

LIBRARY BOARD OF TRUSTEES

AGENDA
WEST ORANGE PUBLIC LIBRARY
JANUARY 22, 1986

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MINUTES
4. ELECTION OF OFFICERS
5. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL STATEMENT
6. STAFF/COMMUNITY PARTICIPATION
7. DIRECTOR'S REPORT
8. COMMITTEE REPORTS
9. OLD BUSINESS
10. NEW BUSINESS
 - A. APPOINT COMMITTEES FOR 1986
 - B. DESIGNATION OF BANK ACCOUNTS
 - C. PROFESSIONAL SERVICES CONTRACT
11. COMMUNICATIONS
12. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

January 22, 1986

LOOKING
AHEAD

Now that the old year is behind us, we have started the new year with renewed energies and resolutions to work more cooperatively for a better and more progressive program this year toward meeting the needs of all citizens of West Orange and a more meaningful and expanded relationship with other libraries.

A first step toward reaching proposed goals was a general staff meeting on January 3, 1986 in which each staffer was given opportunity to actively participate by making recommendations, suggestions, or just listing an observation. The following Friday, January 10, 1986 we held a meeting of department heads which proved to be quite fruitful.

LOSS OF
STAFF

A sad note, however, had to be dealt with superficially until the Board of Trustees can render us some relief. We have started the year minus two valuable employees. One left after the trial period of employment (Children's Librarian), and the other one who filled in the typing position in our Catalog Department as well as covered the Tory Corner Branch, has resigned and started full-time work at another library.

Because of the unexpected departures of the two employees schedules had to be rearranged to give as much coverage of duties as possible. More coverage is needed in some areas but priority

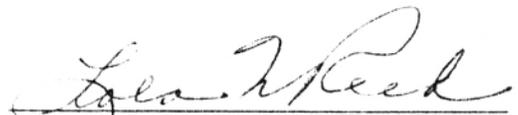
has to be allotted to the most crucial area at the time. In short, we are in dire need of additional help. Our staff has been cut to a bare minimum.

I am in the process of interviewing prospects for the job of "Storyteller" for a 10-week period beginning February 3. At the same time, I have advertised for a professional Children's Librarian. Sofar, no prospects have contacted me for the position.

LIGHTING
REPORT

Mr. Leonard Lepore has been in touch with me several times during the month. He sent proposals to three local companies for the lighting job. Only one responded. His bid was so preposterous that it is not being considered. Mr. Lepore stated that he has selected three companies in surrounding communities. He is awaiting responses.

A plan of action when the work on lighting gets underway is to work in groups during the mornings on projects we have not been able to do. By so doing a lot of loose ends can become a valuable asset to the smooth operation of the library.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
JANUARY 22, 1986

President Herbert M. Gladstone called the meeting to order at 8:06 P. M. Formal roll call was held with each member introducing themselves. Members present, constituting a quorum, were: Horace C. Corbin, Jr., Jane Degnan, Albert F. Kupferer, Gayle Levy, 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. Gladstone welcomed new Board members Jane Degnan, alternate for Mayor Spina, and Gayle Levy, replacement for Michael O'Hara.

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 1986 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the Board meeting of December 18, 1985 as presented. Mr. Corbin seconded the motion and it was carried unanimously.

ELECTION OF OFFICERS:

The following slate of officers for 1986 was presented by the Nominating Committee: President--Herbert M. Gladstone, First Vice President--Anita O. Strauss, Treasurer--Horace K. Corbin, Jr., Secretary--Albert F. Kupferer.

Mr. Kupferer made a motion to close the nominations. Mr. Soloway seconded the motion and it was passed unanimously.

The Secretary cast one ballot on behalf of the Board members unanimously approving the slate of officers presented for nomination.

TREASURER'S REPORT:

1) Bills Presented for Payment:

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

2) Financial Statement:

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

END OF YEAR REPORT:

Mr. Manheim submitted an end of year financial report to the Board consisting of Exhibits A, B, C, and D. Each Exhibit was discussed and resolutions as suggested by Mr. Manheim modifying the 1985 Budget and transferring 1985 funds to Accumulated Revenues were approved and accepted by Board motion.

Mr. Corbin moved to accept Resolutions I and II as follows:

I RESOLVED:

That the 1985 West Orange Free Public Library Budget be modified to the total amount of \$762,915.89 to cover the actual 1985 encumbrances/expenditures. Such modification shall be covered by the 1985 Proposed Budget as granted by the Township of West Orange in the amount of \$660,000, plus the appropriations of \$102,915.89 Accumulated Revenue as follows:

Amount transferred to 1985 Budget Fund on 11/25/85 from	
Accumulated Revenue - 12/31/84	\$154,217.00
State Aid	9,878.00
<u>Total</u>	<u>\$164,095.00</u>
(Less) Unexpended 1985 Budget 12/31/85	(61,179.11)
<u>Net Appropriation to 1985 Budget Fund</u>	
<u>From Accumulated Revenue</u>	<u>\$102,915.89</u>

II RESOLVED:

The following 1985 funds to be transferred to Accumulated Revenues:

1. 1985 Fines & Receipts Fund	50,727.87
2. 1985 Lost Book Fund	1,158.22
3. 1985 Book Sales & Excess Property Sold fund	2,200.14
4. State Aid Fund - 1985	49,388.00
5. Balance of Budget fund - 1985	<u>61,179.11</u>
<u>Total Funds to be Transferred to</u>	
<u>Accumulated Revenue</u>	\$164,653.34
<u>Add:</u> Balance of Accumulated Revenue-1984	-0-
<u>Accumulated Revenue 12/31/85</u>	<u>\$164,653.34</u>

Mr. Soloway seconded the motions and they were carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that she is in the process of interviewing prospects for the position of storyteller for a period of ten weeks. At the same time, advertisements have been placed in various newspapers and publications for a professional Children's Librarian.

COMMITTEES:

Mr. Gladstone appointed Mr. Soloway Chairman of the Personnel Committee. The Board as a whole will act on the Building and Maintenance matters that arise. At the next meeting appointments to the various committees will be completed.

OLD BUSINESS:

Mrs. Strauss made a motion to accept counsel's recommendation asking settlement of a patron's delinquent account with a contribution of \$75.00 plus the amount of fines to the New Friends of the West Orange Public Library, and the patron will be requested to sign a receipt for all books checked out in the future. Mrs. Levy seconded the motion and it was carried unanimously.

Mrs. Reed informed the Board that she had talked to Keith Fiels from the State Library and that information will be forthcoming for Board review concerning the planning committee. Mr. Gladstone gave a brief background of the planning situation to date for the benefit of the new Trustees.

Mr. Gladstone acknowledged submission of Mrs. Reed's microfilm report. He noted that it was a possibility that the planning sessions with the State Library would provide some of the answers for microfilm and microfiche.

Mr. Gladstone reminded Mrs. Reed to make her recommendations concerning the use of a micro-computer in the library to the Board.

In reply to Mr. Gladstone's query regarding the reproductions, Mrs. Reed said that the staff will be preparing them for future sale during the hours that the library will be closed for lighting repairs.

Mr. Gladstone asked Mrs. Reed about information on how librarians evaluate books. This was in reference to a State Library meeting that had been held on book evaluation in December. Mrs. Reed said that she would submit a report at the next Board meeting.

Mr. Gladstone requested that circulation statistics be provided for bookcassettes. This will furnish an idea of the popularity of this new item. Statistics can be added to the regular circulation report that is submitted to the Board each month.

Mr. Gladstone provided background information on a new organization, LIBRA/NJ, a coalition of library advocates in New Jersey. A letter and accompanying brochure will be available for Trustee review in the Director's Office.

Mr. Soloway expressed his concern over the deterioration of the meeting room chairs. Mrs. Reed's recommendation had been to have the chairs reupholstered. Mr. Corbin stated that no provision had been made for chairs in the 1986 budget. Request for replacement did not come at the appropriate time. Mr. Gladstone asked that the information concerning equipment items for the 1986 budget be researched for the next meeting.

NEW BUSINESS:

1) Designation of Bank Accounts:

Mr. Corbin made a motion that the Board accept depositories and associated accounts maintained for library monies for the year 1986 as listed. Mrs. Strauss seconded the motion and it was passed 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. Investment Account

All accounts are maintained at Midlantic National Bank, West Orange, New Jersey.

2) Audit Report:

Mr. Corbin made a motion to receive and file the 1984 Audit Report. Mr. Soloway seconded the motion and it was carried unanimously.

3) Professional Services Contract:

Mr. Kupferer made a motion to accept the Professional Services Contract for 1986 appointing Manheim, Kosson & Novick, C. P. A.'s, Loftus and Cuozzi, Counselors at Law, and Samuel Klein and Company, Auditors to furnish professional services for 1986. Mrs. Strauss seconded the motion and it was carried unanimously.

COMMUNICATIONS:

Mr. Kupferer presented the following correspondence:

- 1) A letter from Leonard Lepore to the Board of Trustees regarding solicitation of prices for the installation of lighting fixtures.

Mr. Gladstone requested Mr. Cuozzi to draft a letter to Mr. Lepore commending him for his work in regard to the lighting situation and also stressing the urgency of completing the installations.

- 2) A letter to Mr. Gladstone from Mr. Loftus explaining the details of the new federal legislation concerning compensatory time.

- 3) A letter of resignation from Alma Laing to Mrs. Reed. Mrs. Laing's resignation will take effect 1/15/86.

- 4) A copy of a letter to the Township Council from Mayor Spina submitting the name of Gayle Levy for appointment to the Library Board as replacement for Michael O'Hara.

MINUTES OF JANUARY 22, 1986

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5) A copy of a letter to the Township Council from Mayor Spina submitting the name of Jane Degan for appointment to the Library Board as replacement for William O'Neill.

The public portion of the meeting was adjourned by a motion made by Mr. Kupferer, and seconded by Mrs. Strauss at 10:10 P. M.

EXECUTIVE SESSION:

Mr. Soloway explained, for the benefit of new Trustees, negotiations with the International Union of Operating Engineers in which employees have membership.

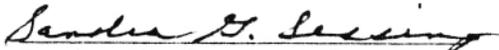
Mr. Cuozzi was asked to draft a resolution to be presented to William O'Neill.

Upon recommendation of the Personnel Committee, it was agreed that Maria Lanfrank be given full-time employment as Junior Library Assistant at an annual salary of \$9,500. She is to start work immediately or as soon as possible.

Respectfully submitted,



Albert F. Kupferer, Secretary
Library Board of Trustees



Sandra G. Sessing, Secretary

JANUARY 22, 1986
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:

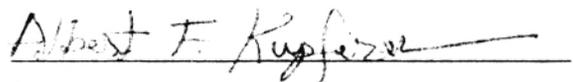
NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED, by the Board of Trustees of the West Orange Free Public Library as follows:

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."



President



Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF DECEMBER 1985

LIBRARY BOARD MEETING OF JANUARY 22, 1986

	ADOPTED BUDGET 1985	PAID MONTH OF DEC. 1985	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/85	UNEXPENDED BUDGET BALANCE ON 12/31/85	BILLS/ ACCOUNTS PAYABLE AT 1/22/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 12/31/8
SALARIES AND WAGES	\$447,000	\$ 35,421.66	\$425,365.16	\$ 21,634.84		\$ 21,634.
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	31,500	2,299.52	27,265.09	4,234.91		4,234.
SOCIAL SECURITY	32,000	2,571.41	30,815.50	1,184.50		1,184.
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	33,000		29,720.80	3,279.20	\$ 5,255.52	(1,976.
UNEMPLOYMENT INS., ETC.	8,000	501.01	4,565.88	3,434.12		3,434.
WORKERS COMPENSATION INSURANCE	3,000	774.00	3,636.00	(636.00)		(636.
SUNDAY OPENINGS	9,800	1,052.23	9,319.17	480.83		480.
CONTRACTUAL SERVICES:						
BINDING	600		585.55	14.45		14.
COMMUNITY SERVICES	1,300	(24.29)	1,192.37	107.63		107.
TRANSPORTATION	500	11.95	167.31	332.69	9.00	323.
SEMINARS & WORKSHOPS	600		552.48	47.52		47.
AUDIT	1,650			1,650.00	1,650.00	-
MGMT. & PROFESSIONAL SVCS.	15,300	2,172.00	14,092.00	1,208.00	1,192.00	16.
LEGAL & PROFESSIONAL SVCS.	7,400	236.00	7,122.25	277.75	236.00	41.
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	43,000	2,219.41	34,795.81	8,204.19	5,651.62	2,552.
MAIN LIBRARY-MAINT.	23,000	165.00	13,859.91	9,140.09	178.75	8,961.
TORY CORNER - RENTAL	540	135.00	540.00			
SERVICE CONTRACTS	4,250	320.00	3,898.51	351.49	499.50	(148.
PAYROLL SERVICES	1,800	135.55	1,691.92	108.08	127.46	(19.
MATERIAL & SUPPLIES:						
BOOKS	84,000	10,015.52	82,108.86	1,891.14	2,569.36	(678.
SUPPLIES	13,000	681.07	11,508.62	1,491.38	577.32	914.
MICROFILM	7,500		7,341.61	158.39		158.
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,250		8,424.93	825.07		825.
AUDIO/VISUAL -MATERIALS	1,500	42.24	1,294.35	205.65	20.98	184.
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	8,700	340.00	4,739.94	3,960.06		3,960.
TELEPHONE	4,000	410.46	4,037.55	(37.55)	200.90	(238.
POSTAGE	3,850	402.86	1,711.99	2,138.01	5.02	2,132.
EQUIPMENT:						
LIBRARY	9,700	2,401.75	7,254.89	2,445.11	210.00	2,235.
MAINTENANCE EQUIPMENT	1,000	1,165.88	1,165.88	(165.88)		(165.
AUDIO/VISUAL EQUIPMENT	6,000			6,000.00		6,000.
JANITORIAL SUPPLIES	2,750	258.99	2,296.53	453.47	25.14	428.
PHOTOCOPY	5,000	294.99	3,121.83	1,878.17	314.63	1,563.
AUTOMATION	3,605			3,605.00		3,605.
TOTAL	<u>\$824,095</u>	<u>\$ 64,004.21</u>	<u>\$744,192.69</u>	<u>\$ 79,902.31</u>	<u>\$ 18,723.20</u>	<u>\$ 61,179.</u>

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

1986 BUDGET AS COMPARED TO 1985 ACTUAL EXPENDITURES
LIBRARY BOARD MEETING OF JANUARY 22, 1986

	1985 ACTUAL EXPENSES	1986 PROPOSED BUDGET	INCREASE (DECREASE) 1986 BUDGET OVER 1985 EXPENDITURES
SALARIES AND WAGES	\$425,365.16	\$479,000	\$ 53,634.84
PERSONNEL COSTS:			
EMPLOYEE HEALTH BENEFIT PLAN	27,265.09	31,500	4,234.91
SOCIAL SECURITY	30,815.50	34,400	3,584.50
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,976.32	34,700	(276.32)
UNEMPLOYMENT INSURANCE, ETC.	4,565.88	9,000	4,434.12
WORKERS COMPENSATION INSURANCE	3,636.00	4,800	1,164.00
SUNDAY OPENINGS	9,319.17	12,000	2,680.83
CONTRACTURAL SERVICES:			
BINDING	585.55	1,000	414.45
COMMUNITY SERVICES	1,192.37	1,000	(192.37)
TRANSPORTATION	176.31	500	323.69
SEMINARS & WORKSHOPS	552.48	600	47.52
AUDIT	1,650.00	1,650	-0-
MGMT. & PROFESSIONAL SERVICES	15,284.00	15,000	(284.00)
LEGAL & PROFESSIONAL SERVICES	7,358.25	5,000	(2,358.25)
CONTRACTUAL MAINTENANCE & REPAIRS:			
MAIN LIBRARY - UTILITIES	40,447.43	40,000	(447.43)
MAIN LIBRARY - MAINT.	14,038.66	23,000	8,961.34
TORY CORNER - RENTAL	540.00	540	-
SERVICE CONTRACTS	4,398.01	4,500	101.99
PAYROLL SERVICES	1,819.38	2,000	180.62
MATERIALS & SUPPLIES:			
BOOKS	84,678.22	88,200	3,521.78
SUPPLIES	12,085.94	11,500	(585.94)
MICROFILM	7,341.61	10,500	3,158.39
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	8,424.93	9,000	575.07
AUDIO/VISUAL - MATERIALS	1,315.33	2,000	684.67
MISCELLANEOUS OTHER EXPENSES:			
INSURANCE - OTHER	4,739.94	5,200	460.06
TELEPHONE	4,238.45	4,500	261.55
POSTAGE	1,717.01	3,850	2,132.99
EQUIPMENT:			
LIBRARY	7,464.89	12,320	4,855.11
MAINTENANCE EQUIPMENT	1,165.88	-	(1,165.88)
AUDIO/VISUAL EQUIPMENT	-	1,780	1,780.00
JANITORIAL SUPPLIES	2,321.67	3,000	678.33
PHOTOCOPY	3,436.46	5,000	1,563.54
<u>TOTAL ACTUAL EXPENSES - 1985</u>	<u>\$762,915.89</u>		
<u>TOTAL PROPOSED BUDGET - 1986</u>		<u>\$857,040</u>	
<u>TOTAL INCREASE OF 1986 BUDGET OVER 1985 EXPENDITURES</u>			<u>\$ 94,124.11</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT - MONTH OF DECEMBER 1985
LIBRARY BOARD MEETING OF JANUARY 22, 1986

	1983 ACTUAL EXPENSES BY LIBRARY	1984 ACTUAL EXPENSES BY LIBRARY	1985 ACTUAL EXPENSES BY LIBRARY	1985 APPROVED BUDGET	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1985 APPROVED BUDGET
SALARIES & WAGES	\$416,662.76	\$391,092.07	\$425,365.16	\$447,000	\$ 21,634.84
CONTRACTUAL SERVICES:					
BINDING	147.39	-	585.55	600	14.45
COMMUNITY SERVICES	(855.89)	345.37	1,192.37	1,300	107.63
TRANSPORTATION	230.80	173.60	176.31	500	323.69
SEMINARS & WORKSHOPS	678.24	173.90	552.48	600	47.52
AUDIT	1,650.00	1,650.00	1,650.00	1,650	-
MGMT. & PROFESSIONAL SVCS.	13,000.00	13,650.00	15,284.00	15,300	16.00
LEGAL & PROFESSIONAL FEES	5,762.00	2,913.00	7,358.25	7,400	41.75
CONTRACTUAL MAINT. & REPAIR:					
MAIN LIBRARY-UTILITIES	39,769.21	34,394.79	40,447.43	43,000	2,552.57
MAIN LIBRARY-MAINT.	4,870.10	8,727.50	14,038.66	23,000	8,961.34
TORY CORNER-RENTAL	540.00	540.00	540.00	540	-
SERVICE CONTRACTS	5,047.04	5,730.40	4,398.01	4,250	(148.01)
PAYROLL SERVICES	-	-	1,819.38	1,800	(19.38)
MATERIALS & SUPPLIES:					
BOOKS	48,666.66	64,440.66	84,678.22	84,000	(678.22)
SUPPLIES	8,425.00	10,588.27	12,085.94	13,000	914.06
MICROFILM	1,591.24	19.50	7,341.61	7,500	158.39
PERIODICALS, SERIALS & NEWSPAPERS	7,288.62	7,501.37	8,424.93	9,250	825.07
AUDIO/VISUAL-MATERIALS	1,040.55	2,444.36	1,315.33	1,500	184.67
MISCELLANEOUS OTHER EXPENSES:					
INSURANCE	4,808.01	3,913.08	4,739.94	8,700	3,960.06
TELEPHONE	3,352.40	3,554.26	4,238.45	4,000	(238.45)
POSTAGE	3,536.62	2,868.85	1,717.01	3,850	2,132.99
EMPLOYEE HEALTH & BENEFIT PLAN	25,835.96	29,261.09	27,265.09	31,500	4,234.91
EQUIPMENT:					
LIBRARY	2,967.24	1,799.56	7,464.89	9,700	2,235.11
MAINTENANCE EQUIPMENT	-	290.00	1,165.88	1,000	(165.88)
AUDIO/VISUAL EQUIPMENT	-	6,260.28	-	6,000	6,000.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY PUBLIC EMPLOYEES RETIREMENT SYSTEM	28,299.39	27,962.50	30,815.50	32,000	1,184.50
UNEMPLOYMENT INSURANCE	30,433.18	33,548.82	34,976.32	33,000	(1,976.32)
JANITORIAL SUPPLIES	5,152.69	4,539.88	4,565.88	8,000	3,434.12
SUNDAY OPENINGS	2,227.82	2,600.54	2,321.67	2,750	428.33
WORKERS COMP. INSURANCE	5,675.00	6,585.71	9,319.17	9,800	480.83
PHOTOCOPY	-	34.16	3,636.00	3,000	(636.00)
AUTOMATION	4,019.83	3,759.37	3,436.46	5,000	1,563.54
	-	-	-	3,605	3,605.00
<u>TOTAL ACTUAL EXPENSES-1983</u>	<u>\$670,821.86</u>				
<u>TOTAL ACTUAL EXPENSES-1984</u>		<u>\$671,362.89</u>			
<u>TOTAL ACTUAL EXPENSES-1985</u>			<u>\$762,915.89</u>		
<u>TOTAL APPROVED BUDGET -1985</u>				<u>\$824,095</u>	
<u>NET UNEXPENDED BUDGET BALANCES-1985</u>					<u>\$ 61,179.11</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF FUND BALANCES
DECEMBER 31, 1985

	BALANCE PER STATEMENT OF RECEIPTS AT 12/31/85 AS PRESENTED TO LIBRARY BOARD MEETING 1/22/86	TO TRANSFER 1985 RECEIPTS TO ACCUMULATED REVENUES	TO TRANSFER STATE AID & BALANCE OF 1985 BUDGET FUND TO ACCUMULATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1985 BUDGET FUND	\$ 61,179.11		(\$ 61,179.11)	\$ -0-
1985 FINES & RECEIPTS	50,727.87	(\$ 50,727.87)		-0-
1985 LOST BOOK FUND	1,158.22	(1,158.22)		-0-
1985 BOOK SALES & EXCESS PROPERTY FUND	2,200.14	(2,200.14)		-0-
1985 PETTY CASH & CHANGE FUND	360.00			360.00
1985 STATE AID FUND	49,388.00		(49,388.00)	-0-
ACCUMULATED REVENUE FUND	-0-	54,086.23	110,567.11	164,653.34
	<u>\$165,013.34</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$165,013.34</u>
<u>ADD: ACCOUNTS PAYABLE-12/31/85</u>	<u>18,723.20</u>	<u>-0-</u>	<u>-0-</u>	<u>18,723.20</u>
<u>TOTAL</u>	<u>\$183,736.54</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$183,736.54</u>
1. TO TRANSFER BALANCE OF 12/31/85 BUDGET BALANCE TO ACCUMULATED REVENUE				\$ 61,179.11
2. ADD: 1985 STATE AID TO ACCUMULATED REVENUE				<u>49,388.00</u>
<u>SUB-TOTAL</u>				\$110,567.11
3. ADD: 1985 UNALLOCATED FINES & RECEIPTS				\$ 50,727.87
LOST BOOK FUND				1,158.22
BOOK SALES & EXCESS PROPERTY FUND				<u>2,200.14</u>
<u>TOTAL ACCUMULATED REVENUES TRANSFERRED 12/31/85</u>				<u>\$164,653.34</u>
<u>ACCUMULATED REVENUE BALANCE FROM 12/31/84</u>				<u>-0-</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/85</u>				<u>\$164,653.34</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE BALANCE SHEET
DECEMBER 31, 1985-1984

	<u>DECEMBER 31,</u> <u>1985</u>	<u>DECEMBER 31,</u> <u>1984</u>
<u>ASSETS</u>		
<u>CASH</u>		
REGULAR CHECKING ACCOUNT	\$ 5,844.80	\$ 3,048.12
INVESTMENT ACCOUNT	165,589.90	152,352.60
SAVINGS ACCOUNTS	10,733.89	11,131.37
COMMUNITY RELATIONS CHECKING ACCOUNT	1,372.57	2,214.91
PETTY CASH CHECKING ACCOUNT	10.38	531.17
PETTY CASH FUND - SAFE	150.00	150.00
CHANGE FUND - DESK	35.00	20.00
	<hr/>	<hr/>
<u>TOTAL CASH AND ASSETS</u>	<u>\$183,736.54</u>	<u>\$169,448.17</u>
<u>LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>		
ACCOUNTS PAYABLE	\$ 18,723.20	\$ 14,870.62
RESERVE FOR:		
PETTY CASH AND CHANGE FUNDS	<u>360.00</u>	<u>360.00</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 19,083.20</u>	<u>\$ 15,230.62</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>164,653.34</u>	<u>154,217.55</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$183,736.54</u>	<u>\$169,448.17</u>

PREPARED WITHOUT AUDIT.

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

ACCUMULATED REVENUES:

<u>BALANCE, JANUARY 1, 1985-84</u>	\$154,217.55		\$ 93,447.74
<u>(DECREASES) INCREASED TO ACCUMULATED REVENUES:</u>			
TRANSFER TO BUDGET FUND, PER RESOLUTION 11/25/85	(154,217.55)		(93,447.74)
<u>BALANCE</u>	\$ -0-		\$ -0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>			
1985-84 FINES & RECEIPTS	\$ 50,727.87		\$ 55,729.54
1985-84 LOST BOOK FUNDS	1,158.22		955.92
1985-84 BOOK SALES & EXCESS PROPERTY FUND	<u>2,200.14</u>	\$ 54,086.23	<u>1,012.98</u> \$ 57,698.44
1985-84 STATE AID RECEIVED	\$ 49,388.00		\$ 39,510.00
1985-84 BALANCE OF BUDGET FUND	<u>61,179.11</u>	<u>110,567.11</u>	<u>57,009.11</u> <u>96,519.11</u>
<u>ACCUMULATED REVENUES-DECEMBER 31,</u> <u>1985-84 PER EXHIBIT C</u>		<u>\$164,653.34</u>	<u>\$154,217.55</u>

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1985 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$762,915.89 TO COVER THE ACTUAL 1985 ENCUMBRANCES/ EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1985 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$660,000, PLUS THE APPROPRIATIONS OF \$102,915.89 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1985 BUDGET FUND ON 11/25/85 FROM ACCUMULATED REVENUE - 12/31/84	\$154,217.00
STATE AID	<u>9,878.00</u>
<u>TOTAL</u>	\$164,095.00
(LESS) UNEXPENDED 1985 BUDGET 12/31/85	<u>(61,179.11)</u>
<u>NET APPROPRIATION TO 1985 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$102,915.89</u>

II RESOLVED:

THE FOLLOWING 1985 FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1985 FINES & RECEIPTS FUND	\$ 50,727.87
2. 1985 LOST BOOK FUND	1,158.22
3. 1985 BOOK SALES & EXCESS PROPERTY SOLD FUND	2,200.14
4. STATE AID FUND - 1985	49,388.00
5. BALANCE OF BUDGET FUND - 1985	<u>61,179.11</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	\$164,653.34
<u>ADD: BALANCE OF ACCUMULATED REVENUE-1984</u>	<u>-0-</u>
<u>ACCUMULATED REVENUE 12/31/85</u>	<u>\$164,653.34</u>

WEST ORANGE public library

AGENDA

LIBRARY BOARD OF TRUSTEES

FEBRUARY 26, 1986

- I. ROLL CALL
- II. OPEN PUBLIC MEETINGS ACT
- III. MINUTES
- IV. TREASURER'S REPORT
 - A. BILLS PRESENTED FOR PAYMENT
 - B. FINANCIAL STATEMENT
- V. STAFF/COMMUNITY PARTICIPATION
- VI. DIRECTOR'S REPORT
- VII. COMMITTEE REPORTS
- VIII. OLD BUSINESS
 - A. PLANNING WITH THE STATE LIBRARY
- IX. NEW BUSINESS
 - A. SNOWY DAY PROCEDURES
 - B. GIFT FROM THE ESTATE OF MAX YABLICK
- X. COMMUNICATIONS
- XI. ADJOURNMENT

LIBRARY DIRECTOR'S
MONTHLY REPORT

February 26, 1986

Business as usual this month. During the month a conversation with Mr. Richard Colucci, Consultant in the Library Development Bureau revealed that the closings we anticipate when the lighting project gets underway in the Thomas A. Edison wing will pose no threat to us in any way. He stated that matters of this kind are expected from time to time and the State Library does cooperate.

Meanwhile, Mr. Leonard Lepore has been in constant touch with us and filling us in on what is being done to expedite the lighting situation. At present, the bid proposal has been published and prospective lighting contractors are visitng the library with copies of the specifications and looking over the area where the work is to be done. Bids are to be received on Monday, February 24 at 3:30 P. M. in the Township Council Chambers.

Members of the State Planning Committee were scheduled to meet with our entire staff on Tuesday, February 11. Due to the heavy snowstorm the meeting was called off and is to be rescheduled. The date has not yet been designated.

The snowstorm on Friday, February 7 was severe enough to have us close the library early. The second snowstorm on February 11, was determined by the administration to be severe enough not to open the library at the usual time. Keeping in mind that should the storm clear up enough some staff would be brought in to work. Each staff member was called and given the message. This is an administrative decision which the Director has been making since 1971--always

apprising the President of the Trustee Board of what was being done. When I was able to reach the President by telephone he stated that he did not agree with my decision and that I should get a skeleton staff and open the library. We opened at 10:00 A.M. It was well after noon when our first patrons came in. We discovered that ours was the only library open during this dreadful storm except East Orange who stated that they would be closing at 1:00 P. M.

Your Director and staff are interested in closing the library on the birthday of Martin Luther King, Jr. A poll was taken by Directors of Essex County Libraries as to what was being done. Some libraries stated that as it has been declared a national holiday they were closed. Others stated that their plans are to start closing on Martin Luther King, Jr.'s birthday beginning 1987.

We are fortunate to get Mrs. Ethel Richard to help us with story hours for the next eight weeks. She is a retired librarian, who has been one of New Jersey's leading figures in the field of Library Service. She worked in East Orange Public Libraries, in East Orange School District and was head of the Pilot Program when they started the open classroom concept, member of the East Orange Board of Education, taught at Kean College, conducted a number of workshops for NJLA, and finally retired from the Mahway School District.

Our story hour program started on February 3 with Mrs. Debby Pinkus at the helm. She did a lovely job for two weeks. Realizing that she was over loaded with work, we tapped every available source

to relieve her of some duties. She will continue to take care of the Monday class since Mrs. Richard is not available.

Insofar as a Children's Librarian is concerned, our ads have gone out through the local paper - the "West Orange Chronicle" and the "Newark Star-Ledger". We have started to receive inquiries about the job.

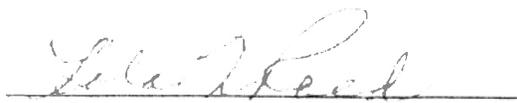
Other happenings:

1. At the Essex County Library Director's meeting on January 29th at Newark Public library your Director turned over the gavel of Convenor for that group to the new Convenor, David Bryant, Director of Belleville Public Library.

2. We received our first quarter check from the Township on February 3.

3. The water cooler is finally in working condition.

4. Our anonymous donor has done it again. He has given us a check for \$500 with the stipulation that it be used to help finance our move into the micro-computer age.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
FEBRUARY 26, 1986

President Herbert M. Gladstone called the meeting to order at 8:03 P. M. The following members were present constituting a quorum: Horace C. Corbin, Jr., Jane Degnan, Albert F. Kupferer, Gayle Levy, Irving J. Soloway and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant, William F. Cuozzi, 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 1986 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 January 22, 1986 as presented. Mr. Kupferer seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of January, 1986. Mr. Corbin seconded the motion and it was passed unanimously.

2) Financial Statement:

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

Mrs. Reed explained that passage of S1037 which determines the minimum municipal appropriation for the support of a public library does not include West Orange as one of the 129 municipal libraries affected immediately by this legislation.

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel, President of the Employees' Union mentioned that item #3 as listed in the union letter of 1/16/86 has not been received. The guide distributed to staff was not the one requested.

DIRECTOR'S REPORT:

A short discussion was held regarding a copy of a letter to the Mayor and Township Council from Mr. McCann, Director of Public Works. Mr. Cuozzi was asked to draft a letter supporting Mr. McCann's recommendation of additional monies to be placed in the Public Works budget to expedite the installation of the lighting improvements. Under existing bond ordinances, \$15,900.00 is available. Another \$6,000 is necessary.

On March 14, two State Library consultants will be present to speak to the staff at 9:00 A. M. about the planning program. Mrs. Strauss and Mrs. Reed will meet with the consultants at 10:00 A. M. and at 11:00 A. M. members of the Planning Committee will meet together for the first time.

Mrs. Reed reported that staff members were interested in closing the library in 1987 for Martin Luther King's birthday. Most libraries plan to be closed by the 1987 date. Mr. Gladstone said that any request for holidays must come from the union.

Mrs. Ethel Richard, a retired librarian, has been engaged, on an emergency basis, to take charge of pre-school hour for two days a week. Mrs. Pinkus will take charge of the remaining days.

An anonymous donor has presented the library with \$500.00. Mrs. Reed stated that if it is at all possible, the donor would like to request the money be used for a micro-computer.

OLD BUSINESS:

Mr. Gladstone appointed Mrs. Levy to the Personnel Committee to assist Mr. Soloway. Mrs. Degnan will head a new committee, called Community Relations. A brief discussion was held concerning the function of this new committee. Mrs. Degnan will talk to staff and the New Friends.

NEW BUSINESS:

In regard to a letter received from Attorney Lawrence Levitt concerning a gift of \$1,500.00 from the residuary estate of Max Yablick, Mr. Cuozzi recommended that the Board consider taking action after a revised letter is received.

The Board agreed that Mrs. Reed should follow certain procedures on snowy days. After checking with the police about road conditions, and finding the schools closed, the library may be closed. The President will be informed of the action to be taken. If later on, weather and road conditions improve, Mrs. Reed, at her discretion, can open the library to the public with available staff. The combination of police reports, schools opening or closing, and the actual weather conditions will determine the Director's decision.

Mr. Soloway commended Mrs. Reed on her excellent report on micro-computers. As explained in the report, the micro-computer would be a time-saver in the Catalog Department. Before a final decision is made, Mr. Soloway suggested that Mrs. Chesnut be invited to the next Board meeting to demonstrate the use of the equipment. Mrs. Chesnut has demonstrated the varied uses of the micro-computer to Mrs. Reed and Mrs. Czarnecki at West Essex Regional High School.

Mr. Kupferer presented a resolution honoring Mr. William J. O'Neill for his years as Library Trustee for Board approval. Mr. Corbin seconded the resolution and it was carried unanimously. The resolution will become a permanent part of the Minutes. Next month, Mr. O'Neill will be invited to the Board meeting to accept the resolution and a special plaque which has been prepared for him.

COMMUNICATIONS:

Mr. Kupferer read the following items of correspondence:

- 1) A letter from Mr. Gladstone to Mr. Lepore stressing the urgency in the execution of the lighting improvements.
- 2) A letter from Mr. Vincent Giblin, Business Manager of the International Union of Operating Engineers, noting the dues deduction schedule for union members.

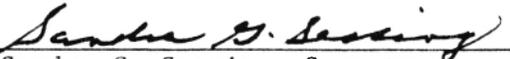
ADJOURNMENT:

The public portion of the meeting was adjourned by a motion made by Mr. Corbin and seconded by Mrs. Degnan at 9:50 P. M.

EXECUTIVE SESSION:

A brief discussion was held concerning union negotiations.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Library Board of Trustees

WHEREAS, WILLIAM J. O'NEILL was appointed Library Trustee in July, 1978 as Alternate for Mayor Spina, and has served as a Trustee of the Library Board in the Township of West Orange for a total of seven and one-half years; and

WHEREAS, WILLIAM J. O'NEILL has generously given of his time and effort and has discharged his duties and responsibilities as a member of the Board of Trustees above and beyond his position as Trustee and has served as President in 1984, Vice President in 1982 and 1985, Treasurer in 1983, and Secretary in 1981, as well 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 WILLIAM J. O'NEILL 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 WILLIAM J. O'NEILL as evidence of the expressions herein contained.

Adopted this 26th day of February, 1986.

Robert M. Gladstone

Antonia Ottaviano

Albert F. Kugler

George H. Martin Jr.

Joseph Solberg

February 26, 1986

Joseph Solberg

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1986

LIBRARY BOARD MEETING OF FEBRUARY 26, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF JANUARY 1986	DEDUCT ACCOUNTS PAYABLE 12/31/85 INCLUDED IN JAN. 1986 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/86	BILLS/ ACCOUNTS PAYABLE AT 1/31/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 1/31/86
SALARIES AND WAGES	\$479,000	\$ 36,278.70		\$442,721.30		\$442,721.30
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,167.23		29,332.77	\$ 186.00	29,146.77
SOCIAL SECURITY	34,400	2,593.93		31,806.07		31,806.07
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700	5,255.52	(\$ 5,255.52)	34,700.00		34,700.00
UNEMPLOYMENT INS., ETC.	9,000			9,000.00		9,000.00
WORKERS COMPENSATION INSURANCE	4,800			4,800.00		4,800.00
INSURANCE	12,000			12,000.00		12,000.00
SUNDAY OPENINGS						
CONTRACTURAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,000	54.00		946.00	178.43	767.57
TRANSPORTATION	500	9.00	(9.00)	500.00	16.00	484.00
SEMINARS & WORKSHOPS	600			600.00		600.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,192.00	(1,192.00)	15,000.00	1,250.00	13,750.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	(236.00)	5,000.00	236.00	4,764.00
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	40,000	5,651.62	(5,651.62)	40,000.00	2,175.10	37,824.90
MAIN LIBRARY-MAINT.	23,000			23,000.00	483.23	22,516.77
TORY CORNER - RENTAL	540			540.00		540.00
SERVICE CONTRACTS	4,500	499.50	(499.50)	4,500.00	194.50	4,305.50
PAYROLL SERVICES	2,000	127.46	(127.46)	2,000.00	186.04	1,813.96
MATERIAL & SUPPLIES:						
BOOKS	88,200	343.55	(343.55)	88,200.00	10,354.95	77,845.05
SUPPLIES	11,500	577.32	(577.32)	11,500.00	2,027.43	9,472.57
MICROFILM	10,500	1,391.00		9,109.00		9,109.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000			9,000.00	213.87	8,786.13
AUDIO/VISUAL - MATERIALS	2,000	20.98	(20.98)	2,000.00	209.63	1,790.37
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200			5,200.00	85.27	5,114.73
TELEPHONE	4,500	(3.42)		4,503.42	698.75	3,804.67
POSTAGE	3,850	5.02	(5.02)	3,850.00	406.92	3,443.08
EQUIPMENT:						
LIBRARY	12,320	333.70	(210.00)	12,196.30	136.80	12,059.50
MAINTENANCE EQUIPMENT						
AUDIO/VISUAL EQUIPMENT	1,780			1,780.00	214.00	1,566.00
JANITORIAL SUPPLIES	3,000	25.14	(25.14)	3,000.00	655.23	2,344.77
PHOTOCOPY	5,000	314.63	(314.63)	5,000.00	273.19	4,726.81
TOTAL	\$857,040	\$ 57,072.88	(\$ 14,467.74)	\$814,434.86	\$ 20,181.34	\$794,253.52

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 1986

	BALANCE 1/1/86	TRANSFER PER RESOLUTION	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 1/31/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 1/31/86	UNEXPENDED BUDGET BALANCES AT 1/31/86
BUDGET FUND	\$ 61,179.11	(\$ 61,179.11)	\$ -0-	\$ 42,605.14	(\$ 42,605.14)	\$857,040.00	\$ 20,181.34	\$794,253.52
RECEIPTS AND FUNDS								
COPY MACHINES	\$ 8,207.25	(\$ 8,207.25)	\$ 691.35	\$ -0-	\$ 691.35			
XEROX	215.00	(215.00)						
TOSHIBA	1,532.35	(1,532.35)	510.90	-0-	510.90			
RICOH	9,954.60	(9,954.60)	1,202.25	-0-	1,202.25			
TOTAL COPY MACHINES	21,604.02	(21,604.02)	2,160.39	-0-	2,160.39			
FINES	2,447.85	(2,447.85)	234.66	-0-	234.66			
RENTALS	135.00	(135.00)	30.00	-0-	30.00			
PROJECTOR RENTAL	146.70	(146.70)		-0-				
MICROFILMS	100.00	(100.00)		-0-				
NON-RESIDENT FEE	530.20	(530.20)	25.00	-0-	25.00			
MEETING ROOM	125.98	(125.98)	12.68	-0-	12.68			
TELEPHONE	709.06	(709.06)	5.00	-0-	5.00			
DONATIONS	14,962.41	(14,962.41)	827.52	-0-	827.52			
INTEREST	12.05	(12.05)		-0-				
MISCELLANEOUS	50,727.87	(50,727.87)	4,497.50	-0-	4,497.50			
TOTAL RECEIPTS AND FUNDS	1,158.22	(1,158.22)	156.80	-0-	156.80			
LOST BOOK FUND	2,200.14	(2,200.14)	168.70	-0-	168.70			
BOOK SALES & EXCESS PROPERTY FUND	360.00	(360.00)	-0-	-0-	-0-			
PETTY CASH & CHANGE FUND	49,388.00	(49,388.00)	-0-	-0-	-0-			
N.J. STATE AID FUND	-0-	(-0-)	-0-	-0-	-0-			
ACCUMULATED REVENUE FUND	18,723.20	(18,723.20)	-0-	-0-	-0-			
ACCOUNTS PAYABLE 12/31/85	183,736.54	(-0-)	4,823.00	57,072.88	131,486.66			
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, 1/31/86

CASH FUNDS AVAILABLE AT 1/31/86

\$ 1,135.71
 113,851.58
 7,503.85
 5,255.92
 1,971.65
 1,372.57
 185.00
210.38
 \$131,486.66

20,181.34
\$111,305.32

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1986 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 26, 1986

CHECKS ARE DATED
JANUARY 31, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1441	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	\$ 416.00
1442	PERS 20284	1. SALARIES	118.00
1443	" " -PENSIONS & LOANS	1. SALARIES	1,806.50
1444	TOTWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,299.52
1445	W.O. LIBRARY-UNEMPLOYMENT SAV.A/C	1. SALARIES	362.78
1446	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,264.75
1447	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPL. SOC. SEC.	1,264.76
1448	N.J. GROSS INCOME TAX	1. SALARIES	742.90
1449	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,363.00
1450	INT'L UNION OF OPERATING ENG.	1. SALARIES-UNION DUES	170.00
1451	AMERICAN LIBRARY ASSOC.	10. COMMUNITY RELATIONS	54.00
1452	SHIRLEY ITKIN	17. EQUIPMENT	123.70
1453	UNIV. MICROFILMS INT'L.	20. MICROFILM	1,391.00
	P/R 1/15/86 -#4655-4697 (43)	1. SALARIES	12,862.73
	" 1/31/86 -#4698-4737 (40)	1. "	<u>11,993.56</u>
<u>SUB-TOTAL</u>			\$ 37,233.20
<u>ADD: CHECKS #1403-1440 FOR PAYMENT ISSUED</u> 1/22/86.			<u>20,177.44</u>
<u>CHECKS ISSUED FOR THE MONTH OF JANUARY 1986</u>			\$ 57,410.64
<u>LESS: DEPOSIT 1/15</u>		9. TELEPHONE	\$ 3.42
" 1/6		26. HOSPITALIZATION	132.29
CHECK #1430		PETTY CASH CHECKING	200.00
LOST BOOK FUND			<u>2.05</u>
			<u>337.76</u>
<u>TOTAL EXPENDITURES-MONTH OF JANUARY 1986</u> <u>PER BUDGET REPORT</u>			<u>\$ 57,072.88</u>

PAYMENT RECOMMENDED BY:

Lela W Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1986 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 26, 1986

CHECKS ARE DATED
FEBRUARY 26, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1454	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES	\$ 461.00
1455	MIDLANTIC NAT'L BANK-FTD	1. SALARIES	2,222.82
1456	TOWN OF W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYERS' SOC.SEC.	1,299.26
1457	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES	1,299.23
1458	MARIA LAN FRANK	1. SALARIES	171.71
1459	A. ABORN EXTERMINATING	11. SERVICE CONTRACT	15.00
1460A	A.D.P. INC.	11. PAYROLL SERVICES	\$ 68.79
B	" "	11. " "	67.25
C	" "	11. " "	<u>50.00</u>
1461	AMERICAN ASSOC. FOR STATE & LOCAL HISTORY	2. BOOKS	27.95
1462	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	474.88
1463	VOID		
1464	THE ATHLETIC INSTITUTE	2. BOOKS	18.84
1465A	BAKER & TAYLOR	2. BOOKS	\$ 35.19
B	" " "	2. "	45.72
C	" " "	2. "	58.11
D	" " "	2. "	22.32
E	" " "	2. "	30.17
F	" " "	2. "	69.53
G	" " "	2. "	25.18
H	" " "	2. "	13.36
I	" " "	2 "	<u>157.40</u>
1466	VOID		
1467	VOID		
1468A	BAKER & TAYLOR	2. BOOKS	(\$ 10.45)
B	" " "	2. "	(38.19)
C	" " "	2. "	(13.04)
D	" " "	2. "	(10.15)
E	" " "	2. "	(9.25)
F	" " "	2. "	767.15
G	" " "	2. "	95.94
H	" " "	2. "	60.30
I	" " "	2. "	63.30
J	" " "	2. "	22.29
K	" " "	2. "	196.14
L	" " "	2. "	99.10
M	" " "	2. "	264.38
N	" " "	2. "	(9.19)
O	" " "	2. "	325.00
P	" " "	2. "	(20.85)
Q	" " "	2. "	635.03
R	" " "	2. "	(11.49)
S	" " "	2. "	109.50
T	" " "	2. "	(22.53)
U	" " "	2. "	15.05
V	" " "	2. "	294.04
W	" " "	2. "	(20.91)
X	" " "	2. "	292.48
Y	" " "	2. "	105.09
Z	" " "	2. "	243.77
AA	" " "	2. "	(9.85)
BB	" " "	2. "	(14.95)
CC	" " "	2. "	651.17
DD	" " "	2. "	(11.95)
EE	" " "	2. "	195.44
FF	" " "	2. "	(9.85)
GG	" " "	2. "	535.61
HH	" " "	2. "	77.05

JANUARY 1986 BILLS PRESENTED FOR PAYMENT ON

FEBRUARY 26, 1986

CHECKS ARE DATED
FEBRUARY 26, 1986

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
14681 I	BAKER & TAYLOR	2. BOOKS	\$ 192.01	
JJ	" " "	2. "	223.99	
KK	" " "	2. "	154.54	
LL	" " "	2. "	(9.55)	
MM	" " "	2. "	431.23	
NN	" " "	2. "	(34.50)	\$ 5,792.90
1469A	BAKER & TAYLOR	2. BOOKS	\$ 19.01	
B	" " "	2. "	14.79	
C	" " "	2. "	48.72	
D	" " "	2. "	(4.45)	
E	" " "	2. "	539.36	617.43
1470A	BAKER & TAYLOR	2. BOOKS	\$ 53.27	
B	" " "	2. "	19.58	72.85
1471	BENISCH & Co.	5. INSURANCE-OTHER		85.27
1472	BRILLIANCE CORP.	21. A/V MATERIAL		33.04
1473A	BRODART Co.	4. SUPPLIES	\$ 356.39	
B	" "	4. "	58.06	
C	" "	4. "	123.73	
D	" "	4. "	17.67	
E	" "	4. "	235.68	
F	" "	4. "	591.00	1,382.53
1474	CAMBRIDGE UNIVERSITY PRESS	2. BOOKS		104.26
1475A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIAL	\$ 74.59	
B	" " " " " "	21. " "	27.50	102.09
1476	COLUMBIA BOOKS, INC.	2. BOOKS		43.50
1477	COMMERCE CLEARING HOUSE	2. BOOKS		87.94
1478A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	\$ 265.00	
B	" " " "	2. "	83.50	
C	" " " "	2. "	12.90	361.40
1479A	C. W. ASSOCIATES	2. BOOKS	\$ 21.00	
B	" " "	2. "	25.50	46.50
1480	THE DRAWING BOARD	4. SUPPLIES		122.52
1481	JOHN A. EARL, INC.	18. JANITORIAL SUPPLIES		40.93
1482	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		117.00
1483A	GALE RESEARCH Co.	2. BOOKS	\$ 77.25	
B	" " "	2. "	87.35	164.60
1484	GAYLORD BROS., INC.	4. SUPPLIES		282.37
1485	GREATER NEWARK CHAMBER OF COMMERCE	2. BOOKS		37.50
1486	GREENHAVEN PRESS, INC.	19. MAGAZINES		45.47
1487	G. K. HALL & Co.	2. BOOKS		56.25
1488	J. L. HAMMETT Co.	4. SUPPLIES		24.66
1489	THE HIGHSMITH Co., INC.	4. SUPPLIES		35.34
1490	LAPAT DUPLICATING SUPPLIES Co.	4. SUPPLIES		137.00
1491	LEAGUE OF WOMEN VOTERS OF N.J.	2. BOOKS		82.70
1492	LIN COMMUNICATIONS	11. SERVICE CONTRACT		62.50
1493	LOFTUS & CUOZZI	24. LEGAL		236.00
1494	MADISON PUBLIC LIBRARY	2. BOOKS		18.99
1495	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,250.00
1496	FLORENCE MANTELL	26. HOSPITALIZATION		186.00
1497	MARKET DATA RETRIEVAL	2. BOOKS		24.23
1498	MARQUIS WHO'S WHO, INC.	2. BOOKS		106.50
1499	MOUNTAIN PRESS	2. BOOKS		13.95
1500	NATIONAL BED & BREAKFAST ASSOC.	2. BOOKS		11.20
1501	NATIONAL FUEL OIL	6. MAINT. -MAIN		29.50

WEST ORANGE FREE PUBLIC LIBRARY
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<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1502	NATIONAL TELEPHONE DIRECTORY	2. BOOKS	\$ 152.00
1503A	N.J. BELL	9. TELEPHONE	\$ 183.75
B	" "	9. "	17.90
C	" "	9. "	191.40
D	" "	9. "	<u>18.09</u>
1504	N.J. HISTORICAL SOCIETY	2. BOOKS	411.14
1505	N.J. LIBRARY TRUSTEE ASSOC.	19. MAGAZINES	13.45
1506	N.J. OFFICE SUPPLY	17. EQUIP.-A/V	17.50
1507	OLD BOOK SHOP	2. BOOKS	214.00
1508	PETTY CASH-SAFE	4. SUPPLIES	6.00
	" " "	12. TRANSPORTATION	\$ 33.66
	" " "	13. POSTAGE	16.00
		13. POSTAGE	<u>6.92</u>
1509	POSTMASTER	13. POSTAGE	56.58
1510	PRAKKEN PUBLICATIONS	2. BOOKS	400.00
1511A	P S E & G	8. UTILITIES	39.47
B	" " "	8. "	\$2,137.43
1512	REDPATH ART SERVICE	21. A/V MATERIAL	<u>37.67</u>
1513	RGS PRESS	2. BOOKS	2,175.10
1514	R.R. BOWKER	2. BOOKS	74.50
1515	R.S. BELLER CO.	4. SUPPLIES	17.16
1516	SHEPARD'S/MCGRAW H.H.	2. BOOKS	66.09
1517	SILVER BURDETT CO.	2. BOOKS	9.35
1518	SOCIETY OF AMERICAN ARCHIVISTS	2. BOOKS	86.00
1519	STANDARD & POOR'S CORP.	2. BOOKS	77.34
1520	THE STAR LEDGER	10. COMMUNITY RELATIONS	35.00
1521	NEIL S. SULLIVAN ASSOC.	6. MAINT.-MAIN	1,120.00
1522	THORNDIKE PRESS	2. BOOKS	67.50
1523	3M XRP 2052	17. EQUIP.-REPAIR	453.73
1524A	VALENTE'S HARDWARE, INC.	18. JANITORIAL SUPPLIES	61.02
B	" " "	18. " "	136.80
C	" " "	18. " "	\$ 41.08
D	" " "	18. " "	16.88
E	" " "	18. " "	10.57
F	" " "	18. " "	6.11
1525	VITAL RESOURCES, INC.	2. BOOKS	5.29
1526	WARREN, GORHAM & LAMONT	2. BOOKS	<u>59.49</u>
1527	H. W. WILSON CO.	2. BOOKS	139.42
1528A	WORRALL PUBLICATIONS	10. COMMUNITY RELATIONS	29.95
B	" "	10. " "	295.00
1529	XEROX CORP.	25. PHOTOCOPY	210.00
1530	YOUNG'S NEWS SERVICE	19. NEWSPAPER	\$ 20.93
1531A	AT & T INFO. SYSTEMS	9. TELEPHONE	<u>90.00</u>
B	" " " " "	9. TELEPHONE	110.93
C	" " " " "	9. "	273.19
D	" " " " "	9. "	150.90
		9. "	\$ 130.09
		9. "	2.82
		9. "	151.05
		9. "	<u>3.65</u>

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1986 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 26, 1986

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FEBRUARY 26, 1986

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1531	AT & T INFO. SYSTEMS	9. TELEPHONE	\$ 287.61
 <u>SUB-TOTAL</u>			 \$ 25,635.36
<u>LESS:</u>			
CHECK #1454		1. SALARIES	\$ 461.00
#1455		1. SALARIES	2,222.82
#1456		27. EMPLOYERS' SOC. SEC.	1,299.26
#1457		1. SALARIES	1,299.23
#1458		1. SALARIES	<u>171.71</u>
 <u>TOTAL ACCOUNTS PAYABLE—JANUARY 1986</u> <u>PER BUDGET REPORT</u>			 <u>\$ 20,181.34</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE public library

AGENDA
LIBRARY BOARD OF TRUSTEES
MARCH 26, 1986

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

MRS. DOROTHY CHESNUT WILL DEMONSTRATE THE
MICRO-COMPUTER STARTING AT 7:30 PM

LIBRARY DIRECTOR'S
MONTHLY REPORT

March 21, 1986

STAFF We have managed to accomplish some very worthwhile endeavors during the month for which we are quite pleased. Although we are still "limping" along with insufficient help, our scheduled programs survived.

 We are completely without the help of a full-time and a part-time employee. Also, there are always absences of persons for temporary illnesses which, in some cases, last for days and weeks. Other absences are due to personal days, days in lieu and off one day because of a Saturday work schedule. The above are some of the many reasons we need additional help.

PROGRAMS There have been a number of community-related programs during the month which we consider successful. Among them was a cooking demonstration, a color and style presentation, and a jazz concert. In addition, several meetings were held, most of which were community sponsored and were not charged the regular fee for use of our facility.

 A function which continues to grow during this period each year is the volunteer help given to senior citizens with their income tax preparation. Two citizens spend at least two days each week in the library giving assistance to those who request it. The volunteers are sponsored by AARP.

REPAIR
OF DOOR One of the outer doors leading to the parking lot was broken. We had an emergency replacement the following morning.

SPECIAL
EVENTS

Your Library Director was honored to be chosen as a judge for the West Orange Mini Invention Innovation Team Contest at the Washington Elementary School on Wednesday, March 19, 1986. It proved to be quite a rewarding experience.

Because of illnesses the proposed meeting with officials from the State Library was cancelled. It has been rescheduled for Friday, April 11, 1986.

Florence Mantell continues to be out from work because of her prolonged illness. She has been replaced in the Planning Committee by Helen Benjamin.

The library will be closed Good Friday, March 28, and Easter Sunday, March 30.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES
MARCH 26, 1986

President Herbert M. Gladstone called the meeting to order at 8:20 P.M. The following members were present constituting a quorum: Horace C. Corbin, Jr., Jane Degnan, Gayle Levy, and Anita O. Strauss. Also present were Martin J. Loftus, Attorney for the Board, and Lola N. Reed, Library Director. Irving Soloway and Albert Kupferer were absent; Stewart Manheim, Board Accountant arrived after the beginning of the meeting.

Mr. Gladstone thanked Mrs. Dorothy Chesnut and Mrs. Virginia Cullen for their presentation using the Apple II microcomputer. Mrs. Chesnut demonstrated the use of the Apple II in the typing and reproduction of catalog cards. The Board may consider future purchase of a microcomputer.

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board meeting of February 26, 1986 as presented. Mrs. Degnan seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss said that special thanks should be given to the Aborn Company for the service and rates given to the library over the years.

Mrs. Strauss requested Mrs. Reed to make a comparison of the Public Service Electric and Gas Company bills since the installation of the metered devices in 1982.

Mrs. Reed will contact the insurance agent to obtain an approximate projection of costs for the coming year renewal period in June.

Mr. Corbin made a motion to accept the Bills Presented for Payment for the month of February, 1986. Mrs. Strauss seconded the motion and it was passed unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

Mrs. Reed reported that the glass panel in the side door of the Gaston Street entrance had to be replaced because of breakage.

Mrs. Reed asked the Board to furnish correspondence concerning union negotiations. To date, the Director has been receiving only correspondence that has been sent by the union people. Mr. Gladstone said that he would speak to Mr. Soloway about forwarding future correspondence.

The Essex County Directors Group and CECLS are sponsoring a reception for state and local dignitaries on April 6 at the Holiday Inn in Livingston between 2-4 P. M.

COMMITTEE REPORTS:

1) Personnel Committee:

Mr. Gladstone said that personnel matters would be discussed at the executive session.

2) Building and Maintenance:

A letter was received from Council President Bini stating that the Library Board must pay the additional \$6,000.00 for lighting improvements through the library budget. A reply was requested from the Board to the Township Council by April 1.

The money remaining in the Building Fund after completion of the Edison Wing is \$15,964.49. The Board was in agreement that the additional expense of \$6,000.00 is an expense the Township should assume. Mr. Gladstone noted that interest for the amount remaining in the Building Fund has not accrued to the library. A letter will be sent to Council President Bini informing him of the Board's decision in this matter. Mr. Gladstone commended Mr. Loftus and Mr. Cuozzi for the excellent background material presented to the Board regarding the lighting.

OLD BUSINESS:

Mrs. Levy attended the jazz concert on March 16 and was very impressed with the event. Mrs. Reed added that the concert was successful in that the library broke even with expenses. The firm of Loftus and Cuozzi contributed money towards admission fees which resulted in the library holding a cost-free event.

NEW BUSINESS:

Mr. Gladstone welcomed Mr. O'Neill to the Board meeting after the completion of Old Business to honor him for his seven and one-half years as a Trustee and officer. Two books were purchased and dedicated in Mr. O'Neill's name: Computer Pioneers and Above and Beyond, a History of the Medal of Honor. Both books reflect Mr. O'Neill's career and personal interests. A plaque engraved with the dates of service to the Board and a resolution commending him as Trustee were presented. In addition, Mr. Gladstone gave Mr. O'Neill an arrangement of spring flowers to take home to Mrs. O'Neill who could not attend the festivities. Mr. Gladstone, on behalf of the Trustees, the staff, and the citizens of West Orange extended wishes for health, success and happiness.

Mr. O'Neill graciously thanked Mr. Gladstone and the Board for the honors and presentations. He especially noted his concern for the completion of the lighting improvements which have been close to his interests since the deficiency had been discovered.

COMMUNICATIONS:

Mrs. Levy read the following correspondence received or sent during the past month:

- 1) An invitation from Mr. Gladstone to Mr. O'Neill to attend the March Board meeting to show the Board's appreciation for his years as Trustee.
- 2) A letter from Mr. Gladstone to Mr. Vincert J. Giblin, Business Manager of IUOE concerning meeting dates.
- 3) A letter from Mr. Gladstone to Mayor Spina and the Township Council requesting an appropriation of \$6,000.00 to be made for lighting improvements in the Edison Wing.
- 4) A letter from Mr. Soloway to Mr. Giblin suggesting times and places for a meeting with union representatives.

Mr. Gladstone stated that a meeting will be held on Monday, March 31 at the library at 5:30 P. M.

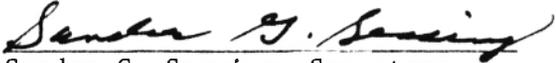
ADJOURNMENT:

The public portion of the meeting was adjourned by a motion made by Mrs. Degnan and seconded by Mr. Corbin at 9:26 P. M.

EXECUTIVE SESSION:

A discussion was held concerning union negotiations.

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 FEBRUARY 1986

LIBRARY BOARD MEETING OF MARCH 26, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF FEB. 1986	ACCUMULATED BUDGET EXPENDITURES 2 MONTHS ENDED 2/28/86	UNEXPENDED BUDGET BALANCE ON 2/28/86	BILLS/ ACCOUNTS PAYABLE AT 2/28/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 2/28/86
SALARIES AND WAGES	\$479,000	\$ 35,156.12	\$ 70,709.30	\$408,290.70	\$	\$408,290.70
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	31,500	2,339.74	4,506.97	26,993.03		26,993.03
SOCIAL SECURITY	34,400	2,591.88	5,185.81	29,214.19		29,214.19
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	34,700			34,700.00	171.17	34,528.83
UNEMPLOYMENT INS., ETC.	9,000	75.83	75.83	8,924.17		8,924.17
WORKERS COMPENSATION INS.	4,800			4,800.00		4,800.00
SUNDAY OPENINGS	12,000	1,094.36	1,819.88	10,180.12		10,180.12
CONTRACTURAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,000	178.43	232.43	767.57	392.60	374.97
TRANSPORTATION	500	16.00	16.00	484.00	8.00	476.00
SEMINARS & WORKSHOPS	600			600.00		600.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	1,250.00	13,750.00	1,250.00	12,500.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	236.00	4,764.00	236.00	4,528.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	2,175.10	2,175.10	37,824.90	3,756.13	34,068.77
MAIN LIBRARY-MAINT.	23,000	304.48	304.48	22,695.52	2,418.93	20,276.59
TORY CORNER - RENTAL	540			540.00		540.00
SERVICE CONTRACTS	4,500	194.50	194.50	4,305.50	195.00	4,110.50
PAYROLL SERVICES	2,000	186.04	186.04	1,813.96	205.37	1,608.59
MATERIAL & SUPPLIES:						
BOOKS	88,200	8,129.17	8,129.17	80,070.83	8,305.95	71,764.88
SUPPLIES	11,500	2,042.43	2,042.43	9,457.57	519.79	8,937.78
MICROFILM	10,500		1,391.00	9,109.00		9,109.00
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	213.87	213.87	8,786.13	129.32	8,656.81
AUDIO/VISUAL -MATERIALS	2,000	209.63	209.63	1,790.37	62.41	1,727.96
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200	85.27	85.27	5,114.73	1,123.00	3,991.73
TELEPHONE	4,500	497.85	494.43	4,005.57	200.30	3,805.27
POSTAGE	3,850	406.92	406.92	3,443.08	3.04	3,440.04
EQUIPMENT:						
LIBRARY	8,720	136.80	260.50	8,459.50	96.66	8,362.84
AUDIO/VISUAL EQUIPMENT	1,780	214.00	214.00	1,566.00		1,566.00
JANITORIAL SUPPLIES	3,000	655.23	655.23	2,344.77	178.86	2,165.91
PHOTOCOPY	5,000	273.19	273.19	4,726.81	328.22	4,398.59
AUTOMATION	3,600			3,600.00		3,600.00
TOTAL	\$857,040	\$ 58,662.84	\$101,267.98	\$755,772.02	\$19,580.75	\$736,191.27

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 1986

	BALANCE 2/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 2/28/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 2/28/86	UNEXPENDED BUDGET BALANCES AT 2/28/86
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
COPY MACHINES							
XEROX	\$ 691.35	\$ 582.25	\$ -0-	\$ 1,273.60			
TOSHIBA	-0-	22.50	-0-	22.50			
SHARP	510.90	-0-	-0-	510.90			
TOTAL COPY MACHINES	\$ 1,202.25	\$ 604.75	\$ -0-	\$ 1,807.00			
FINES	2,160.39	2,059.38	-0-	4,219.77			
RENTALS	234.66	222.10	-0-	456.76			
PROJECTOR RENTAL	30.00	30.00	-0-	60.00			
MICROFILMS	-0-	35.30	-0-	35.30			
NON-RESIDENT FEE	-0-	-0-	-0-	-0-			
MEETING ROOM	25.00	-0-	-0-	25.00			
TELEPHONE	12.68	11.94	-0-	24.62			
DONATIONS	5.00	-0-	-0-	5.00			
INTEREST	827.52	1,302.10	-0-	2,129.62			
MISCELLANEOUS	-0-	63.00	-0-	63.00			
TOTAL RECEIPTS AND FUNDS	\$ 4,497.50	\$ 4,328.57	\$ -0-	\$ 8,826.07			
LOST BOOK FUND	\$ 156.80	\$ 212.88	\$ -0-	\$ 369.68			
BOOK SALES & EXCESS PROPERTY FUND	\$ 168.70	\$ 153.29	\$ -0-	\$ 321.99			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
ACCUMULATED REVENUE FUND	\$ 164,653.34	\$ -0-	\$ -0-	\$ 164,653.34			
ACCOUNTS PAYABLE 12/31/85	\$ 4,255.46	\$ -0-	\$ 2,605.46	\$ 1,650.00			
TOTAL ALL FUNDS	\$ 131,486.66	\$ 178,444.74	\$ 61,268.30	\$ 248,663.10			

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

	\$ 1,117.29			\$ 1,117.29			
	227,653.80			227,653.80			
	10,896.49			10,896.49			
	5,255.92			5,255.92			
	1,971.65			1,971.65			
	1,372.57			1,372.57			
	185.00			185.00			
	210.38			210.38			
	\$248,663.10			\$248,663.10			
	19,580.75			19,580.75			
	\$229,082.35			\$229,082.35			

LESS: ACCOUNTS PAYABLE, 2/28/86

CASH FUNDS AVAILABLE AT 2/28/86

WEST ORANGE FREE PUBLIC LIBRARYFEBRUARY 1986 BILLS PRESENTED FOR PAYMENT ON
MARCH 26, 1986CHECKS ARE DATED
FEBRUARY 28, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1532	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES - UNION DUES	\$ 561.00
1533	PERS 20284	1. SALARIES - EMPLOYEE SAVINGS	118.00
1534	" " - PENSIONS & LOANS	1. SALARIES - LIFE INSURANCE	1,806.50
1535	" " - SUPP. ANNUITY PROG.	1. SALARIES	828.08
1536	TOWN OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1537	W.O. LIBRARY-UNEMPLOYMENT SAV. A/C	1. SALARIES	362.52
1538	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,292.65
1539	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,292.65
1540	N.J. GROSS INCOME TAX	1. SALARIES	739.31
1541	MIDLANTIC NAT'L BANK	1. SALARIES	2,354.61
1542	INT'L UNION OF OPER. ENGINEERS	1. SALARIES	170.00
1543	N.J. STATE DISABILITY BENEFITS	28. GENERAL	75.83
1544	SECRETARY OF STATE	4. SUPPLIES	15.00
	P/R 2/14/86 #4738-4778 (41)	1. SALARIES	11,967.44
	P/R 2/28/86 #4779-4816 (38)	1. SALARIES	11,895.61
<u>SUB-TOTAL</u>			\$ 35,765.23
<u>ADD: CHECKS #1454-1531 FOR PAYMENT ISSUED</u> 2/26/86			<u>25,635.36</u>
<u>CHECKS ISSUED FOR THE MONTH OF FEBRUARY 1986</u>			\$ 61,400.59
<u>LESS: DEPOSIT 2/3/86</u>	26. HOSPITALIZATION	\$ 132.29	(132.29)
<u>SUB-TOTAL</u>			\$ 61,268.30
<u>LESS: ACCOUNTS PAYABLE 12/31/85 PAID IN 1986</u>			
BAKER & TAYLOR	2. BOOKS	\$1,723.28	
COMMERCE CLEARING HOUSE	2. BOOKS	87.94	
CONGRESSIONAL QUARTERLY	2. BOOKS	348.50	
N.J. BELL	9. TELEPHONE	200.90	
R.R. BOWKER	2. BOOKS	66.09	
NEIL SULLIVAN	6. MAINTENANCE	178.75	(2,605.46)
<u>TOTAL EXPENDITURES-MONTH OF FEBRUARY 1986</u> <u>PER BUDGET REPORT</u>			<u>\$ 58,662.84</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:*Lola Reed*PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICKBY: Stewart Maxheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1986 BILLS PRESENTED FOR PAYMENT ON
MARCH 26, 1986

4.

CHECKS ARE DATED
MARCH 26, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
1545	W.O. MUNICIPAL EMPLOYEES'FCU	1. SALARIES		\$ 561.00
1546	MIDLANTIC NAT'L BANK	1. SALARIES		2,324.22
1547	TOWN OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC. SEC.		1,247.22
1548	TOWN OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES		1,247.20
1549	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS		15.00
1550A	ADP, INC.	11. SERVICE CONTRACTS	\$ 63.03	
B	" "	11. " "	73.20	
C	" "	11. " "	<u>69.14</u>	205.37
1551	ANCESTRY, INC.	2. BOOKS		41.40
1552A	BAKER & TAYLOR	2. BOOKS	\$ 83.47	
B	" " "	2. BOOKS	250.42	
C	" " "	2. " "	273.13	
D	" " "	2. " "	<u>122.39</u>	729.41
1553	BAKER & TAYLOR	2. BOOKS		116.46
1554	VOID			
1555A	BAKER & TAYLOR	2. BOOKS	\$ 766.90	
B	" " "	2. " "	(13.46)	
C	" " "	2. " "	193.72	
D	" " "	2. " "	30.72	
E	" " "	2. " "	58.74	
F	" " "	2. " "	448.17	
G	" " "	2. " "	281.01	
H	" " "	2. " "	29.98	
I	" " "	2. " "	429.90	
J	" " "	2. " "	(35.74)	
K	" " "	2. " "	(27.70)	
L	" " "	2. " "	12.83	
M	" " "	2. " "	104.85	
N	" " "	2. " "	685.38	
O	" " "	2. " "	373.14	
P	" " "	2. " "	58.50	
Q	" " "	2. " "	125.29	
R	" " "	2. " "	277.34	
S	" " "	2. " "	73.75	
T	" " "	2. " "	37.91	
U	" " "	2. " "	24.69	
V	" " "	2. " "	764.77	
W	" " "	2. " "	21.78	
X	" " "	2. " "	112.85	
Y	" " "	2. " "	<u>58.62</u>	4,893.94
1556	BENISCH & Co.	5. INSURANCE-OTHER		1,123.00
1557	BLOOMFIELD WINDOW CLEANING Co.	6. MAINTENANCE		75.00
1558	BRODART Co.	4. SUPPLIES		5.60
1559A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MAT'L	\$ 7.38	
B	" " " " " "	21. " "	<u>36.49</u>	43.87
1560	CHANGING TIMES	2. BOOKS		7.90
1561A	C. W. ASSOCIATES	2. BOOKS	\$ 15.00	
B	" " "	2. " "	<u>15.00</u>	30.00
1562	DEPT. OF TREASURY-DIV. OF PENSIONS	28. GENERAL		10.90
1563	DUN'S MARKETING SERVICES	2. BOOKS		937.50
1564	EAST ORANGE GLASS Co.	6. MAINTENANCE		277.28
1565	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		117.00
1566	GALE RESEARCH Co.	2. BOOKS		87.35
1567	H. W. WILSON Co.	2. BOOKS		80.00

FEBRUARY 1986 BILLS PRESENTED FOR PAYMENT ON
MARCH 26, 1986

CHECKS ARE DATED
MARCH 26, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1568	THE INSTITUTE FOR RESEARCH	19. MAGAZINES	\$ 26.96
1569	SHIRLEY ITKIN	4. SUPPLIES	105.99
1570	KELLY & SALLES ELEC. SUPPLY	6. MAINTENANCE	180.00
1571	KULACS ENGINEERING SERVICE	10. COMM. RELATIONS	100.00
1572A	LITZBAURER BROTHERS, INC.	6. MAINTENANCE	\$ 111.12
B	" " "	6. "	<u>797.00</u>
1573	LOFTUS & CUOZZI	24. LEGAL	908.12
1574	MAIN LINE BOOK Co.	2. BOOKS	236.00
1575	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	63.00
1576	METROPOLITAN OPERA SHOP	19. MAGAZINES	1,250.00
1577	NAT'L DIR. ADD. & TEL. # CONCORD REF. BOOKS, INC.	2. BOOKS	6.06
1578	NATIONAL FUEL OIL, INC.	8. UTILITIES	27.95
1579	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	1,703.84
1580A	N.J. BELL	9. TELEPHONE	37.75
B	" "	9. "	\$ 181.55
1581A	N.J. OFFICE SUPPLY	4. SUPPLIES	<u>18.75</u>
B	" " "	4. "	\$ 22.00
C	" " "	4. "	9.45
D	" " "	4. "	297.44
E	" " "	4. "	6.00
F	" " "	4. "	8.16
1582	P & P LAWMOWER, INC.	4. "	<u>.66</u>
1583	PETTY CASH	18. JAN. SUPPLY	343.71
"	"	21. A/V MAT'L	49.56
"	"	4. SUPPLIES	\$ 18.54
"	"	12. TRANSPORTATION	12.59
"	"	13. POSTAGE	8.00
1584	PITNEY BOWES	11. SERV. CONTRACTS	<u>3.04</u>
1585	PRESCRIPTION CENTER	4. SUPPLIES	42.17
1586A	PSE & G Co.	8. UTILITIES	63.00
B	" " " "	8. "	51.90
1587	PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION GROUP INS. FUND	28. INSURANCE PERS	\$2,014.62
1588	QUIGLEY PUBLISHING Co.	2. BOOKS	<u>37.67</u>
1589	SETON HALL UNIV. MUSEUM	2. BOOKS	2,052.29
1590	SHEPARD'S/MCGRAW HILL	2. BOOKS	160.27
1591	SILVER BURDETT Co.	2. BOOKS	87.50
1592	THE STAR LEDGER	10. COMM. RELATIONS	34.25
1593A	NEIL S. SULLIVAN ASSOC.	6. MAINTENANCE	181.50
B	" " " "	6. "	395.82
1594	3M Co. XRP 2052	17. EQUIP. REPAIR	292.60
1595	TIME LIFE BOOKS	2. BOOKS	\$ 178.75
1596	UNIVERSITY OF CHICAGO PRESS	2. BOOKS	<u>799.78</u>
1597A	VALENTE'S HARDWARE, INC.	18. JAN. SUPPLIES	978.53
B	" " "	18. " "	96.66
C	" " "	18. " "	17.78
D	" " "	18. " "	20.19
E	" " "	18. " "	\$ 12.00
F	" " "	18. " "	34.20
1598	WEST PUBLISHING Co.	2. BOOKS	23.50
			31.50
			2.18
			<u>25.92</u>
			129.30
			83.25

FEBRUARY 1986 BILLS PRESENTED FOR PAYMENT ON
MARCH 26, 1986

CHECKS ARE DATED
MARCH 26, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1599	WORLD BOOK, INC.	2. BOOKS	\$ 433.00
1600	WORRALL PUBLICATIONS	19. MAGAZINES	46.00
1601A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19
B " "	" "	25. " "	<u>55.03</u>
1602	YOUNG'S NEWS SERVICE	19. NEWSPAPERS	328.22
			<u>50.30</u>
	<u>SUB-TOTAL</u>		\$ 24,960.39
	<u>LESS:</u>		
	CHECK #1545	1. SALARIES	\$ 561.00
	1546	1. " "	2,324.22
	1547	27. EMPLOYER'S SOC.SEC.	1,247.22
	1548	1. SALARIES	<u>1,247.20</u>
			<u>5,379.64</u>
	<u>TOTAL ACCOUNTS PAYABLE - JANUARY 1986</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 19,580.75</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela L Reed

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE public library

AGENDA
LIBRARY BOARD OF TRUSTEES
APRIL 30, 1986

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. PLANNING COMMITTEE REPORT
9. NEW BUSINESS
10. COMMUNICATIONS
11. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

April 30, 1986

STORY
HOUR

We are pleased to inform you, the Board of Trustees, that the ten week Story Hour Session has been very successfully completed. Through the combined efforts of retired Children's Librarian, Ethel Richard and our own Debby Pinkus, the operations were smoothly carried out and everybody seemed very happy with the results.

A DAY
IN
COURT

Sandy and I spent a large portion of the day of April 3 in court at Township Hall. The case concerned the small amount of money taken from my office by Quentin Hunt. The judge found the defendant guilty of theft. Since the young man was already incarcerated on other charges he was not given an extension on his jail sentence but his probationary period was lengthened and he was ordered to pay back the amount taken.

HOLIDAY
INN

AFFAIR The reception at the Holiday Inn in Livingston on Sunday, April 6, in celebration of the continuing success of the County of Essex Cooperating Library Systems (CECLS) and National Library Week, to which you were all invited was a big success. However, it is regretted that from our town only the Mayor, three Library Board Trustees, and two representatives from the Board of Education attended.

DEMOLITION
MEETING

On April 8 Sandy, Elvino, our custodian, and I attended a meeting which concerned the demolition of the Old Fairmount School at the Department of Public Works. We were informed of what would be happening with the demolition and when. We were also told that our parking behind the library will not be interrupted. The date of April 14 was set for the beginning of the project and would take

four days. However, as of this writing, the building still stands (April 16).

PLANNING After several postponements we finally had our first meeting with representatives from the State Library on April 11 to get our planning program underway. Our committees were selected and given assignments. However, there is one setback. We were asked to provide copies of The Planning Process for Public Libraries by Vernon Palmour, et. al. but found out from the American Library Association Headquarters that the book is out-of-print. We are trying to resolve the problem through ILL's from other libraries.

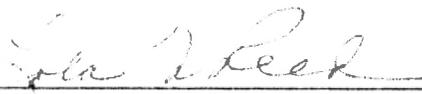
CHILDREN'S
LIBRARIAN I am submitting the credentials of Miss Susan Fichtelberg for your consideration. I interviewed Miss Fichtelberg on Saturday, April 5 after having received three letters highly recommending her for the job as Children's Librarian at West Orange Public Library. I was favorably impressed with both the letters and the applicant.

As her application shows, Ms. Fichtelberg has some experience and is a part-time student attending graduate school at Rutgers University. She will probably not graduate until late in 1987.

Nevertheless, I strongly recommend that we hire Miss Fichtelberg as a para-professional until she receives her MLS degree after which she would be given the status of a professional librarian. Because of her years of experience I recommend a beginning salary of \$13,500.

Please remember that Children's Librarians are at a premium and hard to get. Consider this appointment of a para-professional a very good investment and an asset.

Miss Fichtelberg will give three weeks notice to her employer as soon as she hears from us. She is willing to get started on our Summer Reading Program. We need this person very badly for reasons of filling the position and to keep our State Aid intact.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
APRIL 30, 1986

President Herbert M. Gladstone called the meeting to order at 8:06 P. M. The following members were present constituting a quorum: Horace C. Corbin, Jr., Jane Degnan, Albert F. Kupferer, Irving J. Soloway, and Anita O. Strauss. Also present were Martin J. Loftus, Board Attorney, Stewart Manheim, Board Accountant, and Lola N. Reed Library Director. Gayle Levy was absent.

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 1986 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 March 26, 1986 as presented. Mr. Corbin seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Corbin made a motion to accept and approve the Bills Presented for Payment for the month of March, 1986. Mrs. Degnan seconded the motion and it was passed unanimously.

2) Financial Statement:

A short discussion was held on how to handle payment of bills. Mr. Corbin suggested that a projection of costs be made at the time of each Board meeting to determine approximate expenses for the next month. This will allow the Board to keep a closer view of up and coming expenses.

Mrs. Gladstone asked Mrs. Reed to keep aware of any future expenses for the Seminars and Workshops line item. Mrs. Reed said that at present, Mrs. Czarnecki was attending the NJLA convention and that the ALA convention will be held in Summer.

Mr. Manheim will look into line item - Community Services. It was noted that \$6.30 was the budget balance as of 3/31/86.

Mr. Gladstone requested Mrs. Reed to recommend to the Board how she can best use the \$3,600 allocation under line item - Automation.

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

COMMUNITY/STAFF PARTICIPATION:

Mrs. Elizabeth Springsteel asked the Board to consider replacing the compressor for the air conditioning in the old building. It has been very uncomfortable on the warm days.

DIRECTOR'S REPORT:

Mrs. Reed reported that the electricians have begun to work on the improvement of the lighting. At present, they are installing the brackets on top of the stacks. It will not be necessary to close the library to the public until the fixtures have arrived. At that time, work will commence early in the morning and finish at 12:00 Noon. The library will open to the public at that time. Mr. Leonard Lepore has kept a close watch on activities to date.

The Time-a-Watt units that are monitoring electrical usage were found to be shut off as a result of the many repairs to the air conditioning over the past year. At present, all units are functioning and will be checked periodically by the custodian.

COMMITTEE REPORTS:

Personnel:

Discussion will be held at the Executive session.

Building and Grounds:

Mr. Gladstone explained that the Township Council refused to pay for the replacement of the broken compressor in the old building as a part of capital improvements. Discussion was held as to the direction the Board should take in the replacement of either one or two compressors. Two compressors are needed working in tandem to cool the old building. It had been recommended by one company that both be replaced.

Mrs. Strauss made a motion that the Board purchase one compressor to replace the one that does not work in the old building providing that the Engineering Department in the Township recommends replacement of one compressor. Mrs. Degnan seconded the motion and it was carried unanimously.

Mrs. Reed will contact the Public Works Department to ask their advice. Updated prices as well as trade-in value will be obtained. A telephone poll of the Board can be taken, if necessary, when all of the information is provided.

Mr. Gladstone asked Mrs. Reed to provide a schedule for the next phase of painting the library to include recommendations and costs.

Community Relations Committee Progress Report:

Mrs. Degnan said that she had spoken to the editor of the "West Orange Chronicle" concerning library news. Space may be available to inform the public as to the functions and the progress of the Planning Committee. As yet, it is too soon to set anything up. Planning is very involved.

Report on the Planning Committee:

Mrs. Strauss reported that the first meeting of the Planning Committee was held on Friday, April 11 at 10:00 A. M. with the representatives of the State Library. Each committee member was assigned a task to complete before the next meeting. A survey is being considered for distribution to patrons.

Mrs. Lepore, a staff member of the Planning Committee, said that the staff had made recommendations in the past in reference to planning to the Board, and felt that the staff would continue to do so. She said that she felt resentful of having outsiders coming in when the staff has tried to inform the Board of the needs and desires of the public.

Mr. Gladstone thanked Mrs. Lepore for her comments and said that he had been the one to initiate contact with the State representatives about planning, and that he assumed that the staff would cooperate. The library has need of additional professional advice.

Mrs. Strauss proposed a resolution for the Board to authorize the Planning Committee to go into planning procedures. Mrs. Degan seconded, and discussion was held.

Mr. Soloway expressed his concern about the amount of staff hours that will be needed for the committee which he felt would be an added burden to an already over-worked staff.

Mr. Soloway made a motion to table the authorization of the Planning Committee for a period of one month so that the Board can be provided with the answers to the questions of staff hours to be worked. Mr. Kupferer seconded the motion. Mr. Soloway and Mr. Kupferer voted in favor, Mr. Corbin, Mrs. Degan and Mrs. Strauss opposed the motion. The motion was not carried.

It was decided after discussion, that additional discussion will be held regarding the Planning Committee at the next Board meeting. It will be placed on the Agenda.

Mr. Soloway requested a rough estimate of staff hours per week for the period of the year that will be required from present staff excluding volunteers for the Planning committee.

Mrs. Strauss said that she appreciated that the Board was not sold on the idea of the planning process, but she would like it stated in the record that she is deeply disappointed because she feels that this is an opportunity for the Board to have a blueprint for the orderly improvement of the library. She regrets that there is a delay in the onset of the process because of the loss of enthusiasm. She knows that it would be difficult to do that job without the wholehearted approval and support of the Board. Therefore, Mrs. Strauss withdrew her motion. Mrs. Degan withdrew her second to the motion.

Mrs. Strauss asked the Board to review the task outline for the Planning Process for Public Libraries. Copies will be mailed to all Trustees.

OLD BUSINESS:

Equipment purchases for 1986 were discussed. All items have been purchased with the exception of two electric typewriters which will be ordered during the next month. In the Minutes of October, 1985, \$6,100 had been designated for telephone improvements. It was agreed that the \$6,100 not be used in 1986, but that the amount be carried over into 1987 and/or any suggestions for telephones be carried over into 1987. The \$6,100 can be considered for other purchases.

Mr. Soloway made a motion to purchase Wolsten's professional set which includes a micro-computer Apple II E and accessories for an approximate total cost of \$2,500-\$3,000. Mrs. Degnan seconded the motion and it was passed unanimously.

Mr. Gladstone asked Mr. Loftus to check with Mr. Cuozzi as to the status of the Yablick gift.

Mrs. Reed will contact Mrs. Levy about the acquisition of new chairs for the meeting room. This will give the Budget Committee an idea of funds required in the 1987 budget.

Mrs. Lepore said that the cash register is a very positive asset to the Circulation Department.

NEW BUSINESS:

Mr. Soloway shared materials that he had received from the New York Public Library with the Board. Mr. Loftus will review the information to see if the ideas presented can be used as a possible fund raiser for the library.

COMMUNICATIONS:

Mr. Kupferer read the following correspondence:

- 1) A letter to Mrs. Reed from Dorothy Banyas, MIIT Coordinator, West Orange Public Schools, thanking Mrs. Reed for her participation in the Mini Invention Innovation Team Contest.
- 2) A note to Mrs. Pinkus from Mr. Gladstone concerning reference to her letter of 3/15/86.
- 3) A letter to Mrs. Reed from Elizabeth Springsteel, on behalf of the library staff, requesting consideration be given to Saturday closings before forthcoming holiday weekends.
- 4) A letter to Mrs. Reed from the Dues Department of the International Union of Operating Engineers concerning retro dues deductions for specified members.
- 5) A letter to Council President Bini from Mr. Gladstone requesting reconsideration of the \$6,000 appropriation for the lighting.

It was noted that no correspondence had been received from the Township Council informing the Board of the appropriation which had been voted upon April 8, 1986.

Mr. Kupferer made a motion to adjourn the public portion of the meeting at 10:25 P. M. It was seconded by Mr. Corbin and carried unanimously.

EXECUTIVE SESSION:

Mr. Soloway reported on his meeting with the union representative on March 31, 1986. He stated that no date had been set for the next meeting to negotiate on matters concerning staff. In his capacity as President, Mr. Gladstone instructed Mr. Loftus to attend the next meeting.

The Board of Trustees unanimously agreed to hire the person recommended by Mrs. Reed as a para-professional at an annual salary of \$13,500.

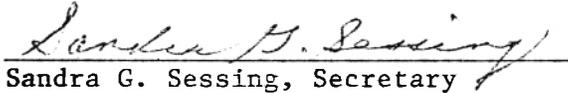
Mrs. Reed was advised to hold a conference with Mrs. Mantell and report results to the Board of Trustees.

It was unanimously agreed that the library will be closed on the weekend of July 4, 1986.

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 1986

LIBRARY BOARD MEETING OF APRIL 30, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF MARCH 1986	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/86	UNEXPENDED BUDGET BALANCE ON 3/31/86	BILLS/ ACCOUNTS PAYABLE AT 3/31/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 3/31/86
SALARIES AND WAGES	\$479,000	\$ 33,854.43	\$104,563.73	\$374,436.27		\$374,436.27
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,021.45	6,528.42	24,971.58		24,971.58
SOCIAL SECURITY	34,400	2,494.95	7,680.76	26,719.24		26,719.24
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700	(14.16)	(14.16)	34,714.16		34,714.16
UNEMPLOYMENT INS., ETC.	9,000	1,836.23	1,912.06	7,087.94		7,087.94
WORKERS COMPENSATION INS.	4,800			4,800.00		4,800.00
SUNDAY OPENINGS	12,000	1,039.88	2,859.76	9,140.24		9,140.24
CONTRACTURAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,000	674.77	907.20	92.80	\$ 86.50	6.30
TRANSPORTATION	500	8.00	24.00	476.00	17.00	459.00
SEMINARS & WORKSHOPS	600			600.00		600.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	2,500.00	12,500.00	1,250.00	11,250.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	472.00	4,528.00	236.00	4,292.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	3,756.13	5,931.23	34,068.77	2,214.25	31,854.52
MAIN LIBRARY-MAINT.	23,000	2,418.93	2,723.41	20,276.59	123.86	20,152.73
TORY CORNER - RENTAL	540			540.00	135.00	405.00
SERVICE CONTRACTS	4,500	195.00	389.50	4,110.50	443.92	3,666.58
PAYROLL SERVICES	2,000	205.37	391.41	1,608.59	118.90	1,489.69
MATERIAL & SUPPLIES:						
BOOKS	88,200	8,315.90	16,445.07	71,754.93	6,821.55	64,933.38
SUPPLIES	11,500	572.98	2,615.41	8,884.59	1,021.93	7,862.66
MICROFILM	10,500		1,391.00	9,109.00	281.52	8,827.48
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	129.32	343.19	8,656.81	857.18	7,799.63
AUDIO/VISUAL - MATERIALS	2,000	62.41	272.04	1,727.96	75.48	1,652.48
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200	1,123.00	1,208.27	3,991.73		3,991.73
TELEPHONE	4,500	355.00	849.43	3,650.57	351.07	3,299.50
POSTAGE	3,850	3.04	409.96	3,440.04	403.72	3,036.32
EQUIPMENT:						
LIBRARY	8,720	96.66	357.16	8,362.84		8,362.84
MAINTENANCE EQUIPMENT	-					
AUDIO/VISUAL EQUIPMENT	1,780		214.00	1,566.00	359.80	1,206.20
JANITORIAL SUPPLIES	3,000	178.86	834.09	2,165.91	322.08	1,843.83
PHOTOCOPY	5,000	328.22	601.41	4,398.59	294.58	4,104.01
AUTOMATION	3,600			3,600.00		3,600.00
TOTAL	<u>\$857,040</u>	<u>\$ 61,142.37</u>	<u>\$162,410.35</u>	<u>\$694,629.65</u>	<u>\$15,414.34</u>	<u>\$679,215.31</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1986

	BALANCE 3/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 3/31/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 3/31/86	UNEXPENDED BUDGET BALANCES AT 3/31/86
BUDGET FUND	\$ 72,482.02	\$ -0-	\$ 61,142.37	\$ 11,339.65	\$ 683,290.00	\$ 15,414.34	\$ 679,215.31
RECEIPTS AND FUNDS							
COPY MACHINES							
XEROX	\$ 1,273.60	\$ 982.33	\$ -0-	\$ 2,255.93			
TOSHIBA	22.50			22.50			
SHARP	510.90			510.90			
TOTAL COPY MACHINES	\$ 1,807.00	\$ 982.33	\$ -0-	\$ 2,789.33			
FINES	4,219.77	1,722.53	-0-	5,942.30			
RENTALS	456.76	300.50	-0-	757.26			
PROJECTOR RENTAL	60.00	15.00	-0-	75.00			
MICROFILMS	35.30		-0-	35.30			
NON-RESIDENT FEE	-0-	-0-	-0-	-0-			
MEETING ROOM	25.00	100.00	-0-	125.00			
TELEPHONE	24.62	11.15	-0-	35.77			
DONATIONS	5.00	526.61	-0-	531.61			
INTEREST	2,129.62	1,367.60	-0-	3,497.22			
MISCELLANEOUS	63.00	46.00	-0-	109.00			
TOTAL RECEIPTS AND FUNDS	\$ 8,826.07	\$ 5,071.72	\$ -0-	\$ 13,897.79			
LOST BOOK FUND	\$ 369.68	\$ 144.98	\$ -0-	\$ 514.66			
BOOK SALES & EXCESS PROPERTY FUND	\$ 321.99	\$ 222.20	\$ -0-	\$ 544.19			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
ACCUMULATED REVENUE FUND	\$ 164,653.34	\$ -0-	\$ -0-	\$ 164,653.34			
ACCOUNTS PAYABLE 12/31/85	\$ 1,650.00	\$ -0-	\$ -0-	\$ 1,650.00			
TOTAL ALL FUNDS	\$ 248,663.10	\$ 5,438.90	\$ 61,142.37	\$ 192,959.63			

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

(\$ 1,453.62)
 179,518.29
 5,077.69
 6,404.06
 1,997.52
 1,099.40
 185.00
 131.29
 \$192,959.63
 15,414.34
\$177,545.29

LESS: ACCOUNTS PAYABLE, 3/31/86
 CASH FUNDS AVAILABLE AT 3/31/86

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH—JANUARY, FEBRUARY, MARCH 1986
BILLS PRESENTED FOR PAYMENT ON
APRIL 30, 1986

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1/6/86	1746	AFRO AMERICAN COMMEMORATIVE SOC.	10. COMMUNITY SERV.	\$ 9.00
1/8/86	1747	CELESTIAL PRODUCTS	4. SUPPLIES	6.00
2/21/86	1748	SHIRLEY ITKIN	4. SUPPLIES	21.16
2/28/86	1749	EMMA LOU CZARNECKI	2. BOOKS	16.90
3/7/86	1750	LIN COMMUNICATIONS	4. SUPPLIES	2.27
3/22/86	1751	SHOP RITE	4. SUPPLIES	17.78
3/25/86	1752	LE JOHN'S LIQUORS	4. SUPPLIES	<u>5.98</u>
TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF JANUARY, FEBRUARY, MARCH 1986				<u>\$ 79.09</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim* *CPA*

WEST ORANGE FREE PUBLIC LIBRARYMARCH 1985 BILLS PRESENTED FOR PAYMENT ONAPRIL 30, 1986CHECKS ARE DATED
MARCH 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1603	A.T. & T.	9. TELEPHONE	\$ 154.70
1604	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES - UNION DUES	526.00
1605	PERS 20284	1. SALARIES-EMPLOYEE SAVINGS	115.39
1606	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES	165.00
1607	PERS 20284 - SUPP. ANNUITY PROGRAM	1. SALARIES	414.04
1608	PERS 20284 - PENSIONS & LOANS	1. SALARIES-LIFE INS.	1,820.40
1609	TOWN OF W.O. -HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1610	W.O. LIBRARY - UNEMPLOYMENT SAV A/C	1. SALARIES	348.95
1611	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,247.71
1612	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,247.73
1613	N.J. GROSS INCOME TAX	1. SALARIES	709.53
1614	MIDLANTIC NAT'L BANK	1. SALARIES-FED. W/H TAX	2,432.88
1615	N.J. DIVISION OF UNEMPLOY. SEC.	29. GENERAL	\$1,665.06
1615	" " " " "	30. TRANSFER	<u>1,074.25</u>
	P/R 3/15/86-#4817-4857 (41)	1. SALARIES	11,507.63
	P/R 3/31/86-#4858-4896 (39)	1. SALARIES	11,474.36
	<u>SUB-TOTAL</u>		\$ 37,189.66
	<u>ADD: CHECKS #1545-1602 FOR PAYMENT ISSUED AT MARCH 36, 1986</u>		<u>24,960.39</u>
	<u>CHECKS ISSUED FOR THE MONTH OF MARCH 1985</u>		\$ 62,150.05
	<u>ADD: PETTY CASH CHECKS #1746 - 1752 ISSUED DURING JANUARY, FEBRUARY, MARCH 1986</u>		<u>79.09</u>
	<u>SUB-TOTAL</u>		\$ 62,229.14
	<u>LESS:</u>		
	EXCHANGE - U.C. INS.		\$1,074.25
	DEPOSITS - 3/5	2. BOOKS	6.95
	3/3 & 3/24	26. HOSPITALIZATION	264.58
	3/14	29. GENERAL	<u>14.16</u>
	<u>SUB-TOTAL</u>		<u>1,359.94</u>
	<u>ADD:</u>		\$ 60,869.20
	DECREASE IN COMMUNITY SERVICES CHECKING ACCOUNT		<u>273.17</u>
	<u>TOTAL EXPENDITURES - MONTH OF MARCH 1986</u>		<u>\$ 61,142.37</u>
	<u>PER BUDGET REPORT</u>		

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:


PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim Cht

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1986 BILLS PRESENTED FOR PAYMENT ON

APRIL 30, 1986

CHECKS ARE DATED
APRIL 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
1616	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES		\$ 526.00
1617	MIDLANTIC NATIONAL BANK	1. SALARIES		2,460.57
1618	TOWN OF WEST ORANGE-EMPLOYER'S SOC.SEC.	27. EMPLOYER'S SOC.SEC.		1,241.65
1619	TOWN OF WEST ORANGE-EMPLOYEES' SOC.SEC.	1. SALARIES		1,241.63
1620	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACT		15.00
1621	AAMC	2. BOOKS		15.00
1622A	ADP, INC.	11. PAYROLL SERVICES	\$ 60.23	
B	" " "	11. " "	58.67	118.90
1623A	A.T. & T.	9. TELEPHONE	\$ 151.05	
B	" " "	9. " "	3.65	154.70
1624	AMERICAN INSTITUTE FOR ECON. RESEARCH	2. BOOKS		3.00
1625	AMERICAN LIBRARY ASSOC.-PUBLIC SERV.	19. MAGAZINES		13.95
1626	AMERICAN PAPER TOWEL	18. JANITORIAL SUPPLIES		188.60
1627	AUTHOR AID/RESEARCH ASSOC. INT'L	2. BOOKS		21.95
1628A	BAKER & TAYLOR	2. BOOKS	\$ 8.72	
B	" " "	2. " "	118.61	
C	" " "	2. " "	110.28	237.61
1629A	BAKER & TAYLOR	2. BOOKS	\$ 10.68	
B	" " "	2. " "	55.25	65.93
1630A	BAKER & TAYLOR	2. BOOKS	\$ 23.82	
B	" " "	2. " "	74.98	
C	" " "	2. " "	32.86	
D	" " "	2. " "	8.16	139.82
1631A	BAKER & TAYLOR	2. BOOKS	\$1,096.63	
B	" " "	2. " "	116.21	
C	" " "	2. " "	541.45	
D	" " "	2. " "	45.29	
E	" " "	2. " "	14.95	
F	" " "	2. " "	299.04	
G	" " "	2. " "	86.00	
H	" " "	2. " "	208.33	
I	" " "	2. " "	47.54	
J	" " "	2. " "	795.37	
K	" " "	2. " "	580.01	
L	" " "	2. " "	742.30	4,573.12
1632	BLOOMFIELD WINDOW CLEANING Co., INC.	11. SERVICE CONTRACT		75.00
1633	BRILLIANCE CORP.	21. A/V MATERIALS		16.22
1634	VOID			
1635A	BRODART Co.	11. SERVICE CONTRACT	\$ 229.42	
B	" " "	11. " "	259.34	488.76
1636A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	\$ 16.40	
B	" " " " " "	21. " "	42.86	59.26
1637	CHIEF, CDS, LIBRARY OF CONGRESS	2. BOOKS		30.00
1638	COMMONWEALTH WATER Co.	8. UTILITIES		151.12
1639A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	\$ 51.90	
B	" " " "	2. " "	17.45	
C	" " " "	2. " "	17.90	87.25
1640	CREST FLORIST	10. COMMUNITY RELATIONS		36.50
1641	CULTURAL EVENTS IN N.J.	19. MAGAZINES		7.00
1642A	C. W. ASSOCIATES	2. BOOKS	\$ 16.00	
B	" " "	2. " "	11.00	
C	" " "	2. " "	2.75	
D	" " "	2. " "	27.00	
E	" " "	2. " "	9.00	65.75
1643	DONAN BOOKS	2. BOOKS		24.95
1644	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES		792.28
1645	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		117.00
1646	ESSEX COUNTY DIRECTORS, INC.	10. COMMUNITY RELATIONS		50.00
1647	EUROPA PUBLICATIONS LIMITED	2. BOOKS		170.00

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1986 BILLS PRESENTED FOR PAYMENT ON
APRIL 30, 1986

CHECKS ARE DATED
APRIL 30, 1986

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1648	G. K. HALL & Co.	2. BOOKS	\$ 10.91
1649	GALE RESEARCH Co.	2. BOOKS	87.35
1650	GIFTS & EXCHANGE DEPT.	2. BOOKS	10.00
1651	GROLIER EDUCATIONAL CORP.	2. BOOKS	778.50
1652	THE HIGHSMITH Co., INC.	4. SUPPLIES	41.29
1653	IMS PRESS	2. BOOKS	115.00
1654	INSTITUTE FOR MANAGEMENT	2. BOOKS	24.95
1655A	KELLY & SALLES ELECTRICAL SUPPLY, INC.	18. JANITORIAL SUPPLIES	\$ 40.50
B	" " " " " "	18. " "	<u>48.70</u>
1656	LAPAT DUPLICATING SUPPLIES Co.	4. SUPPLIES	478.20
1657	LEAGUE OF WOMEN VOTERS OF THE U.S.	19. MAGAZINES	10.00
1658	LEAGUE OF WOMEN VOTERS	2. BOOKS	9.00
1659	LIN COMMUNICATIONS	11. SERVICE CONTRACTS	7.50
1660	LOFTUS & CUOZZI	4. LEGAL SERVICES	236.00
1661	MACMILLAN PUBLISHING Co.	2. BOOKS	31.30
1662	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,250.00
1663	THE MIT PRESS	2. BOOKS	134.24
1664	NAT'L NETWORK OF RUNAWAY & YOUTH SVCS.	19. MAGAZINES	4.00
1665A	NEW JERSEY BELL	9. TELEPHONE	\$ 18.94
B	" " " " " "	9. " "	<u>177.43</u>
1666A	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES	\$ 31.46
B	" " " " " "	4. " "	29.10
C	" " " " " "	4. " "	<u>30.37</u>
1667	ORANGE GARDEN SUPPLY Co.	6. MAINTENANCE	57.61
1668	P & P LAWMOWER, INC.	6. MAINTENANCE	66.25
1669	PETTY CASH	28. GENERAL-TRANSFER	200.00
1670	PETTY CASH	2. BOOKS	\$ 8.09
	" "	4. SUPPLIES	50.51
	" "	12. TRANSPORTATION	17.00
	" "	13. POSTAGE	3.72
	" "	18. JANITORIAL SUPPLIES	3.28
	" "	28. LOST BOOK	<u>26.85</u>
1671	POPULAR PERIODICAL INDEX	19. MAGAZINES	25.00
1672	POSTMASTER	13. POSTAGE	400.00
1673	PRESCRIPTION CENTER	4. SUPPLIES	12.72
1674	PSE & G	8. UTILITIES	37.67
1675	PSE & G	8. UTILITIES	2,025.46
1676	PUBLIC AFFAIRS COMMITTEE, INC.	2. BOOKS	31.84
1677A	SILVER BURDETT Co.	2. BOOKS	\$ 16.81
B	" " " " " "	2. " "	13.30
C	" " " " " "	2. " "	<u>16.81</u>
1678	THORNDIKE PRESS	2. BOOKS	46.92
1679	UNIVERSITY MICROFILMS INT'L	20. MICROFILMS	78.98
1680	VOID		281.52
1681A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	\$ 7.80
B	" " " " " "	18. " "	7.98
C	" " " " " "	18. " "	16.60
D	" " " " " "	18. " "	<u>8.62</u>
1682	VINTAGE BOOKS	19. MAGAZINES	41.00
1683	WEST ORANGE COMMUNITY HOUSE	6. MAINTENANCE-TORY	4.95
1684	WEST PUBLISHING Co.	2. BOOKS	135.00
			33.00

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1986 BILLS PRESENTED FOR PAYMENT ON
APRIL 30, 1986

CHECKS ARE DATED
APRIL 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1685	WOLSTEN, INC.	22. A/V EQUIPMENT	\$ 359.80
1686A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19
B	" "	25. " "	<u>21.39</u>
1687	UPSTART	4. SUPPLIES	294.58
1688	G. K. HALL & Co.		88.94
			<u>21.41</u>
<u>SUB-TOTAL</u>			<u>\$ 21,145.36</u>
<u>LESS:</u>			
CHECK #1616		1. SALARIES	\$ 526.00
#1617		1. SALARIES	2,460.57
#1618		27. EMPLOYER'S SOC.SEC.	1,241.65
#1619		1. SALARIES	1,241.63
VOIDED CK #9936		2. BOOKS	12.91
" " #1295		2. BOOKS	21.41
CHECK #1670		28. LOST BOOK FUND	26.85
" #1669		29. TRANSFER- PETTY CASH	<u>200.00</u>
TOTAL ACCOUNTS PAYABLE - MARCH 1986 PER BUDGET REPORT			<u><u>5,731.02</u></u> <u>\$ 15,414.34</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE PUBLIC LIBRARY

AGENDA
LIBRARY BOARD OF TRUSTEES
MAY 28, 1986

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

DIRECTOR'S
MONTHLY REPORT

May 28, 1986

CHANGE IN
HOURS

With a great deal of anticipation and many expectations we held a staff meeting to apprise all personnel of the temporary changes in library hours for a specified period while fixtures are installed, and duties to be performed by all employees. Announcements and notices were posted, sent to different media and libraries as well as passed out to borrowers who entered the library.

However, our plans have been somewhat thwarted due to the lateness of the arrival of fixtures for the workmen to use. Instead of making additional announcements about opening and closing during the light fixture installation, we just left the doors open each day and will continue this practice until the fixtures are on hand for the job to be started. Our morning closings will then become effective. (On Friday, May 23, partial delivery of fixtures were made. Hopefully work will begin on Tuesday, May 27, the day after Memorial Day.)

BOOK
SALE

The annual book sale which was held May 17 and 18. Many books were left unsold. The Friends are making plans to use another technique for getting the books sold. They have not informed me as to what their final plans will be.

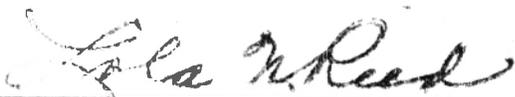
LIBRARY
EVENTS

Some other happenings:

- May 12 - Florence Mantell reported for work. She is managing to put in all assigned part-time hours.
- May 12 - We received our second quarter check from the Township in the amount of \$151,250.00.
- May 13 - A successful bus trip to West Point.
- May 19 - Susan Fichtelberg, Children's Librarian, reported for work

Lola Reed has been on jury duty since May 5 but also comes to work every day after court.

Compressor information and painting schedule are attached.


Lola N. Reed, Director

UPDATE FOR BOARD MEETING OF MAY 28, 1986

COMPRESSOR

Mr. McCann was contacted and reported back that one compressor should be replaced.

Updated prices were received from Clarke and Volpe. Clarke was the lowest bidder at \$5950 vs. \$6490. and Mr. Flynn, Town Purchaser, recommended to go with the lowest bidder as both companies have been used by the Town and were reliable.

A telephone poll was taken with Board members and agreement was unanimous that we need A/C and to go with the lowest bidder.

Clarke was notified and one compressor is on order with them with the understanding that it be installed as promptly as possible.

PHASE II OF PAINTING SCHEDULE

The lower level of the library will be painted early this summer. Three estimates have been received from the following painters:

Mr. Mike	\$1870.00
Eddie's Home Improvement	\$2850.00
Peter Kokidis	\$3960.00

The estimates include painting the Periodical and Catalog areas and all vestibules leading in and out of these areas. Also exterior doors.

The custodians will paint all other rooms on the lower level. The staff room has been painted recently and new floor tiles installed.

WEST ORANGE PUBLIC LIBRARY
MINUTES
MAY 28, 1986

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., Jane Degnan, Albert F. Kupferer, Gayle Levy, and Anita O. Strauss. Also present were William F. Cuozzi, Jr., Board Attorney; Stewart Manheim, Board Accountant; and Lola N. Reed, Library Director. Irving Soloway was absent.

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 1986 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 April 30, 1986 as presented. Mrs. Degnan seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Corbin suggested that in the future, newspaper advertisements be taken out of another line item other than Community Relations.

It was decided that voucher #1745, for the purchase of a Sony tape recorder for office purposes, be transferred from line item-A/V Softwear to Library Supplies.

Mrs. Strauss made a motion to accept and approve the Bills Presented for payment for the month of April, 1986. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim will review the line items to see if additional categories are needed.

Mr. Corbin reported that as of 5/28/86 there is a projection of \$8,500 in expenditures for June.

Mr. Corbin asked Mr. Manheim to transfer payroll funds from the savings to the checking account at least one day before payday. The bank tellers will not cash payroll checks if the transfer is made on the same day as payment, as the computers do not have the immediate data available.

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

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that Leonard Lepore has visited the library every day to check on the progress of the lighting installations.

The New Friends' book sale was not as successful as expected, but book sales will be continued with some special ideas to move the items. Mrs. Reed said that she would speak to the Friends about some of the suggestions made by the Board.

Mr. Gladstone said that personnel actions should not be put into the Director's Report, but be left for discussion at executive sessions.

Mr. Kupferer read a letter from H. G. Clarke Air Conditioning Service Corp. proposing to furnish, install and service a compressor at a cost of \$5,950.00. Mr. Gladstone asked Mrs. Reed to contact Clarke to find out the delivery and installation date. Mr. Lepore will be contacted about the removal of the old compressor and trade-in value, if any.

COMMITTEE REPORTS:

1) Building and Grounds:

Mr. Gladstone thanked the Trustees for responding to the telephone call regarding purchase of the new compressor.

2) Personnel:

In Mr. Soloway's absence, Mr. Gladstone will update the Board on union negotiations at the executive session.

OLD BUSINESS:

Mrs. Degnan and Mrs. Strauss said that in their talks with staff members serving on the Planning Committee, there was a definite sense of being committed to planning. Staff's main concern was that the Board would not follow through with the findings of the Committee. Mrs. Strauss stressed that there must be a cooperative effort on the part of staff and the Board in order to move forward.

Mrs. Strauss estimated that it should take ten to eleven months to complete the tasks.

Mrs. Strauss made a motion to authorize the Planning Committee to proceed with the planning process. Mrs. Degnan seconded the motion and it was passed unanimously.

It was agreed that West Orange Public Library would be compared with the libraries of Montclair, Millburn, Summit and Livingston. These libraries are located in communities that are similar in income, education, etc.

Mrs. Strauss made a motion to authorize the Planning Committee to implement a user survey. Mrs. Degnan seconded the motion and it was carried unanimously.

The survey will be held in October as this represents a typical month of the year for the library.

Mr. Kupferer made a motion allowing Mrs. Strauss, as Chairperson of the Planning Committee, to have carte blanche to appoint committee members. Mrs. Degnan seconded the motion and it was passed unanimously.

Mrs. Strauss said that she welcomed consultation with the Board.

NEW BUSINESS:

Mrs. Reed said that after an in-depth study of computer use in other libraries, she recommends that IBM equipment be purchased in place of the Apple II units. IBM appears to be more suitable for library use. An approximate \$500.00 would be needed in addition to the original amount allocated.

Mr. Kupferer made a motion to rescind the previous motion of April 30, 1986 and that the Board authorize purchase of IBM computer equipment as recommended by the Director and staff. Mrs. Strauss seconded the motion and it was carried unanimously.

Mr. Gladstone thanked Mrs. Sessing for her report on the word processor for office use and recommended that further discussion be held at a later date after the installation and familiarization of the micro-computer equipment in the Catalog Department. Further investigation is also needed to see if the typewriters in question could be interfaced to the new micro-computer.

COMMUNICATIONS:

Mr. Kupferer read the following correspondence:

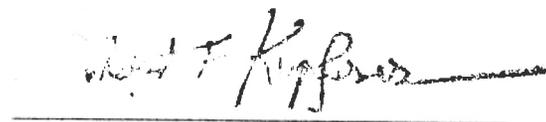
1. A letter from Leonard Lepore to Mrs. Reed indicating the purchase order for fixtures and lamps.
2. A letter from Superintendent of Schools, James F. Donovan, recognizing and praising Mrs. Reed's cooperation in the last school year.

Mr. Gladstone welcomed Mayor Spina to the Board meeting and thanked him for basically going along with the library budget and Board recommendations, even though the Council hasn't necessarily agreed with him. The Trustees appreciate the support and hope that it will continue throughout the next four years.

The public portion of the meeting was adjourned at 9:09 P. M. A brief executive session was held following adjournment to discuss union negotiations.

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 1986

LIBRARY BOARD MEETING OF MAY 28, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF APRIL 1986	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/86	UNEXPENDED BUDGET BALANCE ON 4/30/86	BILLS/ ACCOUNTS PAYABLE AT 4/30/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 4/30/86
SALARIES AND WAGES	\$479,000	\$ 34,139.55	\$138,703.28	\$340,296.72		\$340,296.72
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,153.74	8,682.16	22,817.84	\$ 186.00	22,631.84
SOCIAL SECURITY	34,400	2,498.46	10,179.22	24,220.78		24,220.78
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700		(14.16)	34,714.16		34,714.16
UNEMPLOYMENT INS., ETC.	9,000		1,912.06	7,087.94		7,087.94
WORKERS COMPENSATION INS.	4,800			4,800.00		4,800.00
SUNDAY OPENINGS	12,000	803.85	3,663.61	8,336.39		8,336.39
CONTRACTURAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,000	86.50	993.70	6.30	20.40 (14.10)
TRANSPORTATION	500	17.00	41.00	459.00	16.40	442.60
SEMINARS & WORKSHOPS	600			600.00		600.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	3,750.00	11,250.00	1,250.00	10,000.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	708.00	4,292.00	236.00	4,056.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	2,214.25	8,145.48	31,854.52	2,172.30	29,682.22
MAIN LIBRARY-MAINT.	23,000	123.86	2,847.27	20,152.73	506.70	19,646.03
TORY CORNER - RENTAL	540	135.00	135.00	405.00		405.00
SERVICE CONTRACTS	4,500	443.92	833.42	3,666.58	139.50	3,527.08
PAYROLL SERVICES	2,000	118.90	510.31	1,489.69	61.61	1,428.08
MATERIAL & SUPPLIES:						
BOOKS	88,200	6,814.55	23,259.62	64,940.38	9,114.85	55,825.53
SUPPLIES	11,500	999.96	3,615.37	7,884.63	1,006.22	6,878.41
MICROFILM	10,500	281.52	1,672.52	8,827.48		8,827.48
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	857.18	1,200.37	7,799.63	156.45	7,643.18
AUDIO/VISUAL - MATERIALS	2,000	75.48	347.52	1,652.48	102.93	1,549.55
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200		1,208.27	3,991.73		3,991.73
TELEPHONE	4,500	351.07	1,200.50	3,299.50	420.40	2,879.10
POSTAGE	3,850	403.72	813.68	3,036.32	1.05	3,035.27
EQUIPMENT:						
LIBRARY	8,720		357.16	8,362.84	2,072.00	6,290.84
MAINTENANCE EQUIPMENT	-					
AUDIO/VISUAL EQUIPMENT	1,780	359.80	573.80	1,206.20	65.85	1,140.35
JANITORIAL SUPPLIES	3,000	322.08	1,156.17	1,843.83	78.77	1,765.06
PHOTOCOPY	5,000	294.58	895.99	4,104.01	320.45	3,783.56
AUTOMATION	3,600			3,600.00		3,600.00
TOTAL	\$857,040	\$ 54,980.97	\$217,391.32	\$639,648.68	\$ 17,927.88	\$621,720.80

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1986

	BALANCE 4/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 4/30/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 4/30/86	UNEXPENDED BUDGET BALANCES AT 4/30/86
BUDGET FUND	\$ 11,339.65	\$ -0-	\$ 54,980.97	(\$ 43,641.32)	\$ 683,290.00	\$ 17,927.88	\$ 621,720.80
RECEIPTS AND FUNDS							
COPY MACHINES	\$ 2,255.93	\$ 1,001.25	\$ -0-	\$ 3,257.18			
XEROX	22.50			22.50			
TOSHIBA	510.90			510.90			
SHARP							
TOTAL COPY MACHINES	\$ 2,789.33	\$ 1,001.25	\$ -0-	\$ 3,790.58			
FINES	5,942.30	2,361.24	-0-	8,303.54			
RENTALS	757.26	286.50	-0-	1,043.76			
PROJECTOR RENTAL	75.00	20.00	-0-	95.00			
MICROFILMS	35.30	-0-	-0-	35.30			
NON-RESIDENT FEE	-0-	-0-	-0-	-0-			
MEETING ROOM	125.00	(50.00)	-0-	75.00			
TELEPHONE	35.77	12.20	-0-	47.97			
DONATIONS	531.61	-0-	-0-	531.61			
INTEREST	3,497.22	818.23	-0-	4,315.45			
MISCELLANEOUS	109.00	-0-	-0-	109.00			
TOTAL RECEIPTS AND FUNDS	\$ 13,897.79	\$ 4,449.42	\$ -0-	\$ 18,347.21			
LOST BOOK FUND	\$ 514.66	\$ 176.07	\$ -0-	\$ 690.73			
BOOK SALES & EXCESS PROPERTY FUND	\$ 544.19	\$ 127.85	\$ -0-	\$ 672.04			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
ACCUMULATED REVENUE FUND	\$ 164,653.34	\$ -0-	\$ -0-	\$ 164,653.34			
ACCOUNTS PAYABLE 12/31/85	\$ 1,650.00	\$ -0-	\$ -0-	\$ 1,650.00			
TOTAL ALL FUNDS	\$ 192,959.63	\$ 4,753.34	\$ 54,980.97	\$ 142,732.00			

CASH FUNDS REPRESENTED BY:

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

LESS: ACCOUNTS PAYABLE, 4/30/86
CASH FUNDS AVAILABLE AT 4/30/86

\$ 899.48
122,725.60
9,089.65
6,404.06
1,997.52
1,099.40
185.00
331.29
\$142,732.00
17,927.88
\$124,804.12

APRIL 1986 BILLS PRESENTED FOR PAYMENT ON
MAY 28, 1986

CHECKS ARE DATED
APRIL 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1689	PATIENT CARE	28. GENERAL-MEETING ROOM REFUND	\$ 50.00
1690	W.O.MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES-UNION DUES	526.00
1691	PERS 20284	1. SALARIES-EMPLOYEE SAVINGS	112.78
1692	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES	160.00
1693	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES	414.04
1694	PERS 20284-PENSIONS & LOANS	1. SALARIES	1,934.96
1695	TOWN OF W. O.-HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1696	W.O. LIBRARY-UNEMP. SAV. A/C	1. SALARIES	329.02
1697	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,256.82
1698	TOWN OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,256.81
1699	N.J. GROSS INCOME TAX	1. SALARIES	720.46
1700	MIDLANTIC NATIONAL BANK	1. SALARIES-FED. W/H TAX	2,492.21
	P/R 4/15/86 #4897-4933 (37)	1. SALARIES	11,398.34
	P/R 4/30/86 #4934-4973 (40)	1. SALARIES	<u>11,370.57</u>
	<u>SUB-TOTAL</u>		\$ 34,308.04
	<u>ADD: CHECKS #1616-1688 FOR PAYMENT</u> ISSUED AT APRIL 30, 1986		<u>21,145.36</u>
	<u>CHECKS ISSUED FOR MONTH OF APRIL 1986</u>		\$ 55,453.40
	<u>LESS: VOIDED CHECK #9936</u>	2. BOOKS	\$ 12.91
	" " 1295	2. BOOKS	<u>21.41</u>
			<u>34.32</u>
	<u>SUB-TOTAL</u>		\$ 55,419.08
	<u>LESS:</u>		
	DEPOSITS 4/14	2. BOOKS	\$ 7.00
	4/24	26. HOSPITALIZATION	132.29
	"	4. SUPPLIES	21.97
	EXCHANGE-P/C		200.00
	LOST BOOK FUND		26.85
	MEETING ROOM REFUND		<u>50.00</u>
			<u>438.11</u>
	<u>TOTAL EXPENDITURES-MONTH OF APRIL 1986</u> <u>PER BUDGET REPORT</u>		<u>\$ 54,980.97</u>

PAYMENT RECOMMENDED BY:

Lyle Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1986 BILLS PRESENTED FOR PAYMENT ON
MAY 28, 1986

CHECKS ARE DATED
MAY 28, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1701	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 561.00
1702	MIDLANTIC NATIONAL BANK	1. SALARIES	2,438.14
1703	TOWN OF W.O. -EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,283.43
1704	TOWN OF W.O. -EMPLOYEES SOC. SEC.	1. SALARIES	1,283.43
1705	A. ABORN EXTERMINATING CO., INC.	11. SERVICE CONTRACTS	15.00
1706	ADP, INC.	11. PAYROLL SERVICES	61.61
1707A	A.T. & T.	9. TELEPHONE	\$ 151.05
B	" " "	9. "	<u>3.65</u>
1708	A. M. BEST COMPANY	2. BOOKS	154.70
1709	AMERICAN COMMERCIAL EQUIPMENT CO.	17. EQUIPMENT	20.00
1710	ARMENIAN REFERENCE BOOKS CO.	2. BOOKS	1,272.00
1711	BAKER & TAYLOR	2. BOOKS	24.95
1712A	BAKER & TAYLOR	2. BOOKS	34.35
B	" " "	2. "	\$ 54.76
C	" " "	2. "	55.54
D	" " "	2. "	146.37
E	" " "	2. "	75.54
			<u>81.95</u>
1713	VOID		414.16
1714A	BAKER & TAYLOR	2. BOOKS	(\$ 8.66)
B	" " "	2. "	(32.01)
C	" " "	2. "	(18.95)
D	" " "	2. "	(11.35)
E	" " "	2. "	(36.06)
F	" " "	2. "	578.46
G	" " "	2. "	153.05
H	" " "	2. "	103.13
I	" " "	2. "	27.93
J	" " "	2. "	65.18
K	" " "	2. "	304.63
L	" " "	2. "	941.92
M	" " "	2. "	69.54
N	" " "	2. "	203.09
O	" " "	2. "	380.35
P	" " "	2. "	42.11
Q	" " "	2. "	12.82
R	" " "	2. "	393.31
S	" " "	2. "	1,025.04
T	" " "	2. "	<u>377.56</u>
1715	BRILLIANCE CORP.	2. BOOKS	4,571.09
1716A	BRODART CO.	4. SUPPLIES	22.52
B	" " "	4. "	\$ 4.62
C	" " "	4. "	28.86
			<u>12.90</u>
1717	BURRELLE'S	2. BOOKS	46.38
1718	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	73.75
1719	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	13.98
1720A	C. W. ASSOCIATES	2. BOOKS	9.90
B	" " "	2. "	\$ 59.50
C	" " "	2. "	5.00
			<u>20.00</u>
1721	DATA BUSINESS SYSTEMS, INC.	4. SUPPLIES	84.50
1722	DONAN BOOKS	2. BOOKS	336.22
1723	THE DRAWING BOARD	4. SUPPLIES	19.95
1724	EAST & WEST LEARNING CORP.	2. BOOKS	64.96
			871.52

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1986 BILLS PRESENTED FOR PAYMENT ON
MAY 28, 1986

CHECKS ARE DATED
MAY 28, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1725	ELEVATOR MAINTENANCE CORP.	4. SERVICE CONTRACTS	\$ 117.00
1726	ESSEX COUNTY LIBRARY DIRECTORS, INC.	4. SUPPLIES	24.60
1727	FORSYTH TRAVEL LIBRARY, INC.	19. MAGAZINES	27.85
1728	GALE RESEARCH COMPANY	2. BOOKS	87.35
1729	GANN LAW BOOKS	2. BOOKS	14.50
1730	GAYLORD BROS., INC.	4. SUPPLIES	101.50
1731	GEORGE D. HALL CO.	2. BOOKS	55.95
1732	G. K. HALL & Co.	2. BOOKS	180.29
1733	THE GREAT 800 DIRECTORY Co.	2. BOOKS	29.95
1734	GROLIER EDUCATIONAL CORP.	2. BOOKS	567.00
1735	THE H. W. WILSON CO.	2. BOOKS	344.00
1736	I.B.M. CORP.	4. SUPPLIES	74.55
1737	INGRAM	2. BOOKS	22.25
1738	JOHN A. EARL, INC.	18. JANITORIAL SUPPLIES	50.41
1739	J. ROSSI AND CO.	4. SUPPLIES	17.84
1740A	KELLY & SALLES ELECTRICAL SUPPLY	6. MAINTENANCE	\$ 89.90
B	" " " " "	6. "	45.00
C	" " " " "	6. "	<u>231.60</u>
1741	KOTLER TYPEWRITER CO.	17. EQUIPMENT	800.00
1742	LIN COMMUNICATIONS	4. SERVICE CONTRACTS	7.50
1743	LOFTUS & CUOZZI	24. LEGAL SERVICES	236.00
1744	MACMILLAN PUBLISHING CO.	2. BOOKS	181.98
1745	MADISON TELEVISION	21. A/V MATERIALS	88.95
1746	VOID		
1747	MAIN LINE BOOK CO.	2. BOOKS	57.75
1748	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,250.00
1749	NATIONAL REGISTER PUBLISHING CO.	2. BOOKS	220.50
1750A	NEW JERSEY BELL	9. TELEPHONE	\$ 245.24
B	" " " " "	9. "	<u>20.46</u>
1751	NEW JERSEY LEGISLATIVE MANUAL	2. BOOKS	22.00
1752A	NEW JERSEY OFFICE SUPPLY	2. "	\$ 209.21
B	" " " " "	2. "	8.99
C	" " " " "	2. "	5.12
D	" " " " "	2. "	21.12
E	" " " " "	2. "	4.00
F	" " " " "	2. "	12.00
G	" " " " "	2. "	14.90
H	" " " " "	2. "	1.40
I	" " " " "	2. "	4.44
J	" " " " "	2. "	5.40
K	" " " " "	2. "	5.67
L	" " " " "	2. "	<u>3.60</u>
1753	THE NEWARK MUSEUM	10. COMMUNITY RELATIONS	295.85
1754	PETTY CASH - SAFE	2. BOOKS	\$ 15.25
	" "	4. SUPPLIES	28.27
	" "	12. TRANSPORTATION	16.40
	" "	13. POSTAGE	1.05
	" "	28. GEN.-LOST BOOK REF.	<u>5.75</u>
1755	PITNEY BOWES	4. SUPPLIES	66.72
1756	PSE & G	8. UTILITIES	21.45
1757	PSE & G	8. UTILITIES	2,134.63
			37.67

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1986 BILLS PRESENTED FOR PAYMENT ON
MAY 28, 1986

CHECKS ARE DATED
MAY 28, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1758	PUBLIC AFFAIRS INF. SERVICE, INC.	2. BOOKS	\$ 275.00
1759	RESOURCE DIRECTORIES	2. BOOKS	62.95
1760A	R. R. BOWKER	2. BOOKS	\$ 219.45
B	" " "	2. "	109.72
C	" " "	2. "	<u>109.72</u>
1761	RUTGERS UNIVERSITY PRESS	2. BOOKS	438.89
1762	FRANK H. SCHWARTZ	21. HOSPITALIZATION	18.00
1763	LORRAINE SCHWARTZ	21. HOSPITALIZATION	93.00
1764A	SILVER BURDETT Co.	2. BOOKS	\$ 14.88
B	" " "	2. "	<u>16.81</u>
1765A	THOMAS PUBLISHING Co.	2. BOOKS	\$ 210.00
B	" " "	2. "	<u>94.50</u>
1766	3M Co.	6. MAINTENANCE	304.50
1767	TIME/LIFE BOOKS	2. BOOKS	79.20
1768	TRAILS	19. MAGAZINES	17.78
1769A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	\$ 4.00
B	" " "	18. " "	12.59
C	" " "	18. " "	7.18
D	" " "	18. " "	<u>4.59</u>
1770	WALTER KIDDE SALES & SERVICE Co.	6. MAINTENANCE	28.36
1771	WOLSTEIN, INC.	22. A/V EQUIPMENT	61.00
1772	THE WOODMONT PRESS	2. BOOKS	65.85
1773A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19
B	" " "	25. "	<u>47.26</u>
1774	YOUNG'S NEWS SERVICE	19. MAGAZINES	320.45
			<u>100.60</u>
	<u>SUB-TOTAL</u>		\$ 23,499.63
	<u>LESS: CHECK #1701</u>	1. SALARIES	\$ 561.00
	1702	1. SALARIES	2,438.14
	1703	27. EMPLOYERS SOC. SEC.	1,283.43
	1704	1. SALARIES	1,283.43
	1754	28. LOST BOOK FUND	<u>5.75</u>
			<u>5,571.75</u>
	<u>TOTAL ACCOUNTS PAYABLE-APRIL 1986</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 17,927.88</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lee Peak

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CA*

WEST ORANGE PUBLIC LIBRARY

AGENDA

LIBRARY BOARD OF TRUSTEES
JUNE 25, 1986

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

LIBRARY DIRECTOR'S
MONTHLY REPORT

June 25, 1986

VACATIONS

Vacation time is here again. Employees are encouraged to use the bulk of annual leave during the summer months so as to relieve us of staffing problems in September when schools are open.

BLACKOUT

On Monday, June 9 there was a power shortage throughout much of the Township which lasted from 1:30 P. M. until about 4.15 P. M. In order to check books out to patrons an impromptu method was quickly devised by our Circulation Department to write out each individual charge out. This method was much slower but turned out to be the old tried and true way for dispensing books and other materials to patrons.

LIGHTING
FINISHED

Installation of the new lighting in the Thomas A. Edison Wing of the library has been completed. What a difference! We never realized the lights in the circulation area was so very dim until the new lights were installed. The difference in the two areas is almost like night and day. We are very pleased. One can read information found on the spines of books without any difficulty.

Mr. Leonard Lepore was genuinely interested in the project and showed up every day, sometimes two or three times during a day. He kept us informed on the progress being made and other matters of importance.

He also commented about the improvement of lights in the circulation area. He estimated the cost would be approximately one-half or even less than the amount of the new building. He suggested that the matter be brought to the attention of the Trustees.

In addition, Mr. John McCann, Township Engineer, visited the library on Friday, June 13 and advised us that his department will be happy to do planning for lights in the old building if the Library Board would appropriate the money first. He stated that the job could be done less expensively if the job is completed by the end of 1986. However, if the money cannot be appropriated at this time, he suggests that allowance can and should be made in the 1987 budget for the lighting.

Mr. Gladstone was already informed about the visit and suggestions from John McCann and Leonard Lepore. He stated that the Trustees should discuss the matter and come up with a solution or, at least, a suggestion as to what should be done.

PAINTING
PHASE II

Arrangements have been completed for Mr. Mike to start painting our downstairs area on Monday, June 23, 1986. Books shelved on walls are being removed temporarily until painting is completed.

SUMMER
READING
PROGRAM

Preparations for the Summer Reading Program are well underway. Workers in the Children's Room are enthusiastically getting in readiness. A number of schools have been visited and flyers are being given to prospective participants.

ALA

The American Library Association will be meeting in New York City June 28 through July 3. We are encouraging as many library employees as possible to visit the meeting at least one day. Arrangements are being made to permit workers to attend the exhibits and more on a staggered basis so everyone who is interested will have a chance to go.

DONATION

On Thursday, June 19, 1986 I was one of the invited guests attending a luncheon sponsored by the West Orange Lions Club at the Essex House on Northfield Avenue for the purpose of receiving a donation to the West Orange Public Library. A donation of \$800 is being given to us for the purpose of purchasing a book display rack and literature on drugs.

We are to order the special collection and the invoice will be paid by the Lions.



Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 25, 1986

Vice President Anita O. Strauss called the meeting to order at 8:03 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Jane Degnan, Albert F. Kupferer, and Gayle Levy. Also present were Board Attorney, William F. Cuzzo, Jr., Board Accountant, Stewart Manheim and Library Director, Lola N. Reed. Herbert M. Gladstone and Irving J. Soloway were absent.

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 1986 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 May 28, 1986 as presented. Mrs. Levy seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Corbin made a motion to accept and approve the Bills Presented for Payment for the month of May, 1986. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim will contact Benisch Insurance Company regarding the payment of insurance premiums. Renewal of the policies for the Commercial Package and Worker's Compensation covers 6/1/86 through 6/1/87. Mr. Manheim will request that the policy be paid in two installments. Mrs. Strauss recommended that the Board authorize payment as the date of coverage began June 1, although the bill was not received until June 20, 1986.

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

COMMUNITY/STAFF PARTICIPATION:

Mrs. Jacqueline Lepore asked that the Board provide a statement for patrons if there will be any change in the book buying policy. Mrs. Strauss assured Mrs. Lepore that there will continue to be book and magazine purchases. In the case of Ebsco Magazine Company, payment is made at the time subscriptions are due for renewal.

Mrs. Lepore said that she had given correspondence for each Board member from union representative Mr. Gibling, to Mrs. Reed for distribution.

DIRECTOR'S REPORT:

The library has received a donation of \$800.00 from the West Orange Lions Club for the purchase of a book display rack and literature on drugs.

Installation of the new lighting fixtures has been completed in the new building. Everyone is pleased with the improvements. Mrs. Reed reported that Mr. McCann offered the services of his department for the planning of the improvement of the lighting in the old building if the Board would appropriate funds first. He stated that the job could be done less expensively if it is completed by the end of 1986. However, if money is not available in the 1986 budget, he suggested that funds be allocated in the 1987 budget. An estimate will be submitted by Mr. Lepore.

OLD BUSINESS:

1) Special Resolution for Lighting:

A motion was made by Mrs. Strauss to accept the following resolution concerning the lighting. Mrs. Degnan seconded, and it was passed unanimously.

We recognize the dedication and diligence of Leonard Lepore of the West Orange Engineering Department in seeing that the improved lighting in the library addition was accomplished.

We thank Mayor Spina for supporting and pushing for the improvement.

We thank John McCann, Township Engineer for releasing Mr. Lepore for the task of overseeing the improvement.

We thank the Council for releasing the building escrow funds from the addition to the library to fund the improvement.

We commend Paul Pasmantier, William Sagosz and Michael O'Hara, former Trustees, for steadfastly refusing to accept the status quo and pursuing a course of action that would lead ultimately to the improvement in the lighting.

A copy of the resolution will be sent to the persons named as well as a copy sent to "The West Orange Chronicle".

2) Max Yablick Resolution:

Mr. Corbin made a motion to accept the following resolution concerning a bequest from the Max Yablick estate. Mrs. Degnan seconded, and it was carried unanimously.

WHEREAS, the West Orange Public Library Board of Trustees has been informed by Lawrence Levitt, Esq. that it may qualify for a bequest under the last Will and Testament of the late Max Yablick, and

WHEREAS, this bequest is in the amount of \$1,500.00 and is accompanied by the wish of the Testator that the Library remain open to the public on Sundays, and

WHEREAS, although the Library Board of Trustees cannot guarantee, in perpetuity, that the Library will always be open on Sunday due to budget constraints and the policy of succeeding Board members, yet present Board members unanimously endorse the Sunday opening policy, and

WHEREAS, the West Orange Public Library is in need of funds and will be grateful if the Executors of the Estate of Max Yablick can authorize such a bequest, now therefore

BE IT RESOLVED that the West Orange Public Library Board of Trustees will use its best efforts to continue the policy of opening the Library to the public on Sundays as is presently being done, and

BE IT FURTHER RESOLVED that the West Orange Public Library Board of Trustees gratefully acknowledges the offer of the bequest in the amount of \$1,500.00 from the Estate of Max Yablick.

3) Compressor:

Because the compressor has been ordered in-season, it will take longer than usual for replacement.

4) Planning Committee:

Mrs. Strauss said that a draft of a letter to be sent to the members of the Planning Committee is almost completed. A date for a meeting must be set. Mrs. Strauss asked Mrs. Reed to contact Mr. Fiels and Mrs. Keresztury about attending the first meeting to be held on August 11, August 6, or August 4 at 7:30 P. M.

5) Budget:

There will be preliminary budget meeting on Tuesday, July 29, 1986 at 4:00 P. M. to discuss the 1987 budget.

CORRESPONDENCE:

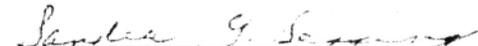
Mr. Kupferer read the following correspondence:

- 1) A letter from Mr. Richard Duess and Dr. Stuart Ratner advising Mrs. Reed that the West Orange Lions Club has granted a donation in the amount of \$800.00 to the library.
- 2) A letter to Mr. Richard Duess from Mrs. Reed thanking the Lions Club for their donation and accepting an invitation for luncheon at the 1920's Essex House.
- 3) A letter to Mr. Leonard Lepore from Mr. Gladstone thanking him on behalf of the Library Board for the time, energy and devotion given to the lighting problem.

- 4) A letter to Mayor Spina from Mr. Gladstone thanking him for his support in the lighting matter.
- 5) A letter to the Township Council members from Mr. Gladstone thanking them for funding the lighting improvements.

The public portion of the meeting was adjourned at 8:50 P. M. A brief executive session was held following adjournment to discuss union negotiations.

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 MAY 1986

LIBRARY BOARD MEETING OF JUNE 25, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF MAY 1986	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/86	UNEXPENDED BUDGET BALANCE ON 5/31/86	BILLS/ ACCOUNTS PAYABLE AT 5/31/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 5/31/86
SALARIES AND WAGES	\$479,000	\$ 35,257.62	\$173,960.90	\$305,039.10		\$305,039.10
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	31,500	2,472.03	11,154.19	20,345.81		20,345.81
SOCIAL SECURITY	34,400	2,584.73	12,763.95	21,636.05		21,636.05
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	34,700		(14.16)	34,714.16	\$ 27,769.00	6,945.16
UNEMPLOYMENT INS., ETC.	9,000		1,912.06	7,087.94		7,087.94
WORKERS COMPENSATION INS.	4,800			4,800.00		4,800.00
SUNDAY OPENINGS	12,000	892.47	4,556.08	7,443.92		7,443.92
CONTRACTURAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,000	20.40	1,014.10	(14.10)		(14.10)
TRANSPORTATION	500	16.40	57.40	442.60	5.60	437.00
SEMINARS & WORKSHOPS	600			600.00		600.00
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	5,000.00	10,000.00	1,250.00	8,750.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	944.00	4,056.00	1,341.00	2,715.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	2,172.30	10,317.78	29,682.22	2,246.16	27,436.06
MAIN LIBRARY-MAINT.	23,000	506.70	3,353.97	19,646.03	883.00	18,763.03
TORY CORNER - RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	4,500	139.50	972.92	3,527.08	237.50	3,289.58
PAYROLL SERVICES	2,000	61.61	571.92	1,428.08	202.48	1,225.60
MATERIAL & SUPPLIES:						
BOOKS	88,200	9,114.85	32,374.47	55,825.53	5,248.76	50,576.77
SUPPLIES	11,500	1,095.17	4,710.54	6,789.46	843.36	5,946.10
MICROFILM	10,500		1,672.52	8,827.48		8,827.48
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	156.45	1,356.82	7,643.18	528.19	7,114.99
AUDIO/VISUAL -MATERIALS	2,000	13.98	361.50	1,638.50	208.25	1,430.25
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200		1,208.27	3,991.73		3,991.73
TELEPHONE	4,500	420.40	1,620.90	2,879.10	395.18	2,483.92
POSTAGE	3,850	1.05	814.73	3,035.27	7.31	3,027.96
EQUIPMENT:						
LIBRARY	8,720	2,072.00	2,429.16	6,290.84	1,431.84	4,859.00
AUDIO/VISUAL EQUIPMENT	1,780	65.85	639.65	1,140.35		1,140.35
JANITORIAL SUPPLIES	3,000	78.77	1,234.94	1,765.06	67.48	1,697.58
PHOTOCOPY	5,000	320.45	1,216.44	3,783.56	307.25	3,476.31
AUTOMATION	3,600			3,600.00		3,600.00
TOTAL	\$857,040	\$ 58,948.73	\$276,340.05	\$580,699.95	\$ 42,972.36	\$537,727.59

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1986

	BALANCE 5/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 5/31/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 5/31/86	UNEXPENDED BUDGET BALANCES AT 5/31/86
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
COPY MACHINES							
XEROX	\$ 3,257.18	\$ 788.00	\$ -0-	\$ 4,045.18			
TOSHIBA	22.50	11.50		34.00			
SHARP	510.90	416.98		927.88			
TOTAL COPY MACHINES	\$ 3,790.58	\$ 1,216.48	\$ -0-	\$ 5,007.06			
FINES	8,303.54	1,867.70	-0-	10,171.24			
RENTALS	1,043.76	304.40	-0-	1,348.16			
PROJECTOR RENTAL	95.00	38.90	-0-	133.90			
MICROFILMS	35.30	42.80	-0-	78.10			
NON-RESIDENT FEE	-0-	-0-	-0-	-0-			
MEETING ROOM	75.00	65.00	-0-	140.00			
TELEPHONE	47.97	10.00	-0-	57.97			
DONATIONS	531.61	60.00	-0-	591.61			
INTEREST	4,315.45	924.34	-0-	5,239.79			
MISCELLANEOUS	109.00	-0-	-0-	109.00			
TOTAL RECEIPTS AND FUNDS	\$ 18,347.21	\$ 4,529.62	\$ -0-	\$ 22,876.83			
LOST BOOK FUND	\$ 690.73	\$ 83.31	\$ -0-	\$ 774.04			
BOOK SALES & EXCESS PROPERTY FUND	\$ 672.04	\$ 12.55	\$ -0-	\$ 684.59			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
ACCUMULATED REVENUE FUND	\$ 164,653.34	\$ -0-	\$ -0-	\$ 164,653.34			
ACCOUNTS PAYABLE 12/31/85	\$ 1,650.00	\$ -0-	\$ -0-	\$ 1,650.00			
TOTAL ALL FUNDS	\$ 142,732.00	\$ 155,875.48	\$ 58,948.73	\$ 239,658.75			

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

	\$ 999.99			\$ 999.99			
	215,844.95			215,844.95			
	12,796.54			12,796.54			
	6,404.06			6,404.06			
	1,997.52			1,997.52			
	1,099.40			1,099.40			
	185.00			185.00			
	331.29			331.29			
LESS: ACCOUNTS PAYABLE, 5/31/86	\$ 239,658.75			\$ 239,658.75			
CASH FUNDS AVAILABLE AT 5/31/86	42,972.36			42,972.36			
	\$ 196,686.39			\$ 196,686.39			

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1986 BILLS PRESENTED FOR PAYMENT ON
JUNE 25, 1986

3.

CHECKS ARE DATED
MAY 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1775	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-UNION DUES	\$ 561.00
1776	PERS 20284	1. SALARIES-EMPLOYEE SAVINGS	132.00
1777	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES	216.56
1778	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES	414.04
1779	PERS 20284-PENSIONS & LOANS	1. SALARIES	1,989.16
1780	TWP. OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1781	W.O. LIBRARY-UNEMP. SAV. A/C	1. SALARIES	259.90
1782	TWP. OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,301.30
1783	TWP. OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,301.30
1784	N.J. GROSS INCOME TAX	1. SALARIES	742.99
1785	MIDLANTIC NATIONAL BANK	1. SALARIES-FED. W/H TAX	2,470.48
	P/R 5/15/86 #4974-5011 (38)	1. SALARIES	11,763.33
	P/R 5/31/86 #5012-5049 (38)	1. SALARIES	<u>12,016.76</u>
	<u>SUB-TOTAL</u>		\$ 35,454.85
	<u>ADD: CHECKS #1701-1775 FOR PAYMENT ISSUED AT 5/28/86</u>		<u>23,499.63</u>
	<u>CHECKS ISSUED FOR MONTH OF MAY 1986</u>		\$ 58,954.48
	<u>LESS: LOST BOOK FUND</u>		<u>5.75</u>
	<u>TOTAL EXPENDITURES-MONTH OF MAY 1986 PER BUDGET REPORT</u>		<u>\$ 58,948.73</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, PA*

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1986 BILLS PRESENTED FOR PAYMENT ON
JUNE 25, 1986

4.

CHECKS ARE DATED
JUNE 25, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1786	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	\$ 481.00
1787	MIDLANTIC NATIONAL BANK	1. SALARIES	2,489.07
1788	TWP OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC.SEC.	1,339.64
1789	" " " -EMPLOYEES SOC. SEC.	1. SALARIES	1,339.63
1790	A.B. DICK COMPANY	11. SERVICE CONTRACTS	180.00
1791	ABINGDON PRESS	2. BOOKS	14.01
1792A	A. T. & T.	9. TELEPHONE	\$ 3.65
B	" " " "	9. "	209.20
1793A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 74.95
B	" " " "	11. " "	63.89
C	" " " "	11. " "	63.64
1794A	BAKER & TAYLOR	2. BOOKS	\$ 47.63
B	" " " "	2. "	236.70
C	" " " "	2. "	19.68
1795A	BAKER & TAYLOR	2. BOOKS	\$ 28.00
B	" " " "	2. "	22.03
C	" " " "	2. "	21.48
D	" " " "	2. "	21.35
1796	VOID		
1797A	BAKER & TAYLOR	2. BOOKS	(\$ 18.00)
B	" " " "	2. "	89.60
C	" " " "	2. "	69.41
D	" " " "	2. "	(9.55)
E	" " " "	2. "	(10.45)
F	" " " "	2. "	457.18
G	" " " "	2. "	120.28
H	" " " "	2. "	661.90
I	" " " "	2. "	(7.76)
J	" " " "	2. "	65.83
K	" " " "	2. "	585.76
L	" " " "	2. "	245.86
M	" " " "	2. "	48.66
N	" " " "	2. "	14.45
O	" " " "	2. "	830.60
P	" " " "	2. "	20.61
Q	" " " "	2. "	437.14
1798	BIUGUIDE PRESS		3,601.52
1799A	BRODART Co.	17. EQUIPMENT	\$ 481.89
B	" " "	4. SUPPLIES	530.00
C	" " "	4. "	214.56
D	" " "	4. "	6.97
1800	CAREER PUBLISHING CORP.	2. BOOKS	1,233.42
1801A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	28.45
B	" " " " "	21. A/V MATERIALS	\$ 34.73
C	" " " " "	21. A/V MATERIALS	23.71
D	" " " " "	21. A/V MATERIALS	10.73
1802	CHASE COMMUNICATIONS	2. BOOKS	74.51
1803	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	14.95
1804	C. W. ASSOCIATES	2. BOOKS	51.90
1805	DEACON PRESS, INC.	4. SUPPLIES	200.00
1806	EAST ORANGE GLASS Co.	6. MAINTENANCE	35.00
1807	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	315.00
1808	G. K. HALL & Co.	2. BOOKS	117.00
1809	GRADUATE RECORD EXAMINATIONS	2. BOOKS	39.32
1810	HAGSTROM MAP Co., INC.	19. MAGAZINES	48.38
1811	INSTITUTE FOR MANAGEMENT	2. BOOKS	82.89
1812	THE KIRKUS SERVICE, INC.	2. BOOKS	24.95
1813A	KOTLER TYPEWRITER Co.	6. MAINTENANCE	180.00
B	" " " "	17. EQUIPMENT	\$ 100.00
1814	LIN COMMUNICATIONS	11. SERVICE CONTRACTS	800.00
1815A	LOFTUS & CUOZZI	24. LEGAL SERVICES	\$ 236.00
B	" " " "	24. " "	1,105.00
1816A	MACMILLAN PUBLISHING Co.	2. BOOKS	\$ 203.69
B	" " " "	2. "	17.52

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1986 BILLS PRESENTED FOR PAYMENT ON
JUNE 25, 1986

CHECKS ARE DATED
JUNE 25, 1986

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1817	MADISON TELEVISION	17. EQUIPMENT	\$ 149.95
1818	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	1,250.00
1819	NEIL S. SULLIVAN ASSOC., LTD.	6. MAINTENANCE-MAIN	468.00
1820	NEW JERSEY ASSOCIATES	2. BOOKS	67.50
1821A	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES	\$ 4.76
B	" " " "	4. "	22.73
C	" " " "	4. "	<u>21.62</u> 49.11
1822	OAL PUBLICATIONS	2. BOOKS	60.00
1823	PETTY CASH SAFE	4. SUPPLIES	\$ 7.72
	" " " "	12. TRANSPORTATION	5.60
	" " " "	13. POSTAGE	<u>7.31</u> 20.63
1824	PITNEY BOWES	11. SERVICE CONTRACTS	63.00
1825	PRESERVATION PRESS	2. BOOKS	24.95
1826	PSE & G	8. UTILITIES	37.67
1827	PUBLIC EMPLOYEES RETIREMENT SYS. OF N.J.	28. PERS	27,769.00
1828	ROSSI & Co., INC.	18. JANITORIAL SVC.	16.00
1829A	R. R. BOWKER	2. BOOKS	\$ 53.45
B	" " " "	2. "	79.74
C	" " " "	2. "	<u>63.45</u> 196.64
1830	D. SCHNEIDER, M.D.	11. SERVICE CONTRACTS	35.00
1831	SHENGOLD PUBLISHERS, INC.	2. BOOKS	20.59
1832	SILVER, BURDETT CO.	2. BOOKS	16.07
1833	T. K. SANDERSON ORGANIZATION	2. BOOKS	27.50
1834A	VALENTE'S HARDWARE	18. JANITORIAL SUPP.	\$ 9.60
B	" " " "	18. " "	6.75
C	" " " "	18. " "	2.25
D	" " " "	18. " "	15.18
E	" " " "	18. " "	<u>17.70</u> 51.48
1835	VALUE LINE, INC.	19. MAGAZINES	395.00
1836	VICTOR HOTHO	21. A/V MATERIALS	133.74
1837A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19
B	" " " "	25. "	<u>34.06</u> 307.25
1838	YOUNG'S NEWS SERVICE	19. MAGAZINES	50.30
1839	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
1840	VOID		
1841	PSE & G	8. UTILITIES	2,208.49
1842	VOID		
1843A	NEW JERSEY BELL	9. TELEPHONE	\$ 163.36
B	" " " "	9. "	<u>18.97</u> 182.33
<u>SUB-TOTAL</u>			\$ 48,801.70
LESS: CHECK #1786		1. SALARIES	\$ 481.00
	1787	1. SALARIES	2,489.07
	1788	27. EMPLOYERS SOC.SEC.	1,339.64
	1789	1. SALARIES	1,339.63
	1790	11. SERVICE CONTRACTS	<u>180.00</u> 5,829.34

TOTAL ACCOUNTS PAYABLE-MAY 1986
PER BUDGET REPORT

\$ 42,972.36

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

John T. Reed

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, Cpt*

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF
JULY 23, 1986

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

LIBRARY DIRECTOR'S
MONTHLY REPORT

July 23, 1986

SUMMER
PROGRAM

We are experiencing one of our busiest summers ever. Our patrons seem to be reading and visiting the library more. In addition to interests in the summer program for children many other activities are scheduled for the summer months and are being well-attended.

Our Children's Librarian, with her well-planned Summer Reading Program, is responsible for the crowds of children and many adults we see in the library each day. There seems to be a greater interest on the part of parents for encouraging children to participate in all library activities. Although we are kept very busy each day, we are quite pleased a service is being offered which draws wide interest and participation (Ex: 74 children showed for movies being shown on Thursday, July 17).

TIME-A-
WATT ENERGY
MANAGE-
MENT
SYSTEM

It seems the Time-A-Watt Energy Management System which was purchased in 1982 is no longer effective or useful. According to our records since the installation, we no longer realize savings on energy. In fact, on Monday, July 7, the hottest day we have had this year, a serviceman was called in because of malfunctions in our A/C system. After making an inspection the serviceman advised us that the Time-A-Watt was interfering with the functioning of the compressor. The gadget was removed and has been working beautifully ever since.

An attempt was made to contact Business Energy Management Corporation, the company who sold the library the energy saving system, without success. Our only information is the company moved and left no forwarding address.

EMPLOYEES
ATTEND
ALA
CONVEN-
TION

Through the efforts of Mrs. czarnecki free passes were obtained for members of our staff to attend exhibits at the American Library Association Convention in New York City during the last week in June. A number of employees took advantage of the offer and thoroughly enjoyed the exposure.

CHECK
RECEIVED

Our third quarter check in the amount of \$162,500 has been received from the Comptroller.

STATUE
OF
LIBERTY

On exhibit near the circulation desk is an over six feet, 500 pound replica of the Statue of Liberty made by a local resident Victor De Gennaro. Many visitors have been drawn to our library due to wide publicity by the media and by word of mouth.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF JULY 23, 1986

Vice President Anita O. Strauss called the meeting to order at 8:00 P. M. The following members were present constituting a quorum: Horace K. Corbin, Jr., Jane Degnan, Gayle Levy, and Irving J. Soloway. Also present were Board Attorney, William F. Cuozzi, Jr.; Board Accountant, Stewart Manheim, and Library Director, Lola N. Reed. Albert F. Kupferer was absent. Herbert M. Gladstone had notified Mrs. Strauss that he would be late in attending the meeting.

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 1986 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. Degnan made a motion to accept the Minutes of the Board of Trustees meeting of June 25, 1986 as presented. Mrs. Levy seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Corbin made a motion to accept and approve the Bills Presented for Payment for the month of June, 1986. Mrs. Degnan seconded the motion and it was passed unanimously.

Mrs. Strauss reminded the Trustees that a Budget Committee meeting will be held on Tuesday, July 29 at 4:30 P. M.

2) Financial Statement:

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

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel, President of the Employees' Association asked the Board to come to some decision regarding salaries for 1986.

DIRECTOR'S REPORT:

Mrs. Reed reported that the Children's Librarian and her well-planned Summer Reading Program has attracted many children and adults to the library.

Mrs. Reed explained that the Time-A-Watt Energy Management System is no longer effective. In an attempt to contact Business Energy Management Corporation, the company who sold and installed the system at the library, she was informed that the company had moved and left no forwarding address or telephone number.

Mr. Soloway suggested that Mrs. Reed contact an electrician to determine the feasibility of repairing the units in question based on the fact that the library had realized savings on electric bills in the past.

COMMITTEE REPORTS:

Mrs. Strauss reported that the Planning Committee will hold its first meeting on August 21 at 7:30 P. M. A letter has been prepared informing committee members of the event.

Mrs. Degnan presented a draft of a news release to be sent to "The West Orange Chronicle". The community will be continuously informed as the Planning Committee moves along into the various phases of its planning sessions.

OLD BUSINESS:

Mrs. Strauss said that at the time she had presented the resolution thanking various people for their assistance in making the lighting improvements a reality to the library, she had meant to recognize William O'Neill. Mr. O'Neill was very concerned with the inadequate lighting and continuously urged a solution to the problem.

NEW BUSINESS:

Mrs. Degnan suggested that any paperbacks left over from the Friends' book sale be donated to the township pool. South Orange and Maplewood has found that this has been popular with residents using the municipal pools. Mrs. Reed said that she liked the idea and would initiate a similar program in West Orange. The library over the years has continuously donated books to institutions such as nursing homes and prisons. She will have all donations stamped "donated by West Orange Public Library".

COMMUNICATIONS:

Mrs. Levy read a letter from William H. Williams, Jury Manager, Essex County Courts Building, thanking Dorothy Suyker for the Friends' generous supply of books and puzzles to be utilized by jurors waiting to be assigned to court.

The meeting was adjourned at 8:50 P. M. A brief executive session was held to discuss union negotiations.

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 JUNE, 1986

LIBRARY BOARD MEETING OF JULY 23, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF JUNE 1986	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/86	UNEXPENDED BUDGET BALANCE ON 6/30/86	BILLS/ ACCOUNTS PAYABLE AT 6/30/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 6/30/86
SALARIES AND WAGES	\$479,000	\$ 35,904.67	\$209,865.57	\$269,134.43		\$269,134.43
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	31,500	2,021.45	13,175.64	18,324.36		18,324.36
SOCIAL SECURITY	34,400	2,657.30	15,421.25	18,978.75		18,978.75
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	34,700	27,769.00	27,754.84	6,945.16		6,945.16
UNEMPLOYMENT INS., ETC.	9,000	1,318.43	3,230.49	5,769.51		5,769.51
WORKERS COMPENSATION INS.	4,800			4,800.00	\$ 1,200.00	3,600.00
SUNDAY OPENINGS	12,000	1,191.63	5,747.71	6,252.29		6,252.29
CONTRACTURAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,000	28.73	1,042.83 (42.83)	35.00 (77.83)
TRANSPORTATION	500	5.60	63.00	437.00	12.00	425.00
SEMINARS & WORKSHOPS	600	80.00	80.00	520.00	488.26	31.74
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	6,250.00	8,750.00	1,250.00	7,500.00
LEGAL & PROFESSIONAL SVCS.	5,000	1,341.00	2,285.00	2,715.00	236.00	2,479.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	2,246.16	12,563.94	27,436.06	4,030.66	23,405.40
MAIN LIBRARY-MAINT.	23,000	944.25	4,298.22	18,701.78	881.96	17,819.82
TORY CORNER - RENTAL	540		135.00	405.00		405.00
SERVICE CONTRACTS	4,500	417.50	1,390.42	3,109.58	424.50	2,685.08
PAYROLL SERVICES	2,000	202.48	774.40	1,225.60	144.73	1,080.87
MATERIAL & SUPPLIES:						
BOOKS	88,200	5,298.88	37,673.35	50,526.65	6,095.08	44,431.57
SUPPLIES	11,500	924.31	5,634.85	5,865.15	459.58	5,405.57
MICROFILM	10,500		1,672.52	8,827.48		8,827.48
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	529.19	1,886.01	7,113.99	190.30	6,923.69
AUDIO/VISUAL -MATERIALS	2,000	208.25	569.75	1,430.25	50.00	1,380.25
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200		1,208.27	3,991.73	3,000.00	991.73
TELEPHONE	4,500	374.51	1,995.41	2,504.59	154.07	2,350.52
POSTAGE	3,850	7.31	822.04	3,027.96	400.00	2,627.96
EQUIPMENT:						
LIBRARY	8,720	1,431.84	3,861.00	4,859.00	140.88	4,718.12
MAINTENANCE EQUIPMENT	-					
AUDIO/VISUAL EQUIPMENT	1,780		639.65	1,140.35		1,140.35
JANITORIAL SUPPLIES	3,000	67.48	1,302.42	1,697.58	636.59	1,060.99
PHOTOCOPY	5,000	307.25	1,523.69	3,476.31	311.48	3,164.83
AUTOMATION	3,600			3,600.00		3,600.00
<u>TOTAL</u>	<u>\$857,040</u>	<u>\$ 86,527.22</u>	<u>\$362,867.27</u>	<u>\$494,172.73</u>	<u>\$ 20,141.09</u>	<u>\$474,031.64</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE 1986

	BALANCE	RECEIPTS	NET DISBURSEMENTS	BALANCE	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE	UNEXPENDED BUDGET BALANCES AT
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
COPY MACHINES							
XEROX	\$ 4,045.18	\$ 624.50	\$ -0-	\$ 4,669.68			
TOSHIBA	34.00			34.00			
	927.88			927.88			
TOTAL COPY MACHINES	\$ 4,079.18	\$ 624.50	\$ -0-	\$ 4,669.68			
FINES	\$ 5,007.06	\$ 624.50	\$ -0-	\$ 5,631.56			
RENTALS	10,171.24	2,036.88	-0-	12,208.12			
PROJECTOR RENTAL	1,348.16	275.85	-0-	1,624.01			
MICROFILMS	133.90	-0-	-0-	133.90			
NON-RESIDENT FEE	78.10	-0-	-0-	78.10			
MEETING ROOM	-0-	-0-	-0-	-0-			
TELEPHONE	140.00	150.00	-0-	290.00			
DONATIONS	57.97	11.51	-0-	69.48			
INTEREST	591.61	25.00	-0-	616.61			
MISCELLANEOUS	5,239.79	984.19	-0-	6,223.98			
TOTAL RECEIPTS AND FUNDS	\$ 22,876.83	\$ 4,107.93	\$ -0-	\$ 26,984.76			
LOST BOOK FUND	774.04	164.06	-0-	938.10			
BOOK SALES & EXCESS PROPERTY FUND	684.59	31.15	-0-	715.74			
PETTY CASH & CHANGE FUND	360.00	-0-	-0-	360.00			
ACCUMULATED REVENUE FUND	164,653.34	-0-	-0-	164,653.34			
ACCOUNTS PAYABLE 12/31/85	1,650.00	-0-	-0-	1,650.00			
TOTAL ALL FUNDS	\$239,658.75	\$ 4,303.14	\$ -0-	\$ 243,961.89			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 10,263.30
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	130,459.16
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	6,115.49
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	7,254.63
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	1,997.52
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,070.67
PETTY CASH	185.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	88.90
LESS: ACCOUNTS PAYABLE, 6/30/86	\$157,434.67
CASH FUNDS AVAILABLE AT 6/30/86	20,141.09
	\$137,293.58

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1986 BILLS PRESENTED FOR PAYMENT ON

JULY 23, 1986

CHECKS ARE DATED
JUNE 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1844	UNIQUE IMAGE CORP.	6. MAINTENANCE-MAIN	\$ 61.25
1845	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES-EMPLOYEE SAVINGS	481.00
1846	PERS 20284-SUPP. SAVINGS	1. SALARIES - EMP. SAVINGS	148.05
1847	INT'S UNION OF OPERATING ENGINEERS	1. SALARIES - UNION DUES	170.00
1848	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES	414.04
1849	PERS 20284	1. SALARIES	1,989.16
1850	TOWN OF W.O. - HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1851	W.O. LIBRARY - UNEMPLOYMENT SAV A/C	1. SALARIES	261.65
1852	TOWN OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES	1,317.67
1853	TOWN OF W.O. - EMPLOYEES SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,317.66
1854	NJ GROSS INCOME TAX	1. SALARIES	754.48
1855	MIDLANTIC NATIONAL BANK	1. SALARIES - FED. W/H TAX	2,471.94
1856	NJ DIVISION OF EMPLOYMENT SECURITY	29. GENERAL	\$ 1,318.43
1856	NJ DIVISION OF EMPLOYMENT SECURITY	30. TRANSFER	850.57
	P/R 6/15/86 - #5050-5091 (42)	1. SALARIES	12,565.76
	P/R 6/30/86 - #5092-5130 (39)	1. SALARIES	12,281.75
	<u>SUB-TOTAL</u>		\$ 38,689.44
	<u>ADD:</u> CHECKS #1786-1843		
	ISSUED AT JUNE 25, 1986		48,801.70
	<u>CHECKS ISSUED FOR THE MONTH OF JUNE, 1986</u>		\$ 87,491.14
	<u>LESS:</u>		
	EXCHANGE - U.C. INS.		\$ 850.57
	DEPOSITS - 6/24 & 6/27	26. HOSPITALIZATION	264.58
	- 6/4 & 6/18	9. TELEPHONE	20.67
	- 6/6	1. SALARIES	68.90
	- 6/11	4. SUPPLIES	10.37
	- 6/6 & 6/18	2. BOOKS	31.45
			\$ 1,246.54
	<u>SUB-TOTAL</u>		\$ 86,244.60
	<u>ADD:</u> PETTY CASH CHECKS #1753-1763		
	ISSUED DURING APRIL, MAY & JUNE, 1986		253.89
	DECREASE IN COMMUNITY SERVICES CHECKING ACCOUNT		28.73
	<u>TOTAL EXPENDITURES - MONTH OF JUNE 1986</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 86,527.22</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: Stewart S. Manheim CPA

WEST ORANGE FREE PUBLIC LIBRARY
PETTY CASH-APRIL, MAY, JUNE 1986
BILLS PRESENTED FOR PAYMENT ON
JULY 23, 1986

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4/10/86	1753	SHOP RITE	4. SUPPLIES	\$ 17.64
4/11/86	1754	EPPES ESSEN	4. SUPPLIES	27.90
4/11/86	1755	SUPREME BAKERY	4. SUPPLIES	12.15
4/11/86	1756	ANN PHILLIPS	4. SUPPLIES	22.60
5/ 6/86	1757	CONSUMER INFORMATION CENTER	19. MAGAZINES, NEWSPAPERS, PAMPHLETS	1.00
5/21/86	1758	ELIZABETH SPRINGSTEEL	2. BOOKS	15.12
6/ 5/86	1759	NEWARK PUBLIC LIBRARY	2. BOOKS	10.00
6/28/86	1760	L. REED - CALDECOTT AWARDS	2. BOOKS	50.00
6/21/86	1761	SUPREME BAKERY	4. SUPPLIES	11.03
6/ 9/86	1762	NEWARK PUBLIC LIBRARY	2. BOOKS	6.45
6/28/86	1763	AMERICAN LIBRARY ASSOC.	15. WORKSHOPS, SEMINARS	<u>80.00</u>

TOTAL CHECKS FROM THE PETTY CASH
CHECKING ACCOUNT FOR THE MONTHS OF
APRIL, MAY, JUNE, 1986

\$ 253.89

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: Stewart S. Manheim CPA

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1986 BILLS PRESENTED FOR PAYMENT ON

JULY 23, 1986

CHECKS ARE DATED
JULY 23, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1857	STATE OF NJ DEPT. OF TREASURY - PENSION	26. HOSPITALIZATION	\$ 40.89
1858	MIKE PAINTING & DECORATING Co.	6. MAINTENANCE	1,870.00
1859A	A.B. DICK Co.	4. SUPPLIES	\$ 55.32
1859B	A.B. DICK Co.	6. MAINTENANCE	56.62
1860	AMERICAN PAPER TOWEL	18. JANITORIAL SUPPLIES	111.94
1861	ARTS COUNCIL OF THE ESSEX AREA	10. COMMUNITY RELATIONS	607.20
1862A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACT	35.00
1862B	" " "	11. " "	10.00
1862C	" " "	11. " "	62.56
1862D	" " "	11. " "	10.00
1863	VOID	11. " "	62.17
1864A	BAKER & TAYLOR	2. BOOKS	(3.59)
1864B	" " "	2. " "	(10.15)
1864C	" " "	2. " "	(13.31)
1864D	" " "	2. " "	350.03
1864E	" " "	2. " "	74.56
1864F	" " "	2. " "	815.98
1864G	" " "	2. " "	68.02
1864H	" " "	2. " "	906.76
1864I	" " "	2. " "	(19.41)
1864J	" " "	2. " "	(10.45)
1864K	" " "	2. " "	738.61
1864L	" " "	2. " "	516.78
1864M	" " "	2. " "	10.01
1864N	" " "	2. " "	16.98
1864O	" " "	2. " "	223.60
1864P	" " "	2. " "	119.58
1864Q	" " "	2. " "	(10.00)
1864R	" " "	2. " "	631.52
1865A	BAKER & TAYLOR	2. BOOKS	(3.58)
1865B	" " "	2. " "	134.50
1865C	" " "	2. " "	38.79
1865D	" " "	2. " "	46.72
1865E	" " "	2. " "	122.76
1866A	BARNES & NOBLE BOOKSTORES, INC.	2. BOOKS	102.72
1866B	" " " " " "	2. " "	6.50
1867	BENISEN & COMPANY	5. INSURANCE	3,000.00
1868	BENISEN & COMPANY	5. INSURANCE-WORKMAN COMP.	1,200.00
1869	BLOOMFIELD WINDOW CLEANING Co., INC.	6. MAINTENANCE-MAIN	75.00
1870	BRODART Co.	4. SUPPLIES	5.86
1871	COMMONWEALTH WATER Co.	8. UTILITIES	141.23
1872	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	15.90
1873A	C. W. ASSOCIATES	2. BOOKS	33.00
1873B	" " "	2. " "	15.00
1874	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	140.00
1875	EDITOR & PUBLISHER	2. BOOKS	65.00
1876	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACT	117.00
1877	FRANKLIN WATTS, INC.	2. BOOKS	249.09
1878	GALE RESEARCH Co.	2. BOOKS	87.35
1879	GARDEN STATE CASH REGISTER Co.	4. SUPPLIES	66.50
1880	THE HIGHSMITH Co., INC.	4. SUPPLIES	35.52
1881	ICMA	2. BOOKS	59.00
1882	INNSPIRATION GUIDE PUBLISHING Co.	2. BOOKS	14.45
1883	THE INT'L. COMMUNICATIONS INDUSTRIES ASSOC.	2. BOOKS	30.00
1884	J. L. HAMMETT Co.	4. SUPPLIES	80.90
1885	J. ROSSI & COMPANY	6. MAINTENANCE-MAIN	599.39
1886	C. KIMMEL	4. SUPPLIES	38.50

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1986 BILLS PRESENTED FOR PAYMENT ON

JULY 23, 1986

CHECKS ARE DATED
JULY 23, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1887A	KOTLER TYPEWRITER Co.	6. MAINTENANCE	\$ 48.95
1887B	" " "	6. " "	<u>45.00</u> \$ 93.95
1888	LIN COMMUNICATIONS	11. SERVICE CONTRACTS	7.50
1889	LOFTUS & CUOZZI	24. LEGAL SUPPLIES	236.00
1890	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	1,250.00
1891	MOODY'S INVESTOR SERVICE	2. BOOKS	248.00
1892	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	11.75
1893	NEIL S. SULLIVAN ASSOC. LTD.	6. MAINTENANCE-MAIN	57.00
1894	PETTY CASH	28. TRANSFER	200.00
1895	PETTY CASH - SAFE	4. SUPPLIES	77.60
	" " "	12. TRANSPORTATION	<u>12.00</u> 89.60
1896	PLASTIC WINDOW PRODUCTS Co.	4. SUPPLIES	15.85
1897	POSTMASTER	13. POSTAGE	400.00
1898	PRESCRIPTION CENTER	4. SUPPLIES	22.75
1899	P S E & G	8. UTILITIES	3,851.76
1900	P S E & G	8. UTILITIES	37.67
1901	PUBLICATIONS SERVICE	2. BOOKS	15.95
1902	PYROTRONICS	11. SERVICE CONTRACTS	300.00
1903	R. R. BOWKER	2. BOOKS	129.62
1904	SILVER BURDETT COMPANY	2. BOOKS	30.26
1905	TIME/LIFE BOOKS	2. BOOKS	17.78
1906	UPSTART	4. SUPPLIES	60.78
1907A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	6.85
1907B	" " "	18. " "	19.84
1907C	" " "	18. " "	2.70
1907D	" " "	18. " "	<u>140.88</u> 170.27
1908A	WEST PUBLISHING Co.	2. BOOKS	60.00
1908B	" " "	2. " "	<u>159.00</u> 219.00
1909	WOLSTEN, INC.	21. A/V MATERIALS, SOFTWARE	50.00
1910A	XEROX CORPORATION	25. PHOTOCOPY	273.19
1910B	" " "	25. " "	<u>38.29</u> 311.48
1911A	EMMA-LOU CZARNECKI	14. CONVENTIONS	274.66
1911B	" " "	14. " "	<u>94.60</u> 369.26
1912	SUSAN FICHTELBERG	14. CONVENTIONS	119.00
1913	YOUNG'S NEWS SERVICE	19. MAGAZINES, NEWSPAPERS	50.30
1914	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	481.00
1915	MIDLANTIC NATIONAL BANK	1. SALARIES	2,516.09
1916	TOWNSHIP OF WEST ORANGE	21. EMPLOYEES SOC. SEC.	1,322.69
1917	TOWNSHIP OF WEST ORANGE	1. SALARIES	1,322.68
1918	A T & T	9. TELEPHONE	<u>154.07</u>
	<u>SUB-TOTAL</u>		\$ 27,894.44
	<u>LESS:</u>		
	CHECK #1857	26. HOSPITALIZATION	40.89
	#1858	6. MAINTENANCE	1,870.00
	#1894	29. TRANSFER-PETTY CASH	200.00
	#1914	1. SALARIES	481.00
	#1915	1. SALARIES	2,516.09
	#1916	27. EMPLOYEES SOC. SEC.	1,322.69
	#1917	1. SALARIES	<u>1,322.68</u> <u>7,753.35</u>
	<u>TOTAL ACCOUNTS PAYABLE - JUNE 1986</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 20,141.09</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

 PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK
 BY: Stewart S. Manheim (A)

AGENDA

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING OF

AUGUST 27, 1986

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

LIBRARY DIRECTOR'S
MONTHLY REPORT

August 27, 1986

SUMMER
ACTIVITIES

This has been an extremely busy period at the West Orange Public Library. Most of the activities have centered in and around the Children's Room. Circulation in that area alone has exceeded any period that we have on record. The figures for July (6,653) more than doubled those for June (3,630) - a fantastic circulation.

Culminating activities for the Summer Reading Program were sponsored by the New Friends of the Library. The program (THE WIZ KIDS) had to be split into two sessions because of the large number of attendees. A lot of noisy, but happy faces left the library carrying their mobiles which had been hanging in the Children's Room that showed the number of books read during the summer months.

TIME -A
WATT

Mr. Michael O'Hara, electrician and former library trustee, came in the library to discuss the Time-A-Watt device which has discontinued working as an energy saver. He stated that it would not be to our advantage to try to repair it because it only had a one year guarantee. It was a specialized instrument by a company which no longer exists.

COPIERS

We made a copy on our in-house copier for Mr. Cuozzi. He complained about how badly the machine worked. He then told us about a copier he wanted to sell which was in excellent condition. He offered to let us borrow the machine for a time. It works beautifully. He will sell it to us for \$1,000 if the Board agrees to the purchase.

A secretary from the American Foreign Trading Company, which was located at 59 Main Street, West Orange, called to ask if we would accept a copier as a gift. Of course we accepted and Mr. Belli and crew were kind enough to transport the machine to the library the next day since the company was moving. Many supplies for the copier were donated also. A letter of thanks was sent to Mrs. Soliman. The copier is somewhat noisy but it does work.

STAFF
PARKING
DECALS

Mr. Petroll stopped me to say that I should have library employees obtain decals from the Township Hall if they wanted to park in the new parking areas or stand a chance of being ticketed. The message was given to library employees.

The following day one or two persons went for decals but were again refused. They were told that we could obtain our own decals. I immediately called the Mayor's office to determine what the official disposition is. The Mayor spoke to Mr. Corwick and returned my call. His advise was that we could get decals of our own which would be recognized by police. We have ordered decals for library employees.

PLANNING
COMMITTEE
MEETING

Although it was a day and night of rain and wet nasty weather a total of 17 people attended the meeting on Thursday, August 21 at 7:30 PM. We feel it was a very profitable meeting which got off to a very good start.

COMPRESSOR

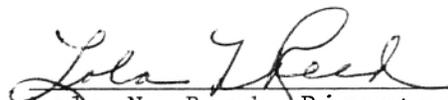
Contact was made with Clarke Air Conditioning Company several times who always gave an excuse. Finally we spoke with Mr. Flynn, Purchaser for the Township, and he called the company. The message from him is they will install the compressor when the weather is somewhat cooler. To make the installation at this time the entire air conditioning system would be shut off three or four days.

BOILERS
CLEANED

National Fuel and Oil Company sent representatives to clean our boilers in preparation for inspection. They found the door broken again. The Department of Public Works repaired and installed the door.

DEATHS

Sidney Rabinowitz, husband of Sarah Rabinowitz, passed away. Also, the sister of Dorothy Suyker (a loyal officer of the New Friends) died recently. A donation was made to The American Cancer Society and book donations in their memory have been purchased.


Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING OF
AUGUST 27, 1986

President Herbert M. Gladstone called the meeting to order at 8:05 P.M. The following members were present constituting a quorum: Horace C. Corbin, Jr., Jane Degnan, Albert F. Kupferer, Gayle Levy and Anita O. Strauss. Also present were William F. Cuozzi, Jr., Board Attorney, Stewart Manheim, Board Accountant, and Lola N. Reed, Library Director. Mr. Soloway was absent.

President Gladstone called for an executive session as Mr. Cuozzi had to leave early. The public meeting resumed at 8:45 P.M.

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 1986 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the second newspaper and was hand delivered to the Township Clerk.

MINUTES:

Mrs. Degnan made a motion to accept the Minutes of the Board of Trustees meeting of July 23, 1986 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim pointed out that voucher #1980 for the purchase of an IBM PC computer/software is listed under a new line, #28 Automation. During budget negotiations everyone will be aware that computer purchases were made in 1986 and that further computerization is planned for the library.

Mrs. Strauss reviewed several vouchers for purchases and services.

Mrs. Strauss made a motion to accept and approve the Bills Presented for Payment for the month of July, 1986. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

Mrs. Strauss noted that the Library Supplies line has \$3800 left until the end of the year.

As salaries were now defined, Mr. Manheim felt it was time to think about adopting the final 1986 budget. His memo on the budget was explained and discussed. The Board decided to defer decision on the adoption of the 1986 budget until the next Board meeting.

Mr. Corbin said that as of 8/27/86 there is a projection of \$16,500 in expenditures for September, 1986.

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

DIRECTOR'S REPORT:

Mrs. Reed commented on the success of the Summer Reading Program. It was enthusiastically received by all participants, juvenile circulation doubled since June. Susan Fichtelberg's good ideas and energy made the program very popular.

A Canon copier was donated recently and appears in good working order, though noisy. It is an improvement over the older Toshiba copier and should require less maintenance.

The Clarke Air Conditioning Service Corp. installed a compressor on Tuesday, August 26, 1986.

Mr. Cuozzi introduced his landscaper to Mrs. Reed. He would maintain the lawn and shrubs for \$150.00 monthly. Mrs. Reed felt that the grounds could be managed by our two custodians.

COMMITTEE REPORTS:

1) Building and Grounds:

Mrs. Reed said that the painting of large and small areas of the library was proceeding according to the Master Plan painting schedule.

2) Planning Committee:

Mrs. Strauss reported that the Planning Committee meeting of August 21, 1986 went well with an attendance of seventeen people. The two State Consultants involved the group in a discussion on the kinds of information each subcommittee might collect and what they'd like to find out from each of the reports on Demographics, Library Services and Resources, Patron, Community and Staff Surveys. Summaries of the discussion were distributed to committee members.

Mr. Gladstone said that one of the things emphasized that evening was that the success of the planning committee depended on staff cooperation, and that there was a good reaction that staff was moving in on it nicely.

Mrs. Strauss will set a date in October for the Patron Survey.

Mrs. Reed commended Helyn Benjamin on her successful and profitable bus trips.

3) Budget Committee:

Due to the unavailability of salaries and personnel costs, the Budget committee met last month without finalizing the draft of the 1987 budget.

The Trustees will review the preliminary budget draft and contact Mrs. Strauss with their suggestions and questions before the next scheduled Budget meeting on Friday, September 12, 1986 at 4 P.M. to finalize the 1987 Proposed Budget.

Working within this time frame, the Budget will be voted on at the September 24, 1986 Board Meeting and submitted to the Business Administrator by October 1, 1986 as requested in Mayor Spina's memorandum.

OLD BUSINESS:

Mr. Gladstone discussed some of the 1987 Budget considerations as outlined in Mrs. Reed's report of July 29, 1986:

1) Home Delivery:

Mr. Gladstone asked Mrs. Reed to prepare a comprehensive report for the Budget Committee on an expanded program for Senior Citizens and shut-ins, reflecting the need for additional services as the population grows older.

2) Conventions, Seminars and Workshops:

Mr. Gladstone emphasized that serious consideration should be given to this line. Professional staff should be able to attend meetings and report on what is happening elsewhere.

3) Paperback Donations:

Although too late this year, Mrs. Reed will donate paperbacks to the West Orange Pool next summer. Barber shops will receive paperback donations in the near future.

4) West Orange Lion's Club Donation:

The Lion's Club is holding the donated check for \$800 until they purchase a display rack. Literature on drugs will be ordered as soon as the book rack and monies are available to the library.

5) Lighting Improvement in the Original Wing of the Library:

Mr. Kupferer read a letter from Leonard Lepore stating that it would cost \$8000 to improve the lighting in the circulation and Young Adult areas. After a brief discussion on whether or not there were funds available this year to purchase lighting fixtures, Mr. Corbin made a motion that the library go ahead with the lighting program as outlined in Mr. Lepore's letter. Mrs. Degnan seconded the motion and it was carried unanimously.

NEW BUSINESS:

Parking decals were ordered for library personnel.

COMMUNICATIONS:

Mr. Kupferer read the following two letters:

1. A memorandum from Mayor Spina requesting the 1987 Budget be submitted to the Business Administrator by October 1, 1986.
2. A letter from William F. Cuozzi to Vincent J. Giblin advising him that the West Orange Public Library Board of Trustees granted a 7% salary increase to members of the local union who are employees of the West Orange Public Library.

Mr. Gladstone received letters from Messrs Giblin and Farrell on contract negotiations for 1987. Mr. Corbin noted that in the letter from Mr. Giblin, there was a typographical error and omission: December 1 should read December 31, 1986 and the Local union # was omitted in the letter.

ADJOURNMENT:

Mr. Corbin made a motion to adjourn the public portion of the meeting at 9:45 P.M. Mrs. Levy seconded it and it was carried unanimously.

Amendment to the Adjournment

Mr. Kupferer made a motion that the Trustees approved the closing of the library on Saturday before Labor Day. Mrs. Degnan seconded it and it was carried unanimously.

After the public meeting was adjourned, Mr. Gladstone called for a brief executive session.

EXECUTIVE SESSION:

Mr. Cuozzi led the discussion on matters dealing with the International Union of Operating Engineers. He recommended that the Trustees approve and sign the proposed agreement with the union for 1986.

A letter from the union requesting new negotiations was read and discussed. The Trustees voted unanimously to have Bill Cuozzi represent them in all negotiations with the union.

It was decided that Mrs. Reed would have a certified copy of the resolution on the Estate of Max Yablick made for the Secretary's signature and sent to Lawrence Levitt, Esq. along with the names of the Board President and Board Secretary.

The Trustees approved a 7% salary increase, retroactive to January 1, 1986, for some of the administrative staff.

No action was taken on the matter of part-timers.

Respectfully submitted,

Albert F. Kupferer

Shirley B. Itkin
Shirley B. Itkin

Albert F. Kupferer, Secretary

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JULY 1986

LIBRARY BOARD MEETING OF AUGUST 27, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF JULY 1986	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/86	UNEXPENDED BUDGET BALANCE ON 7/31/86	BILLS/ ACCOUNTS PAYABLE AT 7/31/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 7/31/86
SALARIES AND WAGES	\$479,000	\$ 36,276.96	\$246,142.53	\$232,857.47		\$232,857.47
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,194.63	15,370.27	16,129.73		16,129.73
SOCIAL SECURITY	34,400	2,623.19	18,044.44	16,355.56		16,355.56
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700	-0-	27,754.84	6,945.16		6,945.16
UNEMPLOYMENT INS., ETC.	9,000	-0-	3,230.49	5,769.51		5,769.51
WORKERS COMPENSATION INS.	4,800	1,200.00	1,200.00	3,600.00		3,600.00
SUNDAY OPENINGS	12,000	410.94	6,158.65	5,841.35		5,841.35
CONTRACTURAL SERVICES:						
BINDING	1,000	-0-	-0-	1,000.00	\$ -0-	1,000.00
COMMUNITY SERVICES	1,000	35.00	1,077.83	(77.83)	20.00	(97.83)
TRANSPORTATION	500	12.00	75.00	425.00	3.00	422.00
SEMINARS & WORKSHOPS	600	488.26	568.26	31.74	-0-	31.74
AUDIT	1,650	-0-	-0-	1,650.00	-0-	1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	7,500.00	7,500.00	1,250.00	6,250.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	2,521.00	2,479.00	236.00	2,243.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	4,030.66	16,594.60	23,405.40	4,036.66	19,368.74
MAIN LIBRARY-MAINT.	23,000	2,751.96	7,050.18	15,949.82	745.34	15,204.48
TORY CORNER - RENTAL	540	-0-	135.00	405.00	270.00	135.00
SERVICE CONTRACTS	4,500	424.50	1,814.92	2,685.08	1,193.50	1,491.58
PAYROLL SERVICES	2,000	144.73	919.13	1,080.87	144.36	936.51
MATERIAL & SUPPLIES:						
BOOKS	88,200	6,095.08	43,768.43	44,431.57	5,664.09	38,767.48
SUPPLIES	11,500	459.58	6,094.43	5,405.57	1,590.66	3,814.91
MICROFILM	10,500	-0-	1,672.52	8,827.48	-0-	8,827.48
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	190.30	2,076.31	6,923.69	50.30	6,873.39
AUDIO/VISUAL MATERIALS	2,000	50.00	619.75	1,380.25	153.07	1,227.18
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200	3,000.00	4,208.27	991.73		991.73
TELEPHONE	4,500	357.61	2,353.02	2,146.98	171.77	1,975.21
POSTAGE	3,850	400.00	1,222.04	2,627.96	1.24	2,626.72
EQUIPMENT:						
LIBRARY	8,720	140.88	4,001.88	4,718.12	620.00	4,098.12
MAINTENANCE EQUIPMENT	-	-0-	639.65	1,140.35	-0-	1,140.35
AUDIO/VISUAL EQUIPMENT	1,780	636.59	1,939.01	1,060.99	58.39	1,002.60
JANITORIAL SUPPLIES	3,000	311.48	1,835.17	3,164.83	296.99	2,867.84
PHOTOCOPY	5,000	-0-	-0-	3,600.00	3,515.00	85.00
AUTOMATION	3,600	-0-	-0-	3,600.00		
TOTAL	\$857,040	\$ 63,720.35	\$426,587.62	\$430,452.38	\$ 20,020.37	\$410,432.01

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JULY 1986

	BALANCE 7/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 7/31/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 7/31/86	UNEXPENDED BUDGET BALANCES AT 7/31/86
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
<u>COPY MACHINES</u>							
XEROX	\$ 4,669.68	\$ 662.75	\$ -0-	\$ 5,332.43			
TOSHIBA	34.00	-0-	-0-	34.00			
SHARP	927.88	-0-	-0-	927.88			
TOTAL COPY MACHINES	\$ 5,631.56	\$ 662.75	\$ -0-	\$ 6,294.31			
FINES	12,208.12	1,763.27	-0-	13,971.39			
RENTALS	1,624.01	315.05	-0-	1,939.06			
PROJECTOR RENTAL	133.90	30.00	-0-	163.90			
MICROFILMS	78.10	-0-	-0-	78.10			
NON-RESIDENT FEE	-0-	-0-	-0-	-0-			
MEETING ROOM	290.00	-0-	-0-	290.00			
TELEPHONE	69.48	9.63	-0-	79.11			
DONATIONS	616.61	-0-	-0-	616.61			
INTEREST	6,223.98	1,430.41	-0-	7,627.39			
MISCELLANEOUS	109.00	-0-	-0-	109.00			
TOTAL RECEIPTS AND FUNDS	\$ 26,984.76	\$ 4,184.11	\$ -0-	\$ 31,168.87			
<u>LOST BOOK FUND</u>							
	\$ 938.10	\$ 130.75	\$ -0-	\$ 1,068.85			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>							
	\$ 715.74	\$ 1,006.25	\$ -0-	\$ 1,721.99			
<u>PETTY CASH & CHANGE FUND</u>							
	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00			
<u>ACCUMULATED REVENUE FUND</u>							
	\$ 164,653.34	\$ -0-	\$ -0-	\$ 164,653.34			
<u>ACCOUNTS PAYABLE 12/31/85</u>							
	\$ 1,650.00	\$ -0-	\$ -0-	\$ 1,650.00			
<u>TOTAL ALL FUNDS</u>	\$ 157,434.67	\$ 167,821.11	\$ 63,720.35	\$ 261,535.43	\$ 369,540.00	\$ 20,020.37	\$ 410,432.01

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 1,355.80
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	239,103.43
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	9,208.64
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	7,342.91
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	2,980.08
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,070.67
PETTY CASH	185.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	288.90
LESS: ACCOUNTS PAYABLE, 7/31/86	\$ 261,535.43
CASH FUNDS AVAILABLE AT 7/31/86	20,020.37
	\$ 241,515.06

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1986 BILLS PRESENTED FOR PAYMENT ON
AUGUST 27, 1986

CHECKS ARE DATED
JULY 31, 1986

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1919	VOID		
1920	N.J. BELL	9. TELEPHONE	\$ 203.54
1921	W.O. MUNICIPAL EMP.F.C.U.	1. SALARIES-EMPLOYEES SAVINGS	481.00
1922	PERS 20284-SUPP. SAVINGS	1. SALARIES-EMPLOYEES SUPP. SAV.	129.60
1923	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES-UNION DUES	170.00
1924	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES-SUPP. ANNUITY	414.04
1925	PERS 20284	1. SALARIES-PENSION, ETC.	1,849.88
1926	TWP.OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1927	W.O. LIBRARY-UNEMPLOY.SAV. A/C	1. SALARIES -EMPLOYEES U.C. W/H	256.52
1928	TWP.OF W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES -EMPLOYEES SOC. SEC. W/H	1,300.50
1929	TWP.OF W.O.-EMPLOYER'S SOC. SEC.	27. EMPLOYER'S SOC. SEC. TAX	1,300.50
1930	N.J. GROSS INCOME TAX	1. SALARIES-NJGIT W/H	757.31
1931	MIDLANTIC NATIONAL BANK	1. SALARIES-WITHHOLDING TAX W/H	2,550.18
	P/R 7/15/86 #5131-5167 (37)	1. SALARIES (NET)	12,381.71
	P/R 7/31/86 #5168-5198 (31)	1. SALARIES (NET)	12,077.39
 <u>SUB-TOTAL</u>			 \$ 36,158.20
<u>ADD: CHECKS #1857-1918</u>			
ISSUED AT 7/23/86			<u>27,894.44</u>
 <u>CHECKS ISSUED FOR THE MONTH OF JULY 1986</u>			 \$ 64,052.64
 <u>LESS: EXCHANGE - P/C</u>			 \$ 200.00
DEPOSIT- 7/30/86			<u>132.29</u>
			<u>332.29</u>
 <u>TOTAL EXPENDITURES-MONTH OF JULY 1986</u>			
PER BUDGET REPORT			<u>\$ 63,720.35</u>

PAYMENT RECOMMENDED BY:

Lisa A. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1986 BILLS PRESENTED FOR PAYMENT ON
AUGUST 27, 1986

CHECKS ARE DATED
AUGUST 27, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1932	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES - EMPLOYEE SAVINGS	\$ 481.00
1933	MIDLANTIC NATIONAL BANK	1. SALARIES-WITHHOLDING TAX	6,148.86
1934	TWP. OF W.O.-EMPLOYER'S SOC.SEC.	27. EMPLOYERS SOC. SEC.	2,270.90
1935	TWP. OF W.O.-EMPLOYEES' SOC.SEC.	1. SALARIES-EMPLOYEES' SOC.SEC. W/H	2,270.89
1936	STATE OF N.J.-DEPT. OF TREASURY	27. EMPLOYER'S TAX	6.41
1937	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
1938	A. B. DICK CO.	4 SUPPLIES	4.72
1939	A. M. BEST CO.	2. BOOKS	220.00
1940	AMERICAN COMMERCIAL EQUIP. CO.	17. EQUIPMENT	225.00
1941	AMERICAN PAPER TOWEL CO.	18. JANITORIAL SUPPLIES	49.70
1942	AMERICAN TIME RECORDER, INC.	11. SERVICE CONTRACTS	54.00
1943A	A T & T	9. TELEPHONE	154.07
1944A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS P/R	\$ 10.00
B	" " "	11. " " "	61.86
C	" " "	11. " " "	<u>72.50</u>
1945	BAKER & TAYLOR	2. BOOKS	21.48
1946	BAKER & TAYLOR	2. "	42.62
1947	VOID		
1948A	BAKER & TAYLOR	2. BOOKS	(\$ 21.38)
B	" " "	2. "	(11.35)
C	" " "	2. "	(8.08)
D	" " "	2. "	66.71
E	" " "	2. "	894.00
F	" " "	2. "	(10.15)
G	" " "	2. "	633.03
H	" " "	2. "	182.41
I	" " "	2. "	459.35
J	" " "	2. "	111.33
K	" " "	2. "	(10.75)
L	" " "	2. "	440.90
M	" " "	2. "	4.61
N	" " "	2. "	27.52
O	" " "	2. "	333.40
P	" " "	2. "	646.86
Q	" " "	2. "	<u>368.99</u>
1949A	BRODART CO.	4. SUPPLIES	\$ 294.73
B	" " "	4. "	203.00
C	" " "	4. "	42.80
D	" " "	4. "	<u>214.56</u>
1950	BUSINESS JOURNALS OF N.J.	2. BOOKS	90.00
1951A	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS	\$ 91.49
B	" " " " " "	21. " " "	<u>11.02</u>
1952	THE COUNCIL OF STATE GOVT.	2. BOOKS	38.25
1953	VOID		
1954A	DEACON PRESS, INC.	4. SUPPLIES	\$ 30.00
B	" " "	4. "	<u>71.00</u>
1955	EDISON RECORD CLEARANCE	21. A/V MATERIALS	22.56
1956	VOID		
1957	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	117.00
1958A	GALE RESEARCH Co.	2. BOOKS	\$ 87.35
B	" " "	2. "	84.00
C	" " "	2. "	<u>87.35</u>
1959	INT'L BUSINESS MACHINES CORP.	11. SERVICE CONTRACTS	774.00
1960	J. L. HAMMETT Co.	4. SUPPLIES	16.04
1961A	KELLY & SALLES	6. MAINTENANCE-MAIN	\$ 230.94
B	" " "	6. " "	<u>342.00</u>
1962	KOTLER TYPEWRITER Co.	4. SUPPLIES	84.00

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1986 BILLS PRESENTED FOR PAYMENT ON
AUGUST 27, 1986

CHECKS ARE DATED
AUGUST 27, 1986

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
1963	CUOZZI & MALKIN	24. LEGAL SERVICES		\$ 236.00
1964	LIN COMMUNICATIONS	11. SERVICE CONTRACTS		7.50
1965	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		1,250.00
1966	NEIL S. SULLIVAN ASSOC., LTD.	6. MAINTENANCE-MAIN.		172.40
1967A	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES	\$ 112.44	
B	" " " "	4. "	-0-	
C	" " " "	4. "	17.64	
D	" " " "	4. "	1.83	
E	" " " "	4. "	12.78	
F	" " " "	4. "	5.00	
G	" " " "	4. "	2.46	
H	" " " "	4. "	9.28	
I	" " " "	4. "	69.12	
J	" " " "	4. "	.78	
K	" " " "	4. "	<u>4.00</u>	235.33
1968	N.J. BELL	9. TELEPHONE		17.70
1969	PETTY CASH-W.O. LIBRARY	4. SUPPLIES	\$ 32.68	
	" " " "	10. COMMUNITY RELATIONS	20.00	
	" " " "	12. TRANSPORTATION	3.00	
	" " " "	13. POSTAGE	1.24	
	" " " "	28. GENERAL-LOST BK. REFUND	<u>15.95</u>	72.87
1970	PORTER SARGENT PUBLISHERS, INC.	2. BOOKS		36.93
1971A	PRESCRIPTION CENTER	4. SUPPLIES	\$ 17.89	
B	" " "	4. "	<u>17.59</u>	35.48
1972	PSE & G	8. UTILITIES		4,036.66
1973	REDPATH ART SERVICE	2. BOOKS		778.00
1974A	SILVER BURDETT Co.	2. BOOKS	\$ 13.29	
B	" " "	2. "	<u>46.92</u>	60.21
1975	SMALL LIBRARY COMPUTING, INC.	17. EQUIPMENT		395.00
1976	TAB BOOKS, INC.	2. BOOKS		10.50
→ 1977	UNIVERSAL PRODUCTS, INC.	4. SUPPLIES		306.32
1978A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	\$ 3.45	
B	" " "	18. " "	4.30	
C	" " "	18. " "	<u>.94</u>	8.69
1979	WEISBLATT ELECTRICAL Co., INC.	11. SERVICE CONTRACTS		<u>226.00</u>
1980A	WOLSTEIN, INC.	21. A/V MATERIALS	\$ 28.00	
B	" " "	4. SUPPLIES	20.00	
C	" " "	28. AUTOMATION	3,415.00	
D	" " "	28. "	<u>100.00</u>	3,563.00
1981A	WEST ORANGE COMMUNITY HOUSE	6. MAINTENANCE-TORY	\$ 135.00	
B	" " " "	6. " "	<u>135.00</u>	270.00
1982A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19	
B	" " "	25. "	<u>23.80</u>	296.99
1983	YOUNG'S NEWS SERVICE	19. MAGAZINES		<u>50.30</u>
	<u>SUB-TOTAL</u>			<u>\$ 31,214.38</u>
	LESS: CHECK #1932	1. SALARIES	\$ 481.00	
	1933	1. SALARIES	6,148.86	
	1934	27. EMPLOYER'S SOC. SEC.	2,270.90	
	1935	1. SALARIES	2,270.89	
	1936	27. EMPLOYER'S TAX	6.41	
	1969	28. LOST BOOK REFUND	<u>15.95</u>	<u>11,194.01</u>
	<u>TOTAL ACCOUNTS PAYABLE-JULY 1986</u>			<u>\$ 20,020.37</u>
	<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

Les Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING OF

SEPTEMBER 24, 1986

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

LIBRARY DIRECTOR'S
MONTHLY REPORT

September 24, 1986

Now that summer activities are over and children are back at school we are geared up to meet the challenges of school assignments along with other duties.

However, our pace in meeting everyday needs is impeded due to vacations of some of our key people and illnesses of others. By the end of October most of the vacations will be over and we can proceed more forcefully.

MOTOR
BURNED
OUT

On Monday, September 15th the motor which circulates air throughout the library went out causing loud noises and plenty of smoke. The custodian investigated and immediately shut the unit off. Clarke Air Conditioning Service Corp. was called. They took the motor away to be repaired and discovered that was impossible. A representative reported the condition and quoted the price of a new motor. I called Mr. Gladstone for authorization to purchase a new motor.

OTHER
PROJECTS

In addition to our routine duties we have been actively engaged in working with the Juvenile Bureau by providing opportunities for juveniles to work in the library a specified number of hours assigned to them by the Bureau to do a community service instead being detained by the authorities for whatever misdemeanor they are guilty of doing.

Also, we are frequently being asked by the Essex County Probation Department to accept DWI's and others with minor infractions to work a number of hours in the library to clean up their charges.

We have worked with these programs for about three years. Not all stay long enough to complete their rehabilitation program. There have been some very good workers. At present we have three DWI's who report regularly in an effort to finish the assigned hours as quickly as possible.

For the past four years I have served as a member of the West Orange Board of Education Advisory Council which meets approximately four times during the school year. We have been fortunate enough to get some good student help through this agency.

OUTREACH

In our plans for an Outreach Program efforts are being made to contact local businesses who will accept paperback books from us for their customers to read. An in-depth report cannot be made

until we receive responses from places of business which we have contacted.

COPYING
MACHINE

We have on loan from Mr. Cuozzi's office a Triumph-Adler copy machine which is used to do in-house copying. It replaces the old 3M which did very bad copies. The ladies like its performance very much. Mr. Cuozzi is willing to sell it to the Board of Trustees for \$1,000. Are you willing to make the purchase?


Lola N. Reed; Director

WEST ORANGE PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES
MEETING OF SEPTEMBER 24, 1986

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., Jane Degnan, Albert F. Kupferer, Irving J. Soloway and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant and Lola N. Reed, Library Director. Gayle Levy was absent. William F. Cuozzi, Jr., Board Attorney, left prior to the meeting because of illness.

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 1986 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 approve the Minutes of the Board meeting of August 27, 1986 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 and approve the Bills Presented for Payment for the month of August, 1986. 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. Mr. Corbin seconded the motion and it was carried unanimously.

STAFF/COMMUNITY PARTICIPATION:

Mrs. Stasi and Mr. Rizzo from Fairmount House asked the Board to resolve the problem of inequitable garden plots which are being used in the back portion of library property. It was the sense of the Board that equitable allocation of plots can be made to tenants who desire them providing that information is obtained as to who owns the land, and how did it get into library jurisdiction. Mr. Gladstone asked the two tenants present to supply a list of who is gardening at present, and who would like to garden in the future.

DIRECTOR'S REPORT:

Mr. Gladstone said that the Board had not been aware that DWI's from Essex County Probation Offices have been assigned to the Library to work off hours of service, and that they have been doing so for the past three years. Mrs. Reed explained that the County has called upon the library to provide work for these people. The program was

implemented upon their request. It was suggested that Judge Skarbnik be contacted and offered the same services for delinquents in West Orange.

Mrs. Reed was asked to contact the insurance representative regarding liability coverage for the DWI's. Mr. Cuozzi will be asked about a clause in the union contract that would state there was no opposition to these people working in the library.

Mrs. Reed was asked to prepare a proper appraisal of Mr. Cuozzi's photocopier which has been offered for sale to the library. Decision to purchase will be held over for another month as not enough information is provided to make a decision. Comparable machines should be included in the report as well as what type of machine is needed in the library to do the job. A complete report will be submitted with recommendations at the next Board meeting.

Mr. Gladstone explained that he had been contacted by Mrs. Reed about replacement of a motor for the circulation of heating and air conditioning. Clarke Air Conditioning Service Corporation had determined that the motor was not repairable. Mr. Gladstone gave authorization to Mrs. Reed to have the motor replaced. A letter from Clarke has since been received stating the problem and the cost of repair.

Mr. Kupferer made a motion to accept Mr. Gladstone's authorization to replace the motor and miscellaneous parts by Clark Air-Conditioning Service Corporation in the amount of \$980.00. Mrs. Degnan seconded the motion and it was passed unanimously.

Mrs. Reed said that she is working on an outreach program report and has been in contact with both state and local sources for information. She will be visiting Monclair Public Library which has a large outreach program.

COMMITTEE REPORTS:

1) Budget Report:

The Board discussed the various expenditures to be allocated to line items for the 1987 budget. Mr. Soloway congratulated the committee for putting their time and effort into the preparation of the budget.

Mr. Corbin made a motion to accept the Proposed Budget for 1987 in the amount of \$969,540. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. Gladstone asked Mrs. Reed to be prepared to give some basis for the use of funds on the Workshop and Seminars line. A memo should be sent to the Board in regard to how these funds should be spent.

2) Planning Committee:

Mrs. Strauss reported that the next meeting of the Planning Committee will be held on Thursday, October 2. There will be discussion on the demographics of West Orange and the patron survey which is scheduled for October 18-24. Mrs. Strauss stressed the need for volunteers and asked all Board members to donate two hours of their time, or find someone to volunteer for the survey.

OLD BUSINESS:

The matter of the refunding bond and release concerning the Yablick estate will be referred to Mr. Cuozzi.

COMMUNICATIONS:

Mr. Kupferer read a letter from Mrs. Reed to Leonard Lepore informing him of the Board's plan to go ahead with the improvement of lighting in the old building of the library.

The public portion of the meeting was adjourned at 9:40 P. M.

EXECUTIVE SESSION:

Vacation for employees was discussed in order to clarify a misunderstanding about when vacations should be taken. Mrs. Reed said that she planned to put a vacation schedule up early in January so as to have complete information before the summer vacation time starts.

The Board passed a resolution based upon Mrs. Reed's recommendation to grant a 7% cost of living increase to three part-time Library Pages retroactive to January, 1986.

The Board passed a resolution granting the Library Director an increase of \$1,500 for the year of 1986, retroactive to January, 1986.

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 AUGUST 1986

LIBRARY BOARD MEETING OF SEPT. 24, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF AUGUST 1986	ACCUMULATED BUDGET EXPENDITURES 8 MONTHS ENDED 8/31/86	UNEXPENDED BUDGET BALANCE ON 8/31/86	BILLS/ ACCOUNTS PAYABLE AT 8/31/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 8/31/86
SALARIES AND WAGES	\$479,000	\$ 50,945.73	\$297,088.26	\$181,911.74		\$181,911.74
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENE- FIT PLAN	31,500	2,153.74	17,524.01	13,975.99		13,975.99
SOCIAL SECURITY	34,400	3,648.93	21,693.37	12,706.63		12,706.63
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	34,700		27,754.84	6,945.16		6,945.16
UNEMPLOYMENT INS., ETC.	9,000		3,230.49	5,769.51		5,769.51
WORKERS COMPENSATION INS.	4,800		1,200.00	3,600.00	\$ 1,182.00	2,418.00
SUNDAY OPENINGS	12,000		6,158.65	5,841.35		5,841.35
CONTRACTURAL SERVICES:						
BINDING	1,000		-0-	1,000.00		1,000.00
COMMUNITY SERVICES	1,000	20.00	1,097.83	(97.83)		(97.83)
TRANSPORTATION	500	3.00	78.00	422.00	14.20	407.80
SEMINARS & WORKSHOPS	600		568.26	31.74		31.74
AUDIT	1,650		-0-	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	8,750.00	6,250.00		6,250.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	2,757.00	2,243.00	703.50	1,539.50
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	4,074.33	20,668.93	19,331.07	3,689.17	15,641.90
MAIN LIBRARY-MAINT.	23,000	745.34	7,795.52	15,204.48	5,965.20	9,239.28
TORY CORNER - RENTAL	540	270.00	405.00	135.00		135.00
SERVICE CONTRACTS	4,500	1,193.50	3,008.42	1,491.58	214.50	1,277.08
PAYROLL SERVICES	2,000	144.36	1,063.49	936.51	157.75	778.76
MATERIAL & SUPPLIES:						
BOOKS	88,200	5,664.09	49,432.52	38,767.48	5,984.84	32,782.64
SUPPLIES	11,500	1,590.66	7,685.09	3,814.91	1,036.86	2,778.05
MICROFILM	10,500		1,672.52	8,827.48	200.98	8,626.50
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	50.30	2,126.61	6,873.39	41.57	6,831.82
AUDIO/VISUAL -MATERIALS	2,000	153.07	772.82	1,227.18	106.53	1,120.65
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200		4,208.27	991.73		991.73
TELEPHONE	4,500	171.77	2,524.79	1,975.21	277.99	1,697.22
POSTAGE	3,850	1.24	1,223.28	2,626.72	406.14	2,220.58
EQUIPMENT:						
LIBRARY	8,720	620.00	4,621.88	4,098.12		4,098.12
MAINTENANCE EQUIPMENT	-					
AUDIO/VISUAL EQUIPMENT	1,780		639.65	1,140.35		1,140.35
JANITORIAL SUPPLIES	3,000	58.39	1,997.40	1,002.60	9.87	992.73
PHOTOCOPY	5,000	296.99	2,132.16	2,867.84	539.19	2,328.65
AUTOMATION	3,600	3,515.00	3,515.00	85.00		85.00
<u>TOTAL</u>	<u>\$857,040</u>	<u>\$ 76,806.44</u>	<u>\$503,394.06</u>	<u>\$353,645.94</u>	<u>\$ 20,530.29</u>	<u>\$333,115.65</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF AUGUST 1986

BALANCE	8/1/86	RECEIPTS	NET DISBURSEMENTS	BALANCE	8/31/86	ADD: DUE FROM TOWN OF W. ORANGE	(LESS:) ACCOUNTS PAYABLE	UNEXPENDED BUDGET BALANCES AT
							8/31/86	8/31/86

<u>BUDGET FUND</u>								
<u>RECEIPTS AND FUNDS</u>								
COPY MACHINES								
XEROX	\$ 5,332.43	\$ 556.70	\$ -0-	\$ 5,889.13				
TOSHIBA	34.00	-0-	-0-	34.00				
SHARP	927.88	641.93	-0-	1,569.81				
TOTAL COPY MACHINES	\$ 6,294.31	\$ 1,198.63	\$ -0-	\$ 7,492.94				
FINES	13,971.39	1,421.84	-0-	15,393.23				
RENTALS	1,939.06	178.45	-0-	2,117.51				
PROJECTOR RENTAL	163.90	-0-	-0-	163.90				
MICROFILMS	78.10	-0-	-0-	78.10				
NON-RESIDENT FEE	-0-	-0-	-0-	-0-				
MEETING ROOM	290.00	-0-	-0-	290.00				
TELEPHONE	79.11	5.69	-0-	84.80				
DONATIONS	616.61	15.00	-0-	631.61				
INTEREST	7,627.39	946.63	-0-	8,574.02				
MISCELLANEOUS	109.00	-0-	-0-	109.00				
<u>TOTAL RECEIPTS AND FUNDS</u>	<u>\$ 31,168.87</u>	<u>\$ 3,766.24</u>	<u>\$ -0-</u>	<u>\$ 34,935.11</u>				
LOST BOOK FUND	1,068.85	168.36	-0-	1,237.21				
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,721.99	\$ 104.15	\$ -0-	\$ 1,826.14				
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -0-	\$ -0-	\$ 360.00				
ACCUMULATED REVENUE FUND	\$ 164,653.34	\$ -0-	\$ -0-	\$ 164,653.34				
ACCOUNTS PAYABLE 12/31/85	\$ 1,650.00	\$ -0-	\$ -0-	\$ 1,650.00				
<u>TOTAL ALL FUNDS</u>	<u>\$ 261,535.43</u>	<u>\$ 4,038.75</u>	<u>\$ 76,806.44</u>	<u>\$ 188,767.74</u>				

CASH FUNDS REPRESENTED BY:

- CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7 \$ 2,132.29
- INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8 162,451.18
- MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC. 12,316.71
- MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS. 7,342.91
- MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES 2,980.08
- MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS 1,070.67
- PETTY CASH 185.00
- PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK 288.90
- LESS: ACCOUNTS PAYABLE, 8/31/86 \$188,767.74
- CASH FUNDS AVAILABLE AT 8/31/86 20,530.29

CASH FUNDS AVAILABLE AT 8/31/86 \$168,237.45

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1986 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 24, 1986

CHECKS ARE DATED
AUGUST 29, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1984	PSE & G	8. UTILITIES	\$ 37.67
1985	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-EMPLOYEE SAVINGS	481.00
1986	PERS 20284-SUPP. SAVINGS	1. SALARIES-EMPLOYEES' SUPP. SAVINGS	184.99
1987	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES-UNION DUES	170.00
1988	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES-SUPP. ANNUITY	557.97
1989	PERS 20284	1. SALARIES-PENSION, ETC.	2,495.01
1990	TWP. W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
1991	W.O. LIBRARY-UNEMPLOY.SAV. A/C	1. SALARIES-EMPLOYEES' U.C. W/H	251.94
1992	TWP. W.O.-EMPLOYEES' SOC. SEC.	1. SALARIES-EMPLOYEES' SOC. SEC. W/H	1,371.68
1993	TWP. W.O.-EMPLOYERS' SOC. SEC.	27. EMPLOYER'S SOC. SEC. TAX	1,371.62
1994	N.J. GROSS INCOME TAX	1. SALARIES - NJ-GIT W/H	1,115.28
1995	MIDLANTIC NATIONAL BANK	1. SALARIES-WITHHOLDING TAX W/H	2,717.56
	P/R 8/15/86 #5199-5229 (31)	1. SALARIES (NET)	19,914.09
	P/R 8/31/86 #5230-5260 (31)	1. SALARIES (NET)	12,785.46
			<hr/>
<u>SUB-TOTAL</u>			\$ 45,740.30
<u>ADD: CHECKS #1932-1983</u>			
<u>ISSUED AT 8/27/86</u>			<u>31,214.38</u>
 <u>CHECKS ISSUED FOR THE MONTH OF AUGUST 1986</u>			 \$ 76,954.68
<u>LESS:</u>	DEPOSIT 8/22/86	26. HOSPITALIZATION	\$ 132.29
	LOST BOOK FUND		<u>15.95</u>
			<u>148.24</u>
 <u>TOTAL EXPENDITURES - MONTH OF AUGUST 1986</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 76,806.44</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1986 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 24, 1986

CHECKS ARE DATED
AUGUST 29, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1996	W.O. MUNICIPAL SAVINGS-FCU	1. SALARIES-EMPLOYEE SAVINGS	\$ 481.00
1997	MIDLANTIC NATIONAL BANK	1. SALARIES-WITHHOLDING TAX W/H	3,331.57
1998	TWP. OF W.O.-EMPLOYER'S SOC.SEC.	27. EMPLOYER'S SOC. SEC. TAX	1,539.66
1999	TWP. OF W.O.-EMPLOYEES' SOC.SEC.	1. SALARIES-EMPLOYEES' SOC.SEC. W/H	1,539.63
2000	A T & T	9. TELEPHONE	177.81
2001A	AUTOMATIC DATA PROCESSING	4. SUPPLIES	\$ 240.00
B	" " "	11. SERVICE CONTRACTS P/R	73.00
C	" " "	11. " " "	74.75
D	" " "	11. " " "	<u>10.00</u>
2002	BAKER & TAYLOR	2. BOOKS	397.75
2003A	BAKER & TAYLOR	2. BOOKS	10.68
B	" " "	2. " "	\$ 367.10
C	" " "	2. " "	64.79
D	" " "	2. " "	72.70
E	" " "	2. " "	203.27
2004A	BAKER & TAYLOR	2. BOOKS	<u>70.51</u>
B	" " "	2. " "	778.37
C	" " "	2. " "	\$ 21.38
2005	VOID	2. " "	37.31
2006	VOID	2. " "	<u>20.98</u>
2007A	BAKER & TAYLOR	2. BOOKS	79.67
B	" " "	2. " "	(\$ 23.96)
C	" " "	2. " "	(29.86)
D	" " "	2. " "	(9.19)
E	" " "	2. " "	9.19
F	" " "	2. " "	214.52
G	" " "	2. " "	137.91
H	" " "	2. " "	393.76
I	" " "	2. " "	80.98
J	" " "	2. " "	419.37
K	" " "	2. " "	349.57
L	" " "	2. " "	51.03
M	" " "	2. " "	372.88
N	" " "	2. " "	30.89
O	" " "	2. " "	299.70
2008	BARNES & NOBILE BOOKSTORES, INC.	2. BOOKS	<u>465.06</u>
2009A	BENISCH & Co.	5. INS.-WORKMENS' COMP.(\$ 111.00)	2,761.85
B	" " "	5. " " "	65.09
C	" " "	5. " " "	206.00
2010	BLOOMFIELD WINDOW CLEANING Co., INC.	5. " " "	<u>1,087.00</u>
2011	BONUS BOOKS, INC.	11. SERVICE CONTRACTS	75.00
2012	BOOKHAUS	2. BOOKS	18.95
2013	BRODART Co.	2. BOOKS	11.00
2014	CHECK-WELL, LTD.	4. SUPPLIES	68.17
2015A	CHILTON BOOK Co.	4. SUPPLIES	135.00
B	" " "	2. BOOKS	\$ 12.09
2016	CLARKE AIR-CONDITIONING SVC. CORP.	2. " "	<u>38.72</u>
2017	CONGRESSIONAL QUARTERLY, INC.	6. MAINTENANCE-MAIN.	50.81
2018A	CUOZZI & MALKIN	4. SUPPLIES	5,950.00
B	" " "	24. LEGAL SERVICES	31.95
2019A	C.W. ASSOCIATES	24. " " "	\$ 236.00
B	" " "	2. BOOKS	467.50
2020A	DEACON PRESS, INC.	2. " "	<u>31.00</u>
B	" " "	2. " "	38.00
2021	EDISON RECORD CLEARANCE	4. SUPPLIES	\$ 108.00
2022	ELEVATOR MAINTENANCE CORP.	4. " "	<u>50.00</u>
2023	FACTS ON FILE, INC.	21. A/V MATERIALS	158.00
		11. SERVICE CONTRACTS	56.63
		2. BOOKS	117.00
			395.00

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1986 BILLS PRESENTED FOR PAYMENT ON
SEPTEMBER 24, 1986

CHECKS ARE DATED
AUGUST 29, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
2024A	GALE RESEARCH Co.	2. BOOKS	\$ 196.27	
B	" " "	2. "	215.90	
C	" " "	2. "	<u>87.35</u>	\$ 499.52
2025	G.K. HALL & Co.	2. BOOKS		447.79
2026	HAGSTROM MAP Co.	19. MAGAZINES		17.77
2027	THE HIGHSMITH Co., INC.	4. SUPPLIES		24.51
2028	INSTITUTE FOR MAGAZINES	2. BOOKS		24.95
2029	LAPAT DUPLICATING Co.	4. SUPPLIES		350.50
2030	LIN COMMUNICATIONS	11. SERVICE CONTRACTS		7.50
2031	MAC RAE'S INDUSTRIAL DIRECTORIES	2. BOOKS		103.50
2032	MEDICAL SOCIETY OF N.J.	2. BOOKS		35.00
2033	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS		94.25
2034	NATIONAL TELEPHONE DIRECTORY CORP.	2. BOOKS		152.00
2035	NEW JERSEY INDEX	2. BOOKS		50.00
2036	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES		4.20
2037	OLYMPIC PRESS OF MILLBURN	2. BOOKS		10.35
2038	PETER SMITH PUBLISHER	2. BOOKS		97.74
2039	PETTY CASH-SAFE-W.O. LIBRARY	2. BOOKS	\$ 10.00	
	" " " " "	4. SUPPLIES	24.53	
	" " " " "	12. TRANSPORTATION	14.20	
	" " " " "	13. POSTAGE	6.14	
	" " " " "	28. GEN'L BOOK REFUND	36.70	
	" " " " "	28. GEN'L FINE REF.	<u>2.70</u>	94.27
2040	VOID			
2041	POSTMASTER	13. POSTAGE		400.00
2042A	PSE & G	8. UTILITIES	\$3,651.50	
B	" " "	8. "	<u>37.67</u>	3,689.17
2043	RECORDED BOOKS, INC.	21. A/V MATERIALS		49.90
2044	ROSSI & Co., INC.	6. MAINTENANCE-MAIN.		15.20
2045A	SILVER BURDETT Co.	2. BOOKS	\$ 13.80	
B	" " "	2. "	<u>13.29</u>	27.09
2046	TAB BOOKS, INC.	2. BOOKS		11.55
2047	TEN SPEED PRESS & CELESTIAL ARTS	19. MAGAZINES		23.80
2048A	THORNDIKE PRESS	2. BOOKS	\$ 17.96	
B	" " "	2. "	<u>126.54</u>	144.50
2049	3M XRP2052	20. MICROFILM		200.98
2050	TIME-LIFE BOOKS	2. BOOKS		17.93
2051	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES		9.87
2052	WORLD WIDE CHAMBER OF COMMERCE DIR.	2. BOOKS		18.25
2053A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19	
B	" " "	25. "	<u>266.00</u>	539.19
2054	A.ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS		15.00
2055A	N.J. BELL	9. TELEPHONE	\$ 82.48	
B	" " "	9. "	<u>17.70</u>	100.18
	<u>SUB-TOTAL</u>			<u>\$ 27,461.55</u>
	LESS: CHECK #1996	1. SALARIES	\$ 481.00	
	1997	1. SALARIES	3,331.57	
	1998	27. EMPLOYER'S SOC.SEC.	1,539.66	
	1999	1. SALARIES	1,539.63	
	2039	28. LOST BOOK FUND	36.70	
	2039	28. FINES REFUND	<u>2.70</u>	<u>6,931.26</u>
	<u>TOTAL ACCOUNTS PAYABLE-AUGUST 1986</u>			<u>\$ 20,530.29</u>
	<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lyla N. Leck

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING OF

OCTOBER 22, 1986

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



LIBRARY DIRECTOR'S
MONTHLY REPORT

October 22, 1986

FALL
SCHEDULE

Our Fall schedule has been set and we are underway with projected programs. Some of the programs for the month are as follows:

1. Pre-school story hour started on Monday, October 6, 1986. Three sessions per week will be held at the main library and one class per week will be held at Tory Corner, on Tuesday at 2:00 P. M. The three main classes are held at 10:15 A. M. Monday and Wednesday. The Thursday class meets at 2:15 P. M.
2. A Yoga class from the Community School meets in the library Tuesdays at 10:00 A. M.
3. A photography class from the Community School is scheduled for Tuesdays at 1:30 P. M.
4. The Mayor's Committee on Handicapped meets once a month on the third Monday at 7:30 P. M.
5. New Friends of the Library meets at 1:30 P. M. every second Monday.
6. UNICO Women's Club meets every fourth Monday at 7:30 P. M.
7. The Senior Citizens' Council meets every third Thursday at 10:15 A. M.
8. Library Trustee Board meeting is held on the fourth Wednesdays at 8:00 P. M. unless because of a holiday, it is changed to another night.

In addition, a few special meetings are scheduled:

1. A program presented by the Environmental Center for children on seasonal changes on Thursday, October 28 at 10:30 A. M.
2. A bus trip to Liberty State Park is scheduled for Wednesday, October 22nd.
3. A program "Taking Charge of Your Finances" will be presented for the general public at 7:30 P. M. on October 29 at 7:30 P. M.

INSURANCE
FOR DWI's
AND
VOLUNTEERS

In checking our General Liability Policy we found that coverage is provided for those in question. In addition, we have letters from Joel Benisch, our agent, along with a copy of a letter addressed to Mr. Adelman of the Benisch Company, corroborating the coverage.

We also have a letter from Charles J. Fix, Director of Community Service of the Essex County Probation Department which states in part:

"We would like to share with you a recent Attorney General's opinion concerning the area of liability and community service. As one of our community service work sites, you provide a valued service that enables offenders to perform community-related unpaid work as ordered by the court. Through our working agreement, we in the Probation Department agree to provide assistance as needed to facilitate your participation in the program. One way we do this is to provide accident insurance for all offenders we place with you."

STAFF
MEETING

A staff meeting was held on the morning of September 26 mainly at the request of Margaret Cushing who had some ideas on how to get an account on the number of new books that circulate and those that did not.

However, before she started I had some announcements to make.

One of the announcements was to apprise the staff that we will be able to add two members to our staff - one Senior Library Assistant and an A/V Technician. For various reasons some of the staff was greatly displeased. However, I explained that the Sr. Library Assistant had veterans' priority on the listing sent to me by Civil Service and that I am governed by the order in which they come.

ACCIDENT
IN THE
LIBRARY

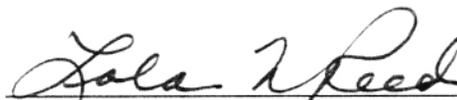
On October 3, Mrs. Florence Mantell fell in the library and had to be taken to emergency at St. Barnabas Hospital. She later saw her own physician who told her to take bed rest for a week. She returned to work on Tuesday, October 14th.

WARRANTY

Warranty on our computer expires on October 24th. Our service contract will cost \$400.00 per year.

PHOTO-
COPIERS

We observed several photocopiers for in-house. There are many features in all we observed, but we like the Minolta best of all. It has so many desirable features and is simple and easy to use.


Lola N. Reed, Director

MINUTES
BOARD OF TRUSTEES
MEETING OF
OCTOBER 22, 1986

President Herbert M. Gladstone called the meeting to order at 8:05 P. M. The following members were present constituting a quorum: Jane Degnan, Albert F. Kupferer, Gayle Levy, 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. Horace K. Corbin, Jr. was absent.

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 1986 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 approve the Minutes of the Board of Trustees meeting of September 24, 1986 as presented. Mr. Soloway seconded the motion and it was carried unanimously.

STAFF/COMMUNITY PARTICIPATION:

The order of the Agenda was changed to permit representatives from the New Friends to address the Board.

Dorothy Suyker, speaking on behalf of the New Friends, presented a list of special items recommended for purchase by library department heads. Board approval is needed for these expenditures amounting to approximately \$1,800. Ms. Suyker explained that the library has a book sale account in which proceeds are deposited from the New Friends' book sales. Ms. Suyker asked the Board to consider giving control of future purchases to the New Friends. She pointed out that at one time most of the books offered for sale had belonged to the library and it had been determined that proceeds from the sales of library property should be placed under library control with the agreement that the New Friends would ask approval for special purchases. Book donations presently amount to about 60% from outside sources.

Discussion followed concerning the origination of the book fund and a possible change in the procedure of handling future funds. Mr. Cuozzi was asked to sit down with the Director and the New Friends to prepare a written statement recommending procedures for the future. The history of the book sale will be researched by both parties.

As the the Director did not have any previous knowledge of the items recommended for purchase, Mr. Gladstone asked Mrs. Reed if she approved the items as presented. Mrs. Reed said that she had no objection to the purchases.

Mrs. Strauss made a motion that the Board of Trustees release the funds in the books fund account for the purchases as presented by the New Friends. Mrs. Levy seconded the motion and it was passed unanimously.

Mrs. Levy, on behalf of the Board, expressed appreciation for everything the New Friends have been doing for the library.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept and approve the Bills Presented for Payment for the month of September, 1986. Mrs. Degnan seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Manheim noted that a transfer will have to be made from this year's income to the 1986 budget to meet current expenditures. This will be placed on next month's agenda.

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

DIRECTOR'S REPORT:

Mrs. Reed stated that DWIs and volunteers are covered under the library's insurance policy. In addition, a letter received from the Essex County Probation Department noted that accident insurance is provided for all offenders placed with the library.

Mr. Gladstone requested Mr. Cuozzi to review both insurance policies.

The IBM computer will be placed on a service contract for the amount of \$400 as the warranty ends October 24.

The report on in-house copy machines will be reviewed by the Board during the month and discussed at the November meeting.

Mr. Gladstone accepted Mrs. Levy's offer to be a "Sunshine" liaison to the staff.

COMMITTEE REPORTS:

Mrs. Strauss reported about the Planning Committee meeting held on October 2. The demographics were presented and the patron survey which is now in full swing, was reviewed. The next meeting will be held on December 11. Mrs. Degnan is in charge of the staff survey and it will be sent directly to her. Mrs. Strauss told the Board that each Trustee will receive a copy of the planning data when it is completed.

OLD BUSINESS:

Mrs. Reed said that she has enlisted Mrs. Pinkus to head the outreach program which includes distribution of paperbacks.

Mrs. Reed said that she has been in contact with the Mayor's office concerning the gardening plots in back of the library. As a result of not receiving any positive action, a letter was sent to Mayor Spina on October 18. As yet, no reply has been received.

Mr. Gladstone asked Mrs. Reed to contact Judge Skarbnik about placement of DWIs.

A statement concerning the use of volunteers and DWIs in the library will be placed in the union contract during negotiations for 1987.

Mr. Gladstone reminded Mrs. Reed to present a memorandum on forthcoming workshops and seminars that will be coming up, with her recommendations for staff attendance.

Mrs. Reed was asked to contact Leonard Lepore about the status of the lighting for the old building.

NEW BUSINESS:

Mrs. Strauss said that she had attended a seminar on library output with Miss Cushing, Mrs. Lepore and Mrs. Reed.

Mr. Kupferer read a memorandum from Marvin Corwick concerning the public hearing of the 1987 budget. The library is scheduled to appear on Thursday, November 6 at 4:30 P. M. Mr. Gladstone said that he would meet with Mr. Manheim and Mrs. Reed sometime before the hearing.

Mr. Gladstone asked Mrs. Reed to prepare a report on library holdings relating to the Holocaust.

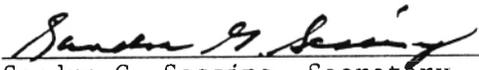
Mr. Cuozzi requested that an executive session of the Board be held concerning personnel matters at 7:30 P. M. prior to the open meeting on November 24.

COMMUNICATIONS:

A thank you card was received from the Buono family acknowledging the Board's sympathy in the recent loss of a member of the family.

The meeting was adjourned at 9:25 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary


Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER, 1986

LIBRARY BOARD MEETING OF OCTOBER 22, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF SEPT. 1986	ACCUMULATED BUDGET EXPENDITURES NINE MONTHS ENDED 9/30/86	UNEXPENDED BUDGET BALANCE ON 9/30/86	BILLS/ ACCOUNTS PAYABLE AT 9/30/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 9/30/86
SALARIES AND WAGES	\$479,000	\$40,416.49	\$337,504.75	\$141,495.25	\$ -	\$141,495.25
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,286.03	19,810.04	11,689.96	-	11,689.96
SOCIAL SECURITY	34,400	2,922.11	24,615.48	9,784.52	-	9,784.52
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700	-	27,754.84	6,945.16	-	6,945.16
UNEMPLOYMENT INS., ETC.	9,000	999.09	4,229.58	4,770.42	-	4,770.42
WORKERS COMPENSATION INS.	4,800	1,182.00	2,382.00	2,418.00	-	2,418.00
SUNDAY OPENINGS	12,000	452.12	6,610.77	5,389.23	-	5,389.23
CONTRACTURAL SERVICES:						
BINDING	1,000	-	-0-	1,000.00	-	1,000.00
COMMUNITY SERVICES	1,000	(526.00)	571.83	428.17	-	428.17
TRANSPORTATION	500	14.20	92.20	407.80	17.00	390.80
SEMINARS & WORKSHOPS	600	104.00	672.26	(72.26)	-	(72.26)
AUDIT	1,650	-	-0-	1,650.00	-	1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	-	8,750.00	6,250.00	1,250.00	5,000.00
LEGAL & PROFESSIONAL SVCS.	5,000	703.50	3,460.50	1,539.50	236.00	1,303.50
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	3,689.17	24,358.10	15,641.90	4,874.44	10,767.46
MAIN LIBRARY-MAINT.	23,000	5,965.20	13,760.72	9,239.28	1,515.45	7,723.83
TORY CORNER - RENTAL	540	-	405.00	135.00	-	135.00
SERVICE CONTRACTS	4,500	214.50	3,222.92	1,277.08	100.50	1,176.58
PAYROLL SERVICES	2,000	157.75	1,221.24	778.76	128.28	650.48
MATERIAL & SUPPLIES:						
BOOKS	88,200	5,965.88	55,398.40	32,801.60	3,025.27	29,776.33
SUPPLIES	11,500	1,070.13	8,755.22	2,744.78	1,011.83	1,732.95
MICROFILM	10,500	200.98	1,873.50	8,626.50	1,441.00	7,185.50
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	41.57	2,168.18	6,831.82	84.75	6,747.07
AUDIO/VISUAL -MATERIALS	2,000	106.53	879.35	1,120.65	-	1,120.65
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200	-	4,208.27	991.73	1,940.00	(948.27)
TELEPHONE	4,500	277.99	2,802.78	1,697.22	373.16	1,324.06
POSTAGE	3,850	406.14	1,629.42	2,220.58	8.13	2,212.45
EQUIPMENT:						
LIBRARY	8,720	-	4,621.88	4,098.12	-	4,098.12
MAINTENANCE EQUIPMENT	-	-	-	-	-	-
AUDIO/VISUAL EQUIPMENT	1,780	-	639.65	1,140.35	-	1,140.35
JANITORIAL SUPPLIES	3,000	9.87	2,007.27	992.73	93.25	899.48
PHOTOCOPY	5,000	539.19	2,671.35	2,328.65	316.88	2,011.77
AUTOMATION	3,600	-	3,515.00	85.00	-	85.00
TOTAL	\$857,040	\$67,198.44	\$570,592.50	\$286,447.50	\$16,415.94	\$270,031.56

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

	BALANCE 9/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 9/30/86	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 9/30/86	UNEXPENDED BUDGET BALANCES AT 9/30/86
<u>BUDGET FUND</u>	(\$ 15,894.06)	\$ -	\$67,198.44	(\$ 83,092.50)	\$369,540.00	(\$16,415.94)	\$270,031.56
<u>RECEIPTS AND FUNDS</u>							
<u>COPY MACHINES</u>							
XEROX	\$ 5,889.13	\$ 622.70	\$ -	\$ 6,511.83			
TOSHIBA	34.00	-	-	34.00			
SHARP	1,569.81	-	-	1,569.81			
TOTAL COPY MACHINES	\$ 7,492.94	\$ 622.70	\$ -	\$ 8,115.64			
FINES	15,393.23	1,565.79	-	16,959.02			
RENTALS	2,117.51	226.21	-	2,343.72			
PROJECTOR RENTAL	163.90	-	-	163.90			
MICROFILMS	78.10	-	-	78.10			
NON-RESIDENT FEE	-0-	-	-	-0-			
MEETING ROOM	290.00	-	-	290.00			
TELEPHONE	84.80	9.39	-	94.19			
DONATIONS	631.61	-	-	631.61			
INTEREST	8,574.02	669.52	-	9,243.54			
MISCELLANEOUS	109.00	-	-	109.00			
TOTAL RECEIPTS AND FUNDS	\$ 34,935.11	\$ 3,093.61	\$ -	\$ 38,028.72			
LOST BOOK FUND	\$ 1,237.21	\$ 257.52	\$ -	\$ 1,494.73			
BOOK SALES & EXCESS PROPERTY FUND	\$ 1,826.14	\$ 104.32	\$ -	\$ 1,930.46			
PETTY CASH & CHANGE FUND	\$ 360.00	\$ -	\$ -	\$ 360.00			
ACCOUNTS PAYABLE 12/31/85	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00			
ACCUMULATED REVENUE FUND	\$164,653.34	\$ -	\$ -	\$164,653.34			
TOTAL ALL FUNDS	\$188,767.74	\$ 3,455.45	\$67,198.44	\$125,024.75			

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BANK #734-0598-7	\$ 403.38
INVESTMENT A/C-MIDLANTIC NAT'L BANK #738-0372-8	106,606.55
MIDLANTIC NAT'L BANK-#02-073-0000-177-0-FINES, ETC.	5,142.04
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INS.	7,967.40
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-BOOK SALES	2,980.08
MIDLANTIC NAT'L BANK-#735-1699-9 COMMUNITY RELATIONS	1,616.67
PETTY CASH	185.00
PETTY CASH CHECKING A/C-MIDLANTIC NAT'L BANK	123.63
LESS: ACCOUNTS PAYABLE, 9/30/86	\$125,024.75
CASH FUNDS AVAILABLE AT 9/30/86	16,415.94
	\$108,608.81

WEST ORANGE FREE PUBLIC LIBRARYSEPTEMBER, 1986 BILLS PRESENTED FOR PAYMENT ONOCTOBER 22, 1986CHECKS ARE DATED
SEPTEMBER 30, 1986

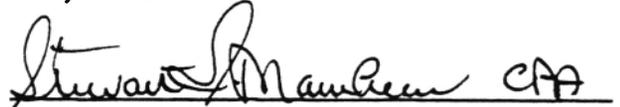
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2056	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES-EMPLOYEE SAVINGS	\$ 516.00
2057	PERS 20284 - SUPP. SAVINGS	1. SALARIES-EMPLOYEE SAVINGS	144.88
2058	INT'S. UNION OF OPERATING ENGINEERS	1. SALARIES-UNION DUES	170.00
2059	PERS 20284 - SUPP. ANNUITY PROGRAM	1. SALARIES-SUPP. ANNUITY	432.02
2060	PERS 20284	1. SALARIES-PENSION, ETC.	2,041.76
2061	TWP. OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,286.03
2062	W.O. LIBRARY-UNEMPLOY. SAV. A/C	1. SALARIES-EMPLOYEES UNC w/H	116.03
2063	TWP. OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES-EMPLOYEES SOC. SEC. w/H	1,382.42
2064	TWP. OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC. TAX	1,382.45
2065	NJ GROSS INCOME TAX	1. SALARIES-NJGIT w/H	858.11
2066	MIDLANTIC NATIONAL BANK	1. SALARIES-WITHHOLDING TAX w/H	2,714.21
2067	NJ EMPLOYMENT SECURITY	29. GENERAL-UNEMP. INS. \$ 999.09	
2067	NJ EMPLOYMENT SECURITY	30. TRANSFER <u>624.49</u>	1,623.58
	P/R 9/15/86 - #5261-5291 (31)	1. SALARIES (NET)	14,207.09
	P/R 9/30/86 - #5292-5332 (41)	1. SALARIES (NET)	12,933.89
	<u>SUB-TOTAL</u>		<u>\$ 40,808.47</u>
	<u>ADD:</u> CHECKS #1996-2055 ISSUED AT 9/24/86		<u>27,461.55</u>
	<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER, 1986</u>		<u>\$ 68,270.02</u>
	<u>LESS:</u> DEPOSIT 9/8/86	2. BOOKS	<u>26.96</u>
	<u>SUB-TOTAL</u>		<u>\$ 68,243.06</u>
	<u>ADD:</u> PETTY CASH CHECKS #1764-1770 ISSUED DURING JULY, AUGUST AND SEPTEMBER, 1986		165.27
	<u>LESS:</u> INCREASE IN COMMUNITY SERVICES CHECKING		\$ 546.00
	LOST BOOK FUND		36.70
	FINES REFUND		2.70
	TRANSFER - U. C. INS.		<u>624.49</u>
	<u>TOTAL EXPENDITURES - MONTH OF SEPTEMBER 1986</u>		<u>\$ 67,198.44</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY:  Stewart Manheim CPA

WEST ORANGE FREE PUBLIC LIBRARY

PETTY CASH-JULY, AUGUST, SEPTEMBER 1986

BILLS PRESENTED FOR PAYMENT ON

OCTOBER 22, 1986

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8/ 1/86	1764	L.L. BEAM	4. SUPPLIES	\$ 22.00
8/21/86	1765	H. PETTIFORD	4. SUPPLIES	11.27
8/22/86	1766	W.O. LIBRARY - CHILDREN'S ROOM PROG.	10. COMMUNITY RELATIONS	20.00
9/17/86	1767	NJLA	15. WORKSHOPS, SEMINARS	24.00
9/17/86	1768	E. L. CZARNECKI	2. BOOKS	5.00
9/24/86	1769	DEPT. OF PLANNING & ECO. DEVELOPMENT	2. BOOKS	3.00
9/25/86	1770	MID-BERGEN FEDERATION	15. WORKSHOPS, SEMINARS	<u>80.00</u>

TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF JULY, AUGUST, SEPTEMBER, 1986 \$ 165.27

PAYMENT RECOMMENDED BY:

L. L. Beam

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: Stewart S. Manheim CPA

SEPTEMBER, 1986 BILLS PRESENTED FOR PAYMENT ON

OCTOBER 22, 1986

CHECKS ARE DATED
SEPTEMBER 30, 1986

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2068	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-EMPLOYEES SAVINGS	\$ 516.00
2069	MIDLANTIC NATIONAL BANK	1. SALARIES-WITHHOLDING TAX W/H	3,334.33
2070	TWP. OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,570.75
2071	TWP. OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES-EMPLOYEES SOC. SEC. W/H	1,570.74
2072	A. ABORN EXTERMINATING	11. SERVICE CONTRACTS	30.00
2073	AMERICAN HOSPITAL ASSOC. SERVICES, INC.	2. BOOKS	92.20
2074A	A T & T	9. TELEPHONE	3.65
2074B	" " " "	9. " "	<u>149.79</u>
2075A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS P/R	63.75
2075B	" " " "	11. " " " "	<u>64.53</u>
2076A	BAKER & TAYLOR	2. BOOKS	(7.16)
2076B	" " "	2. " "	103.24
2076C	" " "	2. " "	<u>59.13</u>
2077A	BAKER & TAYLOR	2. BOOKS	61.72
2077B	" " "	2. " "	94.36
2077C	" " "	2. " "	54.17
2077D	" " "	2. " "	<u>11.82</u>
2078	VOID		
2079A	BAKER & TAYLOR	2. BOOKS	108.26
2079B	" " "	2. " "	14.32
2079C	" " "	2. " "	(21.93)
2079D	" " "	2. " "	(10.15)
2079E	" " "	2. " "	(10.45)
2079F	" " "	2. " "	(13.45)
2079G	" " "	2. " "	282.49
2079H	" " "	2. " "	(8.96)
2079I	" " "	2. " "	514.49
2079J	" " "	2. " "	(30.63)
2079K	" " "	2. " "	21.50
2079L	" " "	2. " "	194.67
2079M	" " "	2. " "	202.40
2079N	" " "	2. " "	346.32
2079O	" " "	2. " "	38.84
2079P	" " "	2. " "	537.10
2079Q	" " "	2. " "	8.51
2079R	" " "	2. " "	53.86
2079S	" " "	2. " "	<u>8.21</u>
2080A	BRODART Co.	4. SUPPLIES	214.41
2080B	" " "	4. " "	<u>530.00</u>
2081A	CLARKE AIR-CONDITIONING SERVICE CORP.	6. MAINTENANCE-MAIN	253.50
2081B	" " " " " "	6. " " " "	<u>980.00</u>
2082	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	14.94
2083	COMMONWEALTH WATER Co.	8. UTILITIES	144.53
2084	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	13.90
2085	CUOZZI & MALKIN	24. LEGAL SERVICES	236.00
2086	C. W. ASSOCIATES	2. BOOKS	13.00
2087	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES, NEWSPAPERS	84.75
2088	HARRUP PRESS	4. SUPPLIES	150.00
2089	THE H. W. WILSON Co.	2. BOOKS	72.00
2090	THE JEWISH PUBLICATION SOCIETY	2. BOOKS	21.95
2091	J & S VACUUM Co.	18. JANITORIAL SUPPLIES	31.55
2092	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	1,250.00
2093	M. C. CLAYTON	2. BOOKS	72.15
2094	MCGRAW-HILL BOOK Co.	2. BOOKS	54.00
2095A	NATIONAL FUEL OIL, INC.	8. UTILITIES	1,376.09
2095B	" " " "	6. MAINTENANCE-MAIN	<u>268.00</u>
2096A	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES	21.33
2096B	" " " "	4. " "	<u>10.29</u>

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER, 1986 BILLS PRESENTED FOR PAYMENT ON

OCTOBER 22, 1986

CHECKS ARE DATED
SEPTEMBER 30, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2097	NYNEX MOBILE COMMUNICATIONS	11. SERVICE CONTRACTS	\$ 7.50
2098	PITNEY BOWES	11. SERVICE CONTRACTS	63.00
2099A	NEW JERSEY BELL	9. TELEPHONE	201.72
2099B	" " "	9. "	18.00
2100	PETTY CASH-W.O. LIBRARY	4. SUPPLIES	12.85
	" " " " "	12. TRANSPORTATION	17.00
	" " " " "	13. POSTAGE	8.13
	" " " " "	28. GENERAL-BOOK REFUND	28.80
2101A	P S E & G	8. UTILITIES	3,316.15
2101B	" " " " "	8. "	37.67
2102	ROSSI & Co., INC.	6. MAINTENANCE-MAIN	13.95
2103	SILVER BURDETT Co.	2. BOOKS	16.80
2104	ST. MARTIN'S PRESS, INC.	2. BOOKS	41.65
2105	ANITA STRAUSS	4. SUPPLIES	22.95
2106	UMI DE PUERTO RICO, INC.	20. MICROFILM	905.00
2107	UNIVERSITY MICROFILMS INT'L.	20. MICROFILM	536.00
2108A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	9.86
2108B	" "	18. " "	7.77
2108C	" "	18. " "	21.87
2108D	" "	18. " "	22.20
2109	WOLSTEN, INC.	4. SUPPLIES	50.00
2110A	XEROX CORPORATION	25. PHOTOCOPY	273.19
2110B	" "	25. "	43.69
2111	BENISCH & Co.	5. INSURANCE	1,940.00
<u>SUB-TOTAL</u>			\$ 23,436.56
<u>LESS:</u>			
CHECK #2068		1. SALARIES	516.00
#2069		1. SALARIES	3,334.33
#2070		27. EMPLOYER SOC. SEC.	1,570.75
#2071		1. SALARIES	1,570.74
#2100		28. BOOK REFUND	28.80
<u>TOTAL ACCOUNTS PAYABLE-SEPTEMBER, 1986</u>			<u>7,020.62</u>
<u>PER BUDGET REPORT</u>			<u>\$ 16,415.94</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK

BY: *Stewart J. Manheim* CPA

AGENDA

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING OF
NOVEMBER 24, 1986

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

DIRECTOR'S
MONTHLY REPORT

November 24, 1986

PLANNING UPDATE Almost all employees, some volunteers, citizens and Friends are lending a hand in our planning survey. We are very busy preparing for the next meeting of the Planning Committee with representatives from the State Library. Evaluation of the Community has begun. It is quite involved and takes up many man/woman hours.

STATE AID On November 11, 1986 we received our State Aid check in the amount of \$49,388. It has been deposited in the the Investment Account.

BUS TRIP The bus trip to Liberty State Park and the Statue of Liberty was an enjoyable event and it paid off a profit for the library in the amount of \$642.00. We engaged two buses. Both were filled with eager faces on that delightful day.

LIGHTING UPDATE Mr. Leonard Lepore stated that he is short of staff at this time. He is expecting this situation to change shortly. He would like to purchase the fixtures by mid December and get the job started in early 1987. He also stated that he is putting together specifications so the library can select the lowest bidder without having to go through offices in Township Hall. He promises to keep me informed.

CONFERENCES WORK-SHOPS, ETC. The only meetings that we are informed of when, where and how much are the national and state associations. They are the American Library Association, Public Library Association, New Jersey Library Association (Mid-winter and Spring sessions). The dates and places of these meetings are announced one year in advance.

All other seminars and meeting notices are sent to libraries and librarians a month or a few weeks before they are held. Information pertaining to such meetings are announced at the time of the publication.

In the past specified monies were included in the year's budget. The prudent librarian and staff decided on which conference one or more employees should attend, with an understanding that some we could bypass if it was felt they did not fit our need.

Therefore, I suggest that \$2,000 be allocated yearly to enhance the growth and interest of library workers. This is a practice followed by most public libraries I know.

OTHER HAPPENINGS AT WOPL

Oct. 28 - Margaret Cushing and Debby Pinkus attended a workshop on business publications.

Oct. 29 - Notification from both the Township and Marie Magno that she would officially retire as of November 1.

Fire Department made annual inspection tour of the library.

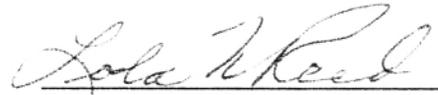
Pyrotronics inspected smoke detectors.

Nov. 6 - Budget hearing attended by Gladstone, Reed and Manheim. Letter written to Judge Skarbnik on referring capable DWI's to library to do community service. (Nov. 11)

Nov. 12 - Lola Reed attended reception at the Community House in honor of retiring Stanley Rickle.

Nov. 17-18- Susan Fitchelberg attended NJLA

In the Minutes of August 30, 1978, Sandy was able to find information regarding the escrow account set up for money from book sales by the Friends.



LoJa N. Reed, Director

MINUTES
BOARD OF TRUSTEES
MEETING
NOVEMBER 24, 1986

An executive meeting was held at 7:30 P. M. dealing with personnel

At 8:40 P. M. President Herbert M. Gladstone called the open public meeting to order. The following members were present constituting a quorum: Jane Degnan, Gayle Levy, Irving J. Soloway, and Anita O. Strauss. Also present were Stewart Manheim, Board Accountant, and Lola N. Reed, Library Director. Horace K. Corbin, Jr. and Albert F. Kupferer were absent. William F. Cuozzi, Jr., Board Attorney would arrive later in the meeting.

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 1986 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. Degnan made a motion to approve the Minutes of the Board of Trustees meeting of October 22, 1986 as presented. Mr. Soloway seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Degnan made a motion to accept and approve the Bills Presented for Payment for the month of October, 1986. Mrs. Levy seconded the motion and it was passed unanimously.

2) Financial Statement:

After reviewing the budget to date, Mr. Manheim suggested that a transfer of funds be made. This is necessary because the Township Council cut the library's budget this year to \$650,000. Current fines and reserves will have to be used along with the 1985 accumulated revenues.

Mrs. Degnan made a motion to transfer \$42,387 from current fines and reserves to the budget line. This would be in addition to the transfer of 1985 accumulated revenues in the amount of \$164,653. This will make-up the total proposed budget of \$857,040. Mr. Soloway seconded the motion and it was carried unanimously.

Mr. Gladstone asked Mr. Manheim to draft a letter to the Township asking for the first quarter check to be paid to the library as soon as possible in January.

Mrs. Strauss made a motion to adopt a final budget for 1986 in the amount of \$857,040. Mrs. Levy seconded the motion and it was passed unanimously.

DIRECTOR'S REPORT:

Mrs. Reed had received a call from Mr. Lepore about the purchasing of lighting fixtures. Mr. Gladstone asked Mr. Cuozzi to compose a letter to the Township regarding the question of bids and the installation of the additional lights as a capital improvement.

Mrs. Reed discussed the various workshops and seminars that are available to libraries. She pointed out that notices are sent out for these events about a month or two in advance. Staff is sent to meetings which appear appropriate and timely. Not every workshop or seminar is attended and money is spent wisely. Mr. Gladstone said that he was in favor of sending staff to meetings as it is a morale booster as well as educational. Money has been set aside in the 1987 budget for future workshops and seminars.

The mystery donor has given the library a donation of \$400 this year. Mrs. Degnan suggested that a good public relations story could be submitted about the library's annual mystery donor.

Mr. Gladstone suggested that Mrs. Reed look into the possibility of having a touch tone phone installed in the Director's office for use of direct dialing for certain numbers. Mrs. Reed explained that the beeper system used by the custodians will be useless as of December because we have a rotary system.

Mr. Cuozzi, after reviewing the history of the Book Escrow Account reported, that in his judgement, he saw no reason to change the procedure for depositing the New Friends' book sale money. The library has control of the funds. If books are donated, they become library property.

Mrs. Degnan made a motion to approve a revised list of items to be purchased by the library as recommended by the New Friends from the funds in the Book Escrow Account. Total cost of purchases amount to \$1,546.60. Mrs. Strauss seconded the motion and it was carried unanimously.

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel, President of the Employees' Association, reminded the Board that staff was still waiting to hear about a decision regarding union negotiations.

COMMITTEE REPORTS:

1) Personnel:

Mr. Gladstone appointed Mrs. Levy head of the Personnel Committee, and Mrs. Degnan to serve on the committee along with Mrs. Levy.

2) Planning Committee:

Mrs. Strauss reported that the response to the patron survey was overwhelming. Tabulation was being completed and then final evaluations will have to be done. Because the task is such a big one, the December deadline will not be met.

Mrs. Degnan provided a preliminary report on the staff survey. A final report will be submitted at the planning meeting in December.

Mrs. Reed's report, which will also be submitted at the December planning meeting, will provide comparisons with other libraries and in-house statistics.

Mr. Gladstone said that at the budget hearing Mayor Spina suggested that the Board use the area under the library which is presently used for parking, to develop a community center for use by the Township with grant money possibly coming from the state. Mrs. Strauss said that the original plans for the expansion of the library included development of that area. Mr. Gladstone said that this would be appropriate for the Planning Committee to give some input to this project because there are members from the community who could provide ideas.

Mrs. Degnan said that she is pleased with the news releases that have been printed in the newspapers. Helen Benjamin is doing a great job in that area. Contact has been made with a reporter from "The Chronicle" who is anxious to feature news from the Planning Committee.

OLD BUSINESS:

Mr. Cuozzi discussed insurance coverage in respect to DWI's and volunteers. He explained that the library and volunteers are protected by the library's liability coverage. As far as community service people who are assigned to the library are concerned, (DWI's), the library is protected by the Tort Claims Act as long as the workers are acting within the scope of their authority. Mrs. Reed said that she interviews each DWI before a schedule is set up. Mr. Cuozzi suggested that Mrs. Reed contact him or Mr. Gladstone if any doubt arises concerning the acceptance of any worker.

The purchase of an in-house copier will be postponed until further research can be made. Mrs. Levy, who has worked closely with the Minolta, which was Mrs. Reed's preference, suggested other models be reviewed. She has worked closely with the Minolta and has found it lacking in many areas.

Mrs. Levy read a letter from Mayor Spina and an enclosure from John McCann concerning the senior citizens garden space adjoining the library. According to Mr. McCann's Letter, the Township owns the property. Mayor Spina suggested that the Public Works Department assist in the allocation of garden spaces next year. Mr. Gladstone asked Mrs. Reed to send a letter to the Senior Citizens involved with the problem apprising them of the Board's investigation with copies of the correspondence for their review.

Mrs. Reed presented Mr. Gladstone with the list of the library's holdings on the Holocaust which had been prepared by Mrs. Pinkus. Mrs. Reed noted that Mrs. Pinkus had recently set up a display on the subject.

NEW BUSINESS:

Mr. Gladstone shared an issue of the New Jersey State Library's "Impressions" with Board members. Mrs. Reed will contact the State Library to have future issues sent to all Trustees. Mr. Gladstone said that timely issues are discussed each month. For example, Project Literacy in the United States (PLUS) was featured in the recent issue. Mrs. Reed said that teachers are using the meeting room at present, whenever it is available, on a one-to-one basis for such purposes.

COMMUNICATIONS:

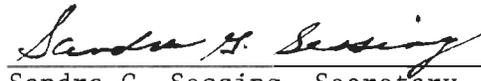
Mrs. Levy noted that the following correspondence had been sent or received during the past month:

1. A letter to Judge Skarbnik from Mrs. Reed offering to accept DWI's from the Township to perform community service in the library.
2. A letter from the Division of Pensions notifying the Administration that Marie Magno's Disability Retirement was effective August 1, 1986.

Mrs. Strauss commended Mrs. Degnan for doing the staff survey evaluation. She also commended the staff for their diligence in working on the patron survey. Mrs. Degnan thanked the staff for their responses to the staff survey and noted that there were 25 responses.

The public portion of the meeting was adjourned at 9:55 P. M. An executive session was held after adjournment to continue discussion of personnel and union negotiations.

Respectfully submitted,



Sandra G. Sessing, Secretary

*Book
fin*

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1986

LIBRARY BOARD MEETING OF NOV. 24, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF OCT. 1986	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/86	UNEXPENDED BUDGET BALANCE ON 10/31/86	BILLS/ ACCOUNTS PAYABLE AT 10/31/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 10/31/86
SALARIES AND WAGES	\$479,000	\$ 40,602.20	\$378,106.95	\$100,893.05		\$100,893.05
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	4,076.96	23,887.00	7,613.00	\$ 170.50	7,442.50
SOCIAL SECURITY	34,400	2,966.90	27,582.38	6,817.62		6,817.62
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700		27,754.84	6,945.16		6,945.16
UNEMPLOYMENT INS., ETC.	9,000		4,229.58	4,770.42		4,770.42
WORKERS COMPENSATION INS.	4,800		2,382.00	2,418.00		2,418.00
SUNDAY OPENINGS	12,000	893.01	7,503.78	4,496.22		4,496.22
CONTRACTUAL SERVICES:						
BINDING	1,000		-0-	1,000.00	587.55	412.45
COMMUNITY SERVICES	1,000		571.83	428.17	10.00	418.17
TRANSPORTATION	500	17.00	109.20	390.80	65.77	325.03
SEMINARS & WORKSHOPS	600		672.26	(72.26)		(72.26)
AUDIT	1,650		-0-	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	10,000.00	5,000.00	1,250.00	3,750.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	3,696.50	1,303.50	236.00	1,067.50
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	4,874.44	29,232.54	10,767.46	2,964.01	7,803.45
MAIN LIBRARY-MAINT.	23,000	1,515.45	15,276.17	7,723.83	268.90	7,454.93
TORY CORNER - RENTAL	540		405.00	135.00		135.00
SERVICE CONTRACTS	4,500	100.50	3,323.42	1,176.58	331.50	845.08
PAYROLL SERVICES	2,000	128.28	1,349.52	650.48	137.45	513.03
MATERIAL & SUPPLIES:						
BOOKS	88,200	3,025.27	58,423.67	29,776.33	12,944.22	16,832.11
SUPPLIES	11,500	1,011.83	9,767.05	1,732.95	1,680.93	52.02
MICROFILM	10,500	1,441.00	3,314.50	7,185.50	856.10	6,329.40
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	84.75	2,252.93	6,747.07	8,675.96	(1,928.89)
AUDIO/VISUAL -MATERIALS	2,000		879.35	1,120.65	100.91	1,019.74
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200	1,940.00	6,148.27	(948.27)		(948.27)
TELEPHONE	4,500	373.16	3,175.94	1,324.06		1,324.06
POSTAGE	3,850	8.13	1,637.55	2,212.45	2.86	2,209.59
EQUIPMENT:						
LIBRARY	8,720		4,621.88	4,098.12		4,098.12
MAINTENANCE EQUIPMENT	-					
AUDIO/VISUAL EQUIPMENT	1,780		639.65	1,140.35		1,140.35
JANITORIAL SUPPLIES	3,000	93.25	2,100.52	899.48	564.95	334.53
PHOTOCOPY	5,000	316.88	2,988.23	2,011.77	285.96	1,725.81
AUTOMATION	3,600		3,515.00	85.00		85.00
TOTAL	\$857,040	\$ 64,955.01	\$635,547.51	\$221,492.49	\$ 31,133.57	\$190,358.92

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 1986

	BALANCE 10/1/86	RECEIPTS	NET DIS- BURSEMENTS	BALANCE 10/31/86			
<u>BUDGET FUND</u>							
<u>RECEIPTS AND FUNDS</u>							
<u>COPY MACHINES</u>							
XEROX	\$ 6,511.83	\$ 627.43	\$ -	\$ 7,139.26			
TOSHIBA	34.00	-0-	-	34.00			
SHARP	1,569.81	-0-	-	1,569.81			
TOTAL COPY MACHINES	<u>\$ 8,115.64</u>	<u>\$ 627.43</u>	<u>\$ -</u>	<u>\$ 8,743.07</u>			
FINES	16,959.02	1,643.95	-	18,602.97			
RENTALS	2,343.72	177.44	-	2,521.16			
PROJECTOR RENTAL	163.90	5.00	-	168.90			
MICROFILMS	78.10	-	-	78.10			
NON-RESIDENT FEE	-0-	-	-	-0-			
MEETING ROOM	290.00	25.00	-	315.00			
TELEPHONE	94.19	6.93	-	101.12			
DONATIONS	631.61	6.14	-	637.75			
INTEREST	9,243.54	998.73	-	10,242.27			
MISCELLANEOUS	109.00	-	-	109.00			
TOTAL RECEIPTS AND FUNDS	<u>\$ 38,028.72</u>	<u>\$ 3,490.62</u>	<u>\$ -</u>	<u>\$ 41,519.34</u>			
<u>LOST BOOK FUND</u>	<u>\$ 1,494.73</u>	<u>\$ 278.38</u>	<u>\$ -</u>	<u>\$ 1,773.11</u>			
<u>BOOK SALES & EXCESS PROPERTY FUND</u>	<u>\$ 1,930.46</u>	<u>\$ 95.70</u>	<u>\$ -</u>	<u>\$ 2,026.16</u>			
<u>PETTY CASH & CHANGE FUND</u>	<u>\$ 360.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 360.00</u>			
<u>ACCUMULATED REVENUE FUND</u>	<u>\$ 164,653.34</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 164,653.34</u>			
<u>ACCOUNTS PAYABLE 12/31/85</u>	<u>\$ 1,650.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,650.00</u>			
<u>TOTAL ALL FUNDS</u>	<u>\$ 125,024.75</u>	<u>\$ 166,364.70</u>	<u>\$ 64,955.01</u>	<u>\$ 226,434.44</u>			

CASH FUNDS REPRESENTED BY:

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

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

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

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

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

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

PETTY CASH

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

LESS: ACCOUNTS PAYABLE, 10/31/86

CASH FUNDS AVAILABLE AT 10/31/86

\$ 2,143.59

202,917.75

8,161.43

8,067.18

3,019.19

1,616.67

185.00

323.63

\$226,434.44

(31,133.57)

\$195,300.87

ADD: DUE FROM TOWN OF W. ORANGE

LESS: ACCOUNTS PAYABLE 10/31/86

UNEXPENDED BUDGET BALANCES AT 10/31/86

copy to town

line

copy to B14

copy to 411517

copy to 411517

copy to 411517

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1986 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 24, 1986

CHECKS ARE DATED
OCTOBER 31, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2112	PETTY CASH	29. TRANSFER	\$ 200.00
2113	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES-EMPLOYEE SAVINGS	496.00
2114	PERS 20284	1. SALARIES-EMPLOYEE SUPP. SAVINGS	145.19
2115	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES-UNION DUES	170.00
2116	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES-SUPP. ANNUITY	494.53
2117	PERS 20284	1. SALARIES-PENSION, ETC.	2,167.21
2118	TWP. W.O.-HOSPITALIZATION	26. HOSPITALIZATION	4,220.55
2119	W.O. LIBRARY-UNEMP. SAVINGS A/C	1. SALARIES-EMPLOYEES U.C. W/H	105.91
2120	TWP. W.O.-EMPLOYEES SOC. SEC.	1. SALARIES-EMPLOYEES SOC. SEC. W/H	1,396.15
2121	TWP. W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC. TAX	1,396.15
2122	N.J. - GROSS INCOME TAX	1. SALARIES - NJGIT W/H	864.62
2123	MIDLANTIC NATIONAL BANK	1. SALARIES - WITHHOLDING TAX W/H	2,730.31
	P/R 10/15/86 #5333-5372 (40)	1. SALARIES (NET)	14,480.03
	10/31/86 #5373-5412 (40)	1. SALARIES (NET)	13,024.19
<u>SUB-TOTAL</u>			<u>\$ 41,890.84</u>
<u>ADD: CHECKS #2068-2111 ISSUED AT OCTOBER 22, 1986</u>			<u>23,436.56</u>
<u>CHECKS ISSUED FOR THE MONTH OF OCTOBER 1986</u>			<u>\$ 65,327.40</u>
<u>LESS: PETTY CASH TRANSFER</u>		\$ 200.00	
LOST BOOK FUND		28.80	
DEPOSIT		26. HOSPITALIZATION	<u>143.59</u>
			<u>372.39</u>
<u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1986</u>			<u>\$ 64,955.01</u>

PAYMENT RECOMMENDED BY:

Lois Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
 OCTOBER 1986 BILLS PRESENTED FOR PAYMENT ON
 NOVEMBER 24, 1986

CHECKS ARE DATED
 NOVEMBER 24, 1986

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
2124	W.O. MUNICIPAL EMPLOYEES FCU	1. SALARIES-EMPLOYEE SAVINGS	\$	496.00
2125	MIDLANTIC NAT'L BANK	1. SALARIES-WITHHOLDING TAX W/H		2,738.85
2126	TWP. W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.		1,411.66
2127	TWP. W.O.-EMPLOYEES SOC.SEC.	1. SALARIES-EMPLOYEES SOC.SEC. W/H		1,411.66
2128	VOID			
2129	A. A. ABORN EXTERMINATING	11. SERVICE CONTRACTS		15.00
2130	ACCENT-SPECIAL PUBLICATIONS	2. BOOKS		10.70
2131	A. M. BEST COMPANY	2. BOOKS		375.00
3132	AMERICAN BINDERY-DOBBS	3. BINDING		587.55
2133	AMERICAN PAPER TOWEL Co.	18. JANITORIAL SUPPLIES		420.50
2134	A T & T 800 DIRECTORY	2. BOOKS		12.65
2135A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS-P/R	\$ 10.00	
B	" " " "	11. " "	64.70	
C	" " " "	11. " "	62.75	137.45
2136A	BAKER & TAYLOR	2. BOOKS	\$ 215.78	
B	" " " "	2. " "	18.20	233.98
2137A	BAKER & TAYLOR	2. BOOKS	\$ 188.45	
B	" " " "	2. " "	13.36	
C	" " " "	2. " "	52.64	
D	" " " "	2. " "	11.11	265.56
2138	VOID			
2139	VOID			
2140A	BAKER & TAYLOR	2. BOOKS	\$ 229.50	
B	" " " "	2. " "	(43.00)	
C	" " " "	2. " "	643.20	
D	" " " "	2. " "	69.79	
E	" " " "	2. " "	780.78	
F	" " " "	2. " "	173.43	
G	" " " "	2. " "	(11.35)	
H	" " " "	2. " "	555.53	
I	" " " "	2. " "	(26.30)	
J	" " " "	2. " "	(36.00)	
K	" " " "	2. " "	(20.27)	
L	" " " "	2. " "	451.09	
M	" " " "	2. " "	43.44	
N	" " " "	2. " "	105.20	
O	" " " "	2. " "	80.48	
P	" " " "	2. " "	(65.75)	
Q	" " " "	2. " "	(31.14)	
R	" " " "	2. " "	(13.24)	
S	" " " "	2. " "	(11.95)	
T	" " " "	2. " "	1,202.66	
U	" " " "	2. " "	(45.07)	
V	" " " "	2. " "	(35.00)	
W	" " " "	2. " "	1,119.26	
X	" " " "	2. " "	36.00	
Y	" " " "	2. " "	54.51	
Z	" " " "	2. " "	50.84	
AA	" " " "	2. " "	570.56	
BB	" " " "	2. " "	521.74	
CC	" " " "	2. " "	729.02	7,077.96
2141	BEST PUBLICATIONS	19. MAGAZINES		37.15
2142	BLOOMFIELD WINDOW CLEANING Co., INC.	11. SERVICE CONTRACTS		75.00
2143A	BRODART Co.	4. SUPPLIES	\$ 214.41	
B	" " " "	4. " "	20.17	
C	" " " "	4. " "	40.44	
D	" " " "	4. " "	70.92	
E	" " " "	4. " "	214.56	560.50

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1986 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 24, 1986

CHECKS ARE DATED
NOVEMBER 24, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2144	CHAMBERS RECORD & VIDEO CORP.	21. A/V MATERIALS, SOFTWARE	\$ 100.91
2145	CLARKE AIR-CONDITIONING SERVICE	6. MAINTENANCE-MAIN	195.00
2146A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	\$ 28.44
B	" " " "	2. "	17.44
2147	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	31.90
2148	CUOZZI & MALKIN	24. LEGAL SERVICES	236.00
2149	DALTON'S	2. BOOKS	96.61
2150	DOUBLEDAY & COMPANY	2. BOOKS	83.86
2151	EAST WEST LEARNING CORP.	2. BOOKS	335.49
2152A	EBSCO	19. MAGAZINES	(\$ 20.00)
B	"	19. "	74.50
C	"	2. BOOKS	259.00
2153A	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS	\$ 117.00
B	" " " "	11. " "	117.00
2154	ESSEX COUNTY CHILDREN'S LIBRARIANS	10. COMMUNITY RELATIONS	10.00
2155	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	8,360.11
2156	THOMAS FORD	26. HOSPITALIZATION	170.50
2157	VOID		
2158	GALE RESEARCH CO.	2. BOOKS	174.70
2159	GAYLORD BROS., INC.	4. SUPPLIES	197.27
2160	G. K. HALL & CO.	2. BOOKS	258.52
2161	HIGHSMITH CO., INC.	4. SUPPLIES	18.23
2162A	THE H. W. WILSON CO.	2. BOOKS	\$1,283.00
B	" " " " " "	2. "	675.00
C	" " " " " "	20. MICROFILM	188.00
2163	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	63.50
2164	MCGRAW-HILL BOOK CO.	2. BOOKS	55.40
2165	MACMILLAN PUBLISHING CO.	2. BOOKS	63.00
2166	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	1,250.00
2167	MILLER PUBLISHING CO.	2. BOOKS	6.00
2168	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES	23.96
2169	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	22.00
2170	NYNEX MOBILE COMMUNICATIONS	11. SERVICE CONTRACTS	7.50
2171	OXFORD CHEMICALS, INC.	18. JANITORIAL SUPPLIES	135.99
2172	PETTY CASH SAFE-W.O. LIBRARY	2. BOOKS	\$ 13.90
	" " " " " "	4. SUPPLIES	35.52
	" " " " " "	12. TRANSPORTATION	65.77
	" " " " " "	13. POSTAGE	2.86
	" " " " " "	28. GENERAL BOOK REFUND	22.00
2173	RGS PRESS	2. BOOKS	140.05
2174A	R. R. BOWKER CO.	2. BOOKS	17.16
B	" " " "	2. "	\$ 190.00
C	" " " "	2. "	149.57
D	" " " "	2. "	149.57
E	" " " "	2. "	109.72
F	" " " "	2. "	159.54
2175	RUTLEDGE HILL PRESS	2. BOOKS	448.87
2176	SCORE-CHAPTER 15	2. BOOKS	1,207.27
2177A	ST. MARTIN'S PRESS, INC.	2. BOOKS	9.95
B	" " " "	2. "	30.00
2178	TREASURER, STATE OF N.J.	2. BOOKS	\$ 41.65
2179	PIPPERT PRESS	4. SUPPLIES	41.65
			83.30
			10.00
			124.00

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1986 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 24, 1986

CHECKS ARE DATED
NOVEMBER 24, 1986

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2180	PRESCRIPTION CENTER	4. SUPPLIES	\$ 28.80
2181A	P.S.E. & G.	8. UTILITIES	\$2,926.34
B	" " " " "	8. " "	<u>37.67</u> 2,964.01
2182	UNITED NATIONS	2. BOOKS	78.00
2183	UNIVERSITY MICROFILMS INT'L	20. MICROFILM	668.10
2184	UNIVERSITY PRODUCTS, INC.	4. SUPPLIES	507.60
2185	UPSTART	4. SUPPLIES	19.55
2186A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	\$ 1.99
B	" " "	6. MAINTENANCE-MAIN	73.90
C	" " "	18. JANITORIAL SUPPLIES	<u>6.47</u> 82.36
2187	TIME LIFE	2. BOOKS	17.93
2188	WEST PUBLISHING Co.	2. BOOKS	110.50
2189	WOLSTEN, INC.	4. SUPPLIES	102.00
2190	WORRALL PUBLICATIONS	19. MAGAZINES	23.00
2191A	XEROX CORP.	25. PHOTOCOPY	\$ 273.19
B	" " "	25. " "	<u>12.77</u> 285.96
2192A	YOUNG'S NEWS SERVICE	19. MAGAZINES	\$ 150.90
B	" " " "	19. " "	<u>50.30</u> 201.20
 <u>SUB-TOTAL</u>			 <u>\$ 37,213.74</u>
<u>LESS:</u>			
CHECK #2124		1. SALARIES	\$ 496.00
#2125		1. SALARIES	2,738.85
#2126		27. EMPLOYERS SOC.SEC.	1,411.66
#2127		1. SALARIES	1,411.66
#2172		28. BOOK REFUND	<u>22.00</u> 6,080.17
 <u>TOTAL ACCOUNTS PAYABLE-OCTOBER 1986</u> <u>PER BUDGET REPORT</u>			 <u>\$ 31,133.57</u>

PAYMENT RECOMMENDED BY:

Lela Z. Leeb

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

AGENDA
WEST ORANGE PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
DECEMBER 17, 1986

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 1987
10. COMMUNICATIONS
11. ADJOURNMENT

DIRECTOR'S
MONTHLY REPORT

December 17, 1986

PLANNING

Planning has dominated activities in the library during the entire month. It is challenging, but interesting. With so many absences, I frequently had to interrupt my concentration to fill in other places in the library.

PROGRAMS

Programs have been very few this month. However, there was a successful bus trip to the Metropolitan Museum of Art on Tuesday, December 9. On Wednesday the annual holiday bake-off was held. Prizes were given to the contestants.

PRE-SCHOOL

Pre-school classes for this term will end with a make-up class on Thursday, December 18.

Wishing you a Merry Christmas and a Happy Hanukah!


Lola N. Reed, Director

MINUTES
BOARD OF TRUSTEES
MEETING OF
DECEMBER 17, 1986

At 8:05 P. M. President Herbert M. Gladstone called the meeting to order. The following members were present constituting a quorum: Jane Degnan, Gayle Levy, Albert Kupferer, Irving Soloway and Anita Strauss. Also present were Stewart Manheim Board Accountant; William F. Cuozzi, Jr., Board Attorney and Lola N. Reed, Library Director. Horace K. Corbin, Jr. was absent.

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 1986 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. Degnan made a motion to approve the Minutes of the Board of Trustees meeting of November 24, 1986 as presented. Mrs. Levy seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept and approve the Bills Presented for Payment for the month of November, 1986. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

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

STAFF/COMMUNITY PARTICIPATION:

Mrs. Elizabeth Springsteel, representing the Employees Association, and International Union of Operating Engineers representative Mr. Joseph Farrell requested the Board of Trustees to consider a decision regarding union negotiations.

DIRECTOR'S REPORT:

The Director's Report was accepted as submitted.

COMMITTEE REPORTS:

1) Personnel:

Mrs. Levy reported that she had visited the library on December 2 and had met with some staff members.

2) Planning Committee:

Mrs. Strauss said that the meeting of December 11 was cancelled due to bad weather conditions. The next meetings will be held on January 12 and February 2, 1987.

3) Building and Grounds:

Mrs. Reed said that Mr. Buono will provide a list of recommendations for repair and maintenance of building and ground items.

OLD BUSINESS:

Mrs. Reed will contact Mr. Lepore in reference to the lighting.

Touch-tone phones have been installed in the Director's office.

Mrs. Levy made a motion to accept Mrs. Reed's recommendation to purchase a Minolta photocopy machine for \$1,319.50. Mr. Kupferer seconded the motion and it was carried unanimously.

Mrs. Strauss amended the motion to purchase the item contingent on the fact that the 90 days warranty include all parts and labor, including the drum.

NEW BUSINESS:

Mr. Gladstone appointed Mr. Soloway and Mrs. Strauss to the Nominating Committee to prepare a slate of officers for 1987 which will be presented at the January meeting.

Mr. Soloway made a motion to accept the following meeting dates for 1987:

January	28	April	22	July	22	October	28
February	25	May	27	August	26	November	23
March	25	June	24	September	30	December	21

The motion was seconded by Mrs. Strauss and was passed unanimously.

COMMUNICATIONS:

Mr. Kupferer presented the following correspondence for the month of December:

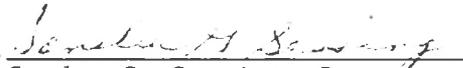
- 1) A letter from Helen DeAngelis, Court Clerk, acknowledging Mrs. Reed's letter to Judge Skarbnik concerning community service.
- 2) An invitation from the staff inviting the Board of Trustees to a holiday party.
- 3) A letter from the Employees Association notifying the Trustees of the new officers as of December 1, 1986.
- 4) A thank you note to Mrs. Benjamin from Peggy Fallon, Co-Ho Choraleer acknowledging the library's donation.
- 5) A letter from Mrs. Reed to Mrs. Stasi and Mr. Rizzo of Fairmount House concerning garden plots.

- 6) A letter from Mrs. Reed to Ms. DuBois, editor of "Impressions", asking for copies to be sent to all Trustees.
- 7) A letter from the National Association of Parliamentarians giving the library a year's subscription to the National Parliamentarian in memory of Mrs. Herbert Dwyer.
- 8) A letter from Mr. Gladstone to Mr. Corwick requesting early receipt of the first quarter allocation to the library.
- 9) A memorandum from the Division of Pensions notifying the library that approval has been received from the IRS to implement the provisions of Section 414(h) of the Internal Revenue Code.

Mrs. Reed noted that a check has been received from the West Orange Lions Club for purchase of display shelving. When further purchases are made towards the display, the Lions will also reimburse the library for those items.

The public portion of the meeting was adjourned at 8:58 P. M. An executive session was held after adjournment for discussion of personnel and union negotiations.

Respectfully submitted,



Sandra G. Sessing, Secretary



Albert F. Kupferer, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF NOVEMBER 1986

LIBRARY BOARD MEETING OF DECEMBER 17, 1986

	PROPOSED BUDGET 1986	PAID MONTH OF Nov. 1986	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/86	UNEXPENDED BUDGET BALANCE ON 11/30/86	BILLS/ ACCOUNTS PAYABLE AT 12/17/86 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 11/30/86
SALARIES AND WAGES	\$479,000	\$ 38,340.74	\$416,447.69	\$ 62,552.31		\$ 62,552.31
PERSONNEL COSTS:						
EMPLOYEE HEALTH BENEFIT PLAN	31,500	2,574.81	26,461.81	5,038.19	\$ 186.00	4,852.19
SOCIAL SECURITY	34,400	2,833.70	30,416.08	3,983.92		3,983.92
PUBLIC EMPLOYEES RETIREMENT SYSTEM	34,700		27,754.84	6,945.16	6,379.75	565.41
UNEMPLOYMENT INS., ETC.	9,000		4,229.58	4,770.42		4,770.42
WORKERS COMPENSATION INS.	4,800		2,382.00	2,418.00		2,418.00
SUNDAY OPENINGS	12,000	1,291.49	8,795.27	3,204.73		3,204.73
CONTRACTURAL SERVICES:						
BINDING	1,000	587.55	587.55	412.45		412.45
COMMUNITY SERVICES	1,000	10.00	581.83	418.17		418.17
TRANSPORTATION	500	65.77	174.97	325.03	20.20	304.83
SEMINARS & WORKSHOPS	600		672.26	(72.26)	55.16	(127.42)
AUDIT	1,650		-0-	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	15,000	1,250.00	11,250.00	3,750.00	1,250.00	2,500.00
LEGAL & PROFESSIONAL SVCS.	5,000	236.00	3,932.50	1,067.50	788.50	279.00
CONTRACTUAL MAINT. & REPAIR:						
MAIN LIBRARY-UTILITIES	40,000	2,964.01	32,196.55	7,803.45	2,254.69	5,548.76
MAIN LIBRARY-MAINT.	23,000	268.90	15,545.07	7,454.93	85.50	7,369.43
TORY CORNER - RENTAL	540		405.00	135.00	135.00	-0-
SERVICE CONTRACTS	4,500	731.50	4,054.92	445.08	679.50	(234.42)
PAYROLL SERVICES	2,000	137.45	1,486.97	513.03	138.42	374.61
MATERIAL & SUPPLIES:						
BOOKS	88,200	12,938.86	71,362.53	16,837.47	7,550.31	9,287.16
SUPPLIES	11,500	1,680.93	11,447.98	52.02	1,077.96	(1,025.94)
MICROFILM	10,500	856.10	4,170.60	6,329.40		6,329.40
PERIODICALS, PAMPHLETS & NEWSPAPERS, ETC.	9,000	8,675.96	10,928.89	(1,928.89)	40.50	(1,969.39)
AUDIO/VISUAL -MATERIALS	2,000	100.91	980.26	1,019.74	23.27	996.47
MISC. OTHER EXPENSES:						
INSURANCE - OTHER	5,200		6,148.27	(948.27)		(948.27)
TELEPHONE	4,500	366.85	3,542.79	957.21		957.21
POSTAGE	3,850	2.86	1,640.41	2,209.59	400.00	1,809.59
EQUIPMENT:						
LIBRARY	8,720		4,621.88	4,098.12		4,098.12
MAINTENANCE EQUIPMENT	-		639.65	1,140.35		1,140.35
AUDIO/VISUAL EQUIPMENT	1,780		2,665.47	334.53	38.87	295.66
JANITORIAL SUPPLIES	3,000	564.95	3,274.19	1,725.81	325.98	1,399.83
PHOTOCOPY	5,000	285.96	3,515.00	85.00		85.00
AUTOMATION	3,600					
<u>TOTAL</u>	<u>\$857,040</u>	<u>\$ 76,765.30</u>	<u>\$712,312.81</u>	<u>\$144,727.19</u>	<u>\$ 21,429.61</u>	<u>\$123,297.58</u>

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1986 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 17, 1986

CHECKS ARE DATED
NOVEMBER 28, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
2193	WOLSTENS	11. SERVICE CONTRACTS	\$ 400.00
2194	A T & T	9. TELEPHONE	153.44
2195	N.J. BELL	9. TELEPHONE	213.41
2196	W.O. MUNICIPAL EMPLOYEES' FCU	1. SALARIES-EMPLOYEES' SAVINGS	496.00
2197	PERS 20284	1. SALARIES-EMPLOYEE SUPP. SAVINGS	138.44
2198	INT'L UNION OF OPERATING ENGINEERS	1. SALARIES-UNION DUES	170.00
2199	PERS 20284-SUPP. ANNUITY PROGRAM	1. SALARIES-SUPP. ANNUITY	438.28
2200	PERS 20284	1. SALARIES	2,320.32
2201	TWP. OF W.O.-HOSPITALIZATION	26. HOSPITALIZATION	2,404.31
2202	W.O. LIBRARY-SAVINGS A/C	1. SALARIES-EMPLOYEES U.C.-W/H	88.79
2203	TWP. OF W.O.-EMPLOYEES SOC. SEC.	1. SALARIES-EMPLOYEES SOC. SEC.	1,422.02
2204	TWP. OF W.O.-EMPLOYERS SOC. SEC.	27. EMPLOYERS SOC. SEC.	1,422.04
2205	N.J. GROSS INCOME TAX	1. SALARIES-N.J. GIT- W/H	813.86
2206	MIDLANTIC NAT'L BANK	1. SALARIES-WITHHOLDING TAX	2,732.20
2207	SEARS	28. GENERAL-LOST BOOK FUND	155.37
2208	EBSCO PUBLISHING	2. BOOKS	259.00
2209	EBSCO	19. MAGAZINES, NEWSPAPERS, PAMPHLETS	54.50
	P/R 11/15 #5413-5456 (44)	1. SALARIES (NET)	13,111.58
	11/30 #5457-5501 (45)	1. SALARIES (NET)	13,254.23

SUB-TOTAL \$ 40,047.79
ADD: CHECKS #2124-2192 ISSUED AT NOVEMBER 24, 1986 37,213.74

LESS: #2152 - VOIDED
 2. BOOKS \$ 259.00
 19. MAGAZINES, NEWSPAPERS 54.50 (313.50)

CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1986 \$ 76,948.03

LESS: DEPOSIT 11/12/86 2. BOOKS 5.36
SUB-TOTAL \$ 76,942.67

LESS: LOST BOOK FUND \$ 22.00
 " " " 155.37 177.37

TOTAL EXPENDITURES - MONTH OF NOVEMBER 1986 \$ 76,765.30

PAYMENT RECOMMENDED BY:

Lola Z Reek

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1986 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 17, 1986

CHECKS ARE DATED
DECEMBER 17, 1986

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
2210	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS		\$ 15.00
2211	AMERICAN MEDICAL ASSOCIATION	2. BOOKS		400.00
2212A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 62.32	
B	" " "	11. " "	<u>76.10</u>	138.42
2213A	BAKER & TAYLOR	2. BOOKS	\$ 69.44	
B	" " "	2. "	294.57	
C	" " "	2. "	<u>98.34</u>	462.35
2214A	BAKER & TAYLOR	2. BOOKS	\$ 59.19	
B	" " "	2. "	45.52	
C	" " "	2. "	<u>31.11</u>	135.82
2215A	BAKER & TAYLOR	2. BOOKS	\$ 61.68	
B	" " "	2. "	<u>33.87</u>	95.55
2216A	BAKER & TAYLOR	2. "	\$ 20.01	
B	" " "	2. "	140.29	
C	" " "	2. "	108.70	
D	" " "	2. "	305.80	
E	" " "	2. "	95.54	
F	" " "	2. "	659.43	
G	" " "	2. "	736.52	
H	" " "	2. "	107.64	
I	" " "	2. "	950.85	
J	" " "	2. "	(13.45)	
K	" " "	2. "	(8.81)	
L	" " "	2. "	(28.76)	
M	" " "	2. "	<u>(10.15)</u>	3,063.61
2217A	BRODART CO.	4. SUPPLIES	\$ 89.19	
B	" " "	4. "	42.80	
C	" " "	4. "	<u>20.79</u>	152.78
2218	CENTER FOR UTILIZATION OF FEDERAL TECH.	2. BOOKS		32.00
2219	CHICAGO REVIEW PRESS	2. BOOKS		27.90
2220	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS		373.00
2221A	CUOZZI & MALKIN	24. LEGAL SERVICES	\$ 236.00	
B	" " "	24. " "	<u>552.50</u>	788.50
2222	DOVER PUBLICATIONS, INC.	4. SUPPLIES		18.95
2223	E & M O'HARA	6. MAINT.-MAIN.		36.00
2224	EBSO SUBSCRIPTION SERVICES	19. MAGAZINES		14.50
2225	EDITOR & PUBLISHER	2. BOOKS		60.00
2226	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS		44.50
2227	ELEVATOR MAINTENANCE CORP.	11. SERVICE CONTRACTS		117.00
2228	SUSAN FICHELBERG	14. CONVENTIONS		55.16
2229A	GALE RESEARCH CO.	2. BOOKS	\$ 87.35	
B	" " "	2. "	<u>175.55</u>	262.90
2230	GANN LAW BOOKS	2. BOOKS		41.40
2231	GARDEN STATE CASH REGISTER CO.	11. SERVICE CONTRACTS		195.00
2232	HARROP PRESS	4. SUPPLIES		192.00
2233	INFORMATION AIDS, INC.	2. BOOKS		125.60
2234A	J. L. HAMMETT CO.	4. SUPPLIES	\$ 10.29	
B	" " "	4. "	<u>3.93</u>	14.22
2235	KOTLER TYPEWRITER CO.	11. SERVICE CONTRACTS		240.00
2236	KULACS ENGRAVING SERVICE	4. SUPPLIES		35.00
2237	LIBRARY OF CONGRESS	2. BOOKS		19.00
2238	MAC RAE'S INDUSTRIAL DIRECTORIES	2. BOOKS		114.50
2239	MADISON TELEVISION	6. MAINT.-MAIN.		49.50

WEST ORANGE FREE PUBLIC LIBRARY

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VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2240	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	\$ 1,250.00
2241	MARIMAC RECORDS	21. A/V MATERIALS	6.36
2242	MARSHALL CAVENDISH CORP.	2. BOOKS	63.00
2243	MONROE	11. SERVICE CONTRACTS	48.00
2244	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS	275.20
2245A	NEW JERSEY OFFICE SUPPLY	4. SUPPLIES	\$ 297.47
B	" " " "	4. "	1.59
C	" " " "	4. "	10.39
D	" " " "	4. "	.87
E	" " " "	4. "	.46
F	" " " "	4. "	49.02
G	" " " "	4. "	16.05
2246	N.J. BANKERS ASSOCIATION	2. BOOKS	375.85
2247	NYNEX	11. SERVICE CONTRACTS	10.75
2248	VOID		7.50
2249	PETTY CASH ACCOUNT-W.O. LIBRARY	29. TRANSFER	200.00
2250	PETTY CASH SAFE-W.O. LIBRARY	4. SUPPLIES	\$ 13.26
	" " " " " "	12. TRANSPORTATION	20.20
	" " " " " "	28. BOOK REFUND	4.80
2251	PITNEY BOWES	11. SERVICE CONTRACTS	57.00
2252	POSTMASTER	13. POSTAGE	400.00
2253	PRENTICE-HALL, INC.	2. BOOKS	55.08
2254	PRESCRIPTION CENTER	21. A/V MATERIALS	16.91
2255	PSE & G	8. UTILITIES	2,254.69
2256A	R.R. BOWKER	2. BOOKS	\$ 69.95
B	" " " "	2. "	69.95
2257	FRANK H. SCHWARTZ	26. HOSPITALIZATION	139.90
2258	LORRAINE SCHWARTZ	26. HOSPITALIZATION	93.00
2259	VOID		93.00
2260A	SILVER BURDETT Co.	2. BOOKS	\$ 13.29
B	" " " "	2. "	13.99
2261A	STANDARD & POOR'S CORP.	2. BOOKS	\$ 975.00
B	" " " "	2. "	425.00
2262	STATE OF N.J.-DIVISION OF PENSIONS	28. PERS	1,400.00
2263	STRYKER POST PUBLICATIONS	2. BOOKS	6,379.75
2264	TREASURER, STATE OF N.J.	2. BOOKS	142.56
2265	UNIVERSITY PRODUCTS, INC.	4. SUPPLIES	125.00
2266A	VALENTE'S HARDWARE	18. JANITORIAL SUPPLIES	248.30
B	" " " "	4. SUPPLIES	\$ 16.40
C	" " " "	18. JANITORIAL SUPPLIES	2.70
D	" " " "	18. " "	7.09
2267	WANT PUBLISHING Co.	18. " "	15.38
2268	WEST ORANGE COMMUNITY HOUSE	2. BOOKS	41.57
2269	WOLSTEN, INC.	7. MAINTENANCE-TORY	21.95
2270	WORLD ALMANAC	4. SUPPLIES	135.00
2271	WORRALL PUBLICATIONS	2. BOOKS	24.90
2272A	XEROX CORP.	19. MAGAZINES	31.46
B	" " " "	25. PHOTOCOPY	26.00
2273	W.O. MUNICIPAL EMPLOY. FCU	25. "	\$ 279.19
2274	MIDLANTIC NAT'L BANK	1. SALARIES-EMPLOY. SAV.	46.79
2275	TWP. W.O.-EMPLOYERS SOC. SEC.	1. SALARIES-W/T	325.98
2276	TWP. W.O.-EMPLOYEES SOC. SEC.	27. EMPLOYERS SOC. SEC.	496.00
		1. SALARIES-EMP. SOC. SEC. W/T	2,678.61
			1,381.79
			1,381.78

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1986 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 17, 1986

CHECKS ARE DATED
DECEMBER 17, 1986

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

SUB-TOTAL

\$ 27,572.59

LESS:

CHECK #2249
#2250
#2273
#2274
#2275
#2276

29. TRANSFER TO PETTY CASH \$ 200.00
28. BOOK REFUND 4.80
1. SALARIES 496.00
1. SALARIES 2,678.61
27. EMPLOYERS SOC. SEC. 1,381.79
1. SALARIES 1,381.78

6,142.98

TOTAL ACCOUNTS PAYABLE-NOVEMBER 1986
PER BUDGET REPORT

\$ 21,429.61

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

[Handwritten signature]

PREPARED WITHOUT AUDIT.
MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*