

**AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 25, 1990**

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

MINUTES
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF JULY 25, 1990

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

OPEN PUBLIC MEETINGS ACT:

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

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of 6/27/90 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

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

2) Financial Statement:

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

CORRESPONDENCE AND GIFTS:

The following items of correspondence were presented by Mr. Kupferer:

- 1) A letter to Ms. Laura R. Worrell from the Director thanking the House of the Holy Comforter for their donation in the amount of \$10.00.

2) A note and a donation of \$25.00 from Dorothy Quinn, from the West Orange Women's Club. A thank you letter was sent by the Director on behalf of the Board.

3) A letter from Nancy J. Long, Manager of the Main Street Development Corporation to the Director thanking the Library for the hospitality given during the Resource Team meeting.

4) A letter from Emma-Lou Czarnecki to the Director and the Board announcing her retirement from her position as head of the Technical Services Department of the West Orange Public Library effective 10/1/90. Mr. Gladstone requested that the letter be discussed at the Executive Session.

5) A letter from Sarah Rabinowitz to the Board requesting that consideration be given to payment of hospitalization for employees who been forced to retire because of a disability before they have completed 25 years of service. The letter will be given to the Board Attorney for his opinion, as requested at the Board meeting of 6/27/90. He will research the policies of other libraries in regard to health benefits for retired employees.

COMMITTEES:

Mr. Gladstone said that the Personnel Committee had met before the public meeting, and that items will be taken up at the Executive Session.

DIRECTOR'S REPORT:

West Orange Heritage Day will be held on October 14, 1990 at the Library. At that time, a photographer will take pictures of any photos of West Orange that are brought in by people. Tapes will be made of people talking about their pictures and any memories they may have of West Orange. The Library will provide food for the program.

The Bylaws of the Board of Trustees are in revision, and after review by Mr. Cuozzi, a first draft should be available at the September meeting.

Ms. Brown will contact Mayor Spina in August to talk to him about the 1991 budget and preparation of a capital budget.

OLD BUSINESS:

Discussion was held on bus trips. Ms. Brown reported that Mr. Cuozzi had been in touch with the insurance company and that the New Friends can be added as an insured party to the Library policy for \$100.00 for the year. However, a letter received from the insurance agent needs clarification.

Mr. Gladstone made a motion that effective January 1, 1991, the New Friends of the Library will run the bus trips, and that their frequency and content be determined by a committee of the Friends, the Library Director, and the Library Staff person organizing the trips. Mr. Willies seconded the motion and it was carried unanimously.

The motion will be contingent upon the clarification of the insurance information received from the agent.

ADJOURNMENT:

The meeting was adjourned at 8:35 P. M. An Executive Session was held to discuss personnel matters.

Respectfully submitted,



Albert F. Kupferer, Secretary
Board of Trustees


Sandra G. Sessing, Secretary

EXECUTIVE SESSION

July 25, 1990

1. The Board voted to sign the certification of the Library Director when it is received by the Library.
2. The Board accepted the retirement of Emma-Lou Czarnecki.
3. The Board voted to establish and fund the position of Assistant Director, with a full salary range to be presented to the Board at the September meeting and an advertised range of \$31,000.00 - \$44,000.00.
4. Other personnel matters were discussed.

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

DIRECTOR'S REPORT

JULY 25, 1990

1. We are working with the West Orange Historical Society and Main Street Development on West Orange Heritage Day to be held on October 14, 1990 here at the Library. At that time, there will be a photographer who will be taking pictures of people's pictures of West Orange, in order to make sure that they are preserved. We will have a copy of those photos in the Library. In addition, we are going to tape the people talking about their pictures and memories of West Orange. The Library will be providing food for the program and the other expenses, including the photographer, will be paid for by Main Street Development and the Historical Society.
2. We have been working on the revision of the Bylaws of the Board of Trustees. Hopefully, the first draft of these will be available at the September meeting.
3. Emma-Lou Czarnecki has produced a new magazine list, with locations and holdings, which has been done on the computer for easy up-dating and correcting.
4. We have been getting ready to work with vendors in converting our records.

A handwritten signature in dark ink, appearing to be 'C. L. Czarnecki', written in a cursive style.

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
 MONTH OF JUNE, 1990 *July 25*
 LIBRARY BOARD MEETING OF ~~JUNE 27~~, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 7/13/90	BUDGET BALANCE 7/13/90
SALARIES & WAGES	\$665,973	\$290,985.20	\$374,987.80
SUNDAY SALARIES	11,250	3,194.90	8,055.10
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	37,065.05	40,534.95
SOCIAL SECURITY	51,230	23,344.00	27,886.00
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	1,471.22	8,628.78
WORKERS COMPENSATION INS	5,500	6,091.00	(591.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	76,424.94	20,575.06
PERIODICALS & NEWSPAPERS	15,000	1,763.35	13,236.65
AUDIO/VISUAL MATERIALS	3,000	1,802.31	1,197.69
MICROFORMS	9,000	339.33	8,660.67
BINDING	1,000	265.25	734.75
VIDEO TAPES	2,000	759.00	1,241.00
SUPPLIES-LIBRARY	17,500	8,604.77	8,895.23
PHOTOCOPY COSTS	9,500	4,352.08	5,147.92
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	2,826.52	6,923.48
UTILITIES	44,000	24,235.94	19,764.06
BLDG. MAINT & REPAIR	14,000	8,830.57	5,169.43
JANITORIAL SUPPLIES	4,000	2,389.51	1,610.49
RENTAL-TORY CORNER	540	270.00	270.00
MISC. EXPENSES:			
INSURANCE	14,000	10,740.94	3,259.06
TELEPHONE	5,500	2,318.62	3,181.38
POSTAGE	3,500	1,299.43	2,200.57
SEMINARS, WORKSHOPS, TRANSPORT	3,250	798.34	2,451.66
PROGRAMS	2,000	6,242.24	(4,242.24)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	8,802.00	9,858.00
LEGAL SERVICES	4,000	1,932.00	2,068.00
PAYROLL SERVICES	2,400	1,163.06	1,236.94
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	620.57	9,379.43
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$579,006.54	\$648,346.46
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

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

			ADD: DUE		LESS:	BUDGET
			FROM TOWN OF W. ORANGE			
BALANCE	RECEIPTS	NET	BALANCE		ACTS PAYABLE	BALANCES AT
6/1/90		DISBURSEMENTS	6/30/90		7/13/90	7/13/90
\$41,541.52		\$128,608.90	(\$87,067.38)		\$777,353.00	\$648,346.46

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACH. XEROX

CONTINENTAL COPY PRODUCTS

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

\$5,273.00	\$1,098.50	\$6,371.50
260.59		260.59
\$5,533.59	\$1,098.50	\$6,632.09
8,572.68	1,997.89	10,570.57
1,144.30	327.68	1,471.98
		0.00
407.15		407.15
160.00		160.00
450.00	350.00	800.00
2,844.00	3,600.00	6,534.00
57.85	18.57	76.42
452.35		452.35
3,908.43	543.26	4,451.69
942.00	280.00	1,222.00
3,920.00	626.10	4,546.10

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

\$28,392.35	\$8,932.00	\$37,324.35
862.06	191.04	1,073.10
860.10	233.50	1,093.60
345.00		345.00
	2,000.00	2,000.00
16,209.18		16,209.18
53,959.76		53,959.76
21.36		21.36
1,650.00		1,650.00

TOTAL ALL FUNDS

\$143,861.33	\$11,356.54	\$128,608.90	\$26,608.97
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7
INVESTMENT A/C MIDLANTIC NATL BANK #738-0372-8
MIDLANTIC NATL BANK - #27030 0177 4 FINES, ETC
MIDLANTIC NATL BANK - #20730 11617 UNEMP. INS.
MIDLANTIC NATL BANK - #735-1699-9 COMMUNITY RELATIONS
PETTY CASH
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

(\$860.35)
6,432.16
15,423.80
2,380.63
2,636.76
285.00
308.97

LESS: ACCOUNTS PAYABLE 7/13/90

\$26,608.97
(41,939.16)

CASH FUNDS AVAILABLE AT 7/13/90

(\$15,330.19)

JUNE 1990 BILLS PRESENTED FOR PAYMENT ON
JULY 25, 1990

Checks are Dated
June 30, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5119	PERS - 20284	1. Salaries	\$ 2,710.97
5020	" "	1. Salaries	149.38
	P/R 6/8/90 #8955-8996 (42)	1. Salaries - Net	15,381.46
	" 6/22/90 #8997-9035 (39)	1. Salaries - Net	<u>16,317.03</u>
	<u>Sub-Total</u>		\$ 34,558.84
	Add: Checks #4941-5018 Issued at June 27, 1990		90,414.67
	Less: Check #4996	29. Transfer	(200.00)
	Add:		
	Petty Cash Checks #1894-1903		\$ 395.45
	Community Service Checks #1432-1444		<u>3,439.94</u>
			<u>3,835.39</u>
	<u>Total Per Budget Report June 1990</u>		<u>\$128,608.90</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

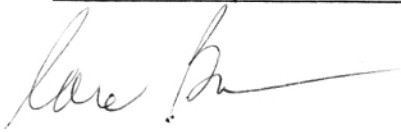
Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH APRIL, MAY, JUNE, 1990PRESENTED FOR PAYMENT ON JULY 25, 1990

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4/2	1894	Jacqueline Le Pore	13. Supplies	\$ 30.00
"	1895	Treasurer-State of N.Y.	8. Books	12.00
"	1896	NJ LA	23. Seminars, Workshops	97.50
4/12	1897	Essex Hudson Reg. Library	23. " "	16.00
"	1898	Ernest Edwards	10. A/V Materials	30.00
4/20	1899	MARAC-Spring '90	23. Seminars, Workshops	40.00
5/2	1900	Palmer Video	10. A/V Materials	19.95
5/10	1901	Cookie Factory	24. Programs	80.00
5/17	1902	Twp. of West Orange	9. Periodicals-Newspapers	50.00
6/11	1903	N.J. Division of Pensions	8. Books	20.00
				<u>\$ 395.45</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA.

BILLS
& APPROPRIATIONS
PAYABLE AT
7/13/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	881.59
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	6,091.00

MATERIALS & SUPPLIES:

BOOKS	14,232.92
PERIODICALS & NEWSPAPERS	94.00
AUDIO/VISUAL MATERIALS	85.42
MICROFORMS	
BINDING	
VIDEO TAPES	

SUPPLIES-LIBRARY	1,596.75
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PHOTOCOPY COSTS	976.26
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MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	189.50
UTILITIES	3,747.29
BLDG. MAINT & REPAIR	4,041.59
JANITORIAL SUPPLIES	107.66

RENTAL-TORY CORNER

MISC. EXPENSES:

INSURANCE	7,061.94
TELEPHONE	374.64
POSTAGE	409.64
SEMINARS, WORKSHOPS, TRANSPORT	7.50
PROGRAMS	
AUDIT	
ACCOUNTING SERVICES	1,467.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	72.26

CAPITAL EXPENSES

FURNITURE & FIXTURES	226.20
EQUIPMENT	
CONVERSION TO BIBLIOGRAPHIC	

TOTAL

\$41,939.16

JUNE 1990 BILLS PRESENTED FOR PAYMENT ON
JULY 25, 1990

Checks are Dated
July 25, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5021	Midlantic Nat'l Bank	1. Salaries-W/H Taxes	\$3,167.22
"	"	1. Salaries-Employee S.S.	1,960.08
"	"	4. Employer Soc. Sec.	1,960.08
5022	W.O. Municipal Emp FCU	1. Salaries	426.00
5023	Travelers Ins.	1. Salaries	657.00
5024	N.J. Emp. Security Agency	6. Unemployment Ins.	990.03
"	"	30. Transfer	1,237.46
5025	Midlantic Nat'l Bank	1. Salaries-W/H Tax	3,823.99
"	"	1. Salaries-Employee S.S.	2,042.42
"	"		2,042.41
5026	Void		
5027	A & C Elevator, Inc.	15. Equipment Repair	135.00
5028	Approved Elevator Inspections Agency	17. Building Maint.	90.00
5029	Automatic Data Processing	28. Payroll Services	72.26
5030A	Baker & Taylor	8. Books	12,168.88
"	"	13. Library Supplies	183.15
5031	Baker & Taylor	8. Books	71.63
"	"	8. "	210.30
5032A	Benisch & Co.	7. Ins.-Workers' Comp.	490.00
B	"	20. Ins.-Other	35.00
5033A	Brodart	13. Library Supplies	379.23
B	"	13. " "	315.27
"	"	13. " "	151.89
5034	The Center for Literacy	8. Books	27.00
5035	Cerberus Purotronics	17. Building Maint.	114.20
5036	Clarke Air-Conditioning Service Corp.	17. Building Maint.	3,546.00
5037	Curley Publishing, Inc.	8. Books	26.92
"	"	8. "	34.12
5038	C.W. Associates	8. Books	14.00
"	"	8. "	102.00
"	"	8. "	18.00
5039	Day Ranger	10. A/V Materials	32.95
5040	Delta Dental Plan of N.J., Inc.	3. Employee Health Plan	881.59
5041	DEMCO	13. Library Supplies	23.90
5042	Edison Record Clearance	10. A/V Materials	20.98
5043	Editech Press	8. Books	11.95
5044	Firemaster	17. Building Maint.	62.40
5045	Gale Research, Inc.	8. Books	92.07
5046	Gaylord Bros.	13. Library Supplies	76.26
"	"	13. " "	(16.49)
5047	G.K. Hall & Co.	8. Books	44.91
5048	Goodheart-Wilcox Co., Inc.	8. Books	142.71
5049	Ingram	10. A/V Materials	31.49
5050	Main Entry	8. Books	229.31
5051	Manheim, Kosson & Novick	26. Accounting Services	1,467.00
5052	Metropolitan Plant Exchange	17. Building Maint.	72.99
5053	Natonal Register Publishing Co.	2. Books	459.47
5054	New Jersey American Water Co.	16. Utilities	204.92
5055A	New Jersey Office Supply	13. Library Supplies	180.11
B	"	13. " "	4.20
C	"	13. " "	16.10
5056	New Readers Press	8. Books	21.09
5057	Oxford University Press	8. Books	198.93
5058	Petty Cash - Safe	8. Books	8.95
"	"	13. Library Supplies	67.72
"	"	18. Janitorial Supplies	10.59
"	"	22. Postage	9.64
"	"	23. Seminars, Workshops	7.50
"	"	24. Programs	8.00
			112.40

7.

Checks are Dated
July 25, 1990

PAYMENT APPROVED BY:

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
MONTH OF JULY, 1990
LIBRARY BOARD MEETING OF AUGUST 22, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 8/17/90	BUDGET BALANCE 8/17/90
SALARIES & WAGES	\$665,973	\$372,636.66	\$293,336.34
SUNDAY SALARIES	11,250	3,850.17	7,399.83
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	43,864.67	33,735.33
SOCIAL SECURITY	51,230	31,115.27	20,114.73
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	2,461.25	7,638.75
WORKERS COMPENSATION INS	5,500	6,091.00	(591.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	86,434.68	10,565.32
PERIODICALS & NEWSPAPERS	15,000	1,857.35	13,142.65
AUDIO/VISUAL MATERIALS	5,000	2,585.39	2,414.61
MICROFORMS	9,000	339.33	8,660.67
BINDING	1,000	265.25	734.75
SUPPLIES-LIBRARY	17,500	10,708.62	6,791.38
PHOTOCOPY COSTS	9,500	4,754.52	4,745.48
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	3,504.72	6,245.28
UTILITIES	44,000	28,455.65	15,544.35
BLDG. MAINT & REPAIR	14,000	10,394.50	3,605.50
JANITORIAL SUPPLIES	4,000	2,794.49	1,205.51
RENTAL-TORY CORNER	540	270.00	270.00
MISC. EXPENSES:			
INSURANCE	14,000	10,740.94	3,259.06
TELEPHONE	5,500	2,689.40	2,810.60
POSTAGE	3,500	1,330.45	2,169.55
SEMINARS, WORKSHOPS, TRANSPORT	3,250	804.54	2,445.46
PROGRAMS	2,000	6,242.24	(4,242.24)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	10,797.00	7,863.00
LEGAL SERVICES	4,000	2,208.00	1,792.00
PAYROLL SERVICES	2,400	1,610.11	789.89
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	620.57	9,379.43
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$699,501.17	\$527,851.83
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

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

BALANCE		RECEIPTS		NET		BALANCE		ADD: DUE FROM TOWN OF W. ORANGE		LESS: ACCTS PAYABLE		BUDGET BALANCES AT	
7/1/90		7/31/90		7/31/90		7/31/90		8/1/7/90		8/1/7/90		8/1/7/90	
(\$97,067.38)		\$225,000.00		\$138,932.62		(\$99,600)		\$52,353.00		(\$23,508.57)		\$527,851.83	

BUDGET FUND

RECEIPTS AND FUNDS
COPY MACH. MEXON
CONTINENTAL COPY PRODUCTS

\$6,371.50	\$500.00	\$6,961.50	260.59
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TOTAL COPY MACHINES

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

\$6,632.09	\$500.00	\$7,222.09	
10,570.57	1,645.30	12,215.87	
6,019.08	639.60	6,658.68	
407.15		407.15	
160.00	20.00	180.00	
300.00	50.00	350.00	
6,534.00		6,534.00	
76.42	4.68	81.10	
452.35	35.00	487.35	
4,451.69	31.56	4,483.25	
1,222.00		1,222.00	

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND
BOOK SALES & EXCESS PROPERTY FUND
PETTY CASH & CHANGE FUND
N.J. STATE AID FUND
RENT-SR. CITIZENS
PERS REFUND
ACUMULATED REVENUE FUND
APPROPRIATION REFUND
ACCOUNTS PAYABLE 12/31/89
PERS-EXCHANGE

\$37,324.35	\$3,015.14	\$40,339.49	
1,073.10	109.59	1,182.69	
1,093.60	130.70	1,224.30	
345.00		345.00	
0.00		0.00	
2,000.00		2,000.00	
16,209.18		16,209.18	
53,959.76		53,959.76	
21.36		21.36	
1,650.00		1,650.00	
0.00	945.14	945.14	

TOTAL ALL FUNDS

\$26,809.97	\$229,200.57	\$138,925.22	\$116,884.32
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0398-7
INVESTMENT A/C MIDLANTIC NATL BANK #738-0372-8
CASH INST A/C NATL WESTMINSTER #171-000065773
MIDLANTIC NATL BANK #27030 01774 FINES, ETC
MIDLANTIC NATL BANK #20730 11617 UNEMP INS
MIDLANTIC NATL BANK #735-1699-9 COMMUNITY RELATIONS
PETTY CASH
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

\$98,976.91	\$116,884.26
6,463.11	(23,508.57)
945.75	
3,647.67	
3,618.09	
2,638.76	
285.00	
308.97	

LESS: ACCOUNTS PAYABLE 8/1/7/90

CASH FUNDS AVAILABLE AT 8/1/7/90

\$93,375.69

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1990 BILLS PRESENTED FOR PAYMENT ON
AUGUST 22, 1990

Checks are Dated
July 31, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5077	Midlantic National Bank	1. Salaries-W/H Tax	\$2,786.66
"	"	1. Salaries-Employee S.S.	1,823.58
"	"	4. Employer's Soc. Sec.	<u>1,823.58</u> \$ 6,433.82
5078	Travelers Ins.	1. Salaries	657.00
5079	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	421.00
5080	Midlantic Nat'l Bank	1. Salaries-W/H Tax	3,135.75
"	"	1. Salaries-Employee S.S.	1,945.20
"	"	4. Employer Soc. Sec.	<u>1,945.20</u> 7,026.15
5081	Travelers Ins.	1. Salaries	657.00
5082	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	411.00
5083	State of N.J.-GIT	1. Salaries-SWT	1,698.66
5084	Twp. W.O.-Hospitalization	3. Employee Health Plan	5,918.03
5085	W.O. Library Unemp. a/c	1. Salaries	485.03
5086	W.O. Public Library Empl. Ass'n	1. Salaries	230.00
5087	PERS 20284	1. Salaries	3,918.80
5088	"	1. Salaries	251.97
	P/R 7/6 #9036-9076 (41)	1. Salaries-Net	17,075.75
	" 7/13 #9077-9103 (27)	1. " "	18,729.62
	" 7/20 #9104-9143 (40)	1. " "	16,003.00
<u>Sub-Total</u>			<u>\$ 79,916.83</u>
<u>Add:</u> Checks #5021-5076 Issued at July 25, 1990			60,245.85
<u>Less:</u> Check #5024			(1,237.46)
<u>Total Per Budget Report July 1990</u>			<u>\$138,925.22</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

BILLS
& APPROPRIATIONS
PAYABLE AT
8/17/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	881.59
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	

MATERIALS & SUPPLIES:

BOOKS	10,009.74
PERIODICALS & NEWSPAPERS	94.00
AUDIO/VISUAL MATERIALS	24.08
MICROFORMS	
BINDING	

SUPPLIES-LIBRARY	2,103.85
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PHOTOCOPY COSTS	402.44
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MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	678.20
UTILITIES	4,219.71
BLDG. MAINT & REPAIR	1,563.93
JANITORIAL SUPPLIES	404.98

RENTAL-TORY CORNER

MISC. EXPENSES:

INSURANCE	
TELEPHONE	370.78
POSTAGE	31.02
SEMINARS, WORKSHOPS, TRANSPORT	6.20
PROGRAMS	
AUDIT	
ACCOUNTING SERVICES	1,995.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	447.05

CAPITAL EXPENSES

FURNITURE & FIXTURES
EQUIPMENT
CONVERSION TO BIBLIOGRAPHIC

TOTAL	\$23,508.57
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WEST ORANGE FREE PUBLIC LIBRARY

JULY 1990 BILLS PRESENTED FOR PAYMENT ON
AUGUST 22, 1990

Checks are Dated
August 22, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5089	Midlantic National Bank	1. Salaries-W/H Tax	\$3,107.27	
"	"	1. Salaries-Employee S.S.	1,918.40	
"	"	4. Employer Soc. Sec.	1,918.41	\$ 6,944.08
5090	Travelers	1. Salaries		657.00
5091	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		411.00
5092A	ADP	28. Payroll Services	195.81	
B	"	28. " "	163.59	
C	"	28. " "	10.00	
	"	28. " "	77.65	447.05
5093	A. Aborn Exterminating Co., Inc.	15. Equip.Repair-Svc. Contracts		26.00
5094	A & C Elevator Co., Inc.	15. " " "		135.00
5095A	Acme Rubber Stamp Works	13. Library Supplies	30.25	
B	"	13. " "	10.00	
	"	13. " "	45.75	
C	"	13. " "	26.15	112.15
5096	American Paper Towel Co.	18. Janitorial Supplies	47.40	
	"	18. " "	257.55	304.95
5097	Associated Libraries, Inc.	8. Books		259.29
5098	A T & T	21. Telephone		3.65
5099	Baker & Taylor Co.	8. Books	98.29	
	"	8. " "	78.19	
	"	8. " "	94.03	
	"	8. " "	41.51	312.02
5100	Baker & Taylor	10. A/V Materials		24.08
5101A	Baker & Taylor	8. Books	6,872.79	
B	"	13. Library Supplies	89.50	
	"	8. Books	(376.57)	6,585.72
5102	Bantam/Doubleday/Dell	8. Books		96.00
5103A	Brodart, Inc.	15. Equip.Repair-Svc.Contracts	236.30	
B	"	13. Library Supplies	372.00	608.30
5104	Champion Books	8. Books		285.18
5105	Chilton Book Company	8. Books		99.70
5106	Clarke Air Cond. Service Corp.	17. Bldg. Maint. & Repair	341.00	
	"	17. " " " "	96.00	437.00
5107A	Control Building Services, Inc.	15. Equip.Repair-Svc.Contracts	105.00	
B	"	15. " " " "	105.00	210.00
5108	William F. Cuozzi, Esq.	27. Legal Services		276.00
5109	Curley Publishing, Inc.	8. Books		28.72
5110	C.W. Associates	8. " "	34.00	
	"		200.00	234.00
5111	Data Business Systems, Inc.	13. Library Supplies		362.20
5112	Davidson Titles, Inc.	8. Books		62.06
5113	Delta Dental Plan of N.J., Inc.	3. Employee Health Plan-Dental		881.59
5114	Direct Book Service	8. Books		400.54
5115A	Gale Research, Inc.	8. Books	133.63	
	"	8. " "	92.07	
B	"	8. " "	92.07	
	"	8. " "	283.65	601.42
5116	Harrop Press Printers	13. Library Supplies		62.00
5117	Information Publications	8. Books		75.00
5118	J.R.O. Dwyer Co., Inc.	8. Books		113.50
5119	Kessinger Publishing Co.	8. Books		37.50
5120	LDA Publishers	8. Books		99.80
5121	Main Entry	8. Books		336.49
5122	Manheim, Kosson & Novick	26. Accounting Services		1,995.00
5123	Media Source	8. Books		115.44
5124	National Fuel Co.	17. Bldg. Maint. & Repair	595.50	
	"	17. " " " "	489.00	1,084.50
5125	N.J. Bell	21. Telephone	349.29	
	"	21. " "	17.84	367.13
5126	Page America of New York, Inc.	15. Equip.Repair-Svc.Contracts		24.40

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1990 BILLS PRESENTED FOR PAYMENT ON
AUGUST 22, 1990

Checks are Dated
August 22, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5127	Petty Cash	8. Books	\$ 21.44
	" "	13. Library Supplies	84.37
	" "	22. Postage	31.02
	" "	23. Seminars-Workshops	6.20
5128	Pierian Press	8. Books	\$ 143.03
5129	PSE & G	16. Utilities	98.00
	" " "	16. "	4,185.08
5130	PSI Research /Execards	16. "	34.63
5131	Rossi & Co., Inc.	8. Books	4,219.71
5132	R. R. Bowker	17. Building Maint. & Repairs	18.85
5133	Schneider Hardware	8. Books	42.43
	" "	18. Janitorial Supplies	119.65
	" "	18. "	51.08
5134	Sorbus	15. Equip.Repair-Svc.Contracts	48.95
5135	Ulvicroft Large Paint Books Ltd.	8. Books	100.03
5136	University Microfilms, Int'l	13. Library Supplies	46.50
5137	University Products, Inc.	13. Library Supplies	57.42
5138A	Viking Office Products	13. Library Supplies	57.00
B	" " "	13. Library Supplies	809.94
5139	West Publishing Co.	13. Library Supplies	56.99
5140A	Xerox Corp.	8. Books	16.49
	" "	14. Photocopy Costs	73.48
B	" "	14. " "	41.50
	" "	14. " "	125.13
	" "	14. " "	27.05
5141	H. Young	14. " "	125.13
5142A	New Jersey Office Supply	9. Periodicals & Newspapers	125.13
B	" " " "	13. Library Supplies	402.44
C	" " " "	13. " "	94.00
D	" " " "	13. " "	(18.40)
		13. " "	54.68
		13. " "	30.05
		13. " "	14.88
			81.21
<u>Sub-Total</u>			\$ 31,520.65
Less: Check #5089			
	"	1. Salaries	5,025.67
	5090	4. Employer Soc. Sec.	1,918.41
	5091	1. Salaries	657.00
		1. "	411.00
<u>Total Accounts Payable August 17, 1990</u>			(8,012.08)
			<u>\$ 23,508.57</u>

PAYMENT RECOMMENDED BY:

Lawrence Brown

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY:

Stewart Manheim, CPA

**AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 26, 1990**

- 1. ROLL CALL**
- 2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**
- 3. MINUTES OF PREVIOUS MEETING**
- 4. TREASURER'S REPORT**
 - A. BILLS PRESENTED FOR PAYMENT**
 - B. FINANCIAL STATEMENT**
- 5. CORRESPONDENCE AND GIFTS**
- 6. BOARD REPORTS**
- 7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY
(PLEASE STATE NAME AND ADDRESS)**
- 8. DIRECTOR'S REPORT**
 - A. CIRCULATION AND PROGRAMS**
 - B. BUILDING AND GROUNDS**
 - C. DEPARTMENT REPORTS**
 - D. OTHER**
- 9. OLD BUSINESS**
 - A. MEETING ROOM POLICY - FIRST DRAFT**
 - B. OTHER**
- 10. NEW BUSINESS**
 - A. INTRODUCTION OF BARBARA RAILO**
 - B. DEMONSTRATION OF GAYLORD CIRCULATION SYSTEM**
 - C. 1991 BUDGETS - OPERATING, SALARY AND CAPITAL**
 - D. CZARNECKI RESOLUTION**
 - E. EXECUTIVE SESSION**
 - F. OTHER**
- 11. NEW FRIENDS OF THE LIBRARY**
- 12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)**
- 13. ADJOURNMENT**

MINUTES
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF SEPTEMBER 26, 1990

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

OPEN PUBLIC MEETINGS ACT:

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

MINUTES:

Mrs. Strauss made a motion to accept the Minutes of the Board Meeting of 7/25/90 as presented. Mr. Willies seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Willies made a motion to accept the Bills Presented for Payment for the month of July, 1990. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Willies made a motion to accept the Bills Presented for Payment for the month of August, 1990. Mrs. Strauss seconded the motion and it was carried unanimously.

2) Financial Statement:

Mr. Willies made a motion to receive and file the Financial Statement as presented for the month of July. Mr. Gladstone seconded the motion, and it was passed unanimously.

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

CORRESPONDENCE:

The following items of correspondence were received during August and September:

- 1) A note from Helyn Benjamin thanking the Board for the expressions of sympathy.
- 2) A letter from Anthony E. Lee, Collection Development Librarian, Seton Hall University, for the West Orange Public Library's donation of 156 volumes of ancient Latin authors.
- 3) A thank you letter from the South Orange Chapter of Hadassah to Caren Brown praising Florence Mantell's review of books at their meeting.

GIFTS:

Ms. Brown said that a \$10.00 donation has been received from the House of the Holy Comforter, Michele Sordill donated \$20.00, and the Lions Club donated \$249.85 for purchase of materials for the drug shelves.

BOARD REPORTS:

Ms. Brown mentioned that the sidewalk repairs to include the walkway up the the library's front entrance will be handled by the Public Works Department. The insurance company has been informed of the Township's intention to correct the problem and has been in touch with Leonard Lepore.

DIRECTOR'S REPORT:

Five candidates were interviewed for the position of Assistant Director. Approval of the hiring of Barbara Railo will be discussed at the Executive Session.

The Library is preparing for West Orange Heritage Day, October 7th, and plans are underway for a Halloween celebration with the Main Street Development Committee.

Video circulation has doubled in August since the video fees have been removed.

Ms. Brown introduced Barbara Railo to the Board. Ms. Railo briefly discussed her background as a librarian, and was thanked by Mrs. Levy.

AGENDA CHANGE:

Mrs. Levy asked that the public part of the meeting be adjourned so that an Executive Session of the Board of Trustees could be held to discuss personnel matters.

1991 BUDGET:

Mrs. Levy explained that the personnel portion of the 1991 budget dealing with salaries had been approved at the Executive Session.

Mr. Willies made a motion to accept the Proposed 1991 Capital Budget in the amount of \$165,000. Mr. Gladstone seconded the motion and it was carried unanimously.

Mr. Willies made a motion to accept the Proposed 1991 Budget in the amount of \$1,333,838. Mrs. Strauss seconded the motion and it was passed unanimously.

It was noted that there would be no line item approval until the amount to be received from the Township is determined.

EXECUTIVE SESSION:

Mrs. Levy announced the following decisions had been made at the Executive Session:

1) The Board has determined that no checks will be allowed to be cashed by the staff.

2) In reference to Sarah Rabinowitz' request for hospitalization coverage in regard to her retirement because of disability, the Board moved that the request be denied. The Board Attorney had researched the situation. Mrs. Levy, Mr. Soloway, Mrs. Strauss, and Mr. Willies voted against the motion. Mr. Gladstone abstained.

3) The Board approved the hiring of Barbara Railo as Assistant Director as of 11/1/90.

4) The Board approved the following promotions to be effective January 1, 1990:

Senior Library Assistant: Ada LaPoint and Ernest Salvatoriello
Full-time Clerk Typist: Yvonne Gardner and Amy Wong
Supervising Library Assistant: Sybil Seidler

NEW BUSINESS:

Sandy Schulman from Gaylord Information Systems provided a demonstration of an automation system tailored for the library's circulation system.

Mr. Gladstone made a motion to accept the Resolution to Emma-Lou Czarnecki upon her retirement as presented. Mr. Willies seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mr. Willies made a motion to accept the Meeting Room Policy as presented. Mr. Soloway seconded the motion and it was carried unanimously.

Mr. Soloway made a motion that the fees for the Meeting Room would be \$50.00 for profit groups, and \$25.00 an hour or any part thereof for all groups after 9:00 P. M. Mr. Willies seconded the motion and it was carried unanimously.

The meeting was adjourned at 10.33 P. M.

Respectfully submitted,



Sandra G. Sessing, Secretary

RESOLUTION

WHEREAS, Emma-Lou Czarnecki has been employed by the West Orange Public Library Since September, 1970; and

WHEREAS, Mrs. Czarnecki has worked as Head of the Technical Services Department, Acting Director of the Library, and as a member of the Reference Department; and

WHEREAS, Mrs. Czarnecki has announced her retirement from the West Orange Library, effective October 1, 1990;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Emma-Lou Czarnecki for her twenty years of service to the Library and to the people of West Orange; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends all best wishes for health and happiness in her retirement; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes and the original given to Emma-Lou Czarnecki.

RESOLVED, this 26th day of September, 1990.

ATTEST:

SIGNED:

Caren Brown, Director

Gayle Levy, President, Board of Trustees

DIRECTOR'S REPORT

September 26, 1990

1. During the month of August, I interviewed the five most promising candidates for the position of Assistant Director. I then discussed my choice with the President of the Board and the Personnel Committee and am delighted to inform the Board of the acceptance of our offer by Barbara Railo. Barbara is currently the Head of Technical Services at the Bergenfield Public Library and has had many years of library experience in various kinds of libraries. She will be at our September Board meeting where you will be able to meet her and hopefully give your approval to this appointment.
2. We prepared a sample of shelf list cards to be sent to vendors who do bibliographic conversion of collections. At our September meeting we will have a demonstration of an automated circulation system by Sandy Schulman of the Gaylord Company.
3. Gayle Levy, Anita Strauss, John Willies, Irv Solloway and I met and prepared the first draft of a meeting room policy (enclosed). We will discuss this at our September meeting.
4. I met with the Personnel and Finance Committee in preparation for the presentation to the Board of the 1991 operating and capital budgets. This presentation will be at the September meeting so that after its approval it can be submitted to the Township.
5. We are preparing for West Orange Heritage Day, October 7.
6. We are working with Main Street Development in plans for the Town's Halloween celebration.
7. Work on inventory, weeding and bar coding is continuing.



WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
MONTH OF AUGUST, 1990
LIBRARY BOARD MEETING OF SEPTEMBER 26, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 9/12/90	BUDGET BALANCE 9/12/90
SALARIES & WAGES	\$665,973	\$442,153.54	\$223,819.46
SUNDAY SALARIES	11,250	3,850.17	7,399.83
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	50,664.29	26,935.71
SOCIAL SECURITY	51,230	34,958.51	16,271.49
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	2,461.25	7,638.75
WORKERS COMPENSATION INS	5,500	6,091.00	(591.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	95,616.15	1,383.85
PERIODICALS & NEWSPAPERS	15,000	1,951.35	13,048.65
AUDIO/VISUAL MATERIALS	5,000	2,688.21	2,311.79
MICROFORMS	9,000	2,450.33	6,549.67
BINDING	1,000	265.25	734.75
SUPPLIES-LIBRARY	17,500	12,187.36	5,312.64
PHOTOCOPY COSTS	9,500	4,879.65	4,620.35
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	4,538.77	5,211.23
UTILITIES	44,000	32,822.84	11,177.16
BLDG. MAINT & REPAIR	14,000	10,877.37	3,122.63
JANITORIAL SUPPLIES	4,000	2,794.49	1,205.51
RENTAL-TORY CORNER	540	270.00	270.00
MISC. EXPENSES:			
INSURANCE	14,000	13,036.94	963.06
TELEPHONE	5,500	2,689.40	2,810.60
POSTAGE	3,500	1,359.11	2,140.89
SEMINARS, WORKSHOPS, TRANSPORT	3,250	804.54	2,445.46
PROGRAMS	2,000	6,242.24	(4,242.24)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	12,352.00	6,308.00
LEGAL SERVICES	4,000	2,484.00	1,516.00
PAYROLL SERVICES	2,400	1,773.64	626.36
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	620.57	9,379.43
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$802,957.37	\$424,395.63
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

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

		ADD: DUE FROM TOWN OF W. ORANGE		LESS: ACCTS PAYABLE 9/12/90		BUDGET BALANCES AT 9/12/90
BALANCE 8/1/90	RECEIPTS	NET DISBURSEMENTS	BALANCE 8/31/90	OTHER LIBRARY REVENUE		
(1892.60)		\$102,786.72	(\$103,779.32)	\$52,253.00	(24,178.05)	\$424,395.63

BUDGET FUND

RECEIPTS AND FUNDS

COPY MACH. XEROX
CONTINENTAL COPY PRODUCTS

TOTAL COPY MACHINES

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

\$6,961.50	\$528.50	\$7,490.00
260.59		260.59
\$7,222.09	\$528.50	\$7,750.59
12,215.87	1,728.56	13,944.45
6,656.66	621.30	7,277.96
407.15	48.30	455.45
180.00	20.00	200.00
850.00		850.00
6,534.00	9.52	6,534.00
81.10	30.00	90.62
487.35	27.74	517.35
4,483.25		4,510.99
1,222.00		1,222.00

TOTAL RECEIPTS AND FUNDS

LOST BOOK FUND
BOOK SALES & EXCESS PROPERTY FUND
PETTY CASH & CHANGE FUND
N.J. STATE AID FUND
RENT-SR. CITIZENS
PERS REFUND
ACQUILATED REVENUE FUND
APPROPRIATION REFUND
ACCOUNTS PAYABLE 12/31/89
PERS-EXCHANGE

\$40,339.49	\$3,013.94	\$43,353.43
1,182.69	242.45	1,425.14
1,224.30	149.40	1,373.70
345.00		345.00
0.00		0.00
2,000.00	2,000.00	4,000.00
16,209.16		16,209.16
53,959.76		53,959.76
21.36		21.36
1,650.00		1,650.00
945.14		945.14

TOTAL ALL FUNDS

\$116,884.32	\$5,405.79	\$102,786.72	\$19,503.39
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CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL BANK #734-0598-7
INVESTMENT A/C MIDLANTIC NATL BANK #739-0372-8
CASH MGT A/C-NATL WESTMINSTER #171-000065773
MIDLANTIC NATL BANK #2703001774 FINES, ETC
MIDLANTIC NATL BANK #20730 11617 UNEMP. INS.
MIDLANTIC NATL BANK #735-1699-9 COMMUNITY RELATIONS
PETTY CASH
PETTY CASH CHECKING A/C - MIDLANTIC NATL BANK

\$2,190.25	\$19,503.39
1,490.85	(24,178.05)
1,945.75	
7,025.72	
3,618.09	
2,638.76	
285.00	
308.97	

LESS: ACCOUNTS PAYABLE 9/12/90

\$19,503.39	(24,178.05)
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CASH FUNDS AVAILABLE AT 9/12/90

(\$4,674.66)

West Orange Free Public Library
August, 1990 Bills Presented for Payment on
September 26, 1990

3

Checks are Dated
August 27, 1990

Voucher Number	Payee	Budget Allocation	Amount
5143	Midlantic National Bank	1.Salaries-W/H Tax	\$ 3,128.58
	"	1.Salaries-Employee S.S.	1,924.82
	"	4.Employer's Soc. Sec.	<u>1,924.83</u> \$ 6,978.23
5144	Travelers Ins.	1.Salaries	657.00
5145	W.O. Municipal Emp. FCU	1.Salaries	411.00
5146	State of N.J. - GIT	1.Salaries-NJWT	1,669.64
5147	Twp. W.O.-Hospitalization	3.Employee Health Plan	5,918.03
5148	W.O. Library - Unemp. a/c	1.Salaries	251.42
5149	W.O. Library - Empl. Ass'n	1.Salaries	360.00
5150	PERS 20284	1.Salaries	4,263.45
5151	"	1.Salaries	251.22
	P/R 8/3 #9144-9178 (35)	1.Salaries - Net	16,989.17
	P/R 8/17 #9179-9212 (34)	"	16,725.76
	P/R 8/31 #9213-9245 (33)	"	<u>16,791.15</u>
	Sub-Total		\$ 71,266.07
	Add: Checks #5089-5142 Issued at August 22, 1990		<u>31,520.65</u>
	Total Per Budget Report August, 1990		\$ <u>102,786.72</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit

MANHEIM, KOSSON & NOVICK

By: 

BILLS
& APPROPRIATIONS
PAYABLE AT
9/12/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	881.59
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	

MATERIALS & SUPPLIES:

BOOKS	9,181.47
PERIODICALS & NEWSPAPERS	94.00
AUDIO/VISUAL MATERIALS	102.82
MICROFORMS	2,111.00
BINDING	

SUPPLIES-LIBRARY	1,478.74
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PHOTOCOPY COSTS	125.13
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MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	1,034.05
UTILITIES	4,367.19
BLDG. MAINT & REPAIR	482.87
JANITORIAL SUPPLIES	

RENTAL-TORY CORNER

MISC. EXPENSES:

INSURANCE	2,296.00
TELEPHONE	
POSTAGE	28.66
SEMINARS, WORKSHOPS, TRANSPORT	
PROGRAMS	
AUDIT	
ACCOUNTING SERVICES	1,555.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	163.53

CAPITAL EXPENSES

FURNITURE & FIXTURES
EQUIPMENT
CONVERSION TO BIBLIOGRAPHIC

TOTAL

\$24,178.05

West Orange Free Public Library
August, 1990 Bills Presented for Payment on
September 26, 1990

5

Checks are Dated
September 26, 1990

Voucher Number	Payee	Budget Allocation	Amount	
5152	Midlantic National Bank	1.Salaries-W/H Tax	\$ 3,115.39	
"	"	1.Salaries-Employee S.S.	1,908.94	
"	"	4.Employer Soc. Sec.	1,908.94	\$ 6,933.27
5153	Travelers	1.Salaries		657.00
5154	W.O. Municipal Emp. FCU	1.Salaries		411.00
5155	A & C Elevator	15.Equip.Repair-Svc.Contracts		135.00
5156	Acme Rubber Stamp Works	13.Library Supplies		16.50
5157	A. M. Best Company	8.Books		485.83
5158	Associated Libraries, Inc.	8.Books		159.69
5159	Automatic Data Proc. Inc.	28.Payroll Services		163.53
5160	Baker & Taylor	21.A.V.Materials		45.88
5161	Baker & Taylor	8.Books		424.94
5162	Baker & Taylor	8.Books	5,914.52	
"	"	13.Supplies	75.75	5,990.27
5163	Bantam Press	13.Library Supplies		40.00
5164	Benisch & Company	20. Insurance & Other		2,296.00
5165	Bloomfield Elec. Supply	17.Bldg. Maintenance Repairs		32.37
5166	Bookworld	8.Books		28.80
5167	Brodart, Inc.	13.Library Supplies		448.90
5168	CD One Stop	10.A/V Materials		56.94
5169	City Publishing Co.	8.Books		168.00
5170	Clarke Air Cond.Service Corp.	17.Bldg.Maint. & Repair		360.00
5171	Columbia Univ. Press	8.Books		179.02
5172	William F. Cuozzi, Esq.	27.Legal Services		276.00
5173	C.W. Associates	8.Books		509.00
5174	Robert W. Daum	13.Bldg. Maint. & Repair		90.50
5175	Delta Dental Plan of NJ, Inc.	3.Employee Health Plan-Dental		881.59
5176	E. O. Public Library	13.Library Supplies		130.00
5177	Folger Shakespeare Library	8.Books		28.85
5178	Void			
5179	Gale Research, Inc.	8.Books		426.69
5180	G. K. Hall & Co.	8.Books		147.74
5181	Highsmith Co., Inc.	13.Library Supplies		11.30
5182	Kotler Typewriter Co.	15.Equip.Repair-Svc.Contracts		740.00
5183	Kulacs Engraving Svc.	13.Library Supplies		10.00
5184	Macmillan Publishing Co.	8.Books		167.35
5185	Manheim, Kosson & Novick	26.Accounting Services		1,555.00
5186	New Jersey Office Supply	13.Library Supplies		159.41
5187	Nynex Paging Co.	15.Equip.Repair-Svc.Contracts		48.80
5188	Petty Cash	30.Transfer		200.00
5189	Petty Cash	8.Books	7.45	
"	"	13.Library Supplies	22.70	
"	"	22.Postage	8.66	58.81
5190	Pitney Bowes	15.Equip.Repair-Svc.Contracts		63.75
5191	PSE & G	16.Utilities		4,367.19
5192	Public Educating Institute	8.Books		15.00
5193	R. R. Bowker	8.Books		518.59
5194	Sorbus	15.Equip.Repair-Svc.Contracts		46.50
5195	Star Ledger	13.Library Supplies		91.63
5196	Universal Microfilm Corp.	13.Library Supplies		195.00
5197	University Microfilms Int.	11.Microforms		2,111.00
5198	University Products, Inc.	13.Library Supplies		277.55
5199	Xerox Corporation	14.Photocopy Costs		125.13
5200	H. Young	9.Periodicals & Newspapers		94.00
Sub-Total				32,379.32

West Orange Free Public Library
August, 1990 Bills Presented for Payment on
September 26, 1990

6

Checks are Dated
September 26, 1990

<u>Voucher Number</u>	<u>Payee</u>	<u>Budget Allocation</u>	<u>Amount</u>	
	Less: Check #5152	1.Salaries	5,024.33	
	"	4.Employee Soc.Sec.	1,908.94	
	#5153	1.Salaries	657.00	
	#5154	1.Salaries	411.00	
	#5188	30.Transfers	200.00	(8,201.27)
	Total Accounts Payable September 12, 1990			\$ <u>24,178.05</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

Prepared Without Audit

MANHEIM, KOSSON & NOVICK

By: 

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

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

MINUTES
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF OCTOBER 24, 1990

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

OPEN PUBLIC MEETINGS ACT:

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

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of 9/26/90 as presented. Mr. Gladstone seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

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

2) Financial Statement:

Mr. Willies made a motion to transfer the PERS refund of \$16,000.00, the Rental for the Basement Room of \$8,000.00, the Unexpended balance of \$53,000.00, and the Anticipated Income of \$50,353.00 to the 1990 Budget which along with the Municipal Appropriation of \$1,100,000.00 provides the sources of 1990 income totaling \$1,227,353.00. Mr. Gladstone seconded the motion and it was carried unanimously.

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

CORRESPONDENCE AND GIFTS:

The following items of correspondence were received during the past month:

- 1) A letter from Shirley Itkin informing the Director of her retirement effective 1/1/91.
- 2) A letter from Thomas Ford to the Director announcing his retirement effective 1/1/91.
- 3) A note from Irving Soloway to the Board thanking them for the plant and get well wishes.
- 4) A news release from the West Orange Historical Society thanking the Library and all participants in West Orange Heritage Day.
- 5) A letter from Emma-Lou Czarnecki thanking the staff and the Board for her retirement gift and party.

DIRECTOR'S REPORT:

The staff attended the second program planned and carried out with the Livingston Public Library.

Inventory is continuing and hopefully the first pass will be completed by the end of the year.

Heritage Day was a big success with between 75 and 100 people attending.

The Library was burglarized Sunday evening, October 21. An IBM PC, two printers and a typewriter were taken. All items have been recovered except for the typewriter. The Director will obtain estimates for a security system.

The League of Municipalities will meet on November 13, 14, and 15. The New Jersey Library Association will have a booth. The Director will attend on the 13th.

NEW BUSINESS:

Mrs. Levy pointed out that one of the goals established in December, 1989 for 1990 was the re-examination of the bylaws. Ms. Brown explained that the responsibilities of the committees have been defined, and changes have been made to reflect the changes in the law such as allowing for the expansion of the Board to nine members. Changes also bring the bylaws into line to reflect what the Board has been doing such as provision for one vice president, not a first and second vice president.

Mrs. Levy said that she has spoken to Mr. Soloway and he has requested that since it is not an emergency, the review of the bylaws be tabled until the full Board is ready to discuss it. Mr. Cuozzi added that he had reviewed the bylaws and found them streamlined and very current, reflecting state laws.

Mr. Gladstone made a motion to table the discussion of bylaws until the next Board meeting. Mrs. Strauss seconded the motion and it was carried unanimously.

Mrs. Levy made a motion to adjourn the public portion of the meeting so the Board could go into executive session. Mr. Willies seconded the motion and it was passed unanimously. The public portion of the meeting adjourned at 8:25 P. M.

Respectfully submitted,


Sandra G. Sessing, Secretary

EXECUTIVE SESSION

OCTOBER 24, 1990

When the Director is not in the building, the Assistant Director will be in charge. In the event that both the Director and the Assistant Director are not available, the Reference Librarian with seniority will be in charge of the building.

Ada LaPoint will assume the job responsibilities of Shirley Itkin when Shirley retires December 31, 1990.

Other personnel matters were discussed.

A handwritten signature in dark ink, appearing to read 'Ada LaPoint', followed by a long horizontal line extending to the right.

DIRECTOR'S REPORT

OCTOBER 24, 1990

1. Inventory continues with the hope of completing the first pass by the end of 1990.
2. We have prepared a draft of new bylaws for the Board for discussion at our October meeting.
3. The staff attended the second program planned and carried out with the Livingston Public Library. It was very well received, and we plan to continue this series.
4. Heritage Day was very successful. Between 75 and 100 people attended, many of whom brought photographs which they spoke about and had photographed by a student from W.O. High School. There was a slide presentation by Karen Perry and displays of postcards and old maps by Douglas Alford, Dorothy Suyker, and Keith Robbins. The Star Ledger sent a photographer and reporter and an article appeared in the Ledger on October 11. We hope to make this an annual event, both to increase the Library's holdings on West Orange history, as well as to encourage local residents to develop an interest in West Orange history.
5. We met with Eileen Linehan from West Orange High School to discuss ways in which we could be helpful in their process of automation.



WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
MONTH OF SEPTEMBER, 1990
LIBRARY BOARD MEETING OF OCTOBER 24, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 10/12/90	BUDGET BALANCE 10/12/90
SALARIES & WAGES	\$665,973	\$489,158.09	\$176,814.91
SUNDAY SALARIES	11,250	4,204.93	7,045.07
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	57,104.24	20,495.76
SOCIAL SECURITY	51,230	38,811.75	12,418.25
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	2,461.25	7,638.75
WORKERS COMPENSATION INS	5,500	6,091.00	(591.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	105,144.11	(8,144.11)
PERIODICALS & NEWSPAPERS	15,000	2,088.35	12,911.65
AUDIO/VISUAL MATERIALS	5,000	2,754.15	2,245.85
MICROFORMS	9,000	2,450.33	6,549.67
BINDING	1,000	265.25	734.75
SUPPLIES-LIBRARY	17,500	12,917.17	4,582.83
PHOTOCOPY COSTS	9,500	5,605.65	3,894.35
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	4,982.42	4,767.58
UTILITIES	44,000	36,799.12	7,200.88
BLDG. MAINT & REPAIR	14,000	10,877.37	3,122.63
JANITORIAL SUPPLIES	4,000	2,864.70	1,135.30
RENTAL-TORY CORNER	540	405.00	135.00
MISC. EXPENSES:			
INSURANCE	14,000	13,036.94	963.06
TELEPHONE	5,500	3,076.90	2,423.10
POSTAGE	3,500	1,816.21	1,683.79
SEMINARS, WORKSHOPS, TRANSPORT	3,250	925.79	2,324.21
PROGRAMS	2,000	6,677.24	(4,677.24)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	13,907.00	4,753.00
LEGAL SERVICES	4,000	2,760.00	1,240.00
PAYROLL SERVICES	2,400	1,895.69	504.31
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	620.57	9,379.43
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$879,775.62	\$347,577.38
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

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

				ADD: DUE		LESS:		BUDGET
				FROM TOWN	OF W. ORANGE	ACCTS PAYABLE	BALANCES AT	
					& OTHER LIBRARY REVENUE	10/12/90	10/12/90	
BALANCE	RECEIPTS	NET	BALANCE					
9/1/90	9/1/90		9/30/90					
BUDGET FUND								
(\$103,779.32)				\$100,000.00	\$61,917.39	(\$65,696.71)	\$452,353.00	(\$19,078.91)
								\$347,577.36

RECEIPTS AND FUNDS								

COPY MACH. XEROX								
				\$7,490.00	\$515.00	\$6,005.00		
CONTINENTAL COPY PROD.				260.59		260.59		

TOTAL COPY MACHINES				\$7,750.59	\$515.00	\$6,265.59		
FINES				13,944.45	1,769.12	15,713.57		
PROJECTOR, VIDEO TAPE & OTHER RENT				7,277.96	346.70	7,624.66		
MICROFILMS				455.45	63.50	518.95		
NON-RESIDENT FEE				200.00	40.00	240.00		
MEETING ROOM				850.00	50.00	900.00		
COMMUNITY RELATIONS				6,534.00	668.00	7,202.00		
TELEPHONE				90.62	4.71	95.33		
DONATIONS				517.35	259.65	777.20		
INTEREST				4,510.99	411.31	4,922.30		
MISCELLANEOUS				1,222.00		1,222.00		

TOTAL RECEIPTS AND FUNDS				\$43,353.43	\$4,128.19	\$47,481.62	CASH FUNDS REPRESENTED BY:	
LOST BOOK FUND				1,425.14	97.53	1,522.67	-----	
BOOK SALES & EXCESS PROP. FUND				1,373.70	191.05	1,564.75	CHECKING A/C MID. NATL BANK *734-0598-7	\$2,619.11
PETTY CASH & CHANGE FUND				345.00		345.00	INVEST. A/C MID. NATL BANK *738-0372-8	1,497.73
N.J. STATE AID FUND				0.00		0.00	CASH MGT A/C-NATL WEST. *171-000065773	20,404.02
RENT-SR. CITIZENS				4,000.00		4,000.00	MID. NATL BANK -*27030 0177 4 FINES, ETC	10,465.95
PERS REFUND				16,209.18		16,209.18	MID. NATL BANK -*20730 11617 UNEMP. INS.	3,668.79
ACCUMULATED REVENUE FUND				53,959.76	207.31	53,959.76	MID. NATL BANK -*735-1699-9 COMM. REL.	2,971.76
APPROPRIATION REFUND				21.36		226.67	PETTY CASH	285.00
ACCOUNTS PAYABLE 12/31/89				1,650.00		1,650.00	PETTY CASH CHECKING A/C - MID. NATL BANK	297.72
PERS-EXCHANGE				945.14		945.14		

TOTAL ALL FUNDS				\$19,503.39	\$104,624.06	\$42,210.06	FUNDS ON HAND 9/30/90	\$42,210.06
					\$61,917.39		LESS: ACCOUNTS PAYABLE	(19,078.91)

							CASH FUNDS AVAILABLE AT	\$23,131.17
							10/12/90	

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 24, 1990

Checks are Dated
September 27, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5201	Void		
5202	N.J. Bell	21. Telephone	\$ 380.20
5203	AT & T	21. "	3.65
5204	Midlantic National Bank	1. Salaries-W/H Tax	\$3,214.86
"	" " "	1. Salaries-Employee SS	1,944.31
"	" " "	4. Employers Soc. Sec.	<u>1,944.30</u>
5205	Travelers	1. Salaries	7,103.47
5206	W.O. Municipal Emp. FCUS	1. Salaries	657.00
5207	State of N.J.-GIT	1. Salaries	411.00
5208	Twp. of W.O.	1. Salaries-N.J. W/T	1,123.09
5209	W.O. Library-Unemp. Sav. a/c	3. Hospitalization	5,596.69
5210	W.O. Library Emp. Assoc.	1. Salaries	90.54
	P/R 9/14 #9246-9280 (35)	1. Salaries	120.00
	P/R 9/28 #9281-9313 (33)	1. Salaries - Net	16,757.53
		1. Salaries - Net	16,948.65
	Sub-Total		\$ 49,191.82
	Add: Checks #5152-5200 Issued at September 26, 1990		32,379.32
	Less: Check #5188	29. Transfer	(200.00)
	Add: Petty Cash Checks #1904-1906		211.25
	Community Service Checks #1445-1447		<u>335.00</u>
			546.25
	<u>Total Per Budget Report September 1990</u>		<u>\$ 81,917.39</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: Stuart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH JULY, AUGUST, SEPTEMBER 1990PRESENTED FOR PAYMENT ON OCTOBER 24, 1990

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8/21	1904	S. Rightmeyer	23. Workshops, Seminars	\$ 15.25
8/24	1905	Jean Rapicano	24. Programs	100.00
9/5	1906	Rutgers University	23. Workshops, Seminars	96.00
				<u>\$ 211.25</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

Prepared Without Audit

MANHEIM, KOSSON & NOVICK

By: Stewart Markheim, CPA

BILLS
& APPROPRIATIONS
PAYABLE AT
10/12/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	843.26
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	

MATERIALS & SUPPLIES:

BOOKS	9,527.96
PERIODICALS & NEWSPAPERS	137.00
AUDIO/VISUAL MATERIALS	65.94
MICROFORMS	
BINDING	

SUPPLIES-LIBRARY	729.81
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PHOTOCOPY COSTS	726.00
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MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	443.65
UTILITIES	3,976.28
BLDG. MAINT & REPAIR	
JANITORIAL SUPPLIES	70.21

RENTAL-TORY CORNER	135.00
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MISC. EXPENSES:

INSURANCE	
TELEPHONE	3.65
POSTAGE	457.10
SEMINARS, WORKSHOPS, TRANSPORT	10.00
PROGRAMS	
AUDIT	
ACCOUNTING SERVICES	1,555.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	122.05

CAPITAL EXPENSES

FURNITURE & FIXTURES
EQUIPMENT
CONVERSION TO BIBLIOGRAPHIC

TOTAL

\$19,078.91

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 24, 1990

Checks are Dated
October 24, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5211	N.J. Emp. Security Agency	28. Unemp. Ins.	\$ 661.49	
"	" " " "	29. Transfer	826.99	\$ 1,488.48
5212	PERS 20284	1. Salaries		2,842.34
5213	"	1. "		167.52
5214	Midlantic National Bank	1. Salaries W/H Tax	2,990.56	
"	" " " "	1. Salaries-Employee S.S.	1,846.66	
"	" " " "	4. Employer Soc. Sec.	1,846.66	6,683.88
5215	Travelers Ins.	1. Salaries		657.00
5216	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		411.00
5217	A. Aborn Exterminating	15. Equip. Repair & Svc. Contracts		78.00
5218	A & C Elevator Co., Inc.	15. Equip. Repair & Svc. Contracts		135.00
5219	Associated Libraries, Inc.	8. Books		67.42
5220	A T & T	21. Telephone		3.65
5221A	Automatic Data Processing, Inc.	20. Payroll Services	42.40	
B	" " " "	20. " "	79.65	122.05
5222A	Baker & Taylor	8. Books	60.53	
B	" " " "	8. "	114.99	
C	" " " "	8. "	59.75	
D	" " " "	8. "	7.46	
E	" " " "	8. "	(6.71)	236.02
5223A	Baker & Taylor	10. A/V Materials	20.28	
B	" " " "	10. " "	45.66	65.94
5224A	Baker & Taylor	8. Books	5,743.04	
B	" " " "	13. Library Supplies	97.50	5,840.54
5225A	Brodart, Inc.	13. Library Supplies	9.41	
B	" " " "	13. " "	24.54	
C	" " " "	13. " "	280.55	314.50
5226	Chilton Book Company	8. Books		15.33
5227	Clements Research II, Inc.	8. Books		61.25
5228	William F. Cuozzi, Jr.	27. Legal Services		276.00
5229	Datan Corp.	13. Library Supplies		56.28
5230	Delta Dental Plan of N.J., Inc.	3. Employee Health Plan-Dental		843.26
5231	EBSCO	9. Periodicals-Newspapers		12.00
5232	Encore Books	8. Books		169.20
5233	Essex Co. Children's Libraries	23. Seminars-Workshops		10.00
5234	Facts on File, Inc.	8. Books		490.00
5235	Highsmith Co., Inc.	13. Library Supplies		79.23
4236	Manheim, Kosson & Novick	26. Accounting Services		1,555.00
5237	Marshall Cavendish	8. Books		260.95
5238A	New Jersey Office Supply	13. Library Supplies	76.05	
B	" " " "	13. " "	10.95	87.00
5239	Petty Cash - Safe	8. Books	20.39	
"	" " " "	13. Library Supplies	95.30	
"	" " " "	22. Postage	57.10	172.79
5240	Postmaster	22. Postage		400.00
5241A	PSE & G	16. Utilities	3,941.65	
B	" " " "	16. " "	34.63	3,976.28
5242	Pyrola Pub.	8. Books		15.00
5243	R. R. Bowker	8. Books		698.16
5244A	Schneider Hardware Co.	18. Janitorial Supplies	17.40	
B	" " " "	18. " "	17.46	
C	" " " "	18. " "	24.60	
D	" " " "	18. " "	10.75	70.21
5245	Sorbus	15. Equip. Repair & Svc. Contracts		47.25
5246	Stryker-Post Publications	8. Books		196.20
5247	3M XRP 2052 (No)	15. Equip. Repair & Svc. Contracts		183.40

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 24, 1990

Checks are Dated
October 24, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5248	Transworld Systems, Inc.	8. Books	\$ 1,490.00
5249	West Orange Community House	19. Tory Corner-Rental	135.00
5250	West Publishing Co.	8. Books	65.00
5251	Worrall Publications, Inc.	9. Periodicals & Newspapers	29.00
5252A	Xerox Corporation	14. Photocopy Costs	\$ 242.00
B	" "	14. " "	242.00
C	" "	14. " "	242.00
5253	H. Young	9. Periodicals & Newspapers	96.00
<u>Sub-Total</u>			<u>31,329.13</u>
Less: #5211		28. Unemployment Ins.	661.49
"		29. Transfers	826.99
5212		1. Salaries	2,842.34
5213		1. "	167.52
5214		1. "	4,837.22
"		4. Employer Soc. Sec.	1,846.66
5215		1. Salaries	657.00
5216		1. Salaries	411.00 (12,250.22)
<u>Total Accounts Payable October 12, 1990</u>			<u>\$ 19,078.91</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: *Stewart Manheim, CPA*

**AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 26, 1990**

- 1. ROLL CALL**
- 2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**
- 3. MINUTES OF PREVIOUS MEETING**
- 4. TREASURER'S REPORT**
 - A. BILLS PRESENTED FOR PAYMENT**
 - B. FINANCIAL STATEMENT**
- 5. CORRESPONDENCE AND GIFTS**
- 6. BOARD REPORTS**
- 7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY
(PLEASE STATE NAME AND ADDRESS)**
- 8. DIRECTOR'S REPORT**
 - A. CIRCULATION AND PROGRAMS**
 - B. BUILDING AND GROUNDS**
 - C. DEPARTMENT REPORTS**
 - D. OTHER**
- 9. OLD BUSINESS**
 - A. LIBRARY BYLAWS REVISION - PROPOSED**
- 10. NEW BUSINESS**
 - A. LIBRARY BOARD NUMINATING COMMITTEE**
 - B. SECURITY SYSTEMS**
 - C. OTHER**
- 11. NEW FRIENDS OF THE LIBRARY**
- 12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)**
- 13. EXECUTIVE SESSION**
- 14. ADJOURNMENT**

MINUTES
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF NOVEMBER 26, 1990

The meeting was called to order at 8:03 P. M. by President Gayle Levy. The following members were present constituting a quorum: Rubye Allaway, Herbert Gladstone, Albert Kupferer, Irving Soloway, and Anita Strauss. John Willies was absent. Also present was Board Accountant, Stewart Manheim and Library Director Caren Brown. Board Attorney William Cuozzi was absent.

OPEN PUBLIC MEETINGS ACT:

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

MINUTES:

Mr. Gladstone made a motion to accept the Minutes of the Board Meeting of 10/24/90 as presented. Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

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

2) Financial Statement:

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

CORRESPONDENCE:

Mrs. Levy said that she had received notice that the conference for urban libraries had been cancelled.

BOARD REPORTS:

The Personnel Committee requested that evaluation forms for the Director be mailed out to all Trustees.

Ms. Brown will contact the Department of Public Works about the need for fencing along the library parking lot facing Fairmount House.

DIRECTOR'S REPORT:

The seconded pass on inventory will soon begin.

The Garden Club of the Oranges has adopted the library as one of its projects. They will provide arrangements inside the building and advise and help in the landscaping outside of the library.

Three security companies have been contacted, and two proposals have been received to date. The Building and Grounds Committee will determine what system is preferable for the library and will make recommendations at the next meeting.

Barbara Railo has successfully revised the magazine list.

A solid steel door has replaced the staff entrance door, with dead steel bolts installed in that door and the boiler room door.

There has been an increase in circulation during the past month which may reflect the recent purchase of many new books. Tory Corner has also shown an increase in circulation now that it is open an additional hour each day.

OLD BUSINESS:

Library Bylaws:

Ms. Brown reviewed the draft of the proposed set of bylaws to replace the ones now in use with the Board. Revisions and corrections will be made and copies sent to the Board for final approval at the next meeting.

NEW BUSINESS:

Mrs. Levy asked Mr. Gladstone and Mr. Kupferer to serve on the Nominating Committee. Elections will be held at the December meeting.

NEW FRIENDS:

The Trustees were interested in knowing why there has not been any representative from the Friends attending the Board meetings. The Director explained that previously, one of the Friends would attend to inform the staff of what was happening. Since staff meetings have been held each month, this is no longer necessary. In addition, Ms. Brown noted that starting in January, the library will have a monthly newsletter in which the Friends


will have a column. At present, they are having difficulty in producing a newsletter and this will relieve them of the problem. Barbara Railo will be in charge. It was suggested that the library bulletin board and the local newspapers be used to advertise joining the Friends.

ADJOURNMENT:

Mrs. Levy adjourned the public portion of the meeting to go into executive session at 9:46 P. M.

Respectfully submitted,


Sandra G. Sessing
Secretary


Albert F. Kupferer, Secretary
Board of Trustees

EXECUTIVE SESSION

NOVEMBER 26, 1990

Personnel matters were discussed. The range for the salary of the Assistant Director was amended, and the range for the Director was discussed.

A handwritten signature in cursive script, appearing to read "C. B. [unclear]", located in the upper right quadrant of the page.

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
MONTH OF OCTOBER, 1990
LIBRARY BOARD MEETING OF NOVEMBER, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 11/13/90	BUDGET BALANCE 11/13/90
SALARIES & WAGES	\$665,973	\$539,313.95	\$126,659.05
SUNDAY SALARIES	11,250	5,130.45	6,119.55
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	63,865.53	13,734.47
SOCIAL SECURITY	51,230	42,489.22	8,740.78
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	3,122.74	6,977.26
WORKERS COMPENSATION INS	5,500	6,091.00	(591.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	114,109.02	(17,109.02)
PERIODICALS & NEWSPAPERS	15,000	10,974.56	4,025.44
AUDIO/VISUAL MATERIALS	5,000	2,941.99	2,058.01
MICROFORMS	9,000	4,983.50	4,016.50
BINDING	1,000	265.25	734.75
SUPPLIES-LIBRARY	17,500	14,761.03	2,738.97
PHOTOCOPY COSTS	9,500	6,640.65	2,859.35
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	5,448.47	4,301.53
UTILITIES	44,000	36,833.75	7,166.25
BLDG. MAINT & REPAIR	14,000	11,291.57	2,708.43
JANITORIAL SUPPLIES	4,000	2,864.70	1,135.30
RENTAL-TORY CORNER	540	540.00	0.00
MISC. EXPENSES:			
INSURANCE	14,000	13,036.94	963.06
TELEPHONE	5,500	3,454.56	2,045.44
POSTAGE	3,500	1,856.60	1,643.40
SEMINARS, WORKSHOPS, TRANSPORT	3,250	953.29	2,296.71
PROGRAMS	2,000	6,685.23	(4,685.23)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	15,462.00	3,198.00
LEGAL SERVICES	4,000	3,036.00	964.00
PAYROLL SERVICES	2,400	2,130.80	269.20
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	620.57	9,379.43
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$968,977.77	\$258,375.23
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

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

	BALANCE 10/1/90	RECEIPTS	NET DISBURSEMENTS	BALANCE 10/31/90	ADD: DUE FROM TOWN OF W. ORANGE & OTHER LIBRARY REVENUE	LESS: ACCTS PAYABLE 11/13/90	BUDGET BALANCES AT 11/13/90
BUDGET FUND	(\$85,696.71)	\$325,000.00	\$80,791.29	\$285,865.00	\$0.00	(\$27,489.77)	\$258,375.23
		A 8,000.00					
		B 16,000.00					
		C 53,000.00					
		D 50,353.00					
RECEIPTS AND FUNDS							
COPY MACH. XEROX	\$8,005.00	\$582.29		\$8,587.29	A TRANSFERRED TO BUDGET FUND FROM RENT-SENIOR CITIZENS		
CONTINENTAL COPY PROD.	260.59	287.69		548.28	PER RESOLUTION 10/24/90		
TOTAL COPY MACHINES	\$8,265.59	\$869.98		\$9,135.57	B TRANSFERRED TO BUDGET FUND FROM PERS REFUND		
FINES	15,713.57	1,831.66		17,545.23	C TRANSFERRED TO BUDGET FUND FROM ACCUM. REVENUE FUND		
PROJECTOR, VIDEO TAPE & OTHER RENT	7,624.68	309.00		7,933.68	PER RESOLUTION 10/24/90		
MICROFILMS	518.95	73.50		592.45	D TRANSFERRED TO BUDGET FUND FROM ANTICIPATED INCOME		
NON-RESIDENT FEE	240.00	20.00		260.00	PER RESOLUTION 10/24/90		
MEETING ROOM	900.00	150.00		1,050.00			
COMMUNITY RELATIONS	7,202.00			7,202.00			
TELEPHONE	95.33	5.13		100.46			
DONATIONS	777.20			777.20			
INTEREST	4,922.30	1,621.94		6,544.24			
MISCELLANEOUS	1,222.00			1,222.00			
TOTAL RECEIPTS AND FUNDS	\$47,481.62	\$4,681.21	\$50,353.00	\$2,009.83	CHECKING A/C MID. NATL BANK #734-0598-7		\$1,000.83
LOST BOOK FUND	1,522.67	170.24		1,692.91	INVEST. A/C MID. NATL BANK #738-0372-8		1,504.86
BOOK SALES & EXCESS PROP. FUND	1,564.75	170.80		1,735.55	CASH MGT A/C-NATL WEST. #171-000065773		311,709.52
PETTY CASH & CHANGE FUND	345.00			345.00	MID. NATL BANK -#27030 0177 4 FINES, ETC		13,778.57
N.J. STATE AID FUND	0.00	44,403.00		44,403.00	MID. NATL BANK -#20730 11617 UNEMP. INS.		4,495.78
RENT-SR. CITIZENS	4,000.00			(4,000.00)	MID. NATL BANK -#735-1699-9 COMM. REL.		2,971.76
PERS. REFUND	16,209.18			209.18	PETTY CASH		285.00
ACCUMULATED REVENUE FUND	53,959.76			959.76	PETTY CASH CHECKING A/C - MID. NATL BANK		297.72
APPROPRIATION REFUND	228.67			228.67			
ACCOUNTS PAYABLE 12/31/89	1,650.00			1,650.00	FUNDS ON HAND 10/31/90		\$336,044.04
PERS-EXCHANGE	945.14			945.14	LESS: ACCOUNTS PAYABLE 11/13/90		(27,489.77)
TOTAL ALL FUNDS	\$42,210.08	\$501,978.25		\$208,144.29	CASH FUNDS AVAILABLE AT 11/13/90		\$308,554.27

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1990 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 26, 1990Checks are Dated
October 25, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5254	N.J. Bell	21. Telephone	\$ 374.01
5255	Midlantic National Bank	1. Savings-W/H Tax	\$2,972.87
"	"	1. Salaries-Employee S.S.	1,830.80
"	"	4. Employer's Soc. Sec.	<u>1,830.81</u>
5256	Travelers Insurance	1. Salaries	657.00
5257	W.O. Municipal Emp. FCU	1. Salaries	411.00
5258	State of N.J.-GIT	1. Salaries-N.J. W/T	1,055.69
5259	VOID		
5260	Twp. of W.O.-Hospitalization	3. Employee Health Plan	5,918.03
5261	PERS 20284	1. Salaries	2,684.54
5262	"	1. Salaries	148.82
5263	W.O. Library Unemp. a/c	1. Salaries	87.35
5264	W.O. Public Library Empl. Ass'n.	1. Salaries	230.00
	P/R 10/12 #9314-9350 (37)	1. Salaries - Net	16,124.22
	P/R 10/26 #9351-9388 (38)	1. Salaries - Net	15,964.01
	Sub-Total		<u>\$ 50,289.15</u>
	Add: Checks #5211-5253 Issued at October 24, 1990		31,329.13
	Less: Check #5211	30. Transfer	(826.99)
	Total Per Budget Report October 1990		<u>\$ 80,791.29</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

BY: Stewart Manheim, CPA

BILLS
& APPROPRIATIONS
PAYABLE AT
11/13/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	843.26
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	

MATERIALS & SUPPLIES:

BOOKS	8,964.91
PERIODICALS & NEWSPAPERS	8,886.21
AUDIO/VISUAL MATERIALS	187.84
MICROFORMS	2,533.17
BINDING	

SUPPLIES-LIBRARY	1,843.86
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PHOTOCOPY COSTS	1,035.00
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MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	466.05
UTILITIES	34.63
BLDG. MAINT & REPAIR	414.20
JANITORIAL SUPPLIES	

RENTAL-TORY CORNER	135.00
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MISC. EXPENSES:

INSURANCE	
TELEPHONE	3.65
POSTAGE	40.39
SEMINARS, WORKSHOPS, TRANSPORT	27.50
PROGRAMS	7.99
AUDIT	
ACCOUNTING SERVICES	1,555.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	235.11

CAPITAL EXPENSES

FURNITURE & FIXTURES
EQUIPMENT
CONVERSION TO BIBLIOGRAPHIC

TOTAL

\$27,489.77

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1990 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 26, 1990

Checks are Dated
November 26, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5265	Midlantic National Bank	1. Salaries-W/H Tax	\$2,954.85	
"	" " "	1. Salaries-Employee S.S.	1,811.50	
"	" " "	4. Employer Soc. Sec.	1,811.53	\$ 6,577.88
5266	W.O. Municipal Empl. FCU	1. Salaries-Empl. Sav.		411.00
5267	Travelers Ins. Co.	1. Salaries		657.00
5268	Barbara Railo	1. Salaries-Net		750.00
5269	Abingdon Press	8. Books		23.24
5270	A & C Elevator Co., Inc.	15. Equip. Repair & Service		135.00
5271	A.M. Best Co.	8. Books		485.69
5272	Associated Libraries, Inc.	8. Books		69.51
5273	AT & T	21. Telephone		3.65
5274	Athena Productions	10. A/V Materials		174.90
5275A	Automotic Data Processing	28. P/R Services	79.83	
B	" " "	28. " "	77.81	
C	" " "	28. " "	77.47	235.11
5276	Baker & Taylor	10. A/V Materials		12.94
5277A	Baker & Taylor	8. Books	7.69	
B	" " "	8. "	188.74	
C	" " "	8. "	126.35	
D	" " "	8. "	198.33	
E	" " "	8. "	84.73	
F	" " "	8. "	37.13	
G	" " "	8. "	62.43	
H	" " "	8. "	(79.95)	625.45
5278	Baker & Taylor	8. Books	4,979.05	
"	" " "	8. "	(144.47)	
"	" " "	13. Library Supplies	71.50	4,906.08
5279	Bell Atlantic	15. Equip. Repair & Service		47.25
5280A	Brodart, Inc.	13. Library Supplies	379.22	
B	" " "	13. " "	700.00	1,079.22
5281	Clarke Air-Conditioning Service Corp.	17. Building Maint & Repair		280.00
5282	Commerce Clearing House	8. Books	24.60	
"	" " "	8. "	22.25	46.85
5283	Congressional Quarterly	8. Books		14.95
5284	Control Building Services	15. Equip. Repair & Service		105.00
5285	Corfacts, Inc.	8. Books		209.00
5286	William F. Cuozzi, Jr. Esq.	24. Legal Services		276.00
5287	C.W. Associates	8. Books		30.00
5288	Delta Dental Plan of N.J., Inc.	3. Employee Health Plan-Dental		843.26
5289	DEMCO	13. Library Supplies		74.16
5290	EBSCO Subscription Services	9. Periodicals-Newspapers (18.00)	
"	" " "	9. " "	(43.00)	
"	" " "	9. " "	48.00	
"	" " "	9. " "	8,794.26	8,781.26
5291	Gale Research, Inc.	8. Books	92.07	
"	" " "	8. "	92.07	
"	" " "	8. "	246.45	
"	" " "	8. "	218.55	649.14
5292	Gann Law Books	8. Books		43.70
5293	G.K. Hall & Co.	8. Books		90.87
5294	Harrop Press	13. Library Supplies		188.00
5295	Int'l Communications Industries Assoc.	8. Books		50.00
5296	Jewish Publications Society	8. Books		25.10
5297	Kotlen Typewriter Co., Inc.	15. Equip. Repair & Service		130.00
5298	Life Skills Education	9. Periodicals & Newspapers		8.95
5299	MacMillan Publishing Co.	8. Books		138.26
5300	Manheim, Kosson & Novick	26. Accounting Services		1,555.00
5301	Metropolitan Plant Exchange	24. Programs		7.99
5302	National Fuel Oil, Inc.	17. Building Maint. & Repair		9.50
5303	National Register Publishing Co.	8. Books	159.25	
"	" " "	8. "	631.05	790.30
5304	New Jersey Office Supply	13. Library Supplies		66.57
5305	Norman Lathrop Enterprises	8. Books		26.50
5306	NYNEX	15. Equip. Repair & Service		24.40
5307	Pageamerica	15. Equip. Repair & Service		24.40
5308	Petty Cash Checking Account	30. Transfer		200.00

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1990 BILLS PRESENTED FOR PAYMENT ON
NOVEMBER 26, 1990

Checks are Dated
November 26, 1990

VOUCHER NUMBER	Payee	Budget Allocation	Amount	
5309	Petty Cash	8. Books	\$ 13.85	
	" "	13. Library Supplies	24.69	
	" "	22. Postage	40.39	
	" "	23. Seminars, Workshops	27.50	\$ 106.43
5310	PSE & G	16. Utilities		34.63
5311	Public Affairs, Information Service	8. Books		295.00
5312	R. R. Bowker	8. Books		239.55
5313	Rutgers University	8. Books		20.00
5314	St. Marten's Press, Inc.	8. Books		54.10
5315	Thorndike Press	8. Books		189.27
5316	3M XRP 2052 (No)	13. Library Supplies		239.32
5317	University Microfilms, Int'l	11. Microfilms		2,533.17
5318	West Orange Community House	19. Tory Corner Rental		135.00
5319	Wolsten, Inc.	13. Library Supplies	81.40	
	" "	13. " "	19.00	100.40
5320	Van Bourgundien Bros.	17. Building Maint. & Repairs		124.70
5321	Xerox Corp.	14. Photocopy Costs	612.00	
	" "	14. " "	423.00	1,035.00
5322	H. Young	9. Periodicals & Newspapers		96.00
	Sub-Total			\$ 36,085.65
	Less: Check #5265	1. Salaries	4,766.35	
	"	4. Employer Soc. Sec.	1,811.53	
	5266	1. Salaries	411.00	
	5267	1. Salaries	657.00	
	5268	1. Salaries	750.00	
	5308	30. Transfer	200.00	(8,595.88)

Total Accounts Payable November 13, 1990

\$ 27,489.77

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

**AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 19, 1990**

- 1. ROLL CALL**
- 2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**
- 3. MINUTES OF PREVIOUS MEETING**
- 4. TREASURER'S REPORT**
 - A. BILLS PRESENTED FOR PAYMENT**
 - B. FINANCIAL STATEMENT**
- 5. CORRESPONDENCE AND GIFTS**
- 6. BOARD REPORTS**
- 7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY
(PLEASE STATE NAME AND ADDRESS)**
- 8. DIRECTOR'S REPORT**
 - A. CIRCULATION AND PROGRAMS**
 - B. BUILDING AND GROUNDS**
 - C. DEPARTMENT REPORTS**
 - D. OTHER**
- 9. OLD BUSINESS**
 - A. LIBRARY BYLAWS REVISION - PROPOSED**
 - B. LIBRARY SECURITY SYSTEM**
- 10. NEW BUSINESS**
 - A. LIBRARY BOARD NOMINATING COMMITTEE**
 - B. BOARD OFFICERS ELECTION**
 - C. BIBLIOGRAPHIC CONVERSION MONEY TO BE HELD IN ESCROW**
 - D. 1991 HOLIDAY CLOSINGS**
 - E. RESOLUTIONS**
 - F. OTHER**
- 11. NEW FRIENDS OF THE LIBRARY**
- 12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)**
- 13. EXECUTIVE SESSION**
- 14. ADJOURNMENT**

MINUTES
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF DECEMBER 19, 1990

The meeting was called to order at 7:35 P. M. by President Gayle Levy. The following members were present constituting a quorum: Albert Kupferer, Irving Soloway, Anita Strauss, and John Willies. Ruby Allaway and Herbert Gladstone were absent. Also present was Board Accountant, Stewart Manheim, Board Attorney William Cuozzi, and Library Director Caren Brown.

OPEN PUBLIC MEETINGS ACT:

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

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of 11/26/90 with the sentence under Director's Report, first paragraph to read: "The second pass on inventory will soon begin." Mrs. Strauss seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

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

2) Financial Statement:

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

CORRESPONDENCE:

A letter dated November 29, 1990 was sent to the Director by Florence Mantell announcing her retirement effective 12/31/90.

A holiday card to the Board of Trustees expressing holiday greetings was sent by Manheim, Kosson and Novick.

BOARD REPORTS:

Mr. Soloway, as head of the Security Systems Committee reported that he has not received any details or specifications from the three security companies that he had contacted. Hopefully, information will be available by the next meeting.

DIRECTOR'S REPORT:

The West Orange Public Library Employees' Association has new officers as of 12/18/90. They are: President-Jackie Lepore, Vice President-Helen Benjamin, Secretary-Maria Lanfrank, Treasurer, Sally Giorgio.

Ms. Brown met with the Mayor to request immediate commitment of funding for the Gaylord Circulation System. If a commitment can be made by January 31, 1991, the Library would avoid paying an additional increase of at least \$25,000.

Mr. Cuozzi will contact other libraries who have purchased such specialized systems without going out for bid for verification of the procedure.

The Fire Department will feature a fire prevention poster contest. The Concerned Citizens of West Orange will provide information and displays for Black History month. A reception will be held on February 10.

OLD BUSINESS:

Mr. Willies made a motion to accept the Board of Trustees Bylaws as amended. Mrs. Strauss seconded the motion and it was carried unanimously.

NEW BUSINESS:

Mr. Kupferer, representing the Nominating Committee presented the following slate of officers for 1991: Secretary-John Willies, Treasurer-Anita Strauss, Vice President-Irving Soloway, President-Albert Kupferer.

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

Ms. Brown thanked Gayle Levy for a year that had some rough spots, but was successfully worked out. As President, Gayle Levy contributed time and kindness and helped the Director grow.

Mr. Willies made a motion that \$48,000 be transferred into the cash management account and left there in reserve for bibliographic conversion. Mrs. Strauss seconded the motion and it was passed unanimously.

Mr. Kupferer made a motion to accept the list of holiday closings for 1991 as presented by the Director. Mrs. Strauss seconded the motion and it was carried unanimously.


Ms. Brown read resolutions to honor Tze-Nan Chow, Thomas Ford, Shirley Itkin and Florence Mantell upon their retirement at the end of the year.

Mr. Soloway made a motion to accept the resolutions as presented. Mr. Willies seconded the motion, and it was passed unanimously.

Mrs. Levy adjourned the public portion of the meeting to go into executive session at 8:35 P. M.

Respectfully submitted,


Sandra G. Sessing
Secretary


Albert F. Kupferer, Secretary
Board of Trustees

RESOLUTION

WHEREAS, Tso - Nan Chow has been employed by the West Orange Public Library Since August, 1965; and

WHEREAS, Mr. Chow has worked as Senior Librarian in the Technical Services Department and was responsible for the cataloging of the Library's new books; and

WHEREAS, Mr. Chow has announced his retirement from the West Orange Library, effective December 31, 1990;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Tso - Nan Chow for his twenty five years of service to the Library and to the people of West Orange; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends all best wishes for health and happiness in his retirement; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes and the original given to Tso - Nan Chow.

RESOLVED, this 19th day of December, 1990.

ATTEST:

SIGNED:

Caren Brown, Director

Gayle Levy, President, Board of Trustees

RESOLUTION

WHEREAS, Florence Mantell has been employed by the West Orange Public Library since August, 1970; and

WHEREAS, Mrs. Mantell has worked in the Circulation Department and has been a leader of the Library's Book Discussion Group; and

WHEREAS, Mrs. Mantell has been the Library's Book Discussion Group leader working with various nursing homes and the J.C.C., and

WHEREAS, Mrs. Mantell has announced her retirement effective December 31, 1990;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Florence Mantell for her twenty years of service to the Library and to the people of West Orange; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends all best wishes for health and happiness in her retirement; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes and the original given to Florence Mantell.

RESOLVED, this 19th day of December, 1990.

ATTEST:

SIGNED:

Caren Brown, Director

Gayle Levy, President, Board of Trustees

RESOLUTION

WHEREAS, Shirley Itkin has been employed by the West Orange Public Library Since January, 1970; and

WHEREAS, Mrs. Itkin has worked for the Circulation Department, the Reference Department and as the Purchasing Control Clerk for the Library; and

WHEREAS, Mrs. Itkin has announced her retirement from the West Orange Library, effective December 31, 1990;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Shirley Itkin for her twenty years of service to the Library and to the people of West Orange; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends all best wishes for health and happiness in her retirement; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes and the original given to Shirley Itkin.

RESOLVED, this 19th day of December, 1990.

ATTEST:

SIGNED:

Caren Brown, Director

Gayle Levy, President, Board of Trustees

RESOLUTION

WHEREAS, Thomas Ford has been employed by the West Orange Public Library since October, 1966; and

WHEREAS, Mr. Ford has worked in the Periodical Department, supervising the storage and retrieval of the Library's magazines; and

WHEREAS, Mr. Ford has announced his retirement from the West Orange Library, effective December 31, 1990;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Orange Public Library thanks Thomas Ford for his twenty five years of service to the Library and to the people of West Orange; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends all best wishes for health and happiness in his retirement; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes and the original given to Thomas Ford.

RESOLVED, this 19th day of December, 1990.

ATTEST:

SIGNED:

Caren Brown, Director

Gayle Levy, President, Board of Trustees

EXECUTIVE SESSION

DECEMBER 19, 1990

At the executive session of the meeting, personnel matters were discussed.

A handwritten signature in cursive script, appearing to read "Laurie Brown", followed by a horizontal line.

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
MONTH OF NOVEMBER, 1990
LIBRARY BOARD MEETING OF DECEMBER 19, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 12/7/90	BUDGET BALANCE 12/7/90
SALARIES & WAGES	\$665,973	\$588,827.79	\$77,145.21
SUNDAY SALARIES	11,250	5,931.33	5,318.67
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	70,626.82	6,973.18
SOCIAL SECURITY	51,230	46,297.40	4,932.60
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	3,122.74	6,977.26
WORKERS COMPENSATION INS	5,500	5,616.00	(116.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	122,357.27	(25,357.27)
PERIODICALS & NEWSPAPERS	15,000	11,131.60	3,868.40
AUDIO/VISUAL MATERIALS	5,000	3,016.21	1,983.79
MICROFORMS	9,000	4,983.50	4,016.50
BINDING	1,000	265.25	734.75
SUPPLIES-LIBRARY	17,500	15,127.24	2,372.76
PHOTOCOPY COSTS	9,500	6,640.65	2,859.35
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	5,853.12	3,896.88
UTILITIES	44,000	39,346.43	4,653.57
BLDG. MAINT & REPAIR	14,000	11,549.07	2,450.93
JANITORIAL SUPPLIES	4,000	3,274.95	725.05
RENTAL-TORY CORNER	540	540.00	0.00
MISC. EXPENSES:			
INSURANCE	14,000	15,332.94	(1,332.94)
TELEPHONE	5,500	3,822.66	1,677.34
POSTAGE	3,500	2,274.22	1,225.78
SEMINARS, WORKSHOPS, TRANSPORT	3,250	1,395.18	1,854.82
PROGRAMS	2,000	6,685.23	(4,685.23)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	17,017.00	1,643.00
LEGAL SERVICES	4,000	3,312.00	688.00
PAYROLL SERVICES	2,400	2,130.80	269.20
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	620.57	9,379.43
EQUIPMENT	21,400	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	0.00	48,000.00
TOTAL	\$1,227,353	\$1,047,172.37	\$180,180.63
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

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

	BALANCE 11/1/90	RECEIPTS	NET DISBURSEMENTS	BALANCE 11/30/90	LESS: ACCTS PAYABLE 12/7/90	BUDGET BALANCES AT 12/7/90
BUDGET FUND	\$285,865.00		\$88,048.80	\$197,816.20	(\$17,635.57)	\$180,180.63
RECEIPTS AND FUNDS						
COPY MACH. XEROX		\$726.50		\$726.50		
CONTINENTAL COPY PROD.				0.00		
TOTAL COPY MACHINES	\$0.00	\$726.50		\$726.50		
FINES	2,009.85	2,102.65		4,112.48		
PROJECTOR, VIDEO TAPE & OTHER RENT		254.40		254.40		
MICROFILMS				0.00		
NON-RESIDENT FEE		20.00		20.00		
MEETING ROOM		50.00		50.00		
COMMUNITY RELATIONS				0.00		
TELEPHONE		6.74		6.74		
DONATIONS				0.00		
INTEREST		1,875.56		1,875.56		
MISCELLANEOUS				0.00		
TOTAL RECEIPTS AND FUNDS	\$2,009.85	\$5,037.85		\$7,047.68		
LOST BOOK FUND	1,692.91	107.55		1,800.46		\$2,752.03
BOOK SALES & EXCESS PROP. FUND	1,735.55	169.15		1,904.70		1,511.68
PETTY CASH & CHANGE FUND	345.00			345.00		227,578.26
N.J. STATE AID FUND	44,403.00			44,403.00		17,217.56
RENT-SR. CITIZENS	(4,000.00)	4,000.00		0.00		4,495.78
PERS REFUND	209.18			209.18		2,971.76
ACCUMULATED REVENUE FUND	959.76			959.76		285.00
APPROPRIATION REFUND	228.67			228.67		497.72
ACCOUNTS PAYABLE 12/31/89	1,650.00			1,650.00		
PERS-EXCHANGE	945.14			945.14		
TOTAL ALL FUNDS	\$336,044.04	\$9,314.55	\$88,048.80	\$257,309.79		\$257,309.79
						(17,635.57)
						\$239,674.22
CASH FUNDS REPRESENTED BY:						
CHECKING A/C MID. NATL BANK #734-0598-7						
INVEST. A/C MID. NATL BANK #738-0372-8						
CASH MGT A/C-NATL WEST. #171-000065773						
MID. NATL BANK -#27030 0177 4 FINES, ETC						
MID. NATL BANK -#20730 11617 UNEMP. INS.						
MID. NATL BANK -#735-1699-9 COMM. REL.						
PETTY CASH						
PETTY CASH CHECKING A/C - MID. NATL BANK						
FUNDS ON HAND 11/30/90						\$257,309.79
LESS: ACCOUNTS PAYABLE						(17,635.57)
CASH FUNDS AVAILABLE AT 12/7/90						\$239,674.22

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1990

Checks are Dated
November 27, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5323	State of N.J.-GIT	1. Salaries-NJ W/T	\$ 1,096.21
5324	Twp. of W.O. Hospitalization	3. Hospitalization	5,918.03
5325	PERS 20284	1. Salaries	148.82
5326	" "	1. Salaries	2,684.54
5327	W.O. Library-Unemp. a/c	1. Salaries	97.33
5328	W.O. Public Library Empl. Ass'n.	1. Salaries	230.00
5329	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$3,196.60
"	Midlantic Nat'l Bank	1. Salaries-Employee Soc.Sec.	1,996.66
"	Midlantic Nat'l Bank	4. Employer Soc. Sec.	<u>1,996.65</u>
5330	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	7,189.91
5331	Travelers Ins.	1. Salaries	411.00
5332	PERS	1. Salaries	657.00
5333	PERS	1. Salaries	41.66
5334	Information Products	15. Equip. Repair & Svc.	493.00
5335	NJ Bell	21. Telephone	150.00
	P/R 11/9 - #9389-9430 (42)	1. Salaries - Net	368.10
	P/R 11/23-#9431-9471 (41)	1. " - "	15,754.66
			<u>16,922.89</u>
Sub-Total			\$ 52,163.15
Add: Checks #5265-5322 Issued at November 26, 1990			<u>36,085.65</u>
Less: Check #5308			88,248.80
30. Transfer			(200.00)
Total Per Budget Report November 1990			<u>88,048.80</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, Cft

W.O FREE PUBLIC LIBRARY
MEETING DECEMBER 19, 1990

BILLS
& APPROPRIATIONS
PAYABLE AT
12/7/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	843.26
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	
WORKERS COMPENSATION INS	(475.00)

MATERIALS & SUPPLIES:

BOOKS	8,248.25
PERIODICALS & NEWSPAPERS	157.04
AUDIO/VISUAL MATERIALS	74.22
MICROFORMS	
BINDING	

SUPPLIES-LIBRARY	366.21
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PHOTOCOPY COSTS

MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	254.65
UTILITIES	2,512.68
BLDG. MAINT & REPAIR	257.50
JANITORIAL SUPPLIES	410.25

RENTAL-TORY CORNER

MISC. EXPENSES:

INSURANCE	2,296.00
TELEPHONE	
POSTAGE	417.62
SEMINARS, WORKSHOPS, TRANSPORT	441.89
PROGRAMS	
AUDIT	
ACCOUNTING SERVICES	1,555.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	

CAPITAL EXPENSES

FURNITURE & FIXTURES
EQUIPMENT
CONVERSION TO BIBLIOGRAPHIC

TOTAL	\$17,635.57
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WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1990

Checks are Dated
December 19, 1990

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5336	Midlantic Nat'l Bank	1. Salaries-W/H Tax	\$3,154.06
"	" " " "	1. Salaries-Employee Soc. Sec.	1,947.73
"	" " " "	4. Employer Soc. Sec.	1,947.73
5337	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	\$ 7,049.52
5338	Travelers Ins.	1. Salaries	411.00
5339	A. Aborn Exterminating	15. Equip. Repair & Svc.	657.00
5340	A & C Elevator Co., Inc.	15. Equip. Repair & Svc.	24.00
5341	American Library Assoc.	8. Books	135.00
5342A	American Paper Towel Co.	18. Janitorial Supplies	89.51
B	" " " "	18. " "	(31.60)
5343A	Associated Libraries, Inc.	8. Books	323.30
B	" " " "	8. " "	19.45
5344A	Baker & Taylor Co.	8. Books	14.22
B	" " " "	8. " "	3,210.71
5345	Baker & Taylor Co.	13. Library Supplies	(406.18)
"	" " " "	8. Books	43.00
"	" " " "	8. " "	113.28
"	" " " "	8. " "	88.29
5346	Baker & Taylor	8. " "	270.68
5347A	Benisch & Co.	10. A/V Materials	472.25
B	" " " "	7. Workmens' Comp. Ins.	16.21
5348	Burrell's	20. Insurance-Other	(475.00)
5349	CD One Stop	8. Books	2,296.00
5350	College Board Publications	14. A/V Materials	1,821.00
5351	Commerce Clearing House	8. Books	83.75
5352	Congressional Quarterly	8. Books	43.72
5353	Corfacts, Inc.	8. Books	92.60
5354	Cronen Publications	8. Books	27.25
5355	William F. Cuoizzi Jr., Esq.	8. Books	329.00
5356	C.W. Associates	8. Books	80.00
5357	Delta Dental Plan of N.J.	8. Books	194.70
5358	DEMCO	27. Legal Services	276.00
53.59	Essex Co. Library Directors	8. Books	22.05
5360	Essex Locksmiths	13. Library Supplies	843.26
5361	Facts on File, Inc.	8. Books	31.24
5362	Gale Research, Inc.	17. Bldg. Maint. & Repair	500.00
5363	Halstrom Map Co., Inc.	8. Books	257.50
5364	H.W. Wilson Company	8. Books	490.00
5365	Information Plus	8. Books	92.07
5366	Manheim, Kosson & Novick	9. Magazines-Periodicals	60.44
5367	Marquis Who's Who	8. Books	1,766.00
"	" " " "	26. Accounting Services	41.69
"	" " " "	8. Books	1,555.00
"	" " " "	8. " "	309.00
5368	National Register Publish. Co.	8. Books	307.00
5369	New Jersey Office Supply	8. Books	616.00
5370	Page America	13. Library Supplies	135.00
5371	Petty Cash	15. Equip. Repair & Svc.	55.54
"	" " " "	8. Books	24.40
"	" " " "	10. A/V Materials	43.94
"	" " " "	13. Library Supplies	14.29
"	" " " "	22. Postage	32.68
"	" " " "	24. Programs	17.62
5372	Pitney Bowes	15. Equip. Repair & Svc.	7.50
5373	Postmaster	22. Postage	116.03
5374	Prescription Center	13. Library Supplies	63.75
"	" " " "	13. " "	400.00
5375A	PSE & G	16. Utilities	19.95
B	" " " "	16. " "	19.95
5376	R.R. Bowker	8. Books	2,478.05
"	" " " "	8. " "	34.63
5377	Ruth Rockwood Memorial Lib.	23. Seminars & Workshops	109.73
			219.46
			441.89

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
DECEMBER 19, 1990

Checks are Dated
December 19, 1990

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5378	Schneider Hardware Co.	18. Janitorial Supplies	\$ 23.35	
	" " "	18. " "	27.54	
	" " "	18. " "	13.46	
	" " "	18. " "	23.40	
	" " "	18. " "	30.80	\$ 118.55
5379	Silver Burdett Press, Inc.	8. Books		49.28
5380A	Viking Office Products	13. Library Supplies	70.93	
	" " "	13. " "	63.43	
B	" " "	13. " "	29.49	163.85
5381	West Publishing Co.	8. Books		65.50
5382	H. Young	9. Periodicals-Newspapers		96.60
	Sub-Total			\$ 25,753.09
	Less: Check #5336	1. Salaries	5,101.79	
	"	4. Employer Soc. Sec.	1,947.73	
	5337	1. Salaries	411.00	
	5338	1. Salaries	657.00	(8,117.52)
	Total Accounts Payable November 13, 1990			<u>\$ 17,635.57</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

**AGENDA
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
JANUARY 30, 1991**

- 1. ROLL CALL**
- 2. SUNSHINE STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**
- 3. MINUTES OF PREVIOUS MEETING**
- 4. TREASURER'S REPORT**
 - A. BILLS PRESENTED FOR PAYMENT**
 - B. FINANCIAL STATEMENT**
- 5. CORRESPONDENCE AND GIFTS**
- 6. BOARD REPORTS**
- 7. CITIZEN'S HEARING ON AGENDA ITEMS ONLY
(PLEASE STATE NAME AND ADDRESS)**
- 8. DIRECTOR'S REPORT**
 - A. CIRCULATION AND PROGRAMS**
 - B. BUILDING AND GROUNDS**
 - C. DEPARTMENT REPORTS**
 - D. OTHER**
- 9. OLD BUSINESS**
 - A. LIBRARY SECURITY SYSTEM**
 - B. OTHER**
- 10. NEW BUSINESS**
 - A. APPOINTMENTS COMMITTEES FOR 1991**
 - B. DESIGNATION OF BANKS**
 - C. BOARD MEETING SCHEDULE FOR 1991**
 - D. RESOLUTIONS**
 - E. OTHER**
- 11. NEW FRIENDS OF THE LIBRARY**
- 12. CITIZEN'S HEARING (PLEASE STATE NAME AND ADDRESS)**
- 13. EXECUTIVE SESSION**
- 14. ADJOURNMENT**

MINUTES
OF THE WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF JANUARY 30, 1991

The meeting was called to order at 7:35 P. M. by President Albert Kupferer. The following members were present constituting a quorum: Rubye Allaway, Herbert Gladstone, Irving Soloway, Anita Strauss, and John Willies. Also present were Board Accountant Stewart Manheim, Board Attorney William Cuozzi, and Library Director Caren Brown.

OPEN PUBLIC MEETINGS ACT:

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 1991 was posted and shall remain posted throughout the year on the official Main Library Bulletin Board, was mailed to the "Star-Ledger, the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Township Clerk.

MINUTES:

Mr. Willies made a motion to accept the Minutes of the Board Meeting of 12/19/90 as presented. Mrs. Levy seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

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

2) Financial Statement:

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

CORRESPONDENCE AND GIFTS:

1) A letter to Caren Brown from Sybil Seldler announcing her retirement from her position at the Library effective 1/18/91.

2) A letter to Mayor Spina and the Township Council from the Director thanking everyone for their support of the Library's proposed implementation of an automation project.

3) A donation was received from Durecia Watley.

BOARD REPORTS:

Mrs. Strauss reported the following activities to be held on the dates as listed:

March 11 - New Jersey Legislative Day-war memorial, Trenton
9:00 A. M. - 4:00 P. M.
March 15 - Institute-Monmouth County Library.
March 16 - East Brunswick Public Library, 10:00 A. M. - 2:00 P. M.
April 15 - Trip to Washington, D. C.-Hall of States, by train
overnight, the DuPont Plaza
April 16 - Capitol Hill - 8:00 A. M.
April 24, 25, 26 NJLA Spring Conference - Long Branch Hilton
Information concerning the Orientation Program for New
Trustees is available in the Director's office.

The new Executive Director of NJLA is Pat Tumulty.

DIRECTOR'S REPORT:

Ms. Brown introduced Carol Cain, who has been hired to head the Technical Services Department, replacing Sybil Seldler. She will work part time until her graduation from Rutgers Library School in May, when she will work full time.

Enthusiasm is building for the program and exhibits planned with the Concerned Black Citizens of West Orange to highlight Black History Month in February. A reception is planned for Sunday, February 10 from 3 - 7 P. M, which will include speakers, entertainment and refreshments. Hopefully, this will be the beginning of an annual event for the Library.

OLD BUSINESS:

Mr. Soloway reported that he has not received any more data concerning the library security system. It may take some time, but information will be available at a future meeting.

NEW BUSINESS:

Mr. Kupferer appointed the following Trustees to serve on committees for 1991:

Finance: Anita Strauss, Herbert Gladstone
Building and Grounds: Irving Soloway, Gayle Levy
Personnel: John Willies, Rubye Allaway
Bylaws: Albert Kupferer

Mrs. Levy made a motion that the Board maintain accounts for Library funds with Midlantic National Bank and the State of New Jersey Cash Management Fund for the year 1991. Mr. Gladstone seconded the motion and it was carried unanimously.

Mrs. Strauss made a motion to accept the following meeting dates for the Board of Trustees for 1991: January 30, February 27, March 27, April 22, May 22, June 26, July 24, August 28, September 25, October 23, November 20, December 18, January 22, 1992. Mr. Soloway seconded the motion and it was passed unanimously.

Mr. Soloway made a motion to transfer \$2,000 to the New Friends Trip Account for the West Orange Public Library. Mr. Willies seconded the motion and it was carried unanimously.

Mrs. Strauss made a motion to accept the following resolutions as recommended by Board Accountant Stewart Manheim:

I That the 1990 West Orange Free Public Library Budget be modified to the total amount of \$1,225,935.75 as indicated on Exhibit A as attached, to cover the actual 1990 encumbrances/expenditures. Such modification shall be covered by the 1990 budget as granted by the Township of West Orange in the amount of \$1,100,000, plus the appropriations of \$125,935.75 accumulated revenue as follows:

Amount Transferred to 1990 Budget Fund:

1. Accumulated Revenue 1/1/90	\$ 53,000.00
<u>Transfer Made 10/24/90</u>	
2. 1990 Fines & Receipts Used in 1990	50,353.00
3. 1990 N.J. State Aid Used in 1990	-0-
4. Received for Vehicle Purchase	-0-
5. PERS Refund	16,000.00
6. Rental for Basement	8,000.00
	<u>\$ 127,353.00</u>
(Less) Unexpended 1990 Budget 12/31/90	(<u>1,417.25</u>)
<u>Net Appropriation from 1990 Budget Fund</u>	
<u>From Accumulated Revenue</u>	<u>\$ 125,935.75</u>

II

The following 1990 Funds to be Transferred to Accumulated Revenues:

1. 1990 Fines & Receipts Fund	\$ 13,062
2. 1990 Lost Book Fund	1,879
3. 1990 Book Sales & Excess Property Sold Fund	2,095
4. State Aid Fund - 1990	44,403
5. Balance of Budget Fund - 1990	1,417
6. 1989 Accounts Payable	1,650
7. 1990 PERS Refund	209
8. 1990 Appropriation Refund	229
9. PERS Exchange	945

<u>Total Funds to be Transferred to</u>	
<u>Accumulated Revenue-12/31/90</u>	<u>\$ 65,889</u>

WEST ORANGE FREE PUBLIC LIBRARY

EXHIBIT A

BUDGET REPORT - MONTH OF DECEMBER 1990
LIBRARY BOARD MEETING OF JANUARY 30, 1991

	1988 ACTUAL EXPENSES BY LIBRARY	1989 ACTUAL EXPENSES BY LIBRARY	1990 ACTUAL EXPENSES BY LIBRARY	1990 APPROVED BUDGET	(OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1990 APPROVED BUDGET
SALARIES & WAGES	\$534,402.30	\$609,161.99	637,350.35	665,973.00	\$28,622.65
SUNDAY OPENINGS	10,036.46	9,518.44	6,782.98	11,250.00	4,467.02
PERSONNEL COSTS:					
EMPLOYEE HEALTH PLAN	38,267.39	63,632.17	77,882.86	77,600.00	(282.86)
SOCIAL SECURITY	40,595.20	45,882.80	50,052.01	51,230.00	1,177.99
PUBLIC EMPLOY. RETIRE. SYS.	35,922.79	35,918.96	42,092.06	44,700.00	2,607.94
UNEMPLOYMENT INS.	4,847.37	4,729.91	4,123.81	10,100.00	5,976.19
WORKERS COMP. INS.	5,003.00	6,438.00	5,616.00	5,500.00	(116.00)
MATERIALS & SUPPLIES:					
BOOKS	89,215.00	90,209.91	137,984.76	97,000.00	(40,984.76)
PERIODICALS & NEWSPAPERS	11,232.80	13,970.49	28,336.75	15,000.00	(13,336.75)
AUDIO/VISUAL-MATERIALS	2,625.18	2,769.43	3,618.30	5,000.00	1,381.70
MICROFILMS	8,342.88	2,675.18	5,043.50	9,000.00	3,956.50
BINDING	909.50	222.45	265.25	1,000.00	734.75
SUPPLIES - LIBRARY	15,959.29	17,632.48	18,559.78	17,500.00	(1,059.78)
PHOTOCOPY COSTS	8,061.16	9,151.03	7,438.65	9,500.00	2,061.35
MAINTENANCE:					
EQUIP. REPAIR & SERV. CONT.	8,150.79	4,564.01	8,464.02	9,750.00	1,285.98
UTILITIES	38,700.41	41,023.91	47,775.25	44,000.00	(3,775.25)
BLDG. MAINT. & REPAIR	14,475.27	7,521.22	14,154.57	14,000.00	(154.57)
JANITORIAL SUPPLIES	3,325.29	3,170.48	3,274.95	4,000.00	725.05
RENTAL-TORY CORNER	540.00	540.00	540.00	540.00	0.00
MISC. EXPENSES:					
INSURANCE	11,577.09	8,623.00	15,332.94	14,000.00	(1,332.94)
TELEPHONE	4,563.83	5,518.37	4,560.45	5,500.00	939.55
POSTAGE	2,928.03	2,191.11	2,315.95	3,500.00	1,184.05
SEMINAR, WORKSHOP, TRANSP.	1,233.58	2,020.61	1,804.18	3,250.00	1,445.82
PROGRAMS	272.81	1,082.21	10,633.21	2,000.00	(8,633.21)
AUDIT	3,300.00	1,650.00	0.00	2,000.00	2,000.00
ACCOUNTING SERVICES	18,168.00	17,600.00	20,127.00	18,660.00	(1,467.00)
LEGAL	5,267.00	3,439.50	3,588.00	4,000.00	412.00
PAYROLL SERVICES	2,097.16	2,416.67	2,832.80	2,400.00	(432.80)
ADMINISTRATIVE EXPENSE	4,693.34	691.18	0.00		0.00
CAPITAL EXPENSES:					
FURNITURE & FIXTURES	15,133.05	3,948.43	868.37	10,000.00	9,131.63
TELEPHONE EQUIPMENT)	29.87	10,154.19	8,517.00	21,400.00	12,883.00
AUTOMATION EQUIPMENT)	617.90	5,481.00			0.00
OFFICE EQUIPMENT)	3,645.85	362.50			0.00
MAINTENANCE EQUIPMENT)	913.99	456.20			0.00
AUDIO-VISUAL EQUIPMENT)		185.66			0.00
CONVERSION TO BIBLIOGRAPHIC			48,000.00	48,000.00	0.00
LIGHTING		4,922.10			0.00
VEHICLE PURCHASE		8,393.00			0.00
RESERVE FOR PAYMENT OF 1990 ENCUMBERED EXPENDITURES			8,000.00		(8,000.00)
TOTAL ACTUAL EXPENSES-1988	\$945,053.58				
TOTAL ACTUAL EXPENSES-1989		\$1,047,868.59			
TOTAL ACTUAL EXPENSES-1990			\$1,225,935.75		
TOTAL APPROVED BUDGET-1990				\$1,227,353.00	
NET UNEXPENDED BUDGET BALANCES - 1990					\$1,417.25

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

Ms. Brown presented two resolutions for approval by the Board. The first resolution for Sybil Seidler thanked her for many years of exemplary service. The second resolution thanked Gayle Levy for her support and devotion as President of the Library Board. Mrs. Strauss motioned to accept the resolutions as presented with the unanimous approval of the Board.

Mr. Willies made a motion to send a letter of intent to Ms. Sandy Schulman, representative of Gaylord Information Systems for purchase of the Gaylord Galaxy system as outlined in her proposal of 8/6/90 at the contract prices outlined in the proposal of same. Negotiations are contingent on the receipt of funds from the Township Council of West Orange. Mrs. Strauss seconded the motion and it was carried unanimously.

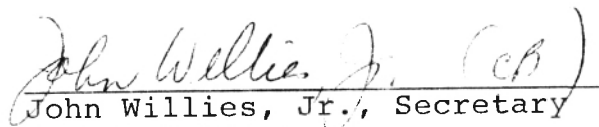
Mrs. Levy praised Barbara Railo for the newsletter and requested that the names of the Trustees be added. Mrs. Levy noted that the Township Calendar did not mention Library meeting dates. Ms. Brown will make inquiries to have the dates included in the 1992 calendar.

Mr. Gladstone noted that Patrick Melvin has been appointed to the position of Township Clerk.

A motion was made by Mr. Willies to adjourn the public portion of the meeting to go into executive session at 8:30 P. M. Mrs. Levy seconded the motion and it was passed unanimously.

Respectfully submitted,


Sandra G. Sessing
Secretary


John Willies, Jr., Secretary
Board of Trustees

WHEREAS, Gayle Levy has served as the President of
the Board of Trustees of the West Orange
Public Library for the year 1990, and

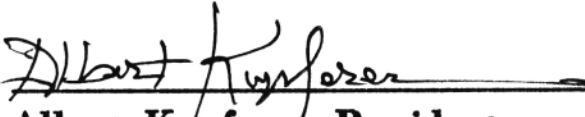
WHEREAS, her support and encouragement has been
much appreciated by the staff, her fellow
Board members, and the Library Director;

NOW, THEREFORE, BE IT RESOLVED,
that the Board of Trustees thanks Gayle
Levy for her devotion to the task of
President and looks forward to many more
years of shared effort on behalf of the
West Orange Public Library, and

BE IT FURTHER RESOLVED, that this
resolution be spread upon the minutes and
original given to Gayle Levy.

RESOLVED, this 30th day of January, 1991.


Caren Brown, Director


Albert Kupferer, President,
Library Board of Trustees

WHEREAS, Sybil Seidler has been employed by the West Orange Public Library since December, 1970, and

WHEREAS, Sybil Seidler has worked in both the Children's Department and in Technical Services, most currently as Head of Technical Services, and

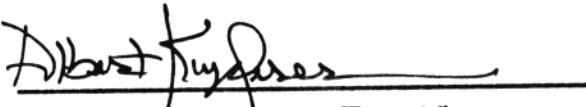
WHEREAS, Ms. Seidler has announced her retirement, effective February 1, 1991;

NOW, THEREFORE, BE IT RESOLVED,
that the Board of Trustees thanks Sybil Seidler for her many years of exemplary service to the Library and the people of West Orange, and wishes her many happy years in her retirement, and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes and the original given to Sybil Seidler.

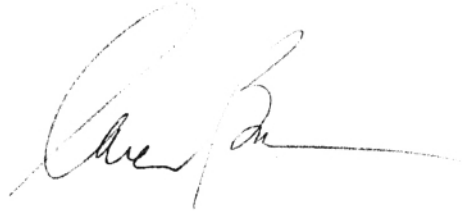
RESOLVED, this 30th day of January, 1991.


Caren Brown, Director


Albert Kupferer, President,
Library Board of Trustees

EXECUTIVE SESSION
JANUARY 30, 1991

At the Executive Session of the meeting, personnel matters were discussed.

A handwritten signature in dark ink, appearing to be "Chen" followed by a stylized flourish or surname.

DIRECTOR'S REPORT

JANUARY 30, 1991

1. On January 8, we went before the Township Council in order to request commitment for \$70,000.00 in order to have a letter of intent to the Gaylord Company for purchase of the Gaylord Galaxy Circulation system. We received this unofficial commitment and have contacted Gaylord and are ready to proceed upon the signing of the letter at our January Board meeting.

2. We hired Carol Cain to head the Technical Services Department, replacing Sybil Seidler, who retires January 18. Carol will be at our meeting and the Board will have an opportunity to meet her then. She is finishing her last semester at Rutgers Library School and will work part-time until her graduation in May.

3. We hired Rick Glaser to work part-time at the circulation desk, and Amy Wong and Yvonne Gardner have started their full time work.

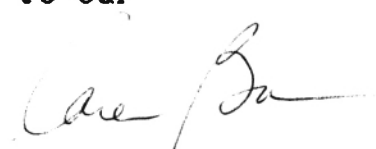
4. We have spent much time working with the Concerned Black Citizens of West Orange planning the exhibits and reception for Black History Month in February. The reception will be on February 10 (Sunday) from 3 to 7 pm, and will include speakers, entertainment and refreshments. We hope that this will be the beginning of an annual event.

5. We are in the process of completing the Annual Report which should be ready for the February meeting.

6. Congratulations to Barbara Railo on the production of our first newsletter! We are distributing it in the Library, at Town Hall, and through our own mailing lists.

7. We are continuing our work with the Garden Club in planning the refurbishing of the rose garden in the Spring and the continued "planting" of the Library.

8. We have purchased the "Magazine Collection" from Information Access Company for one year. This component of Infotrac will allow us to get abstracts and complete articles cited in Infotrac. We are sure that this will be a tremendous help in providing reference service to our patrons.

A handwritten signature in cursive script, likely belonging to the director, is located in the bottom right corner of the page.

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT
MONTH OF DECEMBER, 1990
LIBRARY BOARD MEETING OF JANUARY 31, 1990

	ADOPTED BUDGET 1990	EXPENDITURES & APPROPRIATIONS FROM 1/1/90 - 12/31/90	BUDGET BALANCE 12/31/90
SALARIES & WAGES	\$665,973	\$638,732.09	\$27,240.91
SUNDAY SALARIES	11,250	6,782.98	4,467.02
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,600	77,882.86	(282.86)
SOCIAL SECURITY	51,230	50,052.01	1,177.99
PUBLIC EMPLOY. RETIREMENT SYS.	44,700	41,557.40	3,142.60
UNEMPLOYMENT INS.	10,100	3,286.81	6,813.19
WORKERS COMPENSATION INS	5,500	5,616.00	(116.00)
MATERIALS & SUPPLIES:			
BOOKS	97,000	137,984.76	(40,984.76)
PERIODICALS & NEWSPAPERS	15,000	28,336.75	(13,336.75)
AUDIO/VISUAL MATERIALS	5,000	3,618.30	1,381.70
MICROFORMS	9,000	5,043.50	3,956.50
BINDING	1,000	265.25	734.75
SUPPLIES-LIBRARY	17,500	18,549.70	(1,049.70)
PHOTOCOPY COSTS	9,500	7,438.65	2,061.35
MAINTENANCE:			
EQUIP REPAIR & SERVICE CONTRACTS	9,750	8,464.02	1,285.98
UTILITIES	44,000	47,775.25	(3,775.25)
BLDG. MAINT & REPAIR	14,000	14,154.57	(154.57)
JANITORIAL SUPPLIES	4,000	3,274.95	725.05
RENTAL-TORY CORNER	540	540.00	0.00
MISC. EXPENSES:			
INSURANCE	14,000	15,332.94	(1,332.94)
TELEPHONE	5,500	4,560.45	939.55
POSTAGE	3,500	2,315.95	1,184.05
SEMINARS, WORKSHOPS, TRANSPORT	3,250	1,804.18	1,445.82
PROGRAMS	2,000	10,633.21	(8,633.21)
AUDIT	2,000	0.00	2,000.00
ACCOUNTING SERVICES	18,660	20,127.00	(1,467.00)
LEGAL SERVICES	4,000	3,588.00	412.00
PAYROLL SERVICES	2,400	2,832.80	(432.80)
CAPITAL EXPENSES			
FURNITURE & FIXTURES	10,000	868.37	9,131.63
EQUIPMENT	21,100	8,517.00	12,883.00
CONVERSION TO BIBLIOGRAPHIC	48,000	48,000.00	0.00
RESERVE FOR PAYMENT OF 1990 ENCUMBERED EXPENDITURES		8,000.00	(8,000.00)
TOTAL	\$1,227,353	\$1,225,935.75	\$1,417.25
SOURCES OF 1990 INCOME:			
MUNICIPAL APPROPRIATION	\$1,100,000.00		
PERS REFUND	16,000.00		
RENTAL FOR BASEMENT ROOM	8,000.00		
UNEXPENDED BALANCE	53,000.00		
ANTICIPATED INCOME	50,353.00		
	\$1,227,353.00		

DECEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
JANUARY 31, 1991

Checks are Dated
December 20, 1990

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5383	State of N.J.-GIT	1. Salaries-NJ W/T	\$ 1,132.42
5384	Twp. of W.O.	3. Hospitalization	5,918.03
5385	PERS 20284	1. Salaries	148.82
5386	" "	1. "	2,684.27
5387	W.O. Library-Unemployment a/c	1. "	86.01
5388	W.O. Library Empl. Assoc.	1. "	230.00
5389	Midlantic Nat'l Bank	1. Salaries -W/H Tax	\$3,185.68
"	" " "	1. Salaries-Employee S.S.	1,806.93
"	" " "	4. Employer Soc. Sec.	<u>1,806.88</u>
5390	Travelers Ins.	1. Salaries	657.00
5391	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings	411.00
5392	Viking Office Products	13. Library Supplies	162.85
5393	AT & T	21. Telephone	3.65
5394	N.J. Bell	21. Telephone	388.39
	P/R 12/27 #9472-9509 (38)	1. Salaries - Net	17,153.73
	" 12/21 #9510-9549 (40)	1. "	17,090.30
Sub-Total			\$ 52,865.96
Add: Checks #5336-5332 Issued at December 19, 1990			25,753.09
Less: Void check #5361			8. Books 490.00
" " #5380			13. Library Supplies <u>163.85</u> (653.85)
Add: Petty Cash Checks #1907-1916			294.95
Community Service Checks #1448-1454			1,904.25
Total Per Budget Report December 1990			<u>\$ 80,164.40</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARYPETTY CASH OCTOBER, NOVEMBER, DECEMBER 1990PRESENTED FOR PAYMENT ON JANUARY 30, 1991

<u>DATE</u>	<u>VOUCHER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
10/1	1907	EHRLC	23. Seminars, Workshops	\$ 10.00
10/1	1908	NJLA	23. Seminars, Workshops	14.00
10/4	1909	League of Women Voters	8. Books	32.00
10/4	1910	EMANJ	23. Seminars, Workshops	84.00
10/30	1911	Secretary of State	24. Programs	25.00
11/14	1912	League of Women Voters	8. Books	75.00
11/26	1913	Metropolitan Opera Guild	8. Books	12.95
11/29	1914	EHRLC	23. Seminars, Workshops	20.00
12/10	1915	League of Women Voters	8. Books	12.00
12/10	1916	EHRLC	23. Seminars, Workshops	10.00
				<u>\$ 294.95</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

Prepared Without Audit

MANHEIM, KOSSON & NOVICK

BY: Stewart Marheim CPA

W.O FREE PUBLIC LIBRARY
MEETING JANUARY 30, 1991

BILLS
& APPROPRIATIONS
PAYABLE AT
12/31/90
PRESENTED
FOR PAYMENT
AT THIS
MEETING

SALARIES & WAGES
SUNDAY SALARIES

PERSONNEL COSTS:

EMPLOYEE HEALTH PLAN	1,338.01
SOCIAL SECURITY	
PUBLIC EMPLOY. RETIREMENT SYS.	
UNEMPLOYMENT INS.	164.07
WORKERS COMPENSATION INS	

MATERIALS & SUPPLIES:

BOOKS	15,985.54
PERIODICALS & NEWSPAPERS	17,205.15
AUDIO/VISUAL MATERIALS	602.09
MICROFORMS	60.00
BINDING	

SUPPLIES-LIBRARY	3,423.46
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PHOTOCOPY COSTS	798.00
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MAINTENANCE:

EQUIP REPAIR & SERVICE CONTRACTS	2,610.90
UTILITIES	8,428.82
BLDG. MAINT & REPAIR	2,605.50
JANITORIAL SUPPLIES	

RENTAL-TORY CORNER

MISC. EXPENSES:

INSURANCE	
TELEPHONE	345.75
POSTAGE	41.73
SEMINARS, WORKSHOPS, TRANSPORT	271.00
PROGRAMS	2,018.73
AUDIT	
ACCOUNTING SERVICES	3,110.00
LEGAL SERVICES	276.00
PAYROLL SERVICES	702.00

CAPITAL EXPENSES

FURNITURE & FIXTURES	247.80
EQUIPMENT	
CONVERSION TO BIBLIOGRAPHIC	48,000.00
RESERVE FOR PAYMENT OF	
1990 ENCUMBERED EXPENDITURES	8,000.00

TOTAL

\$116,234.55

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
JANUARY 30, 1991Checks are Dated
January 30, 1991

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5395	Midlantic National Bank	1. Salaries	\$ 3,116.51	
"	" " "	1. Salaries-Employee S.S.	1,948.58	
"	" " "	4. Employer Soc. Sec.	1,948.58	\$ 7,013.67
5396	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		411.00
5397	Travelers Ins.	1. Salaries		657.00
5398	Void			
5399	Void			
5400	Void			
5401	Void			
5402	Tzenan Chow	1. Salaries - Net		748.22
5403	Thomas Ford	1. " "		384.52
5404	Shirley Itkin	1. " "		459.32
5405	Midlantic National Bank	1. Salaries-W/H Tax	2,134.92	
"	" " "	1. Salaries-Employee Soc. Sec.	1,572.27	
"	" " "	4. Employer Soc. Sec.	1,572.30	5,279.49
5406	W.O. Municipal Emp. FCU	1. Salaries-Emp. Savings		211.00
5407	Travelers Ins.	1. Salaries		657.00
5408	A. Aborn Exterminating	15. Equip. Repair & Svc. Con.		28.00
5409	A & C Elevator Co., Inc.	15. Equip. Repair & Svc. Con.		135.00
5410	Accent Signs	13. Library Supplies		34.18
5411A	Acme Rubber Stamp Co.	13. Library Supplies	45.00	
B	" " " "	13. " "	6.50	51.50
5412	Alba House Media	8. Books		18.25
5413	American Heritage, Inc.	8. Books		61.95
5414	Approved Elevation Inspections	17. Building Maint & Repairs		90.00
5415	Associated Libraries	8. Books		13.23
5416	AT & T	21. Telephone		3.65
5417	Auto. Data Process.-Princeton	28. Payroll Service	80.42	
"	" " " "	28. " "	84.96	
"	" " " "	28. " "	82.31	
"	" " " "	28. " "	79.42	
"	" " " "	28. " "	80.66	
"	" " " "	28. " "	50.00	
"	" " " "	28. " "	124.67	
"	" " " "	28. " "	119.56	702.00
5418	Baker & Taylor	10. A/V Materials	12.07	
"	" " "	10. " "	23.81	
"	" " "	10. " "	41.61	77.49
5419	Baker & Taylor	8. Books	68.03	
"	" " "	8. " "	135.64	
"	" " "	8. " "	717.58	
"	" " "	8. " "	93.35	
"	" " "	8. " "	183.15	
"	" " "	8. " "	97.18	
"	" " "	8. " "	29.83	1,324.76
5420	Baker & Taylor Co.	8. Books	7,899.00	
"	" " " "	13. Library Supplies	107.25	8,006.25
5421	Bell Atlantic Bus. Sys. Svcs.	15. Equip. Repair & Svc. Con.		91.50
5422A	Book World, Inc.	8. Books	71.28	
B	" " " "	8. " "	90.48	161.76
5423	Brodart, Inc.	13. Library Supplies	23.69	
"	" " "	13. " "	163.28	186.97
5424	Caren Brown	23. Seminars, Workshops		210.00
5425	CD One Stop	10. A/V Materials		24.60
5426	Clarke Air-Cond. Service Corp.	17. Building Maint & Repair		1,930.00
5427	Clements Research II, Inc.	8. Books		61.25
5428	Commerce Clearing House, Inc.	8. Books	23.99	
"	" " " "	8. " "	114.01	138.00
5429	William F. Cuoizzi	27. Legal Services		276.00
5430	C.W. Associates	8. Books		42.00
5431	Dean Witter Trust Co.	29. Capital Expenses		48,000.00
5432	Delta Dental Plan of N.J., Inc.	3. Employee Health Plan-Dental		651.61
5433	DEMCO	13. Library Supplies		32.91
5434	Sylvia & Arthur Deutsch	13. Library Supplies		400.40

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
JANUARY 30, 1991

Checks are Dated
January 30, 1991

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5435	Dun's Marketing Services	8. Books	\$ 52.50	
	" " "	8. "	367.50	
	" " "	8. "	412.50	\$ 832.50
5436	DuPont Graphics	13. Library Supplies		65.27
5437	EBSCO	9. Periodicals & Newspapers	5.94	
	" " "	9. " "	40.00	45.94
5438	Educational Directories, Inc.	8. Books		60.00
5439	Essex Co. Library Directors	23. Seminars, Workshops		50.00
5440	Facts on File	8. Books		29.22
5441	Gale Research, Inc.	8. Books		92.07
5442	Gaylord Bros.	13. Library Supplies	25.11	
	" " "	13. " "	2,582.03	2,607.14
5443	Greenhaven Press	9. Periodicals, Newspapers		78.91
5444	Highsmith Co.	13. Library Supplies	71.14	
	" " "	13. " "	24.00	95.14
5445	Information Acess Co.	9. Periodicals, Newspapers	16,950.00	
	" " "	15. Equip. Repair Svcs. Con	2,332.00	19,282.00
5446	Inter-Ski Services, Inc.	8. Books		14.95
5447	Joshua Communications	8. Books		86.00
5448	Kulacs Engraving	13. Library Supplies		24.00
5449	Lawyers Cooperative Publishing	8. Books		44.90
5450	Lawyers Diary & Manual	8. Books		41.75
5451	Manheim, Kosson & Novick	26. Accounting Services	1,555.00	
	" " " "	26. Accounting Services	1,555.00	3,110.00
5452	Marshall Cavendish Corp.	8. Books		256.95
5453	Metropolitan Plant Exchange	13. Library Supplies		59.99
5454	Moody's Investors Service, Inc.			1,823.50
5455	Mobile Audio Cassette Circuit	10. A/V Materials		500.00
5456	National Fuel Oil, Inc.	16. Utilities	2,127.03	
	" " " "	17. Building Maint & Repair	39.50	2,166.53
5457	N.J. American Water Co.	16. Utilities		418.11
5458	Void			
5459	New Jersey Bell	21. Telephone	323.94	
	" " "	21. "	18.16	342.10
5460	N.J. State Disability Benefits	6. Unemployment Ins.		164.07
5461	O'Hara Electrical Contractors	17. Building Maint & Repair		546.00
5462	Page America	15. Equip. Repair Svcs. Con.		24.40
5463	Petty Cash	8. Books	36.40	
	" " "	9. Periodicals, Newspapers	1.70	
	" " "	13. Library Supplies	100.00	
	" " "	22. Postage	41.73	
	" " "	23. Seminars, Workshops	11.00	
	" " "	24. Programs	18.73	209.76
5464	Prescription Center	13. Library		4.14
5465	PSE & G	16. Utilities	5,849.05	
	" " "	16. "	34.63	5,883.68
5466	Samuel Klein & Co.	30. Accounts Payable		1,650.00
5467	Lorraine & Schwartz	3. Employee Health Plan		286.00
5468	Void			
5469	Standard & Poor's Corp.	8. Books	525.00	
	" " " "	8. "	1,235.00	1,760.00
5470	Treasurer State of New Jersey	8. Books		35.00
5471	Valentine's, Inc.	29. Capital Expenses		247.80
5472	Viking Office Products	13. Library Supplies		54.77
5473	World Almanac Education	8. Books		34.10
5474	World Book Educational Products	8. Books		1,118.00
5475A	Worrall Publications, Inc.	9. Periodicals, Newspapers	32.00	
B	" " "	11. Microfilm	60.00	92.00

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1990 BILLS PRESENTED FOR PAYMENT ON
JANUARY 30, 1991

Checks are Dated
January 30, 1991

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5476	Xerox Corporation	14. Photocopy Costs	\$ 266.00
	" "	14. " "	266.00
	" "	14. " "	266.00
5477	H. Young	9. Periodicals, Newspapers	\$ 96.60
5478	Dean Witter Trust Co.	30. Reserve for Encumbrances	8,000.00
		1990 Expenditures	
			\$131,705.77
Less: Check #5395		1. Salaries	5,065.09
	"	4. Employer Soc. Sec.	1,948.58
	5396	1. Salaries	411.00
	5397	1. "	657.00
	5402	1. "	748.22
	5403	1. "	384.52
	5404	1. "	459.32
	5405	1. "	3,707.19
	"	4. Employer Soc. Sec.	1,572.30
	5406	1. Salaries	211.00
	5407	1. Salaries	657.00
	5466	30. Accounts Payable-1989	1,650.00
			(17,471.22)
Add: Community Relations Check # 1455		24. Programs	2,000.00
Total Accounts Payable January 18, 1991			\$116,234.55

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Prepared Without Audit.

MANHEIM, KOSSON & NOVICK

By: Stewart Manheim, CPA

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF MEETING ROOM INCOME

1990

DATE	AMOUNT	DESCRIPTION
1/11	50.00	GREAT DANE CLUB
JAN	50.00	
2/8	100.00	PATIENT CARE
2/15	50.00	GREAT DANE CLUB
FEB	150.00	
3/13	50.00	PATIENT CARE
3/15	50.00	GREAT DANE CLUB
MAR	100.00	
4/12	50.00	GREAT DANE CLUB
4/27	50.00	CRESTRIDGE TENANTS ASSOC.
APRIL	100.00	
5/10	50.00	GREAT DANE CLUB
MAY	50.00	
6/1	100.00	AG EDWARDS-FINANCIAL SEMINARS
6/11	100.00	AG EDWARDS-FINANCIAL SEMINARS
6/12	50.00	HEART ASSOCIATION
6/12	50.00	DEMOCRATIC COMMITTEE
6/14	50.00	AG EDWARDS-FINANCIAL SEMINARS
JUNE	350.00	
7/12	50.00	KIWANIS CLUB
JULY	50.00	
9/12	50.00	GREAT DANE CLUB
SEPT	50.00	
10/4	100.00	MERRILL, LYNCH
10/13	50.00	GREAT DANE CLUB
OCT	150.00	
11/15	50.00	GREAT DANE CLUB
NOV	50.00	
12/20	50.00	EAGLE ROCK COOPERATIVE
DEC	50.00	

WEST ORANGE FREE PUBLIC LIBRARY

SCHEDULE OF PHOTOCOPY INCOME

FOR THE MONTH OF DECEMBER, 1990

	CURRENT MONTH	YEAR TO DATE
	-----	-----
XEROX INCOME	431.00	9,744.79
LESS: XEROX EXPENSE	(798.00)	(7,438.65)
	-----	-----
NET XEROX INCOME	(367.00)	2,306.14
CONTINENTAL COPY PRODUCTS		548.28
TOTAL COPY INCOME	(367.00)	2,854.42

I RESOLVED:

AS INDICATED ON EXH A ATTACHED

That the 1990 West Orange Free Public Library Budget be modified to the total amount of \$1,225,935.75 to cover the actual 1990 encumbrances/expenditures. Such modification shall be covered by the 1990 budget as granted by the Town of West Orange in the amount of \$1,100,000, plus the appropriations of \$125,935.75 accumulated revenue as follows:

Amount Transferred to 1990 Budget Fund:

1. Accumulated Revenue 1/1/90	\$ 53,000.00
<u>Transfer Made 10/24/90</u>	
2. 1990 Fines & Receipts Used in 1990	50,353.00
3. 1990 N.J. State Aid Used in 1990	-0-
4. Received for Vehicle Purchase	-0-
5. PERS Refund	16,000.00
6. Rental for Basement	8,000.00
	<u>\$ 127,353.00</u>
(Less) Unexpended 1990 Budget 12/31/90	(1,417.25)
<u>Net Appropriation from 1990 Budget Fund</u>	
<u>From Accumulated Revenue</u>	<u>\$ 125,935.75</u>

II RESOLVED:

The following 1990 Funds to be Transferred to Accumulated Revenues:

1. 1990 Fines & Receipts Fund	\$ 13,062
2. 1990 Lost Book Fund	1,879
3. 1990 Book Sales & Excess Property Sold Fund	2,095
4. State Aid Fund - 1990	44,403
5. Balance of Budget Fund - 1990	1,417
6. 1989 Accounts Payable	1,650
7. 1990 PERS Refund	209
8. 1990 Appropriation Refund	229
9. PERS Exchange	945
<u>Total Funds to be Transferred to</u>	
<u>Accumulated Revenue-12/31/90</u>	<u>\$ 65,889</u>

Note:

A. Budget

	<u>1990</u>	<u>1989</u>
1. From Town of West Orange	\$1,100,000	\$ 900,000
2. From Accumulated Revenue-1/1/90	53,000	81,843
3. From Fines & Receipts-1990	50,353	50,000
4. From State Aid-1990	-0-	49,388
5. Reserve for Vehicle Purchase	-0-	10,000
6. PERS Refund	16,000	
7. Rental for Basement Room	8,000	
<u>Total Budget</u>	<u>1,227,353</u>	<u>1,091,231</u>
(Less) Unexpended	(1,417)	(43,362)
<u>Net Modified Budget-Actual Expenses</u>	<u>\$1,225,936</u>	<u>\$1,047,869</u>

B. Transfer From:

Accumulated Revenue	\$ 53,000	\$ 81,843
Fines & Receipts	50,353	50,000
State Aid	-0-	49,388
Vehicle Purchase	-0-	10,000
PERS Refund	16,000	
Rental for Basement Room	8,000	
	<u>127,353</u>	<u>191,231</u>
(Less) Unexpended	(1,417)	(43,362)
<u>Net Transfer Appropriation</u>	<u>\$ 125,936</u>	<u>\$ 147,869</u>

WEST ORANGE FREE PUBLIC LIBRARY

1991 BUDGET AS COMPARED TO 1990 ACTUAL EXPENSES

LIBRARY BOARD MEETING JANUARY 30, 1991

	1990 ACTUAL EXPENSES	1991 PROPOSED BUDGET	INCREASE (DECREASE) 1991 BUDGET OVER 1990 EXPENSES
SALARIES & WAGES	\$637,350.35	\$708,392.00	\$71,041.65
SUNDAY OPENINGS	6,782.98	12,250.00	5,467.02
PERSONNEL COSTS:			
EMPLOYEE HEALTH PLAN	77,882.86	102,300.00	24,417.14
SOCIAL SECURITY	50,052.01	57,200.00	7,147.99
PUBLIC EMPLOY. RETIRE. SYS.	42,092.06	48,800.00	6,707.94
UNEMPLOYMENT INS.	4,123.81	14,700.00	10,576.19
WORKERS COMP. INS.	5,616.00	6,200.00	584.00
PRESCRIPTION PLAN	0.00	15,876.00	15,876.00
MATERIALS & SUPPLIES:			
BOOKS	137,984.76	160,000.00	22,015.24
PERIODICALS & NEWSPAPERS	28,336.75	18,000.00	(10,336.75)
AUDIO/VISUAL-MATERIALS	3,618.30	6,500.00	2,881.70
MICROFORMS	5,043.50	11,000.00	5,956.50
BINDING	265.25	1,000.00	734.75
SUPPLIES - LIBRARY	18,559.78	19,500.00	940.22
PHOTOCOPY COSTS	7,438.65	9,500.00	2,061.35
MAINTENANCE:			
EQUIP. REPAIR & SERV. CONT.	8,464.02	11,000.00	2,535.98
UTILITIES	47,775.25	48,000.00	224.75
BLDG. MAINT. & REPAIR	14,154.57	16,000.00	1,845.43
JANITORIAL SUPPLIES	3,274.95	5,000.00	1,725.05
RENTAL-TORY CORNER	540.00	540.00	0.00
MISC. EXPENSES:			
INSURANCE	15,332.94	17,000.00	1,667.06
TELEPHONE	4,560.45	5,700.00	1,139.55
POSTAGE	2,315.95	4,000.00	1,684.05
SEMINAR, WORKSHOP, TRANSP.	1,804.18	4,500.00	2,695.82
PROGRAMS	10,633.21	2,000.00	(8,633.21)
AUDIT	0.00	2,500.00	2,500.00
ACCOUNTING SERVICES	20,127.00	19,780.00	(347.00)
LEGAL	3,588.00	4,000.00	412.00
PAYROLL SERVICES	2,832.80	2,600.00	(232.80)
CAPITAL EXPENSES:			
FURNITURE & FIXTURES	868.37	0.00	(868.37)
EQUIPMENT	8,517.00	0.00	(8,517.00)
CONVERSION TO BIBLIOGRAPHIC	48,000.00	0.00	(48,000.00)
RESERVE FOR PAYMENT OF 1990 ENCUMBERED EXPENDITURES	8,000.00	0.00	(8,000.00)
TOTAL ACTUAL EXPENSES - 1990	\$1,225,935.75		
TOTAL PROPOSED BUDGET-1991		\$1,333,838.00	
TOTAL INCREASE OF 1991 BUDGET OVER 1990 EXPENDITURES			\$107,902.25

WEST ORANGE FREE PUBLIC LIBRARY

EXHIBIT A

BUDGET REPORT - MONTH OF DECEMBER 1990
LIBRARY BOARD MEETING OF JANUARY 30, 1991

	1988 ACTUAL EXPENSES BY LIBRARY	1989 ACTUAL EXPENSES BY LIBRARY	1990 ACTUAL EXPENSES BY LIBRARY	1990 APPROVED BUDGET	(OVER-ENCUMBERED) BALANCES AS COMPARED WITH 1990 APPROVED BUDGET
SALARIES & WAGES	\$534,402.30	\$609,161.99	637,350.35	665,973.00	\$28,622.65
SUNDAY OPENINGS	10,036.46	9,518.44	6,782.98	11,250.00	4,467.02
PERSONNEL COSTS:					
EMPLOYEE HEALTH PLAN	38,267.39	63,632.17	77,882.86	77,600.00	(282.86)
SOCIAL SECURITY	40,595.20	45,882.80	50,052.01	51,230.00	1,177.99
PUBLIC EMPLOY. RETIRE. SYS.	35,922.79	35,918.96	42,092.06	44,700.00	2,607.94
UNEMPLOYMENT INS.	4,847.37	4,729.91	4,123.81	10,100.00	5,976.19
WORKERS COMP. INS.	5,003.00	6,438.00	5,616.00	5,500.00	(116.00)
MATERIALS & SUPPLIES:					
BOOKS	89,215.00	90,209.91	137,984.76	97,000.00	(40,984.76)
PERIODICALS & NEWSPAPERS	11,232.80	13,970.49	28,336.75	15,000.00	(13,336.75)
AUDIO/VISUAL-MATERIALS	2,625.18	2,769.43	3,618.30	5,000.00	1,381.70
MICROFORMS	8,342.88	2,675.18	5,043.50	9,000.00	3,956.50
BINDING	909.50	222.45	265.25	1,000.00	734.75
SUPPLIES - LIBRARY	15,959.29	17,632.48	18,559.78	17,500.00	(1,059.78)
PHOTOCOPY COSTS	8,061.16	9,151.03	7,438.65	9,500.00	2,061.35
MAINTENANCE:					
EQUIP. REPAIR & SERV. CONT.	8,150.79	4,564.01	8,464.02	9,750.00	1,285.98
UTILITIES	38,700.41	41,023.91	47,775.25	44,000.00	(3,775.25)
BLDG. MAINT. & REPAIR	14,475.27	7,521.22	14,154.57	14,000.00	(154.57)
JANITORIAL SUPPLIES	3,325.29	3,170.48	3,274.95	4,000.00	725.05
RENTAL-TORY CORNER	540.00	540.00	540.00	540.00	0.00
MISC. EXPENSES:					
INSURANCE	11,577.09	8,623.00	15,332.94	14,000.00	(1,332.94)
TELEPHONE	4,563.83	5,518.37	4,560.45	5,500.00	939.55
POSTAGE	2,928.03	2,191.11	2,315.95	3,500.00	1,184.05
SEMINAR, WORKSHOP, TRANSP.	1,233.58	2,020.61	1,804.18	3,250.00	1,445.82
PROGRAMS	272.81	1,082.21	10,633.21	2,000.00	(8,633.21)
AUDIT	3,300.00	1,650.00	0.00	2,000.00	2,000.00
ACCOUNTING SERVICES	18,168.00	17,600.00	20,127.00	18,660.00	(1,467.00)
LEGAL	5,267.00	3,439.50	3,588.00	4,000.00	412.00
PAYROLL SERVICES	2,097.16	2,416.67	2,832.80	2,400.00	(432.80)
ADMINISTRATIVE EXPENSE	4,693.34	691.18	0.00		0.00
CAPITAL EXPENSES:					
FURNITURE & FIXTURES	15,133.05	3,948.43	868.37	10,000.00	9,131.63
TELEPHONE EQUIPMENT)	29.87	10,154.19	8,517.00	21,400.00	12,883.00
AUTOMATION EQUIPMENT)	617.90	5,481.00			0.00
OFFICE EQUIPMENT)	3,645.85	362.50			0.00
MAINTENANCE EQUIPMENT)	913.99	456.20			0.00
AUDIO-VISUAL EQUIPMENT)		185.66			0.00
CONVERSION TO BIBLIOGRAPHIC			48,000.00	48,000.00	0.00
LIGHTING		4,922.10			0.00
VEHICLE PURCHASE		8,393.00			0.00
RESERVE FOR PAYMENT OF 1990 ENCUMBERED EXPENDITURES			8,000.00		(8,000.00)
TOTAL ACTUAL EXPENSES-1988	\$945,053.58				
TOTAL ACTUAL EXPENSES-1989		\$1,047,868.59			
TOTAL ACTUAL EXPENSES-1990			\$1,225,935.75		
TOTAL APPROVED BUDGET-1990				\$1,227,353.00	
NET UNEXPENDED BUDGET BALANCES - 1990					\$1,417.25

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF FUND BALANCES

DECEMBER 31, 1990

	Balance Per Statements of Receipts at 12/30/90 as Presented to Library Board Meeting 1/30/91	To Transfer 1990 Receipts to Accumulated Revenues	To Transfer 1990 Budget Fund to Accumulated Revenues	Balance Funds After Resolution
1990 Budget Fund	\$ 1,417.25		(\$ 1,417.25)	\$ -0-
1990 Fines & Receipts	13,062.08	(\$ 13,062.08)		-0-
1990 Lost Book Fund	1,878.29	(1,878.29)		-0-
1990 Book Sales & Excess Property Fund	2,094.84	(2,094.84)		-0-
1990 Petty Cash & Change Fund	345.00			345.00
Accounts Payable 12/31/89	1,650.00	(1,650.00)		-0-
Accumulated Revenue Fund	959.76	64,471.20	1,417.25	66,848.21
1990 N.J. State Aid	44,403.00	(44,403.00)	-	-0-
PERS Refund	209.18	(209.18)		-0-
Appropriation Refund	228.67	(228.67)		-0-
PERS Exchange	945.14	(945.14)		-0-
	<u>67,193.21</u>	<u>-0-</u>	<u>-0-</u>	<u>67,193.21</u>
Add: Accounts Payable-12/31/90	116,234.55			116,234.55
<u>Total Funds</u>	<u>\$183,427.76</u>			<u>\$183,427.76</u>

TO TRANSFER BALANCE OF 12/31/90

1. Budget Balance to Accumulated Revenue - 1990	\$ 1,417.25
2. <u>Add: 1990</u>	
Unallocated Fines & Receipts	13,062.08
Lost Book Fund	1,878.29
Book Sales & Excess Property Fund	2,094.84
Accounts Payable 12/31/89	1,650.00
N.J. State Aid - 1990	44,403.00
PERS Refund	209.18
Appropriation Refund	228.67
PERS Exchange	<u>945.14</u>
<u>Total Accumulated Revenues Transferred - 1990</u>	<u>65,888.45</u>
3. Accumulated Revenue Balance from 12/31/89	<u>959.76</u>
<u>TOTAL ACCUMULATED REVENUE - DECEMBER 31, 1990</u>	<u>\$ 66,848.21</u>

WEST ORANGE FREE PUBLIC LIBRARYCOMPARATIVE BALANCE SHEETDECEMBER 31, 1990-1989-1988ASSETS

	<u>December 31,</u> <u>1990</u>	<u>December 31,</u> <u>1989</u>	<u>December 31,</u> <u>1988</u>
<u>CASH</u>			
Regular Checking Account	\$ 2,942	\$ 905	\$ 1,513
Investment Account	1,519	78,203	126,225
Savings Accounts	25,078	9,600	10,374
Community Relations Checking Account	2,882	2,025	1,914
Petty Cash Checking Account	202	290	215
Petty Cash Fund - Safe	250	250	250
Change Fund - Desk	35	35	35
N.J. Cash Management Account	<u>150,519</u>	<u>-0-</u>	<u>-0-</u>
<u>TOTAL CASH AND ASSETS</u>	<u>\$183,427</u>	<u>\$ 91,308</u>	<u>\$140,526</u>

LIABILITIES, RESERVES AND ACCUMULATED REVENUES

Accounts Payable	\$116,234	\$ 37,004	\$ 58,323
Reserve for:			
Petty Cash and Change Funds	<u>345</u>	<u>345</u>	<u>360</u>
<u>TOTAL LIABILITIES AND RESERVES</u>	<u>116,579</u>	<u>37,349</u>	<u>58,683</u>
<u>ACCUMULATED REVENUES (EXHIBIT D)</u>	<u>66,848</u>	<u>53,959</u>	<u>81,843</u>
<u>TOTAL LIABILITIES, RESERVES AND</u> <u>ACCUMULATED REVENUES</u>	<u>\$183,427</u>	<u>\$ 91,308</u>	<u>\$140,526</u>

WEST ORANGE FREE PUBLIC LIBRARY

COOPERATIVE STATEMENT OF ACCUMULATED REVENUES
FOR THE YEARS ENDED DECEMBER 31, 1990-1989

	<u>December 31, 1990</u>	<u>December 31, 1989</u>
<u>ACCUMULATED REVENUES:</u>		
Balance, January 1, 1990-1989	\$ 53,959	\$ 81,843
(Decreases) Increased to Accumulated Revenues:		
Transfer to Budget Fund, Per Resolution	(53,000)	<u>81,843</u>
<u>BALANCE</u>	959	-0-
<u>ADDITIONS TO ACCUMULATED REVENUES</u>		
1990-89 Fines & Receipts	\$ 13,062	\$ 5,118
1990-89 Lost Book Funds	1,879	1,947
1990-89 Book Sales & Excess Property Fund	2,095	1,614
1989 Accounts Payable	1,650	1,918
1990-89 State Aid Received	44,403	49,388
1990-89 Balance of Budget Fund	1,417	43,362
1990-89 State Aid Transferred to Budget	-0-	(49,388)
1990 PERS Refund	209	-
1990 Appropriation Refund	229	-
1990 PERS Exchange	<u>945</u>	<u>53,959</u>
	<u>65,889</u>	
<u>ACCUMULATED REVENUES,</u> <u>DECEMBER 31, 1990-1989</u>	<u>\$ 66,848</u>	<u>\$ 53,959</u>