

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 December 13, 2023

PUBLIC SESSION

President Carol Harpster called the meeting to order at 6:06 pm. She referenced the following statement from the agenda: “Adequate notice of the date and time of this meeting has been given in accordance with the Open Public Meeting Act. Notice has been transmitted to the Glen Ridge Paper and the Glen Ridge Voice and has been posted in the Glen Ridge Municipal Building and the Glen Ridge Public Library. A list of meeting dates for the Glen Ridge Free Public Library Board of Trustees is also on file with the Glen Ridge Borough Clerk.”

Roll Call:

P	Bernice Bonnett	P	Tina Payne
P	Geoffrey Darby	P	Damein Phoenix*
P	Carol Harpster	P	Harry Rush
P	David Lefkovits	P	Jeanna Velechko
P	Deanna Pagano	P	Tina Doody

**Damein Phoenix arrived at 6:44 during the Director’s Report*

Pledge of Allegiance

Correspondence:

Harry Rush sent an email about his recollections on his service as a Library Trustee.

Public Comment:

No members of the public were in attendance.

Minutes:

A motion to approve the November 8, 2023 Meeting Minutes was made by Bernice Bonnett and seconded by Carol Harpster. There were 8 Ayes approving the minutes.

Aye	Bernice Bonnett	Aye	David Lefkovits	---	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Committee Reports:

Finance

After review, a motion to approve the November 2023 Bills List (attached), was made by David Lefkovits and seconded by Jeanna Velechko. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	---	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Bills list for November was reviewed. The Treasurer noted the Comicon expense for the staff. The second payment to the construction vendor was made in the amount of \$138,728. A stick vacuum was purchased to facilitate quick clean-up by the staff. The Treasurer noted that the Town Council approved the shared services agreement. The Town Council also approved monies for the Film Fund which included \$3K for Selected Shorts.

The Treasurer noted that the Budget output appeared to be incomplete; the Director indicated QuickBooks issues. The acceptance of the November Treasurer’s Report will be deferred. Materials are pacing at 83% YTD.

After review, a motion to approve the 2024 budget (attached), was made by David Lefkovits and seconded by Geoffry Darby. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	---	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The final plans for the 2024 Budget were discussed. Interest income is now budgeted at \$10,000. The Director is looking at Freegal as a possible music streaming service to add budget permitting.

The application for investment in the NJ Cash Management fund has been submitted, log-in details have been received, and the account is up and running. The Business Manager is actively requesting financial quotes from alternative auditors; a one year contract will be used for any new auditor.

Personnel

None.

Technology

None.

Building and Grounds

Construction work continues to move at a solid pace. The bathroom fixtures and water fountain are to be installed on December 15th; completion of construction is on-track for end-of-year. Shelving and some furniture may be delayed until Q1.

The Director reported that the new Chiller will be installed on December 27th. A crane will be required for removal.

Marketing

None.

Director's Report:

The Director noted that 84 people signed up for a virtual organizer program by Jamie Novak. The Director shared that several libraries – starting in Chicago – have adopted ordinances as a “book sanctuary.” Hoboken, Montclair and Milburn have adopted locally; these libraries still retain their collection management processes. The Trustees discussed if this was necessary for Glen Ridge; the general conclusion that it was redundant at this time. See attached Director's report.

Friends of the Library

The annual appeal for the Friends of the Library has commenced with target donations of \$15,000; \$7,900 has been received to date. The Friends reorganization meeting will be held on Saturday, January 27th at 9:30AM at the library.

Old Business:

Trustee Search

Bernice Bonnett shared that there are 11 trustee interview candidates out of 18 submissions and 5 have been interviewed to date. The goal is to have a decision on trustees in advance of the 12/27 Town Council meeting; a virtual board meeting will be held in December to approve the selections.

Other Old Business

None.

New Business:

Other New Business

President Carol Harpster read a resolution on Harry Rush, who is retiring as a library trustee effective 12/31/23 after 10 years of service including service as Vice President. The resolution was adopted as of this date, 12/13/23.

Bernice Bonnett read a resolution on Carol Harpster, who is retiring as a library trustee effective 12/31/23 after 20 years of service, 17 years as its President. The resolution was adopted as of this date, 12/13/23.

Public Comment:

None

EXECUTIVE SESSION

A motion was made by David Lefkovits and seconded by Deanna Pagano to enter to Executive Session at 7:05 pm. All voted Aye and the motion was passed.

A motion to leave Executive Session was made by Carol Harpster, seconded by Tina Payne, at 7:18 pm. All voted Aye and the motion passed.

A motion was made by Carol Harpster and seconded by Jeanna Velechko to approve a token of appreciation for Director Tina Marie Doody for her leadership during a tumultuous year. All voted in favor and the motion passed.

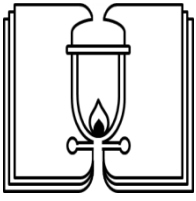
Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

A motion to adjourn the meeting was made by Harry Rush and seconded by Damein Phoenix at 7:22 pm. All voted Aye and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, January 10th, 2024, at 7:30 in the 1st floor library conference room.

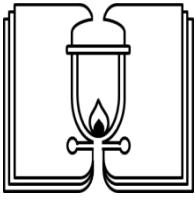


Glen Ridge Public Library

Bills List

November 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
11/14/2023	Omni Power Technology	Invoice#1348	Trustee Expense	3,599.00
11/14/2023	SMS, LLC	Invoice#Invoice#142057	Trustee Expense	525.00
11/16/2023	Amazon Capital Services	Invoice #17MR-CHM6-46JH November 10, 2023	-Split-	1,120.65
11/20/2023	Ready Refresh	Acct# 0435193131 - Invoice 13K0435193131	Facilities & Maintenance:Office Supplies	67.95
11/21/2023	Daniel Kopec Architectural Design	Invoice#1815-03-03- Architectural Design - Library Renovation Balance remaining from \$7,440 retainer	-Split-	2,455.00
11/21/2023	Bank of America	Acct#x1897 November 20, 2023	-Split-	367.82
11/27/2023	Bank of America	Acct#x1897 November 20, 2023 Trustee: Grant 2023 Expense	Trustee Expense	954.29
11/29/2023	Innovative Document Imaging	Photo Digitization Project	Preservation Project:Local History Room	670.00
11/29/2023	Armpco	Invoice#IN25562-Contract#CT1868-01	-Split-	131.25
11/29/2023	Kathy Hunziker	Snacks French Club-Nov 2023	Programming:Young Adult	44.41
11/29/2023	Tammy's Tastings	12/4/2023 Holiday Cocktails Virtual Class	Programming:Adult	175.00
11/30/2023	Ingram Library Services	Acct#20Y5883 Invoices November 2023 #78635559;78635560; 78680916;78740906 78848198;79020327	-Split-	511.18
11/30/2023	OverDrive	November 2023 invoice#03301CO23407766 invoice#03301CP23436455 invoice#03301DA23410389	Materials:eContent	973.14
11/30/2023	Kanopy Inc	Invoice #376464 – PPU - November 2023	Materials:Kanopy	189.00
11/30/2023	Petty Cash	Petty Cash Reimbursements November 2023	-Split-	57.60
11/30/2023	Twinkle Toes Software		Trustee Expense	360.00
11/30/2023	Ana Davidson	Out of pocket reimbursement	-Split-	60.18
11/30/2023	Tina Marie Doody	Teenage Advisory Board - Pizza Night 11/29/23	Programming:Young Adult	38.28
11/30/2023	GJG Construction & Consulting LLC	Payment Application 2: November 2023 Expenses Balance remaining \$39,546.17	Trustee Expense	138,728.00
11/30/2023	Verizon	Account#: 755-678-814-00012 Invoice November 28, 2023	Technology & Communications:Software/Hardware	279.00
11/30/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5027689537	Contractual:Copy Machine	175.00
11/30/2023	Tina Marie Doody	Account#789645863-00001	Technology & Communications:Cell	75.75

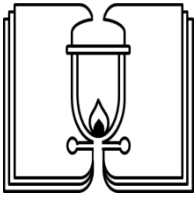


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
		Invoice#4574730430 Nov 2023	Phone	
11/30/2023	Novak Organizing LLC	"Instantly Organized with Jamie Novak" virtual class 12-11-23	Programming:Adult	250.00
11/30/2023	Staples Advantage	invoice#3552249180 Account# NYC10192994	-Split-	90.45
11/30/2023	Baker & Taylor	Account L076505, Account L357616	-Split-	3,275.62
11/30/2023	Borough of Glen Ridge	November 2023 Payroll & Benefits	-Split-	52,151.50
Total for Accounts Payable				\$207,325.07
Appropriation				
Telephone				
11/30/2023	Borough of Glen Ridge	Hunter Carrier - October 2023	Accounts Payable	-211.70
Total for Telephone				\$ -211.70
Total for Appropriation				\$ -211.70
Daily Income				
Lost and Paid				
11/30/2023	Petty Cash	Lost & paid Book Children's	Accounts Payable	-7.00
Total for Lost and Paid				\$ -7.00
Total for Daily Income				\$ -7.00
Contractual				
Copy Machine				
11/29/2023	Armpco	Invoice#IN25562-Overage	Accounts Payable	68.75
11/29/2023	Armpco	Invoice#IN25562-Contract#CT1868-01	Accounts Payable	62.50
11/30/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5027689537	Accounts Payable	175.00
Total for Copy Machine				\$306.25
Total for Contractual				\$306.25
Facilities & Maintenance				
Cleaning				
Supplies				
11/16/2023	Amazon Capital Services	soap, cleaning supplies,	Accounts Payable	41.33
Total for Supplies				\$41.33
Total for Cleaning				\$41.33
Maintenance & Repair				
11/16/2023	Amazon Capital Services	Stick Vacuum Cleaner	Accounts Payable	199.99
Total for Maintenance & Repair				\$199.99
Office Supplies				
11/16/2023	Amazon Capital	Masking Tape Asstd.	Accounts Payable	43.80

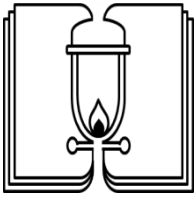


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November 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Services			
11/20/2023	Ready Refresh	Invoice 13K0435193131- 4 Bottles Water	Accounts Payable	67.95
11/30/2023	Petty Cash	ILL Postage Jersey City NJ	Accounts Payable	3.72
11/30/2023	Staples Advantage	Sharpies for Cricket/mouse pads	Accounts Payable	45.96
Total for Office Supplies				\$161.43
	Copier Paper			
11/30/2023	Staples Advantage	Invoice 3552249180- Copier Paper	Accounts Payable	44.49
Total for Copier Paper				\$44.49
Total for Office Supplies with sub-accounts				\$205.92
Total for Facilities & Maintenance				\$447.24
Materials				
Books				
Adult				
11/16/2023	Amazon Capital Services	x 18	Accounts Payable	317.02
11/16/2023	Amazon Capital Services	Amazon Book Discount	Accounts Payable	-16.98
11/30/2023	Baker & Taylor	Account L0765505 invoice#5018614128; 5018630787;5018640191; 5018644268;5018653075	Accounts Payable	1,714.71
Total for Adult				\$2,014.75
Children				
11/30/2023	Baker & Taylor	Children's Books Account L357616 invoice#5018614679;5018614679; 5018622502;5018612749; 5018622049;5018626977; 5018622177;5018640190; 5018643542;5018638416	Accounts Payable	1,560.91
Total for Children				\$1,560.91
Young Adult				
11/30/2023	Ingram Library Services	Applied Credits # 77876138;7773814875373480	Accounts Payable	-45.26
11/30/2023	Ingram Library Services	Invoices November 2023 #78635559;78635560; 78680916;78740906 78848198;79020327	Accounts Payable	556.44
Total for Young Adult				\$511.18
Total for Books				\$4,086.84
CD				
11/16/2023	Amazon Capital	x 2	Accounts Payable	24.28

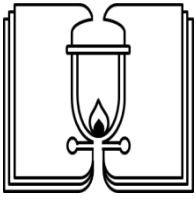


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Services				
Total for CD				\$24.28
DVD				
11/16/2023	Amazon Capital Services	x 10	Accounts Payable	181.62
11/21/2023	Bank of America	Disney Plus & Netflix	Accounts Payable	41.55
Total for DVD				\$223.17
eContent				
11/30/2023	OverDrive	November 2023 invoice#03301CO23407766 invoice#03301CP23436455 invoice#03301DA23410389	Accounts Payable	973.14
Total for eContent				\$973.14
Kanopy				
11/30/2023	Kanopy Inc	Invoice #376464 – PPU - November 2023	Accounts Payable	189.00
Total for Kanopy				\$189.00
Processing				
11/16/2023	Amazon Capital Services	Register tape x 2 boxes	Accounts Payable	132.90
11/21/2023	Bank of America	500 Labels.com address labels x 6 rolls	Accounts Payable	75.15
Total for Processing				\$208.05
Total for Materials				\$5,704.48
Preservation Project				
Local History Room				
11/29/2023	Innovative Document Imaging	Invoice#18169 Photo Digitization Project	Accounts Payable	670.00
Total for Local History Room				\$670.00
Total for Preservation Project				\$670.00
Professional Development				
Meeting & Conference				
11/30/2023	Ana Davidson	2023 NYC Comicon - Train R/T	Accounts Payable	13.50
Total for Meeting & Conference				\$13.50
Total for Professional Development				\$13.50
Programming				
Adult				
11/16/2023	Amazon Capital Services	Candy, Holiday craft & language Program	Accounts Payable	95.76
11/29/2023	Tammy's Tastings	12/4/2023 Holiday Cocktails Virtual Class	Accounts Payable	175.00
11/30/2023	Petty Cash	Holiday craft Supplies- Gretchen	Accounts Payable	7.47
11/30/2023	Novak Organizing LLC	"Instantly Organized with Jamie Novak"	Accounts Payable	250.00

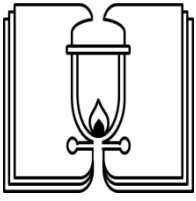


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November 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
		virtual class 12-11-23		
Total for Adult				\$528.23
Juvenile				
11/16/2023	Amazon Capital Services	Candles & paperbags	Accounts Payable	28.97
11/30/2023	Petty Cash	Snacks for French Club-Kathy	Accounts Payable	19.41
11/30/2023	Ana Davidson	Snacks Spanish Club-Oct & Nov 2023	Accounts Payable	46.68
Total for Juvenile				\$95.06
Young Adult				
11/29/2023	Kathy Hunziker	Snacks French Club-Nov 2023 Reimbursement	Accounts Payable	44.41
11/30/2023	Tina Marie Doody	Teenage Advisory Board - Pizza Night 11/29/23	Accounts Payable	38.28
Total for Young Adult				\$82.69
Total for Programming				\$705.98
Salaries & Wages				
Benefits				
11/30/2023	Borough of Glen Ridge	Healthcare benefits Nov 2023	Accounts Payable	5,950.89
Total for Benefits				\$5,950.89
FICA				
11/30/2023	Borough of Glen Ridge	FICA Payroll 11/15/23	Accounts Payable	1,510.21
11/30/2023	Borough of Glen Ridge	FICA Payroll 11/1/23	Accounts Payable	1,757.93
Total for FICA				\$3,268.14
Full Time Salaries				
11/30/2023	Borough of Glen Ridge	FT Salaries 11/1/23 & 11/15/23	Accounts Payable	23,080.26
Total for Full Time Salaries				\$23,080.26
Part Time Salaries				
11/30/2023	Borough of Glen Ridge	11/15/23	Accounts Payable	8,201.20
11/30/2023	Borough of Glen Ridge	11/01/23	Accounts Payable	11,439.31
Total for Part Time Salaries				\$19,640.51
Total for Salaries & Wages				\$51,939.80
Technology & Communications				
Cell Phone				
11/30/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4574730430 Nov 2023	Accounts Payable	75.75
Total for Cell Phone				\$75.75
Marketing & Outreach				
11/30/2023	Petty Cash	November 2023 Rotary Lunch-TMD	Accounts Payable	20.00
Total for Marketing & Outreach				\$20.00



Glen Ridge Public Library

Bills List

November 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Software/Hardware				
11/30/2023	Verizon	Account#: 755-678-814-00012 Invoice November 28, 2023	Accounts Payable	279.00
Total for Software/Hardware				\$279.00
Website				
11/21/2023	Bank of America	Go Daddy Annual Renewal	Accounts Payable	251.12
Total for Website				\$251.12
Total for Technology & Communications				\$625.87
Trustee Expense				
11/14/2023	SMS, LLC	Invoice#142057 Smoke detector removal Library renovation	Accounts Payable	525.00
11/14/2023	Omni Power Technology	Invoice#1348 Omni Power Station 20+	Accounts Payable	3,599.00
11/16/2023	Amazon Capital Services	Pair of Stanchions for Construction	Accounts Payable	71.96
11/21/2023	Daniel Kopec Architectural Design	Invoice#1815-03-03- Architectural Design Balance remaining from \$7,440 retainer	Accounts Payable	1,135.00
11/21/2023	Daniel Kopec Architectural Design	Invoice#1815-03-03 Mechanical Engineer	Accounts Payable	1,320.00
11/27/2023	Bank of America	Yeti Mugs for Staff	Accounts Payable	954.29
11/30/2023	Twinkle Toes Software	Booked Cloud Subscription 3 years 2024- 2026	Accounts Payable	360.00
11/30/2023	GJG Construction & Consulting LLC	Payment Application 2: November 2023 Expenses Balance remaining \$39,546.17	Accounts Payable	138,728.00
Total for Trustee Expense				\$146,693.25

2024 BUDGET (current proposed - updated with interest funding)				Notes	
SOURCES OF FUNDS	2023 Budget	2024 Budget	% Change (2023/2024)		
Borough Appropriation	\$791,476	\$830,758	4.96%	2024 1/3 mil \$818,411 (\$12,347 over required funding, \$39,282 over last year) The last two years the received State Aid has been over \$4000. Asking for a \$39,282 increase over the submitted 2023 budget for a 4.96% increase overall.	
State Aid	\$3,500	\$4,000	14.29%		
Daily Income	\$4,000	\$4,000	0.00%		
Donations	\$800	\$600	-25.00%		
Friends of the Library - General Support	\$10,000	\$10,000	0.00%		
Friends of the Library - Library of Things	\$3,000	\$3,000	0.00%		
Friends of the Library - Raymond Fund	\$16,000	\$16,000	0.00%		
Friends of the Library - SRP	\$3,000	\$3,000	0.00%		
Interest Income - NJCMF	\$0	\$10,000	100.00%		
TOTAL INCOME	\$831,776	\$881,358	5.96%		
USES OF FUNDS	2023 Budget	2024 Budget	% Change (2023/2024)		
Personnel					The estimated salary increase is 3% for all staff as to be consistent with the Borough. The PT staff increase reflects an increase in budgeted hours to meet current staffing needs. Includes SHBP, dental & vision, PERS, and DCRP contributions as per ML actual cost should be \$107,000
Full Time	\$276,963	\$285,272	3.00%		
Part Time	\$208,815	\$215,186	3.05%		
Medical Benefits	\$90,300	\$97,073	7.50%		
FICA	\$37,162	\$38,285	3.02%		
Total Salaries & Fringe	\$613,240	\$635,816	3.68%		
Contractual				\$7630 Controls, \$11670 Mechanicals (2022- \$6690 controls, \$9138 mechanicals) Larger increase due to change in billing formula basing costs on active users vs. population 3 year contract. Locking in pricing until 12/31/27 - 2024 2024 2024 \$2100 Equipment Lease, \$1900 for maintenance and copy charges	
HVAC maintenance	\$16,099	\$19,300	19.88%		
BCCLS	\$29,559	\$31,435	6.35%		
Delivery	\$7,913	\$8,090	2.24%		
Elevator	\$3,508	\$3,639	3.73%		
Inspections	\$775	\$775	0.00%		
Security & Fire	\$1,644	\$1,656	0.73%		
Copy Machine	\$3,850	\$4,000	3.90%		
Total Contractual	\$63,348	\$68,895	8.76%		
Professional Development				NJLA, NJLTA, Essex County Libraries, ALA, PLA, Rotary (tmd, SY) Increase reflects Director's attendance at PLA (Columbus, OH) once every 2 years. Increase reflects Director's attendance at PLA (Columbus, OH) once every 2 years.	
Dues	\$850	\$925	8.82%		
Meeting & Conference	\$500	\$1,000	100.00%		
Staff Development	\$1,000	\$1,000	0.00%		
Travel	\$500	\$1,000	100.00%		
Total Professional Development	\$2,850	\$3,925	37.72%		
Facilities & Maintenance				CWA contract increase of 3%	
Shared Service Agreement	\$16,925	\$17,433	3.00%		
Cleaning Supplies	\$1,445	\$1,500	3.81%		
Maintenance & Repair	\$6,000	\$8,000	33.33%		
Office Supplies	\$5,500	\$5,500	0.00%		
Total Facilities	\$29,870	\$32,433	8.58%		
Collection Development				\$3000 from Friends. \$800 is the cost of the software to run the program. Includes SWANK movie licensing, and Disney+, Netflix, Hulu for Roku Increase due to Interest income. Moved to own line. \$600 increase to meet demand from interest income. Includes IDI hosting, digitization of the Glen Ridge paper, and the GRHS Yearbook plus an additional \$1500 for supplies and collection maintenance.	
Adult	\$28,000	\$28,000	0.00%		
Children	\$15,000	\$15,000	0.00%		
Young Adult	\$7,200	\$8,000	11.11%		
Library of Things	\$3,700	\$3,800	2.70%		
CD	\$1,000	\$750	-25.00%		
DVD	\$3,000	\$3,500	16.67%		
eContent	\$13,000	\$23,900	83.85%		
Kanopy	\$0	\$3,000	25.00%		
Local History	\$2,533	\$2,800	10.54%		
Processing/misc.	\$2,500	\$2,900	16.00%		
Total Collection Dev.	\$75,933	\$91,650	20.70%		
Subscriptions					WSJ: \$1260, NYT \$2,100.80, newspapers.com \$150, Mango Languages \$1210, Speakers Bureau \$2500, Moved Kanopy to own line.
Electronic (WSJ, Kanopy, NYT, NA, LA)	\$8,215	\$7,400	-9.92%		
Print (magazines/newspapers)	\$3,750	\$4,000	6.67%		
Total Subscriptions	\$11,965	\$11,400	-4.72%		
Professional Services				The current auditor is proposing a 25% increase to \$7500 in 2025. This doesn't affect our 2024 costs.	
Auditor	\$6,000	\$6,000	0.00%		
Background Checks	\$125	\$150	20.00%		
Bank Fees	\$40	\$40	0.00%		
Credit Card Fees	\$50	\$75	50.00%		
Attorney Fees	\$2,000	\$2,000	0.00%		
Total Professional Services	\$8,215	\$8,265	0.61%		
Programming				Programming lines updated to reflect the increased cost of materials and performer fees. Adult line shows cost of "Library Speakers Bureau" \$3000 from Friends, \$1000 from Library for software, kickoff party, marketing and general supplies.	
Adult	\$3,500	\$4,000	14.29%		
Children's	\$3,500	\$4,000	14.29%		
Teen	\$3,500	\$4,000	14.29%		
Summer Reading Program	\$3,250	\$4,000	23.08%		
Total Programming	\$13,750	\$16,000	16.36%		
Technology & Communications				Additional costs toward marketing of library renovations. Reduction due to new WiFi system and no longer needing the second Verizon circuit. Based on invoices from Borough Weebly, UserWay, Adobe	
Cell Phone	\$925	\$925	0.00%		
Marketing & Outreach	\$2,500	\$3,450	38.00%		
Software/Hardware	\$6,000	\$5,000	-16.67%		
Telephone	\$2,400	\$2,750	14.58%		
Website	\$780	\$850	8.97%		
Total Communications	\$12,605	\$12,975	2.94%		
TOTAL OPERATING EXPENSE	\$831,776	\$881,358	5.96%		
NET INCOME	\$0	\$0			

DIRECTOR'S REPORT - DECEMBER 2023

I was on vacation November 9-20 and then November 22-24 for Thanksgiving.

Meetings & Community Events

I met with Kav from the Palace Project on November 27th as an onboarding discussion. I am hoping to allocate some of our additional e-content funds in 2024 to try out some of their lending models.

I attended a meeting on November 28th about the Greenway where they announced the plans for the first phases of the project. I suggested during the comment period that they work with the libraries in the Greenway communities and the possibility of a storywalk throughout the various sections.

I attended the Teen Advisory Board meeting on November 29th to give them an update on the construction progress.

The Essex County Library Directors met on November 30th in West Caldwell with Brett Bowell (the Executive Director of NJLA) and Jen Nelson (the State Librarian) to discuss the various issues affecting the Essex County Libraries, including the ongoing situation at the Orange Library.

On November 30th some of the staff and I volunteered at the latest "Glen Ridge Book Club" event at the Glen Ridge Country Club featuring Nita Prose. This is an ongoing collaboration of the Library, Watchung Booksellers, and Kristin O'Neil (the organizer) and the staff have appreciated having a chance to attend the events free of charge in exchange for their help checking people into the event.

Library Organizations (BCCLS, NJLA, NJSL)

The eBCCLS Committee met on November 7th. I am hoping to continue my membership on eBCCLS next year although I will no longer be a co-chair.

I attended the "Northeast Summit on Climate Adaptation for Library Facilities" on November 8th via Zoom. It was a very interesting meeting where they discussed how libraries can future-proof their facilities and support their communities during times of crisis.

Friends

The Annual Appeal is underway and has raised just over \$7,200 of their \$15,000 goal as of the writing of this report.

Plans are underway for the Kenny Garrett concert in March at SoPAC and Selected Shorts at the Women's Club in May.

DIRECTOR'S REPORT - DECEMBER 2023

General Library Updates

The Library's annual holiday brunch was held on December 7th at Fitzgerald's 1928 sidecar and was sponsored by the Friends of the Library.

Programming

Children's & YA Programming

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. The annual third-grade visits have started and will continue through December.

A teen book folding workshop was held this month and was very popular. The teens also participated in "Paper Quilling craft," attended a Bad Movie Night, and held a meeting of the Teen Advisory Board.

Adult Programming

The Cookbook club is continuing to meet and highlighted the recipes of Jacques Pepin in November. We hosted a virtual "Holiday Cocktails" class with Tammy's Tastings and Maryanne Christiano-Mistretta presented "Going, Going, Gone" , a program discussing forgotten items and technologies. The take home crafts continue to be popular and for November it was place cards for Thanksgiving.

B&G

The furniture has been selected and we are waiting for the final cut sheets and delivery estimates.

The initial AV quote seemed on the high end, so additional quotes were requested and additional companies have done walk-throughs. The new quotes will be sent to the B&G committee when they are received to determine what vendor we want to move forward with.

Finance

The application for the New Jersey Cash Management Fund was submitted and I received confirmation it was received. We are currently awaiting account details and login information. The budget was amended as per the discussion at the November Board meeting and the updated version is in your packet.

Marketing

We have ordered some marketing materials for the Mango Languages database and are working on plans for highlighting the Palace Project app in early 2024.

DIRECTOR'S REPORT - DECEMBER 2023

Personnel

I am continuing my review of the COVID policies for the Personnel manual and hope to have an update for the January meeting. The annual evaluation process for the staff is underway and will be completed in December.

Technology

As part of the LCBA project the security company will be in to review the existing cameras, make any necessary adjustments, and replace some malfunctioning units.

Respectfully submitted,
Tina Marie Doody, Library Director
December 8, 2023