

**BERKELEY HEIGHTS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**Special Meeting     April 4, 2011**

**Prepared: April 5, 2011**  
**Approved: April 11, 2011**

Adequate notice of this special meeting has been provided by posting same on the bulletin board at the Library and Town Hall and forwarding notice to the Star ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

1. Call to Order: Hope Danzis called the meeting to order at 7:35 pm
2. Roll Call:  
Present: Hope Danzis, Karin Miller, Naomi Rizzuti, Sheila Buthe, Mayor Bruno  
Absent: Judy Rattner, Leslie Kaltenbach  
Also Present: Stephanie Bakos, Director and Laura Fuhro, Assistant Director  
  
Audience: Kevin Hall, Craig Pastore, Tom Pirone, Robert Woodruff
3. Transfer of Excess Funds to the Township of Berkeley Heights: Hope Danzis read the Resolution (attached). After discussion the Board agreed that the Resolution and Transfer of Funds Form would be sent to the Municipal Administrator immediately to be forwarded to the Municipal Attorney. After his approval, on Wednesday (April 6, 2011) the necessary paperwork to transfer \$ 160,000 would be forwarded to the State Library.
4. Among the items discussed during audience participation:  
Questions about actual amount of funds maintained by the library  
Questions concerning how the library budget is formulated  
Questions concerning 2010 budget  
Breakdown of communications between Board and Council  
Why the Township is conducting a forensic audit of municipal accounts and labor contracts  
Why the library should use a different auditor than the Township in the future
5. At the April 11, 2011 regular meeting the Board will discuss hiring a forensic auditor
6. The meeting was adjourned by Hope Danzis at 8:35 pm

**BERKELEY HEIGHTS PUBLIC LIBRARY**

**RESOLUTION**

**ESTABLISHING INTENT TO TRANSFER EXCESS FUNDS TO THE MUNICIPALITY OF BERKELEY HEIGHTS TOWNSHIP PENDING THE APPROVAL OF THE STATE LIBRARIAN**

**WHEREAS**, the Berkeley Heights Public Library Board of Trustees (the “Board” or the “Trustees”) affirms that it is in compliance with all conditions of **NJSA 40:54-15**, and

**WHEREAS**, the Board affirms that the municipality and the municipal free library are in compliance with all conditions imposed by rule or regulation promulgated by the State Librarian for per capita library aid to public libraries according to the "State Library Aid Law," (N.J.S.A. 18A:74-1 et seq.) and pertaining to appropriations for the maintenance of a municipal free library according to R.S. 40:54-8 ; and

**WHEREAS**, the Board affirms that there are sufficient funds remaining in the municipal free library's operating budget for the maintenance of the library for the balance of the fiscal year in which the transfer of funds to the municipality occurs; and

**WHEREAS**, the Board affirms that the library board of trustees has a written plan of at least three years that reflects that the long-term funding needs of the library will be met, and that any capital expense will contribute to the provision of efficient and effective library services; and

**NOW, THEREFORE, BE IT RESOLVED** by the Berkeley Heights Public Library Board of Trustees that upon approval of its resolution of intent by the State, the board will make a one-time contribution made in quarterly payments back to the township taxpayers subject to review by library counsel in the amount of \$ 160,000.

\_\_\_\_\_, President  
Hope Danzis

Attached to:  
\_\_\_\_\_, Secretary  
Leslie Kaltenbach

Meeting Date: April 4, 2011

ROLL CALL:	Yeah	Nay
Hope Danzis	X	
Karin Miller	X	
Sheila Buthe	X	
Leslie Kaltenbach (not present)		
Naomi Rizzuti	X	
Judith Rattner (not present)		
Joseph Bruno	X	

BERKELEY HEIGHTS FREE PUBLIC LIBRARY  
TOWNSHIP OF BERKELEY HEIGHTS , NEW JERSEY

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS - CURRENT FUND  
YEAR ENDED DECEMBER 31, 2010

**DRAFT**

Balance, December 31, 2009 \$ 313,751.99

Receipts:

Township of Berkeley Heights	\$ 1,037,712.17	
State Aid	6,362.00	
Fines	11,748.81	
Photo Copies	1,580.25	
Gifts	3,612.76	
Interest	616.75	
Miscellaneous	5,418.83	
Morris-Union Federation	1,500.00	
Compact Disc Antitrust Grant	575.00	
Reserve for Lost Book Fees	827.55	
Reserve for Video Membership Deposits	80.00	
		<u>1,070,034.12</u>
		\$ <u>1,383,786.11</u>

Disbursements:

2010 Appropriations	\$ 1,112,320.37	
Capital Project	3,407.18	
Accounts Payable	15,479.73	
Reserve for Grants	575.00	
Reserve for Lost Book Fees	220.38	
Reserve for Video Membership Deposits	1,519.96	
		<u>1,133,522.62</u>

Balance, December 31, 2010 \$ 250,263.49

CASH RECONCILIATION-DECEMBER 31, 2010

Balance Per Statement:

Account 1	\$ 241,310.40
Account 2	1,704.84
Account 3	8,440.04
	\$ <u>251,455.28</u>

Less: Outstanding Checks Per List on File 1,191.79

BOOK BALANCE \$ 250,263.49

PROPOSED TRANSFER FORM

Name of Library: BERKELEY HEIGHTS PUBLIC LIBRARY

Current Budget Year: 2011

5	Current year funding from municipality	\$1,173,138
6	Carry forward from prior year (all funding under the trustees	\$372,782
7	Miscellaneous revenue anticipated (include gifts, fines fees and PCSA if used for the operating budget; exclude capital, grants and PCSA if used for capital)	
8	Total available funds (automatic)	\$1,545,920
9		
10	Audited operating expenditures of the library for the most recent available year (exclude funds reserved for capital projects and grants; include PCSA if used for operating budget)	\$1,139,176
11	20% of audited operating expenditures for the most recent available year (automatic)	\$227,835
12	Total =120% of audited operating expenditures for the most recent available year (current year budget may not be less than this amount) (automatic)	\$1,367,011
13		
14	Current year operating budget including PCSA if used for operating (may not be less than Line 10)	\$1,139,177
15	Current year funds to be restricted for capital projects and/or grants including PCSA if used for capital)	\$18,908
16	Temporary restriction of fund balance (prior and/or current year funds; must be equal to 20% of last audited budget) (automatic)	\$227,835
17	Total funding needed for current year (automatic)	\$1,385,920
18		
19	Total available funds (Line 8) (automatic)	\$1,545,920
20	Total funding needed for current year (Line17) (automatic)	\$1,385,920
21	Amount of excess fund transfer per resolution (Line 8-Line 17)	\$160,000

Form must be submitted electronically

Last updated 12.07.10

**BERKELEY HEIGHTS PUBLIC LIBRARY****2011 Updated Budget (2/15/2011)****(recalculated 7/11/2011)****Expenses****Administered by Treasurer's Office**

Salary	516,000	
FICA	39,600	
Medical	183,684	16%
PERS	76,305	25%
Liability Insurance	21,750	
DPW	<u>27,583</u>	
SubTotal	864,922	

**Income****In-house**

Carryover/Savings	372,782	as per auditor 4/1/2011
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**Calculations**

1/3 mill	1,173,138	1/3 mill
	<u>372,782</u>	carryover
	<u>1,545,920</u>	total 2011
	1,385,920	Minimum allowed by State Library
	<u>864,922</u>	Expended by Treasurer's Office
	520,998	Remaining for 2011 in-house expenses
	<u>18,908</u>	Capital
	502,090	Operating expenses administered in-house
	<u>150,000</u>	Carryover to 2012
	352,090	In-House Expenses 2011

**Change as of 5/2011 - actual medical benefit is \$ 125,200 (rounded up), \$ 58,464 less than preliminary budget**

**Change as of 7/2011 - change in pension payment, increase of \$ 250 for October - December 2011**