

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 Wednesday, June 14, 2023

PUBLIC SESSION

Vice President Bernice Bonnett called the meeting to order at 7:31 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	Deanna Pagano
A	Geoffrey Darby	P	Tina Payne
P	Carol Harpster	P	Harry Rush
P	David Lefkovits	P	Jeanna Velechko
A	Matthew Murphy	P	Tina Doody

Pledge of Allegiance

Correspondence:

A letter to the board was received from Helen Beckert, our reference librarian, in thanks for closing the library during the funeral service for her brother.

Public Comment:

None.

Minutes:

A motion to approve the May 10, 2023 Meeting Minutes was made by David Lefkovits and seconded by Tina Payne. There were 7 Ayes approving the minutes.

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

Committee Reports:

Finance

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

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

While there were a large number of bills this month, the Treasurer indicated that expenses were normal.

After review, a motion was made by David Lefkovits to accept the May Treasurer’s Report. It was seconded by Deanna Pagano. All voted in favor and the motion passed (attached).

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

David Lefkovits noted that the shared service agreements were properly forecast into the second quarter. The timing of the appropriation is lagging.

Personnel

None.

Technology

None.

Building and Grounds

The Director reported that she and Geoffrey Darby met with Dan Kopec the project architect for the LCBA Grant project on June 5th to review the specifications for the project. The original plan has been amended to accommodate two 1-person study rooms on the 3rd floor. The library is targeting the end of June to go to bid with proposal reviews by the end of July and the award/contract signing in mid-August for a September start.

The back entrance door is in the process of being painted tan. David Lefkovits, speaking on behalf of the Council, noted that the chiller is being replaced with PSE&G subsidy funds. Because of the source of these funds, the size of the chiller cannot be increased which means the borough hall will remain unairconditioned. The timing of the replacement is likely this autumn.

Marketing

The Director reported that she finally has admin access to the library’s Meta business accounts; the Facebook and Instagram accounts are now linked. The Annual Report will be distributed via the email newsletter, social posts, and on the website shortly. IKE the

book Bike has some further accessories including a bell, decals and a scannable/ tappable Wi-Fi access device (Wi-Fi Porter by Ten One Designs of Montclair). GLAAD published a handbook of how to handle book bans; the Glen Ridge library and Glen Ridge United processes were heavily cited.

Director’s Report:

The Director reported on the NJLA conference and attended a session on book bikes. The library may test a book bike outing to Freeman Gardens including Meescan app-powered check-out. The BFG and live action Aladdin movies will be screened under the stars as library events. The train station outreach visits will be Tuesday and Thursdays and the staff may partner with the Glen Ridge police and include coffee-with-a-cop at the events.

In library trends, Illinois is the first state to ban book bans – the penalty for libraries is the loss of state aid.

Regarding the Friends of the Library, the Director participated in a planning session on the town wide yard sale. Tina Marie Doody provided an update on pick-up locker usage; there were 461 check-outs in the month of May; this was across 78 users. The library has 40 lockers and top capacity to date has been 22 lockers in use.

See attached Director’s report for further details.

Old Business:

New Filming Policy

Tina Payne recommended that the filming policy be visibly posted in the library.

A motion to approve the new Filming Policy, was made by Tina Payne and seconded by Carol Harpster. All voted in favor and the motion passed.

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

Other Old Business

None.

New Business:

Resolution 2023-10

A motion to approve the disbursement of 2022 surplus funds (\$45,811.24) to the Trustee Operating: Building account was made by Carol Harpster and seconded by David Lefkovits. All voted in favor and the motion passed.

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

Resolution 2023-11

A motion to approve the authorization of the Director to pay bills during the months of July and August with subsequent board ratification in September was made by Carol Harpster and seconded by David Lefkovits. All voted in favor and the motion passed.

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

EDI Task Force

The Equity Diversity & Inclusion (EDI) task force completed their assessment with divergent feedback from a sample of the staff. Therefore, it was decided that communication needs to be improved and notably to include EDI in the upcoming strategic plan. Vega is the new way of searching the BCCLS catalog; its launch has been delayed due to functional issues. The library is investigating select American Sign Language (ASL) supported events. Going forward EDI updates will be included in the Director's report.

Filming Application

The Director shared a draft of the structured Filming Application process and corresponding pricing (above any borough fees for the film fund). Filming would be permitted outside of library hours and the production entity must be insured.

Other New Business

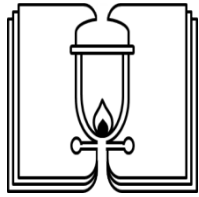
None.

A motion to adjourn the meeting was made by Harry Rush and seconded by Carol Harpster at 8:40 pm. All voted Aye and the motion passed.

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

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, September 13th, 2023, at 7:30 with location and Executive session to be determined.

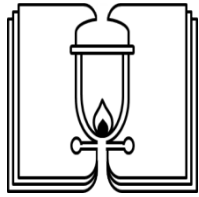


Glen Ridge Public Library

Bills List

May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
05/04/2023	Tina Marie Doody	Cell Phone May 2023	Technology & Communications:Cell Phone	75.51
05/10/2023	Kathy Hunziker	French Club -April 2023 - Reimbursement	Programming:Juvenile	42.50
05/18/2023	EBSCO Mags	Online Magazine Subscriptions Account#P892894 Magazine Renewals	-Split-	109.00
05/19/2023	Staples Advantage	Invoice#3537759996 Account# NYC10192994	-Split-	128.05
05/19/2023	Joseph Marigliano	Duplicate Payment for Fees that were paid by Square	-Split-	22.55
05/22/2023	General Plumbing Services	Invoice S011012221.001- Staff Sink Repair	Facilities & Maintenance:Maintenance & Repair	234.23
05/31/2023	Kanopy LLC	Invoice # 351281 - May 2023	Materials:Kanopy	183.00
05/31/2023	Glen Ridge Public Library	Petty Cash Reimbursements May 2023	-Split-	54.78
05/31/2023	Baker & Taylor	Account L0765053, Account L3576163	-Split-	1,862.92
05/31/2023	OverDrive	invoice#03301CP23173437 invoice#03301CO23140064 invoice#03301DA23150706	-Split-	1,267.53
05/31/2023	Ingram Library Services	Acct#20Y5883 Invoice75757045;75757046;75778360;75834414; 75889901,75934375;76009538,76121614	-Split-	688.15
05/31/2023	Paramus Public Library	Patron Robert Wisoff -overdue materials Item#3912609; 4209242	Materials:Lost & Paid	20.00
05/31/2023	Amazon Capital Services	Amazon Invoice 5/10/23	-Split-	858.56
05/31/2023	Borough of Glen Ridge		-Split-	48,799.05
05/31/2023	Bank of America	Bank Of America Invoice 4/21/23-5/20/23 Acct#	-Split-	354.35
05/31/2023	Wells Fargo	Invoice#5025316758 Customer#1055617889	Contractual:Copy Machine	175.00
05/31/2023	Cavendish Square	Account#1000141027 Invoice CAL3425301	Materials:Books:Children	204.44

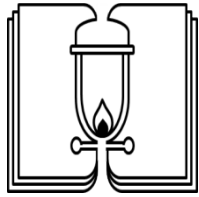


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May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
05/31/2023	NJLTA	GRPL Trustee Renewal Jan - Dec 2023	Trustee Expense	180.00
05/31/2023	Bank of America	Bank Of America Acct#	-Split-	491.18
		NTL Library Workers Day Charges		
05/31/2023	SMS, LLC	Invoice 138575	-Split-	1,464.00
05/31/2023	Novak Organizing LLC	Virtual Decluttering Program 3-23-23	Programming:Adult	250.00
05/31/2023	Tina Marie Doody	Reimburse - Adult Programming Paper Goods Supplies	Programming:Adult	61.32
05/31/2023	Essex County Public Children's Librarians	Sydney Young, Glen Ridge Public Library Annual Dues 2023	Professional	50.00
			Development:Dues	
05/31/2023	Alliah Livingstone	Alliah Livingstone -Author Appearance 6/20/23	Programming:Juvenile	350.00
Total for Accounts Payable				\$57,926.12
Daily Income				
Lost and Paid				
05/19/2023	Joseph Marigliano	Duplicate Payment - Replacement Book Cost -Joan Didion the last Interview	Accounts Payable	-20.00
05/19/2023	Joseph Marigliano	Duplicate Payment-Over Due Item Fee -All the Beauty in the World	Accounts Payable	-0.30
05/19/2023	Joseph Marigliano	Duplicate Payment - Overdue Fee -Biography of X	Accounts Payable	-2.25
Total for Lost and Paid				\$ -22.55
Total for Daily Income				\$ -22.55
Contractual				
Copy Machine				
05/31/2023	Wells Fargo	Kyocera Copier lease Contract#4500047467-000 Invoice#5025316758	Accounts Payable	175.00
Total for Copy Machine				\$175.00
Security & Fire				
05/31/2023	SMS, LLC	Security System Warranty 6/1/23-5/31/24	Accounts Payable	276.00
05/31/2023	SMS, LLC	Security- Camera System Warranty 6/1/23-5/31/24	Accounts Payable	1,188.00
Total for Security & Fire				\$1,464.00
Total for Contractual				\$1,639.00
Facilities & Maintenance				

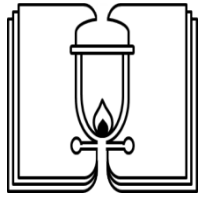


Glen Ridge Public Library

Bills List

May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Cleaning				
Supplies				
05/19/2023	Staples Advantage	Invoice#3537759996 Toilet Tissue, Clorox Spray, dust off	Accounts Payable	99.87
Total for Supplies				\$99.87
Total for Cleaning				
Maintenance & Repair				
05/22/2023	General Plumbing Services	Invoice S011012221.001- Staff Sink Repair	Accounts Payable	234.23
05/31/2023	Bank of America	Staff Sink Repair-Homedepot	Accounts Payable	83.04
Total for Maintenance & Repair				\$317.27
Office Supplies				
05/19/2023	Staples Advantage	Invoice#3537759996Colored Paper x2 Adult desk	Accounts Payable	28.18
05/31/2023	Glen Ridge Public Library	Reimburse Linda Rovalino-AAA Batteries for ROKU	Accounts Payable	7.45
05/31/2023	Bank of America	Name Tag Country tag - Monica Colon	Accounts Payable	14.60
Total for Office Supplies				\$50.23
Total for Facilities & Maintenance				\$467.37
Materials				
Books				
Adult				
05/31/2023	Amazon Capital Services	Shipping & handling	Accounts Payable	3.99
05/31/2023	Amazon Capital Services		Accounts Payable	163.03
05/31/2023	Baker & Taylor	Account L0765053 invoice#5018330181;5018340877,5018355582,5018373378	Accounts Payable	1,390.94
Total for Adult				\$1,557.96
Children				
05/31/2023	Ingram Library Services	Juvenile Books -Invoice75757046,75778360,75834414, 76009538,76121614	Accounts Payable	353.67
05/31/2023	Baker & Taylor	Account L3576163 invoice#5018330596,5018330597, 5018349668,5018364156,5018364164,5018367045,5018379490	Accounts Payable	471.98
05/31/2023	Amazon Capital Services	Encyclopedia Brown	Accounts Payable	6.99

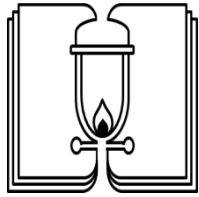


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May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
05/31/2023	Cavendish Square	Account#1000141027 Invoice CAL3425301	Accounts Payable	204.44
Total for Children				\$1,037.08
Young Adult				
05/31/2023	Ingram Library Services	YA Books - Invoice75757045,75757046,75778360,75834414,75889901,75934375,76009538,76121614	Accounts Payable	334.48
Total for Young Adult				\$334.48
Total for Books				\$2,929.52
DVD				
05/31/2023	Bank of America	Disney plus & Netflix	Accounts Payable	37.29
05/31/2023	Amazon Capital Services		Accounts Payable	148.81
Total for DVD				\$186.10
eContent				
05/18/2023	EBSCO Mags	Online Magazine Subscriptions Account#P892894 Consumer Report Magazine 8/23-8/24	Accounts Payable	30.00
05/18/2023	EBSCO Mags	Online Magazine Subscriptions Account#P892894 People Magazine 7/23-6/24	Accounts Payable	61.00
05/18/2023	EBSCO Mags	Online Magazine Subscriptions Account#P892894 Food Network Magazine 7/23-6/24	Accounts Payable	18.00
05/31/2023	OverDrive	invoice#03301CP23173437	Accounts Payable	353.51
05/31/2023	OverDrive	invoice#03301CO23140064	Accounts Payable	819.02
05/31/2023	Bank of America	Ebsco Magazine Subscription-Real Simple,BHG 1 year	Accounts Payable	35.88
05/31/2023	OverDrive	invoice#03301DA23150706	Accounts Payable	95.00
Total for eContent				\$1,412.41
Kanopy				
05/31/2023	Kanopy LLC	Invoice # 351281 - May 2023	Accounts Payable	183.00
Total for Kanopy				\$183.00
Library of Things				
05/31/2023	Amazon Capital Services	Cassette Adaptor, headphones, waterproof patch, ladder toss, compressor,usb,	Accounts Payable	287.55

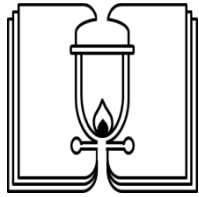


Glen Ridge Public Library

Bills List

May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
		connect,game,		
Total for Library of Things				\$287.55
Lost & Paid				
05/31/2023	Glen Ridge Public Library	Reimburse Helen Beckert - ILL Mailing Johnson City, TN Public Library	Accounts Payable	3.47
05/31/2023	Glen Ridge Public Library	Reimburse Helen Beckert - ILL return Mailing Bangor, ME Public Library	Accounts Payable	3.47
05/31/2023	Paramus Public Library	Patron Robert Wisoff -overdue materials Item#3912609; 4209242	Accounts Payable	20.00
Total for Lost & Paid				\$26.94
Processing				
05/31/2023	Bank of America	6 x Demco labels -Amazon	Accounts Payable	95.58
05/31/2023	Amazon Capital Services	Reinforced tape x 3	Accounts Payable	29.42
Total for Processing				\$125.00
Total for Materials				\$5,150.52
Professional Development				
Dues				
05/31/2023	Essex County Public Children's Librarians	S. Young, Glen Ridge Public Library Annual Dues 2023	Accounts Payable	50.00
Total for Dues				\$50.00
Staff Development				
05/31/2023	Bank of America	NTL Library Workers Day - Starbucks	Accounts Payable	250.00
05/31/2023	Bank of America	NTL Library Workers Day - Panera	Accounts Payable	241.18
Total for Staff Development				\$491.18
Total for Professional Development				\$541.18
Professional Services				
Background Checks				
05/31/2023	Bank of America	CheckR Back Ground Check new hire-Monica Colon	Accounts Payable	29.99
Total for Background Checks				\$29.99

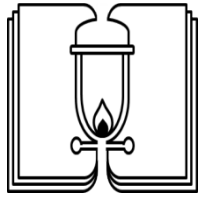


Glen Ridge Public Library

Bills List

May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Professional Services				\$29.99
Programming				
Adult				
05/31/2023	Novak Organizing LLC	Virtual Decluttering Program 3-23-23	Accounts Payable	250.00
05/31/2023	Tina Marie Doody	Paper Goods and Supplies	Accounts Payable	61.32
05/31/2023	Amazon Capital Services	color copy paper,lanyards candy, brushes,sandpaper	Accounts Payable	104.16
Total for Adult				\$415.48
Juvenile				
05/10/2023	Kathy Hunziker	Snacks -French Club Program April 2023	Accounts Payable	42.50
05/31/2023	Glen Ridge Public Library	Reimburse Ana Davidson Quesadilla/Cinco De Mayo for Spanish Club program May 2023	Accounts Payable	14.66
05/31/2023	Alliah Livingstone	Alliah Livingstone Author Appearance 6/20/23	Accounts Payable	350.00
05/31/2023	Amazon Capital Services	Picasso Tiles, stem game,brown bags,	Accounts Payable	64.76
05/31/2023	Glen Ridge Public Library	Reimburse Kathy Hunziker - Snacks French Club Program May 2023	Accounts Payable	25.73
Total for Juvenile				\$497.65
Summer Reading Program				
05/31/2023	Amazon Capital Services	jolly Ranchers	Accounts Payable	14.99
Total for Summer Reading Program				\$14.99
Total for Programming				\$928.12
Salaries & Wages				
Benefits				
05/31/2023	Borough of Glen Ridge	Health Insurance Benefits May 2023	Accounts Payable	5,950.89
Total for Benefits				\$5,950.89
FICA				
05/31/2023	Borough of Glen Ridge	5/1/23 & 5/15/23 paychecks	Accounts Payable	3,015.22
Total for FICA				\$3,015.22
Full Time Salaries				
05/31/2023	Borough of Glen Ridge	5/1/23 & 5/15/23 paychecks	Accounts Payable	23,080.26



Glen Ridge Public Library

Bills List

May 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Full Time Salaries				\$23,080.26
Part Time Salaries				
05/31/2023	Borough of Glen Ridge	5/1/23 & 5/15/23 paychecks	Accounts Payable	16,334.29
Total for Part Time Salaries				\$16,334.29
Total for Salaries & Wages				\$48,380.66
Technology & Communications				
Cell Phone				
05/04/2023	Tina Marie Doody	Cell Phone May 2023	Accounts Payable	75.51
Total for Cell Phone				\$75.51
Marketing & Outreach				
05/31/2023	Bank of America	Give Away -OTC	Accounts Payable	57.97
Total for Marketing & Outreach				\$57.97
Software/Hardware				
05/31/2023	Amazon Capital Services	USB Cables & Adaptor	Accounts Payable	34.86
Total for Software/Hardware				\$34.86
Telephone				
05/31/2023	Borough of Glen Ridge	Windstream & Hunter May 2023	Accounts Payable	418.39
Total for Telephone				\$418.39
Total for Technology & Communications				\$586.73
Trustee Expense				
05/31/2023	NJLTA	8 x Library Trustee Renewal Jan - Dec 2023	Accounts Payable	180.00
Total for Trustee Expense				\$180.00

Glen Ridge Public Library
Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	Apr - Jun, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
Appropriation								
BCCLS		0.00	0.00		37,471.76	37,471.76	0.00	100.00%
Benefits	5,950.89	22,575.00	-16,624.11	26.36%	23,790.54	90,300.00	-66,509.46	26.35%
FICA	3,056.08	9,290.50	-6,234.42	32.89%	11,849.15	37,162.00	-25,312.85	31.89%
Monthly Disbursement	23,060.66	34,591.00	-11,530.34	66.67%	57,651.65	138,364.00	-80,712.35	41.67%
Salaries	39,948.68	121,444.50	-81,495.82	32.89%	154,890.54	485,778.00	-330,887.46	31.89%
Telephone	174.98	600.00	-425.02	29.16%	1,701.43	2,400.00	-698.57	70.89%
Total Appropriation	\$ 72,191.29	\$ 188,501.00	-\$ 116,309.71	38.30%	\$ 287,355.07	\$ 791,475.76	-\$ 504,120.69	36.31%
Daily Income	1,172.47	1,000.00	172.47	117.25%	2,316.26	4,000.00	-1,683.74	57.91%
Copier/Printer	658.35		658.35		1,203.44	0.00	1,203.44	
Library of Things	68.00		68.00		124.15	0.00	124.15	
Lost and Paid	387.12		387.12		834.67	0.00	834.67	
Mailing & Shipping	3.00		3.00		3.00	0.00	3.00	
Materials	10.00		10.00		10.00	0.00	10.00	
Media	2.00		2.00		10.00	0.00	10.00	
Notary	44.00		44.00		131.00	0.00	131.00	
Total Daily Income	\$ 1,172.47	\$ 1,000.00	\$ 172.47	117.25%	\$ 2,316.26	\$ 4,000.00	-\$ 1,683.74	57.91%
Friends of the Library	7,000.00	4,000.00	3,000.00	175.00%	9,500.00	16,000.00	-6,500.00	59.38%
Gift/Donation	142.27	200.00	-57.73	71.14%	332.97	800.00	-467.03	41.62%
Interest	33.47		33.47		83.39	0.00	83.39	
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	8,000.00	16,000.00	-8,000.00	50.00%
Sales	200.00		200.00		200.00	0.00	200.00	
State Aid		0.00	0.00		49.00	3,500.00	-3,451.00	1.40%
Total Revenue	\$ 84,739.50	\$ 197,701.00	-\$ 112,961.50	42.86%	\$ 307,836.69	\$ 831,775.76	-\$ 523,939.07	37.01%
Gross Profit	\$ 84,739.50	\$ 197,701.00	-\$ 112,961.50	42.86%	\$ 307,836.69	\$ 831,775.76	-\$ 523,939.07	37.01%

Expenditures									
Contractual									
BCCLS		0.00	0.00		29,559.13	29,558.76	0.37	100.00%	
Copy Machine	704.99	962.50	-257.51	73.25%	2,065.72	3,850.00	-1,784.28	53.66%	
Delivery		0.00	0.00		7,912.63	7,913.00	-0.37	100.00%	
Elevator	684.00	877.00	-193.00	77.99%	2,140.00	3,508.00	-1,368.00	61.00%	
HVAC Maintenance		4,024.75	-4,024.75	0.00%	4,024.55	16,099.00	-12,074.45	25.00%	
Inspections	760.00	775.00	-15.00	98.06%	760.00	775.00	-15.00	98.06%	
Security & Fire	1,464.00	822.00	642.00	178.10%	1,464.00	1,644.00	-180.00	89.05%	
Total Contractual	\$ 3,612.99	\$ 7,461.25	-\$ 3,848.26	48.42%	\$ 47,926.03	\$ 63,347.76	-\$ 15,421.73	75.66%	
Facilities & Maintenance									
Cleaning									
Supplies	411.98	361.25	50.73	114.04%	637.70	1,445.00	-807.30	44.13%	
Total Cleaning	\$ 411.98	\$ 361.25	\$ 50.73	114.04%	\$ 637.70	\$ 1,445.00	-\$ 807.30	44.13%	
Maintenance & Repair	466.56	1,500.00	-1,033.44	31.10%	2,354.58	6,000.00	-3,645.42	39.24%	
Office Supplies	-160.60	1,375.00	-1,535.60	-11.68%	463.95	5,500.00	-5,036.05	8.44%	
Copier Paper	82.98		82.98		127.48	0.00	127.48		
Total Office Supplies	-\$ 77.62	\$ 1,375.00	-\$ 1,452.62	-5.65%	\$ 591.43	\$ 5,500.00	-\$ 4,908.57	10.75%	
Shared Service Agreement	8,462.50	8,462.50	0.00	100.00%	8,462.50	16,925.00	-8,462.50	50.00%	
Total Facilities & Maintenance	\$ 9,263.42	\$ 11,698.75	-\$ 2,435.33	79.18%	\$ 12,046.21	\$ 29,870.00	-\$ 17,823.79	40.33%	
Materials									
Books									
Adult	3,770.64	6,999.99	-3,229.35	53.87%	9,450.84	28,000.00	-18,549.16	33.75%	
Children	1,740.45	3,750.00	-2,009.55	46.41%	4,200.72	15,000.00	-10,799.28	28.00%	
Young Adult	794.46	1,800.00	-1,005.54	44.14%	3,150.36	7,200.00	-4,049.64	43.76%	
Total Books	\$ 6,305.55	\$ 12,549.99	-\$ 6,244.44	50.24%	\$ 16,801.92	\$ 50,200.00	-\$ 33,398.08	33.47%	
CD	52.92	250.00	-197.08	21.17%	76.88	1,000.00	-923.12	7.69%	
DVD	364.08	750.00	-385.92	48.54%	1,227.12	3,000.00	-1,772.88	40.90%	
eContent	2,718.21	3,250.00	-531.79	83.64%	5,694.47	13,000.00	-7,305.53	43.80%	
Kanopy	325.00	600.00	-275.00	54.17%	922.00	2,400.00	-1,478.00	38.42%	
Library of Things	304.54	700.00	-395.46	43.51%	304.54	3,700.00	-3,395.46	8.23%	

Lost & Paid	179.00		179.00		-197.28	0.00	-197.28	
Processing	192.28	250.00	-57.72	76.91%	1,887.24	2,500.00	-612.76	75.49%
Total Materials	\$ 10,441.58	\$ 18,349.99	-\$ 7,908.41	56.90%	\$ 26,716.89	\$ 75,800.00	-\$ 49,083.11	35.25%
Postage	3.47		3.47		103.06	0.00	103.06	
Preservation Project			0.00		0.00	0.00	0.00	
Local History Room	1,512.50	1,883.00	-370.50	80.32%	1,629.60	2,533.00	-903.40	64.33%
Total Preservation Project	\$ 1,512.50	\$ 1,883.00	-\$ 370.50	80.32%	\$ 1,629.60	\$ 2,533.00	-\$ 903.40	64.33%
Professional Development								
Dues	200.00	212.50	-12.50	94.12%	500.00	850.00	-350.00	58.82%
Meeting & Conference	339.00	125.01	213.99	271.18%	349.35	500.00	-150.65	69.87%
Staff Development	618.24	250.00	368.24	247.30%	823.19	1,000.00	-176.81	82.32%
Travel	82.82	125.01	-42.19	66.25%	82.82	500.00	-417.18	16.56%
Total Professional Development	\$ 1,240.06	\$ 712.52	\$ 527.54	174.04%	\$ 1,755.36	\$ 2,850.00	-\$ 1,094.64	61.59%
Professional Services								
Auditor		6,000.00	-6,000.00	0.00%	6,000.00	6,000.00	0.00	100.00%
Background Checks	59.98	31.25	28.73	191.94%	155.91	125.00	30.91	124.73%
Bank Fees	11.30	9.99	1.31	113.11%	22.50	40.00	-17.50	56.25%
Credit Card Fees		12.50	-12.50	0.00%	0.00	50.00	-50.00	0.00%
Legal Fees		500.01	-500.01	0.00%	175.50	2,000.00	-1,824.50	8.78%
Total Professional Services	\$ 71.28	\$ 6,553.75	-\$ 6,482.47	1.09%	\$ 6,353.91	\$ 8,215.00	-\$ 1,861.09	77.35%
Programming								
Adult	456.32	875.01	-418.69	52.15%	593.11	3,500.00	-2,906.89	16.95%
Juvenile	882.55	875.01	7.54	100.86%	1,664.55	3,500.00	-1,835.45	47.56%
Summer Reading Program	611.89	1,625.00	-1,013.11	37.65%	611.89	3,250.00	-2,638.11	18.83%
Young Adult	50.19	875.01	-824.82	5.74%	368.86	3,500.00	-3,131.14	10.54%
Total Programming	\$ 2,000.95	\$ 4,250.03	-\$ 2,249.08	47.08%	\$ 3,238.41	\$ 13,750.00	-\$ 10,511.59	23.55%
Salaries & Wages								
Benefits	11,901.78	22,575.00	-10,673.22	52.72%	29,741.43	90,300.00	-60,558.57	32.94%
FICA	6,071.30	9,290.50	-3,219.20	65.35%	14,864.37	37,162.00	-22,297.63	40.00%
Full Time Salaries	46,160.52	69,240.75	-23,080.23	66.67%	115,401.30	276,963.00	-161,561.70	41.67%
Part Time Salaries	33,202.71	52,203.75	-19,001.04	63.60%	78,903.79	208,815.00	-129,911.21	37.79%

Total Salaries & Wages	\$ 97,336.31	\$ 153,310.00	-\$ 55,973.69	63.49%	\$ 238,910.89	\$ 613,240.00	-\$ 374,329.11	38.96%
Subscriptions								
Electronic	2,180.66	1,453.75	726.91	150.00%	4,193.66	5,815.00	-1,621.34	72.12%
Print	913.48	937.50	-24.02	97.44%	1,973.34	3,750.00	-1,776.66	52.62%
Total Subscriptions	\$ 3,094.14	\$ 2,391.25	\$ 702.89	129.39%	\$ 6,167.00	\$ 9,565.00	-\$ 3,398.00	64.47%
Technology & Communications								
Cell Phone	151.02	231.25	-80.23	65.31%	377.85	925.00	-547.15	40.85%
Marketing & Outreach	221.82	624.99	-403.17	35.49%	1,298.02	2,500.00	-1,201.98	51.92%
Software/Hardware	1,286.10	1,440.00	-153.90	89.31%	3,080.64	6,000.00	-2,919.36	51.34%
Telephone	593.37	600.00	-6.63	98.90%	2,119.82	2,400.00	-280.18	88.33%
Website		195.00	-195.00	0.00%	144.00	780.00	-636.00	18.46%
Total Technology & Communications	\$ 2,252.31	\$ 3,091.24	-\$ 838.93	72.86%	\$ 7,020.33	\$ 12,605.00	-\$ 5,584.67	55.69%
Trustee Expense	180.00		180.00		180.00	0.00	180.00	
Total Expenditures	\$ 131,009.01	\$ 209,701.78	-\$ 78,692.77	62.47%	\$ 352,047.69	\$ 831,775.76	-\$ 479,728.07	42.32%
Net Operating Revenue	-\$ 46,269.51	-\$ 12,000.78	-\$ 34,268.73	385.55%	-\$ 44,211.00	\$ 0.00	-\$ 44,211.00	-75953919
Net Revenue	-\$ 46,269.51	-\$ 12,000.78	-\$ 34,268.73	385.55%	-\$ 44,211.00	\$ 0.00	-\$ 44,211.00	-75953919

Friday, Jun 09, 2023 11:31:16 AM GMT-7 - Accrual Basis

DIRECTOR'S REPORT - MAY 2023

Meetings & Community Events

I attended the May 11, 2023 "Barbeque Bash" hosted by the Rotary and worked the check-in table.

I filmed an interview for the GRDIA "Humans of Glen Ridge" documentary as part of their filming at the Library on May 7, 2023. The film is expected to be released in the fall and we are hoping to collaborate on viewing events for the public later this year.

On June 3rd I took IKE the book bike to the Glen Ridge Police Department's "Bike Rodeo" at Central School. This was IKE's second outing and despite some rain and a moderate turnout, it was good to be out in the community. I am also getting more confident riding the bike and am looking forward to taking IKE to more events in the future.

Library Organizations (BCCLS, NJLA, NJSL)

I attended the Small Libraries Section meeting on May 12th in my role as Secretary. We discussed the upcoming NJLA conference sessions and activities.

I attended a training session at the BCCLS Office on May 24th for the new catalog discovery layer called "Vega". The transition process has had some bumps, but they are hoping to roll out the new catalog as the primary version this Summer. You can access the new catalog now via a link on the current catalog or at <https://glrg-berg.na2.iivega.com>.

The Essex County Library Directors group (ECLD) met in West Caldwell on May 25th and discussed plans for future funding requests from the Essex County Commissioners. No final plans were decided but the group is focusing on a project that all of the Essex County Libraries could take advantage of.

I attended the NJLA Annual Conference in Atlantic City from May 31-June 2nd. The highlight of which was seeing Carol Harpster receive her Trustee Award for all of the work that she did during the past year. I also attended a variety of sessions including "Book Bike Storytimes" and "Interactive Programming for Adults" that were really interesting and had components that I believe we can use going forward.

Diversity & Inclusion

The EDI Assessment has been completed and the Task Force met on May 17th to discuss the results and create a plan of action. In your meeting packet you will find the score sheet for the assessment as well as the list of initial action items that the Task Force put together.

On May 24th, Liz Kelly and Stephen Felle of the NJ State Library's TBBC Center came to the library to do a training and public information session. Helen Beckert was trained on how to download books on the **BARD Express** windows-based software that simplifies searching for, downloading, managing, and transferring BARD audio materials to USBs for patron use. BARD stands for "Braille and Audio Reading Download", which is part of the National Library Service for the Blind and Print Disabled downloadable books and magazines program. Helen signed two patrons up for the program on the day of the event, and is now able to certify individuals for the program. People of ALL ages who have issues related to vision, learning disabilities that make reading ordinary print hard or impossible and those with dexterity issues that can't hold a traditional book are eligible for services.

DIRECTOR'S REPORT - MAY 2023

Friends

The Friends hosted a table at the Arts & Eco Fair on May 21st (the rain date). IKE the book bike made his debut! The event had a great turnout and it was great to share information about Library services such as the Library of Things, Summer Reading, and the pickup lockers with the attendees.

Programming

Children's & YA Programming

In addition to their regularly scheduled storytimes, club meetings, and bookclubs the Children's Department hosted Nina Music, celebrated Frog Day, and created a Mother's Day craft.

The Summer Reading Kickoff event was held on Monday, June 5, 2023 from 5-7PM. We had approximately 250 attendees who participated in lawn games, a "chalk the walk" activity, and enjoyed ice cream bars. It was a beautiful day and a great way to kick off Summer Reading.

Adult Programming

The Essex County Clerk's Office held their first outreach event at the Library on May 18th. The service was very popular and they had to add staff to the event to meet the demand. They will be returning on August 10, 2023 from 9AM-3PM. We are hoping to make this a monthly service and rotate between day and evening hours based on the availability of the clerk's office.

The Cookbook club is continuing to meet. In May we highlighted the recipes of America's Test Kitchen and in June we will be featuring Chris Kimball and Milk Street. The May Take Home Craft was very popular with 25 butterfly crafts being picked up.

Going forward, Helen is continuing her "Synchronicity Journaling" program. We also have a virtual Cocktail Class scheduled for June 13th at 6:30PM featuring patriotic cocktails that were "Born in the USA," and we are working on scheduling a book talk and interactive craft events. The Pop-Up Library will be returning in a new way with IKE the book bike making three appearances at the Glen Ridge Train Station in June, July, and August. We will be doing two mornings (a Tuesday and a Thursday) and one evening (Thursday).

B&G

Geoffrey Darby and I met with Dan Kopec the project architect for the LCBA Grant project on June 5th to review the specifications for the project. We are hoping to be able to go to bid by the end of June, with bid opening by the end of July and the award/contract signing in mid-August. All timelines are subject to change but it is exciting to be moving forward. We will be moving forward with the original plan for the project with the addition of two individual "study cubbies" that will be placed perpendicular to the originally planned four person study room. I am very excited about this change as it will not only give us two additional study spaces, but it will also provide a location where patrons or staff who are breastfeeding/pumping can go for privacy.

Finance

We received the 2022 return of funds from the Borough and are waiting to deposit the funds until the Board passes the resolution determining where those funds will be allocated.

DIRECTOR'S REPORT - MAY 2023

Marketing

I have gone through another unsuccessful round with Facebook about the issues with our Business Account. I will be trying again and escalating the issue. The proposed Annual Report is included in your meeting packet for review.

Personnel

The Business Manager completed her probationary period and is doing amazing. The new Young Adult specialist is also doing very well and we are very happy to be moving forward into the Summer with a full staff. We do have one open sub position but as the Library is closed on Saturdays in July and August, the Department Heads and I felt it was best to wait until August to fill the position.

Technology

We are still waiting for BCCLS to assess the Library for the managed WiFi project. We are expecting them to come in late May. BCCLS has closed the window for members to join the managed WiFi project for this year but as we previously inquired we should be included in this year's program if we choose to move forward. We are waiting for the assessment to determine the hardware costs and to see what the cost savings (if any) would be.

We are looking at the possibility of adding a "meescan on the go" component to IKE in order to allow patrons to check out the items that we bring to various events. Patrons would be able to check out items via their mobile device using the meescan app. I am in the process of getting quotes and working with BCCLS (who holds the meescan license) to determine the best way to move forward.

Also for IKE we have purchased a "WiFi Porter" device (designed by a Montclair company) that allows patrons to tap the device or scan a QR code for access to the WiFi hotspot on IKE without needing the ID and password. This will also allow us to switch out the hotspots as needed.

Respectfully submitted,
Tina Marie Doody, Library Director
June 9, 2023