

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
DECEMBER 20, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDING AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. USE OF LIBRARY BY W.O. HEALTH DEPARTMENT
  - B. UNATTENDED CHILDREN POLICY
  - C. REPORT ON LIBRARY VEHICLE
  - D. REPORT ON GRANT TO ENCLOSE LOWER LEVEL
  - E. OTHER
10. NEW BUSINESS
  - A. REPORT OF NOMINATING COMMITTEE
  - B. ELECTION OF OFFICERS FOR 1990
  - C. EXECUTIVE SESSION
  - D. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF DECEMBER 20, 1989

The meeting was called to order at 7:50 P. M. by President Jane Degnan. The following members were present constituting a quorum: Herbert Gladstone, Gayle Levy, Albert Kupferer, Irving Soloway, Anita Strauss, and John Willies. Also present were Board Accountant Stewart Manheim, Board Attorney William Cuozzi, and Library Director Caren Brown.

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:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of November 27, 1989 as presented. The motion was seconded by Mr. Gladstone and was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment to date. Mrs. Levy seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Gladstone made a motion to transfer Accumulated Revenues earned in 1989 in the amount of \$51,102.68, 1989 State Aid in the amount of \$49,388.00 to the 1989 budget. In addition, an appropriation of \$10,000 from grants for vehicle purchase will be made to the 1989 budget amending the amount to \$1,091,231. Mr. Kupferer seconded the motion and it was passed unanimously.

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

## CORRESPONDENCE AND GIFTS:

The following correspondence as sent and/or received during the past month:

- 1) A holiday card from Manheim Kosson & Novick.
- 2) A letter from Barton Press donating 28 cartons of marker pens to the library. A thank you letter was sent in return by the Director to Stanley Denburg, President of Barton Press.
- 3). A copy of a letter to Mayor Spina, from Jane Degnan informing him of her resignation as Library Trustee effective 12/31/89.

## DIRECTOR'S REPORT:

Ms. Brown announced that the asbestos removal has been completed and that the work crew will be insulating the boiler on the weekend. The staff worked through two cold days without heat, and without complaint.

Mr. Gladstone made a motion that the Board express its thanks and appreciation to the staff for their efforts during asbestos removal. Mr. Kupferer seconded the motion and it was carried unanimously.

Lighting fixtures have been delivered and work should commence during the first two weeks of January to correct the lighting in the old building.

The initial compact disc collection has been purchased, and the library has received four additional discs as gifts. The collection has proved to be very popular.

## OLD BUSINESS:

The Health Department submitted a contract prepared by Township attorney, Joseph Dooley for Board approval.

Mrs. Levy made a motion recommending that the contract be approved subject to review by Board Attorney for the January meeting. Mr. Gladstone seconded the motion and it was passed unanimously..

It was agreed that sometime in the future a planning committee would be established for the purpose of defining the uses of the area to be enclosed under the building.

Mrs. Strauss made a motion to adopt paragraph 6, page one of the Unattended Children Policy pending Police Department approval. Mr. Kupferer seconded the motion and it was carried unanimously.

Notices of this policy will be made available. At the time of closing, a list of the children's names will be posted on each door. A follow-up call will be made the next day.

Other Children's Room policies will be discussed at the January meeting. Ms. Brown thanked Cheryl Kranitz for her efforts in writing up the policies and contacting other libraries.

A white, Ford Escort LX station wagon has been purchased at a cost of \$8,393. It will be receiving municipal plates, as well as gas and repair work by the Public Works Dept. Ms. Brown will write a thank you letter to Dominick Belli thanking him for all of his assistance.

West Orange High School will provide us with a logo which will be placed on the wagon. In addition, with the assistance of the Friends, the library hopes to buy t-shirts and canvas bags with the logo to sell to patrons.

The wagon has been used for a meeting and for home deliveries and the staff is very pleased with it. A photographer from "The West Orange Chronicle" has taken a picture of the Mayor and the Director with the new vehicle. An article should appear in the next edition of the paper.

The library should hear the results of the block grant award by the middle to end of January. Mr. Gladstone suggested that the Board should be thinking about engaging an architect. Mrs. Strauss said that she would find out about the proper procedure to follow by the next meeting.

#### NEW BUSINESS:

Mr. Gladstone made a resolution to be presented to Mrs. Degnan for her service as Library Trustee. It will be signed by all Board members and the Director. Mr. Kupferer seconded the motion and it was passed unanimously.

Mr. Gladstone, as Chairman of the Nominating Committee, presented the slate of officers for 1990: President - Gayle Levy, First Vice President - Irving Soloway, Treasurer - Anita Strauss, Secretary - Albert Kupferer.

Mr. Willies moved that the nominations be closed and that the Board of Trustees accept the slate of officers as recommended by the Nominating Committee. It was seconded by Mrs. Strauss and carried unanimously.

A motion was made by Mrs. Levy that all members of the Board sign signature cards for bank accounts which would allow a combination of any two signatures for signing of checks. Mrs. Gladstone seconded the motion and it was passed unanimously.



Ms. Brown reported that everything was moving along nicely with the initial use of the collection agency.

NEW FRIENDS:

Frances Williams expressed her concern over the policy of leaving unattended children with the police department. The Board reassured Mrs. Williams that all the necessary precautions would be taken in dealing with the situation.

Mrs. Degnan thanked the Board for their cooperation over the past year.

Mr. Gladstone made a motion to adjourn the public portion of the meeting. Mrs. Levy seconded the motion and it was carried unanimously.

A short Executive Session was held concerning personnel.

Respectfully submitted,

  
Sandra G. Sessing  
Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

**WHEREAS**, Jane Degnan has served on the Board of Trustees of the West Orange Public Library since 1988 and served as President in 1989; and

**WHEREAS**, she served on the Search Committee for a new Library Director; and

**WHEREAS**, she has carried out all her duties diligently and with grace, charm, efficiency and humor;

**NOW, THEREFORE, WE DO RESOLVE**, that the Board of Trustees and the Staff of the Library thank Jane Degnan for her years of service; and

**WE DO FURTHER RESOLVE**, that a copy of this resolution be spread upon the minutes and the original given to Jane Degnan with love and all good wishes.

**RESOLVED**, this 20th day of December, 1989.

**ATTEST:**

**SIGNED:**

## DIRECTOR'S REPORT

DECEMBER 20, 1989

1. We have purchased our station wagon - a 1989 Ford Escort for the price of \$8,393.00. The insurance will be @\$2,252.00, the total of which is very close to the \$10,000.00 we received.

2. We are awaiting information on the removal of the asbestos in the utility closet on the lower level. When this is completed, the Health Department can proceed with their work for the Senior Nutrition Center.

3. We have resubmitted the grant for enclosing the parking area under the addition for the amount of \$35,000.00 for phase one, to include architect's plans and bid specifications. On December 12, the Town Council will be deciding priorities for submission of West Orange projects.

4. We have been planning our Holiday Celebration for the 20th of December, which will give us an opportunity to thank the volunteers and Friends who have worked so hard throughout the year.

5. As yet, we have gotten no word on our 1990 budget.

A handwritten signature in cursive script, appearing to read "Paul Brown", is located in the lower right quadrant of the page.

WEST ORANGE FREE PUBLIC LIBRARY  
MONTH OF NOVEMBER, 1989  
LIBRARY BOARD MEETING OF DECEMBER 20, 1989

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF NOV., 1989	ACCUMULATED BUDGET EXPENDITURES 11 MONTHS ENDED 11/30/89	UNEXPENDED BUDGET BALANCE ON 11/30/89	BILLS/ ACCOUNTS PAYABLE AT 12/11/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 12/11/89
SALARIES & WAGES	\$618,000	\$45,890.09	\$550,443.64	\$67,556.36		\$67,556.36
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,657.56	56,975.93	3,024.07	1,455.15	1,568.92
SOCIAL SECURITY	47,000	3,531.91	42,343.64	4,656.36		4,656.36
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500		4,393.96	5,106.04	128.09	4,977.95
WORKERS COMPENSATION INS	5,000	640.00	6,438.00	(1,438.00)		(1,438.00)
SUNDAY OPENINGS	10,300	1,139.30	8,611.10	1,688.90		1,688.90
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	8.00	1,454.21	45.79	233.50	(187.71)
COMMUNITY SERVICES	1,500	70.00	406.70	1,093.30	91.85	1,001.45
TRANSPORTATION	500	74.00	303.85	196.15	5.50	190.65
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	14,670.00	2,930.00	1,467.00	1,463.00
LEGAL SERVICES	4,000	276.00	3,163.50	836.50	276.00	560.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	566.25	3,872.86	4,127.14	410.50	3,716.64
PAYROLL SERVICES	2,300	153.77	1,963.54	336.46	154.54	181.92
MAINT. MAIN-UTILITIES	40,000	3,044.42	35,570.98	4,429.02	2,703.04	1,725.98
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	383.13	6,890.09	5,109.91	499.00	4,610.91
RENTAL-TORY CORNER	540		540.00	0.00		0.00
JANITORIAL SUPPLIES	3,500	110.67	3,107.76	392.24	19.48	372.76
MATERIALS & SUPPLIES:						
BOOKS	90,941	8,867.80	75,393.64	15,547.36	7,965.42	7,581.94
SUPPLIES-LIBRARY	16,500	2,632.26	15,168.83	1,331.17	1,764.38	(433.21)
PERIODICALS, SERIALS & NEWSPAPERS	15,000	8,455.37	9,795.57	5,204.43	151.25	5,053.18
AUDIO/VISUAL MATERIALS	2,000	57.85	422.56	1,577.44	243.34	1,334.10
MICROFILM & MICROFICHE	9,000	883.17	2,675.18	6,324.82		6,324.82
PHOTOCOPY	9,000	405.39	7,674.25	1,325.75	250.26	1,075.49
MSC. EXPENSES:						
INSURANCE-OTHER	11,000		7,852.00	3,148.00	771.00	2,377.00
TELEPHONE	5,500	353.91	4,774.44	725.56		725.56
POSTAGE	2,500	31.94	1,770.76	729.24	407.95	321.29
ADMINISTRATIVE EXPENSE	1,000		691.18	308.82		308.82
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500		3,948.43	1,551.57		1,551.57
TELEPHONE EQUIPMENT	7,000		10,154.19	(3,154.19)		(3,154.19)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500		5,481.00	19.00		19.00
OFFICE EQUIPMENT	1,400		362.50	1,037.50		1,037.50
MAINTENANCE EQUIPMENT	500		456.20	43.80		43.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00	185.66	814.34
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	84.05	1,935.73	64.27	154.07	(89.80)
<b>TOTAL</b>	<b>\$1,081,231</b>	<b>\$84,783.84</b>	<b>\$925,625.18</b>	<b>\$155,605.82</b>	<b>\$19,336.98</b>	<b>\$136,268.84</b>
SOURCE OF FUNDS:						
TOWNSHIP OF WEST ORANGE		\$900,000				
ACCUMULATED REVENUE FUND-1988		81,843				
ANTICIPATED FINES-REVENUE 1989		50,000				
ANTICIPATED STATE AID-1989		49,388				
		<u>\$1,081,231</u>				

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF NOVEMBER, 1989

		LESS:		BUDGET BALANCES AT 12/11/89
BALANCE 11/1/89	RECEIPTS	ADD: DUE FROM TOWN OF W. ORANGE	ACCOUNTS PAYABLE 12/11/89	
\$141,001.66		\$56,217.82	(\$19,336.98)	\$136,268.84

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

\$9,327.30

\$849.50

\$10,176.80

TOTAL COPY MACHINES

FINES

\$9,327.30

\$849.50

\$10,176.80

RENTALS

\$15,418.97

\$1,347.29

\$16,766.26

PROJECTOR RENTAL

2,092.29

181.85

2,274.14

MICROFILMS

53.00

26.15

79.15

NON-RESIDENT FEE

241.80

241.80

MEETING ROOM

87.40

87.40

TELEPHONE

375.00

10.62

375.00

DONATIONS

247.63

100.00

258.25

INTEREST

5,119.71

819.13

5,219.71

MISCELLANEOUS

7,726.09

952.00

8,545.22

VIDEO TAPE RENTAL

952.00

715.85

952.00

TOTAL RECEIPTS AND FUNDS

\$47,052.29

\$4,050.39

\$51,102.68

LOST BOOK FUND

1,679.02

202.04

1,881.06

BOOK SALES & EXCESS PROPERTY ...

1,182.95

280.00

1,462.95

PETTY CASH & CHANGE FUND

345.00

5,000.00

\$345.00

RESERVE FOR VEHICLE PURCHASE

5,000.00

\$10,000.00

N.J. STATE AID FUND

0.00

\$49,388.00

ACCUMULATED REVENUE FUND

0.00

0.00

ACCOUNTS PAYABLE 12/31/89

3,568.10

3,568.10

TOTAL ALL FUNDS

\$199,829.02

\$58,920.43

\$84,783.84

\$173,965.61

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK *734-0598-7	\$1,447.09
INVESTMENT A/C MIDLANTIC NATL BANK *738-0372-8	163,538.33
MIDLANTIC NATL BANK - *20730 0177 4-FINES, ETC	4,210.60
MIDLANTIC NATL BANK - *20730 11617-JN, INS.	255.74
MIDLANTIC NATL BANK - *20730 14058-BOOK SALES	1,231.95
MIDLANTIC NATL BANK - *735-1699-9 COMMUNITY RELATIONS	2,317.50
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	679.40

LESS: ACCOUNTS PAYABLE 11/15/89

\$173,965.61

(\$19,336.98)

CASH FUNDS AVAILABLE AT 11/15/89

\$154,628.63

WEST ORANGE FREE PUBLIC LIBRARYNOVEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
DECEMBER 20, 1989Checks are Dated  
November 27, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4527	N.J. Bell	9. Telephone	\$ 353.91
4528	Petty Cash Checking a/c	29. Transfer	200.00
	P/R 11/10 #8366-8404 (39)	1. Salaries-Net	15,920.05
	" 11/24 #8405-8446 (42)	1. Salaries-Net	<u>16,084.29</u>
<u>Sub-Total</u>			\$ 32,558.25
<u>Add:</u> Checks #4468-4526 Issued at Niovenber 27, 1989			<u>52,652.78</u>
<u>Total</u>			\$ 85,211.03
<u>Less:</u>	Deposit 12/10	2. Books	\$ 27.19
	Check #4514	29. Transfer	200.00
	#4528	29. Transfer	<u>200.00</u> ( <u>427.19</u> )
<u>Total Per Budget Report November 1989</u>			<u>\$ 84,783.84</u>

PAYMENT RECOMMENDED BY:*Can Brown*PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By *Stewart Manheim, CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
DECEMBER 20, 1989

Checks are Dated  
December 20, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4529	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		\$ 426.00
4530	Midlantic National Bank	1. Salaries-W/H Tax	\$2,843.01	
"	"	1. Salaries-Employee S.S.	1,757.56	
"	"	27. Employer Soc. Sec.	1,757.53	6,358.10
4531	Void			-0-
4532	Montclair Bloomfield Motors			8,393.00
4533	A & C Elevator Co., Inc.	11. Service Contracts		135.00
4534	American Library Association	15. Workshops-Seminars		110.00
4535A	Automatic Data Process. Princeton	19. Magazines-Newspapers	81.28	
B	"	19. " "	73.26	154.54
4536A	Baker & Taylor	2. Books	134.54	
B	"	2. "	236.68	
C	"	2. "	45.28	
D	"	2. "	81.64	
E	"	2. "	50.88	549.02
4537A	Baker & Taylor	2. Books	251.82	
"	"	2. "	504.87	
"	"	2. "	711.47	
"	"	2. "	1,739.28	
4537B	Baker & Taylor	4. Supplies	4.00	
"	"	4. "	9.00	
"	"	4. "	28.00	
"	"	4. "	9.00	3,257.44
4538	Baker & Taylor	28. Video Tapes	16.03	
"	"	28. " "	19.83	
"	"	28. " "	23.88	
"	"	28. " "	23.88	
"	"	28. " "	45.50	129.12
4539	Barnes & Noble Bookstore, Inc.	2. Books		14.29
4540A	Benisch & Co.	5. Insurance - Other	2,217.00	
B	"	5. " "	( 3,663.00)	
C	"	5. " "	2,217.00	771.00
4541	Brodart Co.	4. Supplies	7.51	
"	"	4. "	975.00	
"	Brodart & Co.	22. A/V Equipment	185.66	1,168.17
4542	CD One Stop	21. A/V Materials-Software		200.63
4543	Clarke Air Conditioning Service	6. Maintenance-Main		324.00
4544	Congresional Quarterly, inc.	2. Books		314.00
4545	William F. Cuozzi	24. Legal Services		276.00
4546	C.W. Associates	2. Books	30.00	
"	"	2. "	42.00	72.00
4547	Davidson Titles, Inc.	2. Books		310.29
4548	Delta Dental Plan of N.J.	26. Hospitalization-Dental	881.59	
"	"	26. " "	126.96	1,008.55
4549	Arthur Deutsch	26. Hospitalization		223.30
4550	Sylvia Deutsch	26. Hospitalization		223.30
4551	DuPont Graphic Arts, Inc.	4. Supplies	65.00	105.82
4552	East Orange Public Library	4. Supplies	65.00	130.00
4553	EBSCO Subscription Services	19. Magazines-Newspapers		70.00
4554	Edison Record Clearance	21. A/V Software	13.49	
"	"	21. A/V Software	29.22	42.71
4555	Educational Directories, Inc.	2. Books		50.00
4556	ESCO	11. Service Contracts		24.00
4557	Gale Research, Inc.	2. Books	69.75	
"	"	2. "	90.21	159.96
4558	G.K. Hall & Co.	2. Books		157.10
4559	Guard Rite Steel Door Corp.	6. Maintenance-Main		175.00
4560	Highsmith Co., Inc.	4. Supplies		66.81
4561	Information Plus	2. Books		66.94
4562	Information Products	11. Service Contracts		150.00
4563	Ingram Publisher Services, Inc.	2. Books		9.33
4564	Institute for Research	19. Magazines-Newspapers		29.95
4565	Lawyers Co. - Operative Publishing	2. Books		44.25
4566	Manheim, Kosson & Novick	23. Management Services		1,467.00
4567	Media Source	2. Books		148.15

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
DECEMBER 20, 1989

Checks are Dated  
December 20, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4568	National Register Publishing Co.	2. Books		\$ 151.25
4569	New Jersey Library Association	15. Workshops-Seminars		90.00
4570	New Jersey Office Supply	4. Supplies	57.18	
"	"	4. "	16.40	
"	"	4. "	2.62	
"	"	4. "	9.00	
"	"	4. "	3.57	
"	"	4. "	4.76	93.53
4571	N.J.State Disability Benefits Fund	28. Unemployment Ins.		128.09
4572	Petty Cash - Safe	4. Supplies	55.71	
"	"	12. Transportation	5.50	
"	"	13. Postage	7.95	
"	"	15. Workshops-Seminars	33.50	
"	"	28. Lost Book	27.10	129.76
4573	Pippert Press	4. Supplies		280.00
4574	Pitney Bowes	11. Service Contracts		59.25
4575	Postmaster	13. Postage		400.00
4576	PSE & G	8. Utilities		2,703.04
4577	R.R. Bowker	2. Books		99.70
4578	Samuel Klein & Co.	28. Accounts Payable		1,650.00
4579	Sorbus	11. Service Contracts		42.25
4580	Standard & Poor's Corp.	2. Books	498.00	
"	"	2. "	1,175.00	1,673.00
4581	Thorndike Press	2. Books		49.81
4582	Upstart	10. Community Relations	52.36	
"	"	10. " "	39.49	91.85
4583	Valente Hardware	18. Janitorial Supplies	8.99	
"	"	18. " "	10.49	19.48
4584	Video West	28. Video Tapes		24.95
4585	Watson Label Products	2. Books		888.89
4586	Xerox Corporation	25. Photocopy	125.13	
"	"	25. "	125.13	250.26
4587	H. Young	19. Magazines-Newspapers		51.30
	<u>Sub-Total</u>			\$ 36,191.18
	<u>Less: Check #4529</u>	1. Salaries	426.00	
	#4530	1. Salaries	4,600.57	
	"	27. Employer Soc. Sec.	1,757.53	
	#4532	28. Reserve for Auto	8,393.00	
	#4572	28. Lost Book	27.10	
	#4578	28. Accounts Payable	1,650.00	( 16,854.20)
	<u>Total Accounts Payable Through December 11, 1989</u>			
	<u>Per Budget Report</u>			\$ 19,336.98

PAYMENT RECOMMENDED BY:

*Carey Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*



## WEST ORANGE FREE PUBLIC LIBRARY

## SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	
APRIL	0.00	
5/19	50.00	CRESTRIDGE TENANTS' ASSOC.
5/23	50.00	PATIENT CARE
MAY	100.00	
6/23	50.00	LLEWELLYN GATES CONDO
JUNE	50.00	
7/19	50.00	PATIENT CARE MEDICAL SERVICES
JULY	50.00	
AUGUST	0.00	
9/29	50.00	REPUBLICAN CT. COMM.
SEPTEMBER	50.00	
OCTOBER	0.00	
NOVEMBER	0.00	

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF NOVEMBER, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	715.85	6,126.95
PURCHASES	(154.07)	(2,089.80)
	-----	-----
	561.78	4,037.15

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF NOVEMBER, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
XEROX INCOME	849.50	10,176.80
LESS: XEROX EXPENSE	(250.26)	(7,924.51)
	-----	-----
NET XEROX INCOME	599.24	2,252.29

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
NOVEMBER 27, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDING AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. USE OF LIBRARY BY W.O. HEALTH DEPARTMENT
  - B. OTHER
10. NEW BUSINESS
  - A. HOLIDAY RECEPTION DECEMBER 20 6-8 PM
  - B. BOOKS-ON-TAPE CIRCUIT - RESOLUTION
  - C. 1990 HOLIDAY SCHEDULE
  - D. 1990 BOARD MEETING SCHEDULE
  - E. NOMINATING COMMITTEE
  - F. AMENDMENT OF MEETING ROOM POLICY FOR LITERACY GROUPS
  - G. RAISING INSURANCE COVERAGE
  - H. GRANT FOR MEETING ROOM
  - I. 20 YEAR CAPITAL PROJECTION
  - J. LIGHTING CONTRACT
  - K. UNATTENDED CHILDREN POLICY
  - L. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF NOVEMBER 27, 1989

The meeting was called to order at 8:00 P. M. by President Jane Degnan. The following members were present constituting a quorum: Irving Soloway, Anita Strauss, and John Willies. Also present were Board Accountant Stewart Manhelm, Board Attorney William Cuozzi, and Library Director Caren Brown. Herbert Gladstone, 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 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.

The order of the Agenda was changed to permit Leonard Lepore, Assistant Municipal Engineer, Public Works Dept. to present three proposals for lighting improvements in the original wing of the library. Mr. Lepore pointed out that two alternates were available: 1) All labor, equipment, fixtures and lamps to be supplied by the contractor, 2) Labor and equipment supplied by the contractor with the library supplying fixtures and lamps. A short discussion was held and it was decided based upon Mr. Lepore's recommendation, that the best course of action would be to follow the least expensive way, which would be alternate 2.

Mrs. Strauss made a motion to purchase fixtures and lamps from Bloomfield Electric, and to contract with E. Scott Gaipa to supply labor and equipment for a total cost of \$4,922.10. Mr. Soloway seconded the motion and it was carried unanimously.

The Director will use her judgment in determining hours the library may need to close after consulting with the contractor.

Mrs. Degnan thanked Mr. Lepore for his assistance with the lighting improvements which at long last will become a reality.

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board meeting of October 23, 1989 as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

# TREASURER'S REPORT:

## 1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment to date. Mr. Willies seconded the motion and it was carried unanimously.

## 2) Financial Statement:

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

# CORRESPONDENCE AND GIFTS:

The following correspondence was received during the past month:

1) A letter and donation to the members and staff of the library, dated 10/31/89, from the Ladies' Association of Llewellyn Park. This donation will be put towards a compact disc cabinet.

(A thank you letter was sent on 11/27/89 by the Director)

2) A thank you letter dated 11/21/89 from the Daughters of Israel Geriatric Center for the donation of books.

3) A note from the Essex Junior Academy dated 10/20/89 thanking the library for a book donation.

4) A letter to Stanley Greer, I. U. O. E. Local 68 from the Director, dated 10/31/89 concerning negotiations.

5) A letter to Joseph Fonzino, West Orange Health Dept., dated 10/24/89, concerning the Senior Lunch program and related problems dealing with kitchen installation.

Ms. Brown announced that the Women's Club of West Orange has made a donation for purchase of a compact disc cabinet.

# DIRECTOR'S REPORT:

Ms. Brown reported that complaints have been filed with the Public Works Department in regard to the new roof. Tar and water has leaked through to the administrative offices with damage to ceiling tiles and walls, with additional problems with the drains. The Director has recommended that payment be withheld until all items in question have been attended to.

# OLD BUSINESS:

The Health Department is preparing a contract for one year. Generally, thirty days notice by either party can cancel the agreement. The library will receive \$8,000 for use of the area for 1990. Tables have been delivered and cabinets are being installed.

# NEW BUSINESS:

Mrs. Strauss reported on the library trustee meeting, part of a three day seminar that she had attended dealing with the Intellectual Freedom Policy. Mrs. Strauss noted that there is more to a material selection policy than there appears, and that trustees must be vigilant against censorship. Ms. Brown, who has been actively involved with the Intellectual Freedom Policy Committee for many years, offered to speak to the Board about the policy.

Ms. Brown recommended that when a member of the Board of Trustees attends meetings or seminars on behalf of the Board, mileage expenses should be paid for by the library. She suggested that this become an official policy of the Board, expenses to be deducted from line item Seminars and Workshops. The Trustees were in unanimous agreement to the Director's recommendation.

Mr. Willies made a motion that the West Orange Public Library become a participant in the MACC Circuit and that Caren Brown be the authorized agent. Mrs. Strauss seconded the motion and it was carried unanimously.

Ms. Brown said that many people are using books on tape and that the library will begin to circulate cassettes from the new circuit as soon as delivery is completed.

After collection agency procedures are reviewed at the next staff meeting, the program can be implemented.

Mr. Soloway made a motion to accept the holiday schedule as amended for 1990. Mr. Willies seconded the motion and it was passed unanimously. (See attachment)

Mr. Soloway made a motion to accept the Board of Trustees meeting dates for 1990 as amended. Mr. Willies seconded the motion and it was carried unanimously. (See attachment)

Mrs. Degnan appointed Mr. Gladstone, Mr. Kupferer, and Mrs. Strauss to serve on the Nominating Committee to prepare a slate of officers for 1990, to be presented at the January meeting.

Mrs. Strauss made a motion to allow literacy group volunteers use of the meeting room free of charge during library hours as long as it does not interfere with library use. Mr. Soloway

seconded the motion and it was passed unanimously.

Mr. Soloway made a motion to increase the library's insurance liability to \$1,000,000 at a cost of \$793.00. Mrs. Strauss seconded the motion and it was carried unanimously

Ms. Brown apologized to the Board for submitting the application for the Community Block Grant without Board approval as the timing was of the essence. The library's request came to \$537,492. However, the entire Township of West Orange will receive only approximately \$400,000. An addendum was added to request \$35,000 to hire an architect as Phase I to draw up plans. After submission of the application to Douglas Crum, Accountant for the Planning Board, the Township Council will review it and present it to the County. We should hear about the results sometime in the beginning of 1990.

A twenty year capital project list for 1990-2010 was submitted to the Planning Department. Ms. Brown pointed out that one of the main considerations in 1991 should be replacement of Children's Room furniture. The entire room needs an overhaul.

Ms. Brown asked the Trustees to review the Unattended Children Policy and to bring recommendations and suggestions to the next meeting.

Mr. Soloway made a motion to adjourn the meeting at 8:55 P. M. Mr. Willies seconded the motion and it was carried unanimously.

Respectfully submitted,

  
Sandra G. Sessing, Secretary



## 1990 BOARD MEETING DATES

THE WEST ORANGE PUBLIC LIBRARY WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

MONDAY, JANUARY 1, 1990 - NEW YEAR'S DAY

MONDAY, FEBRUARY 19, 1990 - PRESIDENT'S DAY

FRIDAY, APRIL 13, 1990 - GOOD FRIDAY

SATURDAY - MONDAY, MAY 26, 27, 28, 1990 - MEMORIAL DAY WEEK-END

WEDNESDAY, JULY 4, 1990

MONDAY, SEPTEMBER 3, 1990 - LABOR DAY

WEDNESDAY, NOVEMBER 21, 1990 - 5:30-9:00 P.M. THANKSGIVING EVE

THURSDAY, NOVEMBER 22, 1990 - THANKSGIVING

MONDAY, DECEMBER 24, 1990 CLOSE AT 1:00 P.M. - CHRISTMAS EVE

TUESDAY, DECEMBER 25, 1990 - CHRISTMAS DAY

MONDAY, DECEMBER 31, 1990 CLOSE AT 1:00 P.M. - NEW YEAR'S EVE

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## 1990 BOARD OF TRUSTEES MEETING DATES

THE BOARD OF TRUSTEES OF THE WEST ORANGE PUBLIC LIBRARY MEETS AT 7:30 P. M. IN THE MEETING ROOM OF THE WEST ORANGE PUBLIC LIBRARY. THE PUBLIC IS ENCOURAGED TO ATTEND. IN 1990, THE BOARD WILL MEET ON THE FOLLOWING DATES:

WEDNESDAY - JANUARY 24

WEDNESDAY - JULY 25

WEDNESDAY - FEBRUARY 28

WEDNESDAY - AUGUST 22

WEDNESDAY - MARCH 28

WEDNESDAY - SEPTEMBER 26

WEDNESDAY - APRIL 25

WEDNESDAY - OCTOBER 24

WEDNESDAY - MAY 23

WEDNESDAY - NOVEMBER 28

WEDNESDAY - JUNE 27

WEDNESDAY - DECEMBER 19

DIRECTOR'S REPORT

November 27, 1989

1. We have prepared a grant for Community Block Grant funds to enclose the area underneath the Library. This grant application was submitted without Board approval because of the pressure of time. We will discuss it at the November meeting.
2. We prepared a twenty year Capital Budget projection for the Township and submitted it with the same stipulations as above.
3. We had the roof repaired and have complained to the Engineering Department about 1) leaks which stained ceiling tiles in the Director's office; 2) tar which leaked over the walls in the two Administrative offices; and 3) incorrect placement of drains on the roof itself.
4. We are planning a holiday party and reception on December 20, 1989 between 6 and 8 PM before the Board Meeting, at which time we will honor volunteers and Friends.
5. The contract for asbestos removal has been awarded and we are working with the Engineering Department in implementing the removal.
6. Bids were received from electrical contractors for the installation of lights in the older part of the Library. Information about those bids will be available at the November meeting and the Board will make its selection then and the work can proceed. There is more than enough money budgeted to cover this expense.
7. I attended the League of Municipalities Conference on November 15, 1989, and staffed the New Jersey Library Association Booth. I had the opportunity to greet Township officials and workers.
8. The program given by Dr. Eliot Engel on Dickens was extremely well attended and we hope to have him again next year to do a program on Shakespeare. We were disappointed in the attendance at the Jazz Concert with only @55 people in attendance.
9. The lower area of the Library is now completely closed to the Public.
10. We met with Gail Malmgreen to discuss the expenditure of the money given in memory of her father. We agreed to purchase a computer for the Reference Department which would have a compact disc player for the use with various information packages.



## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF OCTOBER, 1989  
LIBRARY BOARD MEETING OF NOVEMBER 27, 1989

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF OCT., 1989	ACCUMULATED BUDGET EXPENDITURES 10 MONTHS ENDED 10/31/89	UNEXPENDED BUDGET BALANCE ON 10/31/89	BILLS/ ACCOUNTS PAYABLE AT 11/15/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 11/15/89
SALARIES & WAGES	\$618,000	\$45,794.30	\$504,553.55	\$113,446.45		\$113,446.45
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,657.56	51,318.37	8,681.63	839.27	7,842.36
SOCIAL SECURITY	47,000	3,519.83	38,811.73	8,188.27		8,188.27
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500		4,393.96	5,106.04		5,106.04
WORKERS COMPENSATION INS	5,000	837.00	5,798.00	(798.00)	640.00	(1,438.00)
SUNDAY OPENINGS	10,300	1,074.32	7,471.80	2,828.20		2,828.20
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500		1,446.21	53.79	8.00	45.79
COMMUNITY SERVICES	1,500		336.70	1,163.30	70.00	1,093.30
TRANSPORTATION	500	36.05	229.85	270.15	74.00	196.15
AUDIT	1,650		0.00	1,650.00		1,650.00
MGNT. & PROFESSIONAL SVCS.	17,600	1,467.00	13,203.00	4,397.00	1,467.00	2,930.00
LEGAL SERVICES	4,000	276.00	2,887.50	1,112.50	276.00	836.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	108.05	3,306.61	4,693.39	566.25	4,127.14
PAYROLL SERVICES	2,300	117.94	1,809.77	490.23	153.77	336.46
MAINT. MAIN-UTILITIES	40,000	3,989.41	32,526.56	7,473.44	3,044.42	4,429.02
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	102.48	6,506.96	5,493.04	383.13	5,109.91
RENTAL-TORY CORNER	540	135.00	540.00	0.00		0.00
JANITORIAL SUPPLIES	3,500	28.77	2,997.09	502.91	110.67	392.24
MATERIALS & SUPPLIES:						
BOOKS	90,941	9,841.24	66,525.84	24,415.16	8,894.99	15,520.17
SUPPLIES-LIBRARY	16,500	825.15	12,536.57	3,963.43	2,632.26	1,331.17
PERIODICALS, SERIALS & NEWSPAPERS	15,000	398.16	1,340.20	13,659.80	8,455.37	5,204.43
AUDIO/VISUAL MATERIALS	2,000		364.71	1,635.29	57.85	1,577.44
MICROFILM & MICROFICHE	9,000	1,706.85	1,792.01	7,207.99	883.17	6,324.82
PHOTOCOPY	9,000	1,065.39	7,268.86	1,731.14	405.39	1,325.75
MISC. EXPENSES:						
INSURANCE-OTHER	11,000		7,852.00	3,148.00		3,148.00
TELEPHONE	5,500	390.04	4,420.53	1,079.47		1,079.47
POSTAGE	2,500	418.13	1,738.82	761.18	31.94	729.24
ADMINISTRATIVE EXPENSE	1,000		691.18	308.82		308.82
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500		3,948.43	1,551.57		1,551.57
TELEPHONE EQUIPMENT	7,000		10,154.19	(3,154.19)		(3,154.19)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500	82.00	5,481.00	19.00		19.00
OFFICE EQUIPMENT	1,400	280.00	362.50	1,037.50		1,037.50
MAINTENANCE EQUIPMENT	500		456.20	43.80		43.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00		1,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	22.95	1,851.68	148.32	84.05	64.27
<b>TOTAL</b>	<b>\$1,081,231</b>	<b>\$78,173.62</b>	<b>\$840,841.34</b>	<b>\$240,389.66</b>	<b>\$29,077.53</b>	<b>\$211,312.13</b>
SOURCE OF FUNDS:						
TOWNSHIP OF WEST ORANGE		\$900,000				
ACCUMULATED REVENUE FUND-1988		81,843				
ANTICIPATED FINES-REVENUE 1989		50,000				
ANTICIPATED STATE AID-1989		49,388				



WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1989 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 27, 1989

Checks are Dated  
October 26, 1989

VOUCHER  
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

#4457	Midlantic National Bank	1. Salaries - W/H Tax	\$2,733.92	
"	" " "	1. Salaries-Employee S.S.	1,763.64	
"	" " "	27. Salaries-Employer S.S.	1,763.63	\$ 6,261.19
4458	State of N.J.-GIT	1. Salaries-N.J. W/T		1,004.93
4459	W.O. Library-Unemp. Savings a/c	1. Salaries		75.15
4460	Twp. of W.O.-Hospitalization	26. Hospitalization		4,818.29
4461	Int'l Union of Operating Engrs.	1. Salaries-Union Dues		299.00
4462	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		426.00
4463	Travelers Ins. Co.	1. Salaries		1,014.00
4464	PERS 20284	1. Salaries		2,658.24
4465	PERS 20284	1. Salaries		149.38
4466	AT & T	9. Telephone		3.65
4467	NJ Bell	9. Telephone		386.39
	PR 10/12 #8288-8325 (38)	1. Salaries - Net		15,890.66
	" 10/26 #8326-8365 (40)	1. " "		15,946.83
<u>Sub-Total</u>				\$ 48,933.71
<u>Add: Checks #4404-4456 Issued at October 23, 1989</u>				<u>29,451.81</u>
<u>Total</u>				\$ 78,385.52
<u>Less: Check #4438</u>		29. Transfer	\$ 200.00	
#4439		28. Lost Book	11.90	( 211.90)
<u>Total Per Budget Report October 1989</u>				<u>\$ 78,173.62</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Law Brown*

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

OCTOBER 1989 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 27, 1989

Checks are Dated  
November 27, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4468	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		\$ 426.00
4469	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,816.46	
"	" " "	1. Salaries-Employee S.S.	1,758.99	
"	" " "	27. Employer Soc. Sec.	1,758.98	6,334.43
4470	Midlantic Nat'l Bank	1. Salaries-W/H Tax	2,820.90	
"	" " "	1. Salaries-Employee S.S.	1,772.93	
"	" " "	27. Employers Soc. Sec.	1,772.93	6,366.76
4471	State of N.J.-GIT	1. Salaries-N.J. W/T		1,023.29
4472	W.O. Library-Unemp. Sav. a/c	1. Salaries		58.68
4473	Twp. of W.O.-Hospitalization	26. Hospitalization		4,818.29
4474	Int'l Union of Operating Engrs.	1. Salaries-Union Dues		230.00
4475	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		426.00
4476	Travelers Insurance	1. Salaries		1,014.00
4477	PERS #20284	1. Salaries		2,528.42
4478	PERS #20284	1. Salaries		149.38
4479A	A & C Elevator	11. Service Contracts	270.00	
B	" " "	11. " "	135.00	405.00
4480	Acme Kelly & Salles	6. Maintenance - Main		56.13
4481A	Acme Rubber Stamp Works	4. Supplies	13.75	
B	" " "	4. " "	5.75	19.50
4482	American Paper Towel Co.	18. Janitorial Supplies		67.05
4483A	Automatic Data Process. Princeton	11. Service Contracts-P/R	71.67	
B	" " "	11. " " "	82.10	153.77
4484A	Baker & Taylor	2. Books	35.47	
B	" " "	2. " "	110.87	
C	" " "	2. " "	342.43	
D	" " "	2. " "	215.01	703.78
4485A	Baker & Taylor	28. Video Tapes	60.64	
B	" " "	28. " "	23.41	84.05
4486A	Baker & Taylor	2. Books	( 145.68)	
B	" " "	2. " "	2,657.76	
C	" " "	4. Supplies	53.00	2,565.08
4487	Benisch & Co.	5. Insurance- W.C.		640.00
4488A	Brodart Co.	4. Supplies	650.00	
B	" " "	4. " "	335.91	
C	" " "	4. " "	21.50	
D	" " "	4. " "	72.74	
E	" " "	4. " "	339.15	
F	" " "	4. " "	331.38	
G	" " "	4. " "	53.91	
H	" " "	4. " "	80.31	
I	" " "	4. " "	4.00	1,888.90
4489	Clarke Air-Conditioning Service	6. Maintenance-Main		212.00
4490	Congressional Quarterly, Inc.	2. Books		435.00
4491	Control Building Services, Inc.	11. Service Contracts		95.00
4492	William F. Cuozzi, Jr.	24. Legal Services		276.00
4493	Delta Dental Plan of N.J.	26. Hospitalization-Dental		839.27
4494	Eagle Marketing Corp.	2. Books		187.95
4495	EBSCO Subscription Service	19. Magazines, Newspapers		8,404.07
4496A	Edison Record Clearance	21. A/V Materials-Software	32.45	
B	" " "	21. " " "	25.40	57.85
4497	Encore Books #8201	2. Books		79.20
4498	ESCO	11. Service Contracts		24.00
4499	Essex County Library Directors	2. Books		500.00
4500	Gale Research, Inc.	2. Books		90.21
4501A	Gaylord Bros.	4. Supplies	( 28.71)	
B	" " "	4. " "	37.75	9.04
4502	G.K. Hall & Co.	2. Books		32.31
4503	Harrop Press Painters	4. Supplies		64.00
4504A	Highsmith Co.	4. Supplies	46.93	
B	" " "	4. " "	75.82	122.75
4505	H.W. Wilson Co.	2. Books		1,677.00
4506	Manheim, Kosson & Novick	23. Management Services		1,467.00
4507	Marquis Who's Who	2. Books		129.00
4508	Mobile Audio Cassette Circuit	2. Books		1,000.00

## WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1989 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 27, 1989

Checks are Dated  
November 27, 1989

## VOUCHER

<u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4509	National Fuel Co., Inc.	6. Maintenance-Main		\$ 115.00
4510	National Register Publishing Co.	2. Books		577.05
4511	National Telephone Directory Corp.	2. Books		168.00
4512	New Jersey Dept. of Labor	2. Books		10.00
4513A	New Jersey Office Supply, Inc.	4. Supplies	\$ 226.03	
B	" " " " "	4. "	4.92	
C	" " " " "	4. "	20.67	
D	" " " " "	4. "	19.62	
E	" " " " "	4. "	111.19	382.43
4514	Petty Cash Checking Account	29. Transfer		200.00
4515	Petty Cash - Safe	2. Books	10.00	
	" " "	4. Supplies	92.64	
	" " "	10. Community Relations	20.00	
	" " "	12. Transportation	74.00	
	" " "	13. Postage	26.82	
	" " "	15. Workshops-Seminars	8.00	231.46
4516A	PSE & G	8. Utilities	3,006.31	
B	" " "		38.11	3,044.42
4517	RGS Press	2. Books		42.50
4513	R.R. Bowker	2. Books		219.40
4519	Ernest Sampino	10. Community Relations		50.00
4520	Sorbus	11. Service Contracts		42.25
4521A	University Microfilms, Int'l	20. Microfilm	883.42	
B	" " "	20. "	( .25)	883.17
4522	Valente Hardware	13. Postage	5.12	
"	" "	18. Janitorial Supplies	43.62	48.74
4523	Watson Label Products	2. Books		488.26
4524	West Publishing Co.	2. Books		33.25
4545A	Xerox Corp.	25. Photocopy	30.00	
B	" "	25. "	125.13	
C	" "	25. "	125.13	
D	" "	25. "	125.13	405.39
4526	H. Young	19. Magazines-Newspapers		51.30
	<u>Sub-Total</u>			<u>\$ 52,652.78</u>
<u>Less:</u>	#4468	1. Salaries	426.00	
	4469	1. Salaries	4,575.45	
	"	27. Employer Soc. Sec.	1,758.98	
	4470	1. Salaries	4,593.83	
	"	27. Employer Soc. Sec.	1,772.93	
	4471	1. Salaries	1,023.29	
	4472	1. Salaries	58.68	
	4473	26. Hospitalization	4,818.29	
	4474	1. Salaries	230.00	
	4475	1. Salaries	426.00	
	4476	1. Salaries	1,014.00	
	4477	1. Salaries	2,528.42	
	4478	1. Salaries	149.38	
	4514	29. Transfer	200.00	( 23,575.25)
<u>Total Accounts Payable through November 15, 1989</u>				
<u>Per Budget Report</u>				<u>\$ 29,077.53</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:



Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF OCTOBER, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
XEROX INCOME	1,003.50	9,327.30
LESS: XEROX EXPENSE	(405.39)	(7,674.25)
	-----	-----
NET XEROX INCOME	598.11	1,653.05



## WEST ORANGE FREE PUBLIC LIBRARY

## SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	
APRIL	0.00	
5/19	50.00	CRESTRIDGE TENANTS' ASSOC.
5/23	50.00	PATIENT CARE
MAY	100.00	
6/23	50.00	LLEWELLYN GATES CONDO
JUNE	50.00	
7/19	50.00	PATIENT CARE MEDICAL SERVICES
JULY	50.00	
AUGUST	0.00	
9/29	50.00	REPUBLICAN CT. COMM.
SEPTEMBER	50.00	
OCTOBER	0.00	

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF OCTOBER, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	633.15	5,411.10
PURCHASES	(84.05)	(1,935.73)
	-----	-----
	549.10	3,475.37

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
OCTOBER 23, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDING AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. MATERIAL SELECTION POLICY
  - B. USE OF LIBRARY BY W.O. HEALTH DEPARTMENT
  - C. OTHER
10. NEW BUSINESS
  - A. COMPACT DISC POLICY
  - B. POLICY FOR USE OF LIBRARY VEHICLE
  - J. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF OCTOBER 23, 1989

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

The order of the Agenda was changed to allow Joseph Fonzino of the West Orange Health Department to speak to the Board. Mr. Fonzino gave a presentation explaining the past history of, and the current need for a facility to accommodate the Senior Nutritional Program. Assurance was given that adequate insurance protection would be provided through the County and Township as well as Library coverage. Details of kitchen installation and the physical arrangements would be worked out between the Health Dept. and the Library Director.

Mrs. Strauss made a motion that the Board of Trustees permit the Nutritional Site Program be held at the library on the lower level as discussed. Mrs. Levy seconded the motion, and it was carried unanimously.

Mr. Fonzino thanked the Board for their cooperation and said that the library would be providing a much needed service to the community and that the Township would be grateful for the accommodations being made for the program.

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board meeting of Sept. 27, 1989 as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

# TREASURER'S REPORT:

## 1) Bills Presented for Payment:

Mrs. Strauss Made a motion to accept the Bills Presented for Payment to date. Mr. Willies 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. Kupferer seconded the motion and it was passed unanimously.

# CORRESPONDENCE AND GIFTS:

Mr. Kupferer read the following correspondence:

1. A thank you note from Joy Willies for John Willies thanking the Board and staff for the plant.
2. A copy of a letter to Chief Palardy from Mayor Spina requesting a monitoring of illegally parked cars in the spaces in the library parking lot.
3. A letter to the Director from Morris Hecht of the American Jewish Congress donating \$100.00 to be given annually to the library for purchase of books on the Holocaust in memory of Edith Atterman.

Ms. Brown said that the Women's Club of West Orange will be purchasing the cabinet for the compact disc collection. In addition, the Llewellyn Women's Club will be donating \$100 which will go towards the purchase of a second cabinet.

# DIRECTOR'S REPORT:

Ms. Brown said that replacement of the roof has begun, and that the asbestos contract has been awarded but additional funds are needed for a monitor.

Two thirds of the biographies have been moved upstairs with much thanks to Dorothy Suyker and the staff for their hard work.

Mr. Willies made a motion to approve the Director's request to obtain estimates for installation of floodlights for the front of the building. Mrs. Strauss seconded the motion and it was carried unanimously.

Leonard Lepore is contacting electricians for the interior lighting improvements.

## OLD BUSINESS:

Mrs. Strauss made a motion to accept the Material Selection Policy as presented. Mr. Kupferer seconded the motion and it was passed unanimously.

## NEW BUSINESS:

Mr. Kupferer made a motion to accept the compact disc policy as presented. Mrs. Levy seconded the motion and it was carried unanimously.

Mr. Kupferer made a motion to accept the policy for the use of a library vehicle as amended. Mr. Soloway seconded the motion and it was passed unanimously.

Ms. Brown reminded the Trustees that the Region III meeting would be held at Livingston Library on Wednesday evening.

## ADJOURNMENT:

Mrs. Strauss made a motion to adjourn the meeting at 9:15 P.M. Mr. Kupferer seconded the motion and it was carried unanimously.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

**DIRECTOR'S REPORT**

October 23, 1989

1. The contract for the replacement of the roof has been awarded and we expect work to begin on October 19 (weather permitting)
2. We presented the budget to Mayor Spina and got a very cordial reception.
3. The Town has matched the \$5,000.00 for the Library vehicle and the Public Works Department has promised to help maintain it. We are now awaiting the two checks and then will go shopping!
4. The bids for asbestos removal are being opened on October 16. If the contract is awarded, we hope that the removal will follow soon. Asbestos management program materials have been posted on the staff bulletin board and given to Al Buono and Hoberd Pettiford and we will discuss the terms listed at the next staff meeting.
5. We met with the Health Department and they have money in their 1989 budget for the installation of a sink and electric hotplate in the basement room. Mayor Spina and/or Health Department Director Joseph Fonzino will be at our October meeting to answer any questions that you may have.

A handwritten signature in dark ink, appearing to be 'C. F. Buono', is located in the lower right quadrant of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF SEPTEMBER, 1989  
LIBRARY BOARD MEETING OF OCTOBER 23, 1989

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF SEPT., 1989	ACCUMULATED BUDGET EXPENDITURES 9 MONTHS ENDED 9/30/89	UNEXPENDED BUDGET BALANCE ON 9/30/89	BILLS/ ACCOUNTS PAYABLE AT 10/13/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 10/13/89
SALARIES & WAGES	\$618,000	\$45,019.76	\$458,759.25	\$159,240.75		\$159,240.75
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,781.56	45,660.81	14,339.19	839.27	13,499.92
SOCIAL SECURITY	47,000	3,435.95	35,291.90	11,708.10		11,708.10
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500	675.75	4,393.96	5,106.04		5,106.04
WORKERS COMPENSATION INS	5,000		4,961.00	39.00	837.00	(798.00)
SUNDAY OPENINGS	10,300	136.48	6,397.48	3,902.52		3,902.52
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	76.00	1,446.21	53.79		53.79
COMMUNITY SERVICES	1,500	(1,479.15)	336.70	1,163.30		1,163.30
TRANSPORTATION	500	37.50	193.80	306.20	36.05	270.15
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	11,736.00	5,864.00	1,467.00	4,397.00
LEGAL SERVICES	4,000	276.00	2,611.50	1,388.50	276.00	1,112.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	369.60	3,198.56	4,801.44	108.05	4,693.39
PAYROLL SERVICES	2,300	142.40	1,691.83	608.17	117.94	490.23
MAINT. MAIN-UTILITIES	40,000	4,049.49	28,537.15	11,462.85	3,989.41	7,473.44
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	798.81	6,404.48	5,595.52	102.48	5,493.04
RENTAL-TORY CORNER	540		405.00	135.00	135.00	0.00
JANITORIAL SUPPLIES	3,500	95.12	2,968.32	531.68	28.77	502.91
MATERIALS & SUPPLIES:						
BOOKS	90,941	4,326.78	56,684.60	34,256.40	9,841.24	24,415.16
SUPPLIES-LIBRARY	16,500	1,362.17	11,711.42	4,788.58	825.15	3,963.43
PERIODICALS, SERIALS & NEWSPAPERS	15,000	64.00	942.04	14,057.96	398.16	13,659.80
AUDIO/VISUAL MATERIALS	2,000		364.71	1,635.29		1,635.29
MICROFILM & MICROFICHE	9,000		85.16	8,914.84	1,706.85	7,207.99
PHOTOCOPY	9,000	375.39	6,203.47	2,796.53	1,065.39	1,731.14
MISC. EXPENSES:						
INSURANCE-OTHER	11,000		7,852.00	3,148.00		3,148.00
TELEPHONE	5,500	404.62	4,030.49	1,469.51		1,469.51
POSTAGE	2,500	11.85	1,320.69	1,179.31	418.13	761.18
ADMINISTRATIVE EXPENSE	1,000		691.18	308.82		308.82
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500		3,948.43	1,551.57		1,551.57
TELEPHONE EQUIPMENT	7,000		10,154.19	(3,154.19)		(3,154.19)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500		5,399.00	101.00	82.00	19.00
OFFICE EQUIPMENT	1,400		82.50	1,317.50	280.00	1,037.50
MAINTENANCE EQUIPMENT	500		456.20	43.80		43.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00		1,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	88.17	1,828.73	171.27	22.95	148.32
<b>TOTAL</b>	<b>\$1,081,231</b>	<b>\$67,515.25</b>	<b>\$762,667.72</b>	<b>\$318,563.28</b>	<b>\$22,576.84</b>	<b>\$295,986.44</b>
SOURCE OF FUNDS:						
TOWNSHIP OF WEST ORANGE		\$900,000				
ACCUMULATED REVENUE FUND-1988		81,843				
ANTICIPATED FINES-REVENUE 1989		50,000				
ANTICIPATED STATE AID-1989		49,368				
		<b>\$1,081,231</b>				



## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF SEPTEMBER, 1989

BALANCE 9/1/89	RECEIPTS	NET DISBURSEMENTS	BALANCE 9/30/89	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 10/13/89	BUDGET BALANCES AT 10/13/89
\$49,190.53		\$67,515.25	(\$18,324.72)	\$336,886.00	(\$22,576.84)	\$295,986.44

## BUDGET FUND

## RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$7,707.30 \$616.50

\$8,323.80

## TOTAL COPY MACHINES

## FINES

\$7,707.30 \$616.50

\$8,323.80

## RENTALS

\$13,141.47 \$994.66

\$14,136.13

## PROJECTOR RENTAL

1,638.29 238.80

1,877.09

## MICROFILMS

43.00 10.00

53.00

## NON-RESIDENT FEE

169.00

169.00

MEETING ROOM<sup>1</sup>

87.40

87.40

## TELEPHONE

325.00 50.00

375.00

## DONATIONS

236.71 3.96

240.67

## INTEREST

4,919.71 200.00

5,119.71

## MISCELLANEOUS

6,634.94 438.68

7,073.62

## VIDEO TAPE RENTAL

952.00

952.00

## TOTAL RECEIPTS AND FUNDS

4,028.90 749.05

4,777.95

## LOST BOOK FUND

\$39,883.72 \$3,301.65

\$43,185.37

## BOOK SALES &amp; EXCESS PROPERTY

1,272.08 159.76

1,431.84

## PETTY CASH &amp; CHANGE FUND

875.95 105.10

981.05

## N.J. STATE AID FUND

345.00

\$345.00

## ACCUMULATED REVENUE FUND

0.00

0.00

## ACCOUNTS PAYABLE 12/31/88

3,568.10

3,568.10

## TOTAL ALL FUNDS

\$95,135.38 \$3,566.51

\$67,515.25 \$31,186.64

## 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-JUN. 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

\$1,393.21  
 9,829.16  
 10,794.68  
 5,255.74  
 1,231.95  
 2,317.50  
 285.00  
 79.40

LESS: ACCOUNTS PAYABLE 10/13/89

\$31,186.64

CASH FUNDS AVAILABLE AT 10/13/89

(\$22,576.84)

\$8,609.80

SEPTEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 23, 1989

Checks are Dated  
September 30, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4392	Petty Cash	4. Supplies	\$ 30.92
	" "	12. Transportation	16.00
	" "	13. Postage	11.85
	" "	28. Lost Book	12.88
	" "	28. Fines	2.40
			\$ 74.05
4393	PSE & G	8. Utilities	38.11
4394	Midlantic National Bank	1. Salaries-W/H Tax	2,693.21
	" " "	1. Salaries-Employee SS	1,717.29
	" " "	27. Employer Soc. Sec.	1,717.27
			6,127.77
4395	State of N.J.-GIT	1. Salaries-N.J. W/T	982.25
4396	W.O. Library Unemp. Savings a/c	1. Salaries	81.70
4397	Twp. of W.O.-Hospitalization	26. Hospitalization	4,818.29
4398	Void		
4399	Int'l Union of Operating Engineers	1. Salaries-Union Dues	207.00
4400	Void		
4401	W.O. Municipal Emp. FCU	1. Salaries-Employee Savings	426.00
4402	Travelers Insurance Co.	1. Salaries	1,014.00
4403	N.J. Employment Security Agency	28. Unemployment Ins.	\$ 675.75
	" " " " "	29. Transfer	630.04
			1,305.79
4406	PERS 20284	1. Salaries	2,002.38
4407	"	1. Salaries	125.68
	P/R 9/14 #8219-8250 (32)	1. Salaries-Net	15,497.78
	P/R 9/28 #8251-8287 (37)	1. " "	15,589.51
	<u>Sub-Total</u>		\$ 48,290.31
	<u>Add: Checks #4353-4391 Issued at September 27, 1989</u>		<u>21,071.94</u>
	<u>Total</u>		\$ 69,362.25
	<u>Less: Deposit 9/8</u>	1. Salaries	\$ 10.68
	Check #4392	28. Lost Box	12.88
	4392	28. Fines	2.40
	4403	29. Transfer	630.04
	Increase in Community Services		<u>1,494.75</u> ( 2,150.75)
	<u>Add: Petty Cash Checks - #1865-1875</u>		
	Issued July, August, September 1989		<u>303.75</u>
	<u>Total Per Budget Report September 1989</u>		<u>\$ 67,515.25</u>

PAYMENT RECOMMENDED BY:

*Care from*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*


WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH JULY, AUGUST, SEPTEMBER 1989PRESENTED FOR PAYMENT ON OCTOBER 23, 1989

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7/12/89	1865	Entenmann's	10. Community Relations	\$ 15.60
7/13	1866	Nidsco Electronics	9. Telephone	25.01
7/24	1867	Encore Books	2. Books	33.30
7/24	1868	Emma Lou Czarnecki	2. Books	54.45
8/25	1869	Cleveland Public Library	2. Books	5.95
8/28	1870	Emma Lou Czarnecki	2. Books	38.50
8/30	1871	Twp. of West Orange	2. Books	25.00
9/29	1872	Miles Kimball	4. Supplies	8.44
"	1873	NJ LTA	15. Workshops/Seminars	40.00
"	1874	"	15. " "	36.00
"	1875	Selma Papier	12. Transportation	21.50
<u>Total</u>				<u>\$ 303.75</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: 

SEPTEMBER BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 23, 1989

Checks are Dated  
OCTOBER 23, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4404	Midlantic National Bank	1. Salaries-W/H Tax	\$2,739.65	
"	" " "	1. Salaries-Employee SS	1,756.22	
"	" " "	27. Employer Soc. Sec.	1,756.20	\$ 6,252.07
4405	W.O. Municipal Emp. FCU	1. Salaries		411.00
4408	Acme Kelly & Salles	6. Maintenance-Main		102.48
4409A	A.M. Best Company	2. Books	465.68	
B	" " "	2. "	465.47	931.15
4410	Atlas Video, Inc.	28. Video Tapes		22.95
4411A	Automatic Data Processing of Princeton	11. Service Contracts-P/R	75.33	
B	" " " " "	11. " " "	42.61	117.94
4412A	Baker & Taylor	2. Books	26.01	
B	" " "	2. "	108.26	
C	" " "	2. "	53.70	187.97
4413	Void			
4414A	Baker & Taylor	2. Books	168.67	
B	" " "	2. "	55.29	
C	" " "	2. "	393.09	
D	" " "	2. "	146.27	
E	" " "	2. "	641.51	
F	" " "	2. "	58.25	
G	" " "	2. "	24.30	
H	" " "	2. "	394.11	
I	" " "	2. "	174.88	
J	" " "	2. "	674.72	
K	" " "	2. "	585.96	3,317.05
L	" " "	4. Supplies	9.75	
M	" " "	4. "	1.00	
N	" " "	4. "	3.50	
O	" " "	4. "	13.25	
P	" " "	4. "	1.25	
Q	" " "	4. "	3.00	
R	" " "	4. "	9.00	
S	" " "	4. "	3.25	
T	" " "	4. "	15.00	
U	" " "	4. "	1.50	
V	" " "	4. "	11.25	71.75
4415	Benish & Co.	5. Insurance-Work Comp.		837.00
4416A	Brodart Co.	4. Supplies	54.92	
B	" " "	4. "	36.26	91.18
4417	Commerce Clearing House, Inc.	2. Books		68.65
4418A	Continental Book Co.	2. Books	53.35	
B	" " "	2. "	15.90	69.25
4419	William F. Cuoizzi, Jr.	24. Legal Services		276.00
4420	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental		839.27
4421	Void			
4422	Demco	4. Supplies		28.39
4423	EBSCO	19. Magazines-Newspapers		286.57
4424A	Encore Books #8201	2. Books	67.80	
"	" " "	2. "	56.40	
B	" " "	2. "	28.20	152.40
4425	ESCO	11. Service Contracts		24.00
4426	Gale Research, Inc.	2. Books		90.21
4427	Greenhaven Press, Inc.	19. Magazines- Newspapers		60.29
4428A	Gulier Educational Corp.	2. Books	916.50	
B	" " "	2. "	543.50	1,460.00
4429	The Highsmith Co., Inc.	4. Supplies		65.58
4430	H. Young	19. Magazines-Newspapers		51.30
4431	Kulacs Engraving Service	11. Equipment-Office		280.00
4432	Mac Rae's Industrial Directories	2. Books		109.50
4433	Manheim, Kosson & Novick	23. Management Services		1,467.00
4434A	Marshall Cavendish	2. Books	204.00	
B	" " "	2. "	565.90	769.90
4435	Micro Generation	28. Automation		82.00
4436	New Jersey-American Water Co.	8. Utilities		157.95
4437A	Nynex Paging Co.	11. Service Contracts	20.90	
B	" " "	11. " "	20.90	41.80

## WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 23, 1989Checks are Dated  
October 23, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4438	Petty Cash Checking Account	29. Transfers	\$ 200.00
4439	Petty Cash - Safe	2. Books	\$ 14.21
	" " "	4. Supplies	38.04
	" " "	12. Transportation	36.05
	" " "	13. Postage	18.13
	" " "	28. Lost Book	11.90
4440	Postmaster		118.33
4441	Prescription Center	13. Postage	400.00
4442A	PSE & G	4. Supplies	18.95
B	" "	8. Utilities	3,793.35
		8. "	38.11
4443A	R. R. Bowker		3,831.46
B	" " "	2. Books	309.23
		2. "	630.33
4444	Selectform, Inc.	4. Supplies	30.54
4445	Sorbus	11. Service Contracts	42.25
4446	Stryker-Post Publications	2. Books	173.25
4447	Transworld Systems, Inc.	2. Books	1,490.00
4448	T.S. Denison & Co., Inc.	2. Books	29.64
4449A	University Microfilms, Int'l	20. Microfilm	1,165.00
B	" " "	20. "	671.00
C	" " "	20. "	( 129.15)
4450	University Products, Inc.	4. Supplies	1,706.85
4451A	Valente Hardware	18. Janitorial Supplies	356.64
B	" " "	18. " "	2.99
C	" " "	18. " "	8.97
D	" " "	18. " "	14.51
4452A	Viking Office Products	18. " "	2.30
B	" " "	4. Supplies	116.91
		4. "	7.17
4453	West Orange Community House	7. Rent-Tory Corner	124.08
4454	West Publishing Co.	2. Books	135.00
4455A	Xerox Corp.	25. Photocopy	38.50
B	" " "	25. "	125.13
C	" " "	25. "	125.13
		25. "	125.13
4456A	Xerox Corp.	25. Photocopy	375.39
B	" " "	25. "	230.00
C	" " "	25. "	230.00
		25. "	230.00
			690.00
Sub-Total			\$ 29,451.81
Less: Check #4404			
	"	1. Salaries	4,495.87
	4405	27. Employer Soc. Sec.	1,756.20
	4438	1. Salaries	411.00
	4439	29. Transfer	200.00
		28. Lost Book	11.90
			( 6,874.97)
Total Accounts Payable through October 13, 1989			
Per Budget Report			\$ 22,576.84

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Mannheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF SEPTEMBER, 1989

	CURRENT MONTH	YEAR TO DATE
RENTAL INCOME	749.05	4,777.95
PURCHASES	(22.95)	(1,851.68)
	726.10	2,926.27

## WEST ORANGE FREE PUBLIC LIBRARY

## SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	
APRIL	0.00	
5/19	50.00	CRESTRIDGE TENANTS' ASSOC.
5/23	50.00	PATIENT CARE
MAY	100.00	
6/23	50.00	LLEWELLYN GATES CONDO
JUNE	50.00	
7/19	50.00	PATIENT CARE MEDICAL SERVICES
JULY	50.00	
AUGUST	0.00	
9/29	50.00	REPUBLICAN CT. COMM.
SEPTEMBER	50.00	

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF SEPTEMBER, 1989

	CURRENT MONTH	YEAR TO DATE
XEROX INCOME	616.50	8,323.80
LESS: XEROX EXPENSE	(1,065.39)	(7,268.86)
NET XEROX INCOME	(448.89)	1,054.94



AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
SEPTEMBER 27, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDING AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. MATERIAL SELECTION POLICY
  - B. OTHER
10. NEW BUSINESS
  - A. 1990 BUDGET
  - B. \$5,000.00 GRANT FOR LIBRARY VEHICLE
  - C. POLICY ON CONFIDENTIALITY
  - D. USE OF LIBRARY BY W.O. HEALTH DEPARTMENT
  - E. COMPACT DISC POLICY
  - F. COLLECTION AGENCY
  - G. POLICY ON ILLEGAL PARKING
  - H. PROGRAMMING POLICY
  - I. CHANGE OF OCTOBER MEETING DATE
  - J. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF SEPTEMBER 27, 1989

The meeting was called to order at 7:30 P. M. by President Jane Degnan. The following members were present constituting a quorum: Herbert Gladstone, Albert Kupferer, Gayle Levy, Irving Soloway, and Anita Strauss. Also present were Board Attorney William Cuozzi, Board Accountant Stewart Manheim, and Library Director Caren Brown. John Willies 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 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 OF PREVIOUS MEETING:

Mr. Gladstone made a motion to accept the Minutes of the Board meeting of July 26, 1989 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment to date. Mrs. Levy seconded the motion and it was passed unanimously.

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

CORRESPONDENCE AND GIFTS:

Mr. Kupferer read the following correspondence:

1. A letter dated 8/10/89 to the Board of Trustees from Lori P. Daskowitz asking for consideration to be given to people who work in West Orange, but live out of town for rental of video cassettes.  
(Referred to New Business)
2. A letter dated 8/1/89 to Caren Brown from Robert Drescher, Head, Library Development Bureau informing the library that the application for Library Services and Construction Act Title I

funds to serve the Aging Community has been approved in the amount of \$5,000.

3. A letter dated 8/16/89 to Mayor Spina from Caren Brown informing him of the State Library grant and asking for matching funds to purchase a vehicle to provide library service to senior citizens.

Ms. Brown announced that the Mayor has told her that the Library will receive the \$5,000 in matching funds.

4. A letter dated 8/18/89 to Herbert Gladstone from Governor Kean thanking him for the planning report and accompanying letter, and expressing his pleasure that State Library employees were so helpful with the project.

A copy of the Governor's letter will be sent to the State Library people involved with the planning process.

5. A letter dated 8/18/89 to Caren Brown from Lori McConnell, former Chair of Region III Committee for services to Special Populations praising Debby Pinkus for her participation, enthusiasm, and contributions to the committee.

6. A letter dated 8/24/89 to John McCann, Director of Public Works from the Director listing the various building and grounds problems existing at the library.

7. A letter dated 9/18/89 to Caren Brown from Mayor Spina concerning information about the nutrition program for seniors and the possible use of the library's facilities to continue the program.

8. A memo dated 8/24/89 to all New Jersey Librarians from Leslie Burger, State Library regarding exemption of library trustees from liability for damages under certain conditions effective immediately.

9. A memo dated 8/25/89 from Mayor Spina requesting that the 1990 budget be submitted to the Business Administrator no later than October 2, 1989.

10. A letter dated 9/18/89 to Jane Degnan from Vincent Giblin, Business Manager of the employees' union IUOE informing the Board of the expiration date of the contract as of 12/31/89.

11. A letter dated 9/19/89 to Caren Brown from John McCann, Director of Public Works concerning the building and grounds items referred to in the Director's letter of 9/11/89.

12. A memo dated 9/20/89 to Caren Brown from Marie Stopfer, Municipal Clerk noting the enclosure of a copy of a resolution authorizing \$5,000 towards repair of half of the library roof, and

award of bid for same.

Ms. Brown stated that the following gifts have been received:

1. A check for \$300 from the Friends towards the purchase of compact disks.
2. The Women's Club will be donating \$100 towards the purchase of a case to house the CD collection.
3. Twenty-three video cassettes from the MacArthur Foundation which completes the collection.
4. A total of \$3,035 for the Henry Malmgreen fund will go towards a purchase of a computer for the reference area.
5. The Friends purchased a work station for the new computer in the Acquisitions Dept.

The order of the Agenda was changed due to the fact that the Board Attorney had to leave the meeting early.

#### OLD BUSINESS:

Mr. Cuozzi asked if the Material Selections Policy could be discussed at the October meeting.

#### NEW BUSINESS:

Ms. Brown will prepare a packet of budget summary sheets, comparisons and graphs to present to the Mayor and Township Council. An accompanying letter will be presented with these items along with the Library's Proposed Budget for 1990. Ms. Brown meets with the Mayor on Sept. 28.

Mrs. Levy made a motion that the 1990 Proposed Budget with the changes as discussed be submitted to the Mayor on Sept. 28, 1989. Mr. Soloway seconded the motion and it was carried unanimously.

Stewart Manheim thanked Caren Brown for making budget preparations much easier this year.

Ms. Brown reviewed the contract for the \$5,000 grant from the State Library. The Board agreed to accept the contract as presented. The Director will sign the necessary papers and submit them to the State Library. When the checks from the State and the matching funds from the Township are received, a van or station wagon can be purchased. Inquiry will be made to the insurance company as to the cost of coverage for \$1,000,000 liability. In addition, a written policy for the use of the vehicle will be drafted.

Mrs. Levy made a motion to accept the Policy on Privacy and

Confidentiality of Library Records as recommended by the Director with revisions as discussed by the Board. Mr. Soloway seconded the motion and it was passed unanimously.

Insurance for bus trips was discussed. Mr. Cuozzi noted that there is \$1,000,000 coverage for authorized bus trips which includes the staff member in charge. A copy of the bus company's Insurance certificate will be requested.

The nutrition program sponsored by the Health Dept. was discussed by the Board. There would be 40-60 senior citizens having lunch downstairs, which would be closed to the public on a daily basis between 11:00 A. M. to 2:00 P. M. Lunches are catered, and the installation of a sink would be paid for by the Health Dept. The Board agreed with the Director that this would be a wonderful opportunity for the library to become involved with the community.

Mr. Gladstone made a motion that the Board of Trustees, having expressed an interest in the nutritional program, wishes to learn more of the details of the Health Dept. program. Mr. Kupferer seconded the motion and it was passed unanimously.

Ms. Brown said that the compact disc policy will be taken up at the October meeting.

Ms. Brown discussed the possibility of engaging a collection agency to handle outstanding cases of delinquent borrowers. (\$25.00 and up) Coupons are purchased for \$7.95 each (100 coupons would cost \$795). The coupons are then sent to the agency to begin the collection procedure. The library, with any luck, has had a 30% return of overdue items; with items amounting to \$800-\$1,000 outstanding each month. The collection agency rate is 90% return, and if the library doesn't get back the money paid for the coupons, the agency will reimburse us.

Mrs. Strauss made a motion to purchase 200 coupons from the collection agency which will be used based on the revised overdue policy. Mr. Soloway seconded the motion and it was carried unanimously.

In regard to illegal parking in the upstairs parking lot, Ms. Brown will contact the Police Dept. to see how the matter can best be handled. It was suggested that a picture be taken of the illegally parked vehicle which can be given to the police.

Mr. Kupferer made a motion to accept the Programming Policy with revisions as discussed. Mrs. Strauss seconded the motion and it was passed unanimously.

It was agreed that the October Board meeting would be held on Monday, October 23 instead of Wednesday, October 25. On October 25, the Board members will attend a special meeting with State Librarian, Barbara Weaver, to be held at Livingston Library.

Invitations will be forthcoming.

The new meeting date will be posted on the bulletin board and a notice will be sent to the newspaper.

It was decided that the Director would write a letter to the Ms. Daskowitz concerning rental of videos urging her to purchase a West Orange Library card for \$20.00 which would allow her full borrowing privileges.

A meeting will be held on Saturday, October 7 at the Monmouth County Library - "Building Library Buildings". All trustees were encouraged to attend.

DIRECTOR'S REPORT:

A letter was received from Essex County Health Dept. asking to use the library as a site for volunteers to talk to senior citizens about health insurance problems. The Board agreed with the Director that this was a positive idea and would be a benefit to the senior citizens attending the nutritional program.

ADJOURNMENT:

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

EXECUTIVE SESSION:

An executive session was held to discuss personnel matters.

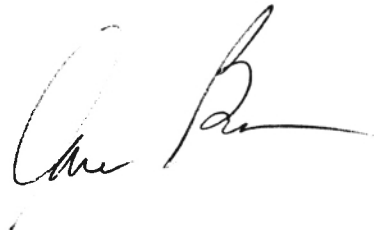
Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Library Board of Trustees

DIRECTOR'S REPORT  
SEPTEMBER 27, 1989

1. We have received a response from John McCann regarding those problems with the building that we wrote about and he is planning to take care of all of them.
2. We have met with the West Orange Town Planner, Susan Borg, regarding additional parking for Library patrons. She suggested that we write to the Mayor requesting that spaces in the gravel area be designated for Library patrons. If the Board wishes, I will do so.
3. We met with Joseph Fonzino and Karen Mustachio of the West Orange Health Department to discuss the use of the downstairs area. This will be an item of new business at our Spetember meeting.
4. We met with the Finance Committee to go over the draft of the 1990 budget.
5. Inventory has been progressing well. We have shifted all the 28 day fiction in order to make room for the mysteries and science fiction in that area, thereby freeing up an entire area of shelving for the biographies to come up from downstairs. In addition, we have been bringing up magazines from the storage area and their circulation began Sept.1.
6. The videos from the circuit collection have arrived and we began their circulation this month. They have proved to be as popular as we had expected.
7. We met with the Program Committee to discuss the proposed Programming Policy.
8. We have met with all Department Heads to go over the form and process for job descriptions. These have been completed by Department Heads, and we will now implement this process with all the staff. These job descriptions will form the basis for performance evaluations, which will be done in January of each year.



## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF AUGUST, 1989  
LIBRARY BOARD MEETING OF SEPTEMBER 27, 1989

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF AUGUST, 1989	ACCUMULATED BUDGET EXPENDITURES 8 MONTHS ENDED 8/31/89	UNEXPENDED BUDGET BALANCE ON 8/31/89	BILLS/ ACCOUNTS PAYABLE AT 9/15/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 9/15/89
SALARIES & WAGES	\$618,000	\$68,883.81	\$413,739.49	\$204,260.51		\$204,260.51
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	6,189.56	39,879.25	20,120.75	963.27	19,157.48
SOCIAL SECURITY	47,000	5,525.85	31,855.95	15,144.05		15,144.05
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500		3,718.21	5,781.79		5,781.79
WORKERS COMPENSATION INS	5,000		4,961.00	39.00		39.00
SUNDAY OPENINGS	10,300	94.50	6,261.00	4,039.00		4,039.00
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	16.50	1,370.21	129.79		129.79
COMMUNITY SERVICES	1,500		1,815.85	(315.85)		(315.85)
TRANSPORTATION	500	26.00	156.30	343.70		343.70
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	10,269.00	7,331.00	1,467.00	5,864.00
LEGAL SERVICES	4,000	276.00	2,335.50	1,664.50	276.00	1,388.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	609.25	2,828.96	5,171.04	369.60	4,801.44
PAYROLL SERVICES	2,300	313.07	1,549.43	750.57	142.40	608.17
MAINT. MAIN-UTILITIES	40,000	4,031.83	24,487.66	15,512.34	4,011.38	11,500.96
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	1,160.00	5,605.67	6,394.33	798.81	5,595.52
RENTAL-TORY CORNER	540	135.00	405.00	135.00		135.00
JANITORIAL SUPPLIES	3,500	46.96	2,873.20	626.80	95.12	531.68
MATERIALS & SUPPLIES:						
BOOKS	90,941	6,909.83	52,357.82	38,583.18	4,169.58	34,413.60
SUPPLIES-LIBRARY	16,500	1,969.51	10,349.25	6,150.75	1,322.81	4,827.94
PERIODICALS, SERIALS & NEWSPAPERS	15,000	60.24	878.04	14,121.96	64.00	14,057.96
AUDIO/VISUAL MATERIALS	2,000	190.44	364.71	1,635.29		1,635.29
MICROFILM & MICROFICHE	9,000		85.16	8,914.84		8,914.84
PHOTOCOPY	9,000	375.39	5,828.08	3,171.92	375.39	2,796.53
MISC. EXPENSES:						
INSURANCE-OTHER	11,000		7,852.00	3,148.00		3,148.00
TELEPHONE	5,500	362.17	3,625.87	1,874.13	379.61	1,494.52
POSTAGE	2,500	415.58	1,308.84	1,191.16		1,191.16
ADMINISTRATIVE EXPENSE	1,000		691.18	308.82		308.82
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500		3,948.43	1,551.57		1,551.57
TELEPHONE EQUIPMENT	7,000	129.00	10,154.19	(3,154.19)		(3,154.19)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500		5,399.00	101.00		101.00
OFFICE EQUIPMENT	1,400		82.50	1,317.50		1,317.50
MAINTENANCE EQUIPMENT	500		456.20	43.80		43.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00		1,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	160.75	1,740.56	259.44	88.17	171.27
TOTAL	\$1,081,231	\$99,348.24	\$695,152.47	\$386,078.53	\$14,523.14	\$371,555.39
SOURCE OF FUNDS:						
TOWNSHIP OF WEST ORANGE		\$900,000				
ACCUMULATED REVENUE FUND-1988		81,843				
ANTICIPATED FINES-REVENUE 1989		50,000				
ANTICIPATED STATE AID-1989		49,388				
		\$1,081,231				



WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF AUGUST, 1989

	BALANCE 8/1/89	RECEIPTS	NET DISBURSEMENTS	BALANCE 8/31/89	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 8/15/89	BUDGET BALANCES AT 8/15/89
BUDGET FUND	\$148,538.77		\$99,348.24	\$49,190.53	\$336,888.00	(\$14,523.14)	\$371,555.39
RECEIPTS AND FUNDS							
COPY MACHINES							
XEROX	\$6,992.80	\$714.50		\$7,707.30			
TOTAL COPY MACHINES	\$6,992.80	\$714.50		\$7,707.30			
FINES	\$11,748.79	\$1,392.68		\$13,141.47			
RENTALS	1,365.39	272.90		1,638.29			
PROJECTOR RENTAL	43.00			43.00			
MICROFILMS	169.00			169.00			
NON-RESIDENT FEE	67.40	20.00		87.40			
MEETING ROOM	325.00			325.00			
TELEPHONE	231.53	5.18		236.71			
DONATIONS	4,384.21	535.50		4,919.71			
INTEREST	5,886.53	748.41		6,634.94			
MISCELLANEOUS	952.00			952.00			
VIDEO TAPE RENTAL	3,378.90	650.00		4,028.90			
TOTAL RECEIPTS AND FUNDS	\$35,544.55	\$4,339.17		\$39,883.72			
LOST BOOK FUND	1,152.73	119.35		1,272.08			
BOOK SALES & EXCESS PROPERTY ...	744.20	131.75		875.95			
PETTY CASH & CHANGE FUND	345.00			\$345.00			
N.J. STATE AID FUND	0.00			0.00			
ACCUMULATED REVENUE FUND	0.00			0.00			
ACCOUNTS PAYABLE 12/31/88	3,568.10			3,568.10			
TOTAL ALL FUNDS	\$189,893.35	\$4,590.27	\$99,348.24	\$95,135.38			

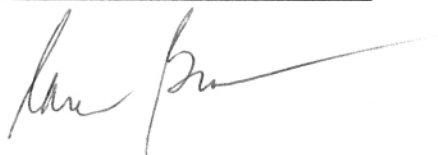
## WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1989 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 27, 1989Checks are Dated  
August 31, 1989

## VOUCHER

NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4344	Midlantic National Bank	1. Salaries-W/H Tax	\$2,703.18
"	"	1. Salaries-Employee S.S.	1,744.88
"	"	27. Employer's S.S.	1,744.88
4345	State of N.J.-GIT	1. Salaries-N.J. W/T	\$ 6,192.94
4346	W.O. Library Unemp. Savings a/c	1. Salaries	1,560.83
4347	Twp. of W.O.-Hospitalization	26. Hospitalization	274.73
4348	PERS 20284	1. Salaries	5,586.50
4349	Int'l Union of Operating Engrs.	1. Salaries-Union Dues	3,832.92
4350	PERS 20284	1. Salaries	207.00
4351	W.O. Municipal Emp. FCU	1. Salaries-Employee Savings	215.31
4352	Travelers Ins. Co.	1. Salaries	411.00
	P/R 8/3 #8110-8151 (42)	1. Salaries-Net	1,521.00
	P/R 8/17 #8152-8185 (34)	1. Salaries-Net	14,139.62
	P/R 8/31 #8186-8218 (33)	1. Salaries-Net	15,904.24
			15,862.00
<u>Sub-Total</u>			\$ 65,708.09
<u>Add:</u> Checks #4296-4343			
Issued at August 23, 1989			33,859.55
			\$ 99,567.64
<u>Less:</u> Check #4331			
4330			19.40
28. Lost Book			200.00 (
29. Transfer			219.40)
<u>Total Per Budget Report August 1989</u>			\$ 99,348.24

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

AUGUST BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 27, 1989

Checks are Dated  
September 27, 1989

## VOUCHER

NUMBER	PAYEE	BUDGET ALLOCATION	amount	
4353	Midlantic National Bank	1. Salaries-W/H Tax	\$2,700.41	
"	"	1. Salaries-Employee S.S.	1,718.71	
"	"	27. Employer Soc. Sec.	1,718.68	\$ 6,137.80
4354	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		411.00
4355	Abingdon Press	2. Books		20.36
4356	Acme Rubber Stamp Works	4. Supplies		21.65
4357	American Paper Towel Co.	18. Janitorial Supplies		67.05
4358	AT & T	9. Telephone		3.65
4359A	Auto. Data Processing Princeton	11. Service Contracts-P/R	70.48	
B	"	11. " "	71.92	142.40
4360	Baker & Taylor	28. Video Tapes		20.84
4361A	Baker & Taylor	4. Supplies	19.50	
B	"	28. Video Tapes	67.33	86.83
4362A	Baker & Taylor	2. Books	58.74	
B	"	2. "	7.49	66.23
4363A	Baker & Taylor	2. Books	474.96	
B	"	2. "	28.75	
C	"	2. "	870.78	
D	"	2. "	988.02	
E	"	2. "	649.81	3,012.32
4364A	Brodart Co.	4. Supplies	250.00	
B	"	4. Supplies	224.00	
C	"	11. Service Contracts	236.30	
D	"	4. Supplies	1.22	711.52
4365	Cadwalladen Supply Corp.	6. Maintenance-Main		594.00
4366	Certified Elevator Inspec.Agency	6. Maintenance-Main		100.00
4367	Congressional Quarterly, Inc.	2. Books		435.00
4368	William F. Cuozzi, Jr.	24. Legal Services		276.00
4369A	C.W. Associates	2. Books	63.00	
B	"	2. "	18.00	81.00
4370	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental		839.27
4371	Encore Books			51.50
4372A	Gale Research, Inc.	2. Books	90.21	
B	"	2. "	193.44	
C	"	2. "	90.21	373.86
4373	Harrop Press Printers	4. Supplies		170.00
4374	Highsmith Co., Inc.	4. Supplies		70.08
4375A	Lapat Duplicating Supplies Co.	4. Supplies	147.90	
B	"	4. "	62.00	209.90
4376	Manheim, Kosson & Novick	23. Management Services		1,467.00
4377A	N.J. Bell	9. Telephone	357.73	
B	"	9. "	18.23	375.96
4378	Nynex Paging Co.	11. Service Contracts		33.80
4379	Hoberd Pettiford	26. Hospitalization		124.00
4380	Pitney Bowes, Inc.	11. Service Contracts		59.25
4381A	Prescription Center	4. Supplies	18.95	
B	"	4. Supplies	35.94	54.89
4382	PSE & G	8. Utilities		4,011.38
4383	Readers Digest	19. Magazines-Newspapers		12.70
4384	SIRS	2. Books		96.00
4385	Sorbus	11. Service Contracts		40.25
4386	St. Martin's Press, Inc.	2. Books		50.06
4387	3M XRP2052 (No)	4. Supplies		239.32
4388A	Valentine Hardware	6. Maintenance-Main	59.96	
	"	6. " "	44.85	
B	"	18. Janitorial Supplies	20.84	
	"	18. " "	7.23	132.88

WEST ORANGE FREE PUBLIC LIBRARYAUGUST BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 27, 1989Checks are Dated  
September 27, 1989

## VOUCHER

<u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4389A	West Publishing Co.	2. Books	\$ 38.50	
B	" " "	2. "	7.00	\$ 45.50
4390A	Xerox Corporation	28. Photocopy	125.13	
B	" "	28. "	125.13	
C	" "	28. "	125.13	375.39
4391	H. Young	19. Magazines-Newspapers		51.30
<u>Sub-Total</u>				\$ 21,071.94
<u>Less: Check #4353</u>		1. Salaries	4,419.12	
	"	27. Employer Soc. Sec.	1,718.68	
	4354	1. Salaries	411.00	( 6,548.80)
<u>Total Accounts Payable through September 15, 1989</u>				
<u>Per Budget Report</u>				<u>\$ 14,523.14</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

## SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	
APRIL	0.00	
5/19	50.00	CRESTRIDGE TENANTS' ASSOC.
5/23	50.00	PATIENT CARE
MAY	100.00	
6/23	50.00	LLEWELLYN GATES CONDO
JUNE	50.00	
7/19	50.00	PATIENT CARE MEDICAL SERVICES
JULY	50.00	
AUGUST	0.00	

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF AUGUST, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	650.00	4,028.90
PURCHASES	(88.17)	(1,828.73)
	-----	-----
	561.83	2,200.17

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF AUGUST, 1989

	CURRENT MONTH -----	YEAR TO DATE -----	
XEROX INCOME	714.50	7,707.30	
LESS: XEROX EXPENSE	(375.39)	(6,203.47)	
	-----	-----	
NET XEROX INCOME			339.11                      1,503.83

## DIRECTOR'S REPORT

August 23, 1989

1. The Library has been awarded a \$5,000.00 grant from the New Jersey State Library for purchase of a vehicle for delivery of materials to senior citizens and the homebound. Special thanks should go to Debby Pinkus for her preparation of this grant and to Shirley Itkin for the typing. We are now in the process of trying to match those funds with money from the Town Council and have written to the Mayor and hope to speak to the Council about the project. We have not announced this grant to the press, but are waiting until September when the contract is signed and more people are in back in Town from vacations.
2. We have written to John McCann, Director of Public Works, about some problems with the exterior of the building. Hopefully, by our September meeting we will have some progress to report.
3. We are beginning to work on the 1990 budget. I am drafting a rough outline of budget requests which will be discussed by the finance committee. When that is completed and we have decided on a preliminary budget, I will write an appropriate narrative to accompany the budget for approval by the Board at its September meeting. Submission date to the Mayor is October 2, 1989.
4. Inventory and weeding are moving along on schedule. We are rearranging some areas of the collection, and hope to have moved the biographies up to the main level of the Library by the end of October, which is two months ahead of schedule. At that time, we will close the lower level to the public.
5. There have been roofing contractors examining our roof.
6. The Summer Reading Club was a tremendous success culminating with a celebration which included a magician (partially paid for by the Friends) and an appearance by the Mayor.
7. During the process of weeding of duplicate mysteries, we have been developing a collection to be brought to Tory Corner upon its reopening in September. We will be working in the Branch to help with weeding of their collection, so that we can have a fairly new collection represented there.
8. We have begun bar-coding the collection by affixing the label on all new acquisitions, as well as books as they are



inventoried. When we begin the process of automating the circulation department, we will not have to handle all these books again, as this part of the process will already be completed.

9. Books have started arriving with their plastic jackets in place. Ada LaPoint's time has been allocated to working on inventory and work at the circulation desk.

10. We are meeting with Department Heads on August 29, to discuss the development of a form for job descriptions. These forms will be printed and filled out by all employees by October 1, 1989 and will be the basis of annual staff evaluations.

11. We have telephone surveyed neighboring libraries for program policies and schedules and have informally asked patrons who have come into the Library about the kinds of programs that they would like to see in our Library. Results of these surveys will be available to the Board at our September meeting.

*Carla Brown*

## WEST ORANGE FREE PUBLIC LIBRARY

**BUDGET REPORT**  
**MONTH OF JULY, 1989**  
**LIBRARY BOARD MEETING OF AUGUST 23, 1989**

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF JULY, 1989	ACCUMULATED BUDGET EXPENDITURES 7 MONTHS ENDED 7/31/89	UNEXPENDED BUDGET BALANCE ON 7/31/89	BILLS/ ACCOUNTS PAYABLE AT 8/16/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 8/16/89
SALARIES & WAGES	\$618,000	\$50,964.59	\$344,855.68	\$273,144.32		\$273,144.32
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,191.50	33,689.69	26,310.31	603.06	25,707.25
SOCIAL SECURITY	47,000	3,554.04	26,330.10	20,669.90		20,669.90
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500		3,718.21	5,781.79		5,781.79
WORKERS COMPENSATION INS	5,000	418.00	4,961.00	39.00		39.00
SUNDAY OPENINGS	10,300	652.26	6,166.50	4,133.50		4,133.50
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	245.36	1,353.71	146.29	16.50	129.79
COMMUNITY SERVICES	1,500	125.00	1,815.85	(315.85)		(315.85)
TRANSPORTATION	500	18.60	130.30	369.70	26.00	343.70
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	8,802.00	8,798.00	1,467.00	7,331.00
LEGAL SERVICES	4,000	276.00	2,059.50	1,940.50	276.00	1,664.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	276.81	2,219.71	5,780.29	609.25	5,171.04
PAYROLL SERVICES	2,300	238.71	1,236.36	1,063.64	313.07	750.57
MAINT. MAIN-UTILITIES	40,000	4,002.11	20,455.83	19,544.17	4,031.83	15,512.34
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	1,236.22	4,445.67	7,554.33	1,160.00	6,394.33
RENTAL-TORY CORNER	500		270.00	270.00	135.00	135.00
JANITORIAL SUPPLIES	3,500	366.17	2,826.24	673.76	46.96	626.80
MATERIALS & SUPPLIES:						
BOOKS	90,941	5,517.65	45,447.99	45,493.01	6,909.83	38,583.18
SUPPLIES-LIBRARY	16,500	251.94	8,379.74	8,120.26	1,969.51	6,150.75
PERIODICALS, SERIALS & NEWSPAPERS	15,000	102.60	817.80	14,182.20	60.24	14,121.96
AUDIO/VISUAL MATERIALS	2,000		174.27	1,825.73	190.44	1,635.29
MICROFILM & MICROFICHE	9,000		85.16	8,914.84		8,914.84
PHOTOCOPY	9,000	1,810.74	5,452.69	3,547.31	375.39	3,171.92
MISC. EXPENSES:						
INSURANCE-OTHER	11,000		7,852.00	3,148.00		3,148.00
TELEPHONE	5,500	386.93	3,263.70	2,236.30	362.17	1,874.13
POSTAGE	2,500	9.11	893.26	1,606.74	415.58	1,191.16
ADMINISTRATIVE EXPENSE	1,000		691.18	308.82		308.82
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500	120.76	3,948.43	1,551.57		1,551.57
TELEPHONE & EQUIPMENT	7,000		10,025.19	(3,025.19)	129.00	(3,154.19)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500		5,399.00	101.00		101.00
OFFICE EQUIPMENT	1,100		82.50	1,317.50		1,317.50
MAINTENANCE EQUIPMENT	500	249.00	456.20	43.80		43.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00		1,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	51.15	1,579.81	420.19	160.75	259.44
<b>TOTAL</b>	<b>\$1,081,231</b>	<b>\$77,732.25</b>	<b>\$595,804.23</b>	<b>\$485,426.77</b>	<b>\$19,257.58</b>	<b>\$466,169.19</b>
SOURCE OF FUNDS:						
TOWNSHIP OF WEST ORANGE		\$900,000				
ACCUMULATED REVENUE FUND-1988		81,843				
ANTICIPATED FINES-REVENUE 1989		50,000				
ANTICIPATED STATE AID-1989		49,388				
		<u>\$1,081,231</u>				

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JULY, 1989

BALANCE 7/1/89	RECEIPTS	NET DISBURSEMENTS	BALANCE 7/31/89	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 8/16/89	BUDGET BALANCES AT 8/16/89
(\$11,228.93)	\$237,499.95	\$77,732.25	\$148,536.77	\$336,888.00	(\$19,257.58)	\$466,169.19

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

\$6,303.30	\$689.50	\$6,992.80
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TOTAL COPY MACHINES

FINES

RENTALS

PROJECTOR RENTAL

MICROFILMS

NON-RESIDENT FEE

MEETING ROOM

TELEPHONE

DONATIONS

INTEREST

MISCELLANEOUS

VIDEO TAPE RENTAL

\$6,303.30	\$689.50	\$6,992.80
\$10,583.93	\$1,164.86	\$11,748.79
1,101.71	263.68	1,365.39
43.00		43.00
130.00	39.00	169.00
47.40	20.00	67.40
275.00	50.00	325.00
213.10	18.43	231.53
4,059.21	325.00	4,384.21
5,618.11	268.42	5,886.53
952.00		952.00
2,813.20	565.70	3,378.90

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY ...

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

ACCOUNTS PAYABLE 12/31/88

\$32,139.96	\$3,404.59	\$35,544.55
1,080.94	71.79	1,152.73
629.50	114.70	744.20
345.00		\$345.00
0.00		0.00
0.00		0.00
3,568.10		3,568.10

TOTAL ALL FUNDS

\$26,534.57	\$241,091.03	\$77,732.25	\$189,893.35
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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

\$2,246.90
176,431.89
4,142.50
4,564.54
1,216.62
822.75
285.00
183.15

LESS: ACCOUNTS PAYABLE 7/15/89

\$189,893.35
(\$19,257.58)

CASH FUNDS AVAILABLE AT 7/15/89

\$170,635.77
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WEST ORANGE FREE PUBLIC LIBRARY

3.

JULY 1989 BILLS PRESENTED FOR PAYMENT ON  
AUGUST 23, 1989

Checks are Dated  
July 27, 1989

VOUCHER

<u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4284	Sybil Seidler	1. Salaries-Net	\$ 359.62
4285	Deborah Pinkus	1. " "	618.91
4286	Caren Brown	1. " "	838.64
4287	Midlantic National Bank	1. Salaries-W/H Tax	\$2,734.09
"	"	1. Salaries - Employee Soc. Sec.	1,756.79
"	"	27. Employer Soc. Sec.	1,756.77
4288	NJ-GIT	1. Salaries - N.J. W/H	6,247.65
4289	W.O. Library Unemp. Savings a/c	1. Salaries	1,004.75
4290	Twp. of W.O.-Hospitalization	26. Hospitalization	273.61
4291	PERS 20284	1. Salaries	4,562.22
4292	Int'l Union of Operating Engr.	1. Salaries - Union Dues	2,697.86
4293	PERS 20284	1. Salaries	207.00
4294	W.O. Municipal Emp. FCU	1. Salaries	143.54
4295	Travelers Insurance	1. Salaries-Employee Savings	411.00
	P/R 7/7 #8027-8068 (42)	1. Salaries	1,014.00
	" 7/21 8069-8109 (41)	1. Salaries-Net	16,600.59
		1. Salaries-Net	15,110.03
<u>Sub-Total</u>			\$ 50,089.42
<u>Add:</u> Checks #4227 - 4283			
Issued at July 26, 1989			27,665.89
<u>Total</u>			\$ 77,755.31
<u>Less:</u> Deposit 7/24			
	" "	1. Salaries	\$ 5.30
		2. Books	17.76
<u>Total Per Budget Report July 1989</u>			<u>\$ 77,732.25</u>

PAYMENT RECOMMENDED BY

*Care Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart T. Manheim, CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

JULY 1989 BILLS PRESENTED FOR PAYMENT ON  
AUGUST 23, 1989Checks are Dated  
August 23, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4296	W.O. Municipal Employee FCU	1. Salaries - Empl. Savings		\$ 411.00
4297	Midlantic National Bank	1. Salaries - W/H Tax	\$3,285.42	
"	"	1. Salaries-Employee Soc.Sec.	2,030.36	
"	"	27. Employer Soc. Sec.	2,030.35	7,346.13
4298	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		411.00
4299	Midlantic National Bank	1. Salaries-W/H Tax	2,713.18	
"	"	1. Salaries-Employee Soc.Sec.	1,750.64	
"	"	27. Employer Soc. Sec.	1,750.62	6,214.44
4300	A & C Elevator Co.	6. Maintenance - Main		1,160.00
4301A	Acme Rubber Stamp Works	4. Supplies	6.50	
B	"	4. "	6.10	
C	"	4. "	7.50	
D	"	4. "	12.90	33.00
4302A	Auto. Data Processing Princeton	11. Service Contracts-Payroll	66.23	
B	"	11. " " "	176.28	
C	"	11. " " "	70.56	313.07
4303	A T & T	9. Telephone		3.65
4304A	Baker & Taylor	2. Books	180.07	
B	"	2. "	36.44	
C	"	2. "	98.96	
D	"	2. "	239.69	555.16
4305A	Baker & Taylor	28. Video Tapes	100.54	
B	"	28. " "	60.21	160.75
4306A	Baker & Taylor	2. Books	5,279.99	
B	"	2. "	( 199.01)	5,080.98
4307A	Brodart Co.	4. Supplies	294.66	
B	"	4. "	200.00	
C	"	4. "	200.00	
D	"	4. "	339.60	1,034.26
4308	Business Journal of New Jersey	2. Books		220.70
4309	CIF/RTIC -N.J. Dept. of Labor	4. Supplies		44.00
4310A	Congressional Quarterly	2. Books	63.45	
B	"	2. "	144.38	207.83
4311	Control Building Services, Inc.	11. Service Contracts		95.00
4312	Council of State Governments	2. Books		30.75
4313	William F. Cuozzi, Jr.	24. Legal Services		276.00
4314A	Curley Publishing, Inc.	2. Books	27.90	
B	"	2. "	72.75	100.65
4315	Datar Corp.	4. Supplies		56.11
4316	Delta Dental Plan of N.J., Inc.	26. Hospitalization		603.06
4317A	EBSOO Subscription Services	19. Magazines-Newspapers	19.44	
B	"	19. " "	( 10.50)	8.94
4318	Void			
4319A	Edison Record Clearance	21. A/V Materials-Software	23.47	
B	"	21. " " "	166.97	190.44
4320	ESCO	11. Service Contracts		24.00
4321A	Gale Research, Inc.	2. Books	90.21	
B	"	2. "	274.35	364.56
4322	Jewish Publication Society	2. Books		23.90
4323	Kotler Typewriter Co.	11. Service Contracts		450.00
4324	L.P. Books, Inc.	2. Books		20.54
4325	Manheim, Kosson & Novick	23. Management Services		1,467.00
4326	New Jersey Associates	2. Books		72.50
4327A	New Jersey Bell	9. Telephone	340.80	
B	"	9. "	17.72	358.52
4328A	New Jersey Office Supply, Inc.	4. Supplies	1.06	
B	"	4. "	223.60	224.66
4329	Norman Lathrop Enterprises	2. Books		21.50
4330	Petty Cash Checking Account	29. Transfer		200.00

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1989 BILLS PRESENTED FOR PAYMENT ON  
AUGUST 23, 1989

Checks are Dated  
August 23, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4331	Petty Cash - Safe	4. Supplies	\$ 70.29	
	" " "	12. Transportation	26.00	
	" " "	13. Postage	15.58	
	" " "	14. Conventions	16.50	
	" " "	28. Lost Book	19.40	\$ 147.7
4332	Postmaster	13. Postage		400.0
4333	Prescription Center	4. Supplies		18.9
4334A	PSE & G	8. Utilities	3,993.72	
B	" " "	8. "	38.11	4,031.8
4335	R. R. Bowker	2. Books		174.5
4336\$	Servanti Publications	2. Books		36.2
4337	Sorbus	11. Service Contracts		40.2
4338	Tel-A-Phone	17. Equipment-Telephone		129.0
4339A	Valente Hardware	18. Janitorial Supplies	24.89	
B	" " "	18. " "	18.22	
C	" " "	18. " "	3.85	46.9
4340	Watson Label Products	4. Supplies		488.2
4341	West Orange Community House	7. Maint-Tory		135.0
4342A	Xerox Corp.	25. Photocopy	125.13	
B	" " "	25. "	125.13	
C	" " "	25. "	125.13	375.3
4243	H. Young	19. Magazines-Newspapers		51.3
<u>Sub-Total</u>				\$ 33,859.5
<u>Less: Check #4296</u>		1. Salaries	411.00	
	4297	1. Salaries	5,315.78	
	"	27. Employer Soc. sec.	2,030.35	
	4298	1. Salaries	411.00	
	4299	1. Salaries	4,463.82	
	"	27. Employer Soc. Sec.	1,750.62	
	4331	29. Transfer	200.00	
	4332	28. Lost Book	19.40	( 14,601.9
<u>Total Accounts Payable through August 16, 1989</u>				
<u>Per Budget Report</u>				\$ 19,257.5

PAYMENT RECOMMENDED BY:

*Care Bro*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CP*

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
JULY 24, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDING AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. LONG RANGE PLAN - PROGRESS REPORT
  - B. OTHER
10. NEW BUSINESS
  - A. BOOK SELECTION POLICY
  - B. FINES AND FEES SCHEDULE
  - C. VIDEO CASSETTE POLICY
  - D. EXECUTIVE SESSION
  - E. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF JULY 26, 1989

The meeting was called to order at 7:30. P. M. by President Jane Degnan. The following members were present constituting a quorum: Herbert Gladstone, Albert Kupferer, Gayle Levy, Irving Soloway, Anita Strauss, and John Willies. Also present were Board Attorney William Cuozzi, Board Accountant Stewart Manheim, and Library Director Caren Brown.

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 OF PREVIOUS MEETING:

Mr. Willies made a motion to accept the Minutes of the Board meeting of June 21, 1989 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Soloway made a motion to accept the Bills Presented for Payment to date. Mr. Willies seconded the motion and it was 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.

CORRESPONDENCE AND GIFTS:

Ms. Brown stated that to date the library has received \$2,735 for the Henry Malmgreen Memorial Fund. A meeting with the family was held to discuss possible purchases of either a computer for the reference area or book cases for biographies. Another meeting will be held after the summer.

Mr. Kupferer read the following correspondence:



1. A letter dated 7/5/89 to Joseph Farrell from the Director acknowledging the meeting held on May 24, 1989 between union representatives, the library attorney, and shop steward. Requests for a new contract will be postponed as no information is available as to the 1990 budget or Town employees' contract.
2. A letter dated 7/14/89 to John McCann, Director of Public Works from the Director requesting work on the depression in the upper parking lot which collects water when it rains. Concern was expressed about the icing of this area in the winter.
3. A letter dated 7/22/89 from Emma-Lou Czarnecki to the Board thanking them for the floral arrangement during her hospital confinement.
4. A letter dated 6/22/89 from the Dept. of Human Services to Debby Pinkus thanking the library for the donation of books to their Paul Robeson Library.
5. A letter to Michael Utasi from the Director accepting Baker & Taylor's proposal to provide fastened mylar jackets for books ordered from the company at a per unit charge of \$.25 through 12/31/90.

#### BOARD REPORTS:

Mrs. Levy asked that the Board be advised of any serious illness or hospitalization of staff in the future.

Mr. Soloway noted that the policy for programming is still being drafted.

#### DIRECTOR'S REPORT:

Electronic Accounting Services will be meeting with the Director on Thursday morning to discuss the cost of handling the payroll.

Ms. Brown announced that the new copy machine which has been placed in the reference area has been a great success.

In addition to thanking Sylvia Deutsch and Sybil Seidler for their work during their department heads' absences, Ms. Brown thanked Alma Laing for her assistance in the Children's Room.

The auditors will be arriving on Monday, July 31 for the 1988 audit.

#### OLD BUSINESS:

Workers from the Town have looked at the parking lot and we are waiting for repair work.

Mr. Soloway asked if the library was doing anything to explore the possibility of acquiring additional parking spaces. It was decided that the Director would write to the new Planning Director requesting consideration of parking spaces when and if a new town building will be erected in the area adjacent to the library.

Ms. Brown reported that a good start has been made on the immediate goals 1-22 as listed in the planning report. However, some direction is needed by the Board as to what should be tackled next. In regard to the book drops, Ms. Brown suggested that the Board reconsider placing them around the town as they tend to attract undesirable items. It was decided that the high school would be a favorable site, and contact will be made to determine the feasibility of installing a book drop there in the future because of present budget problems.

Mrs. Strauss suggested that the Director, because of her knowledge of the needs of the library, would have a better idea of the next objectives to be completed. If a problem arises, the Board could be consulted.

Ms. Brown will send a letter to planning committee members expanding the progress report.

#### NEW BUSINESS:

Board members were asked to review the book selection policy during the next month for discussion in September. Re-endorsement of the areas included in the policy should be made by the Board to provide the staff with information to comfortably handle patron complaints. Mr. Cuzzo will review the material and make his recommendations, if any.

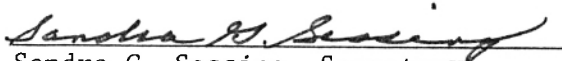
Discussion was held concerning video cassette rules and regulations. Library participation in the group will commence in September.

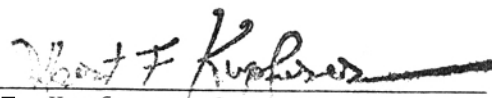
Mr. Willies made a motion to accept the video cassette rules and regulations with revisions as noted. Mrs. Levy seconded the motion and it was carried unanimously.

Ms. Brown distributed copies of an energy report for the Board's perusal during the next month. In the meantime, references and the client list will be checked. The company representative will be contacted and asked to make a presentation at the September Board meeting.

A motion was made, seconded and unanimously accepted to adjourn the meeting at 8:47 P. M. The next meeting will be held on Wednesday, September 27, 1989.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## DIRECTOR'S REPORT

July 26, 1989

Highlights since the previous meeting:

1. Work is continuing with the automation committee of CECLS in developing a long-range plan for the libraries in Essex County, including the production of a compact disc for the holdings of those libraries in the county that already have their records in machine-readable format.

2. The Planning Committee of Region 3 is working on a special program for September for staffs in the libraries to give input into the planning process.

3. I attended the A.L.A. annual conference in Dallas, 6/24/89 - 6/27/89 (report attached).

4. Work on the inventory is progressing, although it has been somewhat delayed due to the illness of Emma-Lou Czarnecki.

5. Illness plagued the staff during this period, with prolonged absences by Emma-Lou Czarnecki, Cheryl Kranitz, and Thomas Ford. A special thanks is due to Sybil Seidler for her work in covering for Emma-Lou and to Sylvia Deutsch for single-handedly working the Children's room.

6. A celebration of the French Revolution is scheduled for Friday, July 14, with a "Let them eat cake" party for the public.

7. A new copying machine is available in the reference department. This machine is here on a commission basis, with the Library receiving 25% of the money collected, with all supplies and service free from Continental Copy. All key copies, therefore, are free to the Library.

8. Work is continuing in the development of policies and procedures, with a number of policies being presented to the Board for its consideration at the next meeting.

*Cam Brown*

## AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE

Dallas, Texas June 24-27, 1989

### Opening General Session June 24, 1989

This opening session featured speeches by Federico Mayor, Director General of UNESCO and Tom Wicker, columnist for the New York Times. In his address, Mr Mayor stressed UNESCO's continued efforts to combat illiteracy and the fight for human rights. In addition, he thanked the American Library Association for its support in these areas. Mr. Wicker's remarks were aimed at our taking a stand against the regulation of our civil rights, stating that if these rights can be regulated, that this might well lead to censorship.

### "Dear Personnel Officer": Solutions to Your Most Pressing Personnel Problems June 25, 1989

This programs suggested solutions to a varied number of personnel problems that might arise in a library. Some of them included dealing with a staff member who is a substance abuser; a staff member whose age does not allow for full performance of duties; suspicion of theft among a staff; and the continually late staff member. Discussion among the panel and the audience led to thoughtful consideration of these issues.

### What Makes A Public Library Effective June 26, 1989

This was the most interesting program that I attended. It presented the research done analyzing factors that lead to library effectiveness, using seven groups to rate the importance of sixty one factors. The seven groups studied were community leaders, local officials, friends, trustees, users, managers, and service librarians. All seven constituent groups were fairly uniform in their responses and views of the public library, with users differing most in their responses. The highest ranking indicators of effectiveness dealt with service, which is interesting to consider because the measures with which we are most involved and familiar deal with outputs and not measures of service. Follow up on this survey will be forthcoming in the literature and will be eagerly awaited to aid in the evaluation of individual libraries and the possible development of new and different measures of effectiveness.

With over 1,000 exhibits to see, there is never enough

time to adequately cover the exhibit area. We gave it a good try, emphasizing those exhibits dealing with automation and leaving time to spend with book displays. Besides the hotel, the exhibits were the only cool place in town.

## WEST ORANGE FREE PUBLIC LIBRARY

**BUDGET REPORT**  
**MONTH OF JUNE, 1989**  
**LIBRARY BOARD MEETING OF JULY 26, 1989**

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF JUNE, 1989	ACCUMULATED BUDGET EXPENDITURES 6 MONTHS ENDED 6/30/89	UNEXPENDED BUDGET BALANCE ON 6/30/89	BILLS/ ACCOUNTS PAYABLE AT 7/15/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 7/15/89
SALARIES & WAGES	\$618,000	\$47,526.74	\$293,891.09	\$324,108.91		\$324,108.91
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,637.94	28,498.19	31,501.81	629.28	30,872.53
SOCIAL SECURITY	47,000	3,574.03	22,776.06	24,223.94		24,223.94
PUBLIC EMPLOY. RETIREMENT SYS.	41,000	35,918.96	35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500	1,559.13	3,718.21	5,781.79		5,781.79
WORKERS COMPENSATION INS	5,000		4,543.00	457.00	418.00	39.00
SUNDAY OPENINGS	10,300	837.08	5,314.24	4,985.76		4,985.76
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	425.60	1,108.35	391.65	245.36	146.29
COMMUNITY SERVICES	1,500	583.74	1,690.85	(190.85)	125.00	(315.85)
TRANSPORTATION	500	9.00	111.70	388.30	18.60	369.70
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	7,335.00	10,265.00	1,467.00	8,798.00
LEGAL SERVICES	4,000	679.50	1,783.50	2,216.50	276.00	1,940.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	840.16	1,942.90	6,057.10	276.81	5,780.29
PAYROLL SERVICES	2,300	142.38	997.65	1,302.35	238.71	1,063.64
MAINT. MAIN-UTILITIES	40,000	3,006.45	16,453.72	23,546.28	4,002.11	19,544.17
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000		3,209.45	8,790.55	1,236.22	7,554.33
RENTAL-TORY CORNER	540		270.00	270.00		270.00
JANITORIAL SUPPLIES	3,500	137.21	2,460.07	1,039.93	366.17	673.76
MATERIALS & SUPPLIES:						
BOOKS	90,941	7,030.69	39,930.34	51,010.66	5,535.41	45,475.25
SUPPLIES-LIBRARY	16,500	1,220.33	8,127.80	8,372.20	251.94	8,120.26
PERIODICALS, SERIALS & NEWSPAPERS	15,000	60.25	715.20	14,284.80	102.60	14,182.20
AUDIO/VISUAL MATERIALS	2,000		174.27	1,825.73		1,825.73
MICROFILM & MICROFICHE	9,000		85.16	8,914.84		8,914.84
PHOTOCOPY	9,000	1,057.39	3,641.95	5,358.05	1,810.74	3,547.31
MISC. EXPENSES:						
INSURANCE-OTHER	11,000	6,653.00	7,852.00	3,148.00		3,148.00
TELEPHONE	5,500	393.57	2,876.77	2,623.23	386.93	2,236.30
POSTAGE	2,500	38.74	884.15	1,615.85	9.11	1,606.74
ADMINISTRATIVE EXPENSE	1,000	58.85	691.18	308.82		308.82
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500	1,448.89	3,827.67	1,672.33	120.76	1,551.57
TELEPHONE & EQUIPMENT	7,000	10,025.19	10,025.19	(3,025.19)		(3,025.19)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500	3,464.00	5,399.00	101.00		101.00
OFFICE EQUIPMENT	1,400		82.50	1,317.50		1,317.50
MAINTENANCE EQUIPMENT	500		207.20	292.80	249.00	43.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00		1,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	129.06	1,528.66	471.34	51.15	420.19
TOTAL	\$1,081,231	\$133,924.88	\$518,071.98	\$563,159.02	\$17,816.90	\$545,342.12

## SOURCE OF FUNDS

Township of West Orange	\$900,000
Accumulated Revenue Fund-1988	81,843
Anticipated Fines-Revenue-1989	50,000
Anticipated State Aid-1989	49,388

**TOTAL** **\$1,081,231**

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JUNE, 1989

BALANCE		RECEIPTS		NET		BALANCE		ADD. DUE		LESS:		BUDGET	
6/1/89		6/1/89		DISBURSEMENTS		6/30/89		FROM TOWN		ACCOUNTS		BALANCES AT	
								OF W. ORANGE		PAYABLE		7/15/89	
\$40,852.90		\$81,843.05		\$133,924.88		(\$11,228.93)		\$574,367.95		(\$17,816.90)		\$545,342.12	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$5,181.50      \$1,121.80      \$6,303.30

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 & EXCESS PROPERTY

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

ACCOUNTS PAYABLE 12/31/88

TOTAL ALL FUNDS

\$5,181.50	\$1,121.80	\$6,303.30
\$9,254.99	\$1,328.94	\$10,583.93
870.10	231.61	1,101.71
43.00		43.00
130.00		130.00
47.40		47.40
225.00	50.00	275.00
198.14	14.96	213.10
3,699.21	360.00	4,059.21
5,035.82	582.29	5,618.11
952.00		952.00
2,270.00	545.20	2,813.20
\$27,907.16	\$4,232.80	\$32,139.96
893.55	187.39	1,080.94
613.85	15.65	629.50
345.00		\$345.00
0.00 *		0.00
81,843.05	(\$81,843.05)	0.00
3,568.10		3,568.10
\$156,023.61	\$4,435.84	\$133,924.88
		\$26,534.57

\* TRANSFERRED FROM ACCUMULATED REVENUES TO  
BUDGET FUND PER RESOLUTION 6/21/89

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

(\$5,246.06)  
13,888.68  
10,819.89  
4,564.54  
1,216.62  
822.75  
285.00  
183.15

LESS: ACCOUNTS PAYABLE 7/15/89

\$26,534.57  
(\$17,816.90)

CASH FUNDS AVAILABLE AT 7/15/89

\$8,717.67

JUNE 1989 BILLS PRESENTED FOR PAYMENT ON  
JULY 26, 1989

Checks are Dated  
June 22, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4215	Midlantic National Bank	1. Salaries-W/H Tax	\$2,926.12
"	"	1. Salaries-Employee S.S	1,775.29
"	"	27. Employer's Soc. Sec.	<u>1,775.27</u> \$ 6,476.68
4216	State of N.J.-GIT	1. Salaries-N.J. W/H	1,014.25
4217	W.O. Library-Unemployment Sav. a/c	1. Salaries	372.99
4218	Twp. W.O.- Hospitalization	26. Hospitalization	4,562.22
4219	Int'l Union of Operating Engineers	1. Salaries-Union Dues	207.00
4220	W.O. Emp. Municipal FCU	1. Salaries-Employee Savings	411.00
4221	N.J. Employment Security	28. Unemployment Ins.	\$1,559.13
"	"	29. Transfer	<u>1,289.29</u> 2,848.42
4222	PERS 20284	1. Salaries	3,437.84
4223	"	1. "	182.93
4224	N.J. Bell	9. Telephone	\$ 389.92
"	"	17. Equipment-Telephone	<u>345.19</u> 735.11
4225	AT & T	9. Telephone	3.65
4226	PSE & G	8. Utilities	38.11
	P/R 6/9/89 #7942-7985 (44)	1. Salaries-Net	16,565.02
	P/R 6/23/89 #7986-8026 (41)	1. Salaries-Net	16,326.80
<u>Sub-Total</u>			\$ 53,182.02
<u>Add:</u> Checks #4165-4214 Issued at June 21, 1989			<u>81,580.38</u>
<u>Total</u>			\$134,762.40
<u>Less:</u>	Check #4197	29. Transfer	\$ 200.00
	4198	28. Lost Book	27.63
	4221	29. Transfer	<u>1,289.29</u> ( 1,516.92)
<u>Add:</u>	Petty Cash Checks #1858-1864		
	Issued April, May, June 1989		\$ 317.66
	Decrease in Community Services		<u>361.74</u> 679.40
<u>Total Per Budget Report June 1989</u>			<u>\$133,924.88</u>

PAYMENT RECOMMENDED BY:

*Can/22/89*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart M. Kooson*



WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH APRIL, MAY, JUNE, 1989PRESENTED FOR PAYMENT ON JULY 26, 1989

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4/5/89	1858	American Society of Notaries	28. Administrative Exp.	\$ 23.85
4/18/89	1859	Memorial Fund of Church of Holy Spirit	28. Administrative Exp.	25.00
5/8/89	1860	Cookie Factory	10. Community Relations	134.00
5/17/89	1861	Ann Phillips	4. Supplies	23.00
6/7/89	1862	Debbie Pinkus	2. Books	55.88
6/20/89	1863	NJLTA	28. Administrative Exp.	10.00
6/28/89	1864	Shirley Itkin	4. Supplies	45.93
<u>Total</u>				<u>\$ 317.66</u>

PAYMENT RECOMMENDED BY:*Can J. H. H.*PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1989 BILLS PRESENTED FOR PAYMENT ON  
JULY 26, 1989

Checks are Dated  
July 26, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4227	Midlantic National Bank	1. Salaries-W/H Tax	\$2,923.74
"	" " "	1. Salaries-Employee S.S.	1,797.29
"	" " "	27. Employees Soc. Sec.	<u>1,797.27</u> \$ 6,518.30
4228	W.O. Municipal Empl. FCU	1. Salaries	426.00
4229	Void		-0-
4230	"		-0-
4231	"		-0-
4232	"		-0-
4233	"		-0-
4234	"		-0-
4235	"		-0-
4236	"		-0-
4237	Lola Reed-Salaries		2,904.69
4238	Acme Kelly & Sales Electrical Supply	6. Maintenance-Main	37.92
4239	American Paper Towel Co.	18. Janitorial Supplies	204.00
4240	AT & T	9. Telephone	3.65
4241A	Automatic Data Processing Princeton	11. Service Contracts-P/R	\$ 65.57
"	" " " "	11. " " "	65.23
"	" " " "	11. " " "	42.65
4241B	" " " "	11. " " "	<u>65.26</u> 238.71
4242A	Baker & Taylor	28. Video Tapes	\$ 27.21
B	" " "	4. Supplies	17.76
C	" " "	28. Video Tapes	<u>23.94</u> 68.91
4243A	Baker & Taylor	2. Books	\$ 136.74
B	" " "	2. "	79.88
C	" " "	2. "	<u>58.28</u> 274.90
4244	Baker & Taylor	2. Books	11.80
4245A	Baker & Taylor	2. Books	\$3,747.00
B	" " "	2. "	( <u>457.63</u> ) 3,289.37
4246	Bantam Doubleday Dell	2. Books	84.00
4247	Benisch & Company	5. Insurance-Work. Comp.	418.00
4248	Big Apple	4. Supplies	124.83
4249	Caren Brown	14. Conventions	245.36
4250	Champion Books	2. Books	261.71
4251	Clarke Air Conditioning Service Corp.	6. Maintenance-Main	780.00
4252	Congressional Quarterly, Inc.	2. Books	19.90
4253	Conrad Productions	10. Community Relations	125.00
4254	William F. Cuozzi, Jr.	24. Legal Services	276.00
4255A	C.W. Associates	2. Books	\$ 71.00
B	" " "	2. "	<u>20.00</u> 91.00
4256	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental	629.28
4257A	Elevator Maintenance Corp.	11. Service Contracts	\$ 146.76
B	" " "	6. Maintenance-Main	<u>53.50</u> 200.26
4258A	ESCO	11. Service Contracts	\$ 24.00
B	" " "	11. " " "	<u>24.00</u> 48.00
4259	Facts on File, Inc.	2. Books	465.00
4260	Gale Research, Inc.	2. Books	90.21
4261A	Gaylord Bros.	4. Supplies	\$ 62.34
B	" " "	17. Equipment-F & F	<u>120.76</u> 183.10
4262	Int'l Communications Industries	2. Books	40.00
4263	John A. Earl, Inc.	18. Janitorial Supplies	91.08
4264	Kouco Publications, Inc.	2. Books	16.30
4265	LDA Publishers	2. Books	119.71
4266	Manheim, Kosson & Novick	23. Management Services	1,467.00
4267	Marquis, Who's Who	2. Books	116.00
4268	National Geographic Society	2. Books	65.55
4269	New Jersey-American Water Co.	2. Utilities	164.89
4270A	N.J. Bell	9. Telephone	\$ 365.03
B	" " "	9. " " "	<u>18.25</u> 383.28
4271A	NYNEX Paging Co.	11. Service Contracts	\$ 20.90
B	" " "	11. " " "	<u>20.90</u> 41.80

## WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1989 BILLS PRESENTED FOR PAYMENT ON  
JULY 26, 1989

Checks are Dated  
July 26, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4227	Midlantic National Bank	1. Salaries-W/H Tax	\$2,923.74
"	" " "	1. Salaries-Employee S.S.	1,797.29
"	" " "	27. Employees Soc. Sec.	<u>1,797.27</u> \$ 6,518.30
4228	W.O. Municipal Empl. FCU	1. Salaries	426.00
4229	Void		-0-
4230	"		-0-
4231	"		-0-
4232	"		-0-
4233	"		-0-
4234	"		-0-
4235	"		-0-
4236	"		-0-
4237	Lola Reed-Salaries		2,904.69
4238	Acme Kelly & Sales Electrical Supply	6. Maintenance-Main	37.92
4239	American Paper Towel Co.	18. Janitorial Supplies	204.00
4240	AT & T	9. Telephone	3.65
4241A	Automatic Data Processing Princeton	11. Service Contracts-P/R	\$ 65.57
"	" " " "	11. " " "	65.23
"	" " " "	11. " " "	42.65
4241B	" " " "	11. " " "	<u>65.26</u> 238.71
4242A	Baker & Taylor	28. Video Tapes	\$ 27.21
B	" " "	4. Supplies	17.76
C	" " "	28. Video Tapes	<u>23.94</u> 68.91
4243A	Baker & Taylor	2. Books	\$ 136.74
B	" " "	2. "	79.88
C	" " "	2. "	<u>58.28</u> 274.90
4244	Baker & Taylor	2. Books	11.80
4245A	Baker & Taylor	2. Books	\$3,747.00
B	" " "	2. "	( <u>457.63</u> ) 3,289.37
4246	Bantam Doubleday Dell	2. Books	84.00
4247	Benisch & Company	5. Insurance-Work. Comp.	418.00
4248	Big Apple	4. Supplies	124.83
4249	Caren Brown	14. Conventions	245.36
4250	Champion Books	2. Books	261.71
4251	Clarke Air Conditioning Service Corp.	6. Maintenance-Main	780.00
4252	Congressional Quarterly, Inc.	2. Books	19.90
4253	Conrad Productions	10. Community Relations	125.00
4254	William F. Cuozzzi, Jr.	24. Legal Services	276.00
4255A	C.W. Associates	2. Books	\$ 71.00
B	" " "	2. "	<u>20.00</u> 91.00
4256	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental	629.28
4257A	Elevator Maintenance Corp.	11. Service Contracts	\$ 146.76
B	" " "	6. Maintenance-Main	<u>53.50</u> 200.26
4258A	ESCO	11. Service Contracts	\$ 24.00
B	" " "	11. " " "	<u>24.00</u> 48.00
4259	Facts on File, Inc.	2. Books	465.00
4260	Gale Research, Inc.	2. Books	90.21
4261A	Gaylord Bros.	4. Supplies	\$ 62.34
B	" " "	17. Equipment-F & F	<u>120.76</u> 183.10
4262	Int'l Communications Industries	2. Books	40.00
4263	John A. Earl, Inc.	18. Janitorial Supplies	91.08
4264	Kouco Publications, Inc.	2. Books	16.30
4265	LDA Publishers	2. Books	119.71
4266	Manheim, Kosson & Novick	23. Management Services	1,467.00
4267	Marquis, Who's Who	2. Books	116.00
4268	National Geographic Society	2. Books	65.55
4269	New Jersey-American Water Co.	2. Utilities	164.89
4270A	N.J. Bell	9. Telephone	\$ 365.03
B	" " "	9. " " "	<u>18.25</u> 383.28
4271A	NYNEX Paging Co.	11. Service Contracts	\$ 20.90
B	" " "	11. " " "	<u>20.90</u> 41.80

## WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1989 BILLS PRESENTED FOR PAYMENT ON  
JULY 26, 1989

Checks are Dated  
July 26, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4272	Petty Cash - Safe	4. Supplies	\$ 47.01
	" " "	12. Transportation	18.60
	" " "	13. Postage	9.11
4273A	PSE & G	8. Utilities	\$3,799.11
B	" " "	8. " "	38.11
4274	Pypotronics	6. Maintenance-Main	3,837.22
4275	Rand McNally & Co.	2. Books	134.50
4276	R. R. Bowker	2. Books	270.73
4277	Sorbus	11. Service Contracts	109.73
4278A	Valente Hardware	18. Janitorial Supplies	40.25
B	" "	18. " "	\$ 2.16
C	" "	18. " "	24.33
D	" "	18. " "	19.49
E	" "	18. " "	8.97
F	" "	18. " "	11.78
G	" "	17. Equipment-Janitorial	249.00
4279A	Walter Kidde Sales & Service Co.	18. Janitorial Supplies	4.36
B	" " " " " "	6. Maintenance-Main	320.09
4280	West Publishing Co.	6. " "	\$ 209.99
4281	Worldwide Chamber Commerce Director	6. " "	20.31
4282A	Xerox Corp.	2. Books	190.00
B	" "	2. Books	19.50
C	" "	25. Photocopy	\$ 745.35
D	" "	25. " "	125.13
E	" "	25. " "	125.13
F	" "	25. " "	125.13
G	" "	25. " "	125.13
4283A	H. Young	25. " "	230.00
B	" "	25. " "	230.00
		25. " "	230.00
		19. Magazines-Newspapers	230.00
		19. " "	1,810.74
			\$ 51.30
			51.30
			102.60
<u>Sub-Total</u>			\$ 27,665.89
<u>Less: Check #4227</u>			
	"	1. Salaries	\$4,721.03
	4228	27. Employers Soc. Sec.	1,797.27
	4237	1. Salaries	426.00
		1. Salaries	2,904.69
			( 9,848.99)
<u>Total Accounts Payable through July 15, 1989</u>			
<u>Per Budget Report</u>			\$ 17,816.90

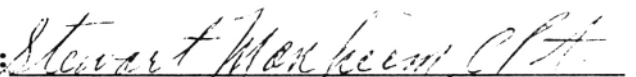
PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

 By: 

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
JUNE 21, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE  
OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZENS HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDINGS AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. CONFERENCE POLICY
  - B. BAKER & TAYLOR PROPOSAL
  - C. OTHER
10. NEW BUSINESS
  - A. RESOLUTIONS
  - B. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZENS HEARING (PLEASE STATE NAME & ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF JUNE 21, 1989

The meeting was called to order at 7:30 P. M. by President Jane Degnan. The following members were present constituting a quorum: Herbert Gladstone, Albert Kupferer, Gayle Levy, Irving Soloway, and John Willies. Also present were Board Attorney William Cuozzi, Board Accountant Stewart Manheim, and Library Director Caren Brown. Anita Strauss 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 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 OF PREVIOUS MEETING:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of May 24, 1989 as presented. Mrs. Levy 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 to date. 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.

CORRESPONDENCE AND GIFTS:

Mr. Kupferer read the following correspondence:

1. A letter to Miss Carol Isserman, Miss Gail Lauterbach, and Mrs. Maryalice Maguire of the Country Day School from the Director thanking the children in their class for a donation of \$75.00 to the Children's Department.

2. A letter to Members of the Town Council from the Director thanking them for their support and informing them of the source of funds for the 1989 budget and that there will be no carry over of funds for 1990.

3. A letter to the Director from Phyllis Quenault, Director of Fine Arts, Public Schools of West Orange thanking the library and especially Helyn Benjamin for her assistance in exhibiting student art work.

4. A letter to John McCann, Director of Public Works from the Director thanking him and his staff, in particular Bob Davies and his crew of men who assisted in the setting up of the book sale.

Ms. Brown reported that \$665.00 has been received from the letters sent to West Orange businesses, and a total of \$2,490.00 in memory of Henry Malmgreen.

#### DIRECTOR'S REPORT:

After missing the "Spirit of New Jersey" boat ride because of traffic problems, Helyn Benjamin deftly handled the crisis of facing 50 hungry and tired passengers by acquiring credit from Shanghai Red's restaurant located adjacent to the pier. Everyone had a delicious meal, with payment following the next day. Also, a rain check was given for the boat ride and the next trip is re-scheduled for August 15.

To celebrate the 200th anniversary of the French Revolution, the library will hold "A Let Them Eat Cake Day" on Friday, July 14. Coffee and cake will be served in the meeting room.

Ms. Brown presented the new format for the monthly statistics. Each month the report will reflect the actual activities in the library.

An energy company will be performing an audit of the library, and the Director will report on the results and make recommendations, if any, to the Board.

#### OLD BUSINESS:

Mr. Willies made a motion to accept the conference policy as presented by Ms. Brown. Mr. Kupferer seconded the motion and it was carried unanimously. (See attachment)

Mr. Willies made a motion to accept the proposal of Baker & Taylor Company to provide fastened mylar jackets for all books ordered at a per unit charge of \$.25 with the price to be extended through December 31, 1990. Mr. Gladstone seconded the motion and it was passed unanimously.

Ms. Brown noted that the special book processing fee has been offered to the library in exchange for timely payment of bills to date.

#### NEW BUSINESS:

A motion was made by Mr. Kupferer to transfer \$81,843 from the Accumulated Revenue Fund for 1988 to the 1989 budget. Mrs. Levy Seconded the motion and it was carried unanimously.

• Ms. Brown submitted a progress report on the Plan for Action 1989-1993 for the Board's perusal. Twenty out of twenty-two immediate objectives have been addressed.

Ms. Brown recommended that special resolutions be given to Dorothy Suyker, Frances Williams, Peter Greene, and Bernie Weiss commending them for their efforts and assistance to the library.

Mr. Willies made a motion to accept the resolutions as presented by the Director. Mr. Gladstone seconded the motion and it was passed unanimously. (Resolutions attached)

Mr. Gladstone made a resolution to dispense with the regular monthly Board of Trustees meeting in August, and to authorize the Board officers to carry on the necessary mechanics to operate the business of the library. Mr. Soloway seconded the motion and it was carried unanimously.

Mr. Manheim stated that he had talked to ADP and Copeland Company representatives concerning the tax shelter plan. Employees participating in the plan need to submit in writing their authorization for the deductions. One week of advance notice is needed to put the plan into operation.

Mr. Cuozzi requested the Board to give some consideration to funding additional jazz concerts in the spring and fall. After a short discussion Mrs. Degnan asked Mr. Soloway to chair a special committee assisted by Mrs. Levy and Ms. Brown to determine the future of programming in the library. Performer fees will be obtained, so that a judgement can be made about the amount of funds needed for each jazz concert.

#### NEW FRIENDS:

Frances Williams offered to ask the New Friends' membership about their programming interests and to inform them of the accomplishments made in the progress report for planning. She noted that Bag Day will be held on July 10, 2-8 P. M.

#### ADJOURNMENT:

Mr. Gladstone made a motion to adjourn the open public



meeting at 8:35 P. M. It was seconded by Mr. Willies and carried unanimously. A short Executive session will be held to discuss personnel matters.

Respectfully submitted,



Albert F. Kupferer, Secretary  
Board of Trustees



Sandra G. Sessing, Secretary

## CONTINUING EDUCATION AND STAFF DEVELOPMENT

### I. Workshops and Seminars

A. The Library encourages the continuing professional growth of its staff. In order to facilitate this development, time off with pay will be given for attendance at workshops and seminars which improve the job performance of the individual and be of benefit to the Library.

B. Full or partial expenses will be paid by the Library at the discretion of the Director and within the limits of the budget. Attendance must be approved by the Director in advance.

C. A written report of the meeting or seminar shall be submitted to the Director and the Board of Trustees.

### II. Meetings and Conferences

A. Time off with pay is allowed staff members for attendance at Library conferences, professional meetings, and meetings of civic groups as the Library's official representative. Attendance must be approved by the Director, in advance.

B. Compensatory time off will be allowed for attendance at such meetings if the meetings occur when the staff member is not scheduled for Library duty.

C. Full or partial expenses will be paid at the discretion of the Director, within the limits of the budget.

D. A written report of meetings attended will be presented to the Director and the Board of Trustees.

# WEST ORANGE public library

WHEREAS, Dorothy Suyker and Frances Williams have contributed unstintingly of their time and efforts on behalf of the West Orange Public Library in their preparation for and staffing of the Annual Friends' Book Sale; and

WHEREAS, the success of the Book Sale is due, in large measure, to their efforts; and

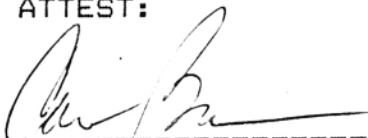
WHEREAS, Dorothy and Frances give real meaning to the words "Friends of the Library;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Dorothy Suyker and Frances Williams for their devoted service to the Library; and

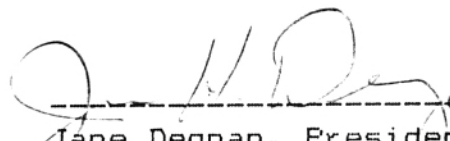
BE IT FURTHER RESOLVED, that a copy of this resolution be given to Dorothy Suyker and Frances Williams as a token of the Board's appreciation and the original spread upon the minutes of the Board of Trustees.

APPROVED, this 21st day of June, 1989.

ATTEST:

  
-----  
Caren Brown, Director

SIGNED:

  
-----  
Jane Degnan, President,  
Library Board of Trustees

# WEST ORANGE public library

WHEREAS, Peter Greene has photographed the Library Staff  
for its May exhibit; and

WHEREAS, Mr. Greene was a tremendous help at the Annual  
Friends Book Sale; and

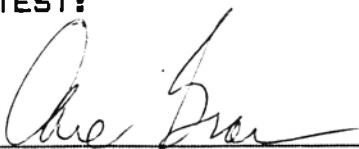
WHEREAS, Mr. Greene's presence in the Library and his warmth  
and concern for the Staff is so deeply appreciated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of  
the West Orange Public Library thanks Peter Greene  
for the friendship and concern for this Library; and

BE IT FURTHER RESOLVED, that a copy of this resolution be  
spread upon the minutes and the original given to  
Peter Greene.

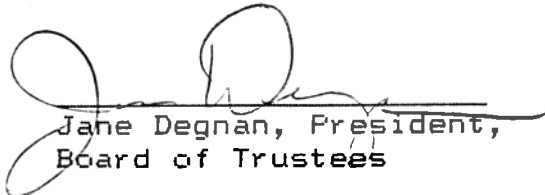
APPROVED, this 21st day of June, 1989.

ATTEST:



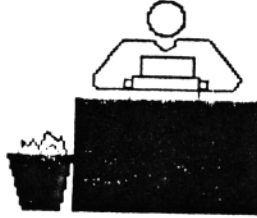
Caren Brown, Director

SIGNED:

  
Jane Degnan, President,  
Board of Trustees

# WEST ORANGE public library

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WHEREAS, Bernie Weiss has worked with the staff of the West Orange Public Library in the acquisition and implementation of computer hardware and software; and

WHEREAS, Mr. Weiss has participated in the training of the staff in the use of those computers;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Mr. Weiss for all of his time and efforts given to the Library; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes and the original given to Mr. Weiss.

APPROVED, this 21st day of June, 1989.

ATTEST:

Caren Brown, Director

SIGNED:

Jane Degnan, President,  
Board of Trustees

DIRECTOR'S REPORT  
June 21, 1989

Highlights from the previous meeting:

1. Senior Citizen's Day at the South Mountain Arena  
We participated in this program by working a booth in the arena with other libraries in Essex County. We distributed materials about services and gave away free paperback books.
2. We have continued our activities with the planning committee of Region 3. This will continue through December, 1989.
3. Book Discussion Group  
On June 5, I led the Book Discussion Group, about the book "During the Reign of the Queen of Persia."
4. I attended a meeting with CECLS Directors and Bob Drescher where we discussed the impact of the King Research report on automation and New Jersey libraries.
5. On June 12, I met with Margaret Cushing, Debbie Pinkus, and Cheryl Kranitz to apportion the remaining 1989 budget into departmental categories. Each department will be responsible for funds relating to books and A.V. In addition, I met with Shirley Itkin and Al Buono to discuss the remaining supplies and janitorial supplies budgets.
6. We have started training staff in the basic use of the computer. We are demonstrating to groups of three at a time, using word processing as a start.
7. On June 6 and June 7, many of our staff attended the Library Assistants Conference at Seton Hall.

*Carla Brown*

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF MAY, 1989  
LIBRARY BOARD MEETING OF JUNE 21, 1989

	ADOPTED BUDGET 1989	PAID MONTH OF MAY, 1989	ACCUMULATED BUDGET EXPENDITURES 5 MONTHS ENDED 5/31/89	UNEXPENDED BUDGET BALANCE ON 5/31/89	BILLS/ ACCOUNTS PAYABLE AT 6/9/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 6/9/89
SALARIES & WAGES	\$618,000	\$47,850.82	\$246,364.35	\$371,635.65		\$371,635.65
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,112.84	22,860.25	37,139.75	1,075.72	36,064.03
SOCIAL SECURITY	47,000	3,655.57	19,202.03	27,797.97		27,797.97
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		0.00	41,000.00	35,918.96	5,081.04
UNEMPLOYMENT INS.	9,500		2,159.08	7,340.92		7,340.92
WORKERS COMPENSATION INS	5,000	4,543.00	4,543.00	457.00		457.00
SUNDAY OPENINGS	10,300	678.20	4,477.16	5,822.84		5,822.84
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	287.75	682.75	817.25	425.60	391.65
COMMUNITY SERVICES	1,500	68.24	1,107.11	392.89	88.00	304.89
TRANSPORTATION	500	10.35	102.70	397.30	9.00	388.30
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	5,868.00	11,732.00	1,467.00	10,265.00
LEGAL SERVICES	4,000	276.00	1,104.00	2,896.00	679.50	2,216.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	224.91	1,102.74	6,897.26	840.16	6,057.10
PAYROLL SERVICES	2,300	276.67	855.27	1,444.73	142.38	1,302.35
MAINT. MAIN-UTILITIES	40,000	2,552.12	13,447.27	26,552.73	2,968.34	23,584.39
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	1,311.85	3,209.45	8,790.55		8,790.55
RENTAL-TORY CORNER	540	135.00	270.00	270.00		270.00
JANITORIAL SUPPLIES	3,500	412.15	2,322.86	1,177.14	137.21	1,039.93
MATERIALS & SUPPLIES:						
BOOKS	90,941	8,084.18	32,899.65	58,041.35	6,974.81	51,066.54
SUPPLIES-LIBRARY	16,500	2,302.96	6,907.47	9,592.53	1,151.40	8,441.13
PERIODICALS, SERIALS & NEWSPAPERS	15,000	446.30	654.95	14,345.05	60.25	14,284.80
AUDIO/VISUAL MATERIALS	2,000		174.27	1,825.73		1,825.73
MICROFILM & MICROFICHE	9,000	43.04	85.16	8,914.84		8,914.84
PHOTOCOPY	9,000	375.39	2,584.56	6,415.44	1,057.39	5,358.05
MISC. EXPENSES:						
INSURANCE-OTHER	11,000		1,199.00	9,801.00	6,653.00	3,148.00
TELEPHONE	5,500	471.96	2,483.20	3,016.80		3,016.80
POSTAGE	2,500	9.55	845.41	1,654.59	38.74	1,615.85
ADMINISTRATIVE EXPENSE	1,000		632.33	367.67		367.67
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	5,500	1,843.78	2,378.78	3,121.22	1,448.89	1,672.33
TELEPHONE & EQUIPMENT	7,000		0.00	7,000.00	9,680.00	(2,680.00)
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	5,500	1,935.00	1,935.00	3,565.00	3,464.00	101.00
OFFICE EQUIPMENT	1,400		82.50	1,317.50		1,317.50
MAINTENANCE EQUIPMENT	500		207.20	292.80		292.80
AUDIO VISUAL EQUIPMENT	1,000		0.00	1,000.00		1,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	246.85	1,399.60	600.40	129.06	471.34
TOTAL	\$1,081,231	\$84,621.48	\$384,147.10	\$697,083.90	\$74,409.41	\$622,674.49

Source of Funds:

Township of West Orange	\$ 900,000
Accumulated Revenue Fund-1988	81,843
Anticipated Fines-Revenue-1989	50,000
Anticipated State Aid-1989	49,388

Total\$1,081,231

## STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

2.

ADD: DUE	ACCOUNTS	BUDGET
FROM TOWN	PAYABLE	BALANCES AT
OF W. ORANGE	6/9/89	6/9/89

BUDGET FUND	\$125,474.38	\$84,621.48	\$40,852.90
RECEIPTS AND FUNDS			
COPY MACHINES	\$4,389.00	\$792.50	\$5,181.50
XEROX			

RECEIPTS AND FUNDS

## COPY MACHINES

**XEROX**

TOTAL COPY MACHINES

TOTAL COPY MACHINES	\$4,389.00	\$792.50	\$5,181.56
FINES	\$8,002.03	\$1,252.96	\$9,254.99
RENTALS	675.94	194.16	870.10
PROJECTOR RENTAL	38.00	5.00	43.00
MICROFILMS	48.80	81.20	130.00
NON-RESIDENT FEE	3.40	44.00	47.40
MEETING ROOM	125.00	100.00	225.00
TELEPHONE	136.18	61.96	198.14
DONATIONS	579.21	3,120.00	3,699.21
INTEREST	3,908.09	1,127.73	5,035.82
MISCELLANEOUS	952.00	0.00	952.00
VIDEO TAPE RENTAL	1,870.15	399.85	2,270.00

TOTAL RECEIPTS AND FUNDS

TOTAL RECEIPTS AND FUNDS	\$20,727.80	\$7,179.36	\$27,907.16
LOST BOOK FUND	670.62	222.93	893.55
BOOK SALES & EXCESS PROPERTY ...	401.35	212.50	613.85
PETTY CASH & CHANGE FUND	345.00		\$345.00
N.J. STATE AID FUND	0.00		0.00
ACCUMULATED REVENUE FUND	81,843.05		81,843.05
ACCOUNTS PAYABLE 12/31/88	5,218.10		3,568.10
			1,550.00

TOTAL ALL FUNDS

\$234,680.30	\$7,614.79	\$86,271.48	\$156,023.61
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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

IMPLANTIC NATL. BANK - 735-1699-9 COMMUNITY RELATIONS

PETTY CASH

PETTY CASH CHECKING A/C - MIDLAND NATL BANK

LESS: ACCOUNTS PAYABLE 6/9/89

CASH FUNDS AVAILABLE AT 6/9/89

(\$2,483.05)  
145,490.83  
6,814.49  
3,229.40  
1,201.64  
1,184.49  
285.00  
300.81

---

\$156,023.61  
(\$74,409.41)

(\$74,409.41)

**\$81,614.20**



## WEST ORANGE FREE PUBLIC LIBRARY

MAY 1989 BILLS PRESENTED FOR PAYMENT ON  
JUNE 21, 1989

Checks are Dated  
May 25, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4156	Midlantic National Bank	1. Salaries-W/H Tax	\$2,941.86
"	"	1. Salaries-Employee S.S.	1,812.68
"	"	27. Employer Soc.Sec.	1,812.68
			\$ 6,567.22
4157	State of N.J.-G.I.T.	1. Salaries-N.J. W/H	1,023.98
4158	W.O. Library-Unemployment a/c	1. Salaries	437.44
4159	Twp. of W.O. Hospitalization	26. Hospitlization	4,562.22
4160	PERS 20284	1. Salaries	2,625.86
4161	Int'l Union of Operating Engrs.	1. Salaries-Union Dues	207.00
4162	PERS 20284	1. Salaries	140.32
4163	W.O. Municipal Emp. FCU	1. Salaries -Emp. Savings	426.00
4164	Benisch & Co.	5. Insurance - Work. Comp.	4,543.00
	P/R 5/12/89 #7851-7896 (46)	1. Salaries-Net	16,962.89
	P/R 5/26/89 #7897-7941 (45)	1. Salaries-Net	16,773.76
	<u>Sub-Total</u>		\$ 54,269.69
	<u>Add: Check #4095-4155 Issued at May 24, 1989</u>		32,061.74
			<u>\$ 86,331.43</u>
	<u>Add: To correct #4989</u>	1. Salaries	.20
	<u>(Less): Deposit 5/3</u>	2. Books	\$ 42.70
	" 5/23	1. Salaries-Jury Duty	15.90
	" 5/25	4. Supplies	1.55
	Check #4129	28. Accounts Payable	1,650.00
			( 1,710.15)
	<u>Total Per Budget Report May 1989</u>		<u>\$ 84,621.48</u>

PAYMENT RECOMMENDED BY:

*Carey*

PAYMENT RECOMMENDED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

MAY 1989 BILLS PRESENTED FOR PAYMENT ON  
JUNE 21, 1989

Checks are Dated  
June 21, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4165	Midlantic National Bank	1. Salaries - W/H Tax	\$2,919.79
"	"	1. Salaries-Employee SS	1,798.79
"	"	27. Employer Soc. Sec.	1,798.76
4166	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	\$ 6,517.34
4167	American Library Association	4. Supplies	426.00
4168A	Automatic Data Processing	11. Service Contracts-P/R	70.50
B	"	11. " " "	\$ 66.03
C	"	11. " " "	66.35
4169A	Baker & Taylor	11. " " "	10.00
B	"	28. Video Tapes	142.38
C	"	28. " "	\$ 27.21
4170	Baker & Taylor	28. " "	16.03
4171	Baker & Taylor	2. Books	85.82
4172A	Baker & Taylor	2. Books	129.06
B	"	2. " "	20.33
C	"	2. " "	10.48
4173A	Baker & Taylor	2. " "	\$ 22.42
B	"	2. " "	16.90
C	"	2. " "	21.76
4174	Benisch & Co.	2. Books	61.08
4175	Brodart Co.	2. Books	\$5,830.58
4176	Caren Brown	2. " "	( 13.18)
4177	Contemporary Telephone Decisions	2. " "	( 20.31)
4178	Continental Technology, Inc.	5. Insurance-Other	5,797.09
4179	Control Building Services, Inc.	4. Supplies	6,653.00
4180	The Copier Store	14. Conventions	265.22
4181A	William F. Cuozzzi, Jr.	17. Equipment	283.10
B	"	17. Automation	995.00
4182	Emma-Lou Czarnecki	11. Service Contracts	3,464.00
4183	Delta Dental Plan of N.J.	25. Photocopy	95.00
4184A	Demco	24. Legal Services	182.00
B	"	24. " "	\$ 276.00
4185	East-West Learning Corp.	14. Conventions	403.50
4186	Elevator Maintenance Corp.	26. Hospitalization-Dental	679.50
4187	ESCO	4. Supplies	142.50
4188	Thomas W. Ford	17. Equipment - F & F	550.62
4189	G. K. Hall Co.	2. Books	\$ 67.81
4190	The Hightsmith Co.	11. Service Contracts	1,448.89
4191	Kirkus Service, Inc.	2. Books	1,516.70
4192	Eva M. Maksym	11. Service Contracts	346.57
4193	Manheim, Kosson & Novick	26. Hospitalization	146.76
4194	N.J. Legislative Manual	2. Books	24.00
4195	Nynex Paging Company	4. Supplies	156.50
4196	Public Employees Retirement Sys.	2. Books	245.41
4197	Petty Cash Checking Account	10. Community Relations	1.98
4198	Petty Cash - Safe	12. Transportation	245.00
"	"	13. Postage	72.00
"	"	28. Management Services	1,467.00
"	"	2. Books	27.25
"	"	11. Service Contracts	20.90
"	"	28. PERS	35,918.96
"	"	29. Transfer	200.00
4199A	Pippert Press	4. Supplies	\$ 101.43
B	"	10. Community Relations	16.00
C	"	12. Transportation	9.00
4200	Pitney Bowes	13. Postage	38.74
4201	PSE & G	28. Lost Book	27.63
4202	Pyrotonics	4. Supplies	\$ 70.00
4203	Reader's Digest Fund for Blind	4. " "	86.00
4204	Schwaab, Inc.	4. " "	400.00
4205	Frank H. Schwartz	11. Service Contracts	59.25
4206	Lorraine Schwartz	8. Utilities	2,968.34
4207	Sorbus	11. Service Contracts	440.00
4208	Tel-A-Phone	19. Magazines-Newspapers	8.95
		4. Supplies	52.00
		21. Hospitalization	184.30
		26. Hospitalization	184.30
		11. Service Contracts	54.25
		17. Equipment-Telephone	8,685.00

## WEST ORANGE FREE PUBLIC LIBRARY

MAY 1989 BILLS PRESENTED FOR PAYMENT ON  
JUNE 21, 1989

Checks are Dated  
June 21, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4209	Upstart	4. Supplies	\$ 36.46
4210	The U.S. Congress Handbook	2. Books	22.85
4211A	Valentine Hardware, Inc.	18. Janitorial Supplies	\$ 2.20
B	" " "	18. " "	34.96
C	" " "	18. " "	3.99
D	" " "	18. " "	30.86
E	" " "	18. " "	52.06
F	" " "	18. " "	10.98
G	" " "	18. " "	2.16
4212A	West Publishing Co.	2. Books	\$ 75.00
B	" " "	2. " "	123.75
4213A	Xerox Corp.	25. Photocopy	\$ 500.00
B	" " "	25. " "	125.13
C	" " "	25. " "	125.13
D	" " "	25. " "	125.13
4214	H. Young	19. Magazines-Newspapers	875.39
			51.30
	<u>Sub-Total</u>		\$ 81,580.38
	(Less):		
	Check #4165	1. Salaries	\$4,718.58
	"	27. Employer Soc.Sec.	1,798.76
	4166	1. Salaries	426.00
	4197	29. Transfers	200.00
	4198	28. Lost Book	27.63
			( 7,170.97)
	<u>Total Accounts Payable Through June 9, 1989</u>		
	<u>Per Budget Report</u>		<u>\$ 74,409.41</u>

PAYMENT RECOMMENDED BY:

*Carson*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF MAY, 1989

	CURRENT MONTH	YEAR TO DATE
XEROX INCOME	792.50	5,181.50
LESS: XEROX EXPENSE	(1,057.39)	(3,641.95)
NET XEROX INCOME	(264.89)	1,539.55

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF MAY, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	399.85	2,270.00
PURCHASES	(129.06)	(1,528.66)
	-----	-----
	270.79	741.34

# SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	
APRIL	0.00	
5/19	50.00	CRESTRIDGE TENANTS' ASSOC.
5/23	50.00	PATIENT CARE
MAY	100.00	

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
MAY 24, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE  
OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZENS HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDINGS AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. TAX SHELTER
  - B. CHECK FRANKING
10. NEW BUSINESS
  - A. TUESDAY EVENINGS - SEPT. 1
  - B. LIBRARY MEMBERSHIP - POLICY DRAFT
  - C. LIBRARY BOARD MEETING TIME
  - D. OPERATING EXPENSES - BILLS PAYMENT
  - E. 1989 BUDGET
11. NEW FRIENDS OF THE LIBRARY
12. CITIZENS HEARING (PLEASE STATE NAME & ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF MAY 24, 1989

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

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 OF PREVIOUS MEETING:

Mr. Soloway made a motion to accept the Minutes of the Board Meeting of April 26, 1989 as presented. Mr. Gladstone 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 April, 1989. Mr. Gladstone seconded the motion and it was passed unanimously.

2) Financial Statement:

To be discussed under Board Reports-Budget Committee.

CORRESPONDENCE AND GIFTS:

Mr. Kupferer read the following correspondence:

1. A note from Dorothy Chesnut to the Board of Trustees thanking them for their gift in memory of her husband.

2. A letter dated 5/18/89 from Mayor Spina to the Director inquiring about the library's book collection concerning Israel and the Holocaust.

3. A letter dated 5/22/89 to Mayor Spina from the Director



responding to the above inquiry noting an enclosure of a partial bibliography of books owned by the library and indicating the library's willingness to provide additional materials.

Mr. Gladstone will talk to Ms. Brown about the possibility of developing a special collection of Holocaust materials to serve the demand of the public.

The Henry Malmgreen Memorial Fund has received \$1,590.00 to date.

Ms. Brown said that letters had been sent to West Orange businesses introducing business services available at the library and asking for donations to fund the microfiche collection. Margaret Cushing made some excellent contributions to the content of the letter, and as a result, the library has received \$650.00.

Mr. Cuozzi said that his law firm had donated \$300.00 towards the jazz concert.

#### BOARD REPORTS:

Mr. Manheim reported that he had met with the Director and members of the Budget Committee - Mrs. Strauss and Mr. Willies to discuss the revision of the proposed budget. As it stands, the library will be receiving \$900,000 from the Township. This amount together with \$81,843 from the Accumulated Revenue Fund, as well as anticipated 1989 revenue from fines, etc. and 1989 State Aid will make up the 1989 budget. Mr. Manheim pointed out that there will be no cushion available to fall back on in the 1990 budget. Ms. Brown suggested that she write a letter to the Township Council thanking them for their support and informing them that the library will still provide the same services but to be put on notice that the library cannot provide these funds in 1990 as the cushion will be gone.

Mrs. Strauss made a motion to accept the Budget Committee's recommendation to adopt a budget for 1989 in the amount of \$1,081,231 subject to the township's passing of their budget. Mr. Soloway seconded the motion and it was carried unanimously.

#### DIRECTOR'S REPORT:

Since the circulation desk has been changed, the inadequate lighting is quite apparent and the need for improvement is critical. Leonard Lepore is proceeding with the bids.

During the past rainy days, the library experienced three different leaks in the roof. The Mayor's office was notified, and repairs will be made when the weather stabilizes.

After experiencing a false alarm last month, it was discovered that the library's service contract with Pyrotronics had expired, and a new contract is being negotiated.

Essex Security Locksmiths failed to show up for an appraisal of a security system. Contact will be made again.

Mr. Soloway was assured that none of the parking spaces were deleted from the upper lot.

#### OLD BUSINESS:

Ms. Brown said that a representative from the Copeland Companies spoke to the staff and six people have shown interest in the program.

Mr. Gladstone made a motion to accept the Tax Shelter Plan presented by the Copeland Companies. This is an authorization to allow deductions from employees' salaries with no liabilities to the Board. Mrs. Strauss seconded the motion and it was passed unanimously.

Discussion was held concerning facsimile signatures for payroll checks. At the Board meeting of 2/22/89 a motion was passed approving use of facsimile signatures. A resolution directing Midlantic Bank to accept the signatures was presented by the Director. It was agreed that only one facsimile signature of the President would be maintained and that the second required signature would be hand written by any of the other officers.

Mr. Gladstone made a motion that the Board accept the resolution as presented to go into effect as soon as possible. The motion was seconded by Mrs. Levy and carried unanimously. (Resolution attached)

#### NEW BUSINESS:

Because of budget cuts by the township, the discussion concerning Tuesday Evening openings will be tabled until 1990.

Ms. Brown said that she will present a different policy for discussion and approval at each Board meeting. Eventually, there will be an updated manual of all library policies.

Mr. Kupferer made a motion to accept the membership policy with recommended changes as presented by the Director. Mrs. Strauss seconded the motion and it was passed unanimously. (Attached)

Mrs. Strauss made a motion to change the Board meeting time from 8:00 P. M. to 7:30 P. M. Mrs. Levy seconded the motion and it was carried unanimously. Appropriate notices will be posted and the time and dates re-advertised..

It was agreed that bills will be paid as they are presented with a cutoff date selected by the accountant for processing bills. Paying bills to date will allow the Director and the Trustees a more current expended figure to work with each month.

Baker and Taylor has promised a special book processing fee if bills are paid to current date. More information on this will be presented at the June meeting.

Discussion of staff policy regarding conferences will be reviewed during the month by the Trustees and discussed at the next Board meeting.

NEW FRIENDS:

Dorothy Suyker of the Friends reminded everyone of the book sale to be held on June 3 and June 4. In addition, she asked if consideration was given to sick or disabled people in regard to suspension of privileges in the provisions of the membership policy. Ms. Brown stated that the Library Director has the power to make exceptions if there are unusual circumstances.

Mr. Gladstone made a motion to adjourn the open public meeting at 9:45 P. M. It was seconded by Mr. Willies and carried unanimously. An Executive Session will be held to discuss personnel matters.

Respectfully submitted,

  
Sandra G. Sesssing  
Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

# WEST ORANGE public library

WHEREAS, for the convenience of the Library, it is deemed advisable that the payroll checks drawn on Midlantic National Bank and issued by ADP be signed by affixing the signature(s) with a check signing machine.

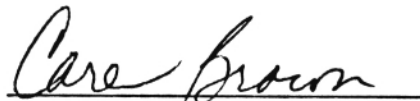
NOW, THEREFORE, BE IT RESOLVED, that ADP be and is hereby directed to issue and the Midlantic National Bank be and is hereby directed to pay without inquiry as to the circumstance of issue or the disposition of the proceeds, any and all checks of this Library, presented for payment bearing the facsimile signature(s) of JANE H. DEGNAN. (see attached resolution)

FURTHER RESOLVED, that the Library will relieve the Midlantic Bank of loss occasioned by the unlawful or unauthorized use of its signature printing equipment.

FURTHER RESOLVED, that the Library be and is hereby directed to furnish the Midlantic National Bank with a certified copy of these resolutions and a certified specimen of the facsimile signature(s).

RESOLVED, this 24th day of May, 1989.

Attest:

  
Caren Brown, Director

Signed:

  
Jane H. Degnan, President  
Board of Trustees

## 'LIBRARY MEMBERSHIP

### I. Resident Cards

#### A. Adult Cards

1. Any person past the sixth grade who lives or owns property in West Orange is entitled to an adult card in the West Orange Library. These cards are valid for five years, after which re-registration is required.

2. Each card is an individual card, not a family card.

#### B. Children's Room Cards

1. These cards are issues to children through the sixth grade.

2. The child is not required to sign his/her name on the application if he/she is unable to write.

3. A parent or guardian must sign the application.

4. The holder of a children's room card has the same access to materials and services as the holder of an adult card, with the exception of video cassettes.

5. The holder of a children's room card must register with the adult department when he/she completes sixth grade.

6. Each card is an individual card, not a family card.

### II. Courtesy Cards

A. Non-residents who work or attend school in West Orange are eligible for a free courtesy card, adult or children's room, depending on grade.

B. Each card is an individual card, not a family card.

C. Non-resident courtesy cards are valid for 13 months, after which re-registration is necessary.

D. Courtesy cards are valid for use with all materials and services except videos, reserves, and inter-library loans.

### III. Out-Of-Town Membership

A. Membership not covered by the above statements may be purchased upon payment of an annual fee of \$20.00 per person.

B. This is an individual card, not a family card.

### IV. Suspension of Library Membership

A. Any membership may be suspended if, in the judgment of the Library Director, the privilege of membership has been abused.

B. Among grounds for suspension are vandalism, theft of library property, creating a disturbance, or other violations of law or propriety.

C. Books may not be borrowed if A) there are books outstanding or B) there is a total of \$10.00 or more in fines outstanding. This ruling applies to the entire family, not just the person whose card has been used. The only exception to this occurs when the card used belongs to a family member over 18 years of age, in which case, only that cardholder's privileges are suspended.

D. Regulation IVC shall remain in effect until the books are returned and/or the fine is paid and/or as long as deemed advisable by the Director.

## DIRECTOR'S REPORT

May 24, 1989

Highlights from the last Board Meeting include:

1. Installation of and training on the new telephone system.
2. Purchase, installation, and training on new computer for use in technical services. In addition, we have ordered two more set-ups, one for the back room and one for the Director's office.
3. Development with Jackie Lepore of a policy for Library membership.
4. Mailing of 121 letters and brochures to West Orange businesses.
5. First Annual Salute to Senior Citizens program, co-sponsored with the Town. Held at Fairmount House on May 12, over 200 people were in attendance.
6. Meeting with the Town Council on May 9, with a short presentation of things done to date and plans for the future.
7. Meeting with Leonard Lepore to discuss new lighting now that the rearrangement of the circulation area is complete.
8. Participation in Public Employees Day, along with other departments of the Town. With a table set up on the lawn in front of Town Hall, many of the staff gave out library stickers, bookmarks, and spent time meeting with residents as well as other Town employees and officials.
9. Establishment of the Henry Malmgreen Memorial Fund, which to date has \$1,500.00.
10. Hosted the Essex County Library Directors on May 16.
11. Hosted Region III's Long Range Planning Committee, to which I have been appointed.
12. Attended Region III's annual membership meeting, May 18.
13. Attended N.J.L.A. annual conference, May 3-6, report attached.

*Carroll Blaw*

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF APRIL, 1989  
LIBRARY BOARD MEETING OF MAY 24, 1989

	PROPOSED BUDGET 1989	PAID MONTH OF APRIL, 1989	ACCUMULATED BUDGET EXPENDITURES 4 MONTHS ENDED 4/30/89	UNEXPENDED BUDGET BALANCE ON 4/30/89	BILLS/ ACCOUNTS PAYABLE AT 4/30/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 4/30/89
SALARIES & WAGES	\$633,000	\$45,919.79	\$198,513.53	\$434,486.47		\$434,486.47
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	5,112.84	17,747.41	42,252.59	550.62	41,701.97
SOCIAL SECURITY	49,000	3,547.29	15,546.46	33,453.54		33,453.54
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		0.00	41,000.00		41,000.00
UNEMPLOYMENT INS.	10,500	2,159.08	2,159.08	8,340.92		8,340.92
WORKERS COMPENSATION INS	5,500		0.00	5,500.00		5,500.00
SUNDAY OPENINGS	16,500	544.06	3,798.96	12,701.04		12,701.04
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	270.00	395.00	1,105.00	287.75	817.25
COMMUNITY SERVICES	1,500		1,038.87	461.13	68.24	392.89
TRANSPORTATION	500	76.95	92.35	407.65	10.35	397.30
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	4,401.00	13,199.00	1,467.00	11,732.00
LEGAL SERVICES	4,000	276.00	828.00	3,172.00	276.00	2,896.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	336.56	877.83	7,122.17	224.91	6,897.26
PAYROLL SERVICES	2,300	151.86	578.60	1,721.40	276.67	1,444.73
MAINT. MAIN-UTILITIES	44,000	4,190.59	10,895.15	33,104.85	2,552.12	30,552.73
OFFICE EQUIPMENT REPAIR	3,000		0.00	3,000.00		3,000.00
MAINT. MAIN-MAINT. & REPAIR	12,000	283.25	1,897.60	10,102.40	1,311.85	8,790.55
RENTAL-TORY CORNER	540	135.00	135.00	405.00	135.00	270.00
JANITORIAL SUPPLIES	3,500	200.51	1,910.71	1,589.29	412.15	1,177.14
MATERIALS & SUPPLIES:						
BOOKS	97,000	9,393.32	24,815.47	72,184.53	8,126.88	64,057.65
SUPPLIES-LIBRARY	16,500	1,433.24	4,604.51	11,895.49	2,304.51	9,590.98
PERIODICALS, SERIALS & NEWSPAPERS	15,000	81.05	208.65	14,791.35	446.30	14,345.05
AUDIO/VISUAL MATERIALS	2,000	69.38	174.27	1,825.73	0.00	1,825.73
MICROFILM & MICROFICHE	9,000	42.12	42.12	8,957.88	43.04	8,914.84
PHOTOCOPY	9,000	1,065.39	2,209.17	6,790.83	375.39	6,415.44
MISC. EXPENSES:						
INSURANCE-OTHER	14,000		1,199.00	12,801.00		12,801.00
TELEPHONE	6,500	692.64	2,011.24	4,488.76	471.96	4,016.80
POSTAGE	3,500	407.87	835.86	2,664.14	9.55	2,654.59
ADMINISTRATIVE EXPENSE	3,000	(23.00)	632.33	2,367.67		2,367.67
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	10,500	535.00	535.00	9,965.00	1,843.78	8,121.22
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00	0.00	11,000.00
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	7,500		0.00	7,500.00	1,935.00	5,565.00
OFFICE EQUIPMENT	1,400	82.50	82.50	1,317.50	0.00	1,317.50
MAINTENANCE EQUIPMENT	500		207.20	292.80		292.80
AUDIO VISUAL EQUIPMENT	3,000		0.00	3,000.00		3,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	322.45	1,152.75	847.25	246.85	600.40
TOTAL	\$1,138,490	\$78,772.74	\$299,525.62	\$838,964.38	\$23,375.92	\$815,588.46



WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF APRIL, 1989

BALANCE		RECEIPTS		NET		BALANCE		ADD: DUE FROM TOWN OF W. ORANGE		LESS: ACCOUNTS PAYABLE		BUDGET BALANCES AT	
4/1/89				DISBURSEMENTS		4/30/89		4/30/89		4/30/89		4/30/89	
(\$8,252.88)		\$212,500.00		\$78,772.74		\$125,474.36		\$713,490.00		(\$23,375.92)		\$815,588.46	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$3,381.00	\$1,008.00	\$4,389.00
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TOTAL COPY MACHINES

FINES	\$3,381.00	\$1,008.00	\$4,389.00
RENTALS	\$5,888.60	\$2,113.43	\$8,002.03
PROJECTOR RENTAL	482.30	193.64	675.94
MICROFILMS	20.00	18.00	38.00
NON-RESIDENT FEE	48.80	0.00	48.80
MEETING ROOM	3.40	0.00	3.40
TELEPHONE	125.00	0.00	125.00
DONATIONS	116.38	19.80	136.18
INTEREST	579.21	0.00	579.21
MISCELLANEOUS	2,950.05	958.04	3,908.09
VIDEO TAPE RENTAL	952.00	0.00	952.00
	1,426.15	444.00	1,870.15

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND	\$15,972.89	\$4,754.91	\$20,727.80
BOOK SALES & EXCESS PROPERTY ...	539.47	131.15	670.62
PETTY CASH & CHANGE FUND	324.45	76.90	401.35
N.J. STATE AID FUND	345.00		\$345.00
ACCUMULATED REVENUE FUND	0.00		0.00
ACCOUNTS PAYABLE 12/31/88	81,843.05		81,843.05
	7,218.10	2,000.00	5,218.10

TOTAL ALL FUNDS

\$97,990.08	\$217,462.96	\$80,772.74	\$234,680.30
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK *734-0598-7	\$2,023.20
INVESTMENT A/C MIDLANTIC NATL BANK *738-0372-8	213,128.33
MIDLANTIC NATL BANK -*02-073-0000-177-0-FINES, ETC	13,327.43
MIDLANTIC NATL BANK -*02-073-0001-161-0-LIN. INS.	3,229.40
MIDLANTIC NATL BANK -*02-073-0000-405-8-BOOK SALES	1,201.64
MIDLANTIC NATL BANK -*735-1699-9 COMMUNITY RELATIONS	1,184.49
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	300.81

LESS: ACCOUNTS PAYABLE 4/30/89

\$234,680.30
(\$23,375.92)

CASH FUNDS AVAILABLE AT 4/30/89

\$211,304.38
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## WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1989 BILLS PRESENTED FOR PAYMENT ON  
MAY 24, 1989

Checks are Dated  
April 27, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4082	Void		\$	-0-
4083	Void			-0-
4084	Caren Brown (reimb. PERS 20284)	1. Salaries		2,918.33
4085	" " " " "	1. "		182.94
4086	" " " " "	12. Transportation		64.75
4087	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,928.19	
"	" " " "	1. Salaries-Employee SS	1,801.65	
"	" " " "	27. Employer Soc. Sec.	1,801.65	6,531.49
4088	NJ-GIT	1. Salaries-NJ W/H		1,003.39
4089	W.O. Library Unemp. Sav.	1. Salaries		478.66
4090	Twp. of W.O.-Hospitalization	26. Hospitalization		4,562.22
4091	PERS 20284	1. Salaries		2,416.88
4092	Int'l Union of Operating Engrs.	1. Salaries-Union Dues		103.50
4093	PERS 20284	1. Salaries		140.32
4094	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		426.00
	P/R 4/14 #7762-7803 (42)	1. Salaries - Net		16,167.83
	4/28 #7804-7850 (47)	1. Salaries - Net		16,563.45
4011	N.J. Employment Security	28. Unemployment Ins.	\$2,159.08	
"	" " " "	29. Transfer	1,795.37	3,954.45
	Sub-Total			\$ 55,514.21
	Add: Checks #4012-4081 Issued at April 26, 1989			31,148.68
				\$ 86,662.89
	(Less) Void Check #4007	1. Salaries	\$3,655.74	
	" " #4009	1. "	216.04	
	Check #4011	29. Transfer	1,795.37	
	#4061	29. "	200.00	
	#4059	28. Accounts Payable	2,000.00	
	Deposit 4/21	28. Admin. Expense	23.00	( 7,890.15)
	Total Per Budget Report April 1989			\$ 78,772.74

PAYMENT RECOMMENDED BY:

*Caren Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

APRIL 1989 BILLS PRESENTED FOR PAYMENT ON  
MAY 24, 1989

Checks are Dated  
May 24, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4095	Internal Revenue Service	27. Employer Soc. Sec.		\$ 9.86
4096	Midlantic National Bank	1. Salaries-W/H Tax	\$2,933.90	
"	"	1. Salaries-Employee SS	1,833.03	
"	"	27. Employers Soc. Sec.	1,833.03	6,599.96
4097	W.O. Municipal Emp. FCU	1. Salaries-Emp. Sav.		426.00
4098	Acme Rubber Stamp Works	4. Supplies		45.45
4099	A. M. Best Co.	2. Boxes		38.30
4100A	Automatic Data Processing of Princeton, Inc.	11. Service Contracts-P/R	\$ 197.46	
B	"	11. "	79.21	276.67
4101A	Baker & Taylor	2. Books	\$ 30.78	
B	"	2. "	62.57	
"	"	2. "	13.15	106.50
4102A	Baker & Taylor	2. Books	\$ 9.08	
B	"	2. "	257.89	
C	"	2. "	12.87	
D	"	2. "	67.05	346.89
4103A	Baker & Taylor	2. Books	\$ 8.45	
B	"	2. "	11.53	19.98
4104A	Baker & Taylor	2. Books	\$ 27.24	
B	"	2. "	7.25	34.49
4105	Void			
4106A	Baker & Taylor	2. Books	\$ 11.35	
B	"	2. "	11.65	
C	"	2. "	297.09	
D	"		34.05	
E	"		11.35	
F	"		34.05	
G	"		11.35	
H	"		47.80	
I	"		1,029.42	
J	"		11.05	
K	"		10.15	
L	"		44.20	
M	"		11.05	
N	"		( 186.53)	
"	"		( 11.65)	
O	"		2,758.75	4,125.13
4107A	Baker & Taylor	28. Video Tapes	\$ 23.88	
B	"	28. "	( 21.80)	
C	"	28. "	( 21.80)	
D	"	28. "	45.68	
E	"	28. "	67.33	
"	"	28. "	11.28	
"	"	28. "	67.33	
"	"	28. "	74.95	246.85
4108A	Brodart Co.	4. Supplies	\$ 139.76	
"	"	4. Supplies	182.63	
B	"	17. Equipment	585.00	907.39
4109A	Caren Brown	14. Conventions	\$ 71.00	
B	"	14. "	105.87	176.87
4110	Clarke Air Conditioning Svc. Corp.	6. Maintenance-Main		804.00
4111	Commerce Clearing House, Inc.	2. Books		62.74
4112	Continental Technology, Inc.	28. Automation		1,935.00
4113	Council of State Governments	2. Books		30.75
4114	William F. Cuozzi, Jr.	24. Legal Services		276.00
4115	C.W. Associates	2. Books		27.00
4116	Datar Corp.	4. Supplies		14.09
4117	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental		550.62
4118A	Demco	4. Supplies	\$ 49.88	
B	"	4. "	21.71	71.59
4119A	Dun's Marketing Services	2. Books	\$1,097.50	
B	"	2. "	372.50	1,470.00

APRIL 1989 BILLS PRESENTED FOR PAYMENT ON  
MAY 24, 1989

Checks are Dated  
May 24, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4120A	DuPont Graphic Arts, Inc.	4. Supplies	\$ 22.91	
B	" " " "	4. "	65.79	\$ 88.70
4121A	Elevator Maintenance Corp.	11. Service Contracts	\$ 146.76	
B	" " " "	6. Maintenance-Main	55.00	201.76
4122	E & M O'Hara	6. Maintenance-Main		78.26
4123	Esco	11. Service Contracts		24.00
4124	Essex Security Locksmiths	6. Maintenance-Main		332.00
4125A	Gale Research, Inc.	2. Books	\$ 162.75	
B	" " " "	2. "	204.60	
	" " " "	2. "	90.21	457.56
4126A	Gaylord Bros.	4. Supplies	\$ 144.12	
B	" " " "	17. Equipment	1,258.78	1,402.90
4127	Highsmith Co., Inc.	4. Supplies		114.26
4128	H.W. Wilson Co.	2. Books		384.00
4129	James Donadio & Son	28. Accounts Payable		1,650.00
4130	John A. Earl, Inc.	18. Janitorial Supplies		261.00
4131	Cheryl Kranitz	14. Conventions		94.88
4132	Manheim, Kosson & Novick	23. Management Services		1,467.00
4133	McManus Lawnmower & Locksmith	6. Maintenance-Main		39.95
4134A	National Literary Distributors	2. Books	\$ 328.26	
B	" " " "	2. "	160.18	488.44
4135	National Register Publishing Co.	2. Books		305.15
4136A	New Jersey Office Supply, Inc.	4. Supplies	\$ 480.96	
	" " " "	4. "	150.43	
	" " " "	4. "	8.40	
	" " " "	4. "	96.00	
B	" " " "	4. "	21.60	757.39
4137	Nynex Paging Co.	11. Service Contracts		20.90
4138	Oal Publications	2. Books		30.00
4139	Petty Cash - Safe	4. Supplies	\$ 123.58	
	" " " "	6. Maintenance-Main	2.64	
	" " " "	10. Community Relations	68.24	
	" " " "	12. Transportation	10.35	
	" " " "	13. Postage	9.55	
	" " " "	15. Workshops-Seminars	16.00	230.36
4140	Pippert Press	4. Supplies		149.25
4141	Prescription Center	4. Supplies		5.67
4142A	PSE & G	8. Utilities	\$2,519.80	
B	" " " "	8. "	32.32	2,552.12
4143	Public Affairs Information Service	19. Magazines-Newspapers		395.00
4144	R. R. Bowker	2. Books		179.50
4145	Scientific American	2. Books		20.45
4146	Sorbus	11. Service Contracts		33.25
4147	3M XRP 2052 (No)	4. Supplies		239.32
4148	University Microfilms, Int'l	20. Microfilm		43.04
4149	University Products, Inc.	4. Supplies		228.70
4150A	Valentine Hardware	18. Janitorial Supplies	\$ 25.93	
B	" " " "	18. " "	31.53	
C	" " " "	18. " "	33.56	
D	" " " "	18. " "	32.95	
E	" " " "	18. " "	3.99	
F	" " " "	18. " "	15.21	
G	" " " "	18. " "	7.98	151.15
4151	West Orange Community House	7. Maintenance-Tory		135.00
4152A	Xerox Corp.	25. Photocopy	\$ 125.13	
B	" " " "	25. "	125.13	
C	" " " "	25. "	125.13	375.39

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1989 BILLS PRESENTED FOR PAYMENT ON  
MAY 24, 1989

Checks are Dated  
May 24, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4153	H. Young	19. Magazines-Newspapers		\$ 51.30
4154A	New Jersey Bell	9. Telephone	\$ 286.84	
B	" " "	9. "	22.28	309.12
4155A	A T & T	9. Telephone	\$ 155.54	
B	" " " "	9. "	7.30	162.84
Sub-Total				\$ 32,061.74
(Less:)				
Check #4095		27. Employer Soc. Sec.	\$ 9.86	
4096		1. Salaries	4,766.93	
"		27. Employers Soc. Sec.	1,833.03	
4097		1. Salaries	426.00	
4129		28. Accounts Payable	1,650.00	( 8,685.82)
Total Accounts Payable April 1989				
Per Budget Report				\$ 23,375.92

PAYMENT RECOMMENDED BY:

*Chen Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF APRIL, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	444.00	1,870.15
PURCHASES	(246.85)	(1,399.60)
	-----	-----
	197.15	470.55

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	
APRIL	0.00	

WEST ORANGE FREE PUBLIC LIBRARY  
SCHEDULE OF PHOTOCOPY INCOME  
FOR THE MONTH OF APRIL, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
XEROX INCOME	1,008.00	4,389.00
LESS: XEROX EXPENSE	(375.39)	(2,584.56)
	-----	-----
NET XEROX INCOME	632.61	1,804.44



AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF  
APRIL 26, 1989

1. ROLL CALL
2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE  
OPEN PUBLIC MEETINGS ACT
3. MINUTES OF PREVIOUS MEETING
4. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENT
5. CORRESPONDENCE AND GIFTS
6. BOARD REPORTS
7. CITIZENS HEARING ON AGENDA ITEMS ONLY  
(PLEASE STATE NAME AND ADDRESS)
8. DIRECTOR'S REPORT
  - A. CIRCULATION AND PROGRAMS
  - B. BUILDINGS AND GROUNDS
  - C. DEPARTMENT REPORTS
  - D. OTHER
9. OLD BUSINESS
  - A. SECURITY SYSTEM AND DOOR LOCKS
  - B. TELEPHONE SYSTEM
  - C. TAX SHELTER
  - D. WINDOWS AND FIRE DOOR
  - E. SALUTE TO SENIOR CITIZENS DAY, MAY 12 -  
UPDATE
10. NEW BUSINESS
  - A. POLICY REGARDING CONFERENCE ATTENDANCE
  - B. FINE AND OVERDUE POLICY
  - C. RESOLUTION: DISCARDED BOOKS GIVEN TO  
FRIENDS OF WEST ORANGE LIBRARY
  - D. SALARY CHECK FRANKING
  - E. PUBLIC EMPLOYEES' DAY, APRIL 28
  - F. TORY CORNER BRANCH
  - G. EXECUTIVE SESSION
  - H. OTHER
11. NEW FRIENDS OF THE LIBRARY
12. CITIZENS HEARING (PLEASE STATE NAME & ADDRESS)
13. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF APRIL 26, 1989

The meeting was called to order at 8:05 P. M. by First Vice President Irving J. Soloway. The following members were present constituting a quorum: Herbert Gladstone, Gayle Levy, and Anita Strauss. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Library Director Caren Brown. Jane Degnan, Albert Kupferer, 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 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. Levy made a motion to accept the Minutes of the Board Meeting of March 22, 1989 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TAX SHELTER PRESENTATION:

Steve Larkin, representing the Copeland Companies, introduced the Board to employee tax-deferred savings programs available through his companies' services. Permission must be granted by the Board to allow payroll deductions which is entirely voluntary. Mr. Soloway requested the Director to take a count of the staff members wishing to enroll after a presentation is given by Mr. Larkin at the end of the week. When all Board members are present at the May meeting, the request will be reconsidered.

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, 1989. Mrs. Levy seconded the motion and it was passed unanimously.

2) Financial Statement:

Mrs. Strauss made a motion to receive and file the Financial Statement as presented. Mrs. Levy seconded the motion and it was

carried unanimously.

Ms. Brown noted that Mrs. Degnan will be introducing her to Township Council members at a conference meeting, May 9.

#### CORRESPONDENCE AND GIFTS:

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

1. A note from Lorraine Schwartz thanking the Board for the flowers sent in acknowledgement of her 30 years with the library.
2. A letter dated 4/11/89 to Council President Sorge from Jane Degnan stating her intention to introduce Caren Brown to the Council members at their May 9th meeting.
- 3) A letter dated 4/18/89 to Council President Sorge from Caren Brown stating her anticipation in meeting with the Council.
- 4) A letter dated 4/20/89 to the Trustees, Director and Staff from the Church of the Holy Spirit expressing thanks for the gift given in memory of Robert Chesnut.
- 5) A letter to all Planning Committee members from Chairman, Anita Strauss thanking each member for his/her participation in the planning process with an enclosure of the finished report.

Ms. Brown thanked the Board and John Willies for the framed placard from The Manor.

#### COMMITTEE REPORTS:

Mrs. Levy said that personnel items would be deferred to the Executive Session.

Acknowledging Secretary's Day, Mrs. Levy thanked Sandy Sessing for her work as Administrative Secretary.

#### DIRECTOR'S REPORT:

##### 1) Circulation:

Ms. Brown said that there will be a change in the way circulation is counted and this would be reflected in future reports. Also, the Board would be shown the counts on new services which could be used as a future guide. Mr. Gladstone asked that a narrative be included in any future circulation reports along with the statistics. This would enable the Board to understand the many aspects of library activities.

##### 3) Programs:

The school art reception was a great success as well as

Cheryl Kranitz' bedtime story hour. Department reports are available, as well as other interesting items, in the trustee box kept in the Director's office.

## 2) Building and Grounds:

Mr. Gladstone stated that he had kept in touch with the Director concerning the lighting. He noted that physical changes have been made such as the moving of the circulation desk which would change the layout of the lighting. As far as the parking for the library is concerned, the township has no plans to provide additional library parking. Mr. Soloway said that better use of library parking space should be made. It appears that there are fewer spaces since the new lines have been painted.

Ms. Brown thanked the efforts of Al Buono, Jackie Lepore, Hoberd Pettiford, Gail Longo, and Debby Pinkus in the re-arranging of the circulation area. There is an area for the return of books and for the checking out of books. Ms. Brown noted that some of the ideas came from the suggestion box that she empties each month.

On Sunday, April 23, the fire alarm went off around 6:00 A.M. Keys have been submitted to the police and fire departments to allow easy access to the building if future alarms occur

There was a purse snatching incident on Monday evening, April 23. The suspect was apprehended and will be prohibited from the library until future notice.

## OLD BUSINESS:

A survey of area libraries revealed that 4 have security systems and 3 do not. Mrs. Levy suggested that the Director seek that advice of the police department regarding the library's need for a security system. It was agreed that Essex Security Locksmiths be contacted to install 2 panic bars for the front doors and to give an approximate quote of cost of a security system.

There was a short discussion of Charles DiPietro's letter of April 25 which included his recommendation of a phone system. Ms. Brown pointed out that Mr. Willies was in full agreement with the recommendations as presented in the letter.

A motion was made by Mr. Gladstone to accept the proposal of Tel-A-Phone Distributors of Wycoff, New Jersey for the installation of the Toshiba Strata XIIE electronic telephone system for \$8,685.00, payment to be forthcoming upon successful completion of the project. The motion was seconded by Mrs. Strauss and carried unanimously.

The windows for reference and meeting room areas will be considered in the 1990 budget.

The Salute to Senior Citizens will be held on Friday, May 12.

#### NEW BUSINESS:

Mrs. Strauss made a motion to rescind a motion of 3/25/81 limiting convention, seminar and workshop expenses to a 200 mile radius of West Orange. Mrs. Levy seconded the motion and it was passed unanimously.

The Director will develop a new policy within the restraints of the budget. Mrs. Strauss will also work with Ms. Brown on devising a policy concerning employee attendance.

Mrs. Strauss made a motion to change the regular monthly meeting of the Board of Trustees from Wednesday, June 28, 1989 to Wednesday, June 21, 1989. Mrs. Levy seconded the motion and it was carried unanimously.

Mr. Gladstone made a motion accepting the Fines and Overdue Policy as presented by the Director provisionally for one year when it will be reviewed by the Board. Mrs. Levy seconded the motion and it was carried unanimously. (See attachment to Minutes.)

The Fines and Overdue Policy will be effective May 1, and reports will follow.

Mrs. Strauss made a motion that for the year 1989, the library donate books to the New Friends for their book sale, with funds to be used at their discretion for the West Orange Public Library. Mrs. Levy seconded the motion and it was passed unanimously.

Mr. Gladstone made a motion to defer the discussing of franking the payroll checks until the May meeting. Mrs. Levy seconded the motion and it was passed unanimously.

Friday, April 28 is Public Employees' Day. The library will have a table along with other township departments. Handouts, paperbacks, and applications will be available to the public. Hopefully, the library will be invited to future departmental meetings.

Ms. Brown recommended, that after meeting with Rose Leonardis the Tory Corner Branch be given a chance to improve its service and circulation. Additional books will be ordered, requests for equipment will be met, and additional training will be given to the person in charge.

Board signature is needed for submission of a grant for the improvement of public services for the aging community. Debby Pinkus has written a proposal asking for funds to purchase or lease a van which will be used for transporting books and items to

the elderly. The van would also be used to carry staff to and from meetings.

Mr. Gladstone made a motion that the Board of Trustees approve the grant application as submitted. Mrs. Strauss seconded the motion and it was carried unanimously.

A memorial gift will be purchased for Henry Malmgreen library volunteer who had worked over 450 hours.

#### NEW FRIENDS OF THE LIBRARY:

Dorothy Suyker thanked the Board for the donation of books and announced that the book sale will take place on Saturday, June 3 9:30-4:30, and Sunday June 4 1-4.

Mr. Gladstone commended Mrs. Williams on the Friends' newsletter.

Mrs. Williams asked about the status of meeting room use. Mr. Soloway said that a copy of the new rules and regulations are available in the administrative office.

Mrs. Strauss noted that in regard to the Planning Report, changes have already been instituted by the Director. The committee will be receiving a full update in the near future. For example, beginning May 1, the library will be open at 9:00 AM. and patrons are being notified of reserves over the telephone.

#### ADJOURNMENT:

Mr. Gladstone moved to adjourn the open public meeting at 10:03 P. M. It was seconded by Mrs. Levy and carried unanimously. An Executive Session will be held to discuss personnel matters.

Respectfully submitted,



Sandra G. Sessing, Secretary

## FINES AND OVERDUE POLICY

### I FINES

- A. No fines will be charged on materials borrowed from the Children's Department. Service charges for notices will be the same as for Adult overdues.
- B. Ten cents (\$.10) per day per item will be charged for materials borrowed from the Adult and Young Adult area.
- C. A seven day grace period will be established for all Adult and Young Adult materials borrowed from the West Orange Public Library. Return of overdue materials from other libraries will be fined at ten cents (\$.10) per day per item from the date due.
- D. There will be a maximum fine of three dollars (\$3.00) per book plus service charge.

### II OVERDUE NOTICES

- A. Frequency of notices:
  - 1. First reminder - sent 3 weeks after due date.
  - 2. Second reminder - sent 2 weeks after first reminder.
  - 3. Bills - sent 4 weeks after second reminder.
- B. A service charge of fifty cents (\$.50) per notice charged on Adult and Children's overdues.
- C. A service charge of one dollar (\$1.00) per notice will be charged if there is a second notice.
- D. A service charge of one dollar and fifty cents (\$1.50) per notice will be charged if a bill is sent.

### III ROLODEX AND SUSPENSIONS


- A. Patrons will be placed on the Rolodex if the fines accrued are ten dollars (\$10.00) or more per family or there are any books outstanding.
- B. Notices of fines under ten dollars (\$10.00) will be affixed to the application of the borrower and will be collected upon renewal of application.
- C. Borrowing privileges are suspended for anyone in a family where one or more members of the family are listed on the Rolodex. The only exception to this regulation exists when there is a son or daughter over the age of 18. In that case, only the son or daughter's privileges are suspended.

This policy was approved 4/26/89 provisionally for one year when it will be reviewed by the Board of Trustees

DIRECTOR'S REPORT  
APRIL 26, 1989

The following is a list of activities since our last Board meeting. Details of many of these will be included in New and Old Business sections of the Board meeting. Items of particular interest can be discussed at any Board member's request.

- 1) Continued investigation of telephone systems with Shirley Itkin and Chuck DiPietro.
- 2) Participation in art reception April 13.
- 3) Revision of some circulation procedures with Jackie Lepore and Elizabeth Springsteel.
- 4) Development of a recommendation for a new fine and overdue policy with Jackie Lepore.
- 5) Investigation of personal computers for staff use.
- 6) Meetings with Mayor Spina and Rose Leonardis.
- 7) Appointment to and participation with automation committee of CECLS.
- 8) Planning for library's participation in Public Employees' Day, April 28 12-4 P. M.
- 9) Visit with staff to Montclair Public Library April 10 to have demonstration of various automated services of the Library.
- 10) Planning with Emma-Lou Czarnecki and Tze-Nan Chow for inventory, weeding and bar coding of adult collection to be started June 1, 1989.
- 11) Development with Margaret Cushing of a package for West Orange businesses to encourage donations for increasing our microfiche collection.
- 12) Development of a procedure for the circulation of magazines .
- 13) Rearrangement of circulation desk and circulation functions with circulation staff and Al Buono.

  
\_\_\_\_\_  
Caren Brown, Director



## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF MARCH, 1989  
LIBRARY BOARD MEETING OF APRIL 26, 1989

	PROPOSED BUDGET 1989	PAID MONTH OF MARCH, 1989	ACCUMULATED BUDGET EXPENDITURES 3 MONTHS ENDED 3/31/89	UNEXPENDED BUDGET BALANCE ON 3/31/89	BILLS/ ACCOUNTS PAYABLE AT 3/31/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 3/31/89
SALARIES & WAGES	\$633,000	\$67,376.38	\$152,593.74	\$480,406.26		\$480,406.26
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	6,049.25	12,634.57	47,365.43	550.62	46,814.81
SOCIAL SECURITY	49,000	5,188.61	11,999.17	37,000.83		37,000.83
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		0.00	41,000.00		41,000.00
UNEMPLOYMENT INS.	10,500		0.00	10,500.00		10,500.00
WORKERS COMPENSATION INS	5,500		0.00	5,500.00		5,500.00
SUNDAY OPENINGS	16,500	1,712.90	3,254.90	13,245.10		13,245.10
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	125.00	125.00	1,375.00	270.00	1,105.00
COMMUNITY SERVICES	1,500	933.87	1,038.87	461.13		461.13
TRANSPORTATION	500	6.20	15.40	484.60	12.20	472.40
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	2,934.00	14,666.00	1,467.00	13,199.00
LEGAL SERVICES	4,000	276.00	552.00	3,448.00	276.00	3,172.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	247.26	541.27	7,458.73	336.56	7,122.17
PAYROLL SERVICES	2,300	236.98	426.74	1,873.26	151.86	1,721.40
MAINT. MAIN-UTILITIES	44,000	4,091.06	6,704.56	37,295.44	4,190.59	33,104.85
OFFICE EQUIPMENT REPAIR	3,000		0.00	3,000.00		3,000.00
MAINT. MAIN-MAINT. & REPAIR	12,000	1,294.95	1,614.35	10,385.65	283.25	10,102.40
RENTAL-TORY CORNER	540		0.00	540.00	135.00	405.00
JANITORIAL SUPPLIES	3,500	1,351.56	1,710.20	1,789.80	200.51	1,589.29
MATERIALS & SUPPLIES:						
BOOKS	97,000	6,561.40	15,422.15	81,577.85	9,393.32	72,184.53
SUPPLIES-LIBRARY	16,500	965.31	3,171.27	13,328.73	1,433.24	11,895.49
PERIODICALS, SERIALS & NEWSPAPERS	15,000	51.30	127.60	14,872.40	81.05	14,791.35
AUDIO/VISUAL MATERIALS	2,000	33.49	104.89	1,895.11	69.38	1,825.73
MICROFILM & MICROFICHE	9,000		0.00	9,000.00	42.12	8,957.88
PHOTOCOPY	9,000	375.39	1,143.78	7,856.22	1,065.39	6,790.83
MISC. EXPENSES:						
INSURANCE-OTHER	14,000	1,199.00	1,199.00	12,801.00		12,801.00
TELEPHONE	6,500	395.93	1,318.60	5,181.40	462.69	4,718.71
POSTAGE	3,500	404.44	427.99	3,072.01	407.87	2,664.14
ADMINISTRATIVE EXPENSE	3,000	(37.00)	655.33	2,344.67		2,344.67
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	10,500		0.00	10,500.00	535.00	9,965.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00	229.95	10,770.05
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	7,500		0.00	7,500.00		7,500.00
OFFICE EQUIPMENT	1,400		0.00	1,400.00	82.50	1,317.50
MAINTENANCE EQUIPMENT	500		207.20	292.80		292.80
AUDIO VISUAL EQUIPMENT	3,000		0.00	3,000.00		3,000.00
LIGHTING	8,000		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000	190.64	830.30	1,169.70	322.45	847.25
TOTAL	\$1,138,490	\$100,496.92	\$220,752.88	\$917,737.12	\$21,998.55	\$895,738.57

## WEST ORANGE FREE PUBLIC LIBRARY

## STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF MARCH, 1989

BALANCE 3/1/89	RECEIPTS	NET DISBURSEMENTS	BALANCE 3/31/89	ADD: DUE FROM TOWN OF W. ORANGE	LESS: ACCOUNTS PAYABLE 3/31/89	BUDGET BALANCES AT 3/31/89
\$92,244.04		\$100,496.92	(\$8,252.88)	\$925,990.00	(\$21,998.55)	\$895,738.57

## BUDGET FUND

## RECEIPTS AND FUNDS

## COPY MACHINES

XEROX

\$2,409.00

\$972.00

\$3,381.00

## TOTAL COPY MACHINES

FINES	\$2,409.00	\$972.00	\$3,381.00
RENTALS	\$5,949.11	\$1,939.49	\$5,888.60
PROJECTOR RENTAL	300.35	181.95	482.30
MICROFILMS	10.00	10.00	20.00
NON-RESIDENT FEE	48.80	0.00	48.80
MEETING ROOM	3.40	0.00	3.40
TELEPHONE	50.00	75.00	125.00
DONATIONS	27.52	88.86	116.38
INTEREST	69.21	510.00	579.21
MISCELLANEOUS	2,032.06	917.99	2,950.05
VIDEO TAPE RENTAL	0.00	952.00	952.00
	968.15	458.00	1,426.15
TOTAL RECEIPTS AND FUNDS	\$9,867.60	\$6,105.29	\$15,972.89
LOST BOOK FUND	282.20	\$257.27	539.47
BOOK SALES & EXCESS PROPERTY ...	199.60	\$124.85	324.45
PETTY CASH & CHANGE FUND	360.00		\$345.00
N.J. STATE AID FUND	0.00		0.00
ACCUMULATED REVENUE FUND	81,843.05		81,843.05
ACCOUNTS PAYABLE 12/31/88	7,218.10		7,218.10
TOTAL ALL FUNDS	\$192,014.59	\$6,487.41	\$100,511.92
			\$97,990.08

## 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-LN. 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

\$2,070.98  
 82,390.62  
 9,322.51  
 1,434.03  
 1,201.64  
 1,184.49  
 285.00  
 100.81

LESS: ACCOUNTS PAYABLE 3/31/89

\$97,990.08  
 (\$21,998.55)

CASH FUNDS AVAILABLE AT 3/31/89

\$75,991.53

## WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1989 BILLS PRESENTED FOR PAYMENT ON  
APRIL 26, 1989

Checks are Dated  
March 31, 1989

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3998	Midlantic National Bank	1. Salaries-W/H Tax	\$2,994.71
"	"	1. Salaries-Employee Soc.Sec.	1,810.23
"	"	27. Employer Soc. Sec.	<u>1,810.21</u>
3999	W.O. Municipal Emp. FCUY		\$ 6,615.15
4000	PS E & G	1. Salaries-Emp. Savings	396.00
4001	AT & T	8. Utilities	38.11
4002	NJ Bell	9. Telephone	155.54
4003	Midlantic Nat'l Bank	9. Telephone	240.39
"	"	1. Salaries-W/H Tax	\$2,830.26
"	"	1. Salaries-Employee Soc.Sec.	1,739.82
"	"	27. Employer Soc. Sec.	<u>1,739.82</u>
4004	NJ-GIT		6,309.90
4005	W.O. Library Unemp. Sav. a/c	1. Salaries-NJ W/H Tax	1,475.62
4006	Township of West Orange	1. Salaries	775.08
4007	PERS 20284	26. Hospitalization	4,449.83
4008	Int'l Union of Operating Engr.	1. Salaries	3,655.74
4009	PERS 20284	1. Salaries-Union Dues	310.50
4010	W.O. Municipal Emp. FCU	1. Salaries	216.04
	P/R 3/3 #7637-7676 (40)	1. Salaries-Emp. Savings	426.00
	3/17 #7677-7718 (42)	1. Salaries - Net	14,993.26
	3/31 #7719-7761 (43)	1. Salaries	16,718.33
		1. Salaries	16,032.94
	<u>Sub-Total</u>		\$ 72,808.43
	<u>Add:</u> Checks #3942-3997 Issued at March 22, 1989		26,902.85
			<u>\$ 99,711.28</u>
	<u>Less:</u> Deposit 3/1	28. Admin. Expenses	\$ 23.50
	"	28. " "	23.50
	3/23	21. A/V Materials & Software	23.98
	2/3	28. Admin. Expenses	78.00
	Check #3983	28. Lost Book	<u>4.29</u>
			( 153.27)
<u>Add:</u>	Petty Cash Checks #1850-1857		
	Issued January, February, March 1989	\$ 209.57	
	Decrease in Community Services	<u>729.34</u>	938.91
	<u>Total Per Budget Report March 1989</u>		<u>\$100,496.92</u>

PAYMENT RECOMMENDED BY:

*Care Br...*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPT*

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH JANUARY, FEBRUARY, MARCH 1989PRESENTED FOR PAYMENT ON APRIL 26, 1989

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1/10/89	1850	Gail White	28. Admin. Expenses	\$ 10.00
1/16	1851	Mito Lab	28. Admin. Expenses	78.00
1/17	1852	Children's Book Council	4. Supplies	39.00
1/25	1853	W.O. Public Library	4. Supplies	18.62
2/17	1854	Irvington Public Library	28. Lost Book	7.95
3/14	1855	Chairs Plus	6. Maint-Main	23.95
3/28	1856	Essex Hudson Reg. Library	15. Workshops/Seminars	40.00
3/28	1857	W.O. Public Library	28. Reserve for P/C	15.00
<u>Sub-Total</u>				\$ 232.52
<u>Less:</u> Check #1854			28. Lost Book \$ 7.95	
#1857			28. Reserve for P/C 15.00 (	22.95)
<u>Total</u>				<u>\$ 209.57</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1989 BILLS PRESENTED FOR PAYMENT ON  
APRIL 26, 1989

Checks are Dated  
April 26, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4012	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,870.84	
"	" " "	1. Salaries-Employee Soc.Sec.	1,745.65	
"	" " "	27. Employer Soc. Sec.	1,745.64	\$ 6,362.13
4013	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		426.00
4014	Sylvia Deutsch	1. Salaries-Net		162.00
4015A	Acme Stamp Works	4. Supplies	\$ 27.75	
B	" " "	4. "	60.50	88.25
4016	American Paper Towel Co.	18. Janitorial Supplies		138.80
4017A	AT & T	9. Telephone	\$ 155.54	
B	" " "	9. "	3.65	159.19
4018	Automatic Data Processing of Princeton, Inc.	11. Service Contracts-P/R		151.86
4019	Void			
4020	Baker & Taylor	2. Books		47.55
4021	Baker & Taylor	2. Books		36.11
4022A	Baker & Taylor	28. Video Tapes	\$ 57.36	
	" " "	28. " "	82.07	
	" " "	28. " "	8.68	
	" " "	28. " "	16.03	
	" " "	28. " "	67.33	
	" " "	28. " "	30.77	
	" " "	28. " "	60.21	322.45
4023A	Baker & Taylor	2. Books	\$ 20.69	
B	" " "	2. "	48.40	
C	" " "	2. "	14.37	
D	" " "	2. "	30.61	114.07
4024	Baker & Taylor	2. Books		51.21
4025	Void			
4026	Void			
4027A	Baker & Taylor	2. Books	(\$ 21.25)	
	" " "	2. "	( 10.45)	
B	" " "	2. "	682.59	
	" " "	2. "	504.94	
	" " "	2. "	( 11.05)	
C	" " "	2. "	( 19.41)	
	" " "	2. "	( 34.05)	
D	" " "	2. "	285.88	
	" " "	2. "	863.28	
	" " "	2. "	501.78	
E	" " "	2. "	321.26	
	" " "	2. "	609.35	
F	" " "	2. "	362.60	
	" " "	2. "	354.42	
	" " "	2. "	330.85	
	" " "	2. "	85.61	
	" " "	2. "	( 39.11)	
G	" " "	2. "	( 27.60)	
	" " "	2. "	( 10.78)	
H	" " "	2. "	( 219.08)	
I	" " "	2. "	1,252.18	5,761.96
4028A	Brodart Co.	4. Supplies	\$ 209.35	
B	" " "	17. Equipment	535.00	744.35
4029	Void			
4030A	Bureau of State Use Industries	6. Maintenance-Main	\$ 183.25	
B	" " " " "	6. " "	100.00	283.25
4031A	Commerce Clearing House, Inc.	2. Books	\$ 8.45	
B	" " " " "	2. "	40.31	
C	" " " " "	2. "	20.40	69.16
4032	Control Building Services, Inc.	11. Service Contracts		95.00
4033	William F. Cuozzi, Esq.	24. Legal Services		276.00
4034	C. W. Associates	2. Books		15.00
4035	Data Business Systems, Inc.	4. Supplies		382.83

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1989 BILLS PRESENTED FOR PAYMENT ON  
APRIL 26, 1989

Checks are Dated  
April 26, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4036	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental	\$ 550.62
4037	Duo Associates	2. Books	19.95
4038	Eastern of New Jersey, Inc.	8. Utilities	1,423.80
4039	EBSCO	4. Supplies	122.65
4040	Edison Record Clearance	21. A/V Materials-Software	69.38
4041	Electronic Office Systems	4. Supplies	7.15
4042	Elevator Maintenance Corp.	11. Service Contracts	146.76
4043	Encore Books	2. Books	47.00
4044	ESCO	11. Service Contracts	21.00
4045	Essex-Hudson Regional Library Cooperative	15. Workshops-Seminars	200.00
4046A	Gale Research, Inc.	2. Books	\$ 90.21
B	" " "	2. "	90.21
4047	Gaylord Bros.	4. Supplies	72.68
4048	Grolier Educational Corp.	2. Books	857.00
4049	Information Requirements Clearing House	2. Books	28.50
4050	Institute for Research	19. Magazines-Newspapers	29.75
4051	Mac Rae's Industrial Directors	2. Books	109.50
4052	Main Line Book Co.	2. Books	42.80
4053	Manheim, Kosson & Novick	23. Management Services	1,467.00
4054	Medical Society of New Jersey	2. Books	65.00
4055	Monroe Systems for Business, Inc.	4. Supplies	4.00
4056	N.J. American Water Co.	8. Utilities	150.35
4057	New Jersey Library Assoc.	14. Conventions	40.00
4058	New Jersey Office Supply, Inc.	4. Supplies	7.96
4059	North Jersey Video Circuit	28. Accounts Payable	2,000.00
4060A	Nynex Paging Co.	11. Service Contracts	\$ 40.55
B	" " "	17. Equipment	229.95
4061	Petty Cash - Checking Account	29. Transfer	200.00
4062	Petty Cash - Safe	4. Supplies	\$ 106.25
	" " "	12. Transportation	12.20
	" " "	13. Postage	7.87
4063	Deburak Pinkus	14. Conventions	30.00
4064	Pippert Press	4. Supplies	85.00
4065	Postmaster	13. Postage	400.00
4066	Prescription Center	4. Supplies	46.01
4067A	PS E & G	8. Utilities	\$2,578.33
B	" " " "	8. "	38.11
4068A	R. R. Bowker	2. Books	\$ 319.11
B	" " "	2. "	129.62
C	" " "	2. "	73.45
D	" " "	2. "	149.57
E	" " "	2. "	129.62
4069	Sorbus	11. Service Contracts	33.25
4070A	3M X RP 2052	4. Supplies	\$ 227.28
B	" " " "	4. "	73.83
4071	Thorndike Press	2. Books	209.22
4072	T.K. Sanderson Organization	2. Books	27.50
4073	University Microfilms, Int'l	20. Microfilm	42.12
4074A	Valente Hardware	18. Janitorial-Supplies	\$ 5.25
	" " "	18. "	10.12
	" " "	18. "	3.00
B	" " "	18. "	5.48
	" " "	18. "	4.30
	" " "	18. "	12.18
	" " "	18. "	21.38
4075	Value Line, Inc.	2. Books	910.00
4076	West Orange Community House	6. Maintenance-Tory	135.00

WEST ORANGE FREE PUBLIC LIBRARY  
MARCH 1989 BILLS PRESENTED FOR PAYMENT ON  
APRIL 26, 1989

Checks are Dated  
April 26, 1989

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4077	Wolsten, Inc.	17. Equipment		\$ 82.50
4078A	Xerox Corporation	25. Photocopy	\$ 125.13	
B	" "	25. "	125.13	
C	" "	25. "	125.13	375.39
4079A	Xerox Corporation	25. Photocopy	\$ 230.00	
B	" "	25. "	230.00	
C	" "	25. "	230.00	690.00
4080	H. Young	19. Magazines-Newspapers		51.30
4081A	N.J. Bell	9. Telephone	\$ 283.25	
B	" " "	9. "	20.25	303.50
<u>Sub-Total</u>				\$ 31,148.68
<u>Less:</u>				
Check #4012		1. Salaries	\$4,616.49	
"		27. Employr Soc. Sec.	1,745.64	
4013		1. Salaries	426.00	
4014		1. "	162.00	
4059		28. Accounts Payable	2,000.00	
4061		29. Transfer	200.00	( 9,150.13)
<u>Total Accounts Payable March 1989</u>				
<u>Per Budget Report</u>				<u>\$ 21,998.55</u>

PAYMENT RECOMMENDED BY:

*Care Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	
3/19	25.00	SETON HALL PREP-PARENT'S ASSOC.
3/30	50.00	MERRILL LYNCH
MARCH	75.00	



WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF MARCH, 1989

	CURRENT MONTH		YEAR TO DATE
	-----		-----
XEROX INCOME	972.00		3,381.00
LESS: XEROX EXPENSE	(1,065.39)		(2,209.17)
	-----		-----
NET XEROX INCOME		(93.39)	1,171.83

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF MARCH, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	458.00	1,426.15
PURCHASES	(322.45)	(1,152.75)
	-----	-----
	135.55	273.40

AGENDA

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

MARCH 22, 1989

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. NEW FRIENDS OF THE WEST ORANGE  
PUBLIC LIBRARY
11. COMMUNICATIONS
12. ADJOURNMENT

MINUTES  
OF THE WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

MEETING OF MARCH 22, 1989

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

Jane Degnan welcomed Caren Brown to her first Board meeting as Library Director.

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of February 22, 1989 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss made a motion to accept the Bills Presented for Payment for the month of February, 1989. Mr. Kupferer seconded the motion and it was passed unanimously.

2) Financial Statement:

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

# DIRECTOR'S REPORT:

The Board agreed to change the format of the agenda as recommended by the director. Future agendas will be sent to the township clerk and will be posted on the library bulletin board the Friday before the board meeting.

An anonymous donation of \$500.00 has been donated to the library.

Mr. Willies made a motion to close the library on Sunday, December 24 (Christmas Eve) and Sunday, December 31 (New Year's Eve). Mr. Gladstone seconded the motion and it was passed unanimously.

Mrs. Levy made a motion to close the library on May 28, the Sunday before Memorial Day. Mr. Willies seconded the motion and it was carried unanimously.

Ms. Brown explained that the calendar for the following year would be discussed and voted upon at each December meeting. Also, the posting of library hours will state that the library is closed on Sundays July through Labor Day weekend.

The library is co-sponsoring a Senior Citizens' Day at Fairmount House on Friday, May 12 1-3. Helen Benjamin and Emily Raftery are working on the program.

Changes at the Circulation Desk include allowing a child to have a library card without having to sign for it, and having no limit on the number of books being checked out on a given topic unless previous notice had been given by a teacher for a class assignment.

The tax deferred program for employees will be reviewed by Mr. Cuozzi and an opinion given as to the liability of the board.

Based on the information provided at a recent director's meeting, Ms. Brown recommended that the library not participate in a CECLS grant proposal to provide a record conversion.

The jazz concert was a great success with over 200 people present. Ms. Brown thanked Hoberd Pettiford, Al Buono and Ernie Salvatoriello for working so hard to accommodate the need for chairs.

An individual meeting has been held with every staff member, and during the next month the director will work every job in the library. Regular staff meetings will be held after each Board meeting.

Al Buono is getting information on the necessity of having a fire door at the Children's Room entrance. The fire inspector and building inspector will be contacted. Mr. Gladstone asked to be advised about any of the building and grounds items as he is chairman of the committee. In addition, the fire inspector will look over the locks on the outside doors which need a key to allow people out of the building. Quotations will be obtained from vendors regarding the meeting room window and the reference area windows. It is a necessity to have some of them open for circulation of air.

Word has been received from Pat Tumulty from the State Library that franking of checks is permitted for libraries, however, the method to be used has still to be determined.

A total of \$962.00 has been received from CECLS as the library's portion of reciprocal borrowing.

Mr. Willies made a motion to accept the resolution presented by the director commending Emma-Lou Czarnecki for her performance as acting director. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Willies made a motion to change payday to Thursday (every two weeks). Mrs. Levy seconded the motion and it was carried unanimously.

#### COMMITTEE REPORTS:

A memo concerning building, maintenance and furnishings for the library which was not a part of the planning report will be given to the director for her review, and recommendations to be presented to the board.

Mr. Gladstone said that he will be meeting with a contact recommended by the Mayor to discuss the parking situation.

#### OLD BUSINESS:

Ms. Brown expressed her disappointment in the telephone consultant. He did not research the references for library usage. As yet, the client list has not been received. Both Ms. Brown and Mr. Willies will contact him about this matter. Mr. Gladstone suggested that the director prepare a written report regarding the problems with the consultant for Board review.

Mr. Cuozzi praised Helen Benjamin for the media coverage that the library has been receiving for the jazz concerts, and urged the board to consider increasing funding for more jazz concerts in next year's budget. Further discussion will be held in April concerning a June concert, fees, and closing time.

Mr. Gladstone made a motion to accept the quotation of \$1,850 by James Donadio & Son to re-upholster the Knoll chairs in nylon. Mrs. Levy seconded the motion and it was carried unanimously.

Mr. Manheim pointed out that money for the chairs had been designated as part of the 1988 budget.

#### NEW BUSINESS:

Mrs. Levy expressed her concern about the lack of a burglar alarm system. Mr. Gladstone said that before vendors are contacted for estimates, a) other libraries should be contacted, and b) find out if the township has a system. The director will make the appropriate contacts.

It was agreed that meetings would not be permitted to be held in the library on evenings that the library is not open to the public. A statement will be added to the meeting room rules and regulations noting same.

Request to borrow the library's meeting room chairs by a patron was denied.

Mr. Gladstone made a motion to open the library at 9:00 A. M. every morning starting May 1, 1989. The motion was seconded by Mr. Willies and passed unanimously.

Ms. Brown pointed out that the staff had been the force behind the request for 9:00 A. M. openings, and now that more pages have been hired, the early openings can become a reality.

Mrs. Debby Pinkus talked about the opening that has become available in the North Jersey Video Circuit. She strongly recommended that the library join the circuit.

Mrs. Strauss made a motion to join the North Jersey Video Circuit at a yearly fee for membership at \$1,000 payable each September and a one time initiation fee of \$2,000. Mr. Gladstone seconded the motion, and it was carried unanimously.

The charge to patrons will be the same as the library collection which is \$1.00, with the exception of the PBS collection.

The library will start circulating magazines as soon as possible after a meeting is held to determine the necessary procedures.

#### NEW FRIENDS OF THE LIBRARY:

Miss Dorothy Suyker welcomed Caren Brown as director of the West Orange Public Library on behalf of all of the Friends. In reference to the director's idea of having a record of book donations kept at the front desk, Miss Suyker suggested that a

wish list be made available for patrons who need help with selecting a book. Ms. Brown said that suggestions can be made to donors at any time, and that a gift may not be a book but some other item.

In response to Mr. Gladstone's query concerning the following up of the planning report, Mrs. Degnan said that the director needs another month or so to become familiar with the library's workings.

Caren Brown and Anita Strauss had attended the State "Roadmap Conference" and gave a brief viewpoint of the meetings that they had attended.

#### COMMUNICATIONS:

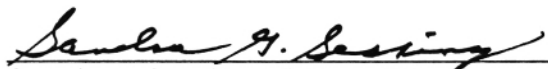
The following correspondence was received or sent during the past month:

- 1) A letter to Helen Benjamin from the Bilingual Parents of West Orange thanking her for her assistance.
- 2) A letter to Leonard Lepore from Mr. Gladstone notifying him that the new director would be reviewing the lighting plans and that contact will be made in the near future.
- 3) A thank you letter to Mr. Cuozzi from the Manor thanking him for the library's patronage.

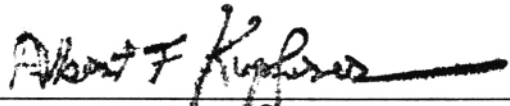
#### ADJOURNMENT:

The open public meeting was adjourned at 10:02 P. M.  
An Executive Session to discuss personnel was held after a brief recess.

Respectfully submitted,



Sandra G. Sessing, Secretary



Albert F. Kupferer, Secretary  
Board of Trustees



# WEST ORANGE public library

WHEREAS, EMMA-LOU CZARNECKI has filled in as Acting Director of the West Orange Public Library for the months of January and February, 1989; and

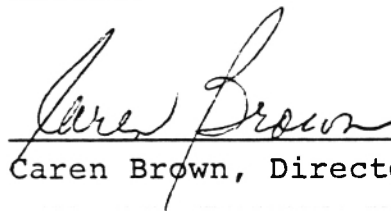
WHEREAS, EMMA-LOU CZARNECKI has performed this task outstandingly, both in maintaining library operations and preparing for the arrival of the new Director;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks EMMA-LOU CZARNECKI for a job well done; and

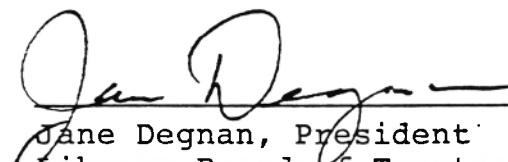
BE IT FURTHER RESOLVED, that a copy of this resolution be attached to the official minutes and the original given to EMMA-LOU CZARNECKI.

Approved, this 22nd day of March

Attest:

  
Caren Brown, Director

Signed:

  
Jane Degnan, President  
Library Board of Trustees

## MONTHLY REPORT

March, 1989 - Caren Brown

The majority of the month was spent getting acquainted with people, in the Library and in the Township. We had a general staff meeting on March 3, and two Department Head meetings on March 14 and March 17. I have met individually with the staff and have discussed goals, problems, requests for actions, etc. In addition, I have met with Stewart Manheim, Township Administrator Marvin Corwick, Township Purchasing Agent Joe Flynn, the telephone consultant, and the Personnel Committee of the Board. In a meeting with Helen Benjamin and Senior Citizen Coordinator Emily Raftery, we planned a Salute To Senior Citizens Program for May 12, 1989 which will be co-sponsored by the Library and the Township.

There have been some changes which have been instituted in the Library. We no longer have the time clock but have substituted time records which will be managed by Department Heads and coordinated in the office. When the budget is finalized, Department Heads will be given specific amounts to expend in their departments for the year. This awareness of what is available for the year will facilitate a more business-like approach to purchasing.

During this first month, many issues have become evident to me and I have many ideas about solutions to problems and suggestions for improvement of services and building functioning. It has been very frustrating not to be able to do everything at once, but exciting to consider all the possibilities.

A handwritten signature in cursive script, appearing to read "Caren Brown", written in dark ink.

WEST ORANGE FREE PUBLIC LIBRARY  
-----  
BUDGET REPORT  
MONTH OF FEBRUARY, 1989  
LIBRARY BOARD MEETING OF MARCH 22, 1989

	PROPOSED BUDGET 1989	PAID MONTH OF FEBRUARY 1989	ACCUMULATED BUDGET EXPENDITURES 2 MONTHS ENDED 2/28/89	UNEXPENDED BUDGET BALANCE ON 2/28/89	BILLS/ ACCOUNTS PAYABLE AT 2/28/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 2/28/89
SALARIES & WAGES	\$633,000 ✓	\$42,205.51	\$85,217.36	\$547,782.64		\$547,782.64
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000 ✓	3,318.88	6,585.32	53,414.68	1,599.42	51,815.26
SOCIAL SECURITY	49,000 ✓	3,248.37	6,810.56	42,189.44		42,189.44
PUBLIC EMPLOY. RETIREMENT SYS.	41,000 ✓		0.00	41,000.00		41,000.00
UNEMPLOYMENT INS.	10,500 ✓		0.00	10,500.00		10,500.00
WORKERS COMPENSATION INS	5,500 ✓		0.00	5,500.00		5,500.00
SUNDAY OPENINGS	16,500 ✓	1,048.32	1,542.00	14,958.00		14,958.00
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500		0.00	1,500.00	85.00	1,415.00
COMMUNITY SERVICES	1,500	105.00	105.00	1,395.00	204.53	1,190.47
TRANSPORTATION	500	9.20	9.20	490.80	6.20	484.60
AUDIT	1,650		0.00	1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	1,467.00	16,133.00	1,467.00	14,666.00
LEGAL SERVICES	4,000	276.00	276.00	3,724.00	276.00	3,448.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	294.01	294.01	7,705.99	247.26	7,458.73
PAYROLL SERVICES	2,300	189.76	189.76	2,110.24	236.98	1,873.26
MAINT. MAIN-UTILITIES	44,000	2,613.50	2,613.50	41,386.50	4,052.95	37,333.55
OFFICE EQUIPMENT REPAIR	3,000		0.00	3,000.00		3,000.00
MAINT. MAIN-MAINT. & REPAIR	12,000	319.40	319.40	11,680.60	1,271.00	10,409.60
RENTAL-TORY CORNER	540		0.00	540.00		540.00
JANITORIAL SUPPLIES	3,500	358.64	358.64	3,141.36	1,351.56	1,789.80
MATERIALS & SUPPLIES:						
BOOKS	97,000	8,860.75	8,860.75	88,139.25	6,561.40	81,577.85
SUPPLIES-LIBRARY	16,500	2,245.96	2,205.96	14,294.04	907.69	13,386.35
PERIODICALS, SERIALS & NEWSPAPERS	15,000	76.30	76.30	14,923.70	51.30	14,872.40
AUDIO/VISUAL MATERIALS	2,000	71.40	71.40	1,928.60	57.47	1,871.13
MICROFILM & MICROFICHE	9,000		0.00	9,000.00		9,000.00
PHOTOCOPY	9,000	768.39	768.39	8,231.61	375.39	7,856.22
MISC. EXPENSES:						
INSURANCE-OTHER	14,000		0.00	14,000.00	1,199.00	12,801.00
TELEPHONE	6,500	438.88	922.67	5,577.33		5,577.33
POSTAGE	3,500 ✓	23.55	23.55	3,476.45	404.44	3,072.01
ADMINISTRATIVE EXPENSE	3,000	692.33	692.33	2,307.67		2,307.67
PLANNING			0.00	0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	10,500 ✓		0.00	10,500.00		10,500.00
TELEPHONE & EQUIPMENT	11,000		0.00	11,000.00		11,000.00
TELEFAX EQUIPMENT	2,500		0.00	2,500.00		2,500.00
AUTOMATION EQUIPMENT	7,500 ✓		0.00	7,500.00		7,500.00
OFFICE EQUIPMENT	1,400 ✓		0.00	1,400.00		1,400.00
MAINTENANCE EQUIPMENT	500 ✓	207.20	207.20	292.80		292.80
AUDIO VISUAL EQUIPMENT	3,000 ✓		0.00	3,000.00		3,000.00
LIGHTING	8,000 ✓		0.00	8,000.00		8,000.00
VIDEO RENTAL	2,000 ✓	639.66	639.66	1,360.34	190.64	1,169.70
TOTAL	\$1,138,490	\$69,478.01	\$120,255.96	\$1,018,234.04	\$20,545.23	\$997,688.81

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF FEBRUARY, 1989

		LESS:		BUDGET BALANCES AT 2/28/89
BALANCE 2/1/89	RECEIPTS	NET DISBURSEMENTS	ADD: DUE FROM TOWN OF W. ORANGE	
\$161,722.05		\$59,478.01	\$925,990.00	\$997,688.81
			(\$20,545.23)	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$1,337.50 \$1,071.50

\$2,409.00

TOTAL COPY MACHINES

FINES	\$1,337.50	\$1,071.50	\$2,409.00
RENTALS	\$2,330.18	\$1,618.93	\$3,949.11
PROJECTOR RENTAL	152.70	147.65	300.35
MICROFILMS	0.00	10.00	10.00
NON-RESIDENT FEE	0.00	48.80	48.80
MEETING ROOM	0.00	3.40	3.40
TELEPHONE	50.00		50.00
DONATIONS	27.52	25.00	27.52
INTEREST	44.21	966.09	69.21
MISCELLANEOUS	1,065.97		2,032.06
VIDEO TAPE RENTAL	0.00		0.00
	474.00	494.15	966.15

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND	\$5,482.08	\$4,385.52	\$9,867.60
BOOK SALES & EXCESS PROPERTY "	191.16	\$91.04	282.20
PETTY CASH & CHANGE FUND	79.85	\$119.75	199.60
N.J. STATE AID FUND	360.00		360.00
ACCUMULATED REVENUE FUND	0.00		0.00
ACCOUNTS PAYABLE 12/31/88	81,843.05		81,843.05
	7,218.10		7,218.10

TOTAL ALL FUNDS

\$256,896.29	\$4,596.31	\$69,478.01	\$192,014.59
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7	\$12,021.36
INVESTMENT A/C MIDLANTIC NATL BANK #738-0372-8	171,298.98
MIDLANTIC NATL BANK -#02-073-0000-177-0-FINES, ETC	3,644.48
MIDLANTIC NATL BANK -#02-073-0001-161-0-AM. INS.	1,408.61
MIDLANTIC NATL BANK -#02-073-0000-405-8-BOOK SALES	1,187.00
MIDLANTIC NATL BANK -#735-1699-9 COMMUNITY RELATIONS	1,913.83
PETTY CASH	285.00
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK	255.33

LESS: ACCOUNTS PAYABLE 2/28/89

\$192,014.59  
(\$20,545.23)

CASH FUNDS AVAILABLE AT 2 /28/89

\$171,469.36

FEBRUARY 1989 BILLS PRESENTED FOR PAYMENT ON  
MARCH 22, 1989

Checks are dated  
February 28, 1989

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
3930	Midlantic National Bank	1. Salaries-W/H Tax	\$2,689.45	
"	"	1. Salaries-Employee Soc.Sec.	1,630.97	
"	"	27. Employer Soc. Sec.	<u>1,631.00</u>	\$ 5,951.42
3931	NJ-GIT	1. Salaries-N.J. W/H Tax		905.86
3932	W.O. Library Unemp. Savings a/c	1. Salaries		486.63
3933	Twp. of W.O. Hospitalization	26. Hospitalization		3,266.44
3934	PERS 20284	1. Salaries		2,416.88
3935	Void			
3936	Int'l Union of Operating Engineers	1. Salaries-Union Dues		230.00
3937	PERS 20284	1. Salaries		140.32
3938	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		411.00
3939	The Manor	28. Administrative Expenses		612.35
3940	N.J. Bell	9. Telephone		279.69
3941	AT & T	9. Telephone		159.19
	P/R 2/3 #7561-7599 (39)	1. Salaries-Net		14,860.11
	" 2/17 #7600-7636 (37)	1. " "		14,875.39
<u>Sub-Total</u>				\$ 44,595.28
Add: Checks #3881-3929 - Issued at February 22, 1989 Meeting				25,197.17
				<u>\$ 69,792.45</u>
Less:				
	P/R check #7551 (Void)	1. Salaries	\$ 267.44	
	Deposit 2/27	28. Administrative Expenses	<u>47.00</u>	( 314.44)
<u>Total Per Budget Report February 1989</u>				<u>\$ 69,478.01</u>

PAYMENT RECOMMENDED BY:

*Care Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1989 BILLS PRESENTED FOR PAYMENT ON  
MARCH 22, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	Checks are Dated March 22, 1989	
			AMOUNT	
3942	Midlantic National Bank	1. Salaries-W/H Tax	\$2,665.18	
"	" " "	1. Salaries-Employee S.S.	1,638.57	
"	" " "	27. Employer Soc.Sec.	1,638.58	\$ 5,942.33
3943	W.O. Municipal Emp. FCU	1. Salaries-Empl. Savings		411.00
3944	Acme Electric Supply	6. Maintenance - Main		15.00
3945	American Library Assoc.	10. Community Relations		110.00
3946A	American Paper Towel Co.	18. Janitorial Supplies	\$ 70.51	
B	" " " "	18. " "	1,065.92	
C	" " " "	18. " "	71.10	1,207.53
3947A	Automatic Data Processing	11. Service Contracts-P/R	\$ 87.70	
B	" " " "	11. " " "	149.28	236.98
3948	Baker & Taylor	2. Books		36.64
3949A	Baker & Taylor	28. Video Tapes	\$ 67.58	
B	" " "	28. " "	99.43	
C	" " "	28. " "	23.63	190.64
3950A	Baker & Taylor	2. Books	\$ 36.47	
B	" " "	2. " "	123.09	
C	" " "	2. " "	105.60	
D	" " "	2. " "	8.28	
E	" " "	2. " "	17.52	290.96
3951	Baker & Taylor	2. Books		66.56
3952A	Baker & Taylor	2. Books	(\$ 19.05)	
B	" " "	2. " "	( 39.90)	
C	" " "	2. " "	( 56.61)	
D	" " "	2. " "	632.09	
E	" " "	2. " "	744.26	
F	" " "	2. " "	( 35.85)	
G	" " "	2. " "	128.14	
H	" " "	2. " "	( 8.89)	
I	" " "	2. " "	313.74	
J	" " "	2. " "	( 26.60)	
K	" " "	2. " "	459.09	
L	" " "	2. " "	794.30	
M	" " "	2. " "	85.37	
N	" " "	2. " "	847.65	3,817.74
3953	Benisch & Co.	5. Insurance-Other		1,199.00
3954A	Brodart Co.	4. Supplies	\$ 28.33	
B	" " "	4. " "	87.72	
C	" " "	4. " "	10.16	
D	" " "	4. " "	36.00	162.21
3955	Burrelle's	2. Books		78.75
3956	Clarke Air-Conditioning Service	6. Maintenance-Main		886.00
3957	Continental Book Co.	2. Books		64.15
3958	William F. Cuozzi, Jr.	24. Legal Service		276.00
3959	C.W. Associates	2. Books		24.00
3960A	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental	\$ 550.62	
B	" " " " " "	26. " "	1,048.80	1,599.42
3961	Dickens	21. a/v Materials-Software		13.95
3962A	Dun's Marketing Services	2. Books	\$ 402.50	
B	" " " "	2. " "	292.50	695.00
3963	East Orange Glass Co.	6. Maintenance-Main		370.00
3964	Eastern of N.J., Inc.	8. Utilities		1,338.16
3965A	Edison Record Clearance	21. a/v Materials-Software	\$ 29.53	
B	" " " "	21. " " "	3.99	33.52
3966	Elevator Maintenance Corp.	11. Service Contracts		146.76
3967	Forest Press/OCIC	2. Books		206.00
3968	Gale Research, Inc.	2. Books		148.80
3969	Gaylord Press	4. Supplies		189.32
3970A	Globe Office Supply Co., Inc.	4. Supplies	\$ 111.39	
B	" " " " " "	4. " "	84.19	
C	" " " " " "	4. " "	67.91	263.49
3971	Hewlett Packard	4. Supplies		69.64
3972	H.W. Wilson Co.	2. Books		30.00
3973	Information Plus	2. Books		107.70
3974	J.L. Hammett Co.	4. Supplies		24.41
3975	Manheim, Kosson & Novick	23. Management Services		1,467.00
3976	Metropolitan Opera Guild	2. Books		9.75

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1989 BILLS PRESENTED FOR PAYMENT ON  
MARCH 22, 1989

Checks are Dated  
March 22, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3977	National Register Publishing Co.	2. Books	\$ 196.75
3978	National Telephone Directory Corp.	2. Books	168.00
3979A	New Jersey Office Supply	4. Supplies	(\$ 44.40)
B	" " " "	4. "	29.40
C	" " " "	4. "	33.00
D	" " " "	4. "	52.42
3980	NJLA	15. Workshops/Seminars	85.00
3981	NJ Library Association	10. Community Relations	75.00
3982	NYNEX Paging Co.	11. Service Contracts	8.00
3983	Petty Cash - Safe	2. Books	\$ 24.25
	" " " "	4. Supplies	93.66
	" " " "	12. Transportation	6.20
	" " " "	13. Postage	4.44
	" " " "	21. a/v Materials-Software	10.00
		28. Lost Books	4.29
3984	PC-SIG	2. Books	25.90
3985	Pitney Bowes	11. Service Contracts	59.25
3986	Postmaster	13. Postage	400.00
3987	PSE & G	8. Utilities	2,714.79
3988	Sorbus	11. Service Contracts	33.25
3989	Treasurer State of N.J.	2. Books	10.00
3990	Upstart	4. Supplies	34.54
3991A	Valentine Hardware	18. Janitorial Supplies	\$ 3.53
B	" " " "	18. " "	140.50
3992	World Book, Inc.	2. Books	549.00
3993	Void		
3994	Worrall Publications, Inc.	10. Community Relations	19.53
3995A	Xerox Corporation	25. Photocopy	\$ 125.13
B	" " " "	25. "	125.13
C	" " " "	25. "	125.13
3996	York Bros.	2. Books	11.45
3997	H. Young	19. Magazines-Newspapers	51.30
	<u>Sub-Total</u>		\$ 26,902.85
	Less: Check #3942	1. Salaries	\$4,303.75
	"	27. Employer Soc. Sec.	1,638.58
	3943	1. Salaries	411.00
	3983	28. Lost Books	4.29
			( 6,357.62)
	<u>Total Accounts Payable February 1989</u>		
	<u>Per Budget Report</u>		<u>\$ 20,545.23</u>

PAYMENT RECOMMENDED BY:

*Care Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF FEBRUARY, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	494.15	968.15
PURCHASES	(190.64)	(830.30)
	-----	-----
	303.51	137.85



WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF FEBRUARY, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
XEROX INCOME	1,071.50	2,409.00
LESS: XEROX EXPENSE	(375.39)	(1,143.78)
	-----	-----
NET XEROX INCOME	696.11	1,265.22

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	
FEB	0.00	

F E B R U A R Y     2 2 ,   1 9 8 9

AGENDA

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING OF

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 WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

MEETING OF FEBRUARY 22, 1989

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

Mr. Gladstone made a motion to accept the Minutes of the Board Meeting of January 25, 1989 as presented. Mr. Willies seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the <sup>Bills</sup> Presented for Payment for the month of January, 1989. Mr. Willies seconded the motion and it was 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.

ACTING DIRECTOR'S REPORT:

Mrs. Czarnecki noted in her report that Caren Brown had visited informally with the staff on Friday, February 17.

The library's volunteers have worked a total of 3,500 hours during the past year. Future discussion will be held to determine appropriate commendation for the volunteers.

It was suggested that the the bill to replace the broken window in the Children's Room be submitted to the insurance representative for consideration of payment. Mrs. Czarnecki pointed out that there is a shortage of staff on Saturdays, and that the Children's Room needs coverage to prevent further problems from occurring.

#### COMMITTEES:

Mr. Gladstone reported that he had received a letter from Leonard Lepore detailing the procedures for replacing and improving the lighting in the old building. He will continue to work with Mr. Lepore and Mr. O'Hara and a report will be made at the next Board meeting. Sometime in the future, Mr. Gladstone will meet with the new Director and Board President to discuss building and grounds problems.

#### OLD BUSINESS:

Mr. Willies reported that Charles DiPietro will make recommendations for the new telephone system at the next Board meeting. The proposals have been narrowed down to two, and a meeting will be held with the staff to review the equipment. Mr. Kupferer read the letter from Mr. DiPietro in reference to same.

The union's request for a report of members' annual gross earnings for 1988 will be submitted as requested.

Mr. Gladstone said that he would contact the Mayor regarding the building of the new police complex in regard to library parking, etc.

#### NEW BUSINESS:

Mr. Willies asked Mrs. Czarnecki about the status of "Satanic Verse". Mrs. Czarnecki said that the library has one copy that has heavy reserves, and two more on order. Mr. Cuozzi stated that under the First Amendment, the book should be available to read as any other book.

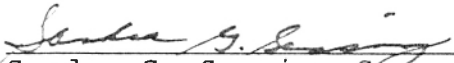
Mr. Gladstone made a motion to approve the use of facsimile signatures for payroll checks as per clarification of Library Law 40:33-13.13 which requires two signed signatures. Mr. Willies seconded the motion and it was carried unanimously.

## COMMUNICATIONS:

- 1) A letter to Gayle Levy from Jane Degnan thanking her for her service as Trustee and Vice President.
- 2) A letter to John Willies from Charles DiPietro concerning the telephone systems.

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

Respectfully submitted,

  
Sandra G. Sessing Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## ACTING DIRECTOR'S REPORT

February 16, 1989

Our new Director-to-be, Caren Brown, will be visiting the library on Friday, February 17th and Sandy Sessing and I have planned a full day of activities for her. There will be a photographer here from the "West Orange Chronicle," and Florence Mantell our resident writer, will interview her for an article to appear in the paper. We plan to introduce her to all areas of the library and to all the staff. Sandy and I will take her to lunch and in the afternoon will show her the workings of the Director's Office.


We have decided that we would like to have some local publicity before Ms. Brown starts her duties, because according to Jackie Lepore, there has been much interest on the part of the public about our new Director.

Mrs. Lepore has been working on a report about our volunteers and has discovered that in 1988 our fourteen volunteers worked a total of 3,500 hours for the library.

On February 14, the library ran a bus trip to Hunterdon Hills playhouse, where everyone enjoyed lunch and a showing of Agatha Christie's "The Mousetrap."

Last Saturday (Feb. 11) the library was visited by some rowdy and boisterous young people who, before they were told to leave, leaned against one of the large picture windows in the Children's Room, cracking the glass. The window had a smaller crack which had been mended with Scotch tape. When I saw the condition of the

window on Monday, I decided that the glass should be replaced at once. Al Buono called East Orange Glass Company and in the afternoon they were able to install a new 74" X 90" clear plate window before it started to rain. We have not been billed as yet, but the estimated price was \$370.00.

  
Emma-Lou Czarnecki,  
Acting Director



BUDGET REPORT  
MONTH OF JANUARY 1989  
LIBRARY BOARD MEETING OF FEBRUARY 22, 1989

	PROPOSED BUDGET 1989	PAID MONTH OF JAN 1989	DEDUCT ACCTS. PAYABLE 12/31/88 INCLUDED IN JAN 1989 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/89	BILLS/ ACCOUNTS PAYABLE AT 1/31/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 1/31/89
SALARIES & WAGES	\$633,000	\$46,917.85	(\$3,906.00)	\$589,988.15		\$589,988.15
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	3,564.04	(297.60)	56,733.56	52.44	56,681.12
SOCIAL SECURITY	49,000	3,562.19		45,437.81		45,437.81
PUBLIC EMPLOY. RETIREMENT SYS.	41,000	7,658.79	(7,658.79)	41,000.00		41,000.00
UNEMPLOYMENT INS.	10,500			10,500.00		10,500.00
WORKERS COMPENSATION INS	5,500			5,500.00		5,500.00
SUNDAY OPENINGS	16,500	493.68		16,006.32		16,006.32
CONTRACTUAL SERVICES:						
BINDING	1,000	397.10	(397.10)	1,000.00		1,000.00
SEMINARS & WORKSHOPS	1,500	50.00	(50.00)	1,500.00		1,500.00
COMMUNITY SERVICES	1,500	15.00	(15.00)	1,500.00	105.00	1,395.00
TRANSPORTATION	500	19.00	(19.00)	500.00	9.20	490.80
AUDIT	1,650			1,650.00		1,650.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,400.00	(1,400.00)	17,600.00	1,467.00	16,133.00
LEGAL SERVICES	4,000	276.00	(276.00)	4,000.00	276.00	3,724.00
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	230.01	(230.01)	8,000.00	294.01	7,705.99
PAYROLL SERVICES	2,300	188.98	(188.98)	2,300.00	189.76	2,110.24
MAINT. MAIN-UTILITIES	44,000	4,089.78	(4,089.78)	44,000.00	2,613.50	41,386.50
OFFICE EQUIPMENT REPAIR	3,000	95.00	(95.00)	3,000.00		3,000.00
MAINT. MAIN-MAINT. & REPAIR	12,000	435.38	(435.38)	12,000.00	319.40	11,680.60
RENTAL-TORY CORNER	540			540.00		540.00
JANITORIAL SUPPLIES	3,500	106.10	(106.10)	3,500.00	358.64	3,141.36
MATERIALS & SUPPLIES:						
BOOKS	97,000	12,167.56	(12,167.56)	97,000.00	8,860.75	88,139.25
SUPPLIES-LIBRARY	16,500	2,152.85	(2,192.85)	16,540.00	2,245.96	14,294.04
PERIODICALS, SERIALS & NEWSPAPERS	15,000	489.57	(489.57)	15,000.00	76.30	14,923.70
AUDIO/VISUAL MATERIALS	2,000	394.13	(394.13)	2,000.00	71.40	1,928.60
MICROFILM & MICROFICHE	9,000	5,781.57	(5,781.57)	9,000.00		9,000.00
PHOTOCOPY	9,000	1,065.39	(1,065.39)	9,000.00	768.39	8,231.61
MISC. EXPENSES:						
INSURANCE-OTHER	14,000	142.01	(142.01)	14,000.00		14,000.00
TELEPHONE	6,500	985.28	(501.49)	6,016.21		6,016.21
POSTAGE	3,500	409.30	(409.30)	3,500.00	23.55	3,476.45
ADMINISTRATIVE EXPENSE	3,000			3,000.00	126.98	2,873.02
PLANNING				0.00		0.00
PERMANENT PROPERTY:						
FURNITURE & FIXTURES	10,500	8,225.45	(8,225.45)	10,500.00		10,500.00
TELEPHONE & EQUIPMENT	11,000	29.87	(29.87)	11,000.00		11,000.00
TELEFAX EQUIPMENT	2,500			2,500.00		2,500.00
AUTOMATION EQUIPMENT	7,500			7,500.00		7,500.00
OFFICE EQUIPMENT	1,400	263.45	(263.45)	1,400.00		1,400.00
MAINTENANCE EQUIPMENT	500			500.00	207.20	292.80
AUDIO VISUAL EQUIPMENT	3,000			3,000.00		3,000.00
LIGHTING	8,000			8,000.00		8,000.00
VIDEO RENTAL	2,000	277.82	(277.82)	2,000.00	639.66	1,360.34
TOTAL	\$1,138,490	\$101,883.15	(\$51,105.20)	\$1,087,712.05	\$18,705.14	\$1,069,006.91

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JANUARY 1989

		LESS:		BUDGET	
BALANCE	TRANSFER PER	ADD: DUE	ACCOUNTS	BALANCES AT	
1/1/89	RESOLUTION	FROM TOWN	PAYABLE	1/31/89	
		OF W. ORANGE			
\$12,636.42	(\$12,636.42)	\$212,500.00	\$50,777.95	\$161,722.05	\$925,990.00
					(\$18,705.14)
					\$1,069,006.91

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX

\$4,701.89 (\$4,701.89) \$1,337.50 \$1,337.50

TOTAL COPY MACHINES

FINES

\$4,701.89 (\$4,701.89) \$1,337.50 \$0.00 \$1,337.50

RENTALS

\$3,445.28 (\$3,445.28) \$2,330.18 \$2,330.18

PROJECTOR RENTAL

308.96 (308.96) 152.70 152.70

MICROFILMS

11.00 (11.00) 0.00 0.00

NON-RESIDENT FEE

98.00 (98.00) 0.00 0.00

MEETING ROOM

925.00 (925.00) 50.00 50.00

TELEPHONE

31.44 (31.44) 27.52 27.52

DONATIONS

159.95 (159.95) 44.21 44.21

INTEREST

2,088.17 (2,088.17) 1,065.97 1,065.97

MISCELLANEOUS

0.00 0.00 0.00

VIDEO TAPE RENTAL

4,069.60 (4,069.60) 474.00 474.00

TOTAL RECEIPTS AND FUNDS

\$15,839.29 (\$15,839.29) \$5,482.08 \$0.00 \$5,482.08

LOST BOOK FUND

2,575.86 (2,575.86) 191.16 191.16

BOOK SALES & EXCESS PROPERTY FUND

1,403.48 (1,403.48) 79.85 79.85

PETTY CASH & CHANGE FUND

360.00 360.00

N.J. STATE AID FUND

49,388.00 (49,388.00) 0.00 0.00

ACCUMULATED REVENUE FUND

81,843.05 81,843.05

ACCOUNTS PAYABLE 12/31/88

58,323.30 51,105.20 7,218.10

TOTAL ALL FUNDS

\$140,526.35 \$0.00 \$218,253.09 \$101,883.15 \$256,896.29

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

(\$269.27)  
239,501.53  
12,614.26  
1,408.61  
1,187.00  
1,913.83  
285.00  
255.33

LESS: ACCOUNTS PAYABLE 1/31/89

\$256,896.29  
(18,705.14)

CASH FUNDS AVAILABLE AT 1/31/89

\$238,191.15

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1989 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 22, 1989

Checks are Dated  
January 31, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
3880	N.J. Bell	9. Telephone	\$ 483.79
	P/R 1/6/89 #7488-7525 (38)	1. Salaries-Net	15,357.47
	" 1/20/89 #7526-7560 (35)	1. " "	14,051.08
	<u>Sub-Total</u>		\$ 29,892.34
	Add: Checks #3799-3879 - Issued at January 25, 1989 Meeting		72,052.01
			<u>\$101,944.35</u>
	(Less):Deposits	1. Salaries	\$ 21.20
	"	4. Supplies	<u>40.00</u>
			( 61.20)
	<u>Total Per Budget Report January 1989</u>		<u>\$101,883.15</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

*Emma Louise Garfield*

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, CPA*

JANUARY 1989 BILLS PRESENTED FOR PAYMENT  
FEBRUARY 22, 1989

Checks are Dated  
February 22, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
3881	Midlantic National Bank	1. Salaries-W/H Tax	\$2,629.87	
"	" " "	1. Salaries-Employee S.S.	1,617.35	
"	" " "	27. Employer Soc. Sec.	1,617.37	\$ 5,864.59
3882	W.O. Municipal Employees FCU	1. Salaries-Emp. Savings	360.00	
3883	Florence Mantell	1. Salaries-Net	267.44	
3884	Acme Electric Supply	6. Maintenance-Main	132.00	
3885	Acme Rubber Stamp Works	4. Supplies	34.90	
3886	American Camping Assoc.	2. Books	11.75	
3887	Automatic Data Processing	11. Service Contracts	189.76	
3888A	Baker & Taylor	2. Books	\$ 137.64	
B	" " "	2. "	104.16	
C	" " "	2. "	19.03	
D	" " "	2. "	219.56	
E	" " "	2. "	20.80	
F	" " "	2. "	68.51	569.70
3889A	Baker & Taylor	28. Video Tapes	\$ 68.56	
B	" " "	28. " "	23.70	
C	" " "	28. " "	100.10	
D	" " "	28. " "	286.60	
E	" " "	28. " "	160.70	639.66
3890A	Baker & Taylor	2. Books	(\$ 20.92)	
B	" " "	2. "	45.05	
C	" " "	2. "	18.65	
D	" " "	2. "	21.90	
E	" " "	2. "	29.74	94.42
3891A	Baker & Taylor	2. Books	\$ 112.84	
B	" " "	2. "	75.59	
C	" " "	2. "	178.19	
D	" " "	2. "	97.35	
E	" " "	2. "	55.56	
F	" " "	2. "	290.27	809.80
3892	Void			
3 83A	Baker & Taylor	2. Books	(\$ 8.96)	
B	" " "	2. "	( 26.02)	
C	" " "	2. "	( 8.36)	
D	" " "	2. "	( 16.97)	
E	" " "	2. "	( 7.42)	
F	" " "	2. "	325.00	
G	" " "	2. "	( 8.36)	
H	" " "	2. "	283.69	
I	" " "	2. "	( 26.60)	
J	" " "	2. "	484.58	
K	" " "	2. "	427.83	
L	" " "	2. "	371.76	
M	" " "	2. "	516.76	
N	" " "	2. "	( 25.55)	
O	" " "	2. "	203.29	
P	" " "	2. "	836.33	
Q	" " "	2. "	715.06	4,036.06
3894A	Brodart Co.	4. Supplies	\$ 305.24	
B	" " "	4. "	8.70	313.94
3895	Commerce Clearing House, Inc.	2. Books	104.00	
3896	William F. Cuoizzi, Jr., Esq.	24. Legal Services	276.00	
3897	C.W. Associates	2. Books	33.50	
3898	Control Building Services, Inc.	11. Service Contracts	85.00	
3899	DuPont Graphic Arts, Inc.	4. Supplies	17.26	
3900	Elevator Maintenance Corp.	11. Service Contracts	146.76	
3901	ESCO	11. Service Contracts	21.00	
3902	Harrop Press	4. Supplies	145.00	
3903A	The Highsmith Co., Inc.	4. Supplies	\$ 74.25	
B	" " "	4. "	40.53	
C	" " "	4. "	45.96	160.74

JANUARY 1989 BILLS PRESENTED FOR PAYMENT  
FEBRUARY 22, 1989

Checks are Dated  
February 22, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
3904	International Business Machines Corp.	4. Supplies	\$ 56.05
3905	Jewish Publication Society	2. Books	23.67
3906A	John A. Earl, Inc.	18. Janitorial Supplies	\$ 257.21
B	" " " "	18. " "	88.08
3907A	John Curley & Associates, Inc.	2. Books	\$ 34.90
B	" " " "	2. " "	50.85
3908	League of Women Voters of N.J.	19. Magazines-Newspapers	25.00
3909	MC Manus Locksmith	6. Maintenance-Main	187.40
3910	Manheim, Kosson & Novick	23. Management Services	1,467.00
3911	Music Exchange, Inc.	2. Books	21.33
3912	Newark Museum	10. Community Relations	15.00
3913	New Jersey Library Assoc.	10. Community Relations	90.00
3914	Delta Dental Plan of N.J., Inc.	26. Hospitalization	52.44
3915A	New Jersey Office Supply, Inc.	4. Supplies	\$ 188.86
B	" " " "	4. " "	30.00
C	" " " "	4. " "	24.55
D	" " " "	17. Equipment-Janitorial	207.20
3916	NYNEX	11. Service Contracts	8.00
3917	Petty Cash	4. Supplies	\$ 78.13
" "	" "	12. Transportation	9.20
" "	" "	13. Postage	23.55
3918A	PSE & G	8. Utilities	\$2,575.39
B	" " "	8. " "	38.11
3919A	R.R. Bowker Co.	2. Books	\$1,076.20
B	" " " "	2. " "	74.81
C	" " " "	2. " "	94.76
3920	Surbus	11. Service Contracts	33.25
3921	Standard & Poor's Corporation	2. Books	1,440.00
3922	Anita D. Strauss	28. Administrative Expense	126.98
3923	University Products, Inc.	4. Supplies	1,169.06
3924A	Valentine Hardware	18. Janitorial Supplies	\$ 7.56
B	" " " "	18. " "	5.79
3925	Video Store Services	4. Supplies	27.47
3926	Warren Gorham & Lamount, Inc.	2. Books	385.00
3927	Wolsten, Inc.	21. A/V Materials-Software	71.40
3928A	Xerox Corp.	25. Photocopy	\$ 393.00
B	" " "	25. " "	125.13
C	" " "	25. " "	125.13
D	" " "	25. " "	125.13
3929	H. Young	19. Magazines-Newspapers	768.39
Sub-Total			\$ 25,197.17
(Less): Check #3881		1. Salaries	\$4,247.22
"		27. Employer Soc. Sec.	1,617.37
3882		1. Salaries	360.00
3883			267.44
Total Accounts Payable January, 1989			( 6,492.03)
Per Budget Report			\$ 18,705.14

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Emma Louise Gerrecke*

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF VIDEO TAPE RENTAL

FOR THE MONTH OF JANUARY, 1989

	CURRENT MONTH	YEAR TO DATE
	-----	-----
RENTAL INCOME	474.00	474.00
PURCHASES	(639.66)	(639.66)
	-----	-----
	(165.66)	(165.66)

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF JANUARY, 1989

	CURRENT MONTH		YEAR TO DATE
	-----		-----
XEROX INCOME	1,337.50		1,337.50
LESS: XEROX EXPENSE	(768.39)		(768.39)
	-----		-----
NET XEROX INCOME		569.11	569.11

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF MEETING ROOM INCOME

1989

DATE	AMOUNT	DESCRIPTION
1/31	50.00	WO DEMOCRATIC COMMITTEE
JAN	50.00	



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

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:

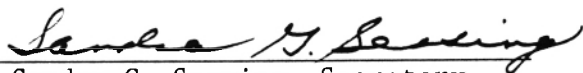
- 1) A letter to Emma-Lou Czarnecki from Mr. Gladstone requesting


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:

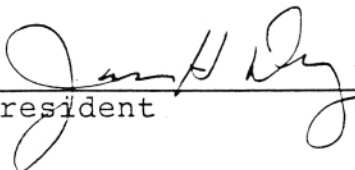
"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative, and Legal requirements of the West Orange Free Public Library, and

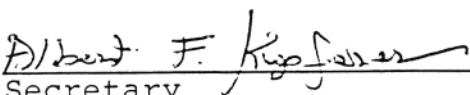
WHEREAS, The Local Public Contracts Law (N. J. S. 40:A-11-1 et. seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publicly advertised:

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



## ACTING DIRECTOR'S REPORT

January 20, 1989

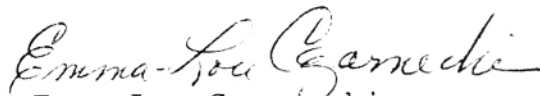
First, let me tell you how happy I am to take over as Acting Director for this interim period. The first two weeks were a little tough because I have been trying to juggle two jobs at once - the Technical Services Department and the Director's Office, and at times I feel like I'm being pulled in all 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

**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
<b>SALARIES &amp; WAGES</b>	<b>\$545,000</b>	<b>\$45,025.83</b>	<b>\$530,496.30</b>	<b>\$14,503.70</b>	<b>3,906.00</b>	<b>\$10,597.70</b>
<b>PERSONNEL COSTS:</b>						
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
<b>CONTRACTUAL SERVICES:</b>						
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
<b>CONTRACTUAL MAINT. &amp; REPAIR:</b>						
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)
<b>MATERIALS &amp; SUPPLIES:</b>						
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	489.57	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	5,761.57	(342.88)
PHOTOCOPY	7,000	375.39	6,995.77	4.23	1,065.39	(1,061.16)
<b>MISC. EXPENSES:</b>						
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
<b>PERMANENT PROPERTY:</b>						
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	(1,545.65)
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)
<b>TOTAL</b>	<b>\$957,690</b>	<b>\$90,150.24</b>	<b>\$866,730.28</b>	<b>\$70,959.72</b>	<b>\$58,323.30</b>	<b>\$12,636.42</b>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF DECEMBER, 1988

		NET		ADD: DUE FROM TOWN OF W. ORANGE		LESS ACCOUNTS PAYABLE 12/31/88		BUDGET BALANCES AT 12/31/88
BALANCE 12/1/88	RECEIPTS	DISBURSEMENTS		BALANCE 12/31/88				
\$161,109.96		\$90,150.24		\$70,958.72		(\$58,323.30)		\$12,635.42

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES

XEROX

\$4,010.89 \$691.00

\$4,701.89

TOTAL COPY MACHINES

FINES

RENTALS

PROJECTOR RENTAL

MICROFILMS

NON-RESIDENT FEE

MEETING ROOM

TELEPHONE

DONATIONS

INTEREST

MISCELLANEOUS

VIDEO TAPE RENTAL

\$4,010.89 \$691.00  
\$1,702.19 \$1,743.09  
163.25 145.71  
0.00 11.00  
0.00 98.00  
0.00 0.00  
875.00 50.00  
14.42 17.02  
20.00 139.95  
1,220.96 867.21  
0.00  
3,783.61 285.99

\$4,701.89 \$3,445.28  
308.96 11.00  
98.00 0.00  
925.00  
31.44  
159.95  
2,088.17  
0.00  
4,069.60

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND

BOOK SALES & EXCESS PROPERTY FUND

PETTY CASH & CHANGE FUND

N.J. STATE AID FUND

ACCUMULATED REVENUE FUND

\$11,790.32 \$4,048.97  
2,462.46 113.40  
1,340.08 63.40  
360.00  
49,388.00  
0.00

\$15,839.29 2,575.86  
1,403.48 360.00  
49,388.00  
0.00

TOTAL ALL FUNDS

\$226,450.82 \$4,225.77

\$90,150.24

\$140,526.35

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

\$1,513.27  
126,224.55  
7,809.37  
1,392.73  
1,172.27  
1,913.83  
285.00  
215.33

ACCOUNTS PAYABLE 12/31/88

\$140,526.35  
(58,323.30)

AVAILABLE AT 12/31/88

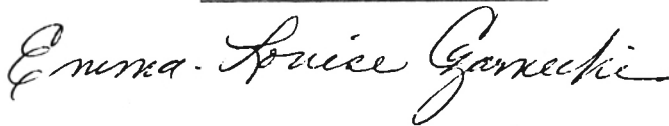
\$82,203.05

## WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1988 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 25, 1989Checks are Dated  
December 31, 1988

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
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
Sub-Total			\$ 49,207.02
Add: Checks #3723-3779 Issued at 12/19/88			41,561.45
			\$ 90,768.47
(Less): Check #3665 (Void)			
	3762	4. Supplies	\$ 15.75
	3761	28. Lost Books	42.95
	3798	29. Transfer	200.00
	Deposit 12/9	29. Transfer	217.91
	Increase in Community Services	2. Books	11.95
			576.17 ( 1,064.73)
			\$ 89,703.74
Add: Petty Cash Checks #1839-1849 Issued October, November, December 1988			446.50
Total Per Budget Report December 1988			\$ 90,150.24

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: 

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-Luise Zarnoch*PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

BY: *Stewart Manheim, CPA*

## 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
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
3801	W.O. Municipal Empl. FCU	1. Salaries-Empl. Savings	9,746.72
3802	Lola Reed	1. Salaries-Net	545.00
3903	American Bindery-East	3. Binding	2,904.69
3804	American Library Association	2. Books	397.10
3805	Automatic Data Processing	11. Service Contracts-P/R	23.79
3806A	A T & T	9. Telephone	188.98
B	" " "	9. "	\$ 3.65
3807	Void		155.54
3808A	Baker & Taylor	2. Books	\$ 118.91
B	" " "	2. "	46.49
3809A	Baker & Taylor	2. Books	\$ 83.44
B	" " "	2. "	28.76
3810	Baker & Taylor	2. Books	
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
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
3813	Brodart	4. Supplies	2,494.04
3814	Commerce Clearing House, Inc.	2. Books	47.19
3815	Continental Book Co.	2. Books	32.60
3816	Continental Lighting Maint. Supplies	6. Maintenance-Main	307.20
3817	William F. Cuzzo, Jr., Esq.	24. Legal Services	300.88
3818A	C. W. Associates	2. Books	276.00
B	" " "	2. "	\$ 36.00
3819	DuPont Graphic Arts, Inc.	4. Supplies	19.00
3820A	Eastern of New Jersey, Inc.	6. Maintenance-Main	55.00
B	" " " " "	6. " "	64.74
C	" " " " "	8. Utilities	\$ 125.00
3821A	EBSOO	19. Magazines-Newspapers	9.50
B	"	19. " "	1,284.40
C	"	19. " "	(\$ 3.00)
D	"	19. " "	( 8.20)
3822	Edison Record Clearance	21. A/V Materials	59.00
3823	Elevator Maintenance Corp.	11. Service Contracts	164.47
3824A	ESCO	11. Service Contracts	212.27
B	"	11. " "	357.68
3825	Essex Co. Library Directors, Inc.	15. Workshops-Seminars	146.76
3826A	Gale Research, Inc.	2. Books	\$ 21.00
B	" " "	2. "	21.00
3827	Gaylord Bros.	17. Equipment-Furn. Fix.	
3828	G. K. Hall & Co.	2. Books	\$1,460.37
3829	Harrop Press Printers	4. Supplies	88.35
3830	H.W. Wilson Co.	2. Books	1,548.72
3831	Information Press Co.	2. Books	3,029.45
3832	Lawyers Co.-Operative Publishing Co.	2. Books	65.91
			67.00
			199.00
			3,832.00
			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 \$
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
3844	Pippert Press	4. Supplies	158.68
3845	Postmaster	13. Postage	103.00
3846	Prescription Center	4. Supplies	400.00
3847A	PSE & G	8. Utilities	14.36
B	" " " "	8. "	\$2,618.53
3848	Pension Adjustment Fund	28. PERS	38.11
3849	R. R. Bowker	2. Books	2,656.64
3850	Secretary of State	10. Community Relations	7,658.79
3851	Sorbus	11. Service Contracts	219.40
3852	Star Ledger	9. Telephone	15.00
3853	Superintendent of Documents	19. Magazines-Newspapers	33.25
3854A	Thorndike Press	2. Books	132.00
B	" "	2. "	200.00
3855A	3M X RP 2052 (N0)	4. Supplies	\$ 172.52
B	" " " " "	28. Equipment Repair	28.02
C	" " " " "	4. Supplies	\$ 23.00
3856	University Microfilms International	4. Supplies	95.00
3857A	Valente Hardware	20. Microfilm	69.00
B	" "	18. Janitorial Supplies	187.00
C	" "	18. " "	5,781.57
D	" "	18. " "	\$ 24.56
3858	World Almanac Education	2. Books	22.49
3859	Worrall Publications, Inc.	19. Magazines-Newspapers	26.08
3860	West Publishing	2. Books	32.97
3861A	Xerox Corporation	25. Photocopy	106.10
B	" "	25. "	37.71
C	" "	25. "	26.00
3862A	Xerox Corporation	25. Photocopy	31.75
B	" "	25. "	\$ 125.13
C	" "	25. "	125.13
3863	Youngman's	25. Photocopy	125.13
3864	Young's News Service	25. "	\$ 230.00
3865A	Midlantic National Bank	25. "	230.00
B	" "	25. "	230.00
C	" "	25. "	690.00
3866	N.J. Gross Income Tax	17. Equipment-Furn. Fix	828.00
3867	West Orange Library	19. Magazines-Newspapers	51.30
3868	Township of West Orange	1. Salaries-W/H Tax	\$ 980.08
3869	PERS 20284	1. Salaries-Employee SS	1,250.93
3870	PERS 20284	27. Employers Soc. Sec.	1,250.93
3871	International Union of Oper. Engr.	1. Salaries-N.J. W/H	3,481.94
3872	PERS 20284	1. Salaries-Unemp. Savings	1,000.43
3873	West Orange Municipal Employees FCU	26. Hospitalization	533.66
3874	Max Blau & Sons	1. Salaries	3,266.44
3875	Adden Furniture, Inc.	17. Furniture & Fixtures	2,581.92
		17. Furniture & Fixtures	88.14

3877 - Hightmire  
3879 - Facts on File

3880 - 79 Dec

3876 - Dupont



## WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1988 BILLS PRESENTED FOR PAYMENT  
JANUARY 25, 1989Checks are Dated  
January 25, 1989

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
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 Genneci*

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, C/P.A.*

## WEST ORANGE FREE PUBLIC LIBRARY

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

	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	36,151.42	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	102.84
MATERIALS & SUPPLIES:					
BOOKS	83,560.81	67,447.89	69,215.00	67,000.00	(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	6,342.68	8,000.00	(342.68)
VIDEO TAPES		201.36	1,654.81		(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	1,404.80
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	3,867.91	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

1989 BUDGET AS COMPARED TO 1988 ACTUAL EXPENSES

LIBRARY BOARD MEETING JANUARY 25, 1989

	1988 ACTUAL EXPENSES	1989 PROPOSED BUDGET	INCREASE (DECREASE) 1989 BUDGET OVER 1988 EXPENSES
SALARIES & WAGES	\$534,402.30	\$633,000.00	\$98,597.70
PERSONNEL COSTS:			
EMPLOYEE HEALTH			
BENEFIT PLAN	38,267.39	60,000.00	21,732.61
SOCIAL SECURITY	40,595.20	49,000.00	8,404.80
PUBLIC EMPLOY. RETIREMENT SYS.	35,922.79	41,000.00	5,077.21
UNEMPLOYMENT INS.	4,847.37	10,500.00	5,652.63
WORKERS COMPENSATION INS	5,003.00	5,500.00	497.00
SUNDAY OPENINGS	10,036.46	16,500.00	6,463.54
CONTRACTUAL SERVICES:			
BINDING	909.50	1,000.00	90.50
SEMINARS & WORKSHOPS	950.93	1,500.00	549.07
COMMUNITY SERVICES	272.81	1,500.00	1,227.19
TRANSPORTATION	282.65	500.00	217.35
AUDIT	3,300.00	1,650.00	(1,650.00)
MGMT. & PROFESSIONAL SVCS.	18,168.00	17,600.00	(568.00)
LEGAL SERVICES	5,267.00	4,000.00	(1,267.00)
CONTRACTUAL MAINT. & REPAIR:			
SERVICE CONTRACTS	7,175.54	8,000.00	824.46
PAYROLL SERVICES	2,097.16	2,300.00	202.84
MAINT. MAIN-UTILITIES	38,700.41	44,000.00	5,299.59
MAINT. MAIN-MAINT. & REPAIR	14,475.27	12,000.00	(2,475.27)
OFFICE EQUIPMENT REPAIR	975.25	3,000.00	2,024.75
RENTAL-TORY CORNER	540.00	540.00	0.00
JANITORIAL SUPPLIES	3,325.29	3,500.00	174.71
MATERIALS & SUPPLIES:			
BOOKS	89,215.00	97,000.00	7,785.00
SUPPLIES-LIBRARY	15,959.29	16,500.00	540.71
PERIODICALS, SERIALS &			
NEWSPAPERS	11,232.80	15,000.00	3,767.20
AUDIO/VISUAL MATERIALS	770.37	2,000.00	1,229.63
MICROFILM & MICROFICHE	8,342.88	9,000.00	657.12
PHOTOCOPY	8,061.16	9,000.00	938.84
MISC. EXPENSES:			
INSURANCE-OTHER	11,577.09	14,000.00	2,422.91
TELEPHONE	4,563.83	6,500.00	1,936.17
POSTAGE	2,928.03	3,500.00	571.97
ADMINISTRATIVE EXPENSE	4,693.34	3,000.00	(1,693.34)
PLANNING			0.00
PERMANENT PROPERTY:			
FURNITURE & FIXTURES	15,133.05	10,500.00	(4,633.05)
TELEFAX		2,500.00	2,500.00
TELEPHONE & EQUIPMENT	29.87	11,000.00	10,970.13
AUTOMATION EQUIPMENT	617.90	7,500.00	6,882.10
OFFICE EQUIPMENT	3,645.85	1,400.00	(2,245.85)
MAINTENANCE EQUIPMENT	913.99	500.00	(413.99)
AUDIO VISUAL EQUIPMENT		3,000.00	3,000.00
LIGHTING		8,000.00	8,000.00
VIDEO RENTAL	1,854.81	2,000.00	145.19
TOTAL ACTUAL EXPENSES - 1988	\$945,053.58		
TOTAL PROPOSED BUDGET-1989		\$1,138,490.00	
TOTAL INCREASE OF 1989 BUDGET OVER 1988 EXPENDITURES			\$193,436.42