

# **AGENDA**

**WEST ORANGE PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**July 25, 1979**

**ROLL CALL**

**OPEN PUBLIC MEETINGS ACT**

**MINUTES**

**TREASURER'S REPORT**

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

**DIRECTOR'S REPORT**

**COMMITTEE REPORTS**

**OLD BUSINESS**

- a. Resolution for Lorraine Schwartz
- b. Resolution for Short Term Investments

**NEW BUSINESS**

- a. Report on ALA Convention
- b. Circulating Picture Collection
- c. Bids for 200 Series
- d. Service Contract for Elevator

**COMMUNICATIONS**

**COMMUNITY PARTICIPATION**

**ADJOURNMENT**

WEST ORANGE PUBLIC LIBRARY  
MINUTES  
OF THE BOARD OF TRUSTEES MEETING  
JULY 25, 1979

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill, Paul Pasmantier, and William Sagosz. Also present: Board Accountant, Stewart Manheim, Board Attorney, William Cuozzi, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Pasmantier stated that he wanted to clarify Mr. Lang's feeling that the lighting situation was the real reason for considering the moving of the stacks. Mr. Pasmantier agreed that the lighting has been a problem. However, the stacks have not been adequately spaced and consequently need to be moved. Mr. Lang concurred with Mr. Pasmantier that the stacks were not spaced properly and did not meet ALA minimum standards. The lighting, however, has not been adequate from the beginning and has not met the minimum lighting standards. Therefore, the lighting and stacks need to be corrected.

Mr. Lang made a motion to accept the Minutes of the June 27, 1979 Board of Trustees meeting. Mr. Sagosz seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. O'Neill questioned the following vouchers: a) Hospitalization payment #4647 and #4656 as to the reason two separate payments and amounts were listed. Mr. Manheim explained that it was an adjustment in rates due to a change of status of two employees. b) Curtis Service voucher #4675 - a Mobilibrary invoice for \$1,051.47. The bill consisted of correction of the electric charging system and a number of other items which Mr. Sagosz read from the invoice listing. Mr. Manheim pointed out that there is still \$4,925.09 remaining in the Mobilibrary line out of the \$6,500 allocated for the 1979 budget. Mr. Lang inquired if a town mechanic could look over the vehicle. Mr. Sagosz said that the town would not handle it. Mrs. Reed stated that she discusses the work to be done and approximate cost with Curtis prior to the repairs. However, she was away at the time the work in question was performed. c) Mr. O'Neill asked about Kaufman's method of billing. Mrs. Strauss said that Mr. Kaufman doesn't bill regularly. d) Mr. O'Neill also asked Mr. Manheim about the listing of the checks paid from petty cash for the months of April, May and June. Mr. Manheim explained that petty cash checks are presented every three months. This is an accumulation of checks paid over a 3 month period.



Mrs. Strauss asked Mrs. Reed to find out how much the cost will be for the cleaning of the new windows by Bloomfield Window Cleaning Company.

Mr. Lang questioned Petty Cash checks #1208, and #1209 for Workshops and Seminars. Mrs. Reed said that these checks were also for pre-registration of the ALA Convention and for the banquet.

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

## 2) Financial Statement:

Mr. O'Neill asked about the book rental charge which he had brought up at a previous meeting. Mrs. Reed said that Mrs. Czarnecki had looked into the amounts charged for rental books at various libraries within Essex County, and that most of the libraries charged 5¢ per day.

Mr. Kupferer made a motion to transfer \$45,000 on August 15, 1979 from Statement Savings Account #02-073-0000177-0 to the checking account at Midlantic Bank for current expenses. Mrs. Strauss seconded the motion, and it was passed unanimously.

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

## DIRECTOR'S REPORT:

Mrs. Reed offered 3 estimates for removal of the electric hot water heater, installation of a new heater and related work: Robert W. Daum - \$350, Bury Brothers, Inc. - \$445, Robert J. O'Connell - \$1,083. The Board discussed the bids. It was noted that Robert Daum as low bidder, did not include replacement of the outside faucet and pipe, or a five year guarantee on the heater.

Mr. Sagosz made a motion to accept the bid of Robert W. Daum for \$350 as the lowest responsible bidder provided that the five year warranty on the heater and the work for the outside water connection is included. If the amount of the bid must be revised to include the additional items mentioned, the cost must be under \$445. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mrs. Meyers has submitted a letter of resignation effective Saturday, July 28, 1979. Mr. Pasmantier said that Mrs. Meyers has made certain requests of the Board. In the event these requests are met, Mr. Pasmantier recommended that a release to that effect should be obtained from her.

Theresa Greco, Jr. Library Clerk, was asked for her resignation due to unexcused, excessive absences from work.

Mrs. Reed requested a replacement for Mrs. Meyers. She would like a Junior Librarian to work in the Young Adult Department who is also trained in Reference Work. Mrs. Reed will check the application files for possible candidates for the position. An advertisement could be placed in various library publications. Mrs. Reed will present her recommendations to the Board for their review and approval.

Mrs. Reed noted that Mr. Feiger of CETA will send new application forms to reapply for the services of the two CETA workers presently working in the library. If the applications are approved, the employees will be kept another 52 weeks and CETA will pay the salaries.

Mrs. Reed informed the Board that certified librarians may be required to take 40 credits within a five year period for re-certification. Mr. Cuozzi noted that official notice would be forthcoming from the State Dept. of Education if this becomes effective. Mrs. Reed will keep the Trustees up-to-date on the new bill that has been proposed to make libraries a part of a cultural department.

#### COMMITTEE REPORTS:

Building and Grounds: Mr. Pasmantier reported that he had attended a meeting with Mr. Flynn, Town Purchaser, concerning the library's financial standing in regard to the building funds. The Building Fund has \$11,300 left. The architect's Fund has \$7,600 left. There is a total of approximately \$19,000 available to the Board. However, a special resolution would be required to be made by the Town Council to release the monies to the Board, if the Board requires a specific amount.

Mr. Flynn and Mr. Corwick, Business Administrator, would like releases from the Board before Mr. Lehman's bill for \$69,057 is paid. Mr. Pasmantier suggested that the money be held in abeyance until the lighting problem is resolved. In regard to the punchlist, The Board of Trustees, Mr. McCann, Town Engineer, and Mr. Cunningham, Building Inspector must approve it.

Mr. Cuozzi mentioned that a certificate of occupancy should be issued. Mr. Pasmantier favors having the approval of as many people as possible. Two letters and two punchlists have been received from Mr. Lehman and Mr. Pasmantier will follow-up on these items.

Stacks: Mr. Pasmantier stated that the West Orange Public Library has the least amount of space allowed for aisle spacing of any other library in the area. Discussion followed regarding initial determination of aisle widths by the consultants; the Board's desire to house the total collection on one floor; the loss of books as a result of widening the stack aisles; and the staff's reluctance to participate in the move.

Mr. Pasmantier recommended moving the stacks as soon as possible. The stacks must be moved and the lighting must be resolved. The stacks could be moved and then a light reading taken to determine where additional fixtures would be needed.

Mr. Sagosz said that the books could be kept on one level by adding one stack to each row on the left hand side of the adult area. At present there are 8 or 9 stacks to a row. He has a complete work schedule set up whenever the Board decides to go ahead with the move. The Circulation and Catalog Departments must also be moved.

Mrs. Grover strongly recommended hiring professional movers to move the books with the staff's supervision. At present, the Board is involved in a lighting dispute and the moving of the stacks would help to alleviate some of the problems.

Mr. Lang expressed his concern for the cost of the professional movers in moving the books, and recommended using CETA, YES or MAYBE workers. Mr. Pasmantier responded that as time is of the essence, Time Moving Co., a highly efficient and professional company, could do the moving with a minimum of disorder and disruption.

Mr. Pasmantier stated that it should be clearly understood that the staff is not to move books--only to supervise the moving of them. Mrs. Reed welcomed the Trustees to speak to the staff and to urge their cooperation as supervisors during the move.

Mrs. Strauss informed the Board that the library must pay \$4,400 towards part of the furnishings. The budget will have to be adjusted at the end of the year.

Mr. Pasmantier made a motion that the Board of Trustees move the stacks in the new wing as soon as possible before September to an aisle width of 40" and that the Board should not incur an expense more than \$1,500 over and above the amount of money remaining in the moving fund, which is \$1,790. Mr. Sagosz seconded the motion, and it was carried with all in favor, with the exception of Mrs. Strauss who voted against the move.

Mr. O'Neill said that he was concerned that the citizens would not have enough notice about the closing of the library. Mrs. Strauss assured him that as soon as the dates are set, the newspapers would be notified and notices posted to inform the patrons of the closing.

Mr. O'Neill questioned Mr. Pasmantier about the average width of aisles in other libraries. Mr. Pasmantier noted that there are various sizes in all of the libraries in the area, but the 40" width would allow access for wheelchairs.

Lighting: Mr. Pasmantier noted that in the early morning building meeting held on June 6th, the Minutes mentioned that Mr. Lehman had reported that seven additional lighting fixtures had been installed and that he was waiting to hear from the Board what additional fixtures would be required. At such time that the Board requests the changes (in writing), a meeting will be held to discuss payment.

Mr. Cuozzi will write a letter to Mr. Lehman for Mrs. Strauss' signature putting him on additional notice that the reason he has not been notified about correcting the inadequate lighting is that the Board is moving the stacks sometime in August. At that time he will be told what additional lighting has to be installed to bring up the candle power to the standards of the contract.

Time Clock: Mr. Pasmantier suggested that the Board obtain electrical bids to have a timer installed in the new parking lot and also a light near the corner of the building by Mt. Pleasant Avenue. It would light the area adjacent to the sidewalk. Two time clocks would be needed for turning the lights on in the evening, and for shutting them off at various intervals throughout the night. Mr. Sagosz will make the necessary contacts. It was noted that the lights in the upper parking lot have been taken care of by the Town.

Mr. O'Neill expressed the opinion that the parking lot lights in the upper lot were not adequate. He had hoped that new ones would have been installed to alleviate the dark area in the middle of the lot.

Fire Alarm: Mrs. Reed said that the fire alarm system for the double doors at the back entrance of the new building only works on one door. It was suggested by Mr. Pellecchia's Building Supervisor, Frank DeLane, that the Fire Department be consulted about the matter, and that possibly a bolt could be installed on the door to prevent patrons from opening it. Mr. Sagosz recommended that Mrs. Reed follow through with the suggestions and present the Board with the information.

Mr. Sagosz will compile a list of electrical work that needs to be done so that he can contact the electrician for an estimate. Another timer is needed to replace the one that had been removed from the overhead doors in the back of the building. This is now a staff entrance and light is needed in the evenings. An outside outlet is also needed for the Mobilibrary.

Bumpers: Mr. Sagosz reported on the Town Council meeting that he had attended regarding the bumpers for the parking lot adjacent to the new wing. The Council said that there was no problem with the Board's recommendations concerning the bumpers, however, the Council did not agree with the Board's cost estimate.

The following building items were also discussed: 1) Notification to Mr. Flynn that the Oblique folders have been installed and that payment can be made. 2) Picture molding prices must be obtained. 3) A \$75.00 rebate must be obtained from Mr. Pellecchia for the picture molding. 4) Mrs. Reed will write a letter to Mr. Lehman requesting a Change Order for the rolling door in the amount of \$935.00. She will also ask for a credit of \$75.00 for the molding.

Mr. Pasmantier asked Mr. Sagosz to clarify his statement in the minutes of a previous meeting about where the fire alarm expenses were to come from. Mr. Sagosz said that all of the detectors or sensors were put in under the regular contract. There are new sensors installed in the new building which are connected to the original panel. There was no extra expense for that.

Mr. Sagosz said that the system should be checked out as to its working ability and he suggested that the library develop its own fire escape plan. Mrs. Strauss mentioned that she has been asking the Fire Department for assistance in this matter for the last six months.

Mr. Lang asked about the vibration which occurs when the compressor unit in the air conditioning goes on. Mr. Sagosz said that Mr. Lehman was notified about the condition.

#### OLD BUSINESS:

##### 1) Resolution for Lorraine Schwartz:

Mr. Cuozzi submitted a resolution commending Lorraine Schwartz for her twenty years of service. It was duly read and noted by the Board and will be presented to Mrs. Schwartz.

Mr. Lang made a motion to accept the resolution as presented, and it was seconded by Mr. O'Neill. It was carried unanimously. A copy of the resolution will be attached to the Minutes.

##### 2) Resolution of Short Term Investments:

Discussion was held regarding the short term investments. Mr. Cuozzi discussed the investment of funds according to the N.J. Statutes. Mr. Cuozzi had drawn up a blanket resolution covering the Board and allowing the Treasurer to purchase securities. Evidence of such purchases must be forwarded to the Town. Mr. Cuozzi said that Mr. Kupferer, as Treasurer, is already bonded. Therefore, it would be simpler for Mr. Lang as a member of the Financial Committee to advise the Treasurer. Mr. Cuozzi recommended limiting the investments to Certificate of Deposits or Treasury Notes.



Mr. Pasmantier discussed the implications of giving this type of authorization to one person. Mrs. Strauss suggested that the Board review the resolution at their leisure. Mr. Cuozzi will redraw it and mail it to the Trustees.

Mrs. Strauss made a motion to table the discussion of investments until the next meeting of the Board when the resolution will have been reviewed by the Trustees. Mrs. Grover seconded the motion, and it was passed unanimously.

#### NEW BUSINESS:

Mrs. Strauss would like the Trustees to consider the placement of the circulating picture collection which is housed in a large partitioned unit.

Mrs. Strauss advised the Board that the bids for the 200 series have been received. Blau's bid was for \$8,696.00, and W. B. Wood's bid was for \$9,478.36. The specifications must be checked and if the low bidder conforms to them, he will be awarded the bid.

The need for a service contract for the elevator was discussed. Mr. Pasmantier recommended that the Town handle the matter as the contract is difficult to interpret. Mrs. Reed will write a letter to Mr. McCann, Town Engineer, enclosing a copy of the contract submitted by the Schindler Haughton Company for review. Mr. Cuozzi said that the Building Inspector, Mr. Cunningham, should also see it and perhaps some recommendations could be made to the Board as to the proper course to take.

Mrs. Strauss asked Mrs. Reed to contact Anita Cohen at Fairmount House in regard to the moving of the bench from the back parking lot.

#### LIBRARY OPENING COMMITTEE:

Mrs. Strauss reported that an ad hoc committee had been formed with Phyllis Jerome as chairperson. The committee is working for an October opening. Two dates were set: October 28 for the Juried Art selection and November 4th for the Jazz Program. Also the dedication of the new wing to Thomas A. Edison has been discussed.

Mr. Lang, the Board's liaison to the Edison Light Committee, reported that he had spoken to Mr. Shteir expressing the Board's inclination to name the wing after Thomas A. Edison in view of the fact that 1) a plaque will be donated and 2) that The Edison Fund would consider a grant to the library. Mr. Shteir said that the Committee could not afford more than an aluminum plaque. Mr. Shteir, who is an architect, said that he would work on the plaque design as long as it did not interfere with Mr. Lehman. Mr. Lang told him to feel free to develop ideas for it. In regard to the Edison Fund, Mr. Lang spoke to Mr. Venable who said that the Fund will probably accept the recommendation regarding the grant of \$1,000 when it meets in the fall.

Mr. Lang made a motion that the Board of Trustees favorably consider a donation of a plaque from the Edison Centennial Light Committee, the specifications to be approved by the Board; and to name the new wing the Thomas A. Edison Memorial Wing. It is the Board's understanding that the Edison Fund is disposed to make a grant of \$1,000 for the Board's consideration of the dedication. The Board is to notify the Town officials of their recommendation and obtain approval before the resolution is made. (Final resolution will be made at a later date.)

Mrs. Strauss said that money would be needed for refreshments for the art show. Mr. Manheim said that there was \$690 available for that use in New Addition Expenses.

Mr. Lang distributed information regarding the Rotary's plans to initiate a campaign of literacy. He asked the Board to read and review the information and to give him feedback as to ideas that he can take back to the Rotary.

#### COMMUNICATIONS:

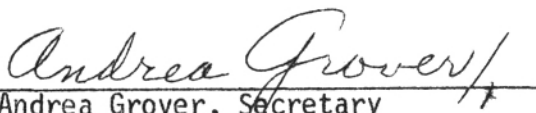
Mrs. Grover referred to the following communications: 1) a letter from NJLA appointing Mrs. Reed to the Personnel Committee of the Executive Board. 2) A letter sent to Mr. Sturm thanking him for his advice regarding the blinds. 3) A letter of complaint from a patron, Eileen Lurie, regarding the width of the stack aisles. Mrs. Grover will write a letter informing Ms. Lurie of the stack move. 4) A note of appreciation from Mrs. A. J. Sawyer for the help received and courtesy shown by Mrs. Lepore and Mrs. Schwartz. Mrs. Grover will write a note to Ms. Sawyer thanking her for her compliments.

Mr. Lang requested that Mark Donnelly submit a tentative schedule for the art lectures.

Meeting adjourned at 10:40 P. M.

Respectfully submitted,

  
Sandra Goss, Secretary

  
Andrea Grover, Secretary  
Board of Trustees

BOARD OF TRUSTEES  
OF THE  
WEST ORANGE PUBLIC LIBRARY

TESTIMONIAL RESOLUTION

TO

LORRAINE SCHWARTZ

WHEREAS, LORRAINE SCHWARTZ has served the Public Library of the Town of West Orange in the capacity of Junior Library Assistant during the past twenty years; and

WHEREAS, LORRAINE SCHWARTZ celebrates the anniversary of her twentieth year with the West Orange Public Library, a period in which she has given generously of her time and has worked in close cooperation with the Library Board of Trustees and the Administrative Staff and has discharged her duties and responsibilities competently, and with diligence and understanding; and

WHEREAS, she has served the Public Library of the Town of West Orange in a dignified, faithful manner and has earned the respect and gratitude of the West Orange Library Board of Trustees, as well as, her co-workers and the citizens of the Town of West Orange:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the West Orange Public Library, on behalf of its members and staff of the West Orange Public Library, does hereby express to LORRAINE SCHWARTZ a sincere and profound appreciation for her years of faithful and dedicated service and does further extend heartfelt wishes for good health, success and much happiness in the years to come:

BE IT FURTHER RESOLVED, that this Resolution be spread upon the permanent records of the West Orange Public Library Board of Trustees and that a copy thereof, signed by the Members of the Board of Trustees, and attested to by the Attorney of said Board, and be presented to LORRAINE SCHWARTZ as evidence of the expressions herein contained.

Adopted this 25 day of July, 1979.

*Anta O'Sullivan*  
*Andrea Gover*

DIRECTOR'S  
MONTHLY REPORT

JULY 25, 1979

After being away from the library for three weeks I returned on July 16 rested and ready for work. Of course I was not ready for unpleasantries and the disappointment of not having the library moved into the various departments.

However, finishing touches are being performed, where needed, throughout the library, i.e. telephones have been installed, painting has been completed, electrical work is unfinished, two lights in the already dim new area are not working, the double fire door on the east side of the building can be opened without the alarm going off, etc.

For a long time now Frank Refinski has been impossible to work with and very unpleasant to everyone. He is uncooperative in every manner of the word. He does not change into his work clothes, and has been quoted as saying he does not work at the library anymore. His general attitude toward the job has changed so that only I dare approach him about anything. Personally, he had not informed me about the date of his impending retirement. I asked him about this and he stated that he is taking a vacation during the month of October and will return to the library for one week in November before retiring.

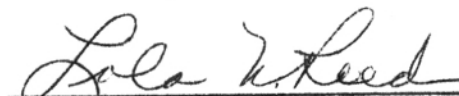
Mrs. Elsa Meyers, our Young Adult Librarian, has submitted her resignation to me, effective Saturday, July 28, 1979. Also, we are forced to terminate a page, Theresa Greco, because of continued unexcused excessive absences from work. The young lady was warned repeatedly about this matter, but failed to improve.

To minimize pressures the staff is undergoing, we need to hire another professional librarian as soon as possible. The person should be trained in reference with capability of supervising the Young Adult Department. This position should be a full-time one with salary commensurate with background, training and experience.

The 52 week term for the two remaining CETA workers, William Jerome Clark and James Morrison, Sr., will be up on September 30, 1979. I have already contacted Mike Feiger of the CETA office and he has assured me that we can reapply for the services of these two workers to begin October 1. He stated that new application forms will be sent out later this week or early next week. If applications are approved, we have another 52 week period to keep the employees and CETA will continue to pay their salaries.

Peter Neumann, one of our painters, fell from a ladder down the stairs. He bruised his right hip. He was advised to see the town doctor but refused.

NJLA and the State Department of Education are seriously considering having certified librarians prepare themselves for re-certification through the Continuing Education program. The requirement will be 40 credits within a five year period. More will be forthcoming on this matter.



Lola N. Reed, Director



## ALA CONVENTION

DALLAS, TEXAS

June 24-29, 1979

At the request of my doctor, the trip to Dallas was delayed some 24 hours. Because my reservations were not made very early after the place of the convention was announced, I was unfortunate to be housed at a motel of considerable distance from the Convention Center.

Beginning with the Black Caucus business meeting on Sunday, we listened to speakers Gloria P. Brown on the present status of Black children in America during the International Year of the Child and the 25th anniversary of the Brown vs. the Board of Education decision. Eddie Beatrice Johnson gave a dynamic address on "How Public Agencies Impact on the Lives of Children".

At the same meeting Lucille C. Thomas and E.J. Josey were presented the ALA Black Caucus awards for distinguished service to librarianship.

On Monday at the Reference and Adult Services Division/Machine Assisted Reference Service, two speakers were heard. Carlos Cuardo discussed the future developments in the technology and orientation of on-line systems. F.W. Lancaster emphasized the potential impact of libraries on technological advances in all fields.

The RASD/MARS program also explored and compared a variety of formal and informal training opportunities for librarians who provide on-line retrieval.

A crowd of over 500 listened to Bill Potter, Bruce Miller and Jim Dwyer discuss the future of the card catalog and what their studies have shown and what the implications are for librarians faced with closed, COM, and on-line options. So much concern was shown these presentations the speakers announced that they would seek out publishers for their individual papers. Requests from the audience indicated a real need for these studies to be published.

ALA Membership meeting I was held on Monday night. Executive Director Robert Wedgeworth presented a State of the Association Report in which he indicated that the past year had been marked by an increase in membership, in general revenues, in programmatic activities and in recognition of the Association. The Report included an activities, a progress report on the new national headquarters, and a brief review of ALA's fiscal situation.

President Russell Shank presented the membership an ALA Goals Statement which had been prepared by the Executive Board and invited comments from the floor. The statement was endorsed with the understanding that revisions were to be made.

The International Relations Committee, chaired by Jeannie Lowrie, held a hearing on two draft documents - Guidelines for Selection of Delegates to International Conferences and Criteria for the Selection of Consultants to Serve Abroad. An announcement in the May issue of American Libraries invited individual members and groups to submit testimony. Marva Deloach, speaking for Black Caucus, Ted Waller, Hans Panofsky, Silva Barsumyan, and John Beecher presented oral and written testimony on both documents. Committee member E.J. Josey indicated that some members not in attendance had also sent written testimony and that all comments would be reviewed by the Committee before it makes its recommendations to the Executive Board.

More than 200 conferees attended the SRRT Ethnic Materials Information Exchange Task Force meeting ~~which~~ which featured two main topics: "Getting

to Know Your Ethnic Community: Sources of Information and Research Resources" and "Funding for Ethnicity". Speakers gave examples of the application of techniques and resources for several ethnic groups. Funding of ethnic programs was discussed.

The RTSD SS program explored three issues of current interest. Judith Cannan of LC outlined major changes in description and entry that will occur when serials cataloguing with AACR 2 begins. Dorothy Gregor, UC Berkeley, described her library's plan for dealing with serials as the catalog closes, which involves expanding and upgrading an existing serials data base so that it can serve as the single comprehensive serials record file for the library. Speaking on "Decision Points in Retrospective Conversion of Serials", Elaine Woods of Indiana U raised the questions those concerned with such programs must face, including the purpose of conversion, nature and quality of records to be converted and extent of upgrading to be done, as well as selection from among CONSER editing options.

Participants of the LAMA PAS Racism and Sexism Awareness Training Program found the workshops held this year and in the past extraordinarily useful. They have expressed a concern that the ad hoc committee which sponsored both workshops is about to dissolve and, by unanimous vote of Group II of the SMARTS Workshop, would like to see that the committee become permanent in order to continue valuable work.

An example of the committee's positive influence - the replication of the workshop at Lost Angeles County Library - and ways in which it can continue to function - serve a continuous role of education and consciousness-raising in the areas of racism, sexism, and aging as exhibited at the IFC program - were noted. Participants also suggested that the committee could identify resources and resource people, could assist libraries to develop training programs and provide further model workshops at library conferences.

The 10th anniversary of the Coretta Scott King Award was marked by a capacity breakfast crowd at the Baker Hotel. This year's award was dedicated to the memory of Charlemae Hill Rollins who died earlier this year. The Coretta Scott King Award was presented to Ossie Davis for Escape to Freedom (Viking Press) and for the first time the Illustrator Award was presented to artist Tom Feelings, who received the award for his drawings, Something on My Mind, text by Nikki Grimes.

It was also announced that the Coretta Scott King Award had formally affiliated with the ALA and also the Library School Faculty of Alabama A & M University, which would assist in the management of future CSK activities.

The "Concerns About Outreach" Forum, sponsored by OLSD, got off to a rousing start with opening remarks by Senator Major Owens. He stressed the necessity for outreach programs in all libraries, the need to relate out-reach programs to the marketing practices of the business world, and for librarians to use professional imagination and political strategies in maintaining outreach programs while facing financial crises.

Three discussion groups: "Community Assessment", "Reporting and Evaluation of Library Services and Programs" and "In Face of Financial Crises, How May We Still Plan and Provide Library Outreach Services" - provided much insight into the problems of implementing outreach programs. Participants in the session formed rotating groups to gain and share information in the discussions.

The need to accurately assess each library's community and its needs to fit the service of the community was emphasized. The newly published, The Public

Library Mission Statement and Its Imperatives for Service, available from ALA, was highly recommended.

Council Document # 59, submitted by Ruth Tighe, was substituted by a motion that requested Council to express regret to those members disenfranchised from voting in the recently held elections and that Council directs that steps be taken to assure that such does not occur again.

President Shank presented the ALA Goals Statement for the White House Conference to the Council for action.

The Council, having established a Task Force to assist librarians who request help in non- ERA ratified states, voted to place \$10,000 at the disposal of the Task Force to carry out this mission.

On Tuesday, the ALSC once again sponsored what for many is the highlight of the annual conference, the Newbery-Caldecott Awards Dinner.

The Randolph Caldecott Medal is presented annually to the illustrator of the most distinguished American picture book for children published in the United States in the preceding year. The recipient must be a citizen of the U.S. or resident. The 22 member committee selected two Caldecott Honor Books: The Freight Train by Donald Crews and The Way to Start a Day by Peter Parnall and Byrd Baylor. The 1979 Caldecott Award winner was Paul Goble for The Girl Who Loved Wild Horses. In his acceptance speech Mr. Goble said that he had a love and interest of Indians for as long as he could remember and that he wanted to create a feeling of respect for the animals and the Indian way of life.

The John Newbery Award is presented annually to the author of the most distinguished contribution to American Literature for children published in the United States. The committee chose one Newbery Honor Book, The Great Gilly Hopkins by Katherine Paterson, winner of the 1978 Newbery Medal. The 1979 Newbery Medal winner was Ellen Raskin for The Westing Game. This puzzle book must be read to be appreciated. In her acceptance speech, Ms. Raskin emphasized her feelings that it was not how she wrote the book, or the fact that she was the author that is important but rather the book itself is the important thing.

Over 300 people attended the LITA ISAS Technical Standards for Library Automation Committee program, "The Library and the Computer Center: A Marriage Made In ...?". Speakers made it clear that the answer depends to a great extent on how each party approaches the union. There are roles, responsibilities, and expectations on both sides.

BOSS outlined the need for the library to fully define the problem it hopes to solve with automation before considering the various alternatives: local main frame, turn-key system or minicomputer, in terms of cost, schedule, flexibility, staffing and level of commitment. Emphasized was the importance of conducting a feasibility study to determine whether or not automation is the best solution to the problem, and the importance of consulting with the local computer center in all and any phases of a library automation project. In a role playing session, it was demonstrated that communication problems are often the largest hurdle to overcome. Bierman talked about the disasters a library can expect if working with a poorly managed computer center. The importance of documentation of specifications, decisions, agreements, and responsibilities was reiterated. The importance for librarians to have negotiation skills was stressed. Provided was a real-life

example of a library/computer center agreement and how it was reached. The program was closed with a call for peace and mutual respect between the library and the computer. Indicated was that both sides have a history of accomplishment which enables them to approach each other from positions of strength, and that the fusion of technology and libraries can result in even greater accomplishments for the future.

The AASL Awards luncheon began with the presentation to Dr. Francis Henne, Professor Emeritus, Columbia University, the AASL President's Award. The award is given in cooperation with Baker and Taylor for an outstanding national and international contribution to school librarianship. In accepting her award, Dr. Henne expressed her desire for AASL to increase its membership; continue to work with other professional and civic leaders and to dedicate itself to the achievement of standards in the school library media center.

The Distinguished Library Service Award for School Administrators was awarded to Dr. Richard C. Hunter, Superintendent, Richmond, Virginia Public Schools. This award is given for exemplary leadership in the development and support of library media programs at the building and district level.

The School Library Media Program of the Year Award, which is given in cooperation with the Encyclopedia Britannica for demonstration of exemplary program development in library media services at the elementary level, was awarded to Dr. Ernest B. Fleishman, Superintendent of Schools and Dr. Elfrieda McCauley, Coordinator, Media Services of the Greenwich Public Schools.

A special award was given to Glenn Estes, as he retires from editorship of the School Media Quarterly, thanking him for his service for the past seven years that he served as editor.

Following the awards, famous author and playwright Paul Zindel gave a captivating speech in which he not only told us about his characters but zeroed in on the hundreds of jobs librarians must do each day and the necessary capabilities to perform them: the heart of Helen Hayes; thyroid of Jane Fonda; legs of O.J. Simpson and the stature of Dolly Parton!

Close to 12,000 registrants were in attendance at the Conference. The 1980 ALA Conference will be in New York City.

A handwritten signature in cursive script, reading "Lola N. Reed", written in dark ink. The signature is fluid and elegant, with a horizontal line drawn beneath the name.

Lola N. Reed, Director



WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE 1979

LIBRARY BOARD MEETING OF JULY 25, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF JUNE	ACCUMULATED BUDGET Ex- PENDITURES PAID 6 MONTHS ENDED 6/30/79	UNEXPENDED BUDGET BALANCE ON 6/30/79	BILLS ACCOUNTS PAYABLE AT 6/30/79 PRESENTED FOR PAY- MENT AT THIS MEET- ING 7/25/79	BUDGET BALANCES AT 6/30/79
SALARIES & WAGES	\$370,800	\$ 36,046.62	\$166,331.91	\$204,468.09		\$204,468.09
BINDING	1,500	68.60	627.28	872.72	\$ 71.40	801.32
COMMUNITY SERVICES	500	115.19	86.46	413.54		413.54
TRANSPORTATION	350	35.75	91.10	258.90		258.90
SEMINARS & WORKSHOPS	1,350	111.00	1,040.20	309.80		309.80
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	1,060.00	4,460.00	6,240.00	892.00	5,348.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,019.67	8,827.00	14,173.00	1,312.86	12,860.14
MAIN LIBRARY-REPAIRS	7,000	616.18	1,343.40	5,656.60		5,656.60
TORY CORNER-RENTAL	540	-0-	135.00	405.00		405.00
BOOKMOBILE	6,500	-0-	427.01	6,072.99	1,147.90	4,925.09
SERVICE CONTRACTS	5,000	666.80	1,398.25	3,601.75	271.65	3,330.10
BOOKS	55,000	4,429.68	18,866.73	36,133.27	3,488.41	32,644.86
SUPPLIES-LIBRARY	12,100	1,059.04	3,846.51	8,253.49	487.73	7,765.76
MICROFILM	2,000	-0-	-0-	2,000.00	8.50	1,991.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	130.00	364.67	9,635.33	40.25	9,595.08
PAMPHLETS	700	276.45	332.99	367.01	11.00	356.01
AUDIO-VISUAL-MATERIALS	1,500	9.90	253.34	1,246.66	74.23	1,172.43
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	324.49	1,382.97	2,117.03	196.47	1,920.56
POSTAGE	3,000	-0-	900.00	2,100.00	300.00	1,800.00
EMPLOYEE HEALTH-HOSP.	14,800	1,156.60	6,566.72	8,233.28	120.05	8,113.23
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	5,386.01	10,198.74	12,801.26		12,801.26
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	231.44	919.50	1,080.50	263.56	816.94
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	680.06	1,463.80	1,536.20		1,536.20
NEW LIBRARY ADDITION						
EXPENSES- SEE PAGE 2	30,551	1,076.00	2,353.50	28,197.50	405.50	27,792.00
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 55,499.48</u>	<u>\$255,349.58</u>	<u>\$377,841.42</u>	<u>\$ 9,091.51</u>	<u>\$368,749.91</u>

FUNDS FROM:

TOWN OF WEST ORANGE \$525,000  
ACCUMULATED REVENUE 108,191

TOTAL ADOPTED BUDGET \$633,191

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF JUNE 1979

LIBRARY BOARD MEETING OF JULY 25, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF JUNE	ACCUMULATED BUDGET EXPENDITURES PAID 6 MONTHS ENDED 6/30/79	UNEXPENDED BUDGET BALANCE ON 6/30/79	BILLS ACCOUNTS PAYABLE AT 6/30/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 7/25/79	BUDGET BALANCES AT 6/30/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000			1,000.00		1,000.00
MOVING AND RELOCATION - (NON-RECURRING)	8,000			8,000.00		8,000.00
SECURITY GUARDS	3,161	\$ 182.00	\$ 1,152.00	2,009.00	\$ 286.00	1,723.00
LIBRARY OPENING PROMOTIONAL EXPENSES	690	894.00	1,201.50	690.00	119.50	690.00
PAINTING				( 1,201.50)		( 1,321.00)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 1,076.00	\$ 2,353.50	\$ 28,197.50	\$ 405.50	\$ 27,792.00

WEST ORANGE FREE PUBLIC LIBRARY

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

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
I BALANCES AS OF 5/31/79	\$181,979.27	\$170,840.90	\$ 10,120.41	\$ 504.36	\$ 187.35	\$ 326.25
ADD: FINES			(\$ 1,463.59			
PHOTOCOPY			( 145.50			
BOOK RENTALS	\$ 3,088.23		( 92.40			
TELEPHONE			( 10.46			
COMMISSIONS			( 111.28			
CONTRIBUTIONS			( 1,265.00			
LOST BOOKS	35.71			\$ 35.71		
EXCESS BOOKS	76.25				\$ 76.25	
INTEREST	3,568.71		3,568.71			
II TOTAL JUNE 1979 RECEIPTS	\$ 6,768.90	-0-	\$ 6,656.94	\$ 35.71	\$ 76.25	-0-
III TOTAL AVAILABLE I PLUS II	\$188,748.17	\$170,840.90	\$ 16,777.35	\$ 540.07	\$ 263.60	\$ 326.25
IV LESS:						
JUNE 1979 DISBURSEMENTS	55,499.48	55,499.48				
V TOTAL CASH FUNDS	\$133,248.69	\$115,341.42	\$ 16,777.35	\$ 540.07	\$ 263.60	\$ 326.25
ADD: DUE FROM THE TOWN OF W.O. FOR 3RD & 4TH QTR. BUDGET		262,500.00				
UNEXPENDED BUDGET BALANCE 6/30/79		\$377,841.42				
LESS: ACCOUNTS PAYABLE - 6/30/79		9,091.51				
BUDGET BALANCES AT 6/30/79		\$368,749.91				
CASH FUNDS REPRESENTED BY:						
CHECKING A/C, MIDLANTIC NAT'L BK-#734-0598-77			\$ 9,688.48			\$115,341.42
MIDLANTIC NAT'L BK-#02-073-0000-177-0			79,563.28			FINES & RESERVE FUND 16,777.35
MIDLANTIC NAT'L BK-#02-073-0001-161-0 UN. INS. FUND			764.38			LOST BOOK FUND 540.07
MIDLANTIC NAT'L BK-#02-073-0001-405-8 EXCESS BOOK FUND			856.86			BOOK SALES & EXCESS
W. ORANGE S & L - C/D -61400162			42,014.45			PROPERTY FUND 263.60
PETTY CASH FUND			146.25			326.25
PETTY CASH-CHECKING A/C-MIDLANTIC-#734-0848-6			214.99			\$133,248.69
LESS: ACCOUNTS PAYABLE 6/30/79			\$133,248.69			9,091.51
						\$124,157.18

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS PRESENTED FOR PAYMENT ON  
JULY 25, 1979  
LIST OF CHECKS PAID FROM PETTY CASH FOR THE  
MONTHS OF APRIL, MAY AND JUNE 1979

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APRIL '79</u>				
4/2	1196	LIBRARY PUBLIC RELATIONS COUNCIL	2. BOOKS	\$ 22.00
4/6	1197	NAT'L ASSOC. INDEPENDENTS SCHOOL	2. "	2.50
4/6	1198	CHILDREN'S AID SOC.	2. "	2.50
4/6	1199	ARANDEL PUBLISHING CO.	2. "	2.50
4/6	1200	CENTER FOR INFORMATION OF AMERICA	20. NEWSPAPERS & PAMPHLETS	.45
4/6	1201	WESTERLY PUBLIC LIBRARY	2. BOOKS	4.50
4/16	1202	WILLIAM TOOHEY	12. TRANSPORTATION	9.50
4/19	1203	WILLIAM J. CLARK	12. TRANSPORTATION	6.25
4/19	1204	LOLA REED	12. TRANSPORTATION	5.00
4/19	1205	W.O. PUBLIC LIBRARY	29. TRANSFERS	20.00
4/24	1206	J & S VACUUM CLEANER CO.	4. SUPPLIES	18.00
4/27	1207	W.O. PUBLIC LIBRARY	LOST BOOK RETURNED	4.95
<u>MAY '79</u>				
5/2	1208	INAUGURAL BANQUET	15. WORKSHOPS & SEMINARS	15.00
5/2	1209	CONFERENCE REGISTRATION	15. WORKSHOPS & SEMINARS	40.00
5/2	1210	N.J. LIBRARY TRUSTEE ASS'N	20. NEWSPAPERS & PAMPHLETS	8.00
5/3	1211	MARGARET CUSHING	15. WORKSHOPS & SEMINARS	6.00
5/7	1212	J & S VACUUM CLEANER CO.	6. MAIN.	7.69
5/7	1213	W.O. PUBLIC LIBRARY	LOST BOOK RETURNED	10.00
5/8	1214	MARK DONNELLY	12. TRANSPORTATION	6.75
5/9	1215	PHYLLIS SOME	4. SUPPLIES	5.02
5/9	1216	SANDRA GOSS	12. TRANSPORTATION	4.65
5/9	1217	ELSA MEYERS	2. BOOKS	2.50
5/17	1218	E. ORANGE PUBLIC LIBRARY	2. BOOKS	4.72
5/18	1219	WILLIAM TOOHEY	12. TRANSPORTATION	3.60
5/20	1220	LE BARON HOTEL	14. CONVENTIONS	50.00
5/22	1221	EXECUTIVE ENTERPRISES PUBL.	20. NEWSPAPERS & PAMPHLETS	3.00
5/25	1222	SHIRLEY ITKIN	4. SUPPLIES	2.00
5/24	1223	SRRT CORETTA S. KING	10. COMMUNITY RELATIONS	7.50
5/24	1224	ALA.	10. COMMUNITY RELATIONS	17.50
<u>JUNE '79</u>				
6/11	1225	LOLA REED	LOST BOOK RETURNED	8.00
6/12	1226	J & S VACUUM	4. JAN. SUPPLIES	6.30
6/12	1227	BANK CAUCUS OF ALA.	10. COMMUNITY RELATIONS	10.00

TOTAL CHECKS FROM THE PETTY CASH  
CHECKING ACCOUNT FOR THE MONTHS  
OF APRIL, MAY & JUNE 1979

\$ 316.38

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim*



WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS PRESENTED FOR PAYMENT  
ON JULY 25, 1979

5.

CHECKS ARE DATED  
JUNE 30, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4629	BURNS INT'L SECURITY SERVICES, INC.	28. SECURITY	\$ 104.00
4630	WILLIAM JEROME CLARK	28. PAINT	52.50
4631	JAMES MORRISON	28. "	42.50
4632	REGINALD REED	28. "	32.50
4633	WILLIAM TOOHEY	28. "	52.50
4634	VOID		
4635	JAMES MORRISON	28. PAINT	55.00
4636	WILLIAM JEROME CLARK	28. "	55.00
4637	WILLIAM TOOHEY	28. "	55.00
4638	REGINALD REED	28. "	40.00
4639	MIDLANTIC NAT'L BK-F.W.T. 6/30/79	1. SALARIES	1,978.02
4640	W.O. MUNICIPAL EMPL. F.C.U.	1. "	290.61
4641	N.J. GROSS INCOME TAX-JUNE '79	1. "	764.27
4642	TOWN OF W.O. EMPLOYEES S.S. JUNE '79	1. "	2,212.26
4643	W.O. PUBLIC LIBRARY-UN.INS. SAV.A/C	1. "	126.38
4644	P.E.R.S.#20284-PENSIONS & LOANS	1. "	1,697.50
4645	P.E.R.S.#20284-SUPPLEMENTAL ANNUITY	1. "	60.68
4646	P.E.R.S.#20284-CONTRIBUTORY INS.	1. "	130.74
4647	TOWN OF W.O. HOSPITALIZATION-JULY '79	26. HOSPITALIZATION	1,156.60
4648	TOWN OF W.O. EMPLOYERS SS-2ND QTR. '79	27. EMPLOYER SOC. SEC.	5,386.01
4649	N.J. EMPLOYMENT SEC. AGENCY-2ND QTR. '79	28. EMPLOYER S.U.I.	680.06
4649	" " " " " " " "	EXCHANGE	340.02
	NET P/R #5275-5313- (39) 6/15/79	1. SALARIES	14,670.73
	NET P/R #5314-5352- (39) 6/30/79	1. "	9,730.46
<u>SUB-TOTAL</u>			\$ 39,713.34
<u>ADD: CHECKS #4523-4628-PRESENTED FOR</u>			
PAYMENT ISSUED AT JUNE 27, 1979 MEETING			<u>17,032.94</u>
<u>CHECKS ISSUED FOR THE MONTH OF JUNE 1979</u>			\$ 56,746.28
<u>ADD: PETTY CASH CHECKS - APRIL, MAY &amp; JUNE 1979</u>			
#1196-1227			<u>316.38</u>
<u>SUB-TOTAL</u>			\$ 57,062.66
<u>LESS: REGULAR CHECKING ACCOUNT</u>			
	CHECK #4546-W.O.P.L. PETTY CASH A/C	TRANSFER	\$ 200.00
	" #4607-PELLICHA CONSTRUCTION CO.	EXCHANGE	935.00
	" #4639-N.J. EMPL. SEC. AGENCY	EXCHANGE	340.02
	DEPOSIT-6/15/79-JURY DUTY	1. SALARIES	41.92
<u>PETTY CASH CHECKING ACCOUNT</u>			
	CHECK #1205-W.O. PUBLIC LIBRARY	PETTY CASH	20.00
	" #1207-W.O. PUBLIC LIBRARY	BOOK RETURN	4.95
	" #1213-W.O. PUBLIC LIBRARY	" "	10.00
	" #1225-LOLA REED	" "	8.00
	DEPOSIT - 6/1/79-LOLA REED	9. TELEPHONE	<u>3.29</u>
<u>TOTAL EXPENDITURES-MONTH OF JUNE 1979</u>			<u>1,563.18</u>
<u>PER BUDGET REPORT</u>			\$ 55,499.48

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Manheim

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON JULY 25, 1979

CHECKS ARE DATED  
JULY 23, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4650	BURNS INTL. SECURITY SERVICES, INC.	SECURITY-NEW ADDITION	\$ 286.00
4651	MIDLANTIC NATIONAL BANK	1. SALARIES	1,977.10
4652	WEST ORANGE CREDIT UNION	1. SALARIES	290.61
4653	MICHAEL MOLLIE	28. CLEANING -NEW ADDITION	19.50
4654	STEVE LASHER	28. " " "	76.00
4655	PETER NEWMANN	28. " " "	24.00
4656	TOWN OF WEST ORANGE	26. HOSPITALIZATION	120.05
4657	POSTMASTER	13. POSTAGE	300.00
4658	PETTY CASH CHECKING A/C	EXCHANGE	200.00
4659	A. ABORN EXTERMINATING CO., INC.	11. SERVICE CONTRACTS	15.00
4660	ABC CLIO, INC.	2. BOOKS	50.10
4661	ABINGDON	2. BOOKS	9.85
4662A	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	\$ 35.48
B	" " " "	8. " "	<u>60.95</u>
4663	AMERICAN PAPER TOWEL CO.		96.43
4664	AMERICAN PSYCHOLOGICAL ASS'N		40.85
4665A	AUTOMATIC DATA PROCESSING	2. BOOKS	50.00
B	" " " "	11. SERVICE CONTRACTS	49.10
4666	THE BAKER & TAYLOR CO.	11. " "	<u>43.55</u>
4667A	THE BAKER & TAYLOR CO.	2. BOOKS	( 4.16)
B	" " " "	2. " "	149.50
C	" " " "	2. " "	68.04
D	" " " "	2. " "	78.55
E	" " " "	2. " "	216.02
F	" " " "	2. " "	532.20
G	" " " "	2. " "	18.50
H	" " " "	2. " "	88.42
I	" " " "	2. " "	( 19.04)
J	" " " "	2. " "	( 8.53)
K	" " " "	2. " "	630.19
L	" " " "	2. " "	92.57
M	" " " "	2. " "	<u>477.93</u>
4668	BLOOMFIELD WINDOW CLEANING CO.		2,320.19
4669A	R. R. BOWKER CO.	11. SERVICE CONTRACTS	64.00
4670	BROADSTREET, INC.	2. BOOKS	185.00
4671	BRODART, INC.	4. SUPPLIES	29.50
4672A	C. W. ASSOCIATES	4. SUPPLIES	108.00
B	" " " "	2. BOOKS	22.50
4673	CHAMBERS RECORD CORP.	2. " "	<u>7.75</u>
4674	CINCINNATI TIME RECORDER CO.	21. A/V MATERIALS	30.25
4675	CURTIS SERVICE, INC.	4. SUPPLIES	74.23
4676A	DIMONDSTEIN BOOK EXPRESS	8. MAINT. MOB.	108.90
B	" " " "	2. BOOKS	( 22.23)
C	" " " "	2. " "	( 6.26)
D	" " " "	2. " "	10.85
E	" " " "	2. " "	1.83
F	" " " "	2. " "	3.69
4677A	DOUBLEDAY & CO., INC.	2. " "	<u>100.75</u>
B	" " " "	2. BOOKS	88.63
C	" " " "	2. " "	4.25
D	" " " "	2. " "	18.75
E	" " " "	2. " "	42.50
F	" " " "	2. " "	85.10
		2. " "	56.40
		2. " "	<u>5.19</u>
			212.19

7.

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON JULY 25, 1979

CHECKS ARE DATED  
JULY 23, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4678A	GALE RESEARCH CO.	2. BOOKS	\$ 46.79
B	" " "	2. "	29.64 \$ 76.43
4679A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	1.02
B	" " "	4. " "	4.99
C	" " "	4. " "	2.45
D	" " "	4. " "	8.75 17.21
4680A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	30.00
B	" " " " "	4. " "	59.20 89.20
4681	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.	185.50
4682	LIBRARY BINDERY CO. OF PA.	3. BINDING	71.40
4683A	MACMILLAN PUBLISHING CO., INC.	2. BOOKS	7.96
B	" " " "	2. " "	10.01
C	" " " "	2. " "	17.63 35.60
4684	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SVCS.	892.00
4685	A. R. MEEKER CO.	4. SUPPLIES	35.00
4686A	NEW JERSEY BELL	9. TELEPHONE	185.00
B	" " "	9. " "	11.47 196.47
4687	N.J.C.T. CORP.	4. SUPPLIES	82.33
4688	ORGANIZATION OF AMERICAN STATES	20. PAMPHLETS	11.00
4689	PETERSON GUIDES	2. BOOKS	7.55
4690	ANN PHILLIPS ART CENTER	4. SUPPLIES	4.80
4691	PDR, PHYSICIANS' DESK REFERENCE	2. BOOKS	23.00
4692A	PRENTICE-HALL, INC.	2. BOOKS	31.03
B	" " "	2. " "	56.40 87.43
4693	PUBLIC SERVICE E & G Co.	6. MAINT.MAIN.	1,312.86
4694	THE PUBLISHERS GUILD, INC.	2. BOOKS	50.50
4695	QUALITY PRODUCTS Co.	4. SUPPLIES	30.00
4696	WILLIAM SAGOSZ	4. SUPPLIES-JAN.	20.00
4697	PORTER SARGENT PUBLISHERS, INC.	2. BOOKS	26.26
4698	SHAR-FREY, INC.	2. BOOKS	54.56
4699A	SILVER BURDETT Co.	2. BOOKS	9.72
B	" " "	2. " "	9.27 18.99
4700	WEISBLATT ELECTRIC Co., INC.	11. SERVICE CONTRACT	100.00
4701	THE H. W. WILSON Co.	2. BOOKS	142.00
4702	WORRALL PUBLICATIONS, INC.	2. BOOKS-MICROFILM	8.50
4703	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	40.25
SUB-TOTAL			\$ 11,559.22
LESS: CHECK #4651 MIDLANTIC NATIONAL BANK		1. SALARIES	1,977.10
CHECK #4652 WEST ORANGE CREDIT UNION		1. SALARIES	290.61
CHECK #4658 W.O. PUBLIC LIBRARY		TRANSFER	200.00 2,467.71
TOTAL ACCOUNTS PAYABLE - JUNE 30, 1979			\$ 9,091.51
PER BUDGET REPORT			

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim*

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

AUGUST 22, 1979

ROLL CALL

OPEN PUBLIC MEETINGS ACT

MINUTES

TREASURER'S REPORT

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

DIRECTOR'S REPORT

COMMITTEE REPORTS

OLD BUSINESS

- a. Opening of Library - October
- b. Picture molding
- c. Short Term Investments

NEW BUSINESS

COMMUNICATIONS

COMMUNITY PARTICIPATION

ADJOURNMENT

DIRECTOR'S  
MONTHLY REPORT

AUGUST 22, 1979

For the month of August, circulation has increased tremendously. We have been very busy with many other things as well but we have been able to cope with them.

Slow progress is being made on the finishing touches in completing or correcting jobs in the building. Five lights are not working. There are leaks in several different areas and a few other small things need to be done.

Mr. Daum, the plumber, was here and installed the hot water boiler. He has not completed the job but says he will finish later this week.

We are experiencing what I consider a very real problem with complaints by patrons about the low shelving of new fiction books. In fact, so many have spoken out on the inconvenience of locating books on these shelves, we feel that if we change the shelves for higher ones they will be more accessible and convenient to our borrowers.

These are daily complaints and criticisms by both men and women, young and old. Therefore, it would bring about a more harmonious relationship with our patrons if we appease them whenever we can. We "must" make the adjustment.


The New Friends of the Library are anxious to get the 1979 Book Sale set for Saturday, October 6 from 9:30 A.M. to 5:30 P.M. under the library extension. If approval can be reached at this meeting, they will push hard to get everything in order by that date. They await your decision.

We are in dire need of a new sturdy book drop for your consideration. I have a copy of Boardman's Auto-page book return. The net price per unit f.o.b. through October 31, 1979 is \$592.00 plus freight charges.

As advertised in our local paper, radio, and by signs, the library will be closed Friday morning, August 24, and again Monday throughout the following week for our final move. We will be open to the public on September 4, the day after Labor Day.

The maintenance proposal for our elevator as submitted by Schindler Haughton Elevator Corporation was sent to Mr. McCann, Town Engineer, as requested by you. It was returned to me by Mr. Flynn, Purchasing Agent, with a covering letter which states that he would contact two additional elevator service companies to give us price proposals.

Only one company, Elevator Maintenance Corporation of Kearny, sent representatives with a proposal. Their service agreement is \$88.00 per month which is \$44.00 per month cheaper than the former. A decision by you at this meeting will give us immediate service.

  
Lola N. Reed, Director

WEST ORANGE PUBLIC LIBRARY  
MINUTES  
OF THE BOARD OF TRUSTEES MEETING  
AUGUST 22, 1979

The meeting was called to order at 8:00 P. M. by President, Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Arthur Lang and William O'Neill. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

Mr. Cuozzi explained a resolution pertaining to short-term investments. The resolution specifically mentioned the securities the Board would like to purchase. It explained the Board's complete authority allowed by State Statute to invest monies. Mr. Lang requested Mr. Cuozzi to attach a letter concerning the custody of the certificates purchased. Mr. Cuozzi agreed to do so, and will forward copies to the library which will become a part of the minutes.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the July 25, 1979 Board of Trustees meeting as presented. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Lang questioned the following vouchers: a) Voucher #4706 to Steven Clemency listed under Promotion. It was explained that this was for photographs taken of the new addition. b) Voucher #4732 to Commonwealth Water Co. This voucher was listed under Maintenance-Main and will be reclassified under Main Library-Utilities. c) Voucher #4740 A, B, and C for \$93.95 to J. L. Hammett Co. It was explained that this amount was for art supply purchases. d) Voucher #4747 to Marquis Who's Who, Inc. Mr. Lang questioned the need for this in the library. Mrs. Reed will check with Miss Cushing about its use. 3) Voucher #4752 to O'Hara Electrical Company for \$457.39. Mrs. Reed explained that this was for electrical work needed for the telephone installations.

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

Mr. Lang made a motion to transfer \$25,000 on September 15, 1979 from the Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank for current expenses through September. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Manheim stated that the library's accumulated expenses for the seven months through July 31, 1979 are approximately the same as those of July, 1979. This indicates that the library is operating on a tight allocation. There should be enough money in the budget to cover expenses for the balance of the year.

#### DIRECTOR'S REPORT:

Mrs. Reed reported that five lights in the new addition are not working and that she was assured by Mr. Pellecchia that they would be replaced. There have been several leaks throughout the new addition. This matter will be followed up.

Patrons have been complaining on a daily basis about the low shelving which houses the new fiction. The Board suggested that Mrs. Reed consult the staff and possibly move the books to another location to accommodate the patrons.

The final move has been advertised in the local paper, by signs and by radio. The library will be closed Friday morning, August 24, and Monday through Friday the following week. Regular hours will be continued on September 4, the day after Labor Day.

Mr. Lang asked Mrs. Reed about the Baker and Taylor invoices. Some invoices were paid in full although some titles had been crossed off the list. It was explained that the bill is paid in full and if a correction is to be made, a credit is requested and duly sent by the company. The library does not pay for books that have not been received.

#### OLD BUSINESS:

##### 1) Opening of the Library Addition:

Mrs. Grover read a letter received from Council President Gayle Rosen approving and supporting the Board's desire to dedicate the new addition to Thomas A. Edison.

Mr. Lang reported that the Edison Centennial Light Committee has a tentative program for October 21, 1979 which includes the dedication of the addition of the library at 9:45 A. M. and extends into other activities and events throughout the town. At the Library dedication ceremony, a plaque will be dedicated by the Committee. The Edison Fund has passed a resolution granting the library \$1,000 for the purchase of an audio duplicator. Both will be presented at the ceremony. The money should be received next month to buy the equipment. Mr. Lang explained that the committee would like an agenda as soon as possible. A design of the dedication plaque was shown to the Trustees. The Board must determine, where in the new addition, it is to be placed.

Mrs. Phyllis Jerome, Chairperson of the Library Opening Committee, explained the plans that had been formulated for the library opening. The programs would include a ribbon cutting ceremony, band performance, a tour of the library by the staff, refreshments, a juried art show and awards.

Mr. Lang suggested that perhaps the dedication of the plaque could be accepted by Mrs. Strauss and the grant accepted by Mrs. Reed at the October 21st dedication to Thomas A. Edison. This would be open to the general public and the ribbon cutting ceremony could be held at that time. As this was only a small part of the Edison festivities for the day, the library could hold its own affair on October 28 which would include the other events Mrs. Jerome had mentioned.



Mrs. Jerome requested money specifically for flyers, invitations, mailing expenses and refreshments.

Mr. Lang made a motion to allocate \$300.00 to the Library Opening Committee for their budget expenses. Mrs. Grover seconded the motion, and it was carried unanimously.

Mrs. Jerome explained that in order to advertise the opening, flyers would be distributed at the library and special invitations sent out. Mr. Donnelly will handle the public relations end by contacting the newspapers, cable TV and radio stations.

Mr. O'Neill felt that the budget was not large enough to include informing the general public. He said that most information was learned by word-of-mouth and through posters, as the newspapers and radio do not reach everyone. Mr. Donnelly agreed that people needed to be reached through posters as there are people who do not come to the library on a regular basis. It was suggested that contact be made with senior citizens, the Tory Corner branch, schools, churches, and organizations within the town. Mrs. Jerome promised that the committee would use whatever resources available to reach the citizens of the town.

Purchases made by the committee will be billed to the library.

## 2) Picture Molding:

The picture molding for the art exhibition was discussed. Metal and wood stripping was mentioned as possible types of molding to use. The metal molding and rods would cost about \$500. A carpenter would have to be asked about the cost and installation of wood moldings. Mrs. Grover and Mr. Lang offered to make inquiries about the molding. The Board agreed that the molding is needed, as time is of the essence.

## 3) Short-term Investments:

Mr. Lang made a motion that the Board of Trustees accept the resolution as presented by Counsel with the further provision that Mr. Cuozzi give the Board an opinion that fully describes what "custody" means so that acknowledgement and receipt is covered by that word. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Lang will get additional information as to how to handle the transfer of monies.

Mr. Lang made a motion authorizing the Treasurer to transfer the sum of \$75,000 from Statement Savings Account #02-073-0000177-0 to the checking account at Mid-lantic Bank and then to invest it into U. S. Treasury obligations, pursuant to (RS:40:34) and pursuant to a previous resolution adopted by the Board of Trustees on 8/22/79. Mr. O'Neill seconded the motion, and it was passed unanimously.

Mrs. Reed asked about the Board's decision concerning Mrs. Sussman's request to hold art lectures in the library meeting room. Mr. Lang explained that as long as there was no expense to the library, Mrs. Sussman could hold her meetings. The only problem at the time of the request, was the uncertainty as to when the room would be available for scheduling. Mr. Donnelly is presently working on the scheduling.

Mr. Lang expressed his concern about the lighting. Mrs. Strauss recommended that the lighting be discussed at the next Board meeting when the Building Committee was present. Mr. Lang suggested that a special Building Committee meeting be held next week to discuss the problem. Mrs. Strauss agreed to see if it was possible to do so. Other items that needed discussion were the leaks throughout the addition, the vibration of the compressor, and the acquisition of professional signs.

#### NEW BUSINESS:

Mrs. Grover asked Mrs. Reed if it would be possible to have a Saturday pre-school story hour class to accommodate working mothers. Mrs. Reed replied that there are six story hours at present and that when the Children's Librarian works on Saturdays, she does Reference work. There is not enough staff available to add another class. The Board agreed that the Director should take under advisement the possibility of adjusting the pre-school schedule to meet the needs of the community. As changes are made throughout the community, as in the case of women who are returning to work, the library should rise to meet these challenges.

Mrs. Strauss requested Mrs. Reed to contact Mr. Flynn about the elevator contracts and to find out which firm services the Town Hall elevator and the Board of Education elevator.

Mr. Lang made a motion to permit the New Friends of the West Orange Public Library to hold a book sale on October 6, 1979 from 9:30 A. M. - 5:30 P. M. underneath the library extension. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. O'Neill would like the Board to look into the possibility of purchasing a surveillance system. Mr. Lang suggested that the Board wait until the library layout is completely finished. At that time, Mrs. Reed can present bids from various security systems for the Board's review.

Mr. O'Neill stated that he was concerned about the low price of the rental books and that the revenue collected from this source was not paying for the price of the books. He felt that if the patrons want books badly enough, they would be willing to pay for them. Discussion concerning the pros and cons of raising the rental fees followed. Mrs. Strauss and Mr. Lang said that the library should encourage people to read. The rentals offer an alternative to the reserve list, but is not a profit-making venture.

Mrs. Reed told the Board that she had sent a letter to Mr. Corwick, the Business Administrator, asking him if it was possible to ask Town employees not to park under the library extension. Library staff is ticketed if they park in the town parking lot. Mr. Corwick did not respond to Mrs. Reed's request, therefore she asked the Board to appeal to the Town about the parking problem. Mr. O'Neill offered to contact the Mayor and explain the situation to him.

COMMUNICATIONS:

Mrs. Grover read a letter from Mrs. Joan Bojsza, President of the New Friends of the Library, in which plans were proposed for the October book sale. Mrs. Bojsza proposed that after the sale, members of the staff, Board of Trustees and the New Friends meet to determine how the book sale profits can be utilized. Mr. Manheim mentioned that all book sale money from the Friends is deposited in an excess book fund account.

Mr. O'Neill questioned Mrs. Reed about her success in contacting the Fire Department for an inspection of the building. Mrs. Reed said that Deputy Chief Cohrs looked at the fire alarm system for the double doors at the back entrance of the new building, and gave her a list of items that should be corrected. A fire drill will be held at a later date, after all of the problems within the building have been resolved.

Mrs. Strauss asked Mrs. Reed to purchase step stools so that the patrons and staff will have easier access to the stacks.

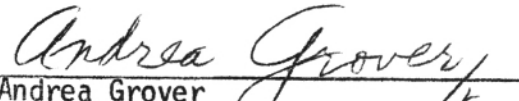
Mr. O'Neill asked if the Building Inspector had been in to look over the addition. Mr. Lang said that the Building Inspector would not be called in until the punchlist was approved.

The meeting was adjourned at 10:00 P. M.

Respectfully submitted,



Sandra Goss  
Secretary



Andrea Grover  
Secretary, Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY  
B U D G E T R E P O R T  
 MONTH OF AUGUST 1979  
 LIBRARY BOARD MEETING OF SEPT. 26, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF AUGUST	ACCUMULATED BUDGET EX- PENDITURES PAID 8 MONTHS ENDED 8/31/79	UNEXPENDED BUDGET BALANCE ON 8/31/79	BILLS/ ACCOUNTS PAYABLE AT 8/31/79 PRESENTED FOR PAY- MENT AT THIS MEET- ING 9/26/79	BUDGET BALANCES AT 8/31/79
SALARIES & WAGES	\$370,800	\$ 27,844.20	\$221,955.05	\$148,844.95		\$148,844.95
BINDING	1,500	-0-	698.68	801.32	\$ 48.20	753.12
COMMUNITY SERVICES	500	-0-	86.46	413.54	269.25	144.29
TRANSPORTATION	350	-0-	91.10	258.90		258.90
SEMINARS & WORKSHOPS	1,350	-0-	1,040.20	309.80		309.80
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	892.00	6,244.00	4,456.00	892.00	3,564.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,097.92	12,237.78	10,762.22	3,944.23	6,817.99
MAIN LIBRARY-REPAIRS	7,000	-0-	1,343.40	5,656.60	808.52	4,848.08
TORY CORNER-RENTAL	540	135.00	270.00	270.00		270.00
BOOKMOBILE	6,500	-0-	1,574.91	4,925.09	206.73	4,718.36
SERVICE CONTRACTS	5,000	231.27	1,901.17	3,098.83	874.70	2,224.13
BOOKS	55,000	3,584.57	25,933.71	29,066.29	4,259.55	24,806.74
SUPPLIES-LIBRARY	12,100	223.78	4,558.02	7,541.98	533.48	7,008.50
MICROFILM	2,000	-0-	8.50	1,991.50		1,991.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	40.25	445.17	9,554.83	89.22	9,465.61
PAMPHLETS	700	-0-	343.99	356.01	56.49	299.52
AUDIO-VISUAL-MATERIALS	1,500	155.96	483.53	1,016.47	162.47	854.00
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	206.60	1,786.04	1,713.96	250.78	1,463.18
POSTAGE	3,000	-0-	1,200.00	1,800.00	300.00	1,500.00
EMPLOYEE HEALTH-HOSP.	14,800	1,186.50	9,029.87	5,770.13	29.90	5,740.23
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	-0-	10,198.74	12,801.26		12,801.26
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	183.71	1,366.77	633.23	281.01	352.22
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	1,463.80	1,536.20		1,536.20
NEW LIBRARY ADDITION						
EXPENSES- SEE PAGE 2	30,551	855.39	4,156.39	26,394.61	1,219.49	25,175.11
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 37,637.15</u>	<u>\$331,549.78</u>	<u>\$301,641.22</u>	<u>\$14,226.02</u>	<u>\$287,415.20</u>

FUNDS FROM:  
 TOWN OF WEST ORANGE \$525,000  
 ACCUMULATED REVENUE 108,191  
TOTAL ADOPTED BUDGET \$633,191

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF AUGUST 1979

LIBRARY BOARD MEETING OF SEPT. 26, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF AUGUST	ACCUMULATED BUDGET EXPENDITURES PAID 8 MONTHS ENDED 8/31/79	UNEXPENDED BUDGET BALANCE ON 8/31/79	BILLS ACCOUNTS PAYABLE AT 8/31/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 9/26/79	BUDGET BALANCES AT 8/31/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000	\$ 457.39	\$ 457.39	542.61	\$ 312.20	230.41
MOVING AND RELOCATION - (NON-RECURRING)	8,000			8,000.00	465.29	7,534.71
SECURITY GUARDS	3,161	78.00	1,672.00	1,489.00	442.00	1,047.00
LIBRARY OPENING PROMOTIONAL EXPENSES	690		30.00	660.00		660.00
PAINTING		320.00	1,521.50	( 1,521.50)		( 1,521.50)
CLEANING			475.50	( 475.50)		( 475.50)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 855.39	\$ 4,156.39	\$ 26,394.61	\$ 1,219.49	\$ 25,175.12

WEST ORANGE FREE PUBLIC LIBRARY

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

<u>I BALANCES AS OF 7/31/79</u>		TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
		<u>\$228,489.93</u>	<u>\$208,028.37</u>	<u>\$ 19,151.42</u>	<u>\$ 596.57</u>	<u>\$ 387.32</u>	<u>\$ 326.25</u>
<u>ADD: FINES</u>				(\$ 956.10			
PHOTOCOPY		\$ 1,021.60		( 6.05			
RENTALS				( 59.45			
LOST BOOKS		70.28			\$ 70.28	\$ 80.15	
EXCESS PROPERTY		80.15					
<u>II TOTAL AUGUST 1979 RECEIPTS</u>		<u>\$ 1,172.03</u>	<u>-0-</u>	<u>\$ 1,021.60</u>	<u>\$ 70.28</u>	<u>\$ 80.15</u>	<u>-0-</u>
<u>III TOTAL AVAILABLE I PLUS II</u>		<u>\$229,661.96</u>	<u>\$208,028.37</u>	<u>\$ 20,173.02</u>	<u>\$ 666.85</u>	<u>\$ 467.47</u>	<u>\$ 326.25</u>
<u>IV LESS: AUGUST 1979 DISBURSEMENTS</u>		<u>37,637.15</u>	<u>37,637.15</u>				
<u>V TOTAL CASH FUNDS</u>		<u>\$192,024.81</u>	<u>\$170,391.22</u>	<u>\$ 20,173.02</u>	<u>\$ 666.85</u>	<u>\$ 467.47</u>	<u>\$ 326.25</u>
<u>ADD: DUE FROM THE TOWN OF</u>							
W.O. FOR 4TH QTR. BUDGET		131,250.00					
UNEXPENDED BUDGET BALANCE 8/31/79		<u>\$301,641.22</u>					
<u>LESS: ACCOUNTS PAYABLE - 8/31/79</u>		<u>14,226.02</u>					
<u>BUDGET BALANCES AT 8/31/79</u>		<u>\$287,415.20</u>					

<u>CASH FUNDS REPRESENTED BY:</u>		FUNDS	
CHECKING A/C, MIDLANTIC NAT'L BK-#734-0598-77		BUDGET FUND	\$170,391.22
MIDLANTIC NAT'L BK-#02-073-0000-177-0		FINES & RESERVES FUND	20,173.02
MIDLANTIC NAT'L BK-#02-073-0001-161-0 UN. INS. FUND		LOST BOOK FUND	666.85
MIDLANTIC NAT'L BK-#02-073-0001-405-8 EXCESS BOOK FUND		BOOK SALES & EXCESS	
W. O. S & L		PROPERTY FUND	467.47
PETTY CASH FUND		PETTY CASH FUND	326.25
PETTY CASH-CHECKING A/C MIDLANTIC #734-0848-6			
		<u>LESS: ACCOUNTS PAYABLE</u>	<u>\$192,024.81</u>
		8/31/79	14,226.02
			<u>\$177,798.79</u>



WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1979 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 26, 1979

CHECKS ARE DATED  
AUGUST 31, 1979

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4758	STEVEN LASHER	PAINT-NEW ADDITION	\$ 74.00
4759	MIDLANTIC NAT'L BANK-F.W.T. 8/31/79	1. SALARIES	1,900.14
4760	W.O. MUNICIPAL EMPLOYEES-F.C.U.	1. "	305.61
4761	N.J. GROSS INCOME TAX-AUG. 1979	1. "	573.21
4762	TOWN OF W.O.-EMPLOYEES SOC. SEC.-AUG.'79	1. "	1,706.88
4763	W.O. PUBLIC LIBRARY-UN. INS. SAVINGS A/C	1. "	66.19
4764	P.E.R.S. #20284-PENSION, LOANS	1. "	1,395.06
4765	P.E.R.S. #20284-SUPPLEMENTAL	1. "	45.64
4766	P.E.R.S. #20284-CONTRIBUTORY INS.	1. "	105.26
4767	TOWN OF W.O.-HOSPITALIZATION	1. "	1,186.50
4768	STEVEN LASHER	PAINT-NEW LOCATION	126.00
4769	WAYNE RYKER	" " "	120.00
	NET P/R-#5431-69 - 8/15/79	1. SALARIES	9,942.66
	NET P/R-#5470-5470-5506, 8/31/79	1. "	9,521.89
			<hr/>
<u>SUB-TOTAL</u>			\$ 27,069.04
<u>ADD: CHECKS #4704-4757- PRESENTED FOR</u>			
PAYMENT ISSUED AT AUGUST 22, 1979 MEETING			<u>10,576.53</u>
<u>CHECKS ISSUED FOR THE MONTH OF AUGUST 1979</u>			\$ 37,645.57
<u>LESS:</u>			
DEPOSIT - 8/8/79 - L.N. REED		9. TELEPHONE	<u>8.42</u>
<u>TOTAL EXPENDITURES - MONTH OF AUGUST 1979</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 37,637.15</u>

PAYMENT RECOMMENDED BY:

*Lola N Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Herbert Van Lier* CPA

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON SEPTEMBER 26, 1979

CHECKS ARE DATED  
SEPTEMBER 26, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4770	MIDLANTIC NAT'L BANK-F.W.T. 9/14/79	1. SALARIES	\$ 1,961.51
4771	W. O. MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	305.54
4772	TOWN OF W.O.-HOSPITALIZATION BAL. 8/79	26. HOSPITALIZATION	29.90
4773	STEVE LASHER	NEW ADDITION	22.00
4774	WAYNE RIKER	NEW ADDITION	64.00
4775	S & W FRAMING SUPPLIES, INC.	NEW ADDITION	247.05
4776	POSTMASTER	13. POSTAGE	300.00
4777	PETTY CASH CHECKING A/C	EXCHANGE	200.00
4778	JAMES MORRISON	NEW ADDITION	12.00
4779	AAUW/VIRGINIA LYTTLE	2. BOOKS	5.73
4780	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	12.50
4781	AMERICAN LIBRARY ASS'N	2. BOOKS	10.25
4782A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 44.95
B	" " " "	11. " "	40.50
C	" " " "	11. " "	40.50
D	" " " "	11. " "	41.00
4783	AYLMER PRESS	2. BOOKS	166.95
4784A	THE BAKER & TAYLOR Co.	2. BOOKS	18.00
B	" " " "	2. " "	97.73
C	" " " "	2. " "	11.43
D	" " " "	2. " "	14.89
4785A	THE BAKER & TAYLOR Co.	2. " "	140.09
B	" " " "	2. BOOKS	264.14
C	" " " "	2. " "	104.83
D	" " " "	2. " "	425.53
E	" " " "	2. " "	32.89
F	" " " "	2. " "	139.01
G	" " " "	2. " "	74.44
H	" " " "	2. " "	235.81
I	" " " "	2. " "	88.81
J	" " " "	2. " "	621.19
K	" " " "	2. " "	51.31
4786A	THE BAKER & TAYLOR Co.	2. " "	138.45
B	" " " "	2. " "	74.52
4787	BLOOMFIELD WINDOW CLEANING Co.	2. BOOKS	1,986.79
4788A	R. R. BOWKER	2. " "	200.12
B	" " " "	2. " "	31.54
4789A	BRODART	6. MAINT. MAIN	231.66
B	" " " "	2. BOOKS	64.00
4790A	BURNS INT'L SECURITY SERVICES, INC.	2. " "	34.47
B	" " " "	2. " "	22.70
C	" " " "	2. " "	45.54
D	" " " "	2. " "	21.18
E	" " " "	2. " "	61.00
4791A	C. W. ASSOCIATES	4. SUPPLIES	184.89
B	" " " "	4. " "	112.00
4792	CENTER TYPEWRITER SERVICE	11. SERVICE CONTRACTS	222.70
B	" " " "	SECURITY	78.00
C	" " " "	" "	78.00
D	" " " "	" "	78.00
E	" " " "	" "	78.00
F	" " " "	" "	78.00
4791A	C. W. ASSOCIATES	2. BOOKS	52.00
B	" " " "	2. " "	14.75
C	" " " "	2. " "	22.50
D	" " " "	2. " "	9.50
4792	CENTER TYPEWRITER SERVICE	2. " "	9.00
B	" " " "	11. SERVICE CONTRACTS	55.75
C	" " " "		452.50
D	" " " "		

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON SEPTEMBER 26, 1979

CHECKS ARE DATED  
SEPTEMBER 26, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4793	CHAMBERS RECORD CORP.	21. A/V MATERIALS	\$	22.27
4794	CINCINNATI TIME RECORDER	11. SERVICE CONTRACTS		55.00
4795A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	\$ 12.59	
B	" " " "	2. "	24.73	
C	" " " "	2. "	12.59	49.91
4796	CONCORDIA PUBLISHING HOUSE	2. "		5.90
4797A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	37.50	
B	" " " "	2. "	216.00	253.50
4798	CURTIS SERVICE, INC.	8. MAINT. MOB.		194.23
4799	ROBERT W. DAUM	6. MAINT. MAIN		402.25
4800	DICTATION DISC. COMPANY	21. A/V MATERIALS		21.50
4801A	DIMONDSTEIN BOOK EXPRESS	2. BOOKS	( 6.47)	
B	" " " "	2. "	29.38	
C	" " " "	2. "	11.09	
D	" " " "	2. "	19.10	
E	" " " "	2. "	14.79	67.89
4802A	DOUBLEDAY & Co., INC.	2. BOOKS	33.10	
B	" " " "	2. "	31.63	
C	" " " "	2. "	13.06	
D	" " " "	2. "	4.85	
E	" " " "	2. "	81.26	
F	" " " "	2. "	69.33	
G	" " " "	2. "	3.97	237.20
4803	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS		15.35
4804	SAMUEL E. EPSTEIN	4. SUPPLIES- JAN.		9.00
4805	E. P. ERNST Co., INC.	4. SUPPLIES		90.13
4806	F.O.S.G. PUBLICATIONS	20. PAMPHLETS		5.20
4807	FACTS ON FILE, INC.	2. BOOKS		20.79
4808	FIREBELL BOOKS	2. BOOKS		20.81
4809A	GALE RESEARCH Co.	2. BOOKS	25.13	
B	" " " "	2. "	46.91	72.04
4810	GAYLORD BROS., INC.	4. SUPPLIES		30.00
4811	GENE HACKER, INC.	21. A/V MATERIALS		75.00
4812	HAGSTROM Co.	20. PAMPHLETS		24.29
4813	GEORGE W. HALL Co.	2. BOOKS		26.50
4814	J. L. HAMMETT Co.	4. SUPPLIES		7.88
4815	HISTORICAL SOC. OF BERKELEY HTS.	2. BOOKS		17.00
4816A	KAUFMAN'S SENTRY HARDWARE	4. SUP. - JAN.	.50	
B	" " " "	4. " "	2.15	
C	" " " "	4. " "	2.89	
D	" " " "	4. " "	8.29	
E	" " " "	4. " "	5.89	
F	" " " "	4. " "	1.59	
G	" " " "	4. " "	.50	
H	" " " "	4. " "	11.00	32.81
4817	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES-JAN.		239.20
4818	LIBRARY BINDERY Co. OF PA., INC.	3. BINDING		48.20
4819	MC CLURE PRESS	2. BOOKS		8.45
4820A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	23.84	
B	" " " "	2. "	90.63	
C	" " " "	2. "	35.28	149.75
4821	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SERVICES		892.00
4822A	MARQUIS WHO'S WHO, INC.	2. BOOKS	22.00	
B	" " " "	2. "	60.00	82.00

## WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON SEPTEMBER 26, 1979CHECKS ARE DATED  
SEPTEMBER 26, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4823	LEONARD MARUCCI	2. BOOKS	\$ 9.00
4824	A. R. MEEKER Co.	11. SERVICE CONTRACT	165.00
4825A	N. J. BELL	9. TELEPHONE	\$ 323.60
B	" " "		<u>239.38</u>
4826A	N.J. CANDY & TOBACCO Co.	4. SUPPLIES	89.53
B	" " " " " "	4. "	<u>4.50</u>
4827	N.J. CLIPPING SERVICE	2. BOOKS	24.00
4828	N.J. HISTORICAL SOCIETY	2. BOOKS	9.95
4829	N.J. LIBRARY ASS'N	10. COMMUNITY REL.	250.00
4830	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	20.00
4831	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	1,600.77
4832	THE NEW YORK TIMES/LARGE TYPE WKLY	20. NEWSPAPERS	48.97
4833	N.Y.U. SCHOOL OF EDUCATION	2. BOOKS	2.50
4834	ORYX PRESS	2. BOOKS	38.75
4835	ANN PHILLIPS ART CENTER	21. A/V MATERIALS	43.70
4836	PITNEY BOWES	11. SERVICE CONTRACT	35.25
4837	POPULAR PERIODICAL INDEX	2. BOOKS	15.00
4838A	PRENTICE-HALL, INC.	2. BOOKS	17.63
B	" " " "	2. "	11.03
C	" " " "	2. "	<u>27.84</u>
4839	PUBLIC AFFAIRS CLEARING HOUSE	2. BOOKS	13.00
4840	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	2,343.46
4841	R.F.I. SMALL ENGINE SERVICE	6. MAINT. MAIN.	43.49
4842A	J. ROSSI & Co.	6. MAINT. MAIN.	232.05
B	" " " " " "	6. " "	<u>66.73</u>
4843	BUREAU OF GOVT RESEARCH	2. BOOKS	43.00
4844	SHAR-FREY, INC.	2. BOOKS	14.08
4845	SILVER BURDETT Co.	2. BOOKS	9.87
4846	STATE OF N.J. TREASURER	20. PAMPHLETS	27.00
4847	SUBURBAN HOMES GUIDE	2. BOOKS	8.40
4848	THOMAS PUBLISHING Co.	2. BOOKS	85.00
4849A	3 M BUSINESS PRODUCTS SALES, INC.	4. SUPPLIES	207.54
B	" " " " " "	4. "	( <u>118.80</u> )
4850	THE H. W. WILSON Co.	2. BOOKS	90.00
4851	WORRALL PUBLICATIONS	10. COMMUNITY REL.	19.25
4852	YOURKE MEDICAL BOOKS	2. BOOKS	36.20
4853	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	40.25
4854	E. L. CONGDON & SONS LUBMER Co.	NEW ADDITION	<u>120.24</u>
SUB-TOTAL			\$ 16,693.07
LESS:			
CHECK #4770-MIDLANTIC NAT'L BANK			1. SALARIES \$1,961.51
#4771-W.O. MUN.EMPLOYEES F.C.U.			1. SALARIES 305.54
#4777-PETTY CASH CHECKING A/C			TRANSFER <u>200.00</u>
TOTAL ACCOUNTS PAYABLE-AUGUST 31, 1979			<u>2,467.05</u>
PER BUDGET REPORT			\$ 14,226.02

PAYMENT RECOMMENDED BY:

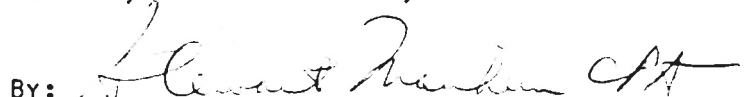
PAYMENT APPROVED BY:



PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON &amp; NOVICK, CPA'S

BY:



## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF JUNE 1979

LIBRARY BOARD MEETING OF JULY 25, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF JUNE	ACCUMULATED BUDGET EX- PENDITURES PAID 6 MONTHS ENDED 6/30/79	UNEXPENDED BUDGET BALANCE ON 6/30/79	BILLS ACCOUNTS PAYABLE AT 6/30/79 PRESENTED FOR PAY- MENT AT THIS MEET- ING 7/25/79	BUDGET BALANCES AT 6/30/79
SALARIES & WAGES	\$370,800	\$ 36,046.62	\$166,331.91	\$204,468.09		\$204,468.09
BINDING	1,500	68.60	627.28	872.72	\$ 71.40	801.32
COMMUNITY SERVICES	500	115.19	86.46	413.54		413.54
TRANSPORTATION	350	35.75	91.10	258.90		258.90
SEMINARS & WORKSHOPS	1,350	111.00	1,040.20	309.80		309.80
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	1,060.00	4,460.00	6,240.00	892.00	5,348.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,019.67	8,827.00	14,173.00	1,312.86	12,860.14
MAIN LIBRARY-REPAIRS	7,000	616.18	1,343.40	5,656.60		5,656.60
TORY CORNER-RENTAL	540	-0-	135.00	405.00		405.00
BOOKMOBILE	6,500	-0-	427.01	6,072.99	1,147.90	4,925.09
SERVICE CONTRACTS	5,000	666.80	1,398.25	3,601.75	271.65	3,330.10
BOOKS	55,000	4,429.68	18,866.73	36,133.27	3,488.41	32,644.86
SUPPLIES-LIBRARY	12,100	1,059.04	3,846.51	8,253.49	487.73	7,765.76
MICROFILM	2,000	-0-	-0-	2,000.00	8.50	1,991.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	130.00	364.67	9,635.33	40.25	9,595.08
PAMPHLETS	700	276.45	332.99	367.01	11.00	356.01
AUDIO-VISUAL-MATERIALS	1,500	9.90	253.34	1,246.66	74.23	1,172.43
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	324.49	1,382.97	2,117.03	196.47	1,920.56
POSTAGE	3,000	-0-	900.00	2,100.00	300.00	1,800.00
EMPLOYEE HEALTH-HOSP.	14,800	1,156.60	6,566.72	8,233.28	120.05	8,113.23
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
SOCIAL SECURITY	23,000	5,386.01	10,198.74	12,801.26		12,801.26
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	231.44	919.50	1,080.50	263.56	816.94
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	680.06	1,463.80	1,536.20		1,536.20
NEW LIBRARY ADDITION EXPENSES- SEE PAGE 2	30,551	1,076.00	2,353.50	28,197.50	405.50	27,792.00
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 55,499.48</u>	<u>\$255,349.58</u>	<u>\$377,841.42</u>	<u>\$ 9,091.51</u>	<u>\$368,749.91</u>
FUNDS FROM:						
TOWN OF WEST ORANGE	\$525,000					
ACCUMULATED REVENUE	<u>108,191</u>					
<u>TOTAL ADOPTED BUDGET</u>	<u>\$633,191</u>					

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF JUNE 1979

LIBRARY BOARD MEETING OF JULY 25, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF JUNE	ACCUMULATED BUDGET EXPENDITURES PAID 6 MONTHS ENDED 6/30/79	UNEXPENDED BUDGET BALANCE ON 6/30/79	BILLS ACCOUNTS PAYABLE AT 6/30/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 7/25/79	BUDGET BALANCES AT 6/30/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000			1,000.00		1,000.00
MOVING AND RELOCATION - (NON-RECURRING)	8,000			8,000.00		8,000.00
SECURITY GUARDS	3,161	\$ 182.00	\$ 1,152.00	2,009.00	\$ 286.00	1,723.00
LIBRARY OPENING PROMOTIONAL EXPENSES	690			690.00		690.00
PAINTING		894.00	1,201.50	( 1,201.50)	119.50	( 1,321.00)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 1,076.00	\$ 2,353.50	\$ 28,197.50	\$ 405.50	\$ 27,792.00



WEST ORANGE FREE PUBLIC LIBRARY

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

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
I BALANCES AS OF 5/31/79	\$181,979.27	\$170,840.90	\$ 10,120.41	\$ 504.36	\$ 187.35	\$ 326.25
ADD: FINES			(\$ 1,463.59			
PHOTOCOPY			( 145.50			
BOOK RENTALS	\$ 3,088.23		( 92.40			
TELEPHONE			( 10.46			
COMMISSIONS			( 111.28			
CONTRIBUTIONS			( 1,265.00			
LOST BOOKS	35.71			\$ 35.71	\$ 76.25	
EXCESS BOOKS	76.25					
INTEREST	3,568.71		3,568.71			
II TOTAL JUNE 1979 RECEIPTS	\$ 6,768.90	-0-	\$ 6,656.94	\$ 35.71	\$ 76.25	-0-
III TOTAL AVAILABLE I PLUS II	\$188,748.17	\$170,840.90	\$ 16,777.35	\$ 540.07	\$ 263.60	\$ 326.25
IV LESS:						
JUNE 1979 DISBURSEMENTS	55,499.48	55,499.48				
V TOTAL CASH FUNDS	\$133,248.69	\$115,341.42	\$ 16,777.35	\$ 540.07	\$ 263.60	\$ 326.25
ADD: DUE FROM THE TOWN OF W.O. FOR 3RD & 4TH QTR. BUDGET	262,500.00					
UNEXPENDED BUDGET BALANCE 6/30/79	\$377,841.42					
LESS: ACCOUNTS PAYABLE - 6/30/79	9,091.51					
BUDGET BALANCES AT 6/30/79	\$368,749.91					

CASH FUNDS REPRESENTED BY:		
CHECKING A/C, MIDLANTIC NAT'L BK-#734-0598-77		BUDGET FUND \$115,341.42
MIDLANTIC NAT'L BK-#02-073-0000-177-0		FINES & RESERVE FUND 16,777.35
MIDLANTIC NAT'L BK-#02-073-0001-161-0 UN. INS. FUND		LOST BOOK FUND 540.07
MIDLANTIC NAT'L BK-#02-073-0001-405-8 EXCESS BOOK FUND		BOOK SALES & EXCESS 263.60
W. ORANGE S & L - C/D -61400162		PROPERTY FUND 326.25
PETTY CASH FUND		PETTY CASH FUND \$133,248.69
PETTY CASH-CHECKING A/C-MIDLANTIC-#734-0848-6		LESS: ACCOUNTS PAYABLE 9,091.51
		6/30/79 \$124,157.18

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS PRESENTED FOR PAYMENT ON  
JULY 25, 1979  
LIST OF CHECKS PAID FROM PETTY CASH FOR THE  
MONTHS OF APRIL, MAY AND JUNE 1979

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>APRIL '79</u>				
4/2	1196	LIBRARY PUBLIC RELATIONS COUNCIL	2. BOOKS	\$ 22.00
4/6	1197	NAT'L ASSOC. INDEPENDENTS SCHOOL	2. "	2.50
4/6	1198	CHILDREN'S AID SOC.	2. "	2.50
4/6	1199	ARANDEL PUBLISHING Co.	2. "	2.50
4/6	1200	CENTER FOR INFORMATION OF AMERICA	20. NEWSPAPERS & PAMPHLETS	.45
4/6	1201	WESTERLY PUBLIC LIBRARY	2. BOOKS	4.50
4/16	1202	WILLIAM TOOHEY	12. TRANSPORTATION	9.50
4/19	1203	WILLIAM J. CLARK	12. TRANSPORTATION	6.25
4/19	1204	LOLA REED	12. TRANSPORTATION	5.00
4/19	1205	W.O. PUBLIC LIBRARY	29. TRANSFERS	20.00
4/24	1206	J & S VACUUM CLEANER Co.	4. SUPPLIES	18.00
4/27	1207	W.O. PUBLIC LIBRARY	LOST BOOK RETURNED	4.95
<u>MAY '79</u>				
5/2	1208	INAUGURAL BANQUET	15. WORKSHOPS & SEMINARS	15.00
5/2	1209	CONFERENCE REGISTRATION	15. WORKSHOPS & SEMINARS	40.00
5/2	1210	N.J. LIBRARY TRUSTEE ASS'N	20. NEWSPAPERS & PAMPHLETS	8.00
5/3	1211	MARGARET CUSHING	15. WORKSHOPS & SEMINARS	6.00
5/7	1212	J & S VACUUM CLEANER Co.	6. MAIN.	7.69
5/7	1213	W.O. PUBLIC LIBRARY	LOST BOOK RETURNED	10.00
5/8	1214	MARK DONNELLY	12. TRANSPORTATION	6.75
5/9	1215	PHYLLIS SOME	4. SUPPLIES	5.02
5/9	1216	SANDRA GOSS	12. TRANSPORTATION	4.65
5/9	1217	ELSA MEYERS	2. BOOKS	2.50
5/17	1218	E. ORANGE PUBLIC LIBRARY	2. BOOKS	4.72
5/18	1219	WILLIAM TOOHEY	12. TRANSPORTATION	3.60
5/20	1220	LE BARON HOTEL	14. CONVENTIONS	50.00
5/22	1221	EXECUTIVE ENTERPRISES PUBL.	20. NEWSPAPERS & PAMPHLETS	3.00
5/25	1222	SHIRLEY ITKIN	4. SUPPLIES	2.00
5/24	1223	SRRT CORETTA S. KING	10. COMMUNITY RELATIONS	7.50
5/24	1224	ALA.	10. COMMUNITY RELATIONS	17.50
<u>JUNE '79</u>				
6/11	1225	LOLA REED	LOST BOOK RETURNED	8.00
6/12	1226	J & S VACUUM	4. JAN. SUPPLIES	6.30
6/12	1227	BANK CAUCUS OF ALA.	10. COMMUNITY RELATIONS	10.00

TOTAL CHECKS FROM THE PETTY CASH  
CHECKING ACCOUNT FOR THE MONTHS  
OF APRIL, MAY & JUNE 1979

\$ 316.38

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim*

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS PRESENTED FOR PAYMENT  
ON JULY 25, 1979

5.

CHECKS ARE DATED  
JUNE 30, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4629	BURNS INT'L SECURITY SERVICES, INC.	28. SECURITY	\$ 104.00
4630	WILLIAM JEROME CLARK	28. PAINT	52.50
4631	JAMES MORRISON	28. "	42.50
4632	REGINALD REED	28. "	32.50
4633	WILLIAM TOOHEY	28. "	52.50
4634	VOID		
4635	JAMES MORRISON	28. PAINT	55.00
4636	WILLIAM JEROME CLARK	28. "	55.00
4637	WILLIAM TOOHEY	28. "	55.00
4638	REGINALD REED	28. "	40.00
4639	MIDLANTIC NAT'L BK-F.W.T. 6/30/79	1. SALARIES	1,978.02
4640	W.O. MUNICIPAL EMPL. F.C.U.	1. "	290.61
4641	N.J. GROSS INCOME TAX-JUNE '79	1. "	764.27
4642	TOWN OF W.O. EMPLOYEES S.S. JUNE '79	1. "	2,212.26
4643	W.O. PUBLIC LIBRARY-UN.INS. SAV.A/c	1. "	126.38
4644	P.E.R.S.#20284-PENSIONS & LOANS	1. "	1,697.50
4645	P.E.R.S.#20284-SUPPLEMENTAL ANNUITY	1. "	60.68
4646	P.E.R.S.#20284-CONTRIBUTORY INS.	1. "	130.74
4647	TOWN OF W.O. HOSPITALIZATION-JULY '79	26. HOSPITALIZATION	1,156.60
4648	TOWN OF W.O. EMPLOYERS SS-2ND QTR. '79	27. EMPLOYER SOC. SEC.	5,386.01
4649	N.J. EMPLOYMENT SEC. AGENCY-2ND QTR. '79	28. EMPLOYER S.U.I.	680.06
4649	" " " " " " " "	EXCHANGE	340.02
	NET P/R #5275-5313- (39) 6/15/79	1. SALARIES	14,670.73
	NET P/R #5314-5352- (39) 6/30/79	1. "	9,730.46

SUB-TOTAL \$ 39,713.34

ADD: CHECKS #4523-4628-PRESENTED FOR  
PAYMENT ISSUED AT JUNE 27, 1979 MEETING 17,032.94

CHECKS ISSUED FOR THE MONTH OF JUNE 1979 \$ 56,746.28

ADD: PETTY CASH CHECKS - APRIL, MAY & JUNE 1979  
#1196-1227 316.38

SUB-TOTAL \$ 57,062.66

LESS: REGULAR CHECKING ACCOUNT

CHECK #4546-W.O.P.L. PETTY CASH A/c	TRANSFER	\$ 200.00
" #4607-PELLICHA CONSTRUCTION CO.	EXCHANGE	935.00
" #4639-N.J. EMPL. SEC. AGENCY	EXCHANGE	340.02
DEPOSIT-6/15/79-JURY DUTY	1. SALARIES	41.92

PETTY CASH CHECKING ACCOUNT

CHECK #1205-W.O. PUBLIC LIBRARY	PETTY CASH	20.00
" #1207-W.O. PUBLIC LIBRARY	BOOK RETURN	4.95
" #1213-W.O. PUBLIC LIBRARY	" "	10.00
" #1225-LOLA REED	" "	8.00
DEPOSIT - 6/1/79-LOLA REED	9. TELEPHONE	<u>3.29</u>

1,563.18

TOTAL EXPENDITURES-MONTH OF JUNE 1979  
PER BUDGET REPORT

\$ 55,499.48

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: Stewart Manheim

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON JULY 25, 1979

CHECKS ARE DATED  
JULY 23, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4650	BURNS INTL. SECURITY SERVICES, INC.	SECURITY-NEW ADDITION	\$ 286.00
4651	MIDLANTIC NATIONAL BANK	1. SALARIES	1,977.10
4652	WEST ORANGE CREDIT UNION	1. SALARIES	290.61
4653	MICHAEL MOLLIE	28. CLEANING -NEW ADDITION	19.50
4654	STEVE LASHER	28. " " "	76.00
4655	PETER NEWMANN	28. " " "	24.00
4656	TOWN OF WEST ORANGE	26. HOSPITALIZATION	120.05
4657	POSTMASTER	13. POSTAGE	300.00
4658	PETTY CASH CHECKING A/C	EXCHANGE	200.00
4659	A. ABORN EXTERMINATING Co., Inc.	11. SERVICE CONTRACTS	15.00
4660	ABC CLIO, Inc.	2. BOOKS	50.10
4661	ABINGDON	2. BOOKS	9.85
4662A	AL's AUTO PARTS, Inc.	8. MAINT. MOB.	\$ 35.48
B	" " " "	8. " "	<u>60.95</u>
4663	AMERICAN PAPER TOWEL Co.		96.43
4664	AMERICAN PSYCHOLOGICAL ASS'N		40.85
4665A	AUTOMATIC DATA PROCESSING	2. BOOKS	50.00
B	" " " "	11. SERVICE CONTRACTS	49.10
4666	THE BAKER & TAYLOR Co.	11. " "	<u>43.55</u>
4667A	THE BAKER & TAYLOR Co.	2. BOOKS	( 4.16)
B	" " " "	2. " "	149.50
C	" " " "	2. " "	68.04
D	" " " "	2. " "	78.55
E	" " " "	2. " "	216.02
F	" " " "	2. " "	532.20
G	" " " "	2. " "	18.50
H	" " " "	2. " "	88.42
I	" " " "	2. " "	( 19.04)
J	" " " "	2. " "	( 8.53)
K	" " " "	2. " "	630.19
L	" " " "	2. " "	92.57
M	" " " "	2. " "	<u>477.93</u>
4668	BLOOMFIELD WINDOW CLEANING Co.		2,320.19
4669A	R. R. BOWKER Co.	11. SERVICE CONTRACTS	64.00
4670	BROADSTREET, INC.	2. BOOKS	185.00
4671	BRODART, INC.	4. SUPPLIES	29.50
4672A	C. W. ASSOCIATES	4. SUPPLIES	108.00
B	" " " "	2. BOOKS	22.50
4673	CHAMBERS RECORD CORP.	2. " "	<u>7.75</u>
4674	CINCINNATI TIME RECORDER Co.		30.25
4675	CURTIS SERVICE, INC.	21. A/V MATERIALS	74.23
4676A	DIMONDSTEIN BOOK EXPRESS	4. SUPPLIES	108.90
B	" " " "	8. MAINT. MOB.	1,051.47
C	" " " "	2. BOOKS	( 22.23)
D	" " " "	2. " "	( 6.26)
E	" " " "	2. " "	10.85
F	" " " "	2. " "	1.83
4677A	DOUBLEDAY & Co., Inc.	2. " "	3.69
B	" " " "	2. " "	<u>100.75</u>
C	" " " "	2. BOOKS	4.25
D	" " " "	2. " "	18.75
E	" " " "	2. " "	42.50
F	" " " "	2. " "	85.10
		2. " "	56.40
		2. " "	<u>5.19</u>
			212.19

7.

WEST ORANGE FREE PUBLIC LIBRARY  
JUNE 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON JULY 25, 1979

CHECKS ARE DATED  
JULY 23, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4678A	GALE RESEARCH Co.	2. BOOKS	\$ 46.79
B	" " "	2. "	<u>29.64</u> \$ 76.43
4679A	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	1.02
B	" " "	4. " "	4.99
C	" " "	4. " "	2.45
D	" " "	4. " "	<u>8.75</u> 17.21
4680A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	30.00
B	" " " " "	4. "	<u>59.20</u> 89.20
4681	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES-JAN.	185.50
4682	LIBRARY BINDERY Co. OF PA.	3. BINDING	71.40
4683A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	7.96
B	" " " "	2. "	10.01
C	" " " "	2. "	<u>17.63</u> 35.60
4684	MANHEIM, KOSSON & NOVICK	23. MANAGEMENT SVCS.	892.00
4685	A. R. MEEKER Co.	4. SUPPLIES	35.00
4686A	NEW JERSEY BELL	9. TELEPHONE	185.00
B	" " "	9. "	<u>11.47</u> 196.47
4687	N.J.C.T. CORP.	4. SUPPLIES	82.33
4688	ORGANIZATION OF AMERICAN STATES	20. PAMPHLETS	11.00
4689	PETERSON GUIDES	2. BOOKS	7.55
4690	ANN PHILLIPS ART CENTER	4. SUPPLIES	4.80
4691	PDR, PHYSICIANS' DESK REFERENCE	2. BOOKS	23.00
4692A	PRENTICE-HALL, INC.	2. BOOKS	31.03
B	" " "	2. "	<u>56.40</u> 87.43
4693	PUBLIC SERVICE E & G Co.	6. MAINT.MAIN.	1,312.86
4694	THE PUBLISHERS GUILD, INC.	2. BOOKS	50.50
4695	QUALITY PRODUCTS Co.	4. SUPPLIES	30.00
4696	WILLIAM SAGOSZ	4. SUPPLIES-JAN.	20.00
4697	PORTER SARGENT PUBLISHERS, INC.	2. BOOKS	26.26
4698	SHAR-FREY, INC.	2. BOOKS	54.56
4699A	SILVER BURDETT Co.	2. BOOKS	9.72
B	" " "	2. "	<u>9.27</u> 18.99
4700	WEISBLATT ELECTRIC Co., INC.	11. SERVICE CONTRACT	100.00
4701	THE H. W. WILSON Co.	2. BOOKS	142.00
4702	WORRALL PUBLICATIONS, INC.	2. BOOKS-MICROFILM	8.50
4703	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>40.25</u>
SUB-TOTAL			\$ 11,559.22
LESS: CHECK #4651 MIDLANTIC NATIONAL BANK			1,977.10
CHECK #4652 WEST ORANGE CREDIT UNION			290.61
CHECK #4658 W.O. PUBLIC LIBRARY			<u>200.00</u> 2,467.71
TOTAL ACCOUNTS PAYABLE - JUNE 30, 1979			\$ 9,091.51
PER BUDGET REPORT			

PAYMENT RECOMMENDED BY:

*Lela Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim*

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

SEPTEMBER 26, 1979

ROLL CALL

OPEN PUBLIC MEETINGS ACT

MINUTES

TREASURER'S REPORT

a. Bills Presented for Payment

b. Financial Statement

DIRECTOR'S . REPORT

COMMITTEE REPORTS

OLD BUSINESS

a. Installation of Picture Molding

b. Draperies for Meeting Room

NEW BUSINESS

a. Approval of Proposed Budget for 1980

COMMUNICATIONS

COMMUNITY PARTICIPATION

ADJOURNMENT

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

The meeting was called to order by Vice President, William Sagosz at 8:00 P. M. The following members were present constituting a quorum: Albert Kupferer, Arthur Lang, William O'Neill and Paul Pasmantier. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the August 22, 1979 Board of Trustees meeting with the following corrections: page 2, paragraph 1 - the comparative dates regarding accumulated expenses to read: "the same as those of July, 1978." Page 2, paragraph 4 under Director's Report - the sentence to begin: "Mr. O'Neill asked Mrs. Reed about the Baker and Taylor invoices. Page 2, paragraph 3 under Old Business to read: "Mrs Phyllis Jerome, Chairperson of the Library Opening Committee for October 28, 1979...". Mr. Pasmantier seconded the Minutes, and the motion was carried unanimously.

TREASURER'S REPORT:

a) Bills Presented for Payment:

Mr. Sagosz asked the budget committee to take into consideration the increased prices for the heating, air conditioning and utilities. The Public Service bill for the electricity was particularly high. Mr. Manheim noted that last year the library was without air conditioning, and that this bill reflects the warmest weather in the summer months (July 20 through August 20). The air conditioning has been in use, and both buildings have been in operation. Mr. Lang said that the budget committee has increased the "utility" line item accordingly.

Mr. Manheim asked the Board about payment for the last stage of the moving. Mr. Sagosz explained that payment will be made in the near future with money from the Town that has been allocated for that purpose. The Town will pay \$1,790.00 to Time Moving and Storage, Inc., and the library will be responsible for the balance of \$437.50.

The Trustees questioned Mr. Manheim about some of the bills presented for payment within the past month.

Mr. Pasmantier made a motion to accept the Bills Presented for Payment for the month of August, 1979. Mr. Lang seconded the motion, and it was carried unanimously.



b) Financial Statement:

Mr. Pasmantier asked Mr. Cuozzi about the surplus money left in the Building Fund, and if the Board has a right to spend it. Mr. Cuozzi said that the money can be spent as a capital improvement providing it is related to the new building. He recommended full disclosure of the intent to spend the money stating the items to be purchased. The Building Committee will prepare a list of items including a rough estimate of the expenses. The list will be presented for the Board's approval at the next meeting and a letter then can be sent to the Town Council.

Mr. Lang made a motion to transfer \$45,000 on October 15, 1979 from Statement Savings Account #02-073-000177-0 to the checking account at Midlantic Bank for current expenses. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Pasmantier asked Mrs. Reed to find out if there was a formula to use based upon the population of the town that would determine the amount of money that should be spent for books. Mr. Pasmantier said that there should be enough books in the library to serve the size of the population. Mrs. Reed will find out this information from Trenton and her NJLA committee

Mr. Lang noted that in the Minutes of 8/22/79, a resolution had been made to accept Counsel's resolution with added provision regarding short term investments (page 3, #3 under Old Business). Although the Board had made a motion to invest the sum of \$75,000, the mechanics were not ready to put the motion into effect.

Mr. Cuozzi said that he will draft a notice to accompany the resolution pertaining to the custody of the securities. The Board can then proceed with investing.

Mr. Lang made a motion to transfer \$45,000 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank, and then to invest it into U. S. Treasury obligations pursuant to (RS:40S34) and pursuant to a previous resolution adopted by the Board of Trustees on 8/22/79. Mr. Sagosz seconded the motion, and it was carried unanimously.

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

DIRECTOR'S REPORT:

Mrs. Reed reported the breakage of glass in the side door by the Gaston St. entrance.

Mrs. Reed requested the Board to consider purchasing an additional set of catalog drawers for the new circulation desk. Additional space is needed for application cards. Cost would be approximately \$520.00 from the Worden Company. (No action was taken by the Board at this time.)

In connection with the new furniture, Mrs. Reed noted that Mrs. Shoshkes, the interior decorator, had been in to examine the deliveries made by both the Adden and Worden Companies and was satisfied with the items.

The Mobilibrary has been off the road because major, expensive work must be done to it. Mrs. Reed suggested placement of the bus in some busy part of town where it could be used as a library outlet.

Input from the Trustees concerning the fate of the Mobilibrary was offered. Mr. Pasmantier suggested that a study of the Mobilibrary be undertaken by a committee to determine whether it should be retired from the road, what past experiences of other communities have been with their mobilibraries, what guidance could be obtained from Trenton, consideration of the uniqueness of the town's topography, and the possible use of the bus as a stationary outlet.

Mr. Lang and Mr. O'Neill agreed to conduct the study within a period of three months.

Mrs. Reed said that the CETA program has ended as of September 25th. She recommended that the two CETA employees who have been working at the library throughout the past year be hired by the Board. Mrs. Reed noted that Frank Refinski will be retired as of 11/5/79. Mr. Toohey has been filling in for him and one CETA worker has also worked as custodian. Now that the building is completed, two custodians are needed to carry on the work.

Mr. Lang made a motion to accept Mrs. Reed's recommendation to hire William Jerome Clark as a Junior Library Assistant at a yearly rate of \$8,900; and to hire James Morrison, Sr. as custodian at a yearly rate of \$9,200. The effective date of employment will be 9/26/79. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mr. Manheim noted that there was not a salary guide for custodian as the Town has always provided custodial help. Mr. Sagosz asked Mr. Manheim to establish a range for custodian so that it would be listed along with the other library positions.

The Dover Elevator Company has not contacted Mrs. Reed about a service contract for the elevator despite repeated telephone calls from Mr. Flynn, Purchaser at Town Hall and Mrs. Reed. Mr. Pasmantier offered to call the company.

Mr. Pasmantier made a motion to give Mrs. Reed authority to select, and order draperies with a large degree of opaqueness, including the tracks and installation. She is authorized to spend an amount not to exceed \$800.00. The draperies are for the meeting room, should be lined, and will come from line item - New Addition Expenses. Mr. Lang seconded the motion, and it was carried unanimously.

Mrs. Reed reported that she had been told by the serviceman from National Fuel Oil Co. that the brickchamber in the small boiler should be rebuilt. As this had been done last year, Mr. Sagosz suggested that a second opinion be obtained.

A Xerox 4000 machine can be rented with an option to buy. The Toshiba Fax has been repaired and placed downstairs. The Olivetti and a Xerox would serve the public's needs upstairs. Mr. Cuozzi advised Mrs. Reed not to sign a lease for the Xerox Copier until the Board has read and approved the terms.

## COMMITTEES:

a) Building and Grounds: Mr. Pasmantier reported on the meeting held with Mr. Sagosz, Mr. Lehman the architect, and the representative of the electrical engineering company to discuss the low level of lighting. Mr. Pasmantier said, that in his opinion, Mr. Lehman was not acting as the Board's agent or representative. As an architect is a representative of the owner of a building, he should see that things are done properly and to stand in as a technician for the lay-people who do not have sufficient knowledge in the area. Mr. Lehman has not performed this satisfactorily for the Board.

Mr. Pasmantier stated that Mr. Lehman apparently feels that the lighting is inadequate, but is not willing to make a statement to that effect. He has arrived at an arbitrary figure of \$7,000 which he has agreed to spend on more lighting fixtures in addition to what is already installed. Mr. Lehman said that he couldn't or wouldn't know what the foot candle power might be after installation, and in order for the Board to get more than \$7,000 worth of lighting from him, the Board would have to sue him.

As it is impossible to get completely uniform lighting in the stacks without spending a fortune in money, the Building Committee felt it would be desirable to address the lighting to the open areas. Therefore, the Committee recommended that the Board request that 50 foot-candle power be maintained in the designated areas (excluding stack areas), regardless of the number of fixtures or the cost. The open area where lighting needs to be increased was marked on a floor plan.

The Board discussed Mr. Lehman's position concerning the lighting and the direction to take. It was the general consensus of the Board that adequate lighting is required for both stack and open areas, and that this goal should be pursued.

Mr. Cuozzi offered to locate an electrical consultant who would be able to make a survey of the system, provide the correct figures and layout that would be acceptable. This report, then, could be presented to Mr. Lehman. Until that time, the Board will not approve the release of architect funds.

Mr. Lang made a motion to approve the action of the Building Committee to engage a lighting engineer of the committee's own selection and to expend a sum of money not to exceed \$500.00. taken from the Building Fund line.

b) Personnel: Mr. Lang read two letters from the West Orange Employees' Association. The first letter asked the Board to inform the staff when the Budget Committee meets for the coming year so that a staff representative could be present. Mrs. Reed sent a letter to the association in which she outlined the procedures that are followed in drawing up a budget. Staff members, however, are not directly involved with the Budget Committee.

The second letter requested acknowledgement of the approval of annual leave slips that are submitted by the staff. Mrs. Reed said that she is agreeable to this.

Mr. Lang recommended that the Director handle small personnel problems and that an open door policy should be used to communicate with employees. Mrs. Reed said that she is always available to employees. Furthermore, there will be more staff meetings during the year.

c) Finance Committee: Mr. Lang reported that the 1980 Proposed Budget is within the 5% CAP of last year's total. The Committee used the Town's guide of 6% cost of living plus increments and longevity for eligible employees. A line by line summary was listed on the report. He noted that the burglar alarm was taken out of the operating budget and will become a capital item. Also, any money for a new mobilibrary would be a capital expenditure.

Mr. Pasmantier asked Mrs. Reed to ask Town Hall if the insurance had been increased for the building now that the addition has been completed.

Other items related to the budget: Mr. Manheim expects a surplus of \$50,000-\$60,000 for 1979. He suggested that any money that is left over should be earmarked for a particular expenditure. The Trustees discussed the possibility of installing a security system or purchasing a new mobilibrary.

Mr. Pasmantier recommended that an expenditure for a security guard be added to the operating budget. Mr. Lang suggested that \$6,300 would be sufficient for the present.

Mr. Lang made a motion that the Trustees accept the Budget Committee's recommendations for the 1980 Budget including a new line item called "Security Guard" for \$6,300 for a total budget amount of \$663,295. Mr. Pasmantier seconded the motion, and it was carried unanimously.

#### OLD BUSINESS:

Mrs. Reed presented two estimates for molding for the juried art exhibit. The P. J. Grant Co. submitted a bid of \$360.00. The Home Wood Craft Co. presented a bid for \$475.00.

Mr. Sagosz made a motion awarding the installation of molding to the lowest bidder, the P. J. Grant Company in the amount of \$360.00. Mr. O'Neill seconded the motion, and it was carried unanimously.

#### COMMUNICATIONS:

Mr. Lang read a letter from Mrs. Shoshkes, the interior decorator, in which she offered to select furniture for the Director's office at her net cost plus a 15% service charge. No design time will be charged. Mr. Lang asked Mrs. Reed to secure an estimate from Mrs. Shoshkes for Board approval.

Mrs. Reed passed around samples of the invitations and brochures to be used for the library opening. Mr. Donnelly, Public Relations Librarian, will send invitations to key people in the community as well as organizations and all of the various media contacts.

Mr. Lang reported on the Edison Centennial Light Committee. The Edison Fund will buy a high speed cassette copier and a plaque will be mounted on it. This will be given to the library on the day of the Edison dedication of the new building by a representative of the Fund.

Mr. Lang requested Mrs. Reed to have the lines in the upstairs parking lot repainted for the dedication and opening activities. Mrs. Reed said that she would contact the street department.

Mr. Sagosz announced that on October 10, 1979 there will be a special meeting of the Library Board of Trustees concerning the Edison dedication and library opening activities.

Mrs. Reed asked Mr. O'Neill if he had spoken to the Mayor about the parking situation. Mr. O'Neill said that he had done so and that he had assumed that the matter had been resolved.

Mr. Kupferer briefly went over the agenda of the library opening to be held Sunday, October 28, 1979.

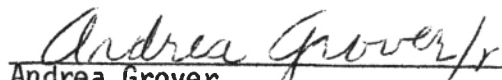
The meeting was adjourned at 11:00 P. M.

Respectfully submitted,



---

Sandra Goss, Secretary

  
Andrea Grover,  
Secretary, Board of Trustees

DIRECTOR'S  
MONTHLY REPORT

September 26, 1979

As you are aware, the final stages of our move began on Friday, August 24 with Time Movers of New York. The library was closed to the public from Monday, August 27 through September 2, 1979.

When we returned to work on Monday September 3, we found the outer door leading from the Gaston Street parking lot had been shattered, possibly by a large rock. Our first order of business was to get East Orange Glass Company to replace the door.

On Thursday, September 6 we received a shipment of furniture from the Adden Company. The order was complete with the exception of pedestals for the desks. At this writing, they have not yet been received.

The timing was ideal for receiving the Adden furniture because it was the day hurricane David struck our area. Almost all of our lights were out and the library was not opened until noon on that day. Meantime, there was little traffic to contend with while the furniture was being brought in.

The Mobilibrary did not return to its scheduled stops on September 10 as we had anticipated. Instead, it is laid up with major mechanical problems. After a long conversation with Mr. Ericsson of the Curtis Service, Inc. in South Plainfield, I asked him not to proceed further in repairs until I could get an opinion from the Board of Trustees.

Mr. Ericsson pointed out that our MOB is obsolete and no manufacturer carries parts which he needs to fix it. He said that his company would have to make parts themselves and that the cost would be anywhere from \$5,000--up. This, he said, would be a very "rough" estimate. He also stated that "if" and "when" they were able to get the MOB operational it would be an undetermined length of time.

We received the Worden furniture on September 14 and 17. Mr. Weinzimmer brought his installer in two days later. By the end of the day on Friday installation of furniture was complete.

Mrs. Lila Shoshkes was informed when a delivery was made. She came in each time and inspected the furniture and said she was very pleased.

After procrastinating over a two months' period CETA has finally sent me a statement in which they state that the entire present program will be terminated on September 25, 1979. They would not agree to extend our workers to the 18 month period to which they were entitled. Stated by one official, if the workers were to be retained they would be assigned to a different project.

Since we are in need of a Junior Library Assistant, I recommend that we hire William Jerome Clark to the position at a yearly rate of \$8,900. I recommend further that James Morrison, Sr. be hired as custodian at a yearly rate of \$9,200.

Frank Refinski will retire on November 5, 1979. He is not a well man and the amount of work he does is limited. However, we have utilized Mr. Toohey in many capacities since the MOB is off the road. We plan to use his services further in collecting books outstanding from patrons along the different MOB routes.

To date, we have been unable to get a service agreement from the Dover Elevator Company which was recommended by the Town Purchasing Agent, Mr. Joe Flynn. This is the company which services all of our municipal elevators. Although a representative has repeatedly promised to give us an estimate we have yet to receive same.

We have examined several fabric designs for the windows in the meeting room. Before you are descriptions of some of the samples. Input from you as to your preference in color and design will be appreciated.

#### TWO DESIGNS SUBMITTED BY LILA SHOSHKES:

From Maharam Fabric Corp.

- |  |   |
|--|---|
| <p>1. Federal Fabric DESIGN: RAINBOW<br/>a repeat design 25½", Width 48"<br/>Colors: red, yellow, green,<br/>blue &amp; purple rays<br/>Contents: 73% mod, 27% polyester<br/>100% washable to 160 degrees F<br/>Inherently flame resistant</p> | <p>2. Federal Fabric DESIGN: SUPER COLOR<br/>WHEEL, a repeat design 31", Width 48"<br/>Colors: An orange center, yellow,<br/>rust, purple, blue circle.<br/>Contents and quality the same.<br/>Both designs: \$5.85 a yd.<br/>5.25 bulk of 60 yds.<br/>or more.</p> |
|--|---|

#### ALPERN'S YARD GOOD'S & DECORATOR SUPPLIES:

Blue and Brown abstract design. This was shown at a meeting earlier in year.  
(details of price and quality with A. Grover)

Telephones do not work properly because of numerous problems with the telephone system. We have had to call for service a number of times. Problems still exist.

National Fuel Oil servicemen came to prepare the small burner for winter. They claim that the fire chamber is faulty and needs to be rebuilt.

Our Toshiba Fax copying machine has been inoperable practically all summer. We investigated the possibility of acquiring another copier since demands on the Olivetti are so great. The machine selected is the Xerox 4000 coin-op. It is acquired on a rental basis with an option to purchase if we desire.

Since the MOB has not been on the road, we have been inundated with inquiries by telephone, letters and verbally as to the possibility of its return to the community.

If it is decided by you not to spend more money to operate our obsolete vehicle, maybe a good idea is to find a good traffic area (probably in a shopping center) and place the MOB there as an outlet from the main library. This way more people could get to use it and perhaps some tension and concern can be eased until the library is in a position to purchase a new vehicle.

Mrs. Elsa Meyers, our former Young Adult Librarian, came in to pick up her severance pay. She signed the release documents without question.

We have received a number of responses to our ad for a Young Adult/Reference Librarian. Since we are interested in a Junior Librarian, at least two applicants are considered over qualified for the position. A couple of interviews will be taking place within the next week.

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



WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON SEPTEMBER 26, 1979

CHECKS ARE DATED  
SEPTEMBER 26, 1979

BOOKER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
23	LEONARD MARUCCI	2. BOOKS	\$ 9.00
24	A. R. MEEKER CO.	11. SERVICE CONTRACT	165.00
25A	N. J. BELL	9. TELEPHONE	\$ 323.60
B	" " "		239.38
26A	N.J. CANDY & TOBACCO CO.	4. SUPPLIES	89.53
B	" " " " " "	4. "	4.50
27	N.J. CLIPPING SERVICE	2. BOOKS	24.00
28	N.J. HISTORICAL SOCIETY	2. BOOKS	9.95
29	N.J. LIBRARY ASS'N	10. COMMUNITY REL.	250.00
30	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	20.00
31	NATIONAL FUEL OIL, INC.	6. MAINT. MAIN.	1,600.77
32	THE NEW YORK TIMES/LARGE TYPE WKLY	20. NEWSPAPERS	48.97
33	N.Y.U. SCHOOL OF EDUCATION	2. BOOKS	2.50
34	ORYX PRESS	2. BOOKS	38.75
35	ANN PHILLIPS ART CENTER	21. A/V MATERIALS	43.70
36	PITNEY BOWES	11. SERVICE CONTRACT	35.25
37	POPULAR PERIODICAL INDEX	2. BOOKS	15.00
38A	PRENTICE-HALL, INC.	2. BOOKS	17.63
B	" " " "	2. "	11.03
C	" " " "	2. "	27.84
39	PUBLIC AFFAIRS CLEARING HOUSE	2. BOOKS	56.50
40	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	13.00
41	R.F.I. SMALL ENGINE SERVICE	6. MAINT. MAIN.	2,343.46
42A	J. ROSSI & Co.	6. MAINT. MAIN.	43.49
B	" " " "	6. " "	232.05
43	BUREAU OF GOVT RESEARCH	6. " "	66.73
44	SHAR-FREY, INC.	2. BOOKS	298.75
45	SILVER BURDETT Co.	2. BOOKS	43.00
46	STATE OF N.J. TREASURER	2. BOOKS	14.08
47	SUBURBAN HOMES GUIDE	2. BOOKS	9.87
48	THOMAS PUBLISHING Co.	20. PAMPHLETS	27.00
49A	3 M BUSINESS PRODUCTS SALES, INC.	2. BOOKS	8.40
B	" " " " " "	2. BOOKS	85.00
50	THE H. W. WILSON Co.	4. SUPPLIES	207.54
51	WORRALL PUBLICATIONS	4. "	( 118.80 )
52	YOURKE MEDICAL BOOKS	2. BOOKS	90.00
53	YOUNG'S NEWS SERVICE	10. COMMUNITY REL.	19.25
54	E. L. CONGDON & SONS LUBMER Co.	2. BOOKS	36.20
		20. NEWSPAPERS	40.25
		NEW ADDITION	120.24
			\$ 16,693.07
	SUB-TOTAL		
	LESS:		
	CHECK #4770-MIDLANTIC NAT'L BANK	1. SALARIES	\$1,961.51
	#4771-W.O. MUN.EMPLOYEES F.C.U.	1. SALARIES	305.54
	#4777-PETTY CASH CHECKING A/C	TRANSFER	200.00
			2,467.05
	TOTAL ACCOUNTS PAYABLE-AUGUST 31, 1979		
	PER BUDGET REPORT		\$ 14,226.02

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lila N. Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPAs

BY: *Robert M. Novick*

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON SEPTEMBER 26, 1979

CHECKS ARE DATED  
SEPTEMBER 26, 1979

CHER BER	PAYEE	BUDGET ALLOCATION	AMOUNT
			\$
3	CHAMBERS RECORD CORP.	21. A/V MATERIALS	22.27
4	CINCINNATI TIME RECORDER	11. SERVICE CONTRACTS	55.00
5A	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	\$ 12.59
B	" " " "	2. "	24.73
C	" " " "	2. "	12.59
6	CONCORDIA PUBLISHING HOUSE	2. "	49.91
7A	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	5.90
B	" " " "	2. "	37.50
8	CURTIS SERVICE, INC.	2. "	216.00
9	ROBERT W. DAUM	8. MAINT. MOB.	253.50
10	DICTATION DISC. COMPANY	6. MAINT. MAIN	194.23
11A	DIMONDSTEIN BOOK EXPRESS	21. A/V MATERIALS	402.25
B	" " " "	2. BOOKS	21.50
C	" " " "	2. "	( 6.47)
D	" " " "	2. "	29.38
E	" " " "	2. "	11.09
12A	DOUBLEDAY & Co., INC.	2. "	19.10
B	" " " "	2. "	14.79
C	" " " "	2. BOOKS	33.10
D	" " " "	2. "	31.63
E	" " " "	2. "	13.06
F	" " " "	2. "	4.85
G	" " " "	2. "	81.26
03	EDUCATORS PROGRESS SERVICE, INC.	2. "	69.33
04	SAMUEL E. EPSTEIN	2. "	2.97
05	E. P. ERNST CO., INC.	2. BOOKS	237.20
06	F.O.S.G. PUBLICATIONS	4. SUPPLIES- JAN.	15.35
07	FACTS ON FILE, INC.	4. SUPPLIES	9.00
08	FIREBELL BOOKS	20. PAMPHLETS	90.13
09A	GALE RESEARCH CO.	2. BOOKS	5.20
B	" " " "	2. BOOKS	20.79
10	GAYLORD BROS., INC.	2. BOOKS	20.81
11	GENE HACKER, INC.	2. BOOKS	25.13
12	HAGSTROM CO.	2. "	46.91
13	GEORGE W. HALL CO.	4. SUPPLIES	30.00
14	J. L. HAMMETT CO.	21. A/V MATERIALS	75.00
15	HISTORICAL SOC. OF BERKELEY HTS.	20. PAMPHLETS	24.29
16A	KAUFMAN'S SENTRY HARDWARE	2. BOOKS	26.50
B	" " " "	4. SUPPLIES	7.88
C	" " " "	2. BOOKS	17.00
D	" " " "	4. SUP. - JAN.	.50
E	" " " "	4. " "	2.15
F	" " " "	4. " "	2.89
G	" " " "	4. " "	8.29
H	" " " "	4. " "	5.89
17	LEWIS PAPER & SUPPLY CO.	4. " "	1.59
18	LIBRARY BINDERY CO. OF PA., INC.	4. " "	.50
19	MC CLURE PRESS	4. " "	11.00
20A	MACMILLAN PUBLISHING CO., INC.	4. SUPPLIES-JAN.	32.81
B	" " " "	3. BINDING	239.20
C	" " " "	2. BOOKS	48.20
21	MANHEIM, KOSSON & NOVICK	2. BOOKS	8.45
22A	MARQUIS WHO'S WHO, INC.	2. BOOKS	23.84
B	" " " "	2. "	90.63
		2. "	35.28
		23. MANAGEMENT SERVICES	149.75
		2. BOOKS	292.00
		2. "	22.00
			60.00
			82.00

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON SEPTEMBER 26, 1979

CHECKS ARE DATED  
SEPTEMBER 26, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
70	MIDLANTIC NAT'L BANK-F.W.T. 9/14/79	1. SALARIES	\$ 1,961.51
71	W. O. MUNICIPAL EMPLOYEES-F.C.U.	1. SALARIES	305.54
72	TOWN OF W.O.-HOSPITALIZATION BAL. 8/79	26. HOSPITALIZATION	29.90
73	STEVE LASHER	NEW ADDITION	22.00
74	WAYNE RIKER	NEW ADDITION	64.00
75	S & W FRAMING SUPPLIES, INC.	NEW ADDITION	247.05
76	POSTMASTER	13. POSTAGE	300.00
77	PETTY CASH CHECKING A/C	EXCHANGE	200.00
78	JAMES MORRISON	NEW ADDITION	12.00
79	AAUW/VIRGINIA LYTTLE	2. BOOKS	5.73
80	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	12.50
81	AMERICAN LIBRARY ASS'N	2. BOOKS	10.25
82A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 44.95
B	" " " "	11. " "	40.50
C	" " " "	11. " "	40.50
D	" " " "	11. " "	41.00
			166.95
83	AYLMER PRESS	2. BOOKS	18.00
84A	THE BAKER & TAYLOR CO.	2. BOOKS	97.73
B	" " " " "	2. " "	11.43
C	" " " " "	2. " "	14.89
D	" " " " "	2. " "	140.09
			264.14
85A	THE BAKER & TAYLOR CO.	2. BOOKS	104.83
B	" " " " "	2. " "	425.53
C	" " " " "	2. " "	32.89
D	" " " " "	2. " "	139.01
E	" " " " "	2. " "	74.44
F	" " " " "	2. " "	235.81
G	" " " " "	2. " "	88.81
H	" " " " "	2. " "	621.19
I	" " " " "	2. " "	51.31
J	" " " " "	2. " "	138.45
K	" " " " "	2. " "	74.52
			1,986.79
86A	THE BAKER & TAYLOR CO.	2. BOOKS	200.12
B	" " " " "	2. " "	31.54
			231.66
87	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT. MAIN	64.00
88A	R. R. BOWKER	2. BOOKS	34.47
B	" " " "	2. " "	22.70
C	" " " "	2. " "	45.54
D	" " " "	2. " "	21.18
E	" " " "	2. " "	61.00
			184.89
89A	BRODART	4. SUPPLIES	112.00
B	" " " "	4. " "	110.70
			222.70
90A	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	78.00
B	" " " " " "	" "	78.00
C	" " " " " "	" "	78.00
D	" " " " " "	" "	78.00
E	" " " " " "	" "	78.00
F	" " " " " "	" "	52.00
			442.00
91A	C. W. ASSOCIATES	2. BOOKS	14.75
B	" " " "	2. " "	22.50
C	" " " "	2. " "	9.50
D	" " " "	2. " "	9.00
			55.75
92	CENTER TYPEWRITER SERVICE	11. SERVICE CONTRACTS	452.50

4.

WEST ORANGE FREE PUBLIC LIBRARY  
AUGUST 1979 BILLS PRESENTED FOR PAYMENT ON  
SEPTEMBER 26, 1979

CHECKS ARE DATED  
AUGUST 31, 1979

NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
58	STEVEN LASHER	PAINT-NEW ADDITION	\$ 74.00
59	MIDLANTIC NAT'L BANK-F.W.T. 8/31/79	1. SALARIES	1,900.14
60	W.O. MUNICIPAL EMPLOYEES-F.C.U.	1. "	305.61
61	N.J. GROSS INCOME TAX-AUG. 1979	1. "	573.21
62	TOWN OF W.O.-EMPLOYEES SOC. SEC.-AUG. '79	1. "	1,706.88
63	W.O. PUBLIC LIBRARY-UN. INS. SAVINGS A/C	1. "	66.19
64	P.E.R.S. #20284-PENSION, LOANS	1. "	1,395.06
65	P.E.R.S. #20284-SUPPLEMENTAL	1. "	45.64
66	P.E.R.S. #20284-CONTRIBUTORY INS.	1. "	105.26
67	TOWN OF W.O.-HOSPITALIZATION	1. "	1,186.50
68	STEVEN LASHER	PAINT-NEW LOCATION	126.00
69	WAYNE RYKER	" " "	120.00
	NET P/R-#5431-69 - 8/15/79	1. SALARIES	9,942.66
	NET P/R-#5470-5470-5506, 8/31/79	1. "	9,521.89
SUB-TOTAL			\$ 27,069.04
ADD: CHECKS #4704-4757- PRESENTED FOR PAYMENT ISSUED AT AUGUST 22, 1979 MEETING			10,576.53
CHECKS ISSUED FOR THE MONTH OF AUGUST 1979			\$ 37,645.57
LESS:			
DEPOSIT - 8/8/79 - L.N. REED			9. TELEPHONE 8.42
TOTAL EXPENDITURES - MONTH OF AUGUST 1979 PER BUDGET REPORT			\$ 37,637.15

PAYMENT RECOMMENDED BY:

*Lela N. Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY:

*Robert Novick CPA*

WEST ORANGE FREE PUBLIC LIBRARY

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

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
<u>I</u> BALANCES AS OF 7/31/79	\$228,489.93	\$208,028.37	\$19,151.42	\$596.57	\$387.32	\$326.25
ADD: FINES			(\$ 956.10			
PHOTOCOPY	\$ 1,021.60		( 6.05			
RENTALS			( 59.45			
LOST BOOKS	70.28			\$ 70.28		
EXCESS PROPERTY	80.15				\$ 80.15	
<u>II</u> TOTAL AUGUST 1979 RECEIPTS	\$ 1,172.03	-0-	\$ 1,021.60	\$ 70.28	\$ 80.15	-0-
<u>III</u> TOTAL AVAILABLE I PLUS II	\$229,661.96	\$208,028.37	\$ 20,173.02	\$ 666.85	\$ 467.47	\$ 326.25
<u>IV</u> LESS: AUGUST 1979 DISBURSEMENTS	37,637.15	37,637.15				
<u>V</u> TOTAL CASH FUNDS	\$192,024.81	\$170,391.22	\$ 20,173.02	\$ 666.85	\$ 467.47	\$ 326.25
ADD: DUE FROM THE TOWN OF						
W.O. FOR 4TH QTR. BUDGET		131,250.00				
UNEXPENDED BUDGET BALANCE 8/31/79		\$301,641.22				
LESS: ACCOUNTS PAYABLE - 8/31/79		14,226.02				
BUDGET BALANCES AT 8/31/79		\$287,415.20				

CASH FUNDS REPRESENTED BY:	
CHECKING A/C, MIDLANTIC NAT'L BK-#734-0598-77	\$ 29,223.28
MIDLANTIC NAT'L BK-#02-073-0000-177-00	118,604.60
MIDLANTIC NAT'L BK-#02-073-0001-161-0 UN. INS. FUND	764.38
MIDLANTIC NAT'L BK-#02-073-0001-405-8 EXCESS BOOK FUND	856.86
W. O. S & L	42,014.45
PETTY CASH FUND	346.25
PETTY CASH-CHECKING A/c MIDLANTIC #734-0848-6	214.99
	<u>\$192,024.81</u>
FUNDS	
BUDGET FUND	\$170,391.22
FINES & RESERVES FUND	20,173.02
LOST BOOK FUND	666.85
BOOK SALES & EXCESS	
PROPERTY FUND	467.47
PETTY CASH FUND	326.25
	<u>\$192,024.81</u>
LESS: ACCOUNTS PAYABLE	14,226.02
8/31/79	<u>\$177,798.79</u>

# WEST ORANGE FREE PUBLIC LIBRARY

## BUDGET REPORT

MONTH OF AUGUST 1979

LIBRARY BOARD MEETING OF SEPT. 26, 1979

### NEW LIBRARY ADDITION

	ADOPTED BUDGET 1979	PAID MONTH OF AUGUST	ACCUMULATED BUDGET EXPENDITURES PAID 8 MONTHS ENDED 8/31/79	UNEXPENDED BUDGET BALANCE ON 8/31/79	BILLS ACCOUNTS PAYABLE AT 8/31/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 9/26/79	BUDGET BALANCES AT 8/31/79
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000	\$ 457.39	\$ 457.39	542.61	\$ 312.20	230.41
MOVING AND RELOCATION - (NON-RECURRING)	8,000			8,000.00	465.29	7,534.71
SECURITY GUARDS	3,161	78.00	1,672.00	1,489.00	442.00	1,047.00
LIBRARY OPENING PROMOTIONAL EXPENSES	690		30.00	660.00		660.00
PAINTING		320.00	1,521.50	( 1,521.50)		( 1,521.50)
CLEANING			475.50	( 475.50)		( 475.50)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 855.39	\$ 4,156.39	\$ 26,394.61	\$ 1,219.49	\$ 25,175.12



## WEST ORANGE FREE PUBLIC LIBRARY

## BUDGET REPORT

MONTH OF AUGUST 1979

LIBRARY BOARD MEETING OF SEPT. 26, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF AUGUST	ACCUMULATED BUDGET EX- PENDITURES PAID 8 MONTHS ENDED 8/31/79	UNEXPENDED BUDGET BALANCE ON 8/31/79	BILLS/ ACCOUNTS PAYABLE AT 8/31/79 PRESENTED FOR PAY- MENT AT THIS MEET- ING 9/26/79	BUDGET BALANCES AT 8/31/79
IES & WAGES	\$370,800	\$ 27,844.20	\$221,955.05	\$148,844.95		\$148,844.95
NG	1,500	-0-	698.68	801.32	\$ 48.20	753.12
NITY SERVICES	500	-0-	86.46	413.54	269.25	144.29
PORTATION	350	-0-	91.10	258.90		258.90
ARS & WORKSHOPS	1,350	-0-	1,040.20	309.80		309.80
	1,800	-0-	-0-	1,800.00		1,800.00
EMENT & PROFESSIONAL VICES	10,700	892.00	6,244.00	4,456.00	892.00	3,564.00
	2,000	-0-	-0-	2,000.00		2,000.00
LIBRARY-UTILITIES	23,000	2,097.92	12,237.78	10,762.22	3,944.23	6,817.99
LIBRARY-REPAIRS	7,000	-0-	1,343.40	5,656.60	808.52	4,848.08
CORNER-RENTAL	540	135.00	270.00	270.00		270.00
MOBILE	6,500	-0-	1,574.91	4,925.09	206.73	4,718.36
CE CONTRACTS	5,000	231.27	1,901.17	3,098.83	874.70	2,224.13
	55,000	3,584.57	25,933.71	29,066.29	4,259.55	24,806.74
IES-LIBRARY	12,100	223.78	4,558.02	7,541.98	533.48	7,008.50
IFILM	2,000	-0-	8.50	1,991.50		1,991.50
ODICALS, SERIALS & WSPAPERS	10,000	40.25	445.17	9,554.83	89.22	9,465.61
ILETS	700	-0-	343.99	356.01	56.49	299.52
-VISUAL-MATERIALS	1,500	155.96	483.53	1,016.47	162.47	854.00
RANCE	7,000	-0-	48.00	6,952.00		6,952.00
PHONE	3,500	206.60	1,786.04	1,713.96	250.78	1,463.18
GE	3,000	-0-	1,200.00	1,800.00	300.00	1,500.00
YEE HEALTH-HOSP.	14,800	1,186.50	9,029.87	5,770.13	29.90	5,740.23
L REPORT	200	-0-	-0-	200.00		200.00
WRITERS	1,800	-0-	1,633.50	166.50		166.50
ENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00		1,500.00
AL SECURITY	23,000	-0-	10,198.74	12,801.26		12,801.26
C EMPLOYEES RETIRE- T SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
ORIAL SUPPLIES	2,000	183.71	1,366.77	633.23	281.01	352.22
EMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
LOYMENT INSURANCE	3,000	-0-	1,463.80	1,536.20		1,536.20
LIBRARY ADDITION						
XPENSES- SEE PAGE 2	30,551	855.39	4,156.39	26,394.61	1,219.49	25,175.12
<b>TOTAL</b>	<b>\$633,191</b>	<b>\$ 37,637.15</b>	<b>\$331,549.78</b>	<b>\$301,641.22</b>	<b>\$14,226.02</b>	<b>\$287,415.20</b>
<b>SOURCE FROM:</b>						
TOWN OF WEST ORANGE	\$525,000					
ACCUMULATED REVENUE	108,191					
<b>TOTAL ADOPTED BUDGET</b>	<b>\$633,191</b>					

WEST ORANGE PUBLIC LIBRARY  
SPECIAL MEETING  
OF THE BOARD OF TRUSTEES MEETING  
MINUTES OF OCTOBER 10, 1979

The meeting was called to order at 8:20 P. M. by Vice-President William Sagosz. The following members were present constituting a quorum: Arthur Lang, William O'Neill and Paul Pasmantier. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The Vice President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

BUILDING AND GROUNDS COMMITTEE:

In reference to the lighting problem, the Building and Grounds Committee reported that a consultant will be hired and that 1) will be required to tell the Board what the state lighting standards are and 2) what the levels of light are in the building as checked with a certified light meter.

EDISON CENTENNIAL LIGHT COMMITTEE:

Mr. Lang reported on the Edison Centennial Light Committee's plans for October 21. Mr. Shteir will deliver the plaque to the library in the next few days. The Trustees should decide where it should be placed. Mr. Lang said that the space at the extreme easterly end of the building might be appropriate as the Edison Committee would like it to be visible from the street.

The Proposed Edison Committee Agenda for the library proceedings is as follows:

Stage I - The starting time has been changed to 9:30 A. M. Everyone will assemble at the lower side of the new wing of the library. A Boy Scout Color Guard will be present.

The Master of Ceremonies (Mr. Lang) will ask the Color Guard to conduct the salute to the flag. If a soloist can be present, the national anthem will be sung. If not, John Curry if present, can lead in one verse of "America".

The Master of Ceremonies will introduce Anita Strauss, Board of Trustees President, and Mayor Spina to Jacob Shteir who will present the plaque to the library. (This will be the unveiling to the public). Both will accept on behalf of the Town and the Board of Trustees. Jacob Shteir will acknowledge Alan Haberman as donor of the plaque.

Mrs. Strauss will either introduce dignitaries or make a blanket announcement to cover all of the multitude.

Mrs. Strauss will invite the gathering to the library for presentation by the Edison Fund to the library and to view the Edison Exhibit.

The ceremony will commence in the library and Mrs. Strauss will introduce Roger Dolan of the Edison Fund to Lola Reed. He will present a check to her for the high speed duplicator.



Mark Donnelly to show Roger Dolan of the Edison Fund and assembled observers the duplicator and plaque.

There will be the viewing of the Edison Exhibit and exit by all through the Mt. Pleasant Exit to Stage II.

Mr. Pasmantier suggested that Mr. Lang contact Harold Novick and ask him if his daughter, a professional singer, would perform at the dedication.

Mr. O'Neill asked if cable TV will be covering the event. Mr. Lang said that he knew that the Rotary had contacted cable TV, but he didn't know if they'd be covering the library dedication. He suggested that Mark Donnelly contact cable TV, channel 50 in Montclair.

The check for the cassette copier has been received and is in Mrs. Reed's possession.

#### MISCELLANEOUS:

Mr. Lang noted that the library's official opening is set for October 28 at 2:00 P. M. Mrs. Phyllis Jerome has everything in order.

Mrs. Czarnecki asked the Trustees if the Board would be willing to build an enclosure for the door at the catalog room entrance. This is the location of the old mobilibrary garage. With winter approaching, the cold air rushes in when the door is opened. Mr. Sagosz asked Mrs. Reed to get some estimates from carpenters. Mr. Pasmantier suggested that the Mayor should be contacted, and perhaps town workers could do the job.

Mrs. Reed said that the staff has drawn up a petition to send the Council President protesting the parking situation under and in back of the library. Mr. Sagosz read the petition to the Trustees. Mr. Cuozzi recommended that it be sent directly to the Mayor with copies to the Council. If the situation becomes critical, he recommended that the Board apply some pressure by asking for a brief meeting with the administration and Council and ask what the Town would be willing to do about the situation.

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

Respectfully submitted,

  
Sandra Goss, Secretary

\_\_\_\_\_  
Andrea Grover  
Secretary, Board of Trustees

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

OCTOBER 24, 1979

ROLL CALL

OPEN PUBLIC MEETINGS ACT

MINUTES

TREASURER'S REPORT

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

DIRECTOR'S REPORT

COMMITTEE REPORTS

OLD BUSINESS

- a. Mobilibrary?

NEW BUSINESS

- a. Young Adult/Reference Librarian

COMMUNICATIONS

COMMUNITY PARTICIPATION

ADJOURNMENT

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

The meeting was called to order by President, Anita O. Strauss at 8:00 P. M. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill, Paul Pasmantier, and William Sagosz. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 5, 1979 in accordance with Public Law 1975, Chapter 231, approved October 21, 1979 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Lang made a motion to accept the Minutes of September 26, 1979 with the correction of the name Xerox on Page 3, last paragraph under Director's Report. Mr. Sagosz seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Discussion was held about various bills listed on the financial report for payment.

Mr. Lang made a motion recommending payment of the Bills for September, 1979. Mrs. Grover seconded the motion, and it was passed unanimously. Mr. Lang recommended that the National Telephone Directory not be purchased in the following year for Essex and Suburban Essex counties.

Mr. O'Neill questioned a credit of about \$300 from Brodart Company for books. Mr. Manheim explained the handling of credits. This particular credit dated back to the time Dimondstein Company was taken over by the Brodart Company.

Mr. Kupferer made a motion to transfer \$47,000 from Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank on November 15, 1979 for current expenses. Mr. Pasmantier seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim gave each Board member a table of interest rates which will be used for the short-term investments. He explained that after the transfer of the \$47,000 for current expenses, there will be \$180,000 left in the Statement Savings Account. This is a result of 1) The 4th quarter check from the town of approximately \$130,000 for library operating expenses and, 2) Receipt of the State Aid check for \$44,759.

Mr. Manheim and Mr. Lang recommended that treasury bills be purchased on the basis of \$50,000 coming due each month. There will be a transfer of \$50,000 per month, and there will be a purchase of four different treasury bills coming due every month (Nov., Dec., Jan., Feb.). The Midlantic Bank will automatically credit the Checking Account for every treasury bill that comes due. This will provide the operating funds for the library. This will be based upon the current rate of 12.3% to 13.3% opposed to 5½% in the Statement Savings account. Also, a Certificate of Deposit based on 9% will come due at West Orange Savings and Loan in December. A cash reserve will be maintained in the bank accounts.

Mr. Lang made a motion to transfer \$170,000 from the Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank, and then to invest it in four U. S. Treasury Bills, one coming due each month (Nov., Dec., Jan., Feb.) pursuant to RS: 40:54-19-3 and pursuant to a Board resolution adopted on 8/22/79. Mr. Sagosz seconded the motion, and it was carried unanimously.

Mr. O'Neill was concerned about the payment for the cassette recorder donated by the Edison Fund and that the \$1,000 donation be credited back to the Audio Visual line. Mr. Manheim explained that this would be shown on next month's financial report.

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

#### DIRECTOR'S REPORT:

Mrs. Reed mentioned that several communications had been received regarding the Mobilibrary.

It was noted that the parking situation for the staff has not improved. Mrs. Grover read two letters that had been received in response to the staff's petition to town hall. One letter was from Mayor Spina, and the other from Town Attorney Dooley.

Mr. O'Neill said that in a conversation that he had held with the Mayor, he had been told that an area near the Board of Education had been cleared to provide employee parking, and that a meeting will be held between library personnel and the town administrators to work out an agreement as to how the parking should be worked out.

Mrs. Reed said that she had spoken to Mayor Spina also and he had not indicated that a meeting would be held or that a parking area was to be cleared. No one had contacted the library about it.

Mr. Lang recommended that a letter be sent from the Board to the Mayor, supporting the employees. Mrs. Strauss and Mr. Cuozzi will compose a letter to acknowledge the receipt of the Mayor's and Attorney's letters and will ask that the spaces under and in back of the library building be designated for the staff.

Jerome Clark, a CETA worker hired as a Jr. Library Assistant at the September Board meeting, has not reported for work and therefore has been terminated.

Mr. O'Neill noted that the Mayor was anxious to have the Board hire a custodian he had recommended to Mrs. Reed. Mrs. Reed explained that she had discussed this with the Mayor previously, but that Mr. Morrison had been hired from the CETA program. This was a necessary action to be taken, as Frank Refinski has been ill and is retiring, and the building is in operation. Mr. Toohey is serving as the second custodian now that the Mobilibrary is out of operation.

Mrs. Reed presented the resume' of Miss Susan Merlucci to the Board for the position of Young Adult/Reference Librarian. Mrs. Reed also needs a full-time non-professional. Mr. Sagosz recommended that Mrs. Reed prepare a list of positions that need to be filled, the department needing help, and the hours required. Mrs. Reed agreed to prepare a schedule of the necessary positions, etc. for the next meeting. The appointment of a Jr. Librarian will be tabled until next month when all of the statistics are available.

Three elevator maintenance service proposals had been received:

1. Schindler Haughton Elevator Corp. - @ \$132.00 monthly.
2. Elevator Maintenance Corp. - @ \$88.00 monthly.
3. Dover Elevator Company - @ \$120.00 monthly.

Mr. Sagosz asked Mr. Cuozzi to look at the contracts. Mrs. Strauss asked Mrs. Reed to contact other libraries to find out about their elevator contracts. This will be discussed next month at the Board meeting.

Mr. Pasmantier made a motion to order another section of drawers from the Worden Company for the circulation desk in the amount of \$489.00 which is 30% off the list price. Mr. Sagosz seconded the motion, and it was carried unanimously. Mr. Sagosz indicated that the cabinet should fit side-by-side with the other drawers.

#### COMMITTEES:

1) Finance Committee: Mrs. Strauss noted that the Finance Committee had passed the Proposed Budget. The Budget hearing will be held on Thursday, Nov. 8, 1979 at 4:30 P. M. in Town Hall.

2) Mobilibrary Committee: Mr. Lang said that information is forthcoming from Mrs. Reed about the mobilibrary usage. In the interim, one company had been contacted about securing information regarding mobilibraries. The company, however, is no longer manufacturing them. Mrs. Reed offered to give Mr. Lang some brochures and data from the files that had been obtained a few years ago.

3) Lighting Committee: Mr. Pasmantier reported that he had met with Mr. Sagosz Mr. Cuozzi and Dr. Goodbar. Dr. Goodbar is an expert in the lighting field and had been recommended by Mr. Cuozzi. He brought a sophisticated certified light meter to the library and took readings. The readings were below the standards they should be. He is going to submit a written report to the Board which will be available at the next Board meeting. It will include his findings, what his recommendations are, and what the standards are for the state of N. J. and the state of N. Y. Mr. Pasmantier mentioned that Dr. Goodbar had informally called him and said that the New York standards had been downgraded because of the energy crisis and that they were now 50 foot maintained in open areas and 30 in stack areas. In our library, with the exception of one spot, the lighting is below those figures. These are the minimum standards. At the time the Board receives Dr. Goodbar's report, it can decide what further steps to take.

Mr. Pasmantier recommended that 1) time clocks be placed underneath the building. Mr. Sagosz said that two time clocks had been installed under two circuits, and 2) a light track for the art exhibit area be installed. Mr. Sagosz suggested that the Board wait until the lighting problem is settled as it may make a difference in that area.

4) Edison Dedication: Mrs. Strauss commended Mr. Lang, Mrs. Reed and the staff that had been present for their contribution to the successful ceremony held on October 21. Mr. Kupferer said that Mr. Lang deserved special mention from the Board for his effort and implementation of the program. Mrs. Strauss also thanked Mark Donnelly for his efforts and reminded all present that the library's opening will be held Sunday, Oct. 28 at 2:00 P. M.

#### COMMUNICATIONS:

Mrs. Grover said that as Mrs. Reed had mentioned in the Director's Report, many letters have been received in support of the mobilibrary. A letter had been received from a resident, Mr. Barton, who would like a study made of the cost of running the mobilibrary and the cost of patrons using cars coming to the library.

Mrs. Grover noted that Mr. Cuozzi had submitted his letter explaining "bearer" securities as recommended. Mr. Lang made a motion making Mr. Cuozzi's letter a part of the resolution which was accepted in a motion made at the Board meeting of 8/22/79. Mr. Sagosz seconded the motion and it was carried unanimously. This letter will be attached to the October 24th Minutes.

Mrs. Grover read a letter from the West Orange Public Employees Association. They have requested the following: a) an 8% cost of living increase--not to include increments which will be separate. b) a 35 hour work week c) an increase of annual leave time for part-time employees.

Mr. Lang said that he will be meeting with Stan Rickle at the Community House on Nov. 4th to discuss the library facilities.

Mr. O'Neill mentioned that he had looked at Mrs. Czarnecki and Mrs. Seidler's memo pertaining to book ordering, and he hoped that the Brodart credit for \$300 would be forthcoming. The Board discussed this matter, and it was decided that a debit memo will be used and attached to the invoices instead of waiting for the companies to issue one.

Discussion followed with input from both Trustees and from audience participation. The Board asked Mr. Manheim to figure what the cost of living increases would be with a 1% and 2% increase. (7% and 8%) Mr. Sagosz said that this should show the related increases such as social security, pension, labor requirements, etc.

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

Respectfully submitted,

  
Sandra Goss, Secretary

  
Andrea Grover  
Secretary, Board of Trustees.



LOFTUS & CUOZZI

COUNSELORS AT LAW

49 MOUNT PLEASANT AVENUE

WEST ORANGE, N.J. 07052

201-731-1140

MARTIN J. LOFTUS  
WILLIAM F. CUOZZI, JR.

October 24, 1979

Board of Trustees of the  
West Orange Public Library  
46 Mount Pleasant Avenue  
West Orange, New Jersey 07052

Re: Securities Investment  
Our File No. 10473

Dear Board Members:

My opinion has been requested by the Board of Trustees of the West Orange Public Library concerning the investment of funds in interest-bearing obligations that are impossible to register in the official name of the West Orange Public Library Board of Trustees.

The Board of Trustees has by resolution authorized the investment of such funds in interest-bearing bonds of the State of New Jersey, or any county or municipality of said state pursuant to RS: 40:54-19-3. It appears that some of these securities are what are known as "bearer" securities. That is, they are not capable of being registered in anyone's name.

It is my opinion that in the event of any such investment the law will be satisfied if the "bearer" securities are deposited in a custodian account in the Midlantic National Bank; which custodian account shall be registered in the name of the West Orange Public Library Board of Trustees. The acknowledgment or receipt of such securities by the bank must specifically identify that the securities are being kept in the name of the West Orange Public Library Board of Trustees. The acknowledgment or receipt must then be delivered to the Clerk of the Town of West Orange for safe-keeping.

In the alternative the securities themselves may be deposited with the Clerk of the Town of West Orange who shall then provide the Board of Trustees with a receipt.

Either of the above methods are proper and will satisfy the intent of the law. I suggest that the first method which involves the bank is the better one.

Yours very truly,



WILLIAM F. CUOZZI, JR.

DIRECTOR'S  
MONTHLY REPORT

October 24, 1979

The month has been a very hectic one. Problems, large and small, have kept us busy, frustrated and generally in a state of unrest.

We have received many letters, telephone calls and other inquiries about the Mobilibrary. A number of people have personally visited me in my office with pleas for continued Mobilibrary service.

Our parking problem remains unresolved. Our employees sent a petition to the Mayor with copies to Council Members, Business Administrator Corwick, Town Engineer McCann, as well as to the Library Board of Trustees and the Director.

Replies were received from Mayor Spina and Town Attorney Joseph Dooley, Jr. Both are aware of the problem but we can see no improvement in the situation.

At the last regular Board meeting I recommended that you hire two former CETA employees, James Morrison, Sr. and Jerome Clark, which you did. It is with regret that I must report to you at this time that Jerome never reported for work. Therefore, he had to be terminated before beginning his new position as Junior Library Assistant.

We are sorely understaffed. And that is an understatement. We are drastically in need of additional staff. At least two full-time employees (one professional and one non-professional) should be hired as soon as humanly possible.

For the professional position vacated by Mrs. Meyers at the end of July, I have interviewed a number of applicants. I was favorably impressed with most of the applicants. Consideration was given to background training experience and ability to cope with young adults.

I present to you the credentials of Miss Susan Merlucci, a 1979 graduate of Rutgers Graduate School of Library Service. She received the BA degree in English from Kean College in 1970. Miss Merlucci was an English and Reading teacher at Long Branch Junior High School, 1970-1972, high school librarian at St. John's English Speaking School in Waterloo, Belgium, 1973-1974, English and Reading teacher at Vailsburg High School, 1974-1977, and is presently working part-time as Children's and Reference librarian at Old Bridge Public Library, 1978-.

Miss Merlucci resides in South Plainfield at this time but is anxious to relocate as soon as possible. Due to her experience, this young lady should start off with an annual salary of \$10,000. To fill the non-professional position I recommend the hiring of a full-time person at a beginning salary of \$8,000.



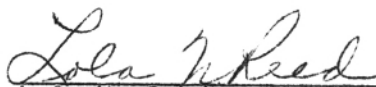
Mr. Joe Flynn, Town Purchasing Agent was contacted about insurance coverage for the new addition to the library. He stated that additional coverage had not been purchased at the time. He stated further that he had an appointment to see the insurance agent on that same afternoon and he would discuss the library matter. He promised to inform me of the outcome at a later date. I am still awaiting his message.

We finally received a third proposal for elevator maintenance service. Proposals are from the following:

1. Schindler Haughton Elevator Corporation - @ \$132.00 monthly.
2. Elevator Maintenance Corporation - @ \$88.00 monthly.
3. Dover Elevator Company - @ \$120.00 monthly.

The Dover quote is contingent upon the availability of an applicable electrical diagram and owner's manual.

Bill Weinzimmer was contacted about the high cost of a 15-drawer card catalog from the Worden Company and was asked if a better price could be given. He sent a new reduction which he states is 30% off list. This amounts to \$489.00 as opposed to the first price of \$520.00. We desperately need the additional unit.

  
Lola N. Reed  
Director

## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF SEPTEMBER 1979

LIBRARY BOARD MEETING OF OCTOBER 24, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF SEPTEMBER	ACCUMULATED BUDGET EX- PENDITURES PAID 9 MONTHS ENDED 9/30/79	UNEXPENDED BUDGET BALANCE ON 9/30/79	BILLS/ ACCOUNTS PAYABLE AT 9/30/79 PRESENTED FOR PAYMENT AT THIS MEETING 10/24/79	BUDGET BALANCES AT 9/30/79
SALARIES & WAGES	\$370,800	\$ 26,600.88	\$248,555.93	\$122,244.07		\$122,244.07
BINDING	1,500	48.20	746.88	753.12	\$ 48.19	704.93
COMMUNITY SERVICES	500	269.25	355.71	144.29	46.69	97.60
TRANSPORTATION	350	22.40	113.50	236.50		236.50
SEMINARS & WORKSHOPS	1,350	18.50	1,058.70	291.30		291.30
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	892.00	7,136.00	3,564.00	892.00	2,672.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	3,944.23	16,182.01	6,817.99	2,221.34	4,596.65
MAIN LIBRARY-REPAIRS	7,000	808.52	2,151.92	4,848.08	1,173.00	3,675.08
TORY CORNER-RENTAL	540	-0-	270.00	270.00	135.00	135.00
BOOKMOBILE	6,500	206.73	1,781.64	4,718.36		4,718.36
SERVICE CONTRACTS	5,000	874.70	2,775.87	2,224.13	293.65	1,930.48
BOOKS	55,000	4,243.55	30,177.26	24,822.74	2,594.88	22,227.86
SUPPLIES-LIBRARY	12,100	539.78	5,097.80	7,002.20	1,276.10	5,726.10
MICROFILM	2,000	-0-	8.50	1,991.50	1,022.00	969.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	89.22	534.39	9,465.61	5,676.34	3,789.27
PAMPHLETS	700	56.49	400.48	299.52		299.52
AUDIO-VISUAL-MATERIALS	1,500	162.47	646.00	854.00	35.27	818.73
INSURANCE	7,000	-0-	48.00	6,952.00		6,952.00
TELEPHONE	3,500	250.78	2,036.82	1,463.18	274.24	1,188.94
POSTAGE	3,000	310.00	1,510.00	1,490.00	300.00	1,190.00
EMPLOYEE HEALTH-HOSP.	14,800	1,216.40	10,246.27	4,553.73		4,553.73
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	-0-	1,500.00	1,094.50	405.50
SOCIAL SECURITY	23,000	5,040.29	15,239.03	7,760.97		7,760.97
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	281.01	1,647.78	352.22	115.11	237.11
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	382.36	1,846.16	1,153.84		1,153.84
NEW LIBRARY ADDITION EXPENSES- SEE PAGE 2	30,551	1,219.49	5,375.88	25,175.12	839.25	24,335.87
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 47,477.25</u>	<u>\$379,027.03</u>	<u>\$254,163.97</u>	<u>\$18,037.56</u>	<u>\$236,126.41</u>
FUNDS FROM:						
TOWN OF WEST ORANGE	\$525,000					
ACCUMULATED REVENUE	108,191					
<u>TOTAL ADOPTED BUDGET</u>	<u>\$633,191</u>					

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF SEPTEMBER 1979

LIBRARY BOARD MEETING OF OCTOBER 24, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF SEPTEMBER	ACCUMULATED BUDGET EXPENDITURES PAID 9 MONTHS ENDED 9/30/79	UNEXPENDED BUDGET BALANCE ON 9/30/79	BILLS ACCOUNTS PAYABLE AT 9/30/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 10/24/79	BUDGET BALANCES AT 9/30/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)			\$ 769.59	230.41		230.41
MOVING AND RELOCATION - (NON-RECURRING)	1,000	\$ 312.20	465.29	7,534.71	\$ 553.25	6,981.46
SECURITY GUARDS	8,000	442.00	2,114.00	1,047.00	286.00	761.00
LIBRARY OPENING PROMOTIONAL EXPENSES	3,161		30.00	660.00		660.00
PAINTING	690		1,521.50	( 1,521.50)		( 1,521.50)
CLEANING			475.50	( 475.50)		( 475.50)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 1,219.49	\$ 5,375.88	\$ 25,175.12	\$ 839.25	\$ 24,335.87

WEST ORANGE FREE PUBLIC LIBRARY

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

<u>I BALANCES AS OF 8/31/79</u>		TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND
ADD: FINES							
NON-RESIDENT							
PHOTOCOPIES							
RENTALS							
MICROFILMS		\$ 1,364.69					
TELEPHONE							
DONATION							
LOST BOOKS		79.35			79.35		
INTEREST		1,930.73		1,930.73			
<u>II TOTAL SEPTEMBER 1979-RECEIPTS</u>		\$ 3,374.77	-0-	\$ 3,295.42	\$ 79.35	-0-	-0-
<u>III TOTAL AVAILABLE I PLUS II</u>		\$195,399.58	\$170,391.22	\$ 23,468.44	\$ 746.20	\$ 467.47	\$ 326.25
<u>IV LESS:</u>							
SEPTEMBER '79-DISBURSEMENTS		47,477.25	47,477.25				
<u>V TOTAL CASH FUNDS</u>		\$147,922.33	\$122,913.97	\$ 23,468.44	\$ 746.20	\$ 467.47	\$ 326.25
ADD: DUE FROM THE TOWN OF W.O. FOR							
4TH QUARTER BUDGET		131,250.00					
UNEXPENDED BUDGET BALANCE 9/30/79		\$254,163.97					
LESS: ACCOUNTS PAYABLE - 9/30/79		18,037.56					
<u>BUDGET BALANCES AT 9/30/79</u>			\$236,126.41				

<u>CASH FUNDS REPRESENTED BY:</u>							
CHECKING A/C MIDLANTIC NAT'L BANK #734-0598-77							\$122,913.97
MIDLANTIC NAT'L BANK-#02-073-0000-177-0							23,468.44
MIDLANTIC NAT'L BANK-#02-073-0001-161-0-UN. INSURANCE FUND							746.20
MIDLANTIC NAT'L BANK-#02-073-0001-405-8-EXCESS BOOK FUND							
W. O. S & L Ass'n. C/D 61400162 (12/19/79)							467.47
PETTY CASH FUND							367.25
PETTY CASH-CHECKING A/C MIDLANTIC -#734-0848-6							\$147,922.33
LESS: ACCOUNTS PAYABLE 9/30/79							18,037.56
							\$129,884.77

WEST ORANGE FREE PUBLIC LIBRARY  
SEPTEMBER 1979 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 24, 1979

LIST OF CHECKS PAID FROM PETTY CASH FOR THE  
MONTHS OF JULY, AUGUST AND SEPTEMBER 1979

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>JULY 1979</u>	1228	VOID		\$ -0-
7/24	1229	W.O. PUBLIC LIBRARY	BOOK REFUND	9.25
7/30	1230	LOLA REED	12. TRANSPORTATION	7.10
<u>AUG. 1979</u>				
8/6	1231	JAMES MORRISON	12. TRANSPORTATION	4.50
8/6	1232	W.O. PUBLIC LIBRARY	BOOK REFUND	8.20
8/8	1233	BUREAU OF GOV'T RESEARCH	2. BOOKS	1.00
8/9	1234	RITA SCHWARTZ	BOOK REFUND	8.95
8/14	1235	PHYLLIS SOME	4. SUPPLIES	6.30
8/29	1236	POSTMASTER, ORANGE, N.J.	13. POSTAGE	13.00
8/29	1237	LOLA REED	15. WORKSHOPS & SEMINARS	8.50
<u>SEPT. 1979</u>				
9/11	1238	MARK DONNELLY	12. TRANSPORTATION	10.80
9/11	1239	LOLA REED	15. SEMINARS	10.00
<u>TOTAL CHECKS FROM THE PETTY CASH</u>				
<u>CHECKING ACCOUNT FOR THE MONTHS</u>				
<u>OF JULY, AUGUST &amp; SEPTEMBER 1979</u>				<u>\$ 84.60</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: Stewart Markheim CPA

WEST ORANGE FREE PUBLIC LIBRARY  
SEPTEMBER 1979 BILLS PRESENTED FOR PAYMENT ON  
OCTOBER 24, 1979

CHECKS ARE DATED  
SEPTEMBER 28, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4855	TOWN OF W.O. OCT. '79 HOSPITALIZATION	26. HOSPITALIZATION	\$ 1,186.50
4856	P.E.R.S.#20284-GROUP INS.	1. SALARY	101.14
4857	P.E.R.S.#20284-ANNUITY	1. SALARY	45.64
4858	P.E.R.S.#20284-PENSIONS, LOANS	1. SALARY	1,367.60
4859	W.O. LIBRARY-UN. SAVINGS A/C SEPT. '79	1. SALARY	49.90
4860	TOWN OF W.O.-SOC.SEC.EMPLOYEES SEPT. '79	1. SALARY	1,630.65
4861	N.J. GROSS INC. TAX - SEPT. '79	1. SALARY	549.96
4862	W.O. MUNICIPAL FEDERAL CR. UNION	1. SALARY	305.54
4863	MIDLANTIC NAT'L BANK-FED. W.T. - 3RD QTR. '79	1. SALARY	1,824.90
4864	N.J. EMPLOYMENT SEC. AGENCY	28. STATE UN. INS.	382.36
4864	" " " "	EXCHANGE	191.41
4865	TOWN OF W.O., SOC. SEC.-EMPLOYERS 3RD QTR. '79	27. EMPLOYERS SOC. SEC.	5,040.29
4815	HISTORICAL SOC. OF B. H. (VOIDED)	2. BOOKS	( 17.00)
	NET P/R 9/15/79-#5507-5542 (36)	1. SALARY	9,587.54
	NET P/R 9/30/79-#5543-5580 (38)	1. SALARY	8,870.96
<u>SUB-TOTAL</u>			\$ 31,117.39
<u>ADD: CHECKS #4770-4854-PRESENTED FOR PAYMENT ISSUED AT SEPTEMBER 30, 1979 MEETING</u>			<u>16,693.07</u>
<u>CHECKS ISSUED FOR THE MONTH OF SEPTEMBER 1979</u>			\$ 47,810.46
<u>ADD: PETTY CASH CHECKS - JULY, AUGUST &amp; SEPTEMBER 1979 #1228-1239</u>			<u>84.60</u>
<u>SUB-TOTAL</u>			\$ 47,895.06
<u>LESS: REGULAR CHECKING ACCOUNT</u>			
	CHECK #4777-PETTY CASH CH. A/C	EXCHANGE	\$ 200.00
	CHECK #4864-N.J. EMPL. SEC. AGENCY	EXCHANGE	191.41
<u>PETTY CASH-CHECKING ACCOUNT</u>			
	CHECK #1229-W.O. PUBLIC LIBRARY	RETURN LOST BOOK	9.25
	CHECK #1232-W.O. PUBLIC LIBRARY	RETURN LOST BOOK	8.20
	CHECK #1234-RITA SCHWARZ	RETURN LOST BOOK	8.95
			<u>417.81</u>
<u>TOTAL EXPENDITURES- MONTH OF SEPTEMBER 1979 PER BUDGET REPORT</u>			<u>\$ 47,477.25</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lola Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim CPA*

WEST ORANGE FREE PUBLIC LIBRARY  
SEPTEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON OCTOBER 24, 1979

CHECKS ARE DATED  
OCTOBER 24, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4866	MIDLANTIC NAT'L BK-F.W.T. 10/15/79	1. SALARIES	\$ 1,883.56
4867	W.O. FEDERAL CREDIT UNION	1. SALARIES	305.54
4868	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	104.00
4869	JAMES MOCCISON, SR.	1. SALARIES	89.16
4870	POSTMASTER	13. POSTAGE	300.00
4871	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
4872	ADLER ALUMINUM & GLASS Co.	6. MAINT. MAIN.	145.00
4873	AFTON PUBLISHING Co., INC.	2. BOOKS	23.99
4874	ALMANAC OF AMERICAN POLITICS	2. BOOKS	10.00
4875	AMERICAN HOSPITAL ASS'N	2. BOOKS	47.25
4876A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 40.95
B	" " " "	11. " "	41.70
4877A	THE BAKER & TAYLOR Co.	2. BOOKS	23.70
B	" " " "	2. " "	11.88
C	" " " "	2. " "	25.73
4878	THE BAKER & TAYLOR Co.	2. BOOKS	61.31
4879A	THE BAKER & TAYLOR Co.	2. BOOKS	5.81
B	" " " "	2. " "	34.77
C	" " " "	2. " "	225.94
D	" " " "	2. " "	60.46
E	" " " "	2. " "	583.49
F	" " " "	2. " "	29.64
G	" " " "	2. " "	213.47
H	" " " "	2. " "	60.27
I	" " " "	2. " "	183.06
J	" " " "	2. " "	90.36
4880	BEACH MAINTENANCE CHEMICALS, INC.	2. " "	45.92
4881	BROADSTREET, INC.	4. SUPPLIES - JAN.	1,527.38
4882	BRODART, INC.	4. SUPPLIES	101.58
4883A	BURNS INT'L SECURITY SERVICES, INC.	4. SUPPLIES	214.53
B	" " " "	SECURITY - NEW	189.72
4884A	C. W. ASSOCIATES	" "	104.00
B	" " " "	" "	78.00
4885	CHAMBERS RECORD CORP.	2. BOOKS	9.00
4886	CHILTON BOOK Co.	2. " "	16.00
4887	COMMERCE REGISTER	21. A/V/ MATERIALS	25.00
4888A	DEACON PRESS	2. BOOKS	35.27
B	" " " "	2. BOOKS	13.52
C	" " " "	2. BOOKS	60.45
4889A	DOUBLEDAY & Co., INC.	4. SUPPLIES	60.00
B	" " " "	4. " "	85.00
C	" " " "	4. " "	35.00
D	" " " "	2. BOOKS	45.88
E	" " " "	2. " "	38.22
F	" " " "	2. " "	14.55
4890	EAST ORANGE GLASS Co.	2. " "	53.62
4891	EBSCO SUBSCRIPTION SERVICES	2. " "	12.14
4892A	EDUCATORS PROGRESSIVE SERVICE, INC.	2. " "	58.52
B	" " " "	6. MAINT. MAIN.	222.93
4893A	GALE RESEARCH Co.	19. MAGAZINES	146.00
B	" " " "	2. BOOKS	5,634.79
4894A	GAYLORD BROS., INC.	2. BOOKS	13.60
B	" " " "	2. " "	15.60
4895	P. J. GRANT Co.	2. BOOKS	29.20
4896	GENE HACKER, INC.	2. " "	29.75
		4. SUPPLIES	25.07
		4. " "	160.02
		6. MAINT. MAIN.	278.33
		22. A/V EQUIPMENT	438.35
			360.00
			1,094.50

## WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON OCTOBER 24, 1979

CHECKS ARE DATED  
OCTOBER 24, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4897	J. L. HAMMETT Co.	4. SUPPLIES	\$ 17.40
4898	HAND/BOOK/CASE STUDY	2. BOOKS	43.90
4899	HISTORICAL SOC. OF BERKELEY HTS.	2. BOOKS	8.50
4900	INSTANT PRINTING BY SCHMIDT	4. SUPPLIES	32.00
4901	INT'L BUSINESS MACHINES CORP.	4. SUPPLIES	13.50
4902A	KAUFMAN'S SENTRY HDWE.	4. SUPPLIES - JAN.	\$ 4.38
B	" " " "	4. " "	2.90
C	" " " "	4. " "	6.25
4903	KULACS ENGRAVING SERVICE	4. SUPPLIES	8.00
4904A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	143.30
B	" " " "	4. " "	32.50
4905	LIBRARIES UNLIMITED, INC.	2. BOOKS	18.73
4906	LIBRARY BINDERY CO. OF PA., INC.	3. BINDING	48.19
4907	LIBRARY REPORTS & RESEARCH	2. BOOKS	6.30
4908A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	16.50
B	" " " "	2. " "	8.18
4909	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	892.00
4910	MICROFILMING CORP. OF AMERICA	2. MICROFILMS	1,022.00
4911	NAT'L TELEPHONE DIRECTORY CORP.	2. BOOKS	264.00
4912	TREASURER, STATE OF NEW JERSEY	2. BOOKS	15.00
4913A	NEW JERSEY BELL	9. TELEPHONE	262.84
B	" " " "	9. " "	11.40
4914	N.J. STATE LEAGUE OF MUNICIPALITIES	2. BOOKS	10.00
4915	NEW YORK ASTROLOGICAL CENTER	2. BOOKS	8.25
4916	E & M O'HARA, INC.	6. MAINT. MAIN.	436.90
4917	PITNEY-BOWES	11. SERVICE CONTRACTS	196.00
4918	PRENTICE-HALL, INC.	2. BOOKS	12.99
4919	PUBLIC AFFAIRS CLEARING HOUSE	2. BOOKS	20.00
4920	PUBLIC SERVICE E & G Co.	6. MAINT. MAIN.	2,221.34
4921	REGENT BOOK Co., INC.	2. BOOKS	55.79
4922A	J. Rossi & Co., INC.	6. MAINT. MAIN.	7.00
B	" " " "	6. " "	78.10
4923	SHAR-FREY, INC.	2. BOOKS	6.08
4924	SHEPARD'S, INC. OF COLORADO SPRINGS	2. BOOKS	15.00
4925	THE STAR LEDGER	10. COMMUNITY RELATIONS	46.69
4926	SOUTH JERSEY PUBLISHING Co.	2. BOOKS	4.00
4927	STIK-A-LETTER Co.	4. SUPPLIES	6.80
4928	TIME MOVING & STORAGE, INC.	MOVING & RELOCATION	553.25
4929	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
4930	YOUNGS NEWS SERVICE	20. NEWSPAPERS	41.55
SUB-TOTAL			\$ 20,315.82
LESS: CHECK #4866-MIDLANTIC NAT'L BK			\$1,883.56
CHECK #4867-W.O. FEDERAL CR. UNION			305.54
CHECK #4869-JAMES MORRISON			89.16
TOTAL ACCOUNTS PAYABLE-SEPTEMBER 30, 1979			2,278.26
PER BUDGET REPORT			\$ 18,037.56

PAYMENT RECOMMENDED BY:

*Lela Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Stewart Manheim CPA*



AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

NOVEMBER 28, 1979

1. Roll Call
2. Open Public Meetings Act.
3. Minutes
4. Treasurer's Report
  - a. Bills Presented for Payment
  - b. Financial Statement
5. Director's Report
6. Committee Reports
7. Old Business
  - a. Mobilibrary
8. New Business
  - a. Appoint Nominating Committee
  - b. Piano
  - c. Sunday Opening
  - d. Balancing Heat
  - e. Security
  - f. Office Furniture for Director's Office
9. Communications
10. Community Participation
11. Adjournment

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

The meeting was called to order by President Anita O. Strauss at 8:00 P. M. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, and William O'Neill. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Lang made a motion to accept the Minutes of the Board meeting of 10/24/79 with the following sentences to be added to the third paragraph under Communications: Mr. Lang recommended engaging a manpower specialist to study work procedures, and to make recommendations to improve efficiency. This subject will be discussed further at another time. Mrs Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

The Trustees discussed a number of bills listed on the financial report for the month of October, 1979.

To clarify the category of bills presented under Maintenance Main, Mr. Manheim explained that Maintenance Main-Library, and Maintenance Main-Repairs are one and the same category. The utilities such as Commonwealth Water Company, and Public Service Electric and Gas Company are separated.

Mrs. Grover made a motion to accept the Bills Presented for Payment for the month of October, 1979 with the exception of Bay Woodcraft, Inc. for \$252.00 Voucher #4959 for one Viretex panel. Mr. Lang seconded the motion and it was carried unanimously.

Mrs. Reed explained that all of the Viretex panels are bubbling and bending out of shape. Mrs. Strauss asked Mrs. Reed to contact Mrs. Shoshkes about this matter.

2) Financial Statement:

Mr. Kupferer made a motion to transfer \$5,000 from the Statement Savings Account #02-073-0000177-0 to the Checking Account at Midlantic Bank on December 29, 1979 for current expenses. Mrs. Grover seconded the motion, and it was passed unanimously.

Mr. Manheim noted that a small transfer is being made this month because one of the Treasury Bills will be due December 13th and it will cover the bulk of expenses for the month.

Mr. Lang said that a list of the Treasury Bills that had been purchased was attached to the Financial Statement. The actual interest to be yielded on each is as follows: P-78236 - 11.25; P-78239 - 11.84; P-78240 - 12.40. Also, the officer at the Midlantic Bank is asking for a letter from Merrill Lynch to show that the purchase of 10.90 on the first Treasury Bill was a proper purchase as it appears to have a low rate as of the date purchased. The Board will keep that information for its records.

Mrs. Grover made a motion to accept the Financial Statement as presented. Mrs. Strauss seconded the motion, and it was carried unanimously.

#### DIRECTOR'S REPORT:

Mrs. Reed reported that the security guard from the Burns International Security Services, Inc. has proved to be ineffective. She recommended that the Board terminate his services and that the staff be rescheduled to cover the building.

Mr. Lang made a motion based upon Mrs. Reed's recommendation that the security guard be terminated. Mrs. Strauss seconded the motion, and it was carried unanimously.

Mr. O'Neill expressed his concern about the security. Mr. Kupferer explained that the present security guard was being terminated because of his ineffectiveness, and that this did not rule out further security assistance.

Mr. Lang said that the Board should address itself to a security system that would be satisfactory for all purposes. Mrs. Strauss agreed and suggested that perhaps a person could be hired on a part-time basis as a security guard. This person should be capable and knowledgeable in carrying out the job.

Mrs. Reed was concerned about the installation of an enclosure to ward off the flow of cold air during the winter months in the catalog room. Mr. Lang said that another bid will be submitted by New Look Construction Corporation, and that he would also contact Mr. Sharkey about resubmitting another bid for the petition.

Mr. Lang suggested that the Board contact some interested person or organization who would be interested in donating or purchasing a stencil scanner.

#### OLD BUSINESS:

Mrs. Strauss announced that at an executive session held after the Board meeting of 10/24/79, and contingent on approval of the Library Budget for 1980, the Board will grant an 8% cost of living to the employees. Items 2 and 3 as requested in the letter sent from the Employees' Association are rejected. Item 2 asked for a 35 hour work week and item 3 asked for an increase of annual leave time for part-time employees. Mrs. Strauss also said that the Board of Trustees would like to see extraneous services eliminated such as giving directory service over the telephone.

Mr. Lang recommended that the Employees' Association send a representative to the Budget Hearings. He noted that no one had attended the last one held. If it is held during working hours, the Director could grant permission to attend.

Because of the large group of citizens in attendance, Mrs. Strauss changed the order of the Agenda to Community Participation.

Mrs. Joan Bojsza, President of the New Friends of the West Orange Public Library spoke for Mrs. Tina Cardinale of the West Orange Cultural and Heritage Committee. Mrs. Bojsza explained that Mrs. Cardinale had been searching for a piano for the library. She has found a baby grand that could be purchased for \$1,500 from a piano repairman. It has been rebuilt and is guaranteed for a year. Two other prices will be obtained for other pianos. As this particular piano is very low in price, and is guaranteed, the Committee would like to receive permission to go ahead with the transaction.

Mrs. Zilla Sussman of the West Orange Cultural and Heritage Committee mentioned to the Board that the Committee had tried to get a piano donated as a gift from various West Orange citizens. Many people had been contacted, but no offers were made. The Cultural and Heritage Committee has \$700 to put towards the purchase of the piano, \$200 of which will be turned back to the town if it is not spent by the end of the year; however, the piano would be considered town property.

The Friends and the Board discussed the possibility of using the book sale escrow money to add to the \$700 so that the piano could be purchased. Mrs. Strauss mentioned that an appropriate plaque could be attached to the piano naming the Cultural and Heritage Committee of the Town of West Orange and the New Friends of the Library as the donors.

Mr. Lang made a motion that the Board of Trustees accept the proposal of the Friends and the Cultural and Heritage Committee to purchase a piano for \$1,500 on the advice and recommendation of Mrs. Tina Cardinale. Eight hundred dollars will be donated by the Friends, and seven hundred dollars by the Committee. Mrs. Grover seconded the motion, and it was carried unanimously.

#### COMMITTEES:

Building and Grounds: Mr. Cuozzi reported that there are no liens on the library property and said that there wasn't any reason to hold up the final payment to Mr. Pellecchia. The town needs a resolution authorizing payment from the Board.

Mr. Cuozzi stated that the electrical contractor is checking out the wiring and the ballasts in the system. The mercury vapor bulbs are 10,000 hour bulbs, and will be replaced by the contractor. When a light burns out, the bulb should be saved and a note sent to Mr. Pellecchia asking him for a replacement. There is a one year guarantee on the functional parts of the lighting system.

At the time of installation, the building's heating and air conditioning system was completely balanced. At that time, instructions were given to Mr. Refinski, the head custodian on how to monitor the system. There is a need to have someone who is knowledgeable in doing that and the contractor is willing to train Mr. Toohey to operate the system. He also recommends that one other person be trained as a back-up person. Mr. Cuozzi recommended that the Board approach the Town Engineer about having someone from his department learn how to handle the equipment.

Mr. Lang made a motion that on the recommendation of Counsel, and based upon the letter dated 11/19/79 submitted by Mr. Pellecchia stating that he would replace the burned out bulbs, solve the balancing of the heating system, honor all guarantees and warranties, and instruct the custodian and one other person to monitor the heating system, that the funds be released to Mr. Pellecchia in the amount of \$48,348.80. Mrs. Strauss seconded the motion, and it was carried unanimously. (This letter will be attached to Minutes).

Mr. Cuozzi added that by the Board authorizing the release of funds for payment, the contractor is not released from liabilities. There are expressed and implied warranties that survive payment. Systems that become defective within a reasonable length of time have to be honored.

#### NEW BUSINESS:

Mrs. Strauss announced that Mr. Sagosz has resigned from the Board because of personal reasons effective 11/5/79.

Mr. Cuozzi noted that Mr. Sagosz had served under three administrations. He was extraordinary in his loyalty, service and value to the library. He suggested that a special resolution be devised to honor him, and offered to draft one for the next Board meeting.

Mr. Lang made a motion recommending that appropriate recognition be given to Mr. William Sagosz for his years of service as a Trustee. Mr. O'Neill seconded the motion, and it was carried unanimously.

Further discussion will be held at the next Board meeting to determine how to honor him.

Mr. Lang reported on the Mobilibrary expenses for the past three years. A new bus would cost \$60,000 or more and would need upkeep. He is waiting to hear what the repair and maintenance bills are for the small senior citizen buses that the town uses. One of our Library patrons, Mr. Barton, has submitted an in-depth survey of Mobilibrary stops, etc. for the Board's use.

Mr. O'Neill suggested that a tractor trailer combination might be feasible for the Board to use. The trailer portion could be purchased by the Board and used indefinitely, and the cab or motor part be rented. Mr. Lang mentioned that the wear and tear on motor vehicles of all types is very hard because of the West Orange hills. Further reports on the Mobilibrary will be forthcoming.

Mrs. Strauss appointed Mr. Lang and Mr. Kupferer to the nominating committee. They will present a slate of officers for the December meeting.

Mrs. Strauss made a motion to pay the John Adden Furniture Company the balance of their invoice in the amount of \$4,692.50 for furniture for the new addition. This will be taken from line item, Moving and Relocation. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Lang expressed his displeasure with the stools purchased for the business table. He said that they were too small and uncomfortable. Mrs. Strauss advised him to contact Mrs. Lila Shoshkes about that matter.

Mrs. Strauss made a motion to pay Mrs. Lila Shoshkes, Interior Designer, the balance of her contract in the amount of \$1,000 for design services rendered. Mr. Kupferer seconded the motion. Mr. Lang abstained. Mr. O'Neill opposed and Mrs. Grover voted for payment. The motion was passed. A letter of authorization will be sent to the town recommending payment.

Mr. Cuozzi said that he would report on his meeting with Mr. Lehman at the next Board meeting when the Building Committee is present.

Mrs. Strauss said that another meeting must be held to finish the items on the Agenda. December 8, 1979, at 9:30 A. M. was chosen as the next meeting date. The Town Clerk and the appropriate newspapers will be notified. The first part of the meeting will be open to the public and the second part of the meeting will be closed, as it will deal with personnel matters.

Mrs. Strauss stated that the Library Pages have expressed a desire to be paid the minimum wage. The salary range at present is \$2.50-\$2.90 per hour.

Mr. Kupferer made a motion that the Board raise the salary range to the maximum hourly wage of \$3.00 per hour. This wage would be applicable to college students who are presently working in the library with one year's work experience. This will be effective December 15, 1979. Mrs. Grover seconded the motion, and it was carried unanimously.

#### COMMUNICATIONS:

Mrs. Grover mentioned that the following pieces of correspondence had been received during the previous month:

1. A letter from Ms. Bea Donis favoring the continuation of the Mobilibrary.
2. A letter from the West Orange Public Employees' Association requesting consideration of a tax shelter plan offered by the Pension Fund.
3. A thank you letter from Mr. Jack Shteir, Chairperson of the West Orange Edison Centennial Light Committee.
4. A letter from Lori Waldman requesting Sunday opening of the library.
5. A \$15.00 check from Mr. Edward J. Hannoeh thanking the library for the many nice things that have been done for him in the past.
6. A thank you letter from Mr. Edward La Duca praising the Jazz Concert.
7. A letter from Mayor Spina requesting the Minutes be delivered to his office within two weeks of a Board meeting.



8. A note to Anita Strauss from Jo Colucci, Administrative Secretary of the N. J. Historical Society.

Mrs. Strauss said that the Board should send thank you notes to any one who makes a donation to the library.

Mr. Lang mentioned that he had received plans to build a solar heating system that could be put on the library roof which is built from plate glass and aluminum cans.

Mrs. Strauss asked Mrs. Reed about the parking situation. Mrs. Reed said that other than the town painting the white lines on the upstairs parking lot, no one has contacted her regarding plans to work out employee parking problems.

Mr. Lang suggested that the Town Council be approached to pass an ordinance to forbid parking on library grounds. Mrs. Strauss said that a meeting should be set up with the Mayor on the parking matter and related issues. She will write a letter asking that such a meeting be set up.

The public portion of the meeting was adjourned at 10:30 P. M.

Respectfully submitted,



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Sandra Goss, Secretary



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Andrea Grover, Secretary  
Board of Trustees

PELLECCHIA CONSTRUCTION CO.

50 BRANFORD PLACE  
NEWARK, N. J. 07102

623 5576-7

November 19, 1979

Lehman Architectural Partnership  
301 South Livingston Avenue  
Livingston, New Jersey 07039

Att: Mr. Tom Lehman  
Re: West Orange Library

Dear Mr. Lehman:

Relative to your telephone call of Friday, November 16, 1979, concerning the General Electric Multi-Vapor Lamp, I checked that matter out and had Mr. Delane visit the Library.

At the present time there are four lamps that are burned out. Previous to this, some lamps were replaced, and we left with Mrs. Reed extra lamps. It appears that the electrical system and fixtures are in good working order. It is quite possible that an isolated case will arise where a lamp is defective.

However, I would like to point out the fact that these lamps are guaranteed for 2,000 hours. We completed our work in the new section on February 23, 1979, and turned over the addition at that time. On February 26, 1979, movers for the Library were working. Shortly thereafter, the Library went into operation in the addition.

The Library hours are as follows:

Monday, Tuesday and Wednesday - 9 a.m. - 9 p.m.  
Thursday and Friday - 9 a.m. - 5:30 p.m.  
Saturday - 9 a.m. - 5 p.m.

You must keep in mind that the lights are generally on for cleaning and for the employees longer than for the actual hours that the Library is open. Calculating from March 1st to date, you will find that these lamps have burned substantially beyond the guarantee period. However, I have ordered four additional lamps to cover those that are burned out at this time in spite of the fact that the guarantee has expired.

Later on Friday, you telephoned me stating that there was a complaint concerning the addition being too cold and the old section too hot. The building's heating and air conditioning system was completely balanced and instructions were given to, then the head custodian, Frank Refinski. It appears that he became ill and retired.

After you called, I sent Mr. Delane, our supervisor in charge of construction, to the Library and found that the air handle in the old building had been shut off at the electrical panel by one of the employees. The thermostat for the new building was set too low, and was not calling for heat. Because of tampering by employees, these problems have arisen. Mr. Delane made necessary adjustments and instructed William Toohey and Jim, a janitor.

Approximately a month ago, I received a call from Mrs. Reed relative to a problem they were having with the hot water. Upon Mr. Delane checking the same, he discovered that the switch to the circulating pumps was in an off position.



PELLECCHIA CONSTRUCTION CO.

50 BRANFORD PLACE  
NEWARK, N. J. 07102

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November 19, 1979

CONT'D

Lehman Architectural Partnership

Re: West Orange Library

These are not the only two occasions when we have been called upon, only to find out that the problem arose from lack of a knowledgeable person understanding the system. You have informed me that Mr. Toohey would now be in charge. However, with all due respect to Mr. Toohey, he is the driver of the book mobile. I do not feel he is knowledgeable enough to understand the complex problems of the mechanical system at the Library. The head custodian, Frank Refinski, who retired, was a licensed boiler man.

If it meets with your approval, I will arrange to have Mr. Toohey instructed on the entire system. However, I still feel that at least one other person besides Mr. Toohey, should be present or at least someone who understand this type of work.

As you may know, I instructed Mrs. Reed to call me at anytime about our work, and we would honor our warranties and guarantees. However, I do not think they should rely or call upon us for maintenance problems.

Very truly yours,

PELLECCHIA CONSTRUCTION CO.

  
P. James Pellecchia, Jr.

PJP/jmb

DIRECTOR'S  
MONTHLY REPORT

November 28, 1979

The library has been humming with many types of events and activities since dedication of the Edison Memorial Wing on October 21st. Since that memorial Sunday the following events have been held in the library:

October 28th	Library official opening of new wing with ceremony and reception.
November 4th	Jazz Concert.
November 13th	Personnel Administration Committee of NJLA meeting held.
November 20th	Essex County Directors meet. Southwest Coordinating Council meet. Northwest Essex Directors meet.
November 13th and 20th	Brandeis University Women meet.
November 13th	Public Library Leadership meet. West Orange Citizens for Good Government.
November 15th	Elementary School Art Teachers
November 12th	West Orange Art Department

Mr. Pellecchia has contacted me by phone concerning the burned-out light bulbs which were installed recently. I have written him a letter explaining the problem we are experiencing. He has assured me that experts will be sent in to help us determine and correct whatever is the cause of the problem.

Observations by workers in the library have led us to feel that having a guard on duty from the Burns Agency is totally ineffective. Reasons for the decision are frequent absences, poor work habits and infrequent patrol of premises by the guard.

We find that parts of the building are not always covered by employees during some hours the library is open to the public. To alleviate this shortage schedules are being revised beginning January, 1980. Also, recommended for full-time employment as of January are the following employees: Mrs. Audrey Melick to continue clerical work in the Reference Department and to cover our Tory Corner branch at a yearly rate of \$8,900; Ms. Dolores Hubert to serve full-time in the Children's Room at a yearly rate of \$8,600.

Because of the many and varied duties assigned to her and her willingness to perform them, I recommend that Mrs. Shirley Itkin be appointed as Sr. Library Assistant - Purchasing at a yearly salary of \$10,500. This is an in-house promotion to become effective January, 1980.

Three factors relative to our new setting which are essential but have not yet been dealt with are: furniture for the offices of director and secretary; partition to be installed in the Catalog area; and of course, the lighting situation. The boards in the display area have bubbles and are blistering looking. Since these boards are very expensive, it might be in the best interest of the library for the Trustees to look into the matter.


We have a number of library Pages who are also college students. They have expressed a desire to be paid minimum wages. A quick survey was made of wages paid to this group of young people in other libraries. It was revealed that no library pays minimum wages to Pages but most do pay college students more than high schoolers. There is evidence of unrest to the point of threatening to leave the library.

My feeling is that these are deserving, hard working, and dependable young workers and should be given a raise to at least \$3.00 per hour. Persons referred to are: Robert Cassidy, David Lannon, Patricia DeFazio, Albert Marotta, Barbara Siesputowski, and Maureen Ford.

It has been brought to our attention that there are a number of citizens who are desirous of having the library maintain Sunday opening hours.

We contacted the five libraries in Essex County who have Sunday hours as to who is on duty, the number of hours, and their rate of pay for professionals. They all state that business is brisk and there is an appreciable number of Sunday users, but most also pointed out that the cost is prohibitive. It was suggested that we study the situation carefully and determine if the situation warrants the extra opening. The average fees paid for professional Sunday help range from \$12.50 per hour to \$10.00; the non-professional salaries range from \$8.00 per hour to \$5.00 per hour. Pages are paid \$3.00 per hour or more if they are college students.

I would like to recommend the purchase of a stencil cutting machine.

  
Lola N. Reed, Director

## WEST ORANGE FREE PUBLIC LIBRARY

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

MONTH OF OCTOBER 1979

LIBRARY BOARD MEETING OF NOVEMBER 28, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF OCTOBER	ACCUMULATED BUDGET Ex- PENDITURES PAID 10 MONTHS ENDED 10/31/79	UNEXPENDED BUDGET BALANCE ON 10/31/79	BILLS/ ACCOUNTS PAYABLE AT 10/31/79 PRESENTED FOR PAYMENT AT THIS MEETING 11/28/79	BUDGET BALANCES AT 10/31/79
SALARIES & WAGES	\$370,800	\$ 27,666.97	\$276,222.90	\$ 94,577.10	\$ -	\$ 94,577.10
BINDING	1,500	48.19	795.07	704.93	165.71	539.22
COMMUNITY SERVICES	500	46.69	402.40	97.60	68.08	29.52
TRANSPORTATION	350	-0-	113.50	236.50		236.50
SEMINARS & WORKSHOPS	1,350	-0-	1,058.70	291.30		291.30
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	892.00	8,028.00	2,672.00	892.00	1,780.00
LEGAL	2,000	-0-	-0-	2,000.00		2,000.00
MAIN LIBRARY-UTILITIES	23,000	2,221.34	18,403.35	4,596.65	1,904.33	2,692.32
MAIN LIBRARY-REPAIRS	7,000	1,173.00	3,324.92	3,675.08	1,244.33	2,430.75
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
BOOKMOBILE	6,500	-0-	1,781.64	4,718.36	1,018.48	3,699.88
SERVICE CONTRACTS	5,000	293.65	3,069.52	1,930.48	356.85	1,573.63
BOOKS	55,000	2,593.51	32,770.77	22,229.23	6,638.16	15,591.07
SUPPLIES-LIBRARY	12,100	1,259.60	6,357.40	5,742.60	2,264.73	3,477.87
MICROFILM	2,000	1,022.00	1,030.50	969.50		969.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	5,676.34	6,210.73	3,789.27	41.80	3,747.47
PAMPHLETS	700	-0-	400.48	299.52	16.85	282.67
AUDIO-VISUAL-MATERIALS	1,500	35.27	681.27	818.73	5.57	813.16
INSURANCE	7,000	-0-	48.00	6,952.00	4,143.08	2,808.92
TELEPHONE	3,500	274.24	2,311.06	1,188.94	311.53	877.41
POSTAGE	3,000	300.00	1,810.00	1,190.00	300.00	890.00
EMPLOYEE HEALTH-HOSP.	14,800	1,186.50	11,432.77	3,367.23		3,367.23
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	94.50	94.50	1,405.50		1,405.50
SOCIAL SECURITY	23,000	-0-	15,239.03	7,760.97		7,760.97
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	115.11	1,762.89	237.11	195.29	41.82
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	1,846.16	1,153.84		1,153.84
NEW LIBRARY ADDITION EXPENSES- SEE PAGE 2	30,551	1,047.25	6,423.13	24,127.87	5,802.07	18,325.80
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 46,081.16</u>	<u>\$425,108.19</u>	<u>\$208,082.81</u>	<u>\$25,368.86</u>	<u>\$182,713.95</u>

## FUNDS FROM:

TOWN OF WEST ORANGE \$525,000  
ACCUMULATED REVENUE 108,191

TOTAL ADOPTED BUDGET \$633,191

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF OCTOBER 1979

LIBRARY BOARD MEETING OF NOVEMBER 28, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF OCTOBER	ACCUMULATED BUDGET EXPENDITURES PAID 10 MONTHS ENDED 10/31/79	UNEXPENDED BUDGET BALANCE ON 10/31/79	BILLS ACCOUNTS PAYABLE AT PRESENTED FOR PAYMENT AT THIS MEETING ON 11/28/79	BUDGET BALANCES AT 10/31/79
NEW LIBRARY ADDITION						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000		\$ 769.59	230.41		230.41
MOVING AND RELOCATION - (NON-RECURRING)	8,000	\$ 553.25	1,018.54	6,981.46		6,981.46
SECURITY GUARDS	3,161	494.00	2,608.00	553.00	\$ 416.00	137.00
LIBRARY OPENING PROMOTIONAL EXPENSES	690		30.00	660.00	144.57	515.43
PAINTING			1,521.50	( 1,521.50)		( 1,521.50)
CLEANING			475.50	( 475.50)		( 475.50)
FURNITURE & FIXTURES					5,241.50	( 5,241.50)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 1,047.25	\$ 6,423.13	\$ 24,127.87	\$ 5,802.07	\$ 18,325.80

WEST ORANGE FREE PUBLIC LIBRARY

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

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1979 STATE AID FUND
<u>I</u> BALANCES AS OF 9/30/79	\$147,922.33	\$122,913.97	\$ 23,468.44	\$ 746.20	\$ 467.47	\$ 326.25	
ADD: FINES			(\$ 1,157.75				
NON-RESIDENT FEES			( 10.00				
RENTALS			( 90.95				
PHOTOCOPIES	\$ 1,615.90		( 257.00				
TELEPHONE			( 4.85				
MEETING			( 90.00				
MICRO FILMS			( 5.35				
LOST BOOKS	131.80			\$ 131.80	\$ 549.23		\$ 44,759.00
EXCESS PROPERTY BOOKS	549.23						
1979 - STATE AID	44,759.00						
TOWN OF W.O.	131,250.00	\$131,250.00					
<u>II</u> TOTAL-OCTOBER 1979-RECEIPTS	\$178,305.93	\$131,250.00	\$ 1,615.90	\$ 131.80	\$ 549.23	-0-	\$ 44,759.00
<u>III</u> TOTAL AVAILABLE I PLUS II	\$326,228.26	\$254,163.97	\$ 25,084.34	\$ 878.00	\$ 1,016.70	\$ 326.25	\$ 44,759.00
<u>IV</u> LESS:							
OCTOBER 1979 DISBURSEMENTS	46,081.16	46,081.16					
<u>V</u> TOTAL CASH FUNDS	\$280,147.10	\$208,082.81	\$ 25,084.34	\$ 878.00	\$ 1,016.70	\$ 326.25	\$ 44,759.00
<u>LESS:</u> ACCOUNTS PAYABLE 10/31/79		25,368.86					
BUDGET BALANCES AT 10/31/79		\$182,713.95					

CASH FUNDS REPRESENTED BY:	
CHECKING A/C MIDLANTIC NAT'L BK #734-0598-77	\$ 9,202.85
MIDLANTIC NAT'L BK-#02-073-0000-177-0	59,865.45
MIDLANTIC NAT'L BK-#02-073-0001-161-0 UNEMPLOYMENT INS. FUND	966.62
MIDLANTIC NAT'L BK-#02-073-0001-405-8 EXCESS BOOK FUND	1,308.78
W.O. S & L ASS'N C/D 61400162 (12/19/79)	42,014.45
55M U.S. TREASURY BILL - P78236 (12/13/79)	54,292.28
60M U.S. TREASURY BILL - P78239 (1/17/80)	58,524.00
55M U.S. TREASURY BILL - P78240 (2/14/80)	53,096.03
PETTY CASH	346.25
PETTY CASH-CHECKING A/C-MIDLANTIC #734-0848-6	530.39
	<u>\$280,147.10</u>

WEST ORANGE FREE PUBLIC LIBRARY  
OCTOBER 1979 BILLS PRESENTED FOR PAYMENT ON  
NOVEMBER 28, 1979

CHECKS ARE DATED  
OCTOBER 31, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4931	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	\$ 208.00
4932	MIDLANTIC NAT'L BK -F.W.T. 10/31/79	1. SALARY	2,093.48
4933	W.O. MUNICIPAL FED. CR. UNION	1. SALARY	305.54
4934	N.J. GROSS INC. TAX - OCT. 1979	1. SALARY	572.29
4935	TOWN OF W.O. OCT. '79-EMPLOYEES SOC. SEC.	1. SALARY	1,626.78
4936	W.O. PUBLIC LIBRARY-OCT. '79-UN.INS.A/C	1. SALARY	46.39
4937	P.E.R.S. #20284-PENSIONS, LOANS	1. SALARY	1,377.92
4938	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARY	45.64
4939	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARY	102.18
4940	TOWN OF W.O. - Nov. 1979	26. HOSPITALIZATION	1,186.50
4941	W.O. LIBRARY-PETTY CASH CH. A/C	TRANSFER	200.00
	NET P/R -10/15/79 #5581-#5618 (38)	1. SALARY	9,038.84
	NET P/R -10/31/79 #5619-#5659 (41)	1. SALARY	10,179.65
	U.S. TREASURY BILL-55 M-P78236 (12/13/79)	TRANSFER	54,292.28
	U.S. TREASURY BILL-60 M-P78239 (1/17/80)	"	58,524.00
	U.S. TREASURY BILL-55 M-P78240 (2/14/80)	"	53,096.03
<u>SUB-TOTAL</u>			<u>\$192,895.52</u>
<u>ADD:</u> CHECKS #4866-4930 - PRESENTED FOR PAYMENT ISSUED AT OCTOBER 31, 1979 MEETING			<u>20,315.82</u>
<u>CHECKS - ISSUED FOR THE MONTH OF OCTOBER 1979</u>			<u>\$213,211.34</u>
<u>LESS:</u>			
	CHECK #4941-PETTY CASH A/C	TRANSFER	\$ 200.00
	BANK MEMO-U.S. TREAS. BILL (12/13/79)	"	54,292.28
	BANK MEMO-U.S. TREAS. BILL (1/17/80)	"	58,524.00
	BANK MEMO-U.S. TREAS. BILL (2/14/80)	"	53,096.03
	DEPOSIT - 10/24/79	2. BOOKS	1.37
	DEPOSIT - 10/24/79	22. A/V-EQUIP.	1,000.00
	DEPOSIT - 10/31/79	4. SUPPLIES	16.50
			<u>167,130.18</u>
<u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1979</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 46,081.16</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lela Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Robert Novick*

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

CHECKS ARE DATED  
NOVEMBER 28, 1979

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4942	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	\$ 312.00
4943	W.O. FEDERAL CR. UNION	1. SALARIES	305.54
4944	MIDLANTIC NAT'L BK-F.T.D. 11/15/79	1. SALARIES	2,095.00
4945	VIRGINIA DYNAN	LIBRARY OPENING	64.57
4946	KAREN MOORE	LIBRARY OPENING	80.00
4947	POSTMASTER	13. POSTAGE	300.00
4948A	A. ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	\$ 15.00
B	" " " "	11. " "	15.00
4949	ABC-CLIO, INC.	2. BOOKS	25.80
4950	ACKERSON DRAPERY & DECORATOR	MOVING-RELOCATION	549.00
4951	AL'S AUTO PARTS, INC.	8. MAINT-MOB.	30.00
4952	AMERICAN ASS'N FOR ADVANCEMENT OF SCIENCE	2. BOOKS	16.50
4953	AMERICAN BUSINESS GRAPHICS	11. SERVICE CONTRACTS	240.00
4954	ARNO PRESS, INC.	2. BOOKS	12.00
4955A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	41.30
B	" " " "	11. " "	45.55
4956A	THE BAKER & TAYLOR Co.	2. BOOKS	30.24
B	" " " " "	2. " "	19.77
C	" " " " "	2. " "	71.52
4957A	THE BAKER & TAYLOR Co.	2. BOOKS	545.70
B	" " " " "	2. " "	( 9.58)
C	" " " " "	2. " "	98.40
D	" " " " "	2. " "	154.36
E	" " " " "	2. " "	69.76
F	" " " " "	2. " "	( 4.00)
G	" " " " "	2. " "	( 4.76)
H	" " " " "	2. " "	( 12.71)
I	" " " " "	2. " "	214.60
J	" " " " "	2. " "	301.29
K	" " " " "	2. " "	64.06
L	" " " " "	2. " "	54.37
4958A	THE BAKER & TAYLOR Co.	2. BOOKS	17.07
B	" " " " "	2. " "	181.63
C	" " " " "	2. " "	6.55
4959	BAY WOODCRAFT, INC.	6. MAINT. MAIN.	252.00
4960	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT. MAIN.	64.00
4961A	R. R. BOWKER Co.	2. BOOKS	( 185.00)
B	" " " " "	2. " "	65.96
C	" " " " "	2. " "	68.04
D	" " " " "	2. " "	51.41
E	" " " " "	2. " "	50.43
4962	BRIDGEPORT LEATHER SPECIALTY Co., INC.	4. SUPPLIES	42.64
4963	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	104.00
4964	CHAMBERS RECORD CORP.	21. A/V/ MATERIALS	5.57
4965	CHILD WELFARE LEAGUE OF AMER. PUBLICATIONS	20. PAMPHLETS	3.00
4966A	COLUMBIA UNIVERSITY PRESS	2. BOOKS	43.00
B	" " " "	2. " "	( 1.50)
4967	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	12.59
4968	COMMONWEALTH WATER Co.	6. MAINT. MAIN.	76.41
4969	CURTIS SERVICE, INC.	8. MAINT. MAIN.	988.48
4970	DEACON PRESS	4. SUPPLIES	159.25
4971A	DIMONDSTEIN BOOK EXPRESS	2. BOOKS	11.63
B	" " " "	2. " "	9.20
C	" " " "	2. " "	19.57
D	" " " "	2. " "	5.55
E	" " " "	2. " "	( 6.17)
F	" " " "	2. " "	4.31



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

CHECKS ARE DATED  
NOVEMBER 28, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4972	DOBBS BROS. LIBRARY BINDING OF VA., INC.	3. BINDING	\$ 165.71
4973A	DOUBLEDAY & Co., INC.	2. BOOKS	\$ 10.34
B	" " " "	2. "	30.50
C	" " " "	2. "	10.95
D	" " " "	2. "	24.40
E	" " " "	2. "	34.10
F	" " " "	2. "	10.95
G	" " " "	2. "	21.85
H	" " " "	2. "	28.89
I	" " " "	2. "	<u>79.00</u>
4974	EDITOR & PUBLISHER	2. BOOKS	250.98
4975	EDITORIAL RESEARCH REPORTS	20. PAMPHLETS	30.00
4976	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	5.50
4977	E. P. ERNST Co., INC.	4. SUPPLIES	17.60
4978	ESSEX Co. LIBRARY DIRECTORS GROUP	10. COMMUNITY REL.	241.12
4979	FACTS ON FILE	2. BOOKS	50.00
4980A	FAIRCHILD BOOKS	2. BOOKS	255.00
B	" "	2. "	10.20
C	" "	2. "	31.50
4981A	FOWLER AGENCY, INC.	2. "	<u>43.00</u>
B	" " "	5. INSURANCE	84.70
C	" " "	5. "	500.49
D	" " "	5. "	3,810.59
4982A	GALE RESEARCH Co.	5. "	( 146.00)
B	" " "	5. "	( 22.00)
C	" " "	2. BOOKS	<u>64.60</u>
D	" " "	2. "	64.60
4983	GEORGETOWN UNIVER. ETHICS & PUB.POLICY CTR.	2. "	25.13
4984	GROLIER EDUCATION CORP.	2. "	<u>25.07</u>
4985A	G. K. HALL & Co.	20. PAMPHLETS	179.40
B	" " " "	2. BOOKS	2.00
4986	SID HARVEY OF N.J., INC.	2. BOOKS	108.50
4987	IOWA STATE UNIVERSITY PRESS	2. BOOKS	124.73
4988A	KAUFMAN'S SENTRY HARDWARE	2. "	<u>30.85</u>
B	" " "	6. MAINT. MAIN.	155.58
C	" " "	2. BOOKS	44.52
D	" " "	4. JAN.-SUPPLIES	2.95
4989A	KULACS ENGRAVING SERVICE	4. "	27.80
B	" " "	4. " "	8.50
C	" " "	4. " "	1.59
D	" " "	4. " "	<u>2.25</u>
4990A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	40.14
B	" " " "	4. "	225.00
C	" " " "	4. "	219.00
D	" " " "	4. "	240.00
4991	LEWIS PAPER & SUPPLY Co.	4. "	222.00
4992	LIBRARIES UNLIMITED, INC.	4. "	<u>202.00</u>
4993	LIBRARY OF CONGRESS CARD DIVISION	4. SUPPLIES	1,108.00
4994	MACMILLAN PUBLISHING Co., INC.	4. "	16.57
4995	MANHEIM, KOSSON & NOVICK	4. "	202.20
4996	MARKETING SERVICES DIV.	4. "	32.50
4997	MARQUIS WHO'S WHO, INC.	4. "	<u>49.70</u>
4998	MOODY'S INVESTOR'S SERVICE, INC.	4. JAN.-SUPPLIES	300.97
4999A	NATIONAL FUEL OIL, INC.	2. BOOKS	155.15
B	" " " "	2. BOOKS	15.23
		2. BOOKS	45.00
		2. BOOKS	8.00
		23. MANAGEMENT SVCS.	892.00
		2. BOOKS	150.00
		2. BOOKS	37.00
		2. BOOKS	1,040.00
		6. MAINT.MOB.	200.00
		6. " "	<u>95.00</u>
			295.00

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

CHECKS ARE DATED  
NOVEMBER 28, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5000	NATIONAL REGISTER PUBLISHING Co., Inc.	2. BOOKS	\$ 46.50
5001	NEW ENGLAND FREE PRESS	20. PAMPHLETS	3.00
5002A	N.J. BELL	9. TELEPHONE	\$ 298.70
B	" " "	9. " "	<u>12.83</u>
5003	N.J.C.T. CORP.	4. SUPPLIES	311.53
5004	N.J. SOCIETY OF ARCHITECTS	2. BOOKS	93.55
5005A	E. & M. O'HARA, INC.	6. MAINT. MAIN.	3.50
B	" " " " "	6. " "	197.19
5006A	PRENTICE-HALL, INC.	6. " "	<u>198.12</u>
B	" " " "	2. BOOKS	395.31
5007	PUBLIC SERVICE E & G Co.	2. " "	<u>50.24</u>
5008	ROBERT D. REED	2. " "	<u>7.40</u>
5009	REGENT BOOK Co., INC.	6. MAINT. MAIN.	57.64
5010A	ST. MARTIN'S PRESS, INC.	20. PAMPHLETS	1,827.92
B	" " " "	2. BOOKS	3.35
5011	SCHOLARLY PRESS, INC.	2. BOOKS	61.43
5012	SHAR-FREY, INC.	2. BOOKS	23.53
5013	SHEPARD'S INC. OF COLORADO SPRINGS	2. " "	<u>33.49</u>
5014A	SILVER BORDETT Co.	2. BOOKS	57.02
B	" " " "	2. BOOKS	260.00
5015	THE STAR-LEDGER	2. BOOKS	13.96
5016	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	55.00
5017	KURT STERN	2. BOOKS	9.87
5018	STRYKER-POST PUBLICATIONS, INC.	2. " "	<u>414.88</u>
5019	THOMAS PUBLISHING Co.	10. COMMUNITY REL.	424.75
5020	UNITED NATIONS	2. BOOKS	18.08
5021	UNIVERSITY MICROFILMS, INT'L.	2. BOOKS	89.75
5022	WEISBLATT ELECTRIC Co., INC.	4. SUPPLIES	60.00
5023	THE H. W. WILSON Co.	2. BOOKS	33.00
5024	WORLD NATURAL HISTORY PUBLICATIONS	2. BOOKS	69.00
5025A	XEROX CORP.	2. BOOKS	42.90
B	" " "	2. BOOKS	165.23
C	" " "	6. MAINT. MAIN.	66.00
5026	YOUNGS NEWS SERVICE	2. BOOKS	863.00
5027	PETTY CASH CHECKING A/C	2. BOOKS	13.95
5028	JOHN ADDEN FURNITURE, INC.	6. MAINT. MAIN.	127.50
		4. SUPPLIES	259.20
		25. PUBLICITY	<u>275.00</u>
		20. NEWSPAPERS	661.70
		TRANSFER	41.80
		NEW ADD.-FURN.	200.00
			4,692.50
			<u>\$ 28,244.40</u>
	<u>SUB-TOTAL</u>		
	LESS: CHECK #4943-W.O. FED. CR. UNION	1. SALARIES	\$ 305.54
	CHECK #4944-MIDLANTIC NAT'L BK.	1. SALARIES	2,095.00
	CHECK #5024-XEROX CORP.	PHOTOCOPY	275.00
	CHECK #5027-PETTY CASH CH. A/C	TRANSFER	<u>200.00</u>
			<u>2,875.54</u>
	<u>TOTAL ACCOUNTS PAYABLE - OCTOBER 31, 1979</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 25,368.86</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lela Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

By: *Lela Reed*

DEBIT A/C NO. 73-4-0598-7

TRADE DATE 10-25-79

W. Orange Public Library  
c/o H. Mc Gurik  
W. Orange

SETTLEMENT DATE 10-30-79

OFFICER

☒ YOUR ACCOUNT CHARGEDAS INSTRUCTED WE HAVE **Purchased** FOR YOUR ACCOUNT THE FOLLOWING SECURITIES:

QUANTITY	SECURITY	PRICE
55M	1/4 U.S. Treas bill due 12-13-79	10.90
		14

SEC 9-A (6-69)

DEBIT TICKET

P - 78236

BREAKDOWN	
PRINCIPAL	55,000.00
COMMISSION	
TAX/DISC.	732.72
ACCRUED INTEREST	
TOTAL	54,267.28
BANK FEE	25.00
OTHER	
NET	54,292.28

DEBIT A/C NO. 73-4-0598-7

TRADE DATE 10-25-79

W. Orange Public Library  
c/o H. Meinstedt  
Fairfield

SETTLEMENT DATE 10-30-79

OFFICER

☒ YOUR ACCOUNT CHARGEDAS INSTRUCTED WE HAVE **Purchased** FOR YOUR ACCOUNT THE FOLLOWING SECURITIES:

QUANTITY	SECURITY	PRICE
60M	U.S. Treas bill due 1-17-80	11.40
		79

SEC 9-A (6-69)

DEBIT TICKET

P - 78239

BREAKDOWN	
PRINCIPAL	60,000.00
COMMISSION	
TAX/DISC.	1501.00
ACCRUED INTEREST	
TOTAL	58,499.00
BANK FEE	25.00
OTHER	
NET	58,524.00

W. Orange Public Library  
c/o H. McGuirk  
W. Orange

TRADE DATE 10-25-79

SETTLEMENT DATE 10-30-79

OFFICER

☒ YOUR ACCOUNT CHARGEDAS INSTRUCTED WE HAVE **Purchased** FOR YOUR ACCOUNT THE FOLLOWING SECURITIES:

QUANTITY	SECURITY	PRICE
55 M	U.S. Treas bill due 2-14-80	11.80
		107

9-A (6-69)

DEBIT TICKET

- 78240

BREAKDOWN	
PRINCIPAL	55,000.00
COMMISSION	
TAX/DISC.	1928.97
ACCRUED INTEREST	
TOTAL	53,071.03
BANK FEE	25.00
OTHER	
NET	53,096.03

DECEMBER 15,

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
5. Director's Report
6. Committee Reports
7. Old Business
  - a. Mobilibrary
8. New Business
  - a. Sunday Opening
  - b. Personnel
  - c. Office Furniture for Director's Office
9. Communications
10. Community Participation
11. Adjournment

WEST ORANGE PUBLIC LIBRARY  
MINUTES  
OF THE BOARD OF TRUSTEES SPECIAL  
MEETING OF DECEMBER 15, 1979

The meeting was called to order by President Anita O. Strauss at 9:30 A. M. The following members were present constituting a quorum: Albert Kupferer, Arthur Lang, William O'Neill, and Paul Pasmantier. Also present were Mayor Samuel Spina, Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Reed clarified some items for Mr. Pasmantier who had been absent from the previous meeting. Mr. O'Neill pointed out that on page 4 under paragraph 1, he had questioned the Board about the checklist for the building and its approval which had led to Mr. Cuozzi's remarks about liabilities as stated in paragraph 2. Mr. O'Neill also questioned the services rendered by Mrs. Shoshkes on page 5, paragraph 2. It had been Mr. O'Neill's understanding that Mrs. Shoshkes was responsible for the furniture to be selected for the Director's office and that was why he had opposed the motion approving payment of her balance for \$1,000. Mrs. Strauss explained that the furniture for the Director's office was not part of the original contract. Mr. O'Neill asked why the check had been held back for such a long period of time and Mrs. Strauss explained that it had not been held back. The library was waiting for all furniture deliveries and Mrs. Shoshkes' approval of the furniture, and was the last payment per her contract.

Mr. Lang made a motion to accept the Minutes of the Board of Trustees meeting for November 28, 1979. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mr. Cuozzi mentioned that a regular agenda was not necessary as this was a special meeting of the Board.

BUILDING AND GROUNDS COMMITTEE:

Mr. Pasmantier told the Board that he, as well as Mr. Cuozzi had a series of conversations with Mr. Pellecchia. Mr. Pellecchia will be sending an expert to the library to check on possible defects of the bulbs which may be causing them to burn out. Each bulb has a projected life span of 10,000 hours or a life span of approximately three years and the expert will determine if the bulbs are faulty. If the bulbs are not at fault, then investigation will continue to determine the cause of the problem. A report of the expert's findings will be sent to Mrs. Reed with a copy for Mr. Pasmantier. Mrs. Reed reported, that as yet, the expert has not appeared. Mr. Pasmantier said that he will contact Mr. Pellecchia.

Mr. Pasmantier and Mr. Lang, after discussing Dr. Goodbar's report on the lighting, decided that the report should be expanded in other directions. Mr. Pasmantier held two more meetings with Dr. Goodbar and as a result, has the final report to be distributed to the Board. The report includes a summary of Dr. Goodbar's findings and recommendations.

Mr. Lang briefly summed up the report for the people present and for the record. The report shows that an additional 52 fixtures are needed. The stabilized light that the library has at present is 30 foot candles and it should be 50 foot candles. Therefore, the extra 52 fixtures would bring it up to the desired candle power.

Mr. Lang pointed out that there is no guarantee that the candle power received with the extra 52 fixtures would stabilize at a positive 50 foot candle power.

Mr. O'Neill pointed out that on page 5 of the report, Dr. Goodbar said that the library had installed the wrong type of lighting. Fluorescent lighting would have been appropriate.

Mr. Cuozzi said that he has had some dealings with mercury vapor lighting and that he has researched information on it and that the GE mercury vapor bulb is a new type of bulb. It is a 10,000 hour bulb compared to 2,000 hours of life for the fluorescent. Many lighting contractors feel that they are doing their clients a favor by installing the bulb with the longer life span. If properly ballasted and maintained, it can give good lighting. The question the Board must deal with at present is not the type of lighting that should have been installed when the building was erected, but how many light fixtures will be needed to reach 50 foot candle power. Dr. Goodbar has indicated that 52 additional lights would accomplish this.

Mr. Cuozzi explained that the lighting contractor will have his own expert test the lighting and will come up with a figure that may be the same as, or more or less than the figure in the report. That is how the Board will try to settle the issue without arbitration.

Mr. Lang expressed his concern about getting a guarantee and asked Mr. Cuozzi what would happen if the stabilized number of candle power drops within a year.

Mr. Cuozzi said that once the lights are installed, the Board should receive, in writing, what the stabilized foot candle power should be. He further explained that 60% of the maintained light is lost after installation and use. In order to maintain it, the bulbs must be replaced as they are burned out. Also, a maintenance program should be used to phase out the bulbs keeping a balance of old and new lights.

As there is a constant need for such a maintenance program, Mr. Lang asked Mr. Cuozzi who would be responsible for maintaining them properly. Mr. Cuozzi replied that as yet, he didn't know.

Mr. O'Neill asked why the mercury vapor bulbs had to be continued when they are so expensive. He suggested augmenting the lights with fluorescents. Mr. Lang said that this would give the library two kinds of lighting which are not compatible.

Mr. Pasmantier said that the Board faces three basic problems: 1) How many fixtures are needed to correct the situation and to get a commitment that it will solve the problem or give the Board what it is looking for; 2) Who is going to pay for the additional lighting, and 3) How soon it will be accomplished. The Board should stick to the solving of these three problems.

Mr. Lang said that the first thing the Board should do is accept Dr. Goodbar's report as valid and as a basis for the Board's position to meet Mr. Pellecchia and Mr. Lehman; with the provision that anything that is done by them will have a stabilized foot candle reading after the installation as the report states. If they do not accept the report, than it will become a matter of arbitration.

Mr. Lang made a motion to accept Dr. Goodbar's report to use as a basis for the Board's position in dealing with the lighting problem. Mr. O'Neill seconded the motion, and it was carried unanimously.

Mr. Lang made a motion that a guarantee be made between the Board and Mr. Lehman's group that the lighting be maintained at a certain stablized factor for the life of the bulbs. This is based upon Dr. Goodbar's report recommending that 50 foot candle power be maintained as the minimum foot candle power. Mr. Pasmantier seconded the motion and it was carried unanimously.

Mr. Cuozzi advised the Board that it cannot make a unilateral condition such as the 50 foot candle request unless both parties mutually agree to it. He feels that it is certainly something to strive for through negotiation.

Mr. O'Neill asked Mr. Cuozzi if the Board had sufficient evidence to pursue the lighting problem. Mr. Cuozzi responded that the Board has an implied warranty that adequate lighting be maintained, library standards of New Jersey and New York, and an illumination engineer's report to provide the facts. There has also been an admission by both the architect and contractor that the lighting is insufficient.

Mr. Pasmantier made a motion that the Board give the Building Committee authority to have preliminary discussions with the architect and electrical engineer and/or consultants, along with the Board's counsel, to hear their position but to make no commitment by the Library Board. Mr. Lang seconded the motion, and it was carried unanimously.

Mr. Cuozzi suggested that Mayor Spina contact Mr. William Sagosz, former member of the Board and the Building Committee to ask him to serve as an ex-officio member of the Building Committee. Mr. Sagosz is an engineer and is knowledgeable about the lighting situation.

Mrs. Strauss asked Mr. Lang to serve on the Building Committee. Mr. O'Neill volunteered to serve on the committee, but would be unavailable during the day for meetings. Mr. Lang agreed to serve.

Mr. Pasmantier recommended that all of the reports be kept in one place until the library receives Mr. Lehman's report. One copy will be placed in Mr. Cuozzi's files, and one copy will remain in the library with the Director.

Mr. Pasmantier submitted a bill for \$500 for professional services rendered by Dr. Goodbar.

Mr. Lang made a motion to pay the bill, it was seconded by Mr. O'Neill and carried unanimously.



Mr. Pasmantier said that he wanted to make it clear that the Board of Trustees has a responsibility and will handle the lighting problem in a reasonable, sane and rational way. Mr. Pasmantier will contact Mr. Lehman about a meeting date.

#### MAYOR SPINA:

Mayor Spina said that he had received Mrs. Strauss' letter of December 7, 1979 asking for a meeting to discuss matters of mutual concern between the town and library. He asked the Board to submit an agenda to him which he could review before a date was set for a meeting. Mrs. Strauss suggested that a date be set after the first of the new year. She asked the Trustees to bring ideas to be placed on the agenda to the next Board meeting.

#### HVAC:

Mrs. Strauss said that she had sent a letter to the Town Engineer, Mr. McCann, asking that a representative from his department be made available to meet with Mr. Pellecchia. Mr. Pellecchia has offered to instruct the library custodians and someone from town hall in the monitoring of the HVAC system. Mr. McCann promptly replied in a letter dated 12/11/79, that he would notify his supervisor, Mr. Belli about the matter. Mr. Belli called the same day, and said that Bob Shannon would be available to meet with Mr. Pellecchia whenever a date is set. Mrs. Strauss advised Mrs. Reed to contact Mr. Pellecchia to make arrangements for instructions.

Mr. Lang mentioned that Mr. Pellecchia should be informed about the eye located under the transformer that collects dust which results in the heat not turning on.

#### MOBILIBRARY REPORT:

A survey form that Mr. O'Neill composed in conjunction with Mrs. Reed and Mr. Lang was offered to the Trustees for review. Following are some of the comments

Mr. Pasmantier said that instead of addressing the survey to just Mobilibrary users, it should be circulated to as many people as possible. The survey should determine why the bus is used, and if it is worth keeping as a service of the library and if the expense is necessary. He felt that the Board needs to know at what point or degree it should say yes to having a mobilibrary, or to say no. Everyone should be contacted. It would be worth the cost of a mass mailing to protect the future expenditures that would be necessary. A mobilibrary is a capital expenditure and there would be constant overhead, maintenance, insurance and salaries involved.

Mr. Pasmantier said that one method of contacting the public could be through the tax bills. The survey form could be sent along with the bill which is mailed in February--a separate survey could be made of institutions in town. Perhaps the need for a mobilibrary would be so convincing through the use of the survey, that it would justify the expense.

Mrs. Strauss said that a response should be sent to all of the people who sent in letters concerning mobilibrary services, and that a demographic study detailing the changeover of families in the town would be helpful. She will contact Warren Grover who is involved with direct mailing to get more information.



Mr. Lang said that a response to the letters could be coordinated with the survey. He is also seeking information about securing a grant from federal sources for a bookmobile that would serve the handicapped and senior citizens. In regard to bulk mailing, Mr. Lang felt that perhaps the cost was too expensive and that cable television and the newspapers could be utilized. Perhaps the Board of Education would allow distribution of the survey to the children. A bulk mailing would be a waste of money and be ineffective.

Mr. O'Neill stated that as he is in the advertising business, he knows for a fact that the wider the spread is made in contacting people, the better the results. A 5-10% response would be considered good. He agreed with Mr. Pasmantier that a townwide mailing would be justified. Mr. Lang agreed that perhaps a survey would be convincing after hearing everyone's input at the meeting. Mr. O'Neill will re-write the survey to encompass all citizens of West Orange rather than just mobilibrary users.

Mr. Manheim will find out what the cost of insurance for the mobilibrary is. Then a determination can be made whether to drop it for the present. It could always be reinstated if necessary.

Mrs. Reed offered the solution of purchasing a second-hand bookmobile from Asbury Park Library at a reasonable fee. Both Mr. O'Neill and Mr. Lang said that the cost would be prohibitive to maintain the bus on the West Orange hills. The Asbury Park location is flat.

Mr. Pasmantier asked Mr. Lang and Mr. O'Neill to contact Mr. and Mrs. Donis. They have shown a lot of interest in the mobilibrary and possibly could contribute to the mobilibrary study.

#### SUNDAY OPENING:

In response to Mr. Pasmantier's question as to what prompted consideration of Sunday openings, Mrs. Strauss stated that she felt that the various Sunday activities dealing with the dedication, library opening and jazz concert precipitated the idea. Some of the patrons had also approached her about the idea. Mrs. Strauss encouraged the Trustees to explore this particular area. Cost, rescheduling, salaries, maybe a change in library opening hours, had to be considered carefully.

Mr. Lang said that there are all ways to approach the problem. The library offers the community a service, many people are off on Sunday and would be attracted to coming to the library. If the cost is not prohibitive, it should be considered.

Mr. O'Neill asked Mrs. Reed why the late opening evenings had been chosen for Monday, Tuesday, and Wednesday. Mrs. Reed explained that the other evenings had been tested, but more people came on those nights.

Mrs. Reed said that at present, Montclair Public Library and Millburn Public Library are open on Sundays. Mrs. Strauss advised the Trustees to think about the Sunday opening and discussion will continue at a later date.

#### PANELS:

Mrs. Strauss said that she had been told by Mrs. Shoshkes that Mr. Blau should be held responsible for the defective panels. He was the supplier of the stacks. Discussion will be held at the next meeting and at that time Mr. Cuoizzi can give his recommendations.

## PARTITION:

The low bid for the enclosure for the catalog room entrance was from Mr. Sharkey. Mr. Pasmantier recommended that a sketch be submitted before the Board approves the bid. The sketch should be received before the next Board meeting.

## TAX SHELTER:

Mr. Manheim said that he had contacted the Chief Accountant at the Pension Division in Trenton. His decision about the tax shelter is as it was in 1976-- and that was that library employees are not eligible. A letter will be sent to Mr. Manheim restating his judgement in writing. Mrs. Strauss asked Mrs. Reed to contact the State Library for their opinion on that matter.

## INSURANCE:

Mr. Pasmantier asked Mrs. Reed if a binder had been obtained on the additional contents of the library. Mrs. Reed will find out if this has been carried through by the insurance company, and what the cost will be. Mr. O'Neill said that it is important that the library have appropriate coverage.

## PUBLICITY:

Mr. O'Neill was concerned that newspaper coverage did not include library Board meetings. Mrs. Strauss said that Mark Donnelly handles the publicity for the Board and results of Board meetings are sent to the newspaper. Mr. O'Neill said that he was going to write the editor asking for publication of matters pertaining to the Board meetings.

The meeting was adjourned at 11:00 A. M.

Respectfully submitted,

  
Sandra Goss, Secretary

Andrea Grover, Secretary  
Board of Trustees

## DIRECTOR'S REPORT

December 15, 1979

Some matters which are in need of the attention of the Board of Trustees are as follows:

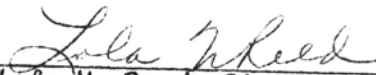
1. HVAC maintenance contract from Air-Controlled Environment (@ \$1,155.00)
2. Old furniture: chairs, tables, shelves, etc. to be sold.  
Price?
3. Gene Hacker's proposal to install A-V equipment for a fee of \$400.
4. The Bay Woodcraft Inc. check. Mrs. Shoshkes blames Max Blau for the condition of exhibit boards. She suggests that if money is withheld, it should be from Max Blau.
5. Faulty drawers in new card catalog.  
(Example: Drawer 18 - Subject)
6. Frame and glass partition in Catalog Room. Low bid from Edward Sharkey of P. J. Grant Co. which amounts to \$770 for ceiling high partition and \$580 for 7 ft. high partition. Payment in full upon completion.
7. Personnel:
  - a) Promotion of Shirley Itkin to - Senior Library Assistant-Purchasing
  - b) Full-time employment-  
Audrey Melick @ \$8,900 year.  
Dolores Hubert @ \$8,600 year.

Another employee, Mary Longo, has given notice that she will terminate her employment with the West Orange Public Library on December 29, 1979.

### 8. Bookmobile:

Word has reached me that Asbury Park Municipal Library has a 1975 standard Gerstenslager bookmobile for sale.

I spoke to Library Director Robert Stewart who filled me in with additional information. He is mailing pictures and other pertinent material to me. He also extended an invitation for a committee to visit with his committee and to evaluate the vehicle.

  
Lola N. Reed, Director

AGENDA  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

DECEMBER 19, 1979

1. Roll Call
2. Open Public Meetings Act
3. Minutes
4. Treasurer's Report
  - a. Bills Presented for Payment
  - b. Financial Statement
5. Director's Report
6. Committee Reports
7. Old Business
  - a. Mobilibrary
  - b. Personnel
  - c. Office Furniture
  - d. HVAC
  - e. Bay Woodcraft
8. New Business
  - a. Schedule of Meetings for 1980
  - b. Molding
  - c. Resolution for William Sagosz
9. Communications
10. Community Participation
11. Adjournment



WEST ORANGE PUBLIC LIBRARY  
MINUTES  
OF THE BOARD OF TRUSTEES MEETING  
DECEMBER 19, 1979

The meeting was called to order at 8:00 P. M. by President Anita O. Strauss. The following members were present constituting a quorum: Andrea Grover, Albert Kupferer, Arthur Lang, William O'Neill and Paul E. Pasmantier. Also present were Stewart Manheim, Board Accountant, William Cuozzi, Board Attorney, and Lola N. Reed, Library Director.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 5, 1979 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 the year 1979 was posted, and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger", the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss read a memo from Mrs. Shirley Itkin regarding the last display panel to be ordered from Bay Woodcraft Co. Mr. Denninger of Bay Woodcraft said that the heat and temperature changes in the building would affect the panels and that the bubbling and warping would revert back to the panels' original form in time. He requested prompt payment, as the last panel had been furnished on a rush order in time for the library opening.

Mr. Cuozzi advised the Board not to pay the bill. The acceptance of one panel and the rejection of the rest of the panels is not good policy. He recommended that the Board get in touch with Blau who supplied the original panels via a letter, with a copy to Bay Woodcraft, regarding payment of the bill, and giving the information about the warping and bubbling of all panels.

Mr. Manheim said that three additional bills had been added to the list of bills presented for payment for November: 1) Fowler Agency, for insurance which includes Workmen's Compensation and the Public Bond for \$3,224. This completes the insurance for the year. 2) Dr. Isaac Goodbar's bill for consultation services in the amount of \$500. and 3) A \$30.00 check to Rita Edelman for supplies for the cooking demonstration.

Mr. Lang said that the insurance goes \$500 over the budgeted amount. Mr. Manheim said that the 1980 Budget takes this into consideration.

Mr. O'Neill and Mrs. Strauss questioned the two checks for \$30.00 each made out to Mrs. Edelman. It was determined that the checks covered the Chinese cooking lecture and the food used.

Mr. O'Neill asked Mr. Manheim about the R. R. Bowker bill #5049G. This bill was listed under the Community Relations line and was for a classified ad for a Young Adult/Reference Librarian.

Mr. Lang asked if the Marquis Who's Who bill for \$102.00 was the same bill the Board had discussed at a previous meeting. This bill was for a purchase of a Medical Directory.

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

## 2) Financial Statement:

Mr. Manheim said that a transfer was not necessary this month as notification had been received from Midlantic Bank that a Treasury Bill of \$55,000 had come due and had been credited to the Checking Account. This money is needed for December's bills. In January, one quarter of the estimated budget for 1980 will be received from the town. Mr. Lang recommended that the money be invested into Treasury Bills at the maximum rate that is possible. About \$110,00 should be forthcoming.

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

Mrs. Strauss explained that there is a need for a third signatory between the December and January meetings. At present, only two people are eligible to sign checks and two signatures are required on each check. To insure that there will be two people available at all times, she asked Mr. Lang as a member of the Finance Committee, to be the third signee.

## COMMITTEES:

Building and Grounds: Mr. Pasmantier said that he is still waiting for a detailed report from Mr. Pellicchia that will determine if the bulbs are defective or if the fixtures are defective. He has apologized for the delay, as he has been waiting for a certain technician from GE to do the investigation. Mr. Pasmantier asked Mrs. Reed to check on the number of lights out at the present time.

Mr. Pasmantier also had spoken to Mr. Lehman, who had requested a copy of Dr. Goodbar's report. Mr. Pasmantier asked Mr. Lehman for a copy of the report that his consultants had submitted. He said that he would send it. Mr. Pasmantier sent a copy of Dr. Goodbar's report, along with a letter asking Mr. Lehman for his comments and reminding him to send a copy of his report to the library. Mrs. Reed will notify Mr. Pasmantier when it arrives.

## OLD BUSINESS:

1) Mobilibrary: Copies of the revised questionnaire were given to the Board members. Mr. Pasmantier said that he wished to make a general comment about the possibility of contacting the town citizens, in general, for about a cost of \$1,500 in postage plus paper. The mobilibrary is a capital expenditure and as many people as possible should be contacted about its use. He asked Mr. O'Neill how the forms would be distributed.

Mr. O'Neill said that it would be given to all people using the mobilibrary, all school children, and generally distributed at the main library. Mr. Pasmantier said that the Board is involved in cancelling a major service and that such an expensive proposition gives the Board a responsibility to contact as many people as possible for a reasonable cross-section to do the right thing. Mr. O'Neill agreed and said that is why the questionnaire is addressed to all West Orange residents.

Mr. Lang said that the Board wants to find out how and why the mobilibrary is being used. He said that the Board is often not involved in capital items that concern the main library. Often these items are not called to the Board's attention to be discussed but they are vital to the function of the library. For instance, he pointed out that there is a need for more oblique files which house the newspapers and magazines. These files cost about \$5,000 per unit, are needed by the library, and the Board hasn't discussed it as yet. It must be determined if the need is valid and affordable. The Board must address itself to the needs of the library itself now that the new wing is finished.

Mr. Pasmantier said that the Mobilibrary deals with a specific yes or no problem: Does the Board spend \$50,000-\$60,000 plus ongoing costs, or does it say no to this major expenditure. The files involve a one time expenditure and there is no maintenance cost. The Mobilibrary is a major expenditure and overhead of the Board. He does not want to assume the responsibility of such a major item based upon only 500 responses.

Mr. Lang said that the information on the survey should give information on how the mobilibrary is used by the people. That is the first step. Until it is known how and why it is being used, then the Board can take the second step to decide to spend the money for it or not.

Mr. Pasmantier suggested that the survey be expanded to include a question asking if the residents want a mobilibrary with a cost of \$50,000-\$60,000 along with questions regarding how and why it is used. As many people as possible should be reached and the money should be spent to do so. The Board needs help to make the right decision.

Mr. O'Neill said that he intends to send a letter to the editor of the "West Orange Chronicle" about what the Board is doing in regard to the mobilibrary. The paper does not print much library or board news. Mrs. Strauss agreed that it was a good idea to send a letter to the editor and advised him to go ahead.

Mrs. Strauss said that a note should be sent to all of the people who wrote to the library about the mobilibrary. Acknowledgement should be made to them, and they should be informed that a survey will be held in the future.

Mr. Lang was concerned that a 5% response would not tell the Board very much. Mr. Pasmantier said that it was a negative response and therefore could be used. The Board needs something to make a decision on.

Mr. Cuozzi said that a 5-6% positive response might be a reason to continue the mobilibrary. Mr. O'Neill said that it gave the citizens an option to decide upon the Mobilibrary. Mr. Lang said that he was concerned about basing a decision on a low response level.

Mr. Kupferer said that a 10% response would be considered tremendous. Mr. O'Neill agreed and said that the Board would be lucky to get a 5% return.

The committee will re-submit a new questionnaire with the added information.

2) Personnel: Mr. O'Neill made a motion that the Board approve the proposed full-time salaries of Mrs. Hubert at \$8,800 a year, and Mrs. Melick at \$9,100 a year, to be effective January 1, 1980. Mrs. Grover seconded the motion, and it was carried unanimously.

3) Office Furniture: The office furniture for the Director's Office will be discussed at another meeting. The Board suggested that Mrs. Reed contact American Commercial Co. about estimates for the furniture.

4) HVAC Contract: Mrs. Reed explained that Air Controlled Environment, the firm in question, had been doing work previously for the library before work commenced on the new addition. Originally, 3 proposals had been obtained, this particular company had performed satisfactorily and now that the new building had been completed, the contract needed Board approval.

Mr. Cuoizzi said that the contract was a simple one. He advised the Board that the contract has a set amount of service calls for the year.

Mr. Pasmantier said that as Mr. Sagosz had been involved with the company originally, that he be contacted for his opinion and recommendation as to continuing the use of the company's services.

Mr. Lang will have someone review the contract and the coverage to determine if the library has the appropriate services included. The contract will be discussed at the next meeting.

5) Partition: Mr. Lang asked if the drawing had been received for the partition in the catalog room. Mrs. Reed said that she had received it. Mr. Pasmantier will call Mr. Sharkey about the height of the partition and the draft problem involving the back door. He wants to determine if this will solve the problem. He will report back to Mrs. Reed.

#### NEW BUSINESS:

1) Meeting Dates for 1980: The following dates have been chosen by the Board of Trustees to hold the regular monthly meeting of the Library Board:

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

The dates will be published in the newspapers, sent to the Town Clerk, and posted within the library.

2) Molding: Mrs. Strauss asked Mrs. Reed to have the picture molding painted. Mrs. Grover suggested that the bare wall in the meeting room have paintings hung on it.

Mr. Lang said that in reference to the 1980 meetings, he had spoken to Mr. Pasmantier about how the meeting could be speeded up. Mr. Pasmantier suggested that in the future, most of the real business of the Board be transacted by the active committees. The committees will come to a meeting, give a report, and make a recommendation as well as explain why the recommendations are being made. This would not preclude a democratic airing of the problem presented. Each Trustee would have to serve on two committees.

Mr. Pasmantier suggested that the Mayor be contacted to make prompt appointments to the Board as two members will be lost as of January 1. Strong committees are needed.



Mr. Cuozzi said that based upon his experiences and authorities he has dealt with in the past, the following points should be considered:

1. The Director's Report should be sent out early and not read at the meeting. Only the things mentioned in the report should be discussed and the report would be incorporated into the minutes of the meeting.
2. A time limit for meetings should be set.
3. The committees appointed are told to come back to the Board with their recommendations on which decisions could be made.

Mrs. Strauss thanked Mrs. Grover for her time and the work she has performed during her five years as a Board member.

Mr. Lang made a motion that a resolution be passed thanking Mrs. Grover for her services and that approval be made of a purchase of an appropriate plaque to be given to her. Mr. Pasmantier seconded the motion, and it was carried unanimously.

Mrs. Strauss read the special resolution honoring Mr. Sagosz. A copy of the resolution will be attached to the December minutes.

Mr. Lang made a motion that the resolution to Mr. William Sagosz be adopted as presented. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. O'Neill suggested that a copy of the resolution to Mr. Sagosz be sent to the Chronicle. Mrs. Strauss agreed.

Mr. Lang asked if a publicity committee had been formed. He suggested that Mr. O'Neill be on such a committee as he has good publicity ideas.

#### COMMUNICATIONS:

Mr. Manheim read a letter that he had received from Kenneth Cook, Chief Accountant of the Pension Fund. Mr. Cook's opinion regarding eligibility of librarians for Tax Sheltered Annuities has not changed from his original letter of a few years back. Library employees are still not eligible for that program. If the Board hears of any company having information to the contrary, he would appreciate forwarding the names and addresses.

Mrs. Reed said that she had spoken to Mrs. Chirico at the State Library. Mrs. Chirico said that the State Library does not get involved with those matters, and that it was the expertise of the Pension Department. Mrs. Reed mentioned that in the current issue of "New Jersey Libraries", Drew Burns, President of NJLA, said that he had proof that librarians could join the funds. Mrs. Reed will receive information through the mail from Mr. Burns and Mrs. Jones of the East Orange Library about that matter.

Mr. Lang said that based upon the above information, the employees could run their own risk in joining a tax sheltered program, but the library should not be involved in it.

Mr. O'Neill recommended that Mrs. Reed give a copy of Mr. Cook's letter to the staff.

Mrs. Grover mentioned that holiday cards had been received by the Board from staff and Mr. Manheim.

A letter had been received from a Tory Corner user, Mrs. Nathaniel, who praised the book talk given by Mrs. Mantell. She also said that the senior citizens have trouble walking to the second floor and asked if the library at Tory Corner in the Community House could be moved downstairs for easier access.

Mrs. Reed said that at one time it was going to be changed, but the center did not do it.

Mr. Lang said that Mr. Rickle told him that the senior citizens have been taking the senior citizen buses to the main library and therefore there has been a drop in the use of the branch. They also have their own entrance into the Community House. At this time, there are more younger people using the branch library. An average of 300 books a month are checked out and this is not worth the move downstairs.

Mrs. Strauss said that someone should talk to Mr. Warrance about informing the senior citizens that a bus is available to come to the main library and he could be shown the letter. The letter should also be answered.

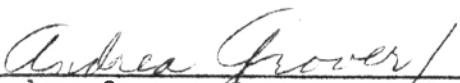
Mr. Lang read the response from Mr. McCann to Mrs. Strauss' letter regarding the solar heating plans. Mr. Lang was not satisfied with the answer received.

Mrs. Reed said that an estimate of \$460 had been received from Gene Hacker to install the AV equipment. The new units need to have work done. All of the units are not wired. Mrs. Strauss asked Mrs. Reed to get more than one estimate to present at the next Board meeting.

The meeting was adjourned at 9:30 P. M.

Respectfully submitted,

  
Sandra Goss, Secretary

  
Andrea Grover, Secretary  
Board of Trustees

## TESTIMONIAL RESOLUTION TO WILLIAM SAGOSZ

WHEREAS, WILLIAM SAGOSZ was appointed Library Trustee in February, 1973 by Mayor Falcone, and reappointed in December, 1977 by Mayor Cuozzi, and has served under three administrations of the Town of West Orange and as a Trustee of the Library Board for a total of seven years; and

WHEREAS WILLIAM SAGOSZ has generously given of his time and effort and has worked both as a member of the Board and a past President of the Board of Trustees and has discharged his duties and responsibilities as a member of the Board of Trustees above and beyond his position as Trustee and who as a member of the building committee has succeeded in obtaining a successful culmination of the new library building, and

WHEREAS, he has served the Public Library of the Town of West Orange in a dignified, faithful manner and has earned the respect and gratitude of the West Orange Public Library Board of Trustees, as well as, the employees, Director and citizens of the Town of West Orange:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the West Orange Public Library, on behalf of its members and the employees of the West Orange Public Library, does hereby express to WILLIAM SAGOSZ a sincere and profound appreciation for his years of faithful and dedicated service, and does further extend heartfelt wishes for good health, success and much happiness in the years to come:

BE IT FURTHER RESOLVED, that this Resolution be spread upon the permanent records of the West Orange Public Library Board of Trustees and that a copy thereof, signed by the Members of the Board of Trustees, and attested to be the Attorney of said Board, and be presented to WILLIAM SAGOSZ as evidence of the expressions herein contained.

ADOPTED this 19th day of December, 1979.

Anita O. Strauss, President

DIRECTOR'S  
MONTHLY REPORT

DECEMBER 19, 1979

Now that the holidays are upon us and the snow has come business at the library is not as brisk and not much has happened since our last meeting.

A careful check of our commercial insurance policy reveals that we received a letter of endorsement from the Fowler Agency dated December 6, 1979. An additional premium of \$84.00 covers the recently acquired furniture, equipment, etc.

Mr. Manheim worked with me on the formula devised by the Trustees in determining proposed salaries for persons (Melick and Hubert) converting from part-time to full-time employment. Recommendations are \$9,100 per year for Mrs. Melick and a salary of \$8,800 per year for Mrs. Hubert. These salaries are based on the number of years and hours worked by each.

Mr. Pellecchia has been contacted about our HVAC. He promised to inform me when his man can meet with our custodians and Bob Shannon to instruct them about the system.

The library will be open one-half day on Christmas and New Year's Eve. A skeleton staff will be on hand each day.

  
Lola N. Reed, Director

WEST ORANGE FREE PUBLIC LIBRARY  
B U D G E T   R E P O R T  
MONTH OF NOVEMBER 1979  
LIBRARY BOARD MEETING OF DECEMBER 19, 1979

	ADOPTED BUDGET 1979	PAID MONTH OF NOVEMBER	ACCUMULATED BUDGET EX- PENDITURES PAID 11 MONTHS ENDED 11/30/79	UNEXPENDED BUDGET BALANCE ON 11/30/79	BILLS/ ACCOUNTS PAYABLE AT 11/30/79 PRESENTED FOR PAYMENT AT THIS MEETING 12/19/79	BUDGET BALANCES AT 11/30/79
SALARIES & WAGES	\$370,800	\$ 28,878.52	\$305,101.42	\$ 65,698.58	\$ -	\$ 65,698.58
BINDING	1,500	165.71	960.78	539.22	99.06	440.16
COMMUNITY SERVICES	500	68.08	470.48	29.52	65.70	( 36.18)
TRANSPORTATION	350	-0-	113.50	236.50		236.50
SEMINARS & WORKSHOPS	1,350	-0-	1,058.70	291.30	20.20	271.10
AUDIT	1,800	-0-	-0-	1,800.00		1,800.00
MANAGEMENT & PROFESSIONAL SERVICES	10,700	892.00	8,920.00	1,780.00	892.00	888.00
LEGAL	2,000	-0-	-0-	2,000.00	35.00	1,965.00
MAIN LIBRARY-UTILITIES	23,000	1,904.33	20,307.68	2,692.32	1,550.80	1,141.52
MAIN LIBRARY-MAINTENANCE	7,000	1,244.33	4,569.25	2,430.75	252.98	2,177.77
TORY CORNER-RENTAL	540	-0-	405.00	135.00		135.00
BOOKMOBILE	6,500	1,018.48	2,800.12	3,699.88	7.60	3,692.28
SERVICE CONTRACTS	5,000	356.85	3,426.37	1,573.63	149.05	1,424.58
BOOKS	55,000	6,257.77	39,028.54	15,971.46	4,334.62	11,636.84
SUPPLIES-LIBRARY	12,100	2,232.03	8,589.43	3,510.57	706.36	2,804.21
MICROFILM	2,000	-0-	1,030.50	969.50		969.50
PERIODICALS, SERIALS & NEWSPAPERS	10,000	41.80	6,252.53	3,747.47	41.80	3,705.67
PAMPHLETS	700	16.85	417.33	282.67	.75	281.92
AUDIO-VISUAL-MATERIALS	1,500	5.57	686.84	813.16	31.50	781.66
INSURANCE	7,000	4,143.08	4,191.08	2,808.92	86.10	2,722.82
TELEPHONE	3,500	291.00	2,602.06	897.94	262.80	635.14
POSTAGE	3,000	300.00	2,110.00	890.00		890.00
EMPLOYEE HEALTH-HOSP.	14,800	1,186.50	12,619.27	2,180.73		2,180.73
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
TYPEWRITERS	1,800	-0-	1,633.50	166.50		166.50
MAINTENANCE EQUIPMENT	500	-0-	175.00	325.00		325.00
AUDIO-VISUAL EQUIPMENT	1,500	-0-	94.50	1,405.50	229.58	1,175.92
SOCIAL SECURITY	23,000	-0-	15,239.03	7,760.97		7,760.97
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	26,000	-0-	21,276.00	4,724.00		4,724.00
JANITORIAL SUPPLIES	2,000	195.29	1,958.18	41.82	179.20	( 137.38)
SUPPLEMENTAL-JANITOR SVC.	4,000	-0-	-0-	4,000.00		4,000.00
UNEMPLOYMENT INSURANCE	3,000	-0-	1,846.16	1,153.84		1,153.84
NEW LIBRARY ADDITION EXPENSES- SEE PAGE 2	30,551	5,802.07	12,225.20	18,325.80	364.00	17,961.80
<u>TOTAL</u>	<u>\$633,191</u>	<u>\$ 55,000.26</u>	<u>\$480,108.45</u>	<u>\$153,082.55</u>	<u>\$ 9,309.10</u>	<u>\$143,773.45</u>
FUNDS FROM:						
TOWN OF WEST ORANGE	\$525,000					
ACCUMULATED REVENUE	<u>108,191</u>					
<u>TOTAL ADOPTED BUDGET</u>	<u>\$633,191</u>					

# BUDGET REPORT

MONTH OF NOVEMBER 1979

## LIBRARY BOARD MEETING OF DECEMBER 19, 1979

LIBRARY BOARD MEETING OF DECEMBER 19, 1979						
	ADOPTED BUDGET 1979	PAID MONTH OF NOVEMBER	ACCUMULATED BUDGET EXPENDITURES PAID 11 MONTHS ENDED 11/30/79	UNEXPENDED BUDGET BALANCE ON 11/30/79	BILLS ACCOUNTS PAYABLE AT 11/30/79 PRESENTED FOR PAYMENT AT THIS MEETING ON 12/19/79	BUDGET BALANCES AT 11/30/79
<u>NEW LIBRARY ADDITION</u>						
SALARIES	\$ 6,000			\$ 6,000.00		\$ 6,000.00
BENEFITS	1,000			1,000.00		1,000.00
UTILITIES	13,000			13,000.00		13,000.00
REPAIRS (SAVINGS)	( 6,000)			( 6,000.00)		( 6,000.00)
INSURANCE	1,000			1,000.00		1,000.00
EQUIPMENT (SAVINGS)	( 800)			( 800.00)		( 800.00)
BOOKS	5,000			5,000.00		5,000.00
SUPPLEMENTAL JANITORIAL SERVICES (SAVINGS)	( 1,500)			( 1,500.00)		( 1,500.00)
TELEPHONE EQUIPMENT & INSTALLATION - (NON-RECURRING)	1,000		\$ 769.59	230.41		230.41
MOVING AND RELOCATION - (NON-RECURRING)	8,000	\$ 549.00	1,567.54	6,432.46		6,432.46
SECURITY GUARDS	3,161	416.00	3,024.00	137.00	\$ 364.00	( 227.00)
LIBRARY OPENING PROMOTIONAL EXPENSES	690	144.57	174.57	515.43		515.43
PAINTING			1,521.50	( 1,521.50)		( 1,521.50)
CLEANING			475.50	( 475.50)		( 475.50)
FURNITURE & FIXTURES			4,692.50	( 4,692.50)		( 4,692.50)
TOTAL NEW ADDITION EXPENSES	\$ 30,551	\$ 5,802.07	\$ 12,225.20	\$ 18,325.80	\$ 364.00	\$17,961.80

WEST ORANGE FREE PUBLIC LIBRARY

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

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1979 STATE AID FUND
I BALANCES AS OF 10/31/79	\$280,147.10	\$208,082.81	\$ 25,084.34	\$ 878.00	\$ 1,016.70	\$ 326.25	\$ 44,759.00
ADD: FINES			(\$ 1,327.47				
NON-RESIDENT FEES			( 30.00				
RENTALS			( 73.30				
PHOTOCOPIES	\$ 1,548.35		( 88.70				
MICRO-FILMS			( 4.30				
DONATION			( 15.00				
TELEPHONE			( 9.58				
LOST BOOKS	114.50			\$ 114.50	\$ 49.90		
EXCESS PROPERTY BOOKS	49.90						

II TOTAL - NOVEMBER 1979 - RECEIPTS	\$ 1,712.75	-0-	\$ 1,548.35	\$ 114.50	\$ 49.90	-0-	-0-
III TOTAL AVAILABLE I PLUS II	\$281,859.85	\$208,082.81	\$ 26,632.69	\$ 992.50	\$ 1,066.60	\$ 326.25	\$ 44,759.00
IV LESS:							
NOVEMBER 1979 DISBURSEMENTS	55,000.26	55,000.26					
V TOTAL CASH FUNDS	\$226,859.59	\$153,082.55	\$ 26,632.69	\$ 992.50	\$ 1,066.60	\$ 326.25	\$ 44,759.00

LESS:  
ACCOUNTS PAYABLE 11/30/79  
BUDGET BALANCES AT 11/30/79

9,309.10  
\$143,773.45

CASH FUNDS REPRESENTED BY:

CHECKING A/C-MIDLANTIC NAT'L BK-#734-0598-77	\$ 5,727.59	BUDGET FUND	\$153,082.55
MIDLANTIC NAT'L BK-#02-073-0000-177-0-FINES & RESERVES FUND	9,853.20	FINES & RESERVES FUND	26,632.69
MIDLANTIC NAT'L BK-#02-073-0001-161-0-UNEMPLOYMENT COMPENSATION FUND	966.62	LOST BOOK FUND	992.50
MIDLANTIC NAT'L BK-#02-073-0001-405-8-BOOK SALE ESCROW FUND	1,308.78	BOOK SALES & EXCESS PROPERTY FUND	1,066.60
W.O. S. & L. Ass'n-C.D. 61400162 (12/19/79) - 9%	42,014.45	PETTY CASH & CHANGE FUND	326.25
55 M. U.S. TREASURY BILL-P78236 (12/13/79)	54,292.28	STATE AID FUND	44,759.00
60 M. U.S. TREASURY BILL-P78239 (1/17/80)	58,524.00		\$226,859.59
55 M. U.S. TREASURY BILL-P78240 (2/14/80)	53,096.03		9,309.10
PETTY CASH	546.25		\$217,550.49
PETTY CASH-CHECKING A/C - MIDLANTIC #734-0848-6	530.39		
	\$226,859.59		

LESS: ACCOUNTS PAYABLE 11/30/79



WEST ORANGE FREE PUBLIC LIBRARY  
NOVEMBER 1979 BILLS PRESENTED FOR PAYMENT ON  
DECEMBER 19, 1979

CHECKS ARE DATED  
NOVEMBER 30, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5029	MIDLANTIC NAT'L BK-F.W.T. 11/30/79	1. SALARIES	\$ 2,021.01
5030	W.O. FEDERAL MUNICIPAL EMPLOYEES	1. SALARIES	305.54
5031	N.J. GROSS INCOME TAX -Nov. 1979	1. SALARIES	597.15
5032	TOWN OF W.O.-EMPLOYEES-SOC. SEC. NOV. 1979	1. SALARIES	1,623.00
5033	W.O. PUBLIC LIBRARY-UN. INS. SAVINGS A/c	1. SALARIES	46.45
5034	TOWN OF W.O.-HOSPITALIZATION-DEC. 1979	26. HOSPITALIZATION	1,186.50
5035	P.E.R.S. #20284-PENSIONS & LOANS	1. SALARIES	1,377.92
5036	P.E.R.S. #20284-SUPPLEMENTAL ANNUITY	1. SALARIES	45.64
5037	P.E.R.S. #20284-CONTRIBUTORY LIFE INS.	1. SALARIES	102.18
	NET P/R-11/15/79-#5660-#5699 (40)	1. SALARIES	10,384.93
	NET P/R-11/30/79-#5700-#5739 (40)	1. SALARIES	9,974.16
<u>SUB-TOTAL</u>			<u>\$ 27,664.48</u>
<u>ADD: CHECKS #4942-#5028-PRESENTED FOR</u>			
PAYMENT ISSUED AT NOVEMBER 28, 1979 MEETING			<u>28,244.40</u>
<u>CHECKS ISSUED FOR THE MONTH OF NOVEMBER 1979</u>			<u>\$ 55,908.88</u>
<u>LESS:</u>			
	CHECK #5025 (c) - XEROX CORP.	PHOTOCOPY	\$ 275.00
	CHECK #5027-PETTY CASH A/c	TRANSFER	200.00
	DEPOSIT - 11/16 - L. REED	9. TELEPHONE	20.53
	DEPOSIT - 11/21 - GAYLORD	4. SUPPLIES	32.70
	DEPOSIT - 11/28 - DIMONDSTEIN EXP.	2. BOOKS	380.39
			<u>908.62</u>
<u>TOTAL EXPENDITURES-MONTH OF NOVEMBER 1979</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 55,000.26</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Lola Reed*

PREPARED WITHOUT AUDIT.

MANHEIM, KOSSON & NOVICK, CPA'S

BY: *Stewart Manheim CPA*

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON DECEMBER 19, 1979

CHECKS ARE DATED  
DECEMBER 19, 1979

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5038	KURT STERN	6. MAINT. -MAIN.	\$ 90.00
5039	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	182.00
5040	W.O. MUNICIPAL F.C.U.	1. SALARIES	305.54
5041	MIDLANTIC NAT'L BANK	1. SALARIES	1,920.76
5042	A. ABORN EXTERMINATING CO.	11. SERVICE CONTRACT	15.00
5043	AMERICAN ASS'N OF DENTAL SCHOOLS	2. BOOKS	15.00
5044	APPLE TREE PRESS, INC	2. BOOKS	17.40
5045A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS \$	44.55
B	" " " "	11. " "	44.50
5046A	THE BAKER & TAYLOR CO.	2. BOOKS	121.49
B	" " " " "	2. "	67.65
C	" " " " "	2. "	10.03
D	" " " " "	2. "	13.35
5047A	THE BAKER & TAYLOR CO.	2. BOOKS	69.15
B	" " " " "	2. "	157.56
C	" " " " "	2. "	77.81
D	" " " " "	2. "	213.97
E	" " " " "	2. "	911.67
F	" " " " "	2. "	122.37
G	" " " " "	2. "	29.80
H	" " " " "	2. "	100.72
I	" " " " "	2. "	502.22
5048A	THE BAKER & TAYLOR CO.	2. BOOKS	4.46
B	" " " " "	2. "	309.82
5049A	R. R. BOWKER CO.	2. BOOKS	25.25
B	" " " " "	2. "	25.25
C	" " " " "	2. "	201.92
D	" " " " "	2. "	53.88
E	" " " " "	2. "	146.94
F	" " " " "	10. COMMUNITY RELATIONS	35.70
5050	ROBERT W. DAUM	6. MAINT. - MAIN.	25.50
5051	DEACON PRESS	4. SUPPLIES	150.00
5052	VOID		
5053A	DOUBLEDAY & Co., INC.	2. BOOKS	( 29.10)
B	" " " " "	2. "	31.60
C	" " " " "	2. "	27.94
D	" " " " "	2. "	15.25
E	" " " " "	2. "	7.90
F	" " " " "	2. "	34.56
G	" " " " "	2. "	36.45
5054A	GENE HACKER, INC.	22. A/V EQUIPMENT	229.58
B	" " " " "	21. A/V SOFTWARE	31.50
5055	KAUFMAN'S SENTRY HARDWARE	4. SUPPLIES-JAN.	17.25
5056A	LEWIS PAPER & SUPPLY CO.	4. SUPPLIES-JAN.	46.70
B	" " " " "	4. " "	64.65
C	" " " " "	4. " "	50.60
5057	LIBRARY BINDERY Co. OF PA., INC.	3. BINDING	99.06
5058A	MACMILLAN PUBLISHING Co., INC.	2. BOOKS	23.00
B	" " " " "	2. "	18.35
5059	MERCK AND Co., INC.	2. BOOKS	11.25
5060	NAT'L GEORGRAPHIC SOCIETY	2. BOOKS	16.95
5061A	N.J. BELL	9. TELEPHONE	251.40
B	" " " " "	9. "	11.40

## WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1979 BILLS/ACCOUNTS PAYABLE PRESENTED  
FOR PAYMENT ON DECEMBER 19, 1979

CHECKS ARE DATED  
DECEMBER 19, 1979

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5062A	PRENTICE-HALL, INC.	2. BOOKS	\$ 18.65
B	" " "	2. "	15.23
C	" " "	2. "	<u>4.19</u> \$ 38.07
5063	J. Rossi & Co.	6. MAINT. MAIN.	121.50
5064	SALEM PRESS, INC.	2. BOOKS	282.00
5065	SHAR-FREY, INC.	2. BOOKS	8.36
5066	PETER SMITH PUBLISHER, INC.	2. BOOKS	15.28
5067	RITA EDELMAN	10. COMMUNITY RELATIONS	30.00
5068	MARK DONNELLY	15. WORKSHOPS	20.20
5069	AL'S AUTO PARTS, INC.	8. MAINT.- MOB.	7.60
5070	AMERICAN ASS'N FOR STATE & LOCAL HISTORY	2. BOOKS	10.95
5071	THE ARTISTS FOUNDATION	2. BOOKS	7.00
5072	BRODART, INC.	4. SUPPLIES	295.02
5073A	BURNS INT'L SECURITY SERVICES, INC.	SECURITY	104.00
B	" " " " "	"	<u>78.00</u> 182.00
5074	CONGRESSIONAL QUARTERLY	2. BOOKS	6.95
5075	CONSUMER REPORTS	4. SUPPLIES	8.00
5076	CONSUMERS RESEARCH	4. SUPPLIES	7.00
5077	CRONER PUBLICATIONS, INC.	2. BOOKS	38.95
5078	EDUCATIONAL BOOK PUBLISHERS	2. BOOKS	16.95
5079	FOWLER AGENCY, INC.	5. INSURANCE	86.10
5080	GALE RESEARCH CO.	2. BOOKS	47.04
5081	HAGSTROM CO.	20. PAMPHLET	0.75
5082	THE HIGHSMITH CO., INC.	4. SUPPLIES	246.34
5083	MANHEIM, KOSSON & NOVICK	23. MGMT. SERVICES	892.00
5084	MARQUIS WHO'S WHO, INC.	2. BOOKS	102.00
5085	NAT'L RETAIL MERCHANTS ASS'N	2. BOOKS	9.75
5086	PITNEY BOWES	11. SERVICE CONTRACTS	45.00
5087	PUBLIC SERVICE E & G Co.	6. MAINT. - UTIL.	1,550.80
5088	REGENT BOOK Co., INC.	2. BOOKS	25.35
5089	S & W FRAMING SUPPLIES, INC.	6. MAINT. - MAIN.	15.98
5090	THE SCARECROW PRESS, INC.	2. BOOKS	21.00
5091	SCHOLARLY PRESS, INC.	2. BOOKS	269.50
5092	SILVER BURDETT Co.	2. BOOKS	43.61
5093	UNION ABSTRACT Co.	24. LEGAL SERVICES	35.00
5094	YOUNG'S NEWS SERVICE	20. NEWSPAPERS	<u>41.80</u>
<u>SUB-TOTAL</u>			\$ 11,535.40
<u>LESS: CHECK #5040 - W.O. FED. CR. UNION</u>			\$ 305.54
<u>CHECK #5041 - MIDLANTIC NAT'L BK</u>			<u>1,920.76</u> 2,226.30
<u>TOTAL ACCOUNTS PAYABLE-NOVEMBER 30, 1979</u>			
<u>PER BUDGET REPORT</u>			<u>\$ 9,309.10</u>

PAYMENT RECOMMENDED BY:

*Lola Reed*

PAYMENT APPROVED BY:

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

By: *Stewart Manheim CPA*