

AGENDA

January 24, 1979

- 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. Director's Report**
- 7. -Committee Reports**
- 8. Old Business**
- 9. New Business**
 - a. Appoint Committees**
 - b. Professional Services Contract Announcement**
 - c. Designation of Bank Accounts**
 - d. Phyllis Some - Programs**
- 10. Communications**
- 11. Community Participation**
- 12. Adjournment**

WEST ORANGE PUBLIC LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
JANUARY 24, 1979

The meeting was called to order at 8:10 P.M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, William O'Neill, Paul E. Pasmantier, William Sagosz, and Arthur H. Lang, newly appointed Trustee for the years 1979 through 1983. Also present were Library Director, Lola N. Reed; Board Accountant, Stewart Manheim; and William Cuozzi, Jr., Board Attorney. A few members of the West Orange Library staff were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 2, 1979 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Sagosz made a motion to accept the Minutes of the December 20, 1978 Board of Trustees meeting with the following addition: P. 4, #6--Furniture, paragraph 4 to include: "Miss Loughren seconded the motion, and it was carried unanimously." Mrs. Grover seconded the motion, and it was carried unanimously.

ELECTION OF OFFICERS:

Mrs. Grover representing the nominating Committee, presented the following slate of officers for 1979: President--Anita O. Strauss, Vice President--William Sagosz, Treasurer--Albert Kupferer, Secretary--Andrea Grover.

Mr. Sagosz made a motion that the nominations be closed. Mr. Pasmantier seconded, and the motion was passed unanimously.

Mr. Pasmantier made a motion that the Board of Trustees accept the nominations as presented by the Nominating Committee, and that the Board vote upon this motion as a body. Mr. Sagosz seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mrs. Grover made a motion to accept the Bills Presented for Payment for the month of December, 1978. Mr. Kupferer seconded the motion, and it was carried unanimously.

2. Financial Statement:

Mr. Manheim explained the final budget report for 1978. Exhibit A--detailed final budget modifications for 1978. Exhibit B--statement of fund balances as of 12/31/78. Exhibit C--compared final balances for 12/31/78 and 12/31/77. Exhibit D--was a comparative statement of accumulated revenues for the years ended 12/31/78 and 12/31/77.

It was also explained that the excess in the 1978 budget of \$34,346.32 was due to a) a surplus in the utilities line because the air-conditioning had been dismantled, b) a cut back in book purchases, and Mobilibrary expenses, d) excess in the Salary line through staff resignations, a cut-back in hours.

Mr. Kupferer made a motion to approve Resolution I as submitted and written by the Accountant in the Budget Report.

I RESOLVED

That the 1978 West Orange Free Public Library Budget be modified to the Total amount of \$512,074.68 to cover the actual 1978 encumbrances/expenditures. Such modification shall be covered by the 1978 Proposed Budget as granted by the Town of West Orange in the amount of \$473,488.00 plus the appropriation of \$38,586.68 accumulated revenue as follows:

Amount Transferred to 1978 Budget Fund from Accumulated Revenue - 12/31/77	\$72,933.00
(Less:) Unexpended 1978 Budget - 12/31/78	<u>(34,346.32)</u>
TOTAL APPROPRIATION TO 1978 BUDGET FUND FROM ACCUMULATED REVENUE	<u>\$38,586.68</u>

Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. Sagosz made a motion to transfer the funds as indicated in Resolution II prepared by the Accountant as follows:

II RESOLVED:

The following 1978 funds be transferred to Accumulated Revenues:

1. 1978 Fines and Reserves Fund	\$28,693.52
2. 1978 Lost Book Fund	1,456.95
3. 1978 Book Sales & Excess Property Sold Fund	1,860.33
4. 1978 State Aid Fund	41,834.00
5. Balance of Budget Fund - 1978	<u>34,346.32</u>

Total Funds to be Transferred to Accumulated Revenues	<u>\$108,191.12</u>
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Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Sagosz made a motion to accept the Financial Statement as presented and modified with the various transfers. Mr. Pasmantier seconded, and the motion was carried unanimously.

Mrs. Grover made a motion to transfer \$40,000 on February 1, 1979 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank for current expenses. Mr. Sagosz seconded the motion, and it was passed unanimously.

Mr. Sagosz made a motion that \$1,000 from the West Orange Public Library New Jersey Unemployment Compensation Fund--Statement Savings Account #02-073-0001161-0 be transferred to the Checking Account #05987, Midlantic Bank to reimburse the latter account for its contributions to the Unemployment Compensation Fund. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Cuozzi informed the Board that he had been advised by the Town Attorney that one of the subcontractors is involved in a controversy with Mr. Pellecchia, the Contractor. There is a lien on the building addition, and the amount of \$7,490 will be withheld until the situation is satisfied.

DIRECTOR'S REPORT:

Mrs. Reed notified the Board that Mrs. Bonnie Aronson, Jr. Library Assistant, has resigned her part-time position in the library as of 1/19/79. Also, Mrs. Annette Tangreti, Jr. Library Assistant, has submitted a letter of resignation effective March 1, 1979.

Mrs. Reed requested that the Board of Trustees consider the hiring of one or two new people after the final move is made.

Mr. Pasmantier made a motion to close the library on Martin Luther King, Jr.'s Birthday (January 15th). Time in lieu of Election Day, other than what is required by law, will be eliminated. (The library will close on a Presidential Election Day). Mr. Lang seconded the motion, and it was passed unanimously.

Due to the fact that the next meeting of the Board falls on Ash Wednesday, (Feb 28), Mr. Pasmantier made a motion to change the meeting date to Monday, February 26, 1979. Mr. O'Neill seconded the motion, and it was passed unanimously.

The newspapers will be notified of this change of date.

COMMITTEES:

1) Building and Grounds:

a) Light Tract - Mr. Pasmantier reported that the cost for a light tract behind the main check-out desk would be \$1,047 (8 lights). There is a credit of \$510 by eliminating the Young Adult office in the present downstairs stack area. This would result in a balance of \$537 for the light tract. Mrs. Strauss suggested that the price should be checked through other sources. Mr. Lang offered to contact an electrician for another estimate.

b) Firewall - Mr. Pasmantier explained that it has been brought to the architect's attention that the firewalls which have been built up to the ceiling have no room allowance for the circulation of air. Louvers and registers, etc. must be installed at a cost of \$483. It was an oversight of the architect, but the State law originated after the original plans were drawn.

Mr. Pasmantier made a motion recommending to the Town Council payment of \$483 for change order #8 to the Contractor for the furnishing and installation of 2 registers with fusable links. Mr. Kupferer seconded the motion, and it was passed unanimously.

c) Status of Construction Funds - To date there is \$12,379.93 in the construction fund, and \$5,000 in the architect's fund. There is also the possibility of a small surplus from the furniture providing that prices do not increase.

d) Furniture - Mrs. Strauss related that on January 11, 1979, a letter was sent to Council President Dowd with the Board's recommendations for the furniture bids. As per Council President Dowd's request via correspondence, Mr. Cuoizzi sent a letter to the Council confirming the recommendations and giving the legal reasons for acceptance of the bids. Award of the bids should be on the next Council agenda.

e) Moving - Mr. Sagosz will follow through on the moving bids.

f) Telephones - Mr. Sagosz reported that New Jersey Bell will expand the library's present system at an additional \$2.64 per extension which includes six more lines. The future monthly charge would be \$102.17 with a one time installation charge of \$128. Mrs. Reed will have to make a judgement as to the adequacy of the system after it has been in operation. It can always be expanded at a later date. Mr. Sagosz will look into the possibility of obtaining a console to handle the incoming calls.

Mr. Sagosz made a motion that the Board accept New Jersey Bell Telephone's proposal for the telephone system as presented with the installation charge of \$128 and \$102.17 monthly charge per month for equipment. Mr. Pasmantier seconded the motion, and it was carried unanimously.

g) Bookstacks - Mr. Sagosz sent a letter accepting Aetnastaks recommendations and making a few modifications on the shop drawings.

OLD BUSINESS:

The staff's request that a member of the employees' association be a participating member of the Board at Board meetings was discussed. Mr. Cuoizzi advised the Trustees that the Board must examine the legal ramifications of such a decision. The decision would effect future Boards. Mrs. Strauss will contact the State Library about this matter. One remedy that would provide immediate feedback of the staff would be the Chair's recognition of a person from the floor when such feedback is deemed pertinent.

NEW BUSINESS:

The following Trustees will serve on Committees for 1979:
 Building and Grounds: Mr. Sagosz and Mr. Pasmantier. Finance:
 Mr. Kupferer and Mr. Lang. Personnel: Mr. Kupferer and Mr. Lang.
 Public Relations: Mr. O'Neill and Mrs. Grover.

Mrs. Strauss made a motion to accept the newspaper announcement (to be attached to Minutes of 1/24/79), awarding the Professional Services Contracts to Manheim, Kosson and Novick, CPA's, and Nathan Honig of Samuel Klein & Co., Auditors for the year 1979. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Lang made a motion designating the following depositories and associated accounts to be maintained for library monies for the year 1979:

1. Checking Account - #05987 - Midlantic Bank.
2. Petty Cash Checking Account - #073408486 - Midlantic Bank.
3. West Orange Public Library Book Sale Escrow Account
#02-073-0001405-8, Midlantic Bank.
4. West Orange Public Library Statement Savings Account (Accumulated Revenues)#02-073-0000177-0 - Midlantic Bank.
5. West Orange Public Library N. J. Unemployment Compensation Fund Statement Savings Acct. #02-073-0001161-0 - Midlantic Bank.
6. Treasury Certificates #6130053 - West Orange Savings & Loan Assoc.

Mr. Pasmantier seconded the motion, and it was carried unanimously.

PROGRAMS:

The Board discussed the desirability of having the N. J. Ballet perform at the library. The information and application regarding a grant will be referred to the Public Relations Committee.

Mr. Lang suggested that the Board petition the service clubs in town for money for various projects.

Mr. Lang also suggested the possibility of using talented local people without spending any money.

Discussion was held regarding a bus trip to the American Museum of Natural History which had been co-ordinated and presented to the Board by Mrs. Some before the meeting.

Mr. Lang made a motion authorizing the appropriate people in charge to contact the bus company and make sure there is no liability to the library, and to check the insurance coverage. Mrs. Grover seconded the motion, and it was passed unanimously.

The museum will be contacted to set a date for the bus trip, and to obtain information regarding the time needed for notification in case of cancellation of the trip by the library.

COMMUNICATIONS:

Mrs. Grover mentioned the contents of two letters received from employees: 1) The resignation of Mrs. Aronson and 2) the date of termination of employment of Mrs. Tangreti.

A letter was read from Mrs. Ericsson requesting the Board of Trustees to review her hourly rate as a Sr. Library Assistant/part-time. The President requested the Personnel Committee to investigate this matter taking into consideration the length of service, hours worked and Mrs. Ericsson's classification. The appropriate rate will be determined and a resolution made to be retroactive to Jan. 1, 1979 when the Board meets in February.

It was recommended that a gesture of appreciation for years of service be made to the employees who have left and are leaving the library. A possible gift of bookends was suggested, and Mr. Lang will investigate a source of purchase. Mrs. Grover will write a letter to Mrs. Aronson commending her for her years of service to the library.

Mr. Cuoizzi suggested that in case there is a problem holding the next Board meeting in the library, due to the move, the meeting could be called to order within the library and then moved to another location, leaving someone behind to notify members of the public.

Adjournment was made at 11:00 P.M.

Respectfully submitted,



SANDRA GOSS
Secretary



ANDREA GROVER
Secretary, Board of Trustees

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

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


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

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

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

(1) The President and Secretary are hereby authorized and directed to execute the agreement with Stewart Manheim of Manheim, Kosson & Novick, C. P. A.'s and Nathan Honig of Samuel Klein & Co., Auditors for performance of the aforesaid services.

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


Secretary, Board of Trustees


President, Board of Trustees

1/24/79

DIRECTOR'S
MONTHLY REPORT

January 24, 1979

We have started the new year with many changes and our staff will have been diminished by 3½ persons by the end of February: Reenie Ritter left to take a full-time position in a branch of the Newark Public Library. Bonnie Aronson resigned effective January 19, to take employment near her new residence. Annette Tangreti has submitted her resignation, effective March 1, because she will be moving to Red Bank. Dorothy Ericsson is the one-half person because she has gone from full-time to part-time as of January 1.

On a brighter note two employees will get married this year. They are Dawn Coffman and Ada Berger.

Jackie Lepore is doing a tremendous job in her new position as Acting Supervising Library Assistant in the Adult Area. She has started to organize the entire department with responsibilities delegated. Things are beginning to shape up. Everybody seems happy working with her.

MOB had its problems too. On January 2 during a heavy down pour of rain I had to go out and rescue MOB and crew by giving it a jump start. A few other times Bill Toohey could not get started to visit MOB stops. We checked out our last purchase of batteries and found that the batteries were purchased almost four years ago. We purchased new batteries. So far we have not had more trouble and the MOB has made regular stops except for the afternoon of January 17 when it snowed.

Treasury certificates were purchased on December 22. We received our first quarterly check of \$120,000 on January 16.

On January 11 the library was closed from 9:00 A. M. - 2:00 P. M. because all facilities had to be shut down so electrical tie-in could be made. We opened from 2:00 P. M. - 5:30 P. M.

The garage has been completely emptied. Construction workers have started to fill in dirt in preparation for the extension of our Catalog Room.

With the loss of so many valued employees we are shifting employees around to meet our needs at this time. However, it is imperative that we hire one or two new people after our final move is made.

Adjustments toward our building project are very well accepted by our staff and patrons alike. Excitement is spreading throughout. Everybody is anxious to know when the job will be finished. Needless to say, applications for work are coming in fast and furiously from all sides.

Something about our book buying policies and practices--Emma-Lou Czarnecki and I gathered information on discounts available from jobbers and publishers.


Baker and Taylor and Dimondstein both offer variable discounts. B & T gives 37.1% for popular titles. Dimondstein gives 38% for popular titles. The Paperback Bookshop gives a 20% discount.

Some publishers from whom we buy direct are Doubleday, MacMillan and Prentice-Hall. All give 40% discount. Being a member of Literary Guild, the library can order some popular fiction and non-fiction books which appear on their monthly list at more than the 40% discount.

Other publishers (Example--Simon & Schuster) ask for pre-payment for any books ordered direct without giving any discount. Still other companies give a 40% discount on direct orders but impose a minimum of \$250 per order.

Dimondstein Co. has recently been bought by Bro-Dart. Many changes are being made since they are converting to computerization.

Last year you were asked by me to consider making Martin Luther King's birthday, January 15, one of our list of annual holidays. You promised to give the matter some thought and get back to me with your answer at a later date. Since it has been over a year, another Martin Luther King, Jr. birthday has passed, and it has been declared a State holiday, your consideration of this request will be appreciated.


Lola N. Reed
Director

AGENDA

1. Grant applications - Must be completed and submitted by Feb. 1, 1979 for funds to be allocated.

- a. Ballet program
- b. Symphony or other type of cultural program.
- c. Film series?

(Grant applications requested Aug. 16, 1978 - Sent Jan. 15, 1979)

2. Bus trip to two museums. June 15, 1979

Leave W. O. Library parking lot at 7:45 A.m. to arrive at the American Museum of Natural History - Central Park at 79th st. N YC

9:00 Special exhibit - POMPEII

Introduction and explanation of exhibit in lecture hall (45 min)

9:45 Tour through exhibit (45 min)

This exhibit brought from Naples, includes gold and silver jewelry, marble and bronze sculpture, frescoed rooms and gardens, and mosaic floors. Also plaster casts of people and animals are presented exactly as they were the moment Vesuvius destroyed Pompeii.

10:30 - 12 Free time to browse through other exhibits in museum.

Lunch - at the museum cafeteria or in local restaurants (On your own)

1 - 4 Visit the New York Historical Society - 77th St. (almost across the street)

Special exhibits - NY in the 40's - photographs

Birds of American - Orig. Audubon Collection

Glass, furniture, paintings, watercolors, toys, folk art etc.

Price - Vanderhoof Bus Lines \$125.00 One Stop Museum Tour.
includes 53 seats, insurance (up to one million dollars)
also separate insurance listing for library.

Group rate for entrance to Am. Museum of Nat. History \$10. per person

Admission charge for NY Historical Society \$1.50 per person

(if guided tour desired \$25. for group)

Charge per person \$16. (few dollars extra would pay for printing circulars)

3. Book donor program

4. Promotional aids

5. Opening ceremonies or other time. National Guard Reserve Band.
If interested, I will write letter to Major Hopf.

6. Letters to authors? Is there any money for lecture programs?

7. Rock concert for the Spring, Summer, or Fall - Outside under the columns.

8. Display opening. May I continue to display the works of artists as I did in the past few years?

9. Thomas A. Edison Display. The Edison Museum is trying to get us a lecturer to fit in with the display that we have to use in October to tie in with the Centennial Celebration of the Light Bulb. Also G.E. Replica lamp. If Museum lets us borrow OK if not \$10.

10. Funds available for programs?

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF DECEMBER 1978

LIBRARY BOARD MEETING OF JANUARY 24, 1979

EXPENDITURES

1978
ACCUMULATED
BUDGET
EXPENDITURES
PAID 12
MONTHS
ENDED
UNEXPENDED
BUDGET
BALANCE ON
12/31/78
BILLS/
ACCTS. PAY-
ABLE AT
12/31/78
PRESENTED
FOR PAY-
MENT AT
THIS
MEETING

BUDGET
BALANCES
AT
12/31/78

APPROVED
BUDGET
1978

PAID
MONTH OF
DEC. 1978

12/31/78

12/31/78

MEETING

12/31/78

SALARIES & WAGES	\$352,237	\$ 27,541.10	\$336,752.59	\$15,484.41	\$	\$ 15,484.41
BINDING	1,000	-0-	1,031.27	(31.27)		(31.27)
COMMUNITY SERVICES	500	50.00	280.92	219.08	23.24	195.84
TRANSPORTATION	350	63.65	152.93	197.07		197.07
SEMINARS & WORKSHOPS	1,350	34.67	1,056.07	293.93		293.93
AUDIT	1,650	-0-	1,650.00	-0-		-0-
MGMT. & PROF. SERVICES	10,200	850.00	9,350.00	850.00	850.00	-0-
LEGAL & PROF. FEES-NEW ADD.	2,000	-0-	1,000.00	1,000.00		1,000.00
MAIN LIBRARY-UTILITIES	23,000	1,389.94	15,670.63	7,329.37	2,249.72	5,079.65
MAIN LIBRARY-REPAIRS	7,000	121.69	1,702.53	5,297.47	52.00	5,245.47
TORY CORNER-RENTAL	540	-0-	405.00	135.00	135.00	-0-
BOOKMOBILE	7,500	54.50	4,303.71	3,196.29	116.44	3,079.85
SERVICE CONTRACTS	4,000	127.35	3,167.43	832.57	95.65	736.92
BOOKS	55,000	4,553.72	41,133.27	13,866.73	2,443.28	11,423.45
SUPPLIES-LIBRARY	11,500	683.06	7,303.07	4,196.93	617.94	3,578.99
MICROFILM	2,000	-0-	26.02	1,973.98		1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	8,000	76.91	5,706.41	2,293.59	77.60	2,215.99
PAMPHLETS	700	17.50	423.04	276.96		276.96
AUDIO-VISUAL-MATERIALS	1,500	4.26	1,267.05	232.95	99.58	133.37
INSURANCE	6,000	-0-	6,441.57	(441.57)	275.00	(716.57)
TELEPHONE	2,500	184.24	2,111.47	388.53	163.80	224.73
POSTAGE	2,500	300.00	2,403.50	96.50		96.50
EMPLOYEE HEALTH-HOSP.	13,500	1,162.16	13,689.44	(189.44)		(189.44)
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT-LIBRARY	1,800	-0-	428.03	1,371.97		1,371.97
SHELVING-BOOKS	-0-	-0-	-0-	-0-		-0-
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	112.12	387.88		387.88
AUDIO-VISUAL EQUIPMENT	1,500	-0-	892.58	607.42		607.42
SOCIAL SECURITY	21,000	4,321.84	19,492.39	1,507.61		1,507.61
PUBLIC EMPLOYEES RETIREMENT SYSTEM	24,000	3.07	22,032.80	1,967.20	1,129.52	837.68
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	1,000	117.28	1,642.31	(642.31)		(642.31)
SUPPLEMENTAL-JANITOR SERVICES	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	-0-	214.59	2,117.76	(2,117.76)		(2,117.76)
TOTAL	\$568,527	\$ 41,871.53	\$503,745.91	\$64,781.09	\$ 8,328.77	\$ 56,452.32
PER RESOLUTION 6/28/78	(22,105)			(22,105.00)		(22,105.00)
TOTAL APPROVED BUDGET	\$546,422			\$42,676.09		\$ 34,347.32
1. PROVIDED BY TOWN OF WEST ORANGE	\$448,489					
2. ADD'L COMMITMENT PER MEETING WITH TOWN COUNCIL 6/12/78	25,000					
TOTAL PROVIDED BY TOWN	\$473,489					
3. PROVIDED BY LIBRARY FROM 1977 ACCUM- ULATED REVENUE FUND	72,933					
TOTAL APPROVED BUDGET	\$546,422					

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF DECEMBER 1978

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	N.J. STATE AID FUND
I BALANCE AS OF 11/30/78	\$155,202.66	\$84,546.62	\$ 25,378.47	\$ 1,404.39	\$ 1,712.93	\$ 326.25	\$ 41,834.00

ADD:							
FINES			(\$ 1,520.67				
NON-RESIDENT FEES			(30.00				
PHOTOCOPY	\$ 2,062.52		(313.79				
BOOK RENTALS			(182.30				
MICRO-FILMS			(6.90				
TELEPHONE			(8.86				
LOST BOOKS	52.56			\$ 52.56			
EXCESS PROPERTY BOOKS	147.40				\$ 147.40		
INTEREST	1,252.53		1,252.53				

II TOTAL - DECEMBER 1978	\$ 3,515.01	-0-	\$ 3,315.05	\$ 52.56	\$ 147.40	-0-	-0-
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III TOTAL AVAILABLE	\$158,717.67	\$84,546.62	\$ 28,693.52	\$ 1,456.95	\$ 1,860.33	\$ 326.25	\$ 41,834.00
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IV LESS:							
DECEMBER 1978-EXPENDITURES	41,871.53	41,871.53					

V TOTAL CASH FUNDS	\$116,846.14	\$42,675.09	\$ 28,693.52	\$ 1,456.95	\$ 1,860.33	\$ 326.25	\$ 41,834.00
ADD: DUE FROM THE TOWN OF W.O.							
FOR THE 4TH QTR. BUDGET		1.00					

LESS: ACCOUNTS PAYABLE 12/31/78
BUDGET BALANCE-PER REPORT 12/31/78

CASH FUNDS REPRESENTED BY:							
CHECKING A/C MIDLANTIC NATL BANK-#734-0598-77		\$ 34,961.46	BUDGET FUND				\$ 42,675.09
MIDLANTIC NATL BANK-#02-073-0000-1770		19,695.13	FINES & RESERVES FUND				28,693.52
W.O. S & L ASSN #10085		19,891.84	LOST BOOK FUND				1,456.95
PETTY CASH - CASH FUND		315.53	BOOK SALES & EXCESS				
PETTY CASH - CHECKING A/C-MIDLANTIC		126.25	PROPERTY FUND				1,860.33
MIDLANTIC NATL BANK-#02-073-0001161-0 UN.INS. FUND		1,020.08	PETTY CASH FUND				326.25
MIDLANTIC NATL BANK-#02-073-0001405-8 BOOK SALE		835.85	N.J. STATE AID FUND				41,834.00
MIDLANTIC NATL BANK- C. OF D.#6130058 -9.77% DUE 6/21/79		40,000.00	LESS: ACCOUNTS PAYABLE 12/31/78				\$116,846.14
		\$116,846.14					8,328.77
							\$108,517.37

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1978 BILLS PRESENTED FOR PAYMENT ON
JANUARY 24, 1979

CHECKS ARE DATED
DECEMBER 20, 1978

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4135	MIDLANTIC NAT'L BANK-F.W.T.-12/15/78	1. SALARIES	\$ 1,742.18
4136	W.O. FEDERAL CREDIT UNION - 12/15/78	1. SALARIES	290.61
4137	WEST ORANGE S & L ASSN.	PURCHASE OF CERT- IFICATE OF DEPOSIT	40,000.00
4138	MIDLANTIC NAT'L BANK-F.W.T.-12/31/78	1. SALARIES	1,812.17
4139	W.O. FEDERAL CREDIT UNION -12/31/78	1. SALARIES	290.61
4140	TOWN OF W.O.-HOSPITALIZATION-JAN. 1979	26. HOSPITALIZATION	1,162.16
4141	TOWN OF W.O.-EMPLOYEES-SOC.SEC.-DEC.1978	1. SALARIES	1,272.65
4142	TOWN OF W.O.-EMPLOYERS-SOC.SEC.-4TH QTR '78	27. EMPLOYER SOC. SEC.	4,321.84
4143	STATE OF N.J.- INCOME TAX - DEC. '78	1. SALARIES	563.23
4144	TOWN OF W.O.-ADMINIS. CHG.-4TH QTR. '78	28. ADMINISTRATIVE	1.00
4145	W.O. PUBLIC LIBRARY-UN. INS. FUND	1. SALARIES	22.81
4146	N.J. EMPLOYMENT INS. AGENCY-4TH QTR '78	29. EMPLOYER S.U.I.	214.59
4146	N.J. EMPLOYMENT INS. AGENCY-4TH QTR '78	EXCHANGE	107.28
4147	VOID		
4148	P.E.R.S. #20284-CONTR. GROUP INS.	1. SALARIES	110.59
4149	P.E.R.S. #20284-SUPPL. ANNUITY	1. SALARIES	42.68
4150	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,683.09
	NET PAYROLL #3465-3506 (42) 12/15/78	1. SALARIES	9,751.52
	NET PAYROLL #3507-3548 (42) 12/31/78	1. SALARIES	9,962.03

SUB-TOTAL \$ 73,351.04

ADD: CHECKS #4097-#4134 PRESENTED FOR PAYMENT
ISSUED AT DECEMBER 20, 1978 MEETING 48,598.90

CHECKS ISSUED FOR THE MONTH OF DECEMBER 1978 \$121,949.94

ADD: PETTY CASH CHECKS-OCTOBER, NOVEMBER & DECEMBER 1978
#1142-1171 284.58

SUB-TOTAL \$122,234.52

LESS: REGULAR CHECKING ACCOUNT

CHECK #4069-CAPITAL S & L ASSN.-VOIDED	TRANSFER	\$40,000.00
CHECK #4071-PETTY CASH CHECKING ACCT.	"	200.00
CHECK #4137-WEST ORANGE S & L ASSN.	C. OF D.	40,000.00
CHECK #4146-N.J. UN. INS.	TRANSFER	107.28

PETTY CASH CHECKING ACCOUNT

CHECK #1142-KAREN WILDSTEIN	LOST BOOKS RETURNED	6.44
CHECK #1144-W.O. PUBLIC LIBRARY	" " "	10.00
CHECK #1153-W.O. PUBLIC LIBRARY	" " "	13.20
CHECK #1155-CLAUDIA FOGEL	" " "	2.55
CHECK #1165-W.O. PUBLIC LIBRARY	" " "	8.50
CHECK #1169-W.O. PUBLIC LIBRARY	" " "	4.82
CHECK #1171-W.O. PUBLIC LIBRARY	" " "	10.20
		<u>80,362.99</u>

TOTAL EXPENDITURES - MONTH OF DECEMBER 1978

PER BUDGET REPORT

\$ 41,871.53

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Herbert Manheim CPA*

4

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1978 BILLS PRESENTED FOR PAYMENT ON
JANUARY 24, 1979

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR
THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1978

DATE	VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
<u>1978</u>				
9/29	#1142	KAREN WILDSTEIN	LOST BOOKS RETURNED	\$ 6.44
10/3	1143	N.J. LIBRARY ASS'N.	15. WORKSHOPS & SEMINARS	5.00
10/10	1144	W.O. PUBLIC LIBRARY	LOST BOOKS RETURNED	10.00
10/11	1145	LEAGUE OF WOMEN VOTERS	20. NEWSPAPERS & PAMPHLETS	2.00
10/17	1146	WILLIAM TOOHEY	8. MAINT. MOB.	8.50
10/19	1147	EMMA LOU CZARNECKE	12. TRANSPORTATION	13.10
10/19	1148	MAUREEN RITTER	12. TRANSPORTATION	1.80
10/19	1149	SANDRA GOSS	12. TRANSPORTATION	3.00
10/19	1150	N.Y. GRAPHIC SOCIETY	2. BOOKS	5.00
10/21	1151	LOLA REED	15. WORKSHOPS & SEMINARS	8.00
10/21	1152	CURRENT, INC.	4. SUPPLIES	5.00
10/25	1153	W.O. PUBLIC LIBRARY	LOST BOOKS RETURNED	13.20
10/26	1154	LOLA REED	15. WORKSHOPS & SEMINARS	10.00
10/30	1155	CLAUDIA FOGEL	LOST BOOKS RETURNED	2.55
11/3	1156	MARK DONNELLY	12. TRANSPORTATION	20.90
11/6	1157	LOLA REED	15. WORKSHOPS & SEMINARS	11.67
11/7	1158	SHIRLEY ITKIN	4. SUPPLIES	2.50
	1159	VOID		
11/21	1160	LOLA REED	12. TRANSPORTATION	15.00
12/4	1161	HAMMOND MAP STORES	20. NEWSPAPERS & PAMPHLETS	8.40
12/6	1162	ESSEX CO. LIBRARY DIRECTORS GROUP	10. COMMUNITY RELATIONS	50.00
12/6	1163	SANDRA GOSS	12. TRANSPORTATION	3.65
12/6	1164	E.O. PUBLIC LIBRARY	19. MAGAZINES	4.50
12/9	1165	W.O. PUBLIC LIBRARY	LOST BOOKS RETURNED	8.50
12/11	1166	W.O. PUBLIC LIBRARY	2. BOOKS	6.95
12/13	1167	SEARS, ROEBUCK & CO.	6. MAINT. MAIN.	30.95
12/13	1168	LOLA REED	12. TRANSPORTATION	6.20
12/20	1169	W.O. PUBLIC LIBRARY	LOST BOOKS RETURNED	4.82
12/20	1170	SHIRLEY ITKIN	4. SUPPLIES	6.75
12/20	1171	W.O. PUBLIC LIBRARY	LOST BOOKS RETURNED	10.20

TOTAL CHECKS FROM THE PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1978

\$ 284.58

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Heinrich*

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 24, 1979CHECKS ARE DATED
JANUARY 24, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4151	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,738.22
4152	WEST ORANGE CREDIT UNION	1. SALARIES	280.61
4153	STATE OF N.J.	1. SALARIES	10.00
4154	STATE OF N.J.	1. SALARIES	1,129.52
4155	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
4156	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	31.99
4157	AMERICAN HERITAGE BOOK	2. BOOKS	43.23
4158	ANDERSON PUBLISHING Co.	2. BOOKS	16.04
4159	ARCO PUBLISHING Co., INC.	2. BOOKS	11.82
4160A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 38.70
B	" " " "	11. " "	41.95
4161A	AVERY PUBLISHING GROUP, INC.	2. BOOKS	10.90
B	" " " "	2. " "	13.90
4162A	THE BAKER & TAYLOR Co.	2. BOOKS	20.42
B	" " " "	2. " "	70.05
4163	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MOB.	32.00
4164A	R. R. BOWKER	2. BOOKS	49.95
B	" " " "	2. " "	37.50
C	" " " "	2. " "	29.95
D	" " " "	2. " "	29.95
E	" " " "	2. " "	25.00
F	" " " "	2. " "	14.95
G	" " " "	2. " "	24.50
4165A	BROADSTREET, INC.	4. SUPPLIES	6.80
B	" " " "	4. " "	155.83
C	" " " "	4. " "	111.59
4166A	BRODART, INC.	4. SUPPLIES	115.82
B	" " " "	4. " "	108.00
4167	C. W. ASSOCIATES		9.25
4168A	CHAMBERS RECORD CORP.	21. A/V SOFTWARE	71.11
B	" " " "	21. " "	6.18
4169A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	9.27
B	" " " "	2. " "	4.31
C	" " " "	2. " "	44.08
4170	CURTIS SERVICE, INC.	8. MAINT. MOB.	84.45
4171A	DIMONDSTEIN BOOK Co., INC.	2. BOOKS	(10.48)
B	" " " "	2. " "	148.63
C	" " " "	2. " "	213.37
D	" " " "	2. " "	90.86
E	" " " "	2. " "	403.69
F	" " " "	2. " "	73.21
G	" " " "	2. " "	73.48
4172A	DOUBLEDAY & Co., INC.	2. BOOKS	21.25
B	" " " "	2. " "	37.66
C	" " " "	2. " "	64.48
4173	E. ORANGE PUBLIC LIBRARY	20. NEWSPAPERS	32.90
4174	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS	26.65
4175	FOWLER AGENCY, INC.	5. INSURANCE	275.00
4176	GALE RESEARCHING Co.	2. BOOKS	46.25
4177	KTAV PUBLISHING HOUSE, INC.	2. BOOKS	29.20
4178A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	6.35
B	" " " "	4. " "	2.75

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1978 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 24, 1979

CHECKS ARE DATED
JANUARY 24, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4179A	LAPAT DUPLICATING & OFFICE	4. SUPPLIES	\$ 12.30	
B	" " " "	4. "	14.00	\$ 26.30
4180A	LEAGUE OF WOMENS VOTERS OF N.J.	20. PAMPHLETS	7.50	
B	" " " " " "	20. "	10.00	17.50
4181	MACMILLAN PUBLISHING CO., INC.	2. BOOKS		29.30
4182	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SVC.		850.00
4183	MS. SUZANNE MORGAN	2. BOOKS		1.00
4184	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS		68.25
4185	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.		1,105.21
4186A	NEW JERSEY BELL	9. TELEPHONE	151.94	
B	" " " "	9. "	11.86	163.80
4187	N.J. CANDY & TOBACCO Co.	4. SUPPLIES		84.50
4188	NEW JERSEY LAW JOURNAL	2. BOOKS		19.75
4189A	PETERSON'S GUIDES	2. BOOKS	9.33	
B	" " " "	2. "	2.12	11.45
4190A	PRESCRIPTION CENTER	21. A/V MATERIALS	2.20	
B	" " " "	21. " "	6.99	9.19
4191	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT. MAIN.		1,164.51
4192	DR. LESTER F. RUSSELL	2. BOOKS		6.30
4193	SHAR-FREY, INC.	2. "		5.00
4194A	SILVER BURDETT Co.	2. BOOKS	9.72	
B	" " " "	2. "	9.27	18.99
4195	STANDARD & POOR'S CORP.	2. BOOKS		480.00
4196	THE STAR-LEDGER	10. COMMUNITY REL.		23.24
4197	STRYKER-POST PUBLICATIONS, INC.	2. BOOKS		31.00
4198	TREASURER-STATE OF N.J.	2. BOOKS		28.00
4199	WESTON WOODS	21. A/V MATERIALS		13.10
4200	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY		135.00
4201	THE H. W. WILSON Co.	2. BOOKS		28.00
4202	THE WORLD ALMANAC	2. BOOKS		24.42
4203	WORRALL PUBLICATIONS, INC.	2. MICROFILMS		8.50
4204	YOUNG'S NEWS SERVICE	20. NEWSPAPERS		27.20
<u>SUB-TOTAL</u>				\$ 10,357.60
<u>LESS:</u>	CHECK #4151-MIDLANTIC NATL BANK	1. SALARIES	1,738.22	
	4152-W.O. FED. CREDIT UNION	1. SALARIES	280.61	
	4153-STATE OF N.J.	1. SALARIES	10.00	2,028.83

TOTAL ACCOUNTS PAYABLE-PER BUDGET REPORT

\$ 8,328.77

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Les Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Edward Novick

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT - MONTH OF DECEMBER 1978

LIBRARY BOARD MEETING OF JANUARY 24, 1979

	1976	1977	1978	1978	1978
	ACTUAL	ACTUAL	ACTUAL	1978	UNEXPENDED OR
	EXPENSES	EXPENSES	EXPENSES	APPROVED	(OVER-ENCUMBERED)
	BY LIBRARY	BY LIBRARY	BY LIBRARY	BUDGET	BALANCES AS COM-
					PARED WITH 1978
					APPROVED BUDGET
SALARIES & WAGES	\$300,164.17	\$324,401.45	\$336,752.59	\$352,237	\$ 15,484.41
CONTRACTUAL SERVICES:					
BINDING	739.42	1,107.31	1,031.27	1,000	(31.27)
COMMUNITY SERVICES	575.18	248.55	304.16	500	195.84
TRANSPORTATION	244.09	266.00	152.93	350	197.07
SEMINARS & WORKSHOPS	567.42	831.73	1,056.07	1,350	293.93
AUDIT	1,650.00	1,650.00	1,650.00	1,650	-0-
MANAGEMENT & PROFESSIONAL SVS.	9,200.00	9,700.00	10,200.00	10,200	-0-
LEGAL & PROFESSIONAL FEES	2,074.34	2,000.00	1,000.00	2,000	1,000.00
CONTRACTUAL MAINTENANCE & REPAIRS:					
MAIN LIBRARY - UTILITIES	15,975.57	19,045.49	17,920.35	23,000	5,079.65
MAIN LIBRARY- REPAIRS	3,549.90	6,107.38	1,754.53	7,000	5,245.47
TORY CORNER - RENTAL	540.00	540.00	540.00	540	-0-
BOOKMOBILE	6,207.68	5,332.30	4,420.15	7,500	3,079.85
SERVICE CONTRACTS	3,476.10	3,237.32	3,263.08	4,000	736.92
MATERIALS & SUPPLIES:					
BOOKS	60,579.62	57,449.53	43,576.55	55,000	11,423.45
SUPPLIES	11,380.36	11,079.01	7,921.01	11,500	3,578.99
MICROFILM	-	-	26.02	2,000	1,973.98
PERIODICALS, SERIALS & NEWSPAPERS	5,660.35	5,942.98	5,784.01	8,000	2,215.99
PAMPHLETS	477.91	485.69	423.04	700	276.96
AUDIO/VISUAL-MATERIALS	779.41	1,573.67	1,366.63	1,500	133.37
MISCELLANEOUS OTHER EXPENSES:					
INSURANCE	5,071.31	5,653.74	6,716.57	6,000	(716.57)
TELEPHONE	1,686.61	1,896.42	2,275.27	2,500	224.73
POSTAGE	2,265.90	2,108.52	2,403.50	2,500	96.50
EMPLOYEE HEALTH BENEFIT PLAN	11,162.41	12,575.94	13,689.44	13,500	(189.44)
ANNUAL REPORT	-0-	191.00	-0-	200	200.00
EQUIPMENT:					
SHELVING-BOOKS	2,353.53	-0-	-0-	-0-	-0-
LIBRARY	-0-	-0-	428.03	1,800	1,371.97
CHAIRS	820.05	750.00	-0-	-0-	-0-
STAFF ROOM FURNITURE	-0-	49.80	-0-	-0-	-0-
MAINTENANCE EQUIPMENT	989.99	-0-	112.12	500	387.88
AUDIO/VISUAL EQUIPMENT	648.10	747.95	892.58	1,500	607.42
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	16,879.60	18,221.04	19,492.39	21,000	1,507.61
PUBLIC EMPLOYEES RETIREMENT SYS.	14,173.32	17,882.55	23,162.32	24,000	837.68
UNEMPLOYMENT INSURANCE	-0-	-0-	2,117.76	-0-	(2,117.76)
FIRE ALARM SYSTEM	4,161.98	-0-	-0-	-0-	-0-
LIBRARY CONSULTANT	-0-	2,500.00	-0-	-0-	-0-
JANITORIAL SUPPLIES	-0-	-0-	1,642.31	1,000	(642.31)
SUPPLEMENTAL JANIT. SERVICES	-0-	-0-	-0-	4,000	4,000.00
TOTAL ACTUAL EXPENSES-1976	\$484,054.32				
TOTAL ACTUAL EXPENSES-1977		\$513,575.37			
TOTAL ACTUAL EXPENSES-1978			\$512,074.68		
TOTAL PROPOSED BUDGET-1978				\$568,527	\$ 56,452.32
LESS: RESOLUTION 6.28/78 (DEDUCTION)				(22,105)	(22,105.00)
TOTAL APPROVED BUDGET-1978				\$546,422	
NET UNEXPENDED BUDGET BALANCES - 1978					\$ 34,347.32

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF FUND BALANCES

DECEMBER 31, 1978

	BALANCE PER STATEMENT OF FUNDS RECEIPTS AT DEC. 31, 1978 AS PRESENTED TO LIBRARY BOARD MEETING JAN. 24, 1979	TO TRANSFER 1978 RECEIPTS TO ACCUMU- LATED REVENUES	TO TRANSFER STATE AID AND BALANCE OF 1978 BUDGET FUND TO ACCUMU- LATED REVENUE	BALANCE OF FUNDS AFTER RESOLUTIONS
1978 BUDGET FUND	\$ 34,347.32	1/ (\$ 34,347.32)		-0-
1978 FINES & RESERVES	28,693.52	(\$ 28,693.52)		-0-
1978 LOST BOOK FUND	1,456.95	(1,456.95)		-0-
1978 BOOK SALES & EXCESS PROPERTY FUND	1,860.33	(1,860.33)		-0-
PETTY CASH & CHANGE FUND	326.25			\$ 326.25
1978 STATE AID FUNDS	41,834.00	2/ (41,834.00)		-0-
ADJUSTMENT - DUE FROM W.O.	(1.00)	1/ 1.00		-0-
ACCUMULATED REVENUE FUNDS		3/ 32,010.80	76,180.32	108,191.12
<u>TOTAL</u>	\$108,517.37	-0-	-0-	\$108,517.37
<u>ADD: ACCOUNTS PAYABLE 12/31/78</u>	<u>8,328.77</u>			<u>8,328.77</u>
<u>TOTAL CASH FUNDS 12/31/78</u>	<u>\$116,846.14</u>	-0-	-0-	<u>\$116,846.14</u>

1. TO TRANSFER BALANCE OF 1978 BUDGET FUND TO ACCUMULATED REVENUE	\$ 34,346.32
2. TO TRANSFER 1978 STATE AID TO ACCUMULATED REVENUE	<u>41,834.00</u>
<u>SUB-TOTAL</u>	\$ 76,180.32
3. TO TRANSFER:	
FINES & RESERVES	\$ 28,693.52
LOST BOOK FUND	1,456.95
BOOK SALES & EXCESS PROPERTY FUND	<u>1,860.33</u>
	<u>32,010.80</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/78</u>	<u>\$108,191.12</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY

COMPARATIVE BALANCE SHEETDECEMBER 31, 1978-1977

	BALANCE <u>DECEMBER 31, 1978</u>	BALANCE <u>DECEMBER 31, 1977</u>
<u>ASSETS</u>		
<u>CASH</u>		
CHECKING ACCOUNT	\$ 34,961.46	\$ 27,727.42
SAVINGS ACCOUNTS	81,442.90	53,683.03
PETTY CASH FUNDS	400.53	230.19
CHANGE FUNDS	<u>41.25</u>	<u>41.25</u>
<u>TOTAL CASH AND ASSETS</u>	<u>\$116,846.14</u>	<u>\$ 81,681.89</u>
<u>LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>		
ACCOUNTS PAYABLE	\$ 8,328.77	\$ 8,421.83
RESERVE FOR: PETTY CASH AND CHANGE FUNDS	<u>326.25</u>	<u>326.25</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	\$ 8,655.02	\$ 8,748.08
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>108,191.12</u>	<u>72,933.81</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>	<u>\$116,846.14</u>	<u>\$ 81,681.89</u>

PREPARED WITHOUT AUDIT.

WEST ORANGE FREE PUBLIC LIBRARY
COMPARATIVE STATEMENT OF ACCUMULATED REVENUES
FOR THE YEARS ENDED DECEMBER 31, 1978 -1977

	<u>DECEMBER 31, 1978</u>	<u>DECEMBER 31, 1977</u>
<u>ACCUMULATED REVENUES:</u>		
<u>BALANCE, JANUARY 1, 1978 -77</u>	\$ 72,933.81	\$ 86,793.14
<u>(DECREASES) TO ACCUMULATED REVENUES:</u>		
TRANSFER TO 1978 BUDGET FUND, PER RESOLUTION 6/28/78	\$ 72,933.00	(86,793.14)
TRANSFER TO 1978 FINES & RESERVES	<u>.81</u> <u>72,933.81</u>	<u>-</u>
<u>BALANCE</u>	-0-	-0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1978-77 FINES & RESERVES	\$ 28,693.52	\$ 28,864.92
1978-77 LOST BOOK FUNDS	1,456.95	1,311.68
1978-77 BOOK SALES AND EXCESS PROPERTY FUND	<u>1,860.33</u> \$ 32,010.80	<u>1,673.58</u> \$ 31,850.18
1978-77 STATE AID RECEIVED	\$ 41,834.00	\$ 40,734.00
1978-77 BALANCE OF BUDGET FUND	<u>34,346.32</u> <u>76,180.32</u>	<u>349.63</u> <u>41,083.63</u>
<u>ACCUMULATED REVENUES - DECEMBER 31,</u> <u>1978-1977 PER EXHIBIT C</u>	<u>\$108,191.12</u>	<u>\$ 72,933.81</u>

PREPARED WITHOUT AUDIT.

I RESOLVED:

THAT THE 1978 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$512,074.68 TO COVER THE ACTUAL 1978 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1978 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$473,488.00 PLUS THE APPROPRIATION OF \$38,586.68 ACCUMULATED REVENUE AS FOLLOWS:

AMOUNT TRANSFERRED TO 1978 BUDGET FUND FROM ACCUMULATED REVENUE - 12/31/77	\$ 72,933.00
(LESS:) UNEXPENDED 1978 BUDGET - 12/31/78	(<u>34,346.32</u>)
<u>TOTAL APPROPRIATION TO 1978 BUDGET FUND FROM ACCUMULATED REVENUE</u>	<u>\$ 38,586.68</u>

II RESOLVED:

THE FOLLOWING 1978 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1978 FINES AND RESERVES FUND	\$ 28,693.52
2. 1978 LOST BOOK FUND	1,456.95
3. 1978 BOOK SALES & EXCESS PROPERTY SOLD FUND	1,860.33
4. 1978 STATE AID FUND	41,834.00
5. BALANCE OF BUDGET FUND - 1978	<u>34,346.32</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	<u>\$108,191.12</u>

WEST ORANGE PUBLIC LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 1979

The meeting was called to order at 8:30 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill, Paul Pasmantier, and William Sagosz. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Emma-Lou Czarnecki. Acting Director during Mrs. Reed's illness. Mrs. Joan Bojsza, representing the New Friends also was present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 2, 1979 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all Library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the January 24, 1979 Board of Trustees meeting as presented. Mr. Sagosz seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Manheim mentioned that the bills presented for payment at this meeting were on the light side due to the short month and change in meeting date.

Mrs. Grover questioned Voucher #4144 A-E--Farmer Electrical Supply (Maintenance Main) for \$444.60. It was explained that this amount was for the replacement of ballasts in the lighting fixtures. Mr. Lang offered to obtain another price for the item for comparison.

Voucher #4249--I.B.M. Company for \$1,620 (Equipment Line) was for two IBM Correcting Selectric II Typewriters.

Voucher #4220A--Al's Auto Parts, Inc. (Maintenance MOB) for \$230.25 included 3 batteries for the two motors of the MOB.

Mr. Sagosz made a motion to accept the bills presented for payment for January, 1979. Mrs. Grover seconded, and the motion was carried unanimously.

2. Financial Statement:

Mr. Manheim pointed out that there will be an approximate shortage of \$16,000 in the Proposed Budget for 1979. The amount of the budget is \$649,830.

Expenses for the new addition would amount to approximately \$47,700 with non-recurring expenses for telephone installation, equipment and the move and relocation.

Mr. Lang made a motion to transfer \$40,000 on March 1, 1979 from Statement Savings Account #02-073-0000-177-0 to the Checking Account Midlantic Bank for current expenses. Mr. Pasmantier seconded the motion, and it was carried unanimously.

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

ACTING DIRECTOR'S REPORT:

Mrs. Czarnecki reported on the move which began Saturday, March 3, 1979. Concern was expressed over the poor lighting over some of the newly installed bookstacks. Discussion followed in which the Trustees agreed that the lighting is of prime importance and any problem must be corrected. A tour of the area will be taken after the meeting. Mrs. Strauss asked Mrs. Grover to send a letter to the Town Council directing them to withhold payment of any bills pending to the architect. A meeting will be held with the architect.

COMMITTEES:

1. Building and Grounds; The problem of the old roof is being worked on. Mr. Lehman is handling the plans and equipment related to it.

The window for the extension of the catalog room has been ordered and a letter and the change order sent to Town Hall. Also, a change order for the installation of an outlet to charge the batteries in the Mobilibrary is forthcoming. However, Mr. Pasmantier suggested that the Board get another electrician to do the job. It would probably cost less after the building is completed.

Mr. Pasmantier will make inquiries as to a warranty for the new carpeting that was recently installed in the new addition.

Mr. Sagosz explained that a credit is due because of the cancellation of work on the lower level ladies room door. The doors had been delivered and will be used to replace older doors.

The mover will be contacted about the long counter in the Children's Room. The Board agreed that it is the mover's responsibility to see that it is moved into the new addition.

2. Furniture: Mrs. Strauss informed the Board that the Town Council decided not to award any of the bids due to a technicality with the wording in the specifications. Mrs. Shoshkes was contacted to reword it. Mr. Cuozzi explained that all the compatible units would be bid in a group and that they would be bid by manufacturer or equivalent. If the bidder submits an equivalent, he must demonstrate that it is an equivalent. Mr. Cuozzi reviewed the specifications with Mr. Corwick, the Business Administrator; they were approved, and will be released for advertising.

Mr. Lang made a motion that Mrs. Shoshkes be put on notice as to the position of the Board of Trustees in regard to her professional services, and that the Bill presented at this meeting for consideration of payment, was rejected on the basis that the specifications were incorrect. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Cuozzi will draft a letter to Mrs. Shoshkes regarding the matter.

3. Personnel: Mr. Lang explained that, as advised by the Board at a previous meeting, the Personnel Committee considered a request made by Mrs. Dorothy Ericsson to review her hourly rate which had been based upon 80% of her full-time salary.

Mr. Lang made a motion giving Mrs. Dorothy Ericsson a part-time rate of \$5.19 an hour based upon the policy established at the Board of Trustees meeting of December 21, 1977. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Lang recommended that job descriptions be included in the staff manual. It was explained that Mrs. Reed had compiled descriptions, and that it was available to Trustees.

Mrs. Strauss noted that the staff manual has not been updated. Mrs. Grover and Mr. Kupferer agreed to work on the revisions.

OLD BUSINESS:

The bus trip to visit the American Museum of Natural History to see the Pompeii exhibit was discussed. Mrs. Some will ask the museum if the Library could have an extension of the deadline for the deposit because of the library's peculiar circumstance at this time, and what the refund would be in case of cancellation. Mr. Cuozzi determined that the insurance for the trip would be adequate. There would be room for 39 people, at \$16.00 per ticket.

Mr. Pasmantier recommended establishment of a fund-raising committee to raise \$15,000 to \$20,000 to buy things the library cannot afford. Individual or groups could contribute. A brochure could advertise the needs of the library.

Mr. O'Neill, Mr. Pasmaniter, and Mr. Lang will compile a list of priorities regarding the soliciting of funds for the library.

Mrs. Strauss suggested that an ad hoc committee be formed to include a trustee, and a citizen or citizens interested in aiding the library. This committee could also follow through on the planning for the opening of the library. Various names were mentioned as possible committee members. Mrs. Strauss recommended compiling a list of people to approach for this committee.

NEW BUSINESS:

Mrs. Strauss had been contacted by Barbara Furst about an Edison celebration to be held on Oct. 20, 1979. A suggestion was made to Mrs. Strauss by Mrs. Furst about the possibility of the new addition being dedicated to Thomas Edison. Also, the library was asked to participate in the forthcoming celebration. Mr. Mark Donnelly, will be asked to attend the Edison Committee as a representative of the library.

Mrs. Strauss thanked Mr. Lang for obtaining information on bookends to present to employees who have terminated after many years at the library. She volunteered to look further for bookends in a range of \$20-\$30.

Mr. Lang made a motion to give Trustees the option of paying for or having the library pay for library meetings or workshops that they attend (limited to N. J.). Expenses will include registration fees. No personal expenses such as hotels or meals to be included. Mrs. Strauss seconded the motion, and it was carried unanimously.

It was recommended that written reports be submitted to the Board when staff members attend workshops or seminars for a full day or more.

Mrs. Strauss noted that a new pay phone will be installed in the new addition, as the old pay phone will not be accessible for use.

The security problem was discussed dealing with the move and the reopening. For the time being, staff will have to be posted near the lower entrance and remain on the alert for trespassers.

COMMUNICATIONS.:

Mrs. Grover read a letter from the West Orange Public Library Employees Association listing the officers for 1979.


A letter was received from Mr. Kenneth McPherson dated 1/24/79 detailing his previous request for payment of extra professional services for \$450. The Board agreed that a letter should be written to Mr. McPherson asking him to make a compromise and re-evaluate his bill downward, if possible, because of the Board's financial situation. Mr. Cuozzi will draft a letter.

Mrs. Czarnecki read a note from the Business Administrator, Marvin Corwick requesting Trustees not to sign change orders.

Mrs. Czarnecki read a letter from Phyllis Some containing information about a grant for a jazz festival. The N.J. Arts Council offers a matching grant of \$250. It was agreed that this should be followed up and the library would apply for a grant.

Adjournment was at 10:45 P. M.

Respectfully submitted,


Sandra Goss, Secretary


Andrea Grover, Secretary
Board of Trustees

ACTING DIRECTOR'S REPORT

February 26, 1973

The completion of the library building is progressing on schedule with only a few crisis here and there.

The blue accent carpeting arrived in time to be installed before the shelving, and at 9:00 A. M. on February 21st a huge truck appeared at the side door of the library. It was filled from top to bottom with shelving, but the one driver accompanying the truck said that he could not unload it. After a frantic call to Town Hall, we found that there was no one available to unload the truck, and the driver was about to leave. As I could not reach any board member, I finally called the Max Blau Co. and was told that someone was on the way. Two men arrived at about 10:00 A. M. and spent 4 hours unloading the truck.

About half of the shelving is now in place and appears to be functional, but the lighting is poor in some places. It seems that this problem always occurs with high shelving.

An installer from the telephone company came on Friday and started the wiring for the temporary phones.

I would like to commend the staff for putting up with some difficult situations lately. Especially on last Friday when the borrowers were asking for service, the telephones were ringing and we all had our minds on how we were going to get everything moved in one week. Right in the midst of everything, Mrs. Strauss arrived and was able to take some strain off the reference staff by sitting at the reference desk to direct people and answer the phones. Also, the West Orange library agreed to take over some of our reference calls.

My thanks to Miss Cushing and Mrs. Lepore who have come up with a workable schedule for the staff, which seems to be agreeable to everyone. And Miss Cushing has spent hours measuring and drawing up floor plans for each department and has plotted where every statue of furniture and every book case is going to be placed. This is a real accomplishment when one realizes that we are going to be crammed into a much smaller space than we already occupy.

-2-

Mrs. Itkin is another staff member who has been working tirelessly typing up news releases and information on the move. (See attached). Mrs. Goss and Mrs. Coffman are readying a large painted sign for the parking lot which will inform the borrowers about the new address on March 5.

Saturday, February 24th was a busy, tiring day spent dusting, packing and labeling, but everyone agreed that this break in our usual routine was kind of fun. And thanks to Mrs. Strauss and Mr. Saganek for all their help.

Emma-Lou Czarnecki
Emma-Lou Czarnecki
Acting Director

IMPORTANT NOTICE TO ALL LIBRARY BORROWERS

New Addition Update

Our new addition is completed. Renovation will begin on the older part of the building. Temporarily, we are going to move everything-- books, equipment, check-out desk, children's and young adult sections-- into the new addition while work on the older part is in progress.

LIBRARY REOPENS ON MARCH 5, 1979-

Monday, March 5, when we reopen, we will return to our regular hours:

Monday, Tues. Wed.	9-9 PM
Thurs. & Fri.	9-5:30 PM
Saturday	9-5 PM

THE LIBRARY WILL BE CLOSED ON:

SATURDAY, FEBRUARY 24 through
SATURDAY, MARCH 3, 1979.

NEW ENTRANCE TO THE LIBRARY

When the library reopens on Monday, March 5th, the present entrance to the library will not be available for use. The new entrance will be located on the other side of the building, on ground level, facing Town Hall.

RETURNS: BOOKS, RECORDS, ETC.

While we are closed, you can return library materials to:

BOOK DROP - Parking Lot of Library

MOBILIBRARY-Call for scheduled stops in your neighborhood.

TORY CORNER-At the Community
BRANCH House, 242 Main St.
Phone: 736-0452

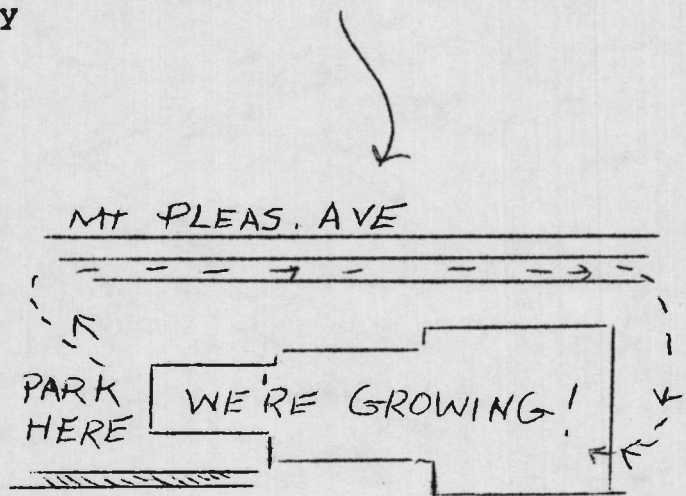
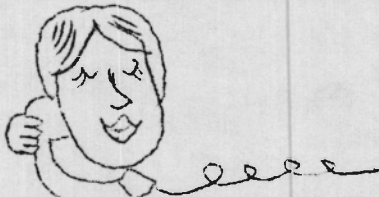
Hours: Monday, Wed., Fri.- 2-5 PM
Tuesday 1-5 PM
Thursday 9-5 PM

Use the regular library parking lot, and walk around to the new entrance.

PHONE CALLS-

While we are closed, call if you have any questions.

Hours: 9-5 PM
Phones: 736-0198 and 736-0272



walk down Mt. Pleas Ave.
go under back of New
Wing. Enter & take stairs
or elevator to library
main level.

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1979

LIBRARY BOARD MEETING OF FEBRUARY 26, 1979

EXPENDITURES

	PROPOSED BUDGET 1979	PAID MONTH OF JANUARY 1979	(DEDUCT) ACCOUNTS PAYABLE 12/31/78 INCLUDED IN JANUARY 1979 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31 79	BILLS ACCOUNTS PAYABLE AT 1/31/79 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BALANCES AT 1/31/79
SALARIES & WAGES	\$370,290	\$26,149.82	(\$ 10.00)	\$344,150.18		\$344,150.18
BINDING	1,500			1,500.00	\$ 231.04	1,268.96
COMMUNITY SERVICES	500	23.24	(23.24)	500.00	71.27	428.73
TRANSPORTATION	350			350.00		350.00
SEMINARS & WORKSHOPS	1,350			1,350.00		1,350.00
AUDIT	1,800			1,800.00		1,800.00
MGMT. & PROF. SERVICES	10,700	850.00	(850.00)	10,700.00	850.00	9,850.00
LEGAL	2,000			2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,249.72	(2,249.72)	23,000.00	993.05	22,006.95
MAIN LIBRARY-REPAIRS	7,000	52.00	(52.00)	7,000.00	461.25	6,538.75
TORY CORNER-RENTAL	540	135.00	(135.00)	540.00		540.00
BOOKMOBILE	6,500	116.44	(116.44)	6,500.00	305.25	6,194.75
SERVICE CONTRACTS	5,000	95.65	(95.65)	5,000.00	143.65	4,856.35
BOOKS	55,000	2,443.28	(2,443.28)	55,000.00	2,281.83	52,718.17
SUPPLIES-LIBRARY	12,100	601.74	(607.94)	12,106.20	537.13	11,569.07
MICROFILM	2,000			2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	77.60	(77.60)	10,000.00	101.97	9,898.03
PAMPHLETS	700	99.58	(99.58)	700.00	5.54	694.46
AUDIO-VISUAL-MATERIALS	1,500			1,500.00	173.38	1,326.62
INSURANCE	7,000	275.00	(275.00)	7,000.00		7,000.00
TELEPHONE	3,500	163.80	(163.80)	3,500.00	170.71	3,329.29
POSTAGE	3,000			3,000.00	300.00	2,700.00
EMPLOYEE HEALTH-HOSP.	14,800	1,133.56		13,666.44		13,666.44
ANNUAL REPORT	200			200.00		200.00
TYPEWRITERS	1,800			1,800.00	1,620.00	180.00
READING ROOM-CHAIRS	-0-			-0-		-0-
STAFF FURNITURE	-0-			-0-		-0-
MAINTENANCE EQUIPMENT	500			500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500			1,500.00		1,500.00
SOCIAL SECURITY	23,000			23,000.00		23,000.00
PUBLIC EMPLOYEES RETIREMENT SYSTEM	26,000	1,129.52	(1,129.52)	26,000.00		26,000.00
FIRE ALARM	-0-			-0-		-0-
BURGLAR ALARM	-0-			-0-		-0-
JANITORIAL SUPPLIES	2,000			2,000.00	35.39	1,964.61
SUPPLEMENTAL-JANITOR SVC.	4,000			4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000			3,000.00		3,000.00
NEW LIBRARY ADDITION						
EXPENSES-SEE PAGE 2	47,700			47,700.00		47,700.00
<u>TOTAL</u>	<u>\$649,830</u>	<u>\$35,595.95</u>	<u>(\$ 8,328.77)</u>	<u>\$622,562.82</u>	<u>\$8,281.46</u>	<u>\$614,281.36</u>

PROPOSED BY TOWN OF W.O.	\$525,000
AVAILABLE FROM ACCUMULATED REVENUE	108,191
<u>TOTAL PROPOSED AVAILABLE</u>	<u>\$633,191</u>
<u>TOTAL PROPOSED BUDGET</u>	<u>649,830</u>
<u>BALANCE OF PROPOSED BUDGET AND AMOUNT AVAILABLE</u>	<u>\$ 16,639</u>

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JANUARY 1979LIBRARY BOARD MEETING OF FEBRUARY 26, 1979PROPOSED BUDGET1979NEW LIBRARY ADDITION

SALARIES	\$ 16,000
BENEFITS	2,000
UTILITIES	17,000
REPAIRS (SAVINGS)	(6,000)
INSURANCE	1,000
EQUIPMENT (SAVINGS)	(800)
BOOKS	5,000
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)
TELEPHONE EQUIPMENT & INSTALLATION (NON-RECURRING)	7,000
MOVING AND RELOCATION (NON-RECURRING)	8,000

TOTAL NEW ADDITION EXPENSES\$ 47,700

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF JANUARY 1979

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND	STATE AID FUND	ACCOUNTS PAYABLE 12/31/78
BALANCES AS OF 12/31/78	\$116,846.14	\$ 34,346.32	\$ 28,693.52	\$ 1,456.95	\$ 1,860.33	\$ 326.25	\$ -	\$ 41,834.00	\$ 8,328.77
TO TRANSFER FOLLOWING FUNDS TO									
ACCUMULATED REVENUE PER RESOLUTION:									
(A) 1978 BUDGET FUND BALANCE		(\$ 34,346.32)					\$ 34,346.32		
(B) 1978 FUNES & RESERVES FUND			(\$ 28,693.52)				28,693.52		
(C) 1978 LOST BOOK FUND				(\$ 1,456.95)			1,456.95		
(D) 1978 BOOK SALES AND EXCESS PROPERTY SOLD FUND					(\$ 1,860.33)		1,860.33		
(E) 1978 N.J. STATE AID FUND							41,834.00	(\$ 41,834.00)	
ADJUSTED BALANCE 1/1/79	\$116,846.14	-0-	-0-	-0-	-0-	\$ 326.25	\$108,191.12	-0-	\$ 8,328.77
ADD:									
ESTIMATED 1ST QTR. BUDGET FROM THE TOWN OF W.O.	\$120,000.00	\$120,000.00							
FINES			(\$ 2,066.23						
NON-RESIDENT FEE			(20.00						
PHOTOCOPIES			(183.70						
BOOK RENTALS	2,425.67		(142.70						
MICRO-FILMS			(3.30						
TELEPHONE			(9.74						
LOST BOOKS	202.54			\$ 202.54					
EXCESS PROPERTY	105.35				\$ 105.35				-0-
TOTAL JAN. 1979 RECEIPTS	\$122,733.56	\$120,000.00	\$ 2,425.67	\$ 202.54	\$ 105.35	-0-	-0-		
TOTAL AVAILABLE I PLUS II	\$239,579.70	\$120,000.00	\$ 2,425.67	\$ 202.54	\$ 105.35	\$ 326.25	\$108,191.12	-0-	\$ 8,328.77
LESS: JANUARY 1979 EXPENDITURES	35,595.95	27,267.18							8,328.77
TOTAL CASH FUNDS - 1/31/79	\$203,983.75	\$ 92,732.82	\$ 2,425.67	\$ 202.54	\$ 105.35	\$ 326.25	\$108,191.12	-0-	-0-
ADD: DUE FROM THE TOWN OF W.O. FOR 2ND, 3RD, & 4TH QTR. BUDGET OTHER SOURCES		405,000.00 124,830.00 \$622,562.82 8,281.46 \$614,281.36							\$ 92,732.82 2,425.67 202.54
UNEXPENDED BUDGET BALANCE 1/31/79		\$ 19,257.35							105.35
LESS: ACCOUNTS PAYABLE 1/31/79		142,428.69							326.25
CASH FUNDS REPRESENTED BY:						\$163,541.97 40,000.00 126.25			108,191.12
CHECKING A/C-MIDLANTIC NAT'L BK. #734-0598-77		\$ 19,257.35	MIDLANTIC NAT'L BK.-C.OF D.#6130058						\$203,983.75
MIDLANTIC NAT'L BK. #02-073-0000-1770		142,428.69	PETTY CASH FUND						8,281.46
MIDLANTIC NAT'L BK. #02-073-0001161-0 UN.INS.FD.		1,020.08	PETTY CASH CHECKING A/C-MIDLANTIC						
MIDLANTIC NAT'L BK. #02-073-0001405-8 BOOK SALE 6/2/79		835.85	NAT'L BK.#734-0848-6						
		\$163,541.97							\$195,702.29

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 31, 1979 BILLS PRESENTED FOR PAYMENT ON
FEBRUARY 26, 1979

CHECKS ARE DATED
JANUARY 25, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4205	VOID		
4206	MIDLANTIC NAT'L BANK-F.W.T.-1/31/79	1. SALARIES	\$ 1,702.15
4207	W.O. FEDERAL CREDIT UNION	1. SALARIES	280.61
4208	STATE OF N.J. INCOME TAX - JAN. 1979	1. SALARIES	532.84
4209	TOWN OF W.O.-FEB.'79-HOSPITALIZATION	26. HOSPITALIZATION	1,133.56
4210	TOWN OF W.O.-EMPLOYEES-SOC.SEC. JAN.1979	1. SALARIES	1,602.41
4211	W.O.PUBLIC LIBRARY-UNEMPLOYMENT INS. FUND	1. SALARIES	130.64
4212	P.E.R.S.#20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,465.00
4213	P.E.R.S.#20284-GROUP INS. FUND	1. SALARIES	102.96
4214	P.E.R.S.#20284-SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET PAYROLL #3549-3590 (42) 1/15/79	1. SALARIES	9,361.71
	NET PAYROLL #3591-3632 (42) 1/31/79	1. SALARIES	8,900.01
	<u>SUB-TOTAL</u>		\$ 25,254.55
	<u>ADD: CHECKS - #4151-4204-PRESENTED FOR</u> <u>PAYMENT ISSUED AT JANUARY 24, 1979 MEETING</u>		<u>10,357.60</u>
	<u>CHECKS ISSUED FOR THE MONTH OF JANUARY 1979</u>		\$ 35,612.15
	<u>LESS: CHECK -#4124 - VOIDED</u>	4. SUPPLIES	<u>16.20</u>
	<u>TOTAL EXPENDITURES - MONTH OF JANUARY 1979</u> <u>PER BUDGET REPORT</u>		<u>\$ 35,595.95</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart MacKinnon CPA

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1979CHECKS ARE DATED
FEBRUARY 28, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4215	MIDLANTIC NAT'L BANK-F.W.T. 2/15/79	1. SALARIES	\$ 1,867.99
4216	W.O. FEDERAL CREDIT UNION	1. SALARIES	280.61
4217	POSTMASTER	13. POSTAGE	300.00
4218	PETTY CASH CHECKING A/C	EXCHANGE	200.00
4219	A. ABORN EXTERMINATING Co.	11. SERVICE CONTRACTS	15.00
4220A	AL's AUTO PARTS, INC.	8. MAINT. MOB.	\$ 17.50
B	" " " "	8. " "	212.75
4221	AMERICAN ASS'N FOR STATE & LOCAL HISTORY	2. BOOKS	16.75
4222	AMERICAN LIBRARY ASS'N PUBLIC INF. OFFICE	4. SUPPLIES	2.00
4223	AMERICAN RED CROSS ESSEX CHAPTER	2. BOOKS	8.90
4224A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	44.80
B	" " " "	11. " "	7.90
C	" " " "	11. " "	38.95
4225A	THE BAKER & TAYLOR Co.	2. BOOKS	112.09
B	" " " "	2. " "	15.93
C	" " " "	2. " "	23.18
D	" " " "	2. " "	27.10
E	" " " "	2. " "	95.63
F	" " " "	2. " "	30.10
4226A	THE BAKER & TAYLOR Co.	2. BOOKS	(8.95)
B	" " " "	2. " "	53.56
C	" " " "	2. " "	109.52
D	" " " "	2. " "	350.33
4227	BANTAM BOOKS	2. BOOKS	7.40
4228A	BROADSTREET, INC.	4. SUPPLIES	42.90
B	" " " "	4. " "	3.90
C	" " " "	4. " "	93.60
D	" " " "	4. " "	46.80
4229	BRODART, INC.	4. SUPPLIES	108.00
4230	CENTER FOR SCIENCE IN THE PUBLIC INTEREST	2. BOOKS	2.50
4231	CHAMBERS RECORD CORP.	2. BOOKS	24.00
4232	CHILDREN'S BOOK COUNCIL, INC.	4. SUPPLIES	7.50
4233	COLUMBIA BOOKS, INC. PUBLISHERS	2. BOOKS	28.50
4234A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	7.07
B	" " " "	2. BOOKS	18.11
C	" " " "	2. " "	4.31
4235	COMMONWEALTH WATER Co.	6. MAINT. MAIN.	69.05
4236	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	86.90
4237	DANCE MAGAZINE COLLEGE GUIDE	2. BOOKS	7.50
4238	DEACON PRESS	4. SUPPLIES	95.00
4239A	DIMONDSTEIN BOOK EXPRSS	2. BOOKS	121.35
B	" " " "	2. " "	27.16
C	" " " "	2. " "	30.85
D	" " " "	2. " "	5.55
E	" " " "	2. " "	22.82
F	" " " "	2. " "	7.95
G	" " " "	2. " "	34.72
H	" " " "	2. " "	11.10
I	" " " "	2. " "	7.44
J	" " " "	2. " "	18.51
4240	DOBBS BROS. LIBRARY BINDING Co. OF VA.	3. BINDING	287.45
			231.04

JANUARY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1979

CHECKS ARE DATED
FEBRUARY 28, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4241A	DOUBLEDAY & Co., INC.	2. BOOKS	\$ 10.68	
B	" " " "	2. "	33.43	
C	" " " "	2. "	51.00	
D	" " " "	2. "	18.75	
E	" " " "	2. "	26.72	
F	" " " "	2. "	13.36	
G	" " " "	2. "	13.36	
H	" " " "	2. "	17.00	
I	" " " "	2. "	<u>15.00</u>	\$ 199.30
4242	ENVIRONMENTAL EDUCATION PUBLISHING SERVICE	2. BOOKS		5.00
4243	EUROPA PUBLICATIONS LIMITED	2. BOOKS		84.00
4244A	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN.	117.48	
B	" " "	6. " "	150.90	
C	" " "	6. " "	39.16	
D	" " "	6. " "	58.74	
E	" " "	6. " "	<u>78.32</u>	444.60
4245A	GAYLORD BROS., INC.	2. BOOKS	15.09	
B	" " "	4. SUPPLIES	<u>37.93</u>	53.02
4246	GENERAL MAGAZINE CO.	19. MAGAZINES		53.67
4247A	GENE HACKER, INC.	21. A/V SOFTWARE	44.50	
B	" " "	21. " "	<u>99.50</u>	144.00
4248	THE INSTITUTE FOR RESEARCH	2. BOOKS		12.54
4249	IBM CORPORATION	17. EQUIPMENT		1,620.00
4250	J & S VACUUM CLEANER CO.	6. MAINT. MAIN.		16.65
4251A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES - JAN.	3.45	
B	" " "	4. " "	<u>3.29</u>	6.74
4252	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES		15.00
4253	LEAGUE OF WOMEN VOTERS OF N.J.	20. PAMPHLETS		5.54
4254	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES - JAN.		24.90
4255	LIBRARIES UNLIMITED, INC.	2. BOOKS		17.69
4256	MACMILLAN PUBLISHING CO., INC.	2. BOOKS		31.96
4257	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES		850.00
4258	MARTINDALE-HUBBELL, INC.	2. BOOKS		110.00
4259	MONROE	11. SERVICE CONTRACTS		37.00
4260	NATIONAL ASS'N OF THE DEAF	2. BOOKS		11.90
4261	NATIONAL FUEL OIL CO., INC.	6. MAINT. MAIN.		924.00
4262	NATIONAL REGISTER PUBLISHING CO., INC.	2. BOOKS		38.70
4263A	NEAL SCHUMAN PUBLISHERS, INC.	2. BOOKS	7.45	
B	" " " "	2. "	<u>7.45</u>	14.90
4264A	NEW JERSEY BELL	9. TELEPHONE	158.40	
B	" " "	9. "	<u>12.31</u>	170.71
4265	N.J. CANDEY & TOBACCO CO.	4. SUPPLIES		84.50
4266	PLUMBERS SUPPLY CO., INC.	4. SUPPLIES - JAN.		3.75
4267	PRENTICE HALL, INC.	2. BOOKS		5.56
4268A	PRESCRIPTION CENTER	21. A/V MATERIALS	24.06	
B	" " "	21. " "	<u>5.32</u>	29.38
4269	REGENT BOOK COMPANY, INC.	2. BOOKS		50.82
4270	RUTGERS UNIVERSITY PRESS	2. BOOKS		2.95
4271	T. K. SANDERSON ORGANIZATION	2. BOOKS		27.50
4272	HERMAN H. SCHNEPEL, JR.	2. BOOKS		5.56
4273	SHAR-FREY, INC.	2. BOOKS		10.76

WEST ORANGE FREE PUBLIC LIBRARY

7.

JANUARY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1979

CHECKS ARE DATED
FEBRUARY 28, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4274	SILVER BURDETT COMPANY	2. BOOKS	\$ 9.72
4275	THE STAR LEDGER	10. COMMUNITY REL.	52.29
4276	TAN BOOKS & PUBLISHERS, INC.	2. BOOKS	5.00
4277	THE UNDERWRITER PRINTING & PUBLISHING Co.	2. BOOKS	37.40
4278	WATSON-GUPTILL PUBLICATIONS	2. BOOKS	12.10
4279	WEST HUDSON BODY REPAIR, INC.	8. MAINT. MOB.	75.00
4280	WORLD BOOK CUSTOMER ACCTS.	2. BOOKS	265.50
4281A	WORRALL PUBLICATIONS, INC.	10. COMMUNITY RELATIONS	\$ 6.76
B	" " "	10. " "	12.22
4282	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	48.30
<u>SUB-TOTAL</u>			\$ 10,630.06
<u>LESS: CHECK #4215-MIDLANTIC NAT'L BANK</u>		1. SALARIES	1,867.99
#4216-W.O. FEDERAL CR. UNION		1. SALARIES	280.61
#4218-PETTY CASH CHECKING A/C		EXCHANGE	200.00
			2,348.60
<u>TOTAL ACCOUNTS PAYABLE-JANUARY 31, 1979</u>			
<u>PER BUDGET REPORT</u>			\$ 8,281.46

PAYMENT RECOMMENDED BY:

Emma-Lou Carnecki

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Markheim CPA*

AGENDA

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

DIRECTOR'S
MONTHLY REPORT

March 28, 1979

My sincere appreciation to all of you for your flowers, letters, cards and inquiries about my health and welfare during my illness. Thank you very much!

Experience has taught me that the "show" must and can go on in the absence of key persons in an organization. You and the staff are to be commended for your terrific performance during my period of absence from the library. Couldn't have done better myself! Thanks loads for the hard work and your full cooperation.

*We can no longer ignore the dire need for security protection on the nights the library is open from 5:30 - 9:30 Monday, Tuesday and Wednesday. The problem is growing worse with teenagers hanging around, running throughout the building, and even throwing rocks which intimidates patrons and the staff is petrified. Your immediate decision on a security plan at this meeting will be appreciated. (See attached)

You may be interested to know that I met with Mr. J. Donadio (675-3223), Trustee of the Community House. He explained that his Committee is entertaining the idea of transferring our branch library from the third floor to the first, adjacent to their reading room. We toured the building and I was very impressed with the idea. I expressed hopes that you would concur because of convenience for elderly patrons and accessibility.

On the same day Mr. Sagosz was informed of the matter and given Mr. Donadio's telephone number so he could discuss the matter for further clarification for the Board.

Congratulations are in order for Mesdames Goss and Some for having submitted a second place winner in the 1978 Public Relations Contest sponsored by the N. J. L. A. The promotional aid submitted by our library was selected from many entries by a panel of judges who are actively involved in public relations.

Awards will be presented at the N. J. L. A. Spring Conference banquet on the night of April 25th. In addition, winning entries will be displayed in the Conference Hospitality Suite during the entire Conference.

At the request of members of the Rotary Annes Club, I, along with Mark Donnelly, spoke to the group and had a slide presentation about the progress of the new wing. The reception was very good and we feel that we were able to reach some who were not at all aware of what the library is all about and some of the services we offer. The program was held at Mayfair Farms during the monthly meeting of the Club on February 3rd.

The 1979 Trustee list was sent to Trenton and all places where it was required. The 1978 Statistical Report was mailed to Trenton on February 12th.

Last, but not least, I personally received a check in the amount of \$2,200 from Mrs. Rose Zimmerman as promised by her on April 26, 1978 when she attended the Board meeting. The check is in payment for the laboratory adjacent to the Director's Office and can be found in our safe.

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

Lola N. Reed, Director

*A possible solution is to use the services of Auxiliary Police for this job.

WEST ORANGE PUBLIC LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MARCH 28, 1979

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill and William Sagosz. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Emma-Lou Czarnecki, Acting Director during Mrs. Reed's illness. A few members of the West Orange Public Library staff were also present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 2, 1979 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

Mrs. Jacqueline Lepore, Acting Supervising Library Assistant spoke to the Board of Trustees about the Circulation Dept. problems that the staff has encountered since the opening of the new addition. She requested that access of the lower section of the old building be made available to patrons, and that a charge-out machine be used at that location. Older books and magazines are housed in the lower area, and patrons would like to browse. Also, the staff has to run continuously from one level to another which interrupts the efficiency of the Circulation Dept.

Mr. Kupferer made a motion that the lower section of the old building be open to the public for circulation purposes with two library employees in attendance at all times, until such time that it needs to be closed for improvements. Mr. Lang seconded the motion, and it was passed unanimously.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the February 26, 1979 Board of Trustees meeting with the following corrections and additions. Mrs. Strauss seconded the motion, and it was carried unanimously.

1. To clarify paragraph 1, page 3, it is noted that discussion was held prior to Mr. Lang's motion regarding a bill in the amount of \$418.27 submitted by Mrs. Shoshkes for her revisions of the Furniture Bids. This amount included the cost of drafting, transcription and photocopying.

2. Page 3 under Personnel to include Mr. Lang's recommendation that the Board Attorney aid Mr. Thomas Ford in seeking Victim's Compensation from the State of New Jersey.

3. Page 1 under Financial Statement to read: "Mr. Manheim pointed out that there will be an approximate shortage of \$16,000 in the Proposed Budget for 1979. The amount of the budget is \$649,830 which includes approximately \$49,700 for the expenses for the new addition. Included in this would be non-recurring expenses for telephone installation, equipment, and the move and relocation."

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Lang questioned two checks made out to the West Orange Federal Credit Union (Vouchers 4285 & 4294). It was explained that these checks represent the employees' savings deductions from their paychecks which is sent to the credit union semi-monthly.

Mr. O'Neill questioned the payee of voucher #4301. It was determined that the check for \$198 was made out to Arnold Bernhard for a subscription to Value Line.

Mr. O'Neill questioned voucher #4337 to Public Service Electric and Gas Co. in the amount of \$2,894.74. It was determined that this large amount included a rate adjustment as well as regular usage of electricity for both buildings.

Mr. O'Neill questioned the rise in expenses in the book line, and why so many books would be needed. Mrs. Strauss explained that new books must be ordered to keep up with the patrons' requests. The library must always grow; otherwise it would become a building only for book storage.

Mr. Manheim mentioned that one voucher in the amount of \$179.95 is not listed on the Bills Presented for Payment as it was requested just prior to the Board meeting. It was a check for the purchase of a vacuum cleaner. The Board suggested that further investigation be made into the purchase of an industrial vacuum cleaner. A household cleaner would not in the long run be economical.

Mrs. Czarnecki reported that starting in April, Baker and Taylor Company will give the library a 40% discount on books. There will be no charge for shipping.

Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of February, 1979. Mrs. Grover seconded the motion, and it was carried unanimously.

2. Financial Statement:

Mr. Kupferer made a motion to transfer \$20,000 by March 31, 1979 for current expenses; and \$45,000 by April 15, 1979 from Statement Savings Account #02-073-0000-177-0 to the Checking Account #05987 at Midlantic Bank. Mr. Lang seconded the motion, and it was carried unanimously.

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

DIRECTOR'S REPORT:

Mr. Sagosz reported that he had met with Mr. Stan Rickle, Director of the Community House. Consideration is being made by the Trustees at the Community House to change the present library facility located on the 3rd floor to one of two locations. The first location is on the lower level with access to stacks, a reading area and fireplace. The other location is on the 2nd floor and is the present staff room. Mr. Rickle suggested that a Library Trustee meet with the Community House Trustees to discuss the plans. Mr. Lang offered to be the representative for the Library Board, and will make the necessary contacts for a meeting.

Mrs. Reed had requested in her report that the Board make a decision regarding a security plan. As no information has been obtained as yet as far as what security would be available, or the cost of security guards, Mrs. Strauss asked Mrs. Czarnecki to call the Auxiliary Police about securing a guard, and to obtain rates from the Special Police and private security agencies. Mr. Lang recommended that Mrs. Strauss be empowered to poll Board members to make a decision on the security matter when all of the information is made available. Mr. Cuzzo noted that the Auxiliary Police are only volunteers. Their use would usually be of a short term nature and for an emergency situation. Perhaps, the Auxiliary could fill in during the interim period until a definite security plan is worked out. Mrs. Reed feels that the most crucial time for a guard would be between 5:30 P. M. and 9:00 P. M.

Mrs. Strauss suggested that it might be feasible to place a mirror in the elevator to be used in viewing the hidden areas of the hallway.

Mrs. Czarnecki mentioned that Mrs. Reed would like the Board to consider installing vertical blinds on the windows of the work area because the sun is very hot. Mrs. Strauss explained that draperies are going to be installed after the library is completed. In the meanwhile, Mr. Sagosz will investigate the cost of obtaining brown plastic coverings for the windows.

COMMITTEES:

1. Building and Grounds:

Mr. Sagosz reported for Mr. Pasmantier on the current financial standing of the Building Fund. A credit for \$436 has been received from the architect for the elimination of work adjacent to the staff room. A credit was also received for \$510 for work cancelled in the lower Young Adult Area.

A proposal to erect additional sidewalks, curbing and bumpers for underneath the building for \$955 was submitted by the contractor. Mr. Sagosz suggested that the Board wait until the library is completed to obtain another estimate for the work. Mr. Lang mentioned that perhaps service clubs would like to undertake that kind of project, and if information could be put together requesting such a project, he would present it to the Rotary Club. Mrs. Strauss said that the Public Relations Committee could work on that project.

Mr. Sagosz explained that he had shut off the hot water a few months back as the hot water heater was not connected correctly. He suggested that after the library is completed, a new 30 gallon tank be installed instead of the present 50 gallon tank.

Mrs. Strauss announced that the Town Council had passed the final budget for 1979, and that the Library's portion was in the amount of \$525,000. She asked the Financial Committee to work on the budget as there is an approximate \$16,000 shortage in the Library's Proposed Budget for 1979.

The ceiling in the Children's Room is in bad condition. The contractor has been working on the ceiling and perhaps he can be approached about painting it. There is nothing on the finished schedule as to the painting. Mr. Sagosz suggested that the walls of the old building could be painted by the custodial staff at a later date.

(Building & Grounds Committee continued)

Change order #9 for the installation of a window in the garage has been approved by the Town Council.

There is about \$10,000 left in the Building Fund.

Mrs. Strauss said that Mrs. Shoshkes would like to appear at a Board meeting in reference to her additional charge for writing specifications. Mrs. Strauss suggested that because of the heavy agenda for March, she attend the April meeting.

Mr. Sagosz reported that Mrs. Zimmerman's check for \$2,200 for the lavatory adjacent to the Director's Office has been received and placed in the safe. Also, the estimate for covering the ladder in the upper hallway of the new building is \$450. Mr. sagosz said that he would be able to cover it for less than \$50.00 after the contractor is finished.

Mr. Sagosz stated that he had personal tools and some library tools taken during the move. He has replaced them for approximately \$65.00. Mrs. Czarnecki has the tools put away for safe keeping. Mrs. Strauss suggested that the Board pay for the stolen items.

Mr. Sagosz recommended that Mr. Frank Refinski check with the Director before buying any items for the library. The Board was in agreement.

2. Furnishings:

Mrs. Strauss said that Mrs. Shoshkes has the new furnishing bids and her recommendations will be forwarded to the Board.

Repair of Book Drop:

Mrs. Strauss stated that the book drop had been in dire need of repair, and that Mrs. Itkin had contacted a sheet metal man who generously repaired and painted it free of charge. Mrs. Grover will send a special thank you letter to the gentleman.

Mrs. Strauss expressed concern over the housekeeping in the new addition. She requested that the Director keep a watch over the cleaning. It's a new building and should be kept as clean as possible.

Mrs. Strauss mentioned that she had been approached by patrons questioning the entrance to the library. It appears that many people believe that the new addition is the permanent set-up and that they are dismayed at the situation. It was agreed that the public should be informed through a poster or notice that the set-up of the library is only temporary and that the other entrance and exits will be available in the future.

Mr. Sagosz stated that the specifications for the roof repair was sent to Town Hall with an accompanying letter.

3. Personnel Committee:

Mr. Lang made a motion to have the job descriptions as part of the staff manual. Mr. O'Neill seconded the motion.

Discussion was held to determine what the contents of a staff manual should

(Personnel Committee continued)

encompass, and if the job descriptions should be a part of it. The Board agreed that the job descriptions should be separate from the manual and should be made available to Trustees. Mrs. Strauss recommended that the above motion be recinded in favor of having a set of job descriptions included in a packet of information to be given to all new Trustees. The motion was recinded.

4. Publicity Committee:

Mrs. Grover reported that she will contact Mrs. Some about having a meeting about the library's opening tentatively scheduled for September.

Mrs. Strauss reminded the Trustees to provide names for an ad hoc committee for the opening of the library.

Mr. O'Neill said that the Fund Raising Committee will meet when Mr. Pasmantier is available.

OLD BUSINESS:

Mrs. Grover said that Mrs. Some has 39 people signed up for the Pompeii Bus Trip. The \$528 collected will be deposited into the checking account as a check will have to be drawn to pay for the trip.

Mr. Manheim stated that he was under the impression that the check for the bathroom would be used to defray Building Fund costs. Therefore, the check should be sent to Town Hall. Mr. Manheim will contact Mr. Corwick, the Business Administrator, about the disposition of the check.

NEW BUSINESS:

Mrs. Czarnecki related that three West Orange residents have expressed interest in exhibiting at the opening. As the Board has not decided on the opening ceremonies, this will be discussed at a later date.

Mrs. Strauss stated that the heating system has not been balanced as yet. She asked the Board about setting the thermostat to a winter and summer temperature. Energy Control guidelines should be consulted as to the proper settings.

Mrs. Czarnecki said that the Fire Department recommended the installation of 2 fire extinguishers for the new building. Mrs. Strauss suggested that they be ordered as soon as possible and that the Fire Department should be consulted for the correct size of the extinguishers. Mrs. Czarnecki also explained that the Fire Department didn't feel it was necessary to hold a fire drill under the current physical set-up of the library. Mr. Cuozzi said that from a legal standpoint, the Fire Department should provide some organized fire drill whatever the conditions, as it would offset the library's liability if a fire was to occur. The Dept. will be contacted again.

Mrs. Strauss purchased three sets of bookends for the employees who have left the library. They have been forwarded from Bamberger's, and a separate letter sent to each person.

Mrs. Strauss had a meeting with some of the professional staff and Mr. Nick Vecchio, representing UNICO, an organization of business and professional men of Italian origin. There is a sizeable amount of money available they wish to disperse between the Orange and West Orange libraries. Plans are proceeding to determine how best to use the funds, and Miss Cushing is the liason between our library and Orange Library.

Mrs. Strauss recommended the purchase of professional signs for the book-stacks and library when everything is in its final place. The Board concurred that this would be helpful in locating books, etc. Mr. O'Neill offered his services to work on that project.

COMMUNICATIONS:

Mrs. Grover read a letter from the West Orange Public Library Employees' Association in which concern was expressed over the security problem. Mrs. Strauss recommended that even though action previously had been taken at the beginning of the meeting, it might be feasible to hire a guard immediately until all of the security information has been received to take further action.

Mr. Sagosz made a motion that the Board of Trustees hire a special policeman for security purposes during the hours of 5:30-9:15 P. M., wages to be taken from the salary line of the budget. Mrs. Grover seconded the motion, and it was carried unanimously.

Mrs. Czarnecki will make arrangements to hire a guard and will particularly request an officer who can effectively handle the library's particular security problem.

Mrs. Grover thanked Mr. Cuozzi for writing two letters for her. One was a letter to Mrs. Shoshkes explaining the Board's rejection of her bill for redrafting the furniture specifications. The second letter was sent to Mr. McPherson, the Library Consultant, asking him to consider accepting an adjustment in his fee for professional services. Mr. McPherson replied and accepted the settlement offered by the Board in the amount of \$225.

Mr. Sagosz made a motion that the Board of Trustees pay Mr. McPherson \$225 for his professional services. Mrs. Grover seconded the motion, and it was carried unanimously.

A second communication from the Employees' Association requested the Board to consider the reinstatement of General Election Day (day-in-lieu-of) in place of closing the library for Martin Luther King's Day. They requested Martin Luther King's Day to be an additional holiday for full-time staff, and to have it a day-in-lieu-of holiday so part-time staff could work and not lose a day's salary. Mrs. Strauss asked the Personnel Committee to review the request.

Mrs. Grover mentioned that a letter had been sent to Mrs. Ericsson stating her hourly wage based upon Board policy as per a previous resolution.

Mr. Sagosz will investigate the possibility of obtaining an expert to be a consultant to the library in regard to the lighting.

PUBLIC PARTICIPATION:

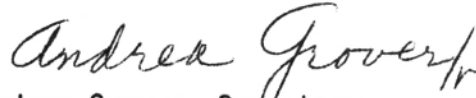
Mr. Donnelly, of the staff, asked the Board to clarify what happens when a full-time employee goes to part-time and vice versa. He also questioned the Board about remedying the parking situation by the back entrance. Mrs. Strauss recommended that the Building and Grounds Committee look into the situation. As "No Smoking" signs are not in evidence, the Fire Dept. should be contacted to obtain some for placement within the library.

Adjournment was at 10:00 P. M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandra Goss".

Sandra Goss, Secretary

A handwritten signature in cursive script, appearing to read "Andrea Grover".

Andrea Grover, Secretary
Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF FEBRUARY 1979

LIBRARY BOARD MEETING OF MARCH 28, 1979

	PROPOSED BUDGET 1979	PAID MONTH OF FEBRUARY 1979	1979 ACCUMULATED BUDGET EXPENDITURES PAID 2 MONTHS ENDED 2/28/79	UNEXPENDED BUDGET BALANCE ON 2/28/79	BILLS ACCOUNTS PAYABLE AT 2/28/79 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BAL- ANCES AT 2/28/79
SALARIES & WAGES	\$370,290	\$ 27,300.89	\$ 53,440.71	\$316,849.29		\$316,849.29
BINDING	1,500	231.04	231.04	1,268.96		1,268.96
COMMUNITY SERVICES	500	71.27	71.27	428.73	\$ 250.00	178.73
TRANSPORTATION	350	-0-	-0-	350.00		350.00
SEMINARS & WORKSHOPS	1,350	-0-	-0-	1,350.00		1,350.00
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MGMT. & PROF. SERVICES	10,700	850.00	850.00	9,850.00	850.00	9,000.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	993.05	993.05	22,006.95	2,894.74	19,112.21
MAIN LIBRARY-REPAIRS	7,000	461.25	461.25	6,538.75	90.74	6,448.01
TORY CORNER-RENTAL	540	-0-	-0-	540.00		540.00
BOOKMOBILE	6,500	305.25	305.25	6,194.75	102.70	6,092.05
SERVICE CONTRACTS	5,000	143.65	143.65	4,856.35	158.10	4,698.25
BOOKS	55,000	2,281.83	2,281.83	52,718.17	4,525.67	48,192.50
SUPPLIES-LIBRARY	12,100	537.13	530.93	11,569.07	498.55	11,070.52
MICROFILM	2,000	-0-	-0-	2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	101.97	101.97	9,898.03		9,898.03
PAMPHLETS	700	5.54	5.54	694.46	15.00	679.46
AUDIO-VISUAL-MATERIALS	1,500	173.38	173.38	1,326.62	4.95	1,321.67
INSURANCE	7,000	-0-	-0-	7,000.00	48.00	6,952.00
TELEPHONE	3,500	170.71	170.71	3,329.29	201.98	3,127.31
POSTAGE	3,000	300.00	300.00	2,700.00		2,700.00
EMPLOYEE HEALTH-HOSP.	14,800	1,069.14	2,202.70	12,597.30		12,597.30
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	1,620.00	1,620.00	180.00		180.00
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	-0-	-0-	500.00		500.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	-0-	-0-	23,000.00		23,000.00
PUBLIC EMPLOYEES						
RETIREMENT SYSTEM	26,000	-0-	-0-	26,000.00		26,000.00
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-		-0-
JANITORIAL SUPPLIES	2,000	35.39	35.39	1,964.61	328.97	1,635.64
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	-0-	3,000.00		3,000.00
NEW LIBRARY ADDITION						
EXPENSES-SEE PAGE 2	47,700	-0-	-0-	47,700.00		47,700.00
TOTAL	\$649,830	\$ 36,651.49	\$ 63,918.67	\$585,911.33	\$ 9,969.40	\$575,941.93

PROPOSED BY TOWN OF W.O.	\$525,000
AVAILABLE FROM ACCUMULATED REVENUE	108,191
<u>TOTAL PROPOSED AVAILABLE</u>	<u>\$633,191</u>
<u>TOTAL PROPOSED BUDGET</u>	<u>649,830</u>
<u>BALANCE OF PROPOSED BUDGET OVER AMOUNT AVAILABLE</u>	<u>\$ 16,639</u>

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF FEBRUARY 1979
LIBRARY BOARD MEETING OF MARCH 28, 1979

PROPOSED BUDGET
1979

NEW LIBRARY ADDITION

SALARIES	\$ 16,000
BENEFITS	2,000
UTILITIES	17,000
REPAIRS (SAVINGS)	(6,000)
INSURANCE	1,000
EQUIPMENT (SAVINGS)	(800)
BOOKS	5,000
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)
TELEPHONE EQUIPMENT & INSTALLATION (NON-RECURRING)	7,000
MOVING AND RELOCATION (NON-RECURRING)	8,000
	<hr/>
<u>TOTAL NEW ADDITION EXPENSES</u>	<u>\$ 47,700</u>

3.

BALANCES AS OF 1/31/79

TOTAL ALL FUNDS	BUDGET ALL FUND	FINES & RESERVES FUND	LOST BOOK FUND
\$203,983.75	\$ 92,732.82	\$ 2,425.67	\$ 202.54
		(\$ 1,145.68	
		(20.00	
		(140.80	
\$ 1,427.58		(99.45	
		(3.50	
		(13.15	
		(5.00	
83.36			\$ 83.36
82.00			

\$ 1,592.94	-0-	\$ 1,427.58	\$ 83.36
\$205,576.69	\$ 92,732.82	\$ 3,853.25	\$ 285.90
36,651.49	36,651.49	-0-	-0-
\$168,925.20	\$ 56,081.33	\$ 3,853.25	\$ 285.90

405,000.00
124,830.00
<u>\$585,911.33</u>
9,969.40
<u><u>\$575,941.93</u></u>

598-77	
UNEMPLOYMENT INS. FUND	
BOOK SALE	
-9.77% DUE 6/2/79	
0848-6	
	\$ 23,405.86
	104,021.63
	20.08
	835.85
	40,000.00
	326.25
	<u>315.53</u>
	\$168,925.20

598-77	
UNEMPLOYMENT INS. FUND	
BOOK SALE	
-9.77% DUE 6/2/79	
0848-6	
	\$ 23,405.86
	104,021.63
	20.08
	835.85
	40,000.00
	326.25
	<u>315.53</u>
	\$168,925.20

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 28, 1979 BILLS PRESENTED FOR PAYMENT ON
MARCH 28, 1979

CHECKS ARE DATED
FEBRUARY 28, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4283	MIDLANTIC NAT'L BANK-W.T.-2/28/79	1. SALARIES	\$ 1,826.36
4284	WEST ORANGE FEDERAL CREDIT UNION	1. SALARIES	280.61
4285	STATE OF N.J.-INCOME TAX-FEB. 1979	1. SALARIES	560.11
4286	TOWN OF W.O.-HOSPITALIZATION-MARCH 1979	26. HOSPITALIZATION	1,069.14
4287	TOWN OF W.O.-SOC. SEC. - FEB. 1979	1. SALARIES	1,673.53
4288	W.O. FREE PUBLIC LIBRARY-UNEMP.INS.FEB.1979	1. SALARIES	136.45
4289	P.E.R.S.#20284 - PENSIONS, LOANS, ETC.	1. SALARIES	1,468.46
4290	P.E.R.S.#20284 - GROUP INS. FUND	1. SALARIES	102.92
4291	P.E.R.S.#20284 - SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
	NET P/R -2/15/79-#3633-3674 (42)	1. SALARIES	9,760.88
	NET P/R -2/28/79-#3675-3715 (41)	1. SALARIES	9,300.31
 <u>SUB-TOTAL</u>			 \$ 26,221.43
 <u>ADD: CHECKS -#4215-4282-PRESENTED FOR PAYMENT</u> ISSUED AT FEBRUARY 26, 1979 MEETING			 <u>10,630.06</u>
 <u>CHECKS ISSUED FOR THE MONTH OF FEBRUARY-1979</u>			 \$ 36,851.49
 <u>LESS: CHECK #4218 - PETTY CASH CHECKING A/C - EXCHANGE</u>			 <u>200.00</u>
 <u>TOTAL EXPENDITURES - MONTH OF FEBRUARY 1979</u> <u>PER BUDGET REPORT</u>			 \$ 36,651.49

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Robert Novick* CPA

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 28, 1979

CHECKS ARE DATED
MARCH 28, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4292	MIDLANTIC NAT'L BANK-F.W.T.-3/15/79	1. SALARIES	\$ 1,605.83
4293	VOIDED		-0-
4294	W.O. FEDERAL CREDIT UNION	1. SALARIES	280.61
4295	AMERICAN MUSEUM OF NAT'L HISTORY	10. COMMUNITY RELATIONS	250.00
4296	AL's AUTO PARTS, INC.	8. MAINT. MOB.	1.80
4297	AMERICAN PAPER TOWEL Co.	4. SUPPLIES - JAN.	38.10
4298A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 49.25
B	" " " "	11. " "	70.15
C	" " " "	11. " "	38.70
4299A	THE BAKER & TAYLOR Co.	2. BOOKS	15.96
B	" " " "	2. " "	86.13
C	" " " "	2. " "	12.85
D	" " " "	2. " "	109.72
4300A	THE BAKER & TAYLOR Co.	2. BOOKS	343.70
B	" " " "	2. " "	297.49
C	" " " "	2. " "	101.11
D	" " " "	2. " "	936.21
E	" " " "	2. " "	686.74
F	" " " "	2. " "	140.15
G	" " " "	2. " "	54.21
4301		2. BOOKS	198.00
4302	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	32.00
4303	R. R. BOWKER	2. BOOKS	14.95
4304	BRATTLE PUBLICATIONS	2. BOOKS	13.16
4305A	BRODART, INC.	4. SUPPLIES	104.00
B	" " " "	4. " "	259.15
4306A	C.W. ASSOCIATES	2. BOOKS	7.50
B	" " " "	2. " "	19.50
C	" " " "	2. " "	7.60
4307	CALIFORNIA HEALTH PUBLICATIONS	2. BOOKS	12.95
4308	COLUMBIA UNIVERSITY	2. BOOKS	12.44
4309	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	56.25
4310	CURTIS SERVICE, INC.	8. MAINT. MOB.	100.90
4311	DEACON PRESS	4. SUPPLIES	32.00
4312A	DIMONDSTEIN BOOK EXPRESS	2. BOOKS	255.87
B	" " " "	2. " "	4.31
C	" " " "	2. " "	12.40
D	" " " "	2. " "	23.44
E	" " " "	2. " "	10.72
F	" " " "	2. " "	32.68
G	" " " "	2. " "	112.18
H	" " " "	2. " "	38.59
I	" " " "	2. " "	6.26
J	" " " "	2. " "	16.06
4313A	DOUBLEDAY & Co., INC.	2. BOOKS	37.17
B	" " " "	2. " "	20.63
C	" " " "	2. " "	19.46
4314	E.L. CONGDON & SONS LUMBER Co.	4. SUPPLIES-JAN.	11.95
4315	FARMER ELECTRICAL SUPPLY	6. MAINT. MAIN.	58.74
4316A	FOWLER AGENCY	5. INSURANCE	(42.00)
B	" " " "	5. " "	90.00
4317	FREELINE, INC.	4. SUPPLIES	9.40
4318	FREYTAG FLOWERS	4. SUPPLIES	12.50
4319	GALE RESEARCH Co.	2. BOOKS	43.94
4320	GROLIER YEAR BOOK, INC.	2. BOOKS	13.00
4321	HERMES PRESS	2. BOOKS	7.45

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 28, 1979

CHECKS ARE DATED
MARCH 28, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4322	HIMALAYAN INSTITUTE	2. BOOKS	\$ 15.95
4323	JEWISH PUBLICATION SOCIETY OF AMERICA	2. BOOKS	12.75
4324A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	\$ 12.90
B	" " " "	4. " "	5.07
4325	KNOWLEDGE INDUSTRY PUBLICATIONS, INC.	2. BOOKS	25.50
4326A	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.	54.05
B	" " " " " "	4. " "	206.90
4327	MCGRAW-HILL BOOK CO.	2. BOOKS	21.11
4328A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	5.66
B	" " " " " "	2. " "	8.66
C	" " " " " "	2. " "	4.19
4329	MANAGEMENT COUNSELORS, INC. PUB. DIV.	2. BOOKS	28.50
4330	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES	850.00
4331	NATIONAL FIRE PROTECTION	2. BOOKS	48.72
4332A	NEW JERSEY BELL	9. TELEPHONE	190.58
B	" " " "	9. " "	11.40
4333	N.J.C.T. CORP.	4. SUPPLIES	81.50
4334	PETERSON'S GUIDE	2. BOOKS	6.60
4335A	PRENTICE-HALL, INC.	2. BOOKS	19.60
B	" " " "	2. " "	5.56
C	" " " "	2. " "	9.80
D	" " " "	2. " "	10.41
4336	PRESCRIPTION CENTER	21. A/V MATERIALS	45.37
4337	PUBLIC SERVICE ELECTRIC & GAS CO.	6. MAINT. MAIN.	4.95
4338	ST. MARTIN'S PRESS, INC.	2. BOOKS	2,894.74
4339	SHAR-FREY, INC.	2. BOOKS	14.19
4340	SILVER BURDETT CO.	2. BOOKS	20.72
4341	STANDARE & POOR'S CORP.	2. BOOKS	9.27
4342	STATE INDUSTRIAL DIRECTORIES	2. BOOKS	352.45
4343	THE U N A B A S H E D LIBRARIAN	2. BOOKS	75.25
4344	THE H. W. WILSON CO.	20. PAMPHLETS	15.00
4345	VOIDED	2. BOOKS	50.00
			-0-
<u>SUB-TOTAL</u>			\$ 11,855.84
<u>LESS: CHECK #4292-MIDLANTIC NAT'L BANK</u>		1. SALARIES	\$1,605.83
#4294-W.O.FEDERAL CREDIT UNION		1. SALARIES	280.61
			1,886.44
<u>TOTAL ACCOUNTS PAYABLE-FEBRUARY 28, 1979</u>			\$ 9,969.40
<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPAs

BY: *Robert Mankin CPA*

AGENDA
OF THE
BOARD OF TRUSTEES
WEST ORANGE PUBLIC LIBRARY

APRIL 30, 1979

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

WEST ORANGE PUBLIC LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
APRIL 30, 1979

The meeting was called to order at 8:30 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill, and Paul Pasmantier. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

Prior to the meeting, Mrs. Shoshkes spoke to the Trustees about her bill for Furnishing Specifications. (Board motion of 2/26/79, p. 3). As a result of the discussion that followed Mrs. Shoshkes' appearance, Mr. Pasmantier recommended that a letter be sent to Mrs. Shoshkes stating the Board's appreciation for her spirit of cooperation in regard to the specification. However, due to the extremely tight budget, the Board cannot approve payment of this bill. Mr. Cuozzi will write a letter to this effect.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 2, 1979 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the "Open Public Meetings Act", proper notice of the meeting and all library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger" the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. O'Neill stated that the statement which he had made on P. 2 of the Minutes of the March, 1979 Board of Trustees Minutes had been misunderstood. He had questioned whether space was available for the purchase of a large number of books.

Mr. Lang made a motion to accept the Minutes of the March 28, 1979 Board of Trustees meeting with Mr. O'Neill's correction. Mr. O'Neill seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. O'Neill questioned the issuance of two checks to Baker & Taylor. Mr. Manheim explained that it was a matter of bookkeeping depending on how many bills had been received and when.

Mr. Lang questioned voucher #1491 to Gaylord Brothers, line item--supplies. Mrs. Reed explained that supply orders go out about every three months. The items listed on this particular invoice included book pockets, cards, tape, etc.

Mr. Lang questioned voucher #4433 to Warren, Gorham and Lamont, Inc. Mr. Manheim explained that this was an investment service and this was a renewal for the subscription.

Mr. Manheim presented the following vouchers to be placed on the list of Bills Presented for payment:

- #4446 - to Emma-Lou Czarnecki in the amount of \$142.90 for NJLA Convention expenses.
- #4447 - to Mark Donnelly in the amount of \$30.30 for NJLA Convention expenses.
- #4448 - to Anthony Spina in the amount of \$32.00 for Security Guard expenses.
- #4449 - to Gerald W. Halfpenny in the amount of \$32.00 for Security Guard expenses.
- #4450 - to Frank Dascoli in the amount of \$28.00 for Security Guard expenses.
- #4451 - to John McGuire in the amount of \$32.00 for Security Guard expenses.
- #4452 - to Richard Murphy, Sr. in the amount of \$240 for Security Guard expenses.

It was decided by the Board of Trustees that Mr. Manheim will establish a temporary category for Security Expenses.

Mr. Lang made a motion to accept the Bills Presented for Payment. Mrs. Grover seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim pointed out that the Pompeii Bus Trip checks have been added to the Community Services Line giving a credit of \$294 to the budget. As payments are made for the trip, the amount will be reduced.

Mr. Lang made a motion to transfer \$15,000 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank for current expenses. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mr. Lang noted that the salary line has been running much lower than anticipated. He questioned Mr. Manheim as to the possibility of it increasing later in the year. Mr. Manheim explained that when the Board of Trustees approves the 1979 Budget, the employees will be receiving their 1979 pay increases with retroactive pay back to January 1. Mrs. Strauss also added that three employees had terminated employment and have not yet been replaced.

Mrs. Strauss said that the Library Budget has not been adopted because the Board was waiting to hear from the Financial Committee as to their recommendations. Mr. Lang stated that the Committee will meet in the following month.

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

DIRECTOR'S REPORT:

Mrs. Reed read Mrs. Czarnecki's report to the Trustees covering the period of time she was Acting Director during Mrs. Reed's illness. Mrs. Czarnecki mentioned the Security Guard problems, the sun and heat problems in regard to the windows, the installation of mirrors in the elevator and stairwell, and requests from Mr. Pellecchia for Board action to be taken on building problems.

Mrs. Reed thanked the staff and Board of Trustees for their best wishes and support during her recent long illness. She gave special recognition to the staff and Mrs. Czarnecki for their dedication and good work during her absence.

Mrs. Reed received a telephone call from Sgt. O'Connell informing her that the hourly rate for police guards will be raised to \$10.00 per hour beginning July 1, 1979. Mrs. Reed mentioned that she had been in touch with various private security agencies. One in particular, the Burns Security Service, is located in West Orange and charges a fee of \$6.50 per hour.

Mrs. Reed requested permission to attend the ALA Convention in Dallas this year. The check for air-fare and lodging would amount to approximately \$535.00. A Check for air-fare must be submitted by May 1.

SPECIAL PROGRAMS:

Mrs. Phyllis Some spoke to the Board about the following programs that she has been working on:

1) A request was made by Zilla Sussman to hold a juried selection of West Orange artists for the library opening. Mrs. Sussman would handle the organization of the affair, and the exhibit would be held after the opening ceremonies of the library. Mrs. Some will work with Mrs. Sussman in drafting a letter with the Board's approval, to be sent to West Orange artists and crafters.

2) The dates of the Jazz Concert were discussed. The concert will be held on a Sunday afternoon. Three alternative dates were chosen: Oct. 14, Oct. 28, and Nov. 4th. Mrs. Some will check with other organizations in town to avoid a conflict of dates. Mr. Jack Livingstone, coordinator of the schedules, must be notified by May 1 as to the date selected. A matching grant was received for \$250 plus \$75 from the Cultural & Heritage Commission which will allow this performance to be held at the West Orange Public Library. This will be in addition to the other events which will be ongoing in conjunction with the opening of the library.

3) A request was received from Dr. Harold Weingold to lecture on Weight Control for a charge of \$25.00. Mr. Lang said that there are free lecturers available, and perhaps he could make contact with some of them if he had an idea of what area of interest to investigate. Mrs. Grover favored having lectures given by authors and recommended Carole Klein as a possibility. She now has a new book published, and it has been well received.

4) Mrs. Rita Edelman will provide a lecture/demonstration on December 5th on Chinese cooking for a fee of \$10.00--to cover food expenses. Mrs. Edelman has graciously waived her usual \$250 fee, as she is a resident of West Orange.

5) The Pompeii Bus Trip is doing well. The Bloomfield Library is sending over their overspill, and our bus will soon be filled.

6) Mr. O'Neill and Mr. Pasmantier suggested that Mrs. Some contact Joan Hamburg for a food demonstration.

COMMITTEES:

1) Personnel: In response to a request by the Employees' Association, to reinstate General Election Day (day-in-lieu-of) in place of closing the library for Martin Luther King's Day as per the motion of 1/24/79, Mr. Lang recommended that the resolution be amended to show that the staff be given an option to have either General Election Day or Martin Luther King's Day as a day-in-lieu-of.

Mrs. Strauss made a motion to accept the recommendation of the Personal Committee regarding General Election Day and Martin Luther King's Day. Mrs. Grover seconded the motion, and it was carried unanimously.

It was noted that this information should be provided in the Trustee information to be given to new Trustees, and also should be included in the Staff Manual.

Mrs. Grover read a letter from Mr. Thomas Ford requesting that his hours be changed to day hours instead of evening hours due to the recent attacks he has suffered after returning home from work at night. He stated that he had made the request twice. Mrs. Reed explained that due to the shortage in personnel, it was difficult to rearrange scheduling. She told Mr. Ford that she would make every consideration in his favor as soon as she could meet with the Dept. Heads. The Trustees agreed that this was a matter for the Director to handle, and that the decision should be up to her.

2) Building and Grounds Committee: Mr. Sagosz, who was absent from the meeting telephoned in the following information for Board discussion and consideration: (a) Removal of the fence around the construction site. Mr. Pellecchia would like Board approval to do so, as Mr. McCann, Town Engineer is urging him to remove it. The Board agreed to approve removal. (b) The paint estimate for the old building comes to \$1,900. Mr. Sagosz recommended that the Board use custodial staff for the painting. (c) There is an \$80.00 credit for painting in the downstairs staff room area. (d) An estimate of \$800.00 was received to erect a protective partition at the catalog room door to shut out the drafts. Mr. Sagosz suggested that the Board hold off on this project until the building is finished.

Mr. Pasmantier continued with the Building and Grounds report stating that with the last change order #9, \$10,597 was left in the Building Fund. The Board has received the following credits to this date: \$436.00 for cancellation of work in the staff room area, \$510.00 for cancellation of an office in the old Young Adult area.

Mr. Pasmantier explained that Change Order #10 concerns the erection of another firewall in the old ceiling near the Children's Room. The architect was not aware of this until the ceiling was removed, and by law, there must be a firewall.

Mr. Lang made a motion to accept Change Order #10. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Another item for consideration would provide a door alarm at the entrance from the parking lot. Mr. Lang made a motion recommending the installation of an alarm, Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Pasmantier will ask Mr. Lehman to issue change orders for both items.

Mr. Pasmantier stated that a time clock needs to be installed for the outside lights. This would cost approximately \$240.00, and he recommended that this work be done after the building is completed. The Board concurred.

Mr. Refinski, custodian, requested that the Board consider replacement of the lights in the upper parking lot. They are constantly being damaged and replacement is costly. The Board agreed to look into the matter.

Mrs. Grover showed the Board samples of fabric for possible use as curtains in the new conference room. Mrs. Shoshkes will be sending samples over also.

Mr. Pasmantier explained that the painting estimate for \$1,900 includes practically all the walls in the renovated building, including the Children's Room. Mr. Refinski offered to paint all these walls with the Library's CETA help and Town Hall personnel. The Board was agreeable to this plan, and Mr. Pasmantier will contact Mr. Lehman for a credit for the patching that must be completed. Mrs. Strauss will check the time table and something will be worked out with Mrs. Reed so that the painting can be finished before the opening.

Mr. Pasmantier said that the vertical blinds in the main room of the new addition must have specifications prepared so that this item can go out for bid. Mr. Lang suggested that the Board contact Mr. Donadio for another opinion in regard to the need for blinds in these windows. Mrs. Strauss replied that she would consider his suggestion.

3) Lighting: Mr. Pasmantier brought the Trustees up-to-date on the lighting problem which exists in the new addition. He explained that the lighting had been checked with a light meter by a representative from the electrical engineers. The building has been designed for 60 foot candle power, or 50 foot candle power maintained after a period of use. Areas within the stacks are very low in candle power, and Mr. Lehman is investigating means of improving it. Seven new fixtures will be installed over certain stack areas in hopes of improving the lighting. Also, approximately eight fixtures will have the refractors removed, the acrylic lens re-cleaned, and be tested as to lighting with the refractors removed. Additional lights can be added along the aisle; however, the main problem is in the stack areas.

Discussion of the problem included Mr. Lang's suggestion that the Board not compromise on the lighting. Mr. Pasmantier explained that first, the Board would have to determine which guide should be used in determining if the lighting met the minimum standards. There are two guides: "The Schoolhouse Guide" and the "Illuminating Engineer's Guide". The "Schoolhouse Guide" was used by the electrical engineering for the new addition, and that was what the Board paid for. Therefore, there should be a minimum of 60 and 30 foot candle power in the building. Mr. Pasmantier asked for the Board's recommendation as to how to handle this particular matter.

Mr. O'Neill stated that the patrons should be able to read the book title, and the committee should continue to remedy the problem. Mr. Lang praised the committee for the work they have done, and urged them to continue to maintain their position in seeking to have the lighting remedied at the least to the acceptable minimum standards.

Mr. Lang said that the previous resolution giving the Building & Grounds Committee power to make decisions relating to the stacks, etc. (Dec. 20, 1978), should especially be directed to the electrical problem, and that the Committee represents the Board's feelings on the matter.

Mr. Pasmantier asked the Board to determine a time limit as to when the lighting problem can be resolved. Mr. Lang suggested the end of June as a realistic test period. Mrs. Strauss agreed that 60 days was a reasonable length of time.

Mr. Pasmantier expressed his concern for the patrons, and for the trust given to the Board in executing the proper use of public funds. He said that the Building and Grounds Committee will take a very hard position in the matter of the lighting.

Mr. Lang questioned Mr. Pasmantier as to a possible refund due to the removal of bulbs in the new conference room. The lighting in that particular room was excessive, and some bulbs had been removed to remedy the problem. However, Mr. Pasmantier felt that this matter could be handled at a later date.

Mr. O'Neill asked about the air conditioning system and if it was workable for the summer. Mr. Refinski said that he is going to insist that it be tested within the next week or two.

Mr. Pasmantier stated that before the building is turned over to the Trustees, a punch list would be provided by the builder which would enable the Board to go over the entire building and check everything as to its performance, etc.

Mrs. Strauss remarked that Mr. Pellecchia had been very much a gentleman and was very professional. He accommodated the Board in many small ways during the construction period.

4) Roof: Mr. Pasmantier explained that Mr. Sagosz was handling the roof matter, but he would fill in the rest of the information as best as he could. Mr. Lehman had drawn up specifications at his own expense for the roof repair, and they had been forwarded to the town to review, as the town owns the building. As a result of the response received from Town Engineer, Mr. McCann, Mr. Lehman has requested the return of his specifications. Mr. Cuozzi will draft a letter to Mr. McCann based upon a letter written by Mr. Sagosz asking him to send the specifications back. As Mr. McCann had indicated that the building did not need a new roof to stop the leaks, and had made a personal inspection of it, Mr. Cuozzi will ask him to please consider handling the repair of the roof and the correction of the drainage system.

OLD BUSINESS:

Mrs. Strauss said that a decision should be made as to the type of security personnel the Board should hire. As indicated in both Mrs. Reed's and Mrs. Czarnecki's reports, the hourly wage of the Special Police will be going up to \$10.00 an hour, and help has been erratic. Mr. Lang said that as long as the Board thinks of the hiring as a temporary one, a guard should be hired from a private agency such as the Burns Agency in West Orange.

Mrs. Strauss reminded the trustees to bring a name for the special ad hoc committee for the opening of the library.

NEW BUSINESS:

Mr. Lang said that he had talked with several people including the Rotary about the sidewalk project. If the labor is done, perhaps a plaque could be put into the sidewalk recognizing the participating organization.

Mr. O'Neill asked if it would be possible to have another book sale to sell the extra copies of books that are on the shelves. Mrs. Reed stated that extra copies are kept, because in some cases, they are used for book reports. Teachers place certain novels on their book lists for required reading in the high schools. A date for another book sale has not been determined, but when it is, some of the extra copies will be placed on sale. Patrons are continuously requesting the current best sellers, and a certain amount of copies must be ordered for their use.

Mr. Lang made a motion to approve Mrs. Reed's trip to Dallas to attend the American Library Association's convention, and to have a check (\$535.00) prepared and mailed in time for the reservations to be made. Mr. Pasmantier seconded the motion, and it was carried unanimously.

COMMUNICATIONS:

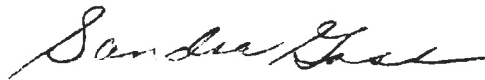
Mrs. Grover had a note from Mr. Mark Donnelly asking the Board to consider the following requests: 1) from Zilla Sussman--who would like to hold a series of art lectures at \$50.00 per month. 2) from the Camera Club of the Oranges--who would like an extended booking of the meeting from twice a month, September through June for 1979-80.

Mrs. Reed said that one club should not have so many dates booked. She has asked Mr. Donnelly to draw up a list of organizations requesting meeting room dates, and perhaps they can each have a schedule to meet in the room. The Board agreed that excessive booking by one organization was unfair to other requests.

Mrs. Grover mentioned that thank-you notes had been received from Bonnie Aronson, Annette Tangreti, and Reenie Ritter. Each had received their parting gift of bookends.

The meeting was adjourned at 10:20 P. M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

APRIL 30, 1979

At the outset, I would like to express my sincere appreciation to each and every one of you for your many good wishes and gifts during my lengthy illness. Your gestures of good will meant, and still means, a great deal to me. I can never thank you enough.

The staff deserves special recognition for their dedication and good work during my absence. Mrs. Czarnecki who had to wear two or more hats during the same period has my very special thanks for a job well done.

Since my return to work on a part-time basis, nothing much has happened. I am trying to pick up the bits and pieces and carry on from there.

However, the staff has not been without its usual woes. Mr. Ford was attacked and robbed again, Mrs. Mantell fell "up" a flight of stairs, Mrs. Ericsson's husband underwent major surgery and Mrs. Lepore was told to "go scrub a floor" by an unpleasant patron because she asked him not to smoke in the building.

Sofar, we have not been entirely successful in using the services of off-duty policemen as guards. Sometimes they show up, but on several occasions there was a no-show for the evening.

Sgt. O'Connell contacted me on 4/20/79 and stated that the hourly fees for police guards will be raised to \$10.00 per hour beginning July 1, 1979.

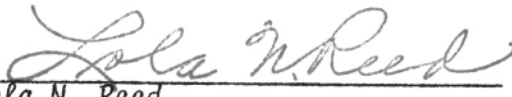
I have spoken to representatives of several security guard companies and found that a number of them have uniform guards for hire for hourly rates of \$5.50 - \$7.50 per hour. This includes a local agency at 111 Northfield Avenue (Burns Security Service) whose fee is \$6.50 per hr. The Ebsco Protective Service of Millburn charges \$5.50 per hr.

My estimate is that during this time of the year and the summer, we should not require more than 18-20 hours service per week. The hours would be 5:45 P. M. - 9:15 P. M. Mondays, Tuesdays and Wednesdays and 12:45 P. M. - 5:15 P. M. on Saturdays. There would probably be an increase of hours required on Saturdays in the Fall.

The American Library Association will hold its annual meeting in Dallas this year. I would like to attend. Figures quoted for round-trip and air-fare and seven days lodging amount to \$535.00. My check for air-fare must be mailed by May 1.

Two members of our staff Mesdames Meyers and Benjamin prepared and gave book talks at the YWHA and Daughters of Israel. They were well-received and have been sent letters of appreciation for their contributions.

Mesdames Czarnecki and Lepore attended full-time, the Spring Conference. Ms. Cushing and Mr. Donnelly went down for a day. The Conference was held at Mt. Airy Lodge in Pennsylvania.



Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF APRIL 1979

LIBRARY BOARD MEETING OF MAY 23, 1979

	PROPOSED BUDGET 1979	PAID MONTH OF APRIL 1979	ACCUMULATED BUDGET EXPENDITURES PAID 4 MONTHS ENDED 4/30/79	UNEXPENDED BUDGET BALANCE ON 4/30/79	BILLS ACCOUNTS PAYABLE AT 4/30/79 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BAL- ANCES AT 4/30/79
SALARIES & WAGES	\$370,290	\$ 25,433.62	\$103,941.82	\$266,348.18		\$266,348.18
BINDING	1,500	50.87	281.91	1,218.09	\$ 276.77	941.32
COMMUNITY SERVICES	500	(64.00)	(286.73)	786.73	450.00	336.73
TRANSPORTATION	350	-0-	55.35	294.65		294.65
SEMINARS & WORKSHOPS	1,350	-0-	221.00	1,129.00	708.20	420.80
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MGMT. & PROF. SERVICES	10,700	850.00	2,550.00	8,150.00	850.00	7,300.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,919.54	6,807.33	16,192.67		16,192.67
MAIN LIBRARY-REPAIRS	7,000	49.50	601.49	6,398.51	125.73	6,272.78
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	6,500	-0-	407.95	6,092.05	19.06	6,072.99
SERVICE CONTRACTS	5,000	152.55	454.30	4,545.70	277.15	4,268.55
BOOKS	55,000	3,561.55	10,389.05	44,610.95	4,053.16	40,557.79
SUPPLIES-LIBRARY	12,100	1,077.00	2,120.23	9,979.77	667.24	9,312.53
MICROFILM	2,000	-0-	-0-	2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	92.70	194.67	9,805.33	40.00	9,765.33
PAMPHLETS	700	36.00	56.54	643.46		643.46
AUDIO-VISUAL-MATERIALS	1,500	-0-	178.33	1,321.67	65.11	1,256.56
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	428.38	801.07	2,698.93	257.41	2,441.52
POSTAGE	3,000	300.00	600.00	2,400.00	300.00	2,100.00
EMPLOYEE HEALTH-HOSP.	14,800	1,069.14	4,340.98	10,459.02		10,459.02
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,620.00	180.00	13.50	166.50
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	175.00	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	-0-	4,812.73	18,187.27		18,187.27
PUBLIC EMPLOYEES RETIREMENT SYSTEM	26,000	-0-	-0-	26,000.00	21,276.00	4,724.00
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-	-0-	-0-
JANITORIAL SUPPLIES	2,000	165.37	529.73	1,470.27	158.33	1,311.94
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	783.74	2,216.26		2,216.26
NEW LIBRARY ADDITION						
EXPENSES-SEE PAGE 2	47,700	-0-	-0-	47,700.00	464.00	47,236.00
TOTAL	\$649,830	\$ 36,432.22	\$141,819.49	\$508,010.51	\$ 30,001.66	\$478,008.85

PROPOSED BY TOWN OF W.O.	\$525,000
AVAILABLE FROM ACCUMULATED REVENUE	108,191
TOTAL PROPOSED AVAILABLE	\$633,191
TOTAL PROPOSED BUDGET	649,830
BALANCE OF PROPOSED BUDGET OVER AMOUNT AVAILABLE	\$ 16,639

WEST ORANGE FREE PUBLIC LIBRARYB U D G E T R E P O R TMONTH OF APRIL 1979LIBRARY BOARD MEETING OF MAY 23, 1979PROPOSED BUDGET1979NEW LIBRARY ADDITION

SALARIES	\$ 16,000
BENEFITS	2,000
UTILITIES	17,000
REPAIRS (SAVINGS)	(6,000)
INSURANCE	1,000
EQUIPMENT (SAVINGS)	(800)
BOOKS	5,000
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)
TELEPHONE EQUIPMENT & INSTALLATION (NON-RECURRING)	7,000
MOVING AND RELOCATION (NON-RECURRING)	8,000

TOTAL NEW ADDITION EXPENSES

\$ 47,700

LESS:

SECURITY GUARDS (SEE CHECK #4448-4452)

464BUDGET BALANCES AT 4/30/79\$ 47,236

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

THE MONTH OF APRIL 1979

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	& EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND
<u>I BALANCES AS OF 3/31/79</u>	<u>\$130,371.75</u>	<u>\$ 14,612.73</u>	<u>\$ 6,784.55</u>	<u>\$ 269.75</u>	<u>\$ 187.35</u>	<u>\$ 326.25</u>	<u>\$108,191.12</u>
ADD:							
FINES			(\$ 1,103.49				
NON-RESIDENT FEES			(40.00				
PHOTOCOPY			(246.20				
BOOK RENTALS	\$ 1,548.68		(94.00				
MICRO-FILMS			(2.60				
TELEPHONE			(12.39				
DONATIONS			(50.00				
LOST BOOK FUNDS	82.62			82.62			
TOWN OF WEST ORANGE	<u>142,500.00</u>	<u>142,500.00</u>					
<u>TOTAL APRIL 1979 RECEIPTS</u>	<u>\$144,131.30</u>	<u>\$142,500.00</u>	<u>\$ 1,548.68</u>	<u>\$ 82.62</u>	<u>-0-</u>	<u>-0-</u>	
<u>TOTAL AVAILABLE I PLUS II</u>	<u>\$274,503.05</u>	<u>\$157,112.73</u>	<u>\$ 8,333.23</u>	<u>\$ 352.37</u>	<u>\$ 187.35</u>	<u>\$ 326.25</u>	<u>\$108,191.12</u>
LESS:							
APRIL EXPENDITURES	<u>36,432.22</u>	<u>36,432.22</u>					
<u>TOTAL CASH FUNDS - 4/30/79</u>	<u>\$238,070.83</u>	<u>\$120,680.51</u>	<u>\$ 8,333.23</u>	<u>\$ 352.37</u>	<u>\$ 187.35</u>	<u>\$ 326.25</u>	<u>\$108,191.12</u>

ADD: DUE FROM THE TOWN OF W.O.
FOR 3RD, & 4TH QTR. BUDGET
OTHER SOURCES

UNEXPENDED BUDGET BALANCE 4/30/79

LESS: ACCOUNTS PAYABLE 4/30/79

BUDGET BALANCES AT 4/30/79

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L BK #734-0598-77

MIDLANTIC NAT'L BK #02-073-0000-177-0

MIDLANTIC NAT'L BK #02-073-0001-161-0 UNEMPLOYMENT INS. FUND

MIDPLANTIC NAT'L BK #02-073-0001-405-8 EXCESS BOOK FUND

W. ORANGE S & L C/D #6130058 9.77% DUE 6/2/79

W. ORANGE 3 & E C/D #0100000 2.011% DUE 9/2/10
PETTY CASH FUND

734-0848-6

PETTY CASH - CHECKING A/C MIDPLANTIC - /34-0045-0

FUNDS:

BUDGET FUND

FINES & RESERVES FUND

LOST BOOK FUND

BOOK SALES & EXCESS

PROPERTY FUND

PETTY CASH FUND

ACCUMULATED RESERVE

ACCUMULATED RESERVE

ESS • ACCOUNTS PAYABLE

ESS:ACCOUNTS PAYABLE

\$120,680.51

8,333.23

352.37

22

187.35

326.25

108.191.12

$$\frac{100,131.12}{\$238,070.83}$$

3430,070.05
30.001.66

$$\begin{array}{r} 30,001.00 \\ \hline 3208,069.17 \end{array}$$

71.6075

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS PRESENTED FOR PAYMENT
ON MAY 23, 1979

CHECKS ARE DATED
APRIL 30, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4437	MIDLANTIC NATIONAL BANK-F.W.T. 4/30/79	1. SALARIES	\$ 1,708.27
4438	W.O. MUNICIPAL EMPLOYEES -FEDERAL CR. UNION	1. SALARIES	290.61
4439	N.J. GROSS INCOME TAX - APRIL 1979	1. SALARIES	519.73
4440	TOWN OF W.O. SOC. SEC. - APRIL 1979	1. SALARIES	1,559.11
4441	W.O. PUBLIC LIBRARY - UN. INS.-APRIL 1979	1. SALARIES	114.74
4442	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,409.30
4443	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
4444	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	101.38
4445	TOWN OF W. ORANGE-HOSPITALIZATION-MAY 1979	26. HOSPITALIZATION	1,069.14
	NET P/R - 4/15/79 - #5120-59- (40)	1. SALARIES	9,017.47
	NET P/R - 4/30/79 - #5160-98- (39)	1. SALARIES	8,627.28

SUB-TOTAL \$ 24,459.69

ADD: CHECKS #4359 - #4436 - PRESENTED FOR
 PAYMENT ISSUED AT APRIL 30, 1979 MEETING 12,276.04

CHECKS ISSUED FOR THE MONTH OF APRIL 1979 \$ 36,735.73

<u>LESS:</u> CHECK #4361 - PETTY CASH - CHECKING A/C	TRANSFER	\$ 200.00	
DEPOSIT - APRIL 4, 1979	2. BOOKS	1.21	
" - APRIL 11, 1979	2. "	4.76	
" - APRIL 18, 1979	2. "	6.26	
" - APRIL 18, 1979	10. COMMUNITY REL.	16.00	
" - APRIL 18, 1979	10. " "	32.00	
" - APRIL 18, 1979	10. " "	16.00	
" - APRIL 29, 1979	2. BOOKS	22.35	
" - APRIL 30, 1979	2. "	<u>4.93</u>	<u>303.51</u>

TOTAL EXPENDITURES - MONTH OF APRIL 1979
PER BUDGET REPORT \$ 36,432.22

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1979

5.

CHECKS ARE DATED
MAY 31, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4446	E. CZARNECKI	14. CONVENTIONS	\$ 142.90
4447	M. DONNELLY	14. "	30.30
4448	ANTHONY SPINA	28. SECURITY GUARDS	32.00
4449	GERALD W. HALFPENNY	28. " "	32.00
4450	FRANK DASCOLI	28. " "	128.00
4451	JOHN MAGUIRE	28. " "	32.00
4452	RICHARD MURPHY, SR.	28. " "	240.00
4453	LOLA REED	14. CONVENTIONS	535.00
4454	N.Y. HISTORICAL SOCIETY	10. COMMUNITY SVCS.	25.00
4455	AMERICAN MUSEUM OF NATURAL HISTORY	10. " "	250.00
4456	VANDERHOOT BUS Co.	10. " "	125.00
4457	N. Y. HISTORICAL SOCIETY	10. " "	50.00
4458	MIDLANTIC NAT'L BANK	1. SALARIES	1,821.24
4459	WEST ORANGE CREDIT UNION	1. SALARIES	290.61
4460	POSTMASTER	13. POSTAGE	300.00
4461	PUBLIC EMPLOYEES' RETIREMENT	28. P.E.R.S.	21,276.00
4462	AFTON PUBLISHING Co.	2. BOOKS	11.77
4463	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	19.06
4464	AMERICAN HOTEL REGISTER Co.	2. BOOKS	16.35
4465	THE ANCHORAGE	2. BOOKS	7.20
4466	ARTIST & DRAFTING SUPPLIES, INC.	4. SUPPLIES	29.04
4467	ASS'N OF AMERICAN MEDICAL COLLEGES	2. BOOKS	15.00
4468	WILLIAM YORK	2. BOOKS	12.10
4469A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 41.30
B	" " "	11. " "	40.85
C	" " "	4. SUPPLIES	128.00
4470	THE BAKER & TAYLOR Co.	2. BOOKS	210.15
4471A	THE BAKER & TAYLOR Co.	2. BOOKS	10.53
B	" " " " "	2. " "	484.18
C	" " " " "	2. " "	4.76
D	" " " " "	2. " "	708.18
E	" " " " "	2. " "	69.59
F	" " " " "	2. " "	33.96
G	" " " " "	2. " "	95.99
H	" " " " "	2. " "	871.52
I	" " " " "	2. " "	61.95
J	" " " " "	2. " "	145.32
4472	PRESTON J. BEIL	2. " "	(9.52) 2,465.93
4473	BOCA INTERNATIONAL	2. BOOKS	12.25
4474A	R. R. BOWKER	2. BOOKS	18.90
B	" " "	2. " "	13.95
C	" " "	2. " "	19.95
4475	BROADCASTING	2. " "	49.50
4476A	BROADSTREET, INC.	2. BOOKS	83.40
B	" " "	4. SUPPLIES	42.50
C	" " "	4. " "	7.00
4477A	BRODART, INC.	4. " "	(7.00)
B	" " "	4. " "	12.80
C	" " "	4. " "	9.84
4478A	CHAMBERS RECORD CORP.	4. SUPPLIES	108.00
B	" " "	11. SERVICE CONTRACTS	195.00
4479	C OF C V.S.	21. A/V MATERIAL	31.55
4480	CINCINNATI TIME RECORDER Co.	21. " "	14.84
4481	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	46.39
4482	COMMONWEALTH WATER Co.	6. MAINT. MAIN	6.00
4483	CONSUMER REPORTS BOOKS	2. BOOKS	40.00
4484	DEACON PRESS	6. MAINT. MAIN	8.17
		2. BOOKS	67.88
		4. SUPPLIES	3.50
			75.00

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1979

CHECKS ARE DATED
MAY 31, 1979

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

4485A	DIMONDSTEIN BOOK EXPRESS	2. BOOKS	\$ 242.51	
B	" " " "	2. "	(13.25)	
C	" " " "	2. "	40.21	
D	" " " "	2. "	48.64	
E	" " " "	2. "	18.94	\$ 337.05
4486	DOBBS BROS.	3. BINDING		225.90
4487A	DOUBLEDAY & Co., INC.	2. BOOKS	48.80	
B	" " " "	2. "	12.75	
C	" " " "	2. "	70.10	
D	" " " "	2. "	35.13	
E	" " " "	2. "	40.08	
F	" " " "	2. "	16.38	
G	" " " "	2. "	124.39	
H	" " " "	2. "	5.19	
I	" " " "	2. "	6.10	358.92
4488	EUROPA PUBLICATIONS LIMITED	2. BOOKS		110.00
4489	FACTS ON FILE, INC.	2. BOOKS		6.26
4490	FREYTAG'S FLOWERS	4. SUPPLIES		15.00
4491	GALE RESEARCH CO.	2. BOOKS		36.19
4492	J. L. HAMMETT CO.	4. SUPPLIES		66.85
4493	GAYLORD BROS., INC.	4. SUPPLIES		11.80
4494	IBM CORPORATION	17. EQUIPMENT		13.50
4495A	J & S VACUUM CLEANER Co., INC.	4. SUPPLIES-JAN.	7.69	
B	" " " " " " " "	4. " "	15.90	23.59
4496A	KAUFMAN'S SENTRY HOWE.	4. SUPPLIES-JAN.	10.40	
B	" " " "	4. " "	2.19	12.59
4497	KELLY BROS.	4. SUPPLIES		34.00
4498A	LAPAT DUPLICATING & OFFICE SUP.	4. SUPPLIES	7.30	
B	" " " " " " " "	4. "	81.80	89.10
4499A	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.	111.30	
B	" " " " " " " "	4. " "	6.80	
C	" " " " " " " "	4. SUPPLIES-JAN.	4.05	122.15
4500	LIBRARIES UNLIMITED, INC.	2. BOOKS		25.19
4501	LIBRARY BINDERY CO. OF PENNA.	3. BINDING		50.87
4502	MC GRAW HILL BOOK CO.	2. BOOKS		24.79
4503	MAC MILLAN PUBLISHING Co., INC.	2. BOOKS		26.40
4504	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		850.00
4505	NATIONAL GEOGRAPHIC SOC.	2. BOOKS		9.95
4506	NATIONAL REGISTER PUBLISHING Co., INC.	2. BOOKS		92.50
4507	NATIONAL TRAFFIC SAFETY	2. BOOKS		3.75
4508A	N. J. BELL	9. TELEPHONE	232.53	
B	" " " "	9. "	24.88	257.41
4509	N.J. C.T. CORP.	4. SUPPLIES		83.08
4510	P & P LAWMOWER REPAIRS	6. MAINT. MAIN.		17.85
4511A	PRENTICE-HALL, INC.	2. BOOKS	12.19	
B	" " " "	2. "	9.21	
C	" " " "	2. "	30.32	51.72
4512A	PRESCRIPTION CENTER	21. A/V MATERIALS	10.49	
B	" " " "	21. " "	8.23	18.72
4513	WILLIAM SAGOSZ	4. SUPPLIES		4.73
4514	ST. MARTINS PRESS, INC.	2. BOOKS		57.84

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1979

CHECKS ARE DATED
MAY 31, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4515	SEVEN LOCKS PRESS, INC.	2. BOOKS	\$ 12.95
4516	SHAR-FREY	2. BOOKS	28.40
4517	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	90.25
4518	UNIPUB	2. BOOKS	10.50
4519	UNITED NATIONS	2. BOOKS	46.90
4520	THE H. WILSON CO.	2. BOOKS	10.00
4521	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	40.00
4522	PETTY CASH CHECKING ACCOUNT	TRANSFER	200.00
 <u>SUB-TOTAL</u>			 \$ 32,313.51
LESS: CHECK #4458-MIDLANTIC NAT'L BK		1. SALARIES	\$1,821.24
4459-W.O. FED. CR. UNION		1. SALARIES	290.61
4522-PETTY CASH CHECKING A/C		TRANSFER	200.00
			<u>2,311.85</u>
 <u>TOTAL ACCOUNTS PAYABLE - APRIL 30, 1979</u>			 \$ 30,001.66
<u>PER BUDGET REPORT</u>			<u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

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

BY: *Stewart Manheim, CPA*

**AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

MAY 23, 1979

ROLL CALL

OPEN PUBLIC MEETINGS ACT

MINUTES

TREASURER'S REPORT

- a. Bills Presented for Payment*
- b. Financial Statement*

DIRECTOR'S REPORT

COMMITTEE REPORTS

OLD BUSINESS

- a. Approve Budget*
- b. Lights in Upper Parking Lot*
- c. Moving*
- d. Committee for Opening*
- e. Edison Centennial*

NEW BUSINESS

- a. Reports on NJLA Convention*

COMMUNICATIONS

COMMUNITY PARTICIPATION

ADJOURNMENT

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
MAY 23, 1979

The meeting was called to order at 8:30 P. M. by Vice President William Sagosz. The following members were present constituting a quorum: Andrea Grover, Arthur Lang, and William O'Neill. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 2, 1979 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

Mr. Sagosz changed the order of the Agenda to allow Mr. Cuozzi to speak on the following legal matters:

1) Mr. Cuozzi wrote and sent a letter to Mrs. Shoshkes in regard to her bill for the furnishing specifications (Bd. motion of 2/26/79) explaining why the Board could not approve payment.

2) A letter was drafted by Mr. Cuozzi and signed by Mr. Sagosz and sent to Mr. McCann, Town Engineer, regarding the repair of the roof and the return of Mr. Lehman's specifications for same.

3) Mr. Cuozzi reported on the status of the furnishing specifications. The low bidder in regard to Furniture Group 2 was Blau. However, Blau ignored the instructions that the items must be bid as a group and must be made by Adden or equivalent. Mr. Blau bid the items as a group based on two manufacturers. Finally, Blau submitted descriptions. Mrs. Shoshkes critiqued his specifications and justified rejection of his bids. This was taken to Mr. Flynn, Town Purchaser to be given to the Town Council for approval. The Town Council wanted the Town Attorney, Mr. Dooley, to review all correspondence, and he in turn, advised the Council that it would not be timely for the Council to award the bids (NJSA 40A: 11-24) and that the bids should be readvertised. Mr. Cuozzi explained that Mr. Flynn and Mr. Dooley concurred that the descriptions did not meet the specifications.

In effect, all furnishings put out for bid are to be purchased through the Bond Ordinance #504-78 which limits expenditures for furniture for the Library to \$90,000. This ordinance was passed on 10/17/78. Mr. Cuozzi indicated that the Town Clerk will be asked to put the furnishing specifications on the agenda for readvertisement for bids.

Mr. Cuozzi stated that if Mr. Blau had been prompt with his descriptions of the equivalent items, the deadline would have been met.

4) Discussion was held regarding Mr. Lehman's letter to the Board in which he indicated his displeasure in having his funds withheld by the town. Mr. Cuozzi explained that when the problem with the lighting occurred, it was discussed with Mr. Corwick, the Business Administrator, and it was generally agreed that payment would be withheld until such time that the building was made satisfactory.

Mr. Lang stated that a punchlist had not been received as yet. The building has not been accepted by the Town or the Board; therefore, some funds must be held in escrow as the Board's judicious responsibility. There is no recourse once the funds are released.

Mr. Lang made a motion that the Board of Trustees take cognizance of the letter from Lehman Architectural Partnership regarding withholding of funds, and noted that the Board agreed that it is within its jurisdiction to recommend such action. The Board Attorney will be instructed to communicate with Mr. Lehman by letter, outlining the Board's position to withhold payment of funds. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. Cuozzi will work with Mrs. Strauss to draft a letter to Mr. Lehman.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the April 30, 1979 Meeting with the following corrections: (1) page 5, para. 3--the name of Owen Stern to be added as a contact to make in regard to the window blinds. (2) page 5, para. 7--corrected spelling--"especially" (3) page 7, para. 3--to include "extended booking of the meeting room". (4) page 1, para. 4--corrected spelling of "Trustees". Mr. O'Neill seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim stated that \$21,276 will be paid to PERS, which is the employer's share of the pension payment for 1979. In reply to Mr. Lang's question if another payment would be made at another time, Mr. Manheim said that usually the only other payment would be in the area of a cost of living adjustment for retired employees.

Mr. O'Neill asked about the large amount of money remaining in the Periodicals, Serials, and Newspapers line. Mrs. Reed explained that this line is rapidly used near the end of the year when the library pays its annual bill to the subscription service.

Mr. Lang asked if the July 1, 1979 postal increase had been calculated into the Proposed 1979 Budget. It was noted that this had not been taken into consideration at the time. The Budget was drawn up in the fall of 1978.

Mr. O'Neill asked if the library was receiving the discount from Baker and Taylor Company that Mrs. Reed had mentioned in the previous Board meeting. Mr. Sagoz said that there was a 40.1% discount listed on the April invoices.

Mr. Lang questioned Voucher #4488--to Europa Publications. Mrs. Reed replied that Europa Publications was a European publisher. He also questioned voucher #4490A to Lewis Paper and Supply Co. The supplies listed on the invoices were for janitorial purposes.

Mrs. Grover made a motion to accept the Bills presented for payment for the month of April, 1979. Mr. Lang seconded the motion, and it was carried unanimously.

Mr. Sagosz presented the following additional bills for payment:

a) Special Police Services: #4523 - F. Dascoli: \$64.00, #4524 - C. Delplato: \$32.00, #4525 - L. Becker: \$32.00, #4526 - G. Halfpenny: \$32.00, #4527 - J. McGuire: \$32.00, #4528 - R. Murphy: \$120.00, #4529 - J. Petroll: \$32.00, #4530 - V. Vaccarella: \$32.00.

b) Painting of the library walls and ceiling: #4531 - W. Toohey: \$102.50, #4532 - W. Clark: \$102.50, #4533 - S. Clarke: \$102.50.

c) Burns International Security Service, Inc. - #4534: \$26.00.

Mr. Lang made a motion to accept the additional bills presented for payment and added that the Minutes should reflect Mr. Sagosz' workmanship and dedication in painting and directing the men on the job. As a result of his help, a great deal of money was saved, and a paint credit will be forthcoming from the builder. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Sagosz suggested that charges for painting be billed back to the Town against the credit from the contractor to the Building Fund in Change Order #11.

2) Financial Statement:

Mr. Manheim explained that retroactive salaries would be paid as soon as the 1979 Budget was passed.

Mr. O'Neill asked about the fire alarm system in the new building. Mr. Sagosz said that the system for the new building would be paid for from the original building contract funds.

Mr. O'Neill also questioned Mrs. Reed about the fee charged for the rental books. He suggested that the price of the rental fees be increased to offset the increase of the price of the books. Mrs. Reed will investigate the cost of rental books with other libraries.

Mr. Lang made a motion to transfer \$52,000 on June 15, 1979 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank in anticipation of monthly expenses and retroactive pay. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. Lang made a motion that the Board of Trustees reinvest the money deposited in the West Orange Savings and Loan Account #20-01-613000 in a similar six month note at the highest rate available. Mr. O'Neill seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed reported on the following:

- a. The Jazz Concert date has been confirmed for November 4, 1979.
- b. Mrs. Lorraine Schwartz celebrated her 20th year as an employee of the West Orange Public Library.
- c. The downstairs bookdrop was completely destroyed by a cherry bomb.
- d. The Mobilibrary caught on fire when it was out on the road, but Mr. Toohey was alert enough to extinguish it before the Fire Department arrived.
- e. There will be a screening of cablevision programs made by participating libraries in Essex County at the Livingston Library on June 6, 1979.

Mrs. Reed asked the Trustees to deal directly with her in regard to library business rather than individual members of the staff. She was specifically concerned with the annual reports being sent to the library through Mr. Lang. There is a problem with space, and she should be notified of the mailings in the future.

Mr. Lang explained that he had strong feelings about this and that any free information or materials obtained by Trustees should be readily accepted by the library.

Mr. Lang made a motion that the Board should consider the fact that all Trustees should feel free to present any ideas for the betterment of the library. This can be done through Board discussion, resolution if necessary, or the proper channels. Mr. O'Neill seconded the motion, and it was carried unanimously.

COMMITTEE REPORTS:

Personnel: Mr. Lang reported on the Personnel Committee's recommendation in regard to the staff's request to change the calendar year from Oct. 1, to Sept. 30, and to have no-pay time off for part-timers. Discussion followed concerning both issues.

Mr. Lang made a motion that the Board approve an amendment of the calendar year for part-timers from October 1 to September 30. All cumulative vacation time (annual leave) must be taken in the year earned. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. Lang made a motion recommending that leave without pay not be a privilege afforded part-time staff as a general policy, but that such exceptional circumstances be administrated by the Director. Mr. O'Neill seconded the motion, and it was carried unanimously.

Finance Committee: Mr. Lang reported on the status of the 1979 Budget. He reviewed the budget figures dealing with the Proposed Budget for the New Library Addition. An adjustment of \$17,149 was made bringing the total for New Addition operating expenses down to \$30,551 from \$47,236. The Committee decided that the Budget could take these changes to reduce the deficit of \$16,637. The entire 1979 Proposed Budget was \$649,830. The Adjusted Budget is \$633,191.

Mr. O'Neill questioned the utilities line and whether the amount proposed will be enough to cover both buildings in the year to come. Mr. Lang replied that the budget appeared flexible enough to allow for a few increases and decreases if adjustment was necessary. Mr. Manheim expressed his viewpoint that the budget is in good condition and that there are ample funds to operate the library.

Mr. Sagosz made a motion to adopt the total 1979 Budget of \$633,191. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Lang made a motion to transfer the accumulated revenue in the amount of \$108,191 to the 1979 Adopted Budget for a total Budget Fund of \$633,191. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Lang recommended adoption of a cash management policy whereby the library could project cash requirements throughout the month where the money could be invested into short-term funds in the amount of interest in excess of 9%. A pattern or policy should be worked out so that this could be accomplished. Mr. Lang explained that any time period could be used such as a week or two weeks and that Treasury Bills which are government securities might be a good start.

Mr. Sagosz suggested that literature be obtained on this subject so the entire Board can become acquainted with the procedures and risks, if any. The Board then could take action on it. This matter will be placed on the Agenda for the June Board of Trustees meeting.

Building Committee:

a) Stacks: Mr. Sagosz discussed the possibility of moving the stacks in the new building. At the early morning meeting with the builder and architect, Mr. Pasmantier suggested that the stacks be moved about 4" or more to make the aisles wider. He had conducted a study of five libraries and determined that the narrowest aisles were 38" at the South Orange Library, and the widest were 53" at the Montclair Library. The West Orange Public Library aisles are presently 32"-33" wide. Moving the stacks would make the aisles wider and it would allow two people to use the area as well as take advantage of the lighting. Mr. Sagosz inquired about having the people who installed the stacks dismantle them. He was told by the company that would cost \$25.00 per unit for each 3' section or about \$3,200.

It had been Mr. Pasmantier's suggestion to have the library move the stacks. Mr. Lang suggested that it might be feasible to hire young people to do the job through the various organizations in town. The scheduling would have to be worked out. Mr. Lang also mentioned that he had investigated some libraries and that the Librarian at East Orange had recommended that the Trustees read the "ALA Bulletin" and "Library Technology Reports" to get added information about the stacks. One important point to take into consideration was the accessibility of the stacks by the handicapped. Forty inches appears to be the bare minimum needed. He recommended that the Board obtain the information and acquaint themselves with what is going on in that area. The Board members all agreed that the aisles should be wider.

Mr. Sagosz recommended that the Board consider renegotiating the moving contract with Time Movers if local help is used to move the stacks to the wider spacing. Mr. Pasmantier will discuss this possibility with the principals of Time Movers.

b) Lighting: Mr. Sagosz reported that seven additional light fixtures will be installed for experimental purposes in two different stack areas. If this meets the minimum lighting requirements, further experiments and additional lighting will be considered. The reading area still does not meet the light requirements.

Mr. Sagosz made a recommendation that a motion be made to move the stacks. However, Mr. Lang felt that more information is needed before a final determination is made.

Mr. Lang made a motion that the Building Committee satisfy itself with all the necessary information as to what the spacing should be between the stacks, taking into consideration the reference sources mentioned previously. Mr. O'Neill seconded the motion, and it was carried unanimously.

c) Curbing: The curbing for the cars separating Town Hall parking and library parking was discussed. A quote for precast bumpers was received from Mr. Pellecchia for \$1,740. Fourteen curb stones would be installed and the Board would receive a credit for \$1,040 for the poured cement bumpers that were originally proposed. Mr. Lang suggested that the manufacturer of the precast bumpers be contacted for a quote and perhaps the Board could do the job if the price was right. Mr. Pellecchia will pave under the building, therefore eliminating the need for a walkway that had been originally proposed. Additional lighting and a timer would be the only additional costs.

Mr. Lang made a motion that the Building Committee be empowered to proceed with the bumpers after checking out the price of the precast bumpers, and to obtain credit for the poured concrete bumpers. Mrs. Grover seconded the motion, and it was carried unanimously.

d) Lighting in Upper Parking Lot: Mr. Sagosz felt that the lights in the upper parking lot have deteriorated considerably and that Town Hall should be advised of the matter.

e) Change Order #11: Mr. Lang made a motion to recommend that a credit received from the builder in the amount of \$1,400 for the elimination of painting, be accepted by the Town Council. Mr. O'Neill seconded the motion, and it was carried unanimously.

Library Opening Committee Report:

Mr. Lang offered names of various people to contact for an appearance at the opening of the library. He also reported on the Edison Centennial Committee's contact with Mrs. Strauss in which it was suggested that the Trustees consider dedicating the library to Thomas Edison. Mr. Lang said that this might be a good idea for fund raising from the Edison Foundation, and that the Board must come up with some concrete plans to present to the Committee.

Lettering:

The United Advertising Company had been in contact with Mr. O'Neill and he had asked them for quotes for outside lettering for the building. Quotations had been sent to Mr. Sagosz for various sizes of letters. Mr. Lang mentioned that Mr. Pasmantier had been interested in the letters on Fairmount School in West Orange, and that he would inquire as to where they had been purchased.

NEW BUSINESS:

Reports from the NJLA April Convention were submitted to each member of the Board from Mrs. Palmer, Mrs. Lepore and Mrs. Czarnecki.

COMMUNICATIONS:

Mrs. Reed presented the Trustees with a draft of the information for the juried art show which will be held sometime during the opening month of the library. Mrs. Some had worked on it with Mrs. Zussman and it had been submitted to Mr. Cuozzi for review. The Trustees will study the information and discuss its finalization at the next meeting.

Mr. Lang questioned Mrs. Reed about the Annual Report, and if it is submitted to the State. He said that according to the Library Laws, a report should be submitted to Trenton. Mrs. Reed and Mr. Manheim explained that a statistical report is required every February by the State. Mrs. Reed's Annual Report is her personal report on the conditions and happenings of the library, and is also based upon the statistical report. This is sent to Trenton and other libraries as a courtesy; it is not a required report. There is also an audit report that incorporates the minutes, financial reports and Director's reports which is submitted by an auditing firm and presented to the Town as the official standing of the library for the previous year. This is also mailed to Trenton.

ADDITIONAL BUSINESS:

Mr. O'Neill inquired about the status of the roof. Mr. Sagosz reported that Mr. McCann has been working on it.

The revision of the by-laws for the Trustees in regard to the gender used was discussed by Mr. Lang. He suggested that the by-laws be updated using the correct terminology.

Mr. Lang made a motion to submit the by-laws to the Board Attorney to regender the words and phrases. Mr. O'Neill seconded the motion.

Mr. Sagosz suggested that a committee be formed to review the by-laws before they are sent to the attorney. Mr. Lang offered to recind the above motion in favor of that idea.

Mr. Sagosz made a motion that a committee be formed to look at the by-laws and recast them in a way to correct the gender phrases; and then to submit it to the Board Attorney for approval. Mrs. Grover seconded the motion, and it was carried unanimously.

The Personnel Committee offered to review the by-laws.

Mr. O'Neill asked Mrs. Reed if she had sufficient funds for the ALA Convention. Mrs. Reed replied that she had underestimated her expenses, as costs for transportation and lodging have increased since last year.

Mr. Lang suggested that Mrs. Reed, upon returning from the convention, submit records and receipts for her expenses for Board approval.

Meeting adjourned at 10:40 P. M.

Respectfully submitted,

Sandra Goss
Sandra Goss, Secretary

Andrea Grover
Andrea Grover, Secretary Bd. of Trustees

DIRECTOR'S
MONTHLY REPORT

MAY 23, 1979

This month has been typical for us. We have had a series of good and not so good happenings.

(1) On May 1 two representatives of Bell Telephone Company sat down and discussed with Mrs. Czarnecki and me the telephone situation so far as removal and installation of telephones, etc. (2) On May 8, 9 and 10, we felt as though we were reliving the summer of '78 when we sweltered under most unbearable heat. (3) Telephones were out-of-order all day on the 11th. (4) The Mobilibrary caught on fire on the 14th when it was returning from the afternoon stops. The Fire Department came to the rescue but Mr. Toohey was alert enough to use the fire extinguisher to put the blaze out by the time the firemen arrived. The MOB is still not back on the road due to the inability of the mechanic to get parts. Since it is unsafe to drive, the MOB must remain parked until the necessary parts are obtained and installed. (5) On the evening of May 15, just as the library was closing, a cherry bomb was dropped in the red bookdrop at the downstairs entrance to the building. It was completely destroyed and had to be removed.

Last month Mrs. Lorraine Schwartz celebrated her twentieth year as an employee of the West Orange Public Library. She has been employed at the library longer than any other employee.

A leak was discovered in our Supply Room. Questioned about the leak Mr. Delane hailed the plumber who happened to be in the library at the time. The plumber promised to get the leak attended to. Of course, there are other leaks in the old building directly connected with our roof problem.

The date confirmed for our Jazz Concert is Sunday, November 4 at 3:00 P.M.

Mrs. Czarnecki is on jury duty for the next two weeks.

The May 15 meeting of the Essex County Directors, Inc. was held at the Verona Public Library. Our main topic of discussion centered around future radio and cablevision programs and the forthcoming program for screening of tapes already made by participating libraries. This program will be held on June 6 at Livingston Public Library. Dignitaries which includes Governor Byrne, State Librarian Barbara Weaver, Members of the State Legislature, Democratic Chairman Peter Shapiro, Boards of Trustees, Mayors and local government officials, school superintendents, school personnel, librarians, etc. have all been sent invitations to share in the viewing of these tapes.

Introduced at the May 16th meeting of the Southwest Essex Area Coordinating Council was its first newsletter, vol. 1., no. 1. Editors include a high school librarian, a trustee and a library director. We consider this a newsworthy publication and commend those who participated in its production.

To avoid confusion or misunderstandings, it would be less conspicuous if Trustees deal directly with the Director on any business pertaining to the library rather than with individual employees. Since the Director is the link between the staff and Trustees everything should be executed through her.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF APRIL 1979

LIBRARY BOARD MEETING OF MAY 23, 1979

	PROPOSED BUDGET 1979	PAID MONTH OF APRIL 1979	ACCUMULATED BUDGET EXPENDITURES PAID 4 MONTHS ENDED 4/30/79	UNEXPENDED BUDGET BALANCE ON 4/30/79	BILLS ACCOUNTS PAYABLE AT 4/30/79 PRESENTED FOR PAY- MENT AT THIS MEETING	BUDGET BAL- ANCES AT 4/30/79
SALARIES & WAGES	\$370,290	\$ 25,433.62	\$103,941.82	\$266,348.18		\$266,348.18
BINDING	1,500	50.87	281.91	1,218.09	\$ 276.77	941.32
COMMUNITY SERVICES	500	(64.00)	(286.73)	786.73	450.00	336.73
TRANSPORTATION	350	-0-	55.35	294.65		294.65
SEMINARS & WORKSHOPS	1,350	-0-	221.00	1,129.00	708.20	420.80
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MGMT. & PROF. SERVICES	10,700	850.00	2,550.00	8,150.00	850.00	7,300.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,919.54	6,807.33	16,192.67		16,192.67
MAIN LIBRARY-REPAIRS	7,000	49.50	601.49	6,398.51	125.73	6,272.78
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	6,500	-0-	407.95	6,092.05	19.06	6,072.99
SERVICE CONTRACTS	5,000	152.55	454.30	4,545.70	277.15	4,268.55
BOOKS	55,000	3,561.55	10,389.05	44,610.95	4,053.16	40,557.79
SUPPLIES-LIBRARY	12,100	1,077.00	2,120.23	9,979.77	667.24	9,312.53
MICROFILM	2,000	-0-	-0-	2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	92.70	194.67	9,805.33	40.00	9,765.33
PAMPHLETS	700	36.00	56.54	643.46		643.46
AUDIO-VISUAL-MATERIALS	1,500	-0-	178.33	1,321.67	65.11	1,256.56
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	428.38	801.07	2,698.93	257.41	2,441.52
POSTAGE	3,000	300.00	600.00	2,400.00	300.00	2,100.00
EMPLOYEE HEALTH-HOSP.	14,800	1,069.14	4,340.98	10,459.02		10,459.02
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,620.00	180.00	13.50	166.50
READING ROOM-CHAIRS	-0-	-0-	-0-	-0-		-0-
STAFF FURNITURE	-0-	-0-	-0-	-0-		-0-
MAINTENANCE EQUIPMENT	500	175.00	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	-0-	4,812.73	18,187.27		18,187.27
PUBLIC EMPLOYEES RETIREMENT SYSTEM	26,000	-0-	-0-	26,000.00	21,276.00	4,724.00
FIRE ALARM	-0-	-0-	-0-	-0-		-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-	-0-	-0-
JANITORIAL SUPPLIES	2,000	165.37	529.73	1,470.27	158.33	1,311.94
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	783.74	2,216.26		2,216.26
NEW LIBRARY ADDITION						
EXPENSES-SEE PAGE 2	47,700	-0-	-0-	47,700.00	464.00	47,236.00
TOTAL	\$649,830	\$ 36,432.22	\$141,819.49	\$508,010.51	\$ 30,001.66	\$478,008.85

PROPOSED BY TOWN OF W.O.
 AVAILABLE FROM ACCUMULATED
 REVENUE
TOTAL PROPOSED AVAILABLE
TOTAL PROPOSED BUDGET
BALANCE OF PROPOSED BUDGET
OVER AMOUNT AVAILABLE

\$525,000

108,191

\$633,191

649,830

\$ 16,639

LOLA M. HALL
 NOTARY PUBLIC OF NEW JERSEY
 My Commission Expires April 26, 1982

WEST ORANGE FREE PUBLIC LIBRARYB U D G E T R E P O R TMONTH OF APRIL 1979LIBRARY BOARD MEETING OF MAY 23, 1979PROPOSED BUDGET1979NEW LIBRARY ADDITION

SALARIES	\$ 16,000
BENEFITS	2,000
UTILITIES	17,000
REPAIRS (SAVINGS)	(6,000)
INSURANCE	1,000
EQUIPMENT (SAVINGS)	(800)
BOOKS	5,000
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)
TELEPHONE EQUIPMENT & INSTALLATION (NON-RECURRING)	7,000
MOVING AND RELOCATION (NON-RECURRING)	8,000

TOTAL NEW ADDITION EXPENSES

\$ 47,700

LESS:

SECURITY GUARDS (SEE CHECK #4448-4452)

464BUDGET BALANCES AT 4/30/79\$ 47,236

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF APRIL 1979

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	ACCUMULATED REVENUE FUND
I BALANCES AS OF 3/31/79	\$130,371.75	\$ 14,612.73	\$ 6,784.55	\$ 269.75	\$ 187.35	\$ 326.25	\$108,191.12
ADD:							
FINES			(\$ 1,103.49				
NON-RESIDENT FEES			(40.00				
PHOTOCOPY			(246.20				
BOOK RENTALS	\$ 1,548.68		(94.00				
MICRO-FILMS			(2.60				
TELEPHONE			(12.39				
DONATIONS			(50.00				
LOST BOOK FUNDS	82.62			82.62			
TOWN OF WEST ORANGE	142,500.00	142,500.00					
II TOTAL APRIL 1979 RECEIPTS	\$144,131.30	\$142,500.00	\$ 1,548.68	\$ 82.62	-0-	-0-	-0-
III TOTAL AVAILABLE I PLUS II	\$274,503.05	\$157,112.73	\$ 8,333.23	\$ 352.37	\$ 187.35	\$ 326.25	\$108,191.12
LESS:							
IV APRIL EXPENDITURES	36,432.22	36,432.22					
V TOTAL CASH FUNDS - 4/30/79	\$238,070.83	\$120,680.51	\$ 8,333.23	\$ 352.37	\$ 187.35	\$ 326.25	\$108,191.12

ADD: DUE FROM THE TOWN OF W.O.
FOR 3RD, & 4TH QTR. BUDGET
OTHER SOURCES

262,500.00
124,830.00
\$508,010.51

30,001.66

\$478,008.85

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L BK #734-0598-77

MIDLANTIC NAT'L BK #02-073-0000-177-0

MIDLANTIC NAT'L BK #02-073-0001-161-0 UNEMPLOYMENT INS. FUND

MIDLANTIC NAT'L BK #02-073-0001-405-8 EXCESS BOOK FUND

W. ORANGE S & L C/D #6130058 9.77% DUE 6/2/79

PETTY CASH FUND

PETTY CASH - CHECKING A/C MIDLANTIC - 734-0848-6

FUNDS:

BUDGET FUND

FINES & RESERVES FUND

LOST BOOK FUND

BOOK SALES & EXCESS

PROPERTY FUND

PETTY CASH FUND

ACCUMULATED RESERVE FUND

LESS: ACCOUNTS PAYABLE 4/30/79

\$120,680.51

8,333.23

352.37

187.35

326.25

108,191.12

\$238,070.83

30,001.66

\$208,069.17

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS PRESENTED FOR PAYMENT
ON MAY 23, 1979

CHECKS ARE DATED
APRIL 30, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4437	MIDLANTIC NATIONAL BANK-F.W.T. 4/30/79	1. SALARIES	\$ 1,708.27
4438	W.O. MUNICIPAL EMPLOYEES -FEDERAL CR. UNION	1. SALARIES	290.61
4439	N.J. GROSS INCOME TAX - APRIL 1979	1. SALARIES	519.73
4440	TOWN OF W.O. SOC. SEC. - APRIL 1979	1. SALARIES	1,559.11
4441	W.O. PUBLIC LIBRARY - UN. INS.-APRIL 1979	1. SALARIES	114.74
4442	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,409.30
4443	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	42.66
4444	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	101.38
4445	TOWN OF W. ORANGE-HOSPITALIZATION-MAY 1979	26. HOSPITALIZATION	1,069.14
	NET P/R - 4/15/79 - #5120-59- (40)	1. SALARIES	9,017.47
	NET P/R - 4/30/79 - #5160-98- (39)	1. SALARIES	8,627.28

SUB-TOTAL \$ 24,459.69

ADD: CHECKS #4359 - #4436 - PRESENTED FOR
 PAYMENT ISSUED AT APRIL 30, 1979 MEETING 12,276.04

CHECKS ISSUED FOR THE MONTH OF APRIL 1979 \$ 36,735.73

<u>LESS:</u> CHECK #4361 - PETTY CASH - CHECKING A/C	TRANSFER	\$ 200.00
DEPOSIT - APRIL 4, 1979	2. BOOKS	1.21
" - APRIL 11, 1979	2. "	4.76
" - APRIL 18, 1979	2. "	6.26
" - APRIL 18, 1979	10. COMMUNITY REL.	16.00
" - APRIL 18, 1979	10. " "	32.00
" - APRIL 18, 1979	10. " "	16.00
" - APRIL 29, 1979	2. BOOKS	22.35
" - APRIL 30, 1979	2. "	4.93
		303.51

TOTAL EXPENDITURES - MONTH OF APRIL 1979
PER BUDGET REPORT \$ 36,432.22

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lea N Reed

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1979

5.

CHECKS ARE DATED
MAY 31, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4446	E. CZARNECKI	14. CONVENTIONS	\$ 142.90
4447	M. DONNELLY	14. "	30.30
4448	ANTHONY SPINA	28. SECURITY GUARDS	32.00
4449	GERALD W. HALFPENNY	28. " "	32.00
4450	FRANK DASCOLI	28. " "	128.00
4451	JOHN MAGUIRE	28. " "	32.00
4452	RICHARD MURPHY, SR.	28. " "	240.00
4453	LOLA REED	14. CONVENTIONS	535.00
4454	N.Y. HISTORICAL SOCIETY	10. COMMUNITY SVCS.	25.00
4455	AMERICAN MUSEUM OF NATURAL HISTORY	10. " "	250.00
4456	VANDERHOOT BUS CO.	10. " "	125.00
4457	N. Y. HISTORICAL SOCIETY	10. " "	50.00
4458	MIDLANTIC NAT'L BANK	1. SALARIES	1,821.24
4459	WEST ORANGE CREDIT UNION	1. SALARIES	290.61
4460	POSTMASTER	13. POSTAGE	300.00
4461	PUBLIC EMPLOYEES' RETIREMENT	28. P.E.R.S.	21,276.00
4462	AFTON PUBLISHING CO.	2. BOOKS	11.77
4463	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	19.06
4464	AMERICAN HOTEL REGISTER CO.	2. BOOKS	16.35
4465	THE ANCHORAGE	2. BOOKS	7.20
4466	ARTIST & DRAFTING SUPPLIES, INC.	4. SUPPLIES	29.04
4467	ASS'N OF AMERICAN MEDICAL COLLEGES	2. BOOKS	15.00
4468	WILLIAM YORK	2. BOOKS	12.10
4469A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 41.30
B	" " "	11. " "	40.85
C	" " "	4. SUPPLIES	128.00
4470	THE BAKER & TAYLOR CO.	2. BOOKS	210.15
4471A	THE BAKER & TAYLOR CO.	2. BOOKS	10.53
B	" " " " "	2. " "	484.18
C	" " " " "	2. " "	4.76
D	" " " " "	2. " "	708.18
E	" " " " "	2. " "	69.59
F	" " " " "	2. " "	33.96
G	" " " " "	2. " "	95.99
H	" " " " "	2. " "	871.52
I	" " " " "	2. " "	61.95
J	" " " " "	2. " "	145.32
4472	PRESTON J. BEIL	2. " "	(9.52) 2,465.93
4473	BOCA INTERNATIONAL	2. BOOKS	12.25
4474A	R. R. BOWKER	2. BOOKS	18.90
B	" " "	2. " "	13.95
C	" " "	2. " "	19.95
4475	BROADCASTING	2. " "	49.50
4476A	BROADSTREET, INC.	2. BOOKS	42.50
B	" "	4. SUPPLIES	7.00
C	" "	4. " "	(7.00)
4477A	BRODART, INC.	4. " "	12.80
B	" "	4. SUPPLIES	9.84
C	" "	4. " "	108.00
4478A	CHAMBERS RECORD CORP.	11. SERVICE CONTRACTS	195.00
B	" " "	21. A/V MATERIAL	31.55
4479	C OF C V.S.	21. " "	14.84
4480	CINCINNATI TIME RECORDER CO.	2. BOOKS	6.00
4481	COMMERCE CLEARING HOUSE, INC.	6. MAINT. MAIN	40.00
4482	COMMONWEALTH WATER CO.	2. BOOKS	8.17
4483	CONSUMER REPORTS BOOKS	6. MAINT. MAIN	67.88
4484	DEACON PRESS	2. BOOKS	3.50
		4. SUPPLIES	75.00

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1979

CHECKS ARE DATED
MAY 31, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4485A	DIMONDSTEIN BOOK EXPRESS	2. BOOKS	\$ 242.51	
B	" " "	2. "	(13.25)	
C	" " "	2. "	40.21	
D	" " "	2. "	48.64	
E	" " "	2. "	18.94	\$ 337.05
4486	DOBBS BROS.	3. BINDING		225.90
4487A	DOUBLEDAY & Co., INC.	2. BOOKS	48.80	
B	" " " "	2. "	12.75	
C	" " " "	2. "	70.10	
D	" " " "	2. "	35.13	
E	" " " "	2. "	40.08	
F	" " " "	2. "	16.38	
G	" " " "	2. "	124.39	
H	" " " "	2. "	5.19	
I	" " " "	2. "	6.10	358.92
4488	EUROPA PUBLICATIONS LIMITED	2. BOOKS		110.00
4489	FACTS ON FILE, INC.	2. BOOKS		6.26
4490	FREYTAG'S FLOWERS	4. SUPPLIES		15.00
4491	GALE RESEARCH CO.	2. BOOKS		36.19
4492	J. L. HAMMETT CO.	4. SUPPLIES		66.85
4493	GAYLORD BROS., INC.	4. SUPPLIES		11.80
4494	IBM CORPORATION	17. EQUIPMENT		13.50
4495A	J & S VACUUM CLEANER CO., INC.	4. SUPPLIES-JAN.	7.69	
B	" " " " " "	4. " "	15.90	23.59
4496A	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES-JAN.	10.40	
B	" " " "	4. " "	2.19	12.59
4497	KELLY BROS.	4. SUPPLIES		34.00
4498A	LAPAT DUPLICATING & OFFICE SUP.	4. SUPPLIES	7.30	
B	" " " " " "	4. " "	81.80	89.10
4499A	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.	111.30	
B	" " " " " "	4. " "	6.80	
C	" " " " " "	4. SUPPLIES-JAN.	4.05	122.15
4500	LIBRARIES UNLIMITED, INC.	2. BOOKS		25.19
4501	LIBRARY BINDERY CO. OF PENNA.	3. BINDING		50.87
4502	MC GRAW HILL BOOK CO.	2. BOOKS		24.79
4503	MAC MILLAN PUBLISHING CO., INC.	2. BOOKS		26.40
4504	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES		850.00
4505	NATIONAL GEOGRAPHIC SOC.	2. BOOKS		9.95
4506	NATIONAL REGISTER PUBLISHING CO., INC.	2. BOOKS		92.50
4507	NATIONAL TRAFFIC SAFETY	2. BOOKS		3.75
4508A	N. J. BELL	9. TELEPHONE	232.53	
B	" " "	9. " "	24.88	257.41
4509	N.J. C.T. CORP.	4. SUPPLIES		83.08
4510	P & P LAWMOWER REPAIRS	6. MAINT. MAIN.		17.85
4511A	PRENTICE-HALL, INC.	2. BOOKS	12.19	
B	" " " "	2. " "	9.21	
C	" " " "	2. " "	30.32	51.72
4512A	PRESCRIPTION CENTER	21. A/V MATERIALS	10.49	
B	" " "	21. " "	8.23	18.72
4513	WILLIAM SAGOSZ	4. SUPPLIES		4.73
4514	ST. MARTINS PRESS, INC.	2. BOOKS		57.84

REFERENCE

JULY 1979

EVE.

4

SAT

EVE		MON	TUES	W	THURS	FRI	SAT
2	Donnelly	3	Meyers	4	5	6	7
				Gonacki			Gonacki
9	Donnelly	10	Meyers	11	12	13	14
				Gonacki			Donnelly
16	Donnelly	17	Meyers	18	19	20	21
				Palmer			MEYERS
23	Cushing	24	Meyers	25	26	27	28
				Palmer			MEYERS
30	Cushing	31	Meyers				

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 23, 1979

CHECKS ARE DATED
MAY 31, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4515	SEVEN LOCKS PRESS, INC.	2. BOOKS	\$ 12.95
4516	SHAR-FREY	2. BOOKS	28.40
4517	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	90.25
4518	UNIPUB	2. BOOKS	10.50
4519	UNITED NATIONS	2. BOOKS	46.90
4520	THE H. WILSON Co.	2. BOOKS	10.00
4521	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	40.00
4522	PETTY CASH CHECKING ACCOUNT	TRANSFER	200.00
 <u>SUB-TOTAL</u>			 \$ 32,313.51
LESS: CHECK #4458-MIDLANTIC NAT'L BK		1. SALARIES	\$1,821.24
4459-W.O. FED. CR. UNION		1. SALARIES	290.61
4522-PETTY CASH CHECKING A/C		TRANSFER	<u>200.00</u>
			<u>2,311.85</u>
 <u>TOTAL ACCOUNTS PAYABLE - APRIL 30, 1979</u>			
<u>PER BUDGET REPORT</u>			 <u>\$ 30,001.66</u>

PAYMENT RECOMMENDED BY:

Lola N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

1979 BUDGET PROPOSAL BY BUDGET COMMITTEE

TO BOARD OF TRUSTEES OF WEST ORANGE FREE PUBLIC LIBRARY ON

MAY 23, 1979, SHOWING ACTUAL EXPENDITURES FOR 1974-1975-1976-1977-1978

PROPOSED ADOPTED BUDGET FOR 1979

	A C T U A L					ADOPTED
	1974	1975	1976	1977	1978	1979
SALARIES	\$254,000	\$284,000	\$300,164	\$324,401	\$336,752	\$370,800
BINDING	690	1,052	740	1,107	1,031	1,500
COMMUNITY SERVICE	380	690	575	249	304	500
TRANSPORTATION	260	303	244	266	153	350
SEMINARS	1,033	1,483	568	832	1,056	1,350
AUDIT	1,600	1,650	1,650	1,650	1,650	1,800
MANAGEMENT AND PROFESSIONAL SERVICES	7,200	7,937	9,200	9,700	10,200	10,700
LEGAL	1,649	5,784	2,074	2,000	1,000	2,000
MAIN LIBRARY - UTILITIES	12,381	17,375	15,975	19,045	17,920	23,000
MAIN LIBRARY - REPAIRS	5,454	2,472	3,550	6,107	1,755	7,000
TORY CORNER - RENTAL	540	540	540	540	540	540
BOOKMOBILE	4,592	6,900	6,208	5,332	4,420	6,500
SERVICE CONTRACTS	2,087	3,252	3,476	3,237	3,263	5,000
BOOKS	57,538	62,416	60,580	57,450	43,577	55,000
MICROFILM	-0-	-0-	-0-	-0-	26	2,000
SUPPLIES - LIBRARY	12,464	9,959	11,380	11,079	7,921	12,100
PERIODICALS, SERIALS AND NEWSPAPERS	4,685	6,876	5,660	5,943	5,784	10,000
PAMPHLETS	-0-	-0-	478	486	423	700
AUDIO-VISUAL-MATERIALS	5,470	3,862	779	1,574	1,367	1,500
INSURANCE	4,837	4,441	5,071	5,654	6,717	7,000
TELEPHONE	1,428	1,625	1,687	1,896	2,275	3,500
POSTAGE	1,805	1,841	2,266	2,109	2,404	3,000
EMPLOYEES HEALTH - HOSPITAL	7,525	8,950	11,162	12,576	13,689	14,800
ANNUAL REPORT	-0-	200	-0-	191	-0-	200
EQUIPMENT - LIBRARY	6,670	2,451	-0-	-0-	428	1,800
SHELVING - BOOKS	-0-	-0-	2,354	-0-	-0-	-0-
READING ROOM - CHAIRS	-0-	-0-	820	750	-0-	-0-
STAFF FURNITURE	-0-	-0-	-0-	50	-0-	-0-
MAINTENANCE EQUIPMENT	-0-	-0-	990	-0-	112	500
AUDIO VISUAL EQUIPMENT	-0-	-0-	648	748	893	1,500
SOCIAL SECURITY	14,417	16,046	16,880	18,221	19,492	23,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	8,834	10,405	14,173	17,883	23,162	26,000
FIRE ALARM	-0-	-0-	4,162	-0-	-0-	-0-
BURGLAR ALARM	-0-	-0-	-0-	-0-	-0-	-0-
JANITORIAL SUPPLIES	-0-	-0-	-0-	-0-	1,642	2,000
SUPPLEMENTAL JANITORIAL SERVICES	-0-	-0-	-0-	-0-	-0-	4,000
LIBRARY CONSULTANT	-0-	-0-	-0-	-0-	-0-	-0-
UNEMPLOYMENT INSURANCE	-0-	-0-	-0-	2,500	-0-	-0-
				-0-	2,118	3,000
SUB-TOTAL	\$417,539	\$462,510	\$484,054	\$513,576	\$512,074	\$602,640
NEW LIBRARY ADDITION - SEE ATTACHED						30,551
TOTAL						\$633,191

Adopted
5/23/79

WEST ORANGE FREE PUBLIC LIBRARY

ADOPTED BUDGET

1979NEW LIBRARY ADDITION

SALARIES	\$ 6,000
BENEFITS	1,000
UTILITIES	13,000
REPAIRS (SAVINGS)	(6,000)
INSURANCE	1,000
EQUIPMENT (SAVINGS)	(800)
BOOKS	5,000
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)
TELEPHONE EQUIPMENT & INSTALLATION (NON-RECURRING)	1,000
MOVING AND RELOCATION (NON-RECURRING)	8,000
SECURITY GUARDS	3,161
LIBRARY OPENING PROMOTIONAL EXPENSES	690

TOTAL NEW ADDITION EXPENSES\$ 30,551

AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JUNE 27, 1979

Roll Call

Open Public Meetings Act

Minutes

Treasurer's Report

- a. Bills Presented for Payment
- b. Financial Statement

Director's Report

Committee Reports

Old Business

- a. Edison Celebration
- b. Investment for Short-term Funds
- c. Regulations regarding Heat and Air Conditioning

New Business

- a. Zilla Sussman - Art Exhibit
- b. West Orange Family Youth Service

Communications

Community Participation

Adjournment

WEST ORANGE PUBLIC LIBRARY
MINUTES
OF THE BOARD OF TRUSTEES MEETING
JUNE 27, 1979

The meeting was called to order at 8:15 PM. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill, and William Sagosz. Also present were Stewart Manheim, Board Accountant and William Cuozzi, Board Attorney. Mrs. Emma-Lou Czarnecki, Acting Director, represented Mrs. Reed who was attending the ALA Conference in Dallas.

Prior to the Board meeting Mrs. Zilla Sussman reported on the Juried Art Exhibition to be held in November in conjunction with the Library opening and the Edison Centennial. Discussion covered the following items: 1) Acquisition of picture moldings, back boards and display cases for the exhibit. 2) Construction of a platform for meeting room. 3) Acquisition of a piano. 4) Mailing of application blanks, duplication and postage. 5) Award of cash prizes on Oct. 28, 1979. 6) Soliciting of awards and cash from industries and businesses. Mrs. Strauss told Mrs. Sussman that the Board will get back to the Cultural Committee on the items she has requested.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 2, 1979 in accordance with Public Law 1975, Chapter 231, approved Oct. 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Sagosz made a motion to accept the Minutes of the May 23, 1979 Board of Trustees meeting with a correction in spelling of Mrs. Sussman's name (p. 7 para.3). Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Sagosz questioned Voucher #4598, A & B to Manheim, Kosson and Novick for management services of \$1,060.00. Mr. Manheim explained that this included the monthly fee of \$850 also the retroactive fee which was not payable until the 1979 Budget was passed.

Mrs. Strauss inquired about Voucher #4607 to Pellecchia Construction Co. for an exchange of \$935.00. Mr. Manheim stated that the item was a credit for bumpers and a payment for a rolling door. Mrs. Strauss said that Town Hall is questioning this item and the bill should be held until a decision is made.

Mr. Sagosz made a motion to accept the Bills Presented for Payment for the month of May with the exception of Voucher #4607 to Pellecchia Construction Co. for \$935.00. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Cuozzi advised the Board that any bill regarding a contract should be referred to Mr. Corwick, the Business Administrator, for clearance.

2) Financial Statement:

Mrs. Strauss made a motion to transfer \$5,000 on June 29, 1979 and \$50,000 on July 15, 1979 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank for current expenses. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. Manheim explained in answer to Mr. Lang's questions regarding the transfer of monies and the amounts listed in the accounts in Midlantic Bank, that the third quarter check from the Town will be received during the first week of July. This amount which is approximately \$131,250 will cover transfers and expenses.

Mr. O'Neill questioned Voucher #4563 as to a delinquent statement attached to it and as to why the Board is paying the bill at such a late date. Mr. Manheim explained that the items concerned may be in dispute and therefore until it is resolved, payment is upheld. An invoice is necessary for payment.

Mr. Manheim mentioned that, based upon the Director's Report for this month, the Certificate of Deposit was renewed at the West Orange Savings and Loan. However, he will check on the interest rate, as it is not indicated on the bank book.

Mr. Lang asked Mrs. Czarnecki about the \$55,000 designated for purchase of books in the budget. He was interested in how that figure is arrived at when the circulation keeps dropping; and how the books are chosen for purchase. Mrs. Czarnecki said that the amount of the book line has been decreased from other years. Also, the price of books has increased and the library is not getting as many books for the money. As far as the book selection process is concerned, the Librarians (primarily Miss Cushing and Mrs. Czarnecki) check the various major sources of book reviews, and requests from patrons are taken into consideration.

Mr. Lang made a motion to accept the Financial Statement as presented. Mrs. Grover seconded the motion, and it was passed unanimously.

DIRECTOR'S REPORT:

Mr. Lang asked about the photocopiers and the leak on the carpet. He suggested that the Library obtain information on other machines.

The Board of Trustees praised Mrs. Phyllis Some's Pompeii Bus Trip. It was a very successful endeavor and a wonderful experience for all who attended. Mrs. Strauss suggested that the \$100 profit from the trip be used as seed money for future programs of this type.

Mr. Sagosz suggested that the Board consider a separate line in the Budget for the programs. Mr. Lang added that regardless of whether or not a separate line is indicated for the special programs, the money should be designated and restricted for future trips even though it is housed in the same account as other monies. The programs should be continued.

Mrs. Czarnecki read a letter from Mark Donnelly regarding Mrs. Sussman's request to hold art lectures in the meeting room. He requested that the Board reconsider the request as there would be no expense to the Board. Mr. Lang said that the confusion was really a matter of not knowing what the situation will be in the meeting room. Mr. Donnelly can set up a tentative schedule.

COMMITTEES:

1) Building and Grounds:

Mr. Sagosz said that the Punch List has been sent to the Board by Mr. Lehman. Some items have not been finished as yet, and a list should be compiled of things that need to be completed. Mr. Sagosz will check the change orders to see if the picture molding is mentioned. He reported that the painting has been done with the exception of the old meeting room, work room and staff room.

2) Stacks:

Mrs. Czarnecki distributed a memo to the Trustees from the Department Heads advising against the moving of the stacks at the present time.

Mrs. Strauss stated that at present, there didn't seem to be an urgency for the move. The staff has had, and would have the burden of the move.

Mr. Sagosz said that if the staff doesn't want to be involved, professionals should be hired to move the stacks now, as the Board should consider the patrons. If the stacks are going to aggravate them, some action should be taken regardless of the feelings of the staff. He has talked to Time Movers and they would charge \$15.00 per hour to move. Also, the Youth Employment Service charges about \$3.00 per hr.

Mr. Lang clarified the issue by explaining that the real reason for considering the moving of the stacks was to improve the lighting situation. If the lighting is inadequate, the stacks may need to be moved. At present, additional lights have been added increasing the light, however, the increased light has darkened the shadowed areas. The lighting has been improved, but the minimum standards still have not been met. Mr. Sagosz said that the moving of the stacks must be done, even if the professional movers must do it.

Mr. O'Neill inquired as to the money that would be available for the moving and if it would be set aside for that purpose. Mr. Sagosz said that \$1,790 is left in the contract with Time Movers for the second phase of the moving.

Mr. O'Neill asked Mr. Sagosz who had recommended spacing the stacks at the present distance. Mr. Sagosz said that professional consultants had been hired and both had concurred that the spacing was adequate. The entire collection was to be placed on one floor. If the stacks are moved, 13,000 books will have to be relocated downstairs. Mr. Lang said that the spacing did not meet the ALA approved minimum standards and that the Board should not have accepted the spacing at that time or now. It was the consensus of the Board of Trustees to table the moving of the stacks as the lighting is the main problem and that problem must be remedied. Mr. Sagosz recommended approval of payment of 85% of the stacks to Max Blau. The oblique files still have to be installed.

Mr. Lang asked why two metal cabinets for the reference department were eliminated from the floor plan. Mr. Sagosz assured him that cabinets could always be ordered if needed.

3) Telephones:

Mr. Sagosz reported that holes must be cut through the walls to get the phone cables in. When this is done, the final move can be made. The movers will come in at an hourly rate when the desks and equipment are ready to be moved.

The Board praised Mrs. Palmer for her hard work in moving to the Children's Room. The area is quite attractive and set up using the old serpentine bookcases.

Mrs. Strauss questioned Mr. Sagosz about the hot water heater. Mr. Sagosz said that the boiler has to be reconnected with new piping. A plumber should be contacted and estimates obtained. Mr. Lang recommended the names of Daum, and O'Connel as possible sources for estimates.

4) Furniture:

Mrs. Strauss reported that the bids have been awarded for the furniture. However, Town Hall awarded the 200 series (metal items) but it was not followed up in writing with a purchase order. The Town must now rebid the entire series.

5) Personnel:

Mr. Lang reported that the Personnel Committee had received a communication from Mrs. Elsa Meyers in regard to vacation time without pay. He stated that as Mrs. Meyers is presenting a grievance, the Personnel Committee could not give any action under the procedures. The Director should have brought it to the Board's attention. As a Civil Service employee, the Board is not denying Mrs. Meyers the right to do as she requested, but the Board cannot violate the procedures that have been established. No instructions were left with Mrs. Czarnecki to follow through with the procedures.

Mrs. Strauss suggested that she would be willing to call a short meeting of the Board of Trustees as soon as Mrs. Reed returns from her trip. She asked Mrs. Czarnecki to advise Mrs. Reed of this.

OLD BUSINESS:

Mrs. Strauss acknowledged Mrs. Lorraine Schwartz and her twenty years of service as an employee of the Library. Mr. Lang said that a motion should be made acknowledging Mrs. Schwartz' twenty years of service and to express the Board's appreciation. Mr. Cuozzi said that he would draw up a formal resolution to present to the Board indicating the above at the next meeting.

Mrs. Grover read a letter from Jacob Stier of the West Orange Edison Centennial Light Committee. A resolution was passed at a committee meeting containing the following: 1) A suggestion be made to the Board of Trustees of the West Orange Public Library that the addition to the library be named the Thomas A. Edison Wing. 2) That Saturday, October 20, 1979 should be the dedication date and a reception

should be held at the library at that time. 3) The Committee would contribute funds for or have manufactured a suitable plaque for the occasion. 4) The naming and dedication of the library on the aforementioned date is timely and appropriate as the following date marks the actual day of the lighting ceremony to be held at South Mountain Arena.

The Trustees expressed a willingness to name the wing after Edison if the Edison Foundation could reciprocate in some way, since the library is in need of many items due to the expansion.

Mrs. Strauss asked Mr. Lang to be the liason to the Edison Committee and the Edison Foundation. She recommended contacting Masie Blasie and Barbara Furst.

Investment of Short-term Funds: Mr. Lang explained for the benefit of the Board members who were not present at the last meeting about the investment of substantial sums of money for short periods of time. This should be seriously considered.

Discussion followed and Mr. Manheim explained the various procedures involved. Mr. Cuozzi said that the Library Laws do not state a position on this matter, however, he will read the statutes on investments and securities and determine the proper procedure to follow. He suggested that the Board wait until the next meeting. He will draw up a model resolution to protect the Trustees.

Mr. Lang noted for the record that the Board of Trustees wants to proceed with short-term investments, but the Board wants clarification of the Library Laws in respect to judiciary responsibilities; and that a resolution will be definitely passed at the next Board meeting. Mr. Lang volunteered to handle the transfers, etc. as a member of the Finance Committee. The Attorney will check on bonding and the types of investments allowed under law.

Heating and Air Conditioning Regulations: It was agreed that an arbitrary temperature of 78 degrees be set for the air conditioning, and that 68 degrees be set for the heating temperature. Mrs. Strauss suggested empowering the Director in using discretion in setting the temperatures.

Mr. Lang stated that the State Law is very clear about the Trustees having the power to purchase all reading materials and that as Trustees they have an obligation to the Town to see that the library gets materials and equipment. This was in reference to the Annual Reports that he has had sent to the library and was brought up by Mrs. Reed at the last Board meeting. Mr. Lang would like it clearly understood that it was not a personal matter; the law empowers the Trustees to obtain things for the library. It also empowers the Board to receive a report from the Director, and he felt that the report submitted to the Board by Mrs. Reed, is not adequate.

Mr. Lang offered a list of suggestions to be used in the Annual Report. The suggestions will be added to the minutes as an addendum. He specifically would like to have input from the Dept. Heads as well as additional information such as how in-house circulation can be used to an advantage, etc.

Mr. Sagosz asked about the time of preparation of the report, and suggested that perhaps it could be concurrent with the Statistical Report that must be submitted to Trenton in February.

Mr. Lang remarked that books should never be turned down if they are offered to the library. Even if there isn't any shelf space, they can be stored.

NEW BUSINESS:

Mrs. Strauss said that she had received a call from Audrey Baum of West Orange Family Youth Services. Mrs. Baum explained that the community was not familiar with the program and perhaps some group meetings could be held in the Library meeting room to explain about the services offered. Mr. Donnelly, Public Relations Librarian, said that the Library needed to change its image from its present best seller image and to broaden its scope of activities and programs. Mrs. Strauss agreed and was in favor of programs such as book reviews.

Mr. Lang was concerned about the publicity for the Library and how it was handled. Mr. Donnelly explained that everything is not printed that is submitted, but that the 'West Orange Chronicle' had been generous to the Library and has improved over the years in printing Library news. Mr. Donnelly will get in touch with Mrs. Baum and offer the Library's cooperation in setting up some meetings.

Mr. Lang turned over the Trustees By-laws which he had made non-gender to the Attorney for review.

Mrs. Strauss requested Mr. Sagosz or Mr. Pasmantier to attend the Town Council meeting scheduled for July 17. The curbing will be discussed at that time. Mr. Sagosz offered to explain the Board's position on the curbing regarding the Change Orders.

Mr. Sagosz reported that the roof problem is cleared up, however, the ceiling needs to be fixed. He recommended that a letter be sent to Mr. McCann, Town Engineer, regarding the repair of the holes in the ceiling regardless of who caused them. The ceiling must be repaired before the painting can be completed. Also, the deterioration of the outside lighting should be mentioned in the letter.

One door will be left open for the staff to enter in the morning. All other doors should be kept locked, as Mrs. Strauss said that she had seen people wandering about in the building before opening hours. The bottom door facing Town Hall is an emergency exit only and must be kept closed at all times. Deliveries could go around to the back of the building.

Mr. Lang said that security must be strict and that the security guard should be stationed facing the door at all times.

Mrs. Strauss asked Mrs. Czarnecki to follow-up about the mirror for the elevator. There is a mirror placed in the stairwell.

Mr. Lang asked the security in regard to the materials kept behind the checkout desk. He referred to the May issue of 'Consumers Report', and the 'N. Y. Industrial Directory'. These were missing, and he urged the staff to closely check the return of all materials. He pointed out that the new position of the checkout desk has increased the security problem. He was concerned about reducing the number of lost items.

Mr. Donnelly and Mrs. Meyers stated that a mechanical security system is the answer to this problem, even though it cannot be fool-proof. Mrs. Itkin offered to give Mr. Lang information on the various security systems on file in the library.

Mrs. Strauss mentioned that the Library Opening Committee has three volunteers. She suggested that the Trustees add to the committee.

COMMUNICATIONS:

1) A letter was received from Enid Herman from the YM-YWHA thanking Mrs. Meyers and Mrs. Benjamin for their Book reviews.

2) Mrs. Grover read Mrs. Some's report on the Museum costs.

3) A letter accompanying the boiler inspection certificate from the State was received. The certificate will be framed and posted in the boiler room.

4) Two letters were received from Mark Donnelly, President of the Employees' Association. The first letter asked the Board to set a policy to be placed in the staff manual regarding emergency situations within the library. Mr. Cuozzi said that no member of the staff should administer care or transportation to a patron if there is an emergency. The staff should dial 911. Perhaps it would be possible for a few members to take a first aid course.

The second letter requested the Board to inform the staff, if possible, about any cut in increments and the reasons for doing so. It would also be appreciated if matters pertaining to staff salaries could be discussed prior to the budget being acted upon. The staff would like to know if the increases could be obtained by April 1. Mrs. Strauss explained that the Board must wait for the Town to pass the budget, then often the Library Budget must be reworked to conform to the Town's allocations. Therefore, since the Town does not pass the budget until March, April 1 is an unrealistic deadline.

Mrs. Strauss noted that a response still had not been received from the Fire Dept. in regard to fire drills.

5) Mrs. Grover read a letter from Owen Sturm in which he advised against using the vertical blinds on the east windows. He included an estimate for the blinds. Mrs. Grover will write a thank-you note to Mr. Sturm noting the Board's appreciation for the time and advice that he gave to them in this matter.

COMMUNITY PARTICIPATION:

Mrs. Allerhand asked the Board if some determination could be made regarding the gas situation and the possibility of employees coming into work late as a result of long waits in the gas lines. The Trustees said that Mrs. Czarnecki, as Acting Director, can make that decision.

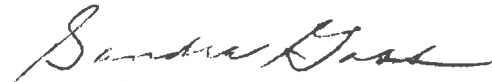
Mrs. Meyers asked the Board if they had considered a four day work week as an answer in dealing with the gasoline crisis. Mr. Lang said that it should be worked out between the staff and the Director.

Mrs. Rabinowitz inquired if it would be possible for the Budget Committee to contact the staff association when they are setting up the budget. Mrs. Strauss said that the Director should inform the staff as to the mechanics of the budget.

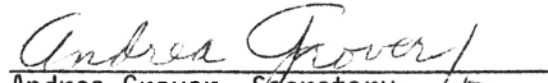
Mrs. Czarnecki mentioned Mrs. Reed's memo to the Dept. Heads. In the memo, Mrs. Reed referred to young people to do some moving of books. Mrs. Czarnecki wondered if it would be possible to hire some people if the hours did not go over 19 per week. Books must be moved from Fairmount House, where they are presently stored, as they are becoming mildewed. Mr. Sagosz recommended the Youth Employment Service, and the possibility of giving more hours to the young people already employed at the Library.

The meeting was adjourned at 11:15 P.M.

Respectfully submitted,



Sandra Goss, Secretary



Andrea Grover, Secretary
Board of Trustees

ADDENDUM FROM MR. LANG CONCERNING ANNUAL REPORT:

STATISTICS

BOOK RESOURCES

ADULT

JUVENILE

TOTALS

Beginning of year

Add: Purchases
Donations

Less: Discards
Lost

Total: Year End

BOOK RESOURCES

OTHER

MAGAZINES

NEWSPAPERS

Number of subscriptions

Additions

Cancellations

Donations

Number at End of Year:

LONG TERM REFERENCE DATA

Research Volumes Up to 5 Years Old

Periodicals

Number of Titles

CIRCULATION

Changes in the Habits of the Community

Analysis of More In-house Activity as Noted in 1977 Report

Main Library	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>
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Adult

Young Adult

Children's

Mobilibrary

Tory Corner

Bulk Loans

TOTAL CIRCULATION:

AN ANNUAL REPORT SHOULD COVER THE FOLLOWING:

1. General Public Section
Usage and Some Comparative Data
A Review of General Acquisitions and the Update of the Method of Selection
2. Reference
General and Specific such as the Business Section
Use and Growth Materials Added and Acquisitions
3. Children's Room
Usage, General Review including Acquisitions
4. Young Adult Department
Use and Growth Materials Added and Acquisitions
5. Other Developments
Non-reading - Such as Arts, Art Exhibits, Reading Room and Other -
A general Review
6. Mobilibrary
A Summary of the Year's Activities
7. Specific Accomplishments Within the Year
8. Friends of the Library
9. Cataloging
Overview of This Activity
10. Staffing
Any Personnel Planning Changes
11. Space Usage and Availability
12. Special
Overview of Planning and Moving with Respect to the New Addition

NOTE: It would lessen the work of the Director and encourage the staff if the Department Heads prepared and signed the report of their particular area of responsibility. Moreover, the Director could consider assigning someone to gather the other data required and prepare a base report for the Director's revision and modification.

DIRECTOR'S
MONTHLY REPORT

JUNE 27, 1979

We actually have air-conditioning in the library. After many uncomfortably hot days, it became operable on Wednesday June 20th. Although we had many bitter remarks from patrons and staff alike, we made the best of a condition beyond our control. The employees, along with everyone else, are to be complimented for their indulgence.

The bus trip to the American Museum of Natural History and to the New York Historical Society on June 15, was very successful and was enjoyed by all 45 attendees

The paint job in the library is being done on Saturdays. Several areas are yet to be painted. As each area is cleared painting will be done until the entire library is completed.

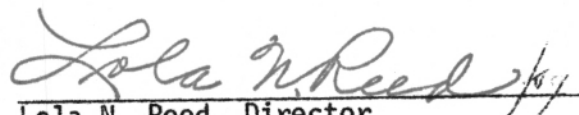
We are receiving many requests for use of our meeting room. No commitments for any dates have been made. The reason being that we are not sure of an exact date for the general opening of our new wing and also because our anticipation is that as many varied groups as possible can make use of our facility.

It is hoped that we are nearing the end of our building project. However, there are quite a few "bugs" to be straightened out. Many of our problems are minor but numerous. Examples: - We are experiencing telephone "black outs" two to three times a week - especially every Saturday. Our copiers are out-of-order more than in order. Even though Continental Copier sent us a replacement machine, there are things wrong with it. The company has promised us a new machine with bond paper in November.

Some ceiling tiles have not been put back in place. We still feel the lighting in the new wing is inadequate, etc. Mrs. Ada Berger became Mrs. La Point on June 11.

To add a brighter side, we received our new amount for our Treasury Note, in the amount of \$42,014.45. The note was reinstated for another six months.

There was a general staff meeting held on June 19. The staff showed a great deal of concern about our next move. They are strongly opposed to removing books so that stacks can be moved. Many questions were asked of me, some of which I could not answer since Mr. Sagosz is in charge of the move and I was reluctant to try to answer because he was away and could not be reached at that time.


Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF MAY 1979
LIBRARY BOARD MEETING OF JUNE 27, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF MAY	ACCUMULATED BUDGET EX- PENDITURES PAID 5 MONTHS ENDED 5/31/79	UNEXPENDED BUDGET BALANCE ON 5/31/79	BILLS/ ACCOUNTS PAYABLE AT 5/31/79 PRESENTED FOR PAY- MENT AT THIS MEET- ING 6/27/79	BUDGET BALANCES AT 5/31/79
SALARIES & WAGES	\$370,800	\$ 26,343.47	\$130,285.29	\$240,514.71		\$240,514.71
BINDING	1,500	276.77	558.68	941.32	\$ 68.60	872.72
COMMUNITY SERVICES	500	258.00	(28.73)	528.73	80.19	448.54
TRANSPORTATION	350	-0-	55.35	294.65		294.65
SEMINARS & WORKSHOPS	1,350	708.20	929.20	420.80		420.80
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	850.00	3,400.00	7,300.00	1,060.00	6,240.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	-0-	6,807.33	16,192.67	2,019.67	14,173.00
MAIN LIBRARY-REPAIRS	7,000	125.73	727.22	6,272.78	608.49	5,664.29
TORY CORNER-RENTAL	540	-0-	135.00	405.00		405.00
BOOKMOBILE	6,500	19.06	427.01	6,072.99		6,072.99
SERVICE CONTRACTS	5,000	277.15	731.45	4,268.55	666.80	3,601.75
BOOKS	55,000	4,048.00	14,437.05	40,562.95	4,388.46	36,174.49
SUPPLIES-LIBRARY	12,100	667.24	2,787.47	9,312.53	1,052.02	8,260.51
MICROFILM	2,000	-0-	-0-	2,000.00		2,000.00
PERIODICALS, SERIALS & NEWSPAPERS	10,000	40.00	234.67	9,765.33	130.00	9,635.33
PAMPHLETS	700	-0-	56.54	643.46	265.00	378.46
AUDIO-VISUAL-MATERIALS	1,500	65.11	243.44	1,256.56	9.90	1,246.66
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	257.41	1,058.48	2,441.52	327.78	2,113.74
POSTAGE	3,000	300.00	900.00	2,100.00		2,100.00
EMPLOYEE HEALTH-HOSP.	14,800	1,069.14	5,410.12	9,389.88		9,389.88
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	13.50	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	-0-	4,812.73	18,187.27		18,187.27
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	21,276.00	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	158.33	688.06	1,311.94	207.14	1,104.80
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	783.74	2,216.26		2,216.26
NEW LIBRARY ADDITION EXPENSES- SEE PAGE 2	30,551	1,277.50	1,277.50	29,273.50	587.00	28,686.50
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 58,030.61</u>	<u>\$199,850.10</u>	<u>\$433,340.90</u>	<u>\$ 11,471.05</u>	<u>\$421,869.85</u>
FUNDS FROM:						
TOWN OF WEST ORANGE	\$525,000					
ACCUMULATED REVENUE	<u>108,191</u>					
<u>TOTAL ADOPTED BUDGET</u>	<u>\$633,191</u>					

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF MAY 1979

LIBRARY BOARD MEETING OF JUNE 27, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF MAY	ACCUMULATED BUDGET EXPENDITURES PAID 5 MONTHS ENDED 5/31/79	UNEXPENDED BUDGET BALANCE ON 5/31/79	BILLS ACCOUNTS PAYABLE AT 5/31/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 6/27/79	BUDGET BALANCES AT 5/31/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	(6,000)			(6,000.00)		(6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	(800)			(800.00)		(800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	(1,500)			(1,500.00)		(1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000			1,000.00		1,000.00
MOVING AND RELOCATION - (NON-RECURRING)	8,000			8,000.00		8,000.00
SECURITY GUARDS	3,161	\$ 970.00	\$ 970.00	2,191.00	\$ 182.00	2,009.00
LIBRARY OPENING PROMOTIONAL EXPENSES	690	307.50	307.50	690.00	405.00	690.00
PAINTING				(307.50)		(712.50)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 1,277.50	\$ 1,227.50	\$ 29,273.50	\$ 587.00	\$ 28,686.50

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF MAY 1979

CASH FUNDS REPRESENTED BY:	
CHECKING A/C, MIDLANTIC NAT'L BANK-#734-0598-77	\$ 6,992.84
MIDLANTIC NAT'L BANK-#02-073-0000-177-0	133,067.89
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UNEMPLOYMENT INS. FUND	417.92
MIDLANTIC NAT'L BANK-#02-073-0001405-8-EXCESS BOOK FUND	846.29
W. ORANGE S & L C/D-#6130058-9.77%-DUE 6/2/79	40,000.00
PETTY CASH FUND	526.25
PETTY CASH-CHECKING A/C-MIDLANTIC-734-0848-6	128.08
	<hr/>
	\$181,979.27
	<hr/>
FUNDS:	
BUDGET FUND	\$170,840.90
FINES & RESERVES FUND	10,120.41
LOST BOOK FUND	504.36
BOOK SALES & EXCESS PROPERTY FUND	187.35
PETTY CASH FUND	326.25
	<hr/>
	\$181,979.27
	<hr/>
LESS: ACCOUNTS PAYABLE 5/31/79	11,471.05
	<hr/>
	\$170,508.22

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1979 BILLS PRESENTED FOR PAYMENT
ON JUNE 27, 1979

CHECKS ARE DATED
MAY 31, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4523	F. DASCOLI	28. SECURITY GUARD	\$ 64.00
4524	CHARLES DEL PLATO, JR.	28. " "	32.00
4525	LEWIS BECKER	28. " "	32.00
4526	GERALD HALF PENNY	28. " "	32.00
4527	JOHN MC GUIRE	28. " "	32.00
4528	RICHARD A. MURPHY, SR.	28. " "	120.00
4529	JOHN PETROLL, JR.	28. " "	32.00
4530	VINCENT VACCARELLA	28. " "	32.00
4531	WILLIAM TOOHEY	28. NEW ADDITION-PAINTING	102.50
4532	WILLIAM JEROME CLARK	28. " " "	102.50
4533	STEVEN CLARKE	28. " " "	102.50
4534	BURNS INT'L SECURITY SERVICES, INC.	28. SECURITY GUARDS	26.00
4535	MIDLANTIC NAT'L BANK-F.W.T. 5/31/79	1. SALARIES	1,830.50
4536	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. " "	290.61
4537	N.J. GROSS INCOME TAX	1. " "	540.52
4538	TOWN OF W.O. EMPLOYEES S.S. 5/79	1. " "	1,614.95
4539	W.O. PUBLIC LIBRARY-UN. SAV. A/c 5/79	1. " "	98.90
4540	P.E.R.S. #20284-PENSIONS & LOANS	1. " "	1,358.40
4541	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. " "	42.66
4542	P.E.R.S. #20284-CANTRIBUTORY LIFE INS.	1. " "	101.38
4543	VOID		
4544	TOWN OF W.O. JUNE 1979-HOSPITALIZATION	25. HOSPITALIZATION	1,069.14
4545	BURNS INT'L SECURITY SERVICES	28. SECURITY GUARDS	104.00
	NET P/R -#5199-5236 (37) 5/15/79	1. SALARIES	9,205.19
	NET P/R -#5237-5274 (38) 5/31/79	1. SALARIES	9,148.51
<u>SUB-TOTAL</u>			\$ 26,114.26
<u>ADD: CHECKS -#4446-4532-PRESENTED FOR</u>			
<u>PAYMENT ISSUED AT MAY 31, 1979</u>			<u>32,313.51</u>
<u>CHECKS ISSUED FOR THE MONTH OF MAY 1979</u>			\$ 58,427.77
<u>LESS: VOIDED CHECK #4365</u>			
<u>CHECK #4522-PETTY CASH CHECKING A/c</u>			
<u>DEPOSITS - 5/2/79</u>			
<u>" - 5/2/79</u>			
<u>" - 5/19/79</u>			
<u>" - 5/11/79</u>			
<u>" - 5/16/79</u>			
<u>" - 5/16/79</u>			
<u>TOTAL EXPENDITURES-MONTH OF MAY 1979</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 58,030.61</u>

PAYMENT RECOMMENDED BY:

Lola N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Howard Mankin

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 27, 1979

CHECKS ARE DATED
JUNE 27, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4546	WEST ORANGE PUBLIC LIBRARY	TRANSFER	\$ 200.00
4547	MIDLANTIC NAT'L BANK	1. SALARIES	4,136.28
4548	W.O. MUNICIPAL EMPLOYEES F.C.U.	1. SALARIES	290.61
4549	BURNS INT'L SECURITY SERVICES	28. SECURITY GUARD	78.00
4550	WILLIAM TOOHEY	28. NEW ADDITION	65.00
4551	WILLIAM JEROME CLARK	28. NEW ADDITION	122.50
4552	JAMES GARRISON	28. NEW ADDITION	97.50
4553	REGINALD REED	28. NEW ADDITION	60.00
4554	WILLIAM TOOHEY	28. NEW ADDITION	60.00
4555A	ABORN EXTERMINATING Co., Inc.	11. SERVICE CONTRACT	\$ 15.00
B	" " " "	11. " "	<u>15.00</u> 30.00
4556	AMERICAN LIBRARY ASS'N	2. BOOKS	31.50
4557	ARNO PRESS	2. BOOKS	11.00
4558	ATLAS LADDER Co., Inc.	4. SUPPLIES-JAN.	89.25
4559A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	40.80
B	" " " "	11. " "	<u>40.50</u> 81.30
4560A	THE BAKER & TAYLOR Co.	2. BOOKS	25.12
B	" " " "	2. " "	88.80
C	" " " "	2. " "	<u>25.04</u> 138.96
4561A	THE BAKER & TAYLOR Co.	2. BOOKS	161.08
B	" " " "	2. " "	69.15
C	" " " "	2. " "	253.69
D	" " " "	2. " "	385.18
E	" " " "	2. " "	610.65
F	" " " "	2. " "	<u>198.48</u> 1,678.23
4562	A. M. BEST & Co.	2. BOOKS	11.00
4563A	R. R. BOWKER Co.	2. BOOKS	185.00
B	" " " "	2. " "	(2.00)
C	" " " "	2. " "	99.00
D	" " " "	2. " "	<u>24.95</u> 306.95
4564A	BROADSTREET, INC.	4. SUPPLIES	190.43
B	" " " "	4. " "	<u>(19.73)</u> 170.70
4565A	BRODART, INC.	4. SUPPLIES	73.94
B	" " " "	4. " "	(3.50)
C	" " " "	4. " "	<u>108.00</u> 178.44
4566	BUNTING & LYON, INC.	2. BOOKS	35.39
4567	BUREAU OF GOVT RES. & SERV.	2. BOOKS	4.00
4568	BURNS INT'L SECURITY SERVICES, INC.	28. SECURITY GUARDS	104.00
4569A	C. W. ASSOCIATES	2. BOOKS	6.75
B	" " " "	2. " "	<u>21.00</u> 27.75
4570	CHAMBERS RECORD CORP.	21. A/V MATERIALS	9.90
4571	COLUMBIA UNIVERSITY PRESS	2. BOOKS	21.00
4572	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	11.75
4573	DEACON PRESS	4. SUPPLIES	225.00
4574	DEMCO EDUCATIONAL CORP.	4. SUPPLIES	30.40
4575	DEPT. OF EDUCATION	2. BOOKS	2.00
4576A	DIAMOND BOOK EXPRESS	2. BOOKS	26.55
B	" " " "	2. " "	260.29
C	" " " "	2. " "	181.82
D	" " " "	2. " "	106.71
E	" " " "	2. " "	14.00
F	" " " "	2. " "	.93
G	" " " "	2. " "	12.31
H	" " " "	2. " "	146.43
I	" " " "	2. " "	3.69
J	" " " "	2. " "	<u>(14.51)</u> 738.22

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 27, 1979

CHECKS ARE DATED
JUNE 27, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4577	DOBBS BROS. LIBRARY BINDING Co.	3. BINDING	\$ 68.60
4578A	DOUBLEDAY & Co., INC.	2. BOOKS	\$ 19.46
B	" " " "	2. "	48.53
C	" " " "	2. "	4.24
D	" " " "	2. "	21.84
E	" " " "	2. "	79.70
F	" " " "	2. "	13.74
G	" " " "	2. "	2.41
H	" " " "	2. "	48.62
4579	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	238.54
4580	FACTS ON FILE, INC.	2. BOOKS	4.72
4581	THE FOUNDATION PRESS, INC.	2. BOOKS	32.24
4582A	GALE RESEARCH Co.	2. BOOKS	22.50
B	" " " "	2. "	110.46
4583	GANN LAW BOOKS	2. "	66.24
4584	GAYLORD BROS., INC.	2. BOOKS	176.70
4585	HACKER ART BOOKS, INC.	4. SUPPLIES	26.00
4586	J. L. HAMMETT Co.	2. BOOKS	110.54
4587	HANDBOOK OF DOG/CAT CARE	2. BOOKS	16.24
4588	THE INT'L CITY MGMT ASSN.	4. SUPPLIES	2.46
4589	THE JEWISH PUBLICATION SOC.	2. BOOKS	10.00
4590A	KAUFMANN'S SENTRY HDWE.	2. BOOKS	26.00
B	" " " "	2. BOOKS	8.62
C	" " " "	4. SUPPLIES-JAN.	1.00
D	" " " "	4. " "	3.75
E	" " " "	4. " "	3.80
F	" " " "	4. " "	1.59
G	" " " "	4. " "	9.58
H	" " " "	4. " "	3.49
I	" " " "	4. " "	8.24
J	" " " "	4. " "	2.20
4591	KIRKUS SERVICE, INC.	4. " "	2.15
4592	LAPAT DUPLICATING & OFFICE SURP.	4. " "	3.84
4593A	LEWIS PAPER & SUPPLY Co.	19. MAGAZINES	39.64
B	" " " " " "	4. SUPPLIES	90.00
C	" " " " " "	4. SUPPLIES-JAN.	50.90
4594	Mc GRAW-HILL BOOK Co.	4. " "	47.50
4595	Mc MANUS LAWN MOWER SHOP	4. " "	18.50
4596	KENNETH MCPHERSON	4. " "	12.25
4597A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	78.25
B	" " " " " "	2. BOOKS	34.01
C	" " " " " "	6. MAINT.-MAIN.	28.50
4598A	MANHEIM, KOSSON & NOVICK	11. SERVICE CONTRACTS	225.00
B	" " " " " "	2. BOOKS	36.35
4599	NAT'L AUDIO VISUAL ASS'N, INC.	2. "	25.92
4600A	NEW JERSEY BELL	2. "	8.83
B	" " " " " "	23. MANAGEMENT SERVICES	71.10
4601	N.J. CANDY & TOBACCO Co.	23. " "	850.00
4602	N.J. LEGISLATIVE MANUAL	2. BOOKS	210.00
4603	E. & M. O'HARA, INC.	2. "	1,060.00
4604	ORANGE GARDEN SUPPLY Co.	2. "	18.50
4605	ORGANIZATION OF AMERICAN STATES	9. TELEPHONE	316.38
4606	PITNEY BOWES	9. "	11.40
4607	PELLECHIA CONSTRUCTION Co.	4. SUPPLIES	83.08
4608	R. L. POLK & Co.	2. BOOKS	11.50
4609A	PRENTICE HALL, INC.	6. MAINT. -MAIN.	80.00
B	" " " " " "	6. MAINT. -MAIN.	65.89
4610A	PRESCRIPTION RX CENTER	20. PAMPHLETS	15.00
B	" " " " " "	11. SERVICE CONTRACTS	35.25
C	" " " " " "	EXCHANGE	935.00
		2. BOOKS	70.10
		2. BOOKS	5.75
		2. "	14.00
		4. SUPPLIES	4.28
		4. "	(1.45)
		4. "	1.71
			4.54

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1979 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 27, 1979

CHECKS ARE DATED
JUNE 27, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4611A	PUBLIC SERVICE E & G Co.	6. MAINT.-MAIN.	\$ 977.05
B	" " " " " "	6. " "	<u>1,042.62</u> \$2,019.67
4612	REGAL SALES Co.	4. SUPPLIES	53.20
4613	REGENT BOOK Co., INC.	2. BOOKS	105.18
4614	RICCIARDI BROS.	6. MAINT.-MAIN.	21.90
4615A	ROSSI & Co., INC.	6. MAINT.-MAIN.	94.00
B	" " " " "	6. " "	<u>318.20</u> 412.20
4616	RUTGERS UNIVERSITY PRESS	2. BOOKS	5.39
4617	SETON HALL UNIVERSITY PRESS	2. BOOKS	5.95
4618A	LILA SHOSHKES DESIGN ASSOC.	11. SERVICE CONTRACTS	12.00
B	" " " " "	11. " "	<u>33.25</u> 45.25
4619A	SILVER BURDETT Co.	2. BOOKS	11.70
B	" " " "	2. " "	<u>9.72</u> 21.42
4620	SANDRA STARRETT	2. BOOKS	10.00
4621A	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	92.75
B	" " " " "	2. " "	<u>91.50</u> 184.25
4622	ANITA O. STRAUSS	10. COMMUNITY RELATIONS	80.19
4623	TELEVISION DIGEST, INC.	2. BOOKS	85.60
4624A	3M BUSINESS PRODUCTS SALES, INC.	4. SUPPLIES	142.76
B	" " " " "	11. SERVICE CONTRACTS	<u>250.00</u> 392.76
4625	UNITED NATIONS	2. BOOKS	43.90
4626	U.S. GOV'T PRINTING OFFICE	20. PAMPHLETS	250.00
4627A	WEST PUBLISHING Co.	2. BOOKS	27.50
B	" " " "	2. " "	<u>95.00</u> 122.50
4628	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	40.00
<u>SUB-TOTAL</u>			<u>\$17,032.94</u>
LESS: CHECK #4546 - W.O. PUBLIC LIBRARY		TRANSFER	200.00
CHECK #4547 - MIDLANTIC NAT'L BANK		1. SALARIES	4,136.28
CHECK #4548 - W.O. MUNICIPAL EMPLOYEES		1. SALARIES	290.61
F.C.U.		EXCHANGE	<u>935.00</u> 5,561.89
CHECK #4607 - PELLECHIA CONSTRUCTION Co.			
<u>TOTAL ACCOUNTS PAYABLE - MAY 31, 1979</u>			<u>\$11,471.05</u>
<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

Herbert Maack