

A G E N D A
WEST ORANGE PUBLIC LIBRARY
JANUARY 23, 1985

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4. ELECTION OF OFFICERS
5. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL STATEMENT
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 - A. APPOINT COMMITTEES FOR 1985
 - B. DESIGNATION OF BANK ACCOUNTS
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WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JANUARY 23, 1985

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 and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant and Library Director Lola N. Reed. Mr. O'Neill noted that Mr. Soloway, Mr. Kupferer and Mr. Cuozzi would be delayed. Mr. O'Hara was out of town.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1985 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 1985 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 of Trustees meeting of 12/19/84 as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

Mr. O'Neill explained that he would chair the meeting until the other Trustees arrived. Election of officers would be held at that time.

TREASURER'S REPORT:

1) Bills Present for Payment:

Mr. Manheim will transfer voucher #9586 A & B from line-item Books, to line-item Microfilms. A deduction of \$608.42 will be made from the appropriate line.

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

STAFF/COMMUNITY PARTICIPATION:

Ms. Nicea D'Annunzio of 14 Edgewood Ave., North spoke to the Board about a conversation she had with Mrs. Reed concerning the use of the meeting room for quiet study. Ms. D'Annunzio requested that the meeting room, being a public room, be made available to patrons as a quiet room. Mrs. Reed explained her version of the conversation. Mr. O'Neill thanked Ms. D'Annunzio and said that the Board would discuss the matter under advisement.

Mrs. Elizabeth Springsteel presented Mr. Manheim with a money order for union dues to be held in escrow by the library.

The staff has submitted, as requested by the Board at the December meeting, suggestions regarding Sunday openings. Mr. O'Neill said that the Board would need time to review the suggestions.

DIRECTOR'S REPORT:

Mrs. Reed reported that a heating coil had burst in the boiler room leaving the old building without heat on Tuesday. Sullivan service men have restored the heat. Mrs. Reed will obtain an estimate for the repair of the coil.

An additional \$9,728.00 representing 20% of State Aid funds will be received from the State Library.

COMMITTEES:

1) Building and Grounds:

a) Painting:

Mr. Gladstone and Mr. O'Hara have discussed the painting of the library with Mrs. Itkin. The painting will be deferred until the roof repairs have been completed. A drain must be installed to permit excess water to escape from the roof. At this time, the weather is not conducive for such a repair. It was noted that the insurance papers have been received from Mr. Mike.

b) Outside Lights:

Mr. Gladstone recommended that the Board accept the PSE&G estimate for \$43.30 per month which would take the place of present lighting. This would provide for spotlights from the roof thereby providing more and better lighting for the parking lot.

Mrs. Strauss made a motion to proceed with the contract pursuant to Mrs. Itkin's report that she received from PSE&G and sent the Board through the Director as to what the costs are, that the contract be for those costs as has been indicated in the memorandum which is on file and which all Board members have received at the meeting. Mr. Corbin seconded the motion and it was passed unanimously.

Mr. Cuoizzi will review the contract.

c) Inside Lighting:

Mr. Gladstone explained that the lighting specifications will be written by the Township Engineer. Mr. Cuoizzi related the past history of the lighting situation noting that the library must find out how to use the money received in the most effective way to remedy the wrong. Mr. Gladstone said that he hoped that something could be done in the next few months. He was most impressed with the lighting at the Livingston Library which was quite adequate and modern. The Building Committee must give lighting its priority this year.

d) Security for Doors:

The Building Committee has asked Mrs. Itkin through Mrs. Reed to follow up on the security doors for the work room and secretary's office. There should be a report on this at the next meeting.

BY-LAWS:

Mr. O'Neill proposed, for the Board's consideration, an amendment to the By-laws which would create a First Vice President and a Second Vice President. This change would enable a fifth Trustee to sign checks.

Mr. Soloway made a motion that the ten day notice requirement be waived to amend the By-laws. Mr. Corbin seconded the motion and it was carried unanimously.

Mr. Soloway moved that the By-laws be amended to require the election annually of officers elected by the Board of Trustees to be President, First Vice President, Second Vice President, Secretary, and Treasurer, elected by ballot at the annual meeting to serve for one year and until their successors are elected and qualify. Mr. Kupferer seconded the motion and it was passed unanimously.

ELECTION OF OFFICERS:

Mr. Soloway presented the Nominating Committee's slate of officers for 1985: President--Herbert M. Gladstone, First Vice President--William J. O'Neill, Second Vice President--Anita O. Strauss, Secretary--Albert F. Kupferer, Treasurer--Horace K. Corbin, Jr.

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

The meeting was turned over to President Herbert M. Gladstone who thanked Mr. O'Neill for doing a splendid job during the last year. Mr. Gladstone went on to say that his last few years as Trustee have been pleasant ones in the library with its excellent staff and director. He would like to think of West Orange in terms of how the library is being used and who is using the library. He hopes that the Board of Trustees as volunteers giving their time, will give the citizens of West Orange a library to be proud of. He encouraged the public to come to the Board meetings not only with complaints, but with suggestions to improve the library.

NEW BUSINESS:

1) Appointment of Committees:

Mr. Gladstone appointed the following Board members to serve on Committees for 1985: Finance Committee--Mr. Corbin, Mrs. Strauss, Mr. O'Neill; Personnel Committee--Mr. Soloway, Mrs. Strauss, Mr. Kupferer; Building and Grounds--Mr. O'Hara and Mr. O'Neill.

2) End of Year Report:

Mr. Manheim submitted to the Board an end of year financial report consisting of Exhibits A, B, C and D. Each Exhibit was discussed and Resolutions as suggested by Mr. Manheim modifying the 1984 Budget and transferring 1984 funds to Accumulated Revenues were approved and accepted by Board motion.

Mr. Corbin moved to accept Resolutions I and II as follows. Mr. Soloway seconded the motion and it was carried unanimously.

I RESOLVED:

That the West Orange Free Public Library Budget be modified to the total amount of \$671,362.89 to cover the actual 1984 encumbrances/expenditures. Such modification shall be covered by the 1984 Proposed Budget as granted by the Township of West Orange in the amount of \$625,000, State Aid of \$9,925.00 plus the appropriation of \$36,437.89 Accumulated Revenue as follows:

Amount Transferred to 1984 Budget Fund from	
Accumulated Revenue - 12/31/83	\$93,447.00
(Less) Unexpended 1984 Budget 12/31/84	<u>57,009.11</u>
 TOTAL APPROPRIATION TO 1984 BUDGET FUND	
FROM ACCUMULATED REVENUE	<u>\$36,437.89</u>

II RESOLVED:

That the following 1984 funds to be transferred to Accumulated Revenues:

1. 1984 Fines & Receipts Fund	\$ 55,729.54
2. 1984 Lost Book Fund	955.92
3. 1984 Book Sales & Excess Property Sold Fund	1,012.98
4. State Aid Fund	39,510.00
5. Balance of Budget Fund - 1984	<u>57,009.11</u>
 TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED	
REVENUE	\$154,217.55
 ADD: Balance of Accumulated Revenue - 1983	<u>-0-</u>
 ACCUMULATED REVENUE 12/31/84	<u>\$154,217.55</u>

3) Designation of Bank Accounts:

Mr. Corbin made a motion that the Board accept depositories and associated accounts maintained for library monies for the year 1985 as listed. Mr. O'Neill seconded the motion and it was carried unanimously.

- 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) Investment Account

All accounts are maintained at Midlantic National Bank, West Orange, New Jersey with the exception of Petty Cash Fund, Safe in the amount of \$150.00.

4) Auditor:

There was a short discussion of the proposals of Samuel Klein and Company and Arthur Young.

Mrs. Strauss made a motion to engage Samuel Klein and Company for auditing purposes for the year 1985, at a fee not to exceed \$2,250.00. Mr. Corbin seconded the motion and it was passed unanimously.

Mr. Gladstone will contact Samuel Klein. A letter will be sent to Arthur Young.

OLD BUSINESS:

- 1) Personnel matters will be discussed during executive session.
- 2) Photocopy Report was submitted at the last meeting with no decision made.

VIDEO TAPES AND COMPUTERS:

Mr. Gladstone discussed the feasibility of circulating video cassettes with the Board. There was input by both Trustees and the public present at the meeting. The Board will be making a decision on this matter which must consider whether or not to restrict the library to books and materials circulated at present or to expand into new areas such as video cassettes and computers. Mr. Gladstone asked Mrs. Reed to present to the Board her recommendations concerning video cassette circulation and to find out what other libraries are doing in regard to the field of education with computers.

CORRESPONDENCE:

Mr. Kupferer read the following correspondence:

- 1) A letter from Ms. Lori Waldman thanking Mr. O'Neill and the Board for Sunday opening.
- 2) A thank you letter from Mrs. Florence Mantell in regard to working past her 70th birthday.

Mr. Gladstone asked Mrs. Reed to discuss renewal of employment at the October, 1985 meeting.

- 3) A letter from Mrs. Sarah Rabinowitz thanking the Board for her retirement gift and proclamation.
- 4) A copy of a letter from Mayor Spina to Mr. McCann asking assistance in regard to the inside lighting problem. (Jan. 4, 1985)


Mrs. Reed will obtain statistics for County and State circulation.

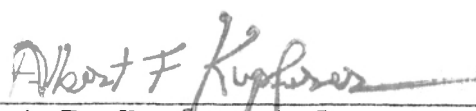
Mr. Gladstone adjourned the public portion of the meeting at 9:45 P. M.

At the Executive session of the Board of Trustees the following motion was passed:

Mrs. Strauss moved that the Board of Trustees continue the salary scale for Sunday openings as established in December, 1984 until the next Board meeting in February. Mr. O'Neill seconded the motion and it was carried unanimously.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

DIRECTOR'S
MONTHLY REPORT

January 23, 1985

Since the December Trustee Board meeting some work around the library has gotten underway. Men from the Public Works Department blacktopped and repaired the area in the upper parking lot where the drainage problem has pestered us for years. Also, the roofers began work on the leaky library roof. The job has been partially completed. Information from Mr. McCann's office is that a drainage system has to be installed when the weather permits.

A series of meetings with the staff have taken place and will continue on Tuesday mornings at 9:15 A. M. A very serious effort is being made to seek out and correct problems and grievances which affect employees adversely.

At the staff meeting on Tuesday, January 15, staff personnel expressed their unhappiness on having to slip and shelve books one hour each day five days each week. They stated that the salaries paid are too much for the performance of menial jobs that could be done by student workers at a much lower rate.

With permission from you, the Trustees, we could hire three or four additional students to perform the bulk of slipping and shelving duties.

Vacations seems to be a big problem with some employees. Some are opposed to taking the bulk of their annual leave during the summer months, a practice we have followed for a long time. Since our revised Staff Manual states that "vacation leave due any employee may be taken at any time or times during the calendar year for which the leave is granted, except that the Director shall have discretionary authority in assigning requested leave periods where conflicts with proper operation of the library may exist" we will put the latter policy into practice, beginning in 1985.

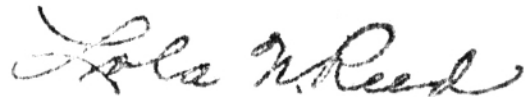
Sam Simone is not satisfied with being paid 20¢ per mile in using his car for delivering books to shut-ins and running other errands for the library. He feels that consideration (monetarily) should be allowed for the wear and tear of his car. He asked me to present this to you for consideration as he is not willing to continue using his car for library business under the current policy. He cited one instance when he was making deliveries. His car broke down and he had to pay out of his pocket \$57.00 to have it repaired.

Since we have a growing list of elderly, home bound and ill people demanding the type of service which we offer, I respectfully ask that you decide on a method of compensation to Sam. Further, very serious thought and action should be taken toward the purchase of a vehicle to meet the needs of this segment of our community.

The purchase of a vehicle for the library is far overdue. It could serve as a multi purpose way of taking care of many needs of the library and its employees. (Example: Transport employees to and from conventions, conferences and other library-related business and meetings.)

We are fortunate to have many of the happenings in the library widely publicized which are drawing many interested people from all over into our library and commending our staff for such interesting programs, etc.

We have run into the same type of problem with Civil Service about our maintenance staff as we had when James Morrison was bumped out of a job. A list of persons who have passed a Civil Service test was sent to me early in December with the notation that Carthell Speed had to be replaced with someone listed. This was in response to my request that a test be set up for the position.

A handwritten signature in cursive script, reading "Lola N. Reed". The signature is written in dark ink and is positioned above a horizontal line.

Lola N. Reed, Director

LNR/sgs

WEST ORANGE FREE PUBLIC LIBRARY

1985 BUDGET AS COMPARED TO 1984 ACTUAL EXPENDITURES
LIBRARY BOARD MEETING OF JANUARY 23, 1985

	1984 ACTUAL EXPENSES	1985 PROPOSED BUDGET	INCREASE (DECREASE) 1985 BUDGET OVER 1984 EXPENDITURES
SALARIES AND WAGES	\$391,092.07	\$447,000	\$ 55,907.93
PERSONNEL COSTS:			
EMPLOYEE HEALTH BENEFIT PLAN	29,261.09	31,500	2,238.91
SOCIAL SECURITY	27,962.50	32,000	4,037.50
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,548.82	33,000	(548.82)
UNEMPLOYMENT INSURANCE, ETC.	4,539.88	8,000	3,460.12
WORKERS COMP. INSURANCE	34.16	4,800	4,765.84
SUNDAY OPENINGS	6,585.71	7,800	1,214.29
CONTRACTURAL SERVICES:			
BINDING		600	600.00
COMMUNITY SERVICES	345.37	1,000	654.63
TRANSPORTATION	173.60	500	326.40
SEMINARS & WORKSHOPS	173.90	500	326.10
AUDIT	1,650.00	1,650	-
MGMT. & PROFESSIONAL SERVICES	13,650.00	14,300	650.00
LEGAL & PROFESSIONAL SERVICES	2,913.00	3,000	87.00
CONTRACTUAL MAINTENANCE & REPAIR:			
MAIN LIBRARY - UTILITIES	34,394.79	43,000	8,605.21
MAIN LIBRARY - MAINT.	8,727.50	23,000	14,272.50
TORY CORNER - RENTAL	540.00	540	-
SERVICE CONTRACTS	5,730.40	6,050	319.60
MATERIALS & SUPPLIES:			
BOOKS	64,440.66	84,000	19,559.34
SUPPLIES	10,588.27	11,000	411.73
MICROFILM	19.50	3,500	3,480.50
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	7,501.37	8,250	748.63
AUDIO/VISUAL - MATERIALS	2,444.36	1,500	(944.36)
MISCELLANEOUS OTHER EXPENSES:			
INSURANCE - OTHER	3,913.08	4,700	786.92
TELEPHONE	3,554.26	3,500	(54.26)
POSTAGE	2,868.85	3,850	981.15
EQUIPMENT:			
LIBRARY	1,799.56	1,500	(299.56)
MAINTENANCE EQUIPMENT	290.00	1,000	710.00
AUDIO/VISUAL EQUIPMENT	6,260.28	6,000	(260.28)
JANITORIAL SUPPLIES	2,600.54	2,750	149.46
PHOTOCOPY	3,759.37	5,000	1,240.63
<u>TOTAL ACTUAL EXPENSES - 1984</u>	<u>\$671,362.89</u>		
<u>TOTAL PROPOSED BUDGET - 1985</u>		<u>\$794,790</u>	
<u>TOTAL INCREASE OF 1985 BUDGET OVER</u> <u>1984 EXPENDITURES</u>			<u>\$123,427.11</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE PUBLIC LIBRARY
46 MT. AUSTIN AVENUE
WEST ORANGE, N.J. 07052

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1984
LIBRARY BOARD MEETING OF JANUARY 23, 1985

	1982	1983	1984	1984	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1984 APPROVED BUDGET
	ACTUAL EXPENSES BY LIBRARY	ACTUAL EXPENSES BY LIBRARY	ACTUAL EXPENSES BY LIBRARY	APPROVED BUDGET	
SALARIES & WAGES	\$421,471.20	\$416,662.76	\$391,092.07	\$402,000	\$ 10,907.93
CONTRACTUAL SERVICES:					
BINDING	666.85	147.39	-	630	630.00
COMMUNITY SERVICES	1,129.61	(855.89)	345.37	1,000	654.63
TRANSPORTATION	293.10	230.80	173.60	300	126.40
SEMINARS & WORKSHOPS	1,377.37	678.24	173.90	500	326.10
AUDIT	1,650.00	1,650.00	1,650.00	1,650	-
MGMT. & PROFESSIONAL SERVICES	12,500.00	13,000.00	13,650.00	13,650	-
LEGAL & PROFESSIONAL FEES	1,965.00	5,762.00	2,913.00	2,850	(63.00)
CONTRACTUAL MAINT. & REPAIR:					
MAIN LIBRARY-UTILITIES	41,758.15	39,769.21	34,394.79	41,000	6,605.21
MAIN LIBRARY-MAINT.	10,126.56	4,870.10	8,727.50	22,852	14,124.50
TORY CORNER-RENTAL	540.00	540.00	540.00	540	-
SERVICE CONTRACTS	5,194.04	5,047.04	5,730.40	5,500	(230.40)
MATERIALS & SUPPLIES:					
BOOKS	46,646.63	48,666.66	64,440.66	80,000	15,559.34
SUPPLIES	9,570.94	8,425.00	10,588.27	10,000	(588.27)
MICROFILM	1,410.60	1,591.24	19.50	3,500	3,480.50
PERIODICALS, SERIALS & NEWSPAPERS	7,551.57	7,288.62	7,501.37	7,500	(1.37)
AUDIO/VISUAL-MATERIALS	1,442.63	1,040.55	2,444.36	1,500	(944.36)
MISCELLANEOUS OTHER EXPENSES:					
INSURANCE	6,215.64	4,808.01	3,913.08	4,000	86.92
TELEPHONE	3,232.53	3,352.40	3,554.26	3,500	(54.26)
POSTAGE	3,606.72	3,536.62	2,868.85	3,500	631.15
EMPLOYEE HEALTH & BENEFIT PLAN	18,893.40	25,835.96	29,261.09	28,600	(661.09)
EQUIPMENT:					
LIBRARY	2,060.25	2,967.24	1,799.56	3,000	1,200.44
MAINTENANCE EQUIPMENT	-0-	-0-	290.00	1,000	710.00
AUDIO/VISUAL EQUIPMENT	(286.00)	-0-	6,260.28	1,500	(4,760.28)
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	28,413.34	28,299.39	27,962.50	30,000	2,037.50
PUBLIC EMPLOYEES RETIREMENT SYSTEM	29,845.80	30,433.18	33,548.82	33,000	(548.82)
UNEMPLOYMENT INSURANCE	6,720.29	5,152.69	4,539.88	7,500	2,960.12
JANITORIAL SUPPLIES	2,100.86	2,227.82	2,600.54	2,500	(100.54)
SUNDAY OPENINGS	6,085.50	5,675.00	6,585.71	6,500	(85.71)
WORKERS COMP. INSURANCE			34.16	4,300	4,265.84
PHOTOCOPY	5,410.90	4,019.83	3,759.37	4,500	740.63
<u>TOTAL ACTUAL EXPENSES-1982</u>	<u>\$677,593.48</u>				
<u>TOTAL ACTUAL EXPENSES-1983</u>		<u>\$670,821.86</u>			
<u>TOTAL ACTUAL EXPENSES-1984</u>			<u>\$671,362.89</u>		
<u>TOTAL APPROVED BUDGET-1984</u>				<u>\$728,372</u>	
<u>NEW UNEXPENDED BUDGET BALANCES-1984</u>					<u>\$ 57,009.11</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF FUND BALANCES

DECEMBER 31, 1984

	BALANCE PER STATEMENT OF RECEIPTS AT 12/31/84 AS PRESENTED TO LIBRARY BOARD MEETING 1/23/85	TO TRANSFER 1984 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID & BALANCE OF 1984 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1984 BUDGET FUND	\$ 57,009.11		(\$ 57,009.11)	\$ -0-
1984 FINES & RECEIPTS	55,729.54	(\$ 55,729.54)		-0-
1984 LOST BOOK FUND	955.92	(955.92)		-0-
1984 BOOK SALES & EXCESS PROPERTY FUND	1,012.98	(1,012.98)		-0-
1984 PETTY CASH & CHANGE FUND	360.00			360.00
1984 STATE AID FUND	39,510.00		(39,510.00)	-0-
ACCUMULATED REVENUE FUND	-0-			
	<u>57,698.44</u>		<u>96,519.11</u>	<u>154,217.55</u>
	\$154,577.55	\$ -0-	\$ -0-	\$154,577.55
<u>ADD: ACCOUNTS PAYABLE - 12/31/84</u>	<u>14,870.62</u>	<u>-0-</u>	<u>-0-</u>	<u>14,870.62</u>
<u>TOTAL</u>	<u>\$169,448.17</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$169,448.17</u>
1. TO TRANSFER BALANCE OF 12/31/84 BUDGET BALANCE TO ACCUMULATED REVENUE				\$ 57,009.11
2. ADD: 1984 STATE AID TO ACCUMULATED REVENUE				<u>39,510.00</u>
<u>SUB-TOTAL</u>				\$ 96,519.11
3. ADD: 1984 UNALLOCATED FINES & RECEIPTS			\$ 55,729.54	
LOST BOOK FUND			955.92	
BOOK SALES & EXCESS PROPERTY FUND			<u>1,012.98</u>	<u>57,698.44</u>
<u>TOTAL ACCUMULATED REVENUES TRANSFERRED 12/31/84</u>				\$154,217.55
<u>ACCUMULATED REVENUE BALANCE FROM 12/31/84</u>				<u>-0-</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/84</u>				<u>\$154,217.55</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE BALANCE SHEET
DECEMBER 31, 1984-1983

DECEMBER 31,
1984

DECEMBER 31,
1983

ASSETS

CASH

REGULAR CHECKING ACCOUNT	\$ 3,048.12	\$ 732.94
INVESTMENT ACCOUNT	152,352.60	107,796.81
SAVINGS ACCOUNTS	11,131.37	15,654.04
COMMUNITY RELATIONS CHECKING ACCOUNT	2,214.91	2,114.55
PETTY CASH CHECKING ACCOUNT	531.17	281.69
PETTY CASH FUND - SAFE	150.00	150.00
CHANGE FUND - DESK	20.00	20.00

TOTAL CASH AND ASSETS

\$169,448.17

\$126,750.03

LIABILITIES, RESERVES AND ACCUMULATED
REVENUES

ACCOUNTS PAYABLE	\$ 14,870.62	\$ 32,942.29
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>360.00</u>	<u>360.00</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 15,230.62</u>	<u>\$ 33,302.29</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>154,217.55</u>	<u>93,447.74</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$169,448.17</u>	<u>\$126,750.03</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

COMPARATIVE STATEMENT OF ASSUMULATED REVENUES
FOR THE YEARS ENDED DECEMBER 31.

	1984	1983
<u>ACCUMULATED REVENUES:</u>		
BALANCE, JANUARY 1, 1984 - 83	\$ 93,447.74	\$ 86,764.02
<u>(DECREASES) INCREASES TO ACCUMULATED REVENUES:</u>		
TRANSFER TO BUDGET FUND, PER RESOLUTION 4/25/84	(93,447.74)	(86,764.02)
<u>BALANCE</u>	\$ -0-	\$ -0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1984-83 FINES & RECEIPTS	\$ 55,729.54	\$ 46,886.74
1984-83 LOST BOOK FUNDS	955.92	1,228.03
1984-83 BOOK SALES & EXCESS PROPERTY FUND	<u>1,012.98</u>	<u>1,939.83</u>
	57,698.44	50,054.60
1984-83 STATE AID RECEIVED	\$ 39,510.00	\$ 37,451.00
1984-83 BALANCE OF BUDGET FUND	<u>57,009.11</u>	<u>5,942.14</u>
	96,519.11	43,393.14
<u>ACCUMULATED REVENUES - DECEMBER 31,</u>		
<u>1984-83 PER EXHIBIT C</u>	<u>\$154,217.55</u>	<u>\$ 93,447.74</u>

PREPARED WITHOUT AUDIT.

sol
Corbin ~~*ST*~~
I RESOLVED:

THAT THE 1984 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$671,362.89. TO COVER THE ACTUAL 1984 ENCUMBRANCES/ EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1984 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$625,000, STATE AID OF \$9,925 PLUS THE APPROPRIATION OF \$36,437.89 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1984 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/83	\$ 93,447.00
(LESS) UNEXPENDED 1984 BUDGET 12/31/84	<u>57,009.11</u>
<u>TOTAL APPROPRIATION TO 1984 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$ 36,437.89</u>

II RESOLVED:

THE FOLLOWING 1984 FUNDS TO BE TRANSFERRED TO
ACCUMULATED REVENUES:

1. 1984 FINES & RECEIPTS FUND	\$ 55,729.54
2. 1984 LOST BOOK FUND	955.92
3. 1984 BOOK SALES & EXCESS PROPERTY SOLD FUND	1,012.98
4. STATE AID FUND	39,510.00
5. BALANCE OF BUDGET FUND - 1984	<u>57,009.11</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	\$154,217.55
<u>ADD: BALANCE OF ACCUMULATED REVENUE - 1983</u>	<u>-0-</u>
<u>ACCUMULATED REVENUE 12/31/84</u>	<u>\$154,217.55</u>

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF DECEMBER 1984

LIBRARY BOARD MEETING OF JANUARY 23, 1985

	ADOPTED BUDGET 1984	PAID MONTH OF DEC. 1984	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/84	UNEXPENDED BUDGET BALANCE ON 12/31/84	BILLS/ ACCOUNTS PAYABLE AT 12/31/84 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 12/31/84
SALARIES AND WAGES	\$402,000	\$ 33,641.54	\$391,092.07	\$ 10,907.93		\$ 10,907.93
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT						
PLAN	28,600	2,400.17	29,085.89	(485.89)	\$ 175.20	(661.09)
SOCIAL SECURITY	30,000	2,430.95	27,962.50	2,037.50		2,037.50
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	33,000	5,624.82	33,548.82	(548.82)		(548.82)
UNEMPLOYMENT INS., ETC.	7,500	477.53	4,539.88	2,960.12		2,960.12
WORKERS COMP. INSURANCE	4,300	(2,551.75)	34.16	4,265.84		4,265.84
SUNDAY OPENINGS	6,500	913.41	6,585.71	(85.71)		(85.71)
CONTRACTURAL SERVICES:						
BINDING	630			630.00		630.00
COMMUNITY SERVICES	1,000	(581.75)	345.37	654.63		654.63
TRANSPORTATION	300	11.00	140.80	159.20	32.80	126.40
SEMINARS & WORKSHOPS	500	160.90	173.90	326.10		326.10
AUDIT	1,650		1,650.00			
MGMT. & PROFESSIONAL						
SERVICES	13,650	1,137.00	12,507.00	1,143.00	1,143.00	
LEGAL & PROFESSIONAL SVCS.	2,850	236.00	2,677.00	173.00	236.00	(63.00)
CONTRACTUAL MAINTENANCE &						
REPAIR:						
MAIN LIBRARY-UTILITIES	41,000	1,971.71	32,392.86	8,607.14	2,001.93	6,605.21
MAIN LIBRARY -MAINT.	22,852	750.70	7,932.50	14,919.50	795.00	14,124.50
TORY CORNER -RENTAL	540	135.00	540.00	-		
SERVICE CONTRACTS	5,500	299.47	5,589.21	(89.21)	141.19	(230.40)
MATERIAL & SUPPLIES:						
BOOKS	80,000	4,236.36	57,157.23	22,842.77	7,283.43	15,559.34
SUPPLIES	10,000	1,076.98	9,778.39	221.61	809.88	(588.27)
MICROFILM	3,500		19.50	3,480.50		3,480.50
PERIODICALS, PAMPHLETS &						
NEWSPAPERS, ETC.	7,500	147.80	7,347.57	152.43	153.80	(1.37)
AUDIO/VISUAL -MATERIALS	1,500	944.01	2,276.58	(776.58)	167.78	(944.36)
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,000		3,913.08	86.92		86.92
TELEPHONE	3,500		3,249.56	250.44	304.70	(54.26)
POSTAGE	3,500	427.41	2,468.85	1,031.15	400.00	631.15
EQUIPMENTS:						
LIBRARY	3,000	1,101.56	1,520.56	1,479.44	279.00	1,200.44
MAINTENANCE EQUIPMENT	1,000		290.00	710.00		710.00
AUDIO/VISUAL EQUIPMENT	1,500		6,260.28	(4,760.28)		(4,760.28)
JANITORIAL SUPPLIES	2,500	50.44	1,945.62	554.38)	654.92	(100.54)
PHOTOCOPY	4,500	294.75	3,467.38	1,032.62	291.99	740.63
TOTAL	\$728,372	\$ 55,336.01	\$656,492.27	\$ 71,879.73	\$14,870.62	\$ 57,009.11
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 DECEMBER 1984

BUDGET FUND
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

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 12/31/84
CASH FUNDS AVAILABLE AT 12/31/84

BALANCE 12/01/84	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 12/31/84	ADD: DUE FROM TOWN OF W.O.	LESS: ACCOUNTS PAYABLE 12/31/84	UNEXPENDED BUDGET BALANCES AT 12/31/84
\$127,215.74	\$ -0-	\$ 55,336.01	\$ 71,879.73	\$ -0-	\$ -14,870.62	\$ 57,009.11

\$ 7,653.45	\$ 623.25	\$ -0-	\$ 8,276.70			
186.40	27.80		214.20			
1,167.97	-		1,167.97			
9,007.82	651.05	\$ -0-	9,658.87			
23,952.53	1,596.77		25,549.30			
2,353.06	195.65		2,548.71			
151.40	25.00		176.40			
46.60	29.70		76.30			
80.00	-		80.00			
185.00	-		185.00			
62.60	8.50		71.10			
796.96	7.70		804.66			
15,175.87	1,397.39		16,573.26			
5.94			5.94			
\$ 51,817.78	\$ 3,911.76	\$ -0-	\$ 55,729.54			
\$ 848.62	\$ 107.30	\$ -0-	\$ 955.92			
\$ 607.98	\$ 405.00	\$ -0-	\$ 1,012.98			
\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
\$ 39,510.00	\$ -0-	\$ -0-	\$ 39,510.00			
\$ 220,360.12	\$ 4,424.06	\$ 55,336.01	\$ 169,448.17			

\$ 3,048.12	\$ 169,448.17
152,352.60	14,870.62
6,903.69	\$ 154,577.55
2,435.32	
1,792.36	
2,214.91	
170.00	
531.17	

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
JANUARY 23, 1985

3.

CHECKS ARE DATED
DECEMBER 31, 1984

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9523-9528	VOID		
9529	LIBRARY-W.O.-PUBLIC EMPLOYEES' ASSOC.	1. SALARIES	\$ 46.68
9530	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES	391.00
9531	PERS 20284-CONTRIB. LIFE INS.	1. SALARIES	112.94
9532	PERS - PENSIONS & LOANS	1. SALARIES	1,963.76
9533	TOWN OF W.O. - HOSPITALIZATION	26. HOSPITALIZATION	2,400.17
9534	W.O. LIBRARY-UNEMPLOYMENT SAV. A/C	1. SALARIES	67.64
9535	TOWN OF W.O.-EMPLOYER S.S.	27. EMPLOYER S.S.	1,214.40
9536	N.J. GROSS INCOME TAX	1. SALARIES	724.99
9537	MIDLANTIC NAT'L BANK	1. SALARIES	2,375.26
9538	TOWN OF W.O.-EMPLOYEES' S.S.	1. SALARIES	1,162.38
9539	N.J. DIVISION OF UNEMPLOYMENT SEC.	28. SALARIES	\$ 477.53
		EXCHANGE	<u>273.07</u>
	NET PAYROLL 12/15 #3652-3689 (38)		11,959.52
	NET PAYROLL 12/31 #3690-3729 (40)		<u>11,965.52</u>
	<u>SUB-TOTAL</u>		\$ 35,134.86
	ADD: CHECKS #9454-9522 FOR PAYMENT ISSUED AT 12/19/84 MEETING		<u>23,850.73</u>
	CHECKS ISSUED FOR THE MONTH OF DECEMBER 1984		\$ 58,985.59
	<u>ADD:</u>		
	PETTY CASH CHECKS 1710-1720 ISSUED DURING OCTOBER, NOVEMBER, DECEMBER 1984		<u>228.96</u>
	<u>SUB-TOTAL</u>		\$ 59,214.55
	<u>LESS:</u>		
	CHECK #9539	EXCHANGE	\$ 273.07
	" 9501	PETTY CASH CHECKING	200.00
	DEPOSITS 12/5	REIMBURSE-INSURANCE	2,551.75
	" 12/7	" -PAYROLL	21.20
	" 12/4	" -SUPPLIES	74.01
	" 12/9	" -PAYROLL	21.20
	" 12/26	" -PAYROLL	<u>130.56</u>
			<u>3,271.79</u>
	<u>SUB-TOTAL</u>		\$ 55,942.76
	LESS: INCREASE IN COMMUNITY SERVICE CHECKING A/C		<u>606.75</u>
	<u>TOTAL EXPENDITURES-MONTH OF DECEMBER 1984</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 55,336.01</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Loea R. Keel

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim CPB*

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH - OCTOBER, NOVEMBER, DECEMBER 1984
BILLS PRESENTED FOR PAYMENT ON JANUARY 23, 1985

<u>DATE</u> <u>1984</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
OCT. 9	1710	JOHN A. DAVIDSON	18. JANITORIAL SUPPLIES	\$ 16.95
17	1711	VOID		
22	1712	DEMCO	4. SUPPLIES	10.70
24	1713	M. DORE	4. SUPPLIES	22.62
NOV. 6	1714	HOLMES RENTAL	6. MAINTENANCE-MAIN	80.00
7	1715	S. SIMONE	6. " "	7.20
DEC. 3	1716	NJLA	15. SEMINARS	50.00
14	1717	UPS	13. POSTAGE	7.54
14	1718	E. L. CZARNECKI	15. SEMINARS	5.00
17	1719	LDA PUBLISHERS	2. BOOKS	18.95
20	1720	UNIVERSITY MKT. SYSTEMS	4. SUPPLIES	<u>10.00</u>

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF OCTOBER, NOVEMBER,
DECEMBER 1984

\$ 228.96

PAYMENT RECOMMENDED BY:

Lela N. Leck

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
JANUARY 23, 1985

CHECKS ARE DATED
JANUARY 23, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
9540A	N.J. BELL	9. TELEPHONE	\$ 283.84	
B	" "	9. "	<u>20.86</u>	\$ 304.70
9541	TOWN OF W.O.-EMPLOYEE SOC. SEC.	1. SALARIES		1,197.73
9542	TOWN OF W.O.-EMPLOYER SOC. SEC.	27. EMPLOYER SOC.SEC.		1,197.75
9543	MIDLANTIC NAT'L BANK	1. SALARIES		2,315.85
9544	W. O. MUNICIPAL EMPLOYEES FCU	1. SALARIES		436.00
9545A	ADP	11. SERVICE CONTRACTS	\$ 14.85	
B	" "	11. " "	55.89	
C	" "	11. " "	<u>55.45</u>	126.19
9546A	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	\$ 594.22	
B	" " " "	18. " "	60.70	
C	" " " "	18. " "	28.95	
D	" " " "	18. " "	<u>(28.95)</u>	654.92
9547	BAKER & TAYLOR	2. BOOKS		53.52
9548A	BAKER & TAYLOR	2. BOOKS	\$ 314.30	
B	" " "	2. "	<u>8.50</u>	322.80
9549A	BAKER & TAYLOR	2. BOOKS	\$ 100.74	
B	" " "	2. "	327.73	
C	" " "	2. "	(6.00)	
D	" " "	2. "	198.58	
E	" " "	2. "	(11.38)	
F	" " "	2. "	<u>87.01</u>	696.68
9550A	BAKER & TAYLOR	2. BOOKS	\$ 197.20	
B	" " "	2. "	900.23	
C	" " "	2. "	(5.71)	
D	" " "	2. "	226.88	
E	" " "	2. "	(8.53)	
F	" " "	2. "	260.75	
G	" " "	2. "	193.66	
H	" " "	2. "	141.36	
I	" " "	2. "	96.51	
J	" " "	2. "	1,095.06	
K	" " "	2. "	108.09	
L	" " "	2. "	<u>282.54</u>	3,488.04
9551A	BAKER & TAYLOR	2. BOOKS	\$ 6.56	
B	" " "	2. "	(1.19)	
C	" " "	2. "	44.84	
D	" " "	2. "	<u>5.63</u>	55.84
9552	BEST PUBLICATIONS	2. BOOKS		33.15
9553	BLOOMFIELD WINDOW CLEANING	6. MAINT-MAIN.		75.00
9554A	R. R. BOWKER	2. BOOKS	\$ 55.89	
B	" " "	2. "	<u>51.14</u>	107.03
9555	BROADSTREET, INC.	4. SUPPLIES		46.79
9556	BRODART, INC.	4. SUPPLIES		236.99
9557A	CHAMBERS RECORD & VIDEO	21. A/V MAT'L	\$ 10.88	
B	" " " "	21. " "	13.17	
C	" " " "	21. " "	<u>91.97</u>	116.02
9558	CONGRESSIONAL QUARTERLY	2. BOOKS		28.90
9559	COUNCIL OF BETTER BUS. BUREAUS	20. PAMPHLETS		3.00
9560	CRONER PUBLICATIONS, INC.	2. BOOKS		14.85
9561A	C.W. ASSOCIATES	2. BOOKS	\$ 15.00	
B	" " "	2. "	<u>14.00</u>	29.00
9562	EMMA-LOU CZARNECKI	12. TRANSPORTATION		15.20
9563	FINANCIAL PUBLISHING Co.	2. BOOKS		2.98
9564	GALE RESEARCH Co.	2. BOOKS		60.05
9565	GATELY & GAYNOR	6. MAINT.-MAIN		583.50
9566	GAYLORD BROS., INC.	17. EQUIPMENT		279.00
9567	JAME PUBLISHING	18. PAMPHLETS		95.00
9568	JON-TONE Co.	21. A/V MAT'L		51.76
9569A	KAUFMAN'S SENTRY HDWR.	4. SUPPLIES	\$ 2.50	
B	" " "	4. "	15.69	
C	" " "	4. "	<u>16.57</u>	34.76

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1984 BILLS PRESENTED FOR PAYMENT ON
JANUARY 23, 1985CHECKS ARE DATED
JANUARY 23, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9570	LOFTUS & CUOZZI	24. LEGAL	\$ 236.00
9571	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICE	1,143.00
9572	FLORENCE MANTELL	26. HOSPITALIZATION	175.20
9573	MARKET DATA RETRIEVAL	2. BOOKS	24.52
9574	NATIONAL FUEL OIL CO.	8. UTILITIES-MAIN.	50.00
9575A	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	\$ 15.00
B	" " "	2. "	34.75
C	" " "	2. "	15.95
9576A	NAT'L REGISTER PUBLISHING CO.	2. BOOKS	\$ 78.75
B	" " " "	2. "	224.25
9577	N.J. LAWYERS DIARY & MANUAL	2. BOOKS	28.75
9578A	NJOS	4. SUPPLIES	\$ 268.94
B	"	4. "	22.50
C	"	4. "	13.44
D	"	4. "	29.51
E	"	4. "	6.80
F	"	4. "	3.98
G	"	4. "	1.55
H	"	4. "	71.30
9579	PACER BOOKS FOR YOUNG ADULTS	20. PAMPHLET	418.02
9580	PETTY CASH - SAFE	4. SUPPLIES	2.00
		11. TRANSPORTATION	17.60
		LOST BOOK FUND	23.28
9581	POSTMASTER	13. POSTAGE	114.20
9582	PSE & G	8. UTILITIES - MAIN	400.00
9583	VOID		1,951.93
9584	LIBRARY OF CONGRESS	2. BOOKS	83.00
9585A	NEIL S. SULLIVAN ASSOCIATES	6. MAINT.-MAIN	\$ 84.50
B	" " " "	6. " "	52.00
9586A	UNIVERSITY MICROFILMS	2. BOOKS	\$ 354.24
B	" "	2. "	254.18
9587	VANDERBILT PRESS, INC.	2. BOOKS	14.95
9588	WEST PUBLISHING CO.	2. BOOKS	52.25
9589A	XEROX CORP.	25. PHOTOCOPY	\$ 268.29
B	" "	25. "	23.70
9590	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	53.80
9591	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS	15.00
9592A	STANDARD & POOR'S CORP.	2. BOOKS	\$ 365.00
B	" " " "	2. "	845.00
			1,210.00
			\$ 20,041.23
	<u>SUB-TOTAL</u>		
	<u>LESS:</u>		
	CHECK #9541	1. SALARIES	\$1,197.73
	#9542	27. EMPLOYER SOC. SEC.	1,197.75
	#9543	1. SALARIES	2,315.85
	#9544	1. SALARIES	436.00
	#9580	28. LOST BOOK FUND	23.28
			5,170.61
	<u>TOTAL ACCOUNTS PAYABLE-DECEMBER 31, 1984</u>		
	<u>PER BUDGET REPORT</u>		\$ 14,870.62

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICKBY: *Stewart Manheim CPA*

A G E N D A
WEST ORANGE PUBLIC LIBRARY
FEBRUARY 27, 1985

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MINUTES
4. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL STATEMENT
5. STAFF/COMMUNITY PARTICIPATION
6. DIRECTOR'S REPORT
7. COMMITTEE REPORTS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. PROFESSIONAL SERVICES CONTRACT
10. COMMUNICATIONS
11. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

February 27, 1985

Although we have experienced some very unpleasant weather, the library was forced to close only one-half day during the past month. Two of us had minor mishaps on the ice but are back on the job after a few days.

The West Orange Public Library Cookbook has been given much publicity through our local paper, word of mouth, and other sources. As a result Mrs. Itkin has been able to sell 100 cookbooks at \$5.00 each. She has had to do a second printing to fill orders that continue to come in.

We have had additional problems with the heating system in the new wing. A serviceman spent almost an entire day working to correct the situation. So far, the heat is coming through.

Our first quarterly check from the Township of West Orange in the amount of \$145,250.00 has been received. Also, the balance of our State Aid check in the amount of \$9,870.00 for 1984 has been received from Trenton.

The contract for PSE&G has been sent to Mr. Richard J. Finan, representative. The paint job is being held off until our roof job is completed.

Our Children's Librarian, Marilyn Dore joined with a few other Children's Librarians in Essex and Hudson Counties and applied for a \$400.00 Summer Reading grant for 1985. Together they wrote a proposal and submitted it to the New Jersey State Library Development Bureau. The grant is funded through a grant from B. Dalton Booksellers. Two days ago Mrs. Dore informed me that the grant has been approved. A copy of a report submitted by Marilyn is enclosed. A copy of the grant proposal is available for you to see.

Inquiries into video tape (VHS) programs in Livingston Public Library and other libraries are underway. A completed report should be available at the time of our March meeting. However, I would like to call your attention to excerpts from my April 27, 1983 report in which the Board's attention was called to the organization of the North Jersey Video Circuit:

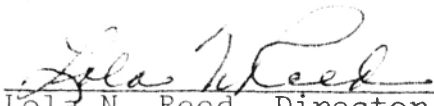
"The North Jersey Video Circuit is an organization of libraries in our area for the purpose of promoting the use of video equipment and materials for the benefit of all members at the least possible cost. It has been determined that by collectively pooling all member libraries will have access to far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

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

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

Also enclosed is a recruitment letter received from the Garden State Library Film and Video Circuit.

A former employee, Claire Schroeder, passed away during the month. A sympathy card and a plant in her memory were sent under the name of the West Orange Library Board of Trustees.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
FEBRUARY 27, 1985

President Herbert M. Gladstone called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Albert F. Kupferer, Michael O'Hara, William J. O'Neill, 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 Secretary opened the meeting and stated that on January 1, 1985 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 1985 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the Board of Trustees meeting of 1/23/85 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of January, 1985. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

A short discussion was held regarding receipts from the microfilm, microfiche reader/printers and photocopiers. Additional publicity will be given to the reader/printers to encourage patron use.

Microfilm expenditures will be separated from book expenditures. Newspapers, magazines, periodicals and pamphlets will be combined into one line-item.

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

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel, representing the Employees' Association, stated that the union election will be held on March 15th in the meeting room.

DIRECTOR'S REPORT:

Mrs. Reed told the Board that her report on video cassettes will be ready for the March Board meeting. Included in the report will be a sample inventory of cassettes available for circulation. A list will be kept of the nature of all patron requests for video items at the circulation desk, departments and over the telephone.

Mr. Soloway said that he was not in favor of circulating video items for recreational or entertainment pursuits. If any program is initiated he would like to see items of an instructional and/or educational nature offered.

Mr. Gladstone said that further discussion will be held at the next meeting when Mrs. Reed has submitted all of the information concerning video cassettes and related items.

Mrs. Reed will amend the fourth paragraph of the Director's Monthly Report, noting that the quarterly check has been received from the Township and the balance of State Aid for 1984 has been received.

Mrs. Strauss made a motion to present a memorial resolution for former employee, Claire Schroeder. Mrs. Schroeder worked as a Junior Library Assistant from 1966 to 1978. Mr. Corbin seconded the motion and it was carried unanimously.

Mr. Gladstone requested the attorney to prepare an appropriate resolution to present to Mrs. Schroeder's family.

COMMITTEES:

Building and Grounds:

1) Outside Lights:

Mr. O'Hara reviewed the nature of the work to be performed by PSE&G as per Board resolution of 1/23/85. Mrs. Reed added that the servicemen will be staking out placement for the new poles next week. The library will contact the Township after this is completed and request assistance in trimming bushes and trees in the immediate area.

2) Inside Lighting:

Mr. O'Hara said that he has talked to Mr. Lepore concerning the inside lighting and has been assured that initial inquiries and calculations have been made in dealing with the problem. Mr. Gladstone said that he has also contacted Mr. Lepore and that hopefully, the lighting improvements will be started this year.

Mrs. Reed has received a letter from Mr. Lepore stating that he is in the process of preparing a plan to improve interior lighting. He asked to be notified of any changes to be made in the floor plan. Mrs. Reed will send a reply to Mr. Lepore informing him that no major changes will be made in the floor plan. After meeting with the staff, Mrs. Reed will indicate to Mr. Lepore which "task floor changes" if any, have to be made.

3) Security Doors:

Mr. O'Hara reported that Mr. Milmo does not have Worker's Compensation coverage. Mrs. Reed will request Mrs. Itkin to contact the other carpenter who has submitted an estimate. All workers must have insurance coverage before a contract can be awarded. Mr. O'Hara said that a full report will be made at the next meeting.

4) HVAC:

A quote will be obtained for the repair of the coil which had burst from the cold. Adequate insulation of the vent area must be provided to protect the coil. Mr. O'Neill and Mr. O'Hara will review the situation and make a recommendation at the next Board meeting.

OLD BUSINESS:

Mr. Gladstone said that he had contacted Samuel Klein and Company and they have agreed to deduct \$100.00 from the fee quoted to the library to perform the 1984 audit. The original quote was in the amount of \$2,250.00.

NEW BUSINESS:

Mr. Soloway asked about contacts and programs available to the library from the Library of Congress. Mr. Soloway asked Mrs. Reed to read an article from "Sky", a Delta Air Lines inflight magazine which details services available to United States citizens. Perhaps the library can avail itself of some of the services offered. Mrs. Reed said that the library has contact with the Library of Congress through its pamphlet services.

Mr. Gladstone said that in reviewing the transportation forms, he noted that the information submitted was inadequate. A new form has been devised to allow more detailed information.

Mr. Manheim explained the procedures for handling petty cash receipts. A new form has been designed which will provide more complete information when a request for reimbursement is asked for.

Mr. Manheim will provide a complete report on cash registers at the next Board meeting. He is in the process of accumulating information at this time.

Mr. Corbin made a motion to continue the salary scales for Sunday openings as established at the Board meeting of December, 1984 until the next meeting in March, 1985. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Kupferer made a motion to accept the Professional Services Contract for 1985. Mrs. Strauss seconded the motion and it was carried unanimously.

The resolution will be published in the newspapers and will be attached to the Minutes.

Mr O'Neill asked Mrs. Reed about the application cards used to register new borrowers. Mrs. Reed said that she will send a copy of the card to the attorney for review.

COMMUNICATIONS:


Mr. Kupferer read the following communications received during the past month:

- 1) A letter to Arthur Young and Company from Mrs. Reed regarding audit proposal.

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

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

FEBRUARY 27, 1985
ANNOUNCEMENT OF AWARD OF PROFESSIONAL SERVICES CONTRACT
PER N. J. S. 40:A-11-1 et. seq.

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

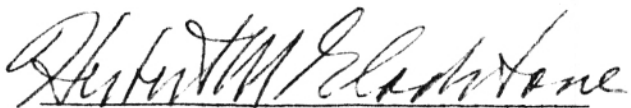
"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative and Legal requirements of the West Orange Free Public Library, and

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

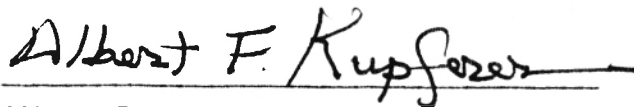
NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED, by the Board of Trustees of the West Orange Free Public Library as follows:

1) The President and Secretary are hereby authorized and directed to execute the agreement with Manheim, Kosson and Novick, C. P. A.'s, Loftus and Cuozzi, Counselors at Law and Samuel Klein and Company, Auditors for performance of the aforesaid services.

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



Herbert M. Gladstone, President



Albert F. Kupferer, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1985

LIBRARY BOARD MEETING OF FEBRUARY 27, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF JAN. 1985	DEDUCT ACCOUNTS PAYABLE 12/31/84 INCLUDED IN JAN. 1985 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/85	BILLS/ ACCOUNTS PAYABLE AT 1/31/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 1/31/85
SALARIES AND WAGES	\$447,000	\$ 33,434.93	\$	\$413,565.07		\$413,565.07
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,429.59	(175.20)	29,245.61	\$ 46.50	29,199.11
SOCIAL SECURITY	32,000	2,521.70		29,478.30		29,478.30
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000			33,000.00		33,000.00
UNEMPLOYMENT INS., ETC.	8,000			8,000.00		8,000.00
WORKERS COMP. INS.	4,800			4,800.00		4,800.00
SUNDAY OPENINGS	7,800	757.03		7,042.97		7,042.97
CONTRACTURAL SERVICES:						
BINDING	600			600.00	585.55	14.45
COMMUNITY SERVICES	1,000			1,000.00	67.50	932.50
TRANSPORTATION	500	32.80	(32.80)	500.00	27.00	473.00
SEMINARS & WORKSHOPS	500			500.00	108.85	391.15
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS	14,300	1,143.00	(1,143.00)	14,300.00	1,192.00	13,108.00
LEGAL & PROFESSIONAL SVCS	3,000	236.00	(236.00)	3,000.00	236.00	2,764.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	2,001.93	(2,001.93)	43,000.00	4,778.66	38,221.34
MAIN LIBRARY-MAINT.	23,000	795.00	(795.00)	23,000.00	390.00	22,610.00
TORY CORNER-RENTAL	540			540.00		540.00
SERVICE CONTRACTS	6,050	248.19	(141.19)	5,943.00	286.31	5,656.69
MATERIAL & SUPPLIES:						
BOOKS	84,000	6,607.57	(6,675.01)	84,067.44	5,542.07	78,525.37
SUPPLIES	11,000	809.88	(809.88)	11,000.00	339.66	10,660.34
MICROFILM	3,500			3,500.00		3,500.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	153.80	(153.80)	8,250.00	813.42	7,436.58
AUDIO/VISUAL-MATERIALS	1,500	776.20	(776.20)	1,500.00	8.91	1,491.09
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00	982.00	3,718.00
TELEPHONE	3,500	626.19	(304.70)	3,178.51	306.49	2,872.02
POSTAGE	3,850	400.00	(400.00)	3,850.00		3,850.00
EQUIPMENT:						
LIBRARY	1,500	279.00	(279.00)	1,500.00		1,500.00
MAINTENANCE EQUIPMENT	1,000			1,000.00	34.95	965.05
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	654.92	(654.92)	2,750.00	509.89	2,240.11
PHOTOCOPY	5,000	291.99	(291.99)	5,000.00	268.29	4,731.71
<u>TOTAL</u>	<u>\$794,790</u>	<u>\$ 54,199.72</u>	<u>(\$ 14,870.62)</u>	<u>\$755,460.90</u>	<u>\$16,524.05</u>	<u>\$738,936.85</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 1985

	BALANCE 1/1/85	TRANSFER PER RESOLUTION	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 1/31/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 1/31/85	UNEXPENDED BUDGET BALANCES AT 1/31/85
BUDGET FUND								
RECEIPTS AND FUNDS	\$ 57,009.11	(\$ 57,009.11)	\$ -0-	\$ 39,329.10	(\$ 39,329.10)	\$794,790.00	\$ 16,524.05	\$738,936.85

COPY MACHINES

XEROX	\$ 8,276.70	(\$ 8,276.70)	\$ 660.75	\$ -0-	\$ 660.75			
TOSHIBA	214.20	(214.20)	-					
SHARP	1,167.97	(1,167.97)	-					
TOTAL COPY MACHINES	\$ 9,658.87	(\$ 9,658.87)	\$ 660.75	\$ -0-	\$ 660.75			
FINES	25,549.30	(25,549.30)	2,136.45		2,136.45			
RENTALS	2,548.71	(2,548.71)	221.90		221.90			
PROJECTOR RENTAL	176.40	(176.40)	30.00		30.00			
MICROFILMS	76.30	(76.30)	12.90		12.90			
NON-RESIDENT FEE	80.00	(80.00)						
MEETING ROOM	185.00	(185.00)						
TELEPHONE	71.10	(71.10)	5.78		5.78			
DONATIONS	804.66	(804.66)						
INTEREST	16,573.26	(16,573.26)	889.62		889.62			
MISCELLANEOUS	5.94	(5.94)	1.59		1.59			
TOTAL RECEIPTS AND FUNDS	\$ 55,729.54	(\$ 55,729.54)	\$ 3,958.99	\$ -0-	\$ 3,958.99			

LOST BOOK FUND

	\$ 955.92	(\$ 955.92)	\$ 82.35	\$ -0-	\$ 82.35			
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,012.98	(\$ 1,012.98)	\$ 265.30	\$ -0-	\$ 265.30			

PETTY CASH & CHANGE FUND

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

	\$ 39,510.00	(\$ 39,510.00)	\$ -0-	\$ -0-	\$ 39,510.00			
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ACCUMULATED REVENUE FUND

	\$ -0-	\$154,217.55	\$ -0-	\$ -0-	\$154,217.55			
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ACCOUNTS PAYABLE 12/31/84

	\$ 14,870.62	\$ -0-	\$ -0-	\$ -0-	\$ 14,870.62			
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TOTAL ALL FUNDS

	\$169,448.17	\$ -0-	\$ 4,306.64	\$ 54,199.72	\$119,555.09			
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CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 5,768.87
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	96,298.47
MIDLANTIC NAT'L BANK-#02-073-0000-177-0 FINES, ETC.	10,343.99
MIDLANTIC NAT'L BANK-#02-073-0001-161-0 UN. INS.	2,435.32
MIDLANTIC NAT'L BANK-#02-073-0001-405-8- BOOK SALES	1,792.36
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	2,214.91
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	531.17
LESS: ACCOUNTS PAYABLE 1/31/85	\$119,555.09
CASH FUNDS AVAILABLE AT 1/31/85	16,524.05
	\$103,031.04

WEST ORANGE FREE PUBLIC LIBRARY

3.

JANUARY 1985 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 27, 1985

CHECKS ARE DATED
JANUARY 31, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9593	INTERNAL REVENUE SERVICE	27. EMPLOYER SOC.SEC.	\$ 112.97
9594	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	107.00
9595A	N.J. BELL	9. TELEPHONE	\$ 300.41
B	" " "	9. " "	<u>21.08</u>
9596	N.J. DEPT. OF LABOR	1. SALARIES	321.49
9597	LIBRARY-W.O. PUBLIC EMPLOYEES ASSOC.	1. SALARIES	25.61
9598	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	46.68
9599	PERS 20284-CONTRIB.LIFE INS.	1. SALARIES	436.00
9600	PERS 20284-PENSIONS & LOANS	1. SALARIES	112.94
9601	TOWN OF W.O.-HOSPITALIZATION	1. SALARIES	2,081.22
9602	W.O. LIBRARY-UNEMPLOYMENT-SAVINGS A/C	26. HOSPITALIZATION	2,254.39
9603	TOWN OF W.O.-EMPLOYER SOC. SEC.	1. SALARIES	341.68
9604	N.J. GROSS INCOME TAX	27. EMPLOYER SOC. SEC.	1,210.98
9605	MIDLANTIC NATIONAL BANK	1. SALARIES	710.38
9606	TOWN OF W.O.-EMPLOYEE SOC. SEC.	1. SALARIES	2,309.31
	NET PAYROLL 1/15 #3730-3766 (37)	1. SALARIES	1,210.96
	NET PAYROLL 1/31 #3767-3806 (40)		11,395.66
			<u>11,571.94</u>
	<u>SUB-TOTAL</u>		\$ 34,249.21
	<u>ADD: CHECKS #9540-9592 FOR PAYMENT ISSUED AT</u> <u>1/23/85 MEETING</u>		<u>20,041.23</u>
			\$ 54,290.44
	CHECKS ISSUED FOR THE MONTH OF JANUARY 1985		
	<u>LESS:</u>		
	CHECK #9580	LOST BOOK FUND	\$ 23.28
	DEPOSITS 1/3	2. BOOKS	8.00
	1/18	2. " "	30.00
	1/24	2. " "	13.46
	1/28	2. " "	<u>15.98</u>
			<u>90.72</u>
	<u>TOTAL EXPENDITURES-MONTH OF JANUARY 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 54,199.72</u>

PAYMENT RECOMMENDED BY:

Lola M Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim Cpt.*

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1985 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 27, 1985

4.

CHECKS ARE DATED
FEBRUARY 27, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9607	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	\$ 436.00
9608	MIDLANTIC NAT'L BANK	1. SALARIES	2,412.32
9609	TOWN OF W.O.-EMPLOYER S.S.	27. EMPLOYER SOC. SEC.	1,246.61
9610	TOWN OF W.O.-EMPLOYEE S.S.	1. SALARIES	1,246.60
9611	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
9612	BOB ADAMS, INC.	2. BOOKS	21.65
9613	ADP INC.	11. SERVICE CONTRACTS	56.91
9614A	AMERICAN BINDERY-DOBBS	3. BINDING	\$ 574.50
B	" " "	3. "	<u>11.05</u>
9615	AMERICAN CAMPING ASSOC.	2. BOOKS	8.95
9616	AMERICAN LIBRARY ASSOC.	20. NEWSPAPER	8.54
9617	AMERICAN <i>Paper Towel Co.</i>	18. JANITORIAL SUPPLIES	455.80
9618	BAKER & TAYLOR	2. BOOKS	36.88
9619A	BAKER & TAYLOR	2. BOOKS	\$ 96.41
B	" " "	2. "	8.78
C	" " "	2. "	<u>47.50</u>
9620A	BAKER & TAYLOR	2. BOOKS	\$ 242.69
B	" " "	2. "	354.82
C	" " "	2. "	37.61
D	" " "	2. "	48.74
E	" " "	2. "	105.66
F	" " "	2. "	(9.34)
G	" " "	2. "	37.56
H	" " "	2. "	<u>60.18</u>
9621A	BAKER & TAYLOR	2. BOOKS	(\$ 27.21)
B	" " "	2. "	105.03
C	" " "	2. "	6.41
D	" " "	2. "	59.56
E	" " "	2. "	80.25
F	" " "	2. "	(11.38)
G	" " "	2. "	(10.19)
H	" " "	2. "	54.44
I	" " "	2. "	291.79
J	" " "	2. "	45.23
K	" " "	2. "	(32.52)
L	" " "	2. "	15.84
M	" " "	2. "	151.46
N	" " "	2. "	75.37
O	" " "	2. "	446.42
P	" " "	2. "	(65.00)
Q	" " "	2. "	127.05
R	" " "	2. "	28.23
S	" " "	2. "	<u>581.90</u>
9622	VOID		1,922.68
9623	BAKER & TAYLOR	2. BOOKS	250.04
9624A	BENISCH & Co.	5. INSURANCE	\$ 563.00
B	" " "	5. "	<u>419.00</u>
9625A	BRODART Co.	4. SUPPLIES	\$ 34.56
B	" " "	4. "	<u>13.08</u>
9626A	CENTER TYPEWRITER Co.	11. SERVICE CONTRACTS	(\$ 6.60)
B	" " "	11. " "	<u>71.00</u>
9627	CHAMBERS RECORD & VIDEO	21. A/V MATERIAL	64.40
9628	COBBLESTONE PUBLISHING	2. BOOKS	8.91
9629	VOID		8.85
9630	COMMONWEALTH WATER Co.	8. UTILITIES	140.65
9631	JOHN CURLEY & ASSOC.	2. BOOKS	43.85
9632	C.W. ASSOCIATES	2. BOOKS	17.00
9633	EBE	2. BOOKS	259.00
9634	EBS CO SUBSCRIPTION SERVICE	19. MAGAZINES	754.58
9635	EURAIL GUIDE ANNUAL	2. BOOKS	12.00
9636	ELEVATOR MAINTENANCE Co.	11. SERVICE CONTRACTS	107.00

AGENDA
WEST ORANGE PUBLIC LIBRARY

MARCH 27, 1935

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MINUTES
4. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL STATEMENT
5. STAFF/COMMUNITY PARTICIPATION
6. DIRECTOR'S REPORT
7. COMMITTEE REPORTS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. PLAN FOR A MEETING WITH STATE CONSULTANT REGARDING FUTURE OF LIBRARY, ETC.
10. COMMUNICATIONS
11. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

MARCH 26, 1985

During the month some of our projects were started or completed. Representatives from PSE&G installed lighting in the upper parking lot. The lights brighten up the entire area.

Workers from the township garage have been on the premises cutting and clearing shrubbery and overhanging limbs from trees.

Unforeseen factors have caused a slowing down on a number of tasks relative to processing books and other materials. Two employees were on vacation and a number of others were out because of illness. On March 11 and 12 there were 7 absences. Other days there were as many as 6 individuals absent.

So as not to delay production as much as possible several employees volunteered to assist the catalog area by typing book cards, pasting pockets and covering books. They did a tremendous job and are to be congratulated for their dedication toward the smooth operation of the library. Those persons are Sandy Sessing, Shirley Itkin, Helen Benjamin, Sybil Seidler, Tze-Nan Chow, and Audrey Melick. Not to be forgotten are the volunteers who stayed on longer hours to help wherever they could.

Two employees are out for an indefinite time period. Marie Magno has once again been hospitalized. Although she is out of the hospital she is convalescing at home. If she returns to work it is rumored that she can work only part-time. Alma Laing is away nursing a seriously ill daughter.

There was an election held on March 15 for employees. They voted unanimously (14) to become members of I. U. O. E. Local 68. Mr. Loftus was present in the library representing West Orange Public Library and Mr. James Daly represented the union. Mr. Nicholas Costellano represented Essex Council #1, NJCSA. Presiding over the election was Ms. Susan Wood.

Michael Mahoney brought an MA-136 TEC Electronic cash register to the library Tuesday, March 19 and demonstrated the different features to several employees. We were very impressed and feel that it will be most useful in many different ways when the keys are labeled and geared to library use.

Sam Simone is terminating his employment with us on Friday, March 29, 1985.

Also, it is imperative that you give serious thought to adding a few more employees to our staff. We have a very competent staff but we are seriously understaffed. We have not had replacements for those employees who are no longer with us. Those for whom we have not had replacements are Ericsson, Perry, Some, Schroeder, Rabinowitz, and Allerhand. It is of utmost importance that we get additional help.

On loan to the Township are three non-circulating paintings which were requested by Council President Sorge.

Since our collecting of circulating paintings do not circulate anymore, we would like to sell them at the next general book sale. Your thinking on this matter is requested and will be very much appreciated.

You might be interested to know that Governor Kean signed bill A842 which removes municipal libraries from CAPS restrictions and give municipalities five years to phase in budget increases from revaluation.

A handwritten signature in cursive script, reading "Lola N. Reed". The signature is written in dark ink and is positioned above a horizontal line.

Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MARCH 27, 1985

President Herbert M. Gladstone called the meeting to order at 9:20 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., William J. O'Neill, 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. Mr. O'Hara and Mr. Kupferer were absent.

Prior to the Board meeting, Carol Schafler, a resident of West Orange, offered her services on a volunteer basis to produce a library newsletter for mailing to the households of library patrons. Ms. Schafler briefly outlined mailing procedures, printing costs, etc. As an experienced public relations person, she would like to contact businesses and industries in the Township to induce them to support the idea. Discussion was held concerning the initial cost of printing and mailing one newsletter. Mr. Gladstone thanked Ms. Schafler for her offer and presentation and suggested that Mrs. Reed, Mrs. Strauss and Mrs. Benjamin meet with Ms. Schafler to continue to look into the idea for further discussion by the Board in one to two months.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1985 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 1985 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 of Trustees meeting of 2/27/85 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Reed will contact Mr. O'Hara to review and approve payment for services performed by Neil S. Sullivan Associates, Ltd. to the heating system.

Mrs. Strauss made a motion to recommend payment of voucher #9733, A, B and C to Neil S. Sullivan Associates, Ltd. in the amount of \$2,343.82 subject to approval by Mr. O'Hara. Mr. Corbin seconded the motion and it was passed unanimously.

Mr. Corbin made a motion to accept the Bills Presented for Payment for the month of February, 1985 subject to the previous motion concerning Sullivan Associates. Mrs. Strauss seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Corbin pointed out to Mrs. Reed that the Financial Statement reflects the fact that the library is 25% behind in book purchases. Mrs. Reed assured Mr. Corbin that all orders have been sent out and that the library would be spending additional money which will be shown in the Financial Statement in two months.

Mr. Corbin made a motion to receive and file the Financial Report as presented. Mr. O'Neill seconded the motion and it was passed unanimously.

COMMUNITY/STAFF PARTICIPATION:

Mr. Cuozzi said that he is working with the staff to devise a new lawyer's letter which is sent to delinquent borrowers. He will present it to the Board to ratify.

In addition, the applications for library users is being revised.

Mrs. Elizabeth Springsteel, President of the Employees' Association, announced that eligible staff had voted unanimously and have been certified to join I. U. O. P. Local 68. The negotiations will be initiated sometime after April 15.

Mrs. Emma-Lou Czarnecki, Head of Acquisitions asked the Board for assistance in obtaining a typist for the catalog room due to the illness of Mrs. Magno.

Mr. Gladstone said that he wanted to make it clear to the director and staff that in regard to internal matters, staff should submit a report to the director, the director in turn should study the matter further. The director then would report to the Board giving supportive information as to the basic needs to be met.

Mr. Jack Cohen, a resident of West Orange asked the Board about future plans for computerization. Mr. Gladstone replied that he was in the process of setting up a meeting with a State Library Consultant to discuss the future of the library in regard to computers and goals that should be considered in the future plans of the library. The subject of computers will be dealt with carefully, and hopefully, input will be received from citizens as well. Mr. Cohen said that he and Mrs. Cohen would be happy to offer lobbying assistance if ever needed.

DIRECTOR'S REPORT:

Mr. Gladstone said that the report of video cassettes will be reviewed by the Board.

Mrs. Reed will provide a written proposal for the purchase of a cash register for the next Board meeting.

Mr. Gladstone asked Mrs. Reed to prepare a report on the history of the circulating reproductions of paintings, etc. that have been removed from the main area to the downstairs area. Mr. Gladstone said that before permission can be granted to dispose or sell the items, the Board would like to know 1) why they are not circulating, 2) are the patrons informed about them, 3) What type of circulation did we have in the past for these items, and 4) is there an inventory. The Board members indicated their desire to see the items in the near future.

The lighting has been installed by PSE&G and is providing excellent coverage of the parking lot.

Mr. Gladstone expressed the Board's appreciation of the typing of catalog cards to Mrs. Itkin, Mrs. Sessing, Mrs. Benjamin, Mrs. Seidler, Mr. Chow and Mrs. Melick.

Mrs. Reed noted that on March 15, 1985 Governor Kean signed into law Assembly Bill A842, removing municipal libraries from CAP requirements.

COMMITTEES:

1) Building and Grounds:

The discussion of the security doors will be held next month because of Mr. O'Hara's absence.

A letter detailing a few changes in shelving will be amended and sent to Mr. McCann.

OLD BUSINESS:

Mr. Soloway requested Mrs. Reed to make available to patrons the fact that there is a wealth of information which the public has access to through the Library of Congress. Mr. Gladstone suggested that a notice be placed near the reference desk informing the patrons of this opportunity. Mrs. Reed said that the reference librarians have complete information on this subject.

Mrs. Reed said that she has not been able to find a quiet study area or space for patrons. The meeting room is available when it is not being used, but there are problems with locking up of equipment. Mr. Gladstone suggested that Mrs. Reed look into the possibility of acquiring some portable cubicles or partitions for use in quiet study. Recommendations should be made at the next Board meeting.

NEW BUSINESS:

Mr. Corbin made a motion to continue the salary scales for Sunday openings as established at the Board meeting of December, 1984 until the next meeting in April, 1985. Mrs. Strauss seconded the motion and it was carried unanimously.

Mr. Gladstone discussed a daytime meeting with a State Library Consultant. Each Trustee will have an opportunity to bring up any subject for discussion. Hopefully, the Board will obtain insight as to where the library should be going, future goals, etc.

COMMUNICATIONS:

Mr. O'Neill read the following correspondence:

- 1) A resignation from Sam Simone as of 4/1/85. Mr. Gladstone asked Mrs. Reed to write a letter to Mr. Simone expressing the Board's appreciation of his efforts.
- 2) A letter from Elevator Maintenance Company informing the Board that there will be a \$10.00 increase in the monthly service cost. The Building and Grounds Committee will discuss this matter.

3) A letter from Elevator Maintenance Company regarding installation of a motor protection device to prevent burnout. This will be reviewed by the Building and Grounds Committee.

Mr. Soloway made a motion to adjourn the public portion of the meeting. Mr. Corbin seconded the motion and it was passed unanimously. The meeting was adjourned at 10:15 P. M.

EXECUTIVE SESSION:

After a brief discussion about the shortage of help in the library, the Board gave permission to Mrs. Reed to hire for one month a temporary clerk typist to catch up with the backlog of typing in the catalog area.

Mrs. Reed was instructed by the Board to arrange a Saturday morning meeting of the Personnel Committee to discuss hiring replacements for some of the persons who have discontinued their services in the library.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF FEBRUARY 1985

LIBRARY BOARD MEETING OF MARCH 27, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF FEB. 1985	ACCUMULATED BUDGET EXPENDITURES 2 MONTHS ENDED 2/28/85	UNEXPENDED BUDGET BALANCE ON 2/28/85	BILLS/ ACCOUNTS PAYABLE AT 2/28/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 2/28/85
SALARIES AND WAGES	\$447,000	\$ 34,164.85	\$ 67,599.78	\$379,400.22	\$ -	\$379,400.22
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	31,500	2,300.89	4,555.28	26,944.72		26,944.72
SOCIAL SECURITY	32,000	2,486.05	5,007.75	26,992.25		26,992.25
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000			33,000.00		33,000.00
UNEMPLOYMENT INS., ETC.	8,000			8,000.00		8,000.00
WORKERS COMP. INS.	4,800	982.00	982.00	3,818.00		3,818.00
SUNDAY OPENINGS	7,800	1,098.24	1,855.27	5,944.73		5,944.73
CONTRACTURAL SERVICES:						
BINDING	600	585.55	585.55	14.45		14.45
COMMUNITY SERVICES	1,000		-	1,000.00	67.50	932.50
TRANSPORTATION	500	27.00	27.00	473.00		473.00
SEMINARS & WORKSHOPS	500	108.85	108.85	391.15		391.15
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS	14,300	1,192.00	1,192.00	13,108.00	1,192.00	11,916.00
LEGAL & PROFESSIONAL SVCS	3,000	236.00	236.00	2,764.00	958.50	1,805.50
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	4,778.66	4,778.66	38,221.34	1,936.67	36,284.67
MAIN LIBRARY-MAINT.	23,000	390.00	390.00	22,610.00	2,506.32	20,103.68
TORY CORNER-RENTAL	540			540.00	135.00	405.00
SERVICE CONTRACTS	6,050	286.31	393.31	5,656.69	366.57	5,290.12
MATERIAL & SUPPLIES:						
BOOKS	84,000	5,523.94	5,456.50	78,543.50	5,565.66	72,977.84
SUPPLIES	11,000	330.06	330.06	10,669.94	1,585.70	9,084.24
MICROFILM	3,500			3,500.00		3,500.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	813.42	813.42	7,436.58	96.07	7,340.51
AUDIO/VISUAL-MATERIALS	1,500	8.91	8.91	1,491.09	346.15	1,144.94
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00		4,700.00
TELEPHONE	3,500	306.49	627.98	2,872.02		2,872.02
POSTAGE	3,850	(400.00)	(400.00)	4,250.00		4,250.00
EQUIPMENT:						
LIBRARY	1,500	34.95	34.95	1,465.05		1,465.05
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	509.89	509.89	2,240.11	8.86	2,231.25
PHOTOCOPY	5,000	268.29	268.29	4,731.71	268.29	4,463.42
<u>TOTAL</u>	<u>\$794,790</u>	<u>\$ 56,032.35</u>	<u>\$ 95,361.45</u>	<u>\$699,428.55</u>	<u>\$ 15,033.29</u>	<u>\$684,395.26</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 1985

	BALANCE 2/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 2/28/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE	UNEXPENDED BUDGET BALANCES AT
BUDGET FUND							
RECEIPTS AND FUNDS	(\$ 39,329.10)	\$156,250.00	(\$ 56,032.50)	\$ 60,888.53	\$638,540.00	\$ 15,033.29	\$684,395.24
COPY MACHINES							
XEROX	\$ 660.75	\$ 729.05	\$ -0-	\$ 1,389.80			
TOSHIBA		40.95		40.95			
SHARP		281.04		281.04			
TOTAL COPY MACHINES	\$ 660.75	\$ 1,051.04	\$ -0-	\$ 1,711.79			
FINES	2,136.45	1,715.40		3,851.85			
RENTALS	221.90	150.65		372.55			
PROJECTOR RENTAL	30.00	10.00		40.00			
MICROFILMS	12.90	21.50		34.40			
NON-RESIDENT FEE		40.00		40.00			
MEETING ROOM		25.00		25.00			
TELEPHONE	5.78	6.82		12.60			
INTEREST	889.62	1,108.84		1,998.46			
MISCELLANEOUS	1.59	4.74		6.33			
TOTAL RECEIPTS AND FUNDS	\$ 3,958.99	\$ 4,133.99	\$ -0-	\$ 8,092.98			
LOST BOOK FUND	\$ 82.35	\$ 154.54	\$ -0-	\$ 236.89			
BOOK SALES & EXCESS PROPERTY FUND	\$ 265.30	\$ 114.70	\$ -0-	\$ 380.00			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
N.J. STATE AID FUND	\$ -0-	\$ 9,878.00	\$ -0-	\$ 9,878.00			
ACCUMULATED REVENUE FUND	\$154,217.55	\$ -0-	\$ -0-	\$154,217.55			
TOTAL ALL FUNDS	\$119,555.09	\$170,531.23	(\$ 56,032.35)	\$234,053.97			
CASH FUNDS REPRESENTED BY:							
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7				\$ 2,049.04			
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8				211,222.79			
MIDLANTIC NAT'L BANK-#02-073-0000-177-0 FINES, ETC.				13,638.38			
MIDLANTIC NAT'L BANK-#02-073-0001-161-0 UN. INS.				2,435.32			
MIDLANTIC NAT'L BANK-#02-073-0001-405-8- BOOK SALES				1,792.36			
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS				2,214.91			
PETTY CASH				170.00			
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK				531.17			
LESS: ACCOUNTS PAYABLE 2/28/85				\$234,053.97			
CASH FUNDS AVAILABLE AT 2/28/85				15,033.29			
				\$219,020.68			

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1985 BILLS PRESENTED FOR PAYMENT ON
MARCH 27, 1985

CHECKS ARE DATED
FEBRUARY 28, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	
9666	EDITOR & PUBLISHER	2. BOOKS	\$ 55.00
9667	VOID		
9668	LIBRARY OF W.O.-PUBLIC EMPLOYEES ASSOC.	1. SALARIES	46.68
9669	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	436.00
9670	PERS 20284 CONTRIB. LIFE INS.	1. SALARIES	112.94
9671	PERS 20284 PENSION & LOANS	1. SALARIES	2,081.22
9672	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,254.39
9673	W.O. LIBRARY-EMPLOYMENT SAV. A/C	1. SALARIES	352.64
9674	TOWN OF W.O.-EMPLOYEE SOC. SEC.	1. SALARIES	1,239.42
9675	TOWN OF W.O.-EMPLOYER SOC. SEC.	27. EMPLOYER SOC. SEC.	1,239.44
9676	N.J. GROSS INCOME TAX	1. SALARIES	734.44
9677	MIDLANTIC NAT'L BANK	1. SALARIES	2,357.59
	NET PAYROLL 2/15 3807-3845 (39)		11,920.69
	NET PAYROLL 2/28 3846-3888 (43)		<u>11,886.55</u>
	<u>SUB-TOTAL</u>		\$ 34,717.00
	<u>ADD: CHECKS #9607-9665 FOR PAYMENT ISSUED</u> AT 2/27/85 MEETING		<u>21,865.58</u>
	CHECKS ISSUED FOR THE MONTH OF FEBRUARY 1985		\$ 56,582.58
	<u>LESS:</u>		
	VOID CHECK #9364	13. POSTAGE	\$ 400.00
	VOID CHECK #9648	10. COMM. RELATIONS	67.50
	DEPOSIT 2/6	2. BOOKS	7.90
	2/18	4. SUPPLIES	9.60
	2/20	2. BOOKS	<u>65.23</u>
			<u>550.23</u>
	<u>TOTAL EXPENDITURES-MONTH OF FEBRUARY 1985</u> <u>PER BUDGET REPORT</u>		<u>\$ 56,032.35</u>

PAYMENT RECOMMENDED BY:

[Signature]

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1985 BILLS PRESENTED FOR PAYMENT ON
MARCH 27, 1985

CHECKS ARE DATED
MARCH 27, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9678	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	\$ 436.00
9679	MIDLANTIC NAT'L BANK	1. SALARIES	2,285.04
9680	TOWN OF W.O.-EMPLOYER'S SOC.SEC.	27. EMPLOYER SOC. SEC.	1,194.10
9681	TOWN OF W.O.-EMPLOYEE SOC. SEC.	1. SALARIES	1,194.08
9682	D. PINKUS	1. SALARIES	518.11
9683	N.J. LIBRARY TRUSTEE ASSOC.	10. COMMUNITY RELATIONS	7.50
9684	N.J. LIBRARY ASSOC.	10. " "	60.00
9685	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS	15.00
9686A	ADP, Inc.	11. SERVICE CONTRACTS	\$ 69.70
B	" "	11. " "	55.42
C	" "	11. " "	56.45
9687	AMERICAN INSTITUTE FOR ECON.RESEARCH	19. MAGAZINES, ETC.	181.57
9688	AMERICAN LIBRARY ASSOC.	4. SUPPLIES	3.00
9689	ART REPRODUCTIONS PRESS	2. BOOKS	23.96
9690A	BAKER & TAYLOR Co.	2. BOOKS	10.25
B	" " " "	2. " "	\$ 130.87
C	" " " "	2. " "	29.07
9691A	BAKER & TAYLOR Co.	2. BOOKS	22.11
B	" " " "	2. " "	\$ 1.46
C	" " " "	2. " "	(35.17)
D	" " " "	2. " "	10.78
E	" " " "	2. " "	5.92
F	" " " "	2. " "	62.61
G	" " " "	2. " "	52.11
H	" " " "	2. " "	6.38
9692A	BAKER & TAYLOR Co.	2. BOOKS	39.82
B	" " " "	2. " "	(\$ 9.39)
C	" " " "	2. " "	(10.45)
D	" " " "	2. " "	(7.76)
E	" " " "	2. " "	(10.45)
F	" " " "	2. " "	398.28
G	" " " "	2. " "	(32.54)
H	" " " "	2. " "	142.65
I	" " " "	2. " "	(18.98)
J	" " " "	2. " "	1,202.63
K	" " " "	2. " "	61.71
L	" " " "	2. " "	813.25
M	" " " "	2. " "	415.08
9693A	BAKER & TAYLOR Co.	2. BOOKS	704.30
B	" " " "	2. " "	\$ 100.08
C	" " " "	2. " "	90.72
D	" " " "	2. " "	31.77
E	" " " "	2. " "	(6.65)
F	" " " "	2. " "	124.26
G	" " " "	2. " "	(5.82)
H	" " " "	2. " "	42.80
9694A	BAKER & TAYLOR Co.	2. BOOKS	(77.28)
B	" " " "	2. " "	\$ 27.18
C	" " " "	2. " "	11.63
9695	BLOOMFIELD WINDOW CLEANING	2. " "	10.30
9696	BOARDROOM BOOKS	6. MAINT-MAIN	49.11
9697	BROADCASTING	2. BOOKS	75.00
9698	CARIBBEAN IMPRINT LIBRARY SERVICES	2. BOOKS	29.95
9699A	CHAMBERS RECORD & VIDEO	2. BOOKS	75.00
B	" " " "	21. A/V MAT'L	35.00
9701	COLUMBIA BOOKS, Inc.	21. " "	\$ 74.96
9702	COMMERCE CLEARING HOUSE	2. BOOKS	14.17
		2. BOOKS	89.13
		2. BOOKS	43.00
		2. BOOKS	23.28

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1985 BILLS PRESENTED FOR PAYMENT ON
MARCH 27, 1985

CHECKS ARE DATED
MARCH 27, 1985

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
9703	CROWN PUBLISHERS, INC.	2. BOOKS	\$	21.24
9704	C-T PUBLISHING CO.	2. BOOKS		17.70
9705A	C.W. ASSOCIATES	2. BOOKS	\$ 15.00	
B	" "	2. "	<u>27.00</u>	42.00
9706	DATA BUSINESS SYSTEMS	4. SUPPLIES		335.67
9707	DEACON PRESS, INC.	4. SUPPLIES		81.00
9708	DOVER PUBLICATIONS, INC.	2. BOOKS		14.22
9709	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES		35.98
9710	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT		107.00
9711	GAYLORD BROS. INC.	4. SUPPLIES		102.28
9712	GOUSHA/CHECK-CHART TELEMARTET DEPT.	19. MAGAZINES, ETC.		4.76
9713	THE HIGHSMITH CO.	4. SUPPLIES		14.04
9714	HOUSTON RIGHT-TO-LIFE, INC.	19. MAGAZINES, ETC.		1.05
9715	THE INSTITUTE FOR RESEARCH	19. MAGAZINES, ETC.		26.96
9716A	KAUFMAN'S SENTRY HDWR.	18. JANITORIAL SUPPLIES	\$ 7.96	
B	" " "	18. " "	<u>.90</u>	8.86
9617	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES		392.00
9718	LEAGUE OF WOMEN VOTERS OF U.S.	19. MAGAZINES, ETC.		10.00
9719A	LOFTUS & CUOZZI	24. LEGAL SERVICES	\$ 236.00	
B	" " "	24. " "	<u>722.50</u>	958.50
9720	MACMILLAN PUBLISHING CO.	2. BOOKS		9.17
9721	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,192.00
9722	NATIONAL FUEL OIL, INC.	6. MAINT-MAIN		87.50
9723A	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 181.68	
B	" " "	4. "	12.66	
C	" " "	4. "	25.24	
D	" " "	4. "	2.84	
E	" " "	4. "	3.15	
F	" " "	4. "	<u>11.62</u>	237.19
9724	NEW YORK BOUND BOOKSHOP	2. BOOKS		3.00
9725A	PITNEY BOWES	4. SUPPLIES	\$ 20.95	
B	" "	11. SERVICE CONTRACTS	<u>63.00</u>	83.95
9726	PRESCRIPTION CENTER	4. SUPPLIES		29.13
9727	PSE & G	8. UTILITIES		1,936.67
9728	QUIGLEY PUBLICATIONS	2. BOOKS		83.50
9729	RAND McNALLY & Co.	2. BOOKS		265.82
9730	R. R. BOWKER	2. BOOKS		115.50
9731	SCRIBNER BOOK CO.	2. BOOKS		59.00
9732	SHEPARD/McGRAW HILL	2. BOOKS		77.50
9733A	NEIL S. SULLIVAN ASSOC.	6. MAINT-MAIN	\$1,170.90	
B	" " " "	6. " "	575.18	
C	" " " "	6. " "	<u>597.74</u>	2,343.82
9734	VALUE LINE, INC.	2. BOOKS		265.00
9735	WEST ORANGE COMMUNITY HOUSE	7. MAINT-TORY		135.00
9736	WEST PUBLISHING CO.	2. BOOKS		52.25
9737A	WALSTEN'S PROJECTOR HOUSE	21. A/V MAT'L	\$ 88.90	
B	" " "	21. " "	96.12	
C	" " "	21. " "	<u>72.00</u>	257.02
9738A	XEROX CORP.	4. SUPPLIES	\$ 313.50	
B	" "	25. PHOTOCOPY	<u>268.29</u>	581.79

WEST ORANGE FREE PUBLIC LIBRARYFEBRUARY 1985 BILLS PRESENTED FOR PAYMENT ON
MARCH 27, 1985CHECKS ARE DATED
MARCH 27, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9739	YOUNG'S NEWS SERVICE	19. MAGAZINES	\$ 50.30
 <u>SUB-TOTAL</u>			 \$ 20,660.62
<u>LESS:</u>			
CHECK #9678		1. SALARIES	\$ 436.00
#9779		1. SALARIES	2,285.04
#9680		27. EMPLOYER'S Soc.SEC.	1,194.10
#9681		1. SALARIES	1,194.08
#9682		1. SALARIES	<u>518.11</u>
			<u>5,627.33</u>
 <u>TOTAL ACCOUNTS PAYABLE- FEBRUARY 28, 1985</u>			 \$ 15,033.29
<u>PER BUDGET REPORT</u>			

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

PREPARED WITHOUT AUDIT

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY

APRIL 24, 1985

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
 - A. Bills Presented for Payment
 - B. Financial Statement
5. Staff/Community Participation
6. Director's Report
7. Committee Reports
8. Old Business
9. New Business
 - A. Long distance Telephone Service
 - B. Meeting Date with Library Consultant
 - C. 1985 Budget
10. Communications
11. Adjournment

DIRECTOR'S
MONTHLY REPORT

April 24, 1985

There was nothing spectacular or unusual during the past month unless we would consider the last three days to tax mailing deadline as unusual. Saturday, the 13th, Sunday the 14th and Monday, the 15th are days not to be soon forgotten by our staff. Practically every other telephone call had something to do with tax, tax forms, etc. Long lines waited at each of our photocopy machines throughout the three days.

Sullivan Associates unstalled a new relief valve and completed the repair of the broken coil in the old wing on April 11 at the price of \$540.00 as quoted in their letter on March 1, 1985. When questioned about when our air conditioning will be turned on, we were told that it will be started during the week of April 22nd.


Jackie Lepore and I made a trip to the Orange Feed on Alden Street to select rose plants to be placed in the rose garden. We hope to pick them up as soon as a person is hired to do the gardening and plant them for us. Also Marie Refinski donated a rose plant to the library.

Programs for the month have been quite successful and well-attended. Story hour sessions ended on April 19, 1985. The bus trip to Intrepid and Southstreet Seaport was enjoyed by many, including some of our staff. A profit of over \$250.00 was realized.

In celebration of National Library Week the Young Adult Department and the Friends have separate book contests going. The public is

having fun dropping their names in the Y. A. Contest box as well as trying to guess how many books are in the wire basket belonging to the Friends.

We have received three applications from persons for our maintenance job. Letters have been sent asking that they call to set up an interview within the next five business days.


Lola N. Reed, Director

sgs

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
APRIL 24, 1985

First Vice 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., Albert F. Kupferer, Michael O'Hara and Irving J. Soloway. Also present were Stewart Manheim, Board Accountant; Martin J. Loftus, Board Attorney and Lola N. Reed, Library Director. Mr. Gladstone and Mrs. Strauss were absent.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1985 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 1985 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 March 27, 1985 as presented. Mr. O'Hara 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 March, 1985. Mr. O'Hara seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim noted that the check for the second quarter has not been received from the Township. Contact will be made with the appropriate authority.

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:

Three applications for the position of Building Maintenance Worker will be presented to the Board for their review at the executive session.

Mrs. Reed asked the Trustees to review the rules and regulations for the rental of the meeting room. Mr. O'Neill suggested that Counsel also review the items in question and recommendations for additions and/or corrections be submitted at the next Board meeting.

Information concerning the Library of Congress will be made available at the reference desk.

After reviewing a memorandum from the State Library concerning LSCA Title II Construction Funds, Mr. O'Hara recommended that the library apply for funding under Program U (Upgrading the physical plant of an existing building) for purposes of improving the heating system. Mr. O'Neill pointed out that there is a constant problem with the circulating system causing an extreme lack of air in the new building. Mr. O'Hara suggested that Sullivan Associates be consulted on that matter.

The proposals for the purchase of a cash register will be held until the next Board meeting.

Mr. O'Neill suggested that a copy of the Memorandum from the State Library regarding passage of bill A842 which exempts public libraries from the "cap" law be forwarded to the Township Council, Mayor and Mr. Corwick, Business Administrator.

Mr. Corbin made a motion to continue the salary scales for Sunday openings as established at the Board meeting of December, 1984 until the next meeting in May, 1985. Mr. Kupferer seconded the motion and it was carried unanimously.

COMMITTEES:

1) Building and Grounds:

Mr. O'Hara reported that the drain for the roof will be installed within the next week. The painter can be contacted to start work.

Mr. O'Hara made a motion that the Board award the carpenter work for the cutting of existing doors for two offices to form dutch doors with a shelf for security purposes to William McHenry, West Orange in the amount of \$745.00. Mr. Kupferer seconded the motion and it was passed unanimously.

Sullivan Associates have serviced the air conditioning for the coming season. However, the compressor in the new building must be replaced. As the library has a one year guarantee on the compressor, it will be replaced with no expenses incurred.

2) Personnel:

Mr. Soloway said that a communication has been received by the Personnel Committee from Mrs. Reed concerning additional staff. This will be discussed at closed session.

OLD BUSINESS:

Mr. O'Hara said that work is progressing regarding the lighting. Mr. Lepore from the Engineering Department has been in contact with the library.

NEW BUSINESS:

Mr. O'Hara recommended that the Board make inquiries into a new telephone system as the present rotary system is antiquated. Mr. Corbin, Mr. O'Neill and Mr. O'Hara agreed to set up a meeting with ATT to discuss the ranges of equipment and services available.

The acceptance of the 1985 budget will be upheld until negotiations are finalized.

Mr. Loftus said that correspondence had been received from Mr. James Daly, Business Representative of the employees union. Mr. O'Neill said that when Mr. Gladstone returns, the Personnel Committee will meet and discuss a meeting date.

COMMUNICATIONS:

Mr. Kupferer read the following correspondence:

- 1) A letter from Benisch and Company concerning Directors and Officers Liability Policy.
- 2) A letter from Library Pages asking for a Civil Service examination for promotion to Jr. Library Assistant.
- 3) A letter from Henry Grosman requesting purchase of computer software.
- 4) A letter from Mrs. Marilyn Dore stating that she will terminate her employment as Children's Librarian as of June 21, 1985.
- 5) A letter from Mrs. Jacqueline Lepore, Supervising Library Assistant, requesting an amnesty week for overdue books.

Mr. Kupferer made a motion that the West Orange Public Library hold an amnesty week from June 9-15, 1985 for overdue books. Mr. Soloway seconded the motion and it was carried unanimously.

Appropriate publicity will be released before the amnesty is held.

A meeting with a State Library Consultant will be held on Wednesday, May 15, 1985 at 1:00 P. M.

The public portion of the meeting was adjourned at 9:10 P. M.

During the closed session of the Board, the Trustees discussed the letter from the International Union of Operating Engineers which was received by Mr. Loftus. They advised Mrs. Reed to examine the classifications held by all employees to be presented to the Board at the time of the monthly meeting on May 22, 1985.

Mr. Soloway read a memorandum written by Mrs. Reed to the Personnel Committee. At the end of a lengthy discussion it was decided that more in depth information is needed before additional employees can be hired. Mrs. Reed was instructed to return to the next meeting with requested information to prove the need for additional hiring.

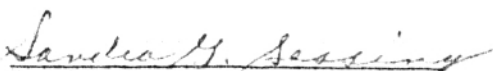
After examining applications of two persons who are interested in filling the job as custodian, Mrs. Reed was granted permission to hire one of the men after she has completed inquiry on employment records.

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

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MARCH 1985

LIBRARY BOARD MEETING OF APRIL 24, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF MARCH 1985	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/85	UNEXPENDED BUDGET BALANCE ON 3/31/85	BILLS/ ACCOUNTS PAYABLE AT APRIL 24, 1985 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 3/31/85
SALARIES AND WAGES	\$447,000	\$ 33,918.86	\$101,518.64	\$345,481.36		\$345,481.36
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,254.39	6,809.67	24,690.33		24,690.33
SOCIAL SECURITY	32,000	2,416.89	7,424.64	24,575.36		24,575.36
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000			33,000.00		33,000.00
UNEMPLOYMENT INS., ETC.	8,000	1,814.94	1,814.94	6,185.06		6,185.06
WORKERS COMP. INS.	4,800		982.00	3,818.00		3,818.00
SUNDAY OPENINGS	7,800	881.40	2,736.67	5,063.33		5,063.33
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000	(185.79)	(185.79)	1,185.79	\$ 20.00	1,165.79
TRANSPORTATION	500		27.00	473.00	19.72	453.28
SEMINARS & WORKSHOPS	500	50.00	158.85	341.15		341.15
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS	14,300	1,192.00	2,384.00	11,916.00	1,192.00	10,724.00
LEGAL & PROFESSIONAL SVCS	3,000	958.50	1,194.50	1,805.50	236.00	1,569.50
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	1,936.67	6,715.33	36,284.67	3,682.06	32,602.61
MAIN LIBRARY-MAINT.	23,000	2,506.32	2,896.32	20,103.68	322.52	19,781.16
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
SERVICE CONTRACTS	6,050	366.57	759.88	5,290.12	771.27	4,518.85
MATERIAL & SUPPLIES:						
BOOKS	84,000	5,351.41	10,807.91	73,192.09	6,608.94	66,583.15
SUPPLIES	11,000	1,577.00	1,907.06	9,092.94	1,181.84	7,911.10
MICROFILM	3,500			3,500.00	68.00	3,432.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	96.07	909.49	7,340.51	57.30	7,283.21
AUDIO/VISUAL-MATERIALS	1,500	346.15	355.06	1,144.94	13.31	1,131.63
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00		4,700.00
TELEPHONE	3,500	317.49	945.47	2,554.53	349.58	2,204.95
POSTAGE	3,850		(400.00)	4,250.00		4,250.00
EQUIPMENT:						
LIBRARY	1,500		34.95	1,465.05		1,465.05
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	8.86	518.75	2,231.25	192.30	2,038.95
PHOTOCOPY	5,000	268.29	536.58	4,463.42	268.29	4,195.13
TOTAL	\$794,790	\$ 56,211.02	\$151,572.47	\$643,217.53	\$ 14,983.13	\$628,234.40

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MARCH 1985

	BALANCE 3/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 3/31/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE	UNEXPENDED BUDGET BALANCES AT
	\$ 60,888.55	\$ -0-	(\$ 56,211.02)	\$ 4,677.53	\$ 638,540.00	\$ 14,983.13	\$ 628,234.38

BUDGET FUND
RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$ 1,389.80
TOSHIBA	40.95
SHARP	281.04
TOTAL COPY MACHINES	\$ 1,711.79

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

TOTAL ALL FUNDS

	\$ 1,389.80	\$ 972.35	\$ -0-	\$ 2,362.15
	40.95	40.15		81.10
	281.04	-		281.04
	\$ 1,711.79	\$ 1,012.50	\$ -0-	\$ 2,724.29
	3,851.85	2,270.47	-0-	6,122.32
	372.55	200.27	-0-	572.82
	40.00	15.00	-0-	55.00
	34.40	-0-	-0-	34.40
	40.00	-0-	-0-	40.00
	25.00	80.00	-0-	105.00
	12.60	14.08	-0-	26.68
	-0-	44.64	-0-	44.64
	1,998.46	1,464.16	-0-	3,462.62
	6.33	-0-	-0-	6.33
	\$ 8,092.98	\$ 5,101.12	\$ -0-	\$ 13,194.10
	\$ 236.89	\$ 131.30	\$ -0-	\$ 368.19
	\$ 380.00	\$ 467.18	\$ -0-	\$ 847.18
	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00
	\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00
	\$ 154,217.55	\$ -0-	\$ -0-	\$ 154,217.55
	\$ 234,053.97	\$ 5,699.60	(\$ 56,211.02)	\$ 183,542.5

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

(\$ 1,621.25)
158,689.33
18,030.29
3,508.93
1,815.88
2,494.70
170.00
454.67
\$183,542.55
14,983.13
\$168,559.42

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1985 BILLS PRESENTED FOR PAYMENT ON
APRIL 24, 1985

CHECKS ARE DATED
MARCH 28, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9740	N.J. BELL	9. TELEPHONE	\$ 325.37
9741	LIBRARY W.O.-PUBLIC EMPL. ASSOC.	1. SALARIES	46.68
9742	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	436.00
9743	PERS 20284	1. SALARIES	112.94
9744	PERS 20284-PENSIONS & LOANS	1. SALARIES	2,081.22
9745	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,254.39
9746	W.O. LIBRARY-UNEMPLOYMENT SAV A/C	1. SALARIES	342.81
9747	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,222.75
9748	TOWN OF W.O.-EMPLOYEES SOC. SEC.	27. EMPLOYER SOC. SEC.	1,222.79
9749	N.J. GROSS INCOME TAX	1. SALARIES	717.53
9750	MIDLANTIC NAT'L BANK	1. SALARIES	2,375.46
9751	N.J. DIVISION OF UNEMPLOY. SEC.	28. SALARIES	\$ 1,814.94
		EXCHANGE	<u>1,037.13</u>
	NET PAYROLL 3/15 #3889-3928 (40)		2,852.07
	NET PAYROLL 3/31 #3929-3967 (39)		11,379.41
			<u>11,652.23</u>
	<u>SUB-TOTAL</u>		\$ 37,021.65
	ADD: CHECKS #9678-9739 FOR PAYMENT ISSUED AT 3/27/85		<u>20,660.62</u>
	CHECKS ISSUED FOR THE MONTH OF MARCH 1985		\$ 57,682.27
	ADD: PETTY CASH CHECKS #1721-1725 ISSUED DURING JANUARY, FEBRUARY, MARCH 1985		<u>76.50</u>
	<u>SUB-TOTAL</u>		\$ 57,758.77
	LESS:		
	VOID CHECK #9318		\$ 205.00
	VOID CHECK #9751		1,037.13
	DEPOSITS 3/16		8.70
	3/21		9.25
	3/26		<u>7.88</u>
			<u>1,267.96</u>
	<u>SUB-TOTAL</u>		\$ 56,490.81
	LESS:		
	INCREASE IN COMMUNITY SERVICE CHECKING ACCOUNT		<u>279.79</u>
	<u>TOTAL EXPENDITURES-MONTH OF MARCH 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 56,211.02</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH - JANUARY, FEBRUARY, MARCH 1985
BILLS PRESENTED FOR PAYMENT ON APRIL 24, 1985

<u>DATE</u> <u>1985</u>	<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
JAN. 3	1721	ESSEX COUNTY CHILDREN'S LIBRARIAN	15. WORKSHOP & SEMINARS	\$ 10.00
21	1722	N.J. STATE LIBRARY	15. WORKSHOP & SEMINARS	15.00
MARCH 6	1723	TREASURER STATE OF N.J.	15. SEMINARS	10.00
6	1724	FLOWERS ALA CARTE	10. COMMUNITY RELATIONS	26.50
27	1725	THE NEWARK MUSEUM	15. WORKSHOP & SEMINARS	<u>15.00</u>
<u>TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT</u> <u>FOR THE MONTHS OF JANUARY, FEBRUARY, MARCH 1985</u>				<u>\$ 76.50</u>

PAYMENT RECOMMENDED BY:

Lela N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1985 BILLS PRESENTED FOR PAYMENT ON
APRIL 24, 1985

CHECKS ARE DATED
APRIL 24, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
9752	W.O. MUNICIPAL EMPLOYEES-FCU	1. SALARIES	\$	436.00
9753	MIDLANTIC NAT'L BANK	1. SALARIES		2,394.25
9754	TOWN OF W.O. EMPLOYER SOC. SEC.	27. EMPLOYER SOC. SEC.		1,246.04
9755	TOWN OF W.O. EMPLOYEE SOC. SEC.	1. SALARIES		1,246.01
9756	A. ABORN EXTERMINATING	11. SERVICE CONTRACT		15.00
9757	VOID			
9757A	ADP, Inc.	11. SERVICE CONTRACT	\$ 54.79	
B	" "	11. " "	57.70	
C	" "	4. SUPPLIES	201.00	
D	" "	11. SERVICE CONTRACT	58.67	372.16
9759	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES		165.45
9760	ASSOCIATION OF AMER. MEDICAL COLLEGES	2. BOOKS		15.00
9761	BAKER & TAYLOR Co.	2. BOOKS		27.35
9762	BAKER & TAYLOR Co.	2. BOOKS		7.32
9763A	BAKER & TAYLOR Co.	2. BOOKS	\$ 231.80	
B	" " " "	2. " "	(6.39)	
C	" " " "	2. " "	969.03	
D	" " " "	2. " "	233.14	
E	" " " "	2. " "	87.57	
F	" " " "	2. " "	790.00	
G	" " " "	2. " "	471.98	
H	" " " "	2. " "	69.61	
I	" " " "	2. " "	146.24	
J	" " " "	2. " "	(9.75)	
K	" " " "	2. " "	(10.45)	
L	" " " "	2. " "	(1.46)	
M	" " " "	2. " "	307.73	
N	" " " "	2. " "	414.22	4,460.67*
9764	VOID			
9765A	BAKER & TAYLOR Co.	2. BOOKS	(21.27)	
B	" " " "	2. " "	232.83	
C	" " " "	2. " "	114.47	
D	" " " "	2. " "	76.15	
E	" " " "	2. " "	(1.00)	
F	" " " "	2. " "	70.72	
G	" " " "	2. " "	117.28	589.18
9766	AMA	2. BOOKS		12.95
9767A	BRODART Co.	11. SERVICE CONTRACT	\$ 344.13	
B	" " "	4. SUPPLIES	50.15	
C	" " "	4. " "	9.15	
D	" " "	4. " "	236.16	639.59
9768A	A T & T INFORMATION SYSTEMS	9. TELEPHONE	\$ 2.36	
B	" " " " " "	9. " "	130.91	133.27
9769	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS		13.31
9770	COMMONWEALTH WATER Co.	8. UTILITIES		149.92
9771A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	\$ 11.90	
B	" " " "	2. " "	12.45	
C	" " " "	2. " "	254.00	278.35
9772	CULTURAL EVENTS IN N.J.	19. NEWSPAPERS		7.00
9773	C. W. ASSOCIATES	2. BOOKS		23.00
9774	DEACON PRESS, INC.	4. SUPPLIES		76.00
9775	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES		41.85
9776A	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT	\$ 72.20	
B	" " " "	11. " "	117.00	189.20
9777A	GALE RESEARCH Co.	2. BOOKS	\$ 84.35	
B	" " " "	2. " "	84.35	
C	" " " "	2. " "	84.35	253.05
*97630	BAKER & TAYLOR Co. (INCLUDED IN TOTAL OF \$4,460.67)		\$ 215.51	
P	" " " "		136.11	
Q	" " " "		417.37	
R	" " " "		(1.59)	

6.

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1985 BILLS PRESENTED FOR PAYMENT ON
APRIL 24, 1985

CHECKS ARE DATED
APRIL 24, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9778	GANN LAW BOOKS	2. BOOKS	\$ 13.00
9779	G. K. HALL & Co.	2. BOOKS	253.74
9780	J. L. HAMMETT Co.	4. SUPPLIES	14.60
9781	IBM CORP.	11. SERVICE CONTRACTS	51.78
9782	IMS PRESS	2. BOOKS	103.00
9783	INFORMATION PUBLICATIONS	2. BOOKS	42.50
9784	INSTITUTE FOR MANAGEMENT	2. BOOKS	24.95
9785A	KAUFMAN'S SENTRY HDWR.	18. JANITORIAL SUPPLIES	\$ 19.80
B	" " "	18. " "	4.35
9786	KELLY & SALLES ELEC. SUPPLY	6. MAINTENANCE	317.52
9787	LANIER BUSINESS PRODUCTS	4. SUPPLIES	182.67
9788A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	\$ 60.50
B	" " "	4. " "	39.00
9789	LOFTUS & CUOZZI	24. LEGAL SERVICE	236.00
9790	MCMANUS LOCKSMITHS	6. MAINTENANCE	5.00
9791	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,192.00
9792	NATIONAL ASSOC. OF HOME BUILDERS	2. BOOKS	14.95
9793	NATIONAL FUEL OIL, INC.	8. UTILITIES	1,614.00
9794A	N.J. BELL	9. TELEPHONE	\$ 18.58
B	" " "	9. " "	197.73
9795A	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 14.16
B	" " "	4. " "	5.73
C	" " "	4. " "	68.29
D	" " "	4. " "	2.02
E	" " "	4. " "	126.66
F	" " "	4. " "	15.42
9796	OXFORD UNIVERSITY PRESS	2. BOOKS	62.00
9797	PSE & G	8. UTILITIES	1,918.14
9798	PETTY CASH	18. JANITORIAL SUPPLIES	\$ 2.70
	" "	2. BOOKS	6.75
	" "	4. SUPPLIES	38.48
	" "	12. TRANSPORTATION	19.72
9799	VOID		67.65
9800	R. R. BOWKER	2. BOOKS	40.50
9801	T. K. SANDERSON ORGANIZATION	2. BOOKS	27.50
9802A	SCRIBNER BOOK Co., INC.	2. BOOKS	\$ 20.72
B	" " "	2. " "	37.46
9803	3M Co.	20. MICROFILM	68.00
9804	WARREN GORHAM & LAMONT	2. BOOKS	295.00
9805	WORRALL PUBLICATIONS, INC.	10. COMM. RELATIONS	20.00
9806	XEROX CORP.	25. PHOTOCOPY	268.29
9807	YOUNG'S NEWS SERVICE	19. NEWSPAPERS	50.30
SUB-TOTAL			\$ 20,305.43
LESS:			
CHECK #9752			1. SALARIES \$ 436.00
#9753			1. SALARIES 2,394.25
#9754			27. EMPLOYER SOC. SEC. 1,246.04
#9755			1. SALARIES 1,246.01
TOTAL ACCOUNTS PAYABLE - MARCH 31, 1985			5,322.30
PER BUDGET REPORT			\$ 14,983.13

PAYMENT RECOMMENDED BY:

Lela R. Leach

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT
MANHEIM, KOSSON & NOVICK

BY: *Stewart Monheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY

MAY 22, 1985

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. Cash Register
 - b. Meeting Room Rules and Regulations
9. New Business
10. Communications
11. Adjournment

LIBRARY DIRECTOR'S
MONTHLY REPORT

May 22, 1985

We started the month of May with a tree planting ceremony which took place near the new sidewalk that runs through our Gaston Street parking lot. Mayor Spina attended.

The tree was donated to the library by Weichert Realtors. Mr. Frank Rubinetti the person who approached me about giving the tree to the library was also in attendance.

We selected Mr. Elveno Buono as our new Building Maintenance Worker after interviewing three applicants. He applies himself and has shown a willingness to maintain the job.

Jackie Lepore and I selected rose bushes for our garden. Mr. Buono, an ex-gardener, has planted them and is spending a lot of time making our rose garden alive again.

Shirley Itkin and I attended the annual United Way dinner. We were honored with a plaque given to our library for contributions to that organization. Also, Jackie Lepore and I were invited to attend the annual dinner given by the Board of Education for the library's participation in the Cooperative Education Program. We also received a certificate at this meeting.

Our bus trip to the Cloisters on May 14th was successful. Monetarily we had a deficit of \$1.80. Comments from those who attended were positive. All participants enjoyed the trip. They are asking for more bus trips.

Numerous programs were spread throughout the month. Most were successful and well attended. Although the attendance at the Joshua Breakstone Quartet program was not what we had anticipated the audience was well-entertained and enjoyed the event.

The painters have almost completed the paint job to our entire main floor. They are doing an excellent job in shorter time than we expected.

Our Children's Librarian, Marilyn Dore, will be leaving us on June 14. She has organized and set up plans for our summer reading program for children.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MAY 22, 1985

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1985 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 1985 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mr. O'Neill made a motion to accept the Minutes of the Board meeting of April 24, 1985 as presented. Mr. Corbin 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 April, 1985. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Corbin expressed his pleasure in the increase of expenditures in the book-line.

Mr. Manheim noted that the employer's share of PERS is due July 1 in the amount of approximately \$29,000.

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

DIRECTOR'S REPORT:

Mr. Gladstone praised the staff for their participation in community events as noted in Mrs. Reed's Director's Report.

COMMITTEES:

1) Building and Grounds:

a. Painting:

The painting has been completed with a request by Mr. Mike for payment.

Mr. O'Hara made a motion that the Building and Grounds Committee inspect the painting and make recommendations to the Director and the Accountant as to payment of the bill. Mrs. Strauss seconded the motion and it was carried unanimously.

If approval is made, payment can be made at the June Board meeting.

b) Lighting:

Mr. O'Hara said that he has received a phone call from Mr. Lepore regarding the lighting situation. Mr. Lepore, the lighting consultant and the North American representative have come to agreement as to the type of improvement to be made. The type of fixtures must be checked out and specifications drawn. Mr. Lepore would like to appear before the Board to discuss the lighting at the June Board meeting.

c) Air Circulation:

Mr. O'Neill asked Mr. O'Hara to talk to Neil Sullivan regarding the circulation of air in the new building.

2) Personnel:

Mr. Gladstone asked Mrs. Strauss to contact Mr. Kupferer and Mr. Soloway about personnel matters to be discussed in executive session.

OLD BUSINESS:

1) Cash Register:

Mrs. Strauss made a motion to purchase a cash register (TEC MA136) from Garden State Cash Register Company which was demonstrated by the Company in the amount of \$725.00 as no one else would come in to demonstrate. Mr. O'Hara seconded the motion and it was passed unanimously.

Mr. Corbin made a motion for purchase of a service contract as indicated in the brochure after a six months warranty at a cost of \$165.00 which includes parts and labor. Mr. O'Neill seconded the motion and it was carried unanimously.

Mr. Manheim recommended that the staff continue to use the same cash receipts system in conjunction with the cash register for the first month to insure that everything is being done properly.

2) Rules and Regulations for Meeting Room:

Discussion will be deferred until the next Board meeting in order that Counsel may review data submitted by Mrs. Reed.

3) Quiet Study Area:

Mr. Gladstone asked Mrs. Reed to continue her search for a quiet study area. Costs for movable partitions should be obtained. In the meantime, Mrs. Reed can use the area in the corner of the Young Adult Department to see if it is workable. Discussion will continue at the next Board meeting.

NEW BUSINESS:

Mr. Gladstone asked Mrs. Reed to review Mrs. Lepore's letter concerning the circulation system and to submit a report with recommendations.

Mr. Gladstone discussed the meeting with Mr. Robert Drescher and Mr. Keith Fiels, consultants from the State Library on May 15th. Mr. Drescher suggested that he attend the June Board meeting to discuss future priorities for the library. The consultants pointed out that future plans would involve efforts of the Board, staff, director, friends and the community. Mr. Gladstone recommended that the Board invite Mr. Drescher and Mr. Fiels to outline their program as to how they can help the library. Mrs. Reed will extend an invitation to them for the June meeting.

Final decision concerning VCRs will be deferred to after the consultants' visit and when Mr. Soloway is present. This would be an area that the consultants can discuss with the Board.

Mr. Gladstone requested copies of the Director's Report concerning library reproductions and paintings be given to each Board member to be reviewed and discussed at the next Board meeting.

Mr. Loftus will ask Mr. Cuozzi to follow through with the revision of the lawyer's letter.

Mr. Gladstone asked Mrs. Reed to make recommendations concerning buzzers for an alarm system.

There will be a meeting with the union representatives in the near future.

CORRESPONDENCE:

Mrs. Strauss read a letter from the Division of Pensions concerning PERS membership of temporary employees. Mr. Loftus will review the letter and copies will be mailed to Board members.

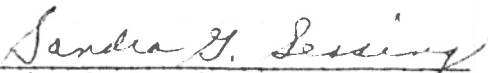
The public portion of the meeting was adjourned at 9:45 P. M.


EXECUTIVE SESSION:

The meeting was turned over to Mr. Loftus by President Gladstone. Mr. Loftus explained to the Board about the meeting with union representatives on May 13th. Attending the meeting was Mr. Daly, Miss Cushing and Mrs. Springsteel, union representatives. Also in attendance for the library were Mr. Gladstone, Mrs. Reed and Mr. Loftus.

Mr. Corbin moved that Sunday pay should continue at time and one-half during the next month. It was seconded by Mr. O'Hara and carried unanimously.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF APRIL 1985

LIBRARY BOARD MEETING OF MAY 22, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF APRIL 1985	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/85	UNEXPENDED BUDGET BALANCE ON 4/30/85	BILLS/ ACCOUNTS PAYABLE AT MAY 22, 1985 PRESENTED FOR PAYMENT AT THIS- MEETING	BUDGET BALANCES 4/30/85
SALARIES AND WAGES	\$447,000	\$ 33,453.83	\$134,972.47	\$312,027.53		\$312,027.53
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE-						
FIT PLAN	31,500	2,122.10	8,931.77	22,568.23	\$ 259.90	22,308.33
SOCIAL SECURITY	32,000	2,422.17	9,846.81	22,153.19	-0-	22,153.19
PUBLIC EMPLOYEES RETIRE-						
MENT SYSTEM	33,000			33,000.00		33,000.00
UNEMPLOYMENT INS., ETC.	8,000		1,814.94	6,185.06		6,185.06
WORKERS COMPENSATION						
INSURANCE	4,800		982.00	3,818.00		3,818.00
SUNDAY OPENINGS	7,800	903.11	3,639.78	4,160.22		4,160.22
CONTRACTURAL SERVICES:						
BINDING	<u>600</u>		<u>585.55</u>	<u>14.45</u>		<u>14.45</u>
COMMUNITY SERVICES	1,000	20.00 (<u>165.79</u>)	1,165.79	66.00	1,099.79
TRANSPORTATION	500	19.72	46.72	453.28		453.28
SEMINARS & WORKSHOPS	500		158.85	341.15		341.15
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	3,576.00	10,724.00	1,192.00	9,532.00
LEGAL & PROFESSIONAL SVCS.	3,000	236.00	1,430.50	1,569.50	236.00	1,333.50
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	3,682.06	10,397.39	32,602.61	1,745.03	30,857.58
MAIN LIBRARY-MAINT.	23,000	910.95	3,807.27	19,192.73	1,045.94	18,146.79
TORY CORNER - RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	6,050	771.27	1,531.15	4,518.85	284.98	4,233.87
MATERIAL & SUPPLIES:						
BOOKS	84,000	6,608.94	17,416.85	66,583.15	13,054.17	53,528.98
SUPPLIES	11,000	1,152.14	3,059.20	7,940.80	1,115.31	6,825.49
MICROFILM	3,500	68.00	68.00	3,432.00		3,432.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	57.30	966.79	7,283.21	186.30	7,096.91
AUDIO/VISUAL -MATERIALS	1,500	13.31	368.37	1,131.63	30.33	1,101.30
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00		4,700.00
TELEPHONE	3,500	349.58	1,295.05	2,204.95		2,204.95
POSTAGE	3,850	(<u>400.00</u>)	4,250.00	3.83	4,246.17
EQUIPMENT:						
LIBRARY	1,500		34.95	1,465.05		1,465.05
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	192.30	711.05	2,038.95	207.03	1,831.92
PHOTOCOPY	5,000	268.29	804.87	4,195.13	353.33	3,841.80
 <u>TOTAL</u>	 <u>\$794,790</u>	 <u>\$ 54,443.07</u>	 <u>\$206,015.54</u>	 <u>\$588,774.46</u>	 <u>\$19,780.15</u>	 <u>\$568,994.31</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1985

LESS: UNEXPENDED
ACCOUNTS PAYABLE 4/30/85
BUDGET BALANCES AT 4/30/85

BALANCE 4/1/85
RECEIPTS
NET DISBURSEMENTS
BALANCE 4/30/85

ADD: DUE FROM TOWN OF W. ORANGE

\$ 4,677.53 \$156,250.00 (\$ 54,433.07) \$106,484.46

\$482,290.00 \$ 19,780.15 \$568,994.31

BUDGET FUND
RECEIPTS AND FUNDS

COPY MACHINES

XEROX \$ 2,362.15
TOSHIBA 81.10
SHARP 281.04

\$ 772.15
53.50
375.03

\$ -0-

\$ 3,134.30
134.60
656.07

TOTAL COPY MACHINES

\$ 2,724.29

\$ 1,200.68

\$ 3,924.97

FINES

6,122.32

1,966.66

-0-

8,088.98

RENTALS

572.82

180.20

-0-

753.02

PROJECTOR RENTAL

55.00

10.00

-0-

65.00

MICROFILMS

34.40

-0-

-0-

34.40

NON-RESIDENT FEE

40.00

-0-

-0-

40.00

MEETING ROOM

105.00

100.00

-0-

205.00

TELEPHONE

26.68

21.03

-0-

47.71

DONATIONS

44.64

-0-

-0-

44.64

INTEREST

3,462.62

1,067.92

-0-

4,530.54

MISCELLANEOUS

6.33

-0-

-0-

6.33

TOTAL RECEIPTS AND FUNDS

\$ 13,194.10

\$ 4,546.49

\$ -0-

\$ 17,740.59

LOST BOOK FUND

\$ 368.19

\$ 43.70

\$ -0-

\$ 411.89

BOOK SALES & EXCESS PROPERTY FUND

\$ 847.18

\$ 102.00

\$ -0-

\$ 949.18

PETTY CASH & CHANGE FUND

\$ 360.00

\$ -0-

\$ -0-

\$ 360.00

N.J. STATE AID FUND

\$ 9,878.00

\$ -0-

\$ -0-

\$ 9,878.00

ACCUMULATED REVENUE FUND

\$154,217.55

\$ -0-

\$ -0-

\$154,217.55

TOTAL ALL FUNDS

\$183,542.55

\$160,942.19

(\$ 54,443.07)

\$290,041.67

CASH FUNDS REPRESENTED BY:

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

\$ 441.26

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

277,501.66

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

3,654.56

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

3,508.94

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

1,815.88

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

2,494.70

PETTY CASH

170.00

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

454.67

LESS: ACCOUNTS PAYABLE, 4/30/85

19,780.15

CASH FUNDS AVAILABLE AT 4/30/85

\$270,261.52

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1985 BILLS PRESENTED FOR PAYMENT ON
MAY 22, 1985

3.

CHECKS ARE DATED
APRIL 30, 1985

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9808	LIBRARY OF W.O. - PUBLIC EMPL. ASSOC.	1. SALARIES	\$ 46.68
9809	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	436.00
9810	PERS 20284 - CONTRIB. LIFE INS.	1. SALARIES	112.94
9811	PERS 20284 - PENSIONS & LOANS	1. SALARIES	2,081.22
9812	TOWN OF W.O. - HOSPITALIZATION	26. HOSPITALIZATION	2,122.10
9813	W.O. LIBRARY - UNEMPLOYMENT SAV A/C	1. SALARIES	321.54
9814	TOWN OF W.O.- EMPLOYEES SOC. SEC.	1. SALARIES	1,176.11
9815	TOWN OF W.O. - EMPLOYERS SOC. SEC.	27. EMPLOYER SOC. SEC.	1,176.13
9816	N.J. GROSS INCOME TAX	1. SALARIES	717.57
9817	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,307.15
9818	NEIL S. SULLIVAN ASSOC.	6. MAINTENANCE	588.43
	NET P/R 4/15 #3968-4008 (41)		11,936.07
	NET P/R 4/30 #4009-4043 (35)		11,145.40
<u>SUB-TOTAL</u>			\$ 34,167.34
<u>ADD: CHECKS #9752-9807 FOR PAYMENT ISSUED</u> <u>AT 4/24/85</u>			<u>20,305.43</u>
CHECKS ISSUED FOR THE MONTH OF APRIL 1985			\$ 54,472.77
<u>LESS:</u>			
DEPOSITS - 4/10 -REIMBURSEMENT FOR SUPPLIES			\$ 29.70 <u>29.70</u>
<u>TOTAL EXPENDITURES - MONTH OF APRIL 1985</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 54,443.07</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

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

WEST ORANGE FREE PUBLIC LIBRARY

4.

APRIL 1985 BILLS PRESENTED FOR PAYMENT ON
MAY 22, 1985

CHECKS ARE DATED
MAY 22, 1985

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9819	W.O. MUNICIPAL EMPLOYEES-FCU	1. SALARIES	\$ 436.00
9820	MIDLANTIC NAT'L BANK	1. SALARIES	2,394.25
9821	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC. SEC.	1,252.51
9822	TOWN OF W.O.-EMPLOYEE'S SOC. SEC.	1. SALARIES	1,252.50
9823	A. ABORN EXTERMINATING		15.00
9824	ABLEX PUBLISHING CORP.	2. BOOKS	22.50
9825	VOID		
9826A	ADP	11. SERVICE CONTRACTS	\$ 88.03
B	"	11. " "	59.95
9827	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	147.98
9828A	BAKER & TAYLOR	2. BOOKS	\$ 10.94
B	" " "	2. " "	45.79
9829A	BAKER & TAYLOR CO.	2. BOOKS	\$ 22.55
B	" " " "	2. " "	10.40
9830A	BAKER & TAYLOR CO.	2. BOOKS	\$ 308.83
B	" " " "	2. " "	(280.54)
C	" " " "	2. " "	297.33
D	" " " "	2. " "	321.66
E	" " " "	2. " "	71.01
F	" " " "	2. " "	53.83
G	" " " "	2. " "	64.59
H	" " " "	2. " "	(55.80)
9831A	BAKER & TAYLOR CO.	2. BOOKS	\$ 669.98
B	" " " "	2. " "	975.02
C	" " " "	2. " "	27.07
D	" " " "	2. " "	57.28
E	" " " "	2. " "	267.30
F	" " " "	2. " "	587.31
G	" " " "	2. " "	565.68
H	" " " "	2. " "	486.54
I	" " " "	2. " "	32.03
J	" " " "	2. " "	351.15
K	" " " "	2. " "	15.22
L	" " " "	2. " "	198.19
M	" " " "	2. " "	662.46
9832	A. M. BEST CO.	2. BOOKS	4,895.23
9833	BETSY ROSS PUBLICATIONS	2. BOOKS	16.00
9834	BLOOMFIELD WINDOW CLEANING	6. MAINT.-MAIN	21.90
9835A	BRODART CO.	4. SUPPLIES	75.00
B	" "	4. " "	\$ 662.78
C	" "	4. " "	583.00
9836	CHAMBERS RECORD & VIDEO CORP.	4. " "	(231.62)
9837	COMMERCE CLEARING HOUSE	21. A/V MAT'L	1,014.16
9838	COUNCIL OF STATE GOVERNMENTS	2. BOOKS	30.33
9839	DEACON PRESS, INC.	2. BOOKS	97.94
9840	DUN'S MARKETING SERVICES	2. BOOKS	15.75
9841	JOHN A. EARL, INC.	4. SUPPLIES	32.00
9842	EBE	2. BOOKS	917.50
9843	EBSCO SUBSCRIPTION SERVICE	18. JANITORIAL SUPPLIES	40.93
9844	ELEVATOR MAINTENANCE CORP.	2. BOOKS	917.40
9845A	GALE RESEARCH	19. MAGAZINES	136.00
B	" "	11. SERVICE CONTRACTS	117.00
9846	G. K. HALL & Co.	2. BOOKS	\$ 129.13
9847A	KAUFMAN'S SENTRY HARDWARE	2. " "	84.35
B	" " "	2. BOOKS	213.48
		18. JANITORIAL SUPPLIES	\$ 2.65
		18. " "	13.20
			15.85

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1985 BILLS PRESENTED FOR PAYMENT ON
MAY 22, 1985

5.

CHECKS ARE DATED
MAY 22, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9848	KTAV PUBLISHING HOUSE	2. BOOKS	\$ 30.82
9849	LDA PUBLISHERS	2. BOOKS	18.95
9850	LITTLE BOOKS & Co.	2. BOOKS	14.00
9851	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
9852	MAC MILLAN PUBLISHING Co.	2. BOOKS	644.00
9853	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,192.00
9854	MOUNT VERNON PRESS	2. BOOKS	9.64
9855	NAT'L COMMITTEE CITIZENS IN ED.	2. BOOKS	21.80
9856	NAT'L REGISTER PUBLISHING Co.	2. BOOKS	201.25
9857	N.J. ASSOCIATES PUBLIC & RESEARCH	2. BOOKS	67.50
9858	N.J. LEGISLATIVE MANUAL	2. BOOKS	22.00
9859A	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 19.50
B	" " " "	4. "	19.50
9860A	E & M O'HARA	6. MAINT.-MAIN	\$ 25.00
B	" " " "	6. " "	35.00
9861	ORANGE GARDEN SUPPLY Co.	6. MAINT.-MAIN	306.19
9862	OXFORD UNIVERSITY PRESS	2. BOOKS	758.83
9863	PETTY CASH	2. BOOKS	\$ 7.25
	" "	12. TRANSPORTATION	5.00
	" "	13. POSTAGE	32.15
9864	PSE & G	8. UTILITIES	1,745.03
9865	PUBLISHERS QUALITY LIBRARY SERV.	2. BOOKS	8.48
* 9866	PUBLIC AFFAIRS INFO. SERVICE, INC.	2. BOOKS	225.00
9868A	R. R. BOWKER	2. BOOKS	\$ 32.95
B	" " "	2. "	27.95
C	" " "	2. "	27.95
D	" " "	2. "	32.95
E	" " "	2. "	78.75
F	" " "	2. "	94.44
G	" " "	2. "	231.00
9869	FRANK H. SCHWARTZ	26. HOSPITALIZATION	525.99
9870	LORRAINE F. SCHWARTZ	26. HOSPITALIZATION	106.70
9871	THE STAR LEDGER	10. COMMUNITY RELATIONS	66.00
9872	NEIL S. SULLIVAN ASSOC.	6. MAINT.-MAIN	540.00
9873	THORNDIKE PRESS	2. BOOKS	84.33
9874	THOMAS FORD	26. HOSPITALIZATION	46.50
9875	THOMAS PUBLISHING Co.	2. BOOKS	175.00
9876	TREASURER STATE OF N.J.	2. BOOKS	4.50
9877	UNITED NATIONS	2. BOOKS	93.20
9878	VICTOR HOTHO & Co.	2. BOOKS	107.16
9879	WALTER KIDDE SALES & SERVICE	6. MAINT.-MAIN	64.75
9880	WEST PUBLISHING Co.	2. BOOKS	54.00
9881A	H. W. WILSON Co.	2. BOOKS	\$1,648.00
B	" " " "	2. "	147.00
9882	WORLD BOOK ENCYCLOPEDIA	2. BOOKS	35.40
9883A	XEROX CORP.	25. PHOTOCOPY	\$ 268.29
B	" " "	25. "	85.04
*9867	VOID		

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1985 BILLS PRESENTED FOR PAYMENT ON
MAY 22, 1985

CHECKS ARE DATED
MAY 22, 1985

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9884	YOUNG'S NEWS SERVICE	19. NEWSPAPERS	\$ 50.30
			<hr/>
<u>SUB-TOTAL</u>			\$ 25,115.41
<u>LESS:</u>			
CHECK #9819		1. SALARIES	\$ 436.00
9820		1. SALARIES	2,394.25
9821		27. EMPLOYER'S SOC.SEC.	1,252.51
9822		1. SALARIES	<u>1,252.50</u>
			<u>5,335.26</u>
<u>TOTAL ACCOUNTS PAYABLE - APRIL 30, 1985</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 19,780.15</u>

PAYMENT RECOMMENDED BY:

Lela Wheel

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CFA*

West Orange Public Library
Schedule of Meeting Room Rental Income
1985

Date	Amount	Description
January	-0-	
February	25-	Seminar of 1/31/85
Total February	25-	
March 11	30	Dean Witter
" 18	25	Merrill Lynch 3/7 + 3/8
" 27	25	Merrill Lynch
Total March	80	
April 11	25-	Dean Witter
" 15	25-	Merrill Lynch
" 19	25-	Dean Witter
" 26	25	Smith Barney
Total April	100-	

WEST ORANGE PUBLIC LIBRARY
SCHEDULE OF PHOTOCOPY INCOME
FOR THE MONTH OF APRIL, 1985

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>
XEROX INCOME	\$ 772.15		\$ 3,134.30
LESS: XEROX EXPENSE	<u>268.29</u>		<u>1,073.16</u>
NET INCOME - XEROX	\$ 503.86		\$ 2,061.14
 TOSHIBA INCOME	 \$ 53.50		 \$ 134.60
LESS: TOSHIBA EXPENSE	<u>-</u>		<u>-</u>
NET INCOME - TOSHIBA	53.50		134.60
 SHARP	 <u>375.03</u>		 <u>656.07</u>
 <u>TOTAL PHOTOCOPY INCOME</u>	 <u>\$ 923.39</u>		 <u>\$ 2,851.81</u>

AGENDA
WEST ORANGE PUBLIC LIBRARY
JUNE 26, 1985

1. Roll Call
2. Open Public Meetings Act
3. Library Lighting - Mr. Lepore
4. State Library Consultants - Mr. Drescher, Mr. Fiels
5. Minutes
6. Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Report
7. Staff/Community Participation
8. Director's Report
9. Committee Reports
10. Old Business
11. New Business
12. Communications
13. Adjournment

LIBRARY DIRECTOR'S
MONTHLY REPORT

JUNE 26, 1985

Since the last meeting a number of employees have worked diligently in promoting "Amnesty Week" in an effort to retrieve missing books from the library.

In my estimation and that of Jackie Lepore, Amnesty Week was a great disappointment and a failure. Of the 832 patrons with long overdue items, only 30 returned books and other materials. Of course, we are happy to have the few returned but regret the failure to respond by most library users with outstanding books and fines.

We are again without a Children's Librarian. Marilyn Dore's resignation date was June 14. An effort is being made to carry out our Summer Reading Program which was set up by Mrs. Dore with the help of Gail Longo and Debbie Pinkus and with whatever volunteer help we can get.

However, it is the Fall and Winter story hour programs which gives a great deal of concern. Without a Children's Librarian it will be impossible for us to have these programs. Many mothers have signed up to have their 3½ - 5 year old children attend at least one of the sessions--but we have no alternative but to cancel. Therefore I recommend that permission be granted for me to begin the search for a librarian immediately. Also, I recommend a salary of not less than \$14,000 for a professional Children's Librarian.

A number of representatives have been called in who have given us proposals for the installation of partitions so as to create a "quiet" study area to be located on the lower level where there is adequate space near book shelves.

Insofar as our circulation system is concerned, my suggestion is that we stay with the present one until a decision on automation is reached. The change would be entirely too costly to make if the Board decides to join the system with other Essex County libraries within the next 5-10 years.

The paint job done by Mr. Mike and Company was inspected and OK'd by Mr. O'Hara. He was reminded of our desire to have a two-way buzzer system installed from downstairs to upstairs. He promised to look into the matter.

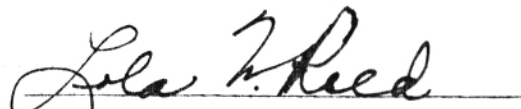
The CECLS grant for Essex County Libraries is up for renewal. We are asking the Board President to sign this document. There is no cost to the Trustees. The program is widely used by our borrowers.

Also a preliminary proposal for a grant program to improve public library services to members of New Jersey's aging community is being sponsored by all of Essex County Directors. The resolution states that each library expend up to \$600.00 from its existing book budget for the purchase of large print books for a rotating book collection. This is a worthwhile endeavor which we wish to be a part to greatly increase services to older citizens.

Our bus tour to Longwood Gardens and Brandywine River Museum was successful. A profit of \$290.50 was made. A report from Helen Benjamin is attached.

The chairs around the table in our Meeting Room are badly in need of repair. We are in the midst of getting estimates to have the chairs re-upholstered. Board approval is needed to have the job done.

The cash register was received on Friday, June 21.


Lola N. Reed, Director

June 19, 1985

MEMO: REPORT ON TRIP TO LONGWOOD GARDENS & BRANDYWINE RIVER MUSEUM

TO: MRS. LOLA N. REED, DIRECTOR

FROM: HELYN BENJAMIN, COMMUNITY LIBRARY ASSISTANT

PROGRAM/FACILITIES

The trip was enjoyed by all. Although travel time was close to 3 hours each way, everyone seemed to be busy talking, reading, eating or in the case of the way home napping which made the time pass quickly. The bus driver was again courteous and skillful. The grounds of the Gardens are just breathtaking and truly spectacular. We only got a small taste of the beauty but many of us hope to get back in order to explore further. The Brandywine Museum was marvelous and with the aid of excellent guides we were able to see the entire facility.

FINANCIAL

Income

1-Tour leader	\$ 00.00
6-Library staff @ \$20.00	120.00
1-No show @ \$22.00	22.00
38-Regular tickets @ \$22.00	<u>836.00</u>
Total income	\$978.00

EXPENSES

Bus	\$400.00
Longwood Gardens	180.00
Brandywine Museum	77.50
Refreshments	<u>10.00</u>
	687.50

PROFIT

\$290.50

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JUNE 26, 1985

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 1, 1985 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 1985 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.

STATE CONSULTANTS:

Mr. Gladstone introduced Mr. Robert Drescher, Head, Library Development Bureau and Mr. Keith Fiels, Consultant, Library Development Bureau, New Jersey State Library.

Mr. Drescher and Mr. Fiels presented an informative slide presentation which outlined the steps that must be taken to effectively plan for the future role of the library. Mr. Drescher explained that the State Library is prepared to donate staff to assist with planning procedures. A short question and answer period followed. Mr. Gladstone thanked Mr. Drescher and Mr. Fiels for coming to West Orange and orientating the Trustees to the basic steps necessary to implement a planning program. Mr. Gladstone will notify the consultants when a decision is made by the Board regarding library planning.

MINUTES:

Mr. Soloway made a motion to accept the Minutes of the Board meeting of 5/22/85 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim pointed out that check #9953 for \$29,720.80 to PERS reflects the employer's contribution to the pension fund for 1985, due at this time.

As per the motion of the Board meeting of 5/22/85, Mr. O'Hara recommended payment of the painting invoice in the amount of \$4,150.00 to Mr. Mike. Touch-up painting has been completed and inspected.

Mr. Corbin inquired about Board policy concerning advances for payment of funds for convention expenses. This will be discussed at the next Board meeting after past Minutes are researched for Board policy.

Mrs. Strauss made a motion to approve the Bills as Presented for Payment for the month of May, 1985. Mr. Corbin seconded 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.

LIGHTING:

Mrs. Reed explained that Mr. Lepore was unable to attend the June Board meeting but will be able to do so within the next month or two. After meeting with a lighting consultant regarding lighting fixtures, Mr. Lepore submitted printed data of the type of fixtures to be used to correct the present lighting situation. Mr. Gladstone asked Mrs. Reed to contact Mr. O'Hara informing him of the Board's desire to have Mr. Lepore attend the next meeting.

DIRECTOR'S REPORT:

1) Children's Librarian:

Mr. Soloway requested salary comparisons with other libraries for the position of Children's Librarian. Mrs. Reed said that she has notified the Essex County Library Directors about the vacancy for this position as well as the State Library "Hot Line". She will continue her search for a person to replace Mrs. Dore.

2) Amnesty:

Mr. Gladstone requested Mrs. Reed to provide additional data on the responses to Amnesty Week. Statistics should show the total value of items which are outstanding, as well as costs to replace such items. A complete analysis is necessary before a valued judgement can be made concerning policy for delinquent borrowers.

3) Quiet Study Area:

Mrs. Reed recommended that partitions be placed downstairs in the magazine area to ensure a private area for quiet study. A carpet remnant could be added for additional acoustical privacy. American Commercial Equipment Co. Inc. proposed a price of \$280.00 for partitions.

Mr. Soloway moved that the Board accept the proposal of American Commercial Equipment Co., Inc. for \$280.00 for Bevis non acoustical screen panels. Mrs. Strauss seconded the motion and it was carried unanimously.

Funds for this purchase will be provided from the Audio Visual Equipment line.

4) CECLS:

Mr. O'Neill made a motion to continue the current County of Essex Cooperating Libraries System (CECLS) Program for one year at no cost to the library. Mrs. Strauss seconded the motion and it was passed unanimously.

5) Program Grant for Large Print Books:

Mr. O'Neill made a motion to authorize the library to join with Essex County Libraries in application for a program grant to improve public library services to members of New Jersey's aging community through the implementation of an Essex County rotating large-print collection at a cost of \$600.00 to be charged to the book-line. Mrs. Strauss seconded the motion and it was carried unanimously.

6) Chairs:

Mrs. Reed will submit her recommendations to the Board concerning the re-upholstering of the meeting room chairs. The Trustees can review the proposals during the month so a decision can be made at the next meeting.

7) Circulation System:

Mr. Gladstone said that the circulation system can be incorporated into planning for the future of the library with the assistance of the State consultants.

8) Bus Trip:

Mr. Gladstone expressed his thanks to Mrs. Benjamin for an excellent report on the bus trip to Longwood Gardens and Brandywine Museum. The library received a profit of \$290.50 to assist in funding future activities.

COMMITTEES:

Mr. Soloway reported that the Personnel Committee will be meeting with union representatives in the near future and that a progress report of the negotiations will be presented to the Board.

OLD BUSINESS:

1) Paintings and Reproductions:

A discussion was held concerning the paintings and reproductions. It was agreed that paintings of value will be kept and exhibited on a rotating basis. The remaining items could be sold, but first Mrs. Reed will find out if there is a market value for them.

2) Rules and Regulations:

The rules and regulations for the meeting room will be discussed at the next meeting. Mr. Cuozzi said that he had reviewed the data submitted by Mrs. Reed and it was acceptable.

3) Telephone Systems:

Mrs. Itkin will mail information on the telephone systems for the Trustees to review during the month. Discussion will be held at the July meeting.

4) Newsletter:

A proposal for a library newsletter submitted by Carol Schafler will be sent to Mr. Drescher. The proposal should blend into future planning to be discussed with the State consultants. Mr. Gladstone added that he would like a letter of appreciation sent to Mr. Drescher and Mr. Fiels on the Board's behalf expressing the Trustees' thanks and noting that serious consideration will be given to library planning.

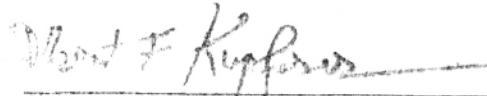
COMMUNICAITONS:

Mr. Kupferer read the following correspondence:

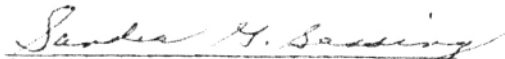
- 1). A letter from Benisch and Company regarding Directors and Officers Liability Insurance. Mrs. Reed will ask for a sample policy for the attorney's review.
- 2) A letter from Regina A. Conroy registering a complaint about library policy concerning CECLS renewal. Mrs. Reed's reply which included suggestions to Mrs. Conroy was also read.

The meeting was adjourned at 10:55 P. M.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF MAY 1985

LIBRARY BOARD MEETING OF JUNE 26, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF MAY 1985	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/85	UNEXPENDED BUDGET BALANCE ON 5/31/85	BILLS/ ACCOUNTS PAYABLE AT JUNE 26, 1985 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 5/31/85
SALARIES AND WAGES	\$447,000	\$ 34,274.34	\$169,246.81	\$277,753.19	\$	\$277,753.19
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,382.00	11,313.77	20,186.23		20,186.23
SOCIAL SECURITY	32,000	2,518.40	12,365.21	19,634.79		19,634.79
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000			33,000.00	29,720.80	3,279.20
UNEMPLOYMENT INS., ETC.	8,000	25.61	1,840.55	6,159.45		6,159.45
WORKERS COMPENSATION INSURANCE	4,800		982.00	3,818.00		3,818.00
SUNDAY OPENINGS	7,800	866.87	4,506.65	3,293.35		3,293.35
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000	66.00	(99.79)	1,099.79		1,099.79
TRANSPORTATION	500		46.72	453.28	5.29	447.99
SEMINARS & WORKSHOPS	500		158.85	341.15	326.63	14.52
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	4,768.00	9,532.00	1,192.00	8,340.00
LEGAL & PROFESSIONAL SVCS.	3,000	236.00	1,666.50	1,333.50	788.50	545.00
CONTRACTUAL MAINTENANCE & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	1,745.03	12,142.32	30,857.68	2,098.88	28,758.80
MAIN LIBRARY-MAINT.	23,000	1,045.94	4,853.21	18,146.79	4,465.85	13,680.94
TORY CORNER - RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	6,050	284.98	1,816.13	4,233.87	614.37	3,619.50
MATERIAL & SUPPLIES:						
BOOKS	84,000	13,158.92	30,575.87	53,424.13	8,118.99	45,305.14
SUPPLIES	11,000	1,115.31	4,174.51	6,825.49	1,401.74	5,423.75
MICROFILM	3,500		68.00	3,432.00	2,404.54	1,027.46
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	186.30	1,153.09	7,096.91	210.80	6,886.11
AUDIO/VISUAL - MATERIALS	1,500	30.33	398.70	1,101.30	140.14	961.16
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00		4,700.00
TELEPHONE	3,500	318.44	1,613.49	1,886.51	326.29	1,560.22
POSTAGE	3,850	3.83	(396.17)	4,246.17	444.87	3,801.30
EQUIPMENT:						
LIBRARY	1,500		34.95	1,465.05		1,465.05
MAINTENANCE EQUIPMENT	1,000			1,000.00	225.83	774.17
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	207.03	918.08	1,831.92	126.27	1,705.65
PHOTOCOPY	5,000	353.33	1,158.20	3,841.80	296.12	3,545.68
TOTAL	\$794,790	\$ 60,010.66	\$266,026.20	\$528,763.80	\$ 52,907.91	\$475,855.89

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1985

	BALANCE 5/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 5/31/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 5/31/85	UNEXPENDED BUDGET BALANCES AT 5/31/85
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
COPY MACHINES							
XEROX	\$ 3,134.30	\$ 608.15	\$ -0-	\$ 3,742.45			
TOSHIBA	134.60	31.75		166.35			
SHARP	656.07			656.07			
TOTAL COPY MACHINES	\$ 3,924.97	\$ 639.90	\$ -0-	\$ 4,564.87			
FINES	8,088.98	2,025.75	-0-	10,114.73			
RENTALS	753.02	170.45	-0-	923.47			
PROJECTOR RENTAL	65.00	10.00	-0-	75.00			
MICROFILMS	34.40	43.80	-0-	78.20			
NON-RESIDENT FEE	40.00	20.00	-0-	60.00			
MEETING ROOM	205.00	-0-	-0-	205.00			
TELEPHONE	47.71	21.42	-0-	69.13			
DONATIONS	44.64	5.00	-0-	49.64			
INTEREST	4,530.54	1,624.02	-0-	6,154.56			
MISCELLANEOUS	6.33	-0-	-0-	6.33			
<u>TOTAL RECEIPTS AND FUNDS</u>	<u>\$ 17,740.59</u>	<u>\$ 4,560.34</u>	<u>\$ -0-</u>	<u>\$ 22,300.93</u>			
<u>LOST BOOK FUND</u>	\$ 411.89	\$ 35.90	\$ -0-	\$ 447.79			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	\$ 949.18	\$ 112.74	\$ -0-	\$ 1,061.92			
<u>PETTY CASH & CHANGE FUND</u>	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
<u>N.J. STATE AID FUND</u>	\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00			
<u>ACCUMULATED REVENUE FUND</u>	\$154,217.55	\$ -0-	\$ -0-	\$154,217.55			
<u>TOTAL ALL FUNDS</u>	<u>\$290,041.67</u>	<u>\$ 4,708.98</u>	<u>(\$ 60,010.66)</u>	<u>\$234,739.99</u>			
<u>CASH FUNDS REPRESENTED BY:</u>							
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7				\$ 1,132.05			
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8				218,424.23			
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.				6,739.52			
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.				3,508.94			
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES				1,815.88			
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS				2,494.70			
PETTY CASH				170.00			
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK				454.67			
LESS: ACCOUNTS PAYABLE,				\$234,739.99			
CASH FUNDS AVAILABLE AT				52,907.91			
				<u>\$181,832.08</u>			

3.

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1985 BILLS PRESENTED FOR PAYMENT ON
JUNE 26, 1985

CHECKS ARE DATED
MAY 31, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9885	AT & T INFO. SYSTEMS	9. TELEPHONE	\$ 121.53
9886	CONGRESSIONAL QUARTERLY	2. BOOKS	104.75
9887	N.J. BELL	9. TELEPHONE	214.41
9888	LIBRARY OF W.O.	1. SALARY - UNION DUES	46.68
9889	W.O. MUNICIPAL EMPLOYERS FCU	1. SALARY - EMPLOYEE SAVINGS	436.00
9890	PERS 20284	1. SALARY - LIFE INS.	112.94
9891	PERS 20284 PENSIONS & LOANS	1. SALARY	2,081.22
9892	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,122.10
9893	W.O. LIBRARY-UNEMPLOYMENT A/C	1. SALARY	258.21
9894	TOWN OF W.O.-EMPLOYEE SOC. SEC.	1. SALARY	1,265.87
9895	TOWN OF W.O.-EMPLOYER SOC. SEC.	27. EMPLOYER SOC. SEC.	1,265.89
9896	N.J. GROSS INCOME TAX	1. SALARY -N.J. INC. TAX	739.96
9897	MIDLANTIC NAT'L BANK	1. SALARY-W.T.	2,406.58
	NET P/R 5/15 #4044-4081 (38)	1. SALARY-NET SALARY	12,064.36
	NET P/R 5/31 #4082-4122 (44)	1. SALARY-NET SALARY	<u>12,227.49</u>
	<u>SUB-TOTAL</u>		\$ 35,467.99
	<u>ADD:</u> CHECKS #9819-9884 FOR PAYMENT ISSUED AT 5/22/85		<u>25,115.41</u>
	<u>CHECKS ISSUED FOR THE MONTH OF MAY 1985</u>		\$ 60,583.40
	<u>LESS:</u>		
	VOID CHECK #3827	1. SALARY	\$ 518.11
	DEPOSITS - 5/15	9. TELEPHONE	6.70
	5/24	1. SALARY-JURY REIMB.	37.10
	5/31	9. TELEPHONE	<u>10.83</u>
			<u>572.74</u>
	<u>TOTAL EXPENDITURES-MONTH OF MAY 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 60,010.66</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPT*

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1985 BILLS PRESENTED FOR PAYMENT ON
JUNE 26, 1985

CHECKS ARE DATED
JUNE 26, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9898	POSTMASTER	13. POSTAGE	\$ 400.00
9899	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES-EMPLOYEE SAVINGS	436.00
9900	MIDLANTIC NAT'L BANK	1. SALARIES-W.T.	2,397.63
9901	TOWN OF W.O.-EMPLOYER SOC. SEC.	27. EMPLOYER SOC.SEC.	1,249.13
9902	" " " -EMPLOYEE " "	1. SALARIES	1,249.11
9903	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
9904A	ADP	11. SERVICE CONTRACT	\$ 61.39
B	"	11. " "	<u>57.98</u>
9905	A.M. BEST Co.	2. BOOKS	119.37
9906	ABINGDON PRESS	2. BOOKS	16.00
9907	AFFILIATED COLLEGE & UNIV. OFFICE	2. BOOKS	12.36
9908	AMERICAN MEDICAL ASSOC.	2. BOOKS	15.00
9909A	BAKER & TAYLOR	2. BOOKS	335.00
B	" " "	2. "	\$ 11.50
C	" " "	2. "	675.77
D	" " "	2. "	706.52
E	" " "	2. "	12.22
F	" " "	2. "	233.85
G	" " "	2. "	712.97
H	" " "	2. "	407.71
I	" " "	2. "	(7.76)
J	" " "	2. "	569.56
K	" " "	2. "	21.93
L	" " "	2. "	(2.63)
M	" " "	2. "	(5.73)
N	" " "	2. "	(11.68)
9910 O	" " "	2. "	(11.53)
P	" " "	2. BOOKS	(17.95)
Q	" " "	2. "	14.62
R	" " "	2. "	(37.00)
S	" " "	2. "	271.90
9911A	BAKER & TAYLOR	2. "	<u>889.68</u>
B	" " "	2. BOOKS	4,433.95
C	" " "	2. "	\$ 44.15
9912A	BAKER & TAYLOR	2. "	77.86
B	" " "	2. BOOKS	<u>20.11</u>
C	" " "	2. "	142.12
D	" " "	2. "	\$ 46.57
9913A	BAKER & TAYLOR	2. "	9.79
B	" " "	2. "	40.98
C	" " "	2. "	<u>7.15</u>
D	" " "	2. BOOKS	104.49
E	" " "	2. "	\$ 20.80
F	" " "	2. "	295.61
9914A	BRODART Co.	2. "	105.30
B	" " "	2. "	177.27
9915	CHAMBERS RECORD & VIDEO CORP.	2. "	(46.71)
9916	CHILTON BOOK Co.	2. "	<u>249.15</u>
9917	CLARAS MUSIC, LTD.	4. SUPPLIES	801.42
9918	COMMERCE CLEARING HOUSE	4. "	\$ 253.70
9919A	CONGRESSIONAL QUARTERLY	21. A/V MAT'L	<u>71.61</u>
B	" " "	2. BOOKS	325.31
9920	CONTINUING EDUCATION	2. BOOKS	63.76
9921	JOHN CURLEY & ASSOC., INC.	2. BOOKS	183.55
		2. BOOKS	76.38
		2. BOOKS	6.24
		2. "	\$ 11.90
		2. "	<u>15.90</u>
		2. BOOKS	27.80
		2. BOOKS	15.00
		2. BOOKS	132.55

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1985 BILLS PRESENTED FOR PAYMENT ON
JUNE 26, 1985

CHECKS ARE DATED
JUNE 26, 1985

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9922A	C.W. ASSOCIATES	2. BOOKS	\$ 14.00
B	" " "	2. "	15.00
C	" " "	2. "	<u>39.60</u>
			\$ 68.60
9923	EMMA LOU CZARNECKI	14. CONVENTIONS	298.48
9924	DOUBLEDAY & Co., INC.	2. BOOKS	18.96
9925	EASI BILD PATTERN Co.	2. BOOKS	7.95
9926	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT	117.00
9927	THE FOUNDATION CENTER	2. BOOKS	9.95
9928	GALE RESEARCH Co.	2. BOOKS	232.43
9929A	GAYLORD BROS., INC.	4. SUPPLIES	\$ 241.42
B	" " "	4. "	78.96
C	" " "	4. "	133.35
D	" " "	4. "	14.25
E	" " "	4. "	<u>14.23</u>
			482.21
9930	GESTETNER CORP.	4 SUPPLIES	50.60
9931	GROVE'S DICTIONARIES OF MUSIC	2. BOOKS	356.00
9932A	G. K. HALL & Co.	2. BOOKS	\$ 51.55
B	" " " " "	2. "	61.11
C	" " " " "	2. "	<u>48.13</u>
			160.79
9933	HEARST MAGAZINE-SINGLE COPY SALES	19. MAGAZINES	10.50
9934	ICMA	2. BOOKS	59.00
9935	INGRAM	2. BOOKS	23.67
9936	KAMPMANN & Co.	2. BOOKS	12.91
9937A	KAUFMAN'S SENTRY HARDWARE	17. EQUIPMENT	\$ 11.95
B	" " "	18. JAN. SUPPLIES	<u>29.91</u>
			41.86
9938	THE KIRKUS SERVICE, INC.	19. MAGAZINES	150.00
9939	LAPAT DUPLICATING SUPPLIES Co.	4. SUPPLIES	169.50
9940A	LOFTUS & CUOZZI	24. LEGAL	\$ 236.00
B	" " "	24. "	<u>552.50</u>
			788.50
9941	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,192.00
9942	MR. MIKE PAINTING & DECORATING Co.	6. MAINT.-MAIN	4,150.00
9943	N.J. ASSOCIATES	2. BOOKS	35.00
9944A	N.J. BELL	9. TELEPHONE	\$ 187.31
B	" " "	9. "	<u>19.22</u>
			206.53
9945A	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 301.30
B	" " "	4. "	2.56
C	" " "	4. "	4.24
D	" " "	4. "	7.96
E	" " "	4. "	<u>16.32</u>
			332.38
9946	OAL PUBLICATIONS	2. BOOKS	60.00
9947	E & M O'HARA	6. MAINT.-MAIN	168.00
9948A	ORANGE GARDEN SUPPLY Co.	17. EQUIP.	\$ 213.88
B	" " "	4. SUPPLIES	<u>21.76</u>
			235.64
9949	PETTY CASH	12. TRANSPORTATION	\$ 5.29
	" "	13. POSTAGE	44.87
	" "	4. SUPPLIES	19.98
	" "	LOST BOOK	<u>5.00</u>
			75.14
9950	DEBORAH PINKUS	15. SEMINAR	28.15
9951	PITNEY BOWES	11. SERVICE CONTRACT	63.00
9952	PSE & G	8. UTILITIES	2,098.88
9953	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	1. SALARIES	29,720.80

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1985 BILLS PRESENTED FOR PAYMENT ON
JUNE 26, 1985

CHECKS ARE DATED
JUNE 26, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9954	PYROTRONICS	11. SERVICE CONTRACT	\$ 300.00
9955	RAINBOW BOOKS	2. BOOKS	34.00
9956	ROYAL INDUSTRIAL SUPPLY CO.	18. JANITORIAL SUPPLIES	96.36
9957A	R. R. BOWKER	2. BOOKS	\$ 156.45
B	" " "	2. "	32.95
C	" " "	2. "	32.95
D	" " "	2. "	32.95
E	" " "	2. "	<u>73.44</u>
9958	SCRIBNER BOOK CO.	2. BOOKS	328.74
9959	NEIL S. SULLIVAN ASSOC.	6. MAINT.-MAIN	68.00
9960	TAFT CORP.	2. BOOKS	147.85
9961	THORNDIKE PRESS	2. BOOKS	50.00
9962	TRAVEL KEYS	2. BOOKS	29.61
9963	UNIVERSITY MICROFILMS INT'L	2. BOOKS	19.90
9964	WEST PUBLISHING CO., INC.	20. MICROFILMS	2,404.54
9965	THE H.W. WILSON CO.	2. BOOKS	28.00
9966A	XEROX CORP.	2. BOOKS	290.00
B	" "	25. PHOTOCOPY	\$ 268.29
		25. "	<u>27.83</u>
9967	YOUNG'S NEWS SERVICE	19. MAZ. & NEWSPAPERS	296.12
9968	AT & T INFO. SYSTEMS	9. TELEPHONE	50.30
9969	SIDNEY RABINOWITZ	26. HOSPITALIZATION	119.76
			<u>146.00</u>
<u>SUB-TOTAL</u>			\$ 58,390.78
<u>LESS:</u>			
CHECK #9899		1. SALARIES	\$ 436.00
9900		1. "	2,397.63
9901		27. EMPLOYER SOC.SEC.	1,249.13
9902		1. SALARIES	1,249.11
9949		LOST BOOK FUND	5.00
VOID CHECK #9428 -S. RABINOWITZ		26. HOSPITALIZATION	<u>146.00</u>
<u>TOTAL ACCOUNTS PAYABLE - MAY 30, 1985</u>			<u>5,482.87</u>
<u>PER BUDGET REPORT</u>			<u>\$ 52,907.91</u>

PAYMENT RECOMMENDED BY:

Lyla R. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CMA*

WEST ORANGE public library

AGENDA LIBRARY BOARD OF TRUSTEES MEETING JULY 24, 1985

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

DIRECTOR'S
MONTHLY REPORT

July 24, 1985

SUMMER
READING
PROGRAM

The Summer Reading Program "Hungry for Books" is the biggest event happening at the library this summer. Over 250 children are registered and are coming to the library in droves to report on books read and to hang mobiles from the ceiling in the Children's Room. Gail Longo and helpers are doing a superb job of handling the participants.

A/C
FAILURE

On a sour note, I must report that after repeated trips to repair our air conditioning in the old building by repairmen from Sullivan Associates, at least four or five visits, a serviceman reported that one of the two compressors in the old building is not functioning and must be replaced if we are to be relieved of the extreme heat which has plagued us during the past month. The report was given to me on July 18.

LEAK IN
ROOF

Also, a leak was discovered near the card catalog. Mr. McCann's office was notified. Workers from the Department of Public Works were sent immediately to the library and said they were unable to correct the situation and advised that we should contact Dominick Belli so he could contact Kearny Roofing Company the company who had been contracted to repair our roof. We spoke to Dominick's assistant. He promised to make the contact.

APPRAISER
FOR WORKS
OF ART

During the vacation season it is extremely difficult to locate an artist who is willing to give an appraisal of our collection free of charge. The one person, Mrs. Ganek, we were able to contact, stated that she does not appraise art. Both Sally Robbins and Mrs. Zilla Sussman are not available at this time. Efforts will be made to reach them when they return to determine if either will do us the favor.

HALF-
DOORS
INSTALLED

We are finally able to report that the two proposed half-doors have been completed and installed at the entrance of the staff work room and that of the Administrative Secretary.

THEFT IN LIBRARY

On Wednesday, July 17 an intruder entered the Director's Office by jumping over the half-door. He took the money for notary fees from a desk drawer. The theft was reported to the police. A detailed report was given about the money. The perpetrator was caught later that evening at the Saint Barnabas Hospital while trying to repeat his performance at the library. The torn \$2.00 bill was found in his possession. It was confiscated by police and is being held as evidence.

ALA CONFERENCE ATTENDED

Lola Reed attended the American Library Association Conference in Chicago July 6-11. My report is being written and will be sent to all Trustees prior to our next meeting.

LIBRARY TRIPS

Two more bus trips are scheduled for this season. On Thursday, August 1st we plan to go to Liberty Village in Flemington, N. J. and August 20th a bus trip will be made to Waterloo Village in Stanhope, N. J. No other trips will take place until late September or October of this year.


Lola D. Reed, Director

Meet Mike & Lepore for next meeting

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JULY 24, 1985

President Herbert M. Gladstone called the meeting to order at 8:15 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., William J. O'Neill, Irving J. Soloway and Anita G. Strauss. Also present were Stewart Manheim, Board Accountant; Martin J. Loftus, Board Attorney; and Lola N. Reed, Library Director. Mr. O'Hara and Mr. Kupferer were absent.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and the First Vice-President stated that on January 1, 1985 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 1985 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 6/26/85 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of June, 1985 with the exception of check #1033 to University Microfilms International in the amount of \$6,593.00. As recommended by Mr. O'Neill, 1033C, a purchase for cabinets for microfiche and microfilm will be verified at the next Board meeting. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

1) Summer Reading Program:

Mrs. Reed credited the success of the Summer Reading Program to Mrs. Gail Longo's superb execution of the plans devised by Mrs. Dore before she terminated employment.

Mr. Gladstone suggested that documentation of staff performance should be placed in personnel files for future recommendations.

745.2

Loe

Industrial design
Loewy, Raymond Fernand, 1893-
Industrial design, by Raymond
Loewy. Woodstock, N.Y., Overlook
Press, 1979
250p. illus.

2) Roof Leaks:

Mrs. Reed reported that Mr. Belli, Supervisor of the Public Works Department, has assessed the situation on the roof and will take appropriate action to correct the drainage problem which has caused leaks in the new building.

3) Air Conditioning:

Mr. O'Neill expressed his concern about the air conditioning in the old building. Mrs. Reed said that servicemen had been working on the units on several different occasions and have now determined that one of the two compressors needs to be replaced. An estimate will be obtained.

4) Library Paintings and Reproductions:

Mrs. Reed will speak to Mrs. Sally Robbins about volunteering her time and talents to determine the market value of library paintings and reproductions.

5) Meetings and Seminars for Staff:

Mr. Gladstone requested Mrs. Reed to present future plans for the attendance of staff at meetings and seminars to the Board for approval. Line item-Workshops and Seminars has a deficit of \$52.48.

6) Theft in Library:

In light of the recent theft of notary funds from the Director's Office, Mrs. Reed was instructed, as a matter of Board policy, to deposit all funds received as donations to the book fund as soon as possible.

7) Purchase of Books:

Mrs. Reed assured the Board that the book line will have a larger expenditure next month. Staff vacations have caused a slow down in book purchases.

COMMITTEES:

Mr. Gladstone asked Mr. O'Neill to contact Mr. O'Hara to arrange a meeting with Mr. Lepore and the Building and Grounds Committee to discuss lighting fixtures. The Committee will present its recommendations to the Board at the August meeting.

OLD BUSINESS:

1) Library Planning:

Mr. Gladstone asked Mrs. Reed to contact Mr. Drescher to request a printed outline or synopsis of his presentation on library planning for staff review, as all phases of library planning necessitates the need for staff input and cooperation. Further discussion on the possibility of utilizing State Consultants for library planning will be held at the next Board meeting when all members are present. Mr. Gladstone asked Mrs. Strauss to head a special planning committee if the Board decides to accept assistance from the State Library. Mrs. Reed, members of the staff, the Friends and interested citizens would be asked to serve on the committee.

2) Library Newsletter:

A short discussion was held concerning the feasibility of having a newsletter which would be supported by professional and private industries within the Township. Mr. Loftus offered to review Mrs. Schafler's proposal for the legal aspects regarding library control of the project after the initial first printing.

3) Telephones:

Mrs. Itkin will have the telephone proposals prepared for Board review prior to the next meeting.

4) Re-upholstering of Meeting Room Chairs:

Because of budget concerns and salary negotiations, the re-upholstering of the meeting room chairs will be deferred until after the 1985 budget is passed. Mrs. Reed was asked to have the chairs patched to prevent further deterioration.

5) Rules and Regulations:

The discussion of the rules and regulations concerning the use of the meeting room will be deferred at the present time. Mrs. Strauss is interested in discussing various points with the Trustees.

6) Amnesty:

Mr. Gladstone requested Mrs. Reed to submit a detailed report concerning delinquent library items. Mrs. Lepore's letter to Mrs. Reed did not provide adequate statistical data to allow appropriate evaluation by Board members to determine future policy. Data such as the age of the cases, how many patrons have repeatedly withheld library materials, along with dollar amounts are necessary to provide value judgment. Mr. Gladstone suggested that Mrs. Reed contact other libraries regarding policy in handling such cases. This report will be submitted at the August meeting.

COMMUNICATIONS:

Ms. Phyllis R. Brown of West Orange sent a letter to the Board of Trustees complaining about the cold temperature of the air conditioning in the new building. Mrs. Reed will send a reply to Ms. Brown explaining the situation with the air conditioning.

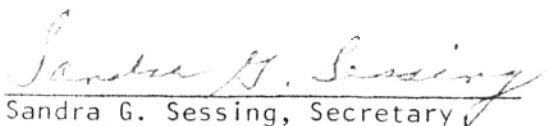
Mr. Gladstone noted for the record that an executive meeting was held prior to the open meeting for the purpose of discussing personnel matters.

Mrs. Strauss moved that the meeting be adjourned at 9:55 P. M. and it was seconded by Mr. O'Neill.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE 1985

LIBRARY BOARD MEETING OF JULY 24, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF JUNE 1985	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/85	UNEXPENDED BUDGET BALANCE ON 6/30/85	BILLS/ ACCOUNTS PAYABLE AT 7/24/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 6/30/85
SALARIES AND WAGES	\$447,000	\$ 33,424.86	\$202,671.67	\$244,328.33		\$244,328.33
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,552.15	13,865.92	17,634.08		17,634.08
SOCIAL SECURITY	32,000	2,411.20	14,776.41	17,223.59		17,223.59
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000	29,720.80	29,720.80	3,279.20		3,279.20
UNEMPLOYMENT INS., ETC.	8,000	1,429.45	3,270.00	4,730.00		4,730.00
WORKERS COMPENSATION INSURANCE	4,800		982.00	3,818.00		3,818.00
SUNDAY OPENINGS	7,800	776.58	5,283.23	2,516.77		2,516.77
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000	907.92	808.13	191.87		191.87
TRANSPORTATION	500	5.29	52.01	447.99		447.99
SEMINARS & WORKSHOPS	500	393.63	552.48	(52.48)		(52.48)
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	5,960.00	8,340.00	\$ 1,192.00	7,148.00
LEGAL & PROFESSIONAL SVCS.	3,000	788.50	2,455.00	545.00	1,468.50	(923.50)
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	2,098.88	14,241.20	28,758.80	2,798.96	25,959.84
MAIN LIBRARY-MAINT.	23,000	4,465.85	9,319.06	13,680.94	160.15	13,520.79
TORY CORNER - RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	4,250	495.00	1,552.51	2,697.49	376.38	2,321.11
PAYROLL SERVICES	1,800	119.37	877.99	922.01		922.01
MATERIAL & SUPPLIES:						
BOOKS	84,000	8,165.20	38,741.07	45,258.93	3,896.94	41,361.99
SUPPLIES	11,000	1,425.94	5,600.45	5,399.55	665.00	4,734.55
MICROFILM	3,500	2,404.54	2,472.54	1,027.46	4,233.00	(3,205.54)
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	210.80	1,363.89	6,886.11	102.30	6,783.81
AUDIO/VISUAL -MATERIALS	1,500	131.57	530.27	969.73	69.40	900.33
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00		4,700.00
TELEPHONE	3,500	328.63	1,942.12	1,557.88		1,557.88
POSTAGE	3,850	444.87	48.70	3,801.30	400.00	3,401.30
EQUIPMENT:						
LIBRARY	1,500	950.83	985.78	514.22	3,207.06	(2,692.84)
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	126.27	1,044.35	1,705.65	318.32	1,387.33
PHOTOCOPY	5,000	296.12	1,454.32	3,545.68	268.29	3,277.39
<u>TOTAL</u>	<u>\$794,790</u>	<u>\$ 95,266.25</u>	<u>\$361,292.45</u>	<u>\$433,497.55</u>	<u>\$19,156.30</u>	<u>\$414,341.25</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE 1985

	BALANCE 6/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 6/30/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 6/30/85	UNEXPENDED BUDGET BALANCES AT 6/30/85
BUDGET FUND	\$ 46,473.80	\$ -0-	(\$ 95,266.25)	(\$ 48,792.45)	\$482,290.00	\$ 19,156.30	\$414,341.25
RECEIPTS AND FUNDS							

COPY MACHINES

XEROX	\$ 3,742.45	\$ 570.95	\$ -0-	\$ 4,313.40			
TOSHIBA	166.35	15.55		182.90			
SHARP	656.07			656.07			
TOTAL COPY MACHINES	\$ 4,564.87	\$ 586.50	\$ -0-	\$ 5,151.37			
FINES	10,114.73	1,330.46	-0-	11,445.19			
RENTALS	923.47	174.45	-0-	1,097.92			
PROJECTOR RENTAL	75.00	5.00	-0-	80.00			
MICROFILMS	78.20	5.00	-0-	83.20			
NON-RESIDENT FEE	60.00	20.00	-0-	80.00			
MEETING ROOM	205.00	30.00	-0-	235.00			
TELEPHONE	69.13	7.35	-0-	76.48			
DONATIONS	49.64	523.52	-0-	573.16			
INTEREST	6,154.56	1,246.42	-0-	7,400.98			
MISCELLANEOUS	6.33	-0-	-0-	6.33			
TOTAL RECEIPTS AND FUNDS	\$ 22,300.93	\$ 3,928.70	\$ -0-	\$ 26,229.63			
LOST BOOK FUND	\$ 447.79	\$ 79.70	\$ -0-	\$ 527.49			
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,061.92	\$ 205.48	\$ -0-	\$ 1,267.40			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
N.J. STATE AID FUND	\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00			
ACCUMULATED REVENUE FUND	\$154,217.55	\$ -0-	\$ -0-	\$154,217.55			
TOTAL ALL FUNDS	\$234,739.99	\$ 4,213.88	(\$ 95,266.25)	\$143,687.62			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	(\$ 726.62)
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	126,318.52
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	9,806.88
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	4,375.14
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	1,839.71
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,636.78
PETTY CASH	170.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	267.21
	\$143,687.62

LESS: ACCOUNTS PAYABLE, 6/30/85
CASH FUNDS AVAILABLE AT 6/30/85
\$124,531.32

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH-APRIL, MAY, JUNE 1985
BILLS PRESENTED FOR PAYMENT ON
JULY 24, 1985

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APRIL</u>	<u>NUMBER</u>			
16	1726	ROYAL OXFORD STATIONERS	4. SUPPLIES	\$ 7.15
18	1727	E.O.P.L.	2. BOOKS	30.51
24	1728	ESSEX COUNTY BLACK ISSUES CONV.	15. WORKSHOP	5.00
30	1729	DELL PUB. Co.	2. BOOKS	15.75
23	1730	ESSEX Co. LIBRARY DIRECTORS GP.	10. COMMUNITY RELATIONS	50.00
MAY				
14	1731	RUTGERS UNIVERSITY	15. WORKSHOP	12.00
JUNE				
4	1732	ROYAL OXFORD STATIONERS	4. SUPPLIES	11.05
10	1733	ALA	14. CONVENTIONS	35.00
10	1734	ALA SRT-CSK	14. CONVENTIONS	15.00
18	1735	ANN PHILIPS ART	4. SUPPLIES	6.00
20	1736	MAPLEWOOD LIBRARY	LOST BOOK FUND	<u>15.00</u>
TOTAL CHECKS FROM THE PETTY CASH CHECKING				
ACCOUNT FOR THE MONTHS OF APRIL, MAY, JUNE 1985				<u>\$ 202.46</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1985 BILLS PRESENTED FOR PAYMENT ON

4.

JULY 24, 1985

CHECKS ARE DATED
JUNE 28, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9970	STATE OF N.J.-DEPT. OF TREASURY	26. HOSPITALIZATION	\$ 106.84
9971	AT & T INFO. SYSTEMS	9. TELEPHONE	2.34
9972	GARDEN STATE CASH REGISTER	17. EQUIPMENT	725.00
9973	LIBRARY OF W.O.-PUBLIC EMPLOYEE ASSOC.	1. SALARIES	45.18
9974	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-UNION DUES	406.00
9975	PERS 20284	1. SALARIES-EMPLOYEE SAVINGS	112.94
9976	PERS-PENSIONS & LOANS	1. SALARIES-LIFE INS.	2,050.15
9977	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,122.10
9978	W.O. LIBRARY-UNEMPLOY. SAV. A/C	1. SALARIES	236.96
9979	TOWN OF W.O.-EMPLOYEES SOC.SEC.	1. SALARIES	1,162.04
9980	TOWN OF W.O.-EMPLOYERS SOC.SEC.	27. EMPLOYERS SOC. SEC.	1,162.07
9981	N.J. GROSS INCOME TAX	1. SALARIES - N.J. INCOME TAX	712.49
9982	MIDLANTIC NAT'L BANK	1. SALARIES - FED. W.T.	2,239.12
9983	N.J. DIV. OF UNEMPLOY. SEC.	28. GENERAL	\$1,429.45
		TRANSFER	<u>816.71</u>
9984	TOWN OF W.O.	26. HOSPITALIZATION	2,246.16
	NET P/R 6/15/85 #4123-4159 (37)		323.21
	NET P/R 6/30/85 #4160-4193 (34)		12,021.44
			<u>11,132.38</u>
	<u>SUB-TOTAL</u>		\$ 36,806.42
	<u>ADD:</u> CHECKS #9898 - 9969 FOR PAYMENT ISSUED AT 6/26/85		<u>58,390.78</u>
	<u>CHECKS ISSUED FOR THE MONTH OF JUNE 1985</u>		\$ 95,197.20
	<u>ADD:</u> PETTY CASH CHECKS #1726-1736 ISSUED DURING APRIL, MAY, JUNE 1985		<u>202.46</u>
	<u>SUB-TOTAL</u>		\$ 95,399.66
	<u>LESS:</u>		
	VOID CHECK #9428		\$ 146.00
	EXCHANGE		816.71
	DEPOSIT 6/7		8.62
	LOST BOOK FUND		<u>20.00</u>
	<u>SUB-TOTAL</u>		<u>991.33</u>
	<u>ADD:</u>		\$ 94,408.33
	DECREASE IN COMMUNITY SERVICE CHECKING ACCOUNT		<u>857.92</u>
	<u>TOTAL EXPENDITURES-MONTH OF JUNE 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 95,266.25</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: Stewart Markheim *CH*

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1985 BILLS PRESENTED FOR PAYMENT ON
JULY 24, 1985

5.

CHECKS ARE DATED
JULY 24, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9985	W.O. MUNICIPAL EMPLOYERS FCU	1. SALARIES	\$ 406.00
9986	MIDLANTIC NAT'L BANK	1. SALARIES	2,188.36
9987	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,142.32
9988	TOWN OF WEST ORANGE	1. SALARIES	1,142.30
9989	A. ABORN EXTERMINATING CO.	11. SERVICES-CONTRACTS	15.00
9990A	ADP, INC.	11. PAYROLL SERVICES	\$ 57.61
B	" "	11. " "	<u>57.77</u>
9991	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	289.09
9992	AMERICAN TIME RECORDERS, INC.	11. SERVICE CONTRACTS	54.00
9993	BACKCOUNTRY PUBLICATIONS	2. BOOKS	9.95
9994	BAKER & TAYLOR	2. BOOKS	26.10
9995A	BAKER & TAYLOR	2. BOOKS	\$ 9.50
B	" " "	2. "	264.97
C	" " "	2. "	11.17
D	" " "	2. "	16.42
E	" " "		109.42
F	" " "		798.38
G	" " "		566.69
H	" " "		471.68
I	" " "		<u>265.98</u>
9996A	BAKER & TAYLOR	2. BOOKS	\$ 73.92
B	" " "	2. "	<u>16.93</u>
9997A	BAKER & TAYLOR	2. BOOKS	\$ 81.31
B	" " "	2. "	<u>48.33</u>
9998	BLOOMFIELD WINDOW CLEANING CO.	11. SERVICE CONTRACTS	75.00
9999	BUREAU OF GOVERNMENT RESEARCH	2. BOOKS	17.00
1001A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	\$ 22.42
B	" " " " "	21. " "	28.00
C	" " " " "	21. " "	<u>18.98</u>
1002	CHILTON BOOK CO.	2. BOOKS	6.70
1003	COMMERCE CLEARING HOUSE	2. BOOKS	26.44
1004	COMMODITY RESEARCH BUREAU	2. BOOKS	46.95
1005	CONTINUING EDUCATION	2. BOOKS	15.00
1006	C. W. ASSOCIATES	2. BOOKS	9.00
1007	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	325.00
1008	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	52.00
1009	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	117.00
1010	FOREST PRESS	2. BOOKS	12.00
1011A	GAYLORD BROS., INC.	17. LIBRARY EQUIP.	\$ 423.45
B	" " "	17. " "	<u>407.65</u>
1012	G. K. HALL & Co.	2. BOOKS	95.51
1013A	HARROP PRESS	4. SUPPLIES	\$ 130.00
B	" " "	4. "	<u>210.00</u>
1014	INGRAM	2. BOOKS	13.27
1015	INT'L COMMUNICATIONS INDUSTRY ASSOC.	2. BOOKS	29.00
1016	JEWISH PUBLICATION SOCIETY OF AMERICA	2. BOOKS	21.44
1017A	KAUFMAN'S SENTRY HARDWARE	18. JANITORIAL SUPPLIES	\$ 18.10
B	" " "	18. " "	3.90
C	" " "	18. " "	4.83
D	" " "	18. " "	<u>2.40</u>
1018A	LOFTUS & CUOZZI	24. LEGAL	\$1,232.50
B	" " "	24. "	<u>236.00</u>
1019	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,468.50
			1,192.00

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1985 BILLS PRESENTED FOR PAYMENT ON
JULY 24, 1985

6.

CHECKS ARE DATED
JULY 24, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1020	MARSHALL CAVENDISH CORP.	2. BOOKS	\$ 209.95
1021	THE MITCHELL GUIDE	2. BOOKS	65.00
1022	MOODY'S INVESTORS SERVICE	2. BOOKS	228.00
1023	NATIONAL REGISTER PUBLISHING CO.	2. BOOKS	102.75
1024	N.J. INDEX	2. BOOKS	50.00
1025	N.J. OFFICE SUPPLY	17. LIBRARY EQUIP.	15.96
1026	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	46.50
1027	PDR	2. BOOKS	55.90
1028	POSTMASTER	13. POSTAGE	400.00
1029	PSE & G	8. UTILITIES	2,798.96
1030	NEIL S. SULLIVAN ASSOCIATES	6. MAINTENANCE	160.15
1031	THORNDIKE PRESS	2. BOOKS	72.68
1032	TREASURER, STATE OF N.J.	2. BOOKS	3.10
1033A	UNIVERSITY MICROFILMS INT'L	21. MICROFILM	\$ 867.00
B	" " "	21. "	3,366.00
C	" " "	17. LIBRARY EQUIP.	<u>2,360.00</u>
1034	XEROX CORP.	25. PHOTOCOPY	268.29
1035	YOUNG'S NEWS SERVICE	19. NEWSPAPERS	50.30
<u>SUB-TOTAL</u>			\$ 24,035.28
<u>LESS:</u>			
CHECK #9985			\$ 406.00
9986			2,188.36
9987			1,142.32
9988			<u>1,142.30</u>
			<u>4,878.98</u>
<u>TOTAL ACCOUNTS PAYABLE-JUNE 1985</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 19,156.30</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT
MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim CPT

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME
FOR THE MONTH OF JUNE, 1985

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
XEROX INCOME	\$ 570.95	\$ 4,313.40
LESS: XEROX EXPENSE	<u>268.29</u>	<u>1,694.78</u>
NET INCOME-XEROX	\$ 302.66	\$ 2,618.62
 TOSHIBA INCOME	 \$ 15.55	 \$ 181.90
LESS: TOSHIBA EXPENSE	<u>-</u>	<u>-</u>
NET INCOME - TOSHIBA	15.55	181.90
 SHARP	 <u> </u>	 <u>656.07</u>
 <u>TOTAL PHOTOCOPY INCOME</u>	 <u>\$ 318.21</u>	 <u>\$ 3,456.59</u>

WEST ORANGE public library

AGENDA LIBRARY BOARD OF TRUSTEES MEETING AUGUST 28, 1985

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

DIRECTOR'S
MONTHLY REPORT

August 28, 1985

CASH
REGISTER

After a period of hesitation, uncertainty and nervousness by circulation staff members their leader, Jackie Lepore has convincingly made them realize that the ultimate change has to be made and the much-avoided cash register has been installed into service at the circulation desk. Sofar, they seem to be gaining a bit of confidence which will probably grow with time.

LIBRARY
PLANNING
NOTES

A small number of employees have had a chance to listen to the tapes of the lecture given by State Library representatives Robert Drescher and Keith Fiels. Others were unable to hear them completely during the working day because of the length of time involved.

Several attempts were made to contact Mr. Drescher for additional notes about the plan to no avail. So, Sandy was kind enough to listen to the entire tapes and typed up an excellent summation which was distributed to all employees. Remarks from them are being collected and are available for the Board's perusal.

Mr. Drescher's secretary did call eventually and delivered the message that "the State is ready to work with West Orange in the Fall. He will call Mrs. Reed early in September."

CRUCIAL
NEED FOR
CHILDREN'S
LIBRARIAN

Sofar, we have not been successful in our efforts to find a Children's Librarian. The competition is great - especially in the salary (Ex: East Orange has an advertisement on our bulletin board offering a salary range of \$16,000-\$21,520). It would strengthen my position tremendously if I can obtain from the Board a salary range with which to work.

Also, we have approximately 100 children registered for the 4 pre-school classes scheduled to begin early in October. We are in a position of having to postpone these classes unless a librarian in children's work is hired. I expect the wrath of the mothers to come down on us.

A/V
ASSISTANT

Continuing my efforts to hire someone knowledgeable and trained to do required work in our A/V area, I have on hand a recently received application (a follow-up to a telephone conversation) from a young man who has training and experience at the Ocean County Library and is highly recommended by the A/V Librarian and the A/V Principal Supervisor at that library.

MORE HOURS
FOR P/T
EMPLOYEES

Since we are still in need for additional help my plea to the Board is to rescind the 22-hour maximum for current part-time employees. By increasing their hours of work would give more leverage in covering most areas than is presently the situation.

INTERIM
PLANNING
COMMITTEE

The Interim Planning Committee of the Essex-Hudson Regional Library Cooperative, Region III established under NJSA 18A and will operate under regulations adopted by the State Board of Education has sent to each library in New Jersey the Membership Application. If same is completed and submitted by October 15, 1985 we will be a charter member, which makes our representative eligible to nominate candidates and vote in the first election. (Mrs. Chesnut, a part-time member of our staff, is on the IPC.)

HAPPENINGS
AT WOPL

There were bus trips, several Hitchcock movies and lectures during the month. Most were well-attended.

Helen Benjamin has received certification of eligibility for position of Community Library Assistant from the Department of Civil Service.

Debby Pinkus is to be commended for her performance and professional guidance in making the 1985 Summer Reading Program one of the biggest and most successful of its type at the West Orange Public Library. At the culminating activities 130 persons attended, 120 certificates were given to children along with a "goody" bag prepared by the New Friends of the Library. Also, a great performance was given by the Whiz Kids.

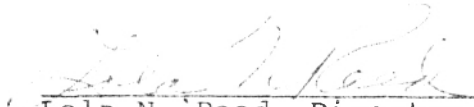
Others who worked hard to make the program a success are Gail Longo, Sylvia Deutsch, Marlene Hoffman and David Jackson. All are to be congratulated for a job well done.

TALKING
BOOKS

Debby Pinkus has found a new following at West Orange Public Library by venturing into ordering talking books. They are attractively bound to look like books but are actually "books on tape." People love to enjoy them while riding along in their cars. According to Debby, "we have not kept any on the shelf for more than a few hours."

VANDALISM
OF
BOOKDROPS

Margaret Cushing recommends and I agree that the library should purchase two more well-built attractive bookdrops which are not easily broken in to as was the case on Sunday, August 25th when both Sam Simone, a former employee, and Mrs. Anita Strauss, a Trustee, were called by police about books being found on the pavement outside the bookdrops. One was found soaked in the lower staff parking lot. New depositories could better protect books with stronger locks and also look attractive.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
AUGUST 28, 1985

President Herbert M. Gladstone called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Horace K. Corbin, William J. O'Neill, 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. Mr. Kupferer was absent. Mr. Gladstone noted that Mr. O'Hara had informed him that he has resigned from the Board of Trustees. Mrs. Reed will obtain a copy of his letter of resignation from the Mayor's office.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and the First Vice-President stated that on January 1, 1985 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 1985 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 7/24/85 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Corbin made a motion to increase the Petty Cash Fund to the amount of \$200.00 as per Mr. Manheim's recommendation for the purpose of supplementing change in the cash register. Mrs. Strauss seconded the motion and it was passed unanimously.

At the present time, cash register funds will be increased by \$15.00.

Mr. Soloway questioned payment to Sullivan Associates for air conditioning services. Mrs. Reed explained that work had been performed on the oil pump. Mr. O'Neill said that he was concerned about the compressor that needed replacement and asked if estimates were received.

Mrs. Reed said that she did not have estimates, but would have them for the next meeting. Since an emergency situation could arise, Mr. Gladstone requested Mrs. Reed to contact him by Friday, August 30 with estimates for replacement of the compressor. This is a priority matter.

Verification for the purchase of microfilm and microfiche cabinets was provided as per board motion of 7/24/85.

Mr. O'Neill made a motion to authorize payment of voucher #1033 A, B and C to University Microfilms International in the amount of \$6,593.00. Voucher #1033 C was for purchase of microfilm and microfiche cabinets in the amount of \$2,360.00. Mrs. Strauss seconded the motion and it was carried unanimously.

Mrs. Reed will talk to Mr. Rickle concerning the purchase of 10 gallons of paint for \$104.50 which was used to paint the Tory Corner library rooms.

Mr. Corbin made a motion to accept the Bills Presented for Payment for the month of July, 1985. Mr. O'Neill seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Corbin made a motion to receive and file the Financial Statement as submitted. Mr. O'Neill seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

1) Community Programs:

Mr. Soloway made a motion to commend Mrs. Reed and Mrs. Benjamin for the successful bus trips which shows the community that the library is active and is offering special trips for the cultural and educational benefit of the citizens of West Orange. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Gladstone recommended that a letter documenting staff performance be placed in personnel files for future reference.

Mrs. Reed praised Mrs. Pinkus' professional guidance in assisting the Children's Room in a very successful summer reading program.

Mr. Soloway made a motion to amend the former resolution to also commend Mrs. Pinkus, Mrs. Longo, Mrs. Deutsch, Marlene Hoffman and David Jackson for their excellent summer reading program. Mr. O'Neill seconded the motion and it was carried unanimously.

Mrs. Reed noted that another service has been added by Mrs. Pinkus. "Talking Books"-which are books on cassettes-have been an overwhelming success with the library patrons. More cassettes are on order. A list of this new item will be made available to Trustees.

2) Bookdrops:

Mrs. Strauss received a call from the police late Sunday evening, August 25th concerning an open bookdrop. Mrs. Strauss was able to place the books in the vestibule and reported the situation to Miss Cushing on Monday. The Board agreed with Mrs. Strauss that anyone who deposited books on the weekend should be given the benefit of the doubt as to their return if a problem arises in the future as to books returned on this particular weekend.

Mrs. Reed will get estimates of the cost of bookdrops that are free standing as well as estimates for a drop to be installed directly into the building. This will be discussed at the next Board meeting.

3) Essex Hudson Region III:

Mrs. Chesnut, library representative to the Interim Planning Committee for Essex-Hudson Regional Library Cooperative explained the goals of the Library Network Law, which was passed by the legislature in 1984 establishing a regional multi-type library network.

745.2

Loe

Loewy, Raymond Fernand,
1893-

Loewy, Raymond Fernand, 1893-

Industrial design, by Raymond

Loewy. Woodstock, N.Y., Overlook
Press, 1979

250p. illus.

Mrs. Strauss offered a resolution that the West Orange Public Library become a member of the Essex-Hudson Region III Library Cooperative. Mr. Soloway seconded subject to any objections by counsel on the by-laws or other documentation. The resolution was passed unanimously by the Board of Trustees.

Rules and Regulations and by-laws will be sent to the Trustees.

4) Planning:

Mrs. Reed said that a phone call had been received from Mr. Drescher's secretary concerning library planning along with an estimate of the time that will be involved and the manpower required. The Board would like Mrs. Reed's recommendations as to where the library should be going with this program as the Board wants to be in a position to know what it will be doing and how it will be carried out. Mr. Soloway suggested that Mrs. Reed provide the names of staff to be involved with planning and who would take their place doing their jobs.

COMMITTEE REPORTS:

1) Building and Grounds:

Mr. Gladstone said that he had contacted Mr. O'Hara regarding the lighting as well as Mr. Lepore. Mr. Lepore will be meeting with lighting representatives at the library to discuss the lighting programs and to seek their recommendations. He will then send the Board a memo as to what the next step should be. This will be a progress report on lighting. The Township would then be in a position to go out on bids for someone to install the fixtures through formal bids if they are over a certain amount or informal. Mr. Gladstone said that the Committee will keep close to the situation and that he would act as part of the Building and Grounds Committee now that Mr. O'Hara has resigned.

OLD BUSINESS:

1) Roof Leaks:

Kearny Roofing Company and the Public Works Dept. have installed a new drain on the roof. They will return at a later date to do some leveling.

2) Paintings and Reproductions:

Mrs. Reed informed the Board that Mrs. Sally Robbins will be assisting the library in determining the market value of library paintings and reproductions.

3) Library Newsletter:

Mr. Gladstone asked Mrs. Reed to send Mrs. Schafner a letter informing her that in the next month or two the Board will have a firm direction as to where they will be going with library planning and that consideration is still being given to the newsletter.

4) Telephone Estimates:

Mr. Gladstone directed Mrs. Reed to provide her recommendations as to what she and the staff's needs are so far as library service is concerned in regard to the public and the library. Mrs. Itkin and Mrs. Reed should justify the advantages of switching, purchasing new equipment, and what inefficiencies it will correct. Economically, the Board should know where the library will be going in 4-5 years. Information should be provided as to the cost of changing from rotary to push button system as well as cost of leasing.

5) Rules and Regulations for Meeting Room:

Mrs. Strauss made a motion to table discussion concerning rules and regulations for the meeting room until the next Board meeting. Mr. O'Neill seconded the motion and it was carried unanimously.

NEW BUSINESS:

Mr. Corbin made a motion to continue salary scales for Sunday openings (which will begin on Sept. 8, 1985) as established at the Board meeting of December, 1984 until the next meeting in September, 1985. Mrs. Strauss seconded the motion and it was passed unanimously.

ADJOURNMENT:

The public portion of the Board meeting was adjourned at 10:00 P.M.

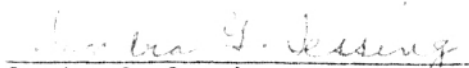
EXECUTIVE SESSION:

Mrs. Reed expressed to the Board the lack of Children's Librarians has become a national problem. She was authorized by the Trustees to make every effort to obtain the services of a Children's Librarian before the beginning of the Pre-School Story Hour classes.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JULY 1985

LIBRARY BOARD MEETING OF AUGUST 28, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF JULY 1985	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/85	UNEXPENDED BUDGET BALANCE ON 7/31/85	BILLS/ ACCOUNTS PAYABLE AT 7/31/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 7/31/85
SALARIES AND WAGES	\$447,000	\$ 32,225.77	\$234,897.44	\$212,102.56		\$212,102.56
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE-						
FIT PLAN	31,500	2,167.23	16,033.15	15,466.85	\$ 46.50	15,420.35
SOCIAL SECURITY	32,000	2,307.31	17,083.72	14,916.28		14,916.28
PUBLIC EMPLOYEES RETIRE-						
MENT SYSTEM	33,000		29,720.80	3,279.20		3,279.20
UNEMPLOYMENT INS., ETC.	8,000		3,270.00	4,730.00		4,730.00
WORKERS COMPENSATION						
INSURANCE	4,800		982.00	3,818.00	1,700.00	2,118.00
SUNDAY OPENINGS	7,800	502.04	5,785.27	2,014.73		2,014.73
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000		808.13	191.87	35.00	156.87
TRANSPORTATION	500	2.80	54.81	445.19	15.80	429.39
SEMINARS & WORKSHOPS	500		552.48	(52.48)		(52.48)
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	7,152.00	7,148.00	1,192.00	5,956.00
LEGAL & PROFESSIONAL SVCS.	3,000	1,468.50	3,923.50	(923.50)	236.00	(1,159.50)
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	2,953.82	17,195.12	25,804.88	3,325.84	22,479.04
MAIN LIBRARY-MAINT.	23,000	160.15	9,479.21	13,520.79	1,735.03	11,785.76
TORY CORNER - RENTAL	540		135.00	405.00	239.50	165.50
SERVICE CONTRACTS	4,250	261.00	1,813.51	2,436.49	1,050.00	1,386.49
PAYROLL SERVICES	1,800	115.38	993.37	806.63	118.59	688.04
MATERIAL & SUPPLIES:						
BOOKS	84,000	3,864.21	42,605.18	41,394.82	7,333.65	34,061.17
SUPPLIES	11,000	691.48	6,291.93	4,708.07	89.89	4,618.18
MICROFILM	3,500	4,233.00	6,705.54	(3,205.54)		(3,205.54)
PERIODICALS, PAMPHLETS						
& NEWSPAPERS, ETC.	8,250	102.30	1,466.19	6,783.81	184.35	6,599.46
AUDIO/VISUAL -MATERIALS	1,500	69.40	599.67	900.33	243.36	656.97
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700			4,700.00	1,300.00	3,400.00
TELEPHONE	3,500	342.23	2,284.35	1,215.65	339.92	875.73
POSTAGE	3,850	429.77	478.47	3,371.53	16.55	3,354.98
EQUIPMENT:						
LIBRARY	1,500	3,222.06	4,207.84	(2,707.84)	42.00	(2,749.84)
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	318.32	1,362.67	1,387.33	71.33	1,316.00
PHOTOCOPY	5,000	268.29	1,722.61	3,277.39	268.29	3,009.10
<u>TOTAL</u>	<u>\$794,790</u>	<u>\$ 56,897.06</u>	<u>\$418,189.51</u>	<u>\$376,600.49</u>	<u>\$ 19,583.60</u>	<u>\$357,016.89</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JULY, 1985

2

BALANCE	RECEIPTS	NET DIS-	BALANCE	ADD: DUE	LESS:	UNEXPENDED
7/1/85		BURSEMENTS	7/31/85	FROM TOWN	ACCOUNTS	BUDGET
				OF W. ORANGE	PAYABLE	BALANCES AT
					7/31/85	7/31/85

(\$ 48,792.45)	\$173,750.00	(\$ 56,897.06)	\$ 68,060.49	\$308,540.00	\$ 19,583.60	\$357,016.89
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BUDGET FUND
RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$ 4,313.40	\$ 618.30	\$ -0-	\$ 4,931.70
TOSHIBA	181.90			181.90
SHARP	656.07	510.03		1,166.10
TOTAL COPY MACHINES	\$ 5,151.37	\$ 1,128.33	\$ -0-	\$ 6,279.70

FINES	11,445.19	1,646.40	-0-	13,091.59
RENTALS	1,097.92	139.20	-0-	1,237.12
PROJECTOR RENTAL	80.00	-0-	-0-	80.00
MICROFILMS	83.20	-0-	-0-	83.20
NON-RESIDENT FEE	80.00	-0-	-0-	80.00
MEETING ROOM	235.00	25.00	-0-	260.00
TELEPHONE	76.48	9.03	-0-	85.51
DONATIONS	573.16	60.00	-0-	633.16
INTEREST	7,400.98	925.05	-0-	8,326.03
MISCELLANEOUS	6.33	-0-	-0-	6.33
TOTAL RECEIPTS AND FUNDS	\$ 26,229.63	\$ 3,933.01	\$ -0-	\$ 30,162.64

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

TOTAL ALL FUNDS

\$ 1,267.40	\$ 120.90	\$ -0-	\$ 1,388.30
\$ 360.00	\$ -0-	\$ -0-	\$ 360.00
\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00
\$154,217.55	\$ -0-	\$ -0-	\$154,217.55
\$143,687.62	\$177,916.85	(\$ 56,897.06)	\$264,707.41

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, 7/31/85 \$264,707.41
CASH FUNDS AVAILABLE AT 7/31/85 \$245,123.81

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1985 BILLS PRESENTED FOR PAYMENT ON
AUGUST 28, 1985

CHECKS ARE DATED
JULY 31, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1036	A.T. & T. INFO. SYSTEMS	9. TELEPHONE	\$ 128.61
1037	N.J. BELL	9. TELEPHONE	213.62
1038	COMMONWEALTH WATER CO.	8. UTILITIES	154.86
1039	PETTY CASH	2. BOOKS	\$ 8.95
		4. SUPPLIES	26.48
		12. TRANSPORTATION	2.80
		13. POSTAGE	29.77
		17. EQUIPMENT	<u>15.00</u>
1040	LIBRARY OF W.O.-PUBLIC EMPLOY.ASSOC.	1. SALARIES	83.00
1041	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-UNION DUES	43.68
1042	PERS 20284	1. SALARIES-EMPLOYEES SAV.	406.00
1043	" " -PENSIONS & LOANS	1. SALARIES-EMPLOYEES SAV.	112.94
1044	TOWN OF W.O.-HOSPITALIZATION	1. SALARIES-LIFE INS.	1,951.28
1045	W.O. LIBRARY UNEMPLOY.SAV. A/C	26. HOSPITALIZATION	2,299.52
1046	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	197.08
1047	TOWN OF W.O.-EMPLOYERS SOC.SEC.	1. SALARIES	1,164.98
1048	N.J. GROSS INCOME TAX	27. EMPLOYER SOC.SEC.	1,164.99
1049	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	679.00
	NET P/R 7/15/85 #4194-4231 (38)	1. SALARIES-FED.W/T	2,300.77
	NET P/R 7/31/85 #4232-4259 (28)		10,974.93
			<u>11,160.49</u>
	<u>SUB-TOTAL</u>		\$ 33,035.75
	<u>ADD:</u> CHECKS #9985-1035 FOR PAYMENT		
	ISSUED AT 7/24/85		<u>24,035.28</u>
	<u>CHECKS ISSUED FOR THE MONTH OF JULY 1985</u>		\$ 57,071.03
	<u>LESS:</u>		
	VOID CHECK #1005	2. BOOKS	\$ 15.00
	DEPOSIT 7/10	4. SUPPLIES	10.68
	" 7/22	2. BOOKS	16.00
	" 7/26	26. HOSPITALIZATION	<u>132.29</u>
			<u>173.97</u>
	<u>TOTAL EXPENDITURES-MONTH OF JULY 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 56,897.06</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim CPA

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1985 BILLS PRESENTED FOR PAYMENT ON
AUGUST 28, 1985

4.

CHECKS ARE DATED
AUGUST 28, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1050	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES-UNION DUES	\$ 406.00
1051	MIDLANTIC NAT'L BANK-FTD	1. SALARIES-FTD	2,333.21
1052	TOWN OF W.O.-EMPLOYERS S.S.	27. EMPLOYERS' SOC. SEC.	1,185.15
1053	TOWN OF W.O.-EMPLOYEES' S.S.	1. SALARIES	1,185.13
1054	STATE OF N.J.-DEPT. OF TREASURY	27. EMPLOYERS' SOC. SEC.	26.97
1055	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACT	15.00
1056A	ADP, INC.	11. PAYROLL SERVICES	\$ 58.94
B	" "	11. PAYROLL SERVICES	<u>59.65</u>
1057	ARTS COUNCIL OF ESSEX	10. COMMUNITY RELATIONS	118.59
1058	AT & T INFO. SYSTEMS	9. TELEPHONE	35.00
1059A	BAKER & TAYLOR	2. BOOKS	\$ 21.48
B	" " "	2. "	<u>10.32</u>
1060A	BAKER & TAYLOR	2. BOOKS	31.80
B	" " "	2. "	98.04
C	" " "	2. "	474.03
D	" " "	2. "	58.33
E	" " "	2. "	44.99
F	" " "	2. "	<u>54.52</u>
1061A	BAKER & TAYLOR	2. BOOKS	\$ 13.35
B	" " "	2. "	<u>10.15</u>
1062A	BAKER & TAYLOR	2. BOOKS	(\$ 15.64)
B	" " "	2. "	259.85
C	" " "	2. "	14.28
D	" " "	2. "	360.74
E	" " "	2. "	23.90
F	" " "	2. "	619.48
G	" " "	2. "	156.98
H	" " "	2. "	(10.15)
I	" " "	2. "	209.68
J	" " "	2. "	54.85
K	" " "	2. "	272.85
L	" " "	2. "	(14.68)
M	" " "	2. "	198.37
N	" " "	2. "	403.30
O	" " "	2. "	(11.39)
P	" " "	2. "	26.92
Q	" " "	2. "	472.19
R	" " "	2. "	17.92
S	" " "	2. "	415.40
T	" " "	2. "	<u>323.72</u>
1063	VOID		3,778.57
1064A	BENISCH & COMPANY	5. INSURANCE	\$1,300.00
B	" " "	5. "	<u>1,700.00</u>
1065	BRODART Co.	4. SUPPLIES	3,000.00
1066	CENTER TYPEWRITER Co.	17. EQUIP. REPAIR	23.46
1067A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIAL	42.00
B	" " " " "	21. " "	\$ 83.20
1068	THE COUNCIL OF STATE GOVMTS.	2. BOOKS	<u>80.06</u>
1069	CSA PUBLICATIONS	2. BOOKS	163.26
1070	JOHN CURLEY & ASSOCIATES, INC.	2. BOOKS	15.75
1071A	C. W. ASSOCIATES	2. BOOKS	66.95
B	" " "	2. "	\$ 17.00
C	" " "	2. "	16.00
		2. "	<u>25.00</u>
			58.00

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1985 BILLS PRESENTED FOR PAYMENT ON
AUGUST 28, 1985

CHECKS ARE DATED
AUGUST 28, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1072	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	\$ 32.00
1073	EBSCO SUBSCRIPTION SERVICE	19. MAGAZINES	83.75
1074	EDITOR & PUBLISHER	2. BOOKS	65.00
1075	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	117.00
1076	FACTS ON FILE, INC.	2. BOOKS	370.00
1077	FAIRCHILD BOOKS	2. BOOKS	40.00
1078	FAIRCHILD BOOKS	2. BOOKS	50.00
1079	THOMAS FORD	26. HOSPITALIZATION	46.50
1080A	GALE RESEARCH CO.	2. BOOKS	\$ 84.35
B	" " "	2. "	84.35
C	" " "	2. "	206.08
D	" " "	2. "	186.46
E	" " "	2. "	84.35
1081A	G. K. HALL & Co.	2. BOOKS	\$ 124.83
B	" " " " "	2. "	21.44
C	" " " " "	2. "	12.77
1082	GROLIER EDUCATIONAL CORP.	2. BOOKS	545.00
1083	G. K. HALL & Co.	2. BOOKS	20.91
1084	IBM CORP.	11. SERVICE CONTRACTS	708.00
1085A	INGRAM	2. BOOKS	\$ 35.20
B	"		100.47
C	"		2.74
D	"		41.48
E	"		3.88
1086	INSTITUTE FOR MANAGEMENT	2. BOOKS	183.77
1087A	KAUFMAN'S SENTRY HDWR.	18. JANITORIAL SUPPLIES	\$ 6.54
B	" " "	18. " "	15.74
C	" " "	18. " "	2.34
1088	LISTEN FOR PLEASURE, LTD.	21. A/V MATERIALS	80.10
1089	LOFTUS & CUOZZI	24. LEGAL	236.00
1090	WILLIAM MC HEARY	6. MAINTENANCE	920.50
1091	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,192.00
1092A	N.J. BELL	9. TELEPHONE	\$ 188.65
B	" " "	9. "	19.02
1093	N.J. OFFICE SUPPLIES	4. SUPPLIES	207.67
1094	PETTY CASH	4. SUPPLIES	\$ 20.91
		12. TRANSPORTATION	15.80
		13. POSTAGE	16.55
		18. JANITORIAL SUPPLIES	46.71
		ADDITION TO PETTY CASH FUND	99.97
1095	PETTY CASH		15.00
1096	PORTER SARGENT PUBLISHERS	2. BOOKS	33.98
1097	PSE & G	8. UTILITIES	3,325.84
1098A	NEIL S. SULLIVAN ASSOC.	6. MAINTENANCE	\$ 210.65
B	" " " "	6. "	603.88
1099	THE THREE FACES OF EVE	2. BOOKS	21.50
1100	WEISBLATT ELECTRIC CO., INC.	11. SERVICE CONTRACTS	210.00
1101	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	239.50
1102	WEST PUBLISHING CO.	2. BOOKS	149.00
1103	XEROX CORP.	25. PHOTOCOPY	268.29

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1985 BILLS PRESENTED FOR PAYMENT ON
AUGUST 28, 1985

CHECKS ARE DATED
AUGUST 28, 1985

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
1104A	YOUNG'S NEWS SERVICE	19. MAGAZINES	\$ 50.30	
B	" " "	19. MAGAZINES	<u>50.30</u>	\$ 100.60
1005	BAKER & TAYLOR	2. BOOKS		320.53
				<hr/>
<u>SUB-TOTAL</u>				\$ 24,735.06
<u>LESS:</u>				
CHECK #				
1050		1. SALARIES	\$ 406.00	
1051		1. "	2,333.21	
1052		27. EMPLOYEES SOC. SEC.	1,185.15	
1053		1. SALARIES	1,185.13	
1054		27. EMPLOYERS SOC. SEC.	26.97	
1095		PETTY CASH FUND	<u>15.00</u>	<u>5,151.46</u>
<u>TOTAL ACCOUNTS PAYABLE-JUNE 1985</u>				
<u>PER BUDGET REPORT</u>				<u>\$ 19,583.60</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CA

WEST ORANGE public library

AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

September 23, 1985

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

DIRECTOR'S
MONTHLY REPORT

September 23, 1985

After a long Labor Day weekend we are back and preparing for the influx of students who are finishing their first day back to school. This is promising to be a very hectic month with a number of holidays and some vacationers not as yet returned to work.

A number of events have been scheduled for the month, some of which have taken place and were thoroughly enjoyed. The bus trip to Boscobel and Storm King is being called "one of the best" bus trips. The Investment Seminar on September 9 drew a large crowd. The Ernie Edwards Concert has a big following and is expected to be well attended on Sunday, September 22, 1985 (the day before our Board meeting).

Since last month we were able to acquire the services of Mrs. Brenna Maslin as part-time Children's Librarian on a temporary basis until appointment is approved by the Board. She is a certified professional librarian by the State of New Jersey. She also has earned a Teacher-Librarian degree which covers grades K-12. (Credentials attached)

Sandy has been on vacation for more than two weeks - seems like two months. Tom Ford was involved in an automobile accident which kept him absent for more than a week. Jackie Lepore fell on the freshly waxed floor and injured her leg and ankle. She drove herself home.

Two men in blue are our well-dressed maintenance men. We furnished them two uniforms each as with previous maintenance personnel. They look very nice and fitting for a library setting.

National Fuel Company cleaned our boilers and prepared them for winter. The inspector was in and inspected them. Oil has been supplied.

A conversation with Mr. Cappichino, Chief Engineer at the Department of Civil Service, confirmed my statement that part-time workers who have no status of being permanent employees may work as many hours as the employer care to assign to them without any infraction of the Fair Labor Standards Act.

In addition, I contacted our attorney concerning the matter and he agrees with my statement that part-time employees can work as many hours as assigned them without penalty.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
SEPTEMBER 23, 1985

President Herbert M. Gladstone called the meeting to order at 8:00 PM. The following members were present constituting a quorum: Horace K. Corbin, Jr., William J. O'Neill, 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 the First Vice-President stated that on January 1, 1985 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 1985 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 8/28/85 as presented. Mr. Corbin 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 August, 1985 with the exception of check #1177 to University Microfilms International in the amount of \$1,391.00. Mr. Corbin seconded the motion and it was passed unanimously.

Mrs. Reed will contact University Microfilms International regarding payment of subscription services in 1986.

Mr. Soloway questioned the purchase of the Guide to American Law. Mrs. Reed explained the purchase which was recommended by the Reference Librarian, and questioned the Board's right to question the Director's recommendation regarding the purchase of types of books indicating that this was a professional librarian's selection. Mr. Gladstone said that the Board has a right to question purchase of books especially when there is a specialty involved such as law. The Board's expertise on various subjects can be useful in judging the validity of purchases.

2) Financial Report:

Mr. Corbin made a motion to receive and file the Financial Report as presented. Mr. O'Neill seconded and it was carried unanimously.

SPECIAL REPORT BY LEONARD LEPORE:

Mr. Leonard Lepore, Township engineer, discussed the lighting situation to date. After meeting with representatives from Kelly and Salles and North American Phillips, Mr. Lepore offered recommendations as to fixtures and installation. After a brief tour of the area in question, the Board agreed that Mr. Lepore should continue in the direction he is going in, and that consultation will be held with electrical experts regarding fixtures, wiring and circuit boxes. As Mr. Lepore felt that guidance was needed as to what the staff could live with, Mr. Gladstone asked Mrs. Reed to speak to the staff about the current recommendations and report back to him during the week. Mr. Gladstone thanked Mr. Lepore for his report and for his services to the Board.

DIRECTOR'S REPORT:

Several successful programs were held at the library during the past month along with another outstanding bus trip.

Mrs. Reed noted that Mrs. Marie Magno will be taking an additional three months leave of absence due to illness.

COMMITTEE REPORTS:

1) Building and Maintenance:

Mrs. Itkin presented estimates for replacing the compressor in the old building. References and fees for maintenance will be obtained for the next Board meeting before a decision is made. Mr. Gladstone will contact Township Hall regarding payment since he felt that this purchase should be considered as a capital improvement.

Mrs. Strauss asked Mrs. Reed to have the maintenance staff clean the wood and upholstery on the library chairs.

2) Budget Committee:

Discussion was held concerning various line items for the 1986 budget.

Mr. Corbin made a motion to accept the proposed budget for 1986 in the amount of \$857,040 as recommended by the Budget Committee subject to a personnel meeting and the review of salaries regarding wage negotiations and additional staff. Mrs. Strauss seconded the motion and it was passed unanimously.

There was a short discussion of telephone options (purchase or rental). Funding will be considered for a possible updating of equipment in 1986. Further discussion will be held at subsequent meetings.

The Board agreed that purchases of a water cooler, staff furniture, a cot, two office chairs, a floor machine and one typewriter would be taken from the A/V Equipment line, 1985 budget. Estimates will be presented at the next Board meeting.

OLD BUSINESS:

1) Bookdrops:

Mr. Gladstone asked Mrs. Reed to present a written report at the next Board meeting on purchase of bookdrops with her recommendations, and also to advise the Board as to the type of bookdrops that are used by other libraries.

2) Paintings and Reproductions:

Sally Robbins should be available in the next two weeks to assist the library in determining the market value of library paintings and reproductions.

Mrs. Reed said that she has been in contact with an art dealer who will have a look at the paintings in question with an explanation of how to refurbish some of them.

3) Planning Program:

Mrs. Reed explained that she has not been able to get in touch with Mr. Drescher regarding the planning program. Details are needed as to time involved and number of staff that is needed. Mr. Gladstone asked Mrs. Reed to have her written recommendations prepared for the next Board meeting. The Board cannot make a final decision without the input of the director and staff.

4) Essex-Hudson Region III Library Cooperative:

The papers have been signed and sent to the library cooperative. Mrs. Reed will be the West Orange representative.

NEW BUSINESS:

1) Sundays:

Mr. Corbin moved to continue salary scales for Sunday openings until the next meeting in October, 1985. Mr. Soloway seconded the motion and it was carried unanimously.

COMMUNICATIONS:

Mr. O'Neill read the following correspondence:

1) A letter to Mrs. Carol Schafler concerning future consideration of a newsletter.

2) A copy of a letter sent to Mayor Spina from Mr. O'Hara tendering his resignation as a Trustee of the Library Board.

Mrs. Strauss made a motion that the Board of Trustees present a formal resolution to Mr. O'Hara in appreciation for his deeds and services to the Board. Mr. Corbin seconded the motion and it was carried unanimously.

Mrs. Strauss amended the motion adding that an appropriate plaque be ordered and presented to Mr. O'Hara. It was seconded by Mr. Corbin and approved unanimously.

3) A letter to Police Director Palardy offering a key to the library for future emergencies that may arise along with a list of persons to notify for same.

4) A letter to Father Kelly, Headmaster of Seton Hall Prep welcoming the school to West Orange and encouraging use of the library and related activities. Mr. Gladstone congratulated Mrs. Reed on her excellent letter and for offering library assistance.

ADJOURNMENT:

Mrs. Strauss moved that the public portion of the meeting be adjourned at 11:20 P. M. Mr. Soloway seconded the motion and it was carried unanimously.

EXECUTIVE SESSION:

Mr. Soloway gave an up-to-date report on negotiations for a two-year contract with the International Union of Operating Engineers, representing the library employees.

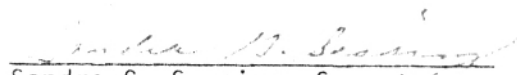
After discussion of a letter from Mr. Vincent J. Giblin, Business Manager of the union, Mr. Loftus suggested that the Board accept the proposal offered by Mr. Giblin with a wage re-opener for 1986.

Mrs. Strauss made a motion that the Board of Trustees accept the letter. The motion was seconded by Mr. Corbin and carried unanimously.

The Board agreed to hire Mrs. Brenna Maslin as temporary Children's Librarian whose weekly hours of work will not exceed (19) nineteen.

The meeting was adjourned at 12:08 A. M.

Respectfully submitted,


Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF AUGUST 1985

LIBRARY BOARD MEETING OF SEPT. 23, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF AUGUST 1985	ACCUMULATED BUDGET EXPENDITURES 8 MONTHS ENDED 8/31/85	UNEXPENDED BUDGET BALANCE ON 8/31/85	BILLS/ ACCOUNTS PAYABLE AT 9/23/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 8/31/85
SALARIES AND WAGES	\$447,000	\$ 33,580.74	\$268,478.18	\$178,521.82		\$178,521.82
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,213.73	18,246.88	13,253.12		13,253.12
SOCIAL SECURITY	32,000	2,412.59	19,496.31	12,503.69		12,503.69
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000		29,720.80	3,279.20		3,279.20
UNEMPLOYMENT INS., ETC.	8,000		3,270.00	4,730.00		4,730.00
WORKERS COMPENSATION INSURANCE	4,800	1,700.00	2,682.00	2,118.00		2,118.00
SUNDAY OPENINGS	7,800		5,785.27	2,014.73		2,014.73
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000	35.00	843.13	156.87		156.87
TRANSPORTATION	500	15.80	70.61	429.39	\$ 3.00	426.39
SEMINARS & WORKSHOPS	500		552.48	(52.48)		(52.48)
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	8,344.00	5,956.00	1,192.00	4,764.00
LEGAL & PROFESSIONAL SVCS.	3,000	236.00	4,159.50	(1,159.50)	1,555.75	(2,715.25)
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	3,325.84	20,520.96	22,479.04	3,843.16	18,635.88
MAIN LIBRARY-MAINT.	23,000	1,839.53	11,318.74	11,681.26	197.95	11,483.31
TORY CORNER - RENTAL	540	135.00	270.00	270.00		270.00
SERVICE CONTRACTS	4,250	1,050.00	2,863.51	1,386.49	270.00	1,116.49
PAYROLL SERVICES	1,800	118.59	1,111.96	688.04	126.75	561.29
MATERIAL & SUPPLIES:						
BOOKS	84,000	7,333.65	49,938.83	34,061.17	6,016.08	28,045.09
SUPPLIES	11,000	80.16	6,372.09	4,627.91	2,760.71	1,867.20
MICROFILM	3,500		6,705.54	(3,205.54)	1,391.00	(4,596.54)
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	184.35	1,650.54	6,599.46	48.10	6,551.36
AUDIO/VISUAL - MATERIALS	1,500	243.36	843.03	656.97	142.92	514.05
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700	1,300.00	1,300.00	3,400.00		3,400.00
TELEPHONE	3,500	339.92	2,624.27	875.73	336.83	538.90
POSTAGE	3,850	16.55	495.02	3,354.98	400.00	2,954.98
EQUIPMENT:						
LIBRARY	1,500	42.00	4,249.84	(2,749.84)	280.00	(3,029.84)
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	71.33	1,434.00	1,316.00	596.23	719.77
PHOTOCOPY	5,000	268.29	1,990.90	3,009.10	268.29	2,740.81
TOTAL	\$794,790	\$ 57,734.43	\$475,923.94	\$318,866.06	\$19,428.77	\$299,437.29

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF AUGUST 1985

	BALANCE 8/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 8/31/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 8/31/85	UNEXPENDED BUDGET BALANCES AT 8/31/85
BUDGET FUND							
RECEIPTS AND FUNDS	\$ 68,060.49	\$ -0-	(\$ 57,734.43)	\$ 10,326.06	\$308,540.00	\$ 19,428.77	\$299,437.29
COPY MACHINES							
XEROX	\$ 4,931.70	\$ 546.35	\$ -0-	\$ 5,478.05			
TOSHIBA	181.90	9.90		191.80			
SHARP	1,166.10			1,166.10			
TOTAL COPY MACHINES	\$ 6,279.70	\$ 556.25	\$ -0-	\$ 6,835.95			
FINES	13,091.59	1,644.31	-0-	14,735.90			
RENTALS	1,237.12	201.45	-0-	1,438.57			
PROJECTOR RENTAL	80.00	10.00	-0-	90.00			
MICROFILMS	83.20	-0-	-0-	83.20			
NON-RESIDENT FEE	80.00	-0-	-0-	80.00			
MEETING ROOM	260.00	160.00	-0-	420.00			
TELEPHONE	85.51	6.27	-0-	91.78			
DONATIONS	633.16	-0-	-0-	633.16			
INTEREST	8,326.03	1,270.62	-0-	9,596.65			
MISCELLANEOUS	6.33	-0-	-0-	6.33			
TOTAL RECEIPTS AND FUNDS	\$ 30,162.64	\$ 3,848.90	\$ -0-	\$ 34,011.54			
LOST BOOK FUND	\$ 640.43	\$ 104.89	\$ -0-	\$ 745.32			
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,388.30	\$ 99.93	\$ -0-	\$ 1,488.23			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
N.J. STATE AID FUND	\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00			
ACCUMULATED REVENUE FUND	\$154,217.55	\$ -0-	\$ -0-	\$154,217.55			
TOTAL ALL FUNDS	\$264,707.41	\$ 4,053.72	(\$ 57,734.43)	\$211,026.70			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,142.02
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	185,749.06
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	15,831.78
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	4,375.14
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	1,839.71
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,636.78
PETTY CASH	185.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	267.21
LESS: ACCOUNTS PAYABLE, 8/31/85	\$211,026.70
CASH FUNDS AVAILABLE AT 8/31/85	19,428.77
	\$191,597.93

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1985 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 23, 1985

CHECKS ARE DATED
AUGUST 31, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1106	LIBRARY W.O.-PUBLIC EMPLOYEES ASSOC.	1. SALARIES	\$ 43.68
1107	W.O.MUNICIPAL EMPLOYEES FCU	1. SALARIES-UNION DUES	406.00
1108	PERS 20284	1. SALARIES-EMPLOYEE SAV.	112.94
1109	PERS 20284-PENSIONS & LOANS	1. SALARIES-LIFE INS.	1,951.08
1110	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,299.52
1111	W.O. LIBRARY-UNEMPLOYMENT SAV A/C	1. SALARIES	143.79
1112	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,182.28
1113	TOWN OF W.O.-EMPLOYERS " "	27. EMPLOYER SOC. SEC.	1,182.29
1114	N.J. GROSS INCOME TAX	1. SALARIES	699.35
1115	MIDLANTIC NAT'L BANK	1. SALARIES -FED. W/T	2,344.81
1116	STATE OF N.J.-DEPT. OF TREASURY	27. EMPLOYER SOC. SEC.	18.18
	NET P/R 8/15/85 #4260-4287 (28)	1. SALARIES	11,409.55
	NET P/R 8/31/85 #4288-4314 (27)	1. SALARIES	<u>11,362.92</u>
<u>SUB-TOTAL</u>			\$ 33,156.39
<u>ADD: CHECKS #1050-1105 FOR PAYMENT</u>			
ISSUED AT 8/28/85			<u>24,735.06</u>
<u>CHECKS ISSUED FOR THE MONTH OF AUGUST 1985</u>			\$ 57,891.45
<u>LESS:</u>			
PETTY CASH CHECK #1095		PETTY CASH FUND \$	15.00
DEPOSITS 8/29	26.	HOSPITALIZATION	132.29
" 8/30	4.	SUPPLIES	<u>9.73</u>
			<u>157.02</u>
<u>TOTAL EXPENDITURES-MONTH OF AUGUST 1985</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 57,734.43</u>

PAYMENT RECOMMENDED BY:

Lea N. Leek

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1985 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 23, 1985

4.

CHECKS ARE DATED
SEPTEMBER 23, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1117	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	\$ 406.00
1118	MIDLANTIC NAT'L BANK	1. SALARIES	2,211.49
1119	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC.SEC.	1,127.97
1120	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,127.96
1121	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
1122A	ADP, Inc.	11. PAYROLL SERVICES	\$ 10.00
B	" "	11. " "	58.25
C	" "	11. " "	58.50
1123	A. M. BEST Co.	2. BOOKS	126.75
1124	AMERICAN COMMERCIAL EQUIP. Co.	17. EQUIPMENT	210.00
1125	AMERICAN INSTITUTE FOR ECONOMIC RES.	19. MAGAZINES	280.00
1126	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES	3.00
1127A	AT & T INFO. SYSTEMS	9. TELEPHONE	407.64
B	" " " " "	9. " "	\$ 122.32
1128A	BAKER & TAYLOR	2. BOOKS	2.65
B	" " "	2. " "	\$ 34.39
C	" " "	2. " "	44.39
1129A	BAKER & TAYLOR	2. BOOKS	24.02
B	" " "	2. " "	\$ 83.90
C	" " "	2. " "	178.63
D	" " "	2. " "	324.47
E	" " "	2. " "	455.49
F	" " "	2. " "	11.62
G	" " "	2. " "	190.74
H	" " "	2. " "	409.82
I	" " "	2. " "	(11.65)
J	" " "	2. " "	416.18
K	" " "	2. " "	64.02
L	" " "	2. " "	9.41
M	" " "	2. " "	16.85
N	" " "	2. " "	525.06
1130A	BAKER & TAYLOR	2. BOOKS	593.78
B	" " "	2. " "	\$ 50.70
C	" " "	2. " "	23.67
1131A	BAKER & TAYLOR	2. BOOKS	69.28
B	" " "	2. " "	\$ 4.49
1132	BAY AREA LIBRARY & INFO. SYS.	2. BOOKS	3.34
1133	BLOOMFIELD WINDOW CLEANING Co.	11. SERVICE CONTRACT	7.83
1134A	R. R. BOWKER	2. BOOKS	16.95
B	" " "	2. " "	\$ 146.94
1135A	BRODART Co.	4. SUPPLIES	125.94
B	" " "	4. " "	\$ 214.56
C	" " "	4. " "	199.43
D	" " "	4. " "	23.46
E	" " "	4. " "	538.00
1136	CATO INSTITUTE	2. BOOKS	218.56
1137	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIAL	1,194.01
1138	CHIP WINANS PRODUCTIONS	2. BOOKS	18.94
1139	CLARUS MUSIC LTD.	21. A/V MATERIAL	40.75
1140A	CONGRESSIONAL QUARTERLY	2. BOOKS	10.97
B	" " "	2. " "	\$ 11.20
C	" " "	2. " "	26.90
1141	CONSUMER REPORTS BOOKS	2. BOOKS	37.90
1142	CRC PRESS, INC.	2. BOOKS	76.00
1143	VOID		9.90
1144A	C. W. ASSOCIATES	2. BOOKS	\$ 12.00
B	" " "	2. " "	13.00
			25.00

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1985 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 23, 1985

CHECKS ARE DATED
SEPTEMBER 23, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1145	E & M O'HARA	6. MAINTENANCE	\$ 59.05
1146	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT	117.00
1147	FEDERATED ART ASSOC. OF N.J.	2. BOOKS	2.50
1148	THE FOUNDATION CENTER	2. BOOKS	81.95
1149	G. K. HALL & Co.	2. BOOKS	87.27
1150	VOID		
1151	GAYLORD BROS. INC.	4. SUPPLIES	687.92
1152A	GALE RESEARCH	2. BOOKS	\$ 304.00
B	" "	2. "	<u>304.00</u>
1153	GREY HOUSE PUBLISHING	2. BOOKS	95.00
1154	THE HIGHSMITH CO., INC.	4. SUPPLIES	21.43
1155A	INGRAM	2. BOOKS	\$ 4.54
B	" "	2. "	<u>5.72</u>
1156	JOHNSON PUBLISHING CO.	2. BOOKS	15.50
1157	KULACS ENGRAVING SERVICE	4. SUPPLIES	325.00
1158	LAPAT DUPLICATING SUPPLIES CO.	4. SUPPLIES	163.50
1159A	LOFTUS & CUOZZI	24. LEGAL	\$ 1,083.75
B	" " "	24. "	236.00
C	" " "	24. "	<u>236.00</u>
1160	LOWEN PUBLISHING	2. BOOKS	20.95
1161	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,192.00
1162	MINNESOTA SCHOLARLY PRESS	2. BOOKS	38.50
1163	NATIONAL JOURNAL	2. BOOKS	36.95
1164A	N.J. BELL	9. TELEPHONE	\$ 192.84
B	" " "	9. "	<u>19.02</u>
1165	PETTY CASH	4. SUPPLIES	\$ 11.50
	" "	6. MAINTENANCE	19.40
	" "	12. TRANSPORT.	3.00
	" "	LOST BOOK	<u>3.30</u>
1166	PITNEY BOWES	11. SERVICE CONTRACTS	63.00
1167	POSTMASTER	13. POSTAGE	400.00
1168	PSE & G	8. UTILITIES	3,843.16
1169	PUBLIC AFFAIRS COMMITTEE, INC.	19. MAGAZINES	18.60
1170	SALZMAN'S ARMY-NAVY STORE	18. JANITORIAL SUPPLIES	117.92
1171	ST. MARTIN'S PRESS, INC.	2. BOOKS	37.69
1172	NEIL S. SULLIVAN ASSOC.	6. MAINTENANCE	119.50
1173	THIRD SECTOR PRESS	2. BOOKS	32.94
1174	THORNDIKE PRESS	2. BOOKS	90.63
1175	TREASURER STATE OF N.J., MAPS & PUBL.	19. MAGAZINES	26.50
1176	TREASURER STATE OF N.J., PUR. BUREAU	2. BOOKS	125.00
1177A	UNIVERSITY MICROFILMS INT'L	20. MICROFILM	\$ 868.00
B	" " "	20. "	<u>523.00</u>
1178A	VALENTE'S HARDWARE, INC.	18. JAN. SUPPLIES	\$ 9.88
B	" " "	18. " "	14.75
C	" " "	18. " "	1.79
D	" " "	18. " "	2.25
E	" " "	18. " "	18.09
F	" " "	18. " "	<u>23.91</u>
1179	WEST PRESS	2. BOOKS	70.67
1180	WEST PUBLISHING CO.	2. BOOKS	15.49
			486.00

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1985 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 23, 1985

CHECKS ARE DATED
SEPTEMBER 23, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1181A	WOLSTEN'S PROJECTOR HOUSE, INC.	21. A/V MATERIAL	\$ 60.00
B	" " " "	21. A/V MATERIAL	28.25 \$ 88.25
1182A	XEROX CORP.	4. SUPPLIES	\$ 357.35
B	" "	25. PHOTOCOPY	268.29 625.64
			<hr/>
<u>SUB-TOTAL</u>			\$ 24,305.49
<u>LESS:</u>			
CHECK #1117		1. SALARIES	\$ 406.00
1118		1. "	2,211.49
1119		27. EMPLOYER SOC. SEC.	1,127.97
1120		1. SALARIES	1,127.96
1165		LOST BOOK FUND	3.30 4,876.72
<u>TOTAL ACCOUNTS PAYABLE-JUNE 1985</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 19,428.77</u>

PAYMENT RECOMMENDED BY:

Lola N. Leed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE public library

AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MR. DRESCHER - STATE LIBRARY
4. MINUTES
5. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL REPORT
6. STAFF/COMMUNITY PARTICIPATION
7. DIRECTOR'S REPORT
8. COMMITTEE REPORTS
9. OLD BUSINESS
10. NEW BUSINESS
11. COMMUNICATIONS
12. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

OCTOBER 23, 1985

TELEPHONES

On the morning of September 24 a delegation of six employees visited the AT&T facility in an effort to gain first-hand knowledge and experience on the Merlin System. Two persons were on hand to demonstrate, explain different facets of the Merlin and to answer questions asked by the group. A collective reaction of the employees is that they are aware of a need for an advanced and improved telephone system and are very much in favor of the Merlin System. (Sandy has some feedback reports)

PROPOSED
BUDGET

The Proposed Budget request for 1986 was submitted to the Business Administrator's office on October 1. The library is scheduled to a budget hearing at 4:45 P. M. on November 7.

STAFF
MEETINGS

During the month we have had two staff meetings. One was to report and discuss the information given to us at the meeting of September 23 by Mr. Leonard Lepore on the proposed lighting for the Edison wing of the library. We also discussed briefly matters concerning a new telephone system.

The second meeting took place on October 15 at 9:00 A. M. with Mr. Lepore. He explained the new lighting as he had done for the Board. There was a question and answer period when he patiently listened and answered questions put to him by employees.

BOOKDROPS

Shirley Itkin and Lola Reed visited three libraries to investigate the types of bookdrops each had and the advantages of them. They were Somerset County Library, Morris County Library and the State Library. There were pros and cons about all three. We were more impressed with the Somerset County bookdrop. The least impressive was the built-in bookdrop at the Morris County Library.

STAFF
NEWS

A card of condolence was sent to Mrs. Alma Laing due to the death of her daughter. Members of the staff were permitted to visit the funeral home wake during the day.

INSURANCE

Joel Benisch of the Benisch Insurance Company visited me on October 10 to present and explain our insurance policy. He stated that he is available in November to meet with a committee or the entire board to clarify any questions you might have on any part or all of the policy. A specimen of the Directors and Officers Liability policy was sent to our attorney to be reviewed.

PAINTINGS
AND
REPRODUCTIONS

Every effort has been made to get Mrs. Sally Robbins to assist us by giving a couple of hours of her time to the library to evaluate our old circulating print collection. Both my office and that of Community Service have been in touch with her a number of times. We have gotten the impression that she is holding out to be offered a fee.

However, Mr. James Brown, of the Redpath Art Service came in as he had previously promised and gave us an evaluation. He stated that a few paintings could be touched up and salvaged for a short period but the bulk of the collection should be touched up and put on sale.

Without charge for his service, Mr. Brown conducted a working session with Sandy and other members of our staff in touch up and repair of paintings to make them saleable.

QUIET
STUDY

We have finally completed the "quiet" area for study in the library. I am pleased to report that it is being used daily.

BUILDING
AND
GROUNDS

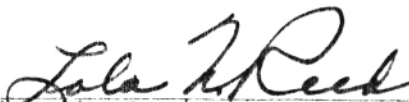
The custodial staff has completed the cleaning of the upholstered chairs. They only have the smaller ones to be cleaned within the next few days.

The Fire Department officials visited us on September 17 for routine inspection.

The air conditioning was serviced for winter last month. The heat was turned on October 17.

UNION
CONTRACT

The contract for union employees was signed on October 17.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
OCTOBER 23, 1985

President Herbert N. Gladstone called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Albert F. Kupferer, William J. O'Neill, 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:

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 1985 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.

PRESENTATION BY STATE LIBRARY CONSULTANTS:

Mr. Robert Drescher, Head, Library Development Bureau, Mr. Keith Michael Fiels, and Ms. Tina Keresztury, library consultants, discussed with the Board of Trustees goals and objectives for planning. Results of the compilation of the discussion will be sent to the Board for review.

SPECIAL PRESENTATION TO MICHAEL O'HARA:

Mr. Gladstone presented a resolution, signed by the Trustees, to Mr. Michael O'Hara commending the time and effort he has given as a Board member for the past five years. A letter was also read listing books purchased for the library on behalf of Mr. O'Hara's trusteeship and Irish heritage. An engraved plaque culminated the presentation. Mr. O'Hara thanked the Board for their thoughtfulness and said that he would miss the comradeship shared by the Trustees and expressed his feelings that the Library Board was one of the best boards to serve on in the township.

MINUTES:

Mr. Soloway made a motion to accept the Minutes of the Board meeting of 9/23/85 as presented. Mr. O'Neill seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of September, 1985. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim reviewed various line items noting that the supply line was low in funds. Mrs. Reed was advised to watch purchases on certain line items.

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

DIRECTOR'S REPORT:

Mrs. Reed was pleased to report that the library will receive 100% State Aid funding for 1985.

The State Library has awarded the Essex County Directors Group a \$10,000 grant to purchase large print books for a circulating collection. Mr. Soloway suggested that a memo be sent to all directors of nursing homes and senior citizen buildings notifying them of the new acquisition when it is available.

COMMITTEE REPORTS:

1) Building and Grounds:

Mr. O'Hara will be talking to Mr. Lepore about the lighting fixtures in the near future. Mr. Lepore has met with the staff to review the proposed installation of fixtures, and Mrs. Reed will contact him to establish a time frame for the work to be done.

2) Personnel Committee:

A contract has been signed with the employees union for one year. Mr. Soloway noted that the "New York Times" has projected a cost of living increase of 2.8%-2.9% for 1986. The contract which has a wage re-opener, will be restricted to salaries only. Mr. Loftus also pointed out that the contract designates Sundays as voluntary work days at time-and-one-half.

The United States Supreme Court has ruled that employees who work over 40 hours in one week's time, be paid overtime for the time beyond 40 hours. The minimum wage must be maintained at \$3.35, which the library has been paying all along.

OLD BUSINESS:

1) Telephones:

Mr. Corbin expressed his concern about the lack of information regarding the number of telephones needed by staff, types of phones to be used, and costs. Mr. Gladstone explained that information is being gathered, but as yet, the Board is not ready to vote on the phones. It will be discussed in the near future, and perhaps financial adjustments can be made when the next budget is being proposed. Mr. Gladstone instructed Mrs. Reed to have a list of equipment items needed for the following year prepared with estimates by July 1, 1986.

2) 1985 Equipment Purchases:

Mrs. Strauss made a motion to authorize purchases of equipment as noted in the Minutes of 9/23/85, with the exception of staff furniture, (which will be discussed at the next meeting), with an addition of one bookdrop, subject to the accountant's verification of sufficient funds available in the total budget. Mr. Corbin seconded the motion and it was carried unanimously.

NEW BUSINESS:

Mr. Gladstone said that the Board had received Mrs. Reed's CECLS Automation Report, but that the Trustees should have been apprised of the matter prior to the formation of the 1986 budget. Mrs. Reed explained that she had mentioned it before, but the data was not available for distribution. It was decided that discussion will be deferred until the next Board meeting.

COMMUNICATIONS:

- 1) A letter from Mrs. Reed to Nicea D'Annunzio, inviting her to make use of the new "quiet" reading area.
- 2) A letter to Mrs. Reed from Leonard Lepore offering his services to explain the lighting improvements to the staff.
- 3) A letter from Rev. Michael Kelly, Seton Hall Preparatory School thanking Mrs. Reed for her welcoming letter and invitation to use the library facilities.


The public portion of the meeting was adjourned at 10:50 P. M.

EXECUTIVE SESSION:

The Board approved payment of 4.4% cost of living to individuals who work regular part-time hours and have been working in the library for at least one year.

The Board confirmed the fact that the library will proceed with planning with the assistance of the State Library consultants.

Respectfully submitted,


 Albert F. Kupferer, Secretary
 Board of Trustees


 Sandra G. Sessing
 Secretary

WHEREAS, MICHAEL O'HARA was appointed Library Trustee in January, 1980 by Mayor Spina, and has served as a Trustee of the Library Board in the Township of West Orange for a total of five years and eight months; and

WHEREAS, MICHAEL O'HARA has generously given of his time and effort and has worked as a member of the Board and has discharged his duties and responsibilities as a member of the Board of Trustees above and beyond his position as Trustee and as a member of the Building and Grounds Committee, and

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

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

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

Adopted this 23rd day of October, 1985.

Robert M. Gladstone
William J. O'Neill
Irving J. Soloway
Celia O'Hara

Albert F. Kupfer
Attest: [Signature]

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER 1985

LIBRARY BOARD MEETING OF OCTOBER 23, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF SEPT. 1985	ACCUMULATED BUDGET EXPENDITURES 9 MONTHS ENDED 9/30/85	UNEXPENDED BUDGET BALANCE ON 9/30/85	BILLS/ ACCOUNTS PAYABLE AT 10/23/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 9/30/85
SALARIES AND WAGES	\$447,000	\$ 31,907.96	\$300,386.14	\$146,613.86		\$146,613.86
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,167.23	20,414.11	11,085.89		11,085.89
SOCIAL SECURITY	32,000	2,278.31	21,774.62	10,225.38		10,225.38
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000		29,720.80	3,279.20		3,279.20
UNEMPLOYMENT INS., ETC.	8,000	820.48	4,064.87	3,935.13		3,935.13
WORKERS COMPENSATION INSURANCE	4,800		2,682.00	2,118.00	\$ 180.00	1,938.00
SUNDAY OPENINGS	7,800	408.52	6,193.79	1,606.21		1,606.21
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000	328.50	1,171.63	(171.63)	83.88	(255.51)
TRANSPORTATION	500	3.00	73.61	426.39	19.60	406.79
SEMINARS & WORKSHOPS	500		552.48	(52.48)		(52.48)
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	9,536.00	4,764.00	1,192.00	3,572.00
LEGAL & PROFESSIONAL SVCS.	3,000	1,555.75	5,715.25	(2,715.25)	236.00	(2,951.25)
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	3,843.16	24,364.12	18,635.88	5,109.69	13,526.19
MAIN LIBRARY-MAINT.	23,000	237.95	11,556.69	11,443.31	2,006.64	9,436.67
TORY CORNER - RENTAL	540		270.00	270.00	135.00	135.00
SERVICE CONTRACTS	4,250	270.00	3,133.51	1,116.49	313.00	803.49
PAYROLL SERVICES	1,800	126.75	1,238.71	561.29	119.86	441.43
MATERIAL & SUPPLIES:						
BOOKS	84,000	6,044.08	55,982.91	28,017.09	7,091.76	20,925.33
SUPPLIES	11,000	2,788.71	9,160.80	1,839.20	985.83	853.37
MICROFILM	3,500		6,705.54	(3,205.54)	636.07	(3,841.61)
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	48.10	1,698.64	6,551.36	125.60	6,425.76
AUDIO/VISUAL -MATERIALS	1,500	142.92	985.95	514.05	145.46	368.59
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700		1,325.61	3,374.39	2,157.63	1,216.76
TELEPHONE	3,500	336.83	2,961.10	538.90	346.19	192.71
POSTAGE	3,850	400.00	895.02	2,954.98	3.05	2,951.93
EQUIPMENT:						
LIBRARY	1,500	280.00	4,529.84	(3,029.84)		(3,029.84)
MAINTENANCE EQUIPMENT	1,000			1,000.00	104.90	895.10
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	596.23	2,030.23	719.77	7.31	712.46
PHOTOCOPY	5,000	268.29	2,259.19	2,740.81	293.07	2,447.74
TOTAL	\$794,790	\$ 56,044.77	\$531,968.71	\$262,821.29	\$ 21,292.54	\$241,528.75

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF SEPTEMBER 1985

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	BALANCE 9/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 9/30/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 9/30/85	UNEXPENDED BUDGET BALANCES AT 9/30/85
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>	\$ 10,326.06	\$ -0-	\$ 56,044.77	(\$ 45,718.71)	\$ 308,540.00	\$ 21,292.54	\$ 241,528.75
<u>COPY MACHINES</u>							
XEROX	\$ 5,478.05	\$ 615.50	\$ -0-	\$ 6,093.55			
TOSHIBA	191.80	19.25		211.05			
SHARP	1,166.10			1,166.10			
TOTAL COPY MACHINES	\$ 6,835.95	\$ 634.75	\$ -0-	\$ 7,470.70			
FINES	14,735.90	1,505.75	-0-	16,241.65			
RENTALS	1,438.57	275.80	-0-	1,714.37			
PROJECTOR RENTAL	90.00		-0-	90.00			
MICROFILMS	83.20		-0-	83.20			
NON-RESIDENT FEE	80.00		-0-	80.00			
MEETING ROOM	420.00		-0-	420.00			
TELEPHONE	91.78	5.42	-0-	97.20			
DONATIONS	633.16		-0-	633.16			
INTEREST	9,596.65	1,216.19	-0-	10,812.84			
MISCELLANEOUS	6.33	5.72	-0-	12.05			
TOTAL RECEIPTS AND FUNDS	\$ 34,011.54	\$ 3,643.63	\$ -0-	\$ 37,655.17			
<u>LOST BOOK FUND</u>	\$ 745.32	\$ 93.15	\$ -0-	\$ 838.47			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	\$ 1,488.23	\$ 130.20	\$ -0-	\$ 1,618.43			
<u>PETTY CASH & CHANGE FUND</u>	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
<u>N.J. STATE AID FUND</u>	\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00			
<u>ACCUMULATED REVENUE FUND</u>	\$ 154,217.55	\$ -0-	\$ -0-	\$ 154,217.55			
<u>TOTAL ALL FUNDS</u>	\$ 211,026.70	\$ 3,866.98	\$ -0-	\$ 158,848.91			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,233.96
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	145,556.25
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	3,626.61
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	4,903.75
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	1,863.85
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,308.28
PETTY CASH	185.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	171.21
LESS: ACCOUNTS PAYABLE, 9/30/85	\$ 158,848.91
CASH FUNDS AVAILABLE AT, 9/30/85	21,292.54
	<u>\$ 137,556.37</u>

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH - JULY, AUGUST, SEPTEMBER 1985BILLS PRESENTED FOR PAYMENT ONOCTOBER 23, 1985

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>AUG.</u>				
12	1739	LISTEN AMERICA CLUB	2. BOOKS	\$ 28.00
16	1740	UNITED RENT - ALL	6. MAINTENANCE	40.00
<u>SEPT.</u>				
9	1741	ORANGE PUBLIC LIBRARY	4. SUPPLIES	28.00

TOTAL CHECKS FROM THE PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS JULY, AUGUST,
SEPTEMBER 1985

\$ 96.00

PAYMENT RECOMMENDED BY:

Lola Reed

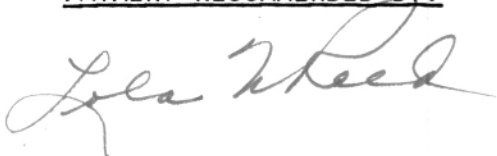
PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

SEPTEMBER 1985 BILLS PRESENTED FOR PAYMENT ONOCTOBER 23, 1985CHECKS ARE DATED
SEPTEMBER 30, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1183	LIBRARY W.O.-PUBLIC EMPLOYEE ASSOC.	1. SALARIES	\$ 43.68
1184	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES - UNION DUES	406.00
1185	PERS 20284	1. SALARIES -EMPLOYEE SAV.	112.94
1186	PERS 20284	1. SALARIES -LIFE INS.	1,966.10
1187	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,299.52
1188	W.O. LIBRARY-UNEMPLOYMENT SAV. A/C	1. SALARIES	127.98
1189	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,150.30
1190	TOWN OF W.O.-EMPLOYER SOC. SEC.	27. EMPLOYER'S SOC. SEC.	1,150.34
1191	N.J. GROSS INCOME TAX	1. SALARIES	670.81
1192	MIDLANTIC NAT'L BANK	1. SALARIES-FED. W/T	2,198.52
1193	N.J. DIV. OF UNEMPLOYMENT SECURITY	28. GENERAL	\$ 820.48
		TRANSFER	<u>468.85</u>
	NET P/R 9/15/85 - #4315-4343 (29)	1. SALARIES	10,797.54
	NET P/R 9/30/85 - #4344-4380 (37)	1. SALARIES	<u>11,097.16</u>
	<u>SUB-TOTAL</u>		\$ 33,310.22
	<u>ADD: CHECKS #1117-1182 FOR PAYMENT ISSUED</u>		
	<u>AT 9/23/85</u>		<u>24,305.49</u>
	<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1985</u>		\$ 57,615.71
	<u>ADD: PETTY CASH CHECKS #1739-1741 ISSUED DURING</u>		
	<u>JULY, AUGUST, SEPTEMBER 1985</u>		<u>96.00</u>
	<u>SUB-TOTAL</u>		\$ 57,711.71
	<u>LESS:</u>		
	VOID CHECK #1177	20. MICROFILMS	\$1,391.00
	EXCHANGE	UNEMPLOY. SECURITY	468.85
	DEPOSIT 9/27	26. HOSPITALIZATION	132.29
	LOST BOOK FUND	LOST BOOK FUND	<u>3.30</u>
	<u>SUB-TOTAL</u>		<u>1,995.44</u>
	<u>ADD:</u>		
	DECREASE IN COMMUNITY SERVICE CHECKING ACCOUNT		<u>328.50</u>
	<u>TOTAL EXPENDITURES - MONTH OF SEPTEMBER 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 56,044.77</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICKBY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY
 SEPTEMBER 1985 BILLS PRESENTED FOR PAYMENT ON
 OCTOBER 23, 1985

5.

CHECKS ARE DATED
 OCTOBER 23, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1194	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	\$ 406.00
1195	MIDLANTIC NAT'L BANK	1. SALARIES	2,251.31
1196	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYER'S SOC. SEC.	1,202.85
1197	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,202.85
1198	STATE OF N.J.-DIVISION OF TAXATION	27. EMPLOYER'S SOC. SEC.	9.53
1199	A. ABORN	11. SERVICE CONTRACT	15.00
1200	ADP, INC.	11. PAYROLL SERVICES	119.86
1201	A. M. BEST COMPANY	2. BOOKS	360.00
1202	A. R. MEEKER CO.	11. SERVICE CONTRACT	181.00
1203A	BAKER & TAYLOR	2. BOOKS	\$ 21.48
B	" " "	2. "	60.22
C	" " "	2. "	146.04
D	" " "	2. "	46.97
1204A	BAKER & TAYLOR	2. BOOKS	\$ 126.15
B	" " "	2. "	489.81
C	" " "	2. "	424.46
D	" " "	2. "	710.95
E	" " "	2. "	(8.96)
F	" " "	2. "	(24.27)
G	" " "	2. "	53.32
H	" " "	2. "	482.32
I	" " "	2. "	(11.30)
J	" " "	2. "	1,190.89
K	" " "	2. "	23.90
L	" " "	2. "	(7.16)
M	" " "	2. "	(97.64)
1205A	BAKER & TAYLOR	2. BOOKS	\$ 222.64
B	" " "	2. "	169.36
C	" " "	2. "	38.28
D	" " "	2. "	(3.20)
1206	BAKER & TAYLOR	2. BOOKS	427.08
1207A	BENISH & CO.	5. INSURANCE	106.43
B	" " "	2. "	(\$ 258.00)
C	" " "	2. "	2,157.63
1208	BOCA	2. "	438.00
1209	BOWKER	2. BOOKS	52.00
1210	BRODART CO.	2. BOOKS	190.00
1211	CARPET WAREHOUSE OUTLET	4. SUPPLIES	235.53
1212	CENTER TYPEWRITER	10. COMMUNITY RELATIONS	83.88
1213A	CHAMBERS RECORD & VIDEO CORP.	17. EQUIP.-REPAIR	65.90
B	" " " " " "	21. A/V MATERIAL	\$ 15.98
1214	COMMONWEALTH WATER CO.	21. " "	129.48
1215	DEACON PRESS, INC.	8. UTILITIES	145.46
1216	ELEVATOR MAINTENANCE CORP.	4. SUPPLIES	143.33
1217	FACSIMILE BOOK SHOP	11. SERVICE CONTRACT	57.00
1218	GAYLORD BROS., INC.	2. BOOKS	117.00
1219A	KELLY & SALLES ELECTRICAL SUPPLY	4. SUPPLIES	26.45
B	" " " " " "	6. MAINTENANCE	32.64
C	" " " " " "	6. "	\$ 533.04
1220	KOTLER TYPEWRITER CO.	6. "	15.12
1221	LDA PUBLISHERS	6. "	263.60
1222	LADYBIRD BOOKS, INC.	17. EQUIP.-REPAIR	811.76
1223	LEAGUE OF WOMEN VOTERS, INC.	2. BOOKS	39.00
1224	LISTEN FOR PLEASURE, LTD.	2. BOOKS	7.50
1225	LOFTUS & CUOZZI	19. MAGAZINES	37.00
1226	MCGRAW-HILL BOOK CO.	2. BOOKS	25.00
1227A	MAIN LINE BOOK CO.	24. LEGAL	64.36
B	" " " " " "	2. BOOKS	236.00
		2. BOOKS	31.49
		2. "	\$ 985.52
		2. "	(36.03)
			949.49

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1985 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 23, 1985

CHECKS ARE DATED
OCTOBER 23, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1228	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	\$ 1,192.00
1229	MARSHALL CAVENDISH	2. BOOKS	409.95
1230A	NATIONAL FUEL OIL, INC.	8. UTILITIES	\$1,612.42
B	" " " "	6. MAINTENANCE	<u>236.00</u> 1,848.42
1231	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	8.95
1232	NATIONAL JOURNAL	2. BOOKS	36.95
1233	THE NATIONAL UNDERWRITER CO.	2. BOOKS	31.42
1234	N.J. BELL	9. TELEPHONE	217.58
1235A	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 410.27
B	" " " "	4. "	4.74
C	" " " "	4. "	4.74
D	" " " "	4. "	11.60
E	" " " "	4. "	3.96
F	" " " "	4. "	8.40
G	" " " "	4. "	3.40
H	" " " "	4. "	16.56
I	" " " "	4. "	6.48
J	" " " "	4. "	2.88
K	" " " "	4. "	3.87
L	" " " "	4. "	61.80
M	" " " "	4. "	3.46
N	" " " "	4. "	<u>45.00</u> 587.16
1236	OCTAMERON ASSOCIATES	2. BOOKS	12.80
1237	E & M O'HARA	6. MAINTENANCE	39.63
1238	PETTY CASH	LOST BOOK FUND	\$ 25.80
	" "	4. SUPPLIES	30.43
	" "	12. TRANSPORTATION	19.60
	" "	13. POSTAGE	<u>3.05</u> 78.88
1239	PRESCRIPTION CENTER	4. SUPPLIES	11.67
1240	PSE & G	8. UTILITIES	3,353.94
1241	RED PATH ART SERVICE	2. BOOKS	653.00
1242	RE-MARKABLES PRODUCTS, INC.	4. SUPPLIES	31.40
1243	ERNEST SAMPINO	6. MAINTENANCE	40.00
1244	SILVER BURDETT CO.	2. BOOKS	7.10
1245	UNIVERSITY OF ILLINOIS	2. BOOKS	3.50
1246	UNIVERSITY MICROFILMS INT'L	20. MICROFILMS	636.07
1247A	VALENTE'S HARDWARE, INC.	18. JANITORIAL SUPPLIES	\$ 3.89
B	" " " "	18. " "	<u>3.42</u> 7.31
1248	VOLPE SERVICE, INC.	6. MAINTENANCE	879.25
1249	WEST ORANGE COMMUNITY HOUSE	7. TORY CORNER	135.00
1250	WORLD ALMANAC PUBLICATIONS	2. BOOKS	49.11
1251A	XEROX CORP.	25. PHOTOCOPY	\$ 268.29
B	" " " "	25. "	<u>24.78</u> 293.07
1252A	YOUNG'S NEWS SERVICE	19. MAGAZINES	\$ 50.30
B	" " " "	19. "	<u>50.30</u> 100.60

WEST ORANGE FREE PUBLIC LIBRARYSEPTEMBER 1985 BILLS PRESENTED FOR PAYMENT ONOCTOBER 23, 1985CHECKS ARE DATED
OCTOBER 23, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1253A	AT & T INFORMATION SYSTEMS	9. TELEPHONE	\$ 125.96
B	" " " "	9. "	<u>2.65</u> \$ 128.61
			<u>\$ 26,390.88</u>
<u>SUB-TOTAL</u>			
<u>LESS:</u>			
CHECK #1194			\$ 406.00
#1195			2,251.31
#1196			1,202.85
#1197			1,202.85
#1198			9.53
#1238			<u>25.80</u>
<u>TOTAL ACCOUNTS PAYABLE - SEPTEMBER 1985</u>			<u>5,098.34</u>
<u>PER BUDGET REPORT</u>			<u>\$ 21,292.54</u>

PAYMENT RECOMMENDED BY:*Lea Wheel*PAYMENT APPROVED BY:PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICKBY: *Stewart Manheim PA*

WEST ORANGE public library

BOARD OF TRUSTEES
MEETING
NOVEMBER 25, 1985

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MINUTES
4. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL REPORT
5. STAFF/COMMUNITY PARTICIPATION
6. DIRECTOR'S REPORT
7. COMMITTEE REPORTS
8. OLD BUSINESS
9. NEW BUSINESS
10. COMMUNICATIONS
11. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

November 25, 1985

STAFF

We have been plagued by a number of illnesses during the month. Almost all of those who were out due to illness have returned to their duties.

OVERTIME

The latest ruling on the overtime law allows state and local governments the option of paying employees overtime in either compensatory time off or cash, both at 1½ times the regular rate. Custodial workers on our staff will probably be the only ones affected. My suggestion is that we pay them for overtime rather than give them compensatory time. The reasoning behind this suggestion is that we would better benefit if they are present during opening hours and many times during the winter months when we are closed. Unless there is a prolonged period of snow and inclement weather there would be no need for them to accumulate a great number of overtime hours.

LIGHTING

A conversation with Mr. Lepore about our lighting revealed that he plans to begin work shortly after the Christmas holidays. He is not sure of the length of time involved until he meets with Mr. O'Hara. He also states that the work could be expedited if we alter our opening hours for a few days. An example given was no morning hours during the period in question.

INSURANCE

Contact was made with Mr. Joel Benisch of our insurance company on coverage for the Director and Trustees. He is willing to shop around for a company for this type of insurance. Does the Board approve?

CHECKS

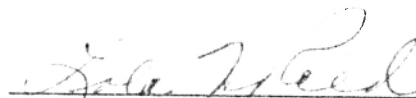
The State Aid check of \$49,388 was received.

Inquiries about employees' escrow checks being held and the Board's position as to payment of dues to the union have been made. Forms to be sent with payments to the union office were received.

COMMUNITY

RELATIONS

Two concerts were held during the month. Isabel Ganz performed beautifully to a small group. Mitchell Zeidwig gave a superb performance to a large crowd of music enthusiasts. A bus trip to Hunterdon Hills Playhouse was enjoyed by a bus load of pleased participants.



Lola N. Reed, Director

LNR/sgs

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
NOVEMBER 25, 1985

President Herbert M. Gladstone called the meeting to order at 8:15 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., William J. O'Neill, Irving J. Soloway and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant, and Lola N. Reed, Library Director. Due to the change of meeting dates, Mr. Kupferer and the library counselors were not able to attend.

OPEN PUBLIC MEETINGS ACT:

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 1985 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 meeting of October 23, 1985 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim pointed out that the EBSCO bill had been analyzed and that the library will be billed for subscriptions of magazines as they come due during 1986.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of October, 1985. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim and Mrs. Reed will investigate microfilm copier receipts to determine the extent of patron usage and the submission of receipts from the Reference Department.

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

3) 1985 Budget:

Mrs. Strauss made a motion to accept a final budget of \$874,095 for 1985 which includes \$660,000 received from the Township of West Orange, and to transfer \$154,217 from Accumulated Revenues and \$9,878 from State Aid for 1984 to the operating budget. Mr. Soloway seconded the motion and it was passed unanimously.

Action on union dues will be held until the December Board meeting. Counsel will review letters from the International Union of Operating Engineers dated October 31, 1985 and November 15, 1985, and will determine the status of dues during the hiatus that took place between the change of unions. Counsel will prepare a written opinion for the Board before a motion can be made.

Mrs. Reed was asked to provide facts pertaining to the past and present history of the unions which will include membership dates.

DIRECTOR'S REPORT:

1) Overtime:

Mrs. Reed recommended that employees' overtime be paid rather than using compensatory time. Custodial workers are needed during library hours, especially in times of inclement weather and during times when there are problems within the building.

Mr. Soloway agreed with Mrs. Reed's recommendation and said that it was the sense of the Board to authorize the Director to use custodial staff for a limited time when overtime is needed. Overtime should be watched carefully and should not exceed 3-4 hours a week.

2) Lighting:

Mrs. Reed reported that Mr. Lepore felt that the beginning of the year would be a good time to initiate lighting improvements. He suggested that the library be closed during certain hours to allow access to the area. Mr. Gladstone asked Mrs. Reed to recommend closing times and dates to the Board at the next meeting. The Board also recommended that appropriate publicity be given to the citizens of the community.

3) Insurance:

Officers and Directors Liability insurance was briefly discussed. Mr. Soloway asked Mrs. Reed to obtain figures for this policy. He emphasized the fact that there has been a surge in premiums and the Board needs to know costs. In addition, he suggested that Mrs. Reed obtain the approximate cost of premiums for all policies due in 1986.

NEW BUSINESS:

Mr. Soloway said that the advertisement in Montclair's local newspaper asking for donations for renovation of the public library was impressive. Perhaps the idea could be used by West Orange in the near future in regard to funding computerization. He suggested that Mrs. Reed inform the Board as to what she would consider an appropriate advertisement for West Orange residents.

Mr. Gladstone and Mrs. Strauss had attended a computer workshop at Morris County Library. It was clearly pointed out that computerization will be very costly. Mr. Gladstone asked Mrs. Reed to prepare a written report for the Board giving her recommendations as to the use of computers in the library, why it is important to the West Orange Public Library, what other libraries are doing, and what is happening in Essex County in reference to computerization of library facilities. This report should be submitted at the next Board meeting. In addition, Mr. Gladstone asked Mrs. Reed to look into the uses for a micro-computer for the library. Should it be used by the public or used in-house?

OLD BUSINESS:

Mr. Gladstone asked Mrs. Reed to prepare an official report on the status of the reproductions and paintings which would include a dollar inventory value on each item. The Board needs to know which pictures can be circulated and which can be put on sale. Mr. Gladstone noted that the dollar value should not be a replacement value.

COMMUNICATIONS:

Mr. O'Neill read the following correspondence:

- 1) A letter to Mr. Gladstone from the employees union designating officers for 1986, dated 11/22/85.
- 2) A letter to Mrs. Reed from Vincent Giblin, IUOE Business Manager concerning deduction of dues from the period of 1/85 to present, dated 10/31/85.
- 3) A letter to Mr. Gladstone from Vincent Giblin advising the Board of the Wage Reopener Clause between the Board and the union, dated 10/28/85.
- 4) A letter from James Leyden, Membership Office of IUOE enclosing a pad and requesting dues deductions for staff, dated 11/13/85.
- 5) A card expressing thanks for sympathy extended to the Torlucci family.

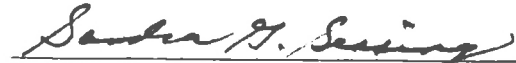
Mr. Manheim said that he would like a copy of the letter from the union membership office, (11/13/85) along with the pad for deductions. Dues will be continued to be deducted as they have been until authorization is received from Counsel. Mrs. Reed noted that Mr. Loftus has possession of the pad. Mr. Manheim will call Mr. Loftus regarding this matter.

Mr. Gladstone suggested that the Board wait until the December meeting to resolve the dues problem as Counsel is not present. Mr. Manheim pointed out that the employees will be credited with the dues deducted and will not lose any funds.

Mr. Corbin noted that the Wage Reopener Clause letter has an error in the expiration date. Mr. Soloway felt that the letter was defective and therefore should not be regarded as a notice. Mrs. Springsteel, who was present in the audience, said that she will contact Mr. Giblin to issue a corrected letter. All union correspondence will be handed over to the attorney for review therefore, no acknowledgment needs to be made at this time.

Mr. Soloway made a motion to adjourn the meeting. It was seconded by Mr. O'Neill. The meeting was adjourned at 9:45 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1985

LIBRARY BOARD MEETING OF NOVEMBER 25, 1985

	PROPOSED BUDGET 1985	PAID MONTH OF OCT. 1985	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/85	UNEXPENDED BUDGET BALANCE ON 10/31/85	BILLS/ ACCOUNTS PAYABLE AT 11/25/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 10/31/85
SALARIES AND WAGES	\$447,000	\$ 33,037.47	\$333,423.61	\$113,576.39	\$	\$113,576.39
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,167.23	22,581.34	8,918.66	217.00	8,701.66
SOCIAL SECURITY	32,000	2,404.93	24,179.55	7,820.45		7,820.45
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000		29,720.80	3,279.20		3,279.20
UNEMPLOYMENT INS., ETC.	8,000		4,064.87	3,935.13		3,935.13
WORKERS COMPENSATION INSURANCE	4,800	180.00	2,862.00	1,938.00		1,938.00
SUNDAY OPENINGS	7,800	939.98	7,133.77	666.23		666.23
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,000		1,171.63	(171.63)	45.03	(216.66)
TRANSPORTATION	500	19.60	93.21	406.79	62.15	344.64
SEMINARS & WORKSHOPS	500		552.48	(52.48)		(52.48)
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	14,300	1,192.00	10,728.00	3,572.00	1,192.00	2,380.00
LEGAL & PROFESSIONAL SVCS.	3,000	236.00	5,951.25	(2,951.25)	935.00	(3,886.25)
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	5,109.69	29,473.81	13,526.19	3,102.59	10,423.60
MAIN LIBRARY-MAINT.	23,000	2,090.52	13,647.21	9,352.79	47.70	9,305.09
TORY CORNER - RENTAL	540	135.00	405.00	135.00		135.00
SERVICE CONTRACTS	4,250	313.00	3,446.51	803.49	132.00	671.49
PAYROLL SERVICES	1,800	119.86	1,358.57	441.43	197.80	243.63
MATERIAL & SUPPLIES:						
BOOKS	84,000	6,813.19	62,796.10	21,203.90	9,344.11	11,859.79
SUPPLIES	11,000	985.83	10,146.63	853.37	695.87	157.50
MICROFILM	3,500	636.07	7,341.61	(3,841.61)		(3,841.61)
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,250	125.60	1,824.24	6,425.76	6,600.69	(174.93)
AUDIO/VISUAL -MATERIALS	1,500	145.46	1,131.41	368.59	120.70	247.89
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	4,700	1,950.33	3,275.94	1,424.06	1,124.00	300.06
TELEPHONE	3,500	346.19	3,307.29	192.71	327.48	(134.77)
POSTAGE	3,850	3.05	898.07	2,951.93	411.06	2,540.87
EQUIPMENT:						
LIBRARY	1,500	62.90	4,592.74	(3,092.74)	260.40	(3,353.14)
MAINTENANCE EQUIPMENT	1,000			1,000.00		1,000.00
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750	7.31	2,037.54	712.46		712.46
PHOTOCOPY	5,000	293.07	2,552.26	2,447.74	274.58	2,173.16
TOTAL	\$794,790	\$ 59,314.28	\$591,282.99	\$203,507.01	\$ 25,090.16	\$178,416.85

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 1985

	BALANCE 10/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 10/31/85	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 10/31/85	UNEXPENDED BUDGET BALANCES AT 10/31/85
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
COPY MACHINES							
XEROX	\$ 6,093.55	\$ 633.80	\$ -0-	\$ 6,727.35			
TOSHIBA	211.05	3.95	-0-	215.00			
SHARP	1,166.10	366.25	-0-	1,532.35			
TOTAL COPY MACHINES	\$ 7,470.70	\$ 1,004.00	\$ -0-	\$ 8,474.70			
FINES	16,241.65	1,816.41	-0-	18,058.06			
RENTALS	1,714.37	289.52	-0-	2,003.89			
PROJECTOR RENTAL	90.00	30.00	-0-	120.00			
MICROFILMS	83.20	-0-	-0-	83.20			
NON-RESIDENT FEE	80.00	20.00	-0-	100.00			
MEETING ROOM	420.00	50.00	-0-	470.00			
TELEPHONE	97.20	7.86	-0-	105.06			
DONATIONS	633.16	-0-	-0-	633.16			
INTEREST	10,812.84	1,411.76	-0-	12,224.60			
MISCELLANEOUS	12.05	-0-	-0-	12.05			
TOTAL RECEIPTS AND FUNDS	\$ 37,655.17	\$ 4,629.55	\$ -0-	\$ 42,284.72			
<u>LOST BOOK FUND</u>							
	\$ 838.47	\$ 145.86	\$ -0-	\$ 984.33			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>							
	\$ 1,618.43	\$ 182.80	\$ -0-	\$ 1,801.23			
<u>PETTY CASH & CHANGE FUND</u>							
	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
<u>N.J. STATE AID FUND</u>							
	\$ 9,878.00	\$ -0-	\$ -0-	\$ 9,878.00			
<u>ACCUMULATED REVENUE FUND</u>							
	\$ 154,217.55	\$ -0-	\$ -0-	\$ 154,217.55			
<u>TOTAL ALL FUNDS</u>	\$ 158,848.91	\$ 178,708.21	\$ 59,314.28	\$ 278,242.84			
<u>CASH FUNDS REPRESENTED BY:</u>							
CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7				\$ 1,660.16			
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8				260,951.73			
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.				7,198.86			
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.				4,903.75			
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES				1,863.85			
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS				1,308.28			
PETTY CASH				185.00			
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK				171.21			
LESS: ACCOUNTS PAYABLE,				\$278,242.84			
CASH FUNDS AVAILABLE AT				25,090.16			
				\$253,152.68			

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1985 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 25, 1985

CHECKS ARE DATED
OCTOBER 31, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1254	LIBRARY OF W.O.-PUBLIC EMPLOY. ASSOC.	1. SALARIES	\$ 43.68
1255	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-UNION DUES	406.00
1256	PERS #20284	1. SALARIES-EMPLOYEE SAV.	112.94
1257	PERS #20284-PENSION & LOANS	1. SALARIES-LIFE INS.	1,966.10
1258	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,299.52
1259	W.O. LIBRARY-UNEMPLOYMENT SAV. A/C	1. SALARIES	98.65
1260	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,192.52
1261	TOWN OF W.O.-EMPLOYEES SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,192.52
1262	N.J. GROSS INC. TAX	1. SALARIES	696.62
1263	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,254.68
	NET P/R 10/15/85 #4381-4419 (39)	1. SALARIES	11,733.10
	NET P/R 10/31/85 #4420-4460 (41)	1. SALARIES	11,613.00
<u>SUB-TOTAL</u>			\$ 33,609.36
<u>ADD: CHECKS #1194-1253 FOR PAYMENT ISSUED</u> AT 10/23/85			<u>26,390.88</u>
<u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1985</u>			\$ 60,000.24
<u>LESS:</u>			
	<u>VOID CHECK #1066</u>	17. EQUIPMENT	\$ 42.00
	<u>LOST BOOK FUND</u>	LOST BOOK FUND	25.80
	<u>DEPOSIT 10/17</u>	2. BOOKS	264.52
	10/19	2. BOOKS	4.20
	10/23	2. BOOKS	9.85
	10/23	5. INSURANCE	207.30
	10/28	26. HOSPITALIZATION	132.29
			<u>685.96</u>
<u>TOTAL EXPENDITURES-MONTH OF OCTOBER 1985</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 59,314.28</u>

PAYMENT RECOMMENDED BY:

Lola H. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1985 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 23, 1985

4.

CHECKS ARE DATED
NOVEMBER 25, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1264	MIDLANTIC NATIONAL BANK-FTD	1. SALARIES	\$ 3,365.65
1265	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER SOC. SEC.	1,480.00
1266	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,479.99
1267	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES	406.00
1268	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,502.41
1269	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER SOC. SEC.	1,302.73
1270	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,302.72
1271	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
1272A	ADP, INC.	11. PAYROLL SERVICE	\$ 60.22
B	" "	11. " "	60.83
C	" "	11. " "	76.75
1273A	BAKER & TAYLOR	2. BOOKS	\$ 89.76
B	" " "	2. "	32.77
C	" " "	2. "	39.18
D	" " "	2. "	21.02
1274A	BAKER & TAYLOR	2. BOOKS	\$ 10.64
B	" " "	2. "	1,038.66
C	" " "	2. "	373.54
D	" " "	2. "	(17.96)
E	" " "	2. "	782.89
F	" " "	2. "	83.60
G	" " "	2. "	27.03
H	" " "	2. "	809.40
I	" " "	2. "	1,174.85
J	" " "	2. "	35.96
K	" " "	2. "	41.86
L	" " "	2. "	24.63
M	" " "	2. "	4.76
N & O	" " "	2. "	108.81
1276A	BAKER & TAYLOR	2. BOOKS	\$ 8.44
B	" " "	2. "	22.51
1277A	BAKER & TAYLOR	2. BOOKS	\$ 156.36
B	" " "	2. "	5.38
C	" " "	2. "	60.67
1278	BARNES & NOBLE BOOKSTORE	21. A/C MATERIAL	120.70
1279	VOID		
1280	BENISCH & Co.	5. INSURANCE-OTHER	1,124.00
1281	BEST PUBLICATIONS	2. BOOKS	33.15
1282A	R. R. BOWKER	2. BOOKS	\$ 146.94
B	" " "	2. "	78.75
C	" " "	2. "	419.89
1283	CHILTON BOOK Co.	2. BOOKS	12.55
1284	COMMERCE CLEARING HOUSE	2. BOOKS	27.19
1285	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	359.00
1286	CREATIVE DISPLAY FIXTURES	17. EQUIP.-LIBRARY	186.40
1287A	C.W. ASSOCIATES	2. BOOKS	\$ 12.00
B	" " "	2. "	30.00
1288	DEACON PRESS, INC.	4. SUPPLIES	185.00
1289	DOUBLEDAY & Co., INC.	2. BOOKS	81.06
1290	DIVER PUBLICATIONS, INC.	2. BOOKS	25.24
1291A	EBSCO	19. MAGAZINES	\$6,525.49
B	"	19. "	24.00
1292	EDITOR & PUBLISHER	2. BOOKS	50.00
1293	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	117.00
*1275	VOID		

WEST ORANGE FREE PUBLIC LIBRARY

5.

OCTOBER 1985 BILLS PRESENTED FOR PAYMENT ONOCTOBER 23, 1985CHECKS ARE DATED
NOVEMBER 25, 1985

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1294A	GALE RESEARCH CO.	2. BOOKS	\$ 87.20
B	" " "	2. "	166.00
C	" " "	2. "	87.20
D	" " "	2. "	87.20
			\$ 427.60
1295	G. K. HALL & Co.	2. BOOKS	21.41
1296	INGRAM	2. BOOKS	9.92
1297	INSTITUTE FOR MANAGEMENT	2. BOOKS	19.95
1298	JANUS BOOK PUBLISHERS, INC.	2. BOOKS	264.52
1299	KULACS ENGRAVING SERVICE	10. COMMUNITY RELATIONS	45.03
1300	LANIER BUSINESS PRODUCTS	17. EQUIP. REPAIR	74.00
1301	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	380.50
1302	LOFTUS & CUOZZI	24. LEGAL	935.00
1303	MANHEIM, KOSSON & NOVICK	23. MGMT. SVCS.	1,192.00
1303	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	22.95
1305	NAT'L REGISTER PUBLISHING CO.	2. BOOKS	247.90
1306A	N.J. OFFICE SUPPLY	4. SUPPLIES	\$ 2.10
B	" " "	4. "	2.79
C	" " "	4. "	61.80
D	" " "	4. "	2.72
E	" " "	4. "	19.60
			89.01
1307	PETTY CASH	2. BOOKS	\$ 12.66
	" "	2. "	41.36
	" "	2. "	62.15
	" "	2. "	11.06
	" "	2. "	.90
			128.13
1308	POPULAR PERIODICAL INDEX	2. BOOKS	25.00
1309	POSTMASTER	13. POSTAGE	400.00
1310A	PSE&G	8. UTILITIES	\$ 285.05
B	" "	8. "	2,817.54
			3,102.59
1311	FRANK SCHWARTZ	21. HOSPITALIZATION	108.50
1312	LORRAINE SCHWARTZ	26. HOSPITALIZATION	108.50
1313	STAR TREE PRESS	2. BOOKS	12.70
1314A	STRYKER POST PUBLICATIONS	2. BOOKS	\$ 80.30
B	" " "	2. "	35.20
			115.50
1315	NEIL S. SULLIVAN ASSOC.	6. MAINTENANCE	47.70
1316	SUNLAND BOOKS	2. BOOKS	98.68
1317	UNITED NATIONS	2. BOOKS	78.00
1318	H. W. WILSON Co.	2. BOOKS	1,176.00
1319A	XEROX CORP.	25. PHOTOCOPY	\$ 268.29
B	" "	25. "	6.29
			274.58
1320	YOUNG'S NEWS SERVICE	19. NEWSPAPERS	50.30
1321A	AT & T INFO. SYSTEMS	9. TELEPHONE	\$ 125.96
B	" " " " "	9. "	2.65
			128.61

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1985 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 23, 1985

CHECKS ARE DATED
NOVEMBER 25, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1322A	N.J. BELL	9. TELEPHONE	\$ 181.17
B	" "	9. "	\$ 17.70
			\$ 198.87
			<u> </u>
	<u>SUB-TOTAL</u>		\$ 36,929.66
	<u>LESS:</u>		
	CHECK #1264	1. SALARIES	\$3,365.65
	1265	27. EMPLOYER SOC.SEC.	1,480.00
	1266	1. SALARIES	1,479.99
	1267	1. SALARIES	406.00
	1268	1. SALARIES	2,502.41
	1269	27. EMPLOYER SOC.SEC.	1,302.73
	1270	1. SALARIES	1,302.72
			<u>11,839.50</u>
	<u>TOTAL ACCOUNTS PAYABLE - OCTOBER 1985</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 25,090.16</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY:

Stewart Manheim, PA

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
DECEMBER 18, 1985

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MINUTES
4. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL STATEMENT
5. STAFF/COMMUNITY PARTICIPATION
6. DIRECTOR'S REPORT
7. COMMITTEE REPORTS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. APPOINT NOMINATING COMMITTEE
 - B. SET MEETING DATES FOR 1986
10. COMMUNICATIONS
11. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

December 18, 1985

The month has been a rather quiet one at the library except for a lack of enough help due to insufficient personnel, illnesses, vacations, and/or days off.

INSURANCE

Joel Benisch of Benisch and Company was contacted about securing prices for insurance coverage for the Board of Trustees and the Library Director. He stated that quotes cannot be gotten without completed application forms. He also stated that the market for this type of insurance is very tight and very very expensive. It is also hard to get. (Letter attached)

Regarding an estimate for all our insurance policies for next year, Mr. Benisch stated that our present insurance does not expire until July, 1986. Therefore, it is impossible for him to predict costs for next year.

REPRODUCTIONS

James Brown of Redpath Art Service evaluated all of the reproductions which we once circulated. He states that most were in such bad shape they would not warrant our circulating them. His estimation was the library could sell them for approximately \$5.00-\$10.00 depending on size, frame and condition of the prints. He emphasized the fact that these are not original paintings but only reproductions.

Mr. Brown spent some time instructing a group of staff personnel how to refurbish some of the better pictures in order to obtain an asking price of \$5.00-\$10.00. He suggested that the worst ones be discarded.

The reproductions were purchased for the sole purpose of being circulated. Original holdings of the library do not circulate. They are a part of our permanent collection and are on view from time to time and in special places such as offices in our Township Hall.

LIGHTING
REPLACEMENT
SCHEDULE

Another telephone conversation was held with Mr. Lepore concerning a schedule to be followed in January when the work on lighting gets underway.

Mr. Lepore reported that he is working very closely with Mr. O'Hara in planning the job. He stated that further planning must be done before a date and time schedule can be set. He

stated, also, that we should consider opening the library at noon for at least two weeks, maybe more in order for the work to be expedited.

Mr. Lepore assured me that he will inform me when their plans are completed and when the work will begin.

HAPPENINGS AT WOPL

- 1) Successful bus trip to the United Nations with lunch in Delegates' lunch room. Capacity load on bus. Over-subscription resulted in a few being turned away. Patrons anxious to have a repeat of same.
- 2) Book evaluation planning seminar held at WOPL on December 2. Sponsored by the N. J. State Library. Well attended by representatives throughout the state.
- 3) Jane Addams Children's Award winning book presented to Director by representatives of Women's International League for Peace and Freedom on December 9.
- 4) The new bookdrop was delivered to the library on December 3.

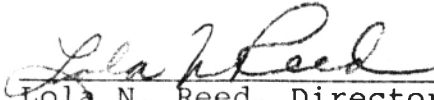
PLANNING COMMITTEE PERSONNEL

Library personnel assigned to work on the Planning Committee are:

Emma-Lou Czarnecki
Ellen Gershon - volunteer
Jacqueline Lepore
Gail Longo
Florence Mantell
Lola N. Reed

MICROFILM REPORT

The report on microfilm/fiche receipts is attached.


Lola N. Reed, Director

BENISCH & COMPANY
Insurance

December 9, 1985

Ms. Lola Reed, Director
West Orange Free Public Library
46 Mt. Pleasant Avenue
West Orange, NJ 07052

RE: Directors and Officers
Liability Insurance

Dear Lola:

Thank you for your call this morning. I have enclosed blank application forms for you to complete so that I can go to the market on behalf of the Library to obtain quotes for the captioned coverage. As I mentioned, quotes are not available without completed application forms.

Please return the forms as soon as possible. It might be an advantage for the Library if I can get applications filed before January 1st. New rates, which will certainly be higher, will become effective on that date.

I will begin shopping for coverage just as soon as I get the completed forms back from you.

Thanks very much for thinking of Benisch and Company for this Insurance.

Enjoy the Holidays and have a healthy 1986.

Sincerely,

BENISCH AND COMPANY



Joel M. Benisch

encl.

SPECIALISTS TO COMMERCE AND INDUSTRY

42 1/2 MAIN STREET, ORANGE, NEW JERSEY 07050 / (201) 678-5252

WEST ORANGE PUBLIC LIBRARY
CASH RECEIPTS

DEPOSITED ON

June 3, 1985

FOR

May 31, 1985

	TOTAL
FINES	42.70
BOOK SALES	8.90
RENTAL	.75
PROJECTOR	
MICROFILM	43.80
XEROX	
TOSHIBA	
SHARP	
NON-RESIDENT FEE	
MEETING ROOM (describe)	
TELEPHONE BOOTH	
LOST BOOKS	
MISCELLANEOUS	
TOTAL DEPOSIT <u>96.15</u>	

Above is a copy of the form used to record cash receipts. The line for Microfilm has an entry of \$43.80 for May 31, 1985. The money is emptied from the microfilm and the microfiche machines when the machines need to be reloaded with paper. Miss Cushing records the amount of money taken from the machines and turns the money over to the Circulation Department where it is then entered into the appropriate line on the daily cash receipts as noted above.

Following is a record of the Reference Department's receipts. The microfiche machine does not have much use as yet because our collection of fiche is small and is being built up. The paper has not been reloaded.

FICHE	FILM
.50 12/4/84	. \$29.20 12/14/84
4 free copies made	
7/15/85 for experiment	12.90 1/2/85
	21.50 2/28/85
	Loaded 3/1/85 500 ft paper roll
	Called service 3/5/85,
	purchase order 1985A
	43.80 5/31/85
	Loaded 5/31/85 500 ft paper roll
	42.20 11/19/85
	Loaded 11/19/85 500 ft paper roll
TOTAL: .50	TOTAL: 149.60

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
DECEMBER 18, 1985

President Herbert M. Gladstone called the meeting to order at 8:08 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Albert F. Kupferer, William J. O'Neill, 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:

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 1985 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 11/25/85 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

It was noted that voucher #1357 to Essex County Library Directors' Group, in the amount of \$433.00 was the West Orange Public Library's payment toward the matching funds of \$10,000 awarded by the State Library towards a large print book collection. A total of 17 libraries will contribute an equal amount. Mr. Corbin suggested that the library should be cautious in the future when considering grants.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of November, 1985. Mr. Corbin 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. Kupferer seconded the motion and it was carried unanimously.

COMMUNITY/STAFF PARTICIPATION:

Some members of the staff had attended the Mayor's holiday party earlier in the evening. Mr. Gladstone expressed an interest in attending next year's event.

DIRECTOR'S REPORT:

1) Insurance:

Mrs. Reed explained that Mr. Joel Benisch of Benisch Insurance Company cannot secure prices for liability insurance for officers and directors until an application is completed. Also, premium estimates cannot be obtained for all other policies because present insurance does not expire until July, 1986.

Mr. Soloway said that he had heard that the Township is seeking to drop all of their insurance and become self-insured. He is not in favor of the library taking that approach. He recommended that the Library Board anticipate an increase in insurance payments and make adjustments to the 1986 budget.

2) Reproductions:

Mr. Kupferer made a motion authorizing Mrs. Reed to put the reproductions on sale as soon as possible. Mr. Soloway seconded the motion and it was carried unanimously.

3) Microfilm/Microfiche:

Mr. Gladstone requested Mrs. Reed to submit a written report on microfiche, to include the amount of microfiche owned by the library, how much of it is being used by patrons, and recommendations by the Director as to the extent of inventory the library should have to encourage patron usage. This should be prepared for the January meeting.

4) Automation:

The Board will review the report on automation submitted by Mrs. Reed and discussion will be held at the next Board meeting.

5) Book Donation:

The Women's International League for Peace and Freedom donated A Jane Addams Children's Award winning book to the Children's Room for circulation.

6) Book Evaluation Meeting:

A book evaluation planning seminar was held at the library on December 2. The meeting was sponsored by the State Library and was attended by librarians throughout the state. Mr. Gladstone expressed an interest in knowing how professional librarians evaluate books. Mrs. Reed will try to obtain the information when it is printed, for Board review.

7) Lighting:

Mr. Kupferer made a motion authorizing Mrs. Reed to close the library for a minimum of two weeks, in the morning, for the electrical work to be completed. Mr. Corbin seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mrs. Strauss made a motion to authorize \$2,600 for the purchase of staff room furniture, carpeting, and paint. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. Gladstone said that a letter has been sent to the union informing them that the Personnel committee will be prepared to negotiate early in January.

NOMINATING COMMITTEE:

Mr. Gladstone appointed Mr. Soloway Chairman of the Nominating Committee, and Mr. Corbin as committee member to prepare a slate of officers for 1986 to be presented at the January meeting.

MEETING DATES:

Mrs. Strauss made a motion to accept the following meeting dates for the Board of Trustees in 1986:

January	22	April	30	July	23	October	22
February	26	May	28	August	27	November	24
March	26	June	25	September	24	December	17

It was seconded by Mr. Kupferer and unanimously approved by the Board.

COMMUNICATIONS:

Mr. Kupferer read the following correspondence:

- 1) A holiday card from Manheim, Kosson and Novick.
- 2) A letter to Mr. Gladstone from Loftus and Cuozzi regarding a meeting with union representatives early in January, and payment of dues.

Mrs. Strauss made a motion that the Board of Trustees act in accordance with counsel's advice in his letter to Mr. Gladstone dated 12/3/85.

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

- 3) Two copies of letters from Mayor Spina concerning the appointment of Sandra Liefer to the Library Board and notice of Ms. Leifer's unavailability to accept same.
- 4) Mr. Gladstone read a communication from a new organization called the Library Advocates of New Jersey. Mr. Gladstone offered to make a more thorough investigation of this organization and report his findings to the Board.
- 5) Mr. Kupferer read a copy of a letter of resignation sent to Mayor Spina by Mr. William O'Neill. Mr. O'Neill's resignation will take effect immediately. Mr. Gladstone thanked Mr. O'Neill, on behalf of the Board, for his eight years of devotion to the Library Board.

Adjournment of the public portion of the meeting took place at 9:50 P. M.

EXECUTIVE SESSION:

There was a brief discussion of the recently passed law under the Fair Labor Standards Act concerning overtime pay for employees.

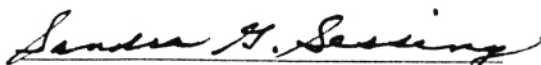
Mr. Soloway made a motion to approve payment of overtime monies to two custodians retroactive to April 15, 1985. Mrs. Strauss seconded the motion and it was carried unanimously.

Mr. Soloway made a motion to terminate the services of the temporary Children's Librarian. The motion was seconded by Mrs. Strauss and passed unanimously.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF NOVEMBER 1985

LIBRARY BOARD MEETING OF DEC. 18, 1985

	ADOPTED BUDGET 1985	PAID MONTH OF NOV. 1985	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/85	UNEXPENDED BUDGET BALANCE ON 11/30/85	BILLS/ ACCOUNTS PAYABLE AT 12/18/85 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 11/30/85
SALARIES AND WAGES	\$447,000	\$ 56,519.89	\$389,943.50	\$ 57,056.50		\$ 57,056.50
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,384.23	24,965.57	6,534.43		6,534.43
SOCIAL SECURITY	32,000	4,064.54	28,244.09	3,755.91		3,755.91
PUBLIC EMPLOYEES RETIREMENT SYSTEM	33,000		29,720.80	3,279.20		3,279.20
UNEMPLOYMENT INS., ETC.	8,000		4,064.87	3,935.13		3,935.13
WORKERS COMPENSATION INSURANCE	3,000		2,862.00	138.00	\$ 774.00 (636.00)
SUNDAY OPENINGS	9,800	1,133.17	8,266.94	1,533.06		1,533.06
CONTRACTURAL SERVICES:						
BINDING	600		585.55	14.45		14.45
COMMUNITY SERVICES	1,300	45.03	1,216.66	83.34	40.00	43.34
TRANSPORTATION	500	62.15	155.36	344.64	11.95	332.69
SEMINARS & WORKSHOPS	600		552.48	47.52		47.52
AUDIT	1,650		-	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,300	1,192.00	11,920.00	3,380.00	2,172.00	1,208.00
LEGAL & PROFESSIONAL SVCS.	7,400	935.00	6,886.25	513.75	236.00	277.75
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	3,102.59	32,576.40	10,423.60	2,219.41	8,204.19
MAIN LIBRARY-MAINT.	23,000	47.70	13,694.91	9,305.09	165.00	9,140.09
TORY CORNER - RENTAL	540		405.00	135.00	135.00	-
SERVICE CONTRACTS	4,250	132.00	3,578.51	671.49	320.00	351.49
PAYROLL SERVICES	1,800	197.80	1,556.37	243.63	135.55	108.08
MATERIAL & SUPPLIES:						
BOOKS	84,000	9,297.24	72,093.34	11,906.66	10,275.32	1,631.34
SUPPLIES	13,000	680.92	10,827.55	2,172.45	599.80	1,572.65
MICROFILM	7,500		7,341.61	158.39		158.39
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,250	6,600.69	8,424.93	825.07		825.07
AUDIO/VISUAL -MATERIALS	1,500	120.70	1,252.11	247.89	42.24	205.65
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	8,700	1,124.00	4,399.94	4,300.06	340.00	3,960.06
TELEPHONE	4,000	319.80	3,627.09	372.91		372.91
POSTAGE	3,850	411.06	1,309.13	2,540.87	402.86	2,138.01
EQUIPMENT:						
LIBRARY	9,700	260.40	4,853.14	4,846.86	2,651.19	2,195.67
MAINTENANCE EQUIPMENT	1,000			1,000.00	865.88	134.12
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.00
JANITORIAL SUPPLIES	2,750		2,037.54	712.46	258.99	453.47
PHOTOCOPY	5,000	274.58	2,826.84	2,173.16	294.99	1,878.17
AUTOMATION	3,605			3,605.00		3,605.00
TOTAL	\$824,095	\$ 88,905.49	\$680,188.48	\$143,906.52	\$ 21,940.18	\$121,966.34
SOURCE OF FUNDS:						
TOWN OF WEST ORANGE	\$660,000					
ACCUMULATED REVENUE	154,217					
STATE AID	9,878					
	<u>\$824,095</u>					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF NOV. 1985

	BALANCE 11/1/85	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 11/30/85	LESS: ACCOUNTS PAYABLE 11/30/85	UNEXPENDED BUDGET BALANCES AT 11/30/85
<u>BUDGET FUND</u>						
<u>RECEIPTS AND FUNDS</u>						
<u>COPY MACHINES</u>						
XEROX	\$ 6,727.35	\$ 844.90	\$ -0-	\$ 7,572.25		
TOSHIBA	215.00	-0-	-0-	215.00		
SHARP	1,532.35	-0-	-0-	1,532.35		
TOTAL COPY MACHINES	\$ 8,474.70	\$ 844.90	\$ -0-	\$ 9,319.60		
FINES	18,058.06	1,727.83	-0-	19,785.89		
RENTALS	2,003.89	242.64	-0-	2,246.53		
PROJECTOR RENTAL	120.00	15.00	-0-	135.00		
MICROFILMS	83.20	42.20	-0-	125.40		
NON-RESIDENT FEE	100.00	-	-0-	100.00		
MEETING ROOM	470.00	60.20	-0-	530.20		
TELEPHONE	105.06	8.92	-0-	113.98		
DONATIONS	633.16	.90	-0-	634.06		
INTEREST	12,224.60	1,397.81	-0-	13,622.41		
MISCELLANEOUS	12.05	-	-0-	12.05		
TOTAL RECEIPTS AND FUNDS	\$ 42,284.72	\$ 4,340.40	\$ -0-	\$ 46,625.12		
LOST BOOK FUND	\$ 984.33	\$ 122.39	\$ -0-	\$ 1,106.72		
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,801.23	\$ 188.55	\$ -0-	\$ 1,989.78		
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00		
N.J. STATE AID FUND	* \$ 9,878.00	(\$ 9,878.00)*	\$ -0-	\$ 49,388.00		
ACCUMULATED REVENUE FUND	* \$154,217.55	(\$154,217.55)*	\$ -0-	\$ -0-		
TOTAL ALL FUNDS	\$278,242.84	\$ 54,038.79	\$ 88,905.49	\$243,376.14		

*TRANSFER PER RESOLUTION OF 11/25/85
FROM ACCUMULATED REVENUE FUND \$154,217
AND N.J. STATE AID FUND \$9,878, TOTALING
\$164,095. (55¢ TRANSFERRED TO FINES &
RESERVES)

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,201.83
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	223,290.38
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	10,451.84
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	4,903.75
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	1,863.85
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,308.28
PETTY CASH	185.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	171.21
	\$243,376.14

LESS: ACCOUNTS PAYABLE,	
CASH FUNDS AVAILABLE AT	21,940.18
	\$221,435.96

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1985 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 18, 1985

3.

CHECKS ARE DATED
NOVEMBER 30, 1985

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

1323	LIBRARY OF W.O.-PUBLIC EMPL.ASSOC.	1. SALARIES	\$ 43.68
1324	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-UNION DUES	416.00
1325	PERS - 20284	1. SALARIES-EMPLOYEE SAV.	183.74
1326	PERS - " -PENSIONS & LOANS	1. " -LIFE INS.	2,997.06
1327	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,299.52
1328	W.O. LIBRARY-UNEMPLOYMENT SAV. A/C	1. SALARIES	117.87
1329	TOWN OF W.O.-EMPLOYEE SOC. SEC.	1. SALARIES	1,281.80
1330	TOWN OF W.O.-EMPLOYER SOC. SEC.	27. EMPLOYER SOC.SEC.	1,281.81
1331	N.J. GROSS INCOME TAX	1. SALARIES	1,205.43
1332	MIDLANTIC NAT'L BANK - FTD	1. SALARIES	2,438.31
	NET P/R 11/1/85 #4461-4487 (27)	1. "	14,656.08
	NET P/R 11/15/85 #4488-4529 (42)	1. "	12,730.21
	NET P/R 11/30/85 #4530-4572 (43)	1. "	12,526.11

SUB-TOTAL

\$ 52,177.62

ADD: CHECKS #1264-1322 FOR PAYMENT ISSUED
AT 11/25/85

36,929.66

CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1985

\$ 89,107.28

LESS:

VOID CHECK #1296

DEPOSIT 11/18

11/29

11/29

11/29

2. BOOKS \$ 9.92

9. TELEPHONE 7.68

2. BOOKS 36.95

4. SUPPLIES 14.95

26. HOSPITALIZATION 132.29

201.79

TOTAL EXPENDITURES - MONTH OF NOVEMBER
1985 PER BUDGET REPORT

\$ 88,905.49

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY

4.

NOVEMBER 1985 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 18, 1985

CHECKS ARE DATED
DECEMBER 18, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1333	W.O. MUNICIPAL EMPLOYEE FCU	1. SALARIES	\$ 416.00
1334	MIDLANTIC NAT'L BANK	1. SALARIES	2,438.46
1335	TOWN OF WEST ORANGE-EMPLOYERS SOC. SEC.	27. EMPLOYER'S SOC. SEC.	1,257.51
1336	TOWN OF WEST ORANGE-EMPLOYEES SOC. SEC.	1. SALARIES	1,257.48
1337	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
1338A	ADP, INC.	11. PAYROLL SERVICES	\$ 66.26
B	" "	11. " "	10.00
C	" "	11. " "	59.29
1339	ACE BEDDING	17. EQUIPMENT	135.55
1340	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	89.00
1341	ASTRONOMICAL WORKSHOP	2. BOOKS	221.13
1342	THE ATHLETIC INSTITUTE	2. BOOKS	44.00
1343A	BAKER & TAYLOR	2. " "	74.09
B	" " "	2. " "	\$ 56.72
C	" " "	2. " "	34.55
1344A	BAKER & TAYLOR	2. " "	(79.95)
B	" " "	2. BOOKS	11.32
C	" " "	2. " "	(\$ 8.66)
D	" " "	2. " "	(10.45)
E	" " "	2. " "	(35.55)
F	" " "	2. " "	(13.89)
G	" " "	2. " "	21.50
H	" " "	2. " "	(4.16)
I	" " "	2. " "	(14.62)
J	" " "	2. " "	911.05
K	" " "	2. " "	11.78
L	" " "	2. " "	513.29
M	" " "	2. " "	77.88
N	" " "	2. " "	(36.09)
O	" " "	2. " "	(3.38)
P	" " "	2. " "	11.65
Q	" " "	2. " "	(7.96)
R	" " "	2. " "	(21.50)
S	" " "	2. " "	98.09
T	" " "	2. " "	(33.46)
U	" " "	2. " "	(29.28)
V	" " "	2. " "	857.71
W	" " "	2. " "	(1.18)
X	" " "	2. " "	198.25
Y	" " "	2. " "	524.90
Z	" " "	2. " "	63.16
AA	" " "	2. " "	(19.56)
1345	VOID	2. " "	505.21
1346A	BAKER & TAYLOR	2. " "	764.61
B	" " "	2. " "	4,319.34
C	" " "	2. " "	(\$ 21.34)
D	" " "	2. " "	50.86
E	" " "	2. " "	(10.13)
F	" " "	2. " "	85.80
G	" " "	2. " "	(5.38)
1347A	BENISCH & Co.	2. " "	16.93
B	" " "	2. " "	7.14
C	" " "	5. INSURANCE	123.88
D	" " "	5. " "	(\$ 294.00)
1348	BLOOMFIELD WINDOW CLEANING	5. " "	1,068.00
1349A	R. R. BOWKER	5. " "	1,124.00
B	" " "	5. " "	(784.00)
C	" " "	6. MAINT-MAIN.	1,114.00
1349A	R. R. BOWKER	2. BOOKS	75.00
B	" " "	2. " "	\$ 52.95
C	" " "	2. " "	150.09
		2. " "	66.09
			269.13

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1985 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 18, 1985

CHECKS ARE DATED
DECEMBER 18, 1985

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1350A	BRODART Co.	4. SUPPLIES	\$ 23.46
B	" "	4. "	235.53
C	" "	4. "	214.41
			\$ 473.40
1351A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	\$ 15.98
B	" " " " "	21. " "	26.26
			42.24
1352A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	\$ 181.35
B	" " " "	2. "	115.50
			296.85
1353	CONSUMERS LEAGUE OF N.J.	2. BOOKS	10.00
1354	EAST WEST LEARNING CORP.	2. BOOKS	49.93
1355	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS	44.50
1356	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	117.00
1357	ESSEX COUNTY LIBRARY DIRECTORS	2. BOOKS	433.00
1358	GALE RESEARCH Co.	2. BOOKS	87.20
1359	GANN LAW BOOKS	2. BOOKS	40.40
1360A	G. K. HALL & Co.	2. BOOKS	\$ 125.77
B	" " " " "	2. "	13.49
C	" " " " "	2. "	40.05
D	" " " " "	2. "	10.71
			190.02
1361	KINGSLEY LIBRARY EQUIP. Co.	17. EQUIPMENT	1,815.19
1362A	KOTLER TYPEWRITER Co.	11. SERVICE CONTRACTS	\$ 125.00
B	" " " "	17. EQUIPMENT	836.00
C	" " " "	4. SUPPLIES	48.80
D	" " " "	4. "	25.25
			1,035.05
1363	LAWYERS COOPERATIVE PUBLISHING	2. BOOKS	34.60
1364	LOFTUS & CUOZZI	24. LEGAL	236.00
1365A	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	\$ 980.00
B	" " " "	23. " "	1,192.00
			2,172.00
1366A	MARQUIS WHO'S WHO, INC.	2. BOOKS	\$ 104.00
B	" " " "	2. "	241.50
			345.50
1367	MOODY'S INVESTORS SERVICE	2. BOOKS	1,678.00
1368	VOID		
1369A	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS	\$ 247.90
B	" " " "	2. BOOKS	86.00
			333.90
1370	N.J. FLOOR SUPPLY Co.	17. EQUIPMENT	776.88
1371	N.J. OFFICE SUPPLY	4. SUPPLIES	22.36
1372	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	22.00
1373	NORMAN LATHROP ENT.	2. BOOKS	21.50
1374	PETTY CASH	4. SUPPLIES	\$ 26.10
	" "	4. "	11.95
	" "	4. "	2.86
	" "	4. "	3.50
			44.41
1375	PITNEY BOWES	11. SERVICE CONTRACTS	63.00
1376	VOID		
1377	POSTMASTER	13. POSTAGE	400.00
1378A	PSE & G	8. UTILITIES	\$2,181.74
B	" " "	8. "	37.67
			2,219.41
1379	ERNEST SAMPINO	10. COMM. RELATIONS	40.00
1380A	SILVER BURDETT Co.	2. BOOKS	421.51
1381A	STANDARD & POOR'S CORP.	2. BOOKS	\$ 398.00
B	" " " "	2. "	910.00
			1,308.00
1382	NEIL S. SULLIVAN ASSOC.	6. MAINTENANCE	90.00
1383	THORNDIKE PRESS	2. BOOKS	88.83

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<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
1384A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	\$ 6.78	
B	" "	4. SUPPLIES	3.89	
C	" "	18. JANITORIAL SUPPLIES	<u>31.08</u>	\$ 41.75
1385	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY CORNER		135.00
1386	WORLD ALMANAC	2. BOOKS		27.82
1387A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19	
B	" "	25. "	<u>21.80</u>	<u>294.99</u>
 <u>SUB-TOTAL</u>				 \$ 27,313.13
 <u>LESS:</u>				
LOST BOOK FUND			\$ 3.50	
CHECK #1333		1. SALARIES	416.00	
1334		1. SALARIES	2,438.46	
1335		27. EMPLOYER'S SOC. SEC.	1,257.51	
1336		1. SALARIES	<u>1,257.48</u>	<u>5,372.95</u>
 <u>TOTAL ACCOUNTS PAYABLE - NOVEMBER 1985</u>				
<u>PER BUDGET REPORT</u>				<u>\$ 21,940.18</u>

PAYMENT RECOMMENDED BY:

Lela Heck

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CFT*