.44</u>
<u>TOTAL CASH AND ASSETS</u>	<u>\$126,750.03</u>	<u>\$104,465.60</u>
<u>LIABILITIES, RESERVES AND ACCUMULATED</u> <u>REVENUES</u>		
ACCOUNTS PAYABLE	\$ 32,942.29	\$ 17,341.58
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>360.00</u>	<u>360.00</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 33,302.29</u>	<u>\$ 17,701.58</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>93,447.74</u>	<u>86,764.02</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED</u> <u>REVENUES</u>	<u>\$126,750.03</u>	<u>\$104,465.60</u>

PREPARED WITHOUT AUDIT.

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

	<u>1983</u>	<u>1982</u>
<u>ACCUMULATED REVENUES:</u>		
<u>BALANCE, JANUARY 1, 1983 - 82</u>	\$ 86,764.02	\$106,419.97
<u>(DECREASES) INCREASE TO ACCUMULATED REVENUES:</u>		
TRANSFER TO BUDGET FUND, PER RESOLUTION 10/26/83 & 4/28/82	(86,764.02)	(106,419.97)
<u>BALANCE</u>	\$ -0-	\$ -0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1983-82 FINES & RECEIPTS	\$ 46,886.74	\$ 46,801.44
1983-82 LOST BOOK FUNDS	1,228.03	1,324.72
1983-82 BOOK SALES & EXCESS PROPERTY FUND	<u>1,939.83</u> 50,054.60	<u>1,601.34</u> 49,727.50
1983-82 STATE AID RECEIVED	\$ 37,451.00	\$ 33,210.00
1983-82 BALANCE OF BUDGET FUND	<u>5,942.14</u> <u>43,393.14</u>	<u>3,826.52</u> <u>37,036.52</u>
<u>ACCUMULATED REVENUES - DECEMBER 31,</u> <u>1983-82 PER EXHIBIT C</u>	<u>\$ 93,447.74</u>	<u>\$ 86,764.02</u>

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1983 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$670,821.86 TO COVER THE ACTUAL 1983 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1983 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$590,000 PLUS THE APPROPRIATION OF \$80,821.86 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1983 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/82	\$ 86,764.00
(LESS) UNEXPENDED 1983 BUDGET 12/31/83	<u>5,942.14</u>
<u>TOTAL APPROPRIATION TO 1983 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$ 80,821.86</u>

II RESOLVED:

THE FOLLOWING 1983 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1983 FINES AND RECEIPTS FUND	\$ 46,886.74
2. 1983 LOST BOOK FUND	1,228.03
3. 1983 BOOK SALES & EXCESS PROPERTY SOLD FUND	1,939.83
4. STATE AID FUND	37,451.00
5. BALANCE OF BUDGET FUND - 1983	<u>5,942.14</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	\$ 93,447.74
<u>ADD:</u> BALANCE OF ACCUMULATED REVENUE - 1982	<u>-0-</u>
<u>ACCUMULATED REVENUE 12/31/83</u>	<u>\$ 93,447.74</u>

AGENDA

WEST ORANGE PUBLIC LIBRARY
FEBRUARY 22, 1984

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

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
FEBRUARY 22, 1984

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of 1/25/84 as presented with corrections to be made to the following items: Page 6, II RESOLVED - number 3, 1983 Book Sales and Excess Property \$1,939.83; number 5, Balance of Budget Fund, 1983 - \$5,942.14. Mr. Gladstone seconded the motion and it was carried 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 January, 1984. Mrs. Strauss seconded the motion and it was passed unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

Mrs. Reed reported that numerous incidents have occurred involving young people jumping or attempting to jump off the storage roof shed located at the back of the library. Township Hall has been notified in the past about the problem. Mr. Cuozzi said that he would contact Township Hall and bring the matter to their attention.

The library has received a grant of two Polaroid cameras. These cameras are to be circulated to patrons. Rules and regulations will be set up. The only fees to be charged will be for cameras that are overdue. Patrons will purchase their own film.

Mrs. Reed has received a two week notice of resignation from Children's Librarian, Minola R. Kelly. Mrs. Deborah Pinkus will act as head of both the Children's Department and Young Adult Department. A search for a para-professional to perform story hour duties has begun and will continue until a professional librarian can be hired.

The volunteer party held on February 14th was a great success. Mayor Spina, Mr. O'Neill, Mrs. Strauss, Mr. O'Hara and Mr. Corbin were present for the festivities. Special thanks were given to Shirley Itkin, Sandy Sessing, Gail Longo and Jackie Lepore for their participation in setting it up.

COMMITTEE REPORTS:

1) Building and Grounds:

Mr. O'Hara said that as a result of the volunteer party, Mayor Spina invited the Trustees present to sit down with the Business Administrator, Marvin Corwick, to review the balance still remaining in the building fund account. Mr. Corwick advised the Trustees that approximately \$14,000 is available for the lighting at this time. Approximately \$10,000 more will be needed to correct the lights. As the money is part of the Township funds, the governing body will handle the bids, etc. A short discussion was held about obtaining an estimate for a lighting engineer and changes, if any, to be made in the physical layout. Mr. Gladstone asked Mrs. Reed if she wanted to make any physical changes. Mrs. Reed said because of the expense, she would go with the present layout.

The Township Engineer will get a roofer and as soon as the weather permits, the Township will make necessary repairs and will build the sidewalk to the parking lot entrance.

Mr. O'Neill said that he would write a letter to the Mayor thanking him for attending the volunteer party and for his assistance in the meeting with Mr. Corwick.

OLD BUSINESS:

A discussion was held about extending library hours. Mrs. Reed said that she has been holding back on scheduling because of a possible change in closing hours. Many high school students use the library in afternoons.

Mr. Gladstone made a motion that the library stay open until 5:30 PM on Tuesdays, Thursdays and Fridays effective March 1, 1984. Mr. O'Hara seconded the motion and it was carried unanimously.

Mr. Corbin suggested that the use of the library by students be observed after the closing of West Orange High School. Mr. Gladstone proposed that the Trustees meet with the Superintendent of the Board of Education to discuss various subjects concerning the library and schools. The meeting should be held at his convenience with an agenda prepared by the Trustees.

NEW BUSINESS:

Mr. O'Neill brought to the Board's attention the fact that the building has not been painted in the five years since the new addition was constructed. Some areas of the library are in desperate need of paint. He recommended that the Board consider painting soon. The Board asked Mrs. Reed to obtain bids for the painting of the entire library.

CORRESPONDENCE:

- 1) Auditor's Report: Mr. Cuozzi noted that there is a discrepancy between the amount held by the Township in the building fund and the amount reported by the Business Administrator. Mr. Manheim, acting on the Board's behalf, will contact Mr. Corwick about the conflicting figures to determine what is actually available for the use of the library.
- 2) Thank you notes were received from volunteers Florence Kashmann, Roz Sachs and Ellen Gershon expressing their appreciation of the party, gifts and certificates presented to them by the library.
- 3) A letter from Benisch & Company, the library's insurance agent, was sent to Mrs. Reed regarding volunteer coverage. Mr. Corbin requested that a copy of the letter received from Atlantic Mutual Insurance by Benisch be sent to the Board for review. It was indicated in the letter that Atlantic has confirmed liability coverage for volunteers.
- 4) A check in the amount of \$302.00 was received from Fowler Agency, Inc. reflecting a dividend from the Workers' Compensation Policy.
- 5) Notice of resignation was submitted by Minola R. Kelly to be effective February 13, 1984.

ADJOURNMENT:

The public portion of the meeting was adjourned at 9:03 PM.

At a closed session of the Board the following items were discussed:

1) Maintenance Problem:

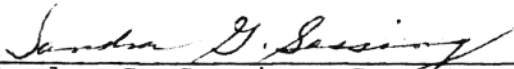
Mr. O'Neill asked Mrs. Reed to report on the maintenance schedule. Mrs. Reed submitted a copy of a form to the Board. She requested permission to hire a part-time maintenance man. After some discussion, the Trustees asked Mrs. Reed to investigate three cleaning services, preferably located in West Orange. She should present a list of duties and how frequently they were to be done. Three estimates will be presented to the Board at the March meeting.

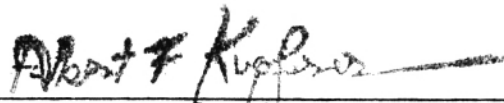
2) Merit Raises for Employees:

A lengthy discussion was held on the legality of "merit" raises for employees. Merit raises are contradictory to the Union contract. Mr. Cuozzi will review the contract and report his findings to the Board at its next meeting.

Mrs. Reed asked what the Board had decided on her Cost of Living Adjustment for 1984. Mr. Gladstone stated that the Personnel Committee would discuss the matter and would make a decision when the final budget is approved.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

DIRECTOR'S
MONTHLY REPORT

February 22, 1984

Our report begins with a few exciting minutes on Monday, January 30th when four daring youngsters who had nothing to do on a rainy and snowy day about 4:45 PM but jump on top of the storage shed owned by the township located in back of the library. Mrs. Lepore yelled to them. Three were able to jump and scale the iron rails to safety. One was stranded. Both Jackie and I were unable to rescue the very frightened boy. Ernie Salvatoriello came to the aid but chose to return inside the library for a ladder. When we all went inside a loyal friend of the youth who had been attempting all kinds of strategies said to the chubby friend that "they have gone to call the police" which scared his friend even more. When we returned, he had somehow scampered out and disappeared.

This true story is told to you to continue to express my concern about the placement of a protective wire or fence along the rail, especially over the shed. Since the shed was built there have been numerous incidents of boys and girls daring to jump on its roof. To date, there has been no serious injury but I am concerned and apprehensive that sooner or later someone will get hurt. The consequences

Since June 8 of 1983 we have had the service of one custodian whereas previously we had two people working in that area. We have not been satisfied with some performances of the one custodian and have cautioned him on a regular basis what is expected of him by pointing out the list of duties which must be done on a daily basis, by leaving instructions and reminders for him to follow.

It must be remembered though, that our custodian is responsible for a job which was once performed by two persons, that he is a man of declining health at the age of 68 who is actually performing duties we once assigned to Pages (Ex: running errands). At the same time every effort has been made to keep his overtime hours at a minimum at the request of you, the Board of Trustees.

During recent weeks we have had some relief by persons doing community service work as opposed to jail confinement. This will only continue until the number of hours assigned by the court have been completed. Then we are back at square one unless we can get additional help.

A copy of my report concerning the library patron who fell in our parking lot was sent to our insurance company, Benisch and Company. Mr. Edelman, during a telephone conversation, assured me that the information was being filed as a protection to the library.

overdue

Our new fine schedule went into effect on February 1st. So far we have encountered no very serious confrontations. There are some objections but the consensus seems to be that the present fines are much more realistic than the ones proposed a few months previous. In fact, since the publication

of our new fines many come in expecting to pay more than is charged.

It struck me like a bolt of lightening when I found on my desk a letter from our Children's Librarian giving two weeks' notice of her resignation which was one week before the February 10-week term of pre-school story hour. Added to the many problems and frustrations, I was faced with the problem of an immediate replacement. After much thought, I began searching for a para-professional mainly to take charge of the story hour. A conference was held with Debbie Pinkus at which time she agreed to act as head of both the Childrens Department along with the head of the YA Department. Meantime, I continue to shop around for a para-professional until we are able to find a professional children's librarian.


Our audit reports were delivered on 2/8/84. They will be distributed at the Board Meeting on February 22nd.

On February 14, St. Valentine's Day, we sponsored a party honoring the Volunteers who have given many hours of their time to help us at a time when we most needed them. In attendance were Mayor Spina, Trustees Anita O. Strauss, William O'Neill and Michael O'Hara along with 10 volunteers. Recognition and thanks were given to Shirley Itkin, Sandy Sessing and Jackie Lepore who worked very hard to make the event a success. From the comments and compliments received, we think it was a great success.

We have checked and found that we do not have complete records of issuance of replacement cards for library patrons. Exceptions for replacements are: cards worn out and change of name and address. These we have not counted in the past. An effort is being made to revise our system of replacement.

Again, we are being plagued with a flu virus and have lost services of some of our already overworked, dedicated staff.

Two members of our staff mourned the death of their loved ones during the past month. Emma Lou Czarnecki lost her mother. Marie Magno's brother-in-law passed away. Sympathy cards were sent in the name of the Library Board of Trustees.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1984

LIBRARY BOARD MEETING OF FEBRUARY 22, 1984

	PROSPSED BUDGET 1984	PAID MONTH OF JAN. 1984	(DEDUCT) ACCOUNTS PAYABLE 12/31/83 INCLUDED IN JAN. '84 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/84	BILLS/ ACCOUNTS PAYABLE AT 1/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 1/31/84
SALARIES AND WAGES	\$446,000	\$ 30,828.79		\$415,171.21		\$415,171.21
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE-						
FIT PLAN	25,600	2,732.79	(\$ 366.00)	23,233.21	\$ 97.60	23,135.61
SOCIAL SECURITY	30,000	2,189.10		27,810.90		27,810.90
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	30,000	5,769.18	(5,769.18)	30,000.00		30,000.00
UNEMPLOYMENT INS., ETC.	7,500			7,500.00		7,500.00
WORKERS COMP. INS.	5,000	646.00	(646.00)	5,000.00		5,000.00
SUNDAY OPENINGS	7,000	444.00		6,556.00		6,556.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	17.00	(17.00)	1,000.00	189.43	810.57
TRANSPORTATION	500	24.25	(24.25)	500.00		500.00
SEMINARS & WORKSHOPS	800	29.00	(29.00)	800.00		800.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,650	1,087.00	(1,087.00)	13,650.00	1,137.00	12,513.00
LEGAL & PROFESSIONAL SVCS.	2,750	236.00	(236.00)	2,750.00	236.00	2,514.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	46,000	5,822.62	(5,822.62)	46,000.00	1,856.13	44,143.87
MAIN LIBRARY-MAINT.	11,000	256.26	(256.26)	11,000.00	27.80	10,972.20
TORY CORNER-RENTAL	540	135.00	(135.00)	540.00		540.00
SERVICE CONTRACTS	7,500	350.02	(350.02)	7,500.00	422.00	7,078.00
MATERIAL & SUPPLIES:						
BOOKS	80,000	7,953.13	(7,953.13)	80,000.00	3,582.29	76,417.71
SUPPLIES	10,000	525.92	(525.92)	10,000.00	1,556.73	8,443.27
MICROFILM	3,500			3,500.00		3,500.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,000	6,076.45	(6,076.45)	8,000.00	97.80	7,902.20
AUDIO/VISUAL-MATERIALS	1,500	276.20	(276.20)	1,500.00	38.86	1,461.14
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000			4,000.00		4,000.00
TELEPHONE	4,000	244.26		3,755.74		3,755.74
POSTAGE	3,500	701.17	(701.17)	3,500.00		3,500.00
EQUIPMENT:						
LIBRARY	3,000			3,000.00		3,000.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	369.07	(369.07)	2,500.00		2,500.00
PHOTOCOPY	5,000	652.02	(652.02)	5,000.00	742.83	4,257.17
<u>TOTAL</u>	<u>\$763,620</u>	<u>\$ 67,365.23</u>	<u>(\$ 31,292.29</u>	<u>\$727,547.06</u>	<u>\$ 9,984.47</u>	<u>\$717,562.59</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 1984

ADD: DUE FROM TOWN OF W. O. AND OTHER SOURCES \$611,620.00
LESS: ACCOUNTS PAYABLE 1/31/84 \$9,984.47
UNEXPENDED BUDGET BALANCES AT 1/31/84 \$717,562.59

	BALANCE 1/1/84	TRANSFERS PER RESOLUTION	RECEIPTS	NET DISBURSEMENTS	BALANCE 1/31/84
BUDGET FUND RECEIPTS AND FUNDS	\$ 5,942.14	(\$ 5,942.14)	\$152,000.00	\$ 36,072.94	\$115,927.06
COPY MACHINES					
XEROX	\$ 8,784.08	(\$ 8,784.08)	\$ 762.45	-0-	\$ 762.45
TOSHIBA	174.05	(174.05)	35.00		35.00
SHARP			170.08		170.08
TOTAL COPY MACHINES	\$ 8,958.13	(\$ 8,958.13)	\$ 967.53	-0-	\$ 967.53
FINES	19,367.95	(19,367.95)	1,660.02		1,660.02
RENTALS	2,805.47	(2,805.47)	194.40		194.40
PROJECTOR RENTAL	405.00	(405.00)	20.00		20.00
MICROFILMS	72.57	(72.57)	13.00		13.00
NON-RESIDENT FEE	140.00	(140.00)			
MEETING ROOM	490.00	(490.00)	50.00		50.00
TELEPHONE	82.16	(82.16)	9.23		9.23
DONATIONS	1,018.00	(1,018.00)	46.96		46.96
INTEREST	12,001.30	(12,001.30)	961.23		961.23
COMMISSIONS	1,536.41	(1,536.41)			
MISCELLANEOUS	9.75	(9.75)			
TOTAL RECEIPTS AND FUNDS	\$ 46,886.74	(\$ 46,886.74)	\$ 3,922.37	-0-	\$ 3,922.37
LOST BOOK FUND	\$ 1,228.03	(\$ 1,228.03)	\$ 47.60	\$ 60.61	(\$ 13.01)
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,939.83	(\$ 1,939.83)	\$ 72.13	-0-	\$ 72.13
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	-0-	\$ 360.00
N.J. STATE AID FUND	\$ 37,451.00	(\$ 37,451.00)	\$ -0-	-0-	\$ -0-
ACCUMULATED REVENUE FUND	\$ -0-	\$ 93,447.74	\$ -0-	-0-	\$ 93,447.74
ACCOUNTS PAYABLE 12/31/83	\$ 32,942.29	\$ -0-	\$ -0-	\$ 31,292.29	\$ 1,650.00
TOTAL ALL FUNDS	\$126,750.03	\$ -0-	\$156,042.10	\$ 67,425.84	\$215,366.29

CASH FUNDS REPRESENTED BY:

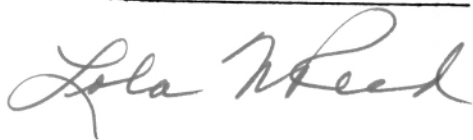
CHECKING A/C - MIDLANTIC NAT'L BANK- #734-0598-7 \$ 1,000.00
INVESTMENT A/C - MIDLANTIC NAT'L BANK - #738-0372-8 206,815.04
MIDLANTIC NAT'L BANK #02-073-0000-177-0 - FINES, ETC. 3,080.87
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS. 0.01
MIDLANTIC NAT'L BANK #02-073-0001-405-8 BOOK SALES 1,904.13
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS 2,114.55
PETTY CASH 170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK 281.69
LESS: ACCOUNTS PAYABLE - 1/31/84 \$215,366.29
CASH FUNDS AVAILABLE AT 1/31/84 \$205,381.82

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1984 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 22, 1984CHECKS ARE DATED
JANUARY 31, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8764	NEW JERSEY BELL	9. TELEPHONE	\$ 244.26
8765	TOWN OF W.O. - EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,105.81
8766	MIDLANTIC NAT'L BANK FTD 1/31/84	1. SALARIES	2,230.49
8767	N.J. GROSS INCOME TAX-JAN. 1984	1. SALARIES	661.40
8768	TOWN OF W.O. - EMPLOYEES SOC. SEC.	1. SALARIES	1,058.42
8769	W.O. PUBLIC LIBRARY-UN.SAV.A/C-JAN '84	1. SALARIES	312.72
8770	TOWN OF W.O. -FEBRUARY 1984	26. HOSPITALIZATION	2,366.79
8771	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	2,096.36
8772	P.E.R.S. #20284-CONTRIB.LIFE INS.	1. SALARIES	155.02
8773	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	480.00
8774	ESSEX COUNCIL #1	1. SALARIES	55.24
	NET P/R 1/15/84 #2942-2965 (24)	1. SALARIES	10,138.17
	NET P/R 1/31/84 #2966-3000 (35)	1. SALARIES	10,385.49
<u>SUB-TOTAL</u>			\$ 31,290.17
ADD: CHECKS #8686-8763 FOR PAYMENT ISSUED AT JANUARY 25, 1984 MEETING			36,135.67
<u>CHECKS ISSUED FOR THE MONTH OF JANUARY 1984</u>			<u>\$ 67,425.84</u>
<u>LESS:</u>			
CHECK #8740 - PETTY CASH - SAFE			
LOST BOOK FUND			60.61
<u>TOTAL EXPENDITURES - MONTH OF JANUARY 1984</u> <u>PER BUDGET REPORT</u>			<u>\$ 67,365.23</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

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

WEST ORANGE FREE PUBLIC LIBRARY

4.

JANUARY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 22, 1984

CHECKS ARE DATED
FEBRUARY 22, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8775	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 480.00
8776	MIDLANTIC NAT'L BANK FTD 2/15/84	1. SALARIES	2,257.54
8777	TOWN OF W.O. EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,118.35
8778	TOWN OF W.O. EMPLOYEES SOC. SEC.	1. SALARIES	1,070.44
8779	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8780	ADP	11. SERVICE CONTRACTS	55.50
8781	AMERICAN LIBRARY ASSOC.	2. BOOKS	24.97
8782A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 18.27
B	" " " " "	2. "	102.88
C	" " " " "	2. "	101.38
D	" " " " "	2. "	98.66
E	" " " " "	2. "	129.61
8783A	THE BAKER & TAYLOR CO.	2. BOOKS	(\$ 5.00)
B	" " " " "	2. "	(28.83)
C	" " " " "	2. "	(25.54)
D	" " " " "	2. "	(39.95)
E	" " " " "	2. "	504.16
F	" " " " "	2. "	45.45
G	" " " " "	2. "	22.50
H	" " " " "	2. "	17.55
I	" " " " "	2. "	185.36
J	" " " " "	2. "	161.61
K	" " " " "	2. "	123.39
L	" " " " "	2. "	836.05
8784A	R. R. BOWKER	2. BOOKS	\$ 345.72
B	" " " "	2. "	50.54
C	" " " "	2. "	50.24
D	" " " "	2. "	48.74
8785	VOID		
8786A	BRODART CO.	4. SUPPLIES	\$ 206.86
B	" " "	4. "	561.00
8787	CENTER TYPEWRITER CO.	11. SERVICE CONTRACTS	69.00
8788A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	8.91
B	" " " " "	21. " "	23.36
C	" " " " "	21. " "	6.59
8789	COLUMBIA BOOKS, INC.	2. BOOKS	38.50
8790	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	13.41
8791	COMMONWEALTH WATER CO.	8. MAINT.-UTILITIES	118.29
8792A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 45.60
B	" " " " "	2. "	10.94
C	" " " " "	2. "	93.61
D	" " " " "	2. "	124.63
8793	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	100.00
8794	ESSEX COUNTY LIBRARY DIRECTORS, INC.	10. COMMUNITY REL.	50.00
8795	GANN LAW BOOKS	2. BOOKS	39.40
8796	GAYLORD BROS. INC.	4. SUPPLIES	216.62
8797A	G. K. HALL & Co.	2. BOOKS	\$ 52.39
B	" " " " "	2. "	91.25
C	" " " " "	2. "	14.82
8798	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	14.00
8799	C. KIMMEL	11. SERVICE CONTRACTS	139.50
8800A	LAPAT DUPLICATING SUPPLIES CO.	4. SUPPLIES	\$ 525.00
B	" " " " "	4. "	25.00
8801	LOFTUS & CUOZZI	24. LEGAL SERVICES	550.00
			236.00

JANUARY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 22, 1984

CHECKS ARE DATED
FEBRUARY 22, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8802	3M	4. SUPPLIES	\$ 106.80
8803	MAC MILLAN PUBLISHING Co.	2. BOOKS	10.37
8804	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
8805	MARQUIS WHO'S WHO, INC.	2. BOOKS	215.00
8806	MONROE	11. SERVICE CONTRACTS	43.00
8807	OAK TREE STATIONERS	4. SUPPLIES	286.22
8808	OELMA OFFICE	20. PAMPHLETS	5.00
8809	PSE & G	8. MAINT. - UTILITIES	1,737.84
8810	PITNEY BOWES	4. SUPPLIES	20.50
8811	PRENTICE HALL, INC.	2. BOOKS	13.42
8812	PRESCRIPTION CENTER	10. COMMUNITY REL.	5.85
8813	PUBLISHERS CENTRAL BUREAU	2. BOOKS	54.29
8814A	ROSSI & Co., INC.	6. MAINT.- MAIN	\$ 4.50
B	" " " "	6. " "	23.30
8815	LORRAINE F. SCHWARTZ	26. HOSPITALIZATION	97.60
8816	SILVER BURDETT COMPANY	2. BOOKS	10.40
8817	THE STAR LEDGER	10. COMMUNITY REL.	17.00
8818	U.S. PENCIL & STATIONERY	4. SUPPLIES	72.73
8819	UP START	10. COMMUNITY REL.	110.39
8820A	WEST ORANGE CHRONICLE	20. NEWSPAPERS	\$ 23.00
B	" " " "	20. " "	23.00
8821	WORLD BOOK - CHILD CENTER	2. BOOKS	433.00
8822	WORRALL PUBLICATIONS, INC.	10. COMMUNITY REL.	6.19
8823A	XEROX CORPORATION	25. PHOTOCOPY	\$ 256.19
B	" " " "	25. " "	8.64
8824	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
8825	R. R. BOWKER	20. PAMPHLETS	3.50
<u>SUB-TOTAL</u>			\$ 15,360.80
<u>LESS:</u>			
CHECK #8700	R. R. BOWKER	VOIDED	\$ 450.00
"	8775 W.O. MUNICIPAL EMPL.	1. SALARIES	480.00
"	8776 MIDLANTIC NAT'L BANK	1. SALARIES	2,257.54
"	8777 TOWN OF W.O.	27. EMPL.SOC.SEC.	1,118.35
"	8778 TOWN OF W.O.	1. SALARIES	1,070.44
<u>TOTAL ACCOUNTS PAYABLE - JANUARY 31, 1984</u>			<u>5,376.33</u>
<u>PER BUDGET REPORT</u>			<u>\$ 9,984.47</u>

PAYMENT RECOMMENDED BY:

Lela N. Keck

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY
MARCH 28, 1984

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. Bids for Painting Library
 - b. Bids for Maintenance Cleaning
 - c. Status of Engineer for New Lights
9. NEW BUSINESS
10. COMMUNICATIONS
- !! . ADJOURNMENT



WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MARCH 31, 1984

The regular monthly meeting of the Board which was to be held on Wednesday, March 28, 1984 at 8:00 P. M. was postponed due to the snow storm.

Mrs. Reed introduced Mrs. Dorothy Jones, Director of East Orange Public Library. Mrs. Jones has been directly involved with the County of Essex Cooperating Libraries System (CECLS) and the automation program.

Mrs. Jones explained to the Board the procedure used to calculate money to be returned to libraries involved with the CECLS program. Statistics are kept for each library showing how many items were checked out to patrons from other libraries (loans) and items borrowed from other libraries by West Orange patrons (borrowings). The West Orange Public Library will not receive any money for 1983 as more West Orange patrons borrowed from other libraries than patrons from other libraries borrowed from West Orange.

The Essex County Directors group has started talking about library automation. At present a title overlap study is being made. The next step would be a feasibility study. A consultant has been engaged--Susan Epstein, automation consultant. She will be in Essex County in May to take a look at the feasibility of automation for all CECLS libraries. A letter of intent must be submitted to the State Library stating that the Board is interested. No commitments for any expenditures or future action are made. The Essex County Directors Group will provide the matching funds, and there will be no cost to any of the libraries.

Mr. O'Neill asked Mr. Cuozzi to review the sample resolution presented by Mrs. Jones.

* *

President William J. O'Neill called the meeting to order at 11:05 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Albert F. Kupferer and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant; William F. Cuozzi, Jr., Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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.

CECLS RESOLUTION:

Mr. Kupferer made a motion to cooperate with other CECLS Libraries to apply to the State Library for an Automation Consultant Grant in the amount of \$5,000. This grant would help cover the costs of a consultant to work with CECLS in planning and implementing an automation program.

Mrs. Strauss seconded the motion and it was passed unanimously.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of 2/22/84 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of February, 1984 with the exception of Young's Newspaper Services, voucher #8824 which will be held until a detailed invoice is submitted by the company. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

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

The Finance Committee will meet on Thursday, April 19, 1984 at 9:30 A. M. to work on revision of the budget. Mr. O'Neill, Mrs. Strauss, Mr. Corbin, Mrs. Reed and Mr. Manheim will attend the meeting.

DIRECTOR'S REPORT:

Mrs. Reed reported that the staff is having problems at the circulation desk. To alleviate constant watch over new magazines and other periodicals, all magazines have been placed on the open shelves and special magazines such as "Consumer Guide" have been placed in the reference area. At present, it is too much work to keep track of all items. Mrs. Strauss suggested that a sign be posted on the door: "Have you checked out ALL of your books?". Mr. O'Neill suggested that heavy plastic covers be placed on the magazines.

Mrs. Reed has insisted that patrons present library cards for books so that the staff will not have to check reference files when patrons do not have them. The staff is working very hard and more people are needed to provide effective service. Mrs. Reed requested that the Board seriously consider hiring some personnel to alleviate some of the burden placed upon the staff. She suggested rehiring a minimum number of Pages and allowing a few part-timers to go full-time. Mrs. Strauss said that the Board is looking into alleviating the situation, but the budget must be reworked, before any action can be taken.

Mr. O'Neill asked Mrs. Reed to submit personnel data to the Personnel Committee so it can be reviewed before the next Board meeting.

OLD BUSINESS:

Bids for Painting, Carpet Cleaning and Maintenance were reviewed, but no decisions made pending library budget approval. Also, Mrs. Reed will investigate hiring a maintenance person who can perform all of the cleaning and painting requirements as specified in the bids. Mr. Corbin suggested that the Personnel Committee review the union contract according to Civil Service Rules and Regulations to clarify job specifications concerning the title of Building Maintenance Worker.

Mrs. Reed is to find out the type of cleaner to be used on the carpet by the Occupational Center of Essex County and what type of cleaning process will be used.

Mrs. Strauss said that she had received a request from the Friends concerning the purchase of a new microfiche reader and cabinet for the reference area. The funds would come from the Book Escrow Account. This is a project that the Friends have talked about for the last 6-8 months.

Mrs. Strauss made a motion to approve the purchase of a microfiche reader and cabinet as suggested by the Friends provided that the estimates come in under the amount of \$1,000.00. Mr. Kupferer seconded the motion and it was passed unanimously.

Mrs. Reed will write a note to the Friends informing them of the Board's decision.

As Mr. O'Hara was not present at the meeting, Mr. O'Neill said that he would contact him about the status of the engineer for the new lighting.

NEW BUSINESS:

Mr. O'Neill said that he would like to have the written report prepared by Mrs. Itkin concerning the purchasing and/or renting of the telephone equipment for the next meeting.

AUDIT:

The Board suggested that the auditor be required to submit a draft of the 1983 audit prior to printing. Mrs. Reed will send a letter requesting this draft to be submitted.

Mr. Corbin stated that the Board of Trustees of the Free Public Library, Township of West Orange, Essex County, New Jersey has received and filed the audit report on examination of accounts for the year 1982 dated 12/30/83 as submitted by Samuel Klein and Company, Certified Public Accountants.

CORRESPONDENCE:

Mr. Kupferer read the following correspondence:

- 1) A letter to Mr. Michniewski, State Library from Mrs. Reed's request to reduce evening openings from three to two per week as the library is open 60 hours and exceeds State requirements for aid.

- 2) A letter to Mr. Rickle from Harry Bonnet concerning insurance at the Community House stating that it covers all workers there.
- 3) A letter to Mrs. Reed from Sally Nietsch thanking her for the recommendation of Mrs. Alan L. Smith for the horticultural award of the Garden Club.
- 4) A letter to Young's News Service from Mrs. Reed requesting a detailed invoice of newspapers delivered to the library.
- 5) Mr. O'Neill said that he had been advised by Mr. Corwick, Township Business Administrator, that the discrepancy in the amount of funds available for lighting shown in the 1982 audit report was due to bonding costs for the new library building.

Mr. O'Neill asked Mrs. Reed if postcards could replace the overdue forms and envelopes which are very costly to the library. Mrs. Reed said that she would have Mrs. Itkin look into the possibility of using postcards and printing them on the mimeograph machine or having them pre-printed.

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

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

DIRECTOR'S
MONTHLY REPORT

March 28, 1984

Since the last Board meeting we received a memorandum and "printout" on State Library Aid (Per Capita) payment for 1983. It also stated that deductions up to 20% could be made if we fail to meet the Administrative Code criteria.

So there would be no question concerning our hours of opening, it was suggested that I write to Henry Michniewski (as I did in 1982) requesting an exemption from the three evenings per week opening for 1983 and 1984.

It is therefore imperative that the library is open to the public more hours than we are at present. In order for us to successfully implement additional hours we must have more personnel to perform the duties that are done from 9:00 A. M - 10:00 A. M. daily, except Saturday and Sunday. For a population the size of West Orange (39,532) the library must be open 50 or more hours per week, according to N. J. A. C. 6:68-1.6.

We have a very well organized and dependable staff who we feel have over-extended themselves for six months to compensate for the loss of a number of workers, who are now beginning to feel that more help is needed to give them some relief. I agree.

Libraries in New Jersey are expanding their horizons in many different directions in an effort to better serve the people of the state.

A first step in these efforts on the local scene was the organization of Essex County Directors, which has since been incorporated. Two years ago we developed the County of Essex Cooperating Libraries System (CECLS) of all types of libraries whereby borrowers in good standing are given a CECLS card which gives borrowing privileges in any libraries within the system.

Efforts are being made to develop a proposed computer network in the libraries in Essex County. Each library board has been asked to participate by filing a letter of intent with Mrs. Karen Lee who is Administrator of the CECLS program. Our library is one of three in Essex County who has not yet filed.

In 1983 CECLS applied to the State Library for an automation consultation grant under LSCA Program I. Dr. Philip Clark of St. John's University has been hired to study and analyze each library's collection to determine the degree of overlapping among network libraries to make an estimate of the difficulties that will be encountered in creating a data base of the holdings of the member libraries.

For LSCA Program II Ms. Susan Epstein, Consultant in Automation has been hired. Monies to pay for the consultants will come from grants and from our organization.

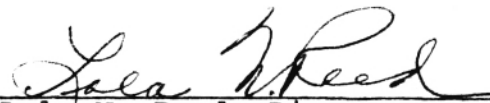
On February 16, 1984 Barbara Weaver, State Librarian, sent a Memorandum to all types of libraries in the State which stated that Governor Kean had signed the "Library Network Bill" which allows the establishment of a regional multitype library network and the sharing of resources and services among libraries.

The Statewide Planning Group recommended six regions for libraries. Essex County shares the number 3 region with Hudson County. Essex County and Hudson County directors met at Newark Public Library on Tuesday, March 20 in a first step toward the development of the Regional Library Cooperative. An Interim Planning Committee was agreed upon to be sent to State Librarian Weaver.

Our final State Aid check of \$9,925 was received on March 3. Total State Aid for 1983 amounted to \$47,376. Last year we received \$33,210.

The Jazz Concert on March 11 was well attended. We had a full house. Proceeds amounted to \$209.50.

The new budget published by the local paper is \$625,000.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF FEBRUARY 1984

LIBRARY BOARD MEETING OF MARCH 28, 1984

	PROPOSED BUDGET 1984	PAID MONTH OF FEB. 1984	ACCUMULATED BUDGET EXPENDITURES 2 MONTHS ENDED 2/29/84	UNEXPENDED BUDGET BALANCE ON 2/29/84	BILLS/ ACCOUNTS PAYABLE AT 2/29/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 2/29/84
SALARIES AND WAGES	\$446,000	\$ 30,890.09	\$ 61,718.88	\$384,281.12		\$384,281.12
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	25,600	2,222.67	4,589.46	21,010.54		21,010.54
SOCIAL SECURITY	30,000	2,220.34	4,409.44	25,590.56		25,590.56
PUBLIC EMPLOYEES RETIREMENT SYSTEM	30,000			30,000.00		30,000.00
UNEMPLOYMENT INS., ETC.	7,500			7,500.00		7,500.00
WORKERS COMP. INS.	5,000	(302.00)	(302.00)	5,302.00		5,302.00
SUNDAY OPENINGS	7,000	811.00	1,255.00	5,745.00		5,745.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	189.43	189.43	810.57		810.57
TRANSPORTATION	500			500.00	\$ 12.00	488.00
SEMINARS & WORKSHOPS	800			800.00		800.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,650	1,137.00	1,137.00	12,513.00	1,137.00	11,376.00
LEGAL & PROFESSIONAL SVCS.	2,750	236.00	236.00	2,514.00	236.00	2,278.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	46,000	1,856.13	1,856.13	44,143.87	5,174.07	38,969.80
MAIN LIBRARY-MAINT.	11,000	27.80	27.80	10,972.20	213.00	10,759.20
TORY CORNER-RENTAL	540			540.00		540.00
SERVICE CONTRACTS	7,500	422.00	422.00	7,078.00	406.53	6,671.47
MATERIAL & SUPPLIES:						
BOOKS	80,000	3,582.29	3,582.29	76,417.71	4,382.52	72,035.19
SUPPLIES	10,000	1,556.73	1,556.73	8,443.27	674.09	7,769.18
MICROFILM	3,500			3,500.00		3,500.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,000	92.80	92.80	7,907.20	146.76	7,760.44
AUDIO/VISUAL-MATERIALS	1,500	38.86	38.86	1,461.14	62.77	1,398.37
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000			4,000.00		4,000.00
TELEPHONE	4,000	242.60	486.86	3,513.14	243.69	3,269.45
POSTAGE	3,500			3,500.00	5.89	3,494.11
EQUIPMENT:						
LIBRARY	3,000			3,000.00		3,000.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500			2,500.00	9.83	2,490.17
PHOTOCOPY	5,000	742.83	742.83	4,257.17	272.89	3,984.28
<u>TOTAL</u>	<u>\$763,620</u>	<u>\$ 45,966.57</u>	<u>\$ 82,039.51</u>	<u>\$681,580.49</u>	<u>\$ 12,977.04</u>	<u>\$668,603.45</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 1984

2

		Add:		Less:		UNEXPENDED	
		DUE FROM		ACCOUNTS		BUDGET	
		TOWN OF		PAYABLE		BALANCES AT	
		WEST ORANGE		2/29/84		2/29/84	
BALANCE	RECEIPTS	NET DIS-	BALANCE				
2/1/84		BURSEMENTS	2/29/84				
\$115,927.06	\$ -0-	\$ 45,966.57	\$ 69,960.49	\$611,620.00	\$ 12,977.04	\$668,603.45	

BUDGET FUND

RECEIPT AND FUNDS

COPY MACHINES

XEROX

TOSHIBA

SHARP

TOTAL COPY MACHINES

FINES

RENTALS

PROJECTOR RENTAL

MICROFILMS

NON-RESIDENT FEE

MEETING ROOM

TELEPHONE

DONATIONS

INTEREST

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

ACCUMULATED REVENUE FUND

ACCOUNTS PAYABLE 12/31/83

TOTAL ALL FUNDS

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NATIONAL 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 2/29/84

CASH FUNDS AVAILABLE AT 2/29/84

\$ 1,566.72	\$174,640.97
161,595.50	12,977.04
7,008.37	\$161,663.93
0.01	
1,904.13	
2,114.55	
170.00	
281.69	

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1984 BILLS PRESENTED FOR PAYMENT
ON MARCH 28, 1984

3.

CHECKS ARE DATED
FEBRUARY 29, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8826	NEW JERSEY BELL	9. TELEPHONE	\$ 243.61
8827	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,101.99
8828	MIDLANTIC NAT'L BANK FTD 2/29/84	1. SALARIES	2,237.52
8829	N.J. GROSS INCOME TAX-FEB. '84	1. SALARIES	668.28
8830	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,054.77
8831	W.O. LIBRARY UN.SAV. A/C-FEB. '84	1. SALARIES	317.19
8832	TOWN OF W.O.-MARCH 1984	26. HOSPITALIZATION	2,366.79
8833	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	2,197.78
8834	P.E.R.S. #20284 CONTRIB.LIFE INS.	1. SALARIES	155.02
8835	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	380.00
8836	ESSEX COUNCIL #1	1. SALARIES	55.24
	NET P/R 2/15/84 #3001-3035 (35)	1. SALARIES	10,467.65
	NET P/R 2/29/84 #3036-3071 (36)	1. SALARIES	10,377.66
	<u>SUB-TOTAL</u>		\$ 31,623.50
	<u>ADD:</u> CHECKS #8775-8825 FOR PAYMENT ISSUED AT FEBRUARY 22, 1984 MEETING		15,360.80
	<u>CHECKS ISSUED FOR THE MONTH OF FEBRUARY 1984</u>		\$ 46,984.30
	<u>LESS:</u>		
	CHECK #8700 R. R. BOWKER	VOIDED	\$ 450.00
	CHECK #8808 OELMA OFFICE	VOIDED	5.00
	DEPOSIT 2/1/84	26. HOSPITALIZATION	120.86
	DEPOSIT 2/15/84	9. TELEPHONE	1.01
	DEPOSIT 2/27/84	5. W/C INS.	302.00
	DEPOSIT 2/29/84	1. SALARIES	18.00
	DEPOSIT 2/29/84	26. HOSPITALIZATION	120.86
	<u>TOTAL EXPENDITURES - MONTH OF FEBRUARY 1984</u>		
	<u>PER BUDGET REPORT</u>		\$ 45,966.57

PAYMENT RECOMMENDED BY:

Sela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 28, 1984CHECKS ARE DATED
MARCH 28, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
8837	PSE & G	8. MAINT.-UTILITIES		\$ 1,782.78
8838	VOID	VOID		-0-
8839	PETTY CASH - SAFE	LOST BOOK FUND	\$ 4.90	
	" " "	4. SUPPLIES	57.01	
		12. TRANSPORTATION	12.00	
		13. POSTAGE	5.89	79.80
8840	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES		1,021.12
8841	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.		1,066.82
8842	MIDLANTIC NAT'L BANK	1. SALARIES		2,171.67
8843	WEST ORANGE MUNICIPAL	1. SALARIES		406.00
8844	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS		15.00
8845A	ADP	11. SERVICE CONTRACTS	\$ 60.80	
B	"	11. " "	50.55	
C	"	11. " "	53.85	
D	"	11. " "	51.33	216.53
8846	AMERICAN MEDICAL ASSOC.	2. BOOKS		314.50
8847A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 15.57	
B	" " " " "	2. " "	44.97	60.54
8848A	THE BAKER & TAYLOR CO.	2. BOOKS	(\$ 21.68)	
B	" " " " "	2. " "	(26.57)	
C	" " " " "	2. " "	438.23	
D	" " " " "	2. " "	247.37	
E	" " " " "	2. " "	255.07	
F	" " " " "	2. " "	603.24	
G	" " " " "	2. " "	198.61	
H	" " " " "	2. " "	261.24	
I	" " " " "	2. " "	334.32	
J	" " " " "	2. " "	152.14	
K	" " " " "	2. " "	192.99	
L	" " " " "	2. " "	123.02	2,757.98
8849	BLOOMFIELD WINDOW CLEANING CO.	11. SERVICE CONTRACTS		75.00
8850A	C. W. ASSOCIATES	2. BOOKS	\$ 9.00	
B	" " " "	2. " "	14.50	
C	" " " "	2. " "	11.00	
D	" " " "	2. " "	14.00	48.50
8851	CATALOGING DISTRIBUTION SERVICE	2. BOOKS		18.00
8852	CENTER TYPEWRITER CO.	6. MAINT.-MAIN		40.50
8853	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS		10.87
8854	DEACON PRESS, INC.	4. SUPPLIES		140.00
8855A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 21.00	
B	" " " "	2. " "	121.16	
C	" " " "	2. " "	21.89	
D	" " " "	2. " "	15.75	179.80
8856	EASTERN OF NEW JERSEY, INC.	8. UTILITIES		3,391.29
8857	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		100.00
8858	EURAIL GUIDE ANNUAL	2. BOOKS		12.00
8859	FLATIRON BOOK DISTRIBUTORS, INC.	2. BOOKS		12.51
8860	GALE RESEARCH CO.	2. BOOKS		77.55
8861	GATELY & GAYNOR	6. MAINT.-MAIN		89.50
8862	THE INSTITUTE FOR RESEARCH	20. PAMPHLETS		26.96
8863A	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	\$ 4.69	
B	" " " "	18. " "	5.14	9.83
8864	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES		195.50
8865	LEAGUE OF WOMEN VOTERS	20. PAMPHLETS		10.00
8866	LOFTUS & CUOZZI	24. LEGAL SERVICES		236.00
8867	3 M	6. MAINT.-MAIN.		68.00
8868	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,137.00
8869	MARKET DATA RETRIEVAL INC.	2. BOOKS		24.29
8870	A. R. MEEKER CO.	4. SUPPLIES		151.52
8871	NATIONAL REGISTER PUBLISHING CO.	2. BOOKS		91.75
8872A	NEW JERSEY BELL	9. TELEPHONE	\$ 230.38	
B	" " " "	9. " "	13.31	243.69

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 28, 1984

5.

CHECKS ARE DATED
MARCH 28, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8873	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	\$ 6.00
8874	N.J. STATE DATA CENTER	2. BOOKS	40.00
8875	OAK TREE STATIONERS	4. SUPPLIES	130.06
8876	E & M O'HARA, INC.	6. MAINT.-MAIN	15.00
8877	PARKWEST PUBLICATIONS	2. BOOKS	17.81
8878	PETTY CASH CHECKING A/C	TRANSFER	200.00
8879A	PRENTICE HALL, INC.	2. BOOKS	\$ 18.42
B	" " "	2. "	<u>15.42</u> 33.84
8880	PUBLICATIONS	19. MAGAZINES	63.00
8881	QUIGLEY PUBLISHING CO.	2. BOOKS	79.00
8882	QUINCE MILL BOOKS	2. BOOKS	7.95
8883	T. K. SANDERSON ORGANIZATION	2. BOOKS	27.50
8884	SHEPARD'S MC GRAW HILL	2. BOOKS	71.00
8885	ULVERSCROFT LARGE PRINT BOOKS	2. BOOKS	12.00
8886	VALUE LINE, INC.	2. BOOKS	245.00
8887	WARREN, GORHAM & LAMONT, INC.	2. BOOKS	245.00
8888	WOLSTEN'S PROJECTOR HOUSE, INC.	21. A/V MATERIALS	51.90
8889A	XEROX CORPORATION	25. PHOTOCOPY	\$ 256.19
B	" " "	25. "	<u>16.70</u> 272.89
8890	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>46.80</u>
<u>SUB-TOTAL</u>			\$ 17,847.55
<u>LESS:</u>			
CHECK #8839	PETTY CASH-SAFE	LOST BOOK FUND	\$ 4.90
CHECK #8840	TOWN OF W.O.	1. SALARIES	1,021.12
CHECK #8841	TOWN OF W.O.	27. EMPL. SOC. SEC.	1,066.82
CHECK #8842	MIDLANTIC NAT'L BK	1. SALARIES	2,171.67
CHECK #8843	W.O.MUNICIPAL EMPL.	1. SALARIES	406.00
CHECK #8878	PETTY CASH CHECKING	TRANSFER	<u>200.00</u> 4,870.51
<u>TOTAL ACCOUNTS PAYABLE - FEBRUARY 29, 1984</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 12,977.04</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Maxheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY
APRIL 25, 1984

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. Painting of Library
 - b. Maintenance Cleaning
 - c. Status of Engineer for New Lights
9. NEW BUSINESS
10. COMMUNICATIONS
11. ADJOURNMENT

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
APRIL 26, 1984

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of 3/25/84 with a correction to be made to the time that the meeting was called to order. The meeting was called to order at 11:05 A. M. Mr. Soloway seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills as Presented for Payment for the month of March, 1984 with the exception of Voucher #8942, to Public Employees Retirement System in the amount of \$27,924.00 which will be held until Mr. Manheim contacts Trenton to clarify the categories listed on the invoice and the date the invoice is due for payment. Mr. Soloway 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.

NEW PROPOSED BUDGET FOR 1984:

Mrs. Strauss made a motion to accept a final budget of \$728,372 for 1984. Mr. Gladstone seconded the motion and it was passed unanimously.

Mrs. Strauss made a motion to transfer \$93,447.00 from Accumulated Revenues and \$9,925.00 from State Aid received in 1984 (for 1983) to the operating budget. Mr. Soloway seconded the motion and it was carried unanimously.

COMMUNITY/STAFF PARTICIPATION:

Mrs. Audrey Melick, West Orange Public Library employee, was concerned that new salaries given to part-time employees going full-time would be higher than her present full-time salary due to the fact that a new policy has been established to calculate the figures. The Board suggested that Mrs. Melick and/or any other concerned staff follow the grievance procedures as established in the union contract.

DIRECTOR'S REPORT:

Mr. O'Neill noted that Mrs. Reed's report has been received by the Trustees and will become a part of the Minutes.

COMMITTEE REPORTS:

Building and Grounds:

Mr. Gladstone said that he had met with Mr. O'Hara regarding the painting of the library. The A-DeI Company has offered the lowest bid, but it is for two coats of paint. The Committee feels one coat of paint would be sufficient. There was a general discussion about the timetable to be used in painting the building.

Mr. Gladstone requested that Mrs. Reed direct Mrs. Itkin to have specifications for the bids for painting at the next Board meeting. There should be consideration of a timetable for painting and a maintenance program.

Mr. Corbin made a motion that the report be received and filed for future consideration. Mr. Gladstone seconded the motion and it was carried unanimously.

OLD BUSINESS:

Mr. Gladstone reported that the cleaning service proposals will be put on hold until a further review is made concerning maintenance personnel.

Mr. Corbin made a motion that the reports be received and filed for future consideration. Mr. Gladstone seconded the motion and it was passed unanimously.

Mr. O'Neill will contact Mr. O'Hara regarding the lighting. The Township budget has been passed and the library will obtain an estimate of the cost through the services of a lighting engineer. This will then be presented to the Council.

NEW BUSINESS:

Mr. Gladstone made a motion that Mrs. Reed provide a chain of command to the Board of Trustees so that the Trustees will know who to deal with if Mrs. Reed is not present. Mrs. Strauss seconded the motion and it was carried unanimously.

Mr. Gladstone said that he is going to write a letter to all of the members running for Council telling them what has been happening in the library the last few years in regard to the cut in the book budget and what it means to the readers in the Township. They will be asked what they will be ready to do for the library if they are elected to Council. The Board was in accord with Mr. Gladstone's ideas. It was suggested that the letter be sent to "The West Orange Chronicle" noting the date it was sent to the candidates.

Mr. O'Neill discussed samples and data obtained from Essex County Libraries by Shirley Itkin pertaining to overdues. The various methods of sending overdues were discussed. It was suggested that Mrs. Reed look over the forms and if she is in agreement, the Board would like to use the postcard method in place of the present system which involves multiple forms, envelopes and 20¢ postage. The cost of using the postcards and the 13¢ postage would result in a savings for the library.

COMMUNICATIONS:

1. A letter was received from Benisch & Company along with a copy of a letter from the Atlantic Company confirming appropriate coverage for the library in the event a volunteer worker is injured.
2. Mrs. Reed sent a letter to Samuel Klein and Company, CPA's requesting a draft of all future audits prepared for the library. A response from Mr. Dashuta gave agreement to furnishing the drafts.
3. Mr. Manheim sent a letter to Young's News Service requesting a proper invoice for each four week period of service be submitted before payment is made by the library.
4. A letter was received from Mrs. Helen Tepp along with a bill for a replacement for her car radiator which she claims was punctured in the library parking lot by a large tree branch. The Board directed Mrs. Reed to send the letter and bill to the insurance agent and to notify Mrs. Tepp of same.

The public portion of the meeting was adjourned at 10:00 P. M. by a motion made by Mr. Gladstone, seconded by Mr. Soloway and unanimously carried by the Trustees.

At the closed session of the Board discussion on the request for part-time to full-time additional employees was held. Some of the questions asked were:

1. What hours are recommended for people that are going part-time to full-time?
2. What additional duties will they do to alleviate the present problem?
3. What is the additional cost to the budget?

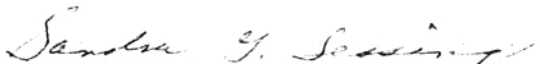
The Board questions the reason for Mrs. Reed's request for an increase in the hourly rate for part-time Pages. The Board questions the merit for hiring the four additional Pages and the hiring of mature people instead of some younger Pages.

The Personnel Committee wishes to arrange a meeting with Mrs. Reed to discuss the above as soon as possible so action can be taken.

Respectfully submitted,



Albert F. Kupferer, Secretary
Board of Trustees



Sandra G. Sessing, Secretary

DIRECTOR'S
MONTHLY REPORT

April 25, 1984

My knowledge of activities in the library for the month of April is very limited due to my hospitalization commencing Saturday, April 7, 1984. During this period, however, I have been able to keep up with certain aspects of my duties, such as ordering books, approval of vouchers connected with daily routines, correspondence, etc.

We were able to retain a part-time temporary Children's Librarian to fill in through the summer months. Her name is Mrs. Joyce Chuven, a West Orange resident. Mrs. Chuven holds an undergraduate minor in Library Service. (Sandy has credentials) She is working two hours per day four days a week at \$10.00 per hour and is working under the direct supervision of Debby Pinkus.

We are still searching for a professional librarian with an MLS for the Fall so we can meet standards in the Children's Area.

On April 10, a letter was sent to all part-time employees in which we requested information as to their interest in becoming full-time employees. Replies were received from all. All expressed an interest in working full-time employment with one exception. These are being given to you for your final decision.

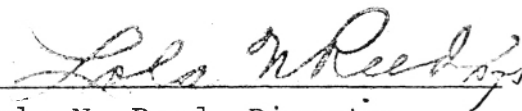
Employees honored Lorraine Schwartz with a dinner at Doc Callahan's where she celebrated her 25th anniversary as an employee of the West Orange Poublic Library. She has been employed at the library longer than any one else.

The 1984 Final Budget was received by the library on Friday, the 13th. Omen? Our second quarterly check of \$152,000 was deposited on April 16th.

A letter was sent to Samuel Klein, Inc. requesting a draft of our next audit before final printing. A verbal reply was received in which we were assured that our request will be honored.

Shirley Itkin has been working on the request to get an estimate on cleaning the carpets in the library from the Occupational Center. Hopefully, the report will be given to you at the time of the April meeting.

The additional help asked for is an absolute necessity. For the past six months we have been sorely understaffed. These people will enable us to have sufficient coverage in all areas of the library at all times. It will not be necessary to close the downstairs area when the library is open. All old biographies and additional copies of other books are housed down there. Neither will it be necessary to leave the Children's Room unattended at any time. This, the Children's Room, has been a great concern of mine during these six months. Most of our staffing problems will be taken care of if you act favorably to the request made.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MARCH 1984

LIBRARY BOARD MEETING OF APRIL 25, 1984

	PROSPSED BUDGET 1984	PAID MONTH OF MARCH 1984	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/84	UNEXPENDED BUDGET BALANCE ON 3/31/84	BILLS/ ACCOUNTS PAYABLE AT 3/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 3/31/84
SALARIES AND WAGES	\$446,000	\$ 29,902.05	\$ 91,620.93	\$354,379.07		\$354,379.07
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	25,600	2,366.79	6,956.25	18,643.75		18,643.75
SOCIAL SECURITY	30,000	2,171.48	6,580.92	23,419.08	49.77	23,369.31
PUBLIC EMPLOYEES RETIREMENT SYSTEM	30,000			30,000.00	27,924.00	2,076.00
UNEMPLOYMENT INS., ETC.	7,500	1,875.54	1,875.54	5,624.46		5,624.46
WORKERS COMP. INS.	5,000		(302.00)	5,302.00	17.00	5,285.00
SUNDAY OPENINGS	7,000	900.00	2,155.00	4,845.00		4,845.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	105.94	295.37	704.63	7.50	697.13
TRANSPORTATION	500	12.00	12.00	488.00	16.00	472.00
SEMINARS & WORKSHOPS	800			800.00		800.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	13,650	1,137.00	2,274.00	11,376.00	1,137.00	10,239.00
LEGAL & PROFESSIONAL SVCS.	2,750	236.00	472.00	2,278.00	236.00	2,042.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	46,000	5,174.07	7,030.20	38,969.80	1,700.90	37,268.90
MAIN LIBRARY-MAINT.	11,000	213.00	240.80	10,759.20		10,759.20
TORY CORNER-RENTAL	540			540.00	135.00	405.00
SERVICE CONTRACTS	7,500	406.53	828.53	6,671.47	636.25	6,035.22
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,557.31	8,139.60	71,860.40	3,645.35	68,215.05
SUPPLIES	10,000	690.34	2,247.07	7,752.93	667.53	7,085.40
MICROFILM	3,500			3,500.00		3,500.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,000	148.76	241.56	7,758.44		7,758.44
AUDIO/VISUAL-MATERIALS	1,500	62.77	101.63	1,398.37	160.29	1,238.08
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000			4,000.00		4,000.00
TELEPHONE	4,000	243.69	730.55	3,269.45	297.22	2,972.23
POSTAGE	3,500	5.89	5.89	3,494.11	403.38	3,090.73
EQUIPMENT:						
LIBRARY	3,000			3,000.00		3,000.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	500			500.00		500.00
JANITORIAL SUPPLIES	2,500	9.83	9.83	2,490.17	586.64	1,903.53
PHOTOCOPY	5,000	272.89	1,015.72	3,984.28	288.67	3,695.61
TOTAL	\$763,620	\$ 50,491.88	\$132,531.39	\$631,088.61	\$37,908.50	\$593,180.11

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MARCH 1984

2

	BALANCE 3/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 3/31/84	ADD: DUE FROM TOWN OF W.O. AND OTHER SOURCES	LESS: ACCOUNTS PAYABLE 3/31/84	UNEXPENDED BUDGET BALANCES AT 3/31/84
BUDGET FUND	\$ 69,960.49	\$ -0-	\$ 50,491.88	\$ 19,468.61	\$611,620.00	\$ 37,908.50	\$593,180.11

RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$ 1,637.60	\$ 650.10		\$ 2,287.70			
TOSHIBA	64.45			64.45			
SHARP	272.88			272.88			
TOTAL COPY MACHINES	\$ 1,974.93	\$ 650.10	\$ -0-	\$ 2,625.03			

FINES

	4,027.42	2,676.61		6,704.03			
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RENTALS

	451.19	223.05		674.24			
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PROJECTOR RENTAL

	40.00	10.00		50.00			
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MICROFILMS

	17.20	11.50		28.70			
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NON-RESIDENT FEE

	20.00	20.00		40.00			
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MEETING ROOM

	100.00	-		100.00			
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TELEPHONE

	11.38	5.69		17.07			
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DONATIONS

	46.96	-		46.96			
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INTEREST

	2,275.99	1,202.81		3,478.80			
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MISCELLANEOUS

	-	1.00		1.00			
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TOTAL RECEIPTS AND FUNDS

	\$ 8,965.07	\$ 4,800.76	\$ -0-	\$ 13,765.83			
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LOST BOOK FUND

	\$ 95.04	\$ 100.49	\$ 4.90	\$ 190.63			
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BOOK SALES & EXCESS PROPERTY FUND

	\$ 162.63	\$ 99.85	\$ -0-	\$ 262.48			
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PETTY CASH & CHANGE FUND

	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
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N.J. STATE AID FUND

	\$ -0-	\$ 9,925.00	\$ -0-	\$ 9,925.00			
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ACCUMULATED REVENUE FUND

	\$ 93,447.74	\$ -0-	\$ -0-	\$ 93,447.74			
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ACCOUNTS PAYABLE 12/31/83

	\$ 1,650.00	\$ -0-	\$ -0-	\$ 1,650.00			
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TOTAL ALL FUNDS

	\$174,640.97	\$ 14,926.10	\$ 50,496.78	\$139,070.29			
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CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	(\$ 1,813.28)
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	124,625.54
MIDLANTIC NAT'L BANK-#02-073-0000-177-0- FINES, ETC.	10,919.69
MIDLANTIC NAT'L BANK-#02-073-0001-161-0- UN. INS.	941.96
MIDLANTIC NAT'L BANK-#02-073-0001-405-8- BOOK SALES	1,929.12
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	2,033.61
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	263.65
LESS: ACCOUNTS PAYABLE 3/31/84	\$139,070.29
CASH FUNDS AVAILABLE AT 3/31/84	37,908.50
	\$101,161.79

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH—JANUARY, FEBRUARY AND MARCH 1984
BILLS PRESENTED FOR PAYMENT ON APRIL 25, 1984

<u>DATE</u> <u>1984</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JAN.</u>				
9	1679	SHIRLEY ITKIN	2. BOOKS	\$ 21.20
9	1680	AMERICAN PSYCHIATRIC ASSOC.	2. BOOKS	25.00
19	1681	J & J ENTERPRISES	4. SUPPLIES	6.25
24	1682	BARNES & NOBLE	2. BOOKS	17.52
24	1683	NATHANIEL DAME & Co.	2. BOOKS	1.30
31	1684	LIVINGSTON PUBLIC LIBRARY	2. BOOKS	3.50
31	1685	PATRICIA FILLINGHAM	2. BOOKS	5.00
31	1686	NEWARK MUSEUM	10. COMMUNITY REL.	15.00
<u>FEB.</u>				
10	1687	AMERICAN LIBRARY ASSOC.	4. SUPPLIES	10.00
10	1688	DETROIT PUBLIC LIBRARY	20. PAMPHLETS	2.00
16	1689	WORRALL PUBLICATIONS	10. COMMUNITY REL.	10.00
<u>MAR.</u>				
1	1690	N.J. HISTORICAL SOCIETY	2. BOOKS	3.50
1	1691	N.J. HISTORICAL SOCIETY	2. BOOKS	4.50
1	1692	NAT'L WILDLIFE FED.	2. BOOKS	10.50
3	1693	J. LEPORE	2. BOOKS	80.77
21	1694	AMERICAN PSYCHIATRIC PRESS	2. BOOKS	<u>2.00</u>

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF JANUARY, FEBRUARY,
AND MARCH 1984

\$ 218.04

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1984 BILLS PRESENTED FOR PAYMENT
ON APRIL 25, 1984

4.

CHECKS ARE DATED
MARCH 31, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8891	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYERS SOC. SEC.	\$ 1,088.07
8892	MIDLANTIC NAT'L BANK FTD 3/31/84	1. SALARIES	2,202.05
8893	N.J. GROSS INCOME TAX-MARCH 1984	1. SALARIES	646.87
8894	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,041.47
8895	W.O. LIBRARY UN. SAV. A/C-MARCH '84	1. SALARIES	307.83
8896	TOWN OF W.O.-APRIL 1984	26. HOSPITALIZATION	2,366.79
8897	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	2,197.78
8898	P.E.R.S. #20284-CONTRIB. LIFE INS.	1. SALARIES	155.02
8899	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	371.00
8900	ESSEX COUNCIL #1	1. SALARIES	70.24
8901	NJ EMPLOYMENT SEC.AGENCY-1ST QTR'84	28. UN. INS.	\$1,875.54
		EXCHANGE	<u>937.74</u>
			2,813.28
8902	STATE OF N.J.	27. EMPLOYER'S SOC.SEC.	16.59
	NET P/R 3/15/84 #3072-3105 (34)	1. SALARIES	9,967.27
	NET P/R 3/31/84 #3106-3140 (35)	1. SALARIES	<u>10,243.73</u>
	<u>SUB-TOTAL</u>		\$ 33,487.99
	<u>ADD:</u> CHECKS #8837-8890 FOR PAYMENT		
	ISSUED AT MARCH 28, 1984 MEETING		<u>17,847.55</u>
	<u>CHECKS ISSUED FOR THE MONTH OF MARCH 1984</u>		\$ 51,335.54
	<u>ADD:</u>		
	PETTY CASH CHECKS #1679-1694 ISSUED		
	DURING JANUARY, FEBRUARY AND MARCH 1984		<u>218.04</u>
	<u>SUB-TOTAL</u>		\$ 51,553.58
	<u>LESS:</u>		
	CHECK #8839 PETTY CASH-SAFE	LOST BOOK FUND	\$ 4.90
	CHECK #8878 PETTY CASH CHECKING	TRANSFER	200.00
	CHECK #8901 N.J. UN. INS.	EXCHANGE	<u>937.74</u>
			<u>1,142.64</u>
	<u>SUB-TOTAL</u>		\$ 50,410.94
	<u>ADD:</u>		
	INCREASE IN THE COMMUNITY SERVICES CHECKING A/C		<u>80.94</u>
	<u>TOTAL EXPENDITURES - MONTH OF MARCH 1984</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 50,491.88</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 25, 1984

5.

CHECKS ARE DATED
APRIL 25, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8903	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	\$ 1,049.15
8904	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.	1,096.10
8905	MIDLANTIC NAT'L BANK FTD 4/15/84	1. SALARIES	2,222.04
8906	STATE OF NEW JERSEY	27. EMPLOYERS' SOC. SEC.	49.77
8907	WEST ORANGE MUNICIPAL	1. SALARIES	371.00
8908	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8909A	ADP	11. SERVICE CONTRACTS	\$ 50.52
B	"	11. " "	60.35
8910	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	584.99
8911	ASSOC. OF AMERICAN MEDICAL COLLEGES	2. BOOKS	15.00
*8912	THE BAKER & TAYLOR CO.	2. BOOKS	13.24
8914A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 163.42
B	" " " " "	2. " "	36.96
C	" " " " "	2. " "	8.76
8915A	BENISH & Co.	5. INS.	(\$ 86.00)
B	" " " "	5. " "	103.00
8916A	THE BAKER & TAYLOR CO.	2. BOOKS	(\$ 8.96)
B	" " " " "	2. BOOKS	485.75
C	" " " " "	2. " "	203.00
D	" " " " "	2. " "	796.57
E	" " " " "	2. " "	444.73
F	" " " " "	2. " "	303.30
G	" " " " "	2. " "	69.74
8917	R. R. BOWKER	2. BOOKS	2,294.13
8918A	BRODART, INC.	11. SERVICE CONTRACTS	27.54
B	" " "	4. SUPPLIES	\$ 344.13
C	" " "	4. " "	237.38
8919A	CHAMBERS RECORD & VIDEO CORP.	4. " "	195.36
B	" " " " "	21. A/V MATERIALS	\$ 71.17
8920	COMMONWEALTH WATER CO.	21. " " "	89.12
8921	THE COUNCIL OF STATE GOVERNMENTS	8. MAINT-UTILITIES	160.29
8922A	DOUBLE DAY & COMPANY	2. BOOKS	105.93
B	" " " " "	2. " "	13.50
C	" " " " "	2. " "	\$ 108.22
D	" " " " "	2. " "	73.15
8923	ELEVATOR MAINTENANCE CORP.	2. " "	15.80
8924	EUROPA PUBLICATIONS, LTD.	2. " "	75.65
8925	JOSEPH J. FELCONE, INC.	11. SERVICE CONTRACTS	272.82
8926A	GALE RESEARCH CO.	2. BOOKS	107.00
B	" " " " "	2. BOOKS	150.00
8927	G. K. HALL & Co.	2. BOOKS	15.00
8928	I.M.S. PRESS	2. " "	\$ 77.55
8929	KAUFMAN'S SENTRY HARDWARE	2. " "	55.12
8930	LAPAT DUPLICATING SUPPLIES	2. BOOKS	132.67
8931	LOFTUS & CUOZZI	2. BOOKS	73.60
8932	MANHEIM, KOSSON & NOVICK	2. BOOKS	99.00
8933	NAVA	18. JANITORIAL SUPPLIES	1.65
8934A	NEW JERSEY BELL	4. SUPPLIES	172.50
B	" " " "	24. LEGAL SERVICES	236.00
8935	N.J. LIBRARY TRUSTEE ASSOC.	23. MGMT. SERVICES	1,137.00
8936	PSE & G	2. BOOKS	25.00
8937	PETTY CASH - SAFE	9. TELEPHONE	\$ 282.27
	" " " "	9. " "	14.95
8938	PITNEY BOWES	10. COMMUNITY REL.	7.50
8939	POSTMASTER	8. MAINT-UTILITIES	1,594.97
8940	PRAKKEN PUBLICATIONS, INC.	4. SUPPLIES	\$ 62.29
8941	PRENTICE HALL, INC.	12. TRANSPORTATION	16.00
		13. POSTAGE	3.38
		11. SERVICE CONTRACTS	81.67
		13. POSTAGE	59.25
		2. BOOKS	400.00
		2. BOOKS	30.82
			34.49
*8913	THE BAKER & TAYLOR CO.	VOIDED	

WEST ORANGE FREE PUBLIC LIBRARY

6.

MARCH 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 25, 1984

CHECKS ARE DATED
APRIL 25, 1984

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8942	PUBLIC EMPLOYEES RETIREMENT SYSTEM	P.E.R.S.	\$ 27,924.00
8943	PUBLICATIONS-AMERICAN COMPANY ASSOC.	2. BOOKS	6.95
8944	J. R. QUALMAN	2. BOOKS	4.95
8945	REGENT BOOK CO.	2. BOOKS	22.60
8946	SILVER BURDETT CO.	2. BOOKS	10.40
8947	TMA	2. BOOKS	8.00
8948	THOMAS PUBLISHING CO.	2. BOOKS	160.00
8949	WEST ORANGE COMMUNITY HOUSE	7. MAINT-TORY	135.00
8950	WEST PUBLISHING	2. BOOKS	26.50
8951A	XEROX CORPORATION	25. PHOTOCOPY	\$256.19
B	" "	25. "	<u>32.48</u>
			288.67
<u>SUB-TOTAL</u>			<u>\$ 42,646.79</u>
<u>LESS:</u>			
CHECK #8903	TOWN OF W.O.	1. SALARIES	\$1,049.15
CHECK #8904	TOWN OF W.O.	27. EMPL. SOC. SEC.	1,096.10
CHECK #8905	MIDLANTIC NAT'L BANK	1. SALARIES	2,222.04
CHECK #8907	W.O. MUNICIPAL EMPL.	1. SALARIES	<u>371.00</u>
			<u>4,738.29</u>
<u>TOTAL ACCOUNTS PAYABLE - MARCH 31, 1984</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 37,908.50</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim CPA

AGENDA

WEST ORANGE PUBLIC LIBRARY LIBRARY BOARD OF TRUSTEES MAY 23, 1984

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. Painting of Library
 - b. Maintenance
 - c. Lighting
9. New Business
10. Communications
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MAY 23, 1984

President William J. O'Neill called the meeting to order at 8:05 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Herbert M. Gladstone, Albert F. Kupferer, Michael O'Hara and Anita O. Strauss. Also present were Greg Gonzales, from Manheim, Kosson & Novick; William F. Cuozzi, Jr., Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 April 26, 1984 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills Presented for the month of April, 1984. Mrs. Strauss 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. Kupferer seconded the motion and it was carried unanimously.

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel, President of the Employees Association expressed her concern and unhappiness regarding part-time hours. Mrs. Seidler, Mrs. Longo and Mrs. LaPoint provided examples of existing work problems. Mr. Gladstone said that the Board was aware of the staff's concern and what they have accomplished. The matter would be discussed at the executive session.

DIRECTOR'S REPORT:

Mr. Kupferer read a memo from Jacqueline Lepore, Supervisor of the Circulation Department concerning security measures. Mrs. Lepore recommended 3 half-doors to be installed at specified locations along with 2 gates to close off the open ends of the circulation desk. With Mrs. Reed's permission she had contacted Chief Palardy about having a security check made of the library. Detective Becker will be contacting Mrs. Reed to setup an appointment. Mr. O'Neill said that he would send a letter to Chief Palardy reminding him of the need to have the security check as soon

as possible. Mrs. Reed explained that the library had been robbed on April 28th in her report.

COMMITTEES:

1) Finance Committee:

Mr. O'Neill explained that some invoices are not being paid until 60-90 days after they are received. Mr. O'Neill expressed concern for the small vendor who has to wait for a check. He asked the Finance Committee to review the payment procedures for alternative methods of payment.

2) Personnel:

Mr. Gladstone said that he had met with Mr. Soloway and Mrs. Reed to discuss part-time staff, Pages and other personnel matters. As a result of that meeting, certain recommendations will be made at the executive session.

3) Building and Grounds:

a) Sidewalk - Mr. O'Hara made a motion to issue a check in the amount of \$100.00 to the Township of West Orange for materials which will be used to construct a sidewalk in front of the library. Mrs. Strauss seconded the motion and it was carried unanimously.

The Board recommended that a sign be posted at the sidewalk to inform patrons of the locked door facing Mt. Pleasant Ave. After Detective Becker submits his findings in the security check of the building, the Board will consider the need for keeping the door locked.

b) Painting - Mr. O'Hara thanked Mrs. Itkin for preparing the specifications for painting and the maintenance schedule. Mr. O'Hara and Mr. Gladstone will review the data submitted and will present some definite recommendations for the Board's consideration at the next meeting.

c) Floor - Mr. O'Neill asked Mr. O'Hara about the floor problem which has existed at the juncture of the new and old buildings. Mr. O'Hara said that he would contact Mr. McCann.

d) Cleaning - Mr. O'Hara told the Board that the committee must look into the personnel side of the problem before a decision can be arrived at regarding maintenance cleaning.

e) Lights - Mr. Kupferer read a copy of a memo from Mr. Corwick to the Mayor explaining the bonding cost and the remaining sum of money left in the building fund. Mr. O'Neill said that he contacted Mr. Corwick requesting a meeting to discuss the preparation of specifications, bidding and payment procedures.

Mrs. Lepore said that the conditions of the lighting under which the staff has to work under are inhumane. She will draw up a letter listing these conditions which staff members can sign and it will be forwarded to the Township.

Mr. O'Hara asked Mrs. Itkin to obtain information pertaining to the construction of or purchase of the doors and gates as suggested in the security memo submitted by Mrs. Lepore.

OLD BUSINESS:

Mr. O'Neill asked Mrs. Reed if she had reviewed the suggestion regarding the use of post cards for overdues. Mrs. Reed said that she would follow Mr. O'Neill's suggestions but pointed out that although post cards would be used for the initial mailing, forms and envelopes would still have to be issued for second and third overdue notices. Mrs. Lepore noted that billing is becoming more of a problem for the staff.

COMMUNICATIONS:

Mr. Kupferer read the correspondence concerning the following items:

- 1) A memo to Mrs. Reed from Miss Cushing, Reference Librarian regarding purchase of microfiche equipment. Miss Cushing will meet with Mrs. Reed to discuss the future needs of the library in this area. The Friends will be kept up-to-date on the plans to purchase microfiche equipment. Up to \$1,000 from the Book Escrow line will be made available.
- 2) A letter from Samuel Klein and Company was received along with a draft of the 1983 audit for Board review. Mr. Gonzales said that Mr. Manheim had contacted the company about proceeding with the reports.
- 3) Mrs. Reed sent a letter to Mrs. Tepp informing her that the insurance company is handling her claim of radiator damage to her car in the parking lot.
- 4) Mrs. Reed sent a letter to Benisch and Company regarding the above radiator claim and received a memo from Joel Benisch acknowledging receipt of same.

Mr. O'Neill requested Mrs. Reed to submit a total circulation statistics recap to reflect month-to-month comparisons.

Mr. O'Neill asked Mrs. Reed to instruct Mrs. Some to provide an ongoing report of the programs to be held in the library. This would include a projection of programs for the Fall.

The public portion of the Board of Trustees meeting was adjourned by a motion made by Mr. Corbin at 10:05 P. M.

EXECUTIVE SESSION:

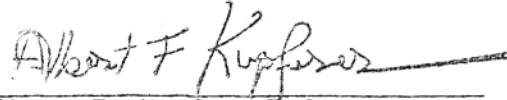
Mrs. Strauss made the following motions which were seconded by Mr. Kupferer and unanimously approved by the Board of Trustees:

The Board agreed to extend full-time employment to the following part-time employees: Ada LaPoint, Gail Longo, Sybil Seidler and Elizabeth Springsteel. Their full-time status will begin July 1, 1984.

In addition, the Board voted to rehire the following part-time Pages for a maximum of 19 hours per week at an hourly rate of \$4.50: Sylvia Deutsch, Sarah Giorgio, Alma Laing, Maria Lanfrank and Ann Shanahan.

The Library Director was given permission to hire four or five student workers for the Summer.

Respectfully submitted,

A handwritten signature in cursive script, reading "Albert F. Kupferer", followed by a horizontal line.

Albert F. Kupferer, Secretary
Library Board of Trustees

A handwritten signature in cursive script, reading "Sandra G. Sessing", followed by a horizontal line.

Sandra G. Sessing, Secretary

DIRECTOR'S
MONTHLY REPORT

MAY 23, 1984

Due to my absence from the library for five weeks because of being hospitalized my report is very brief. At this point I sincerely offer my many thanks to you for the cards and the beautiful arrangement of flowers sent to me during my illness.

Thanks are given to Sandy, Shirley and Bill for keeping me amply supplied with work in the hospital the entire time I was out. By so doing, there was not a big backlog of work to be done when I reported for work on Monday, May 14th.

On Tuesday, May 8 at 5:30 P. M. I met with members of the Personnel Committee and had a very enlightening and beneficial discussion with them. A number of pertinent matters were seriously discussed and, hopefully, we reached some tentative agreements with an understanding that further proposal would be submitted to the Committee and the Board by me.

A letter was sent to Benisch and Company concerning the damaged radiator which a borrower alleged happened in our parking lot. A reply from Mr Joel Benisch is that action has been taken on the matter and Mrs. Fink of their Claims Department filed the necessary paper work and would be in touch with us as the need arises. We are waiting for Mrs. Fink to contact us.

On Saturday, April 28th around 12:45 P. M. I received a call at my home from Florence Mantell who stated that the library had just been robbed. She stated that she saw a young man in the back room where the safe is located and went to investigate. He stated that he was looking for an application for work in the library. She directed him to the circulation desk but he disappeared. In checking the safe (which was unlocked) she discovered the cash receipts for the previous day were missing. A later check revealed that another fund

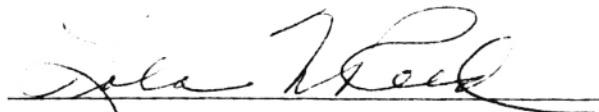
(refund money for borrowed magazines) was also missing.

I directed Mrs. Mantell to check further to see if anything else was missing and instructed her to notify the police immediately.

Later, I called back and reprimanded those on duty about leaving the safe and the door unlocked and reminded them of our rule about keeping the safe locked and keeping the door leading to the stacks locked at all times--especially during meal breaks, evenings and always on weekends.

In recent years we have not had very good luck with our roses due to the lack of a competent horticulturist. However, Henry Malmgreen, one of our volunteers, has agreed to come to our rescue. He has had much success in raising roses and gardening in the past. Hopefully, with a few added plants and help from Mr. Malmgreen and our Board President, Bill O'Neill, the rose garden will improve.

Vacation time is almost upon us. Therefore, it is important that a decision is made about additional help as soon as possible.



Lola N. Reed, Director

LNR/sgs

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF APRIL 1984

LIBRARY BOARD MEETING OF MAY 23, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF APRIL 1984	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/84	UNEXPENDED BUDGET BALANCE ON 4/30/84	BILLS/ ACCOUNTS PAYABLE AT 4/30/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 4/30/84
SALARIES AND WAGES	\$402,000	\$ 30,031.20	\$121,652.13	\$280,347.87		\$280,347.87
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,450.45	9,406.70	19,193.30	\$ 116.80	19,076.50
SOCIAL SECURITY	30,000	2,227.62	8,808.54	21,191.46	11.05	21,180.41
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000			33,000.00		33,000.00
UNEMPLOYMENT INS., ETC.	7,500		1,875.54	5,624.46		5,624.46
WORKERS COMP. INSURANCE	4,300	17.00 (285.00)	4,585.00		4,585.00
SUNDAY OPENINGS	6,500	1,081.00	3,236.00	3,264.00		3,264.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	7.50	302.87	697.13	107.80	589.33
TRANSPORTATION	300	16.00	28.00	272.00	32.00	240.00
SEMINARS & WORKSHOPS	500	(28.50)(28.50)	528.50		528.50
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	3,411.00	10,239.00	1,137.00	9,102.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	708.00	2,142.00	236.00	1,906.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	1,700.90	8,731.10	32,268.90	1,773.82	30,495.08
MAIN LIBRARY -MAINT.	22,852		240.80	22,611.20	92.60	22,518.60
TORY CORNER -RENTAL	540	135.00	135.00	405.00		405.00
SERVICE CONTRACTS	5,500	636.25	1,464.78	4,035.22	485.20	3,550.02
MATERIAL & SUPPLIES:						
BOOKS	80,000	3,645.35	11,784.95	68,215.05	4,353.82	63,861.23
SUPPLIES	10,000	667.53	2,914.60	7,085.40	852.37	6,233.03
MICROFILM	3,500			3,500.00	19.50	3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500		241.56	7,258.44	35.00	7,223.44
AUDIO/VISUAL -MATERIALS	1,500	160.29	261.92	1,238.08		1,238.08
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000			4,000.00		4,000.00
TELEPHONE	3,500	297.22	1,027.77	2,472.23	268.95	2,203.28
POSTAGE	3,500	403.38	409.27	3,090.73	4.17	3,086.56
EQUIPMENT:						
LIBRARY	3,000			3,000.00	329.00	2,671.00
MAINTENANCE EQUIPMENT	1,000			1,000.00	90.00	910.00
AUDIO/VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
JANITORIAL SUPPLIES	2,500	586.64	596.47	1,903.53	265.97	1,637.56
PHOTOCOPY	4,500	288.67	1,304.39	3,195.61	268.79	2,926.82
TOTAL	\$728,372	\$ 45,696.50	\$178,227.89	\$550,144.11	\$ 10,479.84	\$539,664.27
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	<u>\$728,372</u>					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1984

	BALANCE 4/1/84	TRANSFER PER RESOLUTION 4/25/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 4/30/84	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 4/30/84	UNEXPENDED BUDGET BALANCES AT 4/30/84
BUDGET FUND	\$ 19,468.61	\$103,372.00	\$152,000.00	\$ 45,696.50	\$229,144.11	\$321,000.00	\$ 10,479.84	\$539,664.27

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

TOSHIBA

SHARP

TOTAL COPY MACHINES

FINES

RENTALS

PROJECTOR RENTAL

MICROFILMS

NON-RESIDENT FEE

MEETING ROOM

TELEPHONE

DONATIONS

INTEREST

MISCELLANEOUS

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

ACCOUNTS PAYABLE 12/31/83

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 4/30/84

CASH FUNDS AVAILABLE AT 4/30/84

* THE AMOUNT OF \$4,932.53 OF THE

TOTAL RECEIPTS AND FUNDS ARE
RECORDED NET OF THEFT LOSS IN
THE AMOUNT OF \$65.60 WHICH
OCCURRED ON 4/28/84.

\$ 2,287.70	\$	779.15	\$	3,066.85
64.45				64.45
272.88		279.35		552.23
\$ 2,625.03	\$	1,058.50	\$	3,683.53
6,704.03	0.74	2,404.20		9,108.97
674.24		217.07		891.31
50.00				50.00
28.70		6.70		35.40
40.00				40.00
100.00				100.00
17.07		10.34		27.41
46.96				46.96
3,478.80		1,235.72		4,714.52
1.00				1.00
\$ 13,765.83	\$ 0.74	\$4,932.53	\$	18,699.10
\$ 190.63	-0-	82.72	\$	273.35
\$ 262.48	-0-	63.80	\$	326.28
\$ 360.00	-0-	-0-	\$	360.00
\$ 9,925.00(\$ 9,925.00)		-0-	\$	-0-
\$ 93,447.74(\$ 93,447.74)		-0-	\$	-0-
\$ 1,650.00	-0-	-0-	\$	1,650.00
\$139,070.29	-0-	\$157,079.05	\$	45,696.50
			\$250,452.84	
\$ 8,275.31			\$ 8,275.31	
222,047.67			222,047.67	
14,763.02			14,763.02	
941.96			941.96	
1,929.12			1,929.12	
2,033.61			2,033.61	
170.00			170.00	
292.15			292.15	
\$250,452.84			\$250,452.84	
10,479.84			10,479.84	
\$239,973.00			\$239,973.00	

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1984 BILLS PRESENTED FOR PAYMENT
ON MAY 23, 1984

3.

CHECKS ARE DATED
APRIL 30, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8952	ESSEX COUNCIL #1	1. SALARIES	\$ 52.24
8953	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	371.00
8954	P.E.R.S. #20284 CONTRIB. LIFE INS.	1. SALARIES	124.12
8955	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	2,197.60
8956	TOWN OF W.O.-MAY 1984	26. HOSPITALIZATION	2,571.31
8957	W.O. LIBRARY UN. SAV. A/C-MAY 1984	1. SALARIES	275.13
8958	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,035.40
8959	N.J. GROSS INCOME TAX-MAY 1984	1. SALARIES	652.67
8960	MIDLANTIC NAT'L BANK-FTD 4/30/84	1. SALARIES	2,174.29
8961	TOWN OF W.O.-EMPLOYERS SOC. SEC.	1. SALARIES	1,081.75
	NET P/R 4/15/84 #3141-3174 (34)	1. SALARIES	10,353.52
	NET P/R 4/30/84 #3175-3210 (36)	1. SALARIES	10,234.04
<u>SUB-TOTAL</u>			\$ 31,123.07
<u>ADD:</u> CHECKS #8903 - 8951 FOR PAYMENT ISSUED AT APRIL 25, 1984 MEETING			42,646.79
<u>CHECKS ISSUED FOR THE MONTH OF APRIL 1984</u>			\$ 73,769.86
<u>LESS:</u>			
	CHECK #8942 P.E.R.S.	VOIDED	\$27,924.00
	DEPOSIT 4/4/84	26. HOSPITALIZATION	120.86
	DEPOSIT 4/30/84	15. SEMINARS	28.50
			<u>28,073.36</u>
<u>TOTAL EXPENDITURES - MONTH OF APRIL 1984</u> <u>PER BUDGET REPORT</u>			\$ 45,696.50

PAYMENT RECOMMENDED BY:

John T. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Mannheim, CPA*

APRIL 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1984

CHECKS ARE DATED
MAY 23, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8962	STATE OF NEW JERSEY	27. EMPLOYER'S SOC. SEC.	\$ 11.05
8963	PETTY CASH - SAFE	LOST BOOK FUND	\$ 18.25
	" " "	4. SUPPLIES	49.75
	" " "	12. TRANSPORTATION	<u>32.00</u>
8964	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,033.39
8965	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC. SEC.	1,079.63
8966	MIDLANTIC NAT'L BANK	1. SALARIES	2,195.73
8967	WEST ORANGE MUNICIPAL	1. SALARIES	371.00
8968	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
8969A	ADP	11. SERVICE CONTRACTS	\$ 53.52
B	"	11. " "	2.10
C	"	11. " "	<u>232.58</u>
8970	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	288.20
8971A	THE BAKER & TAYLOR CO.	2. BOOKS	151.52
B	" " " " "	2. "	(\$ 12.60)
C	" " " " "	2. "	(8.36)
D	" " " " "	2. "	(9.31)
E	" " " " "	2. "	406.76
F	" " " " "	2. "	138.53
G	" " " " "	2. "	159.77
H	" " " " "	2. "	540.48
I	" " " " "	2. "	705.91
8972A	THE BAKER & TAYLOR CO.	2. "	<u>40.95</u>
B	" " " " "	2. BOOKS	\$ 11.92
C	" " " " "	2. "	35.77
D	" " " " "	2. "	15.11
E	" " " " "	2. "	30.24
F	" " " " "	2. "	47.78
		2. "	<u>17.96</u>
8973	BEST PUBLICATIONS	4. SUPPLIES	158.78
8974	BLOOMFIELD WINDOW CLEANING CO.	11. SERVICE CONTRACTS	28.40
8975A	R. R. BOWKER	2. BOOKS	75.00
B	" " "	2. "	\$ 86.19
C	" " "	2. "	83.84
8976A	BROADSTREET, INC.	2. "	<u>173.22</u>
B	" " "	4. SUPPLIES	343.25
C	" " "	4. "	(\$ 17.22)
D	" " "	4. "	36.68
E	" " "	4. "	22.36
F	" " "	4. "	28.22
G	" " "	4. "	4.17
8977A	BRODART, INC.	4. "	13.02
B	" " "	4. "	<u>7.42</u>
8978A	C. W. ASSOCIATES	4. SUPPLIES	94.65
B	" " "	17. EQUIPMENT	\$ 187.67
8979	CULTURAL EVENTS IN NEW JERSEY	2. BOOKS	<u>329.00</u>
8980	DOUBLEDAY & COMPANY	2. "	516.67
8981	THE DRAWING BOARD	2. "	\$ 8.00
8982	ELEVATOR MAINTENANCE CORP.	2. "	<u>23.00</u>
8983	GALE RESEARCH COMPANY	20. PAMPHLETS	31.00
8984	GANN LAW BOOKS	2. BOOKS	6.00
8985	GAYLORD BROS., INC.	4. SUPPLIES	55.35
8986	GROLIER EDUCATIONAL CORP.	11. SERVICE CONTRACTS	59.82
8987	G. K. HALL & CO.	2. BOOKS	107.00
8988	INSTITUTE FOR MANAGEMENT	2. BOOKS	79.45
8989	JANE'S PUBLISHING, INC.	4. SUPPLIES	12.00
8990A	KAUFMAN'S SENTRY HARDWARE	2. BOOKS	246.58
B	" " "	VOIDED	685.00
C	" " "	2. BOOKS	19.95
8991	KELLY & SALLES	2. BOOKS	127.48
8992	WALTER KIDDE SALES & SERVICE	18. JANITORIAL SUPPLIES	\$ 8.84
		18. " "	1.69
		17. EQUIPMENT	<u>90.00</u>
		18. JANITORIAL SUPPLIES	100.53
		6. MAINT. - MAIN.	103.92
			27.60

APRIL 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1984

CHECKS ARE DATED
MAY 23, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8993	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	\$ 26.14
8994	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
8995	3M	4. SUPPLIES	103.80
8996	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
8997	MARCH PRECISION, INC.	4. SUPPLIES	10.41
8998	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	15.95
8999	NEW JERSEY ASSOCIATES	2. BOOKS	62.50
9000A	NEW JERSEY BELL	9. TELEPHONE	\$ 254.55
B	" " "	9. "	<u>14.40</u> 268.95
9001	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	70.50
9002	E & M O'HARA, INC.	6. MAINT. - MAIN.	65.00
9003	ORANGE GARDEN SUPPLY CO.	4. SUPPLIES	34.85
9004	PSE & G	8. MAINT. - UTILITIES	1,773.82
9005	PETTY CASH - SAFE	4. SUPPLIES	\$ 10.30
	" " "	13. POSTAGE	4.17
	" " "	19. MAGAZINES	<u>29.00</u> 43.47
9006	PHASE <u>II</u> FLOWERS A-LA-CARTE	10. COMMUNITY REL.	21.50
9007A	PRENTICE-HALL, INC.	2. BOOKS	(\$ 6.95)
B	" " "	2. "	<u>20.37</u> 13.42
9008	PUBLIC AFFAIRS INFORMATION SERVICE	2. BOOKS	200.00
9009	REGENT BOOK CO.	2. BOOKS	33.76
9010	LORRAINE SCHWARTZ	26. HOSPITALIZATION	116.80
9011A	THE SCRIBNER BOOK COMPANIES	2. BOOKS	\$ 14.30
B	" " "	2. "	<u>146.00</u> 160.30
9012	THE STAR-LEDGER	10. COMMUNITY RELATIONS	66.00
9013	THOMAS PUBLISHING CO.	2. BOOKS	95.00
9014	THE H. W. WILSON COMPANY	2. BOOKS	228.00
9015A	WORRALL PUBLICATIONS, INC.	2. MICROFILMS	\$ 19.50
B	" " "	10. COMMUNITY REL.	<u>20.30</u> 39.80
9016A	XEROX CORPORATION	25. PHOTOCOPY	(\$ 57.60)
B	" " "	25. "	57.60
C	" " "	25. "	256.19
D	" " "	25. "	<u>12.60</u> 268.79
<u>SUB-TOTAL</u>			\$ 15,177.84
<u>LESS:</u>			
CHECK # 8963	PETTY CASH SAFE	LOST BOOK FUND	\$ 18.25
" # 8964	TOWN OF W.O.	1. SALARIES	1,033.39
" # 8965	TOWN OF W.O.	27. EMP. SOC. SEC.	1,079.63
" # 8966	MIDLANTIC NAT'L BANK	1. SALARIES	2,195.73
" # 8967	W.O. MUNICIPAL EMPL.	1. SALARIES	<u>371.00</u> 4,698.00
<u>TOTAL ACCOUNTS PAYABLE - APRIL 30, 1984</u>			
<u>PER BUDGET REPORT</u>			\$ 10,479.84

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

[Signature]

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

BY: *[Signature]* Stewart Manheim CPA

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
JUNE 27, 1984

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. Painting of Library
 - b. Maintenance
 - c. Lighting
9. New Business
 - a. Resolution for CECLS Grant
10. Communications
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JUNE 27, 1984

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 May 23, 1984 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, 1984. Mr. Gladstone 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.

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel expressed her pleasure about full-time positions, although she had some reservations about the number of part-time hours used in the calculations.

DIRECTOR'S REPORT:

A discussion was held concerning State Library Laws and the number of evenings the library must be open to the public. Mrs. Reed is waiting for a written response from Mr. Richard Colucci, Head of the Library Development Bureau.

Mrs. Reed will prepare new staff schedules to cover any changes that have to be made.

The rail guard has been installed at the side of the parking lot adjoining Fairmount House. The sidewalk joining the Mt. Pleasant Ave. sidewalk to the parking lot has been completed by the Public Works Department. The pot holes have been filled in and the flooded area near the library entrance has been black topped.

Mr. Gladstone recommended that a sign be posted at the beginning of the sidewalk at the Mt. Pleasant Ave. entrance informing patrons that the door is closed.

Mrs. Reed informed the Board that \$500.00 has been received from an anonymous donor.

Mr. O'Neill will write a letter to Mr. McCann requesting assistance from the Public Works Department in maintaining the lawn, shrubs and flowers.

COMMITTEE REPORTS:

1) Building and Grounds:

Mr. O'Neill and the Committee will sit down with Mr. Flynn, Township Purchaser to discuss the lighting specifications.

The estimates for the doors and gates will be reviewed. A painting schedule will be established and the Board advised as to when work can begin.

Mr. O'Hara suggested that Mr. O'Neill send a thank you letter to Mr. McCann for the work completed by his department.

NEW BUSINESS:

The Board unanimously agreed to accept the CECLS Resolution for application for an incentive grant which will continue the current County of Essex Cooperating Libraries System (CECLS) program for another two years.

CORRESPONDENCE:

Mr. O'Neill read the following correspondence:

- 1) A letter from the Department of Education congratulating the West Orange Public Library on its excellent Children's Department and praising the grant proposal which was submitted by former Children's Librarian, Minola Kelly.
- 2) A letter to Mrs. Reed from Joel Benisch outlining payment of the insurance policies and urging consideration of additional coverage due to inflation. Mr. Cuozzi will review the current coverage.
- 3) A letter from Dr. Neil H. Adelman to Mrs. Reed advising that Mrs. Sarah Rabinowitz will be abstaining from working for another six months.

Mr. Gladstone made a motion to grant Mrs. Rabinowitz an extension of her leave of absence for another six months. Mr. Soloway seconded the motion and it was carried unanimously.

- 4) A letter from Mrs. Arlene J. Silikovitz of 124 Roosevelt Ave. regarding overdue books and suspension of borrowing privileges. Mr. Gladstone suggested that a letter be sent to Mrs. Silikovitz informing her that her complaint will be turned over to the Board Attorney for review.
- 5) A letter from Jacqueline Lepore, staff member, to the the Trustees concerning the insufficient lighting the employees must work under.

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

The following matters were discussed at the executive session of the Board:

A proposal was made by Mrs. Reed to reduce the work load of Bill Toohey to one-half time in which he would be responsible for those duties of clerk/driver for which he was hired. No action was taken on the matter at this meeting.

The lack of proper maintenance of the library was discussed. Mrs. Reed stated that too much work is involved for one man working a 37½ hour week. She also stated that the present custodian, Bill Toohey, has slowed down considerably and apparently is not well.


The Board agreed that it is necessary to request a complete physical examination be given to Bill Toohey. Mrs. Reed was advised to contact the Township physician and set up an appointment for the physical and notify Bill Toohey when it is to be given.


Mrs. Reed explained the seriousness of the custodial situation in the library and how she had to hire temporary help to do maintenance work during the absence of the regular custodian, Bill Toohey, due to illness.

She recommended to the Board that Carthell Speed be hired as a temporary worker until a permanent appointment can be made. The Board voted unanimously to retain the employee on a temporary basis.

The Board suggested that Mrs. Reed place an ad for maintenance help in the classified section of the "West Orange Chronicle".

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

DIRECTOR'S
MONTHLY REPORT

JUNE 27, 1984

Our major project of extending full-time employment to four part-timers and rehiring five part-time clerical workers has finally been completed. All will begin their new hours beginning July 1, 1984. The new full-time employees are Ada LaPoint, Gail Longo, Sybil Seidler and Elizabeth Springsteel. The part-time employees are Sylvia Deutsch, Alma Laing, Sally Giorgio, Maria Lanfrank and Ann Shanahan.

Questions concerning the library opening to the public at 9:00 A. M. are asked of us quite frequently. Although I would like to accommodate the interested patrons it is advised that we follow the advice of our State Department representative, Richard Colucci, Head, Library Development Bureau.

According to Library Laws "minimum hours open to public must be scheduled to provide service five days per week with a minimum of three evenings and some weekend hours every week. Seasonal variations are permitted for three months per year. (6: 68-1.6) Failure to meet the requirements will result in loss of per capita State Aid by a percentage in proportion to the number of requirements not yet achieved."

Three prospective custodians were interviewed during the month. One was selected for recommendation to the Board to be hired. However, we had an emergency (Bill Toohey was out because of illness) so the young man, Carthell Speed, was called in as temporary help until the Board makes a decision on his further employment.

Also upon the recommendation of Mrs. Anita Cohen, Director of the Gaston Street Senior Citizen Home, we have spoken to a representative of Paladino Brothers, Gardeners. It is hoped that they can get our grounds in better condition.

I therefore, recommend the hiring of Carthell Speed for full-time work on a temporary basis at an annual salary of \$10,000 or \$5.29 per hour.

I suggest that the Board consider using Bill Toohey part-time to work in the classification of "Clerk-driver" for which he was hired. Since we no longer have a mobilibrary, we do not need a full-time clerk-driver. Bill Toohey could be used to assist the custodian when needed.

The rail guard and the sidewalk have finally been completed by members of the Street Department. They also filled in holes and blacktopped around the area where our drainage problem lies.

Our mysterious donor contributed another \$500.00 check. His comment was, "I'm paying for the sidewalk."

Our new schedule does not reflect the evening hours we will be open on a third night. This can easily be remedied by the transference of personnel from one time slot to another.

We are presenting the new CECLS Resolution for next year. It is the same as before. It will not cost the library money. Please approve and sign so it can be returned to the ECLD committee.

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

Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MAY 1984

LIBRARY BOARD MEETING OF JUNE 27, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF MAY 1984	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/84	UNEXPENDED BUDGET BALANCE ON 5/31/84	BILLS/ ACCOUNTS PAYABLE AT 5/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 5/31/84
SALARIES AND WAGES	\$402,000	\$ 30,193.06	\$151,845.19	\$250,154.81		\$250,154.81
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,528.40	11,935.10	16,664.90	\$ 85.20	16,579.70
SOCIAL SECURITY	30,000	2,174.55	10,983.09	19,016.91	11.05	19,005.86
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000			33,000.00	27,924.00	5,076.00
UNEMPLOYMENT INS., ETC.	7,500		1,875.54	5,624.46		5,624.46
WORKERS COMP. INSURANCE	4,300		(285.00)	4,585.00	2,200.00	2,385.00
SUNDAY OPENINGS	6,500	398.00	3,634.00	2,866.00		2,866.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	107.80	410.67	589.33		589.33
TRANSPORTATION	300	32.00	60.00	240.00	4.00	236.00
SEMINARS & WORKSHOPS	500		(28.50)	528.50		528.50
AUDIT	1,650			1,650.00	1,650.00	-0-
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	4,548.00	9,102.00	1,137.00	7,965.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	944.00	1,906.00	236.00	1,670.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	1,773.82	10,504.92	30,495.08	1,812.69	28,682.39
MAIN LIBRARY -MAINT.	22,852	192.60	433.40	22,418.60	382.28	22,036.32
TORY CORNER -RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	5,500	485.20	1,949.98	3,550.02	901.00	2,649.02
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,334.87	16,119.82	63,880.18	4,970.20	58,909.98
SUPPLIES	10,000	852.37	3,766.97	6,233.03	644.07	5,588.96
MICROFILM	3,500	19.50	19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	35.00	276.56	7,223.44	368.09	6,855.35
AUDIO/VISUAL -MATERIALS	1,500		261.92	1,238.08	232.12	1,005.96
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000			4,000.00	1,875.00	2,125.00
TELEPHONE	3,500	261.18	1,288.95	2,211.05	257.53	1,953.52
POSTAGE	3,500	3.97	413.24	3,086.76		3,086.76
EQUIPMENT:						
LIBRARY	3,000	419.00	419.00	2,581.00		2,581.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
JANITORIAL SUPPLIES	2,500	265.97	862.44	1,637.56	63.50	1,574.06
PHOTOCOPY	4,500	268.79	1,573.18	2,926.82	263.29	2,663.53
TOTAL	\$728,372	\$ 45,719.08	\$223,946.97	\$504,425.03	\$ 45,017.02	\$459,408.01
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	<u>\$728,372</u>					

WEST ORANGE FREE PUBLIC LIBRARY

2.

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1984

	BALANCE 5/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 5/31/84	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 5/31/84	UNEXPENDED BUDGET BALANCES AT 5/31/84
<u>BUDGET FUND</u>	<u>\$229,144.11</u>	<u>\$ -0-</u>	<u>\$ 45,719.08</u>	<u>\$183,425.03</u>	<u>\$321,000.00</u>	<u>\$ 45,017.02</u>	<u>\$459,408.01</u>
<u>RECEIPTS AND FUNDS</u>							
<u>COPY MACHINES</u>							
XEROX	\$ 3,066.85	\$ 660.75		\$ 3,727.60			
TOSHIBA	64.45			64.45			
SHARP	552.23	42.33		594.56			
TOTAL COPY MACHINES	\$ 3,683.53	\$ 703.08	\$ -0-	\$ 4,386.61			
FINES	9,108.97	2,563.26		11,672.23			
RENTALS	891.31	184.70		1,076.01			
PROJECTOR RENTAL	50.00	10.00		60.00			
MICROFILMS	35.40	6.20		41.60			
NON-RESIDENT FEE	40.00			40.00			
MEETING ROOM	100.00			100.00			
TELEPHONE	27.41	8.33		35.74			
DONATIONS	46.96			46.96			
INTEREST	4,714.52	1,595.36		6,309.88			
MISCELLANEOUS	1.00			1.00			
<u>TOTAL RECEIPTS AND FUNDS</u>	<u>\$ 18,699.10</u>	<u>\$ 5,070.93</u>	<u>\$ -0-</u>	<u>\$ 23,770.03</u>			
<u>LOST BOOK FUND</u>	<u>\$ 273.35</u>	<u>\$ 70.25</u>	<u>\$ 18.25</u>	<u>\$ 325.35</u>			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	<u>\$ 326.28</u>	<u>\$ 65.10</u>	<u>\$ -0-</u>	<u>\$ 391.38</u>			
<u>PETTY CASH & CHANGE FUND</u>	<u>\$ 360.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 360.00</u>			
<u>ACCOUNTS PAYABLE 12/31/83</u>	<u>\$ 1,650.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 1,650.00</u>			
<u>TOTAL ALL FUNDS</u>	<u>\$250,452.84</u>	<u>\$ 5,206.28</u>	<u>\$ 45,737.33</u>	<u>\$209,921.79</u>			
<u>CASH FUNDS REPRESENTED BY:</u>							
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7				\$ 1,128.63			
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8				199,033.23			
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.				4,374.14			
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.				941.96			
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES				1,929.12			
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS				2,033.61			
PETTY CASH				170.00			
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK				311.10			
LESS: ACCOUNTS PAYABLE - 5/31/84				\$209,921.79			
CASH FUNDS AVAILABLE AT 5/31/84				45,017.02			
				<u>\$164,904.77</u>			

3.

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1984 BILLS PRESENTED FOR PAYMENT
ON JUNE 27, 1984

CHECKS ARE DATED
MAY 31, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9017	TOWNSHIP OF WEST ORANGE	6. MAINT-MAIN	\$ 100.00
9018	ESSEX COUNCIL #1	1. SALARIES	52.24
9019	W.O. MUNICIPAL EMPLOYEES F.C.U.I.	1. SALARIES	371.00
9020	P.E.R.S. #20284 CONTRIB. LIFE INS.	1. SALARIES	122.12
9021	P.E.R.S. #20284 PENSIONS & LOANS	1. SALARIES	2,112.62
9022	TOWN OF W.O. - JUNE '84	26. HOSPITALIZATION	2,532.46
9023	W.O. LIBRARY UN.SAV.A/C-JUNE '84	1. SALARIES	200.90
9024	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,016.27
9025	N.J. GROSS INCOME TAX-MAY '84	1. SALARIES	645.87
9026	MIDLANTIC NAT'L BANK FTD 5/31/84	1. SALARIES	2,183.52
9027	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.	1,061.75
9028	STATE OF N.J.	27. EMPLOYERS' SOC. SEC.	22.12
	NET P/R 5/15/84 #3211-3240 (30)	1. SALARIES	10,244.08
	NET P/R 5/31/84 #3241-3267 (27)	1. SALARIES	<u>10,042.32</u>

SUB-TOTAL \$ 30,707.27

ADD: CHECKS #8962-9016 FOR PAYMENT
ISSUED AT MAY 23, 1984 MEETING 15,177.84

CHECKS ISSUED FOR THE MONTH OF MAY 1984 \$ 45,885.11

LESS:

CHECK #8963 PETTY CASH-SAFE	LOST BOOK FUND	\$ 18.25	
DEPOSIT 5/2/84	9. TELEPHONE	7.77	
DEPOSIT 5/9/84	26. HOSPITALIZATION	120.86	
DEPOSIT 5/9/84	2. BOOKS	18.95	
DEPOSIT 5/13/84	13. POSTAGE	<u>0.20</u>	<u>166.03</u>

TOTAL EXPENDITURES - MONTH OF MAY 1984
PER BUDGET REPORT \$ 45,719.08

PAYMENT RECOMMENDED BY:

[Signature]

PAYMENT APPROVED BY:

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

BY: *[Signature]*

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 27, 1984

CHECKS ARE DATED
JUNE 27, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
9029	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES		\$ 1,071.84
9030	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.		1,119.80
9031	MIDLANTIC NAT'L BANK-FTD 6/15/84	1. SALARIES		2,257.65
9032	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES		371.00
9033	STATE OF N.J.	27. EMPLOYERS' SOC. SEC.		11.05
9034	VOID			
9035	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS		15.00
9036	ABINGDON	2. BOOKS		13.81
9037A	ADP	11. SERVICE CONTRACTS	\$ 10.00	
B	"	11. " "	54.50	
C	"	11. " "	54.50	119.00
9038	ARCO PUBLISHING, INC.	2. BOOKS		20.03
9039	ADAMS BROWN Co.	2. BOOKS		29.00
9040A	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	\$ 16.50	
B	" " " "	18. " "	47.00	63.50
9041	THE BAKER & TAYLOR Co.	2. BOOKS		28.48
9042A	THE BAKER & TAYLOR Co.	2. BOOKS	(\$ 12.86)	
B	" " " "	2. " "	(18.71)	
C	" " " "	2. " "	(7.27)	
D	" " " "	2. " "	(9.88)	
E	" " " "	2. " "	(9.58)	
F	" " " "	2. " "	(12.50)	
G	" " " "	2. " "	(10.94)	
H	" " " "	2. " "	(10.50)	
I	" " " "	2. " "	(28.45)	
J	" " " "	2. " "	316.52	
K	" " " "	2. " "	327.87	
L	" " " "	2. " "	304.60	
M	" " " "	2. " "	237.27	
N	" " " "	2. " "	604.03	
O	" " " "	2. " "	220.08	
P	" " " "	2. " "	265.71	
Q	" " " "	2. " "	359.90	2,515.29
9043A	THE BAKER & TAYLOR Co.	2. BOOKS	(\$ 9.71)	
B	" " " "	2. " "	(9.70)	
C	" " " "	2. " "	40.00	
D	" " " "	2. " "	31.13	51.72
9044A	BENISH & Co.	5. INS.-OTHER	\$1,875.00	
B	" " " "	5. " -W/C	2,200.00	4,075.00
9045	A.M. BEST COMPANY	2. BOOKS		15.00
9046	BIRD ASSOCIATES	2. BOOKS		9.50
9047A	R. R. BOWKER	2. BOOKS	\$ 64.47	
B	" " " "	2. " "	86.34	
C	" " " "	2. " "	60.89	211.70
9048	BRODART, INC.	4. SUPPLIES		236.52
9049A	C. W. ASSOCIATES	2. BOOKS	\$ 9.50	
B	" " " "	2. " "	39.60	49.10
9050	CARLTON PRESS	2. BOOKS		13.40
9051A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	\$ 24.95	
B	" " " "	2. " "	15.90	40.85
9052	CONTINENTAL ASSOC. OF FUNERAL & MEMORIAL SOCIETIES	20. PAMPHLETS		1.00
9053	DOUBLEDAY & COMPANY	2. BOOKS		132.21
9054	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		107.00
9055	ENCYCLOPEDIA BRITANNICA	2. BOOKS		45.00
9056	GMG PUBLISHING CORP.	2. BOOKS		22.50

MAY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 27, 1984

CHECKS ARE DATED
JUNE 27, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
9057A	GALE RESEARCH Co.	2. BOOKS	\$ 159.81	
B	" " " "	2. "	45.00	
C	" " " "	2. "	79.45	\$ 284.26
9058A	G. K. HALL & Co.	2. BOOKS	(\$ 8.98)	
B	" " " " "	2. "	14.02	
C	" " " " "	2. "	207.70	212.74
9059	INTERNATIONAL CITY MANAGEMENT	2. BOOKS		54.00
9060	JEWISH PUBLICATION SOCIETY	2. BOOKS		19.34
9061A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 15.92	
B	" " " "	4. "	17.19	
C	" " " "	4. "	8.59	41.70
9062	KELLY & SALLES	6. MAINT.-MAIN		317.28
9063	THE KIRKUS SERVICE, INC.	19. MAGAZINES		145.00
9064A	SAMUEL KLEIN & Co.	ACCOUNTS PAYABLE	\$1,650.00	
B	" " " "	16. AUDIT	1,650.00	3,300.00
9065	LOFTUS & CUOZZI	24. LEGAL SERVICES		236.00
9066A	3M	4. SUPPLIES	\$ 316.84	
B	"	11. SERVICE CONTRACTS	360.00	676.84
9067A	MACMILLAN PUBLISHING Co.	2. BOOKS	\$ 31.94	
B	" " " "	2. "	405.00	
C	" " " "	2. "	12.10	
D	" " " "	2. "	39.52	
E	" " " "	2. "	10.95	499.51
9068	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,137.00
9069	MAPLE TIRE PUBLISHING Co.	2. BOOKS		9.95
9070	MERRIMACK PUBLISHERS CIRCLE	2. BOOKS		9.91
9071	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS		16.95
9072	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS		178.25
9073A	NEW JERSEY BELL	9. TELEPHONE	\$ 243.52	
B	" " " "	9. "	14.01	257.53
9074	OAL PUBLICATIONS	2. BOOKS		50.00
9075	OCTAMERON ASSOCIATES	20. PAMPHLETS		8.50
9076	PPI	20. PAMPHLETS		58.19
9077	P & P LAWNMOWER REPAIRS	6. MAINT.-MAIN		13.00
9078	PSE & G	8. MAINT.-MAIN		1,812.69
9079	PARKWEST PUBLICATIONS	2. BOOKS		10.58
9080	PETTY CASH-SAFE	4. SUPPLIES	\$ 49.01	
	" " " "	12. TRANSPORTATION	4.00	
	" " " "	19. MAGAZINES	15.00	68.01
9081	PRENTICE-HALL, INC.	2. BOOKS		6.95
9082	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	P.E.R.S.		27,924.00
9083	PYROTRONICS	11. SERVICE CONTRACTS		300.00
9084A	REGENT BOOK Co.	21. A/V MATERIALS	\$ 98.01	
B	" " " "	21. " "	(6.99)	
C	" " " "	21. " "	33.44	124.46
9085	LORRAINE SCHWARTZ	26. HOSPITALIZATION		85.20
9086	SILVER BURDETT Co.	2. BOOKS		10.40
9087	NEIL'S SULLIVAN ASSOC.	6. MAINT.-MAIN		52.00
9088A	THORNDIKE PRESS	2. BOOKS	(\$ 11.65)	
B	" " " "	2. "	173.12	
C	" " " "	2. "	38.57	
D	" " " "	2. "	73.53	273.57
9089	UNITED NATIONS	2. BOOKS		88.20
9090	WEST PUBLISHING Co.	2. BOOKS		48.00

WEST ORANGE FREE PUBLIC LIBRARY

6.

MAY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 27, 1984

CHECKS ARE DATED
JUNE 27, 1984

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>		<u>AMOUNT</u>
9091	WOLSTEN'S PROJECTOR HOUSE	21. A/V MATERIALS		\$ 107.66
9092A	XEROX CORPORATION	25. PHOTOCOPY	\$ 256.19	
B	" "	25. "	<u>7.10</u>	263.29
9093	YOUNG'S NEWS SERVICE	20. NEWSPAPERS		<u>234.00</u>

SUB-TOTAL

\$ 51,580.91

LESS:

CHECK #8824	YOUNG'S NEWS SERVICE	VOIDED	\$ 46.80	
" 8890	" " "	"	46.80	
" 9029	TOWN OF W.O.	1. SALARIES	1,071.84	
" 9030	" " "	27. EMPL. SOC. SEC.	1,119.80	
" 9031	MIDLANTIC NAT'L BANK	1. SALARIES	2,257.65	
" 9032	W.O. MUNICIPAL EMPL.	1. SALARIES	371.00	
" 9064	SAMUEL KLEIN & Co.	ACCOUNTS PAYABLE	<u>1,650.00</u>	<u>6,563.89</u>

TOTAL ACCOUNTS PAYABLE-MAY 31, 1984

PER BUDGET REPORT

\$ 45,017.02

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Wheel

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

BY: Stewart Manheim, CPA

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
JULY 25, 1984

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. Resolution to change part-time staff to full-time.
 - b. Painting
 - c. Maintenance
 - d. Lighting
9. New Business
10. Communications
11. Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JULY 25, 1984

President William J. O'Neill called the meeting to order at 8:20 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Albert F. Kupferer, Irving J. Soloway and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant; William F. Cuozzi, Jr., Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 the Board of Trustees meeting of June 27, 1984 as presented. Mr. Corbin seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim pointed out that expenses are approximately one-half of the budget and are in line with expenses as estimated for the year. Mr. O'Neill said that he would like to see more money spent on books.

Mr. Corbin made a motion to accept the Bills as Presented for Payment for the month of June, 1984. Mr. Soloway 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. Kupferer seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed recommended that the exhibit wall behind the circulation desk be painted before September. Artists are refusing to hang their work because of the poor surface conditions.

Mrs. Reed explained that the new compressor has a one year warranty. Mr. Sullivan of Sullivan Associates is checking to see if an extended five year warranty could be made available through an independent insurer. The Board asked Mrs. Reed to obtain a written warranty to clarify the coverage of service, labor and materials.

Mrs. Reed said that a letter had been received from Richard Colucci, consultant for the State Library. Mr. Colucci stated that failure to meet Administrative Code requirements may result in a reduction of 1985 State Aid payment.

Mrs. Reed will write a letter to Mr. Colucci informing him that the library will comply with the required number of evenings to be open to the public as per N. J. Administrative Code 6:68-1.6.

Mr. Kupferer made a motion to open for three evenings per week. Mr. Soloway seconded the motion and it was carried unanimously.

Mrs. Reed will create a schedule for the third evening and redeploy some of the present staff. The public will be informed of the new library hours which will commence the first week after Labor Day.

COMMITTEES:

Mr. O'Neill said that it was suggested by Mr. Flynn, Township Purchaser, that the Board of Trustees contact the Mayor and Council to ask assistance with plans for the lighting. Mr. O'Neill will write a letter to the Mayor about this problem.

NEW BUSINESS:

Mr. O'Neill told the Board that he had climbed up to the roof of the new building to check on the installation of the new compressor for the air conditioner and had noticed large bubbles under the tar paper. The combination of water and heat has caused a deterioration of the roof and it must be repaired. Mr. O'Neill will write a letter to Mc. McCann concerning the problem and the obligations of the Township and/or the Library to pay for repairs. The warranty on the roof will be checked.

OLD BUSINESS:

Mr. Soloway made the following motion:

Resolved, that effective July 1, 1984 the following members of the staff will be transferred from part-time to full-time work in the position of Jr. Library Assistant: Ada LaPoint - \$12,224, Gail Longo - \$12,224, Sybil Seidler - \$13,056, Elizabeth Springsteel - \$12,640. There will be eighteen days of annual leave.

It is further resolved that authority is granted to the Director to rehire five additional part-time Library Pages at \$4.50 an hour. Mr. Kupferer seconded the motion and it was passed unanimously.

COMMUNICATIONS:

Mr. Kupferer read additional correspondence received from Mrs. Arlene Silikovitz concerning her library privileges. All correspondence will be reviewed by the Board Attorney.

The public portion of the meeting was adjourned at 9:25 P. M.

At the executive session of the July 25th Board of Trustees meeting Mrs. Reed presented the credentials of Mrs. Marilyn Dore, the Children's Librarian who was recommended to fill the vacant Children's Librarian position.

It was voted unanimously that Mrs. Dore be hired on a part-time basis beginning in September. Salary will be determined at a later date.

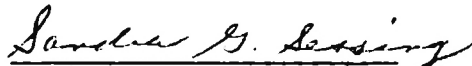
A letter from Dr. Alvin M. Schmidt was read which gave a report on the physical examination given Bill Toohey at the request of the Trustees. Mrs. Reed was asked to contact Mr. Toohey's family physician about treatment for his diabetes.

Letters addressed to Mrs. Reed from Deborah Pinkus were read and discussed. Mrs. Reed was advised to respond to the correspondence and explain the unwritten policy of an employee having to be employed at least five years before a promotion is given. Also, the promotion is given only if there is a need for the title for which it is applied.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees


Sandra G. Sessing, Secretary

DIRECTOR'S
MONTHLY REPORT

July 25, 1984

Four part-time employees, LaPoint, Longo, Seidler and Springsteel, began working full-time on July 2. Also, five former employees also returned to work on July 2 on a part-time basis. They are Deutsch, Giorgio, Laing, Lanfrank and Shanahan.

A number of regular employees are taking vacations during this period which turns out to be fortunate for them because our air conditioning system broke down on July 12. The compressor was completely worn out. During this period it has been quite miserable and most uncomfortable in the library.

We ran an advertisement in the local paper for two consecutive weeks for a qualified custodian. To date, there have been no takers.

The sign you requested about the Mt. Pleasant Avenue entrance being closed has been ordered from the Sign Shop in the Department of Public Works in Verona.

A bus trip has been scheduled for August 23. The trip will take the sightseers to Brooklyn to visit some of the old brownstone houses.

We are now being rejected by persons who want to exhibit their art work because of the condition of the wall behind our circulation desk. Several artists have approached me offering suggestions. Some ask that the wall be painted and others think it a better idea that we put up the same type wall as in the exhibit area.

I recommend to you Mrs. Marilyn Dore to be hired as Children's Librarian to begin work on a part-time basis beginning September 3, 1984. I have received very commendable references from former employers and fellow librarians. Mrs. Dore has worked a number of years in libraries and received her professional librarian's degree from Columbia University in 1980.

Richard Colucci, Head of Public Library Services at the State Library in Trenton, and I have conversed a number of times about our library having to be open a minimum of three evenings a week beginning in September. He stated that we are expected to observe the rule as stated in New Jersey Library Laws unless there are hardships recognized by his board granting us permission to do otherwise. I have written a letter to him and he assures me that I will receive a reply before the next Board meeting. Failure to comply with the rules as stated will result in a 20% loss of full funding in State Aid under the State Library Aid program's sliding scale.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE, 1984

LIBRARY BOARD MEETING OF JULY 25, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF JUNE 1984	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/84	UNEXPENDED BUDGET BALANCE ON 6/30/84	BILLS/ ACCOUNTS PAYABLE AT 6/30/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 6/30/84
SALARIES AND WAGES	\$402,000	\$30,677.58	\$182,522.77	\$219,477.23		\$219,477.23
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,485.37	14,420.47	14,179.53		14,179.53
SOCIAL SECURITY	30,000	2,221.04	13,204.13	16,795.87		16,795.87
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000	27,924.00	27,924.00	5,076.00		5,076.00
UNEMPLOYMENT INS., ETC.	7,500	1,372.77	3,248.31	4,251.69		4,251.69
WORKERS COMP. INSURANCE	4,300	2,200.00	1,915.00	2,385.00	\$ 1,688.00	697.00
SUNDAY OPENINGS	6,500	860.00	4,494.00	2,006.00		2,006.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	35.00	445.67	554.33	16.00	538.33
TRANSPORTATION	300	4.00	64.00	236.00		236.00
SEMINARS & WORKSHOPS	500	41.50	13.00	487.00		487.00
AUDIT	1,650	1,650.00	1,650.00	-		-
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	5,685.00	7,965.00	1,137.00	6,828.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	1,180.00	1,670.00	236.00	1,434.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	1,812.69	12,317.61	28,682.39	3,066.01	25,616.38
MAIN LIBRARY -MAINT.	22,852	643.53	1,076.93	21,775.07	252.90	21,522.17
TORY CORNER -RENTAL	540		135.00	405.00	135.00	270.00
SERVICE CONTRACTS	5,500	901.00	2,850.98	2,649.02	290.55	2,358.47
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,999.13	21,118.95	58,881.05	4,553.76	54,327.29
SUPPLIES	10,000	649.07	4,416.04	5,583.96	568.89	5,015.07
MICROFILM	3,500		19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,500	372.09	648.65	6,851.35	203.63	6,647.72
AUDIO/VISUAL -MATERIALS	1,500	232.12	494.04	1,005.96	58.31	947.65
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000	1,709.33	1,709.33	2,290.67	1,294.75	995.92
TELEPHONE	3,500	257.53	1,546.48	1,953.52		1,953.52
POSTAGE	3,500		413.24	3,086.76	400.00	2,686.76
EQUIPMENT:						
LIBRARY	3,000		419.00	2,581.00		2,581.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
JANITORIAL SUPPLIES	2,500	63.50	925.94	1,574.06		1,574.06
PHOTOCOPY	4,500	263.29	1,836.47	2,663.53	279.60	2,383.93
<u>TOTAL</u>	<u>\$728,372</u>	<u>\$82,747.54</u>	<u>\$306,694.51</u>	<u>\$421,677.49</u>	<u>\$14,180.40</u>	<u>\$407,497.09</u>
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	<u>\$728,372</u>					

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE, 1984

	BALANCE 6/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 6/30/84	ADD: DUE FROM TOWN OF W. O.	LESS: ACCOUNTS PAYABLE 6/30/84	UNEXPENDED BUDGET BALANCE AT 6/30/84
BUDGET FUND	\$183,425.03	-0-	\$ 82,747.54	\$100,677.49	\$321,000.00	\$ 14,180.40	\$407,497.09
RECEIPTS AND FUNDS							
COPY MACHINES							
XEROX	\$ 3,727.60	\$ 736.90		\$ 4,464.50			
TOSHIBA	64.45			64.45			
SHARP	594.56	168.61		763.17			
TOTAL COPY MACHINES	\$ 4,386.61	\$ 905.51	\$ -0-	\$ 5,292.12			
FINES	11,672.23	2,437.24		14,109.47			
RENTALS	1,076.01	234.65		1,310.66			
PROJECTOR RENTAL	60.00	11.40		71.40			
MICROFILMS	41.60	1.40		43.00			
NON-RESIDENT FEE	40.00	40.00		80.00			
MEETING ROOM	100.00	25.00		125.00			
TELEPHONE	35.74	5.59		41.33			
DONATIONS	46.96	540.00		586.96			
INTEREST	6,309.88	1,392.63		7,702.51			
MISCELLANEOUS	1.00	-0-		1.00			
TOTAL RECEIPTS AND FUNDS	\$ 23,770.03	\$ 5,593.42	\$ -0-	\$ 29,363.45			
LOST BOOK FUND	\$ 325.35	\$ 64.35	\$ -0-	\$ 389.70			
BOOK SALES & EXCESS PROPERTY FUND	\$ 391.38	\$ 79.85	\$ -0-	\$ 471.23			
PETTY CASH & CHANGE FUND	\$ 360.00	-0-	\$ -0-	\$ 360.00			
ACCOUNTS PAYABLE 12/31/83	\$ 1,650.00	-0-	\$ 1,650.00	\$ -0-			
TOTAL ALL FUNDS	\$209,921.79	\$ 5,737.62	\$ 84,397.54	\$131,261.87			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,326.96
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	115,118.65
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	8,846.65
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	1,643.90
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,954.43
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,998.61
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	202.67
LESS: ACCOUNTS PAYABLE 6/30/84	\$131,261.87
CASH FUNDS AVAILABLE AT 6/30/84	14,180.40
	\$117,081.47

JUNE, 1984 BILLS PRESENTED FOR PAYMENT ON
JULY 25, 1984

CHECKS ARE DATED
JUNE 30, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9094	Essex Council #1	1. SALARIES	\$ 52.24
9095	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	396.00
9096	P.E.R.S. #20284-CONTRIB. LIFE INS.	1. SALARIES	124.12
9097	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	2,032.41
9098	TOWN OF W.O.-JULY 1984	26. HOSPITALIZATION	2,532.46
9099	W.O. LIBRARY UN. SAV. A/C-JUNE 1984	1. SALARIES	210.37
9100	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.	1,087.83
9101	N.J. GROSS INCOME TAX-JUNE 1984	1. SALARIES	662.54
9102	MIDLANTIC NAT'L. BANK FTD 6/30/84	1. SALARIES	2,202.28
9103	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,041.24
9104	N.J. EMPLOYMENT SEC. AGENCY- 2ND QTR. 1984	28. UN. INS.	\$ 1,372.77
		EXCHANGE	<u>686.40</u>
			2,059.17
9105	CARTHELL SPEED	6. MAINT.-MAIN	261.25
9106	STATE OF N.J.	27. EMPLOYERS' SOC. SEC.	2.36
	NET P/R 6/15/84 #3268-3300 (33)	1. SALARIES	10,701.04
	NET P/R 6/30/84 #3301-3331 (30)	1. SALARIES	<u>10,414.85</u>
	<u>SUB-TOTAL</u>		\$ 33,780.16
	<u>ADD: CHECKS #9029-9093 FOR PAYMENT</u>		
	ISSUED AT JUNE 27, 1984 MEETING		<u>51,580.91</u>
	<u>CHECKS ISSUED FOR THE MONTH OF JUNE, 1984</u>		<u>\$ 85,361.07</u>
	<u>ADD:</u>		
	PETTY CASH CHECKS #1695-1703 ISSUED DURING APRIL, MAY AND JUNE 1984		<u>108.43</u>
	<u>SUB-TOTAL</u>		\$ 85,469.50
	<u>LESS:</u>		
	CHECK #8824 YOUNG'S NEWS SERVICE	VOIDED	\$ 46.80
	CHECK #8890 YOUNG'S NEWS SERVICE	VOIDED	46.80
	CHECK #9039 ADAMS BROWN Co.	VOIDED	29.00
	CHECK #9064 SAMUEL KLEIN Co.	ACCOUNTS PAYABLE	1,650.00
	CHECK #9104 N.J. UN. INS.	EXCHANGE	686.40
	DEPOSIT 6/4/84	26. HOSPITALIZATION	132.29
	DEPOSIT 6/27/84	5. INS.-OTHER	<u>165.67</u>
			<u>2,756.96</u>
	<u>SUB-TOTAL</u>		\$ 82,712.54
	<u>ADD:</u>		
	DECREASE IN COMMUNITY SERVICES CHECKING A/C		<u>35.00</u>
	<u>TOTAL EXPENDITURES - MONTH OF JUNE 1984</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 82,747.54</u>

PAYMENT RECOMMENDED BY:

[Signature]

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *[Signature]*

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH - APRIL, MAY & JUNE, 1984
BILLS PRESENTED FOR PAYMENT ON JULY 25, 1984

<u>DATE</u> <u>1984</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APR.</u>				
4	1695	NJLA	15. SEMINARS	\$ 28.50
4	1696	NJLA	15. SEMINARS	13.00
<u>MAY</u>				
14	1697	ORANGE PUBLIC LIBRARY	2. BOOKS	18.95
16	1698	PROCTOR ENTERPRISES	2. BOOKS	14.00
16	1699	WALDEN BOOKS	2. BOOKS	21.48
<u>JUNE</u>				
14	1700	PUBLIC AFFAIRS COMMITTEE	20. PAMPHLETS	1.00
14	1701	LIBRARY BINDING SERVICE	4. SUPPLIES	5.00
14	1702	PILOT BOOKS	2. BOOKS	3.50
14	1703	VIRGINIA NOIR	20. PAMPHLETS	<u>3.00</u>

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF APRIL, MAY,
AND JUNE, 1984

\$ 108.43

PAYMENT RECOMMENDED BY:

Lisa A. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart S. Mannheim CPA*

JUNE, 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 25, 1984

CHECKS ARE DATED
JULY 25, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9107	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	\$ 1,199.87
9108	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.	1,253.54
9109	MIDLANTIC NATIONAL BANK FTD 7/15/84	1. SALARIES	2,633.07
9110	WEST ORANGE MUNICIPAL	1. SALARIES	396.00
9111	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
9112A	ADP	11. SERVICE CONTRACTS \$	54.55
B	"	11. SERVICE CONTRACTS	<u>54.75</u> 109.30
9113	AMEREON LTD.	2. BOOKS	19.86
9114	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	12.29
9115A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 21.41
B	" " " " "	2. BOOKS	62.51
C	" " " " "	2. BOOKS	<u>58.34</u> 142.26
9116A	THE BAKER & TAYLOR CO.	2. BOOKS	(\$ 11.43)
B	" " " " "	2. BOOKS	283.38
C	" " " " "	2. BOOKS	811.46
D	" " " " "	2. BOOKS	355.40
E	" " " " "	2. BOOKS	215.81
F	" " " " "	2. BOOKS	486.67
G	" " " " "	2. BOOKS	286.42
H	" " " " "	2. BOOKS	<u>482.31</u> 2,910.02
9117A	THE BAKER & TAYLOR CO.	2. BOOKS	(\$ 3.50)
B	" " " " "	2. BOOKS	377.01
C	" " " " "	2. BOOKS	27.64
D	" " " " "	2. BOOKS	<u>44.03</u> 445.18
9118A	BENISH & CO.	5. INS.-W/C	\$ 1,688.00
B	" " " "	5. INS.-OTHER	<u>1,294.75</u> 2,982.75
9119	BLOOMFIELD WINDOW CLEANING	11. SERVICE CONTRACTS	75.00
9120	R. R. BOWKER	2. BOOKS	45.74
9121A	BRODART, INC.	4. SUPPLIES	\$ 71.00
B	" " "	4. SUPPLIES	<u>236.52</u> 307.52
9122A	C. W. ASSOCIATES	2. BOOKS	\$ 14.00
B	" " "	2. BOOKS	<u>20.50</u> 34.50
9123A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	(\$ 0.03)
B	" " " " "	21. A/V MATERIALS	39.55
C	" " " " "	21. A/V MATERIALS	<u>18.79</u> 58.31
9124	COMMODITY RESEARCH BUREAU	2. BOOKS	39.95
9125	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	37.90
9126	THE COUNCIL OF STATE GOVERNMENTS	2. BOOKS	38.25
9127	DEACON PRESS, INC.	4. SUPPLIES	32.50
9128	EBE	2. BOOKS	72.00
9129A	EBSCO SUBSCRIPTION SERVICE	19. MAGAZINES	(\$ 5.00)
B	" " "	19. MAGAZINES	<u>21.83</u> 16.83
9130	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	107.00
9131A	GALE RESEARCH CO.	2. BOOKS	\$ 57.96
B	" " "	2. BOOKS	128.25
C	" " "	2. BOOKS	128.25
D	" " "	2. BOOKS	<u>79.45</u> 393.91
9132	GARRETT PARK PRESS	2. BOOKS	11.95
9133	GROLIER EDUCATIONAL CORP.	2. BOOKS	143.50
9134	INFORMATION PUBLICATIONS	2. BOOKS	26.50
9135	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	141.00
9136	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
9137A	MACMILLAN PUBLISHING CO.	2. BOOKS	\$ 9.10
B	" " "	2. BOOKS	17.87
C	" " "	2. BOOKS	<u>9.10</u> 36.07
9138	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
9139	A. R. MEEKER CO.	4. SUPPLIES	64.05
9140	NEW JERSEY LEGISLATIVE MANUAL	2. BOOKS	20.50
9141	E & M O'HARE, INC.	6. MAINT-MAIN	177.90
9142	PSE & G	8. MAINT-UTILITIES	3,066.01
9143	PETTY CASH - CHECKING A/C	TRANSFER	200.00
9144	PETTY CASH - SAFE	4. SUPPLIES	23.82
9145	PITNEY BOWES	11. SERVICE CONTRACTS	59.25
9146	POSTMASTER	13. POSTAGE	400.00
9147	PRENTICE HALL, INC.	2. BOOKS	42.61

WEST ORANGE FREE PUBLIC LIBRARY

JUNE, 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 25, 1984

CHECKS ARE DATED
JULY 25, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9148	REGENT BOOK Co.	2. BOOKS	\$ 8.87
9149	SCRIBNER BOOK COMPANY	2. BOOKS	59.95
9150	STORY PRESS	2. BOOKS	11.95
9151	WEST ORANGE COMMUNITY HOUSE	7. MAINT-TORY	135.00
9152	WEST PUBLISHING Co.	20. PAMPHLETS	140.00
9153	WORRALL PUBLICATIONS	10. COMMUNITY REL.	16.00
9154	XEROX CORPORATION	25. PHOTOCOPY	279.60
9155	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
<u>SUB-TOTAL</u>			\$ 19,862.88
<u>LESS:</u>			
CHECK #9107	TOWN OF W.O.	1. SALARIES	\$ 1,199.87
CHECK #9108	TOWN OF W.O.	27. EMPL. SOC. SEC.	1,253.54
CHECK #9109	MIDLANTIC NAT'L BANK	1. SALARIES	2,633.07
CHECK #9110	W.O. MUNICIPAL EMPL.	1. SALARIES	396.00
CHECK #9143	PETTY CASH-CHECKING	TRANSFER	200.00
			<u>5,682.48</u>
<u>TOTAL ACCOUNTS PAYABLE - JUNE 30, 1984</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 14,180.40</u>

PAYMENT RECOMMENDED BY:

Lee A. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart S. Manheim, CPA

AGENDA

WEST ORANGE PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES

AUGUST 22, 1984

- 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) Painting
 - b) Maintenance
 - c) Lighting
- 9) New Business
- 10) Communications
- 11) Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
AUGUST 22, 1984

President William J. O'Neill called the meeting to order at 8:05 PM. The following members were present constituting a quorum: Horace K. Corbin, Jr., Herbert M. Gladstone, Michael O'Hara and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant; Martin J. Loftus, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 7/25/84 with the following addition to be made: Page 1, under Director's Report, paragraph 1, first sentence to read: "Mrs. Reed explained that the new air conditioning compressor has a one year warranty." Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Gladstone made a motion to accept the Bills as Presented for Payment for the month of July, 1984. Mr. Corbin 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. O'Hara seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed explained that the boilers for both buildings are being repaired and cleaned as per recommendations of the State Boiler Inspector. The serviceman performing these tasks has advised that the burner to the old boiler be replaced.

Mr. Corbin made a motion that the Board of Trustees authorize Mr. O'Hara and Mr. Gladstone of the Building and Grounds committee to look into the serious conditions of the boiler and the burner as reported by the workers. If it is necessary to make a decision before the next meeting, the Board authorizes the Committee to go ahead and replace the burner and/or the boiler. Mrs. Strauss seconded the motion and it was passed unanimously.

Mrs. Reed will present additional painting estimates at the next Board meeting. The estimates will be for one coat of paint and will include items 1-5, stage I of painting to be done in order of priority.

COMMITTEES:

1) Lighting:

Mr. O'Hara reported that Mayor Spina will be in touch with the Engineering Department of the Township and that the lighting specifications will be dealt with in-house through the Township. The Building Committee will meet with the Engineering Department. Mr. O'Hara will follow up on this matter.

2) Roof:

Mr. O'Hara said that Mayor Spina advised the library to contact Dominick at the Public Works Department and ask him to contact Kearny Roofing Company to determine the repairs that are necessary. Repairs will then be made. Mrs. Reed will call Dominick regarding this matter.

3) Grounds:

Mrs. O'Neill will contact Mr. McCann about starting the work on the grounds and shrubs.

OLD BUSINESS:

Mr. O'Hara made a motion that the Board of Trustees present a special resolution for Bill Toohey for his years of service with the library. Mrs. Strauss seconded the motion and it was carried unanimously.

Mr. O'Neill asked Mr. Loftus to follow up on the question of whether or not the library must pay the excise tax as indicated on the PSE&G bills.

Discussion was held regarding the maintenance situation. The Board approved Mrs. Reed's recommendation to hire Mr. Sam Simone on a temporary basis at \$7.00 per hour. Mrs. Reed will check on work references and at the end of 3 months will report on Mr. Simone's performance.

Mr. Gladstone made a motion to engage the Kitco Maintenance Company to provide vinyl floor tile stripping, resealing and floor finishing at 11¢ per square foot. Mrs. Strauss seconded the motion and it was carried unanimously.

The Board approved Mrs. Reed's recommendation to hire Mrs. Marilyn Dore as Children's Librarian at the rate of \$8.00 per hour.

NEW BUSINESS:

A letter from five employees concerning inequities of salaries and vacation time resulting from current policy dealing with part-time to full-time employment was presented to the Board. The Board attorney recommended that the issues be brought up at the union negotiations.

Mrs. Reed was requested to answer the letter informing the employees concerned that their requests will be put on the agenda for union negotiations.

Mrs. Strauss made a motion that the Board proceed with the purchase of microfiche equipment as recommended in Miss Margaret Cushing's memo to Mrs. Reed dated 8/21/84. Funds in the amount of \$1,000 will be taken from the Book Escrow Account with the remaining amount provided from line item-A/V Equipment in the library budget. Mr. Corbin seconded the motion and it was passed unanimously.

Mrs. Reed will write a letter to the Friends advising them of the Board's action.

The Finance Committee will meet on Monday, September 10, 1984 at 2:00 P. M. to discuss the 1985 proposed budget.

The regular meeting of the Board of Trustees which had been scheduled for Wednesday, September 26, 1984 at 8:00 P. M. Notice will be provided to the public.

The salary rates for Sundays will be discussed at the union negotiations.

COMMUNICATIONS:

The following correspondence was read:


- 1) A letter from Neil S. Sullivan Associates, Ltd. giving the salvage price of the air conditioning compressor.
- 2) A letter from Neil S. Sullivan Associates, Ltd. stating the coverage of a one year warranty on the air conditioning compressor.
- 3) A letter to Mr. Colucci of the State Library from Mrs. Reed informing him that the library will be open 3 evenings starting in September.

The Board of Trustees meeting was adjourned at 10:15 P. M.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

DIRECTOR'S
MONTHLY REPORT

August 22, 1984

We hesitate to report that after spending \$4,350 for a new compressor for our air conditioning system all is not well. Neil Sullivan Company has been called almost daily because of a malfunctioning of the system. Employees are complaining constantly about the uncomfortable heat condition in the library--especially in the new building. Each time the company responds and advises us that everything seems to be working properly and no more trouble is expected.

Insofar as the vibrations the Trustees witnessed at the time of the July meeting, these are normal according to our serviceman. He stated that each compressor has its own sound.

Our library has taken the lead among New Jersey libraries to promote voter registration. In this connection, Essex County Executive Peter Shapiro visited our library and was photographed with the Director and a borrower in an effort to promote the program. Emphasis is placed on the fact that the process is quick, uncomplicated and non-partisan, as no statement of party affiliation is necessary.

On the attached sheet I have listed areas in the library which must be painted in order of priority.

You may recall that we have painting proposals from three companies with costs broken down by areas. Prices in my estimation, are extremely prohibitive. (See attached sheet)

My suggestion is that we search for an independent painter who is willing to accept an hourly wage of around \$10.00 per hour.

However, it is left to the discretion of the Trustees to make a decision whether we use the services of one of the named companies or hire an independent painter. Whatever your decision is, it would be appreciated if the main floor walls could be painted right away.


It seems imperative that the hourly rates for Sunday workers are raised in order to have enough help. The usual method of having workers sign up to work Sundays is unsatisfactory because the rates are below the regular pay employees are now getting. As an incentive to getting more volunteers for Sunday work, I suggest that Junior Library Assistants be paid \$10.00 per hour, Pages \$6.00 per hour and Reference Librarian \$14.00 per hour.

We have learned that postage will go up in March or April, 1985. This matter should be taken into consideration as our proposed budget for next year is being made.

On Thursday, August 9, 1984 our fire alarms went off. Three fire engines came to the library. Everybody was evacuated from the building. Firemen spent from 35 to 40 minutes trying to determine cause for the alarm. Unable to detect the cause they immediately contacted Pyrotronics, the company who installed the system. A repairman was sent to correct whatever went wrong. He discovered the fault and made the correction.

Most vacations will be over by Labor Day. We are prepared for full speed ahead which will include Thursday evenings.

Two members of our staff are hospitalized and reports are they are seriously ill. Sarah Rabinowitz might have to undergo open heart surgery. Bill Toohey is presently in intensive care at Montclair Community Hospital. Mrs. Rabinowitz is in Beth Israel Hospital.



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JULY 1984

LIBRARY BOARD MEETING OF AUGUST 22, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF JULY 1984	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/84	UNEXPENDED BUDGET BALANCE ON 7/31/84	BILLS/ ACCOUNTS PAYABLE AT 7/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 7/31/84
SALARIES AND WAGES	\$402,000	\$ 35,312.01	\$217,834.78	\$184,165.22		\$184,165.22
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,400.17	16,820.64	11,779.36	\$ 43.80	11,735.56
SOCIAL SECURITY	30,000	2,492.56	15,696.69	14,303.31		14,303.31
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000		27,924.00	5,076.00		5,076.00
UNEMPLOYMENT INS., ETC.	7,500		3,248.31	4,251.69		4,251.69
WORKERS COMP. INSURANCE	4,300	1,688.00	3,603.00	697.00		697.00
SUNDAY OPENINGS	6,500	296.00	4,790.00	1,710.00		1,710.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	16.00	461.67	538.33	43.00	495.33
TRANSPORTATION	300		64.00	236.00		236.00
SEMINARS & WORKSHOPS	500		13.00	487.00		487.00
AUDIT	1,650		1,650.00			
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	6,822.00	6,828.00	1,137.00	5,691.00
LEGAL & PROFESSIONAL SVCS.	2,850	317.00	1,497.00	1,353.00	236.00	1,117.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	3,066.01	15,383.62	25,616.38	3,026.79	22,589.59
MAIN LIBRARY -MAINT.	22,852	4,602.90	5,679.83	17,172.17	294.10	16,878.07
TORY CORNER -RENTAL	540	135.00	270.00	270.00		270.00
SERVICE CONTRACTS	5,500	290.55	3,141.53	2,358.47	966.85	1,391.62
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,553.76	25,672.71	54,327.29	3,922.86	50,404.43
SUPPLIES	10,000	568.89	4,984.93	5,015.07	1,029.55	3,985.52
MICROFILM	3,500		19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	203.63	852.28	6,647.72	217.52	6,430.20
AUDIO/VISUAL -MATERIALS	1,500	58.31	552.35	947.65	141.92	805.73
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000	1,294.75	3,004.08	995.92		995.92
TELEPHONE	3,500	342.07	1,888.55	1,611.45		1,611.45
POSTAGE	3,500	400.00	813.24	2,686.76		2,686.76
EQUIPMENT:						
LIBRARY	3,000		419.00	2,581.00		2,581.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
SANITATORIAL SUPPLIES	2,500		925.94	1,574.06	261.14	1,312.92
PHOTOCOPY	4,500	279.60	2,116.07	2,383.93	268.00	2,115.93
TOTAL	\$728,372	\$ 59,454.21	\$366,148.72	\$362,223.28	\$11,588.53	\$350,634.75
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	<u>\$728,372</u>					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JULY 1984

	BALANCE 7/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 7/31/84	ADD: DUE FROM TOWN OF W.O.	LESS: ACCOUNTS PAYABLE 7/31/84	UNEXPENDED BUDGET BALANCE AT 7/31/84
BUDGET FUND	\$100,677.49	\$160,500.00	\$ 59,454.21	\$201,723.28	\$160,500.00	\$ 11,588.53	\$350,634.75

RECEIPTS AND FUNDS

COPY MACHINES				
XEROX	\$ 4,464.50	\$ 441.70		\$ 4,906.20
TOSHIBA	64.45	15.90		80.35
SHARP	763.17			763.17
TOTAL COPY MACHINES	\$ 5,292.12	\$ 457.60	\$ -0-	\$ 5,749.72
FINES	14,109.47	2,141.97		16,251.44
RENTALS	1,310.66	207.25		1,517.91
PROJECTOR RENTAL	71.40	30.00		101.40
MICROFILMS	43.00	.50		43.50
NON-RESIDENT FEE	80.00			80.00
MEETING ROOM	125.00			125.00
TELEPHONE	41.33	5.99		47.32
DONATIONS	586.96			586.96
INTEREST	7,702.51	1,103.75		8,806.26
MISCELLANEOUS	1.00			1.00
TOTAL RECEIPTS AND FUNDS	\$ 29,363.45	\$ 3,947.06	\$ -0-	\$ 33,310.51
LOST BOOK FUND	\$ 389.70	\$ 134.82	\$ -0-	\$ 524.52
BOOK SALES & EXCESS PROPERTY FUND	\$ 471.23	\$ 97.95	\$ -0-	\$ 569.18
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00
TOTAL ALL FUNDS	\$131,261.87	\$164,679.83	\$ 59,454.21	\$236,487.49

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

	\$ 1,051.29	
	217,343.46	
	11,923.13	
	1,643.90	
	1,954.43	
	1,998.61	
	170.00	
	402.67	
	\$236,487.49	
	11,588.53	
	\$224,898.96	

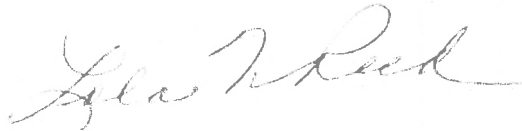
LESS: ACCOUNTS PAYABLE, 7/31/84
CASH FUNDS AVAILABLE AT 7/31/84

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1984 BILLS PRESENTED FOR PAYMENT ON
AUGUST 22, 1984CHECKS ARE DATED
JULY 31, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9156	DR. ALVIN SCHMIDT	24. PROFESSIONAL SVCS.	\$ 81.00
9157	NEIL SULLIVAN ASSOC.	6. MAINT.-MAIN	4,350.00
9158	N.J. BELL	9. TELEPHONE	15.79
9159	N.J. BELL	9. TELEPHONE	326.68
9160	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,239.02
9161	MIDLANTIC NAT'L BANK FTD 7/31/84	1. SALARIES	2,493.01
9162	N.J. GROSS INCOME TAX-JULY 1984	1. SALARIES	749.48
9163	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,185.95
9164	W.O. LIBRARY-UN. SAV. A/C-JULY 1984	1. SALARIES	193.10
9165	TOWN OF W.O.-AUG. 1984	26. HOSPITALIZATION	2,532.46
9166	P.E.R.S. #20284 PENSION & LOANS	1. SALARIES	1,986.08
9167	P.E.R.S. #20284 CONTRIBUTORY LIFE INS.	1. SALARIES	124.12
9168	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	426.00
9169	W.O. LIBRARY PUBLIC EMPLOYEE ASSOC.	1. SALARIES	52.24
	NET P/R 7/13/84 #3332-3360 (29)	1. SALARIES	12,108.50
	NET P/R 7/31/84 #3361-3390 (30)	1. SALARIES	12,060.59
<u>SUB-TOTAL</u>			\$39,924.02
<u>ADD:</u> CHECKS #9107-9155 FOR PAYMENT ISSUED AT JULY 25, 1984 MEETING			19,862.88
<u>CHECKS ISSUED FOR THE MONTH OF JULY 1984</u>			\$59,786.90
<u>LESS:</u>			
CHECK #9143 PETTY CASH CHECKING	TRANSFER	\$ 200.00	
DEPOSIT 7/6/84	26. HOSPITALIZATION	132.29	
DEPOSIT 7/19/84	9. TELEPHONE	.40	332.69
<u>TOTAL EXPENDITURES-MONTH OF JULY 1984</u>			
<u>PER BUDGET REPORT</u>			\$59,454.21

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim CPA

JULY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 22, 1984

CHECKS ARE DATED
AUGUST 22, 1984

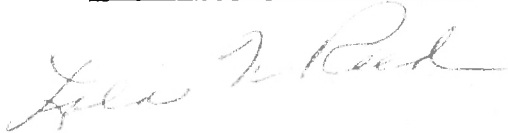
<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9170	AMERICAN TIME RECORDER, INC.	11. SERVICE CONTRACTS	\$ 54.00
9171	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,203.61
9172	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,257.47
9173	MIDLANTIC NAT'L BANK-FTD 8/15/84	1. SALARIES	2,539.19
9174	VOID		
9175	WEST ORANGE MUNICIPAL-EMPLOYEES FCU	1. SALARIES	411.00
9176	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
9177A	ADP	11. SERVICE CONTRACTS	\$ 54.75
B	"	11. " "	2.10
9178	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	56.85
9179	AMERICAN PSYCHIATRIC PRESS	2. BOOKS	261.14
9180	ARTS COUNCIL OF NORTH WEST ESSEX	10. COMMUNITY REL.	17.00
9181A	THE BAKER & TAYLOR CO.	2. BOOKS	35.00
B	" " " " "	2. " "	\$ 30.64
9182A	THE BAKER & TAYLOR CO.	2. " "	21.22
B	" " " " "	2. BOOKS	\$ 186.11
C	" " " " "	2. " "	405.83
D	" " " " "	2. " "	209.61
E	" " " " "	2. " "	331.44
F	" " " " "	2. " "	303.30
G	" " " " "	2. " "	532.64
H	" " " " "	2. " "	279.21
I	" " " " "	2. " "	193.50
9183A	THE BAKER & TAYLOR CO.	2. " "	205.22
B	" " " " "	2. BOOKS	\$ 25.82
9184	BETTERWAY PUBLICATIONS, INC.	2. " "	7.76
9185	BROADCASTING PUBLICATIONS, INC.	20. PAMPHLETS	33.58
9186A	BRODART CO.	2. BOOKS	3.95
B	" " " " "	4. SUPPLIES	70.00
9187	C.W. ASSOCIATES	4. " "	\$ 530.00
9188	CENTER TYPEWRITER CO.	4. " "	57.00
9189A	CHAMBERS RECORD & VIDEO CORP.	2. BOOKS	587.00
B	" " " " "	6. MAINT-MAIN	59.50
C	" " " " "	21. A/V MATERIALS	73.00
D	" " " " "	21. " "	\$ 54.38
9190	COMMITTEE FOR THE FREE WORLD	21. " "	6.93
9191	CONCERNED UNITED BIRTHPARENTS	21. " "	34.94
9192A	DOUBLEDAY & COMPANY, INC.	21. " "	28.35
B	" " " " "	20. PAMPHLETS	124.60
C	" " " " "	20. PAMPHLETS	1.00
9193	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	6.00
9194	ELEVATOR MAINTENANCE CORP.	2. BOOKS	\$ 8.31
9195	GANN LAW BOOKS	2. " "	12.59
9196A	SID HARVEY	2. " "	8.34
B	" " " " "	2. BOOKS	29.24
9197	IBM CORP.	11. SERVICE CONTRACTS	120.00
9198	INSTITUTE FOR MANAGEMENT	2. BOOKS	107.00
9199A	KAUFMAN'S SENTRY HARDWARE	6. MAINT-MAIN	39.40
B	" " " " "	6. " "	\$ 58.80
C	" " " " "	6. " "	86.40
D	" " " " "	11. SERVICE CONTRACTS	145.20
E	" " " " "	2. BOOKS	540.00
F	" " " " "	4. SUPPLIES	19.95
G	" " " " "	4. " "	\$ 3.00
		4. " "	23.05
		4. " "	7.14
		4. " "	1.05
		4. " "	3.29
		4. " "	2.29
		4. " "	1.69
			41.51

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 22, 1984CHECKS ARE DATED
AUGUST 22, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9200	KELLY & SALLES	6. MAINT-MAIN	\$ 75.90
9201	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	377.50
9202	LAWYERS ALLIANCE FOR NUCLEAR ARMS CONTROL	20. PAMPHLETS	3.00
9203	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
9204A	MACMILLAN PUBLISHING Co.	2. BOOKS	\$ 8.30
B	" " "	2. "	22.58
C	" " "	2. "	12.10
9205	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
9206	MOMO'S PRESS	2. BOOKS	11.56
9207	THE MONEY PAPER	20. PAMPHLETS	19.50
9208	MOODY'S INVESTORS SERVICE	2. BOOKS	203.00
9209	PPI	20. PAMPHLETS	81.27
9210	PSE & G	8. MAINT-UTILITIES	3,026.79
9211	PORTER SARGENT	2. BOOKS	31.97
9212A	PRENTICE HALL, INC.	2. BOOKS	\$ 16.42
B	" " "	2. "	23.54
9213	PUBLIC AFFAIRS PAMPHLETS	20. PAMPHLETS	56.00
9214A	REGENT BOOK Co.	2. BOOKS	\$ 25.60
B	" " "	21. A/V MATERIALS	17.32
9215	LORRAINE SCHWARTZ	26. HOSPITALIZATION	43.80
9216	SCRIBNER BOOK Co.	2. BOOKS	470.00
9217	SILVER BURDETT Co.	2. BOOKS	10.40
9218	UPSTART	4. SUPPLIES	23.54
9219	WEISBLATT ELECTRIC Co.	11. SERVICE CONTRACTS	194.00
9220	WORRALL PUBLICATIONS	10. COMMUNITY REL.	8.00
9221	XEROX CORP.	25. PHOTOCOPY	268.00
9222	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
<u>SUB-TOTAL</u>			\$ 16,999.80
<u>LESS:</u>			
CHECK #9171	TOWN OF W.O.	1. SALARIES	\$1,203.61
" #9172	TOWN OF W.O.	27. EMPL. SOC. SEC.	1,257.47
" #9173	MIDLANTIC NAT'L BANK	1. SALARIES	2,539.19
" #9175	W.O. MUNICIPAL EMPL.	1. SALARIES	411.00
			<u>5,411.27</u>
<u>TOTAL ACCOUNTS PAYABLE-JULY 31, 1984</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 11,588.53</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim, CPA

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
SEPTEMBER 24, 1984

- 1) Roll Call
- 2) Open Public Meetings Act
- 3) Minutes
- 4) Treasurer's Report
 - a) Bills Presented for Payment
 - b) Financial Statement
 - c) 1985 Budget
- 5) Staff - Community Participation
- 6) Director's Report
- 7) Committee Reports
- 8) Old Business
 - a) Painting
 - b) Maintenance
 - c) Lighting
 - d) Security for Doors
- 9) New Business
 - a) Policy for parents and children's library cards
- 10) Communications
- 11) Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
SEPTEMBER 24, 1984

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 in accordance with Public Law 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1984 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 meeting of 8/22/84 with page 4, under Committees-Grounds to read: "Mr. O'Neill will contact Mr. McCann about starting the work on the grounds and shrubs." The motion was seconded by Mr. Corbin and was carried unanimously.

(The order of the Agenda was changed because of the late arrival of bills and checks presented for payment).

DIRECTOR'S REPORT:

Mrs. Reed reported that the new burner has been installed and both boilers have been cleaned and are ready for winter operation.

The Friends held their annual book sale on the weekend of Sept. 8 and 9 netting a total of \$696.95 for the library.

The library custodians will strip and rewax the floor using rented equipment. The work can be performed during late night library opening hours and on Saturdays. The carpet can be cleaned in the same manner depending upon drying time of the shampoo.

Mrs Reed received a donation of \$30.00 from former employee, Mark Donnelly, to be used to purchase something suitable honoring the memory of Bill Toohey. A letter was also sent by Mr. Donnelly to "The Chronicle" eulogizing the library's maintenance man.

Discussion was held concerning Mrs. Reed's request to resolve the Sunday opening problem. A letter from Elizabeth Springsteel, President of the Union and Employees Association was read by Mr. Soloway. Board attorney, Mr. Cuozzi recommended that the Personnel Committee handle the matter. Mrs. Reed will furnish a complete report on the entire problem furnishing information from past Minutes, salary rates and personnel.

Mr. Cuozzi said that he will work with Mrs. Reed to prepare an appropriate statement to be printed on registration cards. This statement will reflect Board policy concerning husband, wife and family borrowing responsibilities.

COMMITTEE REPORTS:

1) Building and Maintenance:

Mr. Corbin made a motion confirming the action taken by the Building and Maintenance Committee in regards to the purchase of a new burner. (Bd. meeting of August 22, 1984). Mrs. Strauss seconded the motion and it was passed unanimously.

Painting proposals submitted by contractors for one coat of paint as per the Minutes of 8/22/84 will be reviewed by Mr. O'Hara and Mr. Gladstone.

2) Budget Committee:

The Budget Committee met on Monday, Sept. 10th to prepare the 1985 budget. Mr. Manheim pointed out the amounts budgeted for various line times. The budget will be submitted to the Township by October 1, 1984.

Mr. Corbin made a motion to accept the 1985 Proposed Budget in the amount of \$794,790.00 as presented by the Budget Committee. Mr. Soloway seconded the motion and it was carried unanimously.

OLD BUSINESS:

Mr. O'Neill asked the Building and Maintenance Committee to review the proposals for installation of half-doors for security purposes.

Mr. Soloway will review information concerning compressor insurance.

Mr. Gladstone complimented the Friends for the excellent job they did in running the book sale and for the amount of money earned.

NEW BUSINESS:

Mrs. Strauss made a motion to purchase one IBM electric typewriter. Mr. Gladstone seconded the motion and it was passed 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 August, 1984. Mrs. Strauss seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Corbin made a motion to receive and file the Financial Statement as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

COMMUNICATIONS:

- 1) A letter was received from Sylvia and Ted Yecies praising the recent bus trip.
- 2) A card from Bill Toohey's family was received thanking the Board for their expressions of sympathy.
- 3) A letter was sent to the Friends from Mrs. Reed concerning the purchase of microfiche equipment.

Mr. Gladstone suggested that a letter be sent to the Friends commending them for the fine work they did and thanking them for all of their help attributing to a successful book sale.

Mr. O'Neill read a memorial resolution to honor William Toohey. A motion was made to accept same and carried unanimously. The resolution will become a permanent part of the Minutes.

The meeting was adjourned at 9:26 PM.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

BOARD OF TRUSTEES
OF THE
WEST ORANGE PUBLIC LIBRARY

MEMORIAL RESOLUTION

TO HONOR

WILLIAM TOOHEY

WHEREAS, WILLIAM TOOHEY has served the Public Library of the Township of West Orange in the capacity of Mobile Library Driver and Building Maintenance Worker during the past eleven years; and

WHEREAS, WILLIAM TOOHEY died in August of 1984, survived by a loving wife, Florence and daughter, Gail; and

WHEREAS, WILLIAM TOOHEY has given generously of his time and has worked in close cooperation with the Library Board of Trustees and the Administrative Staff and has discharged his duties during his employment competently, and with diligence; and

WHEREAS, WILLIAM TOOHEY has earned the respect and gratitude of the West Orange Library Board of Trustees, as well as, his co-workers and the citizens of the Township of West Orange:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the West Orange Public Library, on behalf of its members and staff, does hereby express to FLORENCE TOOHEY and GAIL TOOHEY, sincere and profound sympathy upon the death of their husband and father, respectively. WILLIAM TOOHEY was faithful and dedicated during his term of service and leaves behind a memory of loyalty and goodwill.

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

Adopted this 24th day of September, 1984.

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF AUGUST 1984

LIBRARY BOARD MEETING OF SEPTEMBER 24, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF AUG. 1984	ACCUMULATED BUDGET EXPENDITURES 8 MONTHS ENDED 8/31/84	UNEXPENDED BUDGET BALANCE ON 8/31/84	BILLS/ ACCOUNTS PAYABLE AT 8/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 8/31/84
SALARIES AND WAGES	\$402,000	\$ 36,590.04	\$254,424.82	\$147,575.18	\$	\$147,575.18
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,179.39	19,000.03	9,599.97		9,599.97
SOCIAL SECURITY	30,000	2,546.86	18,243.55	11,756.45		11,756.45
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000		27,924.00	5,076.00		5,076.00
UNEMPLOYMENT INS., ETC.	7,500		3,248.31	4,251.69		4,251.69
WORKERS COMP. INSURANCE	4,300	(1,580.09)	2,022.91	2,277.09	71.00	2,206.09
SUNDAY OPENINGS	6,500		4,790.00	1,710.00		1,710.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	43.00	504.67	495.33	32.00	463.33
TRANSPORTATION	300	12.60	76.60	223.40		223.40
SEMINARS & WORKSHOPS	500		13.00	487.00		487.00
AUDIT	1,650		1,650.00			
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	7,959.00	5,691.00	1,137.00	4,554.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	1,733.00	1,117.00	236.00	881.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	3,026.79	18,410.41	22,589.59	3,115.17	19,474.42
MAIN LIBRARY -MAINT.	22,852	294.10	5,973.93	16,878.07	403.63	16,474.44
TORY CORNER -RENTAL	540		270.00	270.00		270.00
SERVICE CONTRACTS	5,500	966.85	4,108.38	1,391.62	319.55	1,072.07
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,012.86	29,685.57	50,314.43	6,006.85	44,307.58
SUPPLIES	10,000	1,047.37	6,032.30	3,967.70	819.28	3,148.42
MICROFILM	3,500		19.50	3,480.50	1,331.00	2,149.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	217.52	1,069.80	6,430.20	46.80	6,383.40
AUDIO/VISUAL -MATERIALS	1,500	141.92	694.27	805.73	36.21	769.52
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000		3,004.08	995.92	419.00	576.92
TELEPHONE	3,500	347.17	2,235.72	1,264.28		1,264.28
POSTAGE	3,500	1.94	815.18	2,684.82	400.00	2,284.82
EQUIPMENT:						
LIBRARY	3,000		419.00	2,581.00		2,581.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
JANITORIAL SUPPLIES	2,500	261.14	1,187.08	1,312.92		1,312.92
PHOTOCOPY	4,500	268.00	2,384.07	2,115.93	256.19	1,859.74
TOTAL	\$728,372	\$ 51,750.46	\$417,899.18	\$310,472.82	\$14,629.68	\$295,843.14
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	\$728,372					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF AUGUST 1984

	BALANCE 8/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 8/31/84	ADD: DUE FROM TOWN OF W.O.	LESS: ACCOUNTS PAYABLE 8/31/84	UNEXPENDED BUDGET BALANCES AT 8/31/84
	\$201,723.28	\$ -0-	\$ 51,750.46	\$149,972.82	\$160,500.00	\$ 14,629.68	\$295,843.14

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$ 4,906.20	\$ 593.85		\$ 5,500.05			
TOSHIBA	80.35	14.85		95.20			
SHARP	763.17	134.62		897.79			
TOTAL COPY MACHINES	\$ 5,749.72	\$ 743.32	\$ -0-	\$ 6,493.04			

FINES	16,251.44	1,960.35		18,211.79			
RENTALS	1,517.91	225.50		1,743.41			
PROJECTOR RENTAL	101.40			101.40			

MICROFILMS	43.50	0.20		43.70			
NON-RESIDENT FEE	80.00			80.00			
MEETING ROOM	125.00			125.00			

TELEPHONE	47.32	2.97		50.29			
DONATIONS	586.96			586.96			
INTEREST	8,806.26	1,600.50		10,406.76			

MISCELLANEOUS	1.00			1.00			
TOTAL RECEIPTS AND FUNDS	\$ 33,310.51	\$ 4,532.84	\$ -0-	\$ 37,843.35			

LOST BOOK FUND	\$ 524.52	\$ 128.26	\$ -0-	\$ 652.78			
BOOK SALES & EXCESS PROPERTY FUND	\$ 569.18	\$ 112.44	\$ -0-	\$ 681.62			

PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
TOTAL ALL FUNDS	\$236,487.49	\$ 4,773.54	\$ -0-	\$189,510.57			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 2,844.67			\$189,510.57			
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	176,399.52			14,629.68			
MIDLANTIC NAT'L BANK #02-073-0000-177-0-FINES, ETC.	4,096.77						
MIDLANTIC NAT'L BANK #02-073-0001-161-0-UN. INS.	1,643.90						
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,954.43						
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,998.61						
PETTY CASH	170.00						
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	402.67						
LESS: ACCOUNTS PAYABLE 8/31/84	\$189,510.57						
CASH FUNDS AVAILABLE AT 8/31/84	\$174,880.89						

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1984 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 24, 1984

CHECKS ARE DATED
AUGUST 31, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9223	PETTY CASH-SAFE	4. SUPPLIES	\$ 17.82
		12. TRANSPORTATION	12.60
		13. POSTAGE	<u>1.94</u> \$ 32.36
9224	NEW JERSEY BELL	9. TELEPHONE	347.77
9225	FAIRCHILD BOOKS	2. BOOKS	90.00
9226	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYERS' SOC.SEC.	1,289.39
9227	MIDLANTIC NAT'L BANK-FTD 8/31/84	1. SALARIES	2,692.91
9228	N.J. GROSS INCOME TAX-AUG. '84	1. SALARIES	770.26
9229	TOWN OF W.O.-EMPLOYEE'S SOC.SEC.	1. SALARIES	1,234.17
9230	W.O. LIBRARY UN.SAV. A/C-AUG. '84	1. SALARIES	138.59
9231	TOWN OF W.O.-SEPT. '84	26. HOSPITALIZATION	2,400.17
9232	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,986.08
9233	P.E.R.S. #20284-CONTRIB. LIFE INS.	1. SALARIES	124.12
9234	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	411.00
9235	W.O. LIBRARY PUBLIC EMPLOYEES' ASSOC.	1. SALARIES	52.24
9236	SAM V. SIMONE	1. SALARIES	206.27
	NET P/R 8/15/84 #3391-3420 (30)	1. SALARIES	12,276.69
	NET P/R 8/31/84 #3421-3450 (30)	1. SALARIES	<u>12,543.91</u>
	<u>SUB-TOTAL</u>		\$ 36,595.93
	<u>ADD: CHECKS #9170-9222 FOR PAYMENT</u>		
	ISSUED AT AUGUST 22, 1984 MEETING		<u>16,999.80</u>
	<u>CHECKS ISSUED FOR THE MONTH OF AUGUST 1984</u>		\$ 53,595.73
	<u>LESS:</u>		
	DEPOSIT 8/16/84	9. TELEPHONE	\$ 0.22
	DEPOSIT 8/17/84	9. TELEPHONE	0.38
	DEPOSIT 8/7/84	26. HOSPITALIZATION	132.29
	DEPOSIT 8/31/84	26. HOSPITALIZATION	132.29
	DEPOSIT 8/31/84	5. INS.-W/C	<u>1,580.09</u> <u>1,845.27</u>
	<u>TOTAL EXPENDITURES-MONTH OF AUGUST 1984</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 51,750.46</u>

PAYMENT RECOMMENDED BY:

Xela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1984CHECKS ARE DATED
SEPTEMBER 24, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9237	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	\$ 1,181.43
9238	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC.SEC.	1,234.38
9239	MIDLANTIC NAT'L BANK-FTD 9/15/84	1. SALARIES	2,495.44
9240	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	411.00
9241	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
9242A	ADP	11. SERVICE CONTRACTS	\$ 57.50
B	"	11. " "	65.05
9243	APPALACHIAN TRAIL CONFERENCE, INC.	2. BOOKS	122.55
9244	THE BAKER & TAYLOR Co.	2. BOOKS	58.16
9245A	THE BAKER & TAYLOR Co.	2. BOOKS	21.55
B	" " " " "	2. " "	(\$ 8.06)
C	" " " " "	2. " "	147.62
D	" " " " "	2. " "	3.90
E	" " " " "	2. " "	133.83
F	" " " " "	2. " "	704.30
G	" " " " "	2. " "	424.60
H	" " " " "	2. " "	367.82
I	" " " " "	2. " "	208.91
J	" " " " "	2. " "	544.37
K	" " " " "	2. " "	296.23
9246A	THE BAKER & TAYLOR Co.	2. " "	545.63
B	" " " " "	2. BOOKS	\$ 284.41
C	" " " " "	2. " "	13.62
D	" " " " "	2. " "	6.56
E	" " " " "	2. " "	9.25
F	" " " " "	2. " "	18.25
9247A	BENISH & Co.	2. " "	43.28
B	" " " " "	5. INSURANCE-W/C	375.37
C	" " " " "	5. " -W/C	(\$ 527.00)
D	" " " " "	5. " -W/C	35.00
9248	BLOOMFIELD WINDOW CLEANING Co.	5. " -OTHER	563.00
9249A	R. R. BOWKER	5. " -OTHER	419.00
B	" " " " "	11. SERVICE CONTRACTS	490.00
9250	BRADFORD'S DIRECTORY OF MARKETING RESEARCH AGENCIES	2. BOOKS	75.00
9251	BROADSTREET, INC.	2. BOOKS	\$ 111.70
9252A	BRODART Co.	2. " "	126.43
B	" " " " "	2. " "	238.13
9253	CENTER TYPEWRITER Co.	2. BOOKS	39.90
9254	CHAMBERS RECORD & VIDEO CORP.	4. SUPPLIES	4.17
9255	COLUMBUS BOOKS	4. SUPPLIES	\$ 190.59
9256	CONSULTANTS BOOKSTORE	4. SUPPLIES	236.52
9257	COUNTY OF ESSEX, N.J.	6. MAINT-MAIN	67.40
9258	THE DRAWING BOARD	21. A/V MATERIALS	36.21
9259	THE EAST WOODS PRESS	2. BOOKS	25.00
9260	ELEVATOR MAINTENANCE CORP.	2. BOOKS	21.00
9261	FLOWERS A LA CARTE	4. SUPPLIES	11.00
9262	THE FOUNDATION CENTER	4. SUPPLIES	30.09
9263A	GALE RESEARCH Co.	2. BOOKS	9.80
B	" " " " "	11. SERVICE CONTRACTS	107.00
C	" " " " "	10. COMMUNITY REL.	32.00
D	" " " " "	2. BOOKS	30.00
E	" " " " "	2. BOOKS	\$ 79.45
9264	GATELY & GAYNOR	2. " "	181.20
9265	GAYLORD BROS., INC.	2. " "	161.61
9266	JOHNSON PUBLISHING Co.	2. " "	132.10
		2. " "	81.35
		6. MAINT-MAIN	635.71
		4. SUPPLIES	134.80
		2. BOOKS	149.94
			17.00

AUGUST 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1984

CHECKS ARE DATED
SEPTEMBER 24, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9267A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 1.05
B	" " "	4. "	1.89
C	" " "	4. "	2.40
D	" " "	4. "	3.19
E	" " "	4. "	4.49
9268	LOFTUS & CUOZZI	24. LEGAL SERVICES	\$ 13.02
9269A	3M Co.	4. SUPPLIES	\$ 183.95
B	" "	6. MAINT-MAIN	83.24
9270	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
9271	A. R. MEEKER	6. MAINT-MAIN	90.00
9272	MOOK & BLANCHARD	2. BOOKS	8.44
9273	NATIONAL PRESS, INC.	2. BOOKS	5.46
9274	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	22.00
9275	J. R. O'DWYER Co., INC.	2. BOOKS	73.00
9276	PS E & G Co.	8. MAINT-UTILITIES	3,115.17
9277	POSTMASTER	13. POSTAGE	400.00
9278A	PRENTICE HALL, INC.	2. BOOKS	\$ 6.42
B	" " "	2. "	35.49
9279	ROSSI & Co., INC.	6. MAINT-MAIN	28.19
9280A	SCRIBNER BOOK Co.	2. BOOKS	\$ 59.83
B	" " "	2. "	472.89
9281	SHAWNEE INTERNATIONAL PUBLISHING Co.	2. BOOKS	10.00
9282	ST. MARTIN'S PRESS	2. BOOKS	33.55
9283A	UNIVERSITY MICROFILMS INTN'L	2. MICROFILMS	\$ 828.00
B	" " "	2. "	503.00
9284	CARMEN VALVERDE	2. BOOKS	6.00
9285	WORLD BOOK, INC.	2. BOOKS	433.00
9286	XEROX CORP.	25. PHOTOCOPY	256.19
9287	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
<u>SUB-TOTAL</u>			\$ 19,951.93
<u>LESS:</u>			
CHECK #9237	TOWN OF W.O.	1. SALARIES	\$1,181.43
" #9238	TOWN OF W.O.	27. EMPL. SOC. SEC.	1,234.38
" #9239	MIDLANTIC NAT'L BANK	1. SALARIES	2,495.44
" #9240	W.O. MUNICIPAL EMPL.	1. SALARIES	411.00
			<u>5,322.25</u>

TOTAL ACCOUNTS PAYABLE-AUGUST 31, 1984
PER BUDGET REPORT

\$ 14,629.68

PAYMENT RECOMMENDED BY:

Fala Wick

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

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

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
OCTOBER 24, 1984

- 1) Roll Call
- 2) Open Public Meetings Act
- 3) Minutes
- 4) Treasurer's Report
 - a) Bills Presented for Payment
 - b) Financial Statement
 - c) 1985 Budget
- 5) Staff - Community Participation
- 6) Director's Report
- 7) Committee Reports
- 8) Old Business
 - a) Painting
 - b) Maintenance
 - c) Lighting
 - d) Security for Doors
- 9) New Business
 - a) Policy for parents and children's library cards
- 10) Communications
- 11) Adjournment

DIRECTOR'S
MONTHLY REPORT

October 24, 1984

We have gotten underway with purchasing some of the orders you approved last month. As of this writing the microfiche and microfilm machines have been enthusiastically received by our Reference staff and they are in the process of getting electrical outlets installed in preparation for public use. Miss Cushing has quite a long list of magazines for which she is beginning to replace with microfiche which will be most beneficial to students doing research.

A commercial type heavy duty vacuum cleaner has been purchased and is already in use by our custodians. They are very pleased with its performance.

Several memory typewriters have been brought in and demonstrations have been performed for us. No decision has been reached as to which machine we would like to settle for. We have looked at several models of IBM, Xerox, Facit and Panasonic machines.

Exxon will not come and demonstrate their machine.

Information reached us that a number of typewriters had recently been purchased at Township Hall. Sandy and Shirley trekked over to take a look. This is what they found out:

Five new Panasonic typewriters have been purchased for ((a) the Business Administrator's office, (b) the Police Chief's office, (3) the Mayor's office, and (d) the Township Clerk's office, all with "memory". Also, there was an IBM 65 in the Purchaser's office.

Sandy and Shirley spoke with both Mr. Corwick and Mr. Flynn as well as their secretaries. They were all very enthusiastic and pleased with their new purchases.

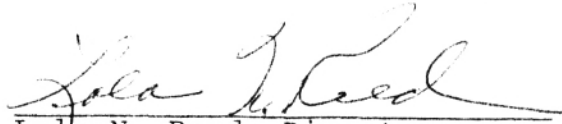
Our fourth quarter check in the amount of \$160,500 has been received from Township Hall and has been deposited in the bank.

Pre-school story sessions started on October 8. All classes are filled and there is a waiting list. Mrs. Dore has set up a variety of programs of interest to children which will be going on throughout the 10 week session.

Unfortunately, Mrs. Phyllis Some has resigned her position with us as Community Services and Program Planner. Programs were planned by her until the end of November. After that programs and community

services will be severely cut to a minimum unless we are able to hire someone to carry out these duties. In fact, we are in dire need of an individual who can double in the capacity of Community Services representative and Media Specialist as we once had when Mark Donnelly held the position. Programs promoted by this department have a very wide attratction which draws large groups of individuals to our library.

Our use of the library as a registration center for prospective voters was well received by citizens. Many inquiries were made both by telephone and people coming into the library.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
OCTOBER 24, 1984

President William J. O'Neill called the meeting to order at 8:02 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Herbert M. Gladstone, Albert F. Kupferer, Michael O'Hara, Irving J. Soloway and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant, William F. Cuozzi, Jr., Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 9/24/84 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

STAFF/COMMUNITY PARTICIPATION:

Because of the large attendance of residents and staff, Mr. O'Neill changed the order of the Agenda to Staff/Community Participation first.

Residents of West Orange registered objections to the closing of the library on Sunday and offered alternatives to keep the library open. It was explained by the members of the Board that there were not enough employees willing to work on Sunday at prevailing wages. Residents were urged to contact Mayor Spina and the Township Council in regards to monies budgeted to the library for 1985. Public notice will be posted when a decision is made regarding Sunday openings.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of September, 1984. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Kupferer made a motion to transfer \$1,000.00 from the Book Escrow Fund towards the purchase of microfiche equipment, as per the request of the New Friends of the West Orange Public Library. Mr. Corbin seconded the motion and it was carried unanimously.

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

Mr. Cuozzi informed the Board that correspondence has been received from the new union. He will keep in touch with them and keep the Board up-to-date.

DIRECTOR'S REPORT:

Mrs. Reed submitted detailed justifications for the 1985 budget for Board review.

COMMITTEES:

Building and Grounds:

Mr. O'Hara reported that he had met with the Engineering Department of the Township. Hopefully, he will have a complete report regarding the lighting to present to the Board at the next meeting.

The outside lighting will be corrected for the evening hours.

NEW BUSINESS:

1) State Aid:

Mrs. Reed told the Board that the State Aid check in the amount of \$39,510.00 has been received from the State Library. An additional 20% should be forthcoming after the State reviews correspondence pertaining to the third night opening hours, as required under State Law. Mrs. Reed has been in contact with Mr. Gillock and Mr. Colucci of the State Library.

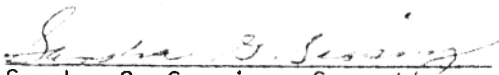
2) Sundays:


Financing of Sunday openings was discussed by the Board.

Mr. Corbin made a motion that Sundays, being a special day in the week for everyone, the Board on a temporary basis pay time and a half to people who are working. (1 1/2 times their regular hourly rate paid during the week). A rate will be established for people working only on Sundays. Mrs. Strauss seconded the motion and it was carried with Mrs. Strauss, Mr. Corbin, Mr. Kupferer and Mr. O'Neill voting in favor of the motion. Mr. Gladstone, Mr. O'Hara and Mr. Soloway voted against the motion because of the pending union contract.

The meeting was adjourned at 10:45 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF SEPTEMBER 1984

LIBRARY BOARD MEETING OF OCTOBER 24, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF SEPT. 1984	ACCUMULATED BUDGET EXPENDITURES 9 MONTHS ENDED 9/30/84	UNEXPENDED BUDGET BALANCE ON 9/30/84	BILLS/ ACCOUNTS PAYABLE AT 9/30/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 9/30/84
SALARIES AND WAGES	\$402,000	\$ 34,208.53	\$288,633.35	\$113,366.65	\$	\$113,366.65
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,400.17	21,400.20	7,199.80		7,199.80
SOCIAL SECURITY	30,000	2,426.47	20,670.02	9,329.98		9,329.98
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000	-	27,924.00	5,076.00		5,076.00
UNEMPLOYMENT INS., ETC.	7,500	814.04	4,062.35	3,437.65		3,437.65
WORKERS COMP. INSURANCE	4,300		2,022.91	2,277.09		2,277.09
SUNDAY OPENINGS	6,500	249.00	5,039.00	1,461.00		1,461.00
CONTRACTURAL SERVICES:						
BINDING	630	-	-	630.00		630.00
COMMUNITY SERVICES	1,000	422.45	927.12	72.88		72.88
TRANSPORTATION	300		76.60	223.40	35.30	188.10
SEMINARS & WORKSHOPS	500		13.00	487.00		487.00
AUDIT	1,650		1,650.00	-		-
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	9,096.00	4,554.00	1,137.00	3,417.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	1,969.00	881.00	236.00	645.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	3,115.17	21,525.58	19,474.42	6,652.29	12,822.13
MAIN LIBRARY -MAINT.	22,852	403.63	6,377.56	16,474.44	384.24	16,090.20
TORY CORNER -RENTAL	540	-	270.00	270.00		270.00
SERVICE CONTRACTS	5,500	491.55	4,599.93	900.07	379.16	520.91
MATERIAL & SUPPLIES:						
BOOKS	80,000	7,347.05	37,032.62	42,967.38	4,915.41	38,051.97
SUPPLIES	10,000	875.79	6,908.09	3,091.91	1,164.44	1,927.47
MICROFILM	3,500		19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	46.80	1,116.60	6,383.40	352.30	6,031.10
AUDIO/VISUAL -MATERIALS	1,500	36.21	730.48	769.52	149.96	619.56
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000	490.00	3,494.08	505.92		505.92
TELEPHONE	3,500	324.26	2,559.98	940.02		940.02
POSTAGE	3,500	404.14	1,219.32	2,280.68	20.73	2,259.95
EQUIPMENT:						
LIBRARY	3,000	-	419.00	2,581.00		2,581.00
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	1,500			1,500.00	7,260.28	5,760.28
JANITORIAL SUPPLIES	2,500	43.79	1,230.87	1,269.13	442.22	826.91
PHOTOCOPY	4,500	256.19	2,640.26	1,859.74	266.21	1,593.53
TOTAL	\$728,372	\$55,728.24	\$473,627.42	\$254,744.58	\$23,395.54	\$231,349.04
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	\$728,372					

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF SEPTEMBER 1984

UNEXPENDED
BUDGET
BALANCES AT
9/30/84
\$231,349.04

LESS:
ACCOUNTS
PAYABLE
9/30/84
\$23,395.54

ADD:
DUE FROM
TOWN OF W.O.
9/30/84
\$160,500.00

NET DIS-
BURSEMENTS
9/30/84
\$55,728.24

BALANCE
9/1/84
\$149,972.82

RECEIPTS
-0-

BUDGET FUND	
RECEIPTS AND FUNDS	
COPY MACHINES	
XEROX	\$ 5,500.05
TOSHIBA	95.20
SHARP	897.79
TOTAL COPY MACHINES	\$ 6,493.04
FINES	18,211.79
RENTALS	1,743.41
PROJECTOR RENTAL	101.40
MICROFILMS	43.70
NON-RESIDENT FEE	80.00
MEETING ROOM	125.00
TELEPHONE	50.29
DONATIONS	586.96
INTEREST	10,406.76
MISCELLANEOUS	1.00
TOTAL RECEIPTS AND FUNDS	\$ 37,843.35
LOST BOOK FUND	
	\$ 652.78
BOOK SALES & EXCESS PROPERTY FUND	
	\$ 681.62
PETTY CASH & CHANGE FUND	
	\$ 360.00
TOTAL ALL FUNDS	\$189,510.57

	\$ 644.20	\$ -0-	\$ 6,144.25
	21.00		116.20
	-		897.79
	665.20		7,158.24
	1,921.75		20,133.54
	160.25		1,903.66
	-		101.40
	1.10		44.80
			80.00
	35.00		160.00
	4.07		54.36
	30.00		616.96
	1,292.56		11,699.32
	0.91		1.91
	\$ 4,110.84	\$ -0-	\$ 41,954.19
	\$ 111.55	\$ -0-	\$ 764.33
	\$ 738.95	\$ 28.30	\$ 1,392.27
	\$ -0-	\$ -0-	\$ 360.00
	\$ 4,961.34	\$ 55,756.54	\$138,715.37

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

\$ 1,003.14
123,595.69
7,145.76
2,132.93
2,699.56
1,608.16
170.00
360.13
\$138,715.37
23,395.54
\$115,319.83

LESS: ACCOUNTS PAYABLE 9/30/84
CASH FUNDS AVAILABLE AT 9/30/84

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 24, 1984

CHECKS ARE DATED
SEPTEMBER 30, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9288	A. R. MEEKER	11. SERVICE CONTRACT	\$ 172.00
9289	N.J. BELL	9. TELEPHONE	324.26
9290	PETTY CASH - SAFE	4. SUPPLIES	\$ 20.58
		13. POSTAGE	4.14
		18. JANITORIAL SUPPLIES	18.84
		28. LOST BOOK FUND	28.30
		4. SUPPLIES	\$ 2.59
9291	KAUFMAN'S SENTRY HDWE.	18. JANITORIAL SUPPLIES	24.95
9292	W.O. LIBRARY PUBLIC EMPL. ASSOC.	1. SALARIES	49.24
9293	W.O. MUNICIPAL EMPLOY. FCU	1. SALARIES	411.00
9294	CONTRIBUTORY LIFE INS.	1. SALARIES	125.32
9295	PENSIONS & LOANS-PERS #20284	1. SALARIES	2,081.78
9296	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,400.17
9297	W.O. LIBRARY-UNEMPLOY. & SAV. A/C	1. SALARIES	133.60
9298	TOWN W.O. - Soc. SEC.	27. EMPLOYER Soc. SEC.	1,192.09
9299	N.J. GROSS INC. TAX	1. SALARIES	731.68
9300	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,381.34
9301	TOWN OF W.O.-Soc. SEC.	1. SALARIES	1,141.07
9302	N.J. DIV. EMPLOY. SECURITY	28. UNEMPLOY. INS.	\$ 814.04
		EXCHANGE	465.29
	NET PAYROLL 9/15 #3451-80 (30)	1. SALARIES	11,716.22
	NET PAYROLL 9/30 #3481-3516 (36)	1. SALARIES	11,598.41
<u>SUB-TOTAL</u>			\$ 35,836.91
<u>ADD: CHECKS 9237-9287 FOR PAYMENT ISSUED AT 9/24/84 MEETING</u>			19,951.93
<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1984</u>			\$ 55,788.84
<u>ADD:</u>			
PETTY CASH CHECKS 1704-1709 ISSUED DURING JULY, AUGUST, AND SEPTEMBER 1984			54.35
<u>SUB-TOTAL</u>			\$ 55,843.19
<u>LESS:</u>			
CHECK #9302		EXCHANGE	\$ 465.29
PETTY CASH CHECKING		2. BOOKS	11.81
CHECK #9290		28. LOST BOOK FUND	28.30
<u>SUB-TOTAL</u>			\$ 55,337.79
<u>ADD:</u>			
DECREASE IN COMMUNITY SERVICE CHECKING A/C			390.45
<u>TOTAL EXPENDITURES-MONTH OF SEPTEMBER 1984</u>			
<u>PER BUDGET REPORT</u>			\$ 55,728.24

PAYMENT RECOMMENDED BY:

[Signature]

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY

PETTY CASH - JULY, AUGUST, SEPTEMBER 1984
BILLS PRESENTED FOR PAYMENT ON OCTOBER 24, 1984

<u>DATE</u> <u>1984</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JULY</u>				
9	1704	B & T COMPANY	2. BOOKS	\$ 11.81
23	1705	N.J. COOP EXTENSION SERV.	2. BOOKS	5.00
25	1706	PRINTWHEEL PRESS	2. BOOKS	4.20
25	1708	HOFFRITZ	4. SUPPLIES	20.00
25	1709	SHIRLEY ITKIN	4. SUPPLIES	13.34
<u>TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT</u>				<u>\$ 54.35</u>
<u>FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1984</u>				

PAYMENT RECOMMENDED BY:

[Handwritten Signature]

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, PA*

SEPTEMBER 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 24, 1984

CHECKS ARE DATED
OCTOBER 24, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9303	PUBLIC EMPLOYEES RETIREMENT SYSTEM	P.E.R.S.	\$ 3.14
9304	TOWN OF W.O.-EMPLOYEES SOC. SEC. 10/15	1. SALARIES	1,145.44
9305	TOWN OF W.O.-EMPLOYERS SOC. SEC. 10/15	27. EMPLOYER SOC. SEC.	1,196.69
9306	MIDLANTIC NATIONAL BANK-FTD 10/15	1. SALARIES	2,419.96
9307	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	411.00
9308	AARP BOOKS	2. BOOKS	9.95
9309	ABBOTT PRESS	2. BOOKS	17.95
9310	A. ABORN	11. SERVICE CONTRACT	15.00
9311A	ADP	11. SERVICE CONTRACT \$	58.25
B	"	11. " "	55.83
9312	ALGONQUIN BOOKS	2. BOOKS	114.08
9313	AMERICAN HOSPITAL ASSOC.	2. BOOKS	15.45
9314	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	74.29
9315A	THE BAKER & TAYLOR COMPANY	2. BOOKS \$	11.84
B	" " " " "	2. " "	135.27
C	" " " " "	2. " "	59.48
9316A	THE BAKER & TAYLOR COMPANY	2. BOOKS \$	517.45
B	" " " " "	2. " "	(10.45)
C	" " " " "	2. " "	(22.46)
D	" " " " "	2. " "	(11.88)
E	" " " " "	2. " "	(56.54)
F	" " " " "	2. " "	225.31
G	" " " " "	2. " "	355.09
H	" " " " "	2. " "	352.04
I	" " " " "	2. " "	800.40
J	" " " " "	2. " "	344.55
K	" " " " "	2. " "	81.58
9317A	THE BAKER & TAYLOR COMPANY	2. BOOKS \$	1.95
B	" " " " "	2. " "	408.93
C	" " " " "	2. " "	87.93
9318	A.M. BEST COMPANY	2. BOOKS	498.81
9319A	BROADSTREET, INC.	4. SUPPLIES \$	205.00
B	" " " "	4. " "	31.61
C	" " " "	4. " "	115.24
D	" " " "	4. " "	41.24
E	" " " "	4. " "	14.70
F	" " " "	4. " "	25.47
G	" " " "	4. " "	1.25
9320A	BRODART Co.	4. SUPPLIES \$	15.75
B	" " " "	4. " "	245.26
9321	R. R. BOWKER	4. SUPPLIES \$	116.95
9322	CENTER TYPEWRITER Co.	4. " "	236.35
9323	CHAMBERS RECORD & IDEO	2. BOOKS	353.30
9324	COMMONWEALTH WATER Co.	6. MAINTENANCE	180.00
9325A	C.W. ASSOCIATES	21. A/V MATERIALS	64.05
B	" " " "	8. MAINT-MAIN-UTIL.	45.10
9326A	DEACON PRESS, INC.	2. BOOKS \$	209.37
B	" " " "	2. " "	9.00
9327	DOUBLEDAY & Co.	4. SUPPLIES-LIBRARY \$	24.00
9328A	DUN'S MARKETING SERVICES	4. " "	180.00
B	" " " "	4. " "	145.00
9329	EBS CO SUBSCRIPTION SERVICES	11. SERVICE CONTRACT	325.00
9330	EDUCATION LAW CENTER	2. BOOKS \$	80.08
9331	ELEVATOR MAINTENANCE CORP.	2. " "	282.50
9332	GALE RESEARCH Co.	20. NEWSPAPERS	565.00
9333	GATELY & GAYNOR	20. NEWSPAPERS-PAMP.	57.00
9334	HEARST MAGAZINES	11. SERVICE CONTRACT	3.50
		2. BOOKS	107.00
		6. MAINT-MAIN.	59.91
		19. MAGAZINES	295.50
			10.50

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 24, 1984

CHECKS ARE DATED
OCTOBER 24, 1984

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9335A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 10.25
B	" " "	4. "	3.95
C	" " "	4. "	21.20
D	" " "	4. "	2.59
E	" " "	4. "	11.07
			\$ 49.06
9336A	KELLY & SALLES ELEC. SUPPLY	4. SUPPLIES	\$ 63.00
B	" " " " "	4. "	25.80
			88.80
9337	KIMBO EDUCATIONAL	21. A/V MATERIALS	50.49
9338	KULACS ENGRAVING SERVICE	4. SUPPLIES	22.00
9339	LOFTUS & CUOZZI	24. LEGAL	236.00
9340A	3M Co.	4. SUPPLIES	\$ 46.04
B	" "	22. A/V EQUIP.	3,045.78
C	" "	22. " "	4,214.50
			7,306.32
9341	MACMILLAN PUBLISHING Co.	2. BOOKS	15.53
9342	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
9343	MCGRAW-HILL BOOK Co.	2. BOOKS	46.73
9344	THE NATIONAL DIRECTORY	2. BOOKS	26.95
9345	NATIONAL FUEL OIL, INC.	8. MAINT-MAIN-UTIL.	3,650.82
9346	NATIONAL TELEPHONE DIRECTORY	2. BOOKS	152.00
9347	N.J. ASSOC. CHILDREN WITH HEARING	20. NEWSPAPERS	11.50
9348	O'HARA ELECTRICAL CONTRACTORS	6. MAINT-MAIN-	15.00
9349	P & P LAWNMOWER REPAIRS	6. MAINT-MAIN-	9.69
9350	PETTY CASH - SAFE	13. POSTAGE	\$ 20.73
	" " "	4. SUPPLIES	31.84
	" " "	12. TRANSPORTATION	35.30
	" " "	LOST BOOK FUND	24.70
			112.57
9351	PITNEY BOWES	11. SERVICE CONTRACT	63.00
9352	PRENTICE-HALL, INC.	2. BOOKS	34.44
9353	PSE & G	8. MAINT-MAIN-UTIL.	2,727.50
9354	RANDOM HOUSE, INC.	21. A/V MATERIALS	54.37
9355	REGENT BOOK Co.	2. BOOKS	25.60
9356A	SCRIBNER BOOK COMPANIES	2. BOOKS	\$ 61.58
B	" " "	2. "	42.54
			104.12
9357	STRYKER-POST PUBLICATIONS	2. BOOKS	69.00
9358	NEIL S. SULLIVAN ASSOC.	8. MAINT.-MAIN -UTIL.	64.60
9359	SUPERINTENDENT OF DOCUMENTS	20. NEWSPAPERS/PAMP.	200.00
9360	WEST ORANGE CRONICLE	20. NEWSPAPERS	23.00
9361	XEROX CORP.	25. PHOTOCOPY	266.21
9362	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	46.80
			\$ 28,593.33
	<u>SUB-TOTAL</u>		
	<u>LESS:</u>		
	CHECK #9304 TOWN OF W.O.	1. SALARIES	\$ 1,145.44
	" #9305 TOWN OF W.O.	27. EMPLOYER SOC.SEC.	1,196.69
	" #9306 MIDLANTIC NAT'L BANK	1. SALARIES	2,419.96
	" #9307 W.O. MUNICIPAL EMPLOYEES	1. SALARIES	411.00
	" #9350 PETTY CASH-SAFE	LOST BOOK FUND	24.70
			5,197.79
	<u>TOTAL ACCOUNTS PAYABLE-SEPTEMBER 30, 1984</u>		
	<u>PER BUDGET REPORT</u>		\$ 23,395.54

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

[Signature]

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Monheim, CPT*

AGENDA

WEST ORANGE PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES

NOVEMBER 19, 1984

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. PAINTING
 - B. MAINTENANCE
 - C. LIGHTING
 - D. SECURITY FOR DOORS
9. NEW BUSINESS
10. COMMUNICATIONS
11. ADJOURNMENT

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
NOVEMBER 19, 1984

President William J. O'Neill called the meeting to order at 8:02 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Herbert M. Gladstone, Irving J. Soloway and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant; William F. Cuozzi, Jr., Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 the Board of Trustees meeting of 10/24/84 as presented. Mr. Corbin 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 October, 1984. Mr. Soloway seconded the motion and it was passed unanimously.

Mr. Manheim will clarify the subscription renewal dates as listed on the Ebsco invoice with the Ebsco Company. Although the invoice is paid in one annual sum, various subscriptions are not forthcoming until 4-9 months into 1985.

2) Financial Statement:

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

Mrs. Reed will present an analysis of the photocopy machines, detailing cost of supplies (if any) free copies for library use, patron use, etc. for next month's Board meeting.

Mrs. Strauss made a motion authorizing Stewart Manheim as accountant for the Library Board to make telephone transfers of funds within all accounts in any amount until further notice to Midlantic National Bank as per correspondence sent to the bank manager. Mr. Gladstone seconded the motion and it was passed unanimously.

3) Budget Report:

Mr. Manheim reviewed the present status of the budget to date, indicating funds needed for the remaining two months of the year.

Mr. Soloway made a motion to receive and file the Budget Report as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed reported to the Board that she had attended the Budget Hearing held on November 8th along with Mr. Corbin and Mr. Leitinger.

Mrs. Reed will provide job descriptions for Community Library Assistant and an Audio/Visual position.

Mrs. Reed recommended that Helen Benjamin perform the duties of Community Library Assistant. Phyllis Some has resigned from the position.

Mr. Soloway made a motion authorizing Mrs. Reed to place Helen Benjamin in the position of Community Library Assistant on a trial three month basis with an increase of 22¢ in her hourly rate of pay. A review will be held after a period of three months. Mr. Gladstone seconded the motion and it was carried unanimously.

COMMITTEES:

Building and Grounds:

Mr. O'Neill reported to the Board that the faulty sidewalk in front of the library has been repaired by the Township.

Mr. Gladstone will contact Mr. O'Hara about initiating the painting program.

Mr. O'Neill said that he is waiting to hear from the Mayor about the repair of the library roof.

Mr. Gladstone, Mr. O'Neill and Mr. O'Hara will contact appropriate officials in the Township to discuss the lighting situation.

Mr. Corbin said that the custodian had asked about the possibility of running a line from the side of the building to the front of the wall above the parking lot for a spotlight. This would provide additional lighting for patrons

Permission will be granted to the Public Works Department to trim back the bushes and shrubbery before Spring arrives.

COMMUNICAITONS:

Mr. O'Neill read the following correspondence:

- 1) An invitation from the staff to attend a retirement party for Sarah Rabinowitz.
- 2) A letter from Sarah Rabinowitz informing the Board of her retirement plans due to health problems.


Mr. Gladstone made a motion to accept a resolution as presented by Mr. Cuoizzi in recognition of Sarah Rabinowitz' years of service in the library. Mrs. Strauss seconded the motion and it was passed unanimously.

- 3) A letter form the United Way thanking the staff for their 1984/85 contributions. Special thanks went to Shirley Itkin for her efforts.
- 4) Mr. O'Neill told the Board that notice of the continuation of Sunday openings has been sent to all patrons who have written the library requesting that the library be open on that day.

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

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

BOARD OF TRUSTEES
OF THE
WEST ORANGE PUBLIC LIBRARY

TESTIMONIAL RESOLUTION

TO HONOR

SARAH RABINOWITZ

WHEREAS, SARAH RABINOWITZ has served the Public Library of the Township of West Orange in the capacity of Junior Library Assistant during the past fifteen years; and

WHEREAS, SARAH RABINOWITZ retired from active employment on November 1, 1984; and

WHEREAS, SARAH RABINOWITZ has given generously of her time and has worked in close cooperation with the Library Board of Trustees and the Administrative Staff and has discharged her duties during her employment competently, and with diligence; and

WHEREAS, SARAH RABINOWITZ has earned the respect and gratitude of the West Orange Library Board of Trustees, as well as, her co-workers and the citizens of the Township of West Orange:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the West Orange Public Library, on behalf of its members and staff, does hereby express to SARAH RABINOWITZ their appreciation for her many years of service. SARAH RABINOWITZ was faithful and dedicated during her term of service and leaves behind a memory of loyalty and goodwill.

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

Adopted this 19th day of November, 1984.

DIRECTOR'S
MONTHLY REPORT

November 19, 1984

During this short month since our last meeting we have been able to carry out all scheduled programs with a good deal of success. However, no programs except children's, have been set for the month of December due to the lack of a Community Library Assistant who would be responsible for the required duties in this area.

We breathed a sigh of relief when two men from Public Works were on the premises clearing up some of our grounds work. They remained only for the better part of a day. The job was not finished and they have not returned. We have been in touch with the supervisor but failed to get a commitment from him as to when the job will be completed.

Again, we have called attention to officials about the faulty sidewalk between the Library and Township Hall. A second accident was reported to the Library by a man who fell and received minor bruises. Mrs. Itkin administered first aid to his bruises.

On November 6, Election Day, Sam Simone and Carthell Speed, custodians, spent the day shampooing our carpet. They did a very good job considering that this is the first time the carpet has received that type of treatment. It is hoped that a repeat will be done again early Spring.


On Thursday, November 8, 1984 at 4:45 P. M. Lola Reed, Library Director, Horace K. Corbin, Trustee and Al Leitinger, Accountant, attended the scheduled Budget Hearing for the Library with Mayor Spina and Marvin Corwick, Business Administrator.

The usual procedure of reviewing the bottom line of the budget was followed. Questions about our State Aid were raised by Mr. Corwick to which Mr. Leitinger responded readily. The Mayor strongly suggested that we advertise for "outside" help to cover Sunday hours beginning in 1985.

If the Board could decide on an hourly rate for Junior Library Assistants and Pages at the November meeting we can begin advertising for Sunday help right away.

In order for us to return to programs, trips, etc. and to reinstate our media program your approval is needed to add one employee to our roster. The individual would be responsible for both areas at a salary less than that which was paid a former part-time employee, at a rate of \$9.40 per hr. A projected salary for a full-time employee at \$7.00 per hour would amount to \$13,650 with assignments in publicity, programming and media services. We are desperately in need of this additional employee.

People are bombarding us with inquiries about programs, exhibits, trips and all types of library programs. We are unable to comply with these situations.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1984

LIBRARY BOARD MEETING OF NOVEMBER 19, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF OCT. 1984	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/84	UNEXPENDED BUDGET BALANCE ON 10/31/84	BILLS/ ACCOUNTS PAYABLE AT 10/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 10/31/84
SALARIES AND WAGES	\$402,000	\$ 34,167.33	\$322,800.68	\$ 79,199.32		\$ 79,199.32
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,267.88	23,668.08	4,931.92	\$ 339.40	4,592.52
SOCIAL SECURITY	30,000	2,394.09	23,064.11	6,935.89		6,935.89
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000		27,924.00	5,076.00		5,076.00
UNEMPLOYMENT INS., ETC.	7,500		4,062.35	3,437.65		3,437.65
WORKERS COMP. INSURANCE	4,300		2,022.91	2,277.09		2,277.09
SUNDAY OPENINGS	6,500	34.00	5,073.00	1,427.00		1,427.00
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000		927.12	72.88		72.88
TRANSPORTATION	300	35.30	111.90	188.10	17.90	170.20
SEMINARS & WORKSHOPS	500		13.00	487.00		487.00
AUDIT	1,650		1,650.00			
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	10,233.00	3,417.00	1,137.00	2,280.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	2,205.00	645.00	236.00	409.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	6,652.29	28,177.87	12,822.13	2,243.28	10,578.85
MAIN LIBRARY -MAINT.	22,852	384.24	6,761.80	16,090.20	420.00	15,670.20
TORY CORNER -RENTAL	540		270.00	270.00	135.00	135.00
SERVICE CONTRACTS	5,500	379.16	4,979.09	520.91	310.65	210.26
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,915.41	41,948.03	38,051.97	10,898.29	27,153.68
SUPPLIES	10,000	1,164.44	8,072.53	1,927.47	628.88	1,298.59
MICROFILM	3,500		19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	352.30	1,468.90	6,031.10	6,705.20 (674.10)
AUDIO/VISUAL -MATERIALS	1,500	149.96	880.44	619.56	452.13	167.43
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000		3,494.08	505.92	982.00 (476.08)
TELEPHONE	3,500	336.14	2,896.12	603.88		603.88
POSTAGE	3,500	420.73	1,640.05	1,859.95	401.39	1,458.56
EQUIPMENT:						
LIBRARY	3,000		419.00	2,581.00		2,581.00
MAINTENANCE EQUIPMENT	1,000			1,000.00	290.00	710.00
AUDIO/VISUAL EQUIPMENT	1,500	6,260.28	6,260.28 (4,760.28)		(4,760.28)
JANITORIAL SUPPLIES	2,500	442.22	1,673.09	826.91	222.09	604.82
PHOTOCOPY	4,500	266.21	2,906.47	1,593.53	266.16	1,327.37
TOTAL	\$728,372	\$ 61,994.98	\$535,622.40	\$192,749.60	\$ 25,685.37	\$167,064.23
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	\$728,372					

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 1984

	BALANCE 10/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 10/31/84	ADD: DUE FROM TOWN OF W.O.	LESS: ACCOUNTS PAYABLE 10/31/84	UNEXPENDED BUDGET BALANCES AT 10/31/84
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>	<u>\$ 94,244.58</u>	<u>\$160,500.00</u>	<u>\$ 61,994.98</u>	<u>\$192,749.60</u>	<u>\$ -0-</u>	<u>\$ 25,685.37</u>	<u>\$167,064.23</u>

COPY MACHINES							
XEROX	\$ 6,144.25	\$ 767.60	\$ -0-	\$ 6,911.85			
TOSHIBA	116.20	38.35		154.55			
SHARP	897.79	-		897.79			
TOTAL COPY MACHINES	<u>\$ 7,158.24</u>	<u>\$ 805.95</u>	<u>\$ -0-</u>	<u>\$ 7,964.19</u>			
FINES	20,133.54	1,868.57		22,002.11			
RENTALS	1,903.66	232.95		2,136.61			
PROJECTOR RENTAL	101.40	30.00		131.40			
MICROFILMS	44.80	1.80		46.60			
NON-RESIDENT FEE	80.00			80.00			
MEETING ROOM	160.00	25.00		185.00			
TELEPHONE	54.36	1.18		55.54			
DONATIONS	616.96	30.00		646.96			
INTEREST	11,699.32	1,730.52		13,429.84			
MISCELLANEOUS	1.91	2.00		3.91			
TOTAL RECEIPTS AND FUNDS	<u>\$ 41,954.19</u>	<u>\$ 4,727.97</u>	<u>\$ -0-</u>	<u>\$ 46,682.16</u>			
LOST BOOK FUND	\$ 736.03	\$ 92.22	\$ 24.70	\$ 803.55			
BOOK SALES & EXCESS PROPERTY FUND	1,420.57	84.00	1,000.00	504.57			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
N.J. STATE AID FUND	\$ -0-	\$ 39,510.00	\$ -0-	\$ 39,510.00			
TOTAL ALL FUNDS	<u>\$138,715.37</u>	<u>\$204,914.19</u>	<u>\$ 63,019.68</u>	<u>\$280,609.88</u>			

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 10/30/84

CASH FUNDS AVAILABLE AT 10/30/84

\$ 2,006.77	\$280,609.88	\$254,924.51
262,312.90	25,685.37	
10,319.43		
2,132.93		
1,699.56		
1,608.16		
170.00		
360.13		

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1984 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 19, 1984

CHECKS ARE DATED
OCTOBER 31, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9363	N.J. BELL	9. TELEPHONE	\$ 342.91
9364	POSTMASTER	13. POSTAGE	400.00
9365	TOWN OF W.O. - EMPLOYERS S.S.	27. EMPLOYERS SOC. SEC.	1,197.40
9366	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,414.68
9367	N.J. GROSS INCOME TAX	1. SALARIES	725.70
9368	TOWN OF W.O.-EMPLOYEE S.S.	1. SALARIES	1,146.14
9369	W.O. LIBRARY-UNEMPLOY. & SAV. A/C	1. SALARIES	116.55
9370	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,267.88
9371	PENSIONS & LOANS-PERS #20284	1. SALARIES	2,185.42
9372	CONTRIB. LIFE INS.-PERS #20284	1. SALARIES	118.32
9373	W.O. MUNICIPAL EMPLOYEES	1. SALARIES	391.00
9374	W.O. LIBRARY - PUBLIC EMPLOY. ASSOC.	1. SALARIES	49.24
	NET PAYROLL-10/15 #3517-3548 (32)	1. SALARIES	11,520.68
	NET PAYROLL-10/31 #3549-3577 (29)	1. SALARIES	<u>11,557.20</u>
<u>SUB-TOTAL</u>			\$ 34,433.12
<u>ADD: CHECKS 9303-9362 FOR PAYMENT ISSUED AT 10/24/84 MEETING</u>			<u>28,593.33</u>
<u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1984</u>			\$ 63,026.45
<u>LESS:</u>			
CHECK #9350		28. LOST BOOK FUND	\$ 24.70
TRANSFER 10/25		BOOK SALES ESCROW	1,000.00
DEPOSIT 10/02 & 10/17		9. TELEPHONE	<u>6.77</u>
			<u>1,031.47</u>
<u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1984</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 61,994.98</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

4.

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 19, 1984

CHECKS ARE DATED
NOVEMBER 19, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9375	TOWN OF W.O.-EMPLOYEES'SOC. SEC.	1. SALARIES	\$ 1,173.90
9376	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC.SEC.	1,226.43
9377	MIDLANTIC NAT'L BANK-FED. W/H	1. SALARIES	2,466.75
9378	W.O. MUNICIPAL EMPLOYEE'S FCU	1. SALARIES	391.00
9379	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
9380A	ADP	11. SERVICE CONTRACT	\$ 76.50
B	"	11. " "	54.75
C	"	11. " "	57.40
9381A	A.M. BEST Co.	2. BOOKS	\$ 205.00
B	" " " "	2. "	350.00
9382	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	222.09
9382	ARIES RISING PRESS	2. BOOKS	14.95
9384A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 796.18
B	" " " " "	2. "	121.19
C	" " " " "	2. "	364.73
D	" " " " "	2. "	55.89
9385A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 751.28
B	" " " " "	2. "	502.27
C	" " " " "	2. "	257.24
D	" " " " "	2. "	1,116.17
E	" " " " "	2. "	40.13
F	" " " " "	2. "	359.22
G	" " " " "	2. "	116.05
9386A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 11.92
B	" " " " "	2. "	114.41
C	" " " " "	2. "	531.14
9387	BETTER HOMES & GARDENS	19. MAGAZINES	7.90
9388A	BENISCH & Co.	5. INSURANCE	\$ 419.00
B	" " " "	5. "	563.00
9389	BLOOMFIELD WINDOW CLEANING	6. MAINT.	75.00
9390	BFA EDUCATIONAL MEDIA	21. A/V MATERIALS	282.80
9391A	R. R. BOWKER	2. BOOKS	\$ 64.56
B	" " " "	2. "	111.43
C	" " " "	2. "	376.72
9392A	BRODART, INC.	4. SUPPLIES	\$ 4.09
B	" " " "	4. "	355.31
9393	BURRELLE'S PRESS CLIPPING	2. BOOKS	38.75
9394	CHAMBERS RECORD & VIDEO	19. A/V MATERIALS	7.59
9395	THE CHILDREN'S BOOK COUNCIL, INC.	2. BOOKS	34.75
9396	COMMERCE CLEARING HOUSE	2. BOOKS	27.98
9397	CONGRESSIONAL QUARTERLY	2. BOOKS	327.00
9398	CRONER PUBLICATIONS, INC.	4. SUPPLIES	4.90
9399	C. W. ASSOCIATES	2. BOOKS	13.00
9400	DEACON PRESS, INC.	4. SUPPLIES	25.00
9401	THE DRAWING BOARD	4. SUPPLIES	69.43
9402	DUN'S MARKETING SERVICES	2. BOOKS	357.50
9403	EBSCO	19. MAGAZINES	6,569.79
9404A	ELEVATOR MAINTENANCE Co.	6. MAINT.-MAIN.	\$ 90.90
B	" " " "	11. SERVICE CONTRACT	107.00
9405	FACTS ON FILE, INC.	2. BOOKS	355.00
9406A	GALE RESEARCH Co.	2. BOOKS	\$ 81.50
B	" " " "	2. "	81.50
9407	GOOD BOOKS	2. BOOKS	11.22
9408	GREENHAVEN PRESS, INC.	20. NEWSPAPERS	73.71
9409	G. K. HALL & Co.	2. BOOKS	26.45
9410A	J & S VACUUM CLEANER	17. EQUIP.	\$ 290.00
B	" " " " "	6. MAINT.	85.00
9411A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES	\$ 18.73
B	" " " "	4. "	24.49

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1984 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 19, 1984

CHECKS ARE DATED
NOVEMBER 19, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9412A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	\$ 31.00
B	" " "	4. "	<u>44.50</u> \$ 75.50
9413	LEAGUE OF WOMEN VOTERS - N.J.	2. BOOKS	25.00
9414	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
9415A	MACMILLAN PUBLISHING CO.	2. BOOKS	\$ 35.48
B	" " "	2. "	22.71
C	" " "	2. "	6.44
D	" " "	2. "	9.67
E	" " "	2. "	<u>17.84</u> 92.14
9416	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
9417	MARQUIS WHO'S WHO, INC.	2. BOOKS	140.50
9418	MOODY'S INVESTORS SERVICE	2. BOOKS	1,553.00
9419	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	8.95
9420	CASH - CHECKING A/C	TRANSFER	200.00
9421	PETTY CASH - SAFE	2. BOOKS	\$ 22.10
		13. POSTAGE	1.39
		12. TRANSPORTATION	17.90
		4. SUPPLIES	<u>30.14</u> 71.53
9422	POSTMASTER	13. POSTAGE	400.00
9423	P & P LAWMOWER REPAIR	6. EQUIP. REPAIR	59.55
9424A	PRENTICE-HALL, INC.	2. BOOKS	\$ 37.61
B	" " "	2. "	<u>16.54</u> 54.15
9425	P.S.E. & G.	8. MAINT.-UTILITIES	2,243.28
9426	PUBLIC CITIZEN	2. BOOKS	19.70
9427	PYROTRONICS	6. MAINT.-MAIN.	109.55
9428	SIDNEY RABINOWITZ	26. HOSPITALIZATION	146.00
9429	RANDOM HOUSE, INC.	2. BOOKS	207.91
9430	MS. LORRAINE SCHWARTZ	26. HOSPITALIZATION	45.60
9431	FRANK SCHWARTZ	26. "	102.20
9432	C.S. SLAYBAUGH & ASSOCIATES	2. BOOKS	11.95
9433	SPOKEN ARTS	21. A/V MATERIALS	161.74
9434	MR. THOMAS FORD	26. HOSPITALIZATION	45.60
9435	UPSTART	4. SUPPLIES	21.29
9436	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
9437	WHOLESALE BOOKSELLERS	2. BOOKS	33.76
9438	H. W. WILSON CO.	2. BOOKS	1,114.00
9439A	XEROX CORP.	25. PHOTOCOPY	\$ 256.19
B	" " "	25. "	<u>9.97</u> 266.16
9440	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>53.80</u>
	<u>SUB-TOTAL</u>		\$ 31,143.45
	<u>LESS:</u>		
	CHECK #9375 TOWN OF W.O.	1. SALARIES	\$1,173.90
	#9376 TOWN OF W.O.	27. EMPLOYER SOC.SEC.	1,226.43
	#9377 MIDLANTIC NAT'L BANK	1. SALARIES	2,466.75
	#9378 W.O. MUNICIPAL EMPLOYEES	1. SALARIES	391.00
	#9420 PETTY CASH-CHECKING	TRANSFER	<u>200.00</u> 5,458.08
	<u>TOTAL ACCOUNTS PAYABLE-OCTOBER 31, 1984</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 25,685.37</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela R. Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
DECEMBER 19, 1984

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. PAINTING
 - B. MAINTENANCE
 - C. LIGHTING
 - D. SECURITY FOR DOORS
9. NEW BUSINESS
 - A. APPOINT NOMINATING COMMITTEE
 - B. SET MEETING DATES FOR 1985
10. COMMUNICATIONS
11. ADJOURNMENT

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
DECEMBER 19, 1984

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1984 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 1984 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 11/19/84 as presented. Mrs. Strauss 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 November, 1984. Mrs. Strauss seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim pointed out that a cost of living increase for retired employees in the amount of \$5,624.82 must be paid by the library to the PERS. This will create an overexpenditure in the PERS line item.

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

STAFF/COMMUNITY PARTICIPATION:

After a brief discussion, Mr. Loftus advised the officers of the employees association to return all of the funds designated for union dues to the library.

Mrs. Elizabeth Springsteel expressed the staff's concern regarding Sunday scheduling. Mr. Soloway requested that the staff submit a memorandum to Mrs. Reed listing their proposals for Sundays as soon as possible for the Personnel Committee's Review.

Mrs. Reed praised Mrs. Helen Benjamin and Mr. Sam Simone for the excellent work they have been doing in their positions.

COMMITTEE REPORTS:

1) Building and Grounds:

a) Painting:

Mr. Gladstone reported that he had met with Mr. O'Hara and Mr. Mike about painting stage #1 areas in the library.

b) Roof:

Mr. O'Neill received a memo from Mayor Spina requesting Council to authorize an appropriation for a transfer of funds from the Department of Administration and Finance to the Department of Public Works for the repair of the library roof.

c) Parking Lot Lights:

Mr. Gladstone and Mr. O'Hara both have agreed in reviewing the parking lot situation, that more lighting is needed. Mr. Gladstone will contact Mr. O'Hara to discuss PSE&G's fees for installation of lights and poles. Mr. Soloway suggested that Mr. O'Neill contact the appropriate authorities at Township Hall in order to determine who has the responsibility for this capitol improvement.

d) Stack Lighting:

Mr. Gladstone said that he had spoken to Mayor Spina about the inside lighting. Mayor Spina said that he would send a communication to the Township engineer.

e) Security:

Mr. Gladstone said that he would contact Mr. O'Hara about reviewing the information concerning security for doors.

NEW BUSINESS:

Mr. O'Neill appointed Mr. Soloway and Mr. Corbin to the Nominating Committee. A slate of officers for 1985 will be presented at the January meeting.

The following dates have been approved by the Board of Trustees for the purpose of holding the regularly scheduled Board of Trustees meetings:

January 23	April 24	July 24	October 23
February 27	May 22	August 28	November 25
March 27	June 26	September 23	December 18

Appropriate notice will be posted on the Bulletin Board, released to the newspapers and sent to the Township Clerk.

COMMUNICATIONS:

Mr. Kupferer read the following correspondence to the Board:

1) A letter from John L. Dashuta, of Samuel Klein and Company, asking for consideration of an increase in the audit fee.

The accounting firm in charge of the Township's audit will be contacted for an estimate of a library audit. Comparison of fees can then be made and acted upon.

2) A letter to Mr. Belli, cc to Superintendent of Public Works (copy to Mayor Spina) from Mrs. Reed requesting removal of shrubbery in the Spring.

3) A letter from Mrs. Florence Mantell concerning her 70th birthday and requesting Board decision of extension of employment and retirement plans.

PHOTOCOPY REPORT:

Mr. O'Neill discussed the analysis of the photocopy data. The contract with Xerox can be renegotiated within the next year if the Board is desirous of obtaining a newer machine or increasing the number of machines. B-Copy wants to discuss commission procedures with Mr. O'Neill.

The public portion of the meeting was adjourned at 9:43 P. M.

Mrs. Strauss made a motion that the Board of Trustees extend Florence Mantell's employment for one year from the date of her 70th birthday. The motion was seconded was made by Mr. Gladstone and carried unanimously.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

DIRECTOR'S
MONTHLY REPORT

December 19, 1984

Happy holidays, everyone! Now that the holiday season is upon us, we are planning a number of entertainment activities for adults as well as children. A Christmas cookie bake contest for adults will be held on Thursday, December 20th. Other holiday activities are planned. Children will be engaged in additional story sessions and movies.

On November 20th the Essex County Library Directors' Group met at our library during the morning and the Southwest Essex Librarians met in the afternoon. Officers were elected for 1985 in the ECLD group. Your librarian was chosen to serve as Convenor during the next twelve months.

It is a pleasure to report that Sam Simone is doing a fantastic job in the library. He is more than just a Building Maintenance Worker. He is dependable and a real handyman. So far, he has saved the library hundreds of dollars by his ability to fill-in and perform chores which we otherwise would have called in servicemen. All of us appreciate his conscientious efforts in tackling whatever problem we have and doing a splendid job.

You will also be interested to know that although she had reservations when first approached for the job of Community Library Assistant, Helen Benjamin is doing a tremendous job in the area-- and liking it. We are satisfied that she will develop more confidence and self-assurance with time and experience. She seems to like what

she has been exposed to and strives for excellence. I believe that a right choice was made in selecting her for the position.

Mary Jean McNally, the new Media Coordinator for the West Orange School System came to the library for a meeting with your Library Director on Friday, November 30th. She expressed a desire to have the schools work closely with the public library in an effort to enhance a well-rounded program and to build a close working relationship between the two groups.

Emma-Lou Czarnecki, Marilyn Dore and Lola N. Reed attended the NJLA Fall session for one day on December 4th. The convention was held at the Hyatt Regency Hotel in New Brunswick.

Our bad news is that we are having tremendous problems with the HVAC system. The heat is still unbalanced thereby giving too much heat in some areas and none at all in others. Sam has been working closely with the servicemen. The problem has been somewhat minimized but not completely under control.

Shirley has spent quite a few hours in preparing the West Orange Public Library Cook Book for sale. She is to be commended for her hard work and dedication to the project by giving much of her free time and in the recruitment of help wherever she could find it. Overall, Shirley did the job.

As has been our practice in the past, the library will be open one-half day on Christmas Eve and one-half day on New Year's Eve. The library has received a \$100.00 donation from an anonymous person



Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF NOVEMBER 1984

LIBRARY BOARD MEETING OF DECEMBER 19, 1984

	ADOPTED BUDGET 1984	PAID MONTH OF Nov. 1984	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/84	UNEXPENDED BUDGET BALANCE ON 11/30/84	BILLS/ ACCOUNTS PAYABLE AT 11/30/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 11/30/84
SALARIES AND WAGES	\$402,000	34,649.85	\$357,450.53	\$ 44,549.47	\$	\$ 44,549.47
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	3,017.64	26,685.72	1,914.28		1,914.28
SOCIAL SECURITY	30,000	2,467.44	25,531.55	4,468.45		4,468.45
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000		27,924.00	5,076.00	5,624.82 (548.82)
UNEMPLOYMENT INS., ETC.	7,500		4,062.35	3,437.65		3,437.65
WORKERS COMP. INSURANCE	4,300	563.00	2,585.91	1,714.09		1,714.09
SUNDAY OPENINGS	6,500	599.30	5,672.30	827.70		827.70
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000		927.12	72.88	25.00	47.88
TRANSPORTATION	300	17.90	129.80	170.20	11.00	159.20
SEMINARS & WORKSHOPS	500		13.00	487.00	105.90	381.10
AUDIT	1,650		1,650.00	-0-		-0-
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	11,370.00	2,280.00	1,137.00	1,143.00
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	2,441.00	409.00	236.00	173.00
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	2,243.28	30,421.15	10,578.85	1,971.71	8,607.14
MAIN LIBRARY -MAINT.	22,852	420.00	7,181.80	15,670.20	663.50	15,006.70
TORY CORNER -RENTAL	540	135.00	405.00	135.00	135.00	-0-
SERVICE CONTRACTS	5,500	310.65	5,289.74	210.26	299.47 (89.21)
MATERIAL & SUPPLIES:						
BOOKS	80,000	10,972.84	52,920.87	27,079.13	4,217.41	22,861.72
SUPPLIES	10,000	628.88	8,701.41	1,298.59	1,107.67	190.92
MICROFILM	3,500		19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	5,730.87	7,199.77	300.23	147.80	152.43
AUDIO/VISUAL -MATERIALS	1,500	452.13	1,332.57	167.43	892.97 (725.54)
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000	419.00	3,913.08	86.92		86.92
TELEPHONE	3,500	353.44	3,249.56	250.44		250.44
POSTAGE	3,500	401.39	2,041.44	1,458.56	419.87	1,038.69
EQUIPMENT:						
LIBRARY	3,000		419.00	2,581.00	1,101.56	1,479.44
MAINTENANCE EQUIPMENT	1,000	290.00	290.00	710.00		710.00
AUDIO/VISUAL EQUIPMENT	1,500		6,260.28 (4,760.28)	(4,760.28)
JANITORIAL SUPPLIES	2,500	222.09	1,895.18	604.82	33.49	571.33
PHOTOCOPY	4,500	266.16	3,172.63	1,327.37	345.79	981.58
TOTAL	\$728,372	\$ 65,533.86	\$601,156.26	\$127,215.74	\$18,475.96	\$108,739.78
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$625,000					
ACCUMULATED REVENUE	93,447					
STATE AID	9,925					
	<u>\$728,372</u>					

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF NOVEMBER 1984

UNEXPENDED
BUDGET

Add: LESS: ACCOUNTS BALANCES
DUE FROM PAYABLE AT
TOWN OF W.O. 11/30/84 11/30/84
\$ -0- \$ 18,475.96 \$108,739.78

	BALANCE 11/1/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 11/30/84
<u>BUDGET FUND</u>				
<u>RECEIPTS AND FUNDS</u>				
COPY OF MACHINES	\$192,749.60	\$ -0-	\$ 65,533.86	\$127,215.74
XEROX	\$ 6,911.85	\$ 741.60	\$ -0-	\$ 7,653.45
TOSHIBA	154.55	31.85		186.40
SHARP	897.79	270.18		1,167.97
TOTAL COPY MACHINES	\$ 7,964.19	\$ 1,043.63	\$ -0-	\$ 9,007.82
FINES	22,002.11	1,950.42		23,952.53
RENTALS	2,136.61	216.45		2,353.06
PROJECTOR RENTAL	131.40	20.00		151.40
MICROFILMS	46.60			46.60
NON-RESIDENT FEE	80.00			80.00
MEETING ROOM	185.00			185.00
TELEPHONE	55.54	7.06		62.60
DONATIONS	646.96	150.00		796.96
INTEREST	13,429.84	1,746.03		15,175.87
MISCELLANEOUS	3.91	2.03		5.94
<u>TOTAL RECEIPTS AND FUNDS</u>	<u>\$ 46,682.16</u>	<u>\$ 5,135.62</u>	<u>\$ -0-</u>	<u>\$ 51,817.78</u>
<u>LOST BOOK FUND</u>	<u>\$ 803.55</u>	<u>\$ 45.07</u>	<u>\$ -0-</u>	<u>\$ 848.62</u>
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	<u>\$ 504.57</u>	<u>\$ 103.41</u>	<u>\$ -0-</u>	<u>\$ 607.98</u>
<u>PETTY CASH & CHANGE FUND</u>	<u>\$ 360.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 360.00</u>
<u>N.J. STATE AID FUND</u>	<u>\$ 39,510.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 39,510.00</u>
<u>TOTAL ALL FUNDS</u>	<u>\$280,609.88</u>	<u>\$ 5,284.10</u>	<u>\$ 65,533.86</u>	<u>\$220,360.12</u>

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 7,570.86
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	202,760.98
MIDLANTIC NAT'L BANK #02-073-0000-177-0- FINES, ETC.	3,857.50
MIDLANTIC NAT'L BANK #02-073-0001-161-0- UN. INS.	2,132.93
MIDLANTIC NAT'L BANK #02-073-0001-405-8- BOOK SALES	1,699.56
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,608.16
PETTY CASH	170.00
PETTY CASH CHECKING A/C - MIDLANTIC NAT'L BANK	560.13
LESS: ACCOUNTS PAYABLE, 11/30/84	\$220,360.12
CASH FUNDS AVAILABLE AT 11/30/84	18,475.96
	<u>\$201,884.16</u>

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1984

CHECKS ARE DATED
NOVEMBER 30, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9441	YM-YWHA OF METRO, N.J.	2. BOOKS	\$ 74.55
9442	NJ BELL	9. TELEPHONE	354.51
9443	EBS CO	19. MAGAZINES	5,595.46
9444	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.	1,241.01
9445	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,451.41
9446	N.J. GROSS INCOME TAX	1. SALARIES	740.72
9447	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,187.85
9448	W.O. LIBRARY-UNEMPLOYMENT SAV. A/C	1. SALARIES	88.88
9449	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,678.24
9450	PERS 20284-PENSIONS & LOANS	1. SALARIES	2,145.22
9451	PERS 20284-CONTRIB. LIFE INS.	1. SALARIES	112.94
9452	W.O. MUNICIPAL EMPLOYERS' FCU	1. SALARIES	391.00
9453	LIBRARY W.O.-PUBLIC EMPLOYEE ASSOC.	1. SALARIES	46.68
	NET PAYROLL-11/15-#3578-3611 (34)	1. SALARIES	11,916.78
	NET PAYROLL-11/30-#3612-3651 (40)	1. SALARIES	<u>12,136.02</u>
<u>SUB-TOTAL</u>			\$ 41,161.27
ADD: CHECKS #9375-9440 FOR PAYMENT ISSUED AT 11/19/84 MEETING			\$31,143.45
LESS: CHECK #9403-VOIDED			<u>6,569.79</u>
<u>CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1984</u>			<u>24,573.66</u>
<u>LESS:</u>			\$ 65,734.93
DEPOSIT 11/19			9. TELEPHONE \$ 1.07
CHECK # 9420			PETTY CASH CHECKING <u>200.00</u>
<u>TOTAL EXPENDITURES-MONTH OF NOVEMBER 1984</u>			<u>201.07</u>
<u>PER BUDGET REPORT</u>			<u>\$ 65,533.86</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Reed

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1984

CHECKS ARE DATED
DECEMBER 19, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9481	J.G. FERGUSON PUBLISHING	2. BOOKS	\$ 72.15
9482	GALE RESEARCH Co.	2. BOOKS	81.50
9483A	GAYLORD BROS., INC.	4. SUPPLIES	\$ 183.12
B	" " "	4. "	<u>301.56</u> 484.68
9484	G. H. HALL & Co.	2. BOOKS	146.73
9485	VICTOR HOTH & Co.	25. PHOTOCOPY	51.04
9486	INSTITUTE FOR MANAGEMENT	2. BOOKS	19.95
9487A	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES	\$ 1.98
B	" " "	18. JANITORIAL SUPPLIES	9.29
C	" " "	4. SUPPLIES	<u>1.99</u> 13.26
9488	KELLY & SALLES ELEC. SUPPLY	6. MAINTENANCE	94.50
9489	KOTLER TYPEWRITER	17. EQUIPMENT	800.00
9490	LAWYERS Co-OPERATIVE PUBLISHING	2. BOOKS	32.35
9491	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
9492	VOID		
9493A	L. P. BOOKS, INC.	2. BOOKS	\$ 25.57
B	" " " "	2. "	<u>41.81</u> 67.38
9494	MCMANUS LOCKSMITHS	18. JANITORIAL SUPPLIES	5.40
9495	MACMILLAN PUBLISHING	2. BOOKS	21.26
9496	MACRAE'S INDUSTRIAL DIRECTORY	2. BOOKS	123.75
9497	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,137.00
9498	MEDICAL LABORATORY	10. COMMUNITY RELATIONS	25.00
9499	NATIONAL PEN CORP.	4. SUPPLIES	149.84
9500	NATIONAL WILDLIFE FEDERATION	2. BOOKS	12.50
9501	CASH -CHECKING ACCOUNT	TRANSFER	200.00
9502	CASH-PETTY CASH - SAFE	15. WORKSHOPS	\$ 5.00
		12. TRANSPORTATION	11.00
		4. SUPPLIES	4.70
		13. POSTAGE	<u>19.87</u> 40.57
9503	PITNEY BOWES	11. SERVICE CONTRACT	63.00
9504	POSTMASTER	13. POSTAGE	400.00
9505	PSE & G	8. UTILITIES	1,971.71
9506	THE REAL GRANDMA	2. BOOKS	22.60
9507	REAL PEOPLE PRESS	2. BOOKS	8.00
9508	LOLA N. REED	15. SEMINARS	28.70
9509A	SCRIBNER BOOK COMPANIES	2. BOOKS & MICROFILMS	\$ 546.33
B	" " "	2. " "	19.97
C	" " "	2. " "	<u>131.14</u> 697.44
9510	SPOKEN ARTS	19. A/V MAT.	46.66
9511	ST. MARTIN'S PRESS, INC.	2. BOOKS & MICROFILMS	31.82
9512	STATE OF N.J. PENSION ADJUSTMENT FUND	PERS	5,624.82
9513A	NEIL S. SULLIVAN ASSOCIATES	6. MAINT-MAIN.	\$ 52.00
B	" " " "	6. " "	435.00
C	" " " "	6. " "	<u>42.00</u> 529.00
9514	SYLVAN BOOKS	2. BOOKS & MICROFILMS	15.50
9515	THRONDIKE PRESS	2. BOOKS & MICROFILMS	211.73
9516	UNIQUE IMAGE CORP.	16. EQUIP. & MAINT.	40.00
9517	WEST ORANGE CHRONICLE	18. NEWSPAPERS/PAMPHLETS	23.00
9518	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
9519	WESTON WOODS	19. A/V MAT.	383.00
9520	THE WORLD ALMANAC	2. BOOKS & MICROFILMS	22.47

WEST ORANGE FREE PUBLIC LIBRARY

5.

NOVEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1984

CHECKS ARE DATED
DECEMBER 19, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9454	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	\$ 1,164.46
9455	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC. SEC.	1,216.55
9456	MIDLANTIC NAT'L BANK-FED. W/H	1. SALARIES	2,402.76
9457	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES	391.00
9458	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS	15.00
9459A	ADP	11. SERVICE CONTRACTS	\$ 57.52
B	"	11. " "	<u>56.95</u>
9460	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	114.47
9461	ARTHRITIS RESEARCH	2. BOOKS	18.80
9462A	BAKER & TAYLOR Co.	2. BOOKS	10.00
B	" " " "	2. " "	(\$ 4.76)
C	" " " "	2. " "	(7.16)
D	" " " "	2. " "	326.43
E	" " " "	2. " "	286.12
F	" " " "	2. " "	(40.56)
G	" " " "	2. " "	270.47
9463A	BAKER & TAYLOR Co.	2. " "	<u>58.92</u>
B	" " " "	2. BOOKS	889.46
C	" " " "	2. " "	\$ 73.60
D	" " " "	2. " "	38.90
E	" " " "	2. " "	(5.16)
F	" " " "	2. " "	102.67
9464A	BAKER & TAYLOR Co.	2. " "	19.33
B	" " " "	2. " "	<u>17.16</u>
C	" " " "	2. BOOKS	246.50
D	" " " "	2. " "	\$ 37.68
E	" " " "	2. " "	11.17
F	" " " "	2. " "	(2.20)
9465	VOID	2. " "	22.47
9466	VOID	2. " "	11.17
9467A	BAKER & TAYLOR Co.	2. " "	<u>55.40</u>
B	" " " "	2. " "	135.69
C	" " " "	2. " "	\$ 107.33
D	" " " "	2. " "	101.35
E	" " " "	2. " "	102.07
F	" " " "	2. " "	110.89
G	" " " "	2. " "	154.05
H	" " " "	2. " "	183.48
9468	BFA EDUCATIONAL MEDIA	2. " "	75.08
9469	VOID	2. " "	<u>18.18</u>
9470A	R. R. BOWKER	21. A/V MAT.	852.43
B	" " " "	2. BOOKS	434.30
9471A	BRODART Co.	2. " "	\$ 127.38
B	" " " "	2. " "	<u>56.04</u>
9472	CHAMBERS RECORD & VIDEO CORP.	4. SUPPLIES	183.42
9473	CONGRESSIONAL QUARTERLY	4. " "	\$ 530.00
9474	CRONER PUBLICATIONS, INC.	21. A/V MAT.	<u>236.04</u>
9475	C. W. ASSOCIATES	2. BOOKS	766.04
9476	EMMA LOU CZARNECKI	2. BOOKS	29.01
9477A	MARILYN DORE	19. MAGAZINES	93.50
B	" " " "	15. SEMINARS	135.00
C.	" " " "	2. BOOKS	13.00
9478	EBSCO	2. " "	<u>19.74</u>
9479	EDUCATIONAL DIRECTORIES	2. " "	25.04
9480	ELEVATOR MAINTENANCE	15. SEMINARS	<u>30.00</u>
		20. NEWSPAPERS	74.78
		2. BOOKS	58.00
		11. SERVICE CONTRACTS	39.50
			107.00

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1984

CHECKS ARE DATED
DECEMBER 19, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9521A	XEROX CORPORATION	23. PHOTOCOPY	\$ 26.46
B	" "	23. "	\$ 268.29
9522	YOUNG'S NEWS SERVICE	20. NEWSPAPERS & PAMPHLETS	\$ 53.80
			<hr/>
<u>SUB-TOTAL</u>			\$ 23,850.73
<u>LESS:</u>			
CHECK #9454	TOWN OF W.O.	1. SALARIES	\$1,164.46
#9455	TOWN OF W.O.	27. EMPLOYER SOC. SEC.	1,216.55
#9456	MIDLANTIC NAT'L BANK	1. SALARIES	2,402.76
#9457	W.O. MUNICIPAL FCU	1. SALARIES	391.00
#9501	PETTY CASH CHECKING	TRANSFER	200.00
			<hr/>
<u>TOTAL ACCOUNTS PAYABLE-NOVEMBER 30, 1984</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 18,475.96</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela N. Reed

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Menheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF NOVEMBER, 1984

	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>
XEROX INCOME	\$ 741.60	\$ 7,653.45
LESS: XEROX EXPENSE	<u>266.16</u>	<u>3,676.65</u>
NET INCOME - XEROX	\$ 475.44	\$ 3,976.80
 TOSHIBA INCOME	 \$ 31.85	 \$ 186.40
LESS: TOSHIBA EXPENSE	 <u>-</u>	 <u>148.00</u>
NET INCOME - TOSHIBA	31.85	38.40
 SHARP COMMISSION	 <u>270.18</u>	 <u>1,167.97</u>
 <u>TOTAL PHOTOCOPY INCOME</u>	 <u>\$ 777.47</u>	 <u>\$ 5,183.17</u>