

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF JULY 1975
LIBRARY BOARD MEETING OF AUGUST 27, 1975

EXPENDITURES

	MODIFIED BUDGET 1975	PAID MONTH OF JULY 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID 7 MONTHS ENDED 7/31/75	1975 UNEX- PENDED BUDGET BALANCE 7/31/75	BILLS/ACCTS. PAYABLE 7/31/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 7/31/75
SALES & WAGES	\$286,765	\$ 24,122.04	\$163,054.01	\$123,710.99		\$123,710.99
CONTRACTUAL SERVICES:						
BINDING	1,000	103.35	522.38	477.62	\$ 27.05	450.57
COMMUNITY SERVICES	400	63.62	478.96	(78.96)	32.40	(111.36)
TRANSPORTATION	300		136.50	163.50	17.70	145.80
SEMINARS & WORKSHOPS	1,500		1,131.66	368.34		368.34
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	667.00	3,935.00	4,065.00	667.00	3,398.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	5,529		4,778.36	750.64		750.64
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	1,082.32	8,813.27	6,186.73	1,251.92	4,934.81
MAIN LIBRARY-REPAIRS & MAIN.	6,000	105.00	1,824.05	4,175.95	196.09	3,979.86
TORY CORNER - RENTAL	540		270.00	270.00		270.00
BOOKMOBILE	8,300	255.19	784.47	7,515.53	131.63	7,383.90
SERVICE CONTRACTS	2,200	354.58	1,531.52	668.48	219.88	448.60
MATERIALS AND SUPPLIES:						
BOOKS	70,000	3,801.62	30,353.74	39,646.26	3,075.60	36,570.66
SUPPLIES	15,000	459.00	4,696.45	10,303.55	966.46	9,337.09
MAGAZINES	6,000	155.75	1,759.40	4,240.60	36.60	4,204.00
AUDIO-VISUAL	6,000	62.35	1,816.23	4,183.77	340.79	3,842.98
MISC. OTHER EXPENSES:						
INSURANCE	5,000		(139.00)	5,139.00		5,139.00
TELEPHONE	1,600	166.04	828.97	771.03	141.27	629.76
POSTAGE	2,500	300.00	934.71	1,565.29	306.40	1,258.89
EMPLOYEE HEALTH BENEFIT PLAN	8,000	807.71	4,911.01	3,088.99		3,088.99
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750		-0-	750.00		750.00
EQUIPMENT	6,000	1,007.48	2,157.48	3,842.52		3,842.52
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000		8,130.21	6,869.79		6,869.79
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		10,405.00	-0-		-0-
<u>TOTAL</u>	<u>\$483,439</u>	<u>\$ 33,513.05</u>	<u>\$253,114.38</u>	<u>\$230,324.62</u>	<u>\$ 7,410.79</u>	<u>\$222,913.83</u>

B U D G E T R E P O R T
 MONTH OF JULY 1975
 LIBRARY BOARD MEETING OF AUGUST 27, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	INCREASE OR (DECREASE) OF AMENDED 1975 BUDGET (MODIFICATIONS BY BOARD)	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$286,765	\$286,765		\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,600	1,000		1,000
COMMUNITY SERVICES	1,000	400		400
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,500		1,500
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000		8,000
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	1,500	\$ 4,029	5,529 LR 6/ 25/75
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,000	15,000		15,000
MAIN LIBRARY-REPAIRS	8,000	6,000		6,000
TORY CORNER-RENTAL	540	540		540
BOOKMOBILE	4,000	4,000	4,300	8,300 LR 7/30 75
SERVICE CONTRACTS	2,600	2,200		2,200
MATERIALS AND SUPPLIES:				
BOOKS	70,000	70,000		70,000
SUPPLIES	12,000	15,000		15,000
MAGAZINES	6,000	6,000		6,000
AUDIO-VISUAL	9,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	5,000		5,000
TELEPHONE	2,000	1,600		1,600
POSTAGE	2,500	2,500		2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000		8,000
CONTINGENT	500	-0-		-0-
ANNUAL REPORT	1,500	750		750
EQUIPMENT	12,000	6,000		6,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	17,000	15,000		15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405		10,405
	<u>\$491,505</u>	<u>\$475,110</u>	<u>\$ 8,329</u>	<u>\$483,439</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTHS OF JULY 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND
<u>I</u> BALANCES AS OF 6/30/75	\$142,993.80	\$ 52,176.85	\$ 17,331.65	\$ 587.65	\$ 528.25	\$ 326.25	\$ 50,000.00	\$ 16,180.24	\$ 5,862.92
ADD:									
FINES			(1,081.87						
NON-RESIDENT FEES			(20.00						
PHOTO-COPIES	1,677.61		(518.59						
BOOK RENTALS			(57.05						
SALE OF BAGS			.10						
LOST BOOKS	143.85			143.85					
EXCESS PROPERTY SOLD	68.15				68.15				
W.O. 3RD QTR. 175 BUDGET	72,876.25	72,876.25							
TRANSFER PER RESOL. 7/30/75		4,300.00					(4,300.00)		
<u>II</u> TOTAL-JULY 1975-RECEIPTS	\$ 74,765.86	\$ 77,176.25	\$ 1,677.61	\$ 143.85	\$ 68.15		(\$ 4,300.00)		
<u>III</u> TOTAL AVAILABLE-I PLUS II	\$217,759.66	\$129,353.10	\$ 19,009.25	\$ 731.50	\$ 596.40	\$ 326.25	\$ 45,700.00	\$ 16,180.24	\$ 5,862.92
<u>IV</u> LESS:									
JULY 1975 EXPENDITURES	33,513.05	33,513.05							
<u>V</u> TOTAL CASH FUNDS-7/31/75	\$184,246.61	\$ 95,840.05	\$ 19,009.25	\$ 731.50	\$ 596.40	\$ 326.25	\$ 45,700.00	\$ 16,180.24	\$ 5,862.92
ADD: DUE FROM TOWN OF W.O.									
4TH QTR. BUDGET		72,876.25							
FROM LIBRARY FUNDS		61,608.32							
		230,324.62							
LESS: ACCOUNTS PAYABLE 7/31/75		7,410.79							
BUDGET BALANCE PER REPORT 7/31/75		\$222,913.83							
CASH FUNDS REPRESENTED BY:									
CHECKING A/C MIDLANTIC NAT'L Bk		\$ 7,201.06							
MIDLANTIC NAT'L Bk. #51658		40,891.69							
W.O. S & L Ass'n #TC 3848		41,102.15							
CARTERET S & L Ass'n #3-2-5589		37,531.70							
W.O. S & L Ass'n #3422		41,091.08							
W.O. S & L Ass'n #10085		16,180.24							
PETTY CASH - CASH FUND		126.25							
PETTY CASH - CHECKING FUND		122.44							
<u>TOTAL</u>		\$184,246.61							

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1975 BILLS PRESENTED FOR PAYMENT
ON AUGUST 27, 1975

CHECKS ARE DATED
JULY 30, 1975

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9086	MIDLANTIC NAT'L BANK - W.T. JULY 1975	1 - SALARIES	\$ 2,943.92
9087	TOWN OF W.O. Soc.SEC., EMPLOYEES-JULY 1975	1 - SALARIES	1,411.14
9088	P.E.R.S. #20284-1, PENSIONS & LOANS	1 - SALARIES	1,094.83
9089	P.E.R.S. CONTRIBUTORY GROUP INS. JULY 1975	1 - SALARIES	114.59
9090	P.E.R.S. SUPPLEMENTAL ANNUITY-JULY 1975	1 - SALARIES	101.00
9091	TOWN OF W.O., FEDERAL CREDIT UNION	1 - SALARIES	425.00
9092	TOWN OF W.O., HOSPITALIZATION - AUGUST 1975	22 - HOSPITALIZATION	807.71
	NET PAYROLL CHECKS-#2255 -2302 (48)	1 - SALARIES	18,031.56
	<u>SUB-TOTAL</u>		<u>24,929.75</u>
 <u>ADD:</u>			
	CHECKS #9006-9085 PRESENTED FOR PAYMENT JULY 30, 1975		45,589.21
	<u>SUB-TOTAL CHECKS ISSUED JULY 1975</u>		<u>\$ 70,518.96</u>
 <u>LESS:</u>			
	CHECK #9007-WEST ORANGE FREE PUBLIC LIBRARY TRANSFER \$ 37,000.00		
	CHECK #9083-XEROX CORP. CHARGES FROM PHOTO COPY -INCOME 5.91		<u>37,005.91</u>
	<u>TOTAL EXPENDITURES - MONTH OF JULY 1975</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 33,513.05</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

By: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 27, 1975

CHECKS ARE DATED
AUGUST 27, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9093A	PETTY CASH	2. BOOKS	\$ 31.68
B	" "	4. SUPPLIES	27.29
C	" "	12. TRANSPORTATION	17.70
D	" "	13. POSTAGE	6.40
9094	POSTMASTER	13. "	\$ 83.07
9095	ABORN EXTERMINATING Co.	6. MAINT.-MAIN	300.00
9096	ALLYN & BACON, INC.	2. BOOKS	45.00
9097A	AL'S AUTO PARTS, INC.	8. MAINT.-BK.	8.86
B	" " " "	8. " "	5.66
9098	AMA ORDER DEPT.	2. BOOKS	(3.80)
9099A	ARCO PUBLISHING Co., INC.	2. " "	1.86
B	" " " "	2. " "	7.50
9100A	AUTOMATIC DATA PROCESSING	2. " "	22.90
B	" " " "	2. " "	(9.60)
9101A	THE BAKER & TAYLOR Co.	11. SERVICE CONTRACTS	13.30
B	" " " "	11. " "	57.63
C	" " " "	2. BOOKS	2.75
D	" " " "	2. " "	39.45
E	" " " "	2. " "	121.96
F	" " " "	2. " "	(16.43)
G	" " " "	2. " "	187.10
H	" " " "	2. " "	71.57
I	" " " "	2. " "	20.27
J	" " " "	2. " "	10.95
K	" " " "	2. " "	(7.44)
L	" " " "	2. " "	(5.00)
M	" " " "	2. " "	5.09
N	" " " "	2. " "	(5.00)
O	" " " "	2. " "	15.56
P	" " " "	2. " "	(2.63)
9102	BARRON'S EDUCATIONAL SERIES, INC.	2. " "	(62.60)
9103A	A. M. BEST Co.	2. " "	8.22
B	" " " "	2. " "	5.18
9104	BENJAMIN BLUM, INC. PUBLISHERS	2. " "	386.25
9105	BLOOMFIELD WINDOW CLEANING Co.	2. " "	4.14
9106	BORDEN PUBLISHING COMPANY	2. " "	12.00
9107	THOMAS BOUREGY AND Co., INC.	2. " "	90.00
9108A	R. R. BOWKER Co.	2. " "	29.55
B	" " " "	6. MAINT.-MAIN	32.00
9109	BRO-DART, INC.	2. BOOKS	6.37
9110	THE BROOKINGS INSTITUTION	2. " "	14.75
9111A	CURTIS SERVICE, INC.	2. " "	40.68
B	" " " "	2. " "	17.70
9112A	DIMONDSTEIN BOOK Co., INC.	4. SUPPLIES	58.38
B	" " " "	2. BOOKS	123.00
C	" " " "	8. MAINT.-BK.	10.61
D	" " " "	8. " "	65.69
E	" " " "	2. " "	64.08
F	" " " "	2. BOOKS	124.97
G	" " " "	2. " "	203.47
H	" " " "	2. " "	101.59
I	" " " "	2. " "	148.69
J	" " " "	2. " "	29.27
K	" " " "	2. " "	253.05
L	" " " "	2. " "	101.70
M	" " " "	2. " "	114.45
		2. " "	184.90
		2. " "	203.35
		2. " "	119.89
		2. " "	(15.38)
		2. " "	80.88
			1,650.83

WEST ORANGE FREE PUBLIC LIBRARYJULY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 27, 1975CHECKS ARE DATED
AUGUST 27, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9113	DIVISION OF ADMINISTRATIVE PROCEDURE	2. Books	\$ 60.00
9114A	DOUBLEDAY & Co., Inc.	2. "	\$ 12.85
B	" " "	2. "	23.97
C	" " "	2. "	14.86
D	" " "	2. "	13.36
E	" " "	2. "	8.14
F	" " "	2. "	14.77
G	" " "	2. "	9.23
H	" " "	2. "	77.26
I	" " "	2. "	17.14
J	" " "	2. "	9.91
K	" " "	2. "	9.82
L	" " "	2. "	9.00
M	" " "	2. "	204.72
N	" " "	2. "	(187.66)
9115A	EDUCATORS PROGRESS SERVICE, Inc.	2. "	237.37
B	" " "	2. "	13.45
		2. "	9.95
9116	AARON EISENBERG & Co.	20. MGMT. SERVICES	667.00
9117	EXECUTIVE COFFEE SERVICE, Inc.	4. SUPPLIES	38.00
9118	GAYLORD BROS. Inc.	4. "	157.68
9119	GENERAL LEARNING CORP.	2. Books	8.60
9120	H. P. BOOKS	2. "	4.37
9121	HAGSTROM COMPANY, Inc.	18. MAGAZINES	11.45
9122	INTERNATIONAL BUSINESS MACHINES CORP.	11. SERVICE CONTRACTS	54.50
9123	J. & S. CLEANER Co., Inc.	4. SUPPLIES	18.80
9124	JOHNSON PUBLISHING Co., Inc.	2. Books	7.92
9125A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	45.60
B	" " "	4. "	173.00
C	" " "	4. "	26.00
9126A	Mc Graw-Hill Book Co.	2. Books	29.95
B	" " " " "	2. "	24.54
9127A	MACMILLAN PUBLISHING Co., Inc.	2. "	7.28
B	" " " " "	2. "	11.56
9128	MARQUIS WHO'S WHO	2. "	18.84
9129	MEANINGS OF MODERN ART	2. Books	49.00
9130	THE MIT PRESS	2. "	6.66
9131A	MODERN MASS MEDIA, Inc.	2. "	18.78
B	" " " " "	19. AUDIO-VISUAL	6.30
		19. " "	50.29
9132	MOONEY-GENERAL PAPER Co.	4. SUPPLIES	56.59
9133	THE MUSIC EXCHANGE	19. AUDIO-VISUAL	114.00
9134	NATIONAL GEOGRAPHIC SOCIETY	2. Books	44.50
9135	NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE	2. "	3.50
9136	NEW DIRECTIONS FOR WOMEN IN N.J.	2. "	1.95
9137	NEW JERSEY BELL	2. "	3.00
9138	NEW JERSEY BELL	9. TELEPHONE	10.07
9139A	NEW JERSEY OFFICE SUPPLY Co.	9. "	131.20
B	" " " " "	4. SUPPLIES	64.65
C	" " " " "	4. "	11.50
		4. "	32.50
9140	OXFORD UNIVERSITY PRESS, Inc.	2. Books	108.65
9141	PERFORMANCE DYNAMICS, Inc.	2. "	8.05
9142	THE PETROLEUM PUBLISHING Co.	2. "	12.50
		2. "	33.88

WEST ORANGE FREE PUBLIC LIBRARYJULY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON AUGUST 27, 1975CHECKS ARE DATED
AUGUST 27, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9143	PITNEY BOWES	11. SERVICE CONTRACTS	\$ 30.00
9144A	PRENTICE-HALL, INC.	2. BOOKS	\$ 21.32
B	" " "	2. "	12.18
C	" " "	2. "	7.23
D	" " "	2. "	8.23
9145	PRENTICE-HALL, INC.	2. "	48.96
9146	PUBLIC SERVICE ELECTRIC & GAS Co.	2. "	10.42
9147	QUALITY PRODUCTS Co.	6. MAINT.-MAIN	1,251.92
9148	RAILROADS OF NEW JERSEY	4. SUPPLIES	13.75
9149	REDPATH ART SERVICE	2. BOOKS	13.95
9150	ROBSAC INDUSTRIES, INC.	19. AUDIO-VISUAL	239.70
9151	ROUTLEDGE & KEGAN PAUL LTD.	4. SUPPLIES	78.69
9152	PORTER SARGENT, PUBLISHER	2. BOOKS	32.86
9153	SEDGEWICK MACHINE WORKS, INC.	2. "	18.80
9154	SINCERE PRESS, INC.	6. MAINT.-MAIN	35.00
9155	THE STAR-LEDGER	2. BOOKS	19.63
9156	SUPERIOR ENGINEERING Co.	10. COMMUNITY RELATIONS	32.40
9157A	SUPERIOR ENGINEERING Co.	11. SERVICE CONTRACTS	75.00
B	" " "	6. MAINT.-MAIN	31.92
9158	TYPEWRITER & OFFICE MACHINE Co.	6. " "	52.17
9159	VOCATIONAL FOUNDATION, INC.	4. SUPPLIES	42.00
9160A	VOCATIONAL GUIDANCE MANUALS	18. MAGAZINES	5.00
B	" " "	2. BOOKS	4.75
9161	WEISE-WINCKLER BINDERY, INC.	2. "	8.45
9162	WEST PUBLISHING COMPANY, INC.	3. BINDING	27.05
9163	WORLD ZIONIST ORGANIZATION	2. BOOKS	25.00
9164	XEROX CORPORATION	2. "	6.95
9165	YOUNG'S NEWS SERVICE	METER INCOME	118.33
9166	PETTY CASH-W.O.F.P.L.	18. MAGAZINES	20.15
		2. BOOKS	9.30
<u>SUB-TOTAL</u>			\$ 7,529.12
LESS: CHECK #9164 TO XEROX CORP.			
CHARGE FROM PHOTO COPY INCOME			118.33
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT AUGUST 27, 1975</u>			<u>\$ 7,410.79</u>

PAYMENT RECOMMENDED BY:*Lola W. Reek*PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

By: *Aaron Eisenberg*

DIRECTOR'S MONTHLY REPORT

AUGUST 27, 1975

The summer of 1975 has been an extremely busy one and, we feel, a very rewarding one in that circulation is still on the rise, programs have been quite varied, stimulating and most were well-attended.

We are well pleased with the results of the Summer Reading Program. Good attendance lasted through the last session. In fact, interest was at an all time high, probably due to good planning as well as having a volunteer science specialist, Mrs. Elinor Semel, who lectured and demonstrated to the groups on fossils and dinosaurs. Also, the younger group (Grades 1-3) has its own publication called Kid Stuff, 1975.

Question: Will the Library Board be agreeable to paying library employees twice monthly or every two weeks? This question has been raised many times at our regular staff meetings. In addition, the question of the legality of once a month pay was raised at our last meeting on August 5th. This led me to inquire about such a rule through Mr. Dorfman, our Civil Service representative in Newark, and several libraries. According to both sources, there is no written law requiring salaries to be paid more often. However, all were appalled and quite surprised to learn that our employees are paid only once monthly. Out of curiosity, at least a dozen libraries were called and questioned about the regularity of salary payments. Included were libraries in Bergen and Union Counties. The responses received were that employees are paid either twice monthly or twenty-six times a year. It seems, therefore, that we stand alone in our "once a month" pay periods.

An Institute will be sponsored by the Reference and Technical Services Division of the American Library Association at the New York Sheraton Hotel on October 9-10. Because of the nature of the program and the rapidly changing catalog systems toward automation, we feel it is imperative that a representative from our library (Mrs. Czarnecki or Miss Cushing) should attend. The fee for the two-day Institute is \$90.00 plus travel and eating expenses.

The First Mountain Crafters will have an exhibit in our library for one month, beginning September 8. Every effort is being made to borrow or rent an upright exhibit case which can be locked to protect the valuables from being stolen.

Weight Watchers of New Jersey are interested in renting our meeting room weekly for their meetings. It is a profit organization willing to pay our rental fees. However, it is an on going thing as long as the attendance is to their liking. We feel that too much is involved and that the fee is not worthy of getting involved with this group for an unspecified period of time. Rather, our preference is to make the space available to local non profit organizations or to profit organizations holding a limited number of sessions.

An investigation into the cost of new manual typewriters revealed a price range of \$290.00 to \$360.00. The following is a random sampling which we made.


<u>Company</u>	<u>Model</u>	<u>Cost</u>
Center Typewriter Service	Royal	\$294.00
Kotler Typewriters	Olympia	298.00
N. J. Office Machines	Facit	360.00
R & B Typewriter	Adler	290.00

Mr. Richard Dreher of the Fowler Agency spent more than an hour with me during the month explaining our insurance coverage. Because of our having purchased additional equipment, we are having to submit a new inventory for which the company will give us our insurance rate for 1976. It will probably be increased by only a few dollars.

Since the question of whether or not employees are insured when riding together when attending professional meetings or on business which is library related, I asked Mr. Dreher to explain it to me. He assured me that we are covered.

We are in the process of replacing six Junior Library Clerks who have resigned this month to go off to college. Since Carmine Juliano will return to work after his six months' leave, we will not have to make replacements for each of the six who are leaving.

Respectfully submitted,


Lola N. Reed
Director

ADDENDUM: Curtis Service, Inc. picked up the Mobilibrary on Monday, August 13th and assured me that the work will be completed and the vehicle returned in two weeks. Mr. Erickson promises to send a written warranty as soon as he returns from vacation.

A G E N D A

BOARD OF TRUSTEES

MEETING OF SEPT. 24, 1975

ROLL CALL

MINUTES

TREASURER'S REPORT

Bills Presented for Payment

Financial Statement

DIRECTOR'S REPORT

COMMITTEE REPORTS

Budget Committee

Proposed Budget for 1976

Motion to accept the 1975 Budget

Personnel Committee

New Pay Schedule

OLD BUSINESS

Typewriters

NEW BUSINESS

Next meeting date

GENERAL PUBLIC PARTICIPATION

ADJOURNMENT

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

AGENDA

AUGUST 27, 1975

1. ROLL CALL
2. MINUTES
3. TREASURER'S REPORT
 - a) Bills Presented for Payment
 - b) Financial Report
4. DIRECTOR'S REPORT
5. COMMITTEE REPORTS
 - a) Personnel Committee
 - b) Building & Grounds - Stack Lighting
6. OLD BUSINESS
7. NEW BUSINESS
8. CORRESPONDENCE AND COMMUNICATIONS
9. GENERAL PUBLIC PARTICIPATION
10. ADJOURNMENT

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

AUGUST 27, 1975

The meeting was called to order at 8:05 by William Sagosz, President. Present were Board members Eileen Flanagan, Albert Kupferer, Phyllis Lopis, and Nancy Herman constituting a quorum. Also present were Lola N. Reed, Director, Stewart Manheim, Board Accountant, and two citizens of West Orange.

MINUTES

Mr. Kupferer made a motion to accept the minutes from the July 30, 1975 Board of Trustees meeting as presented. Mrs. Herman seconded the motion, and it was carried unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

Mrs. Lopis made a motion to accept the Bills Presented for Payment. Miss Flanagan seconded it, and it was carried unanimously.

2. Financial Statement:

Mrs. Herman made a motion to transfer \$32,000 from account #3422, West Orange Savings & Loan, to Midlantic checking account #5987 for August expenditures. Mr. Kupferer seconded the motion, and it was passed unanimously.

The Budget Committee will meet on Wednesday, September 17 at 7:30 P. M. to discuss the 1976 budget requirements.

DIRECTOR'S REPORT

At the next Board meeting, members will discuss the payment of employees' salaries at twice a month, the cost of accounting, and approval of payment. The Personnel Committee will meet with representatives of the West Orange Public Library Employees Association to work out the dates of payment.

Mrs. Lopis made a motion that \$90.00, taken from line item--Workshops and Seminars, plus traveling expenses and meals be approved for the American Library Association Institute which will be held at the New York Hilton, New York City, on October 9 and 10. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. Kupferer made a motion to authorize Mrs. Reed to purchase a new manual typewriter, the cost not to exceed \$300. Expenditure will be taken from line item--Equipment. Mrs. Lopis seconded the motion, and it was passed unanimously.

from defendant. His father seconded the motion and it was passed unanimously. (b)(7)(C) The cost was to exceed \$300. Expenditure will be taken from the (b)(7)(C) budget. There was a motion to authorize Mr. Reed to purchase a new watch.

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BOARD OF TRUSTEES MEETING

WEST ORANGE LOGIC CIRCUITS

Mrs. Reed informed the Board that four Jr. Library Clerks and one Jr. Library Assistant will be leaving in August. They are:

David Stone, Jr. Library Clerk - August 28, 1975
 Regina Wannemacher, Jr. Library Clerk - August 28, 1975
 Valerie Mayes, Jr. Library Clerk - August 22, 1975
 Cynthia Beattie, Jr. Library Clerk - August 14, 1975
 Robert Bliwise, Jr. Library Assistant - August 25, 1975

Mrs. Reed also stated that Carmine Juliano will be returning to work after a six month leave of absence. Therefore, there will not be a need to hire another Jr. Library Assistant.

COMMITTEE REPORTS

1. Personnel Committee:

Mrs. Lopis made a motion that the salary range of the West Orange Free Public Library Director be left open at the top level. Merit increments and cost of living increases will be negotiable each year with the Director. The motion was seconded by Mrs. Herman and carried unanimously.

2. The report on the electrical system by the Building & Grounds Committee will be tabled until the September meeting.

OLD BUSINESS

Mr. Sagosz, after attending a Planned Parenthood session, stated that he was satisfied with the factual caliber of the discussions being held.

Mr. Sagosz presented a letter from Civil Service, (see attached correspondence dated August 11, 1975), which stated that Mrs. Reed has been permanently appointed to the position of Director as of July 29, 1975.

Mrs. Lopis made a motion that the provision restricting permanent appointment of Mrs. Reed, based upon Civil Service tests and examination, be removed. This provision was stated in a motion of her appointment as Library Director in the December 23, 1974 minutes. Mr. Kupferer seconded the motion, and it was carried unanimously.

NEW BUSINESS

Mrs. Reed will consult with Mr. Ostrow on the legalities of requiring forms of identification on applications for library cards.

Mrs. Reed reported that a total of \$1,200.00 was collected as a result of the book sale held on Saturday, August 23, 1975.

Mr. Sagosz complimented Mrs. Reed, the library staff and volunteers on their efforts that made the book sale a success.

these efforts that made the book sale a success.

The board complimented Mrs. Reed, the library staff and volunteers on the book sale held on Saturday, August 23, 1932.

Mrs. Reed reported that a total of \$1,304.00 was collected as a result of loans of identification or subscriptions for library cards.

Mrs. Reed will confer with the board on the possibility of requesting permission to collect on the premises of the library.

August 23, 1932

Enclosed for the board are the minutes of the meeting held on August 23, 1932, and the report of the board of directors for the year ending August 23, 1932. The minutes of the meeting held on August 23, 1932, are also enclosed.

The board of directors of the library is composed of the following members:

President - Mrs. Reed
Vice President - Mrs. Reed
Secretary - Mrs. Reed
Treasurer - Mrs. Reed

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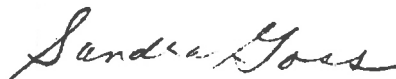
PUBLIC PARTICIPATION

Mrs. Marie Magno, representative of the West Orange Public Library Employees Association, asked the Board of Trustees to wait until a staff meeting is held in September before a final decision is made on paying employees twice a month. She stated that quite a few employees were on vacation, and that the matter will be discussed when everyone has returned.

ADJOURNMENT

The meeting was adjourned at 9:30 P. M. by a motion made by Mrs. Herman. The next meeting will be held on Wednesday, September 24, 1975.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

secretary, board of directors
and staff

secretary
and staff

respectfully submitted,

The next meeting will be held on Wednesday, September 24, 1952.

The meeting was adjourned at 9:30 P. M. by a motion made by Mrs. Newman.

ADJOURNMENT

As discussed when everyone has returned.

She stated that quite a few employees were on vacation, and that the matter will be discussed before a final decision is made on paying employees twice a month. Association asked the board of directors to wait until a staff meeting is held.

Mrs. Marie Mason, representative of the West Glauco Public Library employees.

PUBLIC PARTICIPATION

A LOCAL GOVERNMENT SERVICES COMMUNICATION



State of New Jersey
DEPARTMENT OF CIVIL SERVICE

WILLIAM DRUZ, Chief Examiner and Secretary

Please direct all replies to Local Office Manager checked:

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

- ☒ John Collins, 1100 Raymond Boulevard, Newark, N.J. 07102
☐ Donald G. Bennett, 209 East State Street, Trenton, N.J. 08625
☐ Walton Streit, 517 Market Street, Camden, N.J. 08102

To: *Board of Trustees*
West Orange Public Library
46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

DATE: *August 11, 1975*

Announcement of the promotion examination listed below did not result in a competitive situation. Therefore, in accordance with the provisions of N.J.A.C. 4:1-8.5, authorization for the promotion of the provisional appointee shown in this notice has been granted subject to the usual working test period.

If there is any objection to the permanent appointment of this provisional employee, please notify us at the address checked above within thirty (30) days; otherwise, the appointment will be approved as shown below. The submission of a CS-6 form is not required for this approval.

NAME OF EMPLOYEE: *Lola Reed*

DEPARTMENT: *Library*

TITLE OF EXAMINATION: *Library Director*

CLOSING DATE: *6-27-75*

EFFECTIVE DATE OF PROMOTION: *7-29-75*

cc: *Lola Reed*

A G E N D A
MEETING OF THE BOARD OF TRUSTEES
January 22, 1975

ROLL CALL

READING OF MINUTES

TREASURER'S REPORT

1. Bills Presented for Payment
2. Financial Statement

DIRECTOR'S REPORT

OLD BUSINESS

1. Transfer of Funds
2. Letter to Civil Service announcing appointment of
Mrs. Reed to Director's Position

NEW BUSINESS

1. Election of Officers
2. Next Meeting

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JANUARY 22, 1975

The meeting was called to order at 8:05 P. M. by William Sagosz, President. Present were members Eileen Flanagan, Nancy Herman, Albert Kupferer, Phyllis Lopis, Anita Strauss, constituting a quorum. Also present were Andrea Grover, newly appointed Board of Trustee member, Lola Reed, Director, Stewart Manheim, Board Accountant, and a few citizens of West Orange.

MINUTES

Miss Flanagan made a motion to accept the minutes of the December meeting with the following correction:

Under TREASURER'S REPORT, item #2 - change to read: Mr. Manheim suggested The following resolution to the Board:

Mrs. Herman seconded the motion, and it was passed unanimously.

TREASURER'S REPORT

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

1. Financial Statement:

Mr. Manheim distributed a financial report summerizing the year's accounts. This report known as Exhibits A, B, C, and D may be used as a guide to determine the budget for next year.

A motion was made by Mrs. Strauss to accept the Financial Statement Report as presented. Mr. Kupferer seconded it, and it passed unanimously.

ELECTION OF OFFICERS

The following nominations were presented to the Board: President - William Sagosz, Vice President - Albert Kupferer, Secretary - Phyllis Lopis, Treasurer - Anita Strauss. No other nominations were offered. Mrs. Herman made a motion that the nominations be closed. Miss Flanagan seconded it, and it passed unanimously. The President instructed the Secretary to cast one ballot for the slate of nominees as presented.

Mr. Sagosz welcomed the new Board of Trustee member, Andrea Grover, who will serve on the Board until December 31, 1979.

DIRECTOR'S REPORT

A motion was made by Mrs. Lopis stating that the Board of Trustees approve the expenditure of \$400, line item Maintenance-Main, for the removal of stone and plants from the flower boxes, and to replace it with 4 inches of concrete on the floor. The motion was seconded by Mrs. Grover and passed unanimously.

In regard to the employment of temporary employees, Mr. Manheim suggested that:

1. The hiring of employees should be made a permanent part of the Agenda.
2. Once a person is designated as a part time employee, he should remain permanently on the books. (Such as in the case of the substitute driver for the Mobilibrary).

Mrs. Lopis made a motion to hire a substitute driver to replace Mr. Toohey when he is absent, at a rate of \$5.75 per hour. Mrs. Herman seconded, and it passed unanimously.

Mr. Kupferer made a motion that the Director's Report be accepted as read. Mrs. Strauss seconded it, and it passed unanimously.

Mrs. Herman made a motion that the Board send a gift to Mrs. Florence Mantell, who has been seriously ill, expenditure not to exceed \$10.00 to be charged to line item Community Relations.

OLD BUSINESS

Mr. Sagosz made a motion designating the following depositories and associated accounts:

- (A)
 1. Checking Account - Midlantic National Bank, Account # 05987
 2. Savings Account - Midlantic National Bank, Account # 51658
 3. Savings at West Orange Savings & Loan Association - Accounts 3343, 10085, 3422.
 4. Savings Account at Llewellyn-Edison Savings and Loan Association Account # 8119
- (B) A transfer of West Orange Savings & Loan Association Accounts # 3376 (Fines and Reserves), and 3375 (Lost Book Fund) to the Midlantic National Bank Account # 51658 (Sale of Surplus Property).
- (C) Monies in excess of \$40,000 now deposited in the Llewellyn-Edison Savings and Loan Association Account # 8119, to be transferred to the Carteret Savings and Loan Association, Account # 32-5589, in East Orange, N. J.
- (D) Also to be deposited in the Carteret Savings and Loan Association Account # 32-5589, the excess monies over the amount of \$40,000 in West Orange Savings and Loan Association Accounts 3348, and 3422.

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

Following Mr. Manheim's suggestion, Mr. Kupferer motioned that the following resolution be made:

RESOLVED:

That the 1974 West Orange Free Public Library Budget be modified to the total amount of \$417,369.39 to cover the actual 1974 encumbrances/expenditures. Such modification shall be covered by the 1974 Adopted Budget as granted by the Town of West Orange in the amount of \$403,545.00 plus appropriation of \$13,824.39 from "Accumulated Revenues Fund" to cover, offset and balance out the over-encumbrances/expenditures.

It was seconded by Mrs. Herman and carried unanimously.

Mrs. Herman motioned that the following resolution be made:

RESOLVED:

The following 1974 Funds received by the Library be transferred to Accumulated Revenues:

1. 1974 Fines and Reserves Fund	\$21,694.15
2. 1974 Lost Book Fund	1,497.37
3. 1974 Book Sales and Excess Property Fund	<u>1,345.95</u>
<u>Total Funds to be Transferred to</u> <u>Accumulated Revenues</u>	<u>\$24,537.47</u> =====

The motion was seconded by Miss Flanagan and carried unanimously.

Mrs. Lopis motioned that the following resolution be made:

RESOLVED:

That the amount of \$8,799.61 be returned from the 1974 Budget Fund to Accumulated Revenues in anticipation of overencumbered budget balances during 1974:

<u>1974 Budget Appropriations Received from</u> <u>Town of West Orange</u>	\$403,545.00
<u>Less: Actual Encumbrances/Expenditures</u> <u>by the Library</u>	<u>417,369.39</u>
<u>Over-Encumbered Balances</u>	<u>(\$ 13,824.39)</u>

Transfers from Accumulated Revenues to
Budget Fund during 1974:

April 1974	\$ 2,100	
July 1974	524	
Dec. 1974	<u>20,000</u>	<u>\$ 22,624.00</u>

Excess Amount to be Returned to Accumulated
Revenues

\$ 8,799.61
=====

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

In answer to the Mayor's recommended Library appropriation for 1975, namely, the Town of West Orange - \$341,505

150,000

491,505

Mr. Manheim suggested that Mr. Sagosz write a letter to the Mayor and the Town Council based upon the financial reports, and indicating that there is only \$34,891.92 available in Accumulated Revenues for use in 1975.

Mr. Sagosz would like to have the Budget Committee prepare arguments in regard to the Board's use of the Accumulated Revenues and State Aid Fund, to be presented at an open meeting to the Mayor and Town Council.

NEW BUSINESS

Mr. Sagosz made a motion that we allocate \$10,000 from the 1974 State Aid Fund to the Reserve for a New Mobilibrary. Miss Flanagan seconded it and it carried unanimously.

Mr. Sagosz made a motion that the remainder of the 1974 State Aid Fund in the amount of \$44,644 be allocated to the Building Addition Fund which will bring the total up to \$96,996. Mrs. Herman seconded the motion, and it was passed unanimously.

NEXT MEETING

It was agreed that the next Board of Trustees meeting will be preceded by a dinner held at Libretti's Restaurant, whereby plaques will be presented to Mrs. Rose Zimmerman and Mrs. Mary Zeitlin upon their retirement from the Board. The regular monthly Board of Trustees meeting will be held at the Library at 8:00 P. M.

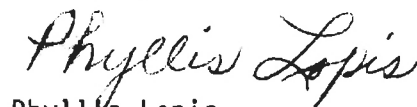
Mrs. Strauss made a motion that the Board spend up to \$100 to be charged to line item Community Relations, for this occasion. Mrs. Herman seconded it and it was carried unanimously.

The meeting was adjourned at 10:15 P. M. with a motion made by Mr. Kupferer and seconded by Mrs. Lopis.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S

MONTHLY REPORT

JANUARY 22, 1975

Entering into this New Year with a new title, it is with deep gratitude and sincere appreciation to you, the Library Board of Trustees, for your vote of confidence exemplified on December 23, 1974 when you designated me as Director of the West Orange Free Public Library. I consider it a great honor and am humbled by it and shall do everything within my power to be the Administrator you hoped for--the best. Many thanks to all of you.

Our absentee rate due to illnesses during the past month has soared upward. Almost everyone of our staff has been affected. The situation is not quite as grim now, but the "flu" is still taking its toll.

At my request, Joe Torlucci, Superintendent of Buildings, brought in several representatives of construction companies to survey and give a bid on removal of the wall around our flower garden, clean it out and fill in four inches of stone and four inches of concrete. The low bidder was Mike Forgione Construction Company of 336 St. Cloud Avenue, West Orange. His price is \$400. He is ready to start work as soon as we have your approval.

As requested by you, I visited three banks and secured signature cards from each. The banks include Capital Savings & Loan (formerly Orange Savings & Loan), Carteret Savings and Loan in East Orange and Mountain Ridge State Bank at 1 Essex Green Plaza, West Orange. Most impressive among these banks is Carteret Savings and Loan.

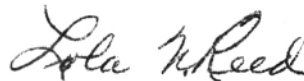
A letter was sent to the Department of Civil Service during the past week requesting the scheduling of examinations for Junior Librarians, Junior Library Assistants and File Clerks. This step had to be taken for the protection of three of our professional staff who are, at present, Provisional appointees, according to Civil Service Rules. Also, we have a few Junior Library Assistants who are not yet permanent.

Mark Donnelly continues to make contact in all areas of our community. He has recently been given two 2-minute spot messages on station WFME - 94.7 F. M. The dates and time of these announcements are: Wednesday, January 22 at 12:10 PM and Wednesday, January 29 at 6:10 PM.

More and more our Meeting Room is being used by citizen groups. We feel this is good from a Public Relations point of view. On Thursday, January 16, the Citizens Advisory Council met to an overflow group of citizens.

When our regular driver of the Mobilibrary is incapacitated, we hire a substitute replacement to alleviate the problem of interrupted service. Mr. Toohey was ill for two days, so we hired Mr. Charles V. Joyce, a local fireman, to fill in on one of the days at an hourly rate of \$4.75. Mr. Joyce has driven the Mobilibrary on previous occasions.

Respectfully submitted,



Lola N. Reed
Director

RESOLUTION OF WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES
AT FINAL MEETING FOR 1974 - FOR APPLICATION AND OFFSET OF
OVERENCUMBERED LINE ITEMS OF THE 1974 BUDGET AGAINST (1)
LINE ITEMS WITH UNEXPENDED BALANCES AND (2) AGAINST ACCUMUL-
ATED REVENUE BALANCES OF THE LIBRARY ON HAND 1/1/74

WHEREAS, THERE WILL EXIST ON DECEMBER 31, 1974 OVER-
ENCUMBRANCES AS WELL AS UNDER EXPENDITURES OF CERTAIN LINE ITEMS OF THE
1974 WEST ORANGE PUBLIC LIBRARY BUDGET, AND

WHEREAS, IT IS THE PREROGATIVE OF THE LIBRARY BOARD OF TRUSTEES,
UNDER FORMAL OPINION (AND THE STATUTES CITED THEREIN) 1959 No. 10, DATED
MAY 29, 1959 - ISSUED BY THE OFFICE OF THE THEN ATTORNEY GENERAL, - TO
REALLOCATE AND TRANSFER FUNDS BETWEEN LINE ITEMS OF THE BUDGET AND ACCUMULATED
REVENUE BALANCES.

NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED THAT ALL OVER-
ENCUMBERED LINE ITEMS APPEARING ON THE 1974 BUDGET OF THE WEST ORANGE
PUBLIC LIBRARY BE OFFSET AS AT DECEMBER 31, 1974 BY

(1) UNEXPENDED BALANCES APPEARING IN ANY OTHER LINE ITEMS
AT DECEMBER 31, 1974 AND

(2) ANY REMAINING OVER-ENCUMBERED LINE ITEM BALANCES BE
CHARGED AGAINST ACCUMULATED REVENUES OF THE WEST ORANGE PUBLIC LIBRARY
AS AT JANUARY 1, 1974.

(3) Transfer of cash from A.P. Fund Savings Acct.
W. O. S + L. TC 3422 in the amt of \$20,599.41. (20,000)

WILLIAM SAGOSZ, PRESIDENT
BOARD OF TRUSTEES,
WEST ORANGE PUBLIC LIBRARY

William Sagosz

Phyllis A. Lopis
PHYLLIS LOPIS, SECRETARY
BOARD OF TRUSTEES,
WEST ORANGE PUBLIC LIBRARY

	MODIFIED BUDGET 1974	PAID MONTH OF DECEMBER 1974	1974 ACCUMULATED BUDGET EXPENDITURES PAID 12 MONTHS ENDED 12/31/74	1974 UNEXPENDED BUDGET BALANCE ON 12/31/74	BILLS/ACCTS. PAYABLE @12/31/74 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES 12/31/74
SALARIES & WAGES	\$249,355	21,774.01	253,828.89	(4,473.89)	-	(4,473.89)
CONTRACTUAL SERVICES:						
BINDING	1,600	33.14	674.55	925.45	15.00	910.45
COMMUNITY SERVICES	600	77.00	372.85	227.15	8.65	218.50
TRANSPORTATION	300	76.87	260.81	39.19		39.19
SEMINARS & WORKSHOPS	1,000	243.00	1,033.27	(33.27)		(33.27)
AUDIT	1,650		-0-	1,650.00	1,600.00	50.00
MANAGEMENT & PROF. SVS.	7,200	600.00	6,600.00	600.00	600.00	-0-
ARCHITECTS	-0-		-0-	-	-	-0-
LEGAL	2,024		1,648.92	375.08		375.08
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	12,000	1,492.08	12,335.46	(335.46)	45.30	(380.76)
MAIN LIBRARY-REP.&MAINT.	6,000	171.60	5,454.51	545.49		545.49
TORY CORNER-RENTAL	540		540.00	-0-		-0-
BOOKMOBILE	3,500	62.80	4,574.81	(1,074.81)	17.26	(1,092.07)
SERVICE CONTRACTS	2,600	280.40	2,011.74	588.26	75.00	513.26
MATERIALS & SUPPLIES:						
BOOKS	55,000	5,009.77	53,790.54	1,209.46	3,747.40	(2,537.94)
SUPPLIES	9,000	570.67	11,565.44	(2,565.44)	899.04	(3,464.48)
MAGAZINES	3,300	27.30	4,626.94	(1,326.94)	57.83	(1,384.77)
AUDIO-VISUAL	6,000	187.99	5,061.84	938.16	408.12	530.04
MISC. OTHER EXPENSES:						
INSURANCE	4,000		4,836.82	(836.82)		(836.82)
TELEPHONE	2,000	134.78	1,323.41	676.59	104.99	571.60
POSTAGE	2,000	300.00	1,804.50	195.50		195.50
EMPLOYEE HEALTH BENEFIT PLAN	7,000	643.61	7,525.01	(525.01)		(525.01)
CONTINGENT	500		-0-	500.00		500.00
EQUIPMENT	8,000		6,669.99	1,330.01		1,330.01
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	14,500	3,393.71	14,416.59	83.41		83.41
PUBLIC EMPLOYEES RETIREMENT SYSTEM	6,500	128.96	8,833.91	(2,333.91)		(2,333.91)
TOTAL	\$406,169	\$35,207.69	\$409,790.80	(\$3,621.80)	\$ 7,578.59	(\$11,200.39)
ADD: TRANSFER OF ACCUMULATED REVENUE FUNDS TO COVER OVER-ENCUMBERED BUDGET ITEMS @ 12/31/74 PER LIBRARY RESOLUTION 12/23/74						\$20,000.00
BUDGET BALANCE 12/31/74 PER FUNDS STATEMENT						\$ 8,799.61

2.

BUDGET REPORT
MONTH OF DECEMBER 1974
LIBRARY BOARD MEETING OF JANUARY 22, 1975

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET MODIFICATIONS - YEAR 1974

	1974 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1974 ADOPTED BUDGET (AS GRANTED BY TOWN)	INCREASE OR DECREASE ADOPTED 1974 BUDGET (MODIFICATIONS BY BOARD)	1974 MODIFIED BUDGET
SALARIES AND WAGES	\$249,355	\$249,355		\$249,355
CONTRACTUAL SERVICES:				
BINDING	1,600	1,600		1,600
COMMUNITY SERVICES	1,000	500	\$ 100	600 LR 4/24/74*
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,000		1,000
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROF. SVCS.	7,200	7,200		7,200
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	-0-	(1,500	2,024 LR 4/24/74*
CONTRACTUAL MAINT. & REPAIRS:			(524	LR 7/24/74*
MAIN LIBRARY - UTILITIES	12,000	12,000		12,000
MAIN LIBRARY - REPAIRS	8,000	6,000		6,000
TORN CORNER - RENTAL	540	540		540
BOOKMOBILE	3,500	3,500		3,500
SERVICE CONTRACTS	2,600	2,600		2,600
MATERIALS AND SUPPLIES:				
BOOKS	65,000	55,000		55,000
SUPPLIES	12,000	9,000		9,000
MAGAZINES	4,500	3,300		3,300
AUDIO-VISUAL	7,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	4,000		4,000
TELEPHONE	2,000	2,000		2,000
POSTAGE	2,000	2,000		2,000
EMPLOYEE HEALTH BENEFIT PLAN	7,000	7,000		7,000
CONTINGENT	500	-0-	500	500 LR 4/24/74*
EQUIPMENT	12,000	8,000		8,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	14,500	14,500		14,500
PUBLIC EMPLOYEES RETIREMENT SYSTEM	6,500	6,500		6,500
<u>TOTAL</u>	<u>\$431,793</u>	<u>\$403,545</u>	<u>\$ 2,824*</u>	<u>\$406,169</u>

* FROM LIBRARY ACCUM. REVENUE.

STATEMENT OF ALL FUNDS, RECEIPT AND DISBURSEMENTS FOR
MONTH OF DECEMBER 1974

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK-SALES & EXCESS PROPERTY FUND	1973 STATE AID FUND	1974 STATE AID FUND	PETTY CASH & CHANGE FUND	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND	RESERVE FOR NEW MOBILE LIBRARY
<u>I</u> BALANCES	\$182,102.18	\$31,585.89	\$19,729.32	\$1,363.93	\$1,267.26	\$51,668.96		\$ 326.25	\$15,561.16	\$ 20,599.41	\$40,000.00
ADD:											
FINES			(1,378.22								
NON-RESIDENT FEES			(40.00								
PHOTO-COPIES	\$ 1,719.48		(227.85								
PHONES			(14.35								
BOOK RENTALS			(53.31								
MEETINGS			(5.75								
LOST BOOK FUNDS	116.45			116.45							
EXCESS PROPERTY SOLD	68.80				68.80						
INTEREST	2,117.30		245.35	16.99	9.89	683.72			205.92	955.43	
N.J. STATE AID FUND	54,644.00						\$54,644.00				
PER LIBR. RES.		20,000.00								(20,000.00)	
<u>II</u> TOTAL-DEC.74	\$ 58,666.03	\$20,000.00	\$ 1,964.83	\$ 133.44	\$ 78.69	\$ 683.72	\$54,644.00	-0-	\$ 205.92	(\$ 19,044.57)	
RECEIPTS											
TOTAL AVAILABLE-											
<u>I PLUS II</u>	\$240,768.21	\$51,585.89	\$21,694.15	\$1,497.37	\$1,345.95	\$52,352.68	\$54,644.00	\$ 326.25	\$15,767.08	\$ 1,554.84	\$40,000.00
<u>III</u> LESS:											
DEC. 74 EXPENDITURES	35,207.69	35,207.69									
	\$205,560.52	\$16,378.20	\$21,694.15	\$1,497.37	\$1,345.95	\$52,352.68	\$54,644.00	\$ 326.25	\$15,767.08	\$ 1,554.84	\$40,000.00
LESS:											
ACCOUNTS PAYABLE 12/31/74		7,578.59									
BUDGET BALANCE PER REPORT-											
DECEMBER 31, 1974		\$ 8,799.61									

CASH FUNDS REPRESENTED BY

CHECKING A/C MIDLANTIC NAT'L BANK	\$ 4,925.11	PETTY CASH-CHECKING FUND	50.99
W.O. S & L ASSN TC 3376	21,719.10	W.O. S & L ASS'N 10085	15,767.08
W.O. S & L ASSN TC 3375	1,494.37	W.O. S & L ASS'N 3422	53,156.94
MIDLANTIC NAT'L BANK-51658	→ 1,324.00		
W.O. S & L ASSN. TC 3848	52,352.68		
LLEWELYN EDISON S&L #8119	54,644.00		
PETTY CASH-CASH FUND	126.25		
		\$205,560.52	

52,352.68
40

12,352.68

53,156.94
40

34,644.00

40,000

14,644

13,146.94

Cash 500

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1974 BILLS PRESENTED FOR PAYMENT
ON JANUARY 22, 1975

CHECKS ARE DATED
DECEMBER 23, 1974

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8450	MIDLANTIC NAT'L BANK-W. T. DECEMBER 1974	1- SALARIES	\$ 2,971.63
8451	TOWN OF W. ORANGE-SOC.SEC.-EMPLOYEES DEC.74	1- SALARIES	1,038.65
8452	P.E.R.S. #20284-1-PENSIONS AND LOANS	1-SALARIES	1,141.19
8453	P.E.R.S. CONTRIBUTORY GROUP INS. -DEC.74	1- SALARIES	109.45
8454	P.E.R.S. SUPPLEMENTAL ANNUITY	1- SALARIES	91.00
8455	TOWN OF W.ORANGE-FED.CR. UNION-DEC.74	1- SALARIES	455.00
8456	TOWN OF W.ORANGE-HOSPITALIZATION	22- HOSPITALIZATION	643.61
8457	TOWN OF W.ORANGE-EMPLOYERS SOC.SEC. 4TH QTR. 1974	23- EMPLOYER'S SOC.SEC.	3,393.71
8458	TOWN OF W.ORANGE-ADM.FEE-4TH QTR.74	4- SUPPLIES	1.00
8459	P.E.R.S. PENSION INCREASE FUND-1974	25- P.E.R.S. EMPLOYER	128.96
8460	POSTMASTER, ORANGE	13- POSTAGE	300.00
8461	WEST ORANGE PUBLIC LIBRARY	TRANSFER	20,000.00
	NET PAYROLL CHECKS -1902-52 (51)	1- SALARIES	15,967.09
	<u>SUB-TOTAL</u>		\$46,241.29
	<u>ADD:</u>		
	CHECKS-8375-8449 PRESENTED FOR PAYMENT-DECEMBER 23, 1974		<u>8,690.97</u>
	<u>SUB-TOTAL</u>		\$54,932.26
	<u>LESS:</u>		
	CHECK - #8461	\$20,000.00	
	DEPOSITS - DEC. 6, 1974	2-BOOKS 20.05	
	DEC. 9, 1974	9-TEL 12.76	<u>20,032.81</u>
	<u>SUB-TOTAL</u>		\$34,899.45
	<u>ADD: PETTY CASH CHECKS #425 TO 460 PRESENTED FOR PAYMENT - 4TH QTR. 74</u>		<u>308.24</u>
	<u>TOTAL EXPENDITURES - MONTH OF DECEMBER 1974 PER BUDGET REPORT</u>		<u>\$35,207.69</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
 AARON EISENBERG & CO., C.P.A.'s

By: Aaron Eisenberg & Co

WEST ORANGE FREE PUBLIC LIBRARYDECEMBER 1974 BILLS PRESENTED FOR PAYMENT ON
JANUARY 22, 1975LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1974

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
10/2/74	425	N.J.L.A.	14. CONVENTIONS	\$ 24.00
10/2/74	426	A.P.G.A. PUBLICATIONS	2. BOOKS	2.00
10/2/74	427	NJ LIBRARY ASSOCIATION	10. COMMUNITY RELATIONS	20.00
9/23/74	420	ASSOCIATION OF NO. AMERICA	2. BOOKS	(1.00)
10/7/74	428	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	17.30
10/7/74	429	N.J. LIBRARY ASSOCIATION	10. COMMUNITY RELATIONS	5.00
10/18/74	430	JACQUELINE LEPORE	12. TRANSPORTATION	4.95
10/22/74	431	CYNTHIA LANDAUER	10. COMMUNITY RELATIONS	12.00
10/22/74	432	FLORENCE MANTELL	2. BOOKS	8.05
10/21/74	433	EAST ORANGE PUBLIC LIBRARY	10. COMMUNITY RELATIONS	5.00
10/25/74	434	W.O. PUBLIC LIBRARY	2. BOOKS	8.75
10/28/74	435	LIBRARY WORKSHOP ACCOUNT	10. COMMUNITY RELATIONS	10.00
11/2/74	436	JACQUELINE LEPORE	4. SUPPLIES	6.27
11/4/74	437	WILLIAM TOOHEY	4. "	10.00
11/4/74	438	MADISON PUBLIC LIBRARY	4. "	2.00
11/4/74	439	THOMAS MORE ASSOCIATION	2. BOOKS	2.50
11/4/74	440	N.J. DEPT. OF COMMUNITY AFFAIRS	2. "	2.00
11/4/74	441	EXCEPTIONAL BOOKS, INC.	2. "	2.95
11/4/74	442	DAWN COFFMAN	12. TRANSPORTATION	15.50
11/19/74	443	WEST ORANGE CHAMBER OF COMMERCE	10. COMMUNITY RELATIONS	10.00
11/22/74	444	WEST ORANGE PUBLIC LIBRARY	2. BOOKS	10.25
11/27/74	445	SANDRA GOSS	12. TRANSPORTATION	3.90
11/27/74	446	W.O. PUBLIC LIBRARY	12. "	5.00
12/6/74	447	W.O. PUBLIC LIBRARY	12. "	9.75
12/10/74	448	IRVINGTON PUBLIC LIBRARY	2. BOOKS	10.00
12/10/74	449	SUPERINTENDENT OF DOCUMENTS	2. "	4.00
12/10/74	450	EMMA LOU CZARNECKI	12. TRANSPORTATION	12.00
12/11/74	451	WEST ORANGE PUBLIC LIBRARY	4. SUPPLIES	6.50
12/16/74	452	DAWN COFFMAN	12. TRANSPORTATION	5.70
12/16/74	453	MARC DONNELLY	12. "	4.85
12/16/74	454	JACQUELINE LEPORE	4. SUPPLIES	1.50
12/16/74	455	WEST ORANGE FREE PUBLIC LIBRARY	2. BOOKS	18.00
12/17/74	456	WEST ORANGE FREE PUBLIC LIBRARY	10. COMMUNITY RELATIONS	15.00
12/19/74	457	W. O. PUBLIC LIBRARY	12. TRANSPORTATION	10.00
12/23/74	458	SANDRA GOSS	12. "	5.22
12/23/74	459	HOWARD RUDNICK	4. SUPPLIES	4.20
12/30/74	460	S. ITKIN	2. BOOKS	15.10

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1974\$ 308.24PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: Aaron Eisenberg & Co

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1974 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 22, 1975

CHECKS ARE DATED
JANUARY 22, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8462	PETTY CASH CHECKING ACCOUNT	TRANSFER	\$ 200.00
8463	PETTY CASH	4. SUPPLIES	79.25
8464	AL's AUTO PARTS, INC.	8. MAINT.-BK.	17.26
8465	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	48.79
8466A	APPLE TREE PRESS	2. BOOKS	\$ 4.75
B	" " "	2. "	5.75
8467	AMERICAN HOSPITAL ASSOCIATION	2. "	10.50
8468	ARNO PRESS, INC.	2. "	15.50
8469A	THE BAKER & TAYLOR Co.	2. "	93.00
B	" " "	2. "	354.20
C	" " "	2. "	80.47
D	" " "	2. "	163.24
8470A	THE BAKER & TAYLOR Co.	2. "	231.39
B	" " "	2. "	118.54
C	" " "	2. "	79.05
8471	THOMAS BOUREGY & Co. INC.	2. "	19.01
8472A	R. R. BOWKER Co.	2. "	216.60
B	" " "	2. "	13.50
C	" " "	2. "	20.25
8473A	BRO-DART, INC.	2. "	41.20
B	" " "	2. "	17.25
8474A	CHAMBERS RECORD CORP.	4. SUPPLIES	35.00
B	" " "	4. "	123.00
8475	DAWN COFFMAN	19. AUDIO-VISUAL	45.74
8476A	COMMERCE CLEARING HOUSE, INC.	19. " "	19.16
B	" " "	19. " "	106.49
C	" " "	2. BOOKS	7.58
D	" " "	2. "	2.80
8477	COMMONWEALTH WATER Co.	2. "	41.08
8478	CONGRESSIONAL QUARTERLY, INC.	2. "	3.33
8479	THE DIAL PRESS/DELA CORTE PRESS	6. MAINT.-MAIN	54.79
8480A	DIMONDSTEIN BOOK Co. INC.	2. BOOKS	45.30
B	" " "	2. "	9.45
C	" " "	2. "	5.02
D	" " "	2. "	171.68
8481A	DOUBLEDAY & COMPANY, INC.	2. "	64.76
B	" " "	2. "	109.52
C	" " "	2. "	46.03
8482	DRAMA BOOK SPECIALISTS/PUBLISHERS	2. "	391.99
8483A	EBSCO-SUBSCRIPTION SERVICES	2. "	4.43
B	" " "	2. "	24.34
8484	EDUCATIONAL DIRECTORIES, INC.	2. "	8.60
8485	AARON EISENBERG & Co.	2. "	37.37
8486A	GAYLORD BROS. INC.	2. "	17.03
B	" " "	18. MAGAZINES	13.33
8487	GESTETNER CORPORATION	18. "	9.00
8488	INSTITUTE OF LABOR & INDUSTRIAL RELATIONS - RESEARCH	2. BOOKS	22.33
8489	NEWTON K. GREGG/PUBLISHER	2. "	21.66
8490	INTERNATIONAL PUBLICATIONS SERVICE	20. MGMT. SERV.	600.00
8491	JABBER WOcky	4. SUPPLIES	123.97
8492A	JOSTEN's	4. "	25.23
B	" " "	4. "	149.20
C	" " "	4. "	37.64
8493	SAMUEL KLEIN AND COMPANY	2. BOOKS	3.50
8494	THE LAWYERS Co-OPERATIVE PUBLISHING Co.	2. "	6.45
		2. "	47.35
		2. "	22.44
		4. SUPPLIES	9.00
		4. "	8.40
		4. "	105.35
		15. AUDIT	122.75
			1,600.00
		2. BOOKS	13.40

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1974 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 22, 1975

CHECKS ARE DATED
JANUARY 22, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8495	LE JOHNS, INC.	10. COMMUNITY-REL.	\$ 8.65
8496	LIBRARY OF CONGRESS	4. SUPPLIES	35.00
8497	LISTENING LIBRARY, INC.	19. AUDIO-VISUAL	30.95
8498A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	\$ 16.42
B	" " "	2. "	10.51
8499A	MARQUIS WHO'S WHO, INC.	2. "	25.00
B	" " "	2. "	41.00
8500	A. R. MEEKER Co.	4. SUPPLIES	66.00
8501A	MICROFILMING CORP. OF AMERICA	19. AUDIO-VISUAL	38.10
B	" " "	19. "	95.00
8502	MILLER BRODY PRODUCTIONS, INC.	19. "	89.28
8503A	J. M. MOREHOUSE PRINTING Co. INC.	2. BOOKS	184.28
B	" " "	4. SUPPLIES	8.95
8504	NATIONAL DIRECTORY SERVICE, INC.	4. "	79.50
8505	NATIONAL REGISTER PUBLISHING Co. INC.	2. BOOKS	29.00
8506	NEW JERSEY BELL	2. "	108.50
8507	OLD HOMESTEAD RECORDS	9. TELEPHONE	12.29
8508	THE PETROLEUM PUBLISHING Co.	19. AUDIO-VISUAL	31.87
8509	PITNEY-BOWES	2. "	104.99
8510A	PRENTICE-HALL, INC.	2. BOOKS	4.50
B	" " "	4. SUPPLIES	35.00
C	" " "	2. BOOKS	16.08
8511	PRENTICE HALL, INC.	2. "	4.43
8512	THE PRICE AND LEE COMPANY	2. "	4.43
8513	PROFESSIONAL COFFEE PLAN, LTD.	2. "	12.83
8514A	A. H. ROEMER Co. INC.	2. "	21.69
B	" " "	4. SUPPLIES	18.56
C	" " "	2. BOOKS	68.50
D	" " "	2. "	30.45
E	" " "	2. "	218.10
F	" " "	2. "	71.52
G	" " "	2. "	6.44
H	" " "	2. "	10.28
I	" " "	2. "	(.71)
J	" " "	2. "	41.86
K	" " "	2. "	142.20
8515	H. F. SCHMIDT & Co.	2. "	18.41
8516A	CHARLES SCRIBNER'S SONS	2. "	(3.06)
B	" " "	2. "	(13.62)
8517A	SHAR-FREY, INC.	2. "	50.22
B	" " "	4. SUPPLIES	541.64
C	" " "	2. BOOKS	54.28
D	" " "	2. "	32.62
8518	PETER SMITH PUBLISHER, INC.	2. "	32.65
8519	EDWARD A. STEWART	2. "	24.55
8520	OSCAR B. STISKIN	2. "	16.05
8521	SUPERIOR ENGINEERING Co.	2. "	266.52
8522	TELEVISION DIGEST, INC.	2. "	17.46
8523	THOMAS PUBLISHING Co.	2. "	324.58
8524	TYPEWRITER & OFFICE MACHINE Co.	2. "	6.26
8525	UNION COUNTY FILM SERVICE	11. SERVICE CONTR.	13.56
8526	WEISE-WINCKLER BINDERY, INC.	2. BOOKS	320.00
8527	WEST PUBLISHING Co. INC.	2. "	75.00
		2. "	56.35
		2. "	45.50
		4. SUPPLIES	21.00
		19. AUDIO-VISUAL	17.00
		3. BINDING	15.00
		2. BOOKS	45.50

WEST ORANGE FREE PUBLIC LIBRARYDECEMBER 1974 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 22, 1975CHECKS ARE DATED
JANUARY 22, 1975VOUCHER
NUMBERPAYEEBUDGET ALLOCATIONAMOUNT

8528	THE H. W. WILSON Co.	2. Books	\$ 30.00
8529	YALE UNIVERSITY PRESS	2. "	121.40
8530	YOUNG'S NEWS SERVICE	18. MAGAZINES	35.50

TOTAL CHECKS ISSUED #8462-8530 PRESENTED FOR PAYMENT
JANUARY 22, 1975

7,778.59

LESS: CHECK #8462 PETTY CASH TRANSFER

200.00

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT JANUARY 22, 1975

\$ 7,578.59

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: Aaron Eisenberg & Co.

2.

BUDGET REPORT
MONTH OF DECEMBER 1974
LIBRARY BOARD MEETING OF JANUARY 22, 1975

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET MODIFICATIONS - YEAR 1974

	1974 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1974 ADOPTED BUDGET (AS GRANTED BY TOWN)	INCREASE OR DECREASE ADOPTED 1974 BUDGET (MODIFICATIONS BY BOARD)	1974 MODIFIED BUDGET
SALARIES AND WAGES	\$249,355	\$249,355		\$249,355
CONTRACTUAL SERVICES:				
BINDING	1,600	1,600		1,600
COMMUNITY SERVICES	1,000	500	\$ 100	600 LR 4/24/74*
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,000		1,000
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROF. SVCS.	7,200	7,200		7,200
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	-0-	(1,500	2,024 LR 4/24/74*
CONTRACTUAL MAINT. & REPAIRS:			(524	LR 7/24/74*
MAIN LIBRARY - UTILITIES	12,000	12,000		12,000
MAIN LIBRARY - REPAIRS	8,000	6,000		6,000
TORN CORNER - RENTAL	540	540		540
BOOKMOBILE	3,500	3,500		3,500
SERVICE CONTRACTS	2,600	2,600		2,600
MATERIALS AND SUPPLIES:				
BOOKS	65,000	55,000		55,000
SUPPLIES	12,000	9,000		9,000
MAGAZINES	4,500	3,300		3,300
AUDIO-VISUAL	7,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	4,000		4,000
TELEPHONE	2,000	2,000		2,000
POSTAGE	2,000	2,000		2,000
EMPLOYEE HEALTH BENEFIT PLAN	7,000	7,000		7,000
CONTINGENT	500	-0-	500	500 LR 4/24/74*
EQUIPMENT	12,000	8,000		8,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	14,500	14,500		14,500
PUBLIC EMPLOYEES RETIREMENT SYSTEM	6,500	6,500		6,500
<u>TOTAL</u>	<u>\$431,795</u>	<u>\$403,545</u>	<u>\$ 2,824*</u>	<u>\$406,169</u>

* FROM LIBRARY ACCUM. REVENUE.

STATEMENT OF ALL FUNDS, RECEIPT AND DISBURSEMENTS FOR
MONTH OF DECEMBER 1974

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK-SALES & EXCESS PROPERTY FUND	1973 STATE AID FUND	1974 STATE AID FUND	PETTY CASH & CHANGE FUND	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND	RESERVE FOR NEW MOBILE LIBRARY
<u>I</u> BALANCES	\$182,102.18	\$31,585.89	\$19,729.32	\$1,363.93	\$1,267.26	\$51,668.96		\$ 326.25	\$15,561.16	\$ 20,599.41	\$40,000.00
ADD:											
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NON-RESIDENT FEES			(40.00								
PHOTO-COPIES	\$ 1,719.48		(227.85								
PHONES			(14.35								
BOOK RENTALS			(53.31								
MEETINGS			(5.75								
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N.J. STATE AID FUND	54,644.00						\$54,644.00				
PER LIBR. RES.		20,000.00								(20,000.00)	
<u>II</u> TOTAL-DEC.74	\$ 58,666.03	\$20,000.00	\$ 1,964.83	\$ 133.44	\$ 78.69	\$ 683.72	\$54,644.00	-0-	\$ 205.92	(\$ 19,044.57)	
RECEIPTS											
TOTAL AVAILABLE-											
<u>I PLUS II</u>	\$240,768.21	\$51,585.89	\$21,694.15	\$1,497.37	\$1,345.95	\$52,352.68	\$54,644.00	\$ 326.25	\$15,767.08	\$ 1,554.84	\$40,000.00
<u>III</u> LESS:											
DEC. 74 EXPENDITURES	35,207.69	35,207.69									
	\$205,560.52	\$16,378.20	\$21,694.15	\$1,497.37	\$1,345.95	\$52,352.68	\$54,644.00	\$ 326.25	\$15,767.08	\$ 1,554.84	\$40,000.00
LESS:											
ACCOUNTS PAYABLE 12/31/74		7,578.59									
BUDGET BALANCE PER REPORT-											
DECEMBER 31, 1974		\$ 8,799.61									
CASH FUNDS REPRESENTED BY											
CHECKING A/C MIDLANTIC NAT'L BANK	\$ 4,925.11		PETTY CASH-CHECKING FUND	50.99							
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W.O. S & L ASSN TC 3375	1,494.37		W.O. S & L Ass'n 3422	53,156.94							
MIDLANTIC NAT'L BANK-51658	1,324.00										
W.O. S & L ASSN. TC 3848	52,352.68										
LLEWELYN EDISON S&L #8119	54,644.00										
PETTY CASH-CASH FUND	126.25										
					\$205,560.52						

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1974 BILLS PRESENTED FOR PAYMENT
ON JANUARY 22, 1975

CHECKS ARE DATED
DECEMBER 23, 1974

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8450	MIDLANTIC NAT'L BANK-W. T. DECEMBER 1974	1- SALARIES	\$ 2,971.63
8451	TOWN OF W. ORANGE-SOC.SEC.-EMPLOYEES DEC.74	1- SALARIES	1,038.65
8452	P.E.R.S. #20284-1-PENSIONS AND LOANS	1-SALARIES	1,141.19
8453	P.E.R.S. CONTRIBUTORY GROUP INS. -DEC.74	1- SALARIES	109.45
8454	P.E.R.S. SUPPLEMENTAL ANNUITY	1- SALARIES	91.00
8455	TOWN OF W.ORANGE-FED.CR. UNION-DEC.74	1- SALARIES	455.00
8456	TOWN OF W.ORANGE-HOSPITALIZATION	22- HOSPITALIZATION	643.61
8457	TOWN OF W.ORANGE-EMPLOYERS SOC.SEC. 4TH QTR. 1974	23- EMPLOYER'S SOC.SEC.	3,393.71
8458	TOWN OF W.ORANGE-ADM.FEE-4TH QTR.74	4- SUPPLIES	1.00
8459	P.E.R.S. PENSION INCREASE FUND-1974	25- P.E.R.S. EMPLOYER	128.96
8460	POSTMASTER, ORANGE	13- POSTAGE	300.00
8461	WEST ORANGE PUBLIC LIBRARY	TRANSFER	20,000.00
	NET PAYROLL CHECKS -1902-52 (51)	1- SALARIES	<u>15,967.09</u>
	<u>SUB-TOTAL</u>		<u>\$46,241.29</u>
	<u>ADD:</u>		
	CHECKS-8375-8449 PRESENTED FOR PAYMENT-DECEMBER 23, 1974		<u>8,690.97</u>
	<u>SUB-TOTAL</u>		<u>\$54,932.26</u>
	<u>LESS:</u>		
	CHECK - #8461		\$20,000.00
	DEPOSITS - DEC. 6, 1974	2-BOOKS	20.05
	DEC. 9, 1974	9-TEL	<u>12.76</u>
			<u>20,032.81</u>
	<u>SUB-TOTAL</u>		<u>\$34,899.45</u>
	<u>ADD:</u> PETTY CASH CHECKS #425 TO 460 PRESENTED FOR PAYMENT - 4TH QTR. 74		<u>308.24</u>
	<u>TOTAL EXPENDITURES - MONTH OF DECEMBER 1974</u> <u>PER BUDGET REPORT</u>		<u><u>\$35,207.69</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO., C.P.A.'s

BY: Aaron Eisenberg & Co

WEST ORANGE FREE PUBLIC LIBRARYDECEMBER 1974 BILLS PRESENTED FOR PAYMENT ON
JANUARY 22, 1975LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1974

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
10/2/74	425	N.J.L.A.	14. CONVENTIONS	\$ 24.00
10/2/74	426	A.P.G.A. PUBLICATIONS	2. BOOKS	2.00
10/2/74	427	NJ LIBRARY ASSOCIATION	10. COMMUNITY RELATIONS	20.00
9/23/74	420	ASSOCIATION OF No. AMERICA	2. BOOKS	(1.00)
10/7/74	428	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	17.30
10/7/74	429	N.J. LIBRARY ASSOCIATION	10. COMMUNITY RELATIONS	5.00
10/18/74	430	JACQUELINE LEPORE	12. TRANSPORTATION	4.95
10/22/74	431	CYNTHIA LANDAUER	10. COMMUNITY RELATIONS	12.00
10/22/74	432	FLORENCE MANTELL	2. BOOKS	8.05
10/21/74	433	EAST ORANGE PUBLIC LIBRARY	10. COMMUNITY RELATIONS	5.00
10/25/74	434	W.O. PUBLIC LIBRARY	2. BOOKS	8.75
10/28/74	435	LIBRARY WORKSHOP ACCOUNT	10. COMMUNITY RELATIONS	10.00
11/2/74	436	JACQUELINE LEPORE	4. SUPPLIES	6.27
11/4/74	437	WILLIAM TOOHEY	4. "	10.00
11/4/74	438	MADISON PUBLIC LIBRARY	4. "	2.00
11/4/74	439	THOMAS MORE ASSOCIATION	2. BOOKS	2.50
11/4/74	440	N.J. DEPT. OF COMMUNITY AFFAIRS	2. "	2.00
11/4/74	441	EXCEPTIONAL BOOKS, INC.	2. "	2.95
11/4/74	442	DAWN COFFMAN	12. TRANSPORTATION	15.50
11/19/74	443	WEST ORANGE CHAMBER OF COMMERCE	10. COMMUNITY RELATIONS	10.00
11/22/74	444	WEST ORANGE PUBLIC LIBRARY	2. BOOKS	10.25
11/27/74	445	SANDRA GOSS	12. TRANSPORTATION	3.90
11/27/74	446	W.O. PUBLIC LIBRARY	12. "	5.00
12/6/74	447	W.O. PUBLIC LIBRARY	12. "	9.75
12/10/74	448	IRVINGTON PUBLIC LIBRARY	2. BOOKS	10.00
12/10/74	449	SUPERINTENDENT OF DOCUMENTS	2. "	4.00
12/10/74	450	EMMA LOU CZARNECKI	12. TRANSPORTATION	12.00
12/11/74	451	WEST ORANGE PUBLIC LIBRARY	4. SUPPLIES	6.50
12/16/74	452	DAWN COFFMAN	12. TRANSPORTATION	5.70
12/16/74	453	MARC DONNELLY	12. "	4.85
12/16/74	454	JACQUELINE LEPORE	4. SUPPLIES	1.50
12/16/74	455	WEST ORANGE FREE PUBLIC LIBRARY	2. BOOKS	18.00
12/17/74	456	WEST ORANGE FREE PUBLIC LIBRARY	10. COMMUNITY RELATIONS	15.00
12/19/74	457	W. O. PUBLIC LIBRARY	12. TRANSPORTATION	10.00
12/23/74	458	SANDRA GOSS	12. "	5.22
12/23/74	459	HOWARD RUDNICK	4. SUPPLIES	4.20
12/30/74	460	S. ITKIN	2. BOOKS	15.10

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1974\$ 308.24PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: Aaron Eisenberg & Co

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1974 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 22, 1975

CHECKS ARE DATED
JANUARY 22, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8462	PETTY CASH CHECKING ACCOUNT	TRANSFER	\$ 200.00
8463	PETTY CASH	4. SUPPLIES	79.25
8464	AL's AUTO PARTS, INC.	8. MAINT.-BK.	17.26
8465	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	48.79
8466A	APPLE TREE PRESS	2. BOOKS	\$ 4.75
B	" " "	2. "	5.75
8467	AMERICAN HOSPITAL ASSOCIATION	2. "	10.50
8468	ARNO PRESS, INC.	2. "	15.50
8469A	THE BAKER & TAYLOR Co.	2. "	93.00
B	" " "	2. "	354.20
C	" " "	2. "	80.47
D	" " "	2. "	163.24
8470A	THE BAKER & TAYLOR Co.	2. "	231.39
B	" " "	2. "	118.54
C	" " "	2. "	79.05
8471	THOMAS BOUREGY & Co. INC.	2. "	19.01
8472A	R. R. BOWKER Co.	2. "	216.60
B	" " "	2. "	13.50
C	" " "	2. "	20.25
8473A	BRO-DART, INC.	2. "	41.20
B	" " "	2. "	17.25
8474A	CHAMBERS RECORD CORP.	4. SUPPLIES	35.00
B	" " "	4. "	123.00
8475	DAWN COFFMAN	19. AUDIO-VISUAL	45.74
8476A	COMMERCE CLEARING HOUSE, INC.	19. " "	19.16
B	" " "	19. " "	64.90
C	" " "	2. BOOKS	106.49
D	" " "	2. "	7.58
8477	COMMONWEALTH WATER Co.	2. "	2.80
8478	CONGRESSIONAL QUARTERLY, INC.	2. "	41.08
8479	THE DIAL PRESS/DELA CORTE PRESS	2. "	3.33
8480A	DIMONDSTEIN BOOK Co. INC.	6. MAINT.-MAIN	54.79
B	" " "	2. BOOKS	45.30
C	" " "	2. "	9.45
D	" " "	2. "	5.02
8481A	DOUBLEDAY & COMPANY, INC.	2. "	171.68
B	" " "	2. "	64.76
C	" " "	2. "	109.52
8482	DRAMA BOOK SPECIALISTS/PUBLISHERS	2. "	46.03
8483A	EBSCO-SUBSCRIPTION SERVICES	2. "	4.43
B	" " "	2. "	24.34
8484	EDUCATIONAL DIRECTORIES, INC.	2. "	8.60
8485	AARON EISENBERG & Co.	2. "	37.37
8486A	GAYLORD BROS. INC.	2. "	17.03
B	" " "	18. MAGAZINES	13.33
8487	GESTETNER CORPORATION	18. "	9.00
8488	INSTITUTE OF LABOR & INDUSTRIAL	2. BOOKS	22.33
8489	RELATIONS - RESEARCH	2. "	21.66
8490	NEWTON K. GREGG/PUBLISHER	20. MGMT. SERV.	600.00
8491	INTERNATIONAL PUBLICATIONS SERVICE	4. SUPPLIES	123.97
8492A	JABBER WOcky	4. "	25.23
B	JOSTEN'S	4. "	149.20
C	" " "	4. "	37.64
8493	SAMUEL KLEIN AND COMPANY	2. BOOKS	3.50
8494	THE LAWYERS Co-OPERATIVE PUBLISHING Co.	2. "	6.45
		2. "	47.35
		2. "	22.44
		4. SUPPLIES	9.00
		4. "	8.40
		4. "	105.35
		15. AUDIT	122.75
		2. BOOKS	1,600.00
			13.40

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1974 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 22, 1975CHECKS ARE DATED
JANUARY 22, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8495	LE JOHNS, INC.	10. COMMUNITY-REL.	\$ 8.65
8496	LIBRARY OF CONGRESS	4. SUPPLIES	35.00
8497	LISTENING LIBRARY, INC.	19. AUDIO-VISUAL	30.95
8498A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	\$ 16.42
B	" " "	2. "	10.51
8499A	MARQUIS WHO'S WHO, INC.	2. "	25.00
B	" " "	2. "	41.00
8500	A. R. MEEKER Co.	4. SUPPLIES	66.00
8501A	MICROFILMING CORP. OF AMERICA	19. AUDIO-VISUAL	38.10
B	" " "	19. " "	95.00
8502	MILLER BRODY PRODUCTIONS, INC.	2. BOOKS	89.28
8503A	J. M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	184.28
B	" " "	4. "	8.95
8504	NATIONAL DIRECTORY SERVICE, INC.	4. "	79.50
8505	NATIONAL REGISTER PUBLISHING Co. INC.	2. BOOKS	29.00
8506	NEW JERSEY BELL	2. "	108.50
8507	OLD HOMESTEAD RECORDS	9. TELEPHONE	12.29
8508	THE PETROLEUM PUBLISHING Co.	19. AUDIO-VISUAL	31.87
8509	PITNEY-BOWES	2. BOOKS	104.99
8510A	PRENTICE-HALL, INC.	4. SUPPLIES	4.50
B	" " "	2. BOOKS	35.00
C	" " "	2. "	16.08
8511	PRENTICE HALL, INC.	2. "	4.43
8512	THE PRICE AND LEE COMPANY	2. "	4.43
8513	PROFESSIONAL COFFEE PLAN, LTD.	2. "	12.83
8514A	A. H. ROEMER Co. INC.	4. SUPPLIES	21.69
B	" " "	2. BOOKS	18.56
C	" " "	2. "	68.50
D	" " "	2. "	30.45
E	" " "	2. "	218.10
F	" " "	2. "	71.52
G	" " "	2. "	6.44
H	" " "	2. "	10.28
I	" " "	2. "	(.71)
J	" " "	2. "	41.86
K	" " "	2. "	142.20
8515	H. F. SCHMIDT & Co.	2. "	18.41
8516A	CHARLES SCRIBNER'S SONS	2. "	(3.06)
B	" " "	2. "	(13.62)
8517A	SHAR-FREY, INC.	2. "	50.22
B	" " "	4. SUPPLIES	541.64
C	" " "	2. BOOKS	54.28
D	" " "	2. "	32.62
8518	PETER SMITH PUBLISHER, INC.	2. "	32.65
8519	EDWARD A. STEWART	2. "	24.55
8520	OSCAR B. STISKIN	2. "	16.05
8521	SUPERIOR ENGINEERING Co.	2. "	266.52
8522	TELEVISION DIGEST, INC.	2. "	17.46
8523	THOMAS PUBLISHING Co.	2. "	324.58
8524	TYPEWRITER & OFFICE MACHINE Co.	2. "	6.26
8525	UNION COUNTY FILM SERVICE	2. "	13.56
8526	WEISE-WINCKLER BINDERY, INC.	11. SERVICE CONTR.	320.00
8527	WEST PUBLISHING Co. INC.	2. BOOKS	56.35
		4. SUPPLIES	45.50
		19. AUDIO-VISUAL	21.00
		3. BINDING	17.00
		2. BOOKS	15.00
			45.50

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1974 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 22, 1975

CHECKS ARE DATED
JANUARY 22, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8528	THE H. W. WILSON Co.	2. Books	\$ 30.00
8529	YALE UNIVERSITY PRESS	2. "	121.40
8530	YOUNG'S NEWS SERVICE	18. MAGAZINES	35.50
TOTAL CHECKS ISSUED #8462-8530 PRESENTED FOR PAYMENT JANUARY 22, 1975			7,778.59
<u>LESS:</u> CHECK #8462 PETTY CASH TRANSFER			200.00
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT JANUARY 22, 1975</u>			<u>\$ 7,578.59</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: Clara Eisenberg & Co

A G E N D A
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 26, 1975

- 1) ROLL CALL
- 2) MINUTES
- 3) TREASURER'S REPORT
 - a. Bills Presented for Payment
 - b. Financial Statement
- 4) DIRECTOR'S REPORT
- 5) OLD BUSINESS
 - a. Review \$40,000 Bank Account Limit
 - b. Modified Budget
- 6) COMMITTEES
 - Finance - Anita Strauss and Albert Kupferer
 - Personnel - Phyllis Lapis and Nancy Herman
 - Buildings - Andrea Grover and Eileen Flanagan
- 7) TORY CORNER BRANCH
- 8) NEW BUSINESS
 - a. Emergency Closing Rule
 - b. Detection System
 - c. A check for ALA
 - d. A check for Mendelson

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

FEBRUARY 26, 1975

The meeting was called to order at 8:10 P. M. by William Sagosz, President. Present were members Eileen Flanagan, Andrea Grover, Phyllis Lopis and Anita Strauss constituting a quorum. Absent were members Albert Kupferer and Nancy Wiman. Also attending the meeting were Lola N. Reed, Director, Stewart Manheim, Board Accountant, Irving Ostrow, Board Attorney, and three citizens of West Orange.

MINUTES

Mrs. Strauss made a motion to accept the minutes of the January meeting. Miss Flanagan seconded, and it was passed unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

Mr. Sagosz questioned the validity of vouchers #8360 and 8560 line item Maintenance-Mobilibrary. He feels that the high cost of repairing and maintaining this vehicle should be studied. The bills will be evaluated to see if the Mobilibrary merits being retained on the road.

A motion was made by Miss Flanagan to retain Mr. Irving Ostrow for legal services for the year 1975 at a salary of \$1,500, line item Legal Services. Mrs. Lopis seconded the motion and it was carried unanimously.

Mrs. Lopis moved that the Bills Presented for Payment be accepted. Mr. Sagosz seconded it, and it was passed unanimously.

2. Financial Statement:

Mrs. Reed presented a letter from Mr. Duess of West Orange Savings and Loan Association which states that Public Funds are insured up to \$100,000 per account under the Federal Savings and Loan Insurance Corporation.

A motion to accept the Financial Report of February 26, 1975 as presented was made by Miss Flanagan. Mrs. Strauss seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT

Line item Maintenance-Main Library will have to be increased to cover the cost of maintenance and supplies which was previously paid for by the Town of West Orange. Mrs. Reed has been informed, by Mr. Torlucci, that the town will no longer be able to provide payment for these items.

Mrs. Reed has requested that the Board set a policy for an "Emergency Closing" due to inclement weather. The Personnel Committee will meet with the employees about this.

Mr. Sagosz inquired about the forms to be used in reporting the amount of monies received from the Xerox and Toshiba Fax Copiers. Mrs. Reed stated that a form is now in use for the photocopy machines, and that a representative will be coming in to show her how to use the meter in the Toshiba Fax.

OLD BUSINESS

Mrs. Lopis read a letter which was received from Mrs. Florence Mantell in which she thanked the Board for their thoughtfulness in sending her a terrarium.

Mr. Ostrow stated that as of February 28 the appeal period allowed for the Jonas' Appeal Case will terminate. As yet, Mr. Ostrow has not received a brief from Mr. Jonas' lawyer.

TORY CORNER BRANCH

In regard to the rental of the store area on Main and Washington Streets, (presently occupied by the West Orange Savings and Loan Association), Mr. Ostrow has been in touch with the lawyers handling the lease for Dr. Murray Levin, owner of the building. Mr. Ostrow will present, to the Building Committee, a lease and will discuss the clauses with them as soon as he investigates some of the factors dealing with utilities, the escalating clause, etc.

Mr. Sagosz feels that the rental of the new area will be beneficial for the area's residents as it provides added space for books, is well located, and easily accessible for the patrons. Also, it will visibly attract more people and may be open longer hours, which is not applicable in the Community House situation.

NEW BUSINESS

1. Detection System

Mrs. Reed has asked Mr. Ostrow for his assistance in providing the necessary statutory background in regard to the checking of bags by Library personnel. The Building and Planning Committee will look into the matter of protecting library books and materials from being illegally taken from the library by patrons. Hundreds of dollars worth of books have reportedly been missing from the reference area.

2. American Library Association

The American Library Association is meeting in San Francisco June 28 - July 5, 1975. Mr. Sagosz made a motion that an expenditure of \$442.39, line item Seminar-Workshops, be allocated for Mrs. Reed's travel expenses. Miss Flanagan seconded and it passed unanimously.

3.

Mr. Sagosz offered an amendment that would limit expenditures, including \$442.39 travel expense, for Mrs. Reed to not more than \$600. Miss Flanagan seconded, and it passed unanimously.

A check will be sent to the Bergen Travel Agency to cover transportation and reservations for \$442.39. Mrs. Reed will submit vouchers for food and miscellaneous expenses upon her return--total not to exceed \$600.

3. Guitar Concert

A guitar concert will be presented on Friday, February 28 at the Main Library in hopes of reaching the young people within the community. Mr. Sagosz made a motion that a check for \$50.00, line item Community Relations, be made out to the guitarist, Howie Mendelson. Mrs. Strauss seconded the motion, and it was carried unanimously.

4. Board of Trustee Dinner

Mr. Sagosz offered a motion that a check for \$93.00, line item Community Relations, be made out to Libretti's Restaurant for the Board of Trustee dinner held on Wednesday, February 26, 1975. Miss Flanagan seconded it, and the motion was carried with the majority in favor, 1 abstention and 1 opposed.

5. Minimum Wage Law

As of January 1, 1975, the minimum wage for state and local agencies has been raised to \$2.00 per hour. Mrs. Lopis made a motion that the West Orange Public Library employees eligible for this increase be granted the \$2.00 per hour as required by law. Mrs. Strauss seconded it, and it passed unanimously.

NEXT MEETING

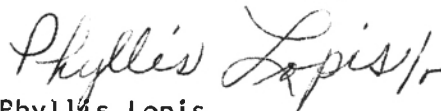
It was agreed by the Library Board that the next meeting shall be held on Monday, March 24, 1975.

The meeting was adjourned at 10:15 P. M. by a motion offered by Mrs. Strauss. It was seconded by Mrs. Grover and passed unanimously.

Respectfully, submitted,



Sandra Goss, Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

February 26, 1975

Business at the Library has been very brisk throughout the month of February. Circulation for both January and February rose considerably over the same period during 1974. We are proud of the use being made of the facilities here and also of the services we are able to offer.

There has been an upsurge in the number and variety of activities which have been instrumental in drawing the crowds. Among the programs were lecture series on nutrition and hypertension sponsored by the Health Department. Free blood pressure tests were given at the hypertension sessions and many came to get the test.

Another attraction is the yearly Art Exhibit by the Art Department of West Orange Public Schools. At present, Art of the Elementary Schools is being exhibited. It will be followed by art from the junior high schools and later, art from the senior high schools.

The second session of the Pre-School Story Hour is underway and is being well attended. Five classes per week are being held here at the Main Library and one session is held at the Tory Corner branch.

There were two minor accidents in the Library recently. (1) Mr. Ford punctured a finger while working on the photocopy machine, and (2) Mrs. Itkin fell from a chair and complained of a pain in her side. Both were sent to Dr. Levin, Town Physician.

On Wednesday evening, February 19, a rock was thrown through a window in the Young Adult Department. The Police Department was called and a report was given. The window was replaced the following day.

Mr. McCann, Chief Engineer of Town Hall, pointed out a plot of land to me which he says is for sale by the State Highway Commission and indicated that it is "not cheap". An inspection of the property proved that it is too small to be of any real value to us in solving our parking problem.

Tile has been laid in our newly acquired space (formerly our plant garden site). We are now awaiting the installation of railing to protect the window glass. This job should be completed within the next two weeks, according to Mr. Torlucci.

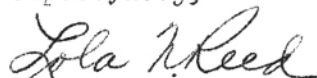
* Joe Torlucci, Building Maintenance Supervisor, has informed me that \$1,500 which was in his budget in previous years for maintenance and supplies for the Library no longer exists. Therefore, the Library has to pay for these supplies, materials and services out of its budget, beginning January 1, 1975.

Our great concern about reducing our bank accounts and making transfers seems to have been useless. Reliable bank sources have informed me, verbally and in writing, that public funds can be insured up to \$100,000 in a single account.

Much confusion has taken place over "Emergency Closing" of the Library. For the benefit of all of us, a definite rule by you, the Library Board of Trustees, for the future is necessary. The decision you make will be incorporated in our Staff Manual, a copy of which will be given to each employee to be inserted in his/her own copy of the Manual.

A form for reporting monies collected from photocopying machines and number of free copies made has been made and is in use.

Respectfully,

A handwritten signature in cursive script, reading "Lola N. Reed".

Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF JANUARY 1975

LIBRARY BOARD MEETING OF FEBRUARY 26, 1975

EXPENDITURES

	PROPOSED BUDGET 1975	PAID MONTH OF JANUARY 1975	(DEDUCT) ACCOUNTS PAYABLE 12/31/74 INCLUDED IN JAN. 1975 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/75	BILLS/ACCTS. PAYABLE @1/31/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 1/31/75
SALES & WAGES	\$286,765	\$20,700.06		\$266,064.94		\$266,064.94
CONTRACTUAL SERVICES:						
BINDING	1,600	15.00 (15.00)	1,600.00	\$ 47.61	1,552.39
COMMUNITY SERVICES	1,000	8.65 (8.65)	1,000.00	138.75	861.25
TRANSPORTATION	350			350.00		350.00
SEMINARS & WORKSHOPS	2,000			2,000.00		2,000.00
AUDIT	1,650	1,600.00 (1,600.00)	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	600.00 (600.00)	8,000.00	600.00	7,400.00
ARCHITECTS	3,500			3,500.00		3,500.00
LEGAL	1,500			1,500.00	375.00	1,125.00
CONTRACTUAL MAINT.						
AUTO REPAIRS:						
MAIN LIBRARY-UTILITIES	16,000	45.30 (45.30)	16,000.00	2,961.05	13,038.95
MAIN LIBRARY-REPAIRS & MAINT.	8,000			8,000.00	438.00	7,562.00
TORY CORNER-RENTAL	540			540.00	135.00	405.00
BOOKMOBILE	4,000	17.26 (17.26)	4,000.00	242.48	3,757.52
SERVICE CONTRACTS	2,600	75.00 (75.00)	2,600.00	675.41	1,924.59
MATERIALS AND SUPPLIES:						
BOOKS	70,000	3,704.40 (3,747.40)	70,043.00	7,196.36	62,846.64
SUPPLIES	12,000	899.04 (899.04)	12,000.00	1,079.55	10,920.45
MAGAZINES	6,000	57.83 (57.83)	6,000.00	771.22	5,228.78
AUDIO-VISUAL	9,000	301.73 (408.12)	9,106.39	41.42	9,064.97
MISC. OTHER EXPENSES:						
INSURANCE	4,000	(116.00)	-	4,116.00		4,116.00
TELEPHONE	2,000	104.99 (104.99)	2,000.00	126.24	1,873.76
POSTAGE	2,500			2,500.00		2,500.00
EMPLOYEE HEALTH BENEFIT PLAN	8,000	734.15		7,265.85		7,265.85
CONTINGENT	500			500.00		500.00
ANNUAL REPORT	1,500			1,500.00		1,500.00
EQUIPMENT	12,000			12,000.00	39.00	11,961.00
STATUTORY EXPENDITURES						
SOCIAL SECURITY	17,000			17,000.00		17,000.00
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500			9,500.00		9,500.00
<u>TOTAL</u>	<u>\$491,505</u>	<u>\$28,747.41</u>	<u>(\$7,578.59)</u>	<u>\$470,336.18</u>	<u>\$14,867.09</u>	<u>\$455,469.09</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF JANUARY 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1973 STATE AID-BLDG ADDITION FUND	1974 STATE AID FUND	RESERVE FOR NEW MOBIL LIBRARY	SALARY CONTIN- GENCY FUND	ACCUMU- LATED REVENUE FUND	ACCOUNTS PAYABLE 1/1/75	
I BALANCES 12/31/74	\$205,560.52	\$ 8,799.61	\$21,694.15	\$ 1,497.37	\$ 1,345.95	\$ 326.25	\$52,352.68	\$ 54,644	\$ 40,000	\$15,767.08	\$ 1,554.84	\$ 7,578.59	
A) TRANSFER OF 1974 FUNDS RECEIVED TO ACCUMULATED REV.-PER RESOLUTION 1/22/75			(21,694.15)	(1,497.37)	(1,345.95)								
B) TRANSFER OF BALANCE OF 1974 BUDGET TO ACCUM.REV. PER RESOLUTION 1/22/75		(8,799.61)									24,537.47		
C) TRANSFER OF 1974 STATE AID FUND-PER RESOL.1/22/75											8,799.61		
I ADJUSTED BAL.1/1/75	\$205,560.52	-0-	-0-	-0-	-0-	\$ 326.25	44,644.00 (54,644)	\$96,996.68	-0-	10,000	\$50,000	\$15,767.98	\$34,891.92
ADD:													
FINES			(1,661.54										
NON-RESIDENT	2,213.08		(30.00										
PHOTO-COPIES			(468.00										
BOOK RENTALS			(53.54										
LOST BOOK FUNDS	93.48			93.48									
EXCESS PROPERTY SOLD	64.28				64.28								
TOWN OF W.O.-1ST QTR. (EST) BUDGET	101,000.00	101,000.00											
II TOTAL-JAN.'75-RECEIPTS	103,370.84	101,000.00	2,213.08	93.48	64.28								
TOTAL AVAIL-I PLUS II	308,931.36	101,000.00	2,213.08	93.48	64.28	326.25	96,996.68	-0-	50,000	15,767.08	34,891.92	7,578.59	
III LESS:													
JAN. 1975 EXPENDITURES	28,747.41	21,168.82											
	\$280,183.95	79,831.18	\$ 2,213.08	\$ 93.48	\$ 64.28	\$ 326.25	\$96,996.68	-0-	\$ 50,000	\$15,767.08	\$34,891.92	7,578.59	
ADD: DUE FROM TOWN OF W.O.-2ND,3RD,4TH QTR. BUDGET		390,505.00										-0-	
		470,336.18											
LESS: ACCOUNTS PAY. 1/31/75		14,867.09											
BUDGET BALANCE PER REPORT-1/31/75		\$455,469.09											
CASH FUNDS REPRESENTED BY:													
CHECKING A/C MIDLANTIC NAT'L Bk.	\$ 76,977.70		PETTY CASH-CASH FUND	326.25									
MIDLANTIC NAT'L BANK-51658	26,908.31		PETTY CASH-CHECKING FUND	50.99									
W.O. S & L ASSN TC 3848	40,000.00		W.O. S&L Assn 10085	15,767.08									
LEWELLYN-EDISON 8119	40,000.00		W.O. S&L Assn TC 3422	40,000.00									
			CARTERET S&L Assn- 3-										
			2- 5589	40,153.62									
				\$280,183.95									

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1975 BILLS PRESENTED FOR PAYMENT
ON FEBRUARY 26, 1975

CHECKS ARE DATED
JANUARY 24, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8531	MIDLANTIC NAT'L BANK-W.T. JANUARY 1975	1. SALARIES	\$ 2,783.92
8532	TOWN OF W. ORANGE-SOC. SEC.-EMPLOYEES JANUARY 1975	1. "	1,211.01
8533	P.E.R.S. #20284-1 PENSIONS AND LOANS	1. "	1,039.46
8534	P.E.R.S. CONTRIBUTORY GROUP INS. JAN.1975	1. "	109.45
8535	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	91.00
8536	TOWN OF W.ORANGE-FED. CR. UNION-DEC.1974	1. "	455.00
8537	TOWN OF W.ORANGE-HOSPITALIZATION	22. HOSPITALIZATION	673.79
8538	TOWN OF W.ORANGE-HOSPITALIZATION	22. "	60.36
8383	BAKER & TAYLOR-ADJ.	2. BOOKS	(40.00)
	NET PAYROLL CHECKS-1953-2005 (53)	1. SALARIES	<u>15,010.22</u>
	<u>SUB-TOTAL</u>		21,394.21
	<u>ADD:</u>		
	CHECKS 8462-8530 PRESENTED FOR PAYMENT-JANUARY 22, 1975		<u>7,778.59</u>
	<u>SUB-TOTAL CHECKS ISSUED-JANUARY 1975</u>		29,172.80
	<u>LESS:</u>		
	CHECK - #8462 - PETTY CASH TRANSFER	\$ 200.00	
	DEPOSITS	2. BOOKS 3.00	
		19. AUDIO-VIS. 106.39	
		5. INSURANCE <u>116.00</u>	<u>425.39</u>
	<u>TOTAL EXPENDITURES - MONTH OF JANUARY, 1975</u>		
	<u>PER BUDGET REPORT</u>		<u>\$28,747.41</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

BY: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1975

CHECKS ARE DATED
 FEBRUARY 26, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8539	AIR TRAVEL BARGAINS	2. BOOKS	\$ 2.00
8540	AL'S AUTO PARTS, INC.	8. MAINT.-BK	5.66
8541A	AMERICAN ASSOC. FOR THE ADVANCEMENT OF SCIENCE	2. BOOKS	\$ 8.95
B	" " " " "	2. "	11.95
8542	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	20.90
8543	AMERICAN COLLEGE OF HOSPITAL ADMINISTRATORS		256.90
8544	AMERICAN COUNCIL ON EDUCATION	2. BOOKS	15.00
8545	AMERICAN COUNCIL FOR NATIONALITIES SERVICE	2. "	6.00
8546A	AUTOMATIC DATA PROCESSING	2. "	10.00
B	" " " "	11. SERV. CONTR.	54.70
C	" " " "	11. " "	10.00
D	" " " "	11. " "	6.51
8547A	THE BAKER & TAYLOR CO.	11. " "	55.65
B	" " " "	2. BOOKS	18.72
C	" " " "	2. "	10.02
D	" " " "	2. "	106.18
E	" " " "	2. "	4.66
8548A	THE BAKER & TAYLOR CO.	2. "	(6.34)
B	" " " "	2. "	15.96
C	" " " "	2. "	13.84
D	" " " "	2. "	13.76
8549	THE BOLD STRUMMER LTD.	2. "	6.89
8550	THOMAS BOUREGY AND CO. INC.	2. "	50.45
8551A	R. R. BOWKER CO.	2. "	3.95
B	" " " "	2. "	13.50
C	" " " "	2. "	25.75
D	" " " "	2. "	39.65
8552	BROADCASTING	2. "	50.98
8553A	BRO-DART, INC.	2. "	10.70
B	" " " "	4. SUPPLIES	127.08
C	" " " "	4. "	15.00
D	" " " "	4. "	59.50
8554A	CHAMBERS RECORD CORP.	4. "	35.10
B	" " " "	4. "	(35.00)
8555	CIRCULATION SYSTEMS	4. "	22.23
8556	COLUMBIA BOOKS, INC. PUBLISHERS	19. AUDIO-VISUAL	12.98
8557A	COMMERCE CLEARING HOUSE, INC.	19. " "	10.00
B	" " " "	4. SUPPLIES	22.98
8558	CONGRESSIONAL QUARTERLY, INC.	4. SUPPLIES	251.50
8559	CONSUMERS UNION	2. BOOKS	21.50
8560A	CURTIS SERVICE, INC.	2. "	5.46
B	" " " "	2. "	6.52
C	" " " "	2. "	11.98
8561	DEMCO EDUCATIONAL CORP.	4. SUPPLIES	5.90
8562A	DIMONDSTEIN BOOK COMPANY, INC.	8. MAINT.-BK.	10.05
B	" " " "	8. " "	112.66
C	" " " "	8. " "	77.90
D	" " " "	8. " "	46.26
E	" " " "	4. SUPPLIES	236.82
F	" " " "	2. BOOKS	7.50
G	" " " "	2. "	100.60
H	" " " "	2. "	177.54
I	" " " "	2. "	197.42
J	" " " "	2. "	56.59
K	" " " "	2. "	80.84
L	" " " "	2. "	129.36
M	" " " "	2. "	100.70
N	" " " "	2. "	267.01
O	" " " "	2. "	253.55
		2. "	147.06
		2. "	84.29
		2. "	132.10
		2. "	(13.49)
		2. "	280.32
		2. "	22.26

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1975

CHECKS ARE DATED
FEBRUARY 26, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8562P	DIMONDSTEIN BOOK COMPANY, INC.	2. Books	\$ 31.19
Q	" " " "	2. "	219.13
R	" " " "	2. "	276.91
S	" " " "	2. "	334.78
T	" " " "	2. "	104.70
			\$ 2,982.86
8563	DIMONDSTEIN BOOK COMPANY, INC.	2. "	3.55
8564A	DOUBLEDAY & Co. INC.	2. "	4.24
B	" " " "	2. "	60.77
C	" " " "	2. "	77.94
D	" " " "	2. "	12.42
E	" " " "	2. "	15.50
F	" " " "	2. "	15.08
G	" " " "	2. "	33.07
H	" " " "	2. "	25.52
I	" " " "	2. "	21.24
			265.78
8565	DUN & BRADSTREET, INC.	2. "	125.00
8566	THE EAST WOODS PRESS, INC.	2. "	4.14
8567A	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	651.51
B	" " " "	18. "	(3.50)
C	" " " "	18. "	23.75
D	" " " "	18. "	34.50
			706.26
8568	AARON EISENBERG & Co.	20. MGMT. SERVICES	600.00
8569	FIELD ENTERPRISES EDUCATIONAL CORP.	2. BOOKS	226.00
8570	M. FORGIONE CONSTRUCTION CORP.	6. MAINT.-MAIN	400.00
8571	GALE RESEARCH Co.	2. BOOKS	25.86
8572A	GAYLORD BROS. INC.	4. SUPPLIES	29.40
B	" " " "	4. "	60.00
C	" " " "	4. "	50.75
			140.15
8573	GESTETNER CORP.	4. "	37.08
8574	GREATER NEWARK CHAMBER OF COMMERCE	18. MAGAZINES	4.50
8575	GROLIER EDUCATIONAL CORPORATION	2. BOOKS	78.00
8576	HACKER ART BOOKS	2. "	126.96
8577	THE HIGHSMITH Co. INC.	4. SUPPLIES	10.25
8578	INSTITUTE OF INTERNATIONAL EDUCATION	2. BOOKS	7.00
8579	THE INSTITUTE FOR RESEARCH	18. MAGAZINES	9.96
8580A	JOSTEN'S LIBRARY SERVICES	4. SUPPLIES	11.10
B	" " " "	4. "	6.60
			17.70
8581	KTAV PUBLISHING HOUSE, INC.	2. BOOKS	7.96
8582	KULACS ENGRAVING SERVICE	10. COMMUNITY REL.	30.50
8583A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	49.44
B	" " " "	2. "	27.12
C	" " " "	2. "	23.56
D	" " " "	2. "	42.24
E	" " " "	2. "	36.58
			178.94
8584	MADRONA PRESS	2. "	4.13
8585	MARTINDALE-HUBBELL, INC.	2. "	90.00
8586	A. R. MEEKER Co.	4. SUPPLIES	39.30
8587	M. MEGHRIG & SONS, INC.	2. BOOKS	12.96
8588	MODERN MASS MEDIA, INC.	19. AUDIO-VISUAL	11.10
8589	NATIONAL ASSOC. OF HOUSING & REDEVELOPMENT OFFICIALS	2. BOOKS	5.50
8590	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	1,342.00
8591	N.J. BELL	9. TELEPHONE	116.44
8592	N. J. BELL	9. TELEPHONE, T-C	9.80
8593	OLIVER PRESS	2. BOOKS	3.45
8594	IRVING OSTROW	21. LEGAL SERVICES	375.00
8595	OXFORD UNIVERSITY PRESS, INC.	2. BOOKS	71.46
8596	PETROLEUM PUBLISHING Co.	2. "	35.00
8597	PITNEY BOWES	11. SERVICE CONTR.	30.00

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1975CHECKS ARE DATED
FEBRUARY 26, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8598A	PRENTICE-HALL, INC.	2. BOOKS	\$ 55.86
B	" " "	2. "	3.23
C	" " "	2. "	28.48
D	" " "	2. "	19.20
8599A	PROFESSIONAL COFFEE PLAN, LTD.	4. SUPPLIES	29.50
B	" " " "	4. "	30.05
C	" " " "	4. "	29.85
8600	PUBLIC SERVICE E & G Co.	6. MAINT.-MAIN	89.40
8601	N. D'ALOIA Co. INC.	6. " "	820.66
8602	PUBLIC SERVICE E & G Co.	6. " "	38.00
8603	PUBLICATIONS DEPT. THE NEWARK MUSEUM	18. MAGAZINES	798.39
8604	REGENT BOOK Co. INC.	2. BOOKS	5.00
8605	PUBLISHING DIVISION-NATL. ASSN. OF THE DEAF	2. "	26.27
8606	QUIGLEY PUBLISHING Co. INC.	2. "	28.55
8607A	A. H. ROEMER Co. INC.	2. "	28.00
B	" " "	2. "	405.58
C	" " "	2. "	25.65
D	" " "	2. "	142.47
E	" " "	2. "	114.34
F	" " "	2. "	7.12
G	" " "	2. "	147.84
H	" " "	2. "	11.33
I	" " "	2. "	4.52
J	" " "	2. "	215.15
K	" " "	2. "	4.33
L	" " "	2. "	37.86
M	" " "	2. "	25.64
N	" " "	2. "	9.39
O	" " "	2. "	3.87
P	" " "	2. "	4.52
Q	" " "	2. "	(29.40)
R	" " "	2. "	(30.51)
8608	T. K. SANDERSON ORGANIZATION	2. "	(17.18) 1,082.52
8609	HENRY F. SCHMIDT & Co.	4. SUPPLIES	31.00
8610A	SHAR-FREY, INC.	2. BOOKS	64.85
B	" " "	2. "	20.48
C	" " "	2. "	23.01
8611A	SIMON AND SCHUSTER, INC.	2. "	39.03
B	" " " "	2. "	7.76
8612A	STANDARD & POOR'S CORP.	2. "	27.67
B	" " " "	2. "	348.75
8613A	SUPERIOR ENGINEERING Co.	2. "	525.00
B	" " " "	11. SERVICE CONTR.	873.75
8614	TIME AND LIFE BUILDING	11. " "	75.00
8615A	TYPEWRITER & OFFICE MACHINE Co.	2. BOOKS	150.00
B	" " " "	11. SERVICE CONTR.	13.15
8616	THE U*N*A*B*A*S*H*E*D LIBRARIAN	11. " " "	74.55
8617	UNION COUNTY FILM SERVICE	18. MAGAZINES	294.00
8618	UNITED STATES HISTORY SOCIETY, INC.	10. COMM. REL.	368.55
8619	U.S. PENCIL & STATIONERY Co.	2. BOOKS	10.00
8620	THE VIDEO HANDBOOK	4. SUPPLIES	108.25
8621	VOICE OVER BOOKS	2. BOOKS	131.50
		19. AUDIO-VISUAL	73.04
			12.25
			7.34

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 26, 1975

CHECKS ARE DATED
FEBRUARY 26, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
8622A	WEISE-WINCKLER BINDERY, INC.	3. BINDING	\$ 34.50	
B	" " " "	3. "	13.11	\$ 47.61
8623	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY		135.00
8624A	THE H. W. WILSON Co.	2. BOOKS	9.00	
B	" " " "	2. "	15.00	24.00
8625	WOMEN'S ACTION ALLIANCE, INC.	2. "		3.00
8626	THE W. B. WOOD Co.	16. EQUIPMENT		39.00
8627A	XEROX UNIVERSITY MICROFILMS	2. BOOKS	11.45	
B	" " " "	2. "	15.15	26.60
8628	YOUNG'S NEWS SERVICE	18. MAGAZINES		35.50
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT FEBRUARY 26, 1975</u>				<u>\$14,867.09</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: _____

Aaron Eisenberg

AGENDA
BOARD OF TRUSTEES MEETING
MARCH 24, 1975

ROLL CALL

MINUTES

TREASURER'S REPORT

- 1. Bills Presented for Payment**
- 2. Financial Statement**

DIRECTOR'S REPORT

PRESIDENT'S REPORT

OLD BUSINESS

NEW BUSINESS

MISCELLANEOUS

ADJOURNMENT

*Official Copy
Signed by P. Hopie*

BOARD OF TRUSTEES MEETING

MARCH 24, 1975

The meeting was called to order at 8:05 P. M. by Board of Trustee President, William Sagosz. Present were Board members Eileen Flanagan, Andrea Grover, Nancy Herman, Albert Kupferer and Anita Strauss. Also present were Stewart Manheim, Board Accountant, Irving Ostrow, Board Attorney, and several citizens of West Orange.

MINUTES

Miss Flanagan made a motion to accept the Minutes of the February meeting. Mrs. Strauss seconded, and it was passed unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

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

2. Financial Statement:

Mr. Sagosz questioned Mr. Ostrow about the Salary Contingency Fund consisting of \$15,700 held for Mr. Robert Jonas. Mr. Ostrow recommended the Board of Trustees not release the monies to the Town of West Orange at this time.

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

DIRECTOR'S REPORT

Mrs. Reed asked the Board's approval of the following personnel changes to be made:

1. To change Mrs. Sandra Goss' status from part-time to full time and change her title to Secretary from Library Exhibit Artist at an annual salary of \$7,000.

Mrs. Grover made a motion that this recommendation be accepted by the Board of Trustees. Mrs. Herman seconded it and it was carried unanimously.

2. Because of a title change to Supervising Library Assistant, Mrs. Dorothy Ericsson's salary should be elevated to \$9,000 annually.

Mr. Kupferer made a motion to accept this recommendation. Mrs. Strauss seconded, and it was passed unanimously.

These changes will take effect April 1, 1975.

Based upon Mrs. Reed's request to set a staff meeting policy, Mrs. Herman made a motion:

Whereas staff meetings are job related and a job requirement, and whereas some part-time employees are not scheduled to work at the time that staff meetings are held, it is resolved that all employees must attend staff meetings. Those part-time employees not scheduled to work when staff meetings are called must attend the meetings without compensation.

Miss Flanagan seconded the motion, and it was carried unanimously.

PRESIDENT'S REPORT

Mr. Sagosz, Mrs. Strauss, and Mrs. Grover attended a Board of Trustees Seminar in New Brunswick on March 14 and 15, 1975. They reported briefly on the topics of discussion and the educational benefits of such seminars.

BUDGET COMMITTEE REPORT

The Budget Committee met on Saturday, March 21, 1975 to modify the budget. A cut of approximately \$17,800 was made in the line items. Mr. Sagosz prefaced the report by stating that he would like the Board to ask the town to reinstate \$59,000 to replace the Mobilibrary.

The budget has been modified from \$491,505 to \$473,705. The library needs a total of \$291,505 from the town.

After a brief discussion about line item-Salary and Wages, the Board agreed to leave the amount of \$286,765 in the budget. This amount includes a 5½% cost of living increase and increments. Line item-Books was left at \$70,000 as there has been an increase of 15% in the cost of publications. Also line item-Mobilibrary will remain at \$4,000.

PERSONNEL COMMITTEE REPORT

Mrs. Herman reported to the Board on the Personnel Committee meeting with the West Orange Public Library Employees' Association. There were three staff requests:

1. To set a definite policy regarding the closing of the library due to inclement weather.

Mr. Sagosz made a motion that in the event that the library is closed due to emergency weather conditions, any employees scheduled to work will be paid their salary for that day. Mr. Kupferer seconded it, and it passed unanimously.

2. To define the policy of accumulated sick leave days at the termination of employment.

According to the Civil Service Statutes, sick leave is cumulative, but upon termination of employment, sick leave is not paid to the employee.

3. That annual leave days be allowed to be taken on days other than Tuesday, Wednesday, and Thursday providing there is sufficient coverage.

The employees were referred to the Staff Manual, page 8 C. where it states: The Library Director shall have discretionary authority in assigning requested leave periods where conflicts with proper operation of the library may exist.

ATTORNEY'S REPORT

Mr. Ostrow was notified by Mr. Solomon, the attorney for Mr. Robert Jonas, that an appeal has been made to the appellate court. Mr. Ostrow stated that it is quite a lengthy brief, based mostly on issues of law. He is at present working on answering the document.

Mr. Ostrow has looked into the various West Orange Town Ordinances dealing with the violation in withholding library properties. He reported that most of the letters sent to delinquent borrowers have served their purpose, since many of the books have been returned for paid for. However, there is a hard core of patrons who have not responded to the letters. He would like to talk to the magistrate and the chief of police about the proper approach in dealing with this matter. He will also ask Mrs. Rabinowitz to prepare a report on books that are outstanding, and the amount of monies lost to the library.

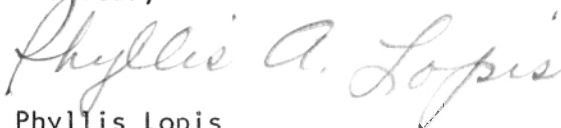
Mr. Kupferer made a motion that the proposal for the new Tory Corner Branch will not be pursued this year due to reduced town budgetary allotments. Lease negotiations by the Board Attorney will be terminated. Mrs. Strauss seconded the motion, and it was carried unanimously.

The meeting was adjourned at 10:30 P. M. The next Board of Trustees meeting will be held on Wednesday, April 30, 1975.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

March 24, 1975

The library continues to sponsor numerous community related and involved programs with a great deal of success. Some of the programs were centered around "National Nutrition Week" for which an attractive display was shown, the continuation of the Art Exhibit from West Orange schools, and the beginning of our Bicentennial Exhibits.

Included in the many attractions in the library was a "magic show" by Arthur Miller, the Great. There were two shows, a full house for both shows.

This seems to have been a month of seminars. Three Trustees, Mrs. Grover, Mrs. Strauss and Mr. Sagosz, attended a two-day seminar for Library Trustees in New Brunswick. Your Director was a participant in a two-day library administration seminar for public librarians on "Human Resources Utilization" on March 4 and 5. Also, Miss Cushing and Mrs. Reed were a part of another two-day seminar on "Studying Your Community" at Rutgers University in New Brunswick on March 20 and 21.

On Wednesday, March 12 we had a meeting of Professionals and Department Heads. We discussed problems and suggestions on how they may be best dealt with were offered.

Laying of tile in the main reading room was completed. We were able to rearrange the furniture which gives us a little more badly needed space. Also, the appearance of the whole area is improved.

A request for your approval of the following personnel changes is hereby made:

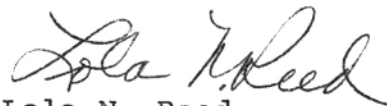
1. Change Sandra Goss' status from part-time to full time and change her title to Secretary from Library Exhibit Artist at an annual salary of \$7,000.
2. Because of title change to Supervising Library Assistant, Mrs. Ericsson's salary should be elevated to \$9,000 annually.
3. Permit me to hire for the summer months three or four persons to fill in for vacationing personnel (if there is a need) and/or replacements for those who are leaving our employment.

The Department of Civil Service has sent notification that an examination for Junior Librarians will be announced shortly. Mrs. Coffman, Mrs. Meyers and Mr. Donnelly are scheduled to take it.

Your attention is called to the Staff Manual which was adopted by you, the Library Board of Trustees on April 24, 1974. Specific reference is made to pages 6, 7, 8, and 9, in an effort to clarify some of the demands made by the Employees' Association. To change these policies will be to the detriment of the smooth operation of the library.

Attendance of staff meetings is considered a requirement for all employees. It is therefore recommended that you rule that employees should not expect to be paid for attending.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lola N. Reed".

Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF FEBRUARY 1975
LIBRARY BOARD MEETING OF MARCH 24, 1975
EXPENDITURES

	PROPOSED BUDGET 1975	PAID MONTH OF FEBRUARY 1975	1975 ACCUMULATED BUDGET Ex- PENDITURES PAID 2 MONTHS ENDED 2/28/75	1975 UNEX- PENDED BUDGET BALANCE ON 2/28/75	BILLS/ACCTS PAYABLE PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 2/28/75
SALES & WAGES	\$286,765	\$ 21,428.42	\$ 42,128.48	\$244,636.52		\$244,636.52
CONTRACTUAL SERVICES:						
BINDING	1,600	47.61	47.61	1,552.39	\$ 140.82	1,411.57
COMMUNITY SERVICES	1,000	159.81	159.81	840.19	160.50	679.69
TRANSPORTATION	350	14.55	14.55	335.45		335.45
SEMINARS & WORKSHOPS	2,000		-	2,000.00	673.89	1,326.11
AUDIT	1,650			1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	600.00	600.00	7,400.00	600.00	6,800.00
ARCHITECTS	3,500			3,500.00		3,500.00
LEGAL	1,500	375.00	375.00	1,125.00	375.00	750.00
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	16,000	2,961.05	2,961.05	13,038.95	794.95	12,244.00
MAIN LIBRARY-REPAIRS & MAINT.	8,000	593.00	593.00	7,407.00	460.17	6,946.83
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	4,000	242.48	242.48	3,757.52	143.00	3,614.52
SERVICE CONTRACTS	2,600	525.41	525.41	2,074.59	86.75	1,987.84
MATERIALS AND SUPPLIES:						
BOOKS	70,000	7,060.29	7,017.29	62,982.71	5,333.34	57,649.37
SUPPLIES	12,000	1,000.30	1,000.30	10,999.70	701.00	10,298.70
MAGAZINES	6,000	771.22	771.22	5,228.78	124.28	5,104.50
AUDIO-VISUAL	9,000	41.42	(64.97)	9,064.97	750.43	8,314.54
MISC. OTHER EXPENSES:						
INSURANCE	4,000		(116.00)	4,116.00	53.00	4,063.00
TELEPHONE	2,000	126.24	126.24	1,873.76	150.03	1,723.73
POSTAGE	2,500	2.51	2.51	2,497.49	300.00	2,197.49
EMPLOYEE HEALTH BENEFIT PLAN	8,000	673.79	1,407.94	6,592.06		6,592.06
CONTINGENT	500			500.00		500.00
ANNUAL REPORT	1,500			1,500.00		1,500.00
EQUIPMENT	12,000	39.00	39.00	11,961.00		11,961.00
STATUTORY EXPENDITURES						
SOCIAL SECURITY	17,000			17,000.00		17,000.00
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	9,500			9,500.00		9,500.00
<u>TOTAL</u>	<u>\$491,505</u>	<u>\$ 36,797.10</u>	<u>\$ 57,965.92</u>	<u>\$433,539.08</u>	<u>\$10,847.16</u>	<u>\$422,691.92</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF FEBRUARY 1975

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1975 BILLS PRESENTED FOR PAYMENT
ON MARCH 24, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	CHECKS ARE DATED FEBRUARY 26, 1975 <u>AMOUNT</u>
8629	MIDLANTIC NAT'L BANK-W.T. FEBRUARY 1975	1. SALARIES	\$ 3,087.32
8630	TOWN OF W. ORANGE-SOC. SEC.-EMPLOYEES FEBRUARY 1975	1. "	1,253.57
8631	P.E.R.S. #20284-1 PENSIONS AND LOANS	1. "	1,016.69
8632	P.E.R.S. CONTRIBUTORY GROUP INS. FEB. 1975	1. "	106.95
8633	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	91.00
8634	TOWN OF W. ORANGE-FED. CR. UNION-DEC. 1974	1. "	440.00
8635	TOWN OF W. ORANGE-HOSPITALIZATION	22. HOSPITALIZATION	673.79
(8331)	NAT'L ASSOC. OF DEAF-VOID CHECK	2. BOOKS	(15.80)
(8529)	YALE UNIV. PRESS-VOID CHECK	2. "	(121.40)
(8596)	PETROLEUM PUB. CO.-VOID CHECK	2. "	(35.00)
	NET PAYROLL CHECKS-2006-2056 (51)	1. SALARIES	<u>15,432.89</u>
	<u>SUB-TOTAL</u>		\$ 21,930.01
	<u>ADD:</u>		
	CHECKS 8539-8628 PRESENTED FOR PAYMENT-FEBRUARY 26, 1975		<u>14,867.09</u>
	<u>SUB-TOTAL CHECKS ISSUED-FEBRUARY 1975</u>		\$ 36,797.10
	<u>TOTAL EXPENDITURES - MONTH OF FEBRUARY 1975</u>		
	<u>PER BUDGET REPORT</u>		<u><u>\$ 36,797.10</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

BY: Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1975

CHECKS ARE DATED
MARCH 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8636	HOWIE MENDELSON	1. COMM. REL.	\$ 50.00
8637	BERGEN TRAVEL	14. CONVENTION	442.39
8638	LOLA REED	14. "	105.00
8639	LIBERTTI'S	10. COMM. REL.	93.00
8640	PETTY CASH CHECKING ACCOUNT	TRANSFER	200.00
8641	N.J. LIBRARY ASSN.	14. SEM. & WORKSHOP	80.50
8642	N.J. LIBRARY ASSN.	14. " "	46.00
8643	POSTMASTER, ORANGE	12. POSTAGE	300.00
8644	AMS PRESS, INC.	2. BOOKS	13.25
8645	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	48.63
8646	AMERICAN CHEMICAL SOCIETY	2. BOOKS	6.50
8647	AMERICAN HERITAGE	2. "	17.70
8648	AMSTERDAM PRINTING & LITHO CORP.	4. SUPPLIES	48.40
8649	ANTIQUES	18. MAGAZINES	5.00
8650	ARCO PUBLISHING Co. INC.	2. BOOKS	187.94
8651	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	52.75
8652A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 189.03
B	" " " "	2. "	(122.36)
C	" " " "	2. "	(34.92)
D	" " " "	2. "	77.65
E	" " " "	2. "	8.64
F	" " " "	2. "	133.41
G	" " " "	2. "	75.10
H	" " " "	2. "	39.81
I	" " " "	2. "	(1.97)
J	" " " "	2. "	18.90
K	" " " "	2. "	30.61
L	" " " "	2. "	44.96
M	" " " "	2. "	53.58
N	" " " "	2. "	49.20
O	" " " "	2. "	25.41
			<u>587.05</u>
8653A	THE BAKER & TAYLOR Co.	2. "	38.87
B	" " " "	2. "	42.50
C	" " " "	2. "	80.74
D	" " " "	2. "	45.17
E	" " " "	2. "	8.13
F	" " " "	2. "	23.08
			<u>238.49</u>
8654	JOSEPH BIVONA	6. MAINT.-MAIN	290.00
8655	BLOOMFIELD WINDOW CLEANING Co.	6. " "	32.00
8656	BRO-DART, INC.	4. SUPPLIES	123.00
8657	THOMAS BOUREGY AND Co. INC.	2. BOOKS	14.75
8658A	R. R. BOWKER Co.	2. "	20.70
B	" " " "	2. "	85.90
C	" " " "	2. "	24.00
D	" " " "	2. "	64.32
			<u>194.92</u>
8659	CAROL COX BOOK Co.	2. BOOKS	10.65
8660A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	160.11
B	" " " "	19. " "	38.95
			<u>199.06</u>
8661	COMMERCE CLEARING HOUSE	2. BOOKS	6.52
8662	CONGRESSIONAL QUARTERLY, INC.	2. "	10.85
8663	CONSOLIDATED DIRECTORIES	2. BOOKS	51.75
8664	CREST FLORIST	10. COMMUNITY REL.	5.00

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1975

CHECKS ARE DATED
MARCH 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8665A	DIMONDSTEIN BOOK Co. Inc.	2. Books	\$ 167.19
B	" " "	2. "	241.42
C	" " "	2. "	86.13
D	" " "	2. "	162.87
E	" " "	2. "	176.96
F	" " "	2. "	66.89
G	" " "	2. "	(3.07)
H	" " "	2. "	(32.97)
I	" " "	2. "	88.44
J	" " "	2. "	114.29
			\$ 1,068.15
8666	DIRECTORY PUBLISHERS Co.	2. "	10.00
8667A	DOUBLEDAY & Co. Inc.	2. "	19.58
B	" " "	2. "	39.10
C	" " "	2. "	15.90
D	" " "	2. "	3.52
E	" " "	2. "	6.10
F	" " "	2. "	15.33
G	" " "	2. "	17.05
			116.58
8668A	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	16.00
B	" " "	18. "	8.00
C	" " "	18. "	47.00
D	" " "	18. "	(56.52)
E	" " "	18. "	(12.95)
			1.53
8669	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	10.20
8670	AARON EISENBERG & Co.	20. MGMT. SVC.	600.00
8671	F. W. FAXON COMPANY, INC.	2. BOOKS	18.00
8672A	FISCHER & KAUFMAN	6. MAINT.-MAIN	3.47
B	" " "	6. "	6.82
			10.29
8673	FLOWERS A LA CARTE'	10. COMM. REL.	12.50
8674	FOWLER AGENCY, INC.	5. INSURANCE	53.00
8675A	GALE RESEARCH Co.	2. BOOKS	68.80
B	" " "	2. "	68.80
C	" " "	2. "	68.80
			206.40
8676	GAYLORD BROS. INC.	4. SUPPLIES	139.65
8677A	GENERAL LEARNING CORP.	2. BOOKS	31.43
B	" " "	2. "	8.47
C	" " "	2. "	5.85
			45.75
8678	GROLIER EDUCATIONAL CORP.	2. "	306.00
8679	INTERNATIONAL CITY MANAGEMENT Assoc.	2. "	21.50
8680	J. & S. VACUUM Co.	6. MAINT. & MAIN	12.90
8681	JOSTEN'S	4. SUPPLIES	7.83
8682	KLC CORPORATION	4. "	261.31
8683	B. KLEIN PUBLICATIONS, INC.	2. BOOKS	2.00
8684	E. J. KORVETTE, INC.	19. AUDIO-VISUAL	44.97
8685A	MACMILLAN PUBLISHING Co.	2. BOOKS	4.35
B	" " "	2. "	4.43
C	" " "	2. "	1.46
			10.24
8686	MARQUIS WHO'S WHO, INC.	2. "	51.00
8687A	MODERN MASS MEDIA, INC.	19. AUDIO-VISUAL	398.25
B	" " "	19. " "	79.25
			477.50
8688	MONROE CALCULATOR Co.	11. SERV. CONTR.	34.00
8689	NATIONAL COMMITTEE FOR CITIZENS IN EDUCATION	2. BOOKS	4.00
8690	NATIONAL COUNCIL OF TEACHERS OF ENGLISH	2. "	7.10

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1975

CHECKS ARE DATED
MARCH 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8691	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	\$ 8.15
8692	NEW JERSEY BELL TELEPHONE	9. TEL.-T.C.	10.30
8693	NEW JERSEY BELL TELEPHONE	9. TEL.-T.C.	9.80
8694	NEW JERSEY BELL TELEPHONE	9. TELEPHONE	129.93
8695	NEW JERSEY COMMON CAUSE	2. BOOKS	20.00
8696A	OLIVER PRESS	2. "	\$ 8.40
B	" "	2. "	3.45
C	" "	2. "	3.95
8697	IRVING OSTROW	21. LEGAL SERVICES	15.80
8698A	PRENTICE-HALL, INC.	2. BOOKS	375.00
B	" " "	2. "	5.20
C	" " "	2. "	13.72
8699	PRENTICE-HALL, INC.	2. "	42.32
8700	PROFESSIONAL COFFEE PLAN, LTD.	4. SUPPLIES	61.24
8701	PUBLIC SERVICE E & G Co.	6. MAINT.-MAIN	17.56
8702	PUBLISHING CENTER FOR CULTURAL RESOURCES		29.85
8703	PUBLISHING SCIENCES GROUP, INC.	2. BOOKS	794.95
8704	THE PUBLISHERS GUILD, INC.	2. "	7.00
8705	QUALITY BOOKS, INC.	2. "	19.75
8706	QUIGLEY PUBLISHING Co. INC.	2. "	40.50
8707	RAND MC NALLY Co.	2. "	26.02
8708	RICCIARDI BROS.	2. "	36.00
8709A	A. H. ROEMER Co. INC.	6. MAINT.-MAIN	52.00
B	" " "	2. BOOKS	16.35
C	" " "	2. "	5.83
D	" " "	2. "	67.73
E	" " "	2. "	71.69
F	" " "	2. "	38.71
G	" " "	2. "	30.46
H	" " "	2. "	(5.17)
I	" " "	2. "	66.29
J	" " "	2. "	75.93
K	" " "	2. "	12.61
L	" " "	2. "	329.06
M	" " "	2. "	202.60
N	" " "	2. "	69.06
O	" " "	2. "	25.29
8710	RUTGERS-THE STATE UNIVERSITY	2. "	292.13
8711	H. F. SCHMIDT & Co.	2. "	3.46
8712	CHARLES SCRIBNER'S SONS	4. SUPPLIES	1,285.68
8713	PETER SMITH PUBLISHER, INC.	2. BOOKS	30.00
8714A	STATE INDUSTRIAL DIRECTORIES CORP.	2. "	42.33
B	" " " "	2. "	131.00
8715	STERLING PUBLISHING Co. INC.	2. "	22.68
8716	SUPERINTENDENT OF DOCUMENTS	2. "	81.50
8717	SUPERIOR ENGINEERING Co.	2. "	81.50
8718	THOMAS PUBLISHING Co.	18. MAGAZINES	163.00
8719	UNION COUNTY FILM SERVICE	11. SERVICE CONTR.	6.46
8720	UNIPUB	2. BOOKS	100.00
8721	UNIQUE BUILDING SUPPLY Co. INC.	19. AUDIO-VISUAL	75.00
8722	WASHINGTON AUTO BODY, INC.	2. BOOKS	55.00
8723	WASHINGTON CLEANERS WHOLESALE	6. MAINT.-MAIN.	28.90
8724A	WEISE-WINCKLER BINDERY, INC.	8. MAINT.-BK.	61.25
B	" " " "	6. MAINT.-MAIN	11.63
		3. BINDING	143.00
		3. "	12.00
			87.62
			53.20
			140.82

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1975

CHECKS ARE DATED
MARCH 24, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8725	WEISENBERGER SERVICES, INC.	2. BOOKS	\$ 56.96
8726	YOUNG'S NEWS SERVICE	18. MAGAZINES	17.75
			<hr/>
<u>TOTAL CHECKS #8636 TO 8726 PRESENTED FOR PAYMENT MARCH 24, 1975</u>			11,047.16
<u>LESS: CHECK #8640 PETTY CASH - TRANSFER</u>			<u>200.00</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT MARCH 24, 1975</u>			<u>\$10,847.16</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: _____

Aaron Eisenberg & Co.

AGENDA

APRIL 30, 1975

ROLL CALL

MINUTES

TREASURER'S REPORT

- 1) Bills Presented for Payment
- 2) Financial Report

DIRECTOR'S REPORT

- 1) Mobilibrary

REPORT OF COMMITTEES

- 1) Personnel
- 2) Building & Grounds

OLD BUSINESS

- 1) Approval of Salary Increases
- 2) Financing for Mobilibrary

NEW BUSINESS

- 1) Next Meeting Date

CORRESPONDENCE AND COMMUNICATIONS

GENERAL PUBLIC PARTICIPATION

ADJOURNMENT

BOARD OF TRUSTEES MEETING

APRIL 30, 1975

The meeting was called to order at 8:10 P. M. by William Sagosz, President. Present were Board of Trustee members Eileen Flanagan, Andrea Grover, Nancy Herman, Phyllis Lopis, Albert Kupferer and Anita Strauss. Also present were Lola N. Reed, Director, Irving Ostrow, Board Attorney, Stewart Manheim, Board Accountant, and several citizens of West Orange.

MINUTES

Mrs. Herman made a motion to accept the Minutes of the March 24, 1975 meeting with the following correction: Page 2, paragraph 2 under Budget Committee Report to read--The budget has been modified from \$491,505 to \$471,110.

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

TREASURER'S REPORT

1. Bills Presented for Payment:

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

2. Financial Statement:

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

DIRECTOR'S REPORT

After a brief discussion, the Board decided that for the safety of patrons and employees, the broken glass in the outside door at the Gaston Street entrance should be replaced with plexiglass.

The Board requested Mrs. Reed to arrange a meeting with the Board of Trustees and a representative of the Gerstenslager Company, manufacturer of mobilibraries, to discuss the effort and cost of reconditioning the mobilibrary including replacement of the engine generator and a complete paint job.

REPORT OF COMMITTEES

1. Personnel:

Mrs. Lopis reported that Geraldine Schaffter was granted her accumulated sick leave after submitting a physician's note stating that for medical reasons she was unable to continue working. She is on a leave of absence dating from November 19, 1974 to November 19, 1975 and has not terminated her employment.

Mrs. Audrey Melick did not use her accumulated sick leave before taking her leave of absence. It was left on the records until her return.

Mr. Baldwin used his accumulation of one year's sick leave, then terminated employment.

2. Building and Grounds:

Mrs. Grover reported that she had submitted a letter, updated statistics, and renderings relecting the library's long range plans for expansion to Mr. La Bastille who will present them as requested to the Town Council. (Report attached to these minutes).

OLD BUSINESS

1. Approval of Salary Increases:

A motion was made by Mrs. Herman that a 5½ per cent increase be granted to all employees except Pages. Also, incremented increases will be given to all employees retroactive to January 1, 1975. Mrs. Lopis seconded the motion, and it was carried unanimously.

2. Attorney's Report:

Acting on a motion made by the Board at the last meeting, Mr. Ostrow canceled lease negotiations for a new Tory Corner Branch.

Mr. Ostrow met with the Chief of Police and town magistrate, Stanziale, about dealing with delinquent borrowers who ignore formal notice to return borrowed material. After discussing the various procedures concerning this issue, Mrs. Strauss made a motion to table policy decision until the next Board of Trustees meeting in May. Mrs. Lopis seconded it, and it passed unanimously.

Mr. Ostrow is preparing a response to the brief submitted by Mr. Jonas' attorney. He is researching the various issues and has until May 28 to reply.

CORRESPONDENCE

Mr. Sagosz presented a letter received from Mr. Richard D. Prail in which Mr. Prail states that he is against any cut in library hours. A letter will be sent thanking him for his concern, and assuring him that there will be no curtailment of hours at this time.

MISCELLANEOUS:

At a request made from one of the West Orange citizens, Mrs. Ellen Barocas, the Board of Trustees will review the policy on renting the meeting room.

ADJOURNMENT

Mrs. Strauss made a motion that the meeting be adjourned at 10:20 P. M. Mrs. Grover seconded it, and it was carried unanimously. The next meeting will be held on Wednesday, May 28, 1975.

Respectfully submitted,

Sandra Goss
Sandra Goss, Secretary

Phyllis Lopis
Phyllis Lopis
Secretary, Board of Trustees

April 15, 1975

Mr. La Bastille:

We are submitting the architect's plans, rendered in 1972, for the expansion of the West Orange Library. We know that the scope of these plans may seem grandiose given today's economic conditions, but to have had them revised would have been impossible due to the lack of funds the library has for this kind of undertaking. Therefore we are submitting them with the full understanding that they are something that was feasible at one time and may be so again in the future.

Of more importance is the Mobilibrary, which has increased the number of its transactions in the first three months of this year 15% over the corresponding period in 1974. Our Mobilibrary has had extensive and expensive repairs and is still constantly breaking down. We feel that a new Mobilibrary is at least as important if not more important than the expansion of the library building.

The library is currently doing a survey to find out where the most people who use the library come from in West Orange. This survey will better inform the Board as to what geographic location in West Orange could best benefit from a branch.

In closing, we are glad to inform you that circulation is up in the first three months of 1975, in every department for which the library keeps records, (Adult, Children's Room, Tory Corner Branch and the Mobilibrary) over the same period last year. West Orange citizens are using the library facilities increasingly and we want to offer them the very best service we possibly can.

THE BOARD OF TRUSTEES OF THE WEST ORANGE LIBRARY

DIRECTOR'S REPORT

APRIL 30, 1975

Business at the library is still as brisk as ever. In addition, the month of April has been filled with all types of meetings which we felt significant enough to be represented by one or more members of our staff.

Some of the meetings and workshops in which we participated are as follows: N. J. Video Information Project in New Brunswick, a community workshop on vandalism at the St. Cloud Presbyterian Church, a Civil Service Workshop at Newark Public Library, the grand opening of the new WestOrange Savings and Loan bank, and the New Jersey Library Association in Atlantic City which was attended by all of our professional staff. Both Messrs Czarnecki and Reed were on one or two committees and served as reporters to the convention. We also found time during the month to hold a meeting of Department Heads and a general staff meeting where we made an effort to iron out differences leading to a smoother and cooperative working relationship.

In observation of National Library Week we had displays in all areas of the library among which were caricatures of employees. Also, we took part in a week-long broadcast along with other libraries in our area on station WFME. Our date for broadcast was Monday, April 14.

We have been informed that a federally funded plan to ease the manpower shortage in public libraries is in operation. This plan is called the Comprehensive Employment and Training Act (CETA). Since the act provides money to pay persons hired in public service positions, we have contacted Manpower and the Human Resources offices in East Orange requesting that they sponsor three or four persons to work with us during the summer months. Applications have been promised to us. To date we have not received them even though numerous calls have been made. Since six of our employees have already left or will be leaving us at the end of this month, we are vigorously pursuing the matter of getting help from CETA.

In a special notice from the State Library we have been warned that "Public libraries are cautioned to develop budgets in anticipation of a 25% reduction in State Library Aid." Our writing campaign to get this order recinded seems to have been in vain.

New Jersey Library Association has gone on record as favoring a Broad Base Income Tax to regain full funding to libraries. Librarians were asked to write letters in this vein. However, we have refrained from making a commitment of this sort due to adverse atmosphere on taxes as exemplified by our community as a whole.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It also mentions the results of the various investigations and the conclusions drawn from them.

2. The second part of the report deals with the results of the various investigations and the conclusions drawn from them. It also mentions the progress of the work during the year and the general situation of the country.

3. The third part of the report deals with the results of the various investigations and the conclusions drawn from them. It also mentions the progress of the work during the year and the general situation of the country.

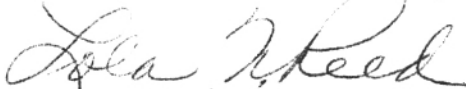
4. The fourth part of the report deals with the results of the various investigations and the conclusions drawn from them. It also mentions the progress of the work during the year and the general situation of the country.

Another session of the Pre-School Story Hour ended with great success on Monday, April 28. Registration for the October session is underway.

A rock was thrown through an outside door at the Gaston Street entrance. This has happened before. We would like to replace both glass doors with plexiglass. Although plexiglass is more expensive, it will probably be cheaper in a long run since it is not easily broken like glass. Input from you as to feasibility of this idea is needed.

It is time now for an annual book sale. Although we are not purchasing new books at the rate we did last year, we are buying on a limited scale. One reason is the lack of space. If the "Friends" could be reorganized to sponsor the sale of books and paintings we feel quite a bit of badly needed shelf space could be acquired.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lola N. Reed".

Lola N. Reed
Director

ADDENDUM: CETA applications received after report was written.

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF MARCH 1975
LIBRARY BOARD MEETING OF APRIL 30, 1975
EXPENDITURES

	PROPOSED BUDGET 1975	PAID MONTH OF MARCH 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 3/31/75	1975 UNEX- PENDED BUDGET BALANCE 3/31/75	BILLS/ACCTS PAYABLE PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/75
SALES & WAGES	\$286,765	\$ 21,026.27	\$63,154.75	\$223,610.25		\$223,610.25
CONTRACTUAL SERVICES:						
BINDING	1,000	140.82	188.43	811.57	\$ 152.80	658.77
COMMUNITY SERVICES	400	233.53	393.34	6.66		6.66
TRANSPORTATION	300	69.95	84.50	215.50		215.50
SEMINARS & WORKSHOPS	1,500	861.39	861.39	638.61		638.61
AUDIT	1,650			1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	600.00	1,200.00	6,800.00	600.00	6,200.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	1,500	375.00	750.00	750.00		750.00
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	794.95	3,756.00	11,244.00	813.06	10,430.94
MAIN LIBRARY-REPAIRS & MAINT	6,000	470.17	1,063.17	4,936.83	35.25	4,901.58
TORY CORNER-RENTAL	540		135.00	405.00		405.00
BOOKMOBILE	4,000	148.95	391.43	3,608.57	116.21	3,492.36
SERVICE CONTRACTS	2,200	68.35	593.76	1,606.24	127.85	1,478.39
MATERIALS AND SUPPLIES:						
BOOKS	70,000	5,345.70	12,362.99	57,637.01	4,553.88	53,083.13
SUPPLIES	15,000	709.83	1,710.13	13,289.87	937.12	12,352.75
MAGAZINES	6,000	144.78	916.00	5,084.00	44.75	5,039.25
AUDIO-VISUAL	6,000	786.77	723.80	5,276.20	55.80	5,220.40
MISC. OTHER EXPENSES:						
INSURANCE	5,000	53.00	(63.00)	5,063.00		5,063.00
TELEPHONE	1,600	150.03	276.27	1,323.73		1,193.20
POSTAGE	2,500	302.20	304.71	2,195.29	130.53	2,195.29
EMPLOYEE HEALTH BENEFIT PLAN	8,000	673.79	2,081.73	5,918.27		5,918.27
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750			750.00		750.00
EQUIPMENT	6,000		39.00	5,961.00	321.00	5,640.00
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000	3,694.47	3,694.47	11,305.53		11,305.53
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405			10,405.00		10,405.00
TOTAL	\$475,110	\$ 36,651.95	\$94,617.87	\$380,492.13	\$ 7,888.25	\$372,603.88

B U D G E T R E P O R T
 MONTH OF MARCH 1975
 LIBRARY BOARD MEETING OF APRIL 30, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75
SALARIES AND WAGES	\$286,765	\$286,765
CONTRACTUAL SERVICES:		
BINDING	1,600	1,000
COMMUNITY SERVICES	1,000	400
TRANSPORTATION	350	300
SEMINARS AND WORKSHOPS	2,000	1,500
AUDIT	1,650	1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000
ARCHITECTS	3,500	-0-
LEGAL	1,500	1,500
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,000	15,000
MAIN LIBRARY-REPAIRS	8,000	6,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	4,000	4,000
SERVICE CONTRACTS	2,600	2,200
MATERIALS AND SUPPLIES:		
BOOKS	70,000	70,000
SUPPLIES	12,000	15,000
MAGAZINES	6,000	6,000
AUDIO-VISUAL	9,000	6,000
MISC. OTHER EXPENSES:		
INSURANCE	4,000	5,000
TELEPHONE	2,000	1,600
POSTAGE	2,500	2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000
CONTINGENT	500	-0-
ANNUAL REPORT	1,500	750
EQUIPMENT	12,000	6,000
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	17,000	15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405
	<u>\$491,505</u>	<u>\$475,110</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
THE MONTH OF MARCH 1975

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1975 BILLS PRESENTED FOR PAYMENT

ON APRIL 30, 1975

CHECKS ARE DATED
MARCH 24, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8727	MIDLANTIC NAT'L BANK-W.T. MARCH 1975	1. SALARIES	\$ 2,951.32
8728	TOWN OF W.O.-SOC. SEC.-EMPLOYEES-MARCH 1975	1. SALARIES	1,230.06
8729	P.E.R.S. 20284-1 PENSIONS AND LOANS	1. SALARIES	1,051.96
8730	P.E.R.S. CONTRIBUTORY GROUP INS. MARCH 1975	1. SALARIES	103.05
8731	P.E.R.S. SUPPLEMENTAL ANNUITY	1. SALARIES	102.00
8732	TOWN OF W. ORANGE -FED. CR. UNION	1. SALARIES	425.00
8733	TOWN OF W. ORANGE -HOSPITALIZATION	2. HOSPITALIZATION	673.79
8734	TOWN OF W. ORANGE-SOC.SEC. EMPLOYERS- 1ST QTR. 1975	23. EMPLOYER SOC. SEC.	3,694.47
8735	TOWN OF W.O. ADMINISTRATIVE CHARGE - 1ST QTR. 1975	4. SUPPLIES	1.00
	NET PAYROLL CHECKS-2057-2107 (51)	1. SALARIES	<u>15,162.88</u>
	<u>SUB-TOTAL</u>		\$ 25,395.53
	<u>ADD:</u>		
	CHECKS - 8636-8726-PRESENTED FOR PAYMENT-MARCH 24, 1975		<u>11,047.16</u>
	<u>SUB-TOTAL-CHECKS ISSUED-MARCH 1975</u>		36,442.69
	<u>ADD:</u>		
	PETTY CASH CHECKS -461-505 (45) 1ST QTR. 1975		<u>433.48</u>
	<u>SUB-TOTAL</u>		\$ 36,876.17
	<u>LESS:</u>		
	CHECK #8640 PETTY CASH EXCHANGE	\$ 200.00	
	REFUNDS-DEPOSITED 3/3/75 - SERVICE CONTRACT	18.40	
	REFUNDS-DEPOSITED 3/19/75 - BOOKS	<u>5.82</u>	<u>224.22</u>
	<u>TOTAL EXPENDITURES - MONTH OF MARCH 1975</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 36,651.95</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

By: *[Signature]*

MARCH 1975 BILLS PRESENTED FOR PAYMENT ON
APRIL 30, 1975

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 1975

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1/10/75	461	GEORGE DANIELLO	6. MAINT.	\$ 10.00
1/13/75	462	LOLA REED	14. SEM.&WORKSHOPS	30.00
1/14/75	463	KORVETTE'S	19. AUDIO-VISUAL	3.34
	464	MARK DONNELLY	13. POSTAGE	2.20
1/15/75	465	THE N.J. HISTORICAL SOCIETY	14. SEM.&WORKSHOPS	13.00
1/16/75	466	FRED WAWRA	19. AUDIO-VISUAL	15.00
1/17/75	467	EAST ORANGE PUBLIC LIBRARY	2. BOOKS	2.53
1/18/75	468	SANDRA GOSS	12. TRANSPORTATION	3.45
1/24/75	469	MARK DONNELLY	19. AUDIO-VISUAL	10.00
1/25/75	470	RALPH KELLY	10. COMM. REL.	25.00
1/28/75	471	LOLA N. REED	12. TRANSPORTATION	10.00
2/6/75	472	N.J. LIBRARY ASSOCIATION	14. SEM.&WORKSHOPS	8.00
2/7/75	473	WILLIAM PATTERSON COLLEGE, C.S.A.	14. SEM.&WORKSHOPS	19.50
2/14/75	474	RUTGERS UNIVERSITY	14. " "	10.00
2/14/75	475	CONSUMER GUIDE	18. MAGAZINES	2.50
2/14/75	476	NATIONAL UNIVERSITY EXT.DIV.	2. BOOKS	1.95
2/14/75	477	N.J. SCHOOL MEDIA ASSN.	14. SEM.&WORKSHOPS	5.00
2/21/75	478	W.O. PUBLIC LIBRARY-B. CARRA	4. SUPPLIES	7.83
2/22/75	479	N.J. LIBRARY TRUSTEE ASSN.	14. SEM.&WORKSHOPS	33.00
2/28/75	480	N.J. LIBRARY TRUSTEES ASSN.	14. " "	4.00
2/28/75	481	MARK DONNELLY	12. TRANSPORTATION	12.90
3/7/75	482	LOLA REED	14. SEM.&WORKSHOPS	40.00
3/7/75	483	UPSTART LIBRARY PROMOTIONALS	10. COMM. RELATIONS	19.55
3/7/75	484	ASSN. OF COLLEGIATE SCHOOLS OF ARCHITECTURE	18. MAGAZINES	3.00
3/7/75	485	MADMOISELLE	18. " "	1.50
3/7/75	486	M.S.S. INFORMATION CORP.	18. " "	2.00
3/7/75	487	CHURCH & SYNAGOGUE LIBRARY ASSN.	18. " "	1.00
3/7/75	488	HUMANIST COMMUNITY OF SAN JOSE	18. " "	1.75
3/7/75	489	AMERICAN INSTITUTE FOR ECONOMIC RESEARCH	18. " "	3.00
3/7/75	490	RUTGERS UNIVERSITY	14. SEM.&WORKSHOPS	24.00
3/14/75	491	HOWARD JOHNSONS	12. TRANSPORTATION	28.00
3/14/75	492	WILLIAM TOOHEY	8. BKL.	5.95
3/19/75	493	CAROLE WILSON	18. MAGAZINES	1.50
3/19/75	494	MT. HOLYOKE COLLEGE	18. " "	1.50
3/19/75	495	LOG CITY BOOKS	18. " "	1.25
3/19/75	496	CABLE TV INFO CENTER	2. BOOKS	2.50
3/19/75	497	LIBRARY BINDING MANUAL	2. " "	2.95
3/19/75	498	ROCHELLE INST. OF TECH.	18. MAGAZINES	1.50
3/19/75	499	FLORENCE MANTELL	2. BOOKS	8.25
3/19/75	500	ARTHUR MILLER	10. COMM.RELATIONS	16.00
	501	VOID		
3/22/75	502	LOLA REED	12. TRANSPORTATION	15.60
3/22/75	503	DAWN COFFMAN	10. COMM. RELATIONS	12.48
3/27/75	504	EDISON CULT. ARTS COUNCIL	14. SEM.&WORKSHOPS	1.00
3/31/75	505	MARK DONNELLY	19. AUDIO-VISUAL	10.00

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH, 1975

\$ 433.48

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola N. Reed

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: _____

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 30, 1975

CHECKS ARE DATED
APRIL 30, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8736	PETTY CASH CHECKING A/C	TRANSFER	\$ 200.00
8737A	AL's AUTO PARTS, INC.	8. MAINT.-Bk.	\$ 6.36
B	" " " "	8. " "	8.65
8738	AMERICAN BUSINESS GRAPHICS, INC.	4. SUPPLIES	257.45
8739	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACT	52.85
8740	AYER PRESS	2. BOOKS	49.82
8741A	THE BAKER&TAYLOR Co.	2. "	30.88
B	" " " "	2. "	192.24
C	" " " "	2. "	74.68
D	" " " "	2. "	46.69
E	" " " "	2. "	61.91
F	" " " "	2. "	110.05
G	" " " "	2. "	22.63
H	" " " "	2. "	89.73
I	" " " "	2. "	71.57
J	" " " "	2. "	69.93
K	" " " "	2. "	(22.33)
8742A	THE BAKER & TAYLOR Co.	2. "	51.28
B	" " " "	2. "	24.19
C	" " " "	2. "	23.79
D	" " " "	2. "	16.05
8743	THOMAS BOUREGY & Co. INC.	2. "	115.31
8744A	R. R. BOWKER Co.	2. "	14.75
B	" " " "	2. "	14.70
C	" " " "	2. "	12.70
8745	THE BOYD COMPANY	2. "	14.70
8746	BREVET PRESS	2. "	42.10
8747A	BRO-DART, INC.	4. SUPPLIES	7.00
B	" " " "	4. "	9.12
C	" " " "	4. "	133.25
D	" " " "	4. "	225.00
8748	BULLINGER's GUIDES, INC.	4. "	110.70
8749	CARL COX BOOK Co.	4. "	13.50
8750	CHAMBERS RECORD CORP.	2. BOOKS	482.45
8751	COMMONWEALTH WATER Co.	2. "	36.02
8752	CONDOMINIUM OWNER'S HANDBOOK	19. AUDIO-VISUAL	8.30
8753	CURTIS SERVICE, INC.	6. MAINT.-MAIN	16.70
8754	DAUGHTERS, INC.	2. BOOKS	50.15
8755A	DIMONDSTEIN BOOK Co. INC.	8. MAINT.-Bk.	3.00
B	" " " "	2. BOOKS	101.20
C	" " " "	2. "	2.43
D	" " " "	2. "	27.35
E	" " " "	2. "	102.10
F	" " " "	2. "	56.75
G	" " " "	2. "	239.82
H	" " " "	2. "	124.33
I	" " " "	2. "	70.51
J	" " " "	2. "	297.55
K	" " " "	2. "	238.15
L	" " " "	2. "	195.21
8756A	DOUBLEDAY & Co. INC.	2. "	198.50
B	" " " "	2. "	(36.77)
C	" " " "	2. "	168.42
D	" " " "	2. "	37.76
E	" " " "	2. "	56.06
F	" " " "	2. "	5.63
G	" " " "	2. "	13.74
H	" " " "	2. "	87.87
I	" " " "	2. "	48.99
		2. "	11.16
		2. "	66.38
		2. "	12.93
			340.52

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 30, 1975

CHECKS ARE DATED
APRIL 30, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8757	DRAMA BOOK SPECIALIST/PUBLISHERS	2. BOOKS	\$ 49.50
8758	EAST ORANGE PUBLIC LIBRARY	2. "	16.57
8759	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	15.00
8760	AARON EISENBERG & Co.	20. MGMT. SERVICES	600.00
8761	THE FENIMORE BOOK STORE	2. BOOKS	8.15
8762A	FISCHER & KAUFMAN	4. SUPPLIES	\$ 4.64
B	" "	4. "	1.50
C	" "	4. "	3.57
8763	MAX FREEMAN & Co. INC.	6. MAINT.-MAIN	9.71
8764A	GALE RESEARCH Co.	2. BOOKS	21.50
B	" "	2. "	136.60
8765	GAYLORD BROS. INC.	2. "	18.14
8766	GREENHAVEN PRESS, INC.	4. SUPPLIES	154.74
8767	CALVIN HORN PUBLISHER, INC.	2. BOOKS	47.71
8768	INDEPENDENT PUBLISHERS GROUP	2. "	49.98
8769A	LAPAT & Co.	2. "	8.26
B	" "	2. "	7.18
8770	LISTENING LIBRARY, INC.	4. SUPPLIES	40.60
8771	LITTON EDUCATIONAL PUB. INC.	4. "	39.90
8772	McGRAW -HILL BOOK Co.	19. AUDIO-VISUAL	80.50
8773A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	23.95
B	" " "	2. "	63.70
C	" " "	2. "	16.54
D	" " "	2. "	5.55
E	" " "	2. "	17.57
F	" " "	2. "	8.03
8774	THE MITE PRESS	2. "	43.57
8775	NATIONAL GEOGRAPHIC Soc.	2. "	10.98
8776	NATIONAL REGISTER PUBLISHING Co.	2. "	8.86
8777	NEW JERSEY BELL TELE Co.	2. "	94.56
8778	NEW JERSEY BELL TELE Co.	2. "	9.21
8779	OLIVER PRESS	2. "	3.50
8780	P & J EDUCATIONAL ASSOC.	9. TEL. -T.C.	29.75
8781	R. L. POLK & Co.	9. TEL.	10.07
8782A	PRENTICE-HALL, INC.	2. BOOKS	120.46
B	" " "	2. BOOKS	3.95
C	" " "	18. MAGAZINES	10.00
D	" " "	2. BOOKS	37.95
E	" " "	2. "	(6.60)
F	" " "	2. "	15.86
G	" " "	2. "	5.63
H	" " "	2. "	19.58
8783A	PROFESSIONAL COFFEE PLAN, LTD.	2. "	8.11
B	" " "	2. "	2.29
8784	PUBLIC SERVICE ELECT. & GAS	2. "	20.34
8785	PUBLISHERS CENTRAL BUREAU	2. "	38.90
8786	QUALITY PRODUCTS Co.	4. SUPPLIES	29.65
8787	RESEARCH INFORMATION SERVICES	4. "	29.65
8788A	A. H. ROEMER Co. INC.	6. MAINT.-MAIN	59.30
B	" " "	2. BOOKS	762.91
C	" " "	6. MAINT.-MAIN	106.05
D	" " "	2. BOOKS	13.75
E	" " "	2. "	30.00
F	" " "	2. "	(10.23)
G	" " "	2. "	108.63
H	" " "	2. "	12.33
I	" " "	2. "	(5.83)
J	" " "	2. "	(4.65)
K	" " "	2. "	73.06
L	" " "	2. "	5.82
		2. "	19.97
		2. "	73.62
		2. "	12.75
		2. "	42.13
		2. "	159.79
			487.39

MARCH 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 30, 1975

CHECKS ARE DATED
APRIL 30, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
8789A	SHAR-FREY, INC.	2. Books	\$ 60.31	
B	" " "	2. "	25.80	
C	" " "	2. "	5.24	\$ 91.35
8790A	PETER SMITH PUBLISHER, INC.	2. "	13.42	
B	" " "	2. "	17.75	31.17
8791	SUPERIOR ENGINEERING Co.	11. SERVICE CONTRACTS		75.00
8792	UNITED NATIONS	2. Books		39.75
8793	WARREN, GORHAM & LAMONT, INC.	2. "		24.25
8794A	WEISE-WINCKLER BINDERY, INC.	3. BINDING	64.60	
B	" " "	3. "	88.20	152.80
8795	THE H. W. WILSON Co.	2. Books		28.00
8796	THE W. B. WOOD Co.	16. EQUIPMENT		321.00
8797	XEROX UNIVERSITY MICRO FILMS	19. AUDIO VISUAL		15.15
8798	XEROX CORPORATION	METER USAGE DUE XEROX		203.49
8799	YOUNG'S NEWS SERVICE	18. MAGAZINES		19.75
<u>TOTAL CHECKS #8736 to 8799 PRESENTED FOR PAYMENT APRIL 30, 1975</u>				<u>8,291.74</u>
<u>LESS: CHECK #8736 PETTY CASH - TRANSFER</u>			\$ 200.00	
CHECK #8788 XEROX PAYMENT FOR PHOTOCOPY INCOME			203.49	403.49
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT APRIL 30, 1975</u>				<u>\$ 7,888.25</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: _____

AGENDA

MAY 28, 1975

- 1. ROLL CALL**
- 2. MINUTES**
- 3. TREASURER'S REPORT**
 - a) Bills Presented for Payment**
 - b) Financial Report**
- 4. DIRECTOR'S REPORT**
- 5. COMMITTEE REPORTS**
- 6. OLD BUSINESS**
 - a) Decision on Broken Door**
 - b) Mobilibrary**
- 7. NEW BUSINESS**
 - a) Next Meeting**
- 8. CORRESPONDENCE AND COMMUNICATIONS**
- 9. GENERAL PUBLIC PARTICIPATION**
- 10. ADJOURNMENT**

BOARD OF TRUSTEES MEETING

MAY 28, 1975

The meeting was called to order at 8:12 P. M. by William Sagosz, President. Present were Board of Trustee members Eileen Flanagan, Andrea Grover, Nancy Herman, Phyllis Lopis and Anita Strauss constituting a quorum. Also present were Lola N. Reed, Director, Irving Ostrow, Board Attorney, Stewart Manheim, Board Accountant, and several citizens of West Orange.

MINUTES

Mrs. Strauss made a motion to accept the April 30 Minutes with the following correction: Under Minutes, paragraph 1 to read--The budget has been modified from \$491,505 to \$475,110.

Miss Flanagan seconded the motion, and it was carried unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

Mr. Sagosz questioned vouchers 8874 and 8831 dealing with traveling expenses for staff members. The Board will investigate insurance coverage for employees traveling to and from the library to meetings or seminars.

Mrs. Reed was reminded that all purchases for items over \$250 (with the exception of books, magazines, periodicals) are required to be submitted for estimates. She may consult Board members by telephone to obtain their permission to purchase an item in question. The Board members will follow-up the call with a written affirmation.

Mrs. Lopis made a motion to accept the Bills Presented for Payment. Mrs. Grover seconded it, and it was carried unanimously.

2. Financial Statement:

A motion was offered by Mrs. Strauss for the following:

Resolved: That cash funds be transferred as needed from savings accounts to the checking account for monthly budgeted expenditures. The purpose is to obtain maximum interest on savings accounts. In accordance with the above, we approve the transfer of \$25,000 for April expenditures and the May payroll. See memo dated 5/22/75 as prepared by Stewart Manheim C. P. A.

The motion was seconded by Mrs. Lopis, and was carried unanimously.

Mrs. Grover motioned to accept the Financial Report as presented. Miss Flanagan seconded it, and it was passed unanimously.

DIRECTOR'S REPORT

A letter will be composed and submitted to the Chronicle asking for assistance in forming a New Friends of the Library.

Mrs. Lopis made a motion to hire Robert Eliwise and Maureen Shanahan as Jr. Library Assistants at a rate of \$3.00 per hour. It was seconded by Mrs. Herman and approved unanimously.

Mrs. Reed was requested to obtain two more bids in addition to the E. & M. O'Hara, Inc. estimate to improve the lighting in the stacks downstairs.

Mrs. Reed informed the Board that the Senate has approved the obscenity bill S1472 which would affect the library in its lending of books and materials to the public.

COMMITTEE REPORTS

Mrs. Grover submitted a revision of the meeting room rules and regulations for Board approval. A final draft will be sent to the Chronicle.

OLD BUSINESS

Mrs. Reed will obtain three estimates for the replacement of glass in the broken door at the Gaston Street entrance.

Mr. Ostrow has submitted his brief in regard to the Jonas' case to the appellate committee. Copies of this were passed out to the Board members. Mr. Sagosz requested Mr. Ostrow to contact Mr. Solomon for the disposal of Mr. Jonas' belongings.

Mrs. Strauss made a motion that we have a moratorium of two weeks from June 15 to June 30, 1975 for return of books by delinquent borrowers. Mrs. Lopis seconded it, and it was carried unanimously.

A notice will be sent to the Chronicle informing the public of the moratorium. Also all delinquent borrowers will be notified by mail.

The possible replacement of the engine generator for the Mobilibrary will be discussed at the June meeting.

The next meeting of the West Orange Public Library Board of Trustees will be held on Wednesday, June 25, 1975.

The meeting was adjourned at 10:30 P. M.

Respectfully submitted,

Sandra Goss
Sandra Goss
Secretary

Phyllis Lopis
Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S REPORT

MAY 28, 1975

Circulation figures during the month have dropped slightly since some of our borrowers seem to have gotten "spring fever" or the "gardening bug" and have not borrowed as many books. However, spot checks were made on several days which proved that traffic, in the library, is as heavy as ever. Many come to browse, read magazines and newspapers and use the copying machines.

At a meeting of Department Heads on Monday, May 19, the general discussion centered around inadequate space, more shelf space, and the possibility of having a gigantic sale on books and reproductions in the near future. Comparative observations were made by some of us who frequently visit other libraries. Among other things, the lack of carpeting and draperies in our library and the inadequate lighting in our stacks in the downstairs area were discussed. The consensus of the group was to recommend to you, the Library Board of Trustees, that since our projected plans for an addition to the existing building are for 1977, we should (1) have a book sale very soon to make room for new purchases, (2) upgrade the appearance of the entire library by having all floors and stairways carpeted before next Fall, if possible, and (3) correct the inadequate lighting problem which exists.

Because the senior citizens had not engaged in planting a garden by the middle of May, we decided to use the garden space in connection with our summer program for children. Our plans practically became nonexistent when some irate gardeners from Fairmount House assailed Frank Refinski when they discovered he had started to plant in the garden. Fortunately, through Mr. McCann, Town Engineer, we were able to get soil to fill in the unused section of the garden area so we can carry out our projected plans.

In connection with our lighting problems, I contacted the E. & M. O'Hara Electrical Contractors for an estimate. Enclosed is his proposal.

After receiving a number of calls from Mrs. Mary Ingram who operates a laundromat at the intersection of Freeman Street and Valley Road, we paid her a visit. She asked for assistance in setting up some type of program for the children and young people in that community. It is a very poor community with a mixture of many different ethnic groups. Some are seriously handicapped because of a language problem. So far, we have set up temporary bookstands with some easy to read and bi-lingual books in the laundromat.

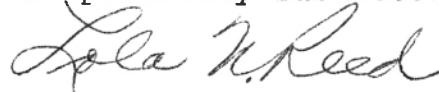
Mrs. Meyers and Mr. Donnelly have been requested by me to contact Mrs. Doreitha Madden, co-ordinator of the Outreach Services Section at the State Library to investigate the possibility of getting some assistance in setting up a program for these deprived people. We are aware that funds are available for programs of this type and are asking for guidance in the proper procedures or channels to follow in obtaining them.

During the past two months we have had four Junior Library Clerks (Pages) to leave our employ. Two others will be leaving on June 15. We have not heard from CETA concerning the status of the two people we recommended to be hired. If, by June 15, CETA has not hired them to work here in the library, I recommend that you hire Maureen Shanahan and Robert Bliwise, former Junior Library Assistants, at an hourly rate of \$3.00. Bliwise's employment would be terminated at the end of August, but we would like to continue the employment of Shanahan to replace another employee who will be leaving in September.

We have run into difficulty in getting a substitute driver for the Mobilibrary during the month of August. Both Mrs. Allerhand and Mr. Toohey have agreed to take their vacation at the same time, the month of August, thereby eliminating the headache of hiring a competent substitute driver. Books will be checked out for one month in advance so none will become due before September.

After many months of complaints to Joe Torlucci about the hazardous condition in the parking lot near the bicycle rack, a fence has been installed by town workers.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lola N. Reed".

Lola N. Reed
Director

MAY 22, 1975

MEMO TO: BOARD OF TRUSTEES - WEST ORANGE PUBLIC LIBRARY

FROM: AARON EISENBERG & Co., C.P.A.'s

IN RE: TRANSFER OF FUNDS FROM SAVINGS ACCOUNT TO CHECKING ACCOUNT

<u>AMENDED BUDGET 1975</u>	<u>\$475,110</u>
1ST HALF	\$237,555.00
<u>RECEIVED FROM TOWN:</u>	
1ST QTR.	\$101,000.00
2ND QTR.	<u>44,752.50</u>
(1/2 OF 291,505) (491,505-200,000)	<u>145,752.50</u>
<u>BALANCE TO BE PROVIDED BY</u>	
<u>LIBRARY THRU 6/30/75</u>	<u>\$ 91,802.50</u>

HOWEVER - IN ORDER TO OBTAIN MAXIMUM INTEREST INCOME FROM AMOUNTS ON DEPOSIT IN SAVINGS BANKS, ONLY THAT AMOUNT NECESSARY TO COVER BILLS DUE 5/28/75 AND MAY 1975 PAYROLL BE TRANSFERRED FROM SAVINGS ACCOUNT TO CHECKING ACCOUNT AS FOLLOWS:

REQUIREMENTS:

MAY PAYROLL - REGULAR	\$ 22,896.38
ANNUAL & SICK LEAVE	416.79
RETROACTIVE	<u>7,290.82</u>

GROSS P/R - MAY 1975	\$ 30,603.99
HOSPITALIZATION	673.79
CHECKS PRESENTED FOR PAYMENT 5/28/75	<u>8,846.44</u>
<u>TOTAL REQUIRED IN MAY 1975</u>	<u>\$ 40,124.22</u>

LESS: AMOUNT IN CHECKING ACCOUNT 4/30/75	<u>18,062.57</u>
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<u>AMOUNT REQUIRED FOR MAY 1975 BILLS</u>	<u>\$ 22,061.65</u>
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ADD: RESERVE FOR MISCELLANEOUS EXPENDITURES	<u>2,938.35</u>
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<u>AMOUNT TO BE TRANSFERRED FROM SAVINGS ACCOUNT</u> <u>TO CHECKING ACCOUNT</u>	<u>\$ 25,000.00 *</u>
--	-----------------------

*(SUGGEST TRANSFER FROM CARTERET SAVINGS & LOAN ASS'N.)
or Llewellyn-Edison Savings & Loan

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF APRIL 1975
LIBRARY BOARD MEETING OF MAY 28, 1975

EXPENDITURES

	AMENDED BUDGET 1975	PAID MONTH OF APRIL 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 4/30/75	1975 UNEX- PENDED BUDGET BALANCE 4/30/75	BILLS/ACCTS. PAYABLE PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 4/30/75
SALES & WAGES	\$286,765	21,760.72	\$ 84,915.47	201,849.53		\$201,849.53
CONTRACTUAL SERVICES:						
BINDING	1,000	152.80	341.23	658.77	\$ 72.20	586.57
COMMUNITY SERVICES	400		393.34	6.66		6.66
TRANSPORTATION	300		84.50	215.50		215.50
SEMINARS & WORKSHOPS	1,500		861.39	638.61	106.62	531.99
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	600.00	1,800.00	6,200.00	600.00	5,600.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,500		750.00	750.00		750.00
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	813.06	4,569.06	10,430.94	1,447.64	8,983.30
MAIN LIBRARY-REPAIRS & MAIN.	6,000	35.25	1,098.42	4,901.58	146.61	4,754.97
TORY CORNER - RENTAL	540		135.00	405.00	135.00	270.00
BOOKMOBILE	4,000	116.21	507.64	3,492.36	20.59	3,471.77
SERVICE CONTRACTS	2,200	127.85	721.61	1,478.39	258.90	1,219.49
MATERIALS AND SUPPLIES:						
BOOKS	70,000	4,508.38	16,871.37	53,128.63	4,375.26	48,753.37
SUPPLIES	15,000	937.12	2,647.25	12,352.75	508.09	11,844.66
MAGAZINES	6,000	44.75	960.75	5,039.25	497.50	4,541.75
AUDIO-VISUAL	6,000	55.80	779.60	5,220.40	142.66	5,077.74
MISC. OTHER EXPENSES:						
INSURANCE	5,000	(76.00)	(139.00)	5,139.00		5,139.00
TELEPHONE	1,600	130.53	406.80	1,193.20	129.49	1,063.71
POSTAGE	2,500		304.71	2,195.29	330.00	1,865.29
EMPLOYEE HEALTH BENEFIT PLAN	8,000	673.79	2,755.52	5,244.48		5,244.48
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	750		-0-	750.00		750.00
EQUIPMENT	6,000	321.00	360.00	5,640.00		5,640.00
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000		3,694.47	11,305.53		11,305.53
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		-0-	10,405.00		10,405.00
<u>TOTAL</u>	<u>\$475,110</u>	<u>\$30,201.26</u>	<u>\$124,819.13</u>	<u>\$350,290.87</u>	<u>\$8,770.56</u>	<u>\$341,520.31</u>

B U D G E T R E P O R T
 MONTH OF APRIL 1975
 LIBRARY BOARD MEETING OF MAY 28, 1975

WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75
SALARIES AND WAGES	\$286,765	\$286,765
CONTRACTUAL SERVICES:		
BINDING	1,600	1,000
COMMUNITY SERVICES	1,000	400
TRANSPORTATION	350	300
SEMINARS AND WORKSHOPS	2,000	1,500
AUDIT	1,650	1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000
ARCHITECTS	3,500	-0-
LEGAL	1,500	1,500
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,000	15,000
MAIN LIBRARY-REPAIRS	8,000	6,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	4,000	4,000
SERVICE CONTRACTS	2,600	2,200
MATERIALS AND SUPPLIES:		
BOOKS	70,000	70,000
SUPPLIES	12,000	15,000
MAGAZINES	6,000	6,000
AUDIO-VISUAL	9,000	6,000
MISC. OTHER EXPENSES:		
INSURANCE	4,000	5,000
TELEPHONE	2,000	1,600
POSTAGE	2,500	2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000
CONTINGENT	500	-0-
ANNUAL REPORT	1,500	750
EQUIPMENT	12,000	6,000
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	17,000	15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405
	<u>\$491,505</u>	<u>\$475,110</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1973/74 STATE AID BLDG. ADDITION FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMU- LATED REVENUE FUND
I BALANCES AS OF 3/31/75	\$214,102.85	\$ 6,382.13	\$ 9,059.98	\$ 236.58	\$ 238.12	\$ 326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$34,891.92
ADD:										
FINES			(1,869.69							
NON-RESIDENT FEES			(40.00							
PHOTO - COPIES	2,402.90		(438.66							
BOOK RENTAL			(44.70							
SALE OF BAGS			(9.85							
LOST BOOK FUNDS	164.03			164.03						
EXCESS PROPERTY SOLD	49.46				49.46					
W.O. -APRIL 1975 BUDGET	44,752.50	44,752.50								
II TOTAL APRIL 1975 - RECEIPTS	\$ 47,368.89	\$ 44,752.50	\$ 2,402.90	\$ 164.03	\$ 49.46					
III TOTAL AVAILABLE-I PLUS II	\$261,471.74	\$ 51,134.63	\$11,462.88	\$ 400.61	\$ 287.58	\$ 326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$34,891.92
IV LESS:										
APRIL 1975 EXPENDITURES	30,201.26	30,201.26								
V TOTAL CASH FUNDS 4/30/75	\$231,270.48	\$ 20,933.37	\$11,462.88	\$ 400.61	\$ 287.58	\$ 326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$34,891.92
ADD: DUE FROM TOWN OF W.O.										
2ND,3RD,& 4TH QTR. BUDGET		329,357.50								
		350,290.87								
LESS: ACCOUNTS PAYABLE 4/30/75		8,770.56								
BUDGET BALANCE PER REPORT 4/30/75		\$341,520.31								
CASH FUNDS REPRESENTED BY:										
CHECKING A/C MIDLANTIC NAT'L BANK		\$ 18,062.57								
MIDLANTIC NAT'L BANK #51568		34,617.68								
W.O. S & L Ass'n #TC		40,571.11								
LLEWELLYN EDISON S & L #8119		40,633.15								
CARTERET S & L Ass'n- 3-2-5589		40,510.83								
W.O. S & L Ass'n -#3422		40,560.19								
W.O. S & L Ass'n -#10085		15,971.19								
PETTY CASH - CASH FUND		326.25								
PETTY CASH - CHECKING FUND		17.51								
TOTAL		\$231,270.48								

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1975 BILLS PRESENTED FOR PAYMENT

ON MAY 28, 1975

CHECKS ARE DATED
APRIL 30, 1975

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8800	MIDLANTIC NAT'L BANK-W.T. APRIL 1975	1-SALARIES	\$ 3,075.28
8801	TOWN OF W.O., Soc.SEC.-EMPLOYEES-APRIL 1975	1-SALARIES	1,275.80
8802	P.E.R.S. #20284-1 PENSIONS AND LOANS	1-SALARIES	1,054.08
8803	P.E.R.S. CONTRIBUTORY GROUP INS.APRIL 1975	1-SALARIES	103.34
8804	P.E.R.S. SUPPLEMENTAL ANNUITY	1-SALARIES	94.00
8805	TOWN OF W.ORANGE-FED. CR. UNION	1-SALARIES	425.00
8806	TOWN OF W.ORANGE-HOSPITALIZATION-JUNE 1975	22-HOSPITALIZATION	673.79
	NET PAYROLL CHECKS-2108-2158- (51)	1-SALARIES	15,780.92
	<u>SUB-TOTAL</u>		22,482.21
	<u>ADD:</u>		
	CHECKS-8736-8799-PRESENTED FOR PAYMENT-APRIL 30, 1975		8,291.74
	<u>SUB-TOTAL-CHECKS ISSUED APRIL 1975</u>		30,773.95
	<u>LESS:</u>		
	CHECK #8736 PETTY CASH EXCHANGE	\$200.00	
	8798 - XEROX CORP.-CHARGES FROM PHOTOCOPY INCOME	203.49	
	REFUNDS - DEPOSITED 4/4/75 - JURY DUTY	47.70	
	REFUNDS - DEPOSITED 4/7/75 - BOOKS	45.50	
	REFUNDS - DEPOSITED 4/11/75 - INSURANCE - BOND	76.00	572.69
	<u>TOTAL EXPENDITURES - MONTH OF APRIL 1975</u>		
	<u>PER BUDGET REPORT</u>		\$ 30,201.26

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

BY: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 28, 1975

CHECKS ARE DATED
MAY 28, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8807	POSTMASTER, ORANGE, N.J.	13. POSTAGE	\$ 300.00
8808	A.C.A. PUBLICATIONS	2. BOOKS	10.50
8809A	AL'S AUTO PARTS, INC.	8. MAINT.-BK.	\$ 13.65
B	" " "	8. " "	5.54
C	" " "	8. " "	1.40
8810	AMERICAN CAMPING ASSN.	2. BOOKS	6.21
8811	ARCO PUBLISHING Co. INC.	2. "	253.54
8812	ARTISTS' SUPPLY	4. SUPPLIES	32.46
8813	ASSOCIATED MICROFILMING SERVICE, INC.	19. AUDIO-VISUAL	14.00
8814	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	53.90
8815A	THE BAKER & TAYLOR Co.	2. BOOKS	(6.95)
B	" " " "	2. "	(10.95)
C	" " " "	2. "	33.33
D	" " " "	2. "	119.97
E	" " " "	2. "	30.07
F	" " " "	2. "	62.73
G	" " " "	2. "	66.65
H	" " " "	2. "	147.66
I	" " " "	2. "	112.40
J	" " " "	2. "	29.00
K	" " " "	2. "	189.83
L	" " " "	2. "	28.96
M	" " " "	2. "	(3.99)
8816	THE BAKER & TAYLOR Co.	2. "	798.71
8817	BARRON'S EDUCATIONAL SERVICES, INC.	2. "	15.26
8818	BEACON PRESS	2. "	30.19
8819	BENEFIC PRESS	2. "	6.25
8820	ARNOLD BERNARD & Co.	2. "	30.43
8821	P. AND H. BLISS	18. MAGAZINES	168.00
8822	T. R. BOGUT	18. "	44.75
8823	BOOK PEOPLE	4. SUPPLIES	22.32
8824	THOMAS BOUREGY AND Co. INC.	2. BOOKS	10.36
8825A	R. R. BOWKER COMPANY	2. "	14.75
B	" " " "	2. "	19.70
8826	BRADFORD'S DIRECTORY	2. "	40.69
8827A	BRO-DART, INC.	2. "	60.39
B	" " " "	4. SUPPLIES	(9.75)
8828	" " " "	4. "	66.42
8829	BUNTING & LYON, INC.	11. SERV. CONTR.	56.67
8830	ALVAH BUSHNELL Co.	2. BOOKS	130.00
8831	DAWN COFFMAN	4. SUPPLIES	28.00
8832	COLUMBIA UNIVERSITY PRESS	14. SEMINARS	28.56
8833	CAROL COX BOOK COMPANY	2. BOOKS	45.50
8834	CULTURAL EVENTS IN N.J.	2. "	27.80
8835A	DAUGHTERS OF ST. PAUL	18. MAGAZINES	2.30
B	" " " "	2. BOOKS	5.00
8836A	DIMONDSTEIN BOOK Co. INC.	2. "	7.65
B	" " " "	2. "	8.41
C	" " " "	2. "	71.14
D	" " " "	2. "	45.73
E	" " " "	2. "	84.89
F	" " " "	2. "	197.33
G	" " " "	2. "	192.44
H	" " " "	2. "	214.60
		2. "	90.35
		2. "	178.78
			1,075.26

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 28, 1975

CHECKS ARE DATED
MAY 28, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8837	DIRECTIONS SIMPLIFIED, INC.	2. BOOKS	\$ 48.50
8838	MARK DONNELLY	14. SEMINARS	15.87
8839A	DOUBLEDAY & Co.	2. BOOKS	\$ 7.64
B	" "	2. "	5.63
C	" "	2. "	29.28
D	" "	2. "	9.20
E	" "	2. "	101.95
F	" "	2. "	16.34
G	" "	2. "	13.87
H	" "	2. "	19.66
I	" "	2. "	9.39
J	" "	2. "	4.77
K	" "	2. "	3.30
L	" "	2. "	5.03
M	" "	2. "	34.52
8840	AARON EISENBERG & Co.	20. MGMT. SERVICES	260.58
8841	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	600.00
8842	DUN-DONNELLEY PUBLISHING CORP.	2. BOOKS	38.00
8843	FACTS ON FILE, INC.	2. "	30.00
8844A	FISCHER & KAUFMAN	4. SUPPLIES	229.50
B	" "	4. "	9.23
8845A	GALE RESEARCH Co.	2. BOOKS	3.18
B	" " "	2. "	12.41
8846	GANN LAW BOOKS	2. "	68.00
8847	GAYLORD BROS. INC.	2. "	68.92
8848A	GENERAL LEARNING CORPORATION	4. SUPPLIES	136.92
B	" " "	2. BOOKS	22.00
8849	HHH HORTICULTURAL	2. "	12.50
8850	ROBERT E. KRUEGER PUBLISHING Co.	2. "	8.60
8851	LAPAT & Co.	2. "	7.61
8852	LITTLE, BROWN AND COMPANY	4. SUPPLIES	16.21
8853A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	56.75
B	" " "	2. "	9.96
C	" " "	4. SUPPLIES	31.00
D	" " "	2. BOOKS	10.34
E	" " "	2. "	9.34
F	" " "	2. "	9.23
8854	THE MIT PRESS	2. "	33.99
8855	MEANINGS OF MODERN ART	2. "	51.71
8856A	MODERN-MASS MEDIA, INC.	2. "	4.35
B	" " "	2. "	12.44
C	" " "	2. BOOKS	121.06
D	" " "	2. "	51.80
8857	MOONEY-GENERAL	2. "	6.63
8858	J. M. MOREHOUSE PRINTING Co. INC.	19. AUDIO-VISUAL	7.50
8859	NATIONAL DIRECTORY SERVICE, INC.	19. " "	25.00
8860A	NATIONAL FUEL Co.	19. " "	41.08
B	" " "	19. " "	20.00
8861	NATIONAL GEOGRAPHIC SOCIETY	4. SUPPLIES	93.58
8862	NATIONAL REGISTER PUBLISHING Co.	4. "	114.00
8863	N.J. AGRICULTURAL SOCIETY	2. BOOKS	101.50
8864	N.J. AUDUBON SOCIETY, DR.	2. "	2.06
8865	NEW JERSEY BELL	6. MAINT.-MAIN	45.00
8866	NEW JERSEY BELL	6. " "	683.68
8867	N.J. LEGISLATIVE MANUAL	2. BOOKS	728.68
8868	PITNEY BOWES	2. "	8.15
8869	POPULAR PERIODICAL INDEX	2. "	58.22
		18. MAGAZINES	17.00
		9. TELEPHONE	10.00
		9. TELEPHONE-T.C.	119.42
		2. BOOKS	10.07
		13. POSTAGE	7.50
		2. BOOKS	30.00
			19.40

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 28, 1975

CHECKS ARE DATED
MAY 28, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8870A	PRENTICE-HALL, INC.	2. Books	\$ 51.56
B	" "	2. "	34.37
C	" "	2. "	5.11
D	" "	2. "	(1.62)
E	" "	2. "	5.71
8871	PROFESSIONAL COFFEE PLAN, LTD.	4. SUPPLIES	\$ 95.13
8872	PUBLIC SERVICE ELECTRIC & GAS	6. MAINT.-MAIN	29.45
8873	THE OHIO STATE UNIV. LIBRARIES PUBLICATION COMMITTEE		718.96
8874	LOLA N. REED	2. Books	15.00
8875	REGENT BOOK CO. INC.	14. SEMINARS	45.25
8876A	A. H. ROEMER & Co.	2. Books	45.21
B	" "	2. Books	4.65
C	" "	2. "	171.08
D	" "	2. "	38.40
E	" "	2. "	58.19
F	" "	2. "	15.33
G	" "	2. "	57.38
H	" "	2. "	(13.56)
I	" "	2. "	168.34
J	" "	2. "	9.04
K	" "	2. "	16.75
8877	HENRY F. SCHMIDT & Co. INC.	2. "	(9.69)
8878A	SHAR-FREY, INC.	4. SUPPLIES	515.91
B	" "	2. Books	29.22
8879	SHEPARD'S CITATIONS, INC.	2. "	46.23
8880	PETER SMITH PUBLISHER, INC.	2. "	10.91
8881	STATE CHEMICAL MFG. Co.	2. "	57.14
8882	SUPERINTENDENT OF DOCUMENTS	6. MAINT.-MAIN	40.00
8883	SUPERIOR ENGINEERING Co.	18. MAGAZINES	5.76
8884	3 M BUSINESS PRODUCTS SALES, INC.	11. SERVICE CONTR.	146.61
8885	TIME-LIFE BOOKS	19. AUDIO-VISUAL	250.00
8886A	WEISE-WINCKLER BINDERY, INC.	2. Books	75.00
B	" " "	3. BINDING	35.08
C	" " "	3. "	32.02
8887	WEST ORANGE COMMUNITY HOUSE	3. "	56.15
8888	WEST PUBLISHING Co. INC.	7. MAINT.-TORY	10.95
8889	XEROX CORPORATION	2. Books	5.10
8890	YOUNG'S NEWS SERVICE	XEROX -SHARE OF RECEIPTS	72.20
(8787)	RESEARCH INFORMATION SERVICES-VOID	18. MAGAZINES	135.00
		2. Books	82.00
			75.88
			19.75
			(30.00)
TOTAL CHECKS #8807 to 8890 PRESENTED FOR PAYMENT MAY 28, 1975			8,846.44
LESS: CHECK #8889 XEROX SHARE OF RECEIPTS			75.88
TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT MAY 28, 1975			\$8,770.56

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO. C.P.A.s

By: *Aaron Eisenberg*

WEST ORANGE LIBRARY TRUSTEES MEETING

AGENDA

JUNE 25, 1975

- 1. ROLL CALL**
- 2. MINUTES**
- 3. TREASURER'S REPORT**
 - a) Bills Presented for Payment**
 - b) Financial Report**
- 4. DIRECTOR'S REPORT**
- 5. COMMITTEE REPORTS**
 - a) Personnel Committee**
Director's Salary Range
- 6. OLD BUSINESS**
 - a) Door Repair**
 - b) Electric Fixtures in Book Stacks**
 - c) Bookmobile Repair**
 - d) Planned Parenthood Seminars**
- 7. NEW BUSINESS**
 - a) SANE**
 - b) Next Meeting**
- 8. CORRESPONDENCE AND COMMUNICATIONS**
- 9. GENERAL PUBLIC PARTICIPATION**
- 10. ADJOURNMENT**

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEE MEETING

JUNE 25, 1975

The meeting was called to order at 8:00 P. M. by William Sagosz, President. Present were Board members Eileen Flanagan, Andrea Grover, Nancy Herman, Albert Kupferer and Anita Strauss constituting a quorum. Also present were Lola N. Reed, Director, Irving Ostrow, Board Attorney, Stewart Manheim, Board Accountant, and several citizens of West Orange.

MINUTES

Mrs. Strauss made a motion to accept the minutes from the May 28, 1975 Board of Trustee meeting as presented. Miss Flanagan seconded the motion, and it was carried unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

Miss Flanagan made a motion to accept the Bills Presented for Payment. Mrs. Grover seconded it, and it was carried unanimously.

2. Financial Statement:

Mrs. Strauss made a motion,
Resolved that savings accounts be transferred to the checking account at Midlantic Bank as follows:

Llewellyn-Edison Savings & Loan Acct. #8119, in the amount of \$15,633.15 plus interest. Carteret Savings & Loan Acct. #3-2-5589, in the amount of \$40,510.83. See A. Eisenberg Memo dated 6/25/75, attached.

Also, transfer savings at West Orange Savings & Loan Acct. #3848 in the amount of \$40,571.11 plus interest to Carteret Savings & Loan Acct. #3-2-5589 as soon as possible after June 30, 1975.

The motion was seconded by Mrs. Herman and it was passed unanimously.

A motion was offered by Mrs. Herman for the following:

Resolved: That upon the receipt of the money of the 3rd quarter check from the Town of West Orange, the money should be placed in the checking account whereby \$37,000 of that amount will be placed in a day-of-deposit to day-of-withdrawal savings account in the Carteret Savings & Loan, account #3-2-5589.

Miss Flanagan seconded the motion, and it was carried unanimously.

Mrs. Strauss made a motion, Whereas, we have information showing that Federal insurance on funds deposited by institutions up to \$100,000 in a single bank, the transfer of funds, as approved in the preceding motion, i.e., from West Orange Savings and Loan Acct. #3848 in the amount of \$40,571.11 plus interest to the Carteret Savings and Loan Acct. #3-2-5589, shall be cancelled.

Miss Flanagan seconded the motion, and it was carried unanimously.

Mrs. Herman made a motion to transfer the entire amount of \$96,996.68 from the State Aid Building Fund to the Budget Fund. Mr. Kupferer seconded it, and it was passed unanimously.

Mrs. Strauss made a motion to transfer \$4,029.00 from the Accumulated Revenue Fund to the Budget Fund for legal services. Mrs. Herman seconded it, and it was passed unanimously.

Mr. Kupferer motioned to accept the Financial Statement as presented. Mrs. Herman seconded it, and it was carried unanimously.

DIRECTOR'S REPORT

Mrs. Reed was asked to contact the Curtiss Company for an analysis of both engines in the Mobilibrary. She will ask for the cost of such an estimate.

COMMITTEE REPORTS

Mrs. Herman reported that the Personnel Committee meeting was postponed, and that a report will be made at the next Board meeting.

OLD BUSINESS

Mrs. Reed presented three estimates for the improvement of lighting in the downstairs stacks. Because there was a difference in opinion as to the need of a new circuit box, Mrs. Strauss suggested that the Building and Grounds Committee contact Public Service to see if a new line is needed. Mr. Ostrow will review the contract before a company is selected.

Mrs. Reed presented a letter from Superior Engineering Company in which it was stated that a complete survey of the building had been accomplished. They were unable to obtain the wiring diagrams from Minneapolis-Honeywell. Mr. Ostrow will contact Mr. Rappaport and offer to communicate with Minneapolis-Honeywell to obtain the diagrams.

Mrs. Grover made a motion that the West Orange Public Library sponsor Planned Parenthood seminars with parental approval shown on permission slips for participants under 18 years of age. Mrs. Strauss seconded the motion and it was carried with four members in favor, and two against.

Mr. Sagosz made a motion that the West Orange Public Library plan a seventh seminar to be advertized and considered part of the Planned Parenthood series, in order to add other dimensions. Speakers will be announced at a later date, and will be contacted by the Director and the Librarians. Mrs. Grover seconded the motion and it was carried unanimously.

Mrs. Strauss made a motion that the Board of Trustees insert an announcement to the Star-Ledger to show the award of professional services in excess of \$2500 as per attached copy. Mrs. Herman seconded it, and it was carried unanimously.

NEW BUSINESS


Mrs. Strauss made a motion that we have a program on SANE. Mrs. Herman seconded it, and it was carried unanimously.

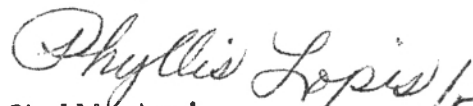
Mr. Ostrow has notified the Board that Mr. Solomon has requested to present his case orally to the appellate court. It may take up to six months before a date is announced.

The next meeting of the West Orange Public Library Board of Trustees will be held on Wednesday, July 23.

The meeting was adjourned at 10:45 P. M.

Respectfully submitted,


Sandra Goss
Secretary


Phyllis Lopis
Secretary, Board of Trustees

June 25, 1975

MEMO TO: Board of Trustees - West Orange Free Public Library

FROM: Aaron Eisenberg & Co. C. P. A.'s

IN RE: Transfer of Funds from Savings Account to Checking Account

Cash Requirements - June 25, 1975

Checks #8997-9003, per listing \$ 25,966.69

Payroll - Gross

Checks #8997-9003	Payroll	23,412.51
9004	Employers Share of	4,435.74
9005	Administration Charge	1.00
9006	Postage	300.00

Total Cash Requirements - June 25, 1975 \$ 54,115.94

Suggest transfer and close out of remaining balance

in Llewellyn-Edison Savings & Loan - with interest	\$ 15,633.15
Carteret Savings & Loan - without interest	<u>40,510.83</u>
	<u>\$ 56,143.98</u>

Transfer of account #3848 from West Orange Savings & Loan in the amount of \$40,571.11 plus interest through June 30, to Carteret Savings & Loan, as soon as possible after June 30.

FORM OF NEWSPAPER ANNOUNCEMENT OF AWARD OF
PROFESSIONAL SERVICES CONTRACT IN EXCESS OF
\$2,500 PER N.J.S. 40:A-11-1 et. seq.

The Board of Trustees of the West Orange Free Public Library announce that Aaron Eisenberg & Co. C. P. A.'s, and Irving Ostrow, Attorney at Law, have been appointed to furnish professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative and Legal requirements of the West Orange Free Public Library; by Board Resolution as follows:

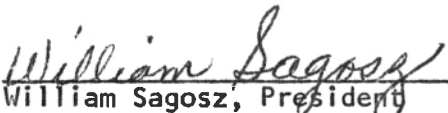
"WHEREAS, there exists the need for the performance of professional services in management and discharge of duties pertaining to the Budgetary, Financial, Administrative and Legal requirements of the West Orange Free Public Library; and

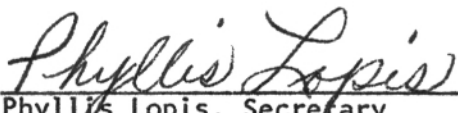
"WHEREAS, the Local Public Contracts Law (N.J.S. 40A-11-1 et. seq.) requires that Resolution authorizing the award of contracts for professional services without competitive bids must be publically advertised;

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

(1) The President and Secretary are hereby authorized and directed to execute the agreement with Aaron Eisenberg & Co. C. P. A.'s and Irving Ostrow, Attorney at Law for performance of the aforesaid services.

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


William Sagosz, President
Board of Trustees
West Orange Free Public Library


Phyllis Lopis, Secretary
Board of Trustees
West Orange Free Public Library

DATE: 6/25/75

WEST ORANGE PUBLIC LIBRARY

DIRECTOR'S MONTHLY REPORT

JUNE 25, 1975

The library continues to be very busy from opening to closing time. Circulation is very good and higher than previous years during this time.

We are practically on our Summer schedule and employees are beginning to take vacations. Full Summer schedule will begin July 1. The only change will be closing the library at 1:00 P. M. on Saturdays during the months of July and August.

You will be interested to know that Mr. Robert Jonas was here and picked up all of his belongings. He was his "old self"--as expected. His manners and attitude left a lot to be desired. He ordered a couple of employees to take notes of what was said during the time he was at the library. They refused. So he made notes and had one employee initial what he had written. This happened on Wednesday, June 18. The dictatorial tactics and slanderous remarks made by Mr. Jonas left both Mrs. Itkin and me completely unnerved. I was visibly shaking and so emotionally upset I finally went home. He called back later in the day and gave Mrs. Itkin a list of things he indicated as missing. Since the items were laminated at library expense, ownership is questionable.

After a comparison of prices on file cabinets sold by Myrtle Desk Company, Library Furniture High Point, North Carolina, and American Texwood Library Furniture Corporation we ordered filing cabinets from the W. B. Wood Company of Orange. Price differences were slight, all subject to change without notice.

Although the matter of purchasing files had been discussed with Mr. Sagosz and other trustees no vote was obtained from the Board because when ordered they were less than \$250.00 each. Ordered separately the prices changed to \$267.78 each. This came to my attention only when the files were delivered. We elected to keep them with the idea of explaining the situation to you, and hopefully, you would understand.

The employees working on the Mobilibrary are doing so under almost intolerable conditions. The generator refuses to work which means they are without air conditioning, lights and electricity. They are to be commended their dedication to the job by continuing to work under such adverse circumstances.

Additionally, we have had to purchase two batteries for the bottom motor during the month, required help from the Town Garage in getting started almost every morning during the past weeks. Two mornings they were unable to go out at all.

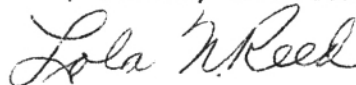
You may be interested to know that by our purchasing "no name" brand supplies & mimeographing forms which were formerly printed, the library has realized appreciable savings.

The photocopying machines are still doing big business. Examples of income from the Toshiba fax are as follows:

FEBRUARY	---	\$ 338.50
MARCH	---	509.40
APRIL	---	470.15
MAY	---	401.45
		<u>\$1719.50</u>

There were three losses by death to members of our staff during the month. Mrs. Marie Magno lost her father. Mrs. Shirley Itkin lost her mother and the brother-in-law of Mrs. Dorothy Ericsson passed.

Respectfully submitted,



Lola N. Reed
Director

JUNE 25, 1975

MEMO TO: BOARD OF TRUSTEES - WEST ORANGE FREE PUBLIC LIBRARY
FROM: AARON EISENBERG & Co. C.P.A.'s
IN RE: TRANSFER OF FUNDS FROM SAVINGS ACCOUNT TO CHECKING ACCOUNT

CASH REQUIREMENTS - JUNE 25, 1975

CHECKS #8904-8996, PER LISTING \$ 25,966.69

PAYROLL - GROSS

CHECKS #8997-9003	PAYROLL	23,412.51
9004	EMPLOYERS SHARE OF SOC. SEC.	4,435.74
9005	ADMINISTRATION CHARGE	1.00
9006	POSTAGE	300.00

TOTAL CASH REQUIREMENTS - JUNE 25, 1975 \$ 54,115.94

SUGGEST TRANSFER AND CLOSE OUT OF REMAINING BALANCES (AFTER INTEREST)
IN LLEWELLYN-EDISON SAVINGS & LOAN \$ 15,633.15
CARTERET SAVINGS & LOAN 40,510.83
\$ 56,143.98

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF MAY 1975
LIBRARY BOARD MEETING OF JUNE 25, 1975

EXPENDITURES

	AMENDED BUDGET 1975	PAID MONTH OF MAY 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 5/31/75	1975 UNEX- PENDED BUDGET BALANCE 5/30/75	BILLS/ACCTS. PAYABLE PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/75
SALES & WAGES	\$286,765	\$ 30,603.99	\$115,519.46	\$171,245.54		\$171,245.54
CONTRACTUAL SERVICES:						
BINDING	1,000	67.30	408.53	591.47	\$ 10.50	580.97
COMMUNITY SERVICES	400		393.34	6.66		6.66
TRANSPORTATION	300		84.50	215.50		215.50
SEMINARS & WORKSHOPS	1,500	106.62	968.01	531.99		531.99
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	600.00	2,400.00	5,600.00	868.00	4,732.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	1,500		750.00	750.00	4,028.36	(3,278.36)
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	1,447.64	6,016.70	8,983.30	1,714.25	7,269.05
MAIN LIBRARY-REPAIRS & MAIN.	6,000	179.01	1,277.43	4,722.57	441.62	4,280.95
TORY CORNER - RENTAL	540	135.00	270.00	270.00		270.00
BOOKMOBILE	4,000	20.59	528.23	3,471.77		3,471.77
SERVICE CONTRACTS	2,200	258.90	980.51	1,219.49	196.43	1,023.06
MATERIALS AND SUPPLIES:						
BOOKS	70,000	4,375.26	21,246.63	48,753.37	5,340.48	43,412.89
SUPPLIES	15,000	508.09	3,155.34	11,844.66	1,074.65	10,770.01
MAGAZINES	6,000	497.50	1,458.25	4,541.75	124.50	4,417.25
AUDIO-VISUAL	6,000	142.66	922.26	5,077.74	846.26	4,231.48
MISC. OTHER EXPENSES:						
INSURANCE	5,000		(139.00)	5,139.00		5,139.00
TELEPHONE	1,600	129.49	536.29	1,063.71	126.64	937.07
POSTAGE	2,500	330.00	634.71	1,865.29		1,865.29
EMPLOYEE HEALTH BENEFIT PLAN	8,000	673.79	3,429.31	4,570.69		4,570.69
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750		-0-	750.00		750.00
EQUIPMENT	6,000		360.00	5,640.00	790.00	4,850.00
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000		3,694.47	11,305.53		11,305.53
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		-0-	10,405.00	10,405.00	-0-
<u>TOTAL</u>	<u>\$475,110</u>	<u>\$ 40,075.84</u>	<u>\$164,894.97</u>	<u>\$310,215.03</u>	<u>\$25,966.69</u>	<u>\$284,248.34</u>

B U D G E T R E P O R T
 MONTH OF MAY 1975
 LIBRARY BOARD MEETING OF JUNE 25, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75
SALARIES AND WAGES	\$286,765	\$286,765
CONTRACTUAL SERVICES:		
BINDING	1,600	1,000
COMMUNITY SERVICES	1,000	400
TRANSPORTATION	350	300
SEMINARS AND WORKSHOPS	2,000	1,500
AUDIT	1,650	1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000
ARCHITECTS	3,500	-0-
LEGAL	1,500	1,500
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,000	15,000
MAIN LIBRARY-REPAIRS	8,000	6,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	4,000	4,000
SERVICE CONTRACTS	2,600	2,200
MATERIALS AND SUPPLIES:		
BOOKS	70,000	70,000
SUPPLIES	12,000	15,000
MAGAZINES	6,000	6,000
AUDIO-VISUAL	9,000	6,000
MISC. OTHER EXPENSES:		
INSURANCE	4,000	5,000
TELEPHONE	2,000	1,600
POSTAGE	2,500	2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000
CONTINGENT	500	-0-
ANNUAL REPORT	1,500	750
EQUIPMENT	12,000	6,000
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	17,000	15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405
	<u>\$491,505</u>	<u>\$475,110</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1973/74 STATE AID BLDG. ADDITION FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND
I BALANCES AS OF 4/30/75	\$231,270.48	\$20,933.37	\$11,462.88	\$400.61	\$ 287.58	\$ 326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$34,891.92
ADD:										
FINES			(1,639.02							
NON-RESIDENT FEES			(10.00							
PHOTOCOPIES, MICRO FILMS			(505.42							
PHONES	2,244.28		(14.19							
MEETING ROOM			(15.00							
BOOK RENTALS			(53.90							
SALE OF BAGS			(6.75							
LOST BOOK FUNDS	81.54			81.54						
EXCESS PROPERTY SOLD	119.69				119.69					
W.O. MAY-1975 BUDGET		25,000.00								(25,000.00)
TOTAL MAY 1975 - RECEIPTS	\$ 2,445.51	\$25,000.00	\$ 2,244.28	\$ 81.54	\$ 119.69					(25,000.00)
III TOTAL AVAILABLE-I PLUS II	\$233,715.99	\$45,933.37	\$13,707.16	\$482.15	\$ 407.27	\$ 326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$ 9,891.92
IV LESS:										
MAY 1975 EXPENDITURES	40,075.84	40,075.84								
TOTAL CASH FUNDS-5/31/75	\$193,640.15	\$ 5,857.53	\$13,707.16	\$482.15	\$ 407.27	\$ 326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$ 9,891.92
ADD: DUE FROM TOWN OF W.O.										
3RD & 4TH QTR. BUDGET		129,357.50								
AMOUNT TO BE USED FROM LIBRARY FUNDS		175,000.00								
		310,215.03								
LESS: ACCOUNTS PAYABLE 5/31/75		25,966.69								
BUDGET BALANCE PER REPORT 5/31/75		\$284,248.34								
CASH FUNDS REPRESENTED BY:										
CHECKING A/C MIDLANTIC NAT'L BANK	\$ 2,710.85									
MIDLANTIC NAT'L BANK #51568	37,139.07									
W.O. S & L ASS'N #TC 3848	40,571.11									
LLEWELYN EDISON S & L #8119	15,633.15									
CARTERET S & L ASS'N 3-2-5589	40,510.83									
W.O. S & L ASS'N #3422	40,560.19									
W.O. S & L ASS'N #10085	15,971.19									
PETTY CASH - CASH FUND	526.25									
PETTY CASH - CHECKING FUND	17.51									
TOTAL	\$193,640.15									

Carliet Savings

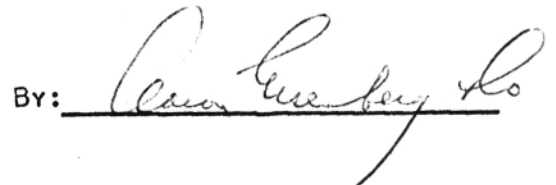
WEST ORANGE FREE PUBLIC LIBRARYMAY 1975 BILLS PRESENTED FOR PAYMENTON JUNE 25, 1975CHECKS ARE DATED
MAY 28, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8891	DEAN FLOOR COVERING	6. MAINT.-MAIN	\$ 32.40
8892	PETTY CASH	EXCHANGE	200.00
8893	MIDLANTIC NAT'L. BANK-W.T. MAY 1975	1. SALARIES	4,320.82
8894	TOWN OF W.O.-SOC.SEC. EMPLOYEES-MAY 1975	1. "	1,790.32
8895	P.E.R.S. #20284-1 PENSIONS AND LOANS	1. "	1,315.07
8896	P.E.R.S. CONTRIBUTORY GROUP INS.-MAY 1975	1. "	136.07
8897	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	126.00
8898	TOWN OF W.O. FEDERAL CREDIT UNION	1. "	425.00
8899-8902	VOIDED		
8903	TOWN OF W.O. HOSPITALIZATION-JUNE 1975	22. HOSPITALIZATION	673.79
	NET PAYROLL CHECKS #2159-2206 (48)	1. SALARIES	<u>22,490.71</u>
	<u>SUB-TOTAL</u>		31,510.18
	<u>Add:</u>		
	CHECKS #8807-8890 - PRESENTED FOR PAYMENT MAY 28, 1975		<u>8,876.44</u>
	<u>SUB-TOTAL CHECKS ISSUED MAY 1975</u>		40,386.62
	<u>LESS:</u>		
	CHECK #8787 - VOIDED	2. BOOKS	\$ 30.00
	#8789 - XEROX CORP.-CHARGES FROM PHOTOCOPY INCOME		75.88
	#8892 - PETTY CASH	EXCHANGE	200.00
	REFUNDS - DEPOSITED 5/14/75	3. BINDING	<u>4.90</u>
			310.78
	<u>TOTAL EXPENDITURES - MONTH OF MAY 1975</u>		
	<u>PER BUDGET REPORT</u>		<u>\$40,075.84</u>

PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: 

WEST ORANGE FREE PUBLIC LIBRARY

MAY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 25, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	CHECKS ARE DATED JUNE 25, 1975	
			AMOUNT	
8904	PUBLIC EMPLOYEES RETIREMENT SYSTEM OF NEW JERSEY	P.E.R.S.		\$ 10,405.00
8905	AMERICAN HERITAGE PUBLISHING Co. INC.	2. BOOKS		4.90
8906A	AMSTERDAM PRINTING & LITHO CORP.	4. SUPPLIES	\$ 100.00	
B	" " " "	4. "	36.76	136.76
8907	FRANK ARMANDO	6. MAINT.-MAIN		60.00
8908	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.		67.43
8909A	THE BAKER & TAYLOR Co.	2. BOOKS	100.97	
B	" "	2. "	134.27	
C	" "	2. "	14.96	
D	" "	2. "	121.29	
E	" "	2. "	38.97	
F	" "	2. "	121.08	
G	" "	2. "	81.49	
H	" "	2. "	8.31	
I	" "	2. "	119.13	
J	" "	2. "	34.66	
K	" "	2. "	78.07	
L	" "	2. "	(6.95)	846.25
8910A	THE BAKER & TAYLOR Co.	2. "	9.30	
B	" " "	2. "	7.76	17.06
8911	CHANNING L. BETE Co.	4. SUPPLIES		42.52
8912	BILLBOARD PUBLICATIONS, INC.	2. BOOKS		20.00
8913	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT.-MAIN		32.00
8914	THOMAS BOUREGY & Co. INC.	2. BOOKS		14.75
8915A	R. R. BOWKER COMPANY	2. "	24.25	
B	" "	2. "	20.70	
C	" "	2. "	71.99	116.94
8916A	BRO-DART, INC.	4. SUPPLIES	188.10	
B	" "	4. "	180.00	
C	" "	4. "	74.25	442.35
8917	BUNTING AND LYON, INC.	2. "		29.00
8918	CMR ASSOCIATES, INC.	2. "		20.72
8919	THE CENTRAL BANK OF ICELAND	2. "		15.00
8920	DAWN COFFMAN	19. AUDIO-VISUAL		93.62
8921	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS		18.34
8922	CARL COX BOOK Co.	2. "		15.55
8923	CURSON HOUSE, INCORPORATED	2. "		4.98
8924	T. S. DENISON AND Co. INC.	2. "		15.17
8925A	DIMONDSTEIN BOOK Co. INC.	2. "	188.69	
B	" " "	2. "	46.42	
C	" " "	2. "	220.17	
D	" " "	2. "	147.79	
E	" " "	2. "	(59.86)	
F	" " "	2. "	241.32	
G	" " "	2. "	33.33	
H	" " "	2. "	233.05	
I	" " "	2. "	264.82	
J	" " "	2. "	229.90	
K	" " "	2. "	46.17	
L	" " "	2. "	88.38	
M	" " "	2. "	179.98	
N	" " "	2. "	99.46	1,959.62
8926A	DOUBLEDAY & Co. INC.	2. "	9.88	
B	" "	2. "	4.58	
C	" "	2. "	20.56	
D	" "	2. "	9.34	
E	" "	2. "	19.96	
F	" "	2. "	11.05	
G	" "	2. "	5.03	
H	" "	2. "	26.88	107.28

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 25, 1975

CHECKS ARE DATED
JUNE 25, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
8927	EASTMAN KODAK Co.	6. MAINT.-MAIN	\$ 37.00
8928	EAST ORANGE GLASS Co.	6. " "	54.00
8929A	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	(\$ 2.50)
B	" " "	18. " "	5.00 2.50
8930	AARON EISENBERG & Co.	20. MGMT. SERVICES	868.00
8931	FIDELITY PAPER AND SUPPLY CORP.	4. SUPPLIES	65.52
8932	FISCHER & KAUFMAN	4. " "	2.39
8933	FISCHER'S	6. MAINT.-MAIN	15.00
8934	GALE RESEARCH Co.	2. BOOKS	18.76
8935	GANN LAW BOOKS	2. " "	9.00
8936A	GAYLORD BROS. INC.	2. " "	19.90
B	" " "	2. " "	210.84 230.74
8937	GENERAL LEARNING CORP.	2. " "	8.60
8938	THE INSTITUTE FOR RESEARCH	2. " "	9.96
8939	EDWARD G. KLAPPROTH, SR.	4. SUPPLIES	10.32
8940	KNOW, INC.	2. BOOKS	5.50
8941A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	26.00
B	" " "	4. " "	193.00
C	" " "	4. " "	56.70 275.70
8942	McGraw-Hill Book Co.	2. BOOKS	20.00
8943A	MacMILLAN PUBLISHING Co. INC.	2. " "	4.35
B	" " "	2. " "	22.98
C	" " "	2. " "	8.46
D	" " "	2. " "	8.00
E	" " "	2. " "	28.23 72.02
8944	MEANINGS OF MODERN ART	2. " "	6.63
8945	THE MEREDITH BOOK DIVISION	2. " "	67.69
8946A	MODERN MASS MEDIA, INC.	19. AUDIO-VISUAL	163.25
B	" " "	19. " "	241.00
C	" " "	19. " "	208.00
D	" " "	19. " "	14.75 627.00
8947	MURY LOCK & SAFE Co.	6. MAINT.-MAIN	36.00
8948	MUSIC EXCHANGE	2. BOOKS	19.27
8949	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	965.79
8950	NATIONAL REGISTER PUBLISHING Co.	2. BOOKS	34.00
8951	NEW JERSEY BELL	9. TELEPHONE	116.57
8952	NEW JERSEY BELL	9. TELEPHONE-T.C.	10.07
8953	NEW YORK DIRECTORY Co. INC.	2. BOOKS	35.00
8954	THE NEW YORK TIMES/LARGE TYPE WEEKLY	18. MAGAZINES	44.00
8955	OLLIS BOOK COMPANY	2. BOOKS	254.87
8956A	ORANGE GARDEN SUPPLY Co.	4. SUPPLIES	34.99
B	" " "	4. " "	11.00
C	" " "	4. " "	17.40 63.39
8957	IRVING OSTROW	21. LEGAL SERVICES	375.00
8958	IRVING OSTROW	21. LEGAL SERVICES	3,653.36
8959	PERDUE RADIO COMPANY, INC.	19. AUDIO-VISUAL	111.00
8960	PHYSKCIAN'S DESK REFERENCE	2. BOOKS	10.00
8961A	PRENTICE-HALL, INC.	2. " "	9.96
B	" " "	2. " "	5.63
C	" " "	2. " "	5.03 20.62
8962	PUBLIS SERVICE ELECTRIC & GAS Co.	6. MAINT.-MAIN	748.46
8963A	PUBLISHERS CENTRAL BUREAU	2. BOOKS	25.51
B	" " "	2. " "	(2.98) 22.53
8964A	A. H. ROEMER Co. INC.	2. " "	183.07
B	" " "	2. " "	58.56
C	" " "	2. " "	71.94
D	" " "	2. " "	13.17
E	" " "	2. " "	221.39
F	" " "	2. " "	7.74
G	" " "	2. " "	(7.35)
H	" " "	2. " "	84.96
I	" " "	2. " "	4.52 638.00

WEST ORANGE FREE PUBLIC LIBRARYMAY 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 25, 1975CHECKS ARE DATED
JUNE 25, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8965	ST. MARTINS PRESS, INC.	2. BOOKS	\$ 16.52
8966	HENRY F. SCHMIDT & Co. INC.	4. SUPPLIES	35.70
8967	CHARLES SCRIBNER'S SONS	2. BOOKS	32.62
8968	SEDGEWICK MACHINE WORKS, INC.	11. SERVICE CONTR.	54.00
8969	SHAR-FREY, INC.	2. BOOKS	15.03
8970	SIMON SCHUSTER, INC.	2. "	43.91
8971	PETER SMITH PUBLISHERS, INC.	2. "	5.68
8972	SUBURBAN HOMES GUIDE	2. "	6.27
8973	SUPERIOR ENGINEERING	11. SERVICE CONTR.	75.00
8974	"TEACHING SWIMMING"	2. BOOKS	3.25
8975	TODD PUBLICATIONS	2. "	23.25
8976	TUFF FENCE Co.	6. MAINT.-MAIN	131.98
8977	FREDERICK UNGAR PUBLISHING Co. INC.	2. BOOKS	16.05
8978	UNIQUE BUILDING SUPPLY Co. INC.	6. MAINT.-MAIN	8.85
8979	UNITED NATIONS	2. BOOKS	36.60
8980	VNR SUBSCRIPTION SERVICES	2. "	181.60
8981	THE WEEKLY UNDERWRITER	2. "	26.85
8982	WEISE-WINCKLER BINDERY, INC.	3. BINDING	10.50
8983	WIDERKEHR HARDWARE	16. EQUIPMENT	235.00
8984A	WIDERKEHR HARDWARE	6. MAINT.-MAIN	\$ 21.49
B	" "	6. " "	<u>45.30</u>
8985	THE H. W. WILSON COMPANY	2. BOOKS	66.79
8986	WOLLSTONECRAFT, INC.	2. "	156.50
8987	THE W. B. WOOD COMPANY	16. EQUIPMENT	6.55
8988	XEROX UNIVERSITY MICROFILMS	19. AUDIO-VISUAL	555.00
8989	YOUNG'S NEWS SERVICE	18. MAGAZINES	14.64
8990	THE BAKER & TAYLOR Co.	2. BOOKS	19.75
8991	P. AND H. BLISS	18. MAGAZINES	6.60
8992	R. R. BOWKER COMPANY	2. BOOKS	58.25
8993	GLOLIER YEAR BOOK, INC.	2. "	30.90
8994	NATIONAL AUDIO-VISUAL ASSOC. INC.	2. "	9.60
8995	WEST ORANGE HIGH SCHOOL YEAR	2. "	14.50
8996	XEROX UNIVERSITY MICROFILMS	2. "	10.00
			9.45

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT JUNE 25, 1975\$25,966.69PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:*Lola Reed*

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: *Aaron Eisenberg*

WEST ORANGE LIBRARY TRUSTEES MEETING

AGENDA

JULY 30, 1975

- 1. ROLL CALL**
- 2. MINUTES**
- 3. TREASURER'S REPORT**
 - a) Bills Presented for Payment**
 - b) Financial Report**
- 4. DIRECTOR'S REPORT**
- 5. COMMITTEE REPORTS**
 - a) Personnel Committee**
 - b) Building & Grounds - Stack Lighting**
- 6. OLD BUSINESS**
 - a) Mobilibrary repairs**
 - b) Planned Parenthood Seminars**
 - c) SANE Seminars**
- 7. NEW BUSINESS**
 - a) Next meeting**
- 8. CORRESPONDENCE AND COMMUNICATIONS**
- 9. GENERAL PUBLIC PARTICIPATION**
- 10. ADJOURNMENT**

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JULY 30, 1975

The meeting was called to order at 8:00 P. M. by William Sagosz, President. Present were Board members Eileen Flanagan, Andrea Grover, Albert Kupferer, Phyllis Lopis, Nancy Herman and Anita Strauss constituting a quorum. Also present were Lola N. Reed, Director, Irving Ostrow, Board Attorney, Stewart Manheim, Board Accountant, and two citizens of West Orange.

MINUTES

Mrs. Strauss made a motion to accept the minutes from the June 25, 1975 Board of Trustees meeting as presented. Miss Flanagan seconded the motion, and it was carried unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

Mrs. Grover made a motion to accept the Bills Presented for Payment. Mrs. Lopis seconded it, and it was carried unanimously.

2. Financial Statement:

It was pointed out that library expenditures have increased approximately \$25,000 or 10% more since last year at this time due to rising costs. Mr. Manheim indicated that on page 3, note #1 of the July 30, 1975 Financial Statement, the library must provide \$61,608.32 in funds for the remainder of the year.

Mrs. Lopis motioned to accept the Financial Statement as presented. Mrs. Grover seconded it, and it was passed unanimously.

COMMITTEE REPORTS

1. Personnel Committee:

After a brief discussion, the Board of Trustees decided that another committee meeting will be needed to decide upon a salary range and scale of increments for the Director.

2. Building and Grounds Committee:

Mr. Kupferer suggested that the committee contact the building inspector for an evaluation of the library's electrical system.

DIRECTOR'S REPORT

Mrs. Reed presented her monthly report to the Board. Her report on the ALA convention in San Francisco will be mailed to the Board members.

THE COMMISSIONER OF THE GENERAL LAND OFFICE
WASHINGTON, D. C.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 10th inst.

and in reply to inform you that the same has been forwarded to the proper authorities.

Very respectfully,
Your obedient servant,
J. M. Smith

Very truly yours,

J. M. Smith

Enclosed for you are two copies of the report of the Commission of the General Land Office.

I am, Sir, very respectfully,
Your obedient servant,
J. M. Smith

Very truly yours,

J. M. Smith

Very truly yours,

J. M. Smith

I am, Sir, very respectfully,
Your obedient servant,
J. M. Smith

Very truly yours,

J. M. Smith

Very truly yours,

J. M. Smith

Very truly yours,

J. M. Smith

OLD BUSINESS

Mr. Kupferer made a motion to transfer \$4,300 from the existing reserve for a new Mobilibrary Fund to line item-Mobilibrary. Mrs. Strauss seconded the motion and it was carried unanimously.

Mrs. Lopis motioned that the Board of Trustees approve the expenditure of \$4,242.85 to Curtis Service, Inc. in accordance with the Curtis Service estimate (dated July 23, 1975), for the repairs of the Mobilibrary and the replacement of the engine generator. Mr. Kupferer seconded it, and it was passed unanimously.

In regards to the SANE Seminar, the Board of Trustees has asked Mrs. Reed and Mr. Donnelly to contact a speaker to present another side of the issue. The seminar will be scheduled for the Fall.

Mr. Donnelly has notified the Board that Mr. Timothy Dukin, of MAYBE Youth Services, Town of West Orange, will present a follow-up session for the Planned Parenthood Seminars.

The newspaper announcement for the award of professional services appeared in the Star-Ledger on July 10 and 11, 1975. See attachment to minutes.

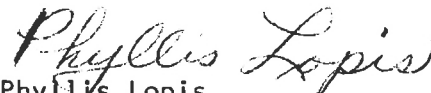
ADJOURNMENT

The next Board of Trustees meeting will be held on Wednesday, August 27, 1975. The meeting was adjourned at 10:00 P. M. by a motion made by Mrs. Herman, and seconded by Mr. Kupferer.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

1990-1991: President
 1991-1992: Secretary
 1992-1993: Treasurer
 1993-1994: Secretary
 1994-1995: Treasurer
 1995-1996: Secretary
 1996-1997: Treasurer
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 2214-2215: Treasurer
 2215-2216: Secretary
 2216-2217: Treasurer
 2217-2218: Secretary
 2218-2219: Treasurer
 2219-2220: Secretary
 2220-2221: Treasurer
 2221-2222: Secretary
 2222-2223: Treasurer
 2223-2224: Secretary
 2224-2225: Treasurer
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 2226-2227: Treasurer
 2227-2228: Secretary
 2228-2229: Treasurer
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 2230-2231: Treasurer
 2231-2232: Secretary
 2232-2233: Treasurer
 2233-2234: Secretary
 2234-2235: Treasurer
 2235-2236: Secretary
 2236-2237: Treasurer
 2237-2238: Secretary
 2238-2239: Treasurer
 2239-2240: Secretary
 2240-2241: Treasurer
 2241-2242: Secretary
 2242-2243: Treasurer
 2243-2244: Secretary
 2244-2245: Treasurer
 2245-2246: Secretary

STATE OF NEW JERSEY)
COUNTY OF ESSEX) SS

NEW JERSEY }
OF ESSEX } SS
Maria De C. 40

Being duly sworn, according to law, on solemn oath sayeth that John of the
Star-Ledger, in said County of Essex, and that the notice,
of which the attached is a copy, was published in said
paper on the 10th day of July, 1905
and continued therein for 2 times
successively, at least once in each week
for 2 times

James DeBate

sworn to and subscribed
before me this 10th
day of June 1917

July 1, 1975
Michael R. Jones
NOTARY PUBLIC of NEW JERSEY

DI.IG

NOTARY PUBLIC OF NEW JERSEY
My Commission Expires April 23, 1977

DIRECTOR'S REPORT

JULY 30, 1975

During the month of July our library was invaded by thousands of unwanted and uninvited guests. Their intrusion aroused interest of many, but only one individual was interested to the point of checking out a book to learn more about them and to find out where they are "coming from".

Frank Refinski tried for about a week to eliminate the intruders by spraying the most powerful insecticide he could find, but to no avail. So we called in Aborn Exterminators for help. They informed us that our invaders were ONLY "Millipedes" and that it would take a powder and oil spread thickly in all affected areas to rid us of these pests. This they did and reduced the number of millipedes greatly but not completely. Upon discovering them climbing the wall and entering the library through the Gaston Street entrance a few days later, I distressfully gave Aborn another SOS. They will be back whenever the rain stops.

Mrs. Dorothy Chesnut substituted for the Director while she had a short vacation visiting an ailing daughter in Washington, D. C. Mrs. Shirley Itkin filled in for Mrs. Goss when she was on vacation. Both did superb jobs in handling the everyday affairs of the library.

We are planning a one-day book sale on August 16th, rain date August 23rd. This is a very necessary step to be taken because of our extreme lack of space in the library.

Attendance in the Summer Reading Groups is very good. In fact, the largest enrollment ran over into four classes instead of the two anticipated.

As a part of their promotion plan, Turtle Back Zoo officials permitted our classes to visit the zoo free of charge. The groups were also given a lecture and guided tour which they enjoyed very much.

Beginning August 11, 1975 at 7:30 P. M. the six week course on human sexuality for young people will commence. The course will last for six consecutive weeks. Preceding the regular class, on August 4, the instructor Ms. Kathy Clark, will be available at 7:30 P. M. to answer whatever inquiry you may have concerning the program.

The auditors are with us again. Naturally, we are cooperating in every way possible in supplying materials and information requested by them.

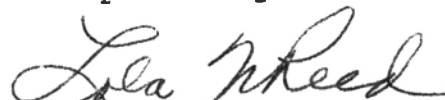
It has been suggested by our auditors that all Board of Trustee appointments, appointment dates and term expiration dates be included in Board minutes. Letters relative to these matters should also be included.

Reflected in the figures below is an indication of the demands the library is confronted with from day to day.

	<u>RESERVES</u>
Rossner, J. - <u>Looking for Mr. Goodbar</u>	67
Bradlee, B. - <u>Conversations with Kennedy</u>	39
Clavell, J. - <u>Shogun</u>	26
Doctrow, E. - <u>Ragtime</u>	22
Crichton, M. - <u>Great Train Robbery</u>	22
Bloomfield, H. - <u>TM</u>	20

A concerted effort is made to purchase a limited number of popular titles. However, sometimes the demands are so great we feel an obligation to increase the number especially when our "reserve" list is as big as shown. Even then, there are some grumpy people who cannot accept the fact that there are not enough copies bought for each individual request.

Respectfully submitted,


Lola N. Reed
Director

NOTE: - My report on the ALA convention will be in the mail to you next week.

Lola

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF JUNE 1975
LIBRARY BOARD MEETING OF JULY 30, 1975

EXPENDITURES

	MODIFIED AMENDED BUDGET 1975	PAID MONTH OF JUNE 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 6/30/75	1975 UNEX- PENDED BUDGET BALANCE 6/30/75	BILLS/ACCTS. PAYABLE 6/30/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 6/30/75
SALES & WAGES	\$286,765	\$ 23,412.51	\$138,931.97	\$147,833.03		\$147,833.03
CONTRACTUAL SERVICES:						
BINDING	1,000	10.50	419.03	580.97	\$ 103.35	477.62
COMMUNITY SERVICES	400	22.00	415.34	(15.34)	63.62	(78.96)
TRANSPORTATION	300	52.00	136.50	163.50		163.50
SEMINARS & WORKSHOPS	1,500	163.65	1,131.66	368.34		368.34
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	8,000	868.00	3,268.00	4,732.00	667.00	4,065.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	5,529	4,028.36	4,778.36	750.64		750.64
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	1,714.25	7,730.95	7,269.05	1,082.32	6,186.73
MAIN LIBRARY-REPAIRS & MAIN.	6,000	441.62	1,719.05	4,280.95	105.00	4,175.95
TORY CORNER - RENTAL	540		270.00	270.00		270.00
BOOKMOBILE	4,000	1.05	529.28	3,470.72	255.19	3,215.53
SERVICE CONTRACTS	2,200	196.43	1,176.94	1,023.06	354.58	668.48
MATERIALS AND SUPPLIES:						
BOOKS	70,000	5,305.49	26,552.12	43,447.88	3,801.62	39,646.26
SUPPLIES	15,000	1,082.11	4,237.45	10,762.55	459.00	10,303.55
MAGAZINES	6,000	145.40	1,603.65	4,396.35	155.75	4,240.60
AUDIO-VISUAL	6,000	831.62	1,753.88	4,246.12	62.35	4,183.77
MISC. OTHER EXPENSES:						
INSURANCE	5,000		(139.00)	5,139.00		5,139.00
TELEPHONE	1,600	126.64	662.93	937.07	300.00	637.07
POSTAGE	2,500		634.71	1,865.29	166.04	1,699.25
EMPLOYEE HEALTH BENEFIT PLAN	8,000	673.99	4,103.30	3,896.70		3,896.70
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750		-0-	750.00		750.00
EQUIPMENT	6,000	790.00	1,150.00	4,850.00	1,007.48	3,842.52
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000	4,435.74	8,130.21	6,869.79		6,869.79
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405	10,405.00	10,405.00	-0-		-0-
<u>TOTAL</u>	<u>\$479,139</u>	<u>\$54,706.36</u>	<u>\$219,601.33</u>	<u>\$259,537.67</u>	<u>\$ 8,583.30</u>	<u>\$250,954.37</u>

W. J. ...
Budget

B U D G E T R E P O R T
 MONTH OF JUNE 1975
 LIBRARY BOARD MEETING OF JULY 30, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	INCREASE OR (DECREASE) OF AMENDED 1975 BUDGET (MODIFICATIONS BY BOARD)	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$286,765	\$286,765		\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,600	1,000		1,000
COMMUNITY SERVICES	1,000	400		400
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,500		1,500
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000		8,000
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	1,500	\$ 4,029	5,529 LR 6/25/75
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,000	15,000		15,000
MAIN LIBRARY-REPAIRS	8,000	6,000		6,000
TORY CORNER-RENTAL	540	540		540
BOOKMOBILE	4,000	4,000		4,000
SERVICE CONTRACTS	2,600	2,200		2,200
MATERIALS AND SUPPLIES:				
BOOKS	70,000	70,000		70,000
SUPPLIES	12,000	15,000		15,000
MAGAZINES	6,000	6,000		6,000
AUDIO-VISUAL	9,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	5,000		5,000
TELEPHONE	2,000	1,600		1,600
POSTAGE	2,500	2,500		2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000		8,000
CONTINGENT	500	-0-		-0-
ANNUAL REPORT	1,500	750		750
EQUIPMENT	12,000	6,000		6,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	17,000	15,000		15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405		10,405
	<u>\$491,505</u>	<u>\$475,110</u>	<u>\$ 4,029</u>	<u>\$479,139</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE 1975

3.

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	1973/74 STATE AID BLDG. ADDITION FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND
I BALANCES AS OF 5/30/75	\$193,640.15	\$ 5,857.53	\$13,707.16	\$482.15	\$407.27	\$326.25	\$96,996.68	\$50,000.00	\$15,971.19	\$9,891.92
ADD:										
FINES			(647.61							
NON-RESIDENT FEES			(40.00							
PHOTO-COPIES			(523.10							
TELEPHONE	1,312.67		(10.86							
BOOK RENTALS			(58.75							
SALE OF BAGS			(4.35							
GIFTS			(28.00							
LOST BOOKS	105.50			105.50						
EXCESS PROPERTY SOLD	120.98				120.98					
INTEREST	2,520.86		2,311.81						209.05	
PER LIB. RESOL. 6/25/75		101,025.68					(96,996.68)			(4,029.00)
II TOTAL-JUNE 1975 -RECEIPTS	\$ 4,060.01	\$101,025.68	\$ 3,624.48	\$105.50	\$120.98	-0-	\$(96,996.68)	-0-	\$ 209.05	\$(4,029.00)
III TOTAL AVAILABLE-I Plus II	\$197,700.16	\$106,883.21	\$17,331.64	\$587.65	\$528.25	\$326.25	-0-	\$50,000.00	\$16,180.24	\$ 5,862.92
IV LESS:										
JUNE 1975 EXPENDITURES	54,706.36	54,706.36								
V TOTAL CASH FUNDS - 6/30/75	\$142,993.80	\$ 52,176.85	\$17,331.64	\$587.65	\$528.25	\$326.25	-0-	\$50,000.00	\$16,180.24	\$ 5,862.92
ADD: DUE FROM TOWN OF W.O.		145,752.50								
3RD & 4TH QTR. BUDGET FROM LIBRARY FUNDS		61,603.32								
LESS: ACCOUNTS PAYABLE 6/30/75		259,537.67								
BUDGET BALANCE PER REPORT 6/30/75		8,583.30								
		\$250,954.37								
CASH FUNDS REPRESENTED BY:										
CHECKING A/C MIDLANTIC NAT'L Bk.	\$ 4,843.77									
MIDLANTIC NAT'L Bk #51658	38,996.17									
W.O. S & L ASS'N #TC 3848	41,102.15									
CARTERET S & L ASS'N #3-2-5589	531.70									
W.O. S & L ASS'N #3422	41,091.08									
W.O. S & L ASS'N #10085	16,180.24									
PETTY CASH - CASH FUND	126.25									
TOTAL	122.44									
	\$142,993.80									
PROPOSED BUDGET - 1975										
LESS: AMOUNT PROVIDED BY TOWN										
BALANCE TO BE PROVIDED "FROM LIBRARY FUNDS"										
LESS: MODIFICATIONS TO (REDUCE) BUDGET 3/25/75										
ADD: "INCREASE BUDGET 6/25/75										
BALANCE "FROM LIBRARY FUNDS"										
TRANSFERRED PER RES. 5/28/75	\$25,000.00									
" " 6/25/75	96,996.68									
" " 6/25/75	4,029.00									
BALANCE DUE FROM LIBRARY FUNDS										
	\$187,634									
	\$491,505									
	291,505									
	200,000									
	(16,395)									
	4,029									
	\$126,025.68									
	\$ 61,608.32									

149,993.80
61,608.32
71,385.58

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1975 BILLS PRESENTED FOR PAYMENT
ON JULY 30, 1975

CHECKS ARE DATED
JUNE 25, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
8997	MIDLANTIC NAT'L BANK-W.T. JUNE 1975	1 - SALARIES	\$ 2,831.90
8998	TOWN OF W.O. Soc. SEC.-EMPLOYEES-JUNE 1975	1 - SALARIES	1,369.66
8999	P.E.R.S. #20284-1 PENSIONS & LOANS	1 - SALARIES	1,104.90
9000	P.E.R.S. CONTRIBUTORY GROUP INS. JUNE 1975	1 - SALARIES	109.72
9001	P.E.R.S. SUPPLEMENTAL ANNUITY -JUNE 1975	1 - SALARIES	101.00
9002	TOWN OF W.O. - FEDERAL CREDIT UNION	1 - SALARIES	425.00
9003	TOWN OF W.O. - HOSPITALIZATION-JULY 1975	22 - HOSPITALIZATION	673.99
9004	TOWN OF W.O. - Soc.SEC.,EMPLOYERS-2ND QTR.1975	23 - EMPLOYER Soc. SEC.	4,435.74
9005	TOWN OF W.O. - ADMINISTRATIVE CHARGE - 2ND QTR.1975	4 - SUPPLIES	1.00
	NET PAYROLL CHECKS 2207-2254 (48)	1 - SALARIES	<u>17,470.33</u>
	<u>SUB-TOTAL</u>		\$ 28,523.24
<u>ADD:</u>			
	CHECKS #8904-8996 - PRESENTED FOR PAYMENT JUNE 25, 1975		<u>25,966.69</u>
	<u>SUB-TOTAL CHECKS ISSUED JUNE 1975</u>		\$ 54,489.93
<u>LESS:</u>			
	CHECK #8396 - VOIDED	2 - BOOKS \$	35.00
	#8917 - VOIDED	2 - BOOKS	29.00
	#8988 - VOIDED	19 - AUDIO-VISUAL	<u>14.64</u>
	<u>SUB-TOTAL</u>		\$ 54,411.29
<u>ADD:</u>			
	PETTY CASH CHECKS #506-544 FOR 2ND QTR.1975		<u>305.07</u>
	<u>SUB-TOTAL</u>		54,716.36
<u>LESS:</u>			
	REIMBURSEMENT	4 - SUPPLIES	<u>10.00</u>
	<u>TOTAL EXPENDITURES - MONTH OF JUNE 1975</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 54,706.36</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., C.P.A.'s

By: Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1975 BILLS PRESENTED FOR PAYMENT ON
JULY 30, 1975

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF APRIL, MAY AND JUNE 1975

DATE	VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4/8/75	506	J. LEPORE	2. Books	\$ 5.95
4/8/75	507	TREASURER, STATE OF N.J.	18. MAGAZINES	1.00
4/9/75	508	SUPT. OF DOCUMENTS	18. "	2.75
4/8/75	509	MET. N.Y. STUBS	2. Books	1.75
4/8/75	510	SENSE & SENSIBILITY COLLECTIVE	18. MAGAZINES	1.50
4/8/75	511	SHAKER MUSEUM	18. "	4.05
4/9/75	512	MONMOUTH CO. HIST. ASSOC.	18. "	1.25
4/9/75	513	WHAT TO DO COUNTY PUBS.	18. "	1.95
4/9/75	514	L. REED	14. SEM. & CONVENTIONS	8.00
4/15/75	515	L. REED	14. " "	8.70
4/18/75	516	M. DONNELLY	12. TRANSPORTATION	17.00
4/18/75	517	M. ALLERHAND	8. MAINT. - Bk.	1.05
4/21/75	518	ESSEX CO. SCHOOL LIBRARIANS ASSOC.	14. SEM. & CONVENTIONS	12.00
4/22/75	519	L. REED	14. " "	25.00
4/26/75	520	HOWARD JOHNSONS	14. " "	32.80
4/28/75	521	DAWN COFFMAN	14. " "	6.90
5/6/75	522	M. DONNELLY	12. TRANSPORTATION	10.00
5/ /75	523	L. REED	14. SEM. & CONVENTIONS	6.45
5/9/75	524	UNITED WAY OF ESSEX AND W. HUDSON	10. COMMUNITY REL.	17.00
5/9/75	525	UNITED WAY	10. " "	5.00
5/10/75	526	ONTARIO LIB. ASSN.	18. MAGAZINES	2.00
5/13/75	527	RUTGERS U.	14. SEM. & CONVENTIONS	10.00
5/13/75	528	RUTGERS U.	14. " "	10.00
5/16/75	529	L. REED	14. " "	6.00
5/16/75	530	REGISTRATION	14. " "	25.00
5/21/75	531	S. ITKIN	4. SUPPLIES	1.58
5/28/75	532	W.O.P.L.	4. "	10.00
5/30/75	533	E. L. CZARNECKI	14. SEM. & CONVENTIONS	14.44
6/2/75	534	ECI FILM LIBRARY ASSN.	14. " "	6.00
6/4/75	535	A.P.A.	13. POSTAGE	12.36
6/11/75	536	JAMES PRIOR	2. Books	16.11
6/11/75	537	OLD ECONOMY VILLAGE	18. MAGAZINES	2.25
6/11/75	538	LAWYERS & JUDGES PUB. Co.	18. "	1.40
6/12/75	539	KNOW, INC.	18. "	1.75
6/12/75	540	ALASKA TRAVEL GUIDE	2. Books	3.95
6/20/75	541	ALA BLACK CAUCUS	14. SEM. & CONVENTIONS	5.00
6/23/75	542	D. COFFMAN	4. SUPPLIES	4.88
6/23/75	543	PANEL PUBLISHERS	18. MAGAZINES	1.00
6/26/75	544	BOOKS FOR BETTER LIVING	2. Books	1.25

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF APRIL, MAY AND JUNE 1975	305.07
LESS:	
REIMBURSEMENT FOR SUPPLIES - MAY 1975	10.00
NET TOTAL DISBURSEMENTS FROM PETTY CASH CHECKING ACCOUNT	\$ 295.07

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO. C.P.A.'s

By: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 30, 1975

CHECKS ARE DATED
JULY 30, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9033	WALT DISNEY EDUCATIONAL MEDIA Co.	2. Books	\$ 61.30
9034A	DOUBLEDAY AND COMPANY, INC.	2. Books	\$ 9.06
B	" " " "	2. "	5.63
C	" " " "	2. "	15.41
D	" " " "	2. "	8.68
E	" " " "	2. "	9.88
F	" " " "	2. "	9.34
G	" " " "	2. "	12.96
H	" " " "	2. "	18.38
I	" " " "	2. "	50.56
9035	E. P. DUTTON & CO., INC.	2. Books	139.90
9036	FRANK EASTERN Co., INC.	4. SUPPLIES	7.95
9037	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	36.95
9038	AARON EISENBERG & Co.	20. MGMT SERVICES	54.00
9039	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	667.00
9040	FACTS ON FILE	2. Books	38.00
9041	FISCHER & KAUFMAN	4. SUPPLIES	5.95
9042A	GALE RESEARCH Co.	2. Books	11.49
B	" " " "	2. "	18.76
		2. "	68.92
9043	GAYLORD BROS., INC.	4. SUPPLIES	87.68
9044	GENERAL LEARNING CORPORATION	2. Books	175.96
9045	GRAPHIC ARTS PUBLISHING Co.	2. "	7.61
9046	INTERCULTURE ASSOCIATES	2. Books	10.50
9047	INTERNATIONAL CITY MANAGEMENT ASSN	2. "	35.80
9048	THE KIRKUS SERVICE, INC.	18. MAGAZINES	17.50
9049	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	82.00
9050	LITTLE, BROWN & Co., PUBLISHERS	2. Books	25.00
9051A	MACMILLAN PUBLISHING Co., INC.	2. Books	57.50
B	" " " "	2. "	8.46
C	" " " "	2. "	5.03
D	" " " "	2. "	5.63
E	" " " "	2. "	3.15
		2. "	11.87
9052	MEANINGS OF MODERN ART	2. Books	34.14
9053	M. MEGHRIG & SONS	2. "	6.63
9054	MODERN MASS MEDIA, INC.	19. AUDIO-VISUAL	13.46
9055	MOODY'S INVESTORS SERVICE, INC.	2. Books	25.00
9056	NEW JERSEY BELL	9. TELEPHONE	280.00
9057	NEW JERSEY B LL	9. TELEPHONE	155.97
9058	NEW JERSEY LAW JOURNAL	2. Books	10.07
9059A	N.J. OFFICE SUPPLY Co.	4. SUPPLIES	17.50
B	" " " "	4. "	119.95
		4. "	2.50
9060	NOYES DATA CORPORATION	2. Books	122.45
9061	OLIVER PRESS	2. "	33.05
9062	ORB ENTERPRISES	2. Books	4.45
9063	R. L. POLK & Co.	2. "	3.25
9064	POTOMAC BOOKS, INC.	2. "	37.95
9065A	PRENTICE-HALL, INC.	2. Books	26.00
B	" " " "	2. "	29.48
C	" " " "	2. "	11.29
D	" " " "	2. "	24.34
E	" " " "	2. "	(7.16)
		2. "	8.21
9066	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT. MAIN	66.16
9067A	REGENT BOOK Co., INC.	2. Books	1,015.76
B	" " " "	2. "	51.36
		2. "	10.68
9068	A.H. ROEMER Co., INC.	2. "	62.04
9069	SAINT PETER'S COLLEGE	2. "	32.97
9070	HENRY F. SCHMIDT & Co., INC.	4. SUPPLIES	5.40
9071	SHAR-FREY, INC.	2. Books	24.64
		2. Books	42.16

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 30, 1975

CHECKS ARE DATED
JULY 30, 1975

AMOUNT

BUDGET ALLOCATION

PAYEE

VOUCHER
NUMBER

9005	POSTMASTER, ORANGE	13. POSTAGE	300.00	\$	300.00
9007	WEST ORANGE FREE PUBLIC LIBRARY	EXCHANGE	37,000.00		
9008	ABINGDON PRESS	2. BOOKS	7.64		
9009A	AL'S AUTO PARTS, INC.	8. MAINT. - BK.	5.66	\$	
B	"	8. "	5.10		
C	"	8. "	114.08		
9010	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	124.84		
9011	ARCO PUBLISHING CO., INC.	2. BOOKS	9.00		
9012	ASSOCIATED BOOKSELLERS	2. BOOKS	130.50		
9013	AUTOMATIC DATA PROCESSING OF N.J.	2. "	14.34		
9014A	THE BAKER & TAYLOR CO.	2. BOOKS	54.58		
B	"	2. "	222.89		
C	"	2. "	57.73		
C	"	2. "	64.48		
D	"	2. "	72.55		
E	"	2. "	30.32		
F	"	2. "	33.74		
G	"	2. "	(3.46)		
H	"	2. "	(8.75)		
I	"	2. "	(15.69)		
J	"	2. "	71.20		
K	"	2. "	19.03		
L	"	2. "	(12.52)		
M	"	2. "	(23.58)		
N	"	2. "	(21.89)		
9015A	THE BAKER & TAYLOR CO.	2. BOOKS	16.61		
B	"	2. "	22.71		
C	"	2. "	(7.50)		
C	"	2. "	29.74		
9016	A. M. BEST CO.	2. BOOKS	61.56		
9017	CHANNING L. BETE CO., INC.	10. COMMUNITY REL.	8.25		
9018	DOUBLEDAY & COMPANY, INC.	2. BOOKS	63.62		
9019	P. AND H. BLISS	2. BOOKS	7.40		
9020	THOMAS BOURGAY AND C O., INC.	2. BOOKS	3.25		
9021A	R. R. BOWKER CO.	2. BOOKS	14.75		
B	"	2. "	51.50		
C	"	2. "	9.85		
9022	BRO-DART, INC.	4. SUPPLIES	78.60		
9023	CHICOREL LIBRARY PUBLISHING CORP.	2. BOOKS	24.51		
9024	CLINTON GLASS	6. MAINT. MAIN	420.00		
9025	COLLEGE ENTRANCE EXAMINATION BOARD	2. BOOKS	105.00		
9026	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	4.50		
9027	COMMONWEALTH WATER CO.	2. "	10.77		
9028	CONSUMER'S RESEARCH INC.	6. MAINT. MAIN	66.56		
9029	CAROL COX BOOK COMPANY	2. BOOKS	6.00		
9030	CURTIS SERVICE, INC.	2. "	13.70		
9031	DEMCO EDUCATIONAL CORP.	8. MAINT. -BK.	130.35		
9032A	DIMONDSTEIN BOOK CO., INC.	16. EQUIPMENT	204.14		
B	"	2. BOOKS	249.38		
C	"	2. "	34.54		
D	"	2. "	51.82		
E	"	2. "	120.05		
F	"	2. "	88.09		
G	"	2. "	159.41		
H	"	2. "	203.86		
I	"	2. "	112.54		
		2. "	145.97		
			1,165.66		

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 30, 1975

8.

CHECKS ARE DATED
JULY 30, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9072	SIMON & SCHUSTER, INC.	2. Books	\$ 11.67
9073	PETER SMITH PUBLISHER, INC.	2. "	14.25
9074A	STATE INDUSTRIAL DIRECTORIES CORP.	2. Books	\$ 77.25
B	" " " "	2. "	<u>90.00</u> 167.25
9075	R. J. STONERIDGE	2. "	4.95
9076	SUPERIOR ENGINEERING Co.	11. SERVICE CONTRACTS	75.00
9077	THE TRADEMARK REGISTER	2. Books	46.00
9078	3 M BUSINESS PRODUCTS SALES INC.	11. SERVICE CONTRACTS	225.00
9079	UNIPUB	2. Books	8.40
9080	WEISE-WINCKLER BINDERY, INC.	3. BINDING	103.35
9081A	THE W. B. WOOD COMPANY	16. EQUIPMENT	267.78
B	" " " "	16. "	267.78
C	" " " "	16. "	<u>267.78</u> 803.34
9082	WESTON WOODS	19. AUDIO-VISUAL	37.35
9083A	XEROX CORPORATION	METER INCOME	89.25
B	" " " "	" "	(68.70)
C	" " " "	" "	<u>(14.64)</u> 5.91
9084	YOUNG'S NEWS SERVICE	18. MAGAZINES	19.75
9085	ZOO BOOK SERVICE	2. Books	10.28
SUB-TOTAL			\$ 45,589.21
LESS: CHECK #9007 TO W.O.F.P.L.		TRANSFER	\$37,000.00
CHECK #9083 TO XEROX CORP.		CHARGES FROM PHOTO COPY INCOME	<u>5.91</u> 37,005.91
TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT JULY 30, 1975			<u>\$ 8,583.30</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.'s

By: Aaron Eisenberg