

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 27, 1988

1. ROLL CALL
2. OPEN PUBLIC MEETINGS ACT
3. MINUTES
4. ELECTION OF OFFICERS
5. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
6. STAFF/COMMUNITY PARTICIPATION
7. DIRECTOR'S REPORT
8. COMMITTEE REPORTS
9. OLD BUSINESS
10. NEW BUSINESS
  - A. APPOINT COMMITTEES FOR 1988
  - B. DESIGNATION OF BANK ACCOUNTS
  - C. PROFESSIONAL SERVICES CONTRACT
11. COMMUNICATIONS
12. ADJOURNMENT

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

MINUTES  
OF THE BOARD OF TRUSTEES  
MEETING OF JANUARY 27, 1988

The meeting was called to order by First Vice President Irving J. Soloway at 8:02 P. M. The following members were present constituting a quorum: Jane Degnan, Gayle Levy, Albert Kupferer, Anita Strauss, and John Willies. Also present were Stewart Manheim - Board Accountant, William F. Cuozzi, Jr. - Board Attorney, and Lola N. Reed, Library Director. President Herbert M. Gladstone was absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Soloway made a motion to approve the Minutes of the Board of Trustees meeting of December 21, 1987 as presented with the following addition to the last sentence of paragraph 2, Financial Statement, page 1 to read: "Mr. Cuozzi said that legally the Board would have to answer to the Council and the Mayor for any misapplication of funds and that there was a case where criminal proceedings were brought." The motion was seconded and carried unanimously.

ELECTION OF OFFICERS:

The Nominating Committee consisting of Mr. Soloway, Chairman and Mrs. Strauss recommended that the Board accept the following slate of officers for 1988: President - Herbert M. Gladstone, First Vice President - Jane Degnan, Treasurer - Anita Strauss, Secretary - Albert Kupferer, Second Vice President - Gayle Levy. Mr. Willies made a motion to accept the slate of officers as presented. Mrs. Levy seconded the motion and it was passed unanimously.

At this point in the Agenda, Mr. Soloway asked First Vice President Jane Degnan to take over the meeting.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of December, 1987. Mr. Kupferer seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Manheim submitted an end of year financial report to the Board consisting of Exhibits A, B, C, and D. Each exhibit was reviewed, and resolutions as suggested by Mr. Manheim modifying the 1987 budget and transferring 1987 funds to Accumulated Revenues were approved and accepted by Board motion as follows:

## I RESOLVED:

That the 1987 West Orange Free Public Library Budget be modified to the total amount of \$818,630.55 to cover the actual 1987 encumbrances/expenditures. Such modification shall be covered by the 1987 budget as granted by the Town of West Orange in the amount of \$688,000, plus the appropriations of \$130,630.55 accumulated revenue as follows:

Amount Transferred to 1987 Budget Fund on 10/28/87 from:

1. Accumulated Revenue 1/1/87		\$113,027.20
Less: Transfers to Book Escrow-Jan. '87	\$1,725.70	
-Feb. '87	281.50	
<u>Transfer made 10/28/87</u>		<u>\$2,007.20</u>
		\$111,020.00
2. 1987 Fines & Receipts Used in 1987		<u>35,821.00</u>
<u>Total</u>		<u>\$146,841.00</u>
(Less) Unexpended 1987 Budget 12/31/87		( <u>16,210.45</u> )
<u>Net Appropriation from 1987 Budget Fund</u>		
<u>From Accumulated Revenue</u>		<u>\$130,630.55</u>

## II RESOLVED:

The following 1987 funds to be transferred to Accumulated Revenues:

1. 1987 Fines & Receipts Fund	\$ 11,965.19
2. 1987 Lost Book Fund	2,043.78
3. 1987 Book Sales & Excess Property Sold Fund	( 135.00 )
4. State Aid Fund-1987	39,510.00
5. Balance of Budget Fund-1987	<u>16,210.45</u>
<u>Total Funds to be Transferred to</u>	
<u>Accumulated Revenue-12/31/87</u>	<u>\$ 69,594.42</u>

Note:

A. <u>Budget</u>	<u>1987</u>	<u>1986</u>
1. From Town of West Orange	\$688,000.00	\$650,000.00
2. From Accumulated Revenue	111,020.00	164,653.00
3. From Fines & Reserves	35,821.00	42,387.00
4. From State Aid	-0-	-0-
<u>Total Budget</u>	<u>\$834,841.00</u>	<u>\$857,040.00</u>
(Less) Unexpended	( <u>16,210.45</u> )	( <u>52,388.30</u> )
<u>Net Modified Budget-Actual Expenses</u>	<u>\$818,630.55</u>	<u>\$804,651.70</u>
B. <u>Transfer From:</u>		
Accumulated Revenue	\$111,020.00	\$164,653.00
Fines	35,821.00	42,387.00
State Aid	-0-	-0-
	<u>\$146,841.00</u>	<u>\$207,040.00</u>
(Less) Unexpended	( <u>16,210.45</u> )	( <u>52,388.30</u> )
<u>Net Transfer Appropriation</u>	<u>\$130,630.55</u>	<u>\$154,651.70</u>

Mrs. Strauss moved to accept Resolution I. Mrs. Levy seconded the motion and it was carried unanimously. Mr. Kupferer moved to accept Resolution II, it was seconded by Mr. Soloway and carried unanimously.

It was agreed that a letter would be drafted by Mr. Manheim for Mr. Gladstone's signature to be sent to the Township Council explaining the December 31, 1987 end of year report concerning accumulated revenues.

Mr. Manheim pointed out that money had been held aside for the audits which have not been held for 1985, 1986 and 1987. He recommended that all back years be audited, not only because it is a requirement, but because the Board would have the comfort of knowing that it has been audited for every year as in the past. It was suggested that Mr. Gladstone contact Samuel Klein and Company to request the audits.

#### DIRECTOR'S REPORT:

Mrs. Reed noted that there was a good possibility that each library would receive 5¢ in addition to the State Aid we have already received due to the surplus of funds in the state budget.

The library has received one estimate for the replacement of a leaking expansion tank above the old boiler. Mrs. Reed explained that Mr. Flynn, Purchaser for the township, is assisting Mrs. Itkin in obtaining 2 more estimates. It was agreed that when all estimates are received, Mr. Gladstone would give final approval for repairs.

Mrs. Strauss made a motion to table for future discussion the closing of the library for Martin Luther King Jr. Day. Mrs. Levy seconded the motion and it was passed unanimously.

#### COMMITTEES:

Mrs. Strauss said that the next Planning Committee meeting would be held on Thursday, February 4 at 7:30 P. M. At present a computer printout of the survey has been completed by Mrs. Gail Longo who has done a marvelous job. Irwin Sharpe lent the library his program and has been assisting Mrs. Longo in the evenings.

Personnel matters would be discussed at the Executive Session.

Mr. Kupferer read a letter concerning the leaking roof that was sent to Mayor Spina from Mr. Gladstone. It was suggested that Mr. Gladstone contact Mayor Spina concerning same as no response has been received.

#### OLD BUSINESS:

Mr. Soloway said that the ice needs to be salted in the parking lot. Mrs. Reed said that it would be taken care of and that people are still parking in the lot and are visiting other businesses on Gaston St.

#### NEW BUSINESS:

Mr. Gladstone will appoint committees for 1988 at the next Board meeting.



Mr. Kupferer made a motion designating the following depositories and associated accounts to be maintained for library funds for the year 1988 at Midlantic National Bank, Main Street, West Orange, New Jersey. Mr. Willies seconded the motion, and it was passed unanimously.

1. Checking Account
2. Statement Savings Account - Accumulated Revenues
3. Statement Savings Account - Workers' Compensation
4. Statement Savings Account - Book Escrow Account
5. Checking Account - Community Services
6. Petty Cash Checking Account
7. Investors Account

The Professional Services Contract will be discussed at the February Board meeting.

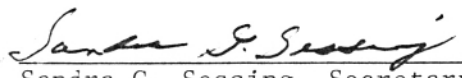
#### COMMUNICATIONS:


The following correspondence was received or sent during the past month:

1. A letter from the West Orange Public Library Employees Association appointing Ada LaPoint and Emma-Lou Czarnecki as officers for 1988.
2. A letter from Mrs. Strauss to Postmaster Mathern concerning the surveys that were not mailed to specific areas of the township.
3. A letter to Mr. Soloway from the union indicating the dues deductions for staff members for 1988.
4. A letter to Mr. Cuoizzi from the union setting forth demands and modification of the union contract.

Mr. Soloway made a motion, which was seconded by Mrs. Levy to adjourn the public meeting at 9:00 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

LIBRARY DIRECTOR'S  
MONTHLY REPORT

January 27, 1988

The two big items uppermost in my mind are (1) inability to attract a well-qualified Children's Librarian who is willing to join our staff for the salary we offer. Increasingly I am becoming very frustrated with the situation. Although I am doing my best to be the Administrator and act as Librarian for the Children's Room, it is impossible to adequately do justice to that department. (2) The condition of the roof which continues to deteriorate is of great concern. Imagine the great loss we could suffer if a worse flooding condition happens. Library literature which crosses my desk from time to time reveal catastrophic conditions suffered by libraries who find themselves in unimaginable predicaments as a result of fire and water.

Other happenings at the library: We were closed on Friday, January 8 because of the snow storm. A concert was held at the library on January 17. Our first quarter check in the amount of \$162,500 has been deposited. We have received the 1988 Proposed Budget. Word has reached us that the Township Council is now in the process of reviewing departmental budgets and if we need them to make any changes, now is the time to contact them.

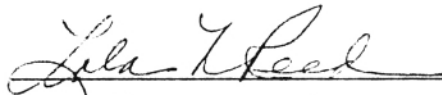
A tentative date for starting the next session of pre-school is February 8. A lot of time must be spent preparing for the classes.

Another big problem is a leak in a tank in the old section of the library. This was discovered on January 4th. Clarke Air Conditioning Service Corporation was called. A repairman came within a few days and inspected the tank. He discovered that the tank, which is one of three tanks that feed water to the boiler, has a leak and must be replaced as soon as possible. He promised to send us an estimate on what the tank will cost. We have not yet received his estimate.

Our staff is still being plagued by different illnesses which means that our already inadequate staff suffers. At present, Jackie

is out because of surgery. Practically every day one or two people are absent because of illness to themselves or some member of their families

We have held two staff meetings recently. One of the questions most frequently asked is "why our library (the only one in our immediate area) has to be open on Martin Luther King, Jr.'s birthday." Could the Trustees reconsider the policy and rescind it beginning next year?

  
Lola N. Reed, Director

BUDGET REPORT  
MONTH OF DECEMBER 1987  
LIBRARY BOARD MEETING OF JANUARY 27, 1987

	ADOPTED BUDGET 1987	PAID MONTH OF DEC 1987	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/87	UNEXPENDED BUDGET BALANCE ON 12/31/87	BILLS/ ACCOUNTS PAYABLE AT 12/31/87 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 12/31/87
SALARIES & WAGES	\$492,474	\$40,546.38	\$493,829.82	(\$1,355.82)		(\$1,355.82)
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	31,278	2,773.61	31,210.30	67.70		67.70
SOCIAL SECURITY	36,478	2,977.26	35,985.83	492.17		492.17
PUBLIC EMPLOY. RETIREMENT SYS.	36,181	6,856.80	34,055.84	2,125.16		2,125.16
UNEMPLOYMENT INS.	5,532	436.48	5,269.72	262.28		262.28
WORKERS COMPENSATION INS	5,072	1,297.00	5,072.00	0.00		0.00
SUNDAY OPENINGS	13,803	1,093.59	9,430.82	4,372.18		4,372.18
CONTRACTUAL SERVICES:						
BINDING	322		321.70	0.30		0.30
SEMINARS & WORKSHOPS	621	28.00	573.83	47.17		47.17
COMMUNITY SERVICES	1,101	496.56	1,499.57	(398.57)		(398.57)
TRANSPORTATION	168	10.00	190.60	(22.60)	18.00	(40.60)
AUDIT	2,150		0.00	2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	15,996	1,333.00	14,663.00	1,333.00	1,333.00	0.00
LEGAL SERVICES	5,713	573.50	5,734.75	(21.75)	658.50	(680.25)
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	4,638	952.04	4,459.86	178.14	251.29	(73.15)
PAYROLL SERVICES	1,478	349.06	1,735.77	(257.77)	128.84	(386.61)
MAINT. MAIN-UTILITIES	42,273	2,121.55	34,811.53	7,461.47	3,339.89	4,121.58
MAINT. MAIN-MAINT. & REPAIR	6,643	144.00	6,364.85	278.15	60.00	218.15
RENTAL-TORY CORNER	540		540.00	0.00		0.00
JANITORIAL SUPPLIES	2,361		2,130.08	230.92	203.02	27.90
MATERIALS & SUPPLIES:						
BOOKS	71,887	3,905.31	62,260.40	9,626.60	5,187.49	4,439.11
SUPPLIES-LIBRARY	13,609	88.80	13,164.52	444.48	604.36	(159.88)
PERIODICALS, SERIALS & NEWSPAPERS	9,485	59.79	9,269.69	215.31	56.93	158.38
AUDIO/VISUAL MATERIALS	943		933.85	9.15	92.76	(83.61)
MICROFILM & MICROFICHE	2,428		1,703.00	725.00		725.00
PHOTOCOPY	5,257	377.09	3,950.62	1,306.38	375.39	930.99
MISC. EXPENSES:						
INSURANCE-OTHER	14,398	1,973.00	14,398.10	(0.10)		(0.10)
TELEPHONE	5,139	383.31	4,651.74	487.26	368.49	118.77
POSTAGE	3,253	57.00	2,909.63	343.37	300.00	43.37
ADMINISTRATIVE EXPENSE	0		0.00	0.00		0.00
PLANNING	1,565		1,564.86	0.14		0.14
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	0		0.00	0.00		0.00
TELEPHONE & EQUIPMENT	0		0.00	0.00		0.00
AUTOMATION EQUIPMENT	0		0.00	0.00		0.00
OFFICE EQUIPMENT	1,975		1,975.00	0.00		0.00
MAINTENANCE EQUIPMENT	80		79.95	0.05		0.05
AUDIO VISUAL EQUIPMENT	0		0.00	0.00	710.00	(710.00)
LIGHTING	0		0.00	0.00		0.00
VIDEORENTAL	0	21.80	59.65	(59.65)	141.71	(201.36)
<b>TOTAL</b>	<b>\$834,841</b>	<b>\$68,854.93</b>	<b>\$804,800.88</b>	<b>\$30,040.12</b>	<b>\$13,829.67</b>	<b>\$16,210.45</b>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF DECEMBER, 1987

BUDGET FUND	RECEIPTS		NET	DISBURSEMENTS		ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 12/31/87	BUDGET BALANCES AT 12/31/87
	BALANCE 12/1/87	RECEIPTS 12/31/87		BALANCE 12/31/87	DISBURSEMENTS 12/31/87			
	\$98,895.05		\$68,854.93	\$30,040.12			(\$13,829.67)	\$16,210.45

RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$1,156.00	\$1,183.80	\$2,339.80
CANON	0.00		0.00
PANASONIC	0.00		0.00

TOTAL COPY MACHINES

FINES	\$1,156.00	\$1,183.80	\$0.00	\$2,339.80
RENTALS	\$2,025.19	\$1,830.41		\$3,855.60
PROJECTOR RENTAL	166.35	115.50		281.85
MICROFILMS	0.00	30.00		30.00
NON-RESIDENT FEE	0.00	45.00		45.00
MEETING ROOM	0.00			0.00
TELEPHONE	75.00	25.00		100.00
DONATIONS	5.00	13.23		18.23
INTEREST	655.00	(580.00)		75.00
MISCELLANEOUS	3,917.30	516.31		4,433.61
VIDEO TAPE RENTAL	0.00			0.00
	527.00	259.10		786.10

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND	\$8,526.84	\$3,438.35	\$0.00	\$11,965.19
BOOK SALES & EXCESS PROPERTY	1,825.92	217.86		2,043.78
	(245.40)	110.40		(135.00)
PETTY CASH & CHANGE FUND	360.00			360.00
N.J. STATE AID FUND	39,510.00			39,510.00
ACCUMULATED REVENUE FUND	0.00			0.00
ACCOUNTS PAYABLE 12/31/86	3,300.00			3,300.00

TOTAL ALL FUNDS

	\$152,172.41	\$3,766.61	\$68,854.93	\$87,084.09
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLAND NAT'L BANK #734-0598-7	\$2,914.46
INVESTMENT A/C MIDLAND NAT'L BANK #738-0372-8	73,347.21
MIDLAND NAT'L BANK -#02-073-0000-177-0-FINES, ETC	4,349.07
MIDLAND NAT'L BANK -#02-073-0001-161-0-UN. INS.	3,799.90
MIDLAND NAT'L BANK -#02-073-0000-405-8-BOOK SALES	1,115.46
MIDLAND NAT'L BANK -#735-1699-9 COMMUNITY RELATIONS	1,082.96
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLAND NAT'L BANK	190.03

LESS: ACCOUNTS PAYABLE 11/30/87

\$87,084.09
(13,829.67)

CASH FUNDS AVAILABLE AT 11/30/87

\$73,254.42
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WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1987 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 27, 1988

Checks are Dated  
January 27, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3067	Pitney Bowes	4. Supplies	\$ 25.00
3068	Postmaster	13. Postage	300.00
3069A	PSE & G	8. Utilities	\$2,223.85
3069B	" " "	8. " "	40.02
3070	John H. Riley	2. Books	2,263.87
3071	R. R. Bowker	21. A/V Materials, Software	26.45
3072	Soribus, Inc.	11. Service Contracts	84.78
3073A	Standard & Poor's Corp.	2. Books	23.25
3073B	" " " "	2. " "	\$1,035.00
3074	Thorndike Press	2. Books	450.00
3075A	Valentine Hardware	18. Janitorial-Supplies	1,485.00
3075B	" " "	18. " "	113.09
3076	World Almanac Education	2. Books	\$ 6.63
3077A	Xerox Corp.	25. Photocopy	1.49
3077B	" " "	25. " "	8.12
3077C	" " "	25. " "	27.82
3078	Young's News Service	19. Magazines, Newspapers	375.39
3079	Void		51.30
3080	University Microfilm Int'l	22. A/V Newspapers	710.00
3081A	A T & T	9. Telephone	\$ 155.54
3081B	" " " "	9. " "	3.65
3082A	New Jersey Bell	9. Telephone	\$ 190.32
3082B	" " " "	9. " "	18.98
	<u>Sub-Total</u>		<u>\$ 19,969.65</u>
	Less: Check #3038	1. Salaries	\$ 475.00
	" #3039	1. Salaries	4,137.53
	" "	27. Employers Soc.Sec.	1,554.03
	" #3066	28. Lost Book Fund	10.00
	Add: Check #3046	21. Book Sales Escrow	( 6,176.56)
			<u>36.58</u>
	Total Accounts Payable December 1987		\$ 13,829.67
	Per Budget Report		<u>\$ 13,829.67</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lila Z Reed*

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY  
PETTY CASH OCTOBER, NOVEMBER, DECEMBER 1987  
PRESENTED FOR PAYMENT ON JANUARY 27, 1988

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	Checks are Dated December 31, 1987 <u>AMOUNT</u>
10/29/87	1805	University of Rochester	2. Books	\$ 9.63
10/30/87	1806	Afton Publishing Co.	2. Books	3.43
11/9/87	1807	Hamilton Twp. Library Tr. Fund	2. Books	17.50
12/24/87	1808	Essex Hudson Regional Region III	15. Seminar/Workshop	28.00
12/8/87	1809	Drew University Library	25. Photocopy	1.70
12/9/87	1810	J. Lepore	4. Supplies	52.99

\$ 113.25

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lila Reed*

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Maxheim, CFA*

WEST ORANGE FREE PUBLIC LIBRARY  
DECEMBER 1987 BILLS PRESENTED FOR PAYMENT ON

JANUARY 27, 1988

Checks are Dated  
January 27, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3038	W.O. Municipal Employees FCU	1. Salaries-Emp. Savings		\$ 475.00
3039	Midlantic National Bank	1. Salaries-W/H Tax	\$2,583.49	
"	"	1. Salaries-Employees		
"	"	Soc.Sec.	1,554.04	
"	"	27. Employers Soc.Sec.	1,554.03	5,691.56
3040	A. Aborn Exterminating Co.	11. Service Contracts		18.00
3041	American Paper Towel Co.	18. Janitorial Supplies		194.90
3042	Automatic Data Processing	11. Service Contracts-Payroll		128.84
3043	Baker & Taylor	2. Books		22.15
3044A	Baker & Taylor	2. Books	\$ 47.19	
3044B	" " "	2. "	13.28	
3044C	" " "	2. "	22.32	
3044D	" " "	2. "	65.43	
3044E	" " "	2. "	( 8.00)	140.22
3045A	Baker & Taylor	2. "	(\$ 16.44)	
3045B	" " "	2. "	245.91	
3045C	" " "	2. "	583.64	
3045D	" " "	2. "	126.69	
3045E	" " "	2. "	326.99	
3045F	" " "	2. "	203.44	
3045G	" " "	2. "	( 13.45)	
3045H	" " "	2. "	( 9.85)	
3045I	" " "	2. "	541.11	
3046J	" " "	2. "	3.56	
3047K	" " "	2. "	( 17.96)	
3048L	" " "	2. "	68.09	
3049M	" " "	2. "	825.78	2,867.51
3046A	Baker & Taylor	28. Book Sales Escrow	(\$ 36.58)	
3046B	" " "	28. Video Tapes	47.76	
3046C	" " "		93.95	105.13
3047A	Brodart Company	4. Supplies	\$ 287.64	
3047B	" " "	4. "	125.76	413.40
3048	Commonwealth Water Co.	8. Utilities		148.21
3049	Control Building Svcs., Inc.	11. Service Contracts		75.00
3050	Quozzi & Malkin	24. Legal Services		658.50
3051	C.W. Associates	2. Books		13.00
3052	Eastern of New Jersey, Inc.	8. Utilities		927.81
3053A	EBSCO Subscription Svcs.	19. Magazines, Newspapers	\$ 8.20	
3053B	" " "	19. " "	( 16.00)	
3053C	" " "	19. " "	29.73	
3053D	" " "	19. " "	( 16.30)	5.63
3054	Edison Record Clearance	21. A/V Materials		7.98
3055	Elevator Maintenance Corp.	11. Service Contracts		131.04
3056	E & M O'Hara	6. Maintenance-Main		60.00
3057A	Gale Research Co.	2. Books	\$ 91.35	
3057B	" " "	2. "	91.35	182.70
3058	Grann Law Books	2. Books		41.40
3059	Information Aids, Inc.	2. Books		113.65
3060	Intelligent Choice Inf.Co.	2. Books		25.00
3061	MacRae's Industrial Directors	2. Books		94.50
3062	Manheim, Kosson & Novick	23. Management Services		1,333.00
3063	N.J. Lawyers Diary & Manual	2. Books		35.00
3064A	New Jersey Office Supply	4. Supplies	\$ 89.73	
3064B	" " "	4. "	4.65	94.38
3065	Nynex Mobile Communications Co.	11. Service Contracts		4.00
3066	Petty Cash-Safe	4. Supplies	\$ 71.58	
"	" " "	12. Transportation	18.00	
"	" " "	28. Lost Books	10.00	99.58



WEST ORANGE FREE PUBLIC LIBRARY  
 DECEMBER 1987 BILLS PRESENTED FOR PAYMENT ON  
 JANUARY 27, 1988

VOUCHER  
NUMBER

Checks are Dated  
December 31, 1987

	PAYEE	BUDGET ALLOCATION	AMOUNT
3022	3M XRP 2052 (No)	6. Maintenance-Main	\$ 144.00
3023	AT & T	9. Telephone	159.19
3024	New Jersey Bell	9. Telephone	224.12
3025	PSE & G	8. Utilities	40.02
3026	3M XRP 2052 (No)	11. Service Contracts	550.00
3027	Audrey Melik	1. Salaries-Net	62.59
3028	W.O. Municipal Employees FCU	1. Salaries-Employee Savings	545.00
3029	PERS 20284	1. Salaries-Supp. Savings	156.92
3030	Int'l Union of Operarting Engrs.	1. Salaries-Union Dues	170.00
3031	PERS 20284-Supp. Annuity	1. Salaries-Supp. Annuity	459.08
3032	PERS 20284	1. Salaries	2,124.66
3033	Twp of W.O. Hospitalization	26. Hospitalization	2,558.81
3034	W.O. Library-Unemployment Sav. a/c	1. Salaries-Unemp. Comp. W/T	65.39
3035	N.J. Gross Income Tax	1. Salaries-N.J. GIT-W/T	868.69
3036	Midlantic Nat'l Bank	1. Salaries-W/T	\$2,602.10
"	" " " "	1. Salaries-Employees	
"	" " " "	Soc. Sec.	1,476.98
"	" " " "	27. Employer's Soc. Sec.	1,476.97 5,556.05
3037	N.J. Employee Security Agency	28. Unemployment Ins.	\$ 331.88
"	" " " "	29. Transfer	213.42 545.30
"	P/R 12/15 #6473-6511 (39)	1. Salaries-Net	14,310.42
"	" " 12/31 #6512-6555 (44)	1. Salaries-Net	14,057.17
	Sub-Total		\$ 42,597.41
	ADD: Checks #2983-3021 Issued at December 21, 1987		26,659.07
			\$ 69,256.48
	(Less)		
	Check #3001	28. Donation	\$ 605.00
	3011	28. Lost Books	15.99
	3037	29. Transfer	213.42
	3009	2. Books - Voided	167.00
	Deposit 12/30	2. Books	9.95 (1,011.36)
			\$ 68,245.12
	ADD: Petty Cashy Checks #1105-1810 Issued During		
	October, November & December 1987		\$ 113.25
	Decrease in Community Services		496.56 609.81
			\$ 68,854.93

PAYMENT RECOMMENDED BY:

*Lisa Z Reed*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Mannheim, PA*

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT - MONTH OF DECEMBER OF 1987  
LIBRARY BOARD MEETING OF JANUARY 27, 1987

	1985 ACTUAL EXPENSES BY LIBRARY	1986 ACTUAL EXPENSES BY LIBRARY	1987 ACTUAL EXPENSES BY LIBRARY	1987 APPROVED BUDGET	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1987 APPROVED BUDGET
SALARIES & WAGES	\$425,365.16	\$454,675.15	\$493,829.82	\$492,474.00	(\$1,355.82)
CONTRACTUAL SERVICES:					
BINDING	585.55	587.55	321.70	322.00	0.30
COMMUNITY SERVICES	1,192.37	145.89	1,499.57	1,101.00	(398.57)
TRANSPORTATION	176.31	216.77	208.60	168.00	(40.60)
SEMINARS & WORKSHOPS	552.48	752.42	573.83	621.00	47.17
AUDIT	1,650.00	1,650.00		2,150.00	2,150.00
MGMT. & PROFESSIONAL SVCS.	15,284.00	15,000.00	15,996.00	15,996.00	0.00
LEGAL & PROFESSIONAL FEES	7,358.25	4,957.00	6,393.25	5,713.00	(680.25)
CONTRACTUAL MAINT. AND REPAIRS:					
MAIN LIBRARY-UTILITIES	40,447.43	37,402.19	38,151.42	42,273.00	4,121.58
MAIN LIBRARY-MAINT.	14,038.66	16,581.17	6,424.85	6,643.00	218.15
TORY CORNER-RENTAL	540.00	540.00	540.00	540.00	0.00
SERVICES CONTRACTS	4,398.01	4,941.42	4,711.15	4,638.00	(73.15)
PAYROLL SERVICES	1,819.38	1,750.50	1,864.61	1,478.00	(386.61)
MATERIALS & SUPPLIES:					
BOOKS	84,678.22	83,560.81	67,447.89	71,887.00	4,439.11
SUPPLIES	12,085.94	13,297.34	13,768.88	13,609.00	(159.88)
MICROFILM	7,341.61	9,627.36	1,703.00	2,428.00	725.00
VIDEO TAPES			201.36		(201.36)
PERIODICALS, SERIALS & NEWSPAPERS	8,424.93	11,314.94	9,326.62	9,485.00	158.38
AUDIO/VISUAL-MATERIALS	1,315.33	1,033.99	1,026.61	943.00	(83.61)
MISCELLANEOUS OTHER EXPENSE:					
INSURANCE	4,739.94	9,125.67	14,398.10	14,398.00	(0.10)
TELEPHONE	4,238.45	4,518.94	5,020.23	5,139.00	118.77
POSTAGE	1,717.01	2,541.21	3,209.63	3,253.00	43.37
PLANNING			1,564.86	1,565.00	0.14
EMPLOYEE HEALTH & BENEFIT PLAN	27,265.09	29,294.22	31,210.30	31,278.00	67.70
EQUIPMENT:					
FURNITURE & FIXTURES)	7,464.89	5,996.88			0.00
TELEPHONE EQUIPMENT)					0.00
AUTOMATION EQUIPMENT)		3,515.00			0.00
OFFICE EQUIPMENT)			1,975.00	1,975.00	0.00
MAINTENANCE EQUIPMENT	1,165.88		79.95	80.00	0.05
AUDIO-VISUAL EQUIPMENT		639.65	710.00		(710.00)
LIGHTING					0.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	30,815.50	33,218.73	35,985.83	36,478.00	492.17
PUBLIC EMPLOYEES					
RETIREMENT SYSTEM	34,976.32	34,134.59	34,055.84	36,181.00	2,125.16
UNEMPLOYMENT INS.	4,565.88	4,824.13	5,269.72	5,532.00	262.28
JANITORIAL SUPPLIES	2,321.67	2,772.57	2,333.10	2,361.00	27.90
SUNDAY OPENINGS	9,319.17	9,765.70	9,430.82	13,803.00	4,372.18
WORKERS COMP. INS.	3,636.00	2,382.00	5,072.00	5,072.00	0.00
PHOTOCOPY	3,436.46	3,887.91	4,326.01	5,257.00	930.99
 TOTAL ACTUAL EXPENSES-1985	<u>\$762,915.89</u>				
TOTAL ACTUAL EXPENSES-1986		<u>\$804,651.70</u>			
TOTAL ACTUAL EXPENSES-1987			<u>\$818,630.55</u>		
TOTAL APPROVED BUDGET-1987				<u>\$834,841.00</u>	
NET UNEXPENDED BUDGET BALANCES-1987					<u>\$16,210.45</u>

## EXHIBIT B

## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF FUND BALANCES

DECEMBER 31, 1987

	Balance Per Statements of Receipts at 12/31/87 as Presented to Library Board Meeting 1/27/88	To Transfer 1987 Receipts to Accumulated Revenues	To Transfer State Aid & Balance of 1987 Budget Fund to Accumulated Revenue	Balance of Funds After Resolutions
1987 Budget Fund	\$ 16,210.45		(\$ 16,210.45)	\$ -0-
1987 Fines & Receipts	11,965.19	(\$ 11,965.19)		-0-
1987 Lost Book Fund	2,043.78	( 2,043.78)		-0-
1987 Book Sales & Excess Property Fund	( 135.00)	135.00		-0-
1987 Petty Cash & Change Fund	360.00			360.00
1987 State Aid Fund	39,510.00		( 39,510.00)	-0-
Accumulated Revenue Fund	-0-	13,873.97	55,720.45	69,594.42
	<u>\$ 69,954.42</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 69,954.42</u>
Add: Accounts Payable-12/31/87-86	17,129.67			17,129.67
<u>Total</u>	<u>\$ 87,084.09</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 87,084.09</u>
1. To Transfer Balance of 12/31/87 Budget Balance to Accumulated Revenue				\$ 16,210.45
2. Add: 1987 State Aid to Accumulated Revenue				39,510.00
Sub-Total				\$ 55,720.45
3. Add: 1987 Unallocated Fines & Receipts			\$ 11,965.19	
Lost Book Fund			2,043.78	
Book Sales & Excess Property Fund			( 135.00)	13,873.97
TOTAL ACCUMULATED REVENUES TRANSFERRED - 12/31/87				\$ 69,594.42
ACCUMULATED REVENUE BALANCE FROM 12/31/86				-0-
TOTAL ACCUMULATED REVENUES 12/31/87				<u>\$ 69,594.42</u>

Prepared without Audit.

WEST ORANGE FREE PUBLIC LIBRARYCOMPARATIVE BALANCE SHEETDECEMBER 31, 1987-1986

	<u>December 31, 1987</u>	<u>December 31, 1986</u>	<u>December 31, 1985</u>
<u>ASSETS</u>			
<u>CASH</u>			
Regular Checking Account	\$ 2,914.46	\$ 1,759.69	\$ 5,844.80
Investment Account	73,347.21	110,494.40	165,589.90
Savings Accounts	9,264.43	26,581.52	10,733.89
Community Relations Checking Account	1,082.96	2,052.61	1,372.57
Petty Cash Checking Account	190.03	287.87	10.38
Petty Cash Fund - Safe	250.00	150.00	150.00
Change Fund - Desk	35.00	35.00	35.00
<u>TOTAL CASH AND ASSETS</u>	<u>\$ 87,084.09</u>	<u>\$141,361.09</u>	<u>\$183,736.54</u>
<u>LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>			
Accounts Payable	\$ 17,129.67	\$ 27,973.89	\$ 18,723.20
Reserve for:			
Petty Cash and Change Funds	<u>360.00</u>	<u>360.00</u>	<u>360.00</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 17,489.67</u>	<u>\$ 28,333.89</u>	<u>\$ 19,083.20</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>69,594.42</u>	<u>113,027.20</u>	<u>164,653.34</u>
<u>TOTAL LIABILITIES, RESERVES AND ACCUMULATED REVENUES</u>	<u>\$ 87,084.09</u>	<u>\$141,361.09</u>	<u>\$183,736.54</u>

Prepared without Audit.

## EXHIBIT D

## WEST ORANGE FREE PUBLIC LIBRARY

COMPARATIVE STATEMENT OF ACCUMULATED REVENUES  
FOR THE YEARS ENDED DECEMBER 31, 1987-1986

	December 31, 1987	December 31, 1986
<u>ACCUMULATED REVENUES:</u>		
Balance, January 1, 1987-1986	\$113,027.20	\$164,653.34
(Decreases) Increases to Accumulated Revenues:		
Transfer to Budget Fund, Per Resolution 10/28/87	( 113,027.20)	( 164,653.34)
<u>BALANCE</u>	-0-	-0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1987-86 Fines & Receipts	\$11,965.19	\$ 7,126.93
1987-86 Lost Book Funds	2,043.78	1,911.61
1987-86 Book Sales & Excess Property Fund	( 135.00) 13,873.97	2,212.36 11,250.90
1987-86 State Aid Received	\$39,510.00	\$49,388.00
1987-86 Balance of Budget Fund	16,210.45 55,720.45	52,388.30 101,776.30
<u>ACCUMULATED REVENUES-DECEMBER 31,</u> <u>1987-86 PER EXHIBIT C</u>	<u>\$ 69,594.42</u>	<u>\$113,027.20</u>

Prepared without Audit.

I RESOLVED:

That the 1987 West Orange Free Public Library Budget be modified to the total amount of \$818,630.55 to cover the actual 1987 encumbrances/expenditures. Such modification shall be covered by the 1987 budget as granted by the Town of West Orange in the amount of \$688,000, plus the appropriations of \$130,630.55 accumulated revenue as follows:

Amount Transferred to 1987 Budget Fund on 10/28/87 from:

1. Accumulated Revenue 1/1/87		\$113,027.20
Less: Transfers to Book Escrow-Jan. '87	\$1,725.70	
-Feb. '87	281.50	
Transfer made 10/28/87		<u>\$111,020.00</u>
2. 1987 Fines & Receipts Used in 1987		<u>35,821.00</u>
Total		\$146,841.00
(Less) Unexpended 1987 Budget 12/31/87		( 16,210.45)
Net Appropriation from 1987 Budget Fund		
From Accumulated Revenue		<u>\$130,630.55</u>

II RESOLVED:

The following 1987 funds to be transferred to Accumulated Revenues:

1. 1987 Fines & Receipts Fund	\$ 11,965.19
2. 1987 Lost Book Fund	2,043.78
3. 1987 Book Sales & Excess Property Sold Fund	( 135.00)
4. State Aid Fund-1987	39,510.00
5. Balance of Budget Fund-1987	<u>16,210.45</u>
Total Funds to be Transferred to	
Accumulated Revenue-12/31/87	<u>\$ 69,594.42</u>

Note:

A. Budget	1987	1986
1. From Town of West Orange	\$688,000.00	\$650,000.00
2. From Accumulated Revenue	111,020.00	164,653.00
3. From Fines & Reserves	35,821.00	42,387.00
4. From State Aid	<u>-0-</u>	<u>-0-</u>
Total Budget	\$834,841.00	\$857,040.00
(Less) Unexpended	( 16,210.45)	( 52,388.30)
Net Modified Budget-Actual Expenses	<u>\$818,630.55</u>	<u>\$804,651.70</u>
B. Transfer From:		
Accumulated Revenue	\$111,020.00	\$164,653.00
Fines	35,821.00	42,387.00
State Aid	<u>-0-</u>	<u>-0-</u>
(Less) Unexpended	( 16,210.45)	( 52,388.30)
Net Transfer Appropriation	<u>\$130,630.55</u>	<u>\$154,651.70</u>

Prepared without Audit.

AGENDA

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING OF

FEBRUARY 24, 1988

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

MINUTES  
OF THE BOARD OF TRUSTEES  
MEETING OF FEBRUARY 24, 1988

The meeting was called to order at 8:05 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Anita Strauss, Irving Soloway, and John Willies. Also present were Stewart Manheim-Board Accountant, William Cuozzi-Board Attorney, and Lola Reed-Library Director.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meeting of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim will prepare figures to explain the income and expenditures of the video cassette purchases. Video cassettes are not a line item. As rental fees are received new cassettes are purchased.

Mrs. Degnan made a motion to accept the Bills Presented for Payment for the month of January, 1988. Mr. Soloway seconded the motion and it was carried unanimously.

2) Financial Statement:

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

STAFF/COMMUNITY PARTICIPATION:

Mr. Manheim was asked to meet with Mrs. Williams and Ms. Suyker of the New Friends before the next Board meeting to explain the library's financial situation.

DIRECTOR'S REPORT:

Mrs. Reed said that a report will be ready for next month's meeting concerning recommendations for Tory Corner. Mrs. Pinkus has visited the branch as well, and will work with Mrs. Reed on the proposed recommendations.

Mr. Gladstone asked Mrs. Reed to have Mrs. Itkin follow up on the installation of the tank for the boiler room. He would like to have a decision as to whether Clarke Co. will take the job or if other action has to be taken by the end of the week.

OLD BUSINESS:

Mr. Soloway made a motion to accept the resolution appointing Manheim, Kosson & Novick, C. P. A.'s, William F. Cuozzi, Jr. as Attorney, and Samuel Klein & Co, Auditors for the year 1988 as per N. J. S. 40:11-1 Et. Seq. Mr. Willies seconded the motion and it was carried unanimously. The announcement of the professional services contract awards will be sent to the newspaper.



Mr. Gladstone asked Mrs. Reed to contact Samuel Klein & Co. concerning the letter which was sent requesting audits.

#### NEW BUSINESS:

Mr. Willies made a motion to transfer \$500.00 from line item Community Services to the Community Services Chekcing Account for payment of two jazz concerts. Mrs. Degnan seconded the motion and it was carried unanimously.

Mr. Gladstone asked that the staff prepare a report on what is needed in the way of telephone equipment improvements and what, if any, restrictions would be placed on the library if an equipment lease is signed.

Mr. Soloway said that he had watched a television program on libraries and the use of staff as monitors or baby sitters for children. Mrs. Reed said that at present, West Orange does not have that problem with the exception of the summertime..

Mrs. Strauss encouraged any Trustee who has not attended any previous Trustee seminars to attend the next one to be held at the Somerset Marriott March 11 and 12.

#### COMMUNICATIONS:

The following correspondence was received or sent during the month:

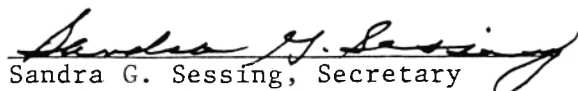
- 1) A letter from Dominick Belli, Superintendent of Public Works to Mr. Gladstone concerning the condition of the roof and recommendation for repairs to same.
- 2) A letter form Mayor Spina to Mr. Gladstone concerning the roof communications.
- 3) A copy of a letter to the Township Council reappointing Mr. John Willies to the Library Board of Trustees effective 1/1/88 for a term of five years.
- 4) A letter to Samuel Klein & Company from Mr. Gladstone requesting audits of library accounts for 1985, 1986, 1987.

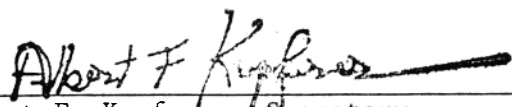
Mrs. Strauss passed out copies of the computer results of the community survey for the Trustees to review. She noted that the next committee meeting would be held on Monday, February 29, at 7:30 P. M. Mrs. Degnan said that the report was important and urged all Board members to read it. A letter will be drafted by Mrs. Strauss for Mr. Gladstone's signature thanking Irwin Sharpe for his assistance.

Mr. Gladstone said that each Board member has received a letter from Mr. Cuozzi concerning the power and extent of autonomy of the Library Board.

Mr. Willies made a motion which was seconded by Mrs. Degnan to adjourn the open public meeting at 9:03 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Library Board of Trustees

ANNOUNCEMENT OF AWARD OF PROFESSIONAL SERVICES CONTRACT

PER N. J. S. 40:A-11-1 ET. SEQ.

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

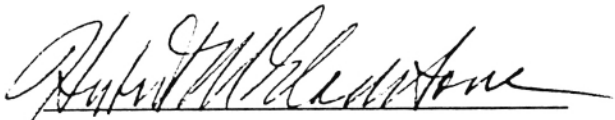
"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative, and Legal requirements of the West Orange Free Public Library, and

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

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

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

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



Herbert M. Gladstone, President



Albert F. Kupferer, Secretary

February 24, 1988

LIBRARY DIRECTOR'S  
MONTHLY REPORT

February 24, 1988

We have managed to keep things moving in the library with even less help than usual due to illnessess to several members. During the week I was on emergency leave due to the critical illness of my son. Emma-Lou Czarnecki served as Acting Director.

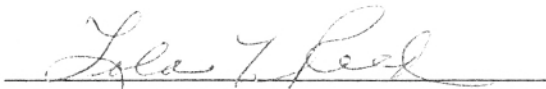
The second session of our pre-school program started on February 8th. Classes are being held four days per week at the main library. No classes are being conducted at the Tory Corner branch due to the lack of adequate help and also because the Community House has a story hour class in progress.

Both Debby Pinkus and I have visited our branch library a number of times and are convinced that a reorganization plan should be worked out between the Library Board and the management of the Community House. Our proposal is being prepared for your consideration.

At present, I have a very hectic schedule which prohibits adequate functioning in the two jobs - Director and Children's Librarian. Not enough time can be devoted to either. I have searched desperately for a qualified Children's Librarian to no avail. I have finally contacted Pro-Libra, Inc., a library employment agency. Pro-Libra, Inc. has joined the search and has come up with a few possibilities of prospects. If we accept a representative selected by them our fee for the service will be ten per cent of the first year's salary.

Very few programs are scheduled this month. Among them was a concert by Enrico Granafei on February 7th and a bus trip to Hunterdon Hills Playhouse. We also have AARP tax assistants on duty Mondays and Fridays to help seniors with their tax problems through April 15th. February is Black History month. We have exhibited portraits of many famous Negroes, books, etc.

Mr. Horowitz of the Clarke Heating and Air-Conditioning Service Corp. has been notified that he has been selected to install a new tank to replace the expansion tank that has been leaking. We have not yet received his response.

  
Lola N. Reed, Director

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF JANUARY 1988  
LIBRARY BOARD MEETING OF FEBRUARY 24, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF JAN 1988	DEDUCT ACCTS. PAYABLE 12/31/87 INCLUDED IN JAN 1988 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/88	BILLS/ ACCOUNTS PAYABLE AT 1/31/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 1/31/88
SALARIES & WAGES	\$542,000	\$40,027.56		\$501,972.44		\$501,972.44
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	2,558.81		30,441.19	214.80	30,226.39
SOCIAL SECURITY	39,000	3,079.09		35,920.91		35,920.91
PUBLIC EMPLOY. RETIREMENT SYS.	40,000			40,000.00		40,000.00
UNEMPLOYMENT INS.	6,500			6,500.00		6,500.00
WORKERS COMPENSATION INS	5,500			5,500.00		5,500.00
SUNDAY OPENINGS	14,700	972.37		13,727.63		13,727.63
CONTRACTUAL SERVICES:						
BINDING	800			800.00		800.00
SEMINARS & WORKSHOPS	1,000			1,000.00		1,000.00
COMMUNITY SERVICES	1,500			1,500.00	435.00	1,065.00
TRANSPORTATION	500	18.00	(18.00)	500.00	12.00	488.00
AUDIT	2,150			2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,333.00	(1,333.00)	16,800.00	1,400.00	15,400.00
LEGAL SERVICES	7,000	658.50	(658.50)	7,000.00	276.00	6,724.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	251.29	(251.29)	7,000.00	283.04	6,716.96
PAYROLL SERVICES	2,200	128.84	(128.84)	2,200.00	169.82	2,030.18
MAINT. MAIN-UTILITIES	44,000	3,339.89	(3,339.89)	44,000.00	3,240.88	40,759.12
OFFICE EQUIPMENT REPAIR	3,000			3,000.00		3,000.00
MAINT. MAIN-MAINT. & REPAIR	14,000	60.00	(60.00)	14,000.00		14,000.00
RENTAL-TORY CORNER	540			540.00		540.00
JANITORIAL SUPPLIES	2,900	203.02	(203.02)	2,900.00	401.37	2,498.63
MATERIALS & SUPPLIES:						
BOOKS	97,000	5,187.49	(5,187.49)	97,000.00	7,722.97	89,277.03
SUPPLIES-LIBRARY	16,500	604.36	(604.36)	16,500.00	1,937.66	14,562.34
PERIODICALS, SERIALS & NEWSPAPERS	12,000	56.93	(56.93)	12,000.00	51.30	11,948.70
AUDIO/VISUAL MATERIALS	3,000	92.76	(92.76)	3,000.00	16.18	2,983.82
MICROFILM & MICROFICHE	10,000			10,000.00		10,000.00
PHOTOCOPY	6,000	375.39	(375.39)	6,000.00	822.39	5,177.61
MISC. EXPENSES:						
INSURANCE-OTHER	17,500			17,500.00	1,973.00	15,527.00
TELEPHONE	6,100	368.49	(368.49)	6,100.00		6,100.00
POSTAGE	4,200	300.00	(300.00)	4,200.00	13.46	4,186.54
ADMINISTRATIVE EXPENSE				0.00		0.00
PLANNING				0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400			6,400.00		6,400.00
TELEPHONE & EQUIPMENT	11,000			11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700			4,700.00		4,700.00
OFFICE EQUIPMENT	4,100			4,100.00		4,100.00
MAINTENANCE EQUIPMENT	900			900.00		900.00
AUDIO VISUAL EQUIPMENT	8,200	710.00	(710.00)	8,200.00		8,200.00
LIGHTING	8,000			8,000.00		8,000.00
VIDEORENTAL		141.71	(141.71)	0.00	268.27	(268.27)
TOTAL	\$999,690	\$60,467.50	(\$13,829.67)	\$953,052.17	\$19,238.14	\$933,814.03

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JANUARY 1988

BUDGET FUND	BALANCE 1/1/88	TRANSFER PER RESOLUTION	RECEIPTS	NET DISBURSEMENTS	BALANCE 1/31/88	ADD. DUE FROM TOWN OF W. ORANGE	LESS:		BUDGET BALANCES AT 1/31/88
							ACCOUNTS PAYABLE 1/31/88		
	\$15,210.45	(\$16,210.45)	\$162,500.00	\$46,637.83	\$115,862.17	\$837,190.00	(\$19,238.14)		\$933,814.03

RECEIPTS AND FUNDS

COPY MACHINES

XEROX	\$2,339.80	(\$2,339.80)	\$1,409.00		\$1,409.00				
CANON	0.00				0.00				
PANASONIC	0.00				0.00				

TOTAL COPY MACHINES

FINES	\$2,339.80	(\$2,339.80)	\$1,409.00	\$0.00	\$1,409.00				
RENTALS	\$3,855.60	(3,855.60)	\$2,158.42		\$2,158.42				
PROJECTOR RENTAL	281.85	(281.85)	142.12		142.12				
MICROFILMS	30.00	(30.00)	10.00		10.00				
NON-RESIDENT FEE	45.00	(45.00)			0.00				
MEETING ROOM	0.00		20.00		20.00				
TELEPHONE	100.00	(100.00)	100.00		100.00				
DONATIONS	18.23	(18.23)	12.42		12.42				
INTEREST	75.00	(75.00)			0.00				
MISCELLANEOUS	4,433.61	(4,433.61)	824.91		824.91				
VIDEO TAPE RENTAL	0.00				0.00				
	786.10	(786.10)	328.10		328.10				

TOTAL RECEIPTS AND FUNDS	\$11,965.19	(\$11,965.19)	\$5,004.97	\$0.00	\$5,004.97				
LOST BOOK FUND	2,043.78	(2,043.78)	270.35		270.35				
BOOK SALES & EXCESS PROPERTY	(135.00)	135.00	216.57		216.57				
PETTY CASH & CHANGE FUND	360.00				360.00				
N.J. STATE AID FUND	39,510.00	(39,510.00)			0.00				
ACCUMULATED REVENUE FUND	0.00	69,594.42			69,594.42				
ACCOUNTS PAYABLE 12/31/87	17,129.67			13,829.67	3,300.00				

TOTAL ALL FUNDS

	\$87,084.09	\$0.00	\$167,991.89	\$60,467.50	\$194,608.48				
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L BANK #734-0598-7	\$14,888.63
INVESTMENT A/C MIDLANTIC NAT'L BANK #738-0372-8	164,075.34
MIDLANTIC NAT'L BANK #02-073-0000-177-0-FINES, ETC	9,111.43
MIDLANTIC NAT'L BANK #02-073-0001-161-0-UN. INS.	3,845.69
MIDLANTIC NAT'L BANK #02-073-0000-405-8-BOOK SALES	1,129.40
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,082.96
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NAT'L BANK	190.03

LESS: ACCOUNTS PAYABLE 1/31/88

\$194,608.48
(19,238.14)

CASH FUNDS AVAILABLE AT 1/31/88

\$175,370.34
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## WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1987 BILLS PRESENTED FOR PAYMENT ON

FEBRUARY 24, 1988

Checks are Dated  
January 29, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3083	Midlantic Nat'l Bank	1. Salaries-W/T	\$2,506.47
"	"	1. Salaries-Employees SS	1,525.06
"	"	27. Employers Soc. Sec.	1,525.06
3084	N.J. Gross Income Tax	1. Salaries-N.J. GIT W/H	\$ 5,556.59
3085	W.O. Library-Unemp. Sav. a/c	1. Salaries	855.51
3086	Twp. of W.O.-Hospitalization	26. Hospitalization	461.26
3087	PERS 20284	1. Salaries	2,558.81
3088	PERS 20284-Supp. Annuity	1. Salaries-Supp. Annuity	2,250.24
3089	Int'l Union of Open Eng.	1. Salaries-Union Dues	167.42
3090	PERS 20284	1. Salaries-Supp. Savings	170.00
3091	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	149.08
3092	Margaret Cushing	1. Salaries-Net	515.00
	P/R 1/15 #6557-6596 (40)	1. Salaries-Net	145.83
	P/R 1/31 #6597-6636 (40)	1. Salaries-Net	14,044.79
			13,596.74
	<u>Sub-Total</u>		\$ 40,471.27
	Add Checks #3038-3082 Issued at January 27, 1988		19,969.65
	Checks Issued for the Month of January 1988		\$ 60,440.92
	Less: Check #3066	28. Lost Book	( 10.00)
	Add: Check #3046	28. Book Sales Escrow	36.58
	Total Per Budget Report January 1988		<u>\$ 60,467.50</u>

PAYMENT RECOMMENDED BY:

*Lela Z Reek*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY  
JANUARY 1988 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 24, 1988

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>Budget Allocation</u>	<u>Amount</u>	
3093	W.O. Municipal Employees FCU	1. Salaries		\$ 515.00
3094	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,561.87	
"	" " "	1. Salaries-Employee SS	1,538.27	
"	" " "	27. Employer Soc. Sec.	1,538.27	5,638.41
3095	A. Aborn Exterminating	11. Service Contract		18.00
3096	American Assoc. for the Advancement of Science	2. Books		21.50
3097	American Camping Assoc.	2. Books		11.75
3098	Automatic Data Processing	11. Service Contract-P/R		169.82
3099A	Baker & Taylor Video	28. Video Tapes	\$ 8.97	
B	" " " "	28. " "	61.45	
C	" " " "	28. " "	107.00	177.42
3100A	Baker & Taylor	2. Books	\$ 63.95	
B	" " " "	2. " "	70.96	
C	" " " "	2. " "	24.48	
D	" " " "	2. " "	187.57	
E	" " " "	2. " "	17.93	364.89
3101	Void			
3102A	Baker & Taylor	2. Books	(\$ 10.15)	
B	" " " "	2. " "	( 31.07)	
C	" " " "	2. " "	234.59	
D	" " " "	2. " "	( 43.66)	
E	" " " "	2. " "	134.12	
F	" " " "	2. " "	96.51	
G	" " " "	2. " "	372.74	
H	" " " "	2. " "	11.65	
I	" " " "	2. " "	129.61	
J	" " " "	2. " "	325.00	
K	" " " "	2. " "	( 11.65)	
L	" " " "	2. " "	120.73	
M	" " " "	2. " "	548.91	
N	" " " "	2. " "	98.35	
O	" " " "	2. " "	40.57	
P	" " " "	2. " "	715.41	2,731.66
3103	Benison & Co.			1,973.00
3104A	Brodart Co.	4. Supplies	\$ 566.00	
			287.64	853.64
3105	Cambridge University Press	2. Books		82.01
3106	Canal Captain's Press	2. Books		15.00
3107	Chambers Record & Video Corp.	2. Books		23.50
3108	Columbia Books, Inc.	2. Books		48.00
3109	The Council of State Governments	2. Books		27.00
3110	Cuozzi & Malkin	24. Legal Services		276.00
3111	Eastern of New Jersey, Inc.	8. Utilities		1,093.87
3112	Elevator Maintenance Corp.	11. Service Contracts		131.04
3113	Essex Co. Library Directors, Inc.	10. Community Relations		425.00
3114	Facts on File	2. Books		420.00
3115	Fiesta Publishing Corp.	2. Books		343.49
3116	Garden State Cash Register Co.	4. Supplies		64.50
3117	Gaylord Bros.	4. Supplies		199.09
3118	Globe Office Supply Co., Inc.	4. Supplies		296.00
3119	Harrop Press Printers	4. Supplies		160.00
3120	The H. W. Wilson Co.	2. Books		28.00
3121	Jay-Wal Video Productions	4. Supplies		11.95
3122A	Kotier Typewriter Co.	4. Supplies	\$ 25.25	
B	" " " "	11. Service Contracts	130.00	155.25
3123	Manheim, Kosson & Novick	23. Management Services		1,400.00
3124	Florence Mantell	26. Hospitalization		214.80
3125	Market Data Retrieval	2. Books		33.54
3126	Susan Kerwin Nebel	2. Books		10.21
3127	N.J. Library Trustee Assoc.	10. Community Relations		10.00
3128	Nynex Mobile Communications	11. Service Contracts		4.00
3129	Oxford Chemicals	18. Janitorial Supplies		376.26



## WEST ORANGE FREE PUBLIC LIBRARY

## JANUARY 1988 BILLS PRESENTED FOR PAYMENT ON

FEBRUARY 24, 1988

Checks are Dated  
February 24, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3130	Petty Cash-Safe	4. Supplies	\$ 32.28
"	" " "	12. Transportation	12.00
"	" " "	13. Postage	13.46
"	" " "	28. Lost Books	11.50
3131	Petty Cash-W.O. Library	29. Transfer	\$ 69.24
3132A	PSE & G	8. Utilities	\$2,106.99
B	" " "	8. "	40.02
3133	Regent Book Co.	21. A/V Materials	16.18
3134	R.R. Bowker	2. Books	199.44
3135	Sound Video Unlimited	28. Video Tapes	90.85
3136	Standard & Poors Corp.	2. Books	1,350.00
3137A	Valente Hardware	18. Valente Hardware	\$ 10.12
B	" "	18. " "	14.99
3138	Value Line, Inc.	2. Books	495.00
3139	Video Store Services	4. Supplies	294.95
3140	Warren, Gurham & Lamont, Inc.	2. Books	349.98
3141	World Book, Inc.	2. Books	1,168.00
3142A	Xerox Corp.	25. Photocopy	\$ 125.13
B	" "	25. "	125.13
C	" "	25. "	125.13
D	" "	25. "	157.00
E	" "	25. "	290.00
3143	Young's News Service	19. Magazines-Newspapers	822.39
			51.30
	Sub-Total		\$ 25,603.05
	(Less)		
	Check #3093	1. Salaries	\$ 515.00
	#3094	1. Salaries	4,100.14
	#3094	27. Employer Soc. Sec.	1,538.27
	#3130	28. Lost Book	11.50
	#3131	29. Transfer	200.00
			( 6,364.91)
	Total Accounts Payable January 1988		
	Per Budget		\$ 19,238.14

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

AGENDA

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF

MARCH 23, 1988

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

MINUTES  
OF THE BOARD OF TRUSTEES  
MEETING OF MARCH 23, 1988

The meeting was called to order at 8:07 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Albert Kupferer, Gayle Levy, Anita Strauss, and Irving Soloway. Also present were Stewart Manheim-Board Accountant, William Cuozzi-Board Attorney, and Lola Reed-Library Director. Jane Degnan and John Willies were absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Soloway made a motion to approve the Minutes of the Board meeting of February 24, 1988 as presented. It was seconded by Mrs. Strauss and carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of February, 1988. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim reviewed the ledger sheet at the end of the Financial Report which explains the income and expenditures of the video cassette rentals.

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

STAFF/COMMUNITY PARTICIPATION:

Mrs. Frances Williams said that persons attending the jazz concerts should be charged a fee. In defense of the no charge policy, Mr. Cuozzi said that libraries in the surrounding areas do not charge for jazz concerts, and if a fee were imposed, the library would suffer a drop in attendance. He noted his contribution of \$125.00 for each concert, has helped to offset the cost. It was decided that the Board would give the matter further thought, but for the present, no fee would be charged. However, envelopes or a box could be provided for donations.

Continuing on to another area, Mrs. Williams expressed her concern about renting the meeting room to groups during the hours when the library is closed to the public. She felt that the security of the library was threatened.

Mrs. Reed explained that she had inherited that policy, and that the usual procedure was for the group engaging the room to pay a fee for the rental of the room and a fee for the maintenance man. Mr. Soloway pointed out that there were legal questions to be answered in connection with that policy such as who would be responsible in case of injury. It was decided that the meeting room would be rented only during the hours that the library is open. In addition, the library would pay the maintenance person and the group would pay the library accordingly. Mr. Gladstone asked Mrs. Levy and Mr. Soloway to update the meeting room rules and regulations and to make recommendations to the Board at the next meeting.

#### DIRECTOR'S REPORT:

Mr. Gladstone asked Mrs. Reed to write a letter to the Township Engineer enclosing a copy of the asbestos report, and pointing out that recommendations for the correction of problems as listed must be submitted to the State Health Dept. no later than 30 calendar days. The library building is owned by the Township and it is their responsibility to resolve the problem. Mr. Gladstone asked that the letter and copy of the report be hand-delivered. If no answer is received within 15 days, a follow-up letter should be sent.

#### COMMITTEE REPORTS:

##### 1) Planning Committee:

Mrs. Strauss reported that the Planning Committee met on February 29 at which time the committee divided into groups and came up with a needs assessment based on the results of each survey that was held. Copies are available to the Board. The next meeting will be held on Monday, April 11 at 7:30 P. M. The committee is close to wrapping up and a report will be submitted to the Board with appropriate recommendations.

##### 2) Building and Grounds - Painting:

Mrs. Reed said that the painting schedule is commencing as planned. Mr. Gladstone asked Mrs. Reed to provide a report to the Trustees to make them aware of what activities are being accomplished in this area.

#### OLD BUSINESS:

Mr. Manheim and Mr. Cuoizzi had met with the New Friends' officers Dorothy Suyker and Frances Williams as agreed at the previous Board meeting.

Because Mrs. Itkin has been on vacation, the telephone report will be submitted at the next Board meeting.

Mrs. Reed had a visit from Mr. Belli who reaffirmed that the roof repairs will be done in the near future.

The auditors have been working at the library since Monday, March 21.

#### NEW BUSINESS:

##### 1) Insurance:

In a letter dated March 16, 1988, the Benisch Insurance Company asked Mrs. Reed to have the Board review the Personal Property Coverage for the main library and Tory

Corner and to determine if the present figure is adequate. Mrs. Reed will contact the agent to ask what the costs would be for an adjustment of coverage that would reflect current replacement costs. Other libraries will be contacted to find out how they have dealt with their coverage. Mrs. Reed and Mr. Cuozzi will find a way to determine the replacement value for the property concerned.

2) Tory Corner:

The Board discussed recommendations for the future handling of Tory Corner as submitted by Mrs. Reed and Mrs. Pinkus. Mrs. Reed will speak to the administrator at the Community House about these recommendations. At the next Board meeting, figures will be presented reflecting the cost of books, salary expenses and other costs pertaining to the operation of Tory Corner.

3) Television Purchase:

Mrs. Reed explained that the library possesses a VCR and a cable connection which cannot be adequately used because of the repeated failure of the old television set. A new set would allow special programs to be run in the library. Video tapes could be used by organizations for discussion. The Board agreed that any equipment purchased and owned by the library should be controlled by one or two staff members. Estimates will be obtained with recommendations for purchase at the next meeting.

4) Video Circuit:

Mrs. Reed has been informed that there is an opening in the Essex Regional Video Circuit in the next few months. There is an initial entrance fee as yet not determined, but is negotiable, and a yearly fee of \$1,000. The video selection includes classics, educational and current cassettes. Approximately 80 videos are rotated each month and a rental fee may be charged to patrons. After a brief discussion, Mrs. Reed was asked to contact some of the circuit members to determine their viewpoint of the program. Information will be obtained as to why the Millburn Library will be dropping out of the program.

5) Mr. Kupferer read a letter from Mayor Spina. The Mayor has asked the Board for their thoughts on enclosing the lower level of the new building (which is presently used for parking) for the use as a type of community center. During the discussion of the letter, some points were brought up concerning the library's role in the expense, maintenance, use of personnel, and parking facilities. Mr. Gladstone offered to speak to the Mayor and ask him to clarify the statements in his letter. The Trustees would then be able to discuss the idea more thoroughly.

COMMUNICATIONS.:

The following correspondence was received or sent during the month:

- 1) A note and check from Peter Masi.
- 2) A letter from Theresa Cammarata thanking Louise Haselkorn for her assistance in selecting books from the Children's Room.
- 3) A letter to Vincent Giblin from Mr. Gladstone concerning the union's request for financial data.

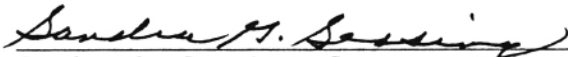
- 4) A letter to Irwin Sharpe from Mr. Gladstone thanking him for his contribution of help and time to the Planning Committee.
- 5) A letter to Councilman Glenn Sorge from Mr. Gladstone concerning his request for information on certain personnel.
- 6) A letter to Shirley Itkin and Joe Flynn from Mayor Spina thanking them for their efforts on behalf of the United Way.

Miss Dorothy Suyker said that the New Friends would like to contribute \$1,000 towards the purchase of a 36" television. A large set would enable everyone to have a clear view of the programs. The Board thanked the Friends and agreed that estimates for a large screened television should be provided at the next meeting.

Mrs. Williams said that Debby Pinkus should be receiving an updated list of video cassettes from the Essex Circuit.

The meeting was adjourned at 9:50 P. M. with a motion made by Mrs. Levy and seconded by Mrs. Strauss.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Library Board of Trustees

LIBRARY DIRECTOR'S  
MONTHLY REPORT

March 23, 1988


No unusual happenings transpired at the West Orange Public Library during the month of March. The weather has been unusually favorable and we have been able to get a few necessities accomplished.

A new tank was installed in the boiler room on February 29th. Additional work had to be done on a pump and coupling which was not connected with the installation. An audience of about fifty people attended the jazz concert given by Tom Ferrara on Sunday, March 6th.

We had a bus trip to see South Pacific at "The Fiesta" on Monday, March 15th. Patrons had a wonderful time.

Your director attended the Essex County Library Directors' meeting at the "new" Roseland Public Library on Tuesday, March 15th. One of the items discussed was the matter of the yearly Public Relations Award. The award will be given to Mr. A. Leigh Balber, a citizen in Maplewood who spearheaded the drive to save our CECLS program. The ceremony will be held during the Spring Conference of the New Jersey Library Association on Wednesday, May 11, 1988 at 12:00 Noon, in Atlantic City.

As a result of the passage of Senate Bill 1777 in December, 1987 which increased each aid category by \$0.25 per capita, we have received notice of a supplemental payment of per capita state library aid of \$3,183 to be added to the \$39,510 we have already received which gives us a total of \$42,693 for the year.



Lola N. Reed, Director

MEMORANDUM

TO: Library Board of Trustees  
FROM: Lola N. Reed & Deborah Pinkus  
RE: Tory Corner Branch

We propose that the Tory Corner Branch be used as a Community Center Library with delivery from the main library monthly or bimonthly and operations simplified to enable Community House Staff to oversee all of the procedures in a manner similar to the book deposits now in operation at Degnan House, Jewish Federation Plaza, St. Marks Senior Center and other community facilities. Some basic procedures we recommend:

1. Lots of paperbacks sent in bulk, cards to be put in box on some sort of honor system.
2. Popular fiction in rotating delivery, mysteries also. Large print too.
3. No overdues, fines or reserves, if possible.

Money saved would be: (a) rent on room

(b) salary of staff person

(c) purchase of extra copies exclusively for TC

We would still spend money on delivery mileage once a month, and on book processing. We would also save on aggravation. At present, when our main library tries to communicate with branch to locate a book, staff member is put on hold because there is no one in library room. We have suggested that in the future merely leave a message and ask to be called back.

In all honesty, Tory might not get hot best sellers the day the main library does, but an effort would be made to send copies eventually. Bookkeeping and delivery system could be worked out. Given the amount of circulation that the branch has a rotating collection of fiction and biography should serve the TC population adequately and not create an uproar.

3/17/88



March 10, 1988

Memo to Mrs. Reed;  
Re: Television Set

Perhaps members of the Board would have ideas on how library could get a donation/ inexpensive 27 inch television set for library use. Essex/Hudson region has a large grant for educational videos which could be used for programs here such as travel, national geographic, all the PBS television series and series such as Shoah, Heritage and Americas. These would appeal in West Orange, I think.

Children's room could also use for programs.

Approximate cost of a TV should be under \$400.00.  
We have a free cable service and a VCR hooked up ready to go.

submitted,

Debby Pinku



## TOWNSHIP OF WEST ORANGE

SAMUEL A. SPINA  
MAYOR

66 MAIN STREET, WEST ORANGE, N.J. 07052

### OFFICE OF THE MAYOR

March 15, 1988

TEL: (201) 325-4100

West Orange Library Board of Trustees  
Mt. Pleasant Avenue  
West Orange, New Jersey 07052

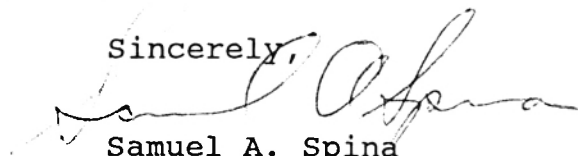
Dear Members of the Board:

It is my understanding that when the addition to the library was built, sufficient funds were unavailable to enclose the lower level of the new annex, which is presently utilized for parking.

I feel that it would be very beneficial to the Township of West Orange at this time, if we were to enclose the bottom portion of the annex and use the space as somewhat of a community center.

May I have your thoughts as to whether you support this idea, and whether we should proceed further.

Sincerely,



Samuel A. Spina  
MAYOR

SAS:lab

BUDGET REPORT  
MONTH OF FEBRUARY 1988  
LIBRARY BOARD MEETING OF MARCH 23, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF FEB 1988	ACCUMULATED BUDGET EXPENDITURES 2 MONTHS ENDED 2/29/88	UNEXPENDED BUDGET BALANCE ON 2/29/88	BILLS/ ACCOUNTS PAYABLE AT 2/29/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 2/29/88
SALARIES & WAGES	\$542,000	\$39,828.73	\$79,856.29	\$462,143.71		\$462,143.71
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	2,773.61	5,332.42	27,667.58		27,667.58
SOCIAL SECURITY	39,000	3,072.52	6,151.61	32,848.39		32,848.39
PUBLIC EMPLOY. RETIREMENT SYS.	40,000		0.00	40,000.00		40,000.00
UNEMPLOYMENT INS.	6,500		0.00	6,500.00		6,500.00
WORKERS COMPENSATION INS	5,500		0.00	5,500.00		5,500.00
SUNDAY OPENINGS	14,700	1,083.62	2,055.99	12,644.01		12,644.01
CONTRACTUAL SERVICES:						
BINDING	800		0.00	800.00		800.00
SEMINARS & WORKSHOPS	1,000		0.00	1,000.00		1,000.00
COMMUNITY SERVICES	1,500	10.00	10.00	1,490.00	507.00	983.00
TRANSPORTATION	500	12.00	12.00	488.00	43.50	444.50
AUDIT	2,150		0.00	2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	1,400.00	15,400.00	1,400.00	14,000.00
LEGAL SERVICES	7,000	276.00	276.00	6,724.00	488.50	6,235.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	283.04	283.04	6,716.96	227.29	6,489.67
PAYROLL SERVICES	2,200	169.82	169.82	2,030.18	317.27	1,712.91
MAINT. MAIN-UTILITIES	44,000	3,240.88	3,240.88	40,759.12	3,280.98	37,478.14
OFFICE EQUIPMENT REPAIR	3,000					
MAINT. MAIN-MAINT. & REPAIR	14,000		0.00	14,000.00	1,208.15	12,791.85
RENTAL-TORY CORNER	540		0.00	540.00		540.00
JANITORIAL SUPPLIES	2,900	401.37	401.37	2,498.63	4.69	2,493.94
MATERIALS & SUPPLIES:						
BOOKS	97,000	8,136.62	8,136.62	88,863.38	4,210.91	84,652.47
SUPPLIES-LIBRARY	16,500	1,937.66	1,937.66	14,562.34	961.57	13,600.77
PERIODICALS, SERIALS &						
NEWSPAPERS	12,000	51.30	51.30	11,948.70	179.21	11,769.49
AUDIO/VISUAL MATERIALS	3,000	16.18	16.18	2,983.82	176.54	2,807.28
MICROFILM & MICROFICHE	10,000		0.00	10,000.00		10,000.00
PHOTOCOPY	6,000	822.39	822.39	5,177.61	375.39	4,802.22
MISC. EXPENSES:						
INSURANCE-OTHER	17,500	1,973.00	1,973.00	15,527.00		15,527.00
TELEPHONE	6,100	386.40	386.40	5,713.60		5,713.60
POSTAGE	4,200	13.46	13.46	4,186.54		4,186.54
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400		0.00	6,400.00		6,400.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700		0.00	4,700.00		4,700.00
OFFICE EQUIPMENT	4,100		0.00	4,100.00		4,100.00
MAINTENANCE EQUIPMENT	900		0.00	900.00		900.00
AUDIO VISUAL EQUIPMENT	8,200		0.00	8,200.00		8,200.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEORENTAL		268.27	268.27	(268.27)	45.95	(314.22)
TOTAL	\$999,690	\$66,156.87	\$112,794.70	\$886,895.30	\$13,426.95	\$873,468.35

## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF FEBRUARY, 1988

		LESS:			
		ADD: DUE	ACCOUNTS	BUDGET	
BALANCE	RECEIPTS	FROM TOWN	PAYABLE	BALANCES AT	
2/1/88	2/29/88	OF W. ORANGE	2/29/88	2/29/88	
\$115,862.17	\$66,156.87	\$49,705.30	\$837,190.00	(\$13,426.95)	\$873,468.35

## RECEIPTS AND FUNDS

## COPY MACHINES

XEROX	\$1,409.00	\$1,219.90	\$2,628.90
CANON	0.00		0.00
PANASONIC	0.00		0.00

## TOTAL COPY MACHINES

## FINES

RENTALS	\$1,409.00	\$1,219.90	\$2,628.90
PROJECTOR RENTAL	\$2,158.42	\$1,703.30	\$3,861.72
MICROFILMS	142.12	157.67	299.79
NON-RESIDENT FEE	10.00	10.00	20.00
MEETING ROOM	0.00	45.55	45.55
TELEPHONE	20.00		20.00
DONATIONS	100.00	25.00	125.00
INTEREST	12.42	11.89	24.31
MISCELLANEOUS	0.00	25.00	25.00
VIDEO TAPE RENTAL	824.91	669.55	1,494.46
	0.00		0.00
	328.10	314.00	642.10

## TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND	\$5,004.97	\$4,181.86	\$9,186.83
BOOK SALES & EXCESS PROPERTY	270.35	155.76	426.11
PETTY CASH & CHANGE FUND	216.57	236.00	452.57
N.J. STATE AID FUND	360.00		360.00
ACCUMULATED REVENUE FUND	0.00		0.00
ACCOUNTS PAYABLE 12/31/87	69,594.42		69,594.42
	3,300.00		3,300.00

## TOTAL ALL FUNDS

\$194,608.48	\$4,573.62	\$66,156.87	\$133,025.23
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## CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L BANK #734-0598-7	\$2,157.18
INVESTMENT A/C MIDLANTIC NAT'L BANK #735-0372-8	111,107.97
MIDLANTIC NAT'L BANK #02-073-0000-177-0-FINES, ETC	13,027.00
MIDLANTIC NAT'L BANK #02-073-0001-161-0-UN. INS.	3,645.69
MIDLANTIC NAT'L BANK #02-073-0000-405-8-BOOK SALES	1,129.40
MIDLANTIC NAT'L BANK #735-1699-9 COMMUNITY RELATIONS	1,082.96
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NAT'L BANK	390.03

LESS: ACCOUNTS PAYABLE 2/29/88

\$133,025.23

(13,426.95)

CASH FUNDS AVAILABLE AT 2/29/88

\$119,598.28

## WEST ORANGE FREE PUBLIC LIBRARY

## FEBRUARY 1988 BILLS PRESENTED FOR PAYMENT ON

MARCH 23, 1988

Checks are Dated  
February 29, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3144	New Jersey Bell	9. Telephone	\$ 227.21
3145	A T & T	9. Telephone	159.19
3146	Midlantic Nat'l Bank	1. Salaries W/H Tax	\$2,556.52
"	" " "	1. Salaries-Employees'SS	1,534.25
"	" " "	27. Employer Soc. Sec.	1,534.25
3147	NJ-GIT	1. Salaries-NJ GIT W/H	5,625.02
3148	WO Library Unemployment Savings a/c	1. Salaries	854.54
3149	Twp of W.O. Hospitalization	26. Hospitalization	460.28
3150	PERS 20284	1. Salaries	2,558.81
3151	" " -Supp. Annuity	1. Salaries	2,250.24
3152	Int'l Union of Oper. Eng.	1. Salaries-Supp. Annuity	167.42
3153	PERS 20284	1. Salaries-Union Dues	170.00
3154	W.O.Municipal Emp. FCU	1. Salaries-Supp. Savings	141.24
	P/R 2/15 #6637-6677 (41)	1. Salaries-Emp. Savings	515.00
	" 2/29 6678-6720 (43)	1. Salaries-Net	13,845.08
		1. Salaries-Net	13,802.64
<u>Sub-Total</u>			\$ 40,776.67
ADD: Checks #3093-3143 Issued at February 24, 1988			25,603.05
Checks Issued for the Month of February 1988			\$ 66,379.72
Less: Deposit 2/26	2. Books	\$ 11.35	
Check #3130	28. Lost Books	11.50	
" #3131	29. Transfer	200.00	( 222.85)
Total Per Budget Report February 1988			\$ 66,156.87

PAYMENT RECOMMENDED BY:

*Lisa H Reed*

PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Manheim, Kosson + Novick*

## WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1988 BILLS PRESENTED FOR PAYMENT ON

MARCH 23, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	Checks are Dated March 24, 1988 AMOUNT	
3155	William Cuozzi	24. Legal Services		\$ 276.00
3156	Void			-0-
3157	W.O. Library Comm. Relations a/c	10. Community Services		500.00
3158	W.O. Municipal Unemp. FCU	1. Salaries-Emp. Savings		515.00
3159	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,566.52	
"	"	1. Salaries-Employee Soc.Sec.	1,536.87	
"	"	27. Employers Soc.Sec.	1,536.84	5,640.23
3160	A. Aborn Exterminating Co.	11. Service Contracts		18.00
3161	Afton Publishing Co.	21. A/V Materials-Software		65.45
3162A	Automatic Data Processing	11. Service Contracts-P/R	\$ 70.00	
B	"	11. " "	247.27	317.27
3163	Baker & Taylor Video	28. Video Rental		45.95
3164A	Baker & Taylor	2. Books	\$ 41.51	
B	"	2. "	118.31	159.82
3165	Void			
3166A	Baker & Taylor	2. Books	(\$ 9.71)	
B	"	2. "	( 8.96)	
C	"	2. "	328.39	
D	"	2. "	377.79	
E	"	2. "	( 8.96)	
F	"	2. "	355.65	
G	"	2. "	768.87	
H	"	2. "	500.11	
I	"	2. "	296.07	
J	"	2. "	( 22.70)	
K	"	2. "	( 20.00)	
L	"	2. "	523.64	
M	"	2. "	60.29	
N	"	2. "	27.00	
O	"	2. "	465.81	3,633.29
3167A	Brodart Co.	4. Supplies	\$ 159.85	
B	"	4. "	37.53	197.38
3168	Void			
3169		2. Books		10.00
3170	Clarke Air-Conditioning Svc. Corp.	6. Maint-Main		185.00
3171	Cultural Events in New Jersey	10. Community Relations		7.00
3172A	William F. Cuozzi, Jr.		\$ 276.00	
B	"	24. Legal Services	212.50	488.50
3173	C.W. Associates	2. Books		24.00
3174	Eastern of New Jersey, Inc.	8. Utilities		1,050.03
3175	Edison Record Clearance	21. A/V Materials-Software		111.09
3176	Elevator Maintenance Corp.	11. Service Contracts		131.04
3177	E & M O'Hara	6. Maint-Main		101.15
3178	Gaylord Bros.	4. Supplies		18.65
3179	Harrop Press Printers	4. Supplies		39.00
3180	H. G. Clarke Air Conditioning Svc.	6. Maintenance-Main		922.00
3181	The Institute for Management	19. Magazines-Newspapers		26.96
3182	Keats Publishing Co.	19. Magazines-Newspapers		1.95
3183	Main Line Book Company	2. Books		42.80
3184	Manheim, Kosson & Novick	23. Management Services		1,400.00
3185	Northeast-Midwest Institute	2. Books		7.00
3186	Nynex Mobile Communications	11. Service Contracts		4.00
3187	Perigee Books	2. Books		6.95
3188	Petty Cash-Safe	4. Supplies	\$ 8.20	
"	"	12. Transportation	43.50	
"	"	28. Lost Books	5.95	57.65
3189	Pitney Bowes	11. Service Contracts		59.25
3190	Void			
3191A	PSE & G	8. Utilities	\$2,190.93	
B	"	8. "	40.02	2,230.95
3192	Railhead Publications	2. Books		10.47
3193A	R. R. Bowker	2. Books	\$ 179.50	
B	"	2. "	65.25	244.75
3194	Score Chapter 15	2. Books		22.50
3195	Secretary of State	11. Service Contracts		15.00
3196	Silver Burdett Press	2. Books		49.33
3197	3M XRP 2052	4. Supplies		210.12

WEST ORANGE FREE PUBLIC LIBRARYFEBRUARY 1988 BILLS PRESENTED FOR PAYMENT ONMARCH 23, 1988Checks are Dated  
March 24, 1988

## VOUCHER

<u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3198	University of Illinois-BNR Brochures	19. Magazines-Newspapers		\$ 47.00
3199A	University Products, Inc.	4. Supplies	\$ 420.05	
B	" " "	4. "	68.17	488.22
3200	Valente Hardware	18. Janitorial Supplies		4.69
3201A	Worrall Publications, Inc.	19. Magazines-Newspapers	\$ 26.00	
B	" " "	19. "	26.00	52.00
3202A	Xerox Corp.	25. Photocopy	\$ 125.13	
B	" " "	25. "	125.13	
C	" " "	25. "	125.13	375.39
3203	Young's News Service	19. Magazines-Newspapers		51.30
<u>Sub-Total</u>				\$ 19,864.13
(Less)				
	Check #3110 - Void	24. Legal Services	\$ 276.00	
	3158	1. Salaries	515.00	
	3159	1. Salaries	4,103.39	
	"	27. Employers Soc. Sec.	1,536.84	
	3188	28. Lost Book	5.95	( 6,437.18)

Total Accounts Payable February 1988  
Per Budget Report\$ 13,426.95PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:*Lola T. Reek*

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Manheim Kosson & Novick

AGENDA

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING OF

APRIL 27, 1988

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



MINUTES  
OF THE BOARD OF TRUSTEES  
MEETING OF APRIL 27, 1988

The meeting was called to order at 8:05 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan. Irving Soloway, Anita Strauss, and John Willies. Also present were Stewart Manheim-Board Accountant, William Cuozzi-Board Attorney, and Lola Reed-Library Director. Gayle Levy and Albert Kupferer were absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Willies made a motion to approve the Minutes of the Board meeting of March 23, 1988 as presented. Mrs. Degnan seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of March, 1988. It was seconded by Mrs. Degnan and passed unanimously.

2) Financial Statement:

Mr. Manheim recommended that a special budget meeting be held to adjust the Proposed Budget when word has been received from the Township concerning the final allocation of funds to the library for 1988.

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

STAFF/COMMUNITY PARTICIPATION:

Ms. Dorothy Suyker of the New Friends announced that the annual book sale would be held on the weekend of May 21. She asked the Board to authorize the funds earned from this sale to be put into the Friends account.

Mrs. Degnan made a motion that for the year 1988, the library donate books to the New Friends for their book sale, with the funds received from that sale to be deposited in the New Friends account to be used at their discretion for the West Orange Public Library. Mrs. Strauss seconded the motion and it was passed unanimously.

This resolution will be renewed each year.

## DIRECTOR'S REPORT:

Mrs. Reed noted that Al Buono and Florence Mantell were recovering from their illnesses.

Mrs. Reed reported that she had met with Rose Leonardis, Executive Director of the West Orange Community House to discuss the Tory Corner Branch of the West Orange Public Library. With the assistance of Mr. Willies, who is a member of the Community House Board of Trustees, Mrs. Reed will work out a proposal to carry on the smooth operation of the library branch. This proposal might possibly include a move to the basement of the building. All expenses will be considered as well as the placement of a competent person to operate the library at regular hours. Mrs. Reed will report to the Board at the next meeting giving her recommendations based on the information obtained from Mr. Willies, Mrs. Leonardis, and the Community House Board of Trustees. The Library Board is committed to retaining the Tory Corner Branch as a functional part of the West Orange Public Library. Mrs. Reed will see that a sign is erected in front of the Community House informing the public of the presence of the branch.

Hoberd Pettiford has performed admirably in the maintenance of the building during Al Buono's absence.

Joel Benisch of the Benisch Insurance Company will submit a written report concerning coverage charges for personal property based on current value of same. Mr. Gladstone asked Mrs. Reed to find out what other libraries do in regard to personal property coverage.

A motion was made by Mr. Soloway, seconded by Mrs. Strauss, and passed unanimously by the Board to table the insurance discussion until the next Board meeting.

In regard to the video circuit as discussed at the March Board meeting, an opening is no longer available in the Essex Regional Video Circuit. Millburn Library intends to remain in the program.

Mr. Gladstone reminded Mrs. Reed to discuss Tory Corner insurance when contacting the insurance agent.

## COMMITTEE REPORTS:

Mrs. Strauss reported that the next Planning Committee meeting will be held on May 9. Only a few more meetings will be held and the Committee's business will be completed.

Discussion of personnel matters will be held at the Executive Session.

## OLD BUSINESS:

Mr. Gladstone said that a letter had been sent in response to Mayor Spina's letter concerning the expansion of the library. A copy of the letter had been sent to the Planning Committee Chairman. Mrs. Strauss said that she felt that the committee was not ready to deal with that matter, but is keeping it in mind.

## NEW BUSINESS:

Mrs. Strauss expressed her concern over the cost of the monthly service fee for the elevator. Mrs. Reed will make inquiries as to the alternatives available in lieu of a monthly contract.

Mr. Cuozzi said that the jazz concert was a big success, was well attended and had been publicized in the "New York Times" and the "Star-Ledger". It was the last concert of the season.

A brief discussion was held concerning the purchase of a television set. Estimates were provided as requested at the last Board meeting:

Mr. Willies made a motion to purchase a Sony 27" screen, equipped with stereo sound and cable-ready for a total of \$855.00. The New Friends will contribute \$455.00 and \$400.00 will be provided by the recent gift from a library patron. On site service and an extended warranty for 5 years at \$199.00 will be included. Mrs. Degnan seconded the motion and it was carried unanimously.

Mr. Soloway and Mrs. Levy are working on the revision of the meeting room rules and regulations. In the meantime, the meeting room policy will be followed as usual.

#### COMMUNICATIONS:

The following correspondence was received or sent during the month:

- 1) A letter from the Garden Club of the Oranges thanking Mrs. Reed and Mrs. Benjamin for their cooperation on occasion of the flower show held in the library the week of April 18.
- 2) A letter from William Sagosz to Mrs. Reed thanking the library for allowing him the opportunity to display his art work. Special thanks were noted for the staff and Mrs. Benjamin for their assistance.
- 3) A letter to Mayor Spina from Mr. Gladstone in reference to the Mayor's letter of 3/15/88 concerning expansion of the library.
- 4) A letter to Mr. McCann from Mrs. Reed concerning the asbestos report and enclosure of same for his review.
- 5) A thank you letter to Mr. Peter Masi for his generosity to the library.

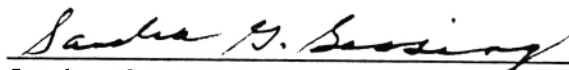
Mrs. Reed noted that a Public Works representative had inspected the asbestos problem as detailed in the report from the State Health Department. We will be notified of any action taken.

Mr. Willies made a motion which was seconded by Mrs. Degnan and passed unanimously to allow Lucy Broomall to hold a piano recital on a Sunday in June. Ms. Broomall is a West Orange resident and has held recitals in the past at the library.

Ms. Dorothy Suyker requested that the Staff/Community Participation part of the Agenda be moved to the end of the Board meeting. Mr. Gladstone explained that that particular item had been moved up in the Agenda to allow staff and/or residents to express themselves without having to wait until the end of the meeting to do so. He suggested that the New Friends be placed at the end of the Agenda. In this way, any questions concerning the content of the meetings could be brought up before adjournment. Mrs. Reed was asked to place that item in the next Agenda.

The meeting was adjourned at 9:15 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

## LIBRARY DIRECTOR'S

### MONTHLY REPORT

April 27, 1988

The month of April seems to be our busiest since last summer. Many programs and other activities are taking place at the same time which has made the library come alive, bringing many new faces to enjoy the activities.

Exhibits include a multi-media art show by the elementary schools of West Orange. A reception was held on the evening of April 6 which was attended by many parents and children along with art teachers, representatives of the Board of Education, Council members and many well-known citizens.

An attractive exhibit is a collection of colorful Easter eggs by Ms. Lorenz and the light bulb exhibit by Ms. Carolyn Little. A long article was published in the Star Ledger about the light bulbs which brought many visitors and telephone calls from people in nearby towns.

The latest in a series of exhibits is the wonderful flower show by the Garden Club of the Oranges. For two days we were inundated with activities by the Garden Club and their many visitors.

On April 5 the State Library sponsored a workshop on Guidelines for Youth and Young Adult Services at the Ramada Inn, in Princeton. Directors, Young Adult Librarians, and Children's Librarians were invited to attend. Since our YA librarian was on jury duty, Jackie Lepore represented that department and attended with Mrs. Haselkorn and Lola Reed.

It was a very productive meeting with pertinent and up-to-date information on the changing roles in YA and children's work. The workshop was well-received by all who attended.

Mr. Allan Palmere of the Public Works Department checked out our asbestos problem on March 31. He reported to me after examining all areas where asbestos was reportedly found. He stated that he did not see anything which was life threatening and he would get back to us and file a written report soon.

Al Buono has been very ill and hospitalized for three weeks. A report received today is that he is home from the hospital, greatly improved, and, according to his doctor, he should be able to return to work after another week.

Florence Mantell has also been absent for three weeks due to an accident she had in New York. I am not certain when she will be back on the job.

Helyn Benjamin's bus trip to Gracie Mansion and Abigail Adams house was a huge success. She was asked to plan another trip there as soon as possible.

The Jazz Concert on April 10, the last of the season, was enjoyed by a large audience.

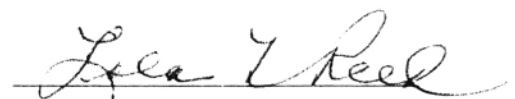
Story Hour sessions ended on Thursday, April 22. The next term will begin with the new Children's Librarian, Cheryl Kranitz, early in October.

A visit to our Tory Corner branch library with Rose Leonardis and Yvonne Gardner resulted in a heart to heart talk and an understanding of their feelings insofar as the proposal presented to the Board of Trustees by Reed and Pinkus.

They totally disagree and vehemently opposed the idea and stated that they would fight any changes proposed. Instead, Mrs. Leonardis requested more recognition for the branch and more cooperation between us. Also, she asked for a large sign "Tory Corner Branch Library" like the one which was there years ago. A few other things were requested. I am inclined to agree that the requests should be honored and carried out as soon as possible.

My suggestion to them that permission should be granted for us to be able to remove many of the shelves which are too close together to adequately shelve books. This matter was agreeable by them.

My conclusion is that an amicable relationship can exist so we can adequately serve people in the Tory Corner community if more time and a little money can be spent to meet minimum standards of a library in the branch.

  
Lola N. Reed, Director

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF FEBRUARY 1988  
LIBRARY BOARD MEETING OF APRIL 27, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF MARCH 1988	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/88	UNEXPENDED BUDGET BALANCE ON 3/31/88	BILLS/ ACCOUNTS PAYABLE AT 3/31/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 3/31/88
SALARIES & WAGES	\$542,000	\$40,535.77	\$120,392.06	\$421,607.94		\$421,607.94
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	2,558.81	7,891.23	25,108.77		25,108.77
SOCIAL SECURITY	39,000	3,119.85	9,271.46	29,728.54		29,728.54
PUBLIC EMPLOY. RETIREMENT SYS.	40,000		0.00	40,000.00		40,000.00
UNEMPLOYMENT INS.	6,500	2,036.98	2,036.98	4,463.02		4,463.02
WORKERS COMPENSATION INS	5,500		0.00	5,500.00		5,500.00
SUNDAY OPENINGS	14,700	1,006.89	3,062.88	11,637.12		11,637.12
CONTRACTUAL SERVICES:						
BINDING	800		0.00	800.00		800.00
SEMINARS & WORKSHOPS	1,000		0.00	1,000.00		1,000.00
COMMUNITY SERVICES	1,500	603.74	613.74	886.26		886.26
TRANSPORTATION	500	43.50	55.50	444.50	25.00	419.50
AUDIT	2,150		0.00	2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	2,800.00	14,000.00	1,400.00	12,600.00
LEGAL SERVICES	7,000	488.50	764.50	6,235.50	276.00	5,959.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	927.29	1,210.33	5,789.67	303.51	5,486.16
PAYROLL SERVICES	2,200	317.27	487.09	1,712.91	129.49	1,583.42
MAINT. MAIN-UTILITIES	44,000	3,280.98	6,521.86	37,478.14	2,404.47	35,073.67
OFFICE EQUIPMENT REPAIR	3,000	17.00	17.00	2,983.00		2,983.00
MAINT. MAIN-MAINT. & REPAIR	14,000	1,208.15	1,208.15	12,791.85	3,027.00	9,764.85
RENTAL-TORY CORNER	540		0.00	540.00	135.00	405.00
JANITORIAL SUPPLIES	2,900	1,334.94	1,736.31	1,163.69	513.78	649.91
MATERIALS & SUPPLIES:						
BOOKS	97,000	4,197.46	12,334.08	84,665.92	8,830.95	75,834.97
SUPPLIES-LIBRARY	16,500	1,387.17	3,324.83	13,175.17	1,096.93	12,078.24
PERIODICALS, SERIALS & NEWSPAPERS	12,000	179.21	230.51	11,769.49	134.72	11,634.77
AUDIO/VISUAL MATERIALS	3,000	176.54	192.72	2,807.28	38.66	2,768.62
MICROFILM & MICROFICHE	10,000		0.00	10,000.00		10,000.00
PHOTOCOPY	6,000	375.39	1,197.78	4,802.22	750.78	4,051.44
MISC. EXPENSES:						
INSURANCE-OTHER	17,500		1,973.00	15,527.00		15,527.00
TELEPHONE	6,100	379.61	766.01	5,333.99	398.00	4,935.99
POSTAGE	4,200		13.46	4,186.54		4,186.54
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400		0.00	6,400.00		6,400.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700		0.00	4,700.00		4,700.00
OFFICE EQUIPMENT	4,100		0.00	4,100.00		4,100.00
MAINTENANCE EQUIPMENT	900		0.00	900.00		900.00
AUDIO VISUAL EQUIPMENT	8,200		0.00	8,200.00		8,200.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL		45.95	314.22	(314.22)	183.87	(498.09)
TOTAL	\$999,690	\$65,621.00	\$178,415.70	\$821,274.30	\$19,648.16	\$801,626.14

## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF MARCH, 1988

BUDGET FUND	BALANCE		RECEIPTS	NET DISBURSEMENTS	BALANCE		ADD. DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE		BUDGET BALANCES AT
	3/1/88	3/31/88			3/31/88	3/31/88		3/31/88	3/31/88	
	\$49,705.30			\$65,621.00	(\$15,915.70)		\$637,190.00	(\$19,648.16)		\$801,626.14

## RECEIPTS AND FUNDS

## COPY MACHINES

XEROX \$2,628.90 \$1,405.00

\$4,033.90

## TOTAL COPY MACHINES

## FINES

## RENTALS

## PROJECTOR RENTAL

## MICROFILMS

## NON-RESIDENT FEE

## MEETING ROOM

## TELEPHONE

## DONATIONS

## INTEREST

## MISCELLANEOUS

## VIDEO TAPE RENTAL

## TOTAL RECEIPTS AND FUNDS

## LOST BOOK FUND

## BOOK SALES &amp; EXCESS PROPERTY ...

## PETTY CASH &amp; CHANGE FUND

## N.J. STATE AID FUND

## ACCUMULATED REVENUE FUND

## ACCOUNTS PAYABLE 12/31/87

## TOTAL ALL FUNDS

## CASH FUNDS REPRESENTED BY:

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

LESS: ACCOUNTS PAYABLE 3/31/88

CASH FUNDS AVAILABLE AT 3/31/88

(\$1,407.42)

51,385.61

17,776.61

5,234.56

1,129.40

1,266.22

285.00

68.33

\$75,740.53

(19,648.16)

\$56,092.37

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1988 BILLS PRESENTED FOR PAYMENT ON  
APRIL 27, 1988

Checks are Dated  
March 31, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3204	Pro Libra Association	11. Service Contracts	\$ 500.00
3205	N.J. Bell	9. Telephone	220.42
3206	A T & T	9. Telephone	159.19
3207	Petty Cash-W.O. Library	29. Transfers	200.00
3208	Kulacs Engraving	4. Supplies	30.00
3209	American Paper Towel	18. Janitorial Supplies	1,330.25
3210	Globe Office Supply	4. Supplies	377.90
3211	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,605.44
3211	Midlantic Nat'l Bank	1. Salaries-Employee S.S.	1,583.03
3211	Midlantic Nat'l Bank	27. Employer Soc. Sec.	1,583.01
3212	NJ-G.I.T.	1. Salaries-N.J. W/H Tax	864.21
3213	W.O. Library-Unemployment Sav. a/c	1. Salaries	467.35
3214	Twp. of W.O.-Hospitalization	26. Hospitalization	2,558.81
3215	PERS 20284	1. Salaries	2,300.90
3216	PERS 20284-Supp. Annuity	1. Salaries-Supp. Annuity	167.42
3217	Int'l Union of Operating Engineers	1. Salaries - Union Dues	170.00
3218	Void		
3219	PERS 20284	1. Salaries-Supp. Savings	141.24
3220	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	515.00
3221	N.J. Employment Security	28. Unemployment Ins.	\$2,036.98
3221	N.J. Employment Security	29. Transfers	1,388.89
	P/R 3/15/88 #6721-6759 (39)	1. Salaries-Net	13,799.50
	P/R 3/31/88 #6760-6803 (49)	1. Salaries-Net	14,310.18
<u>Sub-Total</u>			\$ 47,309.72
Add: Checks Issued at 3/23/88			19,864.13
			<u>\$ 67,173.85</u>
(Less):			
	Void #3110	24. Legal Services	\$ 276.00
	Adj. #6788	4. Supplies	5.00
	#3188	28. Lost Book	5.95
	#3221	29. Transfer	1,388.89
	Deposit 3/18	2. Books	13.45
	Increase in Community Services		185.26 ( 1,874.55)
			\$ 65,299.30
Add: Petty Cash Checks #1811-1817			
Issued January, February & March 1988			321.70
Total Accounts Payable March 1988			
Per Budget Report			<u>\$ 65,621.00</u>

PAYMENT RECOMMENDED BY:

*Lola L. Reel*

PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CH*



WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH JANUARY, FEBRUARY, MARCH 1988PRESENTED FOR PAYMENT ON  
APRIL 27, 1988

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>1988</u>				
1/15	1811	Essex Co. Library Directors Grp.	10. Community Svcs.	\$ 50.00
2/1	1812	Amer. Library Assoc.	10. Community Svcs.	95.00
2/5	1813	ALA Graphics	4. Supplies	22.70
2/2	1814	St. Johns U. Preb Day storytelling	10. Community Svcs.	35.00
2/16	1815	Pete Renna	28. Office Equip. Repair	17.00
3/9	1816	N.J. State Library	10. Community Svcs.	24.00
3/15	1817	N.J. Library Assoc.	10. Community Svcs.	78.00
				<u>\$ 321.70</u>

PAYMENT RECOMMENDED BY:*Lola L Reek*PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1988 BILLS PRESENTED FOR PAYMENT ON  
APRIL 27, 1988

Checks are Dated  
April 27, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3222	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	\$ 515.00
3223	Midlantic National Bank	1. Salaries-W/H Tax	\$2,636.82
"	" " " "	1. Salaries-Employee Soc.Sec.	1,580.07
"	" " " "	27. Employees Soc. Sec.	1,580.07
3224	A. Aborn Exterminating	11. Service Contracts	18.00
3225	Acme Electric Supply Co., Inc.	18. Janitorial Supplies	476.46
3226	All State Plumbing Supply Co.	18. Janitorial Supplies	16.50
3227A	A T & T	9. Telephone	\$ 155.54
B	" " " "	9. " "	3.65
3228	Automatic Data Processing	11. Service Contracts-P/R	129.49
3229A	Baker & Taylor Video	28. Video Tapes	\$ 65.50
B	" " " "	28. " "	34.45
C	" " " "	28. " "	22.95
D	" " " "	28. " "	12.25
E	" " " "	28. " "	16.62
F	" " " "	28. " "	32.10
3230A	Baker & Taylor	2. Books	\$ 49.54
B	" " " "	2. " "	103.54
C	" " " "	2. " "	14.22
D	" " " "	2. " "	76.83
E	" " " "	2. " "	8.22
3231A	Baker & Taylor	2. Books	\$ 2.97
B	" " " "	2. " "	3.00
3232	Void		
3233A	Baker & Taylor	2. Books	(\$ 10.45)
B	" " " "	2. " "	406.18
C	" " " "	2. " "	613.82
D	" " " "	2. " "	624.61
E	" " " "	2. " "	660.13
F	" " " "	2. " "	( 14.95)
G	" " " "	2. " "	( 10.45)
H	" " " "	2. " "	( 17.91)
I	" " " "	2. " "	164.88
J	" " " "	2. " "	149.65
K	" " " "	2. " "	500.41
L	" " " "	2. " "	( 21.86)
M	" " " "	2. " "	641.73
N	" " " "	2. " "	( 4.76)
O	" " " "	2. " "	( 28.39)
P	" " " "	2. " "	355.76
Q	" " " "	2. " "	57.90
R	" " " "	2. " "	10.75
S	" " " "	2. " "	837.09
T	" " " "	2. " "	108.63
U	" " " "	2. " "	232.29
V	" " " "	2. " "	644.55
3243A	Brodart Co.	4. Supplies	\$ 241.05
B	" " " "	4. " "	55.00
C	" " " "	4. " "	5.09
D	" " " "	4. " "	55.30
E	" " " "	4. " "	422.94
3235	Changing Times Books	2. Books	8.80
3236A	Clarke Air-Cond. Service Corp.	6. Maint.-Main	\$ 500.00
B	" " " " " "	6. " " "	2,452.00
3237	Congressional Quarterly, Inc.	2. Books	17.90
3238	Control Building Service, Incx.	6. Maint.-Main	75.00
3239	Croner Publications	2. Books	145.00
3240	William F. Cuozzi, Jr.	24. Legal Services	276.00
3241	C. W. Associates	2. Books	34.25
3242A	Edison Record Clearance	21. a/v Materials-Software	\$ 8.68
B	" " " "	21. " " "	29.98

## MARCH 1988 BILLS PRESENTED FOR PAYMENT ON

APRIL 27, 1988

Checks are Dated  
April 27, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3243A	Elevator Maintenance Corp.	11. Service Contract	\$ 25.00	
B	" " "	11. " "	146.76	\$ 171.76
3244	Europa Publicatings Ltd.	2. Books		220.00
3245	Franklin Watts, Inc.	2. Books		514.67
3246A	Gale Research Co.	2. Books	\$ 91.35	
B	" " "	2. " "	91.35	
C	" " "	2. " "	165.75	348.45
3247A	Globe Office Supply, Inc.	4. Supplies	\$ 31.30	
B	" " "	4. " "	72.41	103.71
3248	Harrop Press	4. Supplies		162.00
3249	Lawyers Co-Operative Publishing Co.			82.68
3250	Manheim, Kosson & Novick	23. Management Services		1,400.00
3251A	Music Exchange, Inc.	2. Books	\$ 67.54	
B	" " "	2. " "	29.71	97.25
3252	National Register Publishing Co.	2. Books		150.90
3253	New Jersey-American Water Co.	8. Utilities		145.50
3254A	New Jersey Bell	9. Telephone	\$ 210.76	
B	" " "	9. " "	28.05	238.81
3255	New Jersey Eats Out	2. Books		16.80
3256	Nynex Mobile Communications	11. Service Contracts		4.00
3257	Alfred B. Patton, Inc.	19. Magazines-Newspapers		63.42
3258	Petty Cash-Safe	4. Supplies	\$ 51.84	
	" " "	12. Transportation	25.00	76.84
3259	Petty Cash-W.O. Library	9. Transfers		200.00
3260A	PSE& G	8. Utilities	\$2,218.95	
B	" " "	8. " "	40.02	2,258.97
3261A	R. R. Bowker	2. Books	\$ 74.81	
B	" " "	2. " "	279.19	
C	" " "	2. " "	129.62	
D	" " "	2. " "	129.62	
E	" " "	2. " "	149.57	762.81
3262	The Scholar's Bookshelf	2. Books		229.56
3263	Sorbus	11. Service Contracts		109.75
3264	Transemantics, Inc.	2. Books		7.95
3265A	Valente Hardware	18. Janitorial Supplies	\$ 18.19	
B	" " "	18. " "	2.63	20.82
3266	West Orange Community House	7. Maint.-Tory		135.00
3267	WI Dept. of Public Instruction	2. Books		36.00
3268	Worrall Publications, Inc.	19. Magazines-Newspapers		20.00
3269A	Xerox Corporation	25. Photocopy	\$ 125.13	
B	" " "	25. " "	125.13	
C	" " "	25. " "	125.13	
D	" " "	25. " "	125.13	
E	" " "	25. " "	125.13	
F	" " "	25. " "	125.13	750.78
3270	Young's News Service	19. Newspapers-Magazines		51.30
<u>Sub-Total</u>				\$ 26,160.12
(Less): Check #3222		1. Salaries	\$ 515.00	
#3223		1. Salaries	4,216.89	
"		27. Employer Soc. Sec.	1,580.07	
#3259		29. Transfers	200.00	( 6,511.96)

Total Accounts Payable March 31, 1988  
per Budget Report

\$ 19,648.16

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lola Z Reed*

Prepared without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: *Stewart Manheim CPA*

AGENDA

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MAY 25, 1988

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

MINUTES  
OF THE BOARD OF TRUSTEES  
MEETING OF MAY 25, 1988

The meeting was called to order at 8:05 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, and John Willies. Also present were William Cuozzi-Board Attorney, and Lola Reed-Library Director. Gayle Levy, Irving Soloway and Stewart Manheim were absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Willies made a motion to approve the Minutes of the Board meeting of April 27, 1988 as presented. Mrs. Degnan seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of April, 1988. It was seconded by Mrs. Degnan and passed unanimously.

2) Financial Statement:

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

STAFF/COMMUNITY PARTICIPATION:

Jackie Lepore said that the staff has received many complaints about the poor lighting in the old building. The level of lighting is especially low with the dreary weather that we have been having.

Mrs. Frances Williams brought up the question of the rental of the meeting room. Mr. Gladstone indicated that he had appointed a committee to look into the matter.

DIRECTOR'S REPORT:

Mrs. Reed reported that staff had attended various meetings sponsored by the State Library and Essex-Hudson Regional Library Cooperative. Louise Haselkorn has terminated employment as of May 16, 1988 and Cheryl Kranitz will be starting work as Children's Librarian on June 1.

A severe leak in the roof of the new building has been repaired by the roofer sent to the library by the Public Works Department.

## COMMITTEE REPORTS:

In absence of Mrs. Strauss, Chairman of the Planning Committee, Mrs. Degnan said that the committee should be finishing up at the end of May.

## OLD BUSINESS:

A short discussion was held concerning the telephone report submitted by Shirley Itkin. Mr. Willies has been appointed by Mr. Gladstone to work with Mrs. Itkin on the telephone problem. After reviewing the report, Mr. Willies said that although the Spirit System from At&T makes sense monetarily, it appears to be much too sophisticated for library use. He suggested that we look into other vendors' systems as well as AT&T's Merlin System. Also, consideration should be taken in regard to the Essex-Hudson Regional Library Cooperative and the type of computers and phone systems they will be using. Contact should be made with these libraries to determine the direction each one has taken along these lines. In the interim, it was agreed that an additional in-house line should be added.

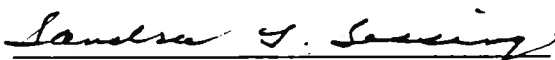
Mr. Willies made a motion to add an additional line for in-house communication at approximately \$200.00 for installation charges and an additional charge of \$14.00 per month. The motion was seconded and carried unanimously.

## NEW FRIENDS:

Mrs. Frances Williams of the New Friends of the West Orange Public Library reported that the book sale held on the weekend of May 21, 22 has netted approximately \$800.00. More books will be sold and a bag day will be held sometime in June. Mrs. Williams thanked the library for allowing them to use the discarded books for their sale.

The meeting was adjourned at 8:40 P. M.

c. Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Library Board of Trustees

LIBRARY DIRECTOR'S  
MONTHLY REPORT

May 25, 1988

During the month of May the State Library has offered quite a few workshops which have been attended by a large number of our staff. Following are some of the workshops:

1) The Essex-Hudson Regional Library Cooperative (Region III) sponsored contract services workshops in four areas of the state. We had representatives at the Irvington Public Library on April 25th. Others attended the same type of workshop at Bloomfield Public Library on May 6th.

2) On Tuesday, May 3rd. Emma-Lou Czarnecki and Lola N. Reed attended a meeting at the Governor Morris Inn where a review of the study to develop a Library Automation Blueprint for the New Jersey Library Network was held. The review was prepared by King Research, Inc. of Rockville, Maryland. Further study and discussion of the document will be necessary before the State Librarian, Barbara Weaver approves it.

3) On May 17th the Essex County Library Directors, Inc. met at 1:00 P. M. and had a tour of the "new" Newark Public Library led by the Director Charles Cummings. Jackie Lepore and Lola N. Reed attended. After the meeting we attended the Spring Membership Meeting of Essex-Hudson Regional Library Cooperative and dined at Don's 21 Club.

4) Debby Pinkus attended a Special Population meeting of the Essex-Hudson Regional Library Cooperative on the morning of May 17th.

5) Most of our "support" staff have signed up to attend the Second Annual Meeting of Library Assistants at Seton Hall University on May 25-26.

Our building has developed some very serious leak problems. Mr. Belli, Superintendent of Public Works has been called four to six times. He assured me each time that the roofer would be contacted to correct the situation. When we discovered new leaks and the tiles were about to fall, I frantically made an emergency call to the Public Works Department stating the picture as we saw it. Mr. Belli promised to get the roofer to the library shortly. The ceiling tile broke and fell in less than 2 hours. Again, I called the Public Works Department. The roofer showed within the hour and advised that the leak would be stopped. They will finish the work when the weather improves.

Four professional librarians attended the annual New Jersey Library Association meeting in Atlantic City on May 11, 12 and 13. The group comprised of: Margaret Cushing, Emma-Lou Czarnecki, Debby Pinkus, and Louise Haselkorn.

The New Friends Annual Book Sale is scheduled for May 21-22.

Mrs. Haselkorn left the employ of the West Orange Public Library on May 18.

Cheryl Kranitz, our new Children's Librarian, is scheduled to begin work at the West Orange Public Library on June 1, 1988.

Monday, May 30th, Memorial Day, the library will be closed as scheduled each year.

  
Lola N. Reed, Director



## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF APRIL 1988  
LIBRARY BOARD MEETING OF MAY 25, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF APRIL 1988	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/88	UNEXPENDED BUDGET BALANCE ON 4/30/88	BILLS/ ACCOUNTS PAYABLE AT 4/30/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 4/30/88
SALARIES & WAGES	\$542,000	\$40,851.52	\$161,243.58	\$380,756.42		\$380,756.42
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	2,558.81	10,450.04	22,549.96		22,549.96
SOCIAL SECURITY	39,000	3,122.04	12,393.50	26,606.50		26,606.50
PUBLIC EMPLOY. RETIREMENT SYS.	40,000		0.00	40,000.00		40,000.00
UNEMPLOYMENT INS.	6,500		2,036.98	4,463.02		4,463.02
WORKERS COMPENSATION INS	5,500		0.00	5,500.00		5,500.00
SUNDAY OPENINGS	14,700	704.38	3,767.26	10,932.74		10,932.74
CONTRACTUAL SERVICES:						
BINDING	800		0.00	800.00		800.00
SEMINARS & WORKSHOPS	1,000	282.00	282.00	718.00		718.00
COMMUNITY SERVICES	1,500	(282.00)	331.74	1,168.26	14.00	1,154.26
TRANSPORTATION	500	25.00	80.50	419.50	10.75	408.75
AUDIT	2,150		0.00	2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	4,200.00	12,600.00	1,400.00	11,200.00
LEGAL SERVICES	7,000	276.00	1,040.50	5,959.50	531.00	5,428.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	1,111.07	2,321.40	4,678.60	666.01	4,012.59
PAYROLL SERVICES	2,200	129.49	616.58	1,583.42	116.65	1,466.77
MAINT. MAIN-UTILITIES	44,000	2,404.47	8,926.33	35,073.67	3,064.36	32,009.31
OFFICE EQUIPMENT REPAIR	3,000	140.00	157.00	2,843.00		2,843.00
MAINT. MAIN-MAINT. & REPAIR	14,000	3,503.46	4,711.61	9,288.39		9,288.39
RENTAL-TORY CORNER	540	135.00	135.00	405.00	135.00	270.00
JANITORIAL SUPPLIES	2,900	37.32	1,773.63	1,126.37	228.47	897.90
MATERIALS & SUPPLIES:						
BOOKS	97,000	8,830.95	21,165.03	75,834.97	6,702.40	69,132.57
SUPPLIES-LIBRARY	16,500	1,096.93	4,421.76	12,078.24	410.96	11,667.28
PERIODICALS, SERIALS & NEWSPAPERS	12,000	134.72	365.23	11,634.77	346.30	11,288.47
AUDIO/VISUAL MATERIALS	3,000	38.66	231.38	2,768.62		2,768.62
MICROFILM & MICROFICHE	10,000		0.00	10,000.00		10,000.00
PHOTOCOPY	6,000	750.78	1,948.56	4,051.44	375.39	3,676.05
MISC. EXPENSES:						
INSURANCE-OTHER	17,500		1,973.00	15,527.00		15,527.00
TELEPHONE	6,100	398.00	1,164.01	4,935.99	396.98	4,539.01
POSTAGE	4,200		13.46	4,186.54	400.00	3,786.54
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400		0.00	6,400.00		6,400.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700		0.00	4,700.00		4,700.00
OFFICE EQUIPMENT	4,100		0.00	4,100.00	588.00	3,512.00
MAINTENANCE EQUIPMENT	900		0.00	900.00	493.99	406.01
AUDIO VISUAL EQUIPMENT	8,200		0.00	8,200.00		8,200.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL		183.87	498.09	(498.09)	51.32	(549.41)
TOTAL	\$999,690	\$67,832.47	\$246,248.17	\$753,441.83	\$15,931.58	\$737,510.25

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF APRIL, 1988

	BALANCE 4/1/88	RECEIPTS	NET DISBURSEMENTS	BALANCE 4/30/88	ADD. DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 4/30/88	BUDGET BALANCES AT 4/30/88
BUDGET FUND	(\$15,915.70)	\$162,500.00	\$67,832.47	\$78,751.83	\$674,690.00	(\$15,931.58)	\$737,510.25

RECEIPTS AND FUNDS

COPY MACHINES							
XEROX	\$4,033.90	\$1,408.20		\$5,442.10			

TOTAL COPY MACHINES	\$4,033.90	\$1,408.20		\$5,442.10			
FINES	\$5,734.97	\$1,987.12		\$7,722.09			
RENTALS	461.29	163.30		624.59			
PROJECTOR RENTAL	30.00	20.00		50.00			
MICROFILMS	45.55	45.00		90.55			
NON-RESIDENT FEE	84.00			84.00			
MEETING ROOM	200.00	100.00		300.00			
TELEPHONE	32.04	14.37		46.41			
DONATIONS	435.00	25.00		460.00			
INTEREST	1,904.10	782.97		2,687.07			
MISCELLANEOUS	0.00			0.00			
VIDEO TAPE RENTAL	959.20	292.00		1,251.20			

TOTAL RECEIPTS AND FUNDS	\$13,920.05	\$4,857.96		\$18,758.01			
LOST BOOK FUND	717.39	210.60		927.99			
BOOK SALES & EXCESS PROPERTY ...	581.37	78.95		660.32			
PETTY CASH & CHANGE FUND	360.00			360.00			
N.J. STATE AID FUND	3,183.00			3,183.00			
ACCUMULATED REVENUE FUND	69,594.42			69,594.42			
ACCOUNTS PAYABLE 12/31/87	3,300.00			3,300.00			
TOTAL ALL FUNDS	\$75,740.53	\$167,627.51	\$67,832.47	\$175,535.57			

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7	\$1,509.90
INVESTMENT A/C MIDLANTIC NATL BANK #738-0572-8	160,516.47
MIDLANTIC NATL BANK -#02-073-0000-177-0-FINES, ETC	5,255.90
MIDLANTIC NATL BANK -#02-073-0001-161-0-UN. INS.	5,288.24
MIDLANTIC NATL BANK -#02-073-0000-405-8-BOOK SALES	1,143.51
MIDLANTIC NATL BANK -#735-1699-9 COMMUNITY RELATIONS	1,268.22
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	268.33

LESS: ACCOUNTS PAYABLE	4/30/88	\$175,535.57
		(15,931.58)
CASH FUNDS AVAILABLE AT 4/30/88		\$159,603.99

## WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1988 BILLS PRESENTED FOR PAYMENT ON  
MAY 25, 1988Checks are Dated  
April 30, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3271	Xerox Corp.	11. Service Contracts	\$ 506.00
3272	The Copier Store	28. Office Equip. Repair	140.00
3273	Xerox Corp.	11. Service Contracts	301.56
3274	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,586.34
"	Midlantic Nat'l Bank	1. Salaries-Employee S.S.	1,541.97
"	Midlantic Nat'l Bank	27. Employer Soc. Sec.	1,541.97
3275	State of N.J.-GIT	1. Salaries-N.J. W/H Tax	870.73
3276	W.O. Library Unemp. Sav. a/c	1. Salaries	448.55
3277	Twp. of W.O. Hospitalization	26. Hospitalization	2,558.81
3278	PERS 20284	1. Salaries	2,430.92
3279	PERS 20284-Supp Annuity	1. Salaries-Supp Annuity	167.42
3280	Int'l Union of Operating Eng.	1. Salaries-Union Dues	170.00
3281	PERS 20284	1. Salaries-Supp. Savings	141.24
3282	W.O. Municipal Emp.F.C.U.	1. Salaries-Emp. Savings	515.00
	P/R 4/15/88 #6804-6842 (39)	1. Salaries Net	14,177.21
	" 4/30/88 #6843-6879 (37)	1. Salaries Net	13,790.53
<u>Sub-Total</u>			\$ 41,888.25
Add: Checks #3222-3270 Issued at May 27, 1988			26,160.12
			\$ 68,048.37
Less:			
Deposit 4/28		1. Salaries	\$ 15.90
Check #3259		29. Transfer	200.00 ( 215.90)
<u>Total Per Budget Report April 1988</u>			<u>\$ 67,832.47</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1988 BILLS PRESENTED FOR PAYMENT ON  
MAY 25, 1988

Checks are Dated  
May 25, 1988

VOUCHER	PAYEE	BUDGET ALLOCATION	AMOUNT	
NUMBER				
3283	NFWOL	28. Donations		\$ 400.00
3284	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		480.00
3285A	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,617.91	
B	" " " "	1. Salaries-Employee S.S.	1,563.74	
C	" " " "	27. Emoloyer Soc. Sec.	<u>1,563.75</u>	5,745.40
3286	A. Aborn Exterminating	11. Service Contracts		18.00
3287	Ancestry, Inc.	2. Books		86.38
3288	AT & T Communications, Inc.	2. Books		27.95
3289	Automatic Data Processing	11. Service Contracts		116.65
3290A	Baker & Taylor Video	28. Video Tapes	(\$ 65.50)	
B	" " " "	28. " "	87.90	
C	" " " "	28. " "	<u>28.92</u>	51.32
3291A	Baker & Taylor	2. Books	\$ 16.08	
B	" " " "	2. " "	<u>5.96</u>	22.04
3292	Baker & Taylor	2. Books		133.52
3293A	Baker & Taylor	2. Books	\$ 8.93	
B	" " " "	2. " "	138.20	
C	" " " "	2. " "	<u>24.67</u>	171.80
3294A	Baker & Taylor	2. Books	(\$ 38.00)	
B	" " " "	2. " "	( 14.37)	
C	" " " "	2. " "	80.31	
D	" " " "	2. " "	764.40	
E	" " " "	2. " "	( 11.95)	
F	" " " "	2. " "	198.93	
G	" " " "	2. " "	570.08	
H	" " " "	2. " "	219.36	
I	" " " "	2. " "	181.15	
J	" " " "	2. " "	( 29.95)	
K	" " " "	2. " "	58.35	
L	" " " "	2. " "	( 7.76)	
M	" " " "	2. " "	76.08	
N	" " " "	2. " "	<u>688.31</u>	2,734.94
3295	Brodart Co.	4. Supplies		85.82
3296	Croner Publications, Inc.	2. Books		14.85
3297A	William F. Cuozzi, Jr. Esq.	24. Legal Services	\$ 276.00	
B	" " " " " "	24. " "	<u>255.00</u>	531.00
3298A	C. W. Associates	2. Books	\$ 17.00	
B	" " " "	2. " "	<u>220.00</u>	237.00
3299	Diabetes Center	2. Books		3.95
3300	Dun's Marketing Services	2. Books		997.50
3301	Eastern of New Jersey, Inc.	8. Utilities		752.83
3302	Elevator Maintenance Corp.	11. Service Contracts		146.76
3303A	Floorshine Industries, Inc.	17. Maintenance Equip.	\$ 493.99	
B	" " " "	18. Janitorial Supplies	<u>177.80</u>	671.79
3304A	Gale Research Co.	2. Books	\$ 170.75	
B	" " " "	2. " "	94.20	
C	" " " "	2. " "	<u>94.00</u>	358.95
3305	Greater Newark Chamber of Commerce	2. Books		45.00
3306	H.W. Wilson Company	2. Books		1,044.00
3307	Kotler Typewriter Co., Inc.	4. Supplies		25.25
3308	MacMillan Publishing Co.	2. Books		63.00
3309	Manheim, Kosson & Novick	23. Management Services		1,400.00
3310	National Register Publishing Co.	2. Books		270.25
3311A	New Jersey Bell	9. Telephone	\$ 214.66	
B	" " " "	9. " "	<u>23.13</u>	237.79
3312	New Jersey Legislative Manual	2. Books		25.75
3313	New Jersey Office Supply	4. Supplies		216.17
3314A	NYNEX	11. Service Contracts	\$ 4.00	
B	" " " "	11. " "	<u>4.00</u>	8.00
3315	Dal Publications	2. Books		30.00

## WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1988 BILLS PRESENTED FOR PAYMENT ON  
MAY 25, 1988

Checks are Dated  
May 25, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3316	Petty Cash-Safe	12. Transportation	\$ 10.75	
	" " "	4. Supplies	53.82	
	" " "	10. Community Relations	14.00	
	" " "	28. Lost Book	2.50	
	" " "	18. Janitorial Supplies	3.38	
	" " "	2. Books	10.00	\$ 94.45
3317	Postmaster	13. Postage		400.00
3318A	AT & T	9. Telephone	\$ 155.54	
B	" " "	9. " "	3.65	159.19
3319A	PSE & G	8. Utilities	\$2,271.51	
B	" " "	8. " "	40.02	2,311.53
3320	Public Affairs Information Service, Inc.	19. Magazines-Newspapers		295.00
3321	Sorbus	11. Service Contracts		33.25
3322	Sunland Books	2. Books		130.52
3323	Thomas Publishing Co.	2. Books		225.00
3324A	Valente Hardware	18. Jan. Supplies	\$ 23.33	
B	" " "	18. " "	18.47	
C	" " "	18. " "	5.49	47.29
3325	West Orange Community House	7. Maint-Tory		135.00
3326	West Publishing Co.	2. Books		70.00
3327A	Wolsten, Inc.	17. Equip-Office	\$ 588.00	
B	" " "	4. Supplies	29.90	617.90
3328A	Xerox Corp.	25. Photocopy	\$ 125.13	
B	" " "	25. " "	125.13	
C	" " "	25. " "	125.13	
D	" " "	11. Service Contracts	230.00	
E	" " "	11. " "	230.00	835.39
3329	Young's News Service	19. Magazines-Newspapers		51.30
Sub-Total				\$ 22,559.48
(Less:) Check #3283		28. Donations	\$ 400.00	
#3284		1. Salaries	480.00	
#3285		1. Salaries	4,181.65	
"		27. Employees Soc.Sec.	1,563.75	
#3316		28. Lost Book	2.50	( 6,627.90)
Total Accounts Payable April 30, 1988				\$ 15,931.58
Per Budget Report				

PAYMENT RECOMMENDED BY:

*[Signature]*

PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

## AGENDA

### WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 22, 1988

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

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF JUNE 22, 1988

Prior to the regular Board meeting an informal supper meeting was held with Robert Drescher and Tina Keresztury, consultants from the State Library. The purpose of the meeting was to establish guidelines in formulating a search committee to find a new Library Director.

A short Executive session was held to discuss union negotiations because Board Attorney, William Cuozzi, was not able to stay for the regular Board meeting.

The meeting was called to order at 8:30 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Gayle Levy, Irving Soloway, Anita Strauss and John Willies. Also present were Stewart Manheim-Library Accountant, and Lola Reed-Library Director.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

The Minutes of the Board Meeting of May 25, 1988 were approved as presented with a correction made to Committee Reports, Page 2: "The Planning Committee will have one or two more meetings." The motion was made by Mr. Willies, seconded by Mrs. Degnan, and carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss asked about the status of the service contract for the elevator. Mrs. Reed said that Shirley Itkin has that information as she has made contact with various companies. Mr. Gladstone requested a written report be submitted before the next Board meeting explaining the situation with the elevator service contract.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of May, 1988. Mrs. Degnan seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim pointed out that the largest bill to be paid was the employer's portion of the pension fund in the amount of \$28,264. This is a payment made once a year and is within the amount designated in the budget. Another bill will be presented for payment later in the year to reflect cost of living adjustments for retired staff.

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

## STAFF/COMMUNITY PARTICIPATION:

Ada LaPoint, representing the employees' union asked the Board to give consideration to union proposals.

Mrs. Frances Williams asked about the status of the meeting room rentals. Mr. Gladstone said that the matter will be followed up at the next Board meeting.

## DIRECTOR'S REPORT:

Mrs. Reed said that Cheryl Kranitz, the new Children's Librarian is hard at work organizing the Summer Reading Program.

Mr. Gladstone questioned Mrs. Reed about the material received by the Board concerning the fax machine program which has been initiated by the Essex-Hudson Regional Library Cooperative, Inc. It was decided that a full report should be given about the use of the fax machines. Mrs. Reed will ask a representative from the Library Cooperative to speak to the Board.

## COMMITTEES:

Mrs. Strauss announced that the next Planning Committee meeting would be held on Wednesday, June 29. The Committee is moving right along and perhaps one to two additional meetings will be necessary.

Mrs. Reed will find out about the warranty for the new hot water heater.

## OLD BUSINESS:

Mr. Willies informed the Board that he and Shirley Itkin had met with representatives from New Jersey Bell. He noted that all of the telephone systems are sophisticated and that an adequate evaluation of the various systems appears to be very difficult to make without some expertise in that area. He offered to contact the Montclair Public Library about their use of a telephone consultant and to report to the Board at the next meeting.

## NEW FRIENDS:

Dorothy Suyker informed the Board of the results of the book sales. Bag day was held on Monday, June 20 and was very successful. The new television set and stand which had been purchased with funds provided by a gift from the New Friends and supplemented by a donation from a library patron was displayed to the Board. Mr. Gladstone asked Mrs. Reed to send a note acknowledging the Friends' gift.

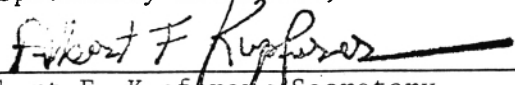
## COMMUNICATIONS:

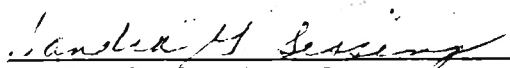
The following correspondence had been received during the past month:

- 1) A letter and donation form the Women's Club of West Orange.
- 2) A thank you letter and certificate from the Internal Revenue Service for the library's participation in distribution of tax forms.

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

Respectfully submitted,

  
 Albert F. Kupferer, Secretary  
 Library Board of Trustees

  
 Sandra G. Sessing, Secretary



DIRECTOR'S REPORT  
MONTHLY REPORT

June 22, 1988

Cheryl Kranitz, our new Children's Librarian, joined our staff on June 1st. She immediately started making plans for the 1988 Summer Reading Program. Contacted by many interested parents and students, she has been busily working with donors and visiting schools to promote her program. She is making necessary contacts, sending brochures, and generally working hard in preparation for a big turnout.

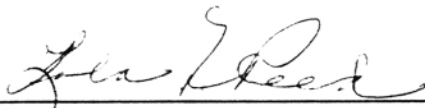
Periodically I have mentioned at meetings about the big project which libraries, backed by the State Library, have undertaken to promote better service and cooperation between libraries through automation and a progressive interlibrary loan system. A large number of libraries are committed to become a part of the system already. The hope is that all libraries in the county and state especially ours, will somehow become a part of this joint venture during its very early stages.

Enclosed is an announcement of a giant step taken by some libraries as a part of the beginning of a new era. It is hoped that you will decide to become an integral part of automation and modernization of libraries as soon as possible.

Vacation time is upon us and we are already beginning to feel distress pains of trying to meter out vacations to coincide with our staff needs. But with unexpected illnesses along with vacations our staff is very inadequate--to say the least.

Additionally, it is becoming more difficult to recruit summer student help for the minimum wage of \$3.35 per hr. We have, through the help of Seton Hall Prep, been able to add two bright students who are very good workers, and I hope, will like us well enough to continue working at the library into the school year and after. Hopefully, we will hire at least two more good student workers from West Orange High School to replace those who left us for better paying jobs.

We experienced an emergency during the month. Our nine year old hot water heater developed a severe leak. Al reported it to the office and when the leak became noticeably much worse we decided to call Bury Brothers. They gave us a quote after a preliminary investigation to determine the seriousness of the leak as to whether or not it could be repaired. They replaced it that day for the amount of \$385.00 - only \$10.00 more than we paid nine years ago. It was later discovered that the salesman was in error in quoting the price. The company decided not to make any adjustments in price.

  
\_\_\_\_\_  
Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF MAY, 1988  
LIBRARY BOARD MEETING OF: JUNE 22, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF MAY 1988	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/88	UNEXPENDED BUDGET BALANCE ON 5/31/88	BILLS/ ACCOUNTS PAYABLE AT 5/31/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 5/31/88
SALARIES & WAGES	\$542,000	\$40,350.36	\$201,593.94	\$340,406.06		\$340,406.06
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	3,974.07	14,424.11	18,575.89	283.80	18,292.09
SOCIAL SECURITY	39,000	3,105.59	15,499.09	23,500.91		23,500.91
PUBLIC EMPLOY. RETIREMENT SYS.	40,000		0.00	40,000.00	28,264.00	11,736.00
UNEMPLOYMENT INS.	6,500		2,036.98	4,463.02		4,463.02
WORKERS COMPENSATION INS	5,500		0.00	5,500.00	4,543.00	957.00
SUNDAY OPENINGS	14,700	1,002.32	4,769.58	9,930.42		9,930.42
CONTRACTUAL SERVICES:						
BINDING	800		0.00	800.00		800.00
SEMINARS & WORKSHOPS	1,000	80.00	362.00	638.00		638.00
COMMUNITY SERVICES	1,500	14.00	345.74	1,154.26	15.00	1,139.26
TRANSPORTATION	500	10.75	91.25	408.75	17.90	390.85
AUDIT	2,150		0.00	2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	5,600.00	11,200.00	1,400.00	9,800.00
LEGAL SERVICES	7,000	531.00	1,571.50	5,428.50	276.00	5,152.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	466.01	2,787.41	4,212.59	448.26	3,764.33
PAYROLL SERVICES	2,200	116.65	733.23	1,466.77		1,466.77
MAINT. MAIN-UTILITIES	44,000	3,064.36	11,990.69	32,009.31	2,358.59	29,650.72
OFFICE EQUIPMENT REPAIR	3,000		157.00	2,843.00		2,843.00
MAINT. MAIN-MAINT. & REPAIR	14,000		4,711.61	9,288.39	1,149.00	8,139.39
RENTAL-TORY CORNER	540	135.00	270.00	270.00		270.00
JANITORIAL SUPPLIES	2,900	228.47	2,002.10	897.90	46.59	851.31
MATERIALS & SUPPLIES:						
BOOKS	97,000	6,693.60	27,858.63	69,141.37	5,749.59	63,391.78
SUPPLIES-LIBRARY	16,500	410.96	4,832.72	11,667.28	1,317.17	10,350.11
PERIODICALS, SERIALS & NEWSPAPERS	12,000	346.30	711.53	11,288.47	51.30	11,237.17
AUDIO/VISUAL MATERIALS	3,000		231.38	2,768.62	8.52	2,760.10
MICROFILM & MICROFICHE	10,000		0.00	10,000.00	649.00	9,351.00
PHOTOCOPY	6,000	353.49	2,302.05	3,697.95	479.72	3,218.23
MISC. EXPENSES:						
INSURANCE-OTHER	17,500		1,973.00	15,527.00	6,502.94	9,024.06
TELEPHONE	6,100	396.98	1,560.99	4,539.01	390.80	4,148.21
POSTAGE	4,200	400.00	413.46	3,786.54	2.06	3,784.48
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400		0.00	6,400.00		6,400.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700		0.00	4,700.00		4,700.00
OFFICE EQUIPMENT	4,100	588.00	588.00	3,512.00	83.45	3,428.55
MAINTENANCE EQUIPMENT	900	493.99	493.99	406.01		406.01
AUDIO VISUAL EQUIPMENT	8,200		0.00	8,200.00		8,200.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL		51.32	549.41	(549.41)	153.65	(703.06)
TOTAL	\$999,690	\$64,213.22	\$310,461.39	\$689,228.61	\$54,190.34	\$635,038.27

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF MAY, 1988

BALANCE		RECEIPTS		NET		BALANCE		ADD: DUE		LESS:		BUDGET	
5/1/88				DISBURSEMENTS		5/31/88		FROM TOWN		ACCOUNTS		BALANCES AT	
								OF W. ORANGE		PAYABLE		5/31/88	
\$78,751.83				\$64,213.22		\$14,538.61		\$674,690.00		(\$54,190.34)		\$635,038.27	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

TOTAL COPY MACHINES

FINES	\$5,442.10	\$1,209.50	\$6,651.60
RENTALS	\$7,722.09	\$1,942.20	\$9,664.29
PROJECTOR RENTAL	624.59	155.60	780.19
MICROFILMS	50.00	10.00	60.00
NON-RESIDENT FEE	90.55	50.50	141.05
MEETING ROOM	84.00		84.00
TELEPHONE	300.00	50.00	350.00
DONATIONS	46.41	20.24	66.65
INTEREST	460.00	(400.00)	60.00
MISCELLANEOUS	2,667.07	660.80	3,347.87
VIDEO TAPE RENTAL	0.00		0.00
	1,251.20	290.43	1,541.63

TOTAL RECEIPTS AND FUNDS	\$18,758.01	\$3,989.27	\$22,747.28
LOST BOOK FUND	927.99	220.93	1,148.92
BOOK SALES & EXCESS PROPERTY FUND	660.32	62.40	722.72
PETTY CASH & CHANGE FUND	360.00		360.00
N.J. STATE AID FUND	3,183.00		3,183.00
ACCUMULATED REVENUE FUND	69,594.42		69,594.42
ACCOUNTS PAYABLE 12/31/87	3,300.00		3,300.00

TOTAL ALL FUNDS	\$175,535.57	\$4,272.60	\$64,213.22	\$115,594.95
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7	\$2,030.70
INVESTMENT A/C MIDLANTIC NATL BANK #738-0372-8	95,840.75
MIDLANTIC NATL BANK -#02-073-0000-177-0-FINES, ETC	9,270.20
MIDLANTIC NATL BANK -#02-073-0001-161-0-UN. INS.	5,288.24
MIDLANTIC NATL BANK -#02-073-0000-405-8-BOOK SALES	1,143.51
MIDLANTIC NATL BANK -#735-1699-9 COMMUNITY RELATIONS	1,268.22
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	468.33

LESS: ACCOUNTS PAYABLE 5/31/88

CASH FUNDS AVAILABLE AT 5/31/88

\$115,594.95
(54,190.34)
\$61,404.61

MAY 1988 BILLS PRESENTED FOR PAYMENT ON  
JUNE 22, 1988

Checks are Dated  
May 31, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3330	Louise Haselkorn	14. Conventions	\$ 80.00
3331	Midlantic Nat'l Bank	1. Salaries -W/H Tax	\$2,614.00
"	" " " "	1. Salaries-Employee SS	1,541.84
"	" " " "	27. Employer Soc. Sec.	1,541.84
3332	NJ-Gross Income Tax	1. Salaries-NJ W/H Tax	867.78
3333	W.O. Library-Unemployment Savings a/c	1. Salaries	334.72
3334	Twp. of W.O.-Hospitalization	26. Hospitalization	3,974.07
3335	PERS 20284	1. Salaries	2,375.18
3336	" " - Supp. Annuity	1. Salaries-Supp. Annuity	167.42
3337	Int'l Union of Operating Engr.	1. Salaries-Union Dues	160.00
3338	PERS-20284	1. Salaries-Supp. Savings	135.86
3339	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	480.00
	P/R 5/15/88 #6880-6918 (39)	1. Salaries-Net	14,134.25
	" 5/31/88 #6919-6955 (37)	1. Salaries-Net	13,879.98
<u>Sub-Total</u>			\$ 42,286.94
<u>Add:</u> Checks #3283-3329 Issued at May 25, 1988			22,559.48
			<u>\$ 64,846.42</u>
(Less): #3207		29. Transfer	\$ 200.00
Check #3235		2. Books	8.80
#3283		28. Donations	400.00
#3316		28. Lost Books	2.50
Deposit 5/14		25. Xerox	21.90
			( 633.20)
<u>Total Per Budget Report May 1988</u>			<u>\$ 64,213.22</u>

PAYMENT RECOMMENDED BY:

*Lela Y Reed*

PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

MAY 1988 BILLS PRESENTED FOR PAYMENT ON  
JUNE 22, 1988

Checks are Dated  
June 22, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3340	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		\$ 500.00
3341	Midlantic National Bank	1. Salaries-W/H Tax	\$2,583.59	
"	"	1. Salaries-Employee Soc.Sec.	1,583.78	
"	"	27. Employers' Soc.Sec.	1,583.80	5,751.17
3342	Margaret Cushing	1. Salaries - Net		145.83
3343	A.M. Best Company	2. Books		23.15
3344A	Baker & Taylor	2. Books	\$ 58.38	
B	"	2. "	202.33	
C	"	2. "	193.47	454.18
3345	Baker & Taylor Video	21.a/v Material-Software		8.52
3346A	Baker & Taylor Video	21. " " " "	\$ 67.17	
B	"	21. " " " "	21.80	
C	"	21. " " " "	30.35	
D	"	21. " " " "	21.80	
E	"	21. " " " "	58.13	
F	"	21. " " " "	19.90	
G	"	21. " " " "	( 65.50)	153.65
3347A	Baker & Taylor	2. Books	\$ 207.28	
B	"	2. "	21.50	
C	"	2. "	650.09	
D	"	2. "	341.62	
E	"	2. "	452.67	
F	"	2. "	762.79	
G	"	2. "	9.25	
H	"	2. "	621.67	
I	"	2. "	80.39	
J	"	2. "	118.67	
K	"	2. "	23.60	
L	"	2. "	761.23	4,050.76
3348A	Benisch & Company	5. Insurance-Other	\$6,502.94	
B	"	5. Insurance-Work Comp.	4,543.00	11,045.94
3349A	Brodart Co.	4. Supplies	\$ 6.03	
B	"	4. "	887.00	893.03
3350A	Chilton Book Company	2. Books	\$ 14.99	
B	"	2. "	145.07	160.06
3351	Clarke Air Conditioning Service Co.	6. Maintenance-Main		1,149.00
3352	William F. Cuozzi, Jr.	24. Legal Services		276.00
3353A	C.W. Associates	2. Books	\$ 33.00	
B	"	2. "	30.00	63.00
3354	Editor & Publisher	2. "		75.00
3355	Elevator Maintenance Corp.	11. Service Contracts		146.76
3356	Exodus Trust	2. Books		8.95
3357	General Information, Inc.	2. Books		49.50
3358	Gerard Hamon, Inc.	2. Books		51.73
3359	Globe Office Supply Co., Inc.	4. Supplies		312.00
3360	Health Trend Publications	2. Books		22.73
3361	Hilary House	2. Books		99.00
3362	Cheryl Kranitz	2. Salaries		655.31
3363	H. W. Wilson Company	2. Books		59.00
3364	Kirkus Service, Inc.	11. Service Contracts		205.00
3365	L.P. Books, Inc.	2. Books		42.26
3366	Manheim, Kosson & Novick	23. Management Services		1,400.00
3367	Nat'l Council of Teachers of Math.	2. Books		9.45
3368	National Pen Corp.	4. Supplies		83.37
3369	National Register Publishing Co.	2. Books		270.25
3370	The Newark Museum	10. Community Relations		15.00
3371	N.J. State Chamber of Commerce	2. Books		35.00
3372	NYNEX	11. Service Contracts		4.00
3373	J.R. O'Dwyer Co.	2. Books		110.00
3374	Petty Cash-W.O. Public Library a/c	29. Transfer		200.00
3375	Petty Cash	4. Supplies	\$ 28.77	
"	"	12. Transportation	17.90	
"	"	13. Postage	2.06	
"	"	28. Lost Book	17.15	65.88
3376	Pitney Bowes	11. Service Contracts		59.25
3377	PSE & G	8. Utilities		2,323.58
3378	Void			

WEST ORANGE FREE PUBLIC LIBRARY

MAY 1988 BILLS PRESENTED FOR PAYMENT ON  
JUNE 22, 1988

Checks are Dated  
June 22, 1988

## VOUCHER

<u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3379	Public Employees Retirement System	28. PERS		\$ 28,264.00
3380	Quality Books, Inc.	2. Books		10.59
3381	Roger Bel Air	2. Books		38.85
3382	The Scholar's Bookshelf	2. Books		4.93
3383	Frank Schwartz	26. Hospitalization		141.90
3384	Lorraine Schwartz	26. Hospitalization		141.90
3385	Sorbus	11. Service Contracts		33.25
3386	Spinal Network	2. Books		27.95
3387	Tri-State League of Women Voters	2. Books		21.50
3388	University Microfilm International	20. Microfilm		649.00
3389A	Valente Hardware	18. Janitorial Supplies	\$ 33.02	
B	" "	18. " "	4.79	
C	" "	18. " "	8.78	46.59
3390	West Orange Publishing Co.	2. Books		61.75
3391	Wolsten, Inc.	17. Office Equipment		83.45
3392	Xerox Finance Center	25. Photocopy		104.33
3393A	Xerox Corp.	25. Photocopy	\$ 125.13	
B	" "	25. " "	125.13	
C	" "	25. " "	125.13	375.39
3394	Young's Newspaper Service	19. Magazines-Newspapers		51.30
3395	AT & T	9. Telephone		155.54
3396A	New Jersey Bell	9. Telephone	\$ 209.39	
B	" " "	9. " "	25.87	235.26
3397	PSE & G	8. Utilities		35.01
<u>Sub-Total</u>				\$ 61,459.80
(Less): Check #3340				
#3342				
# "				
#3343				
#3374				
#3375				
#3362				
1. Salaries				\$ 500.00
1. Salaries				4,167.37
27. Employer Soc. Sec.				1,583.80
1. Salaries				145.83
29. Transfers				200.00
28. Lost Book				17.15
1. Salaries				655.31 ( 7,269.46)
<u>Total Accounts Payable May 31, 1988</u>				
<u>Per Budget Report</u>				\$ 54,190.34

PAYMENT RECOMMENDED BY:

*Zela Reed*

PAYMENT APPROVED BY:

Prepared without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

## AGENDA

### WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

JULY 27, 1988

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



LIBRARY DIRECTOR'S  
MONTHLY REPORT


July 27, 1988

Summer schedules are now in effect as are our usual procedures for the months of July and August. The Library is open for one-half day on Saturday and closed Sundays. Tory Corner Branch does not follow the schedule as the Main Library. Rather, they observe the rules of the Community House--closed for two months.

Helen Benjamin reported that the World Yacht Cruise sold out long before the scheduled trip. There was a long waiting list of people who could not be accommodated. It was a great success and everyone enjoyed the event which ended with a fabulous luncheon.

We are still having our woes with a leaking roof every time there is a heavy downpour. The roofers come and patch the roof each time. This is being done over and over again. It is time to replace the whole roof rather than continue the patchwork.

Our third quarter check in the amount of \$262,500 has been received and deposited.

  
\_\_\_\_\_  
Lola N. Reed, Director

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF JULY 27, 1988

The meeting was called to order at 8:00 P. M. by Vice President Jane Degnan. The following members were present constituting a quorum: Gayle Levy, Irving Soloway, Anita Strauss, and John Willies. Also present were Stewart Manheim, Library Accountant; William Cuozzi, Board Attorney; and Lola N. Reed, Library Director. Herbert Gladstone and Albert Kupferer were absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

An interim report concerning Meeting Room Rules and Regulations was given by Mr. Soloway. Revision of the rules and regulations will be discussed at the August Board meeting. At that time, Mr. Cuozzi will offer his recommendations as to revision of same. The legal implications concerning liability exposure and use of the room must be considered before any final decisions are made.

MINUTES:

Mr. Willis made a motion to approve the Minutes of the Board Meeting of June 22, 1988 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of June, 1988. Mr. Willies seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim noted that the 3rd quarter check from the Township of West Orange had been received and deposited in the checking account. Transfer of funds was made after the payroll was met.

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

STAFF/COMMUNITY PARTICIPATION:

Mrs. Frances Williams expressed her pleasure in hearing that the Meeting Room Rules and Regulations has been making progress.

# DIRECTOR'S REPORT:

Mrs. Reed informed the Board about the leaks in the roof. Repairs have been made and a letter sent to the Mayor from Mr. Gladstone asking for consideration in replacing the roof on top of the new building.

The Children's Room Summer Reading Program has been very popular with a large number of children participating in the activities. Tory Corner branch will be closed for the summer because the Community House shuts down for the months of July and August. Mrs. Reed expressed her hopes that eventually the library would be able to establish additional hours and move the location of the present library to the ground floor.

Mr. Cuoizzi said that he had heard that the World Cruise luncheon had been an astounding success for which Helen Benjamin should be commended. Mrs. Reed added that there had been a long waiting list for the event.

# COMMITTEE REPORTS:

Mrs. Strauss reported that the Planning Committee was moving along and that another meeting has been scheduled for September 14.

The Budget Committee will arrange a meeting prior to the August Board meeting.

Mr. Gladstone will discuss the Search Committee at the August meeting.

# OLD BUSINESS:

Shirley Itkin's report was complete and convincing in showing the necessity to purchase a yearly elevator service contract.

Margaret Cushing's report on the fax machine will be reviewed by the Board during the month. Mrs. Reed will contact a representative from the fax committee to speak to the Board at the next meeting.

Mr. Willies commended Shirley Itkin for the excellent work she has done on the telephone situation. Montclair Public Library had hired a telephone consultant to research its needs and to make recommendations which proved to be successful. The consultant comes highly recommended and would receive a commission from the fee negotiated with the chosen telephone company. Mr. Willies recommended that the Board engage the consultant to find the best system for the West Orange Library. It was agreed that the consultant would be contacted and the final report with recommendations would be brought back to the Board by Mr. Willies.

Mr. Willies explained that the extra telephone line that the Board had authorized has been cancelled because the price had been mistakenly quoted by the telephone company and it was too exorbitant to be considered at this time.

Mrs. Levy suggested that an investigation be made as to whether a fax machine could be incorporated into a telephone system in order to save on expenses.

The hot water heater has a five year warranty on the inner tank with a one year warranty on other component parts.

## NEW BUSINESS:

Mrs. Reed discussed the possibility of initiating a literacy program for West Orange residents. Mrs. Masie Blasi had approached Mrs. Reed with information about the program. Copies will be sent to the Board for their review. Mrs. Strauss said that such a program had been discussed during the Planning Committee meetings and that problems associated with it would have to be worked out.

It was agreed that exhibits such as the jewelry exhibit now on display was too commercial and that this should be avoided in the future.

## COMMUNICATIONS:

The following correspondence was received or sent during the past month:

- 1) A letter from Councilman Joseph P. Brennan, Jr. and the officers of the Joseph P. Brennan, Jr. Civic Association to Mrs. Reed making a donation to the library as well as to other civic and charitable organizations in the township in lieu of a traditional gift given at the swearing-in ceremony of July 1.
- 2) A letter to Councilman Brennan and the Civil Association from Mrs. Reed thanking them for the kind donation to the library and offering congratulations on re-election to office.
- 3) A letter to Mayor Spina from Mr. Gladstone concerning the numerous roof leaks the library has been experiencing and a request for a new roof to prevent repeated repairs.
- 4) A letter from Mr. John T. McCann, Director of Public Works to Mrs. Reed requesting the library's cooperation in maintaining a check on the roof drains at least once a month to prevent some of the roof problems.

The meeting was adjourned at 8:45 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF JUNE, 1988  
LIBRARY BOARD MEETING OF JULY 27, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF JUNE 1988	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/88	UNEXPENDED BUDGET BALANCE ON 6/30/88	BILLS/ ACCOUNTS PAYABLE AT 6/30/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 6/30/88
SALARIES & WAGES	\$542,000	\$41,604.77	\$243,198.71	\$298,801.29		\$298,801.29
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	3,550.24	17,974.35	15,025.65		15,025.65
SOCIAL SECURITY	39,000	3,214.26	18,713.35	20,286.65		20,286.65
PUBLIC EMPLOY. RETIREMENT SYS.	40,000	28,264.00	28,264.00	11,736.00		11,736.00
UNEMPLOYMENT INS.	6,500	1,647.23	3,684.21	2,815.79		2,815.79
WORKERS COMPENSATION INS	5,500	4,543.00	4,543.00	957.00		957.00
SUNDAY OPENINGS	14,700	1,195.00	5,964.58	8,735.42		8,735.42
CONTRACTUAL SERVICES:						
BINDING	800		0.00	800.00		800.00
SEMINARS & WORKSHOPS	1,000	200.00	562.00	438.00	158.98	279.02
COMMUNITY SERVICES	1,500	(1,230.11)	(884.37)	2,384.37	77.68	2,306.69
TRANSPORTATION	500	17.90	109.15	390.85	14.70	376.15
AUDIT	2,150		0.00	2,150.00		2,150.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	7,000.00	9,800.00	1,400.00	8,400.00
LEGAL SERVICES	7,000	276.00	1,847.50	5,152.50	276.00	4,876.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	448.26	3,235.67	3,764.33	314.01	3,450.32
PAYROLL SERVICES	2,200		733.23	1,466.77		1,466.77
MAINT. MAIN-UTILITIES	44,000	2,358.59	14,349.28	29,650.72	3,848.84	25,801.88
OFFICE EQUIPMENT REPAIR	3,000	35.00	192.00	2,808.00	458.25	2,349.75
MAINT. MAIN-MAINT. & REPAIR	14,000	1,149.00	5,860.61	8,139.39	52.50	8,086.89
RENTAL-TORY CORNER	540		270.00	270.00		270.00
JANITORIAL SUPPLIES	2,900	46.59	2,048.69	851.31	163.84	687.47
MATERIALS & SUPPLIES:						
BOOKS	97,000	5,846.17	33,704.80	63,295.20	7,214.86	56,080.34
SUPPLIES-LIBRARY	16,500	1,320.92	6,153.64	10,346.36	1,419.05	8,927.31
PERIODICALS, SERIALS & NEWSPAPERS	12,000	51.30	762.83	11,237.17	102.60	11,134.57
AUDIO/VISUAL MATERIALS	3,000	8.52	239.90	2,760.10	48.60	2,711.50
MICROFILM & MICROFICHE	10,000	649.00	649.00	9,351.00	59.69	9,291.31
PHOTOCOPY	6,000	479.72	2,781.77	3,218.23	605.39	2,612.84
MISC. EXPENSES:						
INSURANCE-OTHER	17,500	6,502.94	8,475.94	9,024.06		9,024.06
TELEPHONE	6,100	390.80	1,951.79	4,148.21	239.35	3,908.86
POSTAGE	4,200	10.81	424.27	3,775.73	411.81	3,363.92
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400		0.00	6,400.00	385.00	6,015.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700		0.00	4,700.00		4,700.00
OFFICE EQUIPMENT	4,100	83.45	671.45	3,428.55		3,428.55
MAINTENANCE EQUIPMENT	900		493.99	406.01		406.01
AUDIO VISUAL EQUIPMENT	8,200		0.00	8,200.00		8,200.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL		153.65	703.06	(703.06)	190.99	(894.05)
TOTAL	\$999,690	\$104,217.01	\$414,678.40	\$585,011.60	\$17,442.14	\$567,569.46

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JUNE, 1988

	BALANCE 6/1/88	RECEIPTS	NET DISBURSEMENTS	BALANCE 6/30/88	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 6/30/88	BUDGET BALANCES AT 6/30/88
BUDGET FUND	\$14,538.61		\$104,217.01	(\$89,678.40)	\$674,690.00	(\$17,442.14)	\$567,569.46

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$6,651.60      \$1,027.18      \$7,678.78

TOTAL COPY MACHINES	\$6,651.60	\$1,027.18	\$7,678.78
FINES	\$9,664.29	\$1,987.23	\$11,651.52
RENTALS	780.19	160.05	940.24
PROJECTOR RENTAL	60.00	10.00	70.00
MICROFILMS	141.05		141.05
NON-RESIDENT FEE	84.00	20.00	104.00
MEETING ROOM	350.00	150.00	500.00
TELEPHONE	66.65	15.37	82.02
DONATIONS	60.00	25.00	85.00
INTEREST	3,347.87	261.38	3,609.25
MISCELLANEOUS	0.00		0.00
VIDEO TAPE RENTAL	1,541.63	331.00	1,872.63

TOTAL RECEIPTS AND FUNDS	\$22,747.28	\$3,987.21	\$26,734.49
LOST BOOK FUND	1,148.92	101.90	1,250.82
BOOK SALES & EXCESS PROPERTY FUND	722.72	38.90	761.62
PETTY CASH & CHANGE FUND	360.00		360.00
N.J. STATE AID FUND	3,183.00		3,183.00
ACCUMULATED REVENUE FUND	69,594.42		69,594.42
ACCOUNTS PAYABLE 12/31/87	3,300.00		3,300.00

TOTAL ALL FUNDS	\$115,594.95	\$4,128.01	\$104,217.01	\$15,505.95			
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7	\$9,213.55
INVESTMENT A/C MIDLANTIC NATL BANK #738-0372-8	461.13
MIDLANTIC NATL BANK - #02-073-0000-177-0-FINES, ETC	1,153.98
MIDLANTIC NATL BANK - #02-073-0001-161-0-UN. INS.	411.20
MIDLANTIC NATL BANK - #02-073-0000-405-8-BOOK SALES	1,143.51
MIDLANTIC NATL BANK - #735-1699-9 COMMUNITY RELATIONS	2,543.33
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	294.25

LESS: ACCOUNTS PAYABLE      6/30/88

\$15,505.95  
(17,442.14)

CASH FUNDS AVAILABLE AT 6/30/88

(\$1,936.19)

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH APRIL, MAY, JUNE 1988PRESENTED FOR PAYMENT ON JULY 27, 1988Checks are Dated  
June 30, 1988

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4/12/88	1818	Essex Regional Library Coop.	15. Seminars, Workshops	\$ 100.00
"	1819	NJLA	15. "	60.00
4/14	1820	Postmaster	13. Postage	8.75
4/26	1821	Essex Hudson Regional Coop.	15. Seminars, Workshops	40.00
5/10	1822	Barnes & Noble	2. Books	52.58
5/12	1823	NY State Library	2. Books	32.50
5/17	1824	United Way	2. Books	1.50
5/23	1825	Livingston Public Library	2. Books	10.00
5/27	1826	LE John's	10. Community Services	30.00
"	1827	Shirley Itkin	28. Office Equipment Maintenance	35.00
6/22	1828	Ann Phillips Art Gallery	4. Supplies	3.75
				<u>\$ 374.08</u>

PAYMENT RECOMMENDED BY:*Lola T Reed*PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: *Stewart M. Cohen*

## WEST ORANGE FREE PUBLIC LIBRARY

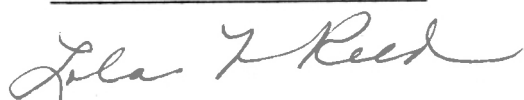
JUNE 1988 BILLS PRESENTED FOR PAYMENT ON

JULY 27, 1988

Checks are Dated  
June 30, 1988

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3398	Midlantic National Bank	1. Salaries-W/H Tax	\$2,717.74
"	"	1. Salaries-Employee S.S.	1,630.46
"	"	27. Employer's Soc. Sec.	<u>1,630.46</u> \$ 5,978.66
3399	NJ-GIT	1. Salaries-N.J. W/H Tax	895.41
3400	W.O. Library-Unemp. Sav. a/c	1. Salaries	339.69
3401	Twp. of W.O.-Hospitalization	26. Hospitalization	3,266.44
3402	PERS 20284	1. Salaries	2,430.92
3403	" " -Supp. Annuity	1. Salaries-Supp. Annuity	167.42
3404	Int'l Union of Operating Engrs.	1. Salaries-Union Dues	170.00
3405	PERS 20284	1. Salaries-Supp. Savings	141.24
3406	Void		
3407	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	515.00
3408	NJ Employment Security Agency	28. Unemp. Insurance	\$ 1,647.23
		29. Transfer	<u>1,122.96</u> 2,770.19
	P/R 6/15/88 #6956-6994 (39)	1. Salaries - Net	14,211.90
	P/R 6/30/88 #6995-7034 (40)	1. " "	14,111.48
<u>Sub-Total</u>			\$ 44,998.35
Add: Checks #3340-3397 Issued at June 22, 1988			61,459.80
			<u>\$106,458.15</u>
(Less:)			
#3374		29. Transfer	\$ 200.00
#3375		28. Lost Book	17.15
#3408		29. Transfer	1,122.96
Increase in Community Services			<u>1,275.11</u> ( 2,615.22)
			<u>\$103,842.93</u>
Add: Petty Cash Checks #1818-1828			
Issued April, May, June 1988			<u>374.08</u>
<u>Total Accounts Payable December 1987</u>			
<u>Per Budget Report</u>			<u>\$104,217.01</u>

PAYMENT RECOMMENDED BY:

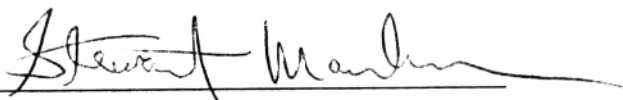


PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY:





JULY 27, 1988

CHECKS ARE  
DATED  
JULY 27, 1988  
AMOUNT

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION		
3409	W.O. Municipal Employees F.C.U.	1. Salaries - Employee Savings		\$515.00
3410	Midatlantic National Bank	1. Salaries-W/H Tax	\$2,731.26	
"	"	1. Salaries-Employee Soc. Sec.	1,648.07	
"	"	27. Employer's Soc. Sec.	<u>1,648.06</u>	6,027.39
3411	Lola Reed	1. Salaries-Net		753.95
3412A	A. Aborn Exterminating Co.	11. Service Contracts	\$21.00	
3412B	"	11. " "	21.00	
3412C	"	11. " "	<u>3.00</u>	45.00
3413	AT&T	9. Telephone		3.65
3414A	Baker & Taylor Video	28. Video Tapes	\$65.50	
3414B	"	28. " "	(16.00)	
3414C	"	28. " "	114.81	
3414D	"	28. " "	14.20	
3414E	"	28. " "	<u>14.48</u>	190.99
3415A	"	21. A/V Materials	\$40.65	
3415B	"	21. " "	2.65	
3415C	"	21. " "	2.65	
3415D	"	21. " "	<u>2.65</u>	48.60
3416A	Baker & Taylor	2. Books	\$29.57	
3416B	"	2. " "	79.84	
3416C	"	2. " "	<u>92.84</u>	202.25
3417A	"	2. " "	\$206.59	
3417B	"	2. " "	4.16	
3417C	"	2. " "	<u>4.16</u>	214.91
3418A	"	2. " "	\$21.59	
3418B	"	2. " "	25.46	
3418C	"	2. " "	72.16	
3418D	"	2. " "	<u>39.71</u>	158.92
3419	Vold			0.00
3420A	Baker & Taylor	2. Books	(\$35.96)	
3420B	"	2. " "	(6.83)	
3420C	"	2. " "	(13.48)	
3420D	"	2. " "	746.85	
3420E	"	2. " "	(23.80)	
3420F	"	2. " "	778.22	
3420G	"	2. " "	702.04	
3420H	"	2. " "	69.90	
3420I	"	2. " "	(19.40)	
3420J	"	2. " "	207.94	
3420K	"	2. " "	857.54	
3420L	"	2. " "	(33.75)	
3420M	"	2. " "	341.60	
3420N	"	2. " "	(28.66)	
3420O	"	2. " "	376.55	
3420P	"	2. " "	421.53	
3420Q	"	2. " "	(14.66)	
3420R	"	2. " "	126.37	
3420S	"	2. " "	166.86	
3420T	"	2. " "	<u>860.65</u>	5,479.51
3421	Beach Maintenance Systems, Inc.	18. Janitorial Supplies		114.40
3422	Boston College Mathematics Institute	2. Books		3.50
3423A	Brodart Co.	28. Equipment Repair	\$225.00	
3423B	"	4. Supplies	<u>327.67</u>	552.67
3424	Bury Brothers, Inc.	28. Furniture & Fixtures		385.00
3425	CIEE	2. Books		5.95
3426	Clements Research II, Inc.	2. " "		111.25
3427	Control Building Services, Inc.	11. Service Contracts		85.00
3428	Vold			0.00
3429	William F. Cuzzol, Jr.	24. Legal Services		276.00
3430	Emma-Lou Czarnecki	14. Conventions		158.98
3431	Du Pont Graphic Arts, Inc.	4. Supplies		17.68
3432	Elevator Maintenance Corp.	11. Service Contracts		146.76
3433	Gaylord Bros.	4. Supplies		18.62
3434	Genealogical Publishing Co., Inc.	2. Books		18.45
3435	Gale Research Co.	2. " "		94.10
3436	Gerard Hamon, Inc.	2. " "		193.06

JULY 27, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	CHECKS ARE DATED JULY 27, 1988 AMOUNT
3437A	Globe Office Supply Co., Inc.	4. Supplies	\$122.33
3437B	" " " "	4. " "	320.00
3438	Congressional Quarterly, Inc.	2. Books	442.33
3439A	John Curley & Associates, Inc.	2. " "	58.45
3439B	" " " "	2. " "	\$37.72
3440	J. S. Canner & Co., Inc.	2. " "	51.85
3441	Macmillan Publishing Co.	2. " "	89.57
3442	Madison Television	26. Equipment Repair	25.10
3443	Manhelm, Kosson & Novick	23. Management Services	63.00
3444	Mc Graw-Hill Book Co.	2. Books	100.00
3445	Music Exchange, Inc.	2. " "	1,400.00
3446	New Jersey American Water Co.	8. Utilities	43.01
3447	New Jersey Associates	2. Books	60.64
3448A	New Jersey Bell	9. Telephone	155.56
3448B	" " " "	9. " "	67.50
3449	New Jersey Office Supply	4. Supplies	\$212.19
3450	Nynex Mobile Communications Co.	11. Service Contracts	23.51
3451	Petty Cash-Safe	4. Supplies	67.09
"	" " " "	10. Community Relations	4.00
"	" " " "	12. Transportation	\$14.26
"	" " " "	13. Postage	7.50
"	" " " "	28. Lost Book	14.70
3452	Pippert Press	4. Supplies	5.70
3453	Postmaster	13. Postage	23.60
3454	Prescription Center	4. Supplies	65.76
3455A	PSE&G	8. Utilities	311.00
3455B	"	8. " "	400.00
3456	R. R. Bowker	2. Books	40.21
3457A	Schwaab, Inc.	4. Supplies	\$3,654.18
3457B	" " " "	4. " "	39.10
3458	Score-Chapter 13	2. Books	3,693.28
3459	Sorbus	11. Service Contracts	99.69
3460	Anita Strauss	10. Community Relations	70.10
3461	University Microfilms International	20. Microfilms	33.25
3462A	Valente Hardware	18. Janitorial Supplies	70.18
3462B	" " " "	18. " "	59.69
3462C	" " " "	18. " "	\$0.59
3462D	" " " "	4. Supplies	15.00
3462E	" " " "	18. Janitorial Supplies	6.44
3462F	" " " "	18. " "	5.09
3462G	" " " "	18. " "	1.78
3462H	" " " "	13. Postage	7.99
3463	Walter Kilde Sales & Service Co.	6. Maintenance - Main	17.64
3464	West Publishing Co.	2. Books	6.11
3465	Worldwide Chamber of Commerce Directory	2. Books	60.64
3466A	Xerox Corporation	25. Photocopy	180.50
3466B	" " " "	25. " "	18.50
3466C	" " " "	25. " "	\$125.13
3467	" " " "	25. " "	125.13
3468	Young's News Service	19. Magazines, Newspapers, Pamphlets	375.39
3469A	The Copier Store	28. Equipment Repair	230.00
3469B	" " " "	4. Supplies	102.60
	Sub-Total		\$24,762.08
	(Less):		
	Check #3409	1. Salaries	\$515.00
	Check #3410	1 Salaries	4,379.33
	" " " "	27. Employer's Soc. Sec.	1,648.06
	Check #3411	1. Salaries	753.95
	Check #3451	28. Lost Book	23.60
	Total Accounts Payable June, 1988		(7,319.94)
	Per Budget Report		\$17,442.14

JULY 27, 1988

VOUCHER  
NUMBER

PAYEE

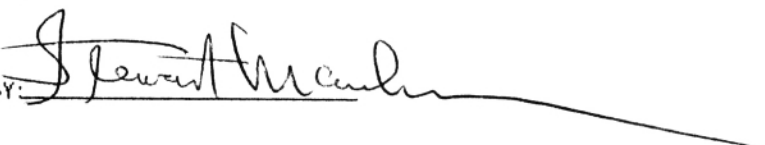
BUDGET ALLOCATION

CHECKS ARE  
DATED  
JULY 27, 1988  
AMOUNT

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.  
MANHEIM, KOSSON & NOVICK

BY: 

## AGENDA

### WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

AUGUST 24, 1988

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

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF AUGUST 24, 1988

Prior to the scheduled meeting, Chuck Di Pietro provided the Board with information regarding his services as a communications consultant.

The meeting was called to order at 8:05 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Irving Soloway, and Anita Strauss. Also present were Stewart Manheim, Board Accountant, and Lola Reed, Library Director. Gayle Levy, John Willies, and William Cuozzi were absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim pointed out that the audit reports for 1985, 1986, and 1987 were available for Board review. Payment for all three years will be made with one check in the amount of \$4,950.00 to Samuel Klein and Company. Funds have been held in reserve in Accounts Payable for 1985 and 1986. It was decided that a letter would be sent at the end of each year requesting an audit to be held as promptly as possible. This will become an automatic part of the December Agenda.

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of ~~June~~ <sup>July</sup>, 1988. Mrs. Degnan seconded the motion and it was passed unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

The Summer Reading Program culminated with an outstanding performance by a magician. The meeting room overflowed with children and parents. Certificates and treats were distributed to all of the participants. Mrs. Reed praised Children's Librarian, Cheryl Kranitz for the overwhelming response to the program. Mr. Soloway said that he had Miss Kranitz' report and that it was excellent. Mr. Gladstone suggested that a letter be sent to Miss Kranitz commending her for the job she has done.

The New Friends were thanked for their contribution to the Summer Reading Program.

A few days after the last Board meeting approximately 35 books were discovered to be damaged by the water that had leaked from the roof. Because the books are cookbooks and in great demand, Mrs. Reed felt that the books should be replaced. She pointed out that according to our insurance, a deductible of \$500.00 must be made before any reimbursement is received. In addition to the roof leak, the carpeting on both the north and south sides of the new building had been soaked by the recent winds and rain. The flashing has to be replaced and the Public Works Department has promised to rectify the problem, but we are still waiting for repairs. Between the roof leaks and the faulty flashing, the library has suffered property damage that needs immediate attention.

Mrs. Strauss suggested that a carpet company be contacted to obtain an estimate for drying out the carpeting to prevent mildew from occurring. When the estimate and the cost of the damaged books are available, Mr. Gladstone asked Mrs. Reed to contact the insurance company to file a claim. Mrs. Reed will draft a letter to Mayor Spina stressing the need for repairs to be made to avoid further damage to library property. A copy will be sent to Mr. McCann.

#### COMMITTEE REPORTS:

##### 1) Planning Committee:

Mrs. Strauss said that the next Planning Committee meeting will be held on September 14. Mr. Gladstone referred to a letter from the Mayor concerning the addition of a community center to be built in the area presently used for parking. Mrs. Strauss said that the committee report will contain utilization of library space for now and in the future, but has not made a specific recommendation. However, the Mayor should be informed that when the planning is finalized there will be more information available. A letter will be sent to Mayor Spina informing him of the status of the Planning Committee's report. Mention will be made of the need for the involvement of a township official as well as a search for possible donors for the addition.

##### 2) Meeting Room:

Mr. Soloway informed the Board that the Meeting Room Rules and Regulations will be finalized at the next Board meeting. Mrs. Levy and Mr. Soloway had held a preliminary meeting.

##### 3) Budget Committee:

Mrs. Strauss said that the Budget Committee had met to re-work the 1988 budget. Mr. Willies, Mr. Manheim and Mrs. Reed were in attendance.

The budget was reviewed, with Mr. Manheim pointing out the line items that had been adjusted to reflect the funds available for 1988. The committee recommended that the Board of Trustees adopt a budget of \$957,690 for 1988.

Mrs. Degnan made a motion to accept an "adopted" budget of \$957,690 for 1988. Mr. Kupferer seconded the motion and it was carried unanimously.

#### OLD BUSINESS:

Mr. Gladstone said that in addition to the Search Committee members: Albert Kupferer, John Willies, Gayle Levy and Jane Degnan, he has appointed 3 staff members to an Advisory Committee. They are: Sybil Seidler, Jackie Lepore, and Debby Pinkus. It was suggested to Mr. Kupferer that he contact Robert Drescher to set up a meeting sometime after August.

Mr. Gladstone noted that correspondence had been received from the State Library offering orientation for new Trustees to be held on October 14 and 28.

Mrs. Reed will contact a representative from the Essex-Hudson Cooperative to speak to the Board about the fax machine at the September Board meeting.

COMMUNICATIONS:

The following correspondence was received or sent during the past month:

- 1) A letter to Mrs. Frances Williams, President of the New Friends from Mrs. Reed thanking the Friends for their contribution toward the purchase of a television and stand.
- 2) A letter to Mr. Gladstone from Mayor Spina concerning the roof problem and asking Township Engineer, John McCann to look into the matter.
- 3) A copy of a letter to Mr. McCann from Mayor Spina requesting further review of the roof problem.
- 4) A letter to Mr. Gladstone from Mayor Spina asking for the results of the referral to the Planning Committee regarding the parking lot area.

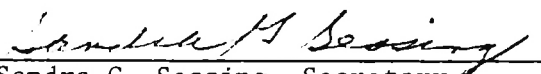
NEW FRIENDS:


Dorothy Suyker said that Joan Bojsza was in charge of the Summer Reading Program for the New Friends and that she and her daughters were responsible for the favors distributed to the children. Mr. Gladstone suggested that a letter of thanks be sent to Mrs. Bojsza and her daughters who participated in the program.

ADJOURNMENT:

The meeting was adjourned at 9:00 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

DIRECTOR'S  
MONTHLY REPORT

August 24, 1988

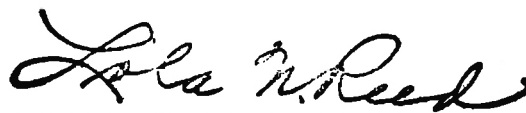
The summer has really been a "wild" one with the Summer Reading Program in progress and the terrible weather condition. Somehow with what looks like a "skeleton" staff we have been able to survive. A summary of the Reading Program is enclosed.

Last month we informed you of the leaky conditions of our roof and how we were able to save some books from being damaged. The story continues: A few days after the meeting another leak was discovered in the area of cookbooks (600's). Approximately 35 books are waterlogged. We are in the process of trying to salvage some of them but there are others which cannot be saved. Because of a great demand on cookbooks at all times, we feel replacements are in order. According to our insurance a deductible of \$500.00 is determined before we can collect.

We have had very good luck with the student pages this summer. They were intelligent, dependable and good workers. Two young men were from Seton Hall Prep. Their performances were excellent. Three others came to us from West Orange High School. All but one of these young ladies were foreign born who worked with others as well as alone. The lone West Orangite, an "A" student, very intelligent and resourceful, worked with Miss Cushing and Mrs. Czarnecki. They both praise her highly and have persuaded her to work during the school year.



We are again contacting Monsignor Kelly or Father Bradly for assistance in recommending qualified potential employees from their school population. The high school will also be contacted when school begins.

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

Lola N. Reed, Director

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF JULY, 1988  
LIBRARY BOARD MEETING OF AUGUST 24, 1988

	PROPOSED BUDGET 1988	PAID MONTH OF JULY 1988	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/88	UNEXPENDED BUDGET BALANCE ON 7/31/88	BILLS/ ACCOUNTS PAYABLE AT 7/31/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 7/31/88
SALARIES & WAGES	\$542,000	\$42,240.11	\$285,438.82	\$256,561.18		\$256,561.18
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	33,000	3,266.44	21,240.79	11,759.21		11,759.21
SOCIAL SECURITY	39,000	3,207.17	21,920.52	17,079.48		17,079.48
PUBLIC EMPLOY. RETIREMENT SYS.	40,000		28,264.00	11,736.00		11,736.00
UNEMPLOYMENT INS.	6,500		3,684.21	2,815.79		2,815.79
WORKERS COMPENSATION INS	5,500		4,543.00	957.00		957.00
SUNDAY OPENINGS	14,700	465.17	6,429.75	8,270.25		8,270.25
CONTRACTUAL SERVICES:						
BINDING	800		0.00	800.00		800.00
SEMINARS & WORKSHOPS	1,000	158.98	720.98	279.02		279.02
COMMUNITY SERVICES	1,500	77.68	(806.69)	2,306.69	50.00	2,256.69
TRANSPORTATION	500	14.70	123.85	376.15	21.40	354.75
AUDIT	2,150		0.00	2,150.00	1,650.00	500.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	8,400.00	8,400.00	1,400.00	7,000.00
LEGAL SERVICES	7,000	276.00	2,123.50	4,876.50	828.50	4,048.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	578.01	3,813.68	3,186.32	1,013.16	2,173.16
PAYROLL SERVICES	2,200		733.23	1,466.77	183.02	1,283.75
MAINT. MAIN-UTILITIES	44,000	4,233.84	18,583.12	25,416.88	3,429.76	21,987.12
OFFICE EQUIPMENT REPAIR	3,000	458.25	650.25	2,349.75		2,349.75
MAINT. MAIN-MAINT. & REPAIR	14,000	52.50	5,913.11	8,086.89	310.00	7,776.89
RENTAL-TORY CORNER	540		270.00	270.00	135.00	135.00
JANITORIAL SUPPLIES	2,900	174.16	2,222.85	677.15	132.15	545.00
MATERIALS & SUPPLIES:						
BOOKS	97,000	7,214.86	40,919.66	56,080.34	5,560.56	50,519.78
SUPPLIES-LIBRARY	16,500	1,419.05	7,572.69	8,927.31	2,020.67	6,906.64
PERIODICALS, SERIALS & NEWSPAPERS	12,000	102.60	865.43	11,134.57	123.25	11,011.32
AUDIO/VISUAL MATERIALS	3,000	48.60	288.50	2,711.50	22.12	2,689.38
MICROFILM & MICROFICHE	10,000	59.69	708.69	9,291.31		9,291.31
PHOTOCOPY	6,000	1,340.39	4,122.16	1,877.84	835.39	1,042.45
MISC. EXPENSES:						
INSURANCE-OTHER	17,500		8,475.94	9,024.06	445.74	8,578.32
TELEPHONE	6,100	398.54	2,350.33	3,749.67	381.90	3,367.77
POSTAGE	4,200	411.81	836.08	3,363.92	423.87	2,940.05
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	6,400		0.00	6,400.00		6,400.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
AUTOMATION EQUIPMENT	4,700		0.00	4,700.00		4,700.00
OFFICE EQUIPMENT	4,100		671.45	3,428.55		3,428.55
MAINTENANCE EQUIPMENT	900		493.99	406.01		406.01
AUDIO VISUAL EQUIPMENT	8,200		0.00	8,200.00		8,200.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL		190.99	894.05	(894.05)	20.00	(914.05)
TOTAL	\$999,690	\$67,789.54	\$482,467.94	\$517,222.06	\$18,986.49	\$498,235.57

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JULY, 1988

BALANCE		RECEIPTS		NET		BALANCE		ADD: DUE		LESS:		BUDGET	
7/1/88				DISBURSEMENTS		7/31/88		FROM TOWN		ACCOUNTS		BALANCES AT	
								OF W. ORANGE		PAYABLE		7/31/88	
(\$89,678.40)		\$262,500.00		\$67,789.54		\$105,032.06		\$412,190.00		(\$18,986.49)		\$498,235.57	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$7,678.78

\$753.00

\$8,431.78

TOTAL COPY MACHINES

FINES

RENTALS

PROJECTOR RENTAL

MICROFILMS

NON-RESIDENT FEE

MEETING ROOM

TELEPHONE

DONATIONS

INTEREST

MISCELLANEOUS

VIDEO TAPE RENTAL

\$7,678.78

\$753.00

\$8,431.78

\$11,651.52

\$1,615.67

\$13,267.19

940.24

185.95

1,126.19

70.00

10.00

80.00

141.05

45.90

186.95

104.00

104.00

500.00

500.00

82.02

12.19

94.21

85.00

50.00

135.00

3,609.25

270.12

3,879.37

0.00

0.00

1,872.63

381.00

2,253.63

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

ACCOUNTS PAYABLE 12/31/87

\$26,734.49

\$3,323.83

\$30,058.32

1,250.82

243.30

1,494.12

761.62

240.19

1,001.81

360.00

360.00

3,183.00

3,183.00

69,594.42

69,594.42

3,300.00

3,300.00

TOTAL ALL FUNDS

\$15,505.95

\$266,307.32

\$214,023.73

CASH FUNDS REPRESENTED BY:

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

\$33,900.41  
170,507.24  
4,855.64  
480.06  
1,157.80  
2,543.33  
285.00  
294.25

LESS: ACCOUNTS PAYABLE 7/31/88

\$214,023.73  
(18,986.49)

CASH FUNDS AVAILABLE AT 7/31/88

\$195,037.24

## WEST ORANGE FREE PUBLIC LIBRARY

## JULY 1988 BILLS PRESENTED FOR PAYMENT ON

AUGUST 24, 1988

Checks are Dated  
July 31, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3470	Void		
3471	Weisblati Electric Co.	11. Service Contracts	\$ 264.00
3472	All State Plumbing	18. Janitorial Supplies	10.32
3473	A T & T	9. Telephone	159.19
3474	Xerox	25. Photocopy	735.00
3475	Midlantic National Bank	1. Salaries-W/H Tax	\$2,607.47
"	"	1. Salaries-Employee SS	1,559.11
"	"	27. Employer's SS	1,559.11
3476	N.J. - GIT	1. Salaries-N.J. W/H Tax	880.79
3477	W.O. Library Unemp. a/c	1. Salaries	275.58
3478	Twp. of W.O.-Hospitalization	26. Hospitalization	3,266.44
3479	PERS 20284	1. Salaries	2,520.43
3480	" " -Supp. Annuity	1. Salaries-Supp. Annuity	167.42
3481	Int'l Union of Oper. Engrs.	1. Salaries-Union Dues	170.00
3482	PERS 20284	1. Salaries-Supp. Savings	139.74
3483	W.O. Municipal Employees' FCU	1. Salaries-Emp. Savings	500.00
	P/R 7/15/88 #7035-7073 (39)	1. Salaries - Net	14,930.10
	P/R 7/31/88 #7074-7104 (31)	1. Salaries - Net	13,306.36
<u>Sub-Total</u>			\$ 43,051.06
Add: Checks #3409-3469 Issued at July 27, 1988			24,762.08
			\$ 67,813.14
Less: Check #3451			( 23.60)
<u>Total Accounts Payable July 1987</u>			
<u>Per Budget Report</u>			<u>\$ 67,789.54</u>

PAYMENT RECOMMENDED BY:

*Lela Z Reed*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By:

*Stewart Manheim, CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

JULY 1988 BILLS PRESENTED FOR PAYMENT ON

AUGUST 24, 1988

Checks are Dated  
August 24, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3484	Midlantic National Bank	1. Salaries W/H Tax	\$5,521.28	
"	"	1. Salaries-Employee SS	3,215.33	
"	"	27. Employer Soc.Sec.	3,215.34	\$ 11,951.95
3485	W.O. Municipal Employees FCU	1. Salaries-Employee Sav.		500.00
3486	A. Aborn Exterminating Co.	11. Service Contracts		21.00
3487	American Library Association	2. Books		58.71
3488	American Time Recorder, Inc.	11. Service Contracts		60.00
3489	Arts Council of the Essex Area	10. Community Relations		50.00
3490	Automatic Data Processing	11. Service Contracts-P/R		183.02
3491A	Baker & Taylor	2. Books	\$ 70.74	
B	"	2. "	127.15	197.89
3492	Baker & Taylor Video	21. A/V Materials-Software		13.60
3493	Baker & Taylor	2. Books		46.08
3494	Baker & Taylor	21. A/V Materials-Software		8.52
3495A	Baker & Taylor	2. Books	\$ 45.72	
B	"	2. "	7.76	
C	"	2. "	21.14	
D	"	2. "	12.02	
E	"	2. "	10.40	97.04
3496	Void			
3497A	Baker & Taylor	2. Books	(\$ 8.00)	
B	"	2. "	557.73	
C	"	2. "	200.00	
D	"	2. "	( 41.05)	
E	"	2. "	( 10.45)	
F	"	2. "	545.06	
G	"	2. "	28.92	
H	"	2. "	239.75	
I	"	2. "	421.54	
J	"	2. "	746.23	
K	"	2. "	( 12.22)	
L	"	2. "	303.17	
M	"	2. "	( 26.80)	
N	"	2. "	( 11.92)	
O	"	2. "	492.78	
P	"	2. "	7.42	
Q	"	2. "	831.87	
R	"	2. "	328.81	
S	"	2. "	79.43	4,672.27
3498	Benisch & Co.	5. Insurance-Other		445.74
3499A	Brodart Co.	4. Supplies	\$ 241.14	
B	"	4. "	47.19	
C	"	4. "	337.25	
D	"	4. "	34.94	
E	"	4. "	6.29	
F	"	4. "	311.00	
G	"	4. "	54.56	
H	"	11. Service Contracts	118.15	1,150.52
3500	Business Journal of New Jersey	19. Magazines/Newspapers		71.95
3501	Control Building Services, Inc.	11. Service Contracts		85.00
3502	William F. Cuozzi, Jr.	24. Legal Services		828.50
3503	C.W. Associates	2. Books		16.00
3504	DuPont Graphic Arts, Inc.	4. Supplies		36.71
3505A	Elevator Maintenance Corp.	11. Service Contracts	\$ 25.00	
B	"	11. " "	146.76	171.76
3506A	Gale Research Co.	2. Books	\$ 94.18	
B	"	2. "	236.21	330.39
3507	H.G. Clarke Air Conditioning Svc. Corp.	6. Maintenance-Main		310.00
3508	Int'l Communications Industries Assoc.	2. Books		35.00
3509A	Samuel Klein & Company	16. Audit	\$1,650.00	
B	"	28. Accounts Payable	3,300.00	4,950.00

## WEST ORANGE FREE PUBLIC LIBRARY

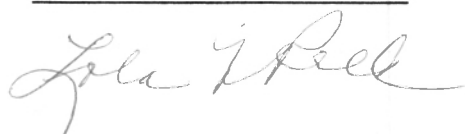
## JULY 1988 BILLS PRESENTED FOR PAYMENT ON

AUGUST 24, 1988

Checks are Dated  
August 24, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3510A	Kotler Typewriter Co., Inc.	4. Supplies	\$ 56.00
B	" " " "	4. "	56.00 \$ 112.00
3511	Manheim, Kosson & Novick	23. Management Services	1,400.00
3512	Music Exchange, Inc.	2. Books	33.73
3513A	New Jersey Office Supply	4. Supplies	\$ 56.80
B	" " " "	4. "	273.91
C	" " " "	4. "	39.97 370.68
3514	Petty Cash - Safe	4. Supplies	\$ 132.62
	" " " "	12. Transportation	21.40
	" " " "	13. Postage	23.87
	" " " "	28. Lost Books	4.10
	" " " "	28. Video Tapes	20.00 201.99
3515	Postmaster	13. Postage	400.00
3516	Prescription Center	4. Supplies	16.92
3517A	PSE & G	8. Utilities	\$3,400.78
B	" " "	8. "	28.98 3,429.76
3518	R.R. Bowker	2. Books	73.45
3519	Schwaab	4. Supplies	34.25
3520	Sorbus	11. Service Contracts	33.25
3521	3M XRP 2052 (No)	11. Service Contracts	524.00
3522	U.S. Central Distributors Co., inc.	4. Supplies	285.12
3523A	Valente Hardware	18. Janitorial Supplies	\$ 7.86
B	" " "	18. "	3.99 11.85
3524	Van Bourgundien Bros.	18. Janitorial Supplies	120.30
3525	W.O. Community House	7. Maintenance-Tory	135.00
3526A	Xerox Corp.	25. Photocopy	\$ 230.00
B	" " "	25. "	230.00 460.00
3527A	Xerox Corporation	25. Photocopy	\$ 125.13
B	" " "	25. "	125.13
C	" " "	25. "	125.13 375.39
3528	Young's News Service	19. Magazines/Newspapers	51.30
3529A	New Jersey Bell	9. Telephone	\$ 203.62
B	" " "	9. "	19.09 222.71
3530A	A T & T	9. Telephone	\$ 155.54
B	" " " "	9. "	3.65 159.19
<u>Sub-Total</u>			\$ 34,742.54
Less:			
Check #3484		1. Salaries	\$8,736.61
"		27. Employer's Soc.Sec.	3,215.34
3485		1. Salaries	500.00
3509		28. A/P 12/31/87	3,300.00
3514		28. Lost Books	4.10 ( 15,756.05)
<u>Total Accounts Payable July 1988</u>			
<u>Per Budget Report</u>			\$ 18,986.49

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

 By: 

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 28, 1988

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

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF SEPTEMBER 28, 1988

The meeting was called to order at 8:15 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Gayle Levy, Irving Soloway, Anita Strauss, and John Willies. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

Ray Murray, Executive Director of the Essex-Hudson Regional Cooperative discussed the fax machine and its limited uses for research within the framework of the regional libraries and libraries within the state. Further discussion would be held during the regular Board meeting under Committee Reports.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle," the second newspaper and was hand-delivered to the Township Clerk.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of August, 1988. Mrs. Degnan seconded the motion and it was carried unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

Mrs. Reed explained that the air conditioning in the old building is not working and that a part must be ordered to repair the unit housed in the boiler room.

Mrs. Reed said that she has discussed the Tory Corner situation with Michael O'Hara, President of the Community House Board of Trustees. Hopefully, representatives of the Tory Corner Board and library staff can work out a solution favorable to both parties. Mr. Willies will be the liaison between the library and Tory Corner and has indicated that he will continue to work on this matter.

Re-painting of some of the areas in the new building has begun.

Mr. Gladstone asked Mrs. Reed to draft another letter to the Mayor explaining that to date repair work on the roof has not begun. A letter received from the Mayor dated 9/14/88 stated that sections of the roof have already been replaced and problems are currently being resolved. Further clarification is needed.



## COMMITTEE REPORTS:

## 1) Planning Committee:

Mrs. Strauss reported that the last meeting of the Planning Committee had been held on Sept. 14. Presently the committee is assembling all of the data and the final report should be ready for presentation to the Board prior to the November meeting.

## 2) Budget Committee:

The Budget Committee presented a proposed budget for 1989. Various line items were discussed with an additional \$2,500 added to the telephone equipment line for a fax machine.

Mr. Kupferer made a motion to accept the Budget Committee's recommendation to submit a Proposed Budget of \$1,138,490 for 1989. The motion was seconded by Mrs. Degnan and carried unanimously.

## 3) Meeting Room Report:

Mr. Soloway and Mrs. Levy submitted revised rules and regulations for meeting room use. It was decided that the Board would make a final decision concerning same at the next Board meeting. At that time, rental fees will be determined.

## 4) Telephone Report:

Mr. Willies made a motion to hire Charles Di Pietro as a telephone consultant to the library. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Di Pietro will research the needs of the library and contact phone companies to determine the appropriate system for the library at the best price available in today's market. Mr. Willies will contact Mr. Di Pietro and when the study is completed, present his recommendations to the Board.

## OLD BUSINESS:

The Search Committee for the Executive Director of the Library had a meeting on Sept. 26. Discussion will be held at the Executive session of the Board.

## COMMUNICATIONS:

The following correspondence was received or sent during the past month:

- 1) A letter to the New Friends of the West Orange Public Library from Mr. Gladstone thanking them for their assistance in the Summer Reading Program.
- 2) A letter to Mrs. Joan Bojsza and her daughters from Mr. Gladstone thanking them for their active participation in the Summer Reading Program.
- 3) A letter to Mayor Spina from Mr. Gladstone concerning the Planning Committee and the parking area under the library.

- 4) A letter to Cheryl Kranitz from Mr. Gladstone congratulating her on the success of the Summer Reading Program.
- 5) A letter to Benisch and Company from Mrs. Reed concerning the damage to the carpet and library books from the leak in the roof.
- 6) A letter to Mayor Spina from Mr. Gladstone detailing the damage to library property caused by the roof leaks.
- 7) A letter to Leonard Lepore from Mrs. Reed advising him to carry out the preliminary procedures for correction to the lighting in the old library building.
- 8) A letter from Benisch and Company to Mrs. Reed explaining the insurance deductible and procedures to follow if a claim is to be filed.

Mr. Willies made a motion to adjourn the open public meeting at 9:20 P. M. It was seconded by Mrs. Levy and carried unanimously.

Respectfully submitted,

Sandra G. Sessing  
Sandra G. Sessing, Secretary

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

DIRECTOR'S  
MONTHLY REPORT

September 28, 1988

We are presently trying to cope with perennial problems of a new school year by making contact with teachers and librarians within the school system in preparation for library-related assignments given to students.

Also, personnel in the Children's Department are busily gearing up for the October 10th beginning of the Fall session of the pre-school story hour sessions. We anticipate five classes - four at Main and one at the Tory Corner Branch.

There is still much to be desired in the area of communication between the Main and Branch Libraries. Repeated efforts were made recently to make contact with personnel at Tory Corner to arrange the opening of the library as well as to plan programs and other business. Messages were left but they were never acknowledged.

When I finally reached Rose Leonardis, Executive Director, by telephone she informed me that the library had been opened for a week and that she had been too busy preparing her budget and had not had time for anything else. Expressing my annoyance I requested her to have Yvonne Gardner, the library assistant, to contact me as soon as she arrived for the day. Yvonne came to see me later that day.

Our Sunday opening was delayed for one week because of the number of holidays during this month. We had intended to delay

opening one additional week after Yom Kippur but there was such an outcry we opened on Sunday, the 18th.

A Senior Citizens' Health Fair was held at South Mountain Arena on September 15th. Our library participated in the affair. We gave away approximately 300 paperback books, bookmarks, library bags, brochures for seniors, and library calendar of events. We were there in conjunction with other libraries and organizations. It was a very good gesture for older citizens and well attended.

The roofer visited the library on September 13 and examined the flashing. He promised that it would be fixed. Insofar as we know, no date has been set for the job to be done.

Mr. Ray Murray, Executive Director of the Essex-Hudson Regional Library Cooperative will speak to us at 7:30 P. M. on the evening of our monthly meeting, September 28, 1988.

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

Lola N. Reed, Director

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF August 1988  
LIBRARY BOARD MEETING OF Sept. 28, 1988

ADOPTED

PROPOSED  
BUDGET  
1988PAID MONTH  
OF  
Aug. 1988ACCUMULATED  
BUDGET  
EXPENDITURES  
8  
MONTHS ENDED  
8/31/88UNEXPENDED  
BUDGET  
BALANCE ON  
8/31/88BILLS/  
ACCOUNTS  
PAYABLE AT  
8/31/88  
PRESENTED  
FOR PAYMENT  
AT THIS  
MEETINGBUDGET  
BALANCE  
8/31/88

SALARIES & WAGES	\$545,000	\$ 65,369.35	\$357,237.92	\$187,762.08		\$187,762.08
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	38,000	3,266.44	24,507.23	13,492.77		13,492.77
SOCIAL SECURITY	42,000	4,909.23	26,829.75	15,170.25		15,170.25
PUBLIC EMPLOY. RETIREMENT SYS.	37,000		28,264.00	8,736.00		8,736.00
UNEMPLOYMENT INS.	6,500		3,684.21	2,815.79		2,815.79
WORKERS COMPENSATION INS	5,500		4,543.00	957.00		957.00
SUNDAY OPENINGS	15,700		-0-	15,700.00		15,700.00
CONTRACTUAL SERVICES:						
BINDING	1,000			1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,000		720.98	279.02		279.02
COMMUNITY SERVICES	1,500	50.00	756.69	2,256.69		2,256.69
TRANSPORTATION	500	21.40	145.25	354.75	\$ 11.00	343.75
AUDIT	1,650	1,650.00	1,650.00	-0-		-0-
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	9,800.00	7,000.00	1,400.00	5,600.00
LEGAL SERVICES	6,000	828.50	2,952.00	3,048.00	276.00	2,772.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	1,196.18	5,009.86	1,990.14	611.99	1,378.15
PAYROLL SERVICES	2,200		733.23	1,466.77		1,466.77
MAINT. MAIN-UTILITIES	40,000	3,739.76	28,235.99	11,764.01	4,092.47	7,671.54
OFFICE EQUIPMENT REPAIR	2,500		650.25	1,849.75		1,849.75
MAINT. MAIN-MAINT. & REPAIR	13,000		-0-	13,000.00		13,000.00
RENTAL-TORY CORNER	540	135.00	405.00	135.00		135.00
JANITORIAL SUPPLIES	2,900	132.15	2,355.00	545.00	119.07	425.93
MATERIALS & SUPPLIES:						
BOOKS	87,000	5,560.56	46,480.22	40,519.78	6,528.51	33,991.27
SUPPLIES-LIBRARY	16,500	2,020.67	9,593.36	6,906.64	475.44	6,431.20
PERIODICALS, SERIALS & NEWSPAPERS	12,000	123.25	988.68	11,011.32	197.60	10,813.72
AUDIO/VISUAL MATERIALS	2,000	22.12	310.62	1,689.38		1,689.38
MICROFILM & MICROFICHE	8,000		708.69	7,291.31	1,852.62	5,438.69
PHOTOCOPY	7,000	835.39	4,957.55	2,042.45	375.39	1,667.06
MISC. EXPENSES:						
INSURANCE-OTHER	15,000	445.74	8,921.68	6,078.32	1,733.40	4,344.92
TELEPHONE	6,100	381.90	2,732.23	3,367.77	378.94	2,988.83
POSTAGE	3,300	423.87	1,259.95	2,040.05	415.18	1,624.87
ADMINISTRATIVE EXPENSE			-0-	-0-		-0-
PLANNING			-0-	-0-		-0-
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	2,000		-0-	2,000.00		2,000.00
TELEPHONE & EQUIPMENT	9,000		-0-	9,000.00		9,000.00
AUTOMATION EQUIPMENT	500		-0-	500.00		500.00
OFFICE EQUIPMENT	2,100		671.45	1,428.55	215.10	1,213.45
MAINTENANCE EQUIPMENT	900		493.99	406.01		406.01
AUDIO VISUAL EQUIPMENT			-0-	-0-		-0-
LIGHTING			-0-	-0-		-0-
VIDEO RENTAL		20.00	914.05	( 914.05)	204.75	( 1,118.80)
TOTAL	\$957,690	\$ 92,531.51	\$574,999.45	\$382,690.55	\$18,887.46	\$363,803.09

## Source of Funds

Town of West Orange	\$850,000
Accumulated Revenue of Library	69,594
N.J. State Aid 1987	3,183
Fines & Revenues of Library 1988	34,913
	<u>\$957,690</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF August 1988

BALANCE	RECEIPTS	NET DISBURSEMENTS	BALANCE	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE	BUDGET BALANCES AT
8/1/88			8/31/88		8/31/88	8/31/88
\$105,032.06	\$107,690.00	\$92,531.51	\$120,190.55	\$262,500.00	\$18,887.46	\$363,803.09

BUDGET FUND

COPY MACHINES-Xerox

\$ 8,431.78 \$ 1,056.00

\$ 9,487.78

TOTAL COPY MACHINES

FINES

\$ 8,431.78 \$ 1,056.00

\$ 9,487.78

RENTALS

13,267.19 1,480.05(\$

.42) 14,747.66

PROJECTOR RENTAL

1,126.19 212.65

1,338.84

MICROFILMS

80.00 10.00

90.00

NON-RESIDENT FEE

186.95 -0-

186.95

FEETING ROOM

104.00 -0-

104.00

TELEPHONE

500.00 50.00

550.00

DONATIONS

94.21 9.23

103.44

INTEREST

135.00 65.00

200.00

MISCELLANEOUS

3,879.37 793.79

4,673.16

VIDEO TAPE RENTAL

-0- -0-

-0-

TOTAL RECEIPTS & FUNDS

2,253.63 383.98

2,637.61

TRANSFER TO BUDGET FUND

\$ 30,058.32 \$ 4,060.70(\$

.42) \$ 34,119.44

LOST BOOK FUND

1,494.12 169.63

1,663.75

BOOK SALES & EXCESS PROPERTY FUND

1,001.81 84.62

1,086.43

PETTY CASH & CHANGE FUND

360.00

360.00

N.J. STATE AID FUND

3,183.00

-0-

ACCUMULATED REVENUE FUND

69,594.42

-0-

ACCOUNTS PAYABLE 12/31/87

3,300.00

-0-

TOTAL ALL FUNDS

\$214,023.73 \$112,004.95

\$203,521.51 \$122,507.17

CASH FUNDS REPRESENTED BY:

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

\$ 2,000.00  
107,322.23  
8,424.50  
480.06  
1,157.80  
2,543.33  
285.00  
294.25  
\$122,507.17

LESS: ACCOUNTS PAYABLE 8/31/88

( \$ 18,887.46 )

CASH FUNDS AVAILABLE AT 8/31/88

\$103,619.71

1/ Transfer of Funds to Budget - Per Resolution

8/24/88

1987 Accumulated Revenue

\$69,594

1987 NJ State Aid

3,183

1987 Fines, etc.

34,913

To Budget Fund

\$107,690

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1988 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 28, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	Checks are Dated <u>August 31, 1988</u>	<u>AMOUNT</u>
3531	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,867.45	
		1. Salaries-Employee S.S.	1,693.89	
		27. Employers S.S.	<u>1,693.89</u>	\$ 6,255.23
3532	N.J. Gross Income Tax	1. Salaries-NJ W/H Tax		1,375.75
3533	W.O. Library Unem. a/c	1. Salaries		308.01
3534	Twp. of W.O.-Hospitalization	26. Hospitalization		3,266.44
3535	PERS 20284	1. Salaries		3,736.64
3536	PERS 20284-Supp. Ann.	1. Salaries-Supp. Ann.		167.42
3537	Int'l Union of Dr. Eng	1. Salaries-Union Dues		170.00
3538	PERS 20284	1. Salaries		264.55
3539	W.O. Municipal Empl.FCU	1. Salaries		510.00
	P/R 8/15/88 #7105-7160 (56)	1. Salaries		29,773.36
	P/R 8/31/88 #7161-7191 (31)	1. Salaries		<u>15,265.67</u>
	<u>Sub-Total</u>			\$ 61,093.07
	Add: Checks #3484-3530 Issued at Aug. 24, 1988			<u>34,742.54</u>
				\$ 95,835.61
	Less: Check #3509	28. Accounts Payable 12/31/87		( 3,300.00)
	Check #3514	28. Lost Book		<u>( 4.10)</u>
	<u>Total Accounts Payable August 31, 1988</u>			
	<u>Per Budget Report</u>			<u>\$ 92,531.51</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Mucke, CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1988 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 28, 1988

Checks are Dated  
September 20, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3540	Lola Reed	29. Exchange		\$ 893.12
3541	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$3,155.04	
"	" " "	1. Salaries-Employee S.S.	1,811.59	
"	" " "	27. Employer S.S.	1,811.61	6,778.24
3542	W.O. Municipal Employees' FCU	1. Salaries		525.00
3543	Automatic Data Processing	11. Service Contracts-P/R		225.58
3544	Aborn Exterminating Co.	11. Service Contracts		21.00
3545	Abingdon Press	2. Books		15.46
3546	American Library Assoc.	4. Supplies		7.69
3547A	A T & T	9. Telephone	\$ 155.54	
3547B	" " " "	9. "	3.65	159.19
3548A	Baker & Taylor	2. Books	(\$ 17.06)	
B	" " "	2. "	( 10.75)	
C	" " "	2. "	39.28	
D	" " "	2. "	( 10.95)	
E	" " "	2. "	1.77	
F	" " "	2. "	61.75	
G	" " "	2. "	609.07	
H	" " "	2. "	( 21.66)	
I	" " "	2. "	206.85	
J	" " "	2. "	377.97	1,236.27
3549A	Baker & Taylor	2. Books	(\$ 14.65)	
B	" " "	2. Books	30.75	
C	" " "	2. "	46.33	
D	" " "	2. "	606.10	
E	" " "	2. "	( 21.95)	
F	" " "	2. "	4.16	
G	" " "	2. "	218.71	
H	" " "	2. "	58.82	
I	" " "	2. "	580.00	
J	" " "	2. "	( 28.13)	1,480.14
3550A	Baker & Taylor	2. Books	\$ 716.39	
B	" " "	2. "	122.49	
C	" " "	2. "	107.67	
D	" " "	2. "	106.64	
E	" " "	2. "	162.31	
F	" " "	2. "	93.80	1,309.30
3551A	Baker & Taylor	2. Books	\$ 23.47	
B	" " "	2. "	67.16	
C	" " "	2. "	23.47	114.10
3552A	Benisch & Company	5. Insurance	\$1,199.00	
B	" " "	5. "	460.00	1,659.00
3553A	Brodart Co.	4. Supplies	\$ 305.41	
B	" " "	11. Service Contracts	118.15	423.56
3554	C.W. Associates	2. Books		24.00
3555	Congressional Quarterly, Inc.	2. Books		415.00
3556	William F. Quozzi, Jr. Esq.	24. Legal		276.00
3557	DuPont Graphic Arts, Inc.	4. Supplies		46.09
3558	East Orange Public Library	4. Supplies		32.50
3559	Elevator Maintenance Corp.	11. Service Contracts		146.76
3560A	Gale Research Company	2. Books	\$ 194.87	
B	" " "	2. "	88.85	
C	" " "	2. "	94.10	
D	" " "	2. "	94.10	471.92
3561	Gaylord Bros.	17. Equipment		215.10
3562A	Gerard Hamon, Inc.	2. Books	\$ 55.75	
B	" " "	2. "	5.42	61.17
3563A	League of Women Voters of W.O.	2. Books	\$ 40.00	
B	" " " " " " "	2. "	25.00	65.00
3564	MacMillan Publishing Co.	2. Books		460.00
3565	Manheim, Kosson & Novick	23. Management Services		1,400.00
3566A	New Jersey Bell	9. Telephone	\$ 199.97	
B	" " "	9. "	19.78	219.75
3567	Nynex Paging Co.	11. Service Contracts		8.00
3568	Petty Cash-W.O. Public Library a/c	29. Transfer		200.00



WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1988 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 28, 1988

Checks are Dated  
September 20, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3569	Petty Cash	4. Supplies	\$ 83.75
	" "	12. Transportation	11.00
	" "	13. Postage	6.95
	" "	28. Lost Book	18.95
3570	Postmaster	13. Postage	400.00
3571	Pitney Bowes	11. Service Contracts	59.25
3572A	PSE & G	8. Utilities	\$4,054.36
B	" " "	8. "	38.11
3573	Public Media Inc.	28. Video Cassettes	204.75
3574	R. R. Bowker	2. Books	164.53
3575	Lola Reed	5. Insurance	74.40
3576	Reference Books Unlimited	2. Books	27.84
3577	St. Martin's Press, Inc.	2. Books	50.06
3578	The Scholar's Bookshelf	2. Books	14.72
3579	Sorbus	11. Service Contracts	33.25
3580	UMI De Puerto Rico, Inc.	20. Microfilm	1,061.00
3581	University Microfilm, Inc.	20. Microfilm	791.62
3582	University Microfilms, int'l	2. Books	619.00
3583A	Valente Hardware	13. Postage	\$ 8.23
B	" "	18. Janitorial	15.47
C	" "	18. "	2.16
D	" "	18. "	5.39
E	" "	18. "	16.09
F	" "	18. "	79.96
3584	Whatto Buy for Business	19. Magazines	127.30
3585A	Xerox Corp.	25. Photocopy	95.00
B	" "	25. "	\$ 125.13
C	" "	25. "	125.13
3586A	Young's News Service	25. "	125.13
B	" " "	19. Magazines	375.39
		19. Magazines	\$ 51.30
		19. Magazines	51.30
			102.60
<u>Sub-Total</u>			\$ 27,302.77
Less:			
Check #3540		29. Exchange	\$ 893.12
3541		1. Salaries	4,966.63
"		27. Employer's S.S.	1,811.61
3542		1. Salaries	525.00
3568		29. Petty Cash-Transfer	200.00
3569		29. Lost Books	18.95
			( 8,415.31)
<u>Total Accounts Payable August 1988</u>			
<u>Per Budget Report</u>			<u>\$ 18,887.46</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

## AGENDA

### WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

October 26, 1988

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

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF OCTOBER 26, 1988

The meeting was called to order at 8:05 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Gayle Levy, Irving Soloway, Anita Strauss, and John Willies. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney, and Emma-Lou Czarnecki, Acting Director during Lola Reed's hospitalization.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Township Clerk

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board meeting of September 28, 1988 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of September, 1988. Mrs. Levy seconded the motion and it was carried unanimously.

2) Financial Statement:

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

STAFF/COMMUNITY PARTICIPATION:

Ada La Point, President of the Employees' Association asked if a representative from the dental plan could be invited to speak to the staff. Mr. Gladstone said that the plan would be discussed at the Executive session and that Mrs. La Point and Mrs. Czarnecki could attend that part of the discussion dealing with the plan.

DIRECTOR'S REPORT:

Mrs. Czarnecki, on behalf of Mrs. Reed, thanked the Board for their gift and best wishes. Mrs. Reed plans to return to work

sometime during the next week and will continue until her date of retirement which will take place during the first week of January, 1989.

#### COMMITTEE REPORTS:

##### 1) Planning Committee:

Mrs. Strauss said that the final plan for the library will be presented at the November Board meeting, and hopefully the Board will accept the recommendations. Mrs. Degnan has devised a publicity plan to present to the community.

##### 2) Building and Grounds:

Mr. Gladstone said that a letter should be sent to the Township thanking them for paving the upper parking lot and inquiring about the status of the roof.

#### OLD BUSINESS:

##### 1) Lighting:

Mr. Gladstone said that he would contact Leonard Lepore at the end of the week to inquire about the progress that has been made, if any, to proceed with the lighting improvements in the old building.

##### 2) Meeting Room:

It was decided that more information concerning the use of the meeting room by non-profit organizations would have to be obtained. Mrs. Benjamin will provide a list of these organizations for the next Board meeting. The Board will make the final judgement as to which organizations or groups qualify as non-profit. The fee schedules of other libraries and institutions will be compared and recommendations made by the committee for Board approval in November. The hours scheduled for the rental of the meeting room will also be discussed at that time.

#### NEW BUSINESS:

##### Telephone Contract:

Mr. Willies said that the library has received a contract from Charles DiPietro. Mr. Gladstone has authorized Mr. Willies to sign the contract on the Board's behalf.

#### NEW BUSINESS:

Mr. Gladstone urged all Board members to attend the budget hearing which will be held on Monday, November 14 at 4:15 P. M.

Mrs. Levy noted that the next Board meeting would be held on Monday, November 21.

Mrs. Czarnecki explained that Debby Pinkus and Maria Lanfrank had attended an illiteracy meeting and that a consortium has been formed within Essex County endorsing an illiteracy program. All of the Essex County libraries have signed a resolution in favor of same. Mr. Gladstone said that he would like to have more information about the program before the Board agrees to the resolution. Mrs. Czarnecki will ask Mrs. Pinkus to submit a report to the Trustees to review before the next meeting.

COMMUNICATIONS:

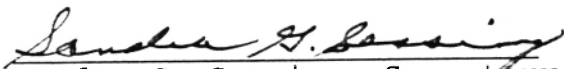
Mr. Kupferer said that in addition to the telephone contract and the budget hearing memo, a letter was received from the employees' union with an attachment of a Dues Deduction Schedule setting forth the appropriate dues effective 1/1/89. A copy will be submitted to Mr. Manheim.

NEW FRIENDS:

Dorothy Suyker inquired about Mrs. Reed's retirement date and the selection of the date for her retirement dinner.

The open public meeting was adjourned at 9:00 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF SEPTEMBER, 1988  
LIBRARY BOARD MEETING OF OCTOBER 26, 1988

	ADOPTED BUDGET 1988	PAID MONTH OF SEPTEMBER 1988	ACCUMULATED BUDGET EXPENDITURES 9 MONTHS ENDED 9/30/88	UNEXPENDED BUDGET BALANCE ON 9/30/88	BILLS/ ACCOUNTS PAYABLE AT 9/30/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 9/30/88
SALARIES & WAGES	\$545,000	\$45,661.26	\$396,469.43	\$148,530.57		\$148,530.57
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	38,000	3,266.44	27,773.67	10,226.33		10,226.33
SOCIAL SECURITY	42,000	3,434.57	30,264.32	11,735.68		11,735.68
PUBLIC EMPLOY. RETIREMENT SYS.	37,000		28,264.00	8,736.00		8,736.00
UNEMPLOYMENT INS.	6,500	882.39	4,566.60	1,933.40		1,933.40
WORKERS COMPENSATION INS	5,500	460.00	5,003.00	497.00		497.00
SUNDAY OPENINGS	15,700	72.00	6,501.75	9,198.25		9,198.25
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00	512.40	487.60
SEMINARS & WORKSHOPS	1,000	119.95	840.93	159.07	20.00	139.07
COMMUNITY SERVICES	1,500	1,280.67	523.98	976.02	2.50	973.52
TRANSPORTATION	500	11.00	156.25	343.75	57.80	285.95
AUDIT	1,650		1,650.00	0.00		0.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	11,200.00	5,600.00	1,400.00	4,200.00
LEGAL SERVICES	6,000	276.00	3,228.00	2,772.00	276.00	2,496.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	386.41	5,213.25	1,786.75	881.01	905.74
PAYROLL SERVICES	2,200	225.58	1,141.83	1,058.17	138.50	919.67
MAINT. MAIN-UTILITIES	40,000	4,092.47	25,720.35	14,279.65	3,634.22	10,645.43
OFFICE EQUIPMENT REPAIR	2,500		650.25	1,849.75	70.00	1,779.75
MAINT. MAIN-MAINT. & REPAIR	13,000		6,608.11	6,391.89		6,391.89
RENTAL-TORY CORNER	540		405.00	135.00		135.00
JANITORIAL SUPPLIES	2,900	119.07	2,474.07	425.93	222.85	203.08
MATERIALS & SUPPLIES:						
BOOKS	87,000	6,500.98	52,981.20	34,018.80	6,716.36	27,302.44
SUPPLIES-LIBRARY	16,500	475.44	10,068.80	6,431.20	586.21	5,844.99
PERIODICALS, SERIALS & NEWSPAPERS	12,000	197.60	1,186.28	10,813.72	115.70	10,698.02
AUDIO/VISUAL MATERIALS	2,000		310.62	1,689.38		1,689.38
MICROFILM & MICROFICHE	8,000	1,852.62	2,561.31	5,438.69		5,438.69
PHOTOCOPY	7,000	375.39	5,332.94	1,667.06	912.05	755.01
MISC. EXPENSES:						
INSURANCE-OTHER	15,000	1,273.40	10,195.08	4,804.92		4,804.92
TELEPHONE	6,100	378.94	3,111.17	2,988.83	379.02	2,609.81
POSTAGE	3,300	415.18	1,675.13	1,624.87	410.70	1,214.17
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	2,000		0.00	2,000.00		2,000.00
TELEPHONE & EQUIPMENT	9,000		0.00	9,000.00		9,000.00
AUTOMATION EQUIPMENT	500		0.00	500.00		500.00
OFFICE EQUIPMENT	2,100	215.10	886.55	1,213.45	1,460.75	(247.30)
MAINTENANCE EQUIPMENT	900		493.99	406.01		406.01
AUDIO VISUAL EQUIPMENT			0.00	0.00		0.00
LIGHTING			0.00	0.00		0.00
VIDEO RENTAL		204.75	1,118.80	(1,118.80)	104.55	(1,223.35)
TOTAL	\$957,690	\$73,577.21	\$648,576.66	\$309,113.34	\$17,900.62	\$291,212.72

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF SEPTEMBER, 1988

		NET		LESS:		BUDGET BALANCES AT 9/30/88
BALANCE 9/1/88	RECEIPTS	DISBURSEMENTS	BALANCE 9/30/88	ADD: DUE FROM TOWN OF W. ORANGE	ACCOUNTS PAYABLE 9/30/88	
\$120,190.55		\$73,577.21	\$46,613.34	\$262,500.00	(\$17,900.62)	\$291,212.72

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

\$9,487.78	\$688.65	\$10,176.43
------------	----------	-------------

TOTAL COPY MACHINES

FINES

RENTALS

PROJECTOR RENTAL

MICROFILMS

NON-RESIDENT FEE

MEETING ROOM

TELEPHONE

DONATIONS

INTEREST

MISCELLANEOUS

VIDEO TAPE RENTAL

\$9,487.78	\$688.65	\$10,176.43
\$14,747.66	\$1,336.73	\$16,084.39
1,338.84	183.70	1,522.54
90.00		90.00
186.95		186.95
104.00	20.00	124.00
600.00	75.00	675.00
103.44	9.26	112.70
200.00		200.00
4,623.16	394.79	5,017.95
0.00		0.00
2,637.61	307.00	2,944.61

TOTAL RECEIPTS AND FUNDS

TRANSFER TO BUDGET FUND

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

ACCOUNTS PAYABLE 12/31/87

TOTAL ALL FUNDS

\$34,119.44	\$3,015.13	\$37,134.57
(34,913.00)		(34,913.00)
1,663.75	215.59	1,879.34
1,086.43	82.00	1,168.43
360.00		360.00
0.00		0.00
0.00		0.00
0.00		0.00
\$122,507.17	\$3,312.72	\$125,819.89

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK \*734-0598-7

INVESTMENT A/C MIDLANTIC NATL BANK \*738-0372-8

MIDLANTIC NATL BANK - \*02-073-0000-177-0-FINES, ETC

MIDLANTIC NATL BANK - \*02-073-0001-161-0-UN. INS.

MIDLANTIC NATL BANK - \*02-073-0000-405-8-BOOK SALES

MIDLANTIC NATL BANK - \*735-1699-9 COMMUNITY RELATIONS

PETTY CASH

PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

LESS: ACCOUNTS PAYABLE 9/30/88

CASH FUNDS AVAILABLE AT 9/30/88

(\$43,23)
36,717.02
11,361.38
1,165.22
1,157.80
1,337.66
285.00
261.83
\$52,242.68
(17,900.62)
\$34,342.06

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH JULY, AUGUST, SEPTEMBER 1988PRESENTED FOR PAYMENT ON OCTOBER 26, 1988Checks are Dated  
September 30, 1988

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7/2/88	1829	Rutgers University	2. Books	\$ 20.00
7/18	1830	Dena Wilkes	2. Books	11.48
"	1831	Void		
7/29	1832	FC & U	2. Books	5.99
8/23	1833	Scott Drakker	10. Community Relations	75.00
"	1834	Rutgers University	15. Seminars/Workshops	40.00
9/4	1835	Lola Reed	15. Seminars/Workshops	24.95
9/9	1836	NJ/SLA	15. Seminars/Workshops	40.00
"	1837	Cheryl Kranitz	15. Seminars/Workshops	15.00
"	1838	Void		
				<u>\$ 232.42</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

*Lola N. Reed*  
*ago*

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, CPA*



## WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1988 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 26, 1988

Checks are Dated  
September 30, 1988

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3587	Midlantic National Bank	1. Salaries-W/H Tax	\$2,810.95
"	"	1. Salaries-Employee S.S.	1,622.97
"	"	27. Employer Soc. Sec.	<u>1,622.96</u> \$ 6,056.88
3588	State of NJ- GIT	1. Salaries-NJ W/H Tax	962.15
3589	W.O. Library Unemp. Sav. a/c	1. Salaries	101.57
3590	Twp. of W.O.-Hospitalization	26. Hospitalization	3,266.44
3591	PERS 20284	1. Salaries	2,784.60
3592	" - Supp. Annuity	1. Salaries - Supp. Annuity	247.16
3593	Int'l Union of Operating Eng.	1. Salaries - Union Dues	170.00
3594	Void		
3595	PERS 20284	1. Salaries	166.63
3596	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	510.00
3597	N.J. Employment Security Agency	28. Unemployment Ins.	\$ 882.39
"	N.J. Employment Security Agency	29. Transfer	<u>685.16</u> 1,567.55
	P/R 9/15/88 #7192-7224 (33)	1. Salaries-Net	15,406.14
	P/R 9/30/88 #7225-7255 (31)	1. Salaries-Net	<u>14,566.34</u>
	<u>Sub-Total</u>		\$ 45,805.46
	Add: Checks #3540-3586 Issued at September 28, 1988		<u>27,302.77</u>
			\$ 73,108.23
	Less: Void #3563	2. Books	\$ 65.00
	3568	29. Transfer	200.00
	3569	28. Lost Book	18.95
	3597	29. Transfer	<u>685.16</u> ( 969.11)
	Add: Decrease in Community Services		\$1,205.67
	Petty Cash Checks #1829-1838		
	Issued July, August, September 1988		<u>232.42</u> 1,438.09
	<u>Total Accounts Payable September 1988</u>		
	<u>Per Budget Report</u>		<u>\$ 73,577.21</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lela N. Reed*  
*PR*

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

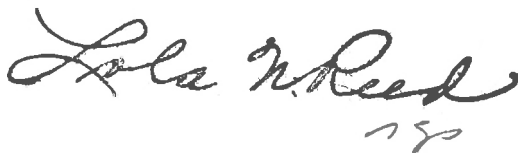
SEPTEMBER 1988 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 26, 1988

Checks are Dated  
October 26, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3598	Midlantic National Bank	1. Salaries-W/H Tax	\$2,984.78	
"	" " "	1. Salaries-Employee S.S.	1,747.18	
"	" " "	27. Employer's Soc.Sec.	1,747.18	\$ 6,479.14
3599	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		510.00
3600	ACEEE	19. Magazines-Newspapers		4.00
3601	Acme Rubber Stamp Works	4. Supplies		15.50
3602A	American Bindery-East	3. Binding	\$ 518.35	
B	" " "	3. "	( 5.95)	512.40
3603	American Foundation For the Blind	2. Books		39.95
3604A	A.M. Best Company	2. Books	\$ 395.63	
B	" " "	2. "	395.42	791.05
3605	Assoc. of Home Appliance Mfgs.	19. Newspapers-Magazines		3.00
3606A	A T & T	9. Telephone	\$ 155.54	
B	" " " "	9. "	3.65	159.19
3607	Automatic Data Processing	11. Service Contracts		138.50
3608	Baker & Taylor	2. Books		34.67
3609A	Baker & Taylor	28. Video Tapes	\$ 30.30	
3609B	" " "	28. " "	74.25	104.55
3610	Baker & Taylor	2. Books		45.75
3611A	Baker & Taylor	2. Books	\$ 23.59	
B	" " "	2. "	151.67	
C	" " "	2. "	212.84	
D	" " "	2. "	24.67	412.77
3612	Void			
3613A	Baker & Taylor			
B	" " "	2. Books	(\$ 11.05)	
C	" " "	2. "	( 10.15)	
D	" " "	2. "	678.29	
E	" " "	2. "	( 9.85)	
F	" " "	2. "	( 40.43)	
G	" " "	2. "	974.75	
H	" " "	2. "	180.98	
I	" " "	2. "	( 21.50)	
J	" " "	2. "	697.82	
K	" " "	2. "	( 16.44)	
L	" " "	2. "	( 10.48)	
M	" " "	2. "	358.99	
N	" " "	2. "	( 11.95)	
O	" " "	2. "	645.03	
P	" " "	2. "	44.20	
Q	" " "	2. "	517.61	
		2. "	423.56	4,389.38
3614	Brodart Co.	4. Supplies		305.24
3615	Business Journal of N.J.	19. Magazines-Newspapers		22.00
3616	Control Building Services, Inc.	11. Service Contracts		85.00
3617	The Copier Store	28. Equipment-Repair		70.00
3618	William F. Cuzzo, Jr.	24. Legal Services		276.00
3619A	EBSCO Subscription Services	19. Magazines-Newspapers	(\$ 5.00)	
B	" " "	19. " "	2.45	
C	" " "	19. " "	2.45	
D	" " "	19. " "	4.50	4.40
3620	Elevator Maintenance Corp.	11. Service Contracts		146.76
3621	Gale Research Company	2. Books		88.35
3622	Gerald Hamon, Inc.	2. Books		57.39
3623	Harrup Press Printers	4. Supplies		162.00
3624A	Information Products	11. Service Contract	\$ 159.00	
B	" " "	17. Equipment-Office	1,460.75	1,619.75
3625	Kotler Typewriter Co.	11. Service Contract		420.00
3626	League of Women Voters of W.O.	2. Books		40.00
3627	League of Women Voters of N.J.	2. Books		25.00
3628	Manheim, Kosson & Novick	23. Management Services		1,400.00
3629	Marquis Who's Who, Inc.	2. Books		277.00
3630	N.J. American Water Co.	8. Utilities		150.44
3631	N.J. General Treasury	19. Newspapers-Magazines		5.00
3623A	Nynex Paging Co.	11. Service Contract	\$ 8.00	
B	" " "	11. " "	8.00	16.00

WEST ORANGE FREE PUBLIC LIBRARYSEPTEMBER 1988 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 26, 1988Checks are Dated  
October 26, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3633	Petty Cash-Safe	2. Books	\$ 15.00	
	" " "	4. Supplies	38.46	
	" " "	10. Community Relations	2.50	
	" " "	12. Transportation	57.80	
	" " "	13. Postage	10.70	
	" " "	15. Workshops-Seminars	20.00	\$ 144.46
3634	Postmaster	13. Postage		400.00
3635A	PSE & G	8. Utilities	\$3,445.67	
B	" " "	8. "	38.11	3,483.78
3636	Rossi & Co., Inc.	18. Janitorial Supplies		155.34
3637	R.R. Bowker	2. Books		265.28
3638	Sorbus	4. Service Contracts		33.25
3639	Stryker Post Publications	2. Books		171.67
3640	Upstart	4. Supplies		65.01
3441A	Valentine Hardware	18. Janitorial Supplies	\$ 11.98	
B	" " "	18. " "	1.79	
C	" " "	18. " "	5.87	
D	" " "	18. " "	17.73	
E	" " "	18. " "	12.63	
F	" " "	18. " "	3.98	
G	" " "	18. " "	9.39	
H	" " "	18. " "	4.14	67.51
3642	Worrall Publications	19. Magazines-Newspapers		26.00
3643A	Xerox Publications	25. Photocopy	\$ 153.33	
B	" " "	25. " "	153.33	
C	" " "	25. " "	230.00	536.66
3644A	Xerox Corporation	25. Photocopy	\$ 125.13	
B	" " "	25. " "	125.13	
C	" " "	25. " "	125.13	375.39
3645	Young's News Service	19. Magazines-Newspapers		51.30
3646	Zoetrope	2. Books		63.10
3647A	New Jersey Bell	9. Telephone	\$ 193.80	
B	" " "	9. " "	26.03	219.83
3648	A. Aborn Exterminating Co.	11. Service Contracts		21.00
<u>Sub-Total</u>				\$ 24,889.76
(Less): Check #3598		1. Salaries	\$4,731.96	
"		27. Employer Soc. Sec.	1,747.18	
3599		1. Salaries	510.00	( 6,989.14)

Total Accounts Payable September 1988  
Per Budget Report\$ 17,900.62PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:


Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

## AGENDA

### WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING -

NOVEMBER 21, 1988

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

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF NOVEMBER 21, 1988

The meeting was called to order at 8:00 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Gayle Levy, Irving Soloway, Anita Strauss, and John Willies. Also present were Stewart Manheim, Board Accountant; William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Township Clerk.

The order of the Agenda was changed for discussion of the telephones and the Planning Committee report.

Charles DiPietro, Telephone Consultant, gave a progress report concerning the telephones. The proposal and due dates were discussed. It was decided that a 20% bond would be requested. The proposals will be prepared for pick-up on December 1 with a bidder's meeting set for 2:00 P. M. on December 15. The bids will be opened at the Board meeting of January 25, 1989. Mr. DiPietro said it would take him approximately a week to review the bids.

Stewart Manheim, stated for the record, that the idea for the Planning Committee was initiated by Mr. Gladstone in 1986 when he invited Robert Drescher and his staff to a Board meeting to discuss the concept and after, the Board approved the creation of the Planning Committee. Robert Drescher, Head of the Library Development Bureau, and Tina Keresztury, Library Consultant were present at this Board meeting to witness the approval of the final Planning Committee Report. Mrs. Degnan briefly outlined the contents of the report and reminded the Board that Anita Strauss was the moving spirit behind the work of the Committee. Mrs. Strauss noted that each Board member had received a copy of the suggested timetable for the objectives based on the results of the planning process, along with a memo concerning building maintenance and furnishings. She pointed out that some of the items listed are ongoing. Short and long copies of the report will be distributed to the Mayor, Township Council, Board of Education, Principals as well as members of the Planning Committee.

Mr. Willies made a motion to accept and approve the Planning Committee's report "A Plan for Action" 1989-1993 as submitted. The Planning Committee will become a permanent Committee to include members of the Board and other people on the committee. The motion was seconded by Mr. Kupferer and the motion was carried unanimously.

Mr. Gladstone suggested that letters acknowledging the cooperation of Mr. Drescher and his staff be sent along with the Planning Report to Governor Kean and the respective division heads in Mr. Drescher's department.

Mr. Gladstone said that implementation of the plan should not be put entirely on the shoulders of the Director. The Board needs the committee's expertise and it must not be placed on a shelf. The real meaning of the report will be how it is implemented and followed up.

Mrs. Strauss acknowledged the contributions of the members of the Planning Committee and the tremendous amount of work that went into it. She recommended that a letter of thanks be sent to committee members from Mr. Gladstone; and certainly the entire process could not have been completed without the assistance of Robert Drescher, Tina Keresztury, and Keith Fiels. It was suggested that further consideration be given to passing a resolution or awarding a certificate to the committee participants.

Mr. Drescher thanked the Board for their praise and commended the Trustees for their long-range planning. He suggested that the the candidates for the Director's position be given a copy of the report explaining the Board's expectations.

Mr. Drescher said that it was a plan for action and that the Board and Mrs. Strauss should be commended for getting involved with it. There is a strong possibility that an additional state aid package will be passed through the legislature with one of the requirements being a long-range plan.

Mr. Gladstone thanked Mr. Drescher and Mrs. Keresztury for coming to the Board meeting and for all of their efforts in assisting the Planning Committee.

#### MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of October 26, 1988 as presented. Mr. Soloway seconded the motion and it was passed unanimously.

#### TREASURER'S REPORT:

##### 1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills Presented for Payment for the month of October, 1988 as presented. Mrs. Degnan seconded the motion and it was carried unanimously.

## 2) Financial Statement:

Mrs. Degnan made a motion that the library purchase a new fax machine, an Infotrac II, a display and storage cabinet for video cassettes, and special reference books. Mrs. Strauss seconded the motion and it was passed unanimously.

It was agreed that the additional Planning Committee reports be printed outside of the library by one of the speedy printing places.

Mrs. Reed will supply a price list for typing chairs and typing tables that have been requested by staff.

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

## STAFF/COMMUNITY PARTICIPATION:

Ms. Dorothy Suyker complained that the library had closed early on the Sunday of the jazz concert and that proper notification had not been given to patrons. Mr. Cuozzi said that the jazz concerts are helping the library build up its reputation in that area. Other libraries close at earlier times. It was suggested that this problem be discussed early next year (March) after the final concerts have been held. The Board needs to think about the closing notice to inform patrons.

## DIRECTOR'S REPORT:

Mrs. Reed expressed her pleasure at being honored at her library retirement party on November 15, and the Black Librarians' affair at Essex County College.

The repair to the heating system has been completed with the installation of a shaft.

The new refrigerator has been delivered.

## COMMITTEE REPORTS:

### 1) Search Committee:

Mr. Kupferer reported that the committee had reviewed all of the candidates' applications. Each Trustee on the committee had an opportunity to look over each application separately. Five candidates have been selected to be interviewed with several on hold in addition to that number. Appointments will be set up for Tuesday, Wednesday and Thursday evenings. Letters will be sent out to the candidates as well as to all of the other applicants. Recommendations will be made to the Board after the final interviews.

## 2) Meeting Room Committee:

Mr. Soloway said that he had met with Mrs. Levy about the meeting room fees. The committee recommended that a fee of \$50.00 be charged for the use of the room. After 10:30 P. M. a charge of \$25.00 will be made. Meetings held by all organizations connected with the municipality will be allowed to use the room without payment. All other organizations will be charged for the room. A short discussion was held concerning these organizations.

Mr. Willies made a motion that the Board approve the Rules and Regulations as submitted and the fees for the meeting room as suggested by the committee. The use of the meeting room will be allowed, free of charge, for any group that is a part of the municipality of the Township of West Orange and/or associated with it. All other groups will have to pay a fee. The motion was seconded by Mr. Kupferer and passed unanimously and will be effective on 1/1/89.

Mrs. Reed will prepare a letter for the groups that are not included telling them of the new regulations and fees to be effective in January. If there are any questions, the group may call the Director.

## OLD BUSINESS:

Mr. Willies and Mr. Manheim attended the budget hearing that was held with the Mayor and the Business Administrator concerning the submission of the 1989 budget. Mr. Willies explained about what funds would be available for 1989 from library funds. He said that there had been discussion of a \$35,000 expenditure to replace the roof on the library. This should be included in the Public Works Department's budget as it is a capital expenditure.

Mrs. Degnan made a motion to include the West Orange Public Library on the rolls of the Essex Literacy Consortium, and be placed in their directory. Mr. Kupferer seconded the motion and it was carried unanimously.

## NEW BUSINESS:

Due to the efforts of Debby Pinkus, the library has been awarded a MacArthur Foundation grant. The library will receive a set of videos of 10 series which appeared on Channel 13, costing \$3,000. The cassettes will be circulated free to schools, organizations or groups in West Orange. Related publicity releases will be submitted to newspapers when the videos arrive. Mrs. Reed will ask Mrs. Pinkus to be in charge of these videos and to decide upon the procedures accordingly.

Mr. Gladstone commended Mrs. Pinkus for a job well done. A letter will be sent thanking her for her efforts.



## COMMUNICATIONS:

Mr. Gladstone said that he had been in touch with Leonard Lepore about the lighting. He asked Mrs. Reed to contact Mr. Lepore to find out the status of lighting at this time.


A letter to Mrs. Reed from Hirsch Silverman was received on November 18 expressing his appreciation for her many years of service to the community and best wishes for her retirement.

Mr. Kupferer read a letter to Mr. Richard Cramer, consultant to the Township of West Orange in regard to a new Master Plan. The letter detailed several areas of concern to the library which had not been included in the plan.

The meeting was adjourned at 9:50 P. M. by a motion made by Mrs. Degnan, seconded by Mr. Willies and passed unanimously by the Board.

Respectfully submitted,

  
Sandra G. Sessing  
Secretary

  
Albert F. Kupferer, Secretary  
Library Board of Trustees

## DIRECTOR'S MONTHLY REPORT

November 21, 1988


So much has happened during this short month I feel dazed or it is all unreal.

My release from the hospital coincided with the first big event of the month on November 1st when the Black Librarians of New Jersey honored three - Howell, Jones and Reed - retiring librarians with celebrations taking place at Essex County College. The event was a huge success. Many awards were presented to the honorees.

Clarke Engineers installed the shaft to repair the blowers which have been inoperable for some time. Al is finally winding up the painting job inside the library which was started about a month ago.

The calendar was filled with many of the usual events which included two financial seminars conducted by David Frank, a former pre-school student of mine. The Eddie Hazell Trio held a jazz concert at the library on Sunday, November 6th, a bus trip was made to see the show "Shenandoah", and the **b-i-g** event was the retirement party given for me on April 15th sponsored by the Board of Trustees and employees of the West Orange Public Library. An overflow crowd of well wishers attended the gala affair. The dinner and reception were elegant and superb in every sense of the word. This represents one of the highest highlights of my life, and was very gratifying - thanks to all.

Recently, the Book Discussion Group met at the library at 1:30 P. M. Lillian Moress was discussion leader. On the 14th Eleanor Loucks conducted a cooking demonstration on soup, salad and desserts. Samples were given. A video and dessert session will be held on November 21st. Viewers are invited to bring a sandwich.

  
Lola N. Reed, Director

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF OCTOBER, 1988  
LIBRARY BOARD MEETING OF NOVEMBER 21, 1988

	ADOPTED BUDGET 1988	PAID MONTH OF OCTOBER 1988	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/88	UNEXPENDED BUDGET BALANCE ON 10/31/88	BILLS/ ACCOUNTS PAYABLE AT 10/31/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 10/31/88
SALARIES & WAGES	\$545,000	\$44,694.78	\$441,164.21	\$103,835.79		\$103,835.79
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	38,000	3,266.44	31,040.11	6,959.89		6,959.89
SOCIAL SECURITY	42,000	3,440.10	33,704.42	8,295.58		8,295.58
PUBLIC EMPLOY. RETIREMENT SYS.	37,000		28,264.00	8,736.00		8,736.00
UNEMPLOYMENT INS.	6,500		4,566.60	1,933.40		1,933.40
WORKERS COMPENSATION INS	5,500		5,003.00	497.00		497.00
SUNDAY OPENINGS	15,700	1,112.12	7,613.87	8,086.13		8,086.13
CONTRACTUAL SERVICES:						
BINDING	1,000	512.40	512.40	487.60		487.60
SEMINARS & WORKSHOPS	1,000	20.00	860.93	139.07		139.07
COMMUNITY SERVICES	1,500	2.50	526.48	973.52	3,469.90	(2,496.36)
TRANSPORTATION	500	57.80	214.05	285.95	36.60	249.35
AUDIT	1,650		1,650.00	0.00		0.00
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	12,600.00	4,200.00	2,766.00	1,432.00
LEGAL SERVICES	6,000	276.00	3,504.00	2,496.00	1,211.00	1,285.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	881.01	6,094.26	905.74	605.77	299.97
PAYROLL SERVICES	2,200	456.36	1,598.19	601.81	107.86	493.93
MAINT. MAIN-UTILITIES	40,000	3,634.22	29,354.57	10,645.43	2,865.70	7,779.73
OFFICE EQUIPMENT REPAIR	2,500	70.00	720.25	1,779.75	160.00	1,619.75
MAINT. MAIN-MAINT. & REPAIR	13,000		6,608.11	6,391.89	2,076.71	4,315.18
RENTAL-TORY CORNER	540		405.00	135.00	135.00	0.00
JANITORIAL SUPPLIES	2,900	222.85	2,696.92	203.08	366.45	(183.37)
MATERIALS & SUPPLIES:						
BOOKS	87,000	6,695.69	59,676.89	27,323.11	7,501.46	19,821.65
SUPPLIES-LIBRARY	16,500	626.14	10,694.94	5,805.06	1,636.23	4,168.83
PERIODICALS, SERIALS & NEWSPAPERS	12,000	115.70	1,301.98	10,698.02	51.30	10,646.72
AUDIO/VISUAL MATERIALS	2,000		310.62	1,689.38	65.62	1,623.76
MICROFILM & MICROFICHE	8,000		2,561.31	5,438.69		5,438.69
PHOTOCOPY	7,000	912.05	6,244.99	755.01	375.39	379.62
MISC. EXPENSES:						
INSURANCE-OTHER	15,000		10,195.08	4,804.92		4,804.92
TELEPHONE	6,100	379.02	3,490.19	2,609.81		2,609.81
POSTAGE	3,300	410.70	2,085.83	1,214.17	1.57	1,212.60
ADMINISTRATIVE EXPENSE			0.00	0.00		0.00
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	2,000		0.00	2,000.00	1,339.50	660.50
TELEPHONE & EQUIPMENT	9,000		0.00	9,000.00		9,000.00
AUTOMATION EQUIPMENT	500	617.90	617.90	(117.90)		(117.90)
OFFICE EQUIPMENT	2,100	842.65	1,729.40	370.60		370.60
MAINTENANCE EQUIPMENT	900		493.99	406.01		406.01
AUDIO VISUAL EQUIPMENT			0.00	0.00		0.00
LIGHTING			0.00	0.00		0.00
VIDEO RENTAL		104.55	1,223.35	(1,223.35)	120.01	(1,343.36)
TOTAL	\$957,690	\$70,751.18	\$719,327.84	\$238,362.16	\$24,914.09	\$213,448.07

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF OCTOBER, 1988

	BALANCE 10/1/88	RECEIPTS	TRANSFER PER RESOLUTION	NET DISBURSEMENTS	BALANCE 10/31/88	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 10/31/88	BUDGET BALANCES AT 10/31/88
BUDGET FUND	\$46,613.34	\$262,500.00		\$70,751.18	\$238,362.16	\$0.00	(\$24,914.09)	\$213,448.07

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$10,176.43 \$1,152.25 (\$8,329.29) \$2,999.39

TOTAL COPY MACHINES

FINES	\$10,176.43	\$1,152.25	(\$8,329.29)	\$2,999.39
RENTALS	\$16,084.39	\$1,897.31	(\$17,981.70)	\$0.00
PROJECTOR RENTAL	1,522.54	202.75	(1,725.29)	\$0.00
MICROFILMS	90.00		(90.00)	\$0.00
NON-RESIDENT FEE	186.95		(186.95)	\$0.00
MEETING ROOM	124.00		(124.00)	\$0.00
TELEPHONE	675.00	100.00		\$775.00
DONATIONS	112.70	7.32	(120.02)	\$0.00
INTEREST	200.00		(200.00)	\$0.00
MISCELLANEOUS	5,017.95	1,137.80	(6,155.75)	\$0.00
VIDEO TAPE RENTAL	0.00			\$0.00
	2,944.61	427.00		\$3,371.61

TOTAL RECEIPTS AND FUNDS	\$37,134.57	\$4,924.43	(\$34,913.00)	\$7,146.00
TRANSFER TO BUDGET FUND	(34,913.00)		\$34,913.00	\$0.00
LOST BOOK FUND	1,879.34	276.96		\$2,156.30
BOOK SALES & EXCESS PROPERTY FUND	1,168.43	123.25		\$1,291.68
PETTY CASH & CHANGE FUND	360.00			\$360.00
N.J. STATE AID FUND	0.00	49,388.00		\$49,388.00
ACCUMULATED REVENUE FUND	0.00			\$0.00
ACCOUNTS PAYABLE 12/31/87	0.00			\$0.00

TOTAL ALL FUNDS	\$52,242.68	\$317,212.64	\$0.00	\$70,751.18	\$298,704.14
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK *734-0598-7	\$2,037.97
INVESTMENT A/C MIDLANTIC NATL BANK *738-0372-8	276,807.75
MIDLANTIC NATL BANK - *02-073-0000-177-0-FINES, ETC	15,626.84
MIDLANTIC NATL BANK - *02-073-0001-161-0-UN. INS.	1,174.82
MIDLANTIC NATL BANK - *02-073-0000-405-8-BOOK SALES	1,172.27
MIDLANTIC NATL BANK - *735-1699-9 COMMUNITY RELATIONS	1,337.66
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	261.83

LESS: ACCOUNTS PAYABLE 10/31/88

\$298,704.14  
(24,914.09)

CASH FUNDS AVAILABLE AT 10/31/88

\$273,790.05

OCTOBER 1988 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 21, 1988

Checks are Dated  
October 31, 1988

<u>Voucher</u> <u>Number</u>	<u>Payee</u>	<u>Budget Allocation</u>	<u>Amount</u>
3649	Automatic Data Processing	11. Service Contract-Payroll	\$ 317.86
3650	Drawing Board	4. Supplies	39.93
3651	ESCO	11. Service Contracts	21.00
3652	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,909.40
"	" " "	1. Salaries-Employee SS	1,692.90
"	" " "	27. Employer Soc. Sec.	<u>1,692.92</u>
3653	State of N.J.-GIT	1. Salaries-NJ W/H Tax	967.60
3654	W.O. Library Unemp. Sav. a/c	1. Salaries	86.23
3655	Twp. of W.O.-Hospitalization	26. Hospitalization	3,266.44
3656	PERS 20284	1. Salaries	2,682.99
3657	" " -Supp. Annuity	1. Salaries-Supp. Annuity	176.28
3658	Int'l Union of Operating Eng.	1. Salaries-Union Dues	170.00
3659	PERS 20284	1. Salaries	160.44
3660	WO Municipal Emp. FCU	1. Salaries-Emp. Savings	525.00
	P/R 10/15/88#7256-7294 (38)	1. Salaries-Net	15,888.47
	P/R 10/30/88 #7295-7329 (35)	1. Salaries-Net	<u>15,305.63</u>
<u>Sub-Total</u>			\$ 45,903.09
Add: Checks #3598-3648 Issued at October 26, 1988			<u>24,889.76</u>
			\$ 70,792.85
Less: Void #3648		11. Service Contracts	\$ 21.00
Deposit 10/26		2. Books	<u>20.67</u> ( <u>41.67</u> )
<u>Total Accounts Payable October 1988</u>			
<u>Per Budget Report</u>			<u>\$ 70,751.18</u>

PAYMENT RECOMMENDED BY:

*Lela L Reed*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By:

*Stewart Manheim, CPA*

OCTOBER 1988 BILL PRESENTED FOR PAYMENT ON  
NOVEMBER 21, 1988

Checks are Dated  
November 21, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3661	Midlantic National Bank	1. Salaries-W/H Tax	\$2,918.22	
"	"	1. Salaries-Employee SS	1,710.67	
"	"	27. Employers' Soc.Sec.	1,710.67	\$ 6,339.56
3662	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		525.00
3663	Lola Reed	1. Salaries-Net		795.54
3664	Acme Kelly & Salles Electrical Supply	6. Maintenance-Main		372.28
3665	Acme Rubber Stamp Works	4. Supplies		15.75
3666	All State Plumbing Supply, Inc.	18. Janitorial Supplies		16.00
3667	American Paper Towel Co.	18. Janitorial Supplies		217.15
3668	Automatic Data Processing	11. Service Contracts-P/R		107.88
3669A	Baker & Taylor	2. Books	\$ 101.73	
B	"	2. "	65.82	
C	"	2. "	450.00	617.55
3670	Baker & Taylor	2. Books		19.58
3671A	Baker & Taylor	20. Video Tapes	\$ 30.35	
B	"	21. A/V Materials-Software	12.70	
C	"	20. Video Tapes	34.63	
D	"	21. A/V Materials-Software	8.52	
E	"	20. Video Tapes	35.07	
F	"	20. " "	19.96	141.23
3672A	Baker & Taylor	2. Books	(\$ 14.95)	
B	"	2. "	( 28.41)	
C	"	2. "	582.19	
D	"	2. "	702.36	
E	"	2. "	( 8.96)	
F	"	2. "	193.85	
G	"	2. "	( 12.56)	
H	"	2. "	20.90	
I	"	2. "	114.17	
J	"	2. "	532.92	
K	"	2. "	( 4.43)	
L	"	2. "	( 10.75)	
M	"	2. "	507.48	
N	"	2. "	326.41	
O	"	2. "	835.01	3,735.23
3673A	Brodart Co.	4. Supplies	\$ 23.49	
B	"	4. "	121.02	
C	"	4. "	6.80	
D	"	4. "	47.19	198.50
3674A	Cahners Publishing	10. Community Relations	\$ 254.20	
B	"	10. " "	133.40	387.60
3675	Center for the Study of Responsive Law	2. Books		8.00
3676	Central Distributors Co., Inc.	4. Supplies		227.52
3677	Clarke Air Conditioner Service Corp.	6. Maintenance-Main		528.00
3678	William F. Cuozzi, Jr.	24. Legal Service		1,211.00
3679A	C.W. Associates	2. Books	\$ 16.00	
B	"	2. "	40.00	56.00
3680	Demco	4. Supplies		256.89
3681A	Eastern of New Jersey, Inc.	6. Maintenance-Main	\$ 302.15	
B	"	6. " "	254.00	556.15
3682A	Elevator Maintenance Corp.	4. Service Contracts	\$ 146.76	
B	"	4. " "	146.76	293.52
3683	ESCO	11. Service Contracts		21.00
3684	Gaylord Bros.	17. Equipment-Furn. & Fix.		263.18
3685A	The Highsmith Co.	4. Supplies	\$ 91.15	
B	"	4. "	7.57	98.72
3686	The H. W. Wilson Co.	2. Books		1,585.00
3687	International Press Assoc., Inc.	10. Community Relations		592.30
3688	J. Rossi & Co.	6. Maintenance-Main		620.28
3689	Karl's Sales & Service	17. Equipment-Furn. & Fix.		527.00
3690A	Kotler Typewriter Co.	28. Equipment Repair	\$ 80.00	
B	"	28. " "	80.00	
C	"	11. Service Contracts	250.00	410.00
3691A	Manheim, Kosson & Novick	23. Management Service	\$1,400.00	
B	"	23. " "	1,368.00	2,768.00
3692	National Register Publishing Co.	2. Books		436.35
3693A	New Jersey Office Supply	4. Supplies	(\$ 21.60)	
B	"	4. "	316.95	
C	"	4. "	9.56	
D	"	21. A/V Materials	44.40	349.31

WEST ORANGE FREE PUBLIC LIBRARY  
OCTOBER 1988 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 21, 1988

Checks are Dated  
November 21, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3694	New York Times	10. Community Relations	\$ 2,490.00
3695	Nynex Paging Co.	11. Service Contracts	8.00
3696	Petty Cash-W.O. Library	29. Transfer	200.00
3697	Petty Cash-Safe	4. Supplies	\$ 78.53
	" " "	12. Transportation	36.60
	" " "	13. Postage	1.57
	" " "	28. Lost Book	3.10
3698	Pitney Bowes	4. Supplies	27.50
3699	Dewitt G. Prathner	2. Books	40.00
3700	Prescription Center	4. Supplies	26.96
3701A	PSE & G	8. Utilities	\$2,827.59
B	" " "	8. "	38.11
3702	Royal Industrial Supply Co.	18. Janitorial Supplies	102.92
3703	R.R. Bowker	2. Books	972.00
3704	Sorbus	11. Service Contracts	33.25
3705	University Products, Inc.	4. Supplies	400.95
3706	Valente Hardware	18. Janitorial Supplies	50.38
3707	Valentine's, Inc.	17. Equipment-Furn. & Fix.	549.32
3708	West Orange Community House	7. Maintenance-Tory	135.00
3709	West Publishing Co.	2. Books	31.75
3710A	Xerox Corporation	25. Photocopy	\$ 125.13
B	" "	25. "	125.13
C	" "	25. "	125.13
3711	Young's News Service	19. Magazines-Newspapers	51.30
<u>Sub-Total</u>			\$ 32,777.29
(Less): Check #3661		1. Salaries	\$4,628.89
	"	27. Employers' Soc.Sec.	1,710.67
	3662	1. Salaries	525.00
	3663	1. Salaries	795.54
	3696	29. Transfers	200.00
	3697	28. Lost Book	3.10
			( 7,863.20)
<u>Total Accounts Payable October 1988</u>			
<u>Per Budget Report</u>			<u>\$ 24,914.09</u>

PAYMENT RECOMMENDED BY:

*John L. Reed*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
MEETING OF DECEMBER 19, 1988

- 1) Roll Call
- 2) Open Public Meetings Act
- 3) Minutes
- 4) Treasurer's Report
  - a) Bills Presented for Payment
  - b) Financial Statement
- 5) Staff/Community Participation
- 6) Director's Report
- 7) Committee Reports
- 8) Old Business
- 9) New Business
  - a) Appoint Nominating Committee
  - b) Set Meeting Dates for 1989
  - c) Letter requesting audit for 1988
- 10) Communications
- 11) New Friends of the West Orange Public Library
- 12) Adjournment



LIBRARY DIRECTOR'S  
MONTHLY REPORT

December 19, 1988

This being my last monthly report I would like to have something spectacular to present to you of happenings at the library, but it so happens that nothing much, out of the usual, occurred during the short period between meetings of the last two months. Therefore, the usual dull business of staff shortages due to such things as illnesses, jury duty, time off for holidays, personal days, doctors appointments, and even vacation days are having to be dealt with on an on-going basis.

The following are some events taking place this month:

NOVEMBER 20 - Director attended her last Essex County Library Director's meeting at Cedar Grove Public Library. Recognition and many good wishes for a lovely retirement were given to her. Also, a \$50.00 gift certificate was received from the group.

DECEMBER 5 - Patrick Stanton, our new Junior Library Assistant, started work in our Adult Department. Comments overheard about him: "He is so young," "He seems to be catching on very quickly," "He doesn't talk much," "I believe he is going to work out OK," "We certainly need this "young blood" added to our aging staff." My observation: "He is fast and many times runs from one duty to another." He is liked by those who have worked with him, so far.

DECEMBER 6 - Telephone lines for the Fax machine were installed.


DECEMBER 9 - Fax machine received. In constant use by the Reference Dept. and Shirley.

DECEMBER 11 - LNR was honored in a Christmas Recital as a "role model" and dedicated by the Maud Carroll Music Group. Attending were over 150 well wishers.

DECEMBER 15 - Delta Insurance representative, Vicki Hanauer visited with the staff and discussed a dental plan with them.

DECEMBER 20 - A bus trip is planned to visit Radio City Music Hall - already sold out before the announcement was posted.

This is my final "goodbye" beginning January 6. May God bless and keep each and everyone of you.

  
Lola N. Reed, Director

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF DECEMBER 19, 1988

The meeting was called to order at 8:10 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Gayle Levy, Anita Strauss, and John Willies. Also present were Board Accountant, Stewart Manheim, Board Attorney, William Cuozzi, and Lola Reed Library Director. Irving Soloway was absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1988 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of November 21, 1988 as presented. Mrs. Degnan seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of November, 1988 as presented. Mr. Willies seconded the motion and it was passed unanimously.

2) Financial Statement:

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

DIRECTOR'S REPORT:

As this was Mrs. Reed's last report before her retirement, she expressed her thanks to the Trustees for their assistance over the years, and wished everyone the best of health in the future.

## COMMITTEE REPORTS:

### 1) Search Committee:

Mr. Kupferer thanked the committee members for their faithfulness and cooperation, and noted that everyone worked together very well. The Search Committee recommended that an Executive session of the Board be held sometime in January involving the entire Board and the staff members appointed to the committee. Resumes of the final candidates would be distributed to all Board members and appointed staff members for their review.

It was decided that the final candidates would be asked to appear at the Executive session at 6:00 P. M., 7:00 P. M., and 8:00 P. M. on Wednesday, January 18, 1989. This would be a supper meeting.

Mr. Gladstone thanked the Search Committee for their promptness in handling such an important function.

### 2) Planning Committee:

Mrs. Strauss said that copies of the final report would be forthcoming. After a short discussion, it was agreed that the report would be finalized after the appointment of the next director.

Mr. Gladstone asked Mrs. Strauss to work with Mrs. Reed in drafting a letter of commendation for Robert Drescher and Tina Keresztury. The final Committee report would be sent at a later date. Mr. Gladstone thanked Mrs. Reed for all of the letters she has drafted on behalf of the Board and said that her fine letters were greatly appreciated.

### 3) Building and Grounds:

Mrs. Reed said that Leonard Lepore was quite certain that the bids for the lighting would be going out within the next few weeks.

## OLD BUSINESS:

Mr. Willies made a motion authorizing Mr. Manheim to work together with Mrs. Reed and Mrs. Itkin to obtain needed office equipment within the limitations of the 1988 budget.

Mr. Gladstone noted that he had come upon a past reference to physical examinations for new employees. Mr. Cuozzi pointed out that in order to be effective extensive and expensive tests would have to be conducted in order to detect problems, and that the library environment did not merit that. It was decided that physical examinations would be eliminated as a requirement of newly hired employees.

Mr. Willies reported that Shirley Itkin was working together with telephone consultant, Charles Di Pietro, and that assistance has been obtained from Mr. Flynn, Township Purchasing Agent in the publication of the proposal for bids.

#### NEW BUSINESS:

Mr. Kupferer read a letter from the West Orange Chapter of Hadassah asking for a change in rental fees for the meeting room. After a short discussion, it was agreed that the Board's decision as to the rates charged for the meeting room would remain as defined in the motion approved at the 11/21/88 Board meeting. Mrs. Reed will draft a letter stating the Board's decision.

Mr. Gladstone appointed Mrs. Strauss and Mr. Soloway to the Nominating Committee to prepare a slate of officers for 1989, which will be presented at the January meeting.

Board of Trustees meetings will be held on the following dates in 1989:

January	25	April	26	July	26	October	25
February	22	May	24	August	23	November	27
March	22	June	28	September	27	December	20

Mr. Gladstone asked Mrs. Reed to draft a letter to the auditors requesting an audit for 1988.

Mr. Gladstone recommended, that the Board consider sometime next year, an analysis of the circulation figures. Statistics have been presented each month, but have not been discussed.

In answer to Mr. Gladstone's question concerning the library's problem, if any, with latch key children, Mrs. Reed said that the West Orange Library has been lucky in that it has not had as many problems as other libraries in surrounding areas. There have been a few occasions where children have caused a problem. The Children's Librarian has attended a latch key workshop.

#### COMMUNICATIONS:

The following correspondence was received or sent during the past month:

- 1) Holiday greetings from Manheim, Kosson & Novick.
- 2) A note card of best wishes for Mrs. Reed's retirement and a donation of a book to the library in honor of her years as Library Director from the Hanauer family of West Orange.

- 3) A letter to Deborah Pinkus from Mr. Gladstone commending her for her efforts in obtaining the video cassette grant from the MacArthur Foundation.
- 4) A letter to Mr. McCann, Township Engineer & Director of Public Works from Mr. Gladstone, thanking the Township for paving the upper parking lot.

Mr. Gladstone suggested that a letter be drafted to the Township informing them that since the paving has been completed, a depression has formed at the bottom of the lot resulting in an icy area.

Mr. Gladstone asked the Trustees if they had received a copy of "The Chalkboard", a publication of the Board of Education. He recommended that a letter be sent to the Superintendent of Schools asking if the library could be included in future editions as a public relations vehicle to promote library programs. Mr. Kupferer suggested that the letter should wait until the next director is appointed. In the meantime, the publication will be kept in the file.

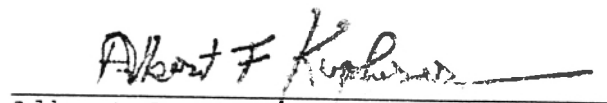
#### NEW FRIENDS OF THE WEST ORANGE PUBLIC LIBRARY:

Dorothy Suyker pointed out that the final report of the Planning Committee calls for the Library to have its own bulletin. The Friends wish a happy holiday to everyone.

The meeting was adjourned at 9:16 P. M.

Respectfully submitted,

  
Sandra G. Sessing  
Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF NOVEMBER, 1988  
LIBRARY BOARD MEETING OF DECEMBER 19, 1988

	ADOPTED BUDGET 1988	PAID MONTH OF NOVEMBER 1988	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/88	UNEXPENDED BUDGET BALANCE ON 11/30/88	BILLS/ ACCOUNTS PAYABLE AT 11/30/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 11/30/88
SALARIES & WAGES	\$545,000	\$44,306.26	\$465,470.47	\$59,529.53		\$59,529.53
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	38,000	3,266.44	34,306.55	3,693.45	297.60	3,395.85
SOCIAL SECURITY	42,000	3,400.52	37,104.94	4,895.06		4,895.06
PUBLIC EMPLOY. RETIREMENT SYS.	37,000		28,264.00	8,736.00		8,736.00
UNEMPLOYMENT INS.	6,500		4,566.60	1,933.40		1,933.40
WORKERS COMPENSATION INS	5,500		5,003.00	497.00		497.00
SUNDAY OPENINGS	15,700	973.65	8,587.52	7,112.48		7,112.48
CONTRACTUAL SERVICES:						
BINDING	1,000		512.40	487.60		487.60
SEMINARS & WORKSHOPS	1,000		860.93	139.07		139.07
COMMUNITY SERVICES	1,500		526.48	973.52	15.00	958.52
TRANSPORTATION	500	36.60	250.65	249.35	13.00	236.35
AUDIT	1,650		1,650.00	0.00		0.00
MGMT. & PROFESSIONAL SVCS.	16,800	2,768.00	15,368.00	1,432.00	1,400.00	32.00
LEGAL SERVICES	6,000	1,211.00	4,715.00	1,285.00	276.00	1,009.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	605.77	6,700.03	299.97	245.50	54.47
PAYROLL SERVICES	2,200	107.88	1,706.07	493.93	202.11	291.82
MAINT. MAIN-UTILITIES	40,000	2,865.70	32,220.27	7,779.73	2,352.25	5,427.48
OFFICE EQUIPMENT REPAIR	2,500	160.00	880.25	1,619.75		1,619.75
MAINT. MAIN-MAINT. & REPAIR	13,000	2,076.71	8,684.82	4,315.18	5,355.07	(1,039.89)
RENTAL-TORY CORNER	540	135.00	540.00	0.00		0.00
JANITORIAL SUPPLIES	2,900	386.45	3,083.37	(183.37)	135.82	(319.19)
MATERIALS & SUPPLIES:						
BOOKS	87,000	7,501.46	67,178.35	19,821.65	9,623.93	10,197.72
SUPPLIES-LIBRARY	16,500	1,636.23	12,331.17	4,168.83	770.37	3,398.46
PERIODICALS, SERIALS & NEWSPAPERS	12,000	48.73	1,350.71	10,649.29	9,392.52	1,256.77
AUDIO/VISUAL MATERIALS	2,000	65.62	376.24	1,623.76		1,623.76
MICROFILM & MICROFICHE	8,000		2,561.31	5,438.69		5,438.69
PHOTOCOPY	7,000	375.39	6,620.38	379.62	375.39	4.23
MISC. EXPENSES:						
INSURANCE-OTHER	15,000		10,195.08	4,804.92	1,240.00	3,564.92
TELEPHONE	6,100	393.81	3,884.00	2,216.00		2,216.00
POSTAGE	3,300	1.57	2,087.40	1,212.60	431.33	781.27
ADMINISTRATIVE EXPENSE		3,469.90	3,469.90	(3,469.90)		(3,469.90)
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	2,000	1,339.50	1,339.50	660.50		660.50
TELEPHONE & EQUIPMENT	9,000		0.00	9,000.00		9,000.00
AUTOMATION EQUIPMENT	500		617.90	(117.90)		(117.90)
OFFICE EQUIPMENT	2,100		1,729.40	370.60	1,653.00	(1,282.40)
MAINTENANCE EQUIPMENT	900		493.99	406.01	420.00	(13.99)
AUDIO VISUAL EQUIPMENT			0.00	0.00		0.00
LIGHTING			0.00	0.00		0.00
VIDEO RENTAL		120.01	1,343.36	(1,343.36)	233.63	(1,576.99)
<b>TOTAL</b>	<b>\$957,690</b>	<b>\$77,252.20</b>	<b>\$796,580.04</b>	<b>\$161,109.96</b>	<b>\$34,432.52</b>	<b>\$126,677.44</b>

WEST ORANGE FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS  
FOR THE MONTH OF NOVEMBER, 1988

	BALANCE 11/1/88	RECEIPTS	NET DISBURSEMENTS	BALANCE 11/30/88	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 11/30/88	BUDGET BALANCES AT 11/30/88
BUDGET FUND							
	\$238,362.16		\$77,252.20	\$161,109.96		(\$34,432.52)	\$126,677.44

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$2,999.39	\$1,011.50	\$4,010.89
------------	------------	------------

TOTAL COPY MACHINES	\$2,999.39	\$1,011.50	\$4,010.89
FINES	\$0.00	\$1,702.19	\$1,702.19
RENTALS	0.00	163.25	163.25
PROJECTOR RENTAL	0.00		0.00
MICROFILMS	0.00		0.00
NON-RESIDENT FEE	0.00		0.00
MEETING ROOM	775.00	100.00	875.00
TELEPHONE	0.00	14.42	14.42
DONATIONS	0.00	20.00	20.00
INTEREST	0.00	1,220.96	1,220.96
MISCELLANEOUS	0.00		0.00
VIDEO TAPE RENTAL	3,371.61	412.00	3,783.61

TOTAL RECEIPTS AND FUNDS	\$7,146.00	\$4,644.32	\$11,790.32
LOST BOOK FUND	2,156.30	306.16	2,462.46
BOOK SALES & EXCESS PROPERTY FUND	1,291.68	48.40	1,340.08
PETTY CASH & CHANGE FUND	360.00		360.00
N.J. STATE AID FUND	49,388.00		49,388.00
ACCUMULATED REVENUE FUND	0.00		0.00
ACCOUNTS PAYABLE 12/31/87	0.00		0.00

TOTAL ALL FUNDS	\$298,704.14	\$4,998.88	\$77,252.20	\$226,450.82			
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK *734-0598-7	\$2,002.57
INVESTMENT A/C MIDLANTIC NATL BANK *738-0372-8	215,608.81
MIDLANTIC NATL BANK -*02-073-0000-177-0-FINES, ETC	4,407.86
MIDLANTIC NATL BANK -*02-073-0001-161-0-UN. INS.	1,174.82
MIDLANTIC NATL BANK -*02-073-0000-405-8-BOOK SALES	1,172.27
MIDLANTIC NATL BANK -*735-1699-9 COMMUNITY RELATIONS	1,337.66
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	461.83

LESS: ACCOUNTS PAYABLE 11/30/88	\$226,450.82
	(34,432.52)
CASH FUNDS AVAILABLE AT 11/30/88	\$192,018.30




WEST ORANGE FREE PUBLIC LIBRARYNOVEMBER 1988 BILLS PRESENTED FOR PAYMENT ON  
DECEMBER 19, 1988Checks are Dated  
November 30, 1988

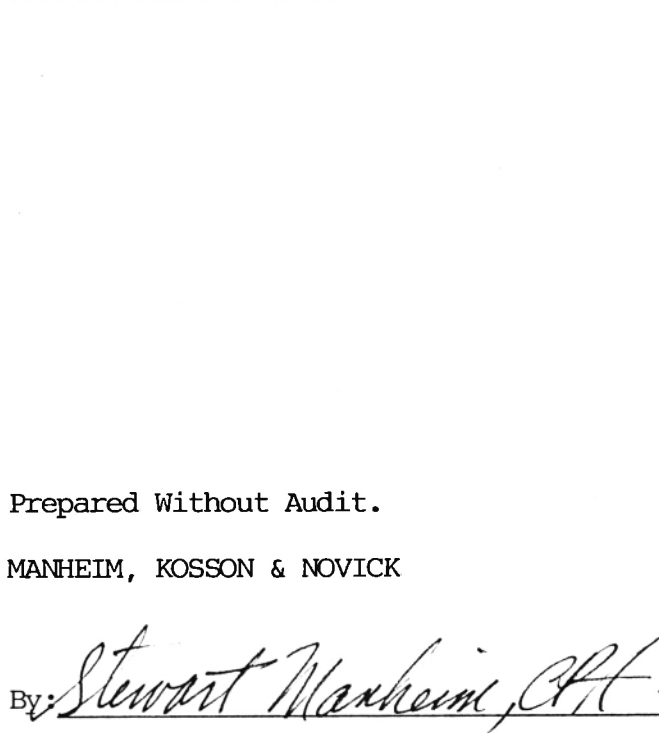
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3712	N.J. Bell	9. Telephone	\$ 234.62
3713	A T & T	9. Telephone	159.19
3714	Midlantic National Bank	1. Salaries-W/H Tax	\$2,908.70
"	" " "	1. Salaries-Employee SS	1,689.84
"	" " "	27. Employer Soc. Sec.	1,689.85
3715	N.J. -GIT	1. Salaries-N.J. W/H Tax	959.96
3716	W.O. Library-Unemployment Sav. a/c	1. Salaries	61.72
3717	Twp of W.O.-Hospitalization	26. Hospitalization	3,266.44
3718	PERS 20284	1. Salaries	2,682.72
3719	" " -Supp. Annuity	1. Salaries-Supp. Annuity	176.28
3720	Int'l Union of Operating Engineers	1. Salaries-Union Dues	170.00
3721	PERS 20284	1. Salaries	160.44
3722	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	560.00
	P/R 11/10 #7330-7368 (39)	1. Salaries-Net	14,720.93
	" 11/25 #7369-7406 (38)	1. " "	15,239.89
			\$ 44,680.58
	ADD: Checks #3661-3711 Issued at 11/21/88		32,777.29
			\$ 77,457.87
(Less:)	Check #3697	28. Lost Books	\$ 3.10
	Deposit 11/7	19. Magazines-Newspapers	2.57
	Check #3696	29. Transfers	200.00 ( 205.67)
			\$ 77,252.20

Total Accounts Payable November 1988  
Per Budget Report

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:



Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: 

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1988 BILLS PRESENTED FOR PAYMENT  
DECEMBER 19, 1988

Checks are Dated  
December 19, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3723	Midlantic National Bank	1. Salaries-W/H Tax	\$2,888.84	
"	"	1. Salaries-Employee SS	1,710.69	
"	"	27. Employers Soc.Sec.	1,710.70	\$ 6,310.23
3724	W.O. Municipal Empl. FCU	1. Salaries-Emp. Savings		560.00
3725	Acme Electrical Supply	6. Maintenance-Main		44.40
3726	American Foundation for the Blind, Inc.	2. Books		4.50
3727	Automatic Data Processing	11. Service Contracts-P/R		202.11
3728	Baker & Taylor	2. Books		35.07
3729A	Baker & Taylor	2. Books	\$ 9.78	
B	"	2. "	335.47	345.25
3730A	Baker & Taylor	28. Video Tapes	\$ 12.60	
B	"	28. "	66.39	
C	"	28. "	45.00	
D	"	28. "	30.30	
E	"	28. "	52.31	
F	"	28. "	27.03	233.63
3731A	Baker & Taylor	2. Books	\$ 71.79	
B	"	2. "	95.99	
C	"	2. "	107.45	
D	"	2. "	51.80	
E	"	2. "	90.99	
F	"	2. "	165.24	583.26
3732A	Baker & Taylor	2. Books	\$ 259.49	
B	"	2. "	202.78	
C	"	2. "	1,175.77	
D	"	2. "	( 7.46)	
E	"	2. "	( 20.97)	
F	"	2. "	286.16	
G	"	2. "	752.98	
H	"	2. "	561.79	
I	"	2. "	1,023.81	
J	"		320.61	4,554.96
3733	Benisch & Co.	5. Insurance - Other		1,199.00
3734A	Brodart Co.	4. Supplies	\$ 311.00	
B	"	4. "	307.95	618.95
3735	CIF IRTK N.J. Dept. of Labor	5. Insurance-Other		41.00
3736	Congressional Quarterly, Inc.	2. Books		299.00
3737	Clarke Air Conditioning Service Corp.	6. Maintenance-Main		5,014.00
3738	Control Building Services, Inc.	11. Service Contracts		85.00
3739	William F. Cuozzi, Jr.	24. Legal Services		276.00
3740	Emma-Lou Czarniecki	19. Magazines-Newspapers		62.65
3741	Eastern of New Jersey, Inc.	18. Janitorial Supplies		4.00
3742	EBSCO	19. Magazines-Newspapers		9,271.62
3743	Educational Directories, Inc.	2. Books		50.00
3744	Electronic Office Systems	17. Equipment-Office		1,653.00
3745	Essex County Library Directors, Inc.	2. Books		450.00
3746	Gale Research Co.	2. Books		88.35
3747	Gann Law Books	2. Books		41.70
3748	Garden State Cash Register Co., Inc.	11. Service Contracts		12.00
3749A	G. K. Hall & Co.	2. Books	\$ 22.09	
B	"	2. "	104.27	126.36
3750	The H. W. Wilson Company	2. Books		55.00
3751	John A. Earl, Inc.	17. Equipment-Janitorial		420.00
3752	Library of Congress	2. Books		19.00
3753A	Mac Millian Publishing Co.	2. Books	\$ 78.00	
B	"	2. "	63.00	141.00
3754	Manheim, Kosson & Novick	23. Management Services		1,400.00
3755	Market Data Retrieval	2. Books		33.73
3756	Monroe Systems for Business, Inc.	11. Monroe Systems for Business, Inc.		48.00
3757	National Register Publishing Co.	2. Books		137.90
3758	New Jersey Office Supply, Inc.	4. Supplies		54.90
3759	Norman Lathrop Enterprises	2. Books		21.50
3760	Nynex Paging Co.	11. Service Contracts		8.00
3761	Petty Cash-W.O. Public Library	29. Transfer		200.00

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1988 BILLS PRESENTED FOR PAYMENT  
DECEMBER 19, 1988

Checks are Dated  
December 19, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3762	Petty Cash-Safe	2. Books	\$ 2.50
	" " "	4. Supplies	44.44
	" " "	10. Community Relations	15.00
	" " "	12. Transportation	13.00
	" " "	13. Postage	31.33
	" " "	28. Lost Book	42.95 \$ 149.22
3763	Pitney-Bowes	11. Service Contracts	59.25
3764	Postmaster	13. Postage	400.00
3765	Prescription Center	4. Supplies	67.83
3766	PSE & G Co.	8. Utilities	2,352.25
3767	REI Computer Services Corp.	2. Books	50.00
3768	Rossi & Co., Inc.	6. Maintenance Main	296.67
3769A	R.R. Bowker	2. Books	\$ 89.72
B	" " "	2. "	89.72
C	" " "	2. "	558.51
D	" " "	2. "	199.45 937.40
3770	Salzman Army & Navy Dept. Stores	18. Janitorial Supplies	123.84
3771	Frank Schwartz	26. Hospitalization	148.80
3772	Lorraine Schwartz	26. Hospitalization	148.80
3773	Sorbus	11. Service Contracts	33.25
3774A	Standard & Poor's Corp.	2. Books	\$ 475.00
B	" " " "	2. "	1,110.00 1,585.00
3775	St. Martin's Press, Inc.	2. Books	62.45
3776	USHC	19. Magazines-Newspapers	6.95
3777A	Valentine Hardware	18. Janitorial Supplies	\$ 3.99
B	" " "	18. " "	3.99 7.98
3778A	Xerox Corp.	25. Photocopy	\$ 125.13
B	" " "	25. "	125.13
C	" " "	25. "	125.13 375.39
3779	Young's News Service	19. Magazines-Newspapers	51.30
<u>Sub-Total</u>			\$ 41,561.45
(Less): Check #3665 (Void)		4. Supplies	\$ 15.75
3723		1. Salaries	4,599.53
"		27. Employer Soc. Sec.	1,710.70
3724		1. Salaries	560.00
3761		29. Transfers	200.00
3762		28. Lost Book	42.95 ( 7,128.93)
<u>Total Accounts Payable November 1988</u>			
<u>Per Budget Report</u>			\$ 34,432.52

PAYMENT RECOMMENDED BY:

*Lola L. Beck*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSOSN & NOVICK

By: *Stewart Manheim, CPA*

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

January 25, 1989

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Election of Officers
5. Treasurer's Report
  - a. Bills Presented for Payment
  - b. Financial Statement
6. Staff/Community Participation
7. Acting Director's Report
8. Committee Reports
9. Old Business
10. New Business
  - a. Appoint Committees for 1989
  - b. Designation of Bank Accounts
  - c. Professional Services Contract
11. Communications
12. New Friends of the West Orange  
Public Library
13. Adjournment

## ACTING DIRECTOR'S REPORT

January 20, 1989

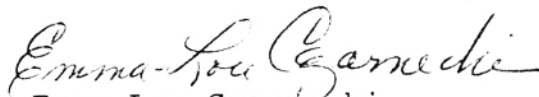
First, let me tell you how happy I am to take over as Acting Director for this interim period. The first two weeks were a little tough because I have been trying to juggle two jobs at once - the Technical Services Department and the Director's Office, and at times I feel like I'm being pulled in all directions and that there is not enough hours in the day. But I do want to commend Sybil Seidler and the rest of the staff of the Technical Services Department for working so conscientiously to fill in during my absences from the department. Each day it becomes easier, and Sandy has been such a help, as well as the rest of our fine staff.

During the past week, Jackie Lepore has been on vacation and will be out next week as well. Elizabeth Springsteel has taken over the Circulation Department and is doing a wonderful job with the scheduling and keeping up with the day to day problems in that department.

Our newest employee, Patrick Stanton, is working out very well and is becoming a valued member of our staff.

We are in the process of hiring 3 or 4 new Library Pages as our former Pages seem to be dropping by the wayside. Mainly, they leave because they find that they can not work and keep up with their studies at high school. I have been speaking with Roz Manzor who is a coordinator with the Cooperative Education Program at the high school and she is in the process of finding some young people who are interested in becoming Pages at the library.

The staff has had two meetings - the first on January 9th with the heads of the departments and the second on January 10th with the full staff. I also plan to have a Technical Services department meeting on January 23 which will be a first, because it was not possible to hold these meetings in the past. I hope these meetings will bring about greater communication with the staff. Also, on January 17th, I represented the West Orange Public Library at the Essex County Library Directors' meeting at the East Orange Public where we met the new Director of the Newark Public Library, Alex Boyd and welcomed Marc Eisen as the new Director of the East Orange Public Library.

A handwritten signature in cursive script, reading "Emma-Lou Czarnecki".

Emma-Lou Czarnecki

Acting Director

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

MEETING OF JANUARY 25, 1989

The meeting was called to order at 8:07 P. M. by President Herbert M. Gladstone. The following members were present constituting a quorum: Jane Degnan, Albert Kupferer, Gayle Levy, Irving Soloway, Anita Strauss, and John Willies. Also present were Board Accountant, Stewart Manheim; Board Attorney, William Cuozzi, and Acting Director, Emma-Lou Czarnecki.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1989 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper and was hand-delivered to the Township Clerk.

MINUTES:

Mrs. Degnan made a motion to accept the Minutes of the Board Meeting of December 19, 1988 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

OPENING OF BIDS:

The order of the Agenda was changed to allow the opening of telephone bids. Mr. Willies opened the sealed bids before the Board, the public, and some representatives of the telephone companies. The following companies submitted bids:

1) Johnston Communications	-	\$ 9,685.00
2) American Telephone and Computer Systems, Inc.	-	14,626.50
3) Office Business Systems, Inc.	-	8,992.00
4) Executone	-	10,866.13
5) Commercial Telephone Solutions-		6,600.00
6) Tele-A-Phone Distributors	-	6,900.00

Mr. Willies said that the bids would be discussed with the telephone consultant, who would make recommendations to the Board at the next Board meeting which would be held on February 22, 1989.

## ELECTION OF OFFICERS:

The Nominating Committee consisting of Mr. Soloway, Chairman, and Mrs. Strauss, recommended that the Board accept the following slate of officers for 1989: President - Jane Degnan, First Vice President - Irving Soloway, Second Vice President - John Willies, Treasurer - Anita Strauss, Secretary - Albert Kupferer.

Mr. Willies moved that the nominations be closed. It was seconded by Mrs. Levy and carried unanimously. Mr. Kupferer made a motion to accept the slate of officers as recommended by the Nominating Committee. It was seconded by Mr. Willies and passed unanimously.

On behalf of the Nominating Committee and the Trustees, Mr. Soloway commended Mr. Gladstone for his prestigious past years as President.

Mr. Gladstone thanked Mr. Soloway, and said he had seen many changes during his years on the Board.

He was appointed to the Board as of January 1, 1982 by Mayor Sam Spina and has served on the Building and Maintenance Committee, the Personnel Committee and been President of the Board since January, 1985. He feels that as West Orange grows, the Library should be in the forefront helping it give to its citizens leadership through the services it renders to them.

He said that the Planning Committee Report which was adopted provides a real opportunity to move forward in the next 5 to 10 years. The implementation of the report with the arrival of a new Director augurs well for the future. He also mentioned that he thought the Board should consider holding a dinner in the near future for the new Director.

Mrs. Degnan thanked the members of the Nominating Committee and the Board for the vote of confidence and pledged to do her best.

## TREASURER'S REPORT:

### 1) Bills Presented for Payment:

Mr. Manheim pointed out that Mrs. Reed's annual leave check was accrued in 1988 and has been properly charged to the 1988 budget.

Mr. Willies made a motion to accept the Bills Presented for Payment for the month of December, 1988 subject to further research on the chairs with either a credit or a debit to be amended in the 1989 budget. Mr. Gladstone seconded the motion, and it was carried unanimously.



## 2) Financial Statement:

Mr. Manheim submitted an end of year financial report consisting of Exhibits A, B, C, and D. After reviewing the report, the following resolutions were approved and accepted by Board motion as follows:

## I RESOLVED:

That the 1988 West Orange Free Public Library Budget be modified to the total amount of \$945,053.58 to cover the actual 1988 encumbrances/expenditures. Such modification shall be covered by the 1988 budget as granted by the Town of West Orange in the amount of \$850,000, plus the appropriations of \$95,053.58 accumulated revenue as follows:

Amount Transferred to 1988 Budget Fund on 8/24/88 from:

1. Accumulated Revenue 1/1/88	\$ 69,594.00
<u>Transfer made 8/24/88</u>	
2. 1988 Fines & Receipts Used in 1988	34,913.00
3. 1987 N.J. State Aid	<u>3,183.00</u>
<u>Total</u>	\$107,690.00
(Less) Unexpended 1988 Budget 12/31/88	<u>(12,636.42)</u>
<u>Net Appropriation from 1988 Budget Fund</u>	
<u>from Accumulated Revenue</u>	<u>\$ 95,053.58</u>

## II RESOLVED:

The following 1988 funds to be transferred to Accumulated Revenues:

1. 1988 Fines & Receipts Fund	\$ 15,839.29
2. 1988 Lost Book Fund	2,575.86
3. 1988 Book Sales & Excess Property Sold Fund	1,403.48
4. State Aid Fund-1988	49,388.00
5. Balance of Budget Fund-1988	<u>12,636.42</u>
<u>Total Funds to be Transferred to</u>	
<u>Accumulated Revenue-12/31/88</u>	<u>\$ 81,843.05</u>

Mr. Willies moved to accept Resolution I and II. Mr. Gladstone seconded, and it was carried unanimously.

It was pointed out that the videos have been a big success thanks to the recommendations of certain members of the staff and the initiation of the program by the New Friends.

#### ACTING DIRECTOR'S REPORT:

A discussion was held concerning the purchase of a special beeper system to replace the present unit.

Mr. Gladstone made a motion that based on the Acting Director's recommendation, a new beeper be purchased as a security measure. Mr. Willies seconded the motion and it was passed unanimously.

Mr. Kupferer read a letter from Mr. Gladstone to Al Buono commending him for his outstanding painting of the library and the cleaning of the Director's office.

Mrs. Degnan thanked Mrs. Czarnecki for taking over as Acting Director.

#### COMMITTEE REPORTS:

##### 1) Search Committee:

Mr. Kupferer reported that the final round of interviews with the three candidates had been held on January 18 and that a decision had been made as to the appointment of the new Director of the West Orange Public Library. Ms. Caren Brown was chosen unanimously to be appointed to the position. Ms. Brown has had many years of experience and has the skills necessary to accomplish the job.

Mr. Kupferer made a motion that the Board appoint Caren Brown Director of the West Orange Public Library at a salary of \$48,000 per annum effective on or about March 1, 1989. Mrs. Strauss seconded the motion and it was carried unanimously.

A letter will be sent to Ms. Brown with a duplicate to be signed and returned to the library. Mrs. Degnan said that the Search Committee would be disbanded. She thanked the members of the committee for all of their effort and time.

##### 2) Planning Committee:

Mrs. Strauss announced that all of the copies of the report have now been printed and collated. When the covers are received, they will be spiral bound.

#### OLD BUSINESS:

Mrs. Strauss has been invited by State Librarian, Barbara Weaver to attend a planning retreat during the time of the February Board meeting and she will report to the Board at the

March meeting. Mrs. Degnan reminded everyone how important it was to promote the West Orange Public Library as much as possible.

Mrs. Strauss reported that the the library's needs are mentioned in the Township's Master Plan, and that a letter was sent to the Planning Board and the consultant detailing the library's needs. Mr. Soloway noted that it was important that the Planning Board be made aware of the loss of parking spaces.

#### NEW BUSINESS:

Mrs. Degnan appointed the following Trustees to Committees for 1989:

Planning Committee: Anita Strauss, Chairman and Gayle Levy  
 Building and Grounds: Herbert Gladstone, Chairman, and Irving Soloway  
 Personnel: Gayle Levy, Chairman, and Herbert Gladstone  
 Finance: John Willies, Chairman, and Anita Strauss

It was decided that the Board of Trustees would invite Caren Brown to dinner on February 21, 1989. Mr. Cuozzi will take care of the arrangements.

Mr. Kupferer designated the following depositories and associated accounts to be maintained for library funds for the year 1989 at Midlantic National Bank, Main Street, West Orange, New Jersey:

1. Checking Account
2. Statement Savings Account - Accumulated Revenues
3. Statement Savings Account - Workers' Compensation
4. Statement Savings Account - Book Escrow Account
5. Checking Account - Community Services
6. Petty Cash Checking Account
7. Investors' Account

Mr. Willies made a motion to accept the depositories and associated accounts as listed. Mrs. Reed's name will be deleted from the Petty Cash Checking Account. Miss Cushing will be appointed to sign checks on the account until the new Director assumes her position. It was seconded by Mr. Soloway, and carried unanimously.

#### PROFESSIONAL SERVICES CONTRACT:

Mrs. Strauss made a motion to accept the Professional Services Contract as presented. Mr. Kupferer seconded the motion and it passed unanimously. (See attachment)

#### COMMUNICATIONS:

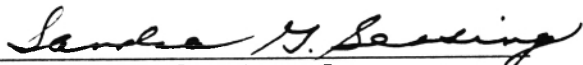
- 1) A letter to Emma-Lou Czarnecki from Mr. Gladstone requesting


her to serve as Acting Director pending employment of a new director.

- 2) A letter to the Library Staff from Carol Hyde, H. A. P. Teacher thanking everyone for their kindnesses to the sixth grade H. A. P. class.
- 3) A letter to West Orange Chapter of Hadassah from Mr. Gladstone concerning fees for the meeting room.
- 4) A letter to Samuel Klein & Company from Mr. Gladstone requesting an audit for 1988.
- 5) Announcement from Robert Drescher to all new and old Trustees, inviting them to attend an orientation program.
- 6) Letters to Governor Kean, State Librarian, Barbara Weaver, John Klagholz, President of the State Board of Education, and Saul Cooperman, Commissioner of Education were sent from Mr. Gladstone praising the efforts and assistance of Robert Drescher, Tina Keresztury, and Keith Fiels in the planning project.

The meeting was adjourned at 9:55 P. M.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Library Board of Trustees

ANNOUNCEMENT OF AWARD OF PROFESSIONAL SERVICES CONTRACT

PER N. J. S. 40:A-11-1 ET. SEQ.

THE BOARD OF TRUSTEES of the West Orange Public Library announce that Manheim, Kosson & Novick, C. P. A.'s, William F. Cuozzi, Jr., Counselor at Law, and Samuel Klein & Company, Auditors have been appointed to furnish professional services in management and discharge duties pertaining to the Budgetary, Financial, Administrative, and Legal requirements of the West Orange Free Public Library; at the agreed fees; by Board Resolution as follows:

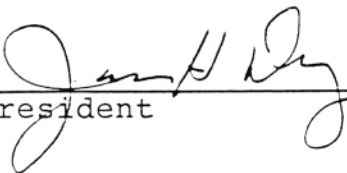
"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative, and Legal requirements of the West Orange Free Public Library, and

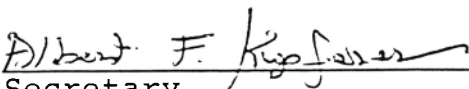
WHEREAS, The Local Public Contracts Law (N. J. S. 40:A-11-1 et. seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publicly advertised:

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

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

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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Date 1/25/89

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF DECEMBER, 1988  
LIBRARY BOARD MEETING OF JANUARY 25, 1989

	ADOPTED BUDGET 1988	PAID MONTH OF DECEMBER 1988	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/88	UNEXPENDED BUDGET BALANCE ON 12/31/88	BILLS/ ACCOUNTS PAYABLE AT 12/31/88 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 12/31/88
SALARIES & WAGES	\$545,000	\$45,025.83	\$530,496.30	\$14,503.70	3,906.00	\$10,597.70
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	38,000	3,663.24	37,969.79	30.21	297.60	(267.39)
SOCIAL SECURITY	42,000	3,490.26	40,595.20	1,404.80		1,404.80
PUBLIC EMPLOY. RETIREMENT SYS.	37,000		28,264.00	8,736.00	7,658.79	1,077.21
UNEMPLOYMENT INS.	6,500	280.77	4,847.37	1,652.63		1,652.63
WORKERS COMPENSATION INS	5,500		5,003.00	497.00		497.00
SUNDAY OPENINGS	15,700	1,448.94	10,036.46	5,663.54		5,663.54
CONTRACTUAL SERVICES:						
BINDING	1,000		512.40	487.60	397.10	90.50
SEMINARS & WORKSHOPS	1,000	40.00	900.93	99.07	50.00	49.07
COMMUNITY SERVICES	1,500	(268.67)	257.81	1,242.19	15.00	1,227.19
TRANSPORTATION	500	13.00	263.65	236.35	19.00	217.35
AUDIT	1,650		1,650.00	0.00	1,650.00	(1,650.00)
MGMT. & PROFESSIONAL SVCS.	16,800	1,400.00	16,768.00	32.00	1,400.00	(1,368.00)
LEGAL SERVICES	6,000	276.00	4,991.00	1,009.00	276.00	733.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	7,000	245.50	6,945.53	54.47	230.01	(175.54)
PAYROLL SERVICES	2,200	202.11	1,908.18	291.82	188.98	102.84
MAINT. MAIN-UTILITIES	40,000	2,390.36	34,610.63	5,389.37	4,069.78	1,299.59
OFFICE EQUIPMENT REPAIR	2,500		880.25	1,619.75	95.00	1,524.75
MAINT. MAIN-MAINT. & REPAIR	13,000	5,355.07	14,039.89	(1,039.89)	435.38	(1,475.27)
RENTAL-TORY CORNER	540		540.00	0.00		0.00
JANITORIAL SUPPLIES	2,900	135.82	3,219.19	(319.19)	106.10	(425.29)
MATERIALS & SUPPLIES:						
BOOKS	87,000	9,869.09	77,047.44	9,952.56	12,167.56	(2,215.00)
SUPPLIES-LIBRARY	16,500	1,435.27	13,766.44	2,733.56	2,192.85	540.71
PERIODICALS, SERIALS & NEWSPAPERS	12,000	9,392.52	10,743.23	1,256.77	469.57	767.20
AUDIO/VISUAL MATERIALS	2,000		376.24	1,623.76	394.13	1,229.63
MICROFILM & MICROFICHE	8,000		2,561.31	5,438.69	5,781.57	(342.88)
PHOTOCOPY	7,000	375.39	6,995.77	4.23	1,065.39	(1,061.16)
MISC. EXPENSES:						
INSURANCE-OTHER	15,000	1,240.00	11,435.08	3,564.92	142.01	3,422.91
TELEPHONE	6,100	178.34	4,062.34	2,037.66	501.49	1,536.17
POSTAGE	3,300	431.33	2,518.73	781.27	409.30	371.97
ADMINISTRATIVE EXPENSE		1,223.44	4,693.34	(4,693.34)		(4,693.34)
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	2,000		1,339.50	660.50	13,793.55	(13,133.05)
TELEPHONE & EQUIPMENT	9,000		0.00	9,000.00	29.87	8,970.13
AUTOMATION EQUIPMENT	500		617.90	(117.90)		(117.90)
OFFICE EQUIPMENT	2,100	1,653.00	3,382.40	(1,282.40)	263.45	(1,545.85)
MAINTENANCE EQUIPMENT	900	420.00	913.99	(13.99)		(13.99)
AUDIO VISUAL EQUIPMENT			0.00	0.00		0.00
LIGHTING			0.00	0.00		0.00
VIDEO RENTAL		233.63	1,576.99	(1,576.99)	277.82	(1,854.81)
TOTAL	\$957,690	\$90,150.24	\$886,730.28	\$70,959.72	\$58,323.30	\$12,636.42

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF DECEMBER, 1988

		NET		LESS,	
BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE	ADD: DUE FROM TOWN OF W. ORANGE	ACCOUNTS PAYABLE
12/1/88			12/31/88		12/31/88
					BUDGET BALANCES AT 12/31/88
\$161,109.96		\$90,150.24	\$70,959.72		(\$58,323.30)
					\$12,636.42

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

\$4,010.89	\$691.00	\$4,701.89
TOTAL COPY MACHINES		
FINES	\$4,010.89	\$4,701.89
RENTALS	\$1,702.19	\$3,445.28
PROJECTOR RENTAL	163.25	308.96
MICROFILMS	0.00	11.00
NON-RESIDENT FEE	0.00	98.00
MEETING ROOM	0.00	0.00
TELEPHONE	875.00	925.00
DONATIONS	14.42	31.44
INTEREST	20.00	159.95
MISCELLANEOUS	1,220.96	2,088.17
VIDEO TAPE RENTAL	0.00	0.00
	3,783.61	4,069.60

\$11,790.32	\$4,048.97	\$15,839.29
TOTAL RECEIPTS AND FUNDS		
LOST BOOK FUND	2,462.46	2,575.86
BOOK SALES & EXCESS PROPERTY FUND	1,340.08	1,403.48
PETTY CASH & CHANGE FUND	360.00	360.00
N.J. STATE AID FUND	49,388.00	49,388.00
ACCUMULATED REVENUE FUND	0.00	0.00

\$226,450.82	\$4,225.77	\$90,150.24	\$140,526.35
TOTAL ALL FUNDS			

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7	\$1,513.27
INVESTMENT A/C MIDLANTIC NATL BANK #738-0372-8	126,224.55
MIDLANTIC NATL BANK -#02-073-0000-177-0-FINES, ETC	7,809.37
MIDLANTIC NATL BANK -#02-073-0001-161-0-JN. INS.	1,392.73
MIDLANTIC NATL BANK -#02-073-0000-405-8-BOOK SALES	1,172.27
MIDLANTIC NATL BANK -#735-1699-9 COMMUNITY RELATIONS	1,913.83
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	215.33

LESS: ACCOUNTS PAYABLE 12/31/88

\$140,526.35	\$82,203.05
(58,323.30)	
CASH FUNDS AVAILABLE AT 12/31/88	

WEST ORANGE FREE PUBLIC LIBRARYDECEMBER 1988 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 25, 1989Checks are Dated  
December 31, 1988

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3780	Gale Research	2. Books	\$ 88.35
3781	Star Ledger	28. Administrative Exp.	1,090.04
3782	R. R. Bowker	2. Books	94.76
3783	Cahners Publishing	28. Administrative Exp.	133.40
3784	Globe Office Supply	4. Supplies	624.90
3785	A T & T	9. Telephone	159.19
3786	NJ Bell	9. Telephone	19.15
3787	PSE & G	8. Utilities	38.11
3788	Lola Reed	26. Hospitalization	99.20
3789	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$3,025.02
"	" " "	1. Salaries-Employee SS	1,779.56
"	" " "	27. Employers Soc.Sec.	1,779.56
3790	NJ-GIT	1. Salaries-NJ W/H Tax	979.64
3791	W.O. Library Unempl a/c	1. Salaries	69.96
3792	Twp. of W.O.-Hospitalization	26. Hospitalization	3,266.44
3793	PERS 20284	1. Salaries	2,786.40
3794	" " -Supp. Annuity	1. Salaries-Supp. Annuity	176.28
3795	Int'l Union of Operating Engineers	1. Salaries-Union Dues	170.00
3796	PERS 20284	1. Salaries	160.44
3797	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	545.00
3798	NJ Emp. Security Agency	28. Unemployment Ins.	\$ 280.77
"	" " " "	29. Transfer	217.91
	P/R 12/9 #7407-7444 (38)	1. Salaries-Net	15,461.60
	" 12/23 #7445-7487 (43)	1. " "	16,161.34
	<u>Sub-Total</u>		\$ 49,207.02
	<u>Add: Checks #3723-3779 Issued at 12/19/88</u>		41,561.45
			\$ 90,768.47
	<u>(Less): Check #3665 (Void)</u>	4. Supplies	\$ 15.75
	3762	28. Lost Books	42.95
	3761	29. Transfer	200.00
	3798	29. Transfer	217.91
	Deposit 12/9	2. Books	11.95
	Increase in Community Services		576.17 ( 1,064.73)
			\$ 89,703.74
	<u>Add: Petty Cash Checks #1839-1849</u>		
	Issued October, November, December 1988		446.50
	<u>Total Per Budget Report December 1988</u>		\$ 90,150.24

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:*Emma-Louise Garnicki*

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, CPA*



WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH OCTOBER, NOVEMBER, DECEMBER 1988PRESENTED FOR PAYMENT ON JANUARY 25, 1989

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
10/11	1839	NJLA/CSS	15. Workshops/Seminars	\$ 20.00
10/11	1840	Wrege-Mankoff Collection	2. Books	24.00
11/2	1841	Gail White	10. Community Services	115.00
11/15	1842	Cash	2. Books	45.00
11/15	1843	Lola Reed	15. Workshops/Seminars	20.00
11/29	1844	NJLA	2. Books	5.00
11/29	1845	Gail White	10. Community Services	17.50
11/29	1846	Leslie Reed	4. Supplies	40.00
12/13	1847	Cash (Wreaths)	10. Community Services	70.00
12/13	1848	Cash (Tree)	10. Community Services	45.00
12/16	1849	Twp. of W.O.(Christmas Party)	10. Community Services	45.00
<u>TOTAL</u>				<u>\$ 446.50</u>

PAYMENT RECOMMENDED BY:*Emma Louise Carnechi*PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: *Stewart Manheim, CPA*

DECEMBER 1988 BILLS PRESENTED FOR PAYMENT  
JANUARY 25, 1989

Checks are Dated  
January 25, 1989

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3799	N.J. Bell	9. Telephone	\$	210.30
3800A	Midlantic National Bank	1. Salaries-W/H Tax	\$5,124.22	
B	" " "	1. Salaries-Employee SS	2,311.24	
C	" " "	27. Employer's Soc. Sec.	2,311.26	9,746.72
3801	W.O. Municipal Empl. FCU	1. Salaries-Empl. Savings		545.00
3802	Lola Reed	1. Salaries-Net		2,904.69
3903	American Bindery-East	3. Binding		397.10
3804	American Library Association	2. Books		23.79
3805	Automatic Data Processing	11. Service Contracts-P/R		188.98
3806A	A T & T	9. Telephone	\$ 3.65	
B	" " " "	9. "	155.54	159.19
3807	Void			
3808A	Baker & Taylor	2. Books	\$ 118.91	
B	" " "	2. "	46.49	165.40
3809A	Baker & Taylor	2. Books	\$ 83.44	
B	" " "	2. "	28.76	112.20
3810	Baker & Taylor	2. Books		64.96
3811A	Baker & Taylor	28. Video Tapes	\$ 66.51	
B	" " "	28. " "	58.91	
C	" " "	28. " "	136.30	
D	" " "	21. A/V Materials-Software	36.45	
E	" " "	28. Video Tapes	16.10	314.27
3812A	Baker & Taylor	2. Books	(\$ 18.51)	
B	" " "	2. "	( 14.68)	
C	" " "	2. "	112.00	
D	" " "	2. "	30.69	
E	" " "	2. "	224.24	
F	" " "	2. "	( 10.45)	
G	" " "	2. "	569.14	
H	" " "	2. "	37.62	
I	" " "	2. "	240.34	
J	" " "	2. "	382.64	
K	" " "	2. "	305.21	
L	" " "	2. "	205.94	
M	" " "	2. "	429.86	2,494.04
3813	Brodart	4. Supplies		47.19
3814	Commerce Clearing House, Inc.	2. Books		32.60
3815	Continental Book Co.	2. Books		307.20
3816	Continental Lighting Maint. Supplies	6. Maintenance-Main		300.88
3817	William F. Cuozzi, Jr., Esq.	24. Legal Services		276.00
3818A	C. W. Associates	2. Books	\$ 36.00	
B	" " "	2. "	19.00	55.00
3819	DuPont Graphic Arts, Inc.	4. Supplies		64.74
3820A	Eastern of New Jersey, Inc.	6. Maintenance-Main	\$ 125.00	
B	" " " " "	6. " "	9.50	
C	" " " " "	8. Utilities	1,284.40	1,418.90
3821A	EBSCO	19. Magazines-Newspapers	(\$ 3.00)	
B	"	19. " "	( 8.20)	
C	"	19. " "	59.00	
D	"	19. " "	164.47	212.27
3822	Edison Record Clearance	21. A/V Materials		357.68
3823	Elevator Maintenance Corp.	11. Service Contracts		146.76
3824A	ESCO	11. Service Contracts	\$ 21.00	
B	"	11. " "	21.00	42.00
3825	Essex Co. Library Directors, Inc.	15. Workshops-Seminars		50.00
3826A	Gale Research, Inc.	2. Books	\$1,460.37	
B	" " "	2. "	88.35	1,548.72
3827	Gaylord Bros.	17. Equipment-Furn. Fix.		3,029.45
3828	G. K. Hall & Co.	2. Books		65.91
3829	Harrop Press Printers	4. Supplies		67.00
3830	H.W. Wilson Co.	2. Books		199.00
3831	Information Press Co.	2. Books		3,832.00
3832	Lawyers Co.-Operative Publishing Co.	2. Books		44.59

## WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1988 BILLS PRESENTED FOR PAYMENT  
JANUARY 25, 1989

Checks are Dated  
January 25, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3833A	Mac Millan Publishing Co.	2. Books	\$ 671.00	
B	" " " "	2. "	134.46	\$ 805.46
3834	Manheim, Kosson & Novick	23. Management Services		1,400.00
3835	Florence Mantell	26. Hospitalization		297.60
3836	McGraw-Hill Publishing Co.	2. Books		1,446.04
3837	M & J Frank, Inc.	17. Equipment-Office		263.45
3838	N.J. Lawyers Diary & Manual	2. Books		36.25
3839	New Jersey Office Supply, Inc.	4. Supplies		44.40
3840	N.J. American Water Co.	8. Utilities		148.74
3841	N.J. State Disability Benefits Fund	5. Insurance-Other		142.01
3842	NYNEX Paging Co.	11. Service Contracts		8.00
3843	Petty Cash	4. Supplies	\$ 100.51	
	" "	12. Transportation	19.00	
	" "	13. Postage	9.30	
	" "	17. Equipment-Telephone	29.87	158.68
3844	Pippert Press	4. Supplies		103.00
3845	Postmaster	13. Postage		400.00
3846	Prescription Center	4. Supplies		14.36
3847A	PSE & G	8. Utilities	\$2,618.53	
B	"" " "	8. "	38.11	2,656.64
3848	Pension Adjustment Fund	28. PERS		7,658.79
3849	R. R. Bowker	2. Books		219.40
3850	Secretary of State	10. Community Relations		15.00
3851	Sorbus	11. Service Contracts		33.25
3852	Star Ledger	9. Telephone		132.00
3853	Superintendent of Documents	19. Magazines-Newspapers		200.00
3854A	Thorndike Press	2. Books	\$ 172.52	
B	" "	2. "	28.02	200.54
3855A	3M X RP 2052 (NO)	4. Supplies	\$ 23.00	
B	" " " " "	28. Equipment Repair	95.00	
C	" " " " "	4. Supplies	69.00	187.00
3856	University Microfilms International	20. Microfilm		5,781.57
3857A	Valente Hardware	18. Janitorial Supplies	\$ 24.56	
B	" "	18. " "	22.49	
C	" "	18. " "	26.08	
D	" "	18. " "	32.97	106.10
3858	World Almanac Education	2. Books		37.71
3859	Worrall Publications, Inc.	19. Magazines-Newspapers		26.00
3860	West Publishing	2. Books		31.75
3861A	Xerox Corporation	25. Photocopy	\$ 125.13	
B	" "	25. "	125.13	
C	" "	25. "	125.13	375.39
3862A	Xerox Corporation	25. Photocopy	\$ 230.00	
B	" "	25. "	230.00	
C	" "	25. "	230.00	690.00
3863	Youngman's	17. Equipment-Furn. Fix		828.00
3864	Young's News Service	19. Magazines-Newspapers		51.30
3865A	Midlantic National Bank	1. Salaries-W/H Tax	\$ 980.08	
B	" " " "	1. Salaries-Employee SS	1,250.93	
C	" " " "	27. Employers Soc. Sec.	1,250.93	3,481.94
3866	N.J. Gross Income Tax	1. Salaries-N.J. W/H		1,000.43
3867	West Orange Library	1. Salaries-Unemp. Savings		533.66
3868	Township of West Orange	26. Hospitalization		3,266.44
3869	PERS 20284	1. Salaries		2,581.92
3870	PERS 20284	1. Salaries-Supp. Annuity		88.14
3871	International Union of Oper. Engr.	1. Salaries		195.50
3872	PERS 20284	1. Salaries		148.37
3873	West Orange Municipal Employees FCU	1. Salaries		360.00
3874	Max Blau & Sons	17. Furniture & Fixtures		3,556.00
3875	Adden Furniture, Inc.	17. Furniture & Fixtures		812.00

WEST ORANGE FREE PUBLIC LIBRARYDECEMBER 1988 BILLS PRESENTED FOR PAYMENT  
JANUARY 25, 1989Checks are Dated  
January 25, 1989

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3876	DuPont Graphics, Inc.	4. Supplies	\$ 17.26
3877	The High Smith Co.	4. Supplies	115.61
3878A	Brodart Co.	4. Supplies	\$ 266.78
B	" "	4. "	<u>1,260.00</u> 1,526.78
3879	Facts on File	2. Books	<u>445.00</u>
<u>Sub-Total</u>			\$ 72,052.01
Add: Accounts Payable at 12/31/88			
	Lola Reed	1. Salaries-Gross	\$3,906.00
	Knoll Chairs	17. Furniture & Fixtures	5,568.10
		16. Audit	<u>1,650.00</u> 11,124.10
<u>Sub-Total</u>			\$ 83,176.11
Less:			
#3800		1. Salaries	\$7,435.46
"		27. Employers Soc. Sec.	2,311.26
3801		1. Salaries	545.00
3802		1. Salaries	2,904.69
3865		1. Salaries	2,231.01
"		27. Employer Soc. Sec.	1,250.93
3866		1. Salaries	1,000.43
3867		1. "	533.66
3868		26. Hospitalization	3,266.44
3869		1. Salaries	2,581.92
3870		1. Salaries	88.14
3871		1. Salaries	195.50
3872		1. Salaries	148.37
3873		1. Salaries	<u>360.00</u> ( 24,852.81)
<u>Total Accounts Payable December 1988</u>			
<u>Per Budget Report</u>			<u>\$ 58,323.30</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:*Emma Louise Ganechi*

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

## SCHEDULE OF MEETING ROOM INCOME

1988

DATE	AMOUNT	DESCRIPTION
1/28	100.00	NJ MUSIC EDUCATION COUNCIL
JAN	100.00	
2/18	25.00	LLEWELLYN GATES CONDO
FEB	25.00	
3/1	25.00	PATIENT CARE MED. SERVICES
3/31	50.00	PATIENT CARE MED. SERVICES
MARCH	75.00	
4/20	25.00	CRESTRIDGE TENANTS ASSOCIATION
4/28	50.00	CRESTRIDGE TENANTS ASSOCIATION
4/29	25.00	
APRIL	100.00	
5/10	25.00	PATIENT CARE MED. SERVICES
5/26	25.00	W.O. TENANTS' ASSOCIATION
MAY	50.00	
6/7	50.00	PIANO RECITAL - LUCY BROOMALL
6/13	50.00	A.G. EDWARDS & SONS
6/21	50.00	PATIENT CARE
JUNE	150.00	
JULY	0.00	
8/17	50.00	PATIENT CARE MEDICAL SERVICES
8/19	25.00	DEVERA TRIPMAN-HADDASSAH
8/26	25.00	EAGLE ROCK COOPERATIVE
AUGUST	100.00	
9/27	25.00	PATIENT CARE MEDICAL SERVICES
9/28	25.00	PATIENT CARE MEDICAL SERVICES
9/30	25.00	SEMINAR-MICHAEL ROMANO
SEPTEMBER	75.00	
10/3	50.00	A.G. EDWARDS & SONS-SEMINAR
10/10	25.00	EAGLE ROCK COOPERATIVE
10/25	25.00	W. O. HADASSAH
OCT	100.00	
11/2	25.00	ENVIRONMENTAL PARTY
11/4	25.00	EAGLE ROCK COOPERATIVE
11/18	25.00	LLEWELLYN GATES CONDOS
11/29	25.00	MOE & HELEN SILVER
NOV	100.00	
12/17	50.00	DAVID FRANK SEMINAR
DEC	50.00	

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF DECEMBER, 1988

	CURRENT MONTH	YEAR TO DATE
	-----	-----
XEROX INCOME	691.00	13,031.18
LESS: XEROX EXPENSE	(375.39)	(7,017.67)
	-----	-----
NET XEROX INCOME	315.61	6,013.51

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF DECEMBER, 1988

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	285.99	4,069.60
PURCHASES	(233.63)	(1,576.99)
	-----	-----
	52.36	2,492.61

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT - MONTH OF DECEMBER OF 1968  
LIBRARY BOARD MEETING OF JANUARY 25, 1969

	1986 ACTUAL EXPENSES BY LIBRARY	1987 ACTUAL EXPENSES BY LIBRARY	1988 ACTUAL EXPENSES BY LIBRARY	1988 APPROVED BUDGET	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1988 APPROVED BUDGET
SALARIES & WAGES	\$454,675.15	\$493,829.82	\$534,402.30	\$545,000.00	\$10,597.70
CONTRACTUAL SERVICES:					
BINDING	587.55	321.70	909.50	1,000.00	90.50
COMMUNITY SERVICES	145.89	1,499.57	272.81	1,500.00	1,227.19
TRANSPORTATION	216.77	208.60	282.65	500.00	217.35
SEMINARS & WORKSHOPS	752.42	573.83	950.93	1,000.00	49.07
AUDIT	1,650.00		3,300.00	1,650.00	(1,650.00)
MGMT. & PROFESSIONAL SVCS.	15,000.00	15,996.00	18,168.00	16,800.00	(1,368.00)
LEGAL & PROFESSIONAL FEES	4,957.00	6,393.25	5,267.00	6,000.00	733.00
CONTRACTUAL MAINT. AND REPAIRS:					
MAIN LIBRARY-UTILITIES	37,402.19	38,151.42	38,700.41	40,000.00	1,299.59
OFFICE EQUIPMENT REPAIR			975.25	2,500.00	1,524.75
MAIN LIBRARY-MAINT.	16,581.17	6,424.85	14,475.27	13,000.00	(1,475.27)
TORY CORNER-RENTAL	540.00	540.00	540.00	540.00	0.00
SERVICES CONTRACTS	4,941.42	4,711.15	7,175.54	7,000.00	(175.54)
PAYROLL SERVICES	1,750.50	1,864.61	2,097.16	2,200.00	102.64
MATERIALS & SUPPLIES:					
BOOKS	83,560.81	67,447.89	89,215.00	87,000.00	(2,215.00)
SUPPLIES	13,297.34	13,768.88	15,959.29	16,500.00	540.71
MICROFILM	9,627.36	1,703.00	8,342.88	8,000.00	(342.88)
VIDEO TAPES		201.36	1,854.81		(1,854.81)
PERIODICALS, SERIALS & NEWSPAPERS	11,314.94	9,326.62	11,232.80	12,000.00	767.20
AUDIO/VISUAL-MATERIALS	1,033.99	1,026.61	770.37	2,000.00	1,229.63
MISCELLANEOUS OTHER EXPENSE:					
INSURANCE	9,125.67	14,398.10	11,577.09	15,000.00	3,422.91
TELEPHONE	4,518.94	5,020.23	4,563.83	6,100.00	1,536.17
POSTAGE	2,541.21	3,209.63	2,928.03	3,300.00	371.97
PLANNING		1,564.86			0.00
ADMINISTRATIVE EXPENSE			4,693.34		(4,693.34)
EMPLOYEE HEALTH & BENEFIT PLAN	29,294.22	31,210.30	38,267.39	38,000.00	(267.39)
EQUIPMENT:					
FURNITURE & FIXTURES)	5,996.88		15,133.05	2,000.00	(13,133.05)
TELEPHONE EQUIPMENT)			29.87	9,000.00	8,970.13
AUTOMATION EQUIPMENT)	3,515.00		617.90	500.00	(117.90)
OFFICE EQUIPMENT)		1,975.00	3,645.85	2,100.00	(1,545.85)
MAINTENANCE EQUIPMENT		79.95	913.99	900.00	(13.99)
AUDIO-VISUAL EQUIPMENT	639.65	710.00			0.00
LIGHTING					0.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	33,218.73	35,985.83	40,595.20	42,000.00	1,404.60
PUBLIC EMPLOYEES					
RETIREMENT SYSTEM	34,134.59	34,055.84	35,922.79	37,000.00	1,077.21
UNEMPLOYMENT INS.	4,824.13	5,269.72	4,847.37	6,500.00	1,652.63
JANITORIAL SUPPLIES	2,772.57	2,333.10	3,325.29	2,900.00	(425.29)
SUNDAY OPENINGS	9,765.70	9,430.82	10,036.46	15,700.00	5,663.54
WORKERS COMP. INS.	2,382.00	5,072.00	5,003.00	5,500.00	497.00
PHOTOCOPY	3,887.91	4,326.01	8,061.16	7,000.00	(1,061.16)
TOTAL ACTUAL EXPENSES-1986	\$604,651.70				
TOTAL ACTUAL EXPENSES-1987		\$818,630.55			
TOTAL ACTUAL EXPENSES-1988			945,053.58		
TOTAL APPROVED BUDGET-1988				\$957,690.00	
NET UNEXPENDED BUDGET BALANCES - 1988					\$12,636.42



WEST ORANGE FREE PUBLIC LIBRARYSTATEMENT OF FUND BALANCESDECEMBER 31, 1988

	Balance Per Statements of Receipts at 12/31/88 as Pre- sented to Library Board Meeting <u>1/25/89</u>	To Transfer 1988 Receipts to Accumul- ated Revenues	To Transfer State Aid & Balance of 1988 Budget Fund to Accum- ulated Revenue	Balance Funds After Resolu- tion
1988 Budget Fund	\$ 12,636.42		(\$ 12,636.42)	\$ -0-
1988 Fines & Receipts	15,839.29	(\$ 15,839.29)		-0-
1988 Lost Book Fund	2,575.86	( 2,575.86)		-0-
1988 Book Sales & Excess Property Fund	1,403.48	( 1,403.48)		-0-
1988 Petty Cash & Change Fund	360.00			360.00
1988 State Aid Fund	49,388.00		( 49,388.00)	-0-
Accumulated Revenue Fund	-0-	19,818.63	62,024.42	81,843.05
	\$ 82,203.05	\$ -0-	\$ -0-	\$ 82,203.05
Add: Accounts Payable 12/31/88	( 58,323.30)			( 58,323.30)
<u>Total</u>	<u>\$ 23,879.75</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 23,879.75</u>

TO TRANSFER BALANCE OF 12/31/88

1. Budget Balance to Accumulated Revenue	\$ 12,636.42
2. Add: 1988 State Aid to Accumulated Revenue	49,388.00
<u>Sub-Total</u>	<u>\$ 62,024.42</u>
3. Add: 1988	
Unallocated Fines & Receipts	\$ 15,839.29
Lost Book Fund	2,575.86
Book Sales & Excess Property Fund	1,403.48
	<u>19,818.63</u>
<u>TOTAL ACCUMULATED REVENUES TRANSFERED-12/31/88</u>	<u>\$ 81,843.05</u>
<u>ACCUMULATED REVENUE BALANCE FROM 12/31/87</u>	<u>-0-</u>
<u>TOTAL ACCUMULATED REVENUES 12/31/88</u>	<u>\$ 81,843.05</u>

Prepared Without Audit.

WEST ORANGE FREE PUBLIC LIBRARYCOMPARATIVE BALANCE SHEETDECEMBER 31, 1988-1987-1986ASSETS

	<u>December 31,</u> <u>1988</u>	<u>December 31,</u> <u>1987</u>	<u>December 31,</u> <u>1986</u>
<u>CASH</u>			
Regular Checking Account	\$ 1,513	\$ 2,915	\$ 1,760
Investment Account	126,225	73,347	110,494
Savings Accounts	10,374	9,264	26,582
Community Relations Checking Account	1,914	1,083	2,053
Petty Cash Checking Account	215	190	287
Petty Cash Fund - Safe	250	250	150
Change Fund - Desk	35	35	35
<u>TOTAL CASH AND ASSETS</u>	<u>\$140,526</u>	<u>\$ 87,084</u>	<u>\$141,361</u>

LIABILITIES, RESERVES AND ACCUMULATED REVENUES

Accounts Payable	\$ 58,323	\$ 17,130	\$ 27,974
Reserve for:			
Petty Cash and Change Funds	360	360	360
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>\$ 58,683</u>	<u>\$ 17,490</u>	<u>\$ 28,334</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>81,843</u>	<u>69,594</u>	<u>113,027</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$140,526</u>	<u>\$ 87,084</u>	<u>\$141,361</u>

Prepared Without Audit.

## WEST ORANGE FREE PUBLIC LIBRARY

COMPARATIVE STATEMENT OF ACCUMULATED REVENUES  
FOR THE YEARS ENDED DECEMBER 31, 1988-1987

	December 31, 1988	December 31, 1987
<u>ACCUMULATED REVENUES:</u>		
Balance, January 1, 1988 - 1987	\$ 69,594	\$113,027
(Decreases) Increases to Accumulated Revenues:		
Transfer to Budget Fund, Per Resolution 8/24/88	( 69,594)	( 113,027)
<u>BALANCE</u>	\$ -0-	\$ -0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1988-87 Fines & Receipts	\$ 15,839	\$ 11,965
1988-87 Lost Book Funds	2,576	2,044
1988-87 Book Sales & Excess Property Fund	1,404 19,819	( 135) 13,874
1988-87 State Aid Received	\$ 49,388	\$ 39,510
1988-87 Balance of Budget Fund	12,636 62,024	16,210 55,720
<u>ACCUMULATED REVENUES-DECEMBER 31,</u> <u>1988-87 PER EXHIBIT C</u>	<u>\$ 81,843</u>	<u>\$ 69,594</u>

Prepared without Audit.

I RESOLVED:

That the 1988 West Orange Free Public Library Budget be modified to the total amount of \$945,053.58 to cover the actual 1988 encumbrances/expenditures. Such modification shall be covered by the 1988 budget as granted by the Town of West Orange in the amount of \$850,000, plus the appropriations of \$95,053.58 accumulated revenue as follows:

Amount Transferred to 1988 Budget Fund on 8/24/88 from:

1. Accumulated Revenue 1/1/88	\$ 69,594.00
<u>Transfer made 8/24/88</u>	
2. 1988 Fines & Receipts Used in 1988	34,913.00
3. 1987 N.J. State Aid	<u>3,183.00</u>
<u>Total</u>	<u>\$107,690.00</u>
(Less) Unexpended 1988 Budget 12/31/88	( <u>12,636.42</u> )
<u>Net Appropriation from 1988 Budget Fund</u> <u>from Accumulated Revenue</u>	<u>\$ 95,053.58</u>

II RESOLVED:

The following 1988 funds to be transferred to Accumulated Revenues:

1. 1988 Fines & Receipts Fund	\$ 15,839.29
2. 1988 Lost Book Fund	2,575.86
3. 1988 Book Sales & Excess Property Sold Fund	1,403.48
4. State Aid Fund-1988	49,388.00
5. Balance of Budget Fund-1988	<u>12,636.42</u>
<u>Total Funds to be Transferred to</u> <u>Accumulated Revenue-12/31/88</u>	<u>\$ 81,843.05</u>

Note:	1988	1987
A. <u>Budget</u>		
1. From Town of West Orange	\$850,000	\$688,000
2. From Accumulated Revenue - 1/1/88	69,594	111,020
3. From Fines & Reserves - 1988	34,913	35,821
4. From State Aid - 1987	<u>3,183</u>	<u>-0-</u>
<u>Total Budget</u>	<u>\$957,690</u>	<u>\$834,841</u>
(Less) Unexpended	( <u>12,636</u> )	( <u>16,210</u> )
<u>Net Modified Budget-Actual Expenses</u>	<u>\$945,054</u>	<u>\$818,631</u>
B. <u>Transfer From:</u>		
Accumulated Revenue	\$ 69,594	\$111,020
Fines	34,913	35,821
State Aid	<u>3,183</u>	<u>-0-</u>
	<u>\$107,690</u>	<u>\$146,841</u>
(Less) Unexpended	( <u>12,636</u> )	( <u>16,210</u> )
<u>Net Transfer Appropriation</u>	<u>\$ 95,054</u>	<u>\$130,631</u>

Prepared Without Audit.