

**AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JANUARY 24, 1990**

- 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**
  - C. RESOLUTION FOR TRANSFER OF UNEXPENDED FUNDS**
- 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. UNATTENDED CHILDREN POLICY**
  - B. LIGHTING PROJECT**
  - C. INSULATION OF BOILERS AND PIPES**
  - D. OTHER**
- 10. NEW BUSINESS**
  - A. APPOINT COMMITTEES FOR 1990**
  - B. DESIGNATION OF BANKS**
  - C. PROFESSIONAL SERVICES CONTRACTS**
  - D. WEST ORANGE LIBRARY ANNUAL REPORT**
  - E. ANNUAL STATISTICS FOR N.J.STATE LIBRARY**
  - F. EXECUTIVE SESSION**
  - G. 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 JANUARY 24, 1990

The meeting was called to order at 7:30 P. M. by President Gayle Levy. The following members were present constituting a quorum: Rubye Allaway, Herbert Gladstone, 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. Mrs. Levy welcomed Mrs. Allaway to the Board. Mayor Spina appointed Mrs. Allaway as his alternate.

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 1990 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 December 20, 1989 as presented with an amendment to change the amount of \$51,102.68 to \$50,000 in the first sentence of the Financial Statement, page 1. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Ms. Brown requested that at least one copy of the monthly Financial Statement be officially signed by one person on the Board. A copy will be made available to the auditors.

Mrs. Strauss made a motion that the Financial Statement would be signed by the Treasurer at each meeting. Mr. Kupferer seconded the motion and it was passed unanimously.

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

2) Financial Statement:

Mr. Manheim submitted an end of year financial report to the Board consisting of Exhibits A, B, C, and D. Each exhibit was reviewed and discussed by the Board.

Mr. Kupferer made a motion to transfer the following 1989 funds to Accumulated Revenues:

1) 1989 Fines & Receipts Fund	\$ 5,118
2) 1989 Lost Book Fund	1,947
3) 1989 Book Sales & Excess Property Sold Fund	1,614
4) State Aid Fund-1989	0
5) Balance of Budget Fund-1989	43,362
6) 1988 Accounts Payable	<u>1,918</u>

Total Funds to be Transferred to Accumulated Revenue 12/31/89	53,959
--	--------

Mrs. Strauss seconded the motion and it was carried unanimously.

It was agreed that the procedure that the accountant would follow for the future would be to charge all invoices dated through Dec. 31 to the unexpended budget for that year. The final financial report would be submitted in February of the following year.

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

#### CORRESPONDENCE AND GIFTS:

Correspondence sent and/or received during the past month:

- 1) A letter dated 1/19/90 to the West Orange Public Library staff from President Gayle Levy commending everyone who remained at work during the loss of heat during the asbestos removal.
- 2) A memo dated 1/5/90 to the Board of Trustees from Robert Drescher, Head of the Library Development Bureau, State Library concerning an Orientation Program for Public Library Trustees.
- 3) A copy of a letter dated 12/26/89 to Council President Dunn and Members of the Township Council from Mayor Spina submitting the name of Gayle Levy to reappointment to the Library Board of Trustees.
- 4) A copy of a letter dated 12/26/89 to Gayle Levy from Mayor Spina reappointing her to the Library Board of Trustees for a term of five years, effective 1/1/90.
- 5) A copy of a letter dated 1/4/90 to Jane Degnan from Mayor Spina accepting her resignation from the Library Board.
- 6) A copy of a letter dated 1/23/90 to Rubye Allaway appointing her to the Library Board as the Mayor's Alternate.

7) A letter dated 12/21/89 to Dominick Belli, Superintendent of Public Works, from the Director thanking him for his assistance in the acquisition and preparation of the Library station wagon.

#### GIFTS:

A donation of \$100 was given to the library by the New Jersey Music Education Council.

#### DIRECTOR'S REPORT:

Ms. Brown reported that the holiday party was a great success. The Senior Nutritional Program got off to a good start. The asbestos has been completely removed, and the lighting has been completed.

The meeting with the school librarians was successful and another has been planned to be held at Roosevelt School. Ideas were exchanged on how to better serve the young population in West Orange. A call will be made to the Curriculum Director to get a copy of all of the text books used in the system and possibly, the library could order them. Mrs. Strauss noted that working with the school libraries had been addressed in the Planning Report.

#### OLD BUSINESS:

Ms. Brown noted that Chief Palardy agreed to Part 5 of the Unattended Children Policy as adopted at the 12/20/89 meeting.

A motion was made by Mr. Willies to accept the entire Unattended Children Policy as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

Mr. Gladstone made a motion to table the Disruptive Behavior Policy until the next Board meeting. Mr. Soloway seconded the motion and it was passed unanimously.

Ms. Brown reported that nothing new has been heard about the Community Block Grant.

At Mr. Gladstone's request, the Director gave a detailed description and analysis of the circulation statistics.

#### NEW BUSINESS:

Mrs. Levy made the following Committee appointments:

Building and Grounds: Irving Soloway-Chair, Albert Kupferer;  
Finance: John Willies-Chair, Anita Strauss; Personnel: Herbert Gladstone-Chair, Ruby Allaway.



### Designation of Bank Accounts:

Mr. Willies made a motion to accept the following accounts to be maintained for the year 1990 at Midlantic National Bank:

Investor's Account, Accumulated Revenues, Workers' Compensation, Book Escrow Account, Checking Account, Petty Cash Checking Account, Community Account.

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

### Professional Services Contract:

Mr. Willies made a motion to accept the Professional Services Contract to appoint Manheim, Kosson & Novick C. P. A's, William F. Cuozzi, Jr., Counselor at Law to furnish professional services to the West Orange Public Library at the 1989 fees which will be adjusted in 1990 when the budget is passed. Samuel Klein & Company will furnish the audit at the same fee as 1989. Mr. Gladstone seconded the motion and it was carried unanimously. (Contract attached)

Ms. Brown reviewed the Public Library Statistical Report which will be submitted to the State Library to determine State Aid for 1990.

Mr. Gladstone made a motion to accept the Statistical Report as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

Ms. Brown presented the 1989 Annual Report to the Board for their review. Copies will be sent to the Mayor and Township Council. Additional copies will be made available to the public.

It was agreed that the Finance Committee, the Accountant and the Director would meet to refine the income categories.

Mr. Kupferer made a motion to accept the Annual Report for 1989 as presented. Mrs. Strauss seconded the motion and it was passed unanimously.

### CITIZEN'S HEARING:

Mrs. Frances Williams suggested that the heat be turned down in the meeting room. It was explained that the lack of ventilation caused the room to be so warm. Peter Greene said that he noticed that the magazines are always in a jumble now that they have been moved upstairs. The Director explained that the staff is attempting to work out the system. In response to both Mrs. Williams and Mr. Greene's dismay over the use of the downstairs section for the nutritional program, Ms. Brown explained that the Library wants to assist the Township in any way that they can

to focus on the Library as a community center. Perhaps someday an expansion of the downstairs area will become a reality.

Mr. Gladstone made a motion to adjourn the public portion of the meeting at 9:35 P. M. Mr. Soloway seconded the motion, and it was carried unanimously.

An Executive Session was held concerning the Director's evaluation form and personnel matters.

Respectfully submitted.



Sandra G. Sessing  
Secretary



Albert F. Kupferer, Secretary  
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 Free 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:

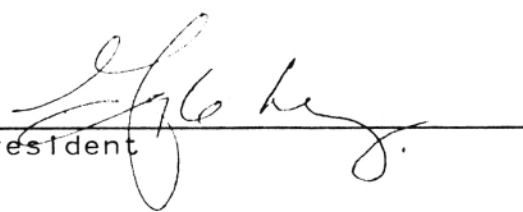
"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative, and Legal requirements of the West Orange Free Public Library, and

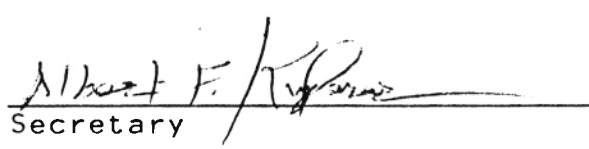
WHEREAS, The Local Public Contracts Law (N. J. S. 40:-11-1 et. seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publicly advertised:

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 1/24/90

## **DIRECTOR'S REPORT**

**JANUARY 24, 1990**

1. We had a most successful reception on December 20. In addition to staff and the Board, three members of the Township Council and the Mayor attended.
2. The Senior Nutrition Program started on January 10. The kitchen has been installed, the contract signed, and the program is operating with no major difficulties.
3. All asbestos has been removed, reinsulation has been completed, and the new lighting completed.
4. We hosted a reception for the librarians in the West Orange schools. The turnout was great and we are planning to meet together 2 or 3 times a year to discuss common issues.
5. We have completed the annual report and statistics for the State Library.

A handwritten signature in dark ink, appearing to be 'C. B.', with a long horizontal stroke extending to the right.

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF DECEMBER, 1989  
LIBRARY BOARD MEETING OF JANUARY 24, 1990

	RECOMMENDED ADOPTED BUDGET 1989	PAID MONTH OF DEC., 1989	ACCUMULATED BUDGET EXPENDITURES 12 MONTHS ENDED 12/31/89	UNEXPENDED BUDGET BALANCE ON 12/31/89	BILLS/ ACCOUNTS PAYABLE AT 12/31/89 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCE 12/31/89
SALARIES & WAGES	\$618,000	\$46,910.93	\$597,354.57	\$20,645.43	\$11,807.42	\$8,838.01
PERSONNEL COSTS:						
EMPLOYEE HEALTH						
BENEFIT PLAN	60,000	6,273.44	63,249.37	(3,249.37)	382.80	(3,632.17)
SOCIAL SECURITY	47,000	3,539.16	45,882.80	1,117.20		1,117.20
PUBLIC EMPLOY. RETIREMENT SYS.	41,000		35,918.96	5,081.04		5,081.04
UNEMPLOYMENT INS.	9,500	335.95	4,729.91	4,770.09		4,770.09
WORKERS COMPENSATION INS	5,000		6,438.00	(1,438.00)		(1,438.00)
SUNDAY OPENINGS	10,300	907.34	9,518.44	781.56		781.56
CONTRACTUAL SERVICES:						
BINDING	1,000		0.00	1,000.00	222.45	777.55
SEMINARS & WORKSHOPS	1,500	233.50	1,687.71	(187.71)		(187.71)
COMMUNITY SERVICES	1,500	464.52	871.22	628.78	210.99	417.79
TRANSPORTATION	500	5.50	309.35	190.65	23.55	167.10
AUDIT	1,650		0.00	1,650.00	1,650.00	0.00
MGMT. & PROFESSIONAL SVCS.	17,600	1,467.00	16,137.00	1,463.00	1,463.00	0.00
LEGAL SERVICES	4,000	276.00	3,439.50	560.50		560.50
CONTRACTUAL MAINT. & REPAIR:						
SERVICE CONTRACTS	8,000	434.90	4,307.76	3,692.24	256.25	3,435.99
PAYROLL SERVICES	2,300	154.54	2,118.08	181.92	298.59	(116.67)
MAINT. MAIN-UTILITIES	40,000	2,741.15	38,312.13	1,687.87	2,711.78	(1,023.91)
OFFICE EQUIPMENT REPAIR	500		0.00	500.00		500.00
MAINT. MAIN-MAINT. & REPAIR	12,000	575.00	7,465.09	4,534.91	56.13	4,478.78
RENTAL-TORY CORNER	540		540.00	0.00		0.00
JANITORIAL SUPPLIES	3,500	19.48	3,127.24	372.76	43.24	329.52
MATERIALS & SUPPLIES:						
BOOKS	90,941	8,060.42	83,454.06	7,486.94	6,755.85	731.09
SUPPLIES-LIBRARY	16,500	1,903.08	17,071.91	(571.91)	560.57	(1,132.48)
PERIODICALS, SERIALS & NEWSPAPERS	15,000	151.25	9,946.82	5,053.18	4,023.67	1,029.51
AUDIO/VISUAL MATERIALS	2,000	243.34	665.90	1,334.10		1,334.10
MICROFILM & MICROFICHE	9,000		2,675.18	6,324.82		6,324.82
PHOTOCOPY	9,000	250.26	7,924.51	1,075.49	1,226.52	(151.03)
MISC. EXPENSES:						
INSURANCE-OTHER	11,000	771.00	8,623.00	2,377.00		2,377.00
TELEPHONE	5,500	381.36	5,155.80	344.20	362.57	(18.37)
POSTAGE	2,500	407.95	2,178.71	321.29	12.40	308.89
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	185.66	185.66	814.34		814.34
LIGHTING	8,000		0.00	8,000.00	4,922.10	3,077.90
VIDEO RENTAL	2,000	154.07	2,089.80	(89.80)	13.73	(103.53)
VEHICLE PURCHASE	10,000	8,393.00	8,393.00	1,607.00		1,607.00
<b>TOTAL</b>	<b>\$1,091,231</b>	<b>\$85,239.80</b>	<b>\$1,010,864.98</b>	<b>\$80,366.02</b>	<b>\$37,003.61</b>	<b>\$43,362.41</b>
SOURCE OF FUNDS:						
TOWNSHIP OF WEST ORANGE		\$900,000				
RESERVE FOR VEHICLE PURCHASE		10,000				
ACCUMULATED REVENUE FUND-1988		81,843				
ANTICIPATED FINES-REVENUE 1989		50,000				
ANTICIPATED STATE AID-1989		49,388				
		<b>\$1,091,231</b>				

## Direct

**A** TRANSFERRED TO DEPOSIT FOR RESOLUTION VERIFIED  
PURCHASE PER RESOLUTION 12/20/89

PER RESOLUTION 12/20/89

C TRANSFERRED TO BUDGET FROM ANTICIPATED FINES &  
PER RESOLUTION 12/20/89

## WEST ORANGE FREE PUBLIC LIBRARY

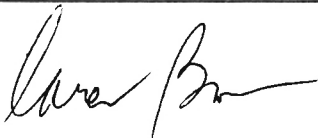
3.

DECEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 24, 1990

Checks are Dated  
December 22, 1989

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4588	N.J. Bell	9. Telephone	\$ 374.06
4589	Nynex Paging Co.	11. Service Contracts	24.40
4590	PS E & G Co.	8. Utilities	38.11
4591	AT & T	9. Telephone	7.30
4592	Midlantic Nat'l Bank	1. Salaries - W/H Tax	\$2,847.69
"	" " "	1. Salaries-Emp. Soc.Sec.	1,781.65
"	" " "	27. Employer Soc. Sec.	<u>1,781.63</u>
4593	State of N.J. -GIT	1. Salaries-NJ W/T	1,027.56
4594	W.O. Public Library-Unempl. Sav. a/c	1. Salaries	61.19
4595	Int'l Union of Operating Engineers	1. Salaries-Union Dues	230.00
4596	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	426.00
4597	Travelers Ins. Co.	1. Salaries	1,014.00
4598	Void		
4599	Void		
4600	Void		
4601	Twp. of W.O. Hospitalization	26. Hospitalization	4,818.29
4602	N.J. Employment Security Agency	28. Unemployment Ins.	207.86
"	" " " "	29. Transfers	<u>195.02</u>
4603	PERS 20284	1. Salaries	3,184.08
4604	" "	1. Salaries	185.77
	P/R 12/8 #8447-8485 (39)	1. Salaries-Net	15,872.38
	P/R 12/22 #8486-8524 (39)	1. " "	16,161.38
<u>Sub-Total</u>			\$ 50,238.37
<u>ADD:</u> Checks #4529-4587 Issued at December 20, 1989			<u>36,191.18</u>
			86,429.55
<u>LESS:</u> Check #4572			28. Lost Book 27.10
#4578			28. Accounts Payable 1,650.00
#4602			29. Transfer <u>195.02</u> ( 1,872.12)
			84,557.43
<u>ADD:</u> Petty Cash Checks #1876-1884			389.57
Decrease in Community Services			<u>292.80</u>
			682.37
<u>Total Per Budget Report December 1989</u>			<u>\$ 85,239.80</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:



Prepared Without Audit.

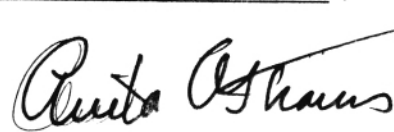
MANHEIM, KOSSON &amp; NOVICK

 By: 

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH OCTOBER, NOVEMBER, DECEMBER 1989PRESENTED FOR PAYMENT ON JANUARY 24, 1990

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
10/4	#1876	Congdon Lumber	6. Maintenance - Main	\$ 76.00
10/25	1877	Void		
10/25	1878	Shirley Itkin	10. Community Services	30.50
11/1	1879	Dennis Stone	4. Supplies	65.00
11/1	1880	W.O. 1st Aid Squad	10. Community Services	10.00
11/9	1881	League of Women Voters	2. Books	45.00
12/3	1882	Party Store	10. Community Services	39.37
12/19	1883	Cookie Cupboard	4. Supplies	73.70
12/19	1884	Cash	2. Books	50.00
				<u>\$ 389.57</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:


Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

 BY: Stewart Manheim, CPA



## WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 24, 1990

Checks are Dated  
January 24, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4605	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	\$ 426.00
4606	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,795.52
"	" " "	1. Salaries-Emp. Soc. Sec.	1,806.52
"	" " "	27. Employer Soc. Sec.	1,806.54 6,408.58
4607	Void		
4608	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	411.00
4609	Midlantic Nat'l Bank	1. Salaries-W/H Tax	2,727.06
"	" " "	1. Salaries-Emp. Soc. Sec.	1,724.19
"	" " "	27. Employers Soc. Sec.	1,724.20 6,175.45
4610	State of NJ - GIT	1. Salaries - NJ W/T	1,011.03
4611	W.O. Library Unemployment Ins.	1. Salaries	837.00
4612	Void		
4613	Int'l Union of Operating Engrs.	1. Salaries-Union Dues	276.93
4614	PERS 20284	1. Salaries	2,597.78
4615	"	1. Salaries	147.73
4616	Travelers Ins.	1. Salaries	1,014.00
4617	Twp. of W.O.-Hospitalization	26. Hospitalization	4,721.37
4618	W.O. Library Unemp. Ins.	1. Salaries	519.25
4619	A. Aborn Exterminating	11. Service Contracts	24.00
4620	Acme Electric Supply Co., Inc.	6. Maintenance-Main	56.13
4621	Acme Rubber Stamp Works	4. Supplies	11.00
4622	American Bindery-East	3. Binding	222.45
4623A	Automatic Data Processing of Princeton	11. Service Contracts-P/R	71.01
		11. " " "	71.51
		11. " " "	50.00
4623B	" " " "	11. " " "	42.37
		11. " " "	63.70 298.59
4624	Baker & Taylor Co.	2. Books	199.98
		2. " "	75.31
		2. " "	211.21
		2. " "	206.14
		2. " "	109.99 802.63
4625	Baker & Taylor	2. Books	5,556.73
		2. " "	58.75 5,615.48
4626	Bloomfield Electrical Supply	17. Lighting	1,594.10
4627	Brodart Co.	4. Supplies	313.40
4628	Marshall Cavendish	2. Books	106.95
		2. " "	83.34 190.29
4629A	Control Building Services	11. Service Contracts	95.00
B	" " "	11. " " "	95.00 190.00
4630	Du Pont Graphic Arts	4. Supplies	10.44
4631	E. Scott Gaipa Electrical Contractors	17. Lighting	3,328.00
4632	Information Access Co.	19. Magazines-Newspapers	4,023.67
4633	J. L. Hammett Co.	4. Supplies	49.07
4634	Manheim, Kosson & Novick	23. Management Services	1,463.00
4635	Void		
4636	Metropolitan Plant Exchange	10. Community Services	135.99
4637	New Jersey American Water Co.	8. Utilities	159.68
4638	N.J. Lawyer's Diary & Manual	2. Books	38.75
4839	New Jersey Library Assoc.	10. Community Services	75.00
4640	Petty Cash - Safe	4. Supplies	98.96
		12. Transportation	23.55
		13. Postage	12.40
		28. Video Tapes	13.73
		28. Lost Book	20.45 169.09
4641	Prescription Center	4. Supplies	18.95
4642A	PSE & G	8. Utilities	2,513.99
		8. " "	38.11 2,552.10
4643	Rourke Publishing Group	2. Books	167.45
4644	Frank H. Schwartz	26. Hospitalization	191.40

WEST ORANGE FREE PUBLIC LIBRARYDECEMBER 1989 BILLS PRESENTED FOR PAYMENT ON  
JANUARY 24, 1990Checks are Dated  
January 24, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4645	Lorraine Schwartz	26. Hospitalization		\$ 191.40
4646	Sorbus	11. Service Contracts		42.25
4647	Valente's Hardware, Inc.	18. Janitorial Supplies	\$ 5.29	
		18. " "	37.95	43.24
4648A	Xerox Corporation	25. Photocopy	125.13	
B	" "	25. "	125.13	
C	" "	25. "	125.13	
D	" "	25. "	125.13	
E	" "	25. "	242.00	
F	" "	25. "	242.00	
G	" "	25. "	242.00	1,226.52
4649	N.J. Bell	9. Telephone	341.36	
		9. "	21.21	362.57
<u>Sub-Total</u>				\$ 48,112.76
<u>ADD: Accounts Payable at December 31, 1989</u>				
		1. Salaries thru 12/31/89	11,807.42	
		16. Audit	1,650.00	13,457.42
				61,570.18
<u>LESS: Check #4605</u>				
	4606	1. Salaries	426.00	
	"	1. Salaries	4,602.04	
	4608	27. Employer Soc. Sec.	1,806.54	
	4609	1. Salaries	411.00	
	"	1. "	4,451.25	
	4610	27. Employer Soc. Sec.	1,724.20	
	4611	1. Salaries	1,011.03	
	4613	1. "	837.00	
	4614	1. "	276.93	
	4616	1. "	2,597.78	
	4617	1. "	147.73	
	4618	1. "	1,014.00	
	4640	1. "	4,721.37	
		28. Lost Books	519.25	
			20.45	( 24,566.57)
<u>Total Accounts Payable December 1989</u>				
<u>Per Budget Report</u>				\$ 37,003.61

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

1990 BUDGET AS COMPARED TO 1989 ACTUAL EXPENSES

LIBRARY BOARD MEETING JANUARY 24,1990

	1989 ACTUAL EXPENSES	1990 PROPOSED BUDGET	INCREASE (DECREASE) 1990 BUDGET OVER 1989 EXPENSES
SALARIES & WAGES	\$609,161.99	\$665,973.00	\$56,811.01
PERSONNEL COSTS:			
EMPLOYEE HEALTH			
BENEFIT PLAN	63,632.17	77,600.00	13,967.83
SOCIAL SECURITY	45,882.80	51,230.00	5,347.20
PUBLIC EMPLOY. RETIREMENT SYS.	35,918.96	44,700.00	8,781.04
UNEMPLOYMENT INS.	4,729.91	10,100.00	5,370.09
WORKERS COMPENSATION INS	6,438.00	5,500.00	(938.00)
SUNDAY OPENINGS	9,518.44	11,250.00	1,731.56
CONTRACTUAL SERVICES:			
BINDING	222.45	1,000.00	777.55
SEMINARS & WORKSHOPS	1,687.71	2,500.00	812.29
COMMUNITY SERVICES	1,082.21	2,000.00	917.79
TRANSPORTATION	332.90	750.00	417.10
AUDIT	1,650.00	2,000.00	350.00
MGMT. & PROFESSIONAL SVCS.	17,600.00	18,660.00	1,060.00
LEGAL SERVICES	3,439.50	7,000.00	3,560.50
CONTRACTUAL MAINT. & REPAIR:			
SERVICE CONTRACTS	4,564.01	9,000.00	4,435.99
PAYROLL SERVICES	2,416.67	2,400.00	(16.67)
MAINT. MAIN-UTILITIES	41,023.91	44,000.00	2,976.09
MAINT. MAIN-MAINT. & REPAIR	7,521.22	14,000.00	6,478.78
OFFICE EQUIPMENT REPAIR		750.00	750.00
RENTAL-TORY CORNER	540.00	540.00	0.00
JANITORIAL SUPPLIES	3,170.48	4,000.00	829.52
MATERIALS & SUPPLIES:			
BOOKS	90,209.91	97,000.00	6,790.09
SUPPLIES-LIBRARY	17,632.48	17,500.00	(132.48)
PERIODICALS, SERIALS & NEWSPAPERS	13,970.49	15,000.00	1,029.51
AUDIO/VISUAL MATERIALS	665.90	3,000.00	2,334.10
MICROFILM & MICROFICHE	2,675.18	9,000.00	6,324.82
PHOTOCOPY	9,151.03	9,500.00	348.97
MISC. EXPENSES:			
INSURANCE-OTHER	8,623.00	14,000.00	5,377.00
TELEPHONE	5,518.37	5,500.00	(18.37)
POSTAGE	2,191.11	3,500.00	1,308.89
ADMINISTRATIVE EXPENSE	691.18		(691.18)
PLANNING			0.00
PERMANENT PROPERTY:			
FURNITURE & FIXTURES	3,948.43	10,000.00	6,051.57
TELEPHONE & EQUIPMENT	10,154.19	400.00	(9,754.19)
AUTOMATION EQUIPMENT	5,481.00	5,000.00	(481.00)
OFFICE EQUIPMENT	362.50	2,000.00	1,637.50
MAINTENANCE EQUIPMENT	456.20	1,000.00	543.80
AUDIO VISUAL EQUIPMENT	185.66	3,000.00	2,814.34
LIGHTING	4,922.10	10,000.00	5,077.90
VIDEO RENTAL	2,103.53	2,000.00	(103.53)
CONVERSION TO BIBLIOGRAPHIC		45,000.00	45,000.00
VEHICLE PURCHASE	8,393.00		(8,393.00)
TOTAL ACTUAL EXPENSES - 1989	\$1,047,868.59		
TOTAL PROPOSED BUDGET-1990		\$1,227,353.00	
TOTAL INCREASE OF 1990 BUDGET			
OVER 1989 EXPENDITURES			\$179,484.41

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT - MONTH OF DECEMBER 1989  
LIBRARY BOARD MEETING OF JANUARY 24, 1990

	1987 ACTUAL EXPENSES BY LIBRARY	1988 ACTUAL EXPENSES BY LIBRARY	1989 ACTUAL EXPENSES BY LIBRARY	1989 APPROVED BUDGET	UNEXPENDED OR (OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1989 APPROVED BUDGET
SALARIES & WAGES	\$493,829.82	\$534,402.30	\$609,161.99	\$618,000.00	\$8,838.01
CONTRACTUAL SERVICES:					
BINDING	321.70	909.50	222.45	1,000.00	777.55
COMMUNITY SERVICES	1,499.57	272.81	1,082.21	1,500.00	417.79
TRANSPORTATION	208.60	282.65	332.90	500.00	167.10
SEMINARS & WORKSHOPS	573.83	950.93	1,687.71	1,500.00	(187.71)
AUDIT		3,300.00	1,650.00	1,650.00	0.00
MGMT. & PROFESSIONAL SVCS.	15,996.00	18,168.00	17,600.00	17,600.00	0.00
LEGAL & PROFESSIONAL FEES	6,393.25	5,267.00	3,439.50	4,000.00	560.50
CONTRACTUAL MAINT. AND REPAIRS:					
MAIN LIBRARY-UTILITIES	38,151.42	38,700.41	41,023.91	40,000.00	(1,023.91)
OFFICE EQUIPMENT REPAIR		975.25		500.00	500.00
MAIN LIBRARY-MAINT.	6,424.85	14,475.27	7,521.22	12,000.00	4,478.78
TORY CORNER-RENTAL	540.00	540.00	540.00	540.00	0.00
SERVICES CONTRACTS	4,711.15	7,175.54	4,564.01	8,000.00	3,435.99
PAYROLL SERVICES	1,864.61	2,097.16	2,416.67	2,300.00	(116.67)
MATERIALS & SUPPLIES:					
BOOKS	67,447.89	89,215.00	90,209.91	90,941.00	731.09
SUPPLIES	13,768.88	15,959.29	17,632.48	16,500.00	(1,132.48)
MICROFILM	1,703.00	8,342.88	2,675.18	9,000.00	6,324.82
VIDEO TAPES	201.36	1,854.81	2,103.53	2,000.00	(103.53)
PERIODICALS, SERIALS & NEWSPAPERS	9,326.62	11,232.80	13,970.49	15,000.00	1,029.51
AUDIO/VISUAL-MATERIALS	1,026.61	770.37	665.90	2,000.00	1,334.10
MISCELLANEOUS OTHER EXPENSE:					
INSURANCE	14,398.10	11,577.09	8,623.00	11,000.00	2,377.00
TELEPHONE	5,020.23	4,563.83	5,518.37	5,500.00	(18.37)
POSTAGE	3,209.63	2,928.03	2,191.11	2,500.00	308.89
PLANNING	1,564.86				0.00
ADMINISTRATIVE EXPENSE		4,693.34	691.18	1,000.00	308.82
EMPLOYEE HEALTH & BENEFIT PLAN	31,210.30	38,267.39	63,632.17	60,000.00	(3,632.17)
EQUIPMENT:					
FURNITURE & FIXTURES)		15,133.05	3,948.43	5,500.00	1,551.57
TELEPHONE EQUIPMENT)		29.87	10,154.19	7,000.00	(3,154.19)
TELEFAX EQUIPMENT				2,500.00	2,500.00
AUTOMATION EQUIPMENT)		617.90	5,481.00	5,500.00	19.00
OFFICE EQUIPMENT)	1,975.00	3,645.85	362.50	1,400.00	1,037.50
MAINTENANCE EQUIPMENT	79.95	913.99	456.20	500.00	43.80
AUDIO-VISUAL EQUIPMENT	710.00		185.66	1,000.00	814.34
LIGHTING			4,922.10	8,000.00	3,077.90
VEHICLE PURCHASE			8,393.00	10,000.00	1,607.00
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	35,985.83	40,595.20	45,882.80	47,000.00	1,117.20
PUBLIC EMPLOYEES					
RETIREMENT SYSTEM	34,055.84	35,922.79	35,918.96	41,000.00	5,081.04
UNEMPLOYMENT INS.	5,269.72	4,847.37	4,729.91	9,500.00	4,770.09
JANITORIAL SUPPLIES	2,333.10	3,325.29	3,170.48	3,500.00	329.52
SUNDAY OPENINGS	9,430.82	10,036.46	9,518.44	10,300.00	781.56
WORKERS COMP. INS.	5,072.00	5,003.00	6,438.00	5,000.00	(1,438.00)
PHOTOCOPY	4,326.01	8,061.16	9,151.03	9,000.00	(151.03)
 TOTAL ACTUAL EXPENSES-1987	 \$818,630.55				
TOTAL ACTUAL EXPENSES-1988		\$945,053.58			
TOTAL ACTUAL EXPENSES-1989			\$1,047,868.59		
TOTAL APPROVED BUDGET-1989				\$1,091,231.00	
NET UNEXPENDED BUDGET					
 NET UNEXPENDED BUDGET BALANCES - 1989					 \$43,362.41

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF FUND BALANCES

DECEMBER 31, 1989

	Balance Per Statements of Receipts at 12/31/89 as Presented to Library Board Meeting 1/24/90	To Transfer 1989 Receipts to Accumulated Revenues	To Transfer 1989 Budget Fund to Accumulated Revenues	Balance Funds After Resolution
1989 Budget Fund	\$ 43,362.41		( 43,362.41)	-0-
1989 Fines & Receipts	5,118.14	(\$ 5,118.14)		-0-
1989 Lost Book Fund	1,946.56	( 1,946.56)		-0-
1989 Book Sales & Excess Property Fund	1,614.55	( 1,614.55)		-0-
1989 Petty Cash & Change Fund	345.00			345.00
Accounts Payable 12/31/88	1,918.10	( 1,918.10)		-0-
Accumulated Revenue Fund	-0-	10,597.35	43,362.41	53,959.76
	54,304.76	-0-		54,304.76
Add: Accounts Payable 12/31/89	37,003.61			37,003.61
Total Funds	\$ 91,308.37			\$ 91,308.37
TO TRANSFER BALANCE OF 12/31/89				
1. Budget Balance to Accumulated Revenue				\$ 43,362.41
Sub-Total				
2. Add: 1989				
Unallocated Fines & Receipts			\$ 5,118.14	
Lost Book Fund			1,946.56	
Book Sales & Excess Property Fund			1,614.55	
Accounts Payable 12/31/88			1,918.10	10,597.35
TOTAL ACCUMULATED REVENUES TRANSFERRED-12/31/89				53,959.76
ACCUMULATED REVENUE BALANCE FROM 12/31/89				-0-
TOTAL ACCUMULATED REVENUES 12/31/89				\$ 53,959.76

WEST ORANGE FREE PUBLIC LIBRARYCOMPARATIVE BALANCE SHEETDECEMBER 31, 1989-1988-1987ASSETS

	<u>December 31,</u> <u>1989</u>	<u>December 31,</u> <u>1988</u>	<u>December 31,</u> <u>1987</u>
<u>CASH</u>			
Regular Checking Account	\$ 905	\$ 1,513	\$ 2,915
Investment Account	78,203	126,225	73,347
Savings Accounts	9,600	10,374	9,264
Community Relations Checking Account	2,025	1,914	1,083
Petty Cash Checking Account	290	215	190
Petty Cash Fund - Safe	250	250	250
Change Fund - Desk	35	35	35
<u>TOTAL CASH AND ASSETS</u>	<u>\$ 91,308</u>	<u>\$140,526</u>	<u>\$ 87,084</u>

LIABILITIES, RESERVES AND ACCUMULATED REVENUES

Accounts Payable	\$ 37,004	\$ 58,323	\$ 17,130
Reserve for:			
Petty Cash and Change Funds	345	360	360
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>37,349</u>	<u>58,683</u>	<u>17,490</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>53,959</u>	<u>81,843</u>	<u>69,594</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$ 91,308</u>	<u>\$140,526</u>	<u>\$ 87,084</u>

WEST ORANGE FREE PUBLIC LIBRARYCOMPARATIVE STATEMENT OF ACCUMULATED REVENUES  
FOR THE YEARS ENDED DECEMBER 31, 1989-1988

	<u>December 31, 1989</u>	<u>December 31, 1988</u>
<u>ACCUMULATED REVENUES:</u>		
Balance, January 1, 1989-1988	\$ 81,843	\$ 69,594
(Decreases) Increased to Accumulated Revenues:		
Transfer to Budget Fund, Per Resolution	( 81,843)	( 69,594)
<u>BALANCE</u>	-0-	-0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1989-88 Fines & Receipts	\$ 5,118	\$ 15,839
1989-88 Lost Book Funds	1,947	2,576
1989-88 Book Sales & Excess Property Fund	1,614	1,404
1988 Accounts Payable	<u>1,918</u> 10,597	<u>19,819</u>
1989-88 State Aid Received	49,388	49,388
1989-88 Balance of Budget Fund	43,362	12,636
1989 State Aid Transferred to Budget ( 49,388)	<u>43,362</u>	<u>62,024</u>
<u>ACCUMULATED REVENUES-DECEMBER 31,</u> <u>1989-88 PER EXHIBIT C</u>	<u>\$ 53,959</u>	<u>\$ 81,843</u>

I RESOLVED:

That the 1989 West Orange Free Public Library Budget be modified to the total amount of \$1,047,868.59 to cover the actual 1989 encumbrances/expenditures. Such modification shall be covered by the 1989 budget as granted by the Town of West Orange in the amount of \$900,000, plus the appropriations of \$147,868.59 accumulated revenue as follows:

Amount Transferred to 1989 Budget Fund:

1. Accumulated Revenue 1/1/89	\$ 81,843.00
<u>Transfer made 12/20/89</u>	
2. 1989 Fines & Receipts Used in 1989	50,000.00
3. 1989 N.J. State Aid Used in 1989	49,388.00
4. Received for Vehicle Purchase	10,000.00
	\$ 191,231.00
(Less) Unexpended 1989 Budged 12/31/89	( 43,362.41)
<u>Net Appropriation from 1989 Budget Fund</u> <u>from Accumulated Revenue</u>	<u>\$ 147,868.59</u>

II RESOLVED:

The following 1989 funds to be transferred to  
Accumulated Revenues:

1. 1989 Fines & Receipts Fund	\$ 5,118
2. 1989 Lost Book Fund	1,947
3. 1989 Book Sales & Excess Property Sold Fund	1,614
4. State Aid Fund-1989	-0-
5. Balance of Budget Fund-1989	43,362
6. 1988 Accounts Payable	1,918
<u>Total Funds to be Transferred to</u> <u>Accumulated Revenue-12/31/89</u>	<u>\$ 53,959</u>

Note:

A. Budget

	<u>1989</u>	<u>1988</u>
1. From Town of West Orange	\$ 900,000	\$ 850,000
2. From Accumulated Revenue - 1/1/89	81,843	69,594
3. From Fines & Reserves - 1989	50,000	34,913
4. From State Aid - 1989	49,388	3,183
5. Reserve for Vehicle Purchase	10,000	
<u>Total Budget</u>	<u>1,091,231</u>	<u>957,690</u>
(Less) Unexpended	( 43,362)	( 12,636)
<u>Net Modified Budget-Actual Expenses</u>	<u>\$1,047,869</u>	<u>\$ 945,054</u>

B. Transfer From:

Accumulated Revenue	\$ 81,843	\$ 69,594
Fines	50,000	34,913
State Aid	49,388	3,183
Vehicle Purchase	10,000	
	191,231	107,690
(Less) Unexpended	( 43,362)	( 12,636)
<u>Net Transfer Appropriation</u>	<u>\$ 147,869</u>	<u>\$ 95,054</u>

Prepared Without Audit.



**AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 28, 1990**

- 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. DISRUPTIVE PATRON POLICY**
  - B. OTHER**
- 10. NEW BUSINESS**
  - A. LIBRARY BROCHURE**
  - B. FILM SERIES**
  - C. CHANGE OF APRIL MEETING FROM 4/24 TO 4/30**
  - D. TORY CORNER - EXTENSION OF HOURS**
  - E. EXECUTIVE SESSION**
  - F. 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 FEBRUARY 28, 1990

The meeting was called to order at 7:45 P. M. by President Gayle Levy. The following members were present constituting a quorum: Rubye Allaway, Herbert Gladstone and Albert Kupferer. Also present were Board Attorney William Cuzzol, and Library Director Caren Brown. Irving Soloway, Anita Strauss, John Willies and Board Accountant, Stewart Manheim were absent.

OPEN PUBLIC MEETINGS"

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 1990 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger, the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the Board Meeting of January 24, 1990 as presented. Mrs. Alloway seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Financial Statement:

Ms. Brown expressed her appreciation to Mr. Manheim for the new format of the Financial Statement. Review was made of the Statement as well as the Director's percentages of expenditures and remaining funds, and revenue comparison to 2/16/90.

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

2) Bills Presented for Payment:

Mr. Gladstone made a motion to accept the Bills Presented for Payment to date. Mr. Kupferer seconded the motion and it was carried unanimously.

CORRESPONDENCE AND GIFTS:

Correspondence sent and/or received during the past month:

1) A letter dated 2/6/90 from the Director to Mayor Spina thanking him for the appointment to represent West Orange on the

Community Service Council of the Oranges and Maplewood, Illiteracy Task Force, of the United Way of Essex and West Hudson.

2) A memo dated 2/13/90 from the Department of Public Works advising of street name changes.

3) A note from Anita Strauss thanking the Board for the plant sent for her recuperation.

Ms. Brown announced that the Women Club of West Orange had donated \$164.00 toward the purchase of a compact disc cabinet.

#### DIRECTOR'S REPORT:

A new staff manual is in the process of being drafted. As portions are completed they will be given to the Personnel Committee for their review and presentation will be made to the Board for final approval.

A film series is planned for the third Wednesday of each month for the spring. Commentary will be made by Elsworth Morgan, film critic of the Essex Journal.

Ms. Brown visited two advertising classes at West Orange High School about a logo design for the Library and the various ways the logo would be used by the Library.

The West Orange and Livingston Public Libraries are working to co-sponsor staff workshops focusing on communication skills internally and in dealing with the public. Staff from both libraries will attending one of two meetings.

A Book Selection Committee has been formed to include more members of the staff. This will allow additional input concerning decisions of adult book purchases.

The Library is scheduled to speak to the Township Council on Saturday, March 3 concerning the 1990 Proposed Budget.

#### OLD BUSINESS:

Mr. Kupferer made a motion to accept the revised Disruptive Behavior Policy as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

#### NEW BUSINESS:

The draft of the Library brochure was reviewed and discussed by the Board. It was agreed that it was good and that the Director should proceed with the printing and distribution to the public.

Ms. Brown asked that the April meeting date be changed as the NJLA conference will be held during the week of the meeting.

Mr. Gladstone made a motion to change the April meeting from Wednesday, April 24 to Monday, April 30. Mr. Kupferer seconded the motion and it was passed unanimously.

Tory Corner hours will be expanded one hour a day to 1:00 to 5:00 P. M. The staff member working there has noted an increased need for the extra hour.

Mr. Kupferer made a motion to extend the hours at the Tory Corner Library to 1:00-5:00 P. M. provisionally for the balance of 1990. A report and the Director's recommendation will be given in December. Mr. Gladstone seconded the motion and it was carried unanimously.

The meeting was adjourned at 8:45. An Executive Session was held concerning personnel.

Respectfully submitted,

  
Sandra G. Sessing  
Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## DIRECTOR'S REPORT

FEBRUARY 28, 1990

1. We have completed the first draft of the Library brochure (enclosed). The center folded sheet will show a map of the Library's main floor.
2. Working with the officers of the new staff association, we have begun work on a new staff manual. As we complete portions, we will bring them to the Board for approval and hope that by the end of the year we will have a complete manual.
3. We have planned a film series for the spring on the third Wednesday of each month. In addition to the film, there will be commentary by Elsworth Morgan, film critic of the Essex Journal. (Flier enclosed)
4. We have produced a promotion for the Homebound service which is being distributed in the Library, at the Senior lunch program, in Degnan and Fairmount House, in local houses of worship, in nursing homes, and through the Welcome Wagon.
5. We will be speaking at West Orange High School on 2/27 to advertising classes about the logo they are designing and various promotional projects they can work on for the Library. On March 13, we are speaking at Pleasantdale school for their annual Career Week observance.
6. The Library is scheduled to speak to the Township Council on Saturday, March 3 to defend the 1990 budget. Trustees are encouraged to attend.
7. We are working with the Livingston Public Library to co-sponsor staff workshops that will focus on communication skills, internally and dealing with the public. We hope to have the first program held in West Orange on two consecutive days in May, and plan to have all staff from both libraries attending on one of the two days. We hope that this will be only the first in a series of workshops, co-sponsored and planned by the two libraries.
8. We have formed a Book Selection Committee to extend the decisions about purchase of adult books to more members of the staff. The members of the Committee are C. Brown, M. Cushing, J. Lepore, D. Pinkus, and S. Seidler. We hope that this will add variety to the selection process and encourage input and interest in book selection from more members of the staff.



BUDGET REPORT  
MONTH OF JANUARY, 1990  
LIBRARY BOARD MEETING OF FEBRUARY 28, 1990

	PROPOSED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 2/16/90	BUDGET BALANCE 2/16/90
SALARIES & WAGES	\$665,973	\$39,713.46	\$626,259.54
PERSONNEL COSTS:			
EMPLOYEE HEALTH			
BENEFIT PLAN	77,600	6,867.35	70,732.65
SOCIAL SECURITY	51,230	5,305.43	45,924.57
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	0.00	44,700.00
UNEMPLOYMENT INS.	10,100	0.00	10,100.00
WORKERS COMPENSATION INS	5,500	0.00	5,500.00
SUNDAY SALARIES	11,250	421.95	10,828.05
CONTRACTUAL SERVICES:			
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	1,467.00	17,193.00
LEGAL SERVICES	7,000	552.00	6,448.00
PAYROLL SERVICES	2,400	186.92	2,213.08
CONTRACTUAL MAINT. & REPAIR:			
SERVICE CONTRACTS	9,000	557.02	8,442.98
UTILITIES	44,000	7,146.48	36,853.52
OFFICE EQUIPMENT REPAIR	750	203.00	547.00
MAINT. & REPAIR-BLDG.	14,000	1,831.11	12,168.89
RENTAL-TORY CORNER	540	135.00	405.00
JANITORIAL SUPPLIES	4,000	1,352.67	2,647.33
MATERIALS & SUPPLIES:			
BOOKS	97,000	15,135.47	81,864.53
SUPPLIES-LIBRARY	17,500	1,664.99	15,835.01
PERIODICALS, SERIALS & NEWSPAPERS	15,000	229.35	14,770.65
AUDIO/VISUAL MATERIALS	3,000	104.12	2,895.88
MICROFILM & MICROFICHE	9,000	259.37	8,740.63
PHOTOCOPY	9,500	875.26	8,624.74
BINDING	1,000	0.00	1,000.00
VIDEO RENTAL	2,000	344.51	1,655.49
MISC. EXPENSES:			
INSURANCE-OTHER	14,000	1,462.00	12,538.00
TELEPHONE	5,500	403.03	5,096.97
POSTAGE	3,500	32.49	3,467.51
SEMINARS & WORKSHOPS	2,500	0.00	2,500.00
TRANSPORTATION	750	0.00	750.00
COMMUNITY SERVICES	2,000	70.00	1,930.00
PERMANENT PROPERTY:			
FURNITURE & FIXTURES	10,000	0.00	10,000.00
TELEPHONE & EQUIPMENT	400	0.00	400.00
AUTOMATION EQUIPMENT	5,000	0.00	5,000.00
OFFICE EQUIPMENT	2,000	0.00	2,000.00
MAINTENANCE EQUIPMENT	1,000	0.00	1,000.00
AUDIO VISUAL EQUIPMENT	3,000	0.00	3,000.00
LIGHTING	10,000	0.00	10,000.00
CONVERSION TO BIBLIOGRAPHIC	45,000	0.00	45,000.00
TOTAL	\$1,227,353	\$86,319.98	\$1,141,033.02

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JANUARY, 1990

				LESS:		
				BILLS & APPROPRIATIONS PAYABLE AT 2/16/90		
				BUDGET BALANCES AT 2/16/90		
BALANCE 1/1/90	TRANSFER PER RESOLUTION	RECEIPTS	NET DISBURSEMENTS	BALANCE 1/31/90	ADD: DUE FROM TOWN OF W. ORANGE	
\$43,362.41	(\$43,362.41)	\$225,000.00	\$51,340.25	\$173,659.75	\$1,002,353.00	(\$34,979.73)
						\$1,141,033.02

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX  
CONTINENTAL COPY PRODUCTS

TOTAL COPY MACHINES

\$0.00	\$1,369.50	\$1,369.50
\$0.00	125.66	125.66
\$0.00	\$1,495.16	\$1,495.16
\$0.00	\$1,764.67	\$1,764.67
\$0.00	175.35	175.35
\$0.00	0.00	0.00
\$0.00	40.60	40.60
\$0.00	25.00	25.00
\$0.00	50.00	50.00
\$0.00	9.41	9.41
\$0.00	278.00	278.00
\$0.00	896.96	896.96
\$0.00	0.00	0.00
\$5,118.14	(5,118.14)	844.30

TOTAL RECEIPTS AND FUNDS

\$5,118.14	(\$5,118.14)	\$5,579.45	\$5,579.45
1,946.56	(1,946.56)	89.15	89.15
1,614.55	(1,614.55)	192.40	192.40
345.00		0.00	345.00
0.00		0.00	0.00
0.00	53,959.76	53,959.76	53,959.76
0.00	21.36	21.36	21.36
0.00			
38,921.71	(1,918.10)	35,353.61	1,650.00

TOTAL ALL FUNDS

\$91,308.57	\$0.00	\$230,802.56	\$86,693.86	\$235,496.87
-------------	--------	--------------	-------------	--------------

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7  
INVESTMENT A/C MIDLANTIC NATL BANK #738-0572-8  
MIDLANTIC NATL BANK -#27030 0177 4 FINES, ETC  
MIDLANTIC NATL BANK -#20730 11617 UNEMP. INS.  
MIDLANTIC NATL BANK -#20730 14058-BOOK SALES  
MIDLANTIC NATL BANK -#735-1699-9 COMMUNITY RELATIONS  
PETTY CASH  
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

\$24,151.71  
194,158.83  
12,848.63  
490.69  
1,247.48  
2,024.70  
285.00  
289.83

LESS: ACCOUNTS PAYABLE 2/16/90

\$235,496.87  
(34,979.73)

CASH FUNDS AVAILABLE AT 2/16/90

\$200,517.14

BILLS  
& APPROPRIATIONS  
PAYABLE AT  
2/16/90  
PRESENTED  
FOR PAYMENT  
AT THIS  
MEETING

<hr/>	
SALARIES & WAGES	
PERSONNEL COSTS:	
EMPLOYEE HEALTH	
BENEFIT PLAN	1,264.39
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	
SUNDAY SALARIES	
CONTRACTUAL SERVICES:	
AUDIT	
ACCOUNTING SERVICES	1,467.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	186.92
CONTRACTUAL MAINT. & REPAIR:	
SERVICE CONTRACTS	557.02
UTILITIES	7,146.48
OFFICE EQUIPMENT REPAIR	203.00
MAINT. & REPAIR-BLDG.	1,831.11
RENTAL-TORY CORNER	135.00
JANITORIAL SUPPLIES	1,352.67
MATERIALS & SUPPLIES:	
BOOKS	15,115.02
SUPPLIES-LIBRARY	1,664.99
PERIODICALS, SERIALS &	
NEWSPAPERS	229.35
AUDIO/VISUAL MATERIALS	104.12
MICROFILM & MICROFICHE	259.37
PHOTOCOPY	875.26
BINDING	
VIDEO RENTAL	344.51
MISC. EXPENSES:	
INSURANCE-OTHER	1,462.00
TELEPHONE	403.03
POSTAGE	32.49
SEMINARS & WORKSHOPS	
TRANSPORTATION	
COMMUNITY SERVICES	70.00
PERMANENT PROPERTY:	
FURNITURE & FIXTURES	
TELEPHONE & EQUIPMENT	
AUTOMATION EQUIPMENT	
OFFICE EQUIPMENT	
MAINTENANCE EQUIPMENT	
AUDIO VISUAL EQUIPMENT	
LIGHTING	
CONVERSION TO BIBLIOGRAPHIC	
TOTAL	<hr/> \$34,979.73 <hr/>



WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1989 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 28, 1990

Checks are Dated  
January 25, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4650	William F. Cuozzi	24. Legal Services	\$ 276.00
4651	Delta Dental Plan	26. Hospitalization	881.59
4652	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,751.68
"	"	1. Salaries-Employee Soc.Sec.	1,774.69
"	"	27. Employer Soc. Sec.	<u>1,774.69</u> 6,301.06
4653	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	426.00
	P/R 1/5 #8525-8564 (40)	1. Salaries-Net Payroll	15,908.73
	P/R 1/19 #8565-8595 (31)	1. Salaries-Net Payroll	14,787.72
<u>Sub-Total</u>			\$ 38,581.10
Add: Checks #4605-4649 Issued at January 24, 1990			<u>48,112.76</u>
<u>Total Per Budget Report January 1990</u>			<u>\$ 86,693.86</u>

PAYMENT RECOMMENDED BY:

*Luc Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1990 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 28, 1990

Checks are Dated  
February 28, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4654	Midlantic National Bank	1. Salaries-W/H Tax	\$2,808.92	
"	"	1. Salaries-Emp. Soc. Sec.	1,801.23	
"	"	27. Employer Soc. Sec.	1,801.23	\$ 6,411.38
4655	State of NJ-GIT	1. Salaries-NJ W/T		1,016.49
4656	Void			
4657	Int'l Union of Operating Engr.	1. Salaries-Union Dues		533.88
4658	PERS 20284	1. Salaries		2,508.32
4659	"	1. Salaries		149.38
4660	Travelers Ins.	1. Salaries		1,014.00
4661	Twp of W.O. - Hospitalization	26. Hospitalization		4,714.93
4662	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		426.00
4663	W.O. Library Unemp. Savings a/c	1. Salaries		525.89
4664A	A & C Elevator Co., Inc.	11. Service Contracts	135.00	
B	" " " " " "	11. " "	135.00	270.00
4665	Acme Rubber Stamps	4. Supplies		10.15
4666A	American Paper Towels	18. Janitorial Supplies	1,321.10	
B	" " " "	4. Supplies	79.00	1,400.10
4667A	A T & T	9. Telephone	3.65	
B	" " " "	9. " "	3.65	7.30
4668A	Automatic Data Processing	11. Service Contracts-P/R	68.05	
B	" " " "	11. " " "	20.00	
C	" " " "	11. " " "	98.87	186.92
4669A	Baker & Taylor Co.	2. Books	251.72	
"	" " " "	2. " "	( 6.60)	
B	" " " "	2. " "	( 524.19)	
C	" " " "	2. " "	6,487.82	
D	" " " "	4. Supplies	94.75	6,303.50
4670	Baker & Taylor	2. Books	176.20	
"	" " " "	2. " "	101.38	
"	" " " "	2. " "	79.77	
"	" " " "	2. " "	25.56	382.91
4671A	Baker & Taylor	28. Video Tapes	74.66	
"	" " " "	28. " "	27.21	
"	" " " "	28. " "	28.53	
"	" " " "	28. " "	8.68	
"	" " " "	28. " "	41.41	
"	" " " "	28. " "	( 10.93)	
"	" " " "	28. " "	43.22	
"	" " " "	28. " "	30.48	243.26
4672A	Benisch & Co.	5. Insurance - Other	35.00	
"	" " " "	5. " "	35.00	
"	" " " "	5. " "	35.00	
B	" " " "	5. " "	403.00	
C	" " " "	5. " "	954.00	1,462.00
4673	Bloomfield Electrical Supply Co.	6. Maintenance-Main		1,704.11
4674	Brodart, Inc.	4. Supplies		36.55
4675	Business Journal of New Jersey	2. Books		99.00
4676	C D One Stop	21. A/V Materials - Software		104.12
4677	Certified Elevator Inspeccion Agency	6. Maintenance-Main		100.00
4678	Children's Book Council, Inc.	4. Supplies		45.65
4679	Clements Research II, Inc.	2. Books		61.25
4680	Control Building Services	11. Service Contracts		105.00
4681	The Copier Store	25. Photocopy		60.00
4682	The Council of State Govt's.	2. Books		30.75
4683	William F. Cuzzo, Esq.	24. Legal Services		276.00
4684	Curley Publishing Co.	2. Books		91.25
4685A	C.W. Associates	2. Books	15.00	
B	" " " "	2. " "	17.00	
"	" " " "	2. " "	18.00	50.00
4686	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental		881.59
4687A	DEMCO	4. Supplies	71.05	
B	" " " "	4. " "	16.81	87.86
4688	Dun's Marketing Services	2. Books		297.50
4689A	EBSCO Subscription Services	19. Magazines-Newspapers	( 21.95)	
B	" " " "	4. Supplies	114.95	93.00
4690	Encore Books #8201	2. Books		185.72

## WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1990 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 28, 1990

Checks are Dated  
February 28, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4691	Essex County Library Directories	10. Community Relations		\$ 50.00
4692A	Gale Research, Inc.	2. Books	\$ 115.56	
	" " "	2. "	232.50	
	" " "	2. "	84.63	
B	" " "	2. "	95.56	
	" " "	2. "	162.75	691.00
4693	Gann Law Books	2. Books		43.70
4694A	G. K. Hall & Co.	2. Books	104.75	
	" " " " "	2. "	109.04	
B	" " " " "	2. "	28.77	
	" " " " "	2. "	87.83	330.39
4695	A Hop Skip & Jump Press, Inc.	2. Books		13.40
4696A	Lapat	25. Photocopy	565.00	
B	"	4. Supplies	116.55	681.55
4697	The Library of Congress	2. Books		20.00
4698A	MacMillan Publishing Co.	2. Books	240.01	
	" " "	2. "	291.01	
	" " "	2. "	71.01	602.03
4699	Main Entry	2. Books		206.36
4700	Manheim, Kosson & Novick	23. Management Services		1,467.00
4701	Florence Mantell	26. Hospitalization		382.80
4702	Market Data Retrieval	2. Books		40.00
4703	Marshall Cavendish Corp.	2. Books	99.89	
	" " "	2. "	88.95	188.84
4704	Moody's Investor Services, Inc.	2. Books		2,555.00
4705	National Geographic Society	2. Books		28.95
4706A	National Fuel Oil, Inc.	6. Maintenance-Main	27.00	
	" " " "	8. Utilities	1,909.88	
B	" " " "	8. Utilities	2,392.42	4,329.30
4707	New Jersey Bell	9. Telephone	373.57	
	" " "	9. "	22.16	395.73
4708	N.J. Library Trustee Assoc.	10. Community Relations		20.00
4709A	New Jersey Office Supply	4. Supplies	213.86	
	" " " "	4. "	158.15	
	" " " "	4. "	5.94	
B	" " " "	4. "	4.20	
	" " " "	4. "	14.88	397.03
4710A	Nynex	11. Service Contracts	24.40	
B	"	11. " "	24.40	48.80
4711	Petty Cash - Safe	2. Books	8.94	
	" " "	4. Supplies	26.69	
	" " "	13. Postage	32.49	
	" " "	28. Lost Book Refund	23.92	92.04
4712	Prescription Center	4. Supplies		7.74
4713A	PSE & G	8. Utilities	2,806.07	
B	" " "	8. "	38.11	2,844.18
4714	R. R. Bowker	2. Books		234.36
4715	Sorbus	11. Service Contracts		43.50
4716	Standard & Poor's Corp.	2. Books		1,240.00
4717	The Star Ledger	11. Service Contracts		66.00
4718	Sunland Books, Inc.	2. Books		412.05
4719	Thorndike Press	2. Books		17.03
4720	3 M XRP2052 (No)	28. Equipment Repair		203.00
4721A	University Microfilms International	20. Microfilm	( .76)	
	" " "		129.13	128.37
4722A	University Products, Inc.	4. Supplies	475.10	
B	" " "	4. "	55.79	530.89
4723A	Valente's Hardware, Inc.	18. Janitorial Supplies	29.50	
B	" " "	18. " "	2.07	31.57

## WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1990 BILLS PRESENTED FOR PAYMENT ON  
FEBRUARY 28, 1990Checks are Dated  
February 28, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4724A	Viking Office Products	4. Supplies	\$ 55.17
B	" " "	4. "	26.41
C	" " "	4. "	( 14.40) \$ 67.18
4725	Warren Gorham & Lamont, Inc.	2. Books	414.95
4726	Weston Woods	28. Video Tapes	101.25
4727	West Orange Community House	7. Maintenance-Tory	135.00
4728	West Publishing Co.	2. Books	33.25
4729	Wolstein, Inc.	4. Supplies	50.00
4730	World Almanac Education	2. Books	34.72
4731	World Book, Inc.	2. Books	20.00
4732	World Book, Inc.	2. Books	549.00
4733A	Worrall Publications, Inc.	20. Microfilm	103.00
B	" " "	20. "	28.00
4734	Xerox Corporation	11. Service Contracts	23.72 154.72
"	"	25. Photocopy	125.13
4735	H. Young	25. "	125.13 250.26
4736	Petty Cash	19. Magazines-Newspapers	51.30
		19. Magazines-Newspapers	200.00
	<u>Sub-Total</u>		\$ 52,280.00
	<u>Less: Check #4654</u>	1. Salaries	4,610.15
	"	27. Employer Soc. Sec.	1,801.23
	4655	1. Salaries	1,016.49
	4657	1. "	533.88
	4658	1. "	2,508.32
	4659	1. "	149.38
	4660	1. "	1,014.00
	4661	26. Hospitalization	4,714.93
	4662	1. Salaries	426.00
	4663	1. "	525.89 ( 17,300.27)
	<u>Total Bills and Appropriations at February 16, 1990</u>		
	<u>Per Budget Report</u>		\$ 34,979.73

PAYMENT RECOMMENDED BY:

*Karen Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim, CPA*

**AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MARCH 28, 1990**

- 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**
- 10. NEW BUSINESS**
  - A. VIDEO FEE POLICY**
  - B. EXECUTIVE SESSION**
  - C. 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 MARCH 28, 1990

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

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1990 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 2/28/90 noting that under MINUTES, the second to the motion was made by Mr. Kupferer. Mr. Kupferer seconded Mr. Willies' 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. 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. Gladstone seconded the motion and it was carried unanimously.

CORRESPONDENCE AND GIFTS:

Correspondence sent and/or received during the past month:

1) A letter dated 3/23/90 to Caren Brown thanking her for participation in the annual Career Awareness Activities.

2) A letter dated 3/90 to the Library Director from the Division of Pensions informing the Library that passage of Chapter 6, P. L. on March 1, 1990, makes provision for pension adjustment payments.

A check was enclosed in the amount of \$16,209.18.

3) A letter dated 2/13/90 to Board President Gayle Levy from Sybil Seidler listing the West Orange Public Library Employees Association officers for the remainder of 1990.

Ms. Brown announced that a \$10.00 donation had been received from the House of the Holy Comforter.

#### DIRECTOR'S REPORT:

The staff manual is just about completed and will be submitted to the Board's attorney for review, and then presented to the Board for discussion.

Requests have been made from the West Orange JCC and the Greenhill Home to present book discussions at their facilities.

The Children's Room is working hard to have everything run smoothly during Cheryl Kranitz' recuperation from surgery.

Plans have been finalized for the staff development program which West Orange is co-sponsoring with the Livingston Library.

The first film program was successfully launched with an attendance of 17 people.

#### OLD BUSINESS:

Mr. Willies reported that the training session for Trustees held at Roseland Public Library was excellent and that the State Library did an outstanding job in presenting the legal aspects as well as other related information for Trustees.

#### NEW BUSINESS:

Ms. Brown asked the Board to consider removing the fees on video tapes as it has become part of the library's collection and services and should be treated as same. A short discussion followed and it was agreed that the Trustees would consider the pros and cons to the Director's suggestion and that it would be discussed at the next Board meeting.

#### OTHER:

The library brochure will be copied and distributed as soon as the map is completed. The library logo project with West Orange High School is still being worked on by the students.

#### NEW FRIENDS:

Dorothy Suyker of the New Friends requested donation of library books for the book sale.

Mr. Gladstone made a motion that for the year 1990, the library donate books to the New Friends for their book sale. Mr. Willies seconded the motion and it was carried unanimously.

Mrs. Levy thanked Ms. Suyker for contributing her valuable time to assist in the library's inventory.

Ms. Suyker asked if consideration could be given to eliminating the reserve fee for 28 day books. It was agreed that both the Board and Director would think about the issue.

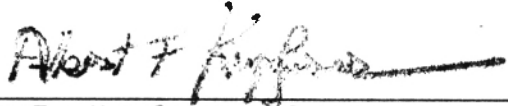
CITIZENS' HEARING:

Mr. Terrance Brown from Llewellyn Park said that he felt that the selection of charging a fee for one library service, such as videos, was doing a disservice to the library.

Mrs. Levy reminded the Trustees that the next Board meeting will be held on Monday, April 30.

The meeting was adjourned at 8:45 P. M. An Executive Session was held concerning personnel.

Respectfully submitted,



Albert F. Kupferer, Secretary  
Board of Trustees



Sandra G. Sessing,  
Secretary



EXECUTIVE SESSION

MARCH 28, 1990

The Director's evaluation was presented and discussed. Copies of the evaluation will be placed in the personnel folder, given to the Director, and kept by the personnel committee.

*Loren Brown*

## DIRECTOR'S REPORT

MARCH 28, 1990

1. We spent most of this past month on the new staff manual working with the officers of the new staff association. We will have it completed by the next Board meeting and will give it to Bill Cuozzi for review, and then present it to the Board for discussion.

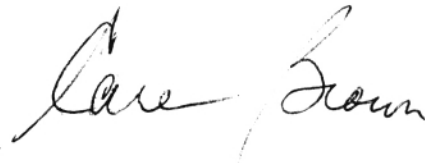
2. We spoke to two classes from West Orange High School, both at the High School and in the Library, in preparation for their work on the Library's logo, etc.

3. We spoke at Pleasantdale School for Career day, addressing the 1st, 2nd, and 3rd grades about what a librarian does and about our Library in particular.

4. We are working with the West Orange JCC and the Greenhill Home to present book discussions at their facilities.

5. The Children's Room is working very hard to make up for the absence of Cheryl Kranitz, who underwent surgery on March 23 and is expected to be out for approximately 4-6 weeks.

6. We have finalized our plans for the staff development program that we are cosponsoring with the Livingston library. It will be held in the West Orange Library on May 1 and 2.

A handwritten signature in cursive script, appearing to read "Dave Loun".

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF FEBRUARY, 1990  
LIBRARY BOARD MEETING OF MARCH 28, 1990

	PROPOSED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 3/16/90	BUDGET BALANCE 3/16/90
SALARIES & WAGES	\$665,973	\$85,912.07	\$580,061
PERSONNEL COSTS:			
EMPLOYEE HEALTH			
BENEFIT PLAN	77,600	12,463.87	65,136.13
SOCIAL SECURITY	51,230	8,917.80	42,312.20
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	0.00	44,700.00
UNEMPLOYMENT INS.	10,100	0.00	10,100.00
WORKERS COMPENSATION INS	5,500	0.00	5,500.00
SUNDAY SALARIES	11,250	990.32	10,259.68
CONTRACTUAL SERVICES:			
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	2,934.00	15,726.00
LEGAL SERVICES	7,000	828.00	6,172.00
PAYROLL SERVICES	2,400	565.19	1,834.81
CONTRACTUAL MAINT. & REPAIR:			
SERVICE CONTRACTS	9,000	895.67	8,104.33
UTILITIES	44,000	9,988.55	34,011.45
OFFICE EQUIPMENT REPAIR	750	203.00	547.00
MAINT. & REPAIR-BLDG.	14,000	1,831.11	12,168.89
RENTAL-TORY CORNER	540	135.00	405.00
JANITORIAL SUPPLIES	4,000	1,427.85	2,572.15
MATERIALS & SUPPLIES:			
BOOKS	97,000	21,110.44	75,889.56
SUPPLIES-LIBRARY	17,500	2,722.94	14,777.06
PERIODICALS, SERIALS & NEWSPAPERS	15,000	382.90	14,617.10
AUDIO/VISUAL MATERIALS	3,000	531.99	2,468.01
MICROFILM & MICROFICHE	9,000	259.37	8,740.63
PHOTOCOPY	9,500	1,125.52	8,374.48
BINDING	1,000	0.00	1,000.00
VIDEO TAPES	2,000	375.47	1,624.53
MISC. EXPENSES:			
INSURANCE-OTHER	14,000	3,679.00	10,321.00
TELEPHONE	5,500	769.91	4,730.09
POSTAGE	3,500	437.98	3,062.02
SEMINARS & WORKSHOPS	2,500	0.00	2,500.00
TRANSPORTATION	750	0.00	750.00
COMMUNITY SERVICES	2,000	70.00	1,930.00
PERMANENT PROPERTY:			
FURNITURE & FIXTURES	10,000	394.37	9,605.63
TELEPHONE & EQUIPMENT	400	0.00	400.00
AUTOMATION EQUIPMENT	5,000	0.00	5,000.00
OFFICE EQUIPMENT	2,000	0.00	2,000.00
MAINTENANCE EQUIPMENT	1,000	0.00	1,000.00
AUDIO VISUAL EQUIPMENT	3,000	0.00	3,000.00
LIGHTING	10,000	0.00	10,000.00
CONVERSION TO BIBLIOGRAPHIC	45,000	0.00	45,000.00
TOTAL	\$1,227,353.00	\$158,952.32	\$1,068,400.68

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF FEBRUARY, 1990

		LESS:		BUDGET
		ACCOUNTS		BALANCES AT
		PAYABLE		3/16/90
		3/16/90		
BALANCE	RECEIPTS	NET	ADD. DUE	
2/1/90		DISBURSEMENTS	FROM TOWN	
			OF W. ORANGE	
\$173,659.75		\$90,074.01	\$1,002,353.00	\$1,068,400.68
			(\$17,538.06)	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX  
CONTINENTAL COPY PRODUCTS

\$1,369.50	\$855.00	\$2,224.50
125.66		125.66

TOTAL COPY MACHINES  
FINES  
RENTALS  
PROJECTOR RENTAL  
MICROFILMS  
NON-RESIDENT FEE  
MEETING ROOM  
TELEPHONE  
DONATIONS  
INTEREST  
MISCELLANEOUS  
VIDEO TAPE RENTAL

\$1,495.16	\$855.00	\$2,350.16
1,764.67	1,295.19	3,059.86
175.35	207.10	382.45
		0.00
40.60	52.40	93.00
25.00	40.00	65.00
50.00	150.00	200.00
9.41	10.48	19.89
278.00	164.35	442.35
896.96	749.34	1,646.30
		0.00
844.30	895.00	1,739.30

TOTAL RECEIPTS AND FUNDS  
LOST BOOK FUND  
BOOK SALES & EXCESS PROPERTY FUND  
PETTY CASH & CHANGE FUND  
N.J. STATE AID FUND  
ACCUMULATED REVENUE FUND  
APPROPRIATION REFUND  
ACCOUNTS PAYABLE 12/31/89

\$5,579.45	\$4,418.86	\$9,998.31
89.15	47.58	136.73
192.40	166.60	359.00
345.00		345.00
		0.00
53,959.76		53,959.76
21.36		21.36
1,650.00		1,650.00
\$235,496.87	\$4,633.04	\$150,055.90

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 - \*27030 0177 4 FINES, ETC  
MIDLANTIC NATL BANK - \*20730 11617 UNEMP. INS.  
MIDLANTIC NATL BANK - \*20730 14058-BOOK SALES  
MIDLANTIC NATL BANK - \*735-1699-9 COMMUNITY RELATIONS  
PETTY CASH  
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

\$48,867.11
90,118.76
6,732.33
490.69
1,247.48
2,024.70
285.00
289.83

LESS: ACCOUNTS PAYABLE 3/16/90  
CASH FUNDS AVAILABLE AT 3/16/90

\$150,055.90	\$132,517.84
(17,538.06)	

WEST ORANGE FREE PUBLIC LIBRARY

FEBRUARY 1990 BILLS PRESENTED FOR PAYMENT ON  
MARCH 28, 1990

VOUCHER		Checks are Dated	
NUMBER		February 28, 1990	
	PAYEE	BUDGET ALLOCATION	AMOUNT
4737	PSE & G	8. Utilities	\$ 2,844.18
4738	Midlantic National Bank	1. Salaries-W/H Tax	\$2,738.15
"	"	1. Salaries-Employee SS	1,811.14
"	"	27. Employer Soc. Sec.	1,811.14
4739	W.O. Municipal Emp.-FCU	1. Salaries-Emp. Savings	426.00
	P/R 2/2 #8596-8633 (38)	1. Salaries-Net	15,317.19
	P/R 2/10 #8634-8673 (40)	1. Salaries-Net	15,690.39
Sub-Total			\$ 40,638.19
Add: Checks #4654-4736 Issued at February 28, 1990			52,280.00
Less: Void Check #4713			( 2,844.18)
Total Per Budget Report February 1990			\$ 90,074.01

PAYMENT RECOMMENDED BY:

*Can/Bar*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

BILLS  
& APPROPRIATIONS  
PAYABLE AT  
3/16/90  
PRESENTED  
FOR PAYMENT  
AT THIS  
MEETING

SALARIES & WAGES	
PERSONNEL COSTS:	
EMPLOYEE HEALTH	
BENEFIT PLAN	881.59
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	
SUNDAY SALARIES	
CONTRACTUAL SERVICES:	
AUDIT	
ACCOUNTING SERVICES	1,467.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	378.27
CONTRACTUAL MAINT. & REPAIR:	
SERVICE CONTRACTS	338.65
UTILITIES	2,842.07
OFFICE EQUIPMENT REPAIR	
MAINT. & REPAIR-BLDG.	
RENTAL-TORY CORNER	
JANITORIAL SUPPLIES	75.18
MATERIALS & SUPPLIES:	
BOOKS	5,974.97
SUPPLIES-LIBRARY	1,057.95
PERIODICALS, SERIALS &	
NEWSPAPERS	153.55
AUDIO/VISUAL MATERIALS	427.87
MICROFILM & MICROFICHE	
PHOTOCOPY	250.26
BINDING	
VIDEO TAPES	30.96
MISC. EXPENSES:	
INSURANCE-OTHER	2,217.00
TELEPHONE	366.88
POSTAGE	405.49
SEMINARS & WORKSHOPS	
TRANSPORTATION	
COMMUNITY SERVICES	
PERMANENT PROPERTY:	
FURNITURE & FIXTURES	394.37
TELEPHONE & EQUIPMENT	
AUTOMATION EQUIPMENT	
OFFICE EQUIPMENT	
MAINTENANCE EQUIPMENT	
AUDIO VISUAL EQUIPMENT	
LIGHTING	
CONVERSION TO BIBLIOGRAPHIC	
TOTAL	\$17,538.06

FEBRUARY 1990 BILLS PRESENTED FOR PAYMENT ON  
MARCH 28, 1990

Checks are Dated  
March 28, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4740	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$2,761.75	
"	" " "	1. Salaries-Employee Soc.Sec.	1,789.55	
"	" " "	27. Employer Soc. Sec.	1,789.54	6,340.84
4741	W.O. Municipal Emp.-FCU	1. Salaries-Emp. Savings		426.00
4742	A & C Elevator	11. Service Contracts		135.00
4743	Acme Rubber Stamp Works	4. Supplies		6.00
4744	American Camping Assoc.	2. Books		11.95
4745	American Psychiatric Press, Inc.	2. Books		34.70
4746	AT & T	9. Telephone		3.65
4747A	Automatic Data Processing	11. Service Contracts-P/R	71.85	
"	" " "	11. " " "	131.25	
B	" " "	11. " " "	23.95	
C	" " "	11. " " "	78.53	
D	" " "	11. " " "	72.69	378.27
4748A	Baker & Taylor Co.	2. Books	2,907.50	
"	" " " "	2. " "	( 439.06)	
B	" 3 " "	2. " "	33.75	2,502.19
4749	Baker & Taylor	2. Books	123.09	
"	" " "	2. " "	137.57	
"	" " "	2. " "	94.04	
"	" " "	2. " "	64.24	418.94
4750	Void			
4751	Baker & Taylor	28. Video Tapes	18.02	
"	" " "	28. " "	12.94	
"	" " "	21. A/V Materials-Software	50.58	81.54
4752	Barnes & Noble Bookstore, Inc.	21. A/V Materials-Software		61.13
4753	Benisch & Company	5. Insurance-Other		2,217.00
4754A	Brodart Co.	4. Supplies	9.81	
"	" "	4. " "	314.73	
"	" "	4. " "	278.40	
B	" "	4. " "	( 259.50)	
"	" "	4. " "	( 173.00)	170.44
4755	CD One Stop	21. A/V Materials-Software	104.12	
"	" " "	21. " " "	164.06	268.18
4756	Champion Books	2. " " "		156.66
4757A	Commerce Clearing House, Inc.	2. Books	108.86	
B	" " " "	2. " "	24.58	133.44
4758	William F. Cuozzi, Jr. Esq.	24. Legal Services		276.00
4759	C.W. Associates	2. Books	16.00	
"	" "	2. " "	38.00	
"	" "	2. " "	18.00	
"	" "	2. " "	27.00	99.00
4760	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental		881.59
4761	Demco	4. Supplies		106.41
4762	Esco	11. Service Contracts		72.00
4763	Encore Books #8201	2. Books		103.40
4764	Essex Sign Co.	4. Supplies		50.00
4765	Gale Research, Inc.	2. Books	92.07	
"	" " "	2. " "	92.07	184.14
4766	Gaylord Bros.	17. Equipment-F & F		394.37
4767	G.K. Hall & Co.	2. Books	73.81	
"	" " " "	2. " "	65.68	
"	" " " "	21. A/V Materials-Software	16.13	
"	" " " "	21. " " "	31.85	187.47
4768	Grolier Educational Corp.	2. Books		106.00
4769	Grove's Stockton Press	2. Books		360.00
4770	Life Skills Education	19. Magazines-Newspapers		50.95
4771	MacMillan Publishing Co.	2. Books		341.00
4772	Manheim, Kosson & Novick	23. Management Services		1,467.00
4773	McGraw Hill Publishing Co.	2. Books		503.85
4774	National Paper Co.	4. Supplies		58.75
4775	New Jersey Bell	9. Telephone	340.41	
"	" " "	9. " "	22.82	363.23
4776A	New Jersey Office Supply	4. Supplies	76.78	
B	" " " "	4. " "	53.38	
C	" " " "	4. " "	55.80	
D	" " " "	4. " "	15.30	201.26

FEBRUARY 1990 BILLS PRESENTED FOR PAYMENT ON  
MARCH 28, 1990

Checks are Dated  
March 28, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4777	Nynex	11. Service Contracts	\$ 24.40
4778	Oxford University Press	2. Books	352.97
4779	Petty Cash Checking Account	29. Transfer	200.00
4780	Pitney Bowes	11. Service Contracts	63.75
4781	Postmaster	13. Postage	400.00
4782A	PSE & G Co.	8. Utilities	\$2,807.35
B	" " " "	8. " "	34.72
4783	The Scholar's Bookshelf	2. Books	24.99
4784	Score Chapter 15	2. Books	45.00
4785	Selectiform, Inc.	4. Supplies	61.86
4786	Sorbus	11. Service Contracts	43.50
4787	St. James Press	2. Books	88.60
4788	Thorndike Press	2. Books	52.97
	" "	2. " "	105.88
4789	3 M X RP 2052 (No)	4. Supplies	239.32
4790	Ulverscroft Large Print Books Ltd.	2. Books	60.00
	" " " " "	2. " "	131.04
4791	University Products, Inc.	4. Supplies	42.36
4792	Valente's Hardware, Inc.	18. Janitorial Supplies	75.18
4793	Woodbine House	2. Books	17.45
4794	Xerox Corp.	25. Photocopy	125.13
	" "	25. " "	125.13
4795	H. Young	19. Magazines-Newspapers	102.60
4796	Petty Cash	2. Books	35.06
	" "	4. Supplies	87.80
	" "	13. Postage	5.49
	<u>Sub-Total</u>		\$ 24,504.90
	Less: Check #4740	1. Salaries	4,551.30
	"	27. Employer Soc. Sec.	1,789.54
	4741	1. Salaries	426.00
	4779	29. Transfer	200.00
			( 6,966.84 )
			<u>\$ 17,538.06</u>

PAYMENT RECOMMENDED BY:

*Caw/Baw*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA



WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF MEETING ROOM INCOME

1990

DATE	AMOUNT	DESCRIPTION
1/11	50.00	GREAT DANE CLUB
JAN	50.00	
2/8	100.00	PATIENT CARE
2/15	50.00	GREAT DANE CLUB
FEB	150.00	

**AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
APRIL 23, 1990**

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. VIDEO POLICY
  - B. OTHER
10. NEW BUSINESS
  - A. SALUTE TO SENIOR CITIZENS - MAY 17, 1990
  - B. PERSONNEL POLICY - STAFF MANUAL
  - C. FINES AND OVERDUES 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 APRIL 23, 1990

The meeting was called to order at 7:45 P. M. by President Gayle Levy. The following members were present constituting a quorum: Rubye Allaway, Herbert Gladstone, Albert Kupferer, Irving Soloway, and Anita Strauss. Also present were Board Accountant Stewart Manheim and Library Director Caren Brown. John Willies and William Cuozzi were absent.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1990 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger, the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Soloway made a motion to accept the Minutes of the Board Meeting of 3/28/90 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Kupferer made a motion to accept the Bills Presented for Payment to date. Mr. Gladstone seconded the motion and it was passed unanimously.

2) Financial Statement:

Mr. Manheim requested that the Board appoint a back-up person to authorize bank transfers.

Mr. Soloway made a motion that the President of the Library Board be authorized along with Stewart Manheim to allow transfer of funds in any amount from any account within all bank accounts maintained by the West Orange Public Library. The motion was seconded by Mrs. Strauss and carried unanimously.

The Director will ask Mr. Cuozzi to look into the legalities of wire transfers which would be made if the Library selects to use a cash management fund through the State of New Jersey treasury.

Mr. Gladstone 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:

Correspondence sent and/or received during the past month:

- 1) A letter from Lynn Roggemann, St. Cloud PTA, thanking Debbie Pinkus for participating in Career Day.
- 2) A letter from Sophie Mozenter dated 4/16/90 to the Director commending Debbie Pinkus for assistance in the reference department.
- 3) A note from Cheryl Kranitz to the Board of Trustees thanking them for the basket and best wishes during her recuperation.
- 4) A card from Jane Degnan to the Board of Trustees thanking them for the framed resolution.
- 5) A letter from the U. S. Department of Commerce to Helen Benjamin thanking the library for the donation of space for the testing/training of census workers.

#### DIRECTOR'S REPORT:

A draft of the staff manual was submitted to Mr. Cuozzi for review and has met with his approval. Ms. Brown thanked Sybil Seidler and Helen Benjamin for their assistance in the preparation of the manual. The Trustees will receive a list of items that were deleted from the original manual. The draft has major changes and new additions underlined for easy comparison. The Board will review the staff manual during the next month with discussion and approval to be made at the May meeting.

The Second Annual Salute to Senior Citizens will be held at Fairmount House on Thursday, May 17, 1990 at 1-3 P. M. and is co-sponsored by the Recreation Department and The West Orange Public Library.

Mrs. Strauss reported that she had attended a meeting with Ms. Brown featuring Hypertext which is a resource of information featuring the use of video discs, books, television, etc. Sometime in the future a patron will be able to select a subject for research and have a wealth of information provided to him/her through Hypertext.

#### OLD BUSINESS:

At the March 28th Board meeting Ms. Brown asked the Board to consider removing the fees on video tapes, emphasizing that the videos have become a part of the collection and services and should be treated just as same as the rest of the collection

providing patrons with as many different formats to select as possible.

Discussion was held and it was agreed that further thinking on the part of Board members would be needed to decide how video cassettes would be treated within the framework of the library's philosophy to provide education and information to patrons.

Mr. Gladstone made a motion that the Board of Trustees table the video cassette policy until the May meeting. Mr. Soloway seconded the motion and it was carried unanimously.

Ms. Brown will contact other libraries to find out their video cassette charges, if any.

NEW BUSINESS:

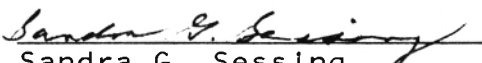
Ms. Brown said that as per Board motion of 4/26/89 the Fines and Overdue policy has been in effect provisionally for a year and that it has worked out quite successfully. She recommended that the Board accept it as a permanent policy.

Mr. Soloway made a motion to accept the present Fines and Overdue policy. Mr. Gladstone seconded the motion and it was passed unanimously.

ADJOURNMENT:

The meeting was adjourned at 9:10 P. M. An Executive Session was held concerning personnel.

Respectfully submitted,

  
Sandra G. Sessing  
Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## EXECUTIVE SESSION

April 23, 1990

The discussion at the Executive Session was about who will be in charge of the Library when the Director is not available. The decision was to have the Director appoint someone to be responsible for handling emergencies in the absence of the Director. The name of the person on charge will be posted on the Bulletin Board in the Staff Room. When the designee is not available, the reference librarian with seniority will be in charge. All decisions made in the absence of the Director must be approved by the President or, in his/her absence another officer, of the Board of Trustees.

A handwritten signature in cursive script, appearing to read "Karen Brown".

## **DIRECTOR'S REPORT**

**APRIL 23, 1990**

- 1. We have completed the staff manual, have given it to the attorney for review, and will present it to the Board at the April meeting.**
- 2. We have completed the preparations for the staff development workshops, May 1 and 2.**
- 3. We have finalized plans for the Salute to Senior Citizens Program, May 17, which will be held at Fairmont House.**
- 4. We had 13 people attend our Wednesday evening movie.**
- 5. Anita Strauss and I attended a meeting on the use of hypertext, which was extremely entertaining and informative.**

A handwritten signature in black ink, appearing to be "Anita Strauss", followed by a long horizontal line extending to the right.

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF MARCH, 1990  
LIBRARY BOARD MEETING OF APRIL 23, 1990

	PROPOSED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 4/13/90	BUDGET BALANCE 4/13/90
SALARIES & WAGES	\$665,973	\$150,704.04	\$515,269
PERSONNEL COSTS:			
EMPLOYEE HEALTH			
BENEFIT PLAN	77,600	18,389.19	59,210.81
SOCIAL SECURITY	51,230	12,505.97	38,724.03
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	0.00	44,700.00
UNEMPLOYMENT INS.	10,100	1,471.22	8,628.78
WORKERS COMPENSATION INS	5,500	0.00	5,500.00
SUNDAY SALARIES	11,250	1,722.37	9,527.63
CONTRACTUAL SERVICES:			
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	4,401.00	14,259.00
LEGAL SERVICES	7,000	1,104.00	5,896.00
PAYROLL SERVICES	2,400	719.16	1,680.84
CONTRACTUAL MAINT. & REPAIR:			
SERVICE CONTRACTS	9,000	1,098.57	7,901.43
UTILITIES	44,000	12,733.17	31,266.83
OFFICE EQUIPMENT REPAIR	750	203.00	547.00
MAINT. & REPAIR-BLDG.	14,000	1,949.75	12,050.25
RENTAL-TORY CORNER	540	135.00	405.00
JANITORIAL SUPPLIES	4,000	2,094.66	1,905.34
MATERIALS & SUPPLIES:			
BOOKS	97,000	33,294.24	63,705.76
SUPPLIES-LIBRARY	17,500	3,032.58	14,467.42
PERIODICALS, SERIALS & NEWSPAPERS	15,000	649.60	14,350.40
AUDIO/VISUAL MATERIALS	3,000	1,531.99	1,468.01
MICROFILM & MICROFICHE	9,000	259.37	8,740.63
PHOTOCOPY	9,500	2,352.04	7,147.96
BINDING	1,000	0.00	1,000.00
VIDEO TAPES	2,000	686.79	1,313.21
MISC. EXPENSES:			
INSURANCE-OTHER	14,000	3,679.00	10,321.00
TELEPHONE	5,500	1,151.27	4,348.73
POSTAGE	3,500	466.99	3,033.01
SEMINARS & WORKSHOPS	2,500	41.00	2,459.00
TRANSPORTATION	750	14.65	735.35
COMMUNITY SERVICES	2,000	2,638.30	(638.30)
PERMANENT PROPERTY:			
FURNITURE & FIXTURES	10,000	394.37	9,605.63
TELEPHONE & EQUIPMENT	400	0.00	400.00
AUTOMATION EQUIPMENT	5,000	0.00	5,000.00
OFFICE EQUIPMENT	2,000	0.00	2,000.00
MAINTENANCE EQUIPMENT	1,000	0.00	1,000.00
AUDIO VISUAL EQUIPMENT	3,000	8,517.00	(5,517.00)
LIGHTING	10,000	0.00	10,000.00
CONVERSION TO BIBLIOGRAPHIC	45,000	0.00	45,000.00
TOTAL	\$1,227,353.00	\$267,940.29	\$959,412.71



STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF MARCH, 1990

BALANCE		RECEIPTS		NET		BALANCE		ADD. DUE		LESS:		BUDGET	
3/1/90				DISBURSEMENTS		3/31/90		FROM TOWN		ACCOUNTS		BALANCES AT	
								OF W. ORANGE		PAYABLE		4/13/90	
\$83,585.74				\$95,464.22		(\$11,878.48)		\$1,002,353.00		(\$31,061.81)		\$959,412.71	

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACHINES  
XEROX  
CONTINENTAL COPY PRODUCTS

TOTAL COPY MACHINES

FINES  
RENTALS  
PROJECTOR RENTAL  
MICROFILMS  
NON-RESIDENT FEE  
MEETING ROOM  
COMMUNITY RELATIONS  
TELEPHONE  
DONATIONS  
INTEREST  
MISCELLANEOUS  
VIDEO TAPE RENTAL

\$2,224.50	\$1,172.50	\$3,397.00
125.66		125.66
\$2,350.16	\$1,172.50	\$3,522.66
3,059.86	1,867.69	4,927.55
382.45	238.60	621.05
		0.00
93.00	41.10	134.10
65.00	20.00	85.00
200.00	100.00	300.00
	2,844.00	2,844.00
19.89	9.42	29.31
442.35	10.00	452.35
1,646.30	529.80	2,176.10
		0.00
1,739.30	863.70	2,603.00

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND  
BOOK SALES & EXCESS PROPERTY FUND  
PETTY CASH & CHANGE FUND  
N.J. STATE AID FUND  
PERS REFUND  
ACCUMULATED REVENUE FUND  
APPROPRIATION REFUND  
ACCOUNTS PAYABLE 12/31/89

\$9,998.31	\$7,696.81	\$17,695.12
136.73	254.95	391.68
359.00	198.65	557.65
345.00		345.00
		0.00
	16,209.18	16,209.18
53,959.76		53,959.76
21.36		21.36
1,650.00		1,650.00

TOTAL ALL FUNDS

\$150,055.90	\$24,359.59	\$95,464.22	\$78,951.27
--------------	-------------	-------------	-------------

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 - \*27030 0177 4 FINES, ETC  
MIDLANTIC NATL BANK - \*20730 11617 UNEMP. INS.  
MIDLANTIC NATL BANK - \*20730, 14058-BOOK SALES  
MIDLANTIC NATL BANK - \*735-1699-9 COMMUNITY RELATIONS  
PETTY CASH  
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

(\$1,447.91)
62,174.79
11,638.80
2,344.61
1,262.86
2,388.70
285.00
304.42

LESS: ACCOUNTS PAYABLE 4/13/90

\$78,951.27
(31,061.81)

CASH FUNDS AVAILABLE AT 4/13/90

\$47,899.46
-------------

MARCH 1990 BILLS PRESENTED FOR PAYMENT ON  
APRIL 23, 1990

Checks are Dated  
March 29, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4797	Midlantic National Bank	1. Salaries-W/H Tax	\$2,711.30
"	"	1. Salaries-Employee S.S.	1,798.60
"	"	27. Employer Soc. Sec.	<u>1,798.63</u> \$ 6,308.53
4798	W.O. Municipal Empl. FCU	1. Salaries-Emp. Savings	426.00
4799	N.J.-GIT	1. Salaries-NJ W/T	1,530.40
4800	PERS 20284	1. Salaries	3,926.64
4801	"	1. Salaries	224.07
4802	Travelers, Ins.	1. Salaries	1,821.00
4803	Twp. of W.O. Hospitalization	26. Hospitalization	4,714.93
4804	W.O. Library Unemp. a/c	1. Salaries	794.04
4805	Sybil Seidler	1. Salaries	150.00
4806	Valente's Hardware	18. Janitorial Supplies	37.59
4807	NJ Emp. Security Agency	28. Unemp. Ins.	1,471.22
"	"	29. Transfer	<u>1,839.18</u> 3,310.40
	P/R 3/2 #8674-8715 (42)	1. Salaries-Net	15,877.72
	" 3/16 #8716-8755 (41)	1. " "	15,756.13
	" 3/30 #8756-8795 (39)	1. " "	<u>15,530.82</u>
<u>Sub-Total</u>			\$ 70,408.27
<u>ADD: Checks #4740-4796 Issued at March 28, 1990</u>			24,504.90
<u>LESS: Void check #4792</u>	18. Janitorial Supplies	75.18	
Check #4779	29. Transfer	200.00	
#4807	29. "	<u>1,839.18</u> ( 2,114.36)	
<u>ADD:</u>			
Petty Cashy Checks #1885-1893		185.41	
Community Service Checks #1427-1431		<u>2,480.00</u>	<u>2,665.41</u>
<u>Total Per Budget Report March 1990</u>			<u>\$ 95,464.22</u>

PAYMENT RECOMMENDED BY:

*Carey Brown*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH JANUARY, FEBRUARY, MARCH 1990PRESENTED FOR PAYMENT APRIL 23, 1990

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1/9	#1885	UPS	13. Postage	\$ 10.41
1/25	1886	Harrisburg Hosp. Library	2. Books	26.50
2/7	1887	NJ Div. Fish, Game & Wildlife	2. Books	28.00
2/8	1888	Wayne Coffee	4. Supplies	12.50
2/2	1889	League of Women Voters	2. Books	45.00
3/5	1890	N.J. State Library	10. Community Services	15.00
3/9	1891	NJLA	15. Seminars & Workshops	30.00
3/9	1892	"	10. Community Services	7.00
3/12	1893	Jersey City Public Library	15. Seminars & Workshops	11.00
				<u>\$ 185.41</u>

PAYMENT RECOMMENDED BY:*Can/Baw*PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim CPA*

BILLS  
& APPROPRIATIONS  
PAYABLE AT  
4/13/90  
PRESENTED  
FOR PAYMENT  
AT THIS  
MEETING

SALARIES & WAGES  
PERSONNEL COSTS:  
EMPLOYEE HEALTH  
BENEFIT PLAN  
SOCIAL SECURITY  
PUBLIC EMPLOY. RETIREMENT SYS.  
UNEMPLOYMENT INS.  
WORKERS COMPENSATION INS  
SUNDAY SALARIES

1,210.39

CONTRACTUAL SERVICES:

AUDIT  
ACCOUNTING SERVICES  
LEGAL SERVICES  
PAYROLL SERVICES

1,467.00  
276.00  
153.97

CONTRACTUAL MAINT. & REPAIR:

SERVICE CONTRACTS  
UTILITIES  
OFFICE EQUIPMENT REPAIR  
MAINT. & REPAIR-BLDG.  
RENTAL-TORY CORNER  
JANITORIAL SUPPLIES

202.90  
2,744.62  
118.64  
704.40

MATERIALS & SUPPLIES:

BOOKS  
SUPPLIES-LIBRARY  
PERIODICALS, SERIALS &  
NEWSPAPERS  
AUDIO/VISUAL MATERIALS  
MICROFILM & MICROFICHE  
PHOTOCOPY  
BINDING  
VIDEO TAPES

12,084.30  
297.14  
266.70  
1,000.00  
1,226.52  
311.32

MSC. EXPENSES:

INSURANCE-OTHER  
TELEPHONE  
POSTAGE  
SEMINARS & WORKSHOPS  
TRANSPORTATION  
COMMUNITY SERVICES

381.36  
18.60  
14.65  
66.30

PERMANENT PROPERTY:

FURNITURE & FIXTURES  
TELEPHONE & EQUIPMENT  
AUTOMATION EQUIPMENT  
OFFICE EQUIPMENT  
MAINTENANCE EQUIPMENT  
AUDIO VISUAL EQUIPMENT  
LIGHTING  
CONVERSION TO BIBLIOGRAPHIC

8,517.00

TOTAL

\$31,061.81

MARCH 1990 BILLS PRESENTED FOR PAYMENT ON  
APRIL 23, 1990

Checks are Dated  
April 23, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4808	VOID			
4809	Midlantic National Bank	1. Salaries W/H Tax	\$2,838.52	
"	" " "	1. Salaries-Employee S.S.	1,831.73	
"	" " "	27. Employer Soc. Sec.	1,831.73	\$ 6,501.98
4810	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		426.00
4811	VOID			
4812	A & C Elevator	11. Service Contracts		135.00
4813A	Automatic Data Processing	11. Service Contracts-P/R	118.97	
B	" " "	11. " "	35.00	153.97
4814A	Baker & Taylor	4. Supplies	33.85	
B	" " "	28. Video Tapes	161.62	195.47
4815A	Baker & Taylor	2. Books	13.69	
	" " "	2. " "	76.11	
	" " "	2. " "	211.71	
	" " "	2. " "	200.02	
	" " "	2. " "	258.84	
	" " "	2. " "	20.63	
4815B	" " "	2. " "	( 60.00)	721.00
4816A	Baker & Taylor	2. Books	6,416.02	
	" " "	2. " "	75.50	
4816B	" " "	4. Supplies	( 12.20)	6,479.32
4817	Brodart Co.	4. Supplies	43.81	
	" " "	4. " "	27.34	71.15
4818	Business Journal of N.J.	2. Books		376.00
4819	Children's Book Council, Inc.	9. Supplies		39.10
4820	Citibag, Inc.	18. Janitorial Supplies	326.00	
	" " "	18. " "	335.00	661.00
4821	William F. Cuozzi, Jr.	24. Legal Services		276.00
4822	Curley Publishing, Inc.	2. Books		29.82
4823	Delta Dental Plan of N.J., Inc.	26. Hospitalization-Dental		881.59
4824A	Dun's Marketing Services	2. Books	337.50	
B	" " "	2. " "	1,142.50	1,480.00
4825	Europa Publications Limited	2. Books		290.00
4826	General Plumbing Supply, Inc.	6. Maintenance-Main		118.64
4827	G.K. Hall & Co.	2. Books	20.90	
	" " " "	2. " "	19.90	
	" " " "	2. " "	66.14	106.94
4828	Greenhaven Press, Inc.	19. Magazines-Newspapers		16.75
4829	Information Plus	2. Books		20.85
4830	Manheim, Kosson & Novick	23. Management Services		1,467.00
4831	New Jersey American Water Co.	8. Utilities		179.84
4832	NJ Public Broadcasing Authority	28. Video Tapes		124.75
4833	NJ Bell	9. Telephone	352.77	
	" " "	9. " "	24.94	377.71
4834	North Jersey Video Circuit	21. A/V Materials-Software		1,000.00
4835	NYNEX	11. Service Contracts		24.00
4836	Dal Publications	2. Books		50.00
4837	Hobend Petiford	26. Hospitalization		328.80
4838	Petty Cash	2. Books	21.87	
	" " "	4. Supplies	45.54	
	" " "	12. Transportation	14.65	
	" " "	13. Postage	18.60	100.66
4839	Picture That	10. Community Relations		66.30
4840	PPI Publishing	19. Magazines-Newspapers		97.65
4841A	PSE & G	8. Utilities	2,530.15	
B	" " "	8. " "	34.63	2,564.78
4842	Quigley Publishing Co.	2. Books		75.00
4843A	R.R. Bowker	2. Books	84.79	
B	" " "	2. " "	99.70	
C	" " "	2. " "	189.47	
D	" " "	2. " "	159.55	
	" " "	2. " "	349.13	
	" " "	2. " "	120.59	
E	" " "	2. " "	177.45	
	" " "	2. " "	115.50	1,296.18

## WEST ORANGE FREE PUBLIC LIBRARY

7.

MARCH 1990 BILLS PRESENTED FOR PAYMENT ON  
APRIL 23, 1990

Checks are Dated  
April 23, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4844	Salem Press, Inc.	2. Books	\$ 293.00
4845	Score Chapter 15	2. Books	45.00
4846	Sorbus	11. Service Contracts	43.50
4847	Thorndike Press	2. Books	166.88
4848	Ulvicroft Large Print Books Ltd	2. Books	\$ 79.87
	" " " " "	2. "	69.07
4849	Universal Microfilm Corp.	22. A/V Equipment	8,517.00
4850	University Microfilms Int'l	4. Supplies	32.00
4851	Valente's Hardware	18. Janitorial Supply	4.97
	" "	18. " "	10.67
	" "	18. " "	10.96
	" "	18. " "	16.80
4852	Weston Woods	28. Video Tapes	24.95
4853	World Book, Inc.	2. Books	559.00
4854	Worrall Publications, Inc.	19. Magazines-Newspapers	29.00
	" " "	19. " "	29.00
	" " "	19. " "	29.00
4855A	Xerox Corp.	25. Photocopy	125.13
	" "	25. "	125.13
	" "	25. "	125.13
	" "	25. "	125.13
B	" "	25. "	242.00
	" "	25. "	242.00
	" "	25. "	242.00
			1,226.52
4856	H. Young	19. Magazines-Newspapers	65.30
4857	A T & T	9. Telephone	3.65
	<u>Sub-Total</u>		\$ 37,989.79
	<u>LESS:</u> Check #4809	1. Salaries	4,670.25
	"	27. Employer Soc. Sec.	1,831.73
	4810	1. Salaries	426.00 ( 6,927.98)
	<u>Total Accounts Payable March 31, 1990</u>		<u>\$ 31,061.81</u>

PAYMENT RECOMMENDED BY:

*Can/Brow*

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON &amp; NOVICK

By: *Stewart Manheim CPA*

**AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MAY 30, 1990**

- 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. VIDEO POLICY**
  - B. PERSONNEL POLICY - STAFF MANUAL**
  - C. OTHER**
- 10. NEW BUSINESS**
  - A. 1990 LIBRARY BUDGET**
  - B. 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 MAY 30, 1990

The meeting was called to order at 7:30 P. M. by President Gayle Levy. The following members were present constituting a quorum: Herbert Gladstone, 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. Rubye Allaway 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 1990 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger, the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the Board Meeting of 4/23/90 as presented. Mr. Willies 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. Mr. Gladstone 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. Mr. Willies seconded the motion and it was carried unanimously.

Mr. Willies made a motion that the Board of Trustees designate the State of New Jersey Cash Management Fund as a legal depository for Library monies. Mrs. Strauss seconded the motion and it was passed unanimously.

The Board Attorney's opinion regarding the State of New Jersey Cash Management Fund with accompanying statute and signed resolution will be attached to the Minutes.



The issue of Library bus trips will be tabled until the June meeting.

#### CORRESPONDENCE:

Correspondence sent or received during the past month:

- 1) A letter dated 4/30/90 from Susan Titelbaum, Edison Middle School thanking the Director for her participation in the Edison Read-In.
- 2) Best Wishes from the Library and the New Friends to the class of 1990 and the W. O. Scholarship Fund.
- 2) From Mr. Kupferer--a newspaper article featured in The Poughkeepsie Journal: "Are Our Public Libraries Becoming McLibraries?" In brief: Can libraries be all things to all people.

#### DIRECTOR'S REPORT:

Over 200 people attended a very successful "Salute to Senior Citizens program." Ms. Brown thanked Helen Benjamin and Emily Raftery for their assistance.

The Library brochure has had an initial printing of 350 copies. They have been distributed at the Senior Citizens program and in the Library, as well as the Senior program held at the arena on May 24. Other informative fliers and paperbacks were also distributed at the arena. Helen Benjamin, Debby Pinkus, and Ada LaPoint worked on the project. Other activities included a successful staff development program held with Livingston Library, and the planning of book talks by Florence Mantell at the Greenhill Nursing Home and the Jewish Community Center.

The Director has been asked to serve as program chair for the fall 1990 and spring 1991 NJLA conferences.

#### OLD BUSINESS:

Other libraries were contacted by the Director regarding video fee policies. Approximately half the libraries do not charge for videos. The Board decided to table the vote on video policy until the June meeting.

#### NEW BUSINESS:

The Director reviewed budget changes that had been made at the meeting of the Finance Committee on May 21.

Mr. Willies made a motion to adopt the budget for 1990 in the amount of \$1,227,353 subject to the Township's passage of their budget for 1990. The motion was seconded by Mr. Soloway and carried unanimously.

In reference to the NAACP lawsuit with the Township of West Orange, Mr. Cuozzi will circulate copies of the consent order to the Board.

CITIZEN'S HEARING:

West Orange resident Natalie Kranitz stated that she was in favor of providing free videos to patrons. Peter Greene, another resident, mentioned that movies are free to patrons.

NEW BUSINESS - STAFF MANUAL:

The draft of the staff manual was reviewed page by page by the Director with input from the Board members.

Mr. Soloway made a motion, based upon the consensus of the Board, that the West Orange Public Library Staff Manual be accepted as amended. Mr. Kupferer seconded the motion and it was carried unanimously.

ADJOURNMENT:

The public portion of the meeting was adjourned at 10:20 P. M. An Executive Session was held concerning personnel.

Respectfully submitted,

  
Sandra G. Sessing  
Secretary

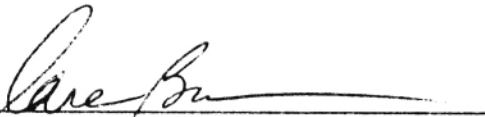
  
Albert F. Kupferer, Secretary  
Board of Trustees

# WEST ORANGE public library

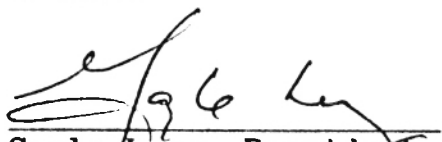
RESOLVED, that the Board of Trustees of the West Orange Public Library designates the State of New Jersey Cash Management Fund as a legal depository for Library monies.

RESOLVED, this 30th day of May, 1990.

ATTEST:

  
Caren Brown, Director

SIGNED:

  
Gayle Levy, President,  
Library Board of Trustees

CUOZZI & MALKIN

COUNSELORS AT LAW

49 MOUNT PLEASANT AVENUE

WEST ORANGE, N.J. 07052

201-731-1140

WILLIAM F. CUOZZI, JR.\*  
MILTON MALKIN

\*MEMBER N.J. & N.Y. BARS

TELECOPIER:  
(201) 736-5984

May 16, 1990

Library Board of Trustees  
West Orange Public Library  
46 Mount Pleasant Avenue  
West Orange, NJ 07052

Re: State of New Jersey Cash Management Fund

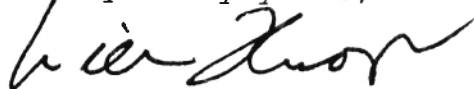
Dear Sirs:

My opinion has been requested as to the legality of transferring funds to and from the New Jersey Cash Management Fund and Library Checking and Savings Accounts at the Midlantic National Bank.

I refer to N.J.S.A. 40A:5-14, a copy of that law is attached to this opinion. In substance the law provides that it is perfectly legal to adopt a Cash Management Plan that shall include the transfer of funds from the New Jersey Cash Management Fund to the West Orange Public Library Checking Account at the Midlantic National Bank, and it is equally as legal to transfer funds from the Library Savings Account at the Midlantic National Bank to the New Jersey Cash Management Fund.

In my conversations with the Division of Local Government Services, State of New Jersey, I have been assured that a customary procedure of transfer includes the wiring of such funds from the New Jersey Cash Management Fund to the West Orange Public Library depositories and the wiring of funds from the depositories to the New Jersey Cash Management Fund. That procedure is authorized by the Division of Local Government Services, and the wiring of funds is a common method used by many local government units in the transferring of funds.

Very truly yours,



WILLIAM F. CUOZZI, JR.  
Attorney, West Orange  
Public Library

WFC/lr  
Encl.

## 40A:5-10. Revocation or cancellation of license

## Library References

## Comments.

Local fiscal affairs, annual audit, see N.J.P.  
vol. 34, Pane, § 212.

## 40A:5-13. Annual financial statements by boards, committees and commissions of a local unit

## Library References

## Comments.

Local fiscal affairs, annual audit, see N.J.P.  
vol. 34, Pane, § 212.

## 40A:5-14. Cash management plan

Each local unit shall adopt a cash management plan and shall deposit its funds pursuant to that plan. The cash management plan shall include the designation of a depository or depositories as defined in section 1 of P.L. 1970, c. 236 (C. 17:9-41) and may permit deposits in such depository or depositories as permitted in section 4 of P.L. 1970, c. 236 (C. 17:9-44). In lieu of designating a depository or in addition to the designation, the cash management plan may provide that the local unit make deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C. 52:18A-90.4). The cash management plan shall be designed to assure to the extent practicable the investment of local funds in interest bearing accounts and may be modified from time to time in order to reflect changes in federal or state law or regulations. The cash management plan shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

The official charged with the custody of moneys of a local unit shall deposit them as designated by the cash management plan and shall thereafter be relieved of any liability for loss of such moneys due to the insolvency or closing of any depository designated in the cash management plan.

Amended by L.1979, c. 315, § 1, eff. Jan. 1, 1981; L.1981, c. 196, § 1, eff. July 9, 1981; L.1983, c. 8, § 2, eff. Jan. 18, 1983.

## Historical Note

**1979 Amendment.** Rewrote first sentence and added remainder of first paragraph; and substituted "so designated" for "designated by the governing body" in second paragraph.

Section 3 of L.1979, c. 315, approved Jan. 18, 1980, provides:

"This act shall take effect January 1 next following enactment."

**1981 Amendment.** Combined the first and second paragraphs, rewrote the second paragraph which read:

"Except as otherwise provided in this section, any public depository so designated pursuant to this section shall be one which will allow interest on all balances of moneys deposited therein, and all moneys deposited with such depository, other than minimum amounts deposited in checking accounts for cash disbursement purposes, shall be deposited in interest bearing accounts or may, whenever more compatible with the cash flow requirements of the local unit, be deposited therein in time accounts with interest subject to withdrawal upon notice. Whenever any such public depository shall agree to perform for the local unit certain services of a nature or amount

sufficient to compensate for interest which would otherwise be received on such balances deposited therein, the local unit may, upon certification by the Division of Local Government Services that the nature or amount of such services would be so sufficient, designate such public depository as a depository for its moneys, and may deposit such portion of its moneys with such depository in other than interest bearing accounts as shall be necessary to compensate the depository for such services. A list of the services to be so performed and a cost estimate of the value of such services shall be submitted to the division for certification purposes."

and added the last paragraph.

**1983 Amendment.** Rewrote the section which previously read:

"Each local unit shall designate as a depository for its moneys a public depository as defined in section 1 of P.L. 1970, c. 236 (C. 17:9-41), or the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C. 52:18A-90.4), or any combination thereof. Except as otherwise provided in this section, any public depository so designated pursuant to this section shall be one which will allow, to the extent permitted by State and Federal law, interest on

Last additions in text indicated by underline; deletions by strikeouts

EXECUTIVE SESSION

MAY 30, 1990

Personnel issues were discussed.

A handwritten signature in cursive script, appearing to read "C. B.", followed by a long horizontal line extending to the right.

## DIRECTOR'S REPORT

MAY 30, 1990

1. We had a most successful "Salute to Senior Citizens" program, with @ 200 people attending. Many thanks to Helen Benjamin and Emily Raftery for all their work in this program.
2. We are progressing with inventory.
3. We have completed the brochure and have had an initial printing of @ 350. These have been distributed at the Salute to Senior Citizens program, in the Library itself, and at the Senior program held at the arena on May 24. At that program, we were also on hand to distribute paperback books, fliers on our homebound service, and other information about the Library. Debby Pinkus, Helen Benjamin and Ada Lapoint all worked on this project.
4. We met with the finance committee and have revised the proposed budget. If the Township passes the budget as it is proposed, we will be getting \$1,100,000.00, a 22% increase over 1989. If the Board accepts the revised budget, we will be able to implement it as soon as the Township passes it.
5. We attended the New Jersey Library Association Spring Conference, held in Secaucus, April 25 - 27. A report of that Conference is attached. We have been asked to serve as program chair for the fall, 1990 and spring, 1991 conferences and have accepted.
6. Our staff development program, which was held with the Livingston Library, was a great success and we have begun work on the second in the series which is scheduled for October.
7. Florence Mantell and I met with representatives of the JCC and Greenhill Nursing Home to plan a series of book talks to be held monthly through January, 1991.
8. We had two receptions for local author, John Dandola.
9. The Friends Book Sale will be held June 2 and 3.



**N.J.L.A. SPRING CONFERENCE  
APRIL 25 - 27, 1990  
SECAUCUS, NEW JERSEY**

**1. Whose Library Is It? The Use of Libraries for Non-Library Purposes.**

A discussion of issues surrounding the use of the Library by the homeless. Experiences of Barbara Rice, of the Morristown Library, were presented, as well as views of an attorney and a police officer.

**2. State Librarian's Breakfast**

An overview of happenings at the State Library.

**3. Who Pays for Dinner? and Other Ethical Dilemmas for Librarians.**

An academic discussion of ethics, without much practical application.

**4. CPR for the Public's Libraries.**

Charles Robinson of Baltimore County Library spoke, giving his somewhat controversial views of what library service should be, i.e., the "book store" approach to libraries.

**5. Tips from Turock : Budgeting**

A brief overview of the various types of budgets that can be prepared and the values and drawbacks of each.

**6. A Public Library Model for the 90s.**

An amusing talk from a regular columnist in Wilson Library Bulletin.

**7. The Small Library: Cornerstone of Our Future.**

The role of the small public library in the age of increasing demand for information, discussed by the editor of Library Journal.

**8. New Jersey Library Association Business Meeting.**



## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF APRIL, 1990  
LIBRARY BOARD MEETING OF MAY 30, 1990

	PROPOSED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 5/18/90	BUDGET BALANCE 5/18/90
SALARIES & WAGES	\$665,973	\$197,578.01	\$468,395
SUNDAY SALARIES	11,250	1,964.37	9,285.63
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	24,039.71	53,560.29
SOCIAL SECURITY	51,230	16,126.02	35,103.98
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	0.00	44,700.00
UNEMPLOYMENT INS.	10,100	1,471.22	8,628.78
WORKERS COMPENSATION INS	5,500	0.00	5,500.00
MATERIALS & SUPPLIES:			
BOOKS	97,000	47,800.63	49,199.37
PERIODICALS & NEWSPAPERS	15,000	1,234.60	13,765.40
AUDIO/VISUAL MATERIALS	3,000	1,572.01	1,427.99
MICROFILM & MICROFICHE	9,000	339.33	8,660.67
BINDING	1,000	265.25	734.75
VIDEO TAPES	2,000	737.96	1,262.04
SUPPLIES-LIBRARY	17,500	5,339.07	12,160.93
PHOTOCOPY COSTS	9,500	3,125.56	6,374.44
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	2,118.47	7,631.53
UTILITIES	44,000	17,122.93	26,877.07
BLDG. MAINT & REPAIR	14,000	4,347.50	9,652.50
JANITORIAL SUPPLIES	4,000	2,180.40	1,819.60
RENTAL-TORY CORNER	540	135.00	405.00
MISC. EXPENSES:			
INSURANCE	14,000	3,679.00	10,321.00
TELEPHONE	5,500	1,567.54	3,932.46
POSTAGE	3,500	876.29	2,623.71
SEMINARS & WORKSHOPS	2,500	201.29	2,298.71
PROGRAMS	2,000	2,638.30	(638.30)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	5,868.00	12,792.00
LEGAL SERVICES	7,000	1,380.00	5,620.00
PAYROLL SERVICES	2,400	945.69	1,454.31
TRANSPORTATION	750	16.05	733.95
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	394.37	9,605.63
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	45,000	0.00	45,000.00
		0.00	0.00
TOTAL	\$1,227,353	\$353,581.57	\$873,771.43

LEBB:  
ACCOUNT  
PAYABLE  
5/18/99  
50,190

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1990 BILLS PRESENTED FOR PAYMENT ON  
MAY 23, 1990

Checks are Dated  
April 24, 1990

<u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
358	Midlantic National Bank	1. Salaries-W/H Tax	\$2,776.61
"	" " "	1. Salaries-Employee Soc.Sec.	1,788.31
"	" " "	27. Employer's Soc. Sec.	<u>1,788.32</u> \$ 6,353.24
359	W.O. Empl. Municipal FCU	1. Salaries-Emp. Savings	426.00
360	N.J.-GIT	1. Salaries-N.J. W/H	1,018.86
361	PERS-20284	1. Salaries	2,617.76
362	" "	1. "	149.38
363	Travelers Ins.	1. Salaries	1,314.00
364	Twp. of W.O.-Hospitalization	26. Hospitalization	4,714.93
365	W.O. Library-Unemp. a/c	1. Salaries	493.23
	P/R 4/13/90 #8796-8836 (41)	1. Salaries - Net	15,954.07
	P/R 4/27 #8837-8879 (43)	1. Salaries - Net	<u>15,481.50</u>
	<u>Sub-Total</u>		\$ 48,522.97
	<u>ADD: Checks #4808-4857 Issued at April 23, 1990</u>		<u>37,989.79</u>
	<u>Total Per Budget Report April, 1990</u>		<u>\$ 86,512.76</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA.

W.O FREE PUBLIC LIBRARY  
MEETING MAY 30, 1990

BILLS  
& APPROPRIATIONS  
PAYABLE AT  
5/18/90  
PRESENTED  
FOR PAYMENT  
AT THIS  
MEETING

SALARIES & WAGES	
SUNDAY SALARIES	
PERSONNEL COSTS:	
EMPLOYEE HEALTH PLAN	935.59
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	
MATERIALS & SUPPLIES:	
BOOKS	14,506.39
PERIODICALS & NEWSPAPERS	585.00
AUDIO/VISUAL MATERIALS	40.02
MICROFILM & MICROFICHE	79.96
BINDING	265.25
VIDEO TAPES	51.17
SUPPLIES-LIBRARY	2,306.49
PHOTOCOPY COSTS	773.52
MAINTENANCE:	
EQUIP REPAIR & SERVICE CONTRACTS	816.90
UTILITIES	4,389.76
BLDG. MAINT & REPAIR	2,397.75
JANITORIAL SUPPLIES	85.74
RENTAL-TORY CORNER	
MISC. EXPENSES:	
INSURANCE	
TELEPHONE	416.27
POSTAGE	409.30
SEMINARS & WORKSHOPS	160.29
PROGRAMS	
AUDIT	
ACCOUNTING SERVICES	1,467.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	226.53
TRANSPORTATION	1.40
CAPITAL EXPENSES	
FURNITURE & FIXTURES	
EQUIPMENT	
CONVERSION TO BIBLIOGRAPHIC	
TOTAL	\$30,190.33

## WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1990 BILLS PRESENTED FOR PAYMENT ON  
MAY 30, 1990Checks are Dated  
May 30, 1990

DUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
866	Midlantic National Bank	1. Salaries-W/H Tax	\$2,863.69
"	" " "	1. Salaries-Employee Soc.Sec.	1,809.76
"	" " "	27. Employer Soc. Sec.	1,809.78
867	W.O. Municipal Empl. FCU	1. Salaries-Empl. Savings	411.00
868	Travelers Ins.	1. Salaries	657.00
869	A & C Elevator Co., Inc.	11. Service Contracts	135.00
870	Accent Signs	4. Supplies	286.37
871	Aesthetic Press, Inc.	2. Books	18.00
872	American Bindery-East	3. Binding	265.25
873	Andrea Foods	15. Working Seminars	133.51
874	AT & T	9. Telephone	3.65
375A	Automatic Data Processing	11. Service Contracts-P/R	72.74
B	" " "	11. " " "	72.87
C	" " "	11. " " "	10.00
D	" " "	11. " " "	70.92
376A	Baker & Taylor	28. Video Tapes	31.16
B	" " "	28. " "	20.01
377A	Baker & Taylor Co.	2. Books	71.63
B	" " "	2. " "	171.41
C	" " "	2. " "	160.19
D	" " "	2. " "	53.38
E	" " "	2. " "	20.53
F	" " "	2. " "	118.86
878	Void		
379A	Baker & Taylor Co.	2. Books	7,651.57
"	" " "	2. " "	( 248.72)
B	" " "	4. Supplies	108.25
380	Bloomfield Electrical Supply Co.	6. Maintenance-Main	279.00
381A	Brodart	4. Supplies	940.00
B	"	4. " "	180.00
382	CD One Stop	21. a/v Materials-Software	40.02
383	Cerberus Technologies	11. Service Contracts	460.00
384	Clarke Air-Conditioning Service	6. Maintenance-Main	1,716.00
385	Congressional Quarterly	2. Books	153.47
386A	The Copier Store	25. Photocopy	80.00
B	" " "	25. " "	193.00
387	William F. Cuozzi, Jr.	24. Legal Services	276.00
388A	Curley Publishing, Inc.	2. Books	18.73
B	" " "	2. " "	36.12
C	" " "	2. " "	54.31
389A	C.W. Associates	2. Books	16.00
B	" " "	2. " "	15.00
390	Delta Dental Plan of N.J.	26. Hospitalization-Dental	881.59
391	Demco	4. Supplies	27.45
392	EBSCO Subscription Services	19. Magazines-Newspapers	2.00
393	Essex Security Locksmiths	6. Maintenance-Main	119.50
394	Gale Research, Inc.	2. Books	69.75
395A	Gaylord Bros.	4. Supplies	103.45
B	" " "	4. " "	28.71
C	" " "	4. " "	95.05
396A	Grolier Educational Corp.	2. Books	599.00
"	" " "	2. " "	565.00
"	" " "	2. " "	433.00
"	" " "	2. " "	189.50
"	" " "	2. " "	523.00
39 B	" " "	2. " "	411.00
"	" " "	2. " "	59.00
397	Harrop Press	4. Supplies	135.00
398	H.W. Wilson Co.	2. Books	90.00
"	" " "	2. " "	408.00
399	Kulacs Engraving Service	4. Supplies	45.00
400	Randolph Linthrust	2. Books	22.56

APRIL 1990 BILLS PRESENTED FOR PAYMENT ON  
MAY 30, 1990

Checks are Dated  
May 30, 1990

VOUCHER  
NUMBER

## PAYEE

## BUDGET ALLOCATION

## AMOUNT

4901A	Mac Millan Publishing Co.	2. Books	\$ 73.00	
B	" " " "	2. "	123.00	
C	" " " "	2. "	230.00	
	" " " "	2. "	1,325.00	\$ 1,751.00
4902	Mac Rae's Industrial Directories	2. Books		119.50
4903	Manheim, Kosson & Novick	23. Management Services		1,467.00
4904	Max Freeman, Inc.	6. Maintenance-Main		123.95
4905	The Mitchell Guide	2. Books		125.00
4906	Music Exchange, Inc.	2. Books		17.19
4907A	National Fuel Co.	8. Utilities	1,696.95	
B	" " " "	6. Maintenance-Main	34.50	1,731.45
4908	National Register Publishing Co.	2. Books	335.60	
	" " " "	2. "	255.25	590.85
4909	N.J. Bell	9. Telephone	385.99	
	" " " "	9. "	26.63	412.62
4910	New Jersey Office Supply	4. Supplies		147.47
4911	NJ Public Broadcasting Authority	2. Books		24.95
4912	Norman Lathrop Enterprises	2. Books		21.50
4913	Nynex Paging Co.	11. Service Contracts		24.40
4914	Dal Publications	2. Books		35.00
4915	Pais	19. Magazines-Newspapers		395.00
4916	Huberd Pettiford	26. Hospitalization		54.00
4917	Petty Cash Checking a/c	29. Transfers		200.00
4918	Petty Cash	12. Transportation	1.40	
	" " " "	2. Books	12.36	
	" " " "	4. Supplies	175.76	
	" " " "	13. Postage	9.30	
	" " " "	15. Seminar	26.78	225.60
4919	Prescription Center	4. Supplies	24.36	
	" " " "	4. "	9.62	33.98
4920	Postmaster	13. Postage		400.00
4921A	PSE & G	8. Utilities	2,623.55	
B	" " " "	8. "	69.26	2,692.81
4922	Reader's Digest Fund Blind	2. Books		8.95
4923	Sorbus	11. Service Contracts		43.50
4924	3 M X RP 2052 (No)	28. Equipment Repair		154.00
4925	Tory Corner Editions	2. Books		39.80
4926	University Microfilms Int'l	20. Microfilms		79.96
4927A	Valente's Hardware, Inc.	18. Janitorial Supplies	61.83	
	" " " "	18. " "	7.16	
	" " " "	18. " "	4.99	
	" " " "	18. " "	11.76	85.74
4928	Van Bourgundien Bros.	6. Maintenance-Main		124.80
4929	West Publishing Co.	2. Books		80.00
4930	Xerox Corporation	25. Photocopy	125.13	
	" " " "	25. "	125.13	
	" " " "	25. "	125.13	
	" " " "	25. "	125.13	500.52
4931	H. Young	19. Magazines-Newspapers		188.00
	Sub-Total			\$ 37,941.56
	Less: Check #4866	1. Salaries	4,673.45	
	"	27. Employer's Soc. Sec.	1,809.78	
	#4867	1. Salaries	411.00	
	#4868	1. Salaries	657.00	
	#4917	29. Transfer	200.00	( 7,751.23
Total Accounts Payable April 30, 1990				\$ 30,190.33

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lawe B.*

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: *Stewart Manheim, CPA*

**AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 27, 1990**

- 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. VIDEO POLICY**
  - B. LIBRARY PROGRAMMING - BUS TRIPS**
  - C. OTHER**
- 10. NEW BUSINESS**
  - A. MEETING ROOM POLICY**
  - B. 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 JUNE 27, 1990**

The meeting was called to order at 7:30 P. M. by President Gayle Levy. The following members were present constituting a quorum: Herbert Gladstone, 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. Rubye Allaway 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 1990 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 5/30/90 as presented. Mr. Kupferer seconded the motion and it was carried unanimously.

**TREASURER'S REPORT:**

**1) Bills Presented for Payment:**

Mr. Manheim noted that the amount of the bills presented for payment reflects the employer liability to the Public Employees' Retirement System for the year ending 6/30/90 in the amount of \$41,557.40.

Mrs. Strauss 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. Mr. Willies seconded the motion and it was carried unanimously.

**CORRESPONDENCE:**

Mr. Kupferer read the following items of correspondence to the Board:



1) A letter to Mayor Spina and the Township Council from the President of the Library Board and the Library Director thanking everyone for their support and funding of the Library's 1990 budget.

2) A letter to Mr. Murray Palent and Mr. Herbert Waldman from the President of the Library Board and the Library Director wishing them as new members of the Township Council, much success in beginning their new term of office July 1.

#### CITIZEN'S HEARING ON AGENDA ITEMS:

Sarah Rabinowitz, a former member of the Library Staff who has been retired for the past six years requested that the Board consider paying for hospitalization of retired employees who have been forced to retire before they have completed 25 years of service. Mr. Soloway told Mrs. Rabinowitz that she should submit a letter to the Board for their consideration of her request. Mr. Cuozzi will find out what other libraries do in regard to health benefits for retired employees.

#### DIRECTOR'S REPORT:

Mr. Gladstone asked the Director to point out special items if any, in the circulation report. Ms. Brown noted the change in circulation figures of books between 1989 and 1990 and pointed out that the weeding has really been moving along thanks to the efforts of T. Chow, Emma-Lou Czarnecki, and Cheryl Kranitz.

Two compressors are used to run the air conditioning in the old building. One of them has completely broken down and the remaining one has been repaired and is cooling the building. When this compressor wears out, the Board will need to consider purchase of another unit, preferably one large one in place of the two that run in tandem. The purchase would be considered a capital expense and the Mayor will have to be contacted about it.

#### OLD BUSINESS:

##### 1) Videos:

Mrs. Strauss made a motion that the Board of Trustees discontinue the practice of charging for the borrowing of videos. The motion was carried with Mrs. Levy, Mr. Willies, Mr. Gladstone, Mrs. Strauss, Mr. Kupferer voting in favor, and Mr. Soloway opposing the motion.

Mrs. Strauss made a motion that the Board of Trustees permit the borrowing of videos for one day without charge, then a charge of \$1.00 per day except on the day that the library is closed. Mr. Willies seconded the motion and the motion was carried with Mrs. Levy, Mr. Gladstone, Mrs. Strauss, Mr. Kupferer and Mr. Willies voting in favor, and Mr. Soloway opposing the motion.

It was agreed that patrons will be allowed to leave their videos in the bookdrop.

## 2) Bus Trips:

A discussion was held concerning the pros and cons of the Library having bus trips.

Mr. Soloway made a motion that philosophically, the Library is in favor of continuing field or bus trips. Mrs. Strauss seconded the motion and it was carried with Mrs. Levy, Mr. Gladstone, Mr. Kupferer, Mrs. Strauss and Mr. Soloway in favor, and Mr. Willies opposing the motion.

Mr. Cuozzi will contact the insurance company concerning the legal issue in regard to coverage.

Discussion will be tabled until the next Board meeting. At that time, consideration will be given to the kinds of programs that should be offered as well as to the proper mechanism to be used to run them.

## NEW BUSINESS:

### Meeting Room Policy:

The Director mentioned parts of the meeting room policy that needed clarification and suggested that revisions be made to the policy as a whole. Discussion ensued and the Board asked the Director to be in charge of implementation of the existing policy immediately. The original committee members, Mr. Soloway and Mrs. Levy will review the policy in general and bring their recommendations on three areas for approval in July. These areas are: 1) Charging fees for the meeting room, 2) Who may use the meeting room, 3) For what purpose may the room be used.

### August Meeting:

Mr. Soloway made a motion to omit the August Board of Trustees meeting which would be held on Wednesday, August 22, 1990 at 7:30 P. M. Mr. Willies seconded the motion and it was carried unanimously.

Proper notices will be posted and sent to inform the public.

## CITIZEN'S HEARING:

Sarah Rabinowitz said that although she has never been on a bus trip with the Library, many of her friends have done so and have expressed their pleasure in the trips.

## ADJOURNMENT:

Mr. Gladstone made a motion to adjourn the meeting at 9:30 P. M. Mr. Willies seconded the motion and it was passed unanimously.

Respectfully submitted,

  
Sandra G. Sessing, Secretary

  
Albert F. Kupferer, Secretary  
Board of Trustees

## **DIRECTOR'S REPORT**

**JUNE 27, 1990**

1. With Gayle Levy, I attended three Township Council meetings in anticipation of the passage of the budget.
2. I attended an all day planning meeting of Region three, held at Seton Hall on June 18.
3. As Chair of the program committee for the NJLA conferences, I attended an all day orientation meeting on June 19 at Middlesex County College.
4. We had an attendance of 15 for our final movie, "The Third Man".
5. Many of our library assistants attended their annual conference on June 12 and 13, held at Seton Hall.
6. I am trying to spend more time out at the circulation desk and have had a varying amount of success in this endeavor.

A handwritten signature in cursive script, likely belonging to the Director, is written in the lower right portion of the page.

## WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT  
MONTH OF MAY, 1990  
LIBRARY BOARD MEETING OF JUNE 27, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 6/18/90	BUDGET BALANCE 6/18/90
SALARIES & WAGES	\$665,973	\$243,910.28	\$422,062.72
SUNDAY SALARIES	11,250	2,249.64	9,000.36
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	30,265.43	47,334.57
SOCIAL SECURITY	51,230	19,670.46	31,559.54
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	1,471.22	8,628.78
WORKERS COMPENSATION INS	5,500	0.00	5,500.00
MATERIALS & SUPPLIES:			
BOOKS	97,000	62,160.02	34,839.98
PERIODICALS & NEWSPAPERS	15,000	1,619.35	13,380.65
AUDIO/VISUAL MATERIALS	3,000	1,666.94	1,333.06
MICROFORMS	9,000	339.33	8,660.67
BINDING	1,000	265.25	734.75
VIDEO TAPES	2,000	759.00	1,241.00
SUPPLIES-LIBRARY	17,500	6,978.02	10,521.98
PHOTOCOPY COSTS	9,500	3,375.82	6,124.18
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	2,637.02	7,112.98
UTILITIES	44,000	20,488.65	23,511.35
BLDG. MAINT & REPAIR	14,000	4,788.98	9,211.02
JANITORIAL SUPPLIES	4,000	2,281.85	1,718.15
RENTAL-TORY CORNER	540	270.00	270.00
MISC. EXPENSES:			
INSURANCE	14,000	3,679.00	10,321.00
TELEPHONE	5,500	1,943.98	3,556.02
POSTAGE	3,500	889.79	2,610.21
SEMINARS, WORKSHOPS, TRANSPORT	3,250	637.34	2,612.66
PROGRAMS	2,000	2,722.30	(722.30)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	7,335.00	11,325.00
LEGAL SERVICES	4,000	1,656.00	2,344.00
PAYROLL SERVICES	2,400	1,090.80	1,309.20
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	394.37	9,605.63
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$475,620.24	\$751,732.76
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

WEST LINDSEY FREE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS  
FOR THE MONTH OF MAY, 1990

BALANCE		RECEIPTS		NET DISBURSEMENTS		BALANCE		ADD: DUE FROM TOWN OF W. ORANGE		LESS: ACCTS PAYABLE		BUDGET BALANCES AT	
5/1/90						5/31/90				6/18/90		6/18/90	
\$126,608.76				\$85,067.24		\$41,541.52		\$777,353.00		(\$67,161.76)		\$751,732.76	

RECEIPTS AND FUNDS

COPY MACH. XEROX  
CONTINENTAL COPY PRODUCTS

\$4,560.00 \$713.00  
260.59

\$5,273.00  
260.59

TOTAL COPY MACHINES

FINES  
RENTALS  
PROJECTOR RENTAL  
MICROFILMS  
NON-RESIDENT FEE  
MEETING ROOM  
COMMUNITY RELATIONS  
TELEPHONE  
DONATIONS  
INTEREST  
MISCELLANEOUS  
VIDEO TAPE RENTAL

\$4,820.59 \$713.00  
6,483.20 2,079.46  
859.85 284.45  
134.10 273.05  
120.00 40.00  
400.00 50.00  
2,844.00  
44.99 12.86  
452.35  
3,019.55 888.88  
942.00  
3,364.00 556.00

\$5,533.59  
6,572.68  
1,144.30  
407.15  
180.00  
450.00  
2,844.00  
57.85  
452.35  
3,908.43  
942.00  
3,920.00

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND  
BOOK SALES & EXCESS PROPERTY FUND  
PETTY CASH & CHANGE FUND  
N.J. STATE AID FUND  
PERS. REFUND  
ACCOMMODATED REVENUE FUND  
APPROPRIATION REFUND  
ACCOUNTS PAYABLE 12/31/89

\$23,494.63 \$4,897.72  
519.36 362.66  
713.95 146.15  
345.00  
16209.16  
53,959.76  
21.36  
1,650.00

\$26,392.35  
882.06  
860.10  
345.00  
16,209.16  
53,959.76  
21.36  
1,650.00

TOTAL ALL FUNDS

\$223,522.02

\$5,406.55

\$85,067.24

\$143,861.33

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7  
INVESTMENT A/C MIDLANTIC NATL BANK #739-0372-8  
MIDLANTIC NATL BANK -#27050 0177 4 FINES, ETC  
MIDLANTIC NATL BANK -#20730 11617 UNEMP. INS.  
MIDLANTIC NATL BANK -#735-1699-9 COMMUNITY RELATIONS  
PETTY CASH  
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

\$3,262.86  
124,621.21  
10,454.53  
2,344.61  
2,388.70  
285.00  
504.42

LESS: ACCOUNTS PAYABLE 6/18/90

\$143,861.33

CASH FUNDS AVAILABLE AT 6/18/90

\$76,699.57

MAY 1990 BILLS PRESENTED FOR PAYMENT ON  
JUNE 27, 1990

Checks are Dated  
May 22, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4932	Midlantic National Bank	1. Salaries-W/H Tax	\$2,740.67
"	"	1. Salaries-Employee S.S.	1,734.63
"	"	27. Employer's Soc. Sec.	<u>1,734.66</u> \$ 6,209.96
4933	W.O. Municipal Empl. FCU	1. Salaries	411.00
4934	Traveler's Insurance	1. Salaries	657.00
4935	Twp. of W.O.-Hospitalization	26. Hospitalization	4,714.93
4936	State of N.J. - GIT	1. Salaries - NJWT	1,010.93
4937	PERS 20284	1. Salaries	2,591.37
4938	"	1. "	144.66
4939	W.O. Library-Unempl. Savings a/c	1. Salaries	373.58
4940	W.O. Library Empl. Assoc.	1. Salaries	500.00
	P/R 5/11 #8880-8917 (38)	1. Salaries - Net	15,730.09
	P/R 5/25 #8918-8954 (37)	1. Salaries - Net	<u>14,982.16</u>
	<u>Sub-Total</u>		\$ 47,325.68
	<u>Add:</u> Checks #4866-4931 Issued at May 30, 1990		37,941.56
	<u>Less:</u> Check #4917	29. Transfer	( <u>200.00</u> )
	<u>Total Per Budget Report May 1990</u>		<u>\$ 85,067.24</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

## WEST ORANGE FREE PUBLIC LIBRARY

4.

MAY 1990 BILLS PRESENTED FOR PAYMENT ON  
JUNE 27, 1990Checks are Dated  
June 27, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4941	Midlantic National Bank	1. Salaries-W/H Tax	\$2,760.73	
"	"	1. Salaries-Employee S.S.	1,782.52	
"	"	27. Employer Soc. Sec.	1,782.53	\$ 6,325.78
4942	W.O. Municipal Empl. FCU	1. Salaries-Empl. Savings		426.00
4943	Travelers Ins.	1. Salaries		657.00
4944	Midlantic National Bank	1. Salaries-W/H Tax	3,090.83	
"	"	1. " -Employee S.S.	1,891.01	
"	"	27. Employer Soc. Sec.	1,891.01	6,872.85
4945	W.O. Municipal Empl FCU	1. Salaries-Empl. Savings		431.00
4946	Travelers Ins.	1. Salaries		657.00
4947	State of N.J.-GIT	1. Salaries-NJWT		1,044.60
4948	W.O. Library-Empl. Assoc.	1. Salaries		350.00
4949	W.O. Library-Unempl. a/c	1. Salaries		370.65
4950	Twp. of W.O.-Hospitalization	26. Hospitalization		5,918.03
4951A	ADP	11. Service Contracts-P/R	71.33	
B	"	11. " " "	73.78	145.11
4952	A & C Elevator Co., Inc.	11. Service Contracts		135.00
4953	Acme Rubber Stamp Co.	4. Supplies		25.75
4954	All State Plumbing, Inc.	6. Maintenance-Main		310.53
4955	A.M. Best Co.	2. Books		38.63
4956	Associated Libraries, Inc.	2. Books		749.29
4957	A T & T	9. Telephone		3.65
4958	Baker & Taylor	2. Books		39.47
4959	Baker & Taylor	28. Video Tapes		21.04
4960A	Baker & Taylor	2. Books	(\$ 13.75)	
"	"	2. "	( 22.10)	
"	"	2. "	7,841.15	
B	"	4. Supplies	99.50	7,904.80
4961	Barnes & Noble Bookstores, Inc.	21. A/V Materials-Software	17.75	
"	"	21. " " "	16.77	34.52
4962A	Brodart Co.	4. Supplies	( 315.27)	
B	"	4. "	1,500.00	
"	"	4. "	( 800.00)	
"	"	4. "	90.00	
C	"	4. "	230.13	
"	"	4. "	23.27	728.13
4963	C D One Stop	21. A/V Materials		60.41
4964	Champion Books	2. Books		117.28
4965	Control Building Services, Inc.	11. Service Contracts		105.00
4966	William F. Cuozzi, Jr. Esq.	24. Legal Services		276.00
4967	Curley Publishing, Inc.	2. Books	28.72	
"	"	2. "	52.68	
"	"	2. "	213.90	295.30
4968A	DEMCO	4. Supplies	142.22	
B	"	4. "	140.83	283.05
4969	Delta Dental Plan of N.J.	26. Hospitalization-Dental		881.59
4970	Arthur Dentsch	26. Hospitalization		143.00
4971	Sylvia Dentsch	26. Hospitalization		143.00
4972	Dun's Marketing Services	2. Books		390.00
4973A	ESCO	11. Service Contracts	26.00	
"	"	11. " "	26.00	
B	"	11. " "	26.00	78.00
4974	Essex County Children's Librarians	4. Supplies		6.26
4975	Gale Research, Inc.	2. Books		69.75
4976A	Gale Research, Inc.	2. Books	172.05	
"	"	2. "	92.07	
B	"	2. "	172.05	
"	"	2. "	92.07	528.24
4977	Garden State Cable Register Co.	4. Supplies		65.50
4978	Highsmith Co., Inc.	4. Supplies		76.37
4979	Kirkus Service, Inc.	2. Books		245.00
4980	Life Skills Education	19. Magazines-Newspapers		8.95
4981A	MacMillan Publishing Co.	2. Books	41.69	
"	"	2. "	139.00	180.69
4982	Main Entry	2. "		229.31
4983	Manheim, Kosson & Novick	23. Management Services		1,467.00
4984	Media Source	2. Books		230.88



## WEST ORANGE FREE PUBLIC LIBRARY

MAY 1990 BILLS PRESENTED FOR PAYMENT ON  
JUNE 27, 1990Checks are Dated  
June 27, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4985	Metropolitan Plant Exchange	10. Community Relations		\$ 34.00
4986	Minerun Press, Inc.	19. Magazines-Newspapers		19.10
4987	Monroe Systems for Business, Inc.	4. Supplies		12.64
4988	McManus Lawnmower & Locksmith	28. Equipment Repair		68.90
4989	National Directory of Children & Youth Services	2. Books		63.00
4990A	N.J. Assoc. of Library Assistants	15. Workshops-Seminars	\$ 385.00	
B	" " " " "	15. " "	35.00	420.00
4991	N.J. Bell	9. Telephone	21.00	
	" " " " "	9. " "	351.79	372.79
4992	N.J. Dept. of Corrections	6. Maintenance-Main	22.95	
	" " " " "	6. " "	108.00	130.95
4993	New Jersey Legislative Manual	2. Books		28.25
4994A	New Jersey Office Supply	4. Supplies	95.81	
B	" " " " "	4. " "	1.49	97.30
4995	Nynex Paging	11. Service Contracts		24.40
4996	Petty Cash Checking Account	29. Transfers		200.00
4997	Petty Cash - Safe	2. Books	24.60	
	" " " " "	4. Supplies	53.11	
	" " " " "	10. Community Relations	50.00	
	" " " " "	11. Postage	13.50	141.21
4998	Phelun, Sheldon & Margate, Inc.	2. Books		93.00
4999	Pitney Bowes	11. Service Contracts		63.75
5000	Prescription Center	4. Supplies		6.89
5001A	PSE & G	8. Utilities	3,331.09	
B	" " " " "	8. " "	34.63	3,365.72
5002	Public Employees' Retirement System	28. PERS		41,557.40
5003	Reader's Digest	19. Magazines-Newspapers		12.70
5004	R R Bowker	2. Books		38.50
5005	Salem Press, Inc.	2. Books		318.75
5006	Frank H. Schwartz	21. Hospitalization		171.60
5007	Lorraine Schwartz	26. Hospitalization		171.60
5008	Sorbus	11. Service Contracts		43.50
5009	Supertinentend of Documents	19. Magazines-Newspapers		250.00
5010	3 M X R P 2052 (No)	4. Supplies		239.32
5011	Ulverscroft Large Print Books Ltd.	2. Books		97.78
5012	Valente's Hardware, Inc.	18. Janitorial Supplies	25.87	
	" " " " "	18. " "	2.19	
	" " " " "	18. " "	19.45	
	" " " " "	18. " "	3.99	
	" " " " "	18. " "	49.95	101.45
5013	Viking Office Products	4. Supplies		44.63
5014A	Watson Label Products	2. Books	888.95	
B	" " " " "	2. " "	1,775.92	2,664.87
5015	West Orange Community House	7. Maintenance-Tory Corner		135.00
5016	Workmen's Circle	2. Books		12.00
5017	Xerox Corporation	25. Photocopy	125.13	
	" " " " "	25. " "	125.13	250.26
5018	H. Young	19. Magazines-Newspapers		94.00
	Less: Check #4941	1. Salaries	4,543.25	
	"	27. Employer Soc. Sec.	1,782.53	
	4942	1. Salaries	426.00	
	4943	1. Salaries	657.00	
	4944	1. Salaries	4,981.84	
	"	27. Employer Soc. Sec.	1,891.01	
	4945	1. Salaries	431.00	
	4946	1. Salaries	657.00	
	4947	1. Salaries	1,044.60	
	4948	1. Salaries	350.00	
				90,414.67

WEST ORANGE FREE PUBLIC LIBRARY

MAY 1990 BILLS PRESENTED FOR PAYMENT ON  
JUNE 27, 1990

Checks are Dated  
June 27, 1990

VOUCHER  
NUMBER

PAYEEBUDGET ALLOCATIONAMOUNT

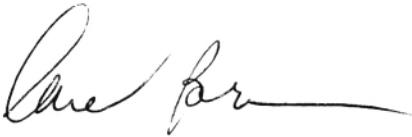
Less: Check #4949  
 4950  
 4996

1. Salaries  
 26. Hospitalization  
 28. Transfer

370.65  
 5,918.03  
200.00 ( 23,252.91

Total Accounts Payable June 18, 1990

\$ 67,161.76

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA