

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 November 8, 2023

PUBLIC SESSION

President Carol Harpster called the meeting to order at 7:34 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

**Arrived after minutes approval*

Pledge of Allegiance

Correspondence:

None

Public Comment:

No members of the public were in attendance.

Minutes:

A motion to approve the October 11, 2023 Meeting Minutes was made by Bernice Bonnett and seconded by Damein Phoenix. There were 7 Ayes approving the minutes.

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

Committee Reports:

Finance

After review, a motion to approve the October 2023 Bills List (attached), was made by David Lefkovits and seconded by Tina Payne. 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

The Bills list for October was reviewed. The Treasurer noted the payment to GJG Construction was made in the amount of \$72,235. It is the first payment for the construction remodel.

After review, a motion was made by David Lefkovits to accept the October Treasurer’s Report (attached). It was seconded by Deanna Pagano. 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

David Lefkovits indicated that the Treasurer’s Report through the end of October was pacing on-target at 80% of the annual budget. He further noted that certain line items are running above plan such as background checks and the telephone bill at 132%. Shutdown of a fax line should alleviate going forward. Young Adult collections spending is down because of the construction disruption.

The initial plans for the 2024 Budget were discussed. The total planned spend is coming in at \$871,358 (+4.76% YoY). 2024 1/3 mil is \$818,411 (\$12,347 over required funding, \$39,282 over last year). Staff expenses (73% of the total budget) were held at 3%, in-line with the borough. Programming planned spend was increased 16%. BCCLS changed from population to active users in their billing methodology which increased the planned expense by 6.5%. The Director is investigating a subscription to the Library Speakers Bureau. Interest income from investment in the NJ State Fund has not yet been projected in the plan; the thought is that the revenue could be applied to collection investment. Based on Geoffrey Darby’s recommendation the interest income will be budgeted at \$10,000.

Personnel

Jeanna Velechko will be sending the Director’s annual evaluation for review this week. December 7th is the staff holiday brunch.

Technology

The Director provided an update on a Mango Languages subscription which is now up and running.

Building and Grounds

The Director shared swatches of all furniture and surfaces. The floor in the YA area will be a hard surface and all shelving on wheels for space flexibility. Construction work is moving at a solid pace.

The Director reported that the new Chiller requires a Control Card which must be installed along with the main installation. Two quotes were received.

Marketing

A ground-breaking for the renovations was held on October 31st. A photo captured the event. The Book Page display was also featured.

Director’s Report:

The Library will be offering a seed library in partnership with the Environmental Advisory Committee (EAC). The Director reported on the Palace Project, a digital content aggregator similar to Overdrive. The State Library paid the cost for any library that wished to join; the Director signed-up the Glen Ridge Public Library. Palace Project has access to exclusive Amazon content, including Audible, in addition to aggregating other content sources. The hope is that this service will mitigate some content cost increases. See attached Director’s report for further details.

Friends of the Library

The second Shredding Day was held on October 28th at the Central School and raised over \$900. “Selected Shorts” is scheduled for the evening of Thursday, May 28th at the Women’s Club. A March jazz concert with Kenny Garrett at SOPAC is also being explored in partnership with the Kiwanis Club.

Old Business:

Duct Cleaning

The Director shared that the duct cleaning is moving forward in January. The estimate from Shoot Masters is \$4,200 to be funded by the Building Funded.

A motion was made by Carol Harpster to spend up to \$4,500 with Shoot Masters for duct cleaning to be funded from the Building Fund. Tina Payne seconded the motion. 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

Other Old Business

None.

New Business:

Further documentation in the form of a resolution was required to move library cash resources to the NJ Cash Management Fund.

A motion to approve resolution 2023-12 for the NJ Cash Management Fund was made by David Lefkovits. Jeanna Velechko seconded the motion. 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

The Director recommended replacing the floors in the 2nd back reading room.

A motion was made by Geoffrey Darby to approve flooring expense of \$21,645.60 with Direct Flooring to be funded from the Building Fund budget. Bernice Bonnett seconded the motion. 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

In reviewing the 2024 proposed calendar of closures, a discussion was made on the timing of the library's observance of Juneteenth. It was decided that the library will observe on the Federal holiday, the actual date of June 19th, not the New Jersey persistent Friday date. The library will be closed on November 7th for a staff development day, during lighter visitation of NJ Teachers' Convention.

A motion was made by Harry Rush to approve the proposed 2024 Holiday calendar as amended. David Lefkovits seconded the motion. 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

Harry Rush recommended that the December Board of Trustees meeting start earlier and that the Holiday Dinner follow the meeting versus preceding it. The meeting start time will be moved to 6:00PM

Other New Business

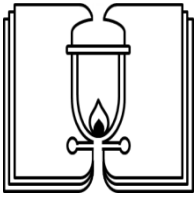
None.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Harry Rush at 9:18 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, December 13th, 2023, at 6:00 in the 1st floor library conference room.

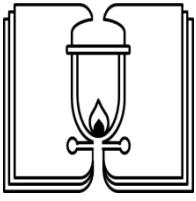


Glen Ridge Public Library

Bills List

October 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Trustee Operating Account				
Building				
Grant 2023				
10/31/2023	Anchor Moving & Storage	Invoice 23-4274 Moving & Storage of YA books	Accounts Payable	4,310.00
10/31/2023	GJG Construction & Consulting LLC	Payment Application 1: October 2023 Expenses Balance remaining \$178,274.17	Accounts Payable	72,234.53
Total for Grant 2023				\$76,544.53
Total for Building				\$76,544.53
Total for Trustee Operating Account				\$76,544.53
Accounts Payable				
10/11/2023	Scannx	Invoice#9857 Software fax Agreement, per page price Q3 2023	Technology & Communications:Software/Hardware	72.50
10/13/2023	Amazon Capital Services	Invoice #1PWD-JTTK-YW6F October 10, 2023	-Split-	642.49
10/15/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4562134302 Sept 2023	Technology & Communications:Cell Phone	75.75
10/16/2023	Morris County Elevator, Inc.	Elevator Service Agreement 4th Qtr 2023 - Invoice#24338	Contractual:Elevator	684.00
10/17/2023	Edmond Knesevitch	4 week Chess Workshop 11/7/23-11/28/23 8 hours - x2 classes each session	-Split-	750.00
10/18/2023	Hollinger Metal Edge	Invoice H132036	-Split-	234.75
10/24/2023	Bank of America	Acct#x1897 October 20, 2023	-Split-	1,305.79
10/25/2023	Michele LaRue	11/6/23 Performance: Gettysburg:One Woman's War	Programming:Adult	391.80
10/27/2023	Armpco	Invoice#IN25435- Contract#CT1868-01	Contractual:Copy Machine	20.00
10/27/2023	Staples Advantage	invoice#3549466453; 3550021765 Account# NYC10192994	-Split-	153.61
10/27/2023	Armpco	Invoice#IN25429- Contract#CT1868-01	Contractual:Copy Machine	239.16
10/27/2023	Sydney Young	Children's Programming reimbursements	-Split-	133.40
10/30/2023	Maryanne Christiano-Mistretta		Programming:Adult	225.00
10/30/2023	AME INC.	Contract Controls invoice 400645 Contract Maintenance invoice 400644 4th Qtr 2023 payments	-Split-	4,024.56
10/31/2023	Petty Cash	Petty Cash Reimbursements October 2023	-Split-	87.83
10/31/2023	West Caldwell Public Library	Patron:Randy Kolodny item 33077005680185	Materials:Lost & Paid	20.00
10/31/2023	Verizon	Account#: 755-678-814-00012 Invoice October 28, 2023	Technology & Communications:Software/Hardware	279.00

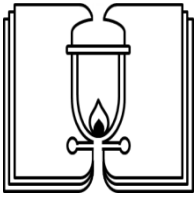


Glen Ridge Public Library

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October 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
10/31/2023	Borough of Glen Ridge	October 2023 Payroll & Benefits HBCBS Nov 2023	-Split-	27,799.95
10/31/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5027293866	Contractual:Copy Machine	175.00
10/31/2023	Baker & Taylor	Account L076505, Account L357616	-Split-	2,649.84
10/31/2023	Ingram Library Services	Acct#20Y5883 Invoice October 2023 #78138193,78190125, 78206827;78311413 78421068;78510926; 78526343;	Materials:Books:Young Adult	514.96
10/31/2023	OverDrive	October 2023 invoice#03301CO23345009 invoice#03301CP23399992	Materials:eContent	961.93
10/31/2023	Kanopy Inc	Invoice#372155-PPU - October 2023	Materials:Kanopy	267.00
10/31/2023	Anchor Moving & Storage		Trustee Operating Account:Building:Grant 2023	4,310.00
10/31/2023	GJG Construction & Consulting LLC	Payment Application 1: Restroom & Interior Renovation- October 2023 Expenses	Trustee Operating Account:Building:Grant 2023	72,234.53
Total for Accounts Payable				\$118,252.85
Appropriation				
Telephone				
10/31/2023	Borough of Glen Ridge	Hunter Carrier - September 2023	Accounts Payable	-208.43
Total for Telephone				\$ -208.43
Total for Appropriation				\$ -208.43
Contractual				
Copy Machine				
10/27/2023	Armpco	Shipping Fee - Cyan & Yellow Toner replacements	Accounts Payable	20.00
10/27/2023	Armpco	Invoice#IN25429- Contract#CT1868-01	Accounts Payable	239.16
10/31/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5027293866	Accounts Payable	175.00
Total for Copy Machine				\$434.16
Elevator				
10/16/2023	Morris County Elevator, Inc.	Elevator Service Agreement 4th Qtr 2023 - Invoice#24338	Accounts Payable	684.00
Total for Elevator				\$684.00
HVAC Maintenance				
10/30/2023	AME INC.	Invoice 400645- Contract Controls Payment 4 of 4	Accounts Payable	1,740.06
10/30/2023	AME INC.	Invoice 400644 Contract Maintenance	Accounts Payable	2,284.50

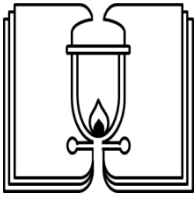


Glen Ridge Public Library

Bills List

October 2023

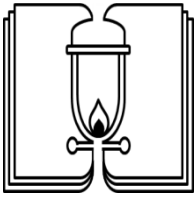
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Payment 4 of 4				
Total for HVAC Maintenance				\$4,024.56
Total for Contractual				\$5,142.72
Facilities & Maintenance				
Office Supplies				
10/13/2023	Amazon Capital Services	soap, cleaning supplies, notary supplies, masks, mouse, laptop bag	Accounts Payable	337.94
10/24/2023	Bank of America	Roll of Stamps - Friends of the Library will reimburse	Accounts Payable	66.00
10/24/2023	Bank of America	Name tag Country x 2 tags new employees	Accounts Payable	23.15
10/27/2023	Staples Advantage	Invoice 3550021765- Copier Paper & Sharpies	Accounts Payable	61.05
10/27/2023	Staples Advantage	invoice#3549466453 -paper towel & 2 boxes	Accounts Payable	92.56
10/31/2023	Petty Cash	Stamps and postage	Accounts Payable	39.27
Total for Office Supplies				\$619.97
Total for Facilities & Maintenance				\$619.97
Materials				
Books				
Adult				
10/13/2023	Amazon Capital Services	x 7	Accounts Payable	134.21
10/31/2023	Baker & Taylor	Account L0765505 invoice#5018579576; 5018582339;5018594547	Accounts Payable	1,160.07
Total for Adult				\$1,294.28
Children				
10/31/2023	Baker & Taylor	Account L357616 invoice# 5018569956;5018569957; 5018569958;5018577726; 5018577727;5018577728; 5018577729;5018577730; 5018577731;5018595572; 5018595573;5018595574; 501859557506	Accounts Payable	1,489.77
Total for Children				\$1,489.77
Young Adult				
10/31/2023	Ingram Library Services	Acct#20Y5883 Invoice October 2023 #78138193,78190125, 78206827;78311413 78421068;78510926;	Accounts Payable	514.96



Glen Ridge Public Library

Bills List
October 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
		78526343;		
10/31/2023	Petty Cash	Postage Return to Ingram x 1 books	Accounts Payable	4.43
Total for Young Adult				\$519.39
Total for Books				\$3,303.44
CD				
10/13/2023	Amazon Capital Services	x 1	Accounts Payable	14.98
Total for CD				\$14.98
DVD				
10/13/2023	Amazon Capital Services	x 5	Accounts Payable	93.85
10/24/2023	Bank of America	Disney Plus & Netflix	Accounts Payable	37.28
Total for DVD				\$131.13
eContent				
10/31/2023	OverDrive	October 2023 invoice#03301CO23345009 invoice#03301CP23399992	Accounts Payable	961.93
Total for eContent				\$961.93
Kanopy				
10/31/2023	Kanopy Inc	Invoice#372155-PPU - October 2023	Accounts Payable	267.00
Total for Kanopy				\$267.00
Lost & Paid				
10/31/2023	Petty Cash	ILL Postage Fordham Univ, NY	Accounts Payable	3.72
10/31/2023	West Caldwell Public Library	Patron:Randy Kolodny item 33077005680185	Accounts Payable	20.00
Total for Lost & Paid				\$23.72
Total for Materials				\$4,702.20
Preservation Project				
Local History Room				
10/18/2023	Hollinger Metal Edge	Invoice H132036 Photo envelopes.	Accounts Payable	204.30
10/18/2023	Hollinger Metal Edge	Invoice H132036 -Freight	Accounts Payable	30.45
Total for Local History Room				\$234.75
Total for Preservation Project				\$234.75
Professional Development				
Staff Development				
10/24/2023	Bank of America	Lunch for staff meeting Oct 19, 2023	Accounts Payable	246.00
10/31/2023	Petty Cash	Lunch - Potato Chips	Accounts Payable	10.00
Total for Staff Development				\$256.00
Total for Professional Development				\$256.00

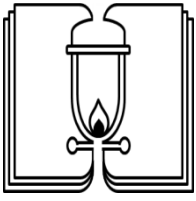


Glen Ridge Public Library

Bills List

October 2023

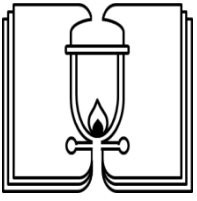
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Professional Services				
Background Checks				
10/24/2023	Bank of America	Checkr Background Check x 2 new employees	Accounts Payable	59.98
Total for Background Checks				\$59.98
Total for Professional Services				\$59.98
Programming				
Adult				
10/13/2023	Amazon Capital Services	Amazon Credit 1KY3-X9VC-1CM1 3 x tempera paint	Accounts Payable	-33.69
10/13/2023	Amazon Capital Services	gummy worms, Holiday craft supplies	Accounts Payable	72.94
10/24/2023	Bank of America	Tech Soup -Dell Laptop & Insurance Purchase shared Expense	Accounts Payable	228.50
10/25/2023	Michele LaRue	11/6/23 Performance: Gettysburg:One Woman's War	Accounts Payable	391.80
10/30/2023	Maryanne Christiano-Mistretta	Performance:"Going Going Gone: What the next generation won't remember" - November 18, 2023 at 2pm	Accounts Payable	225.00
Total for Adult				\$884.55
Juvenile				
10/13/2023	Amazon Capital Services	Amazon Credit 1KY3-X9VC-1CM1 Lunar Moon poster	Accounts Payable	-12.99
10/17/2023	Edmond Knesevitch	4 week Chess Workshop 11/7, 11/14, 11/21, 11/28 2023	Accounts Payable	350.00
10/27/2023	Sydney Young	Programming expenses: snacks & supplies- Book Club, Scavenger Hunt, Grandparents Day, Halloween	Accounts Payable	97.68
10/31/2023	Petty Cash	Pumpkins - Scavenger Hunt	Accounts Payable	10.41
Total for Juvenile				\$445.10
Summer Reading Program				
10/24/2023	Bank of America	Funko key Chains	Accounts Payable	230.32
10/27/2023	Sydney Young	Tacoria Gift Card 1 x \$20- Mileage to R/T \$15.72	Accounts Payable	35.72
Total for Summer Reading Program				\$266.04
Young Adult				
10/13/2023	Amazon Capital Services	Popcorn, Holiday crafts Supplies	Accounts Payable	35.25
10/17/2023	Edmond Knesevitch	4 week Chess Workshop 11/7, 11/14, 11/21, 11/28 2023	Accounts Payable	400.00
10/24/2023	Bank of America	Angelo's Pizza-Bad Movie Night	Accounts Payable	31.20
10/24/2023	Bank of America	Tech Soup -Dell Laptop & Insurance Purchase shared Expense	Accounts Payable	228.50



Glen Ridge Public Library

Bills List
October 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Young Adult				\$694.95
Total for Programming				\$2,290.64
Salaries & Wages				
Benefits				
10/31/2023	Borough of Glen Ridge	Healthcare benefits October 2023/HBCBS Nov 2023	Accounts Payable	6,283.74
Total for Benefits				\$6,283.74
FICA				
10/31/2023	Borough of Glen Ridge	FICA Payroll 10/13/23	Accounts Payable	1,514.91
Total for FICA				\$1,514.91
Full Time Salaries				
10/31/2023	Borough of Glen Ridge	FT Salaries 10/13/23	Accounts Payable	11,530.33
Total for Full Time Salaries				\$11,530.33
Part Time Salaries				
10/31/2023	Borough of Glen Ridge	10/13/23	Accounts Payable	8,262.54
Total for Part Time Salaries				\$8,262.54
Total for Salaries & Wages				\$27,591.52
Subscriptions				
Electronic				
10/24/2023	Bank of America	Newspapers.com renewal -Reference Librarian Oct 2023 - Sept 2024	Accounts Payable	79.86
Total for Electronic				\$79.86
Total for Subscriptions				\$79.86
Technology & Communications				
Cell Phone				
10/15/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4562134302 Sept 2023	Accounts Payable	75.75
Total for Cell Phone				\$75.75
Marketing & Outreach				
10/31/2023	Petty Cash	October 2023 Rotary Lunch	Accounts Payable	20.00
Total for Marketing & Outreach				\$20.00
Software/Hardware				
10/11/2023	Scannx	Invoice#9857 Software fax Agreement, per page price Q3 2023	Accounts Payable	72.50
10/24/2023	Bank of America	Tech Soup - QuickBooks Online Annual Renewal	Accounts Payable	75.00
10/31/2023	Verizon	Account#: 755-678-814-00012 Invoice October 28, 2023	Accounts Payable	279.00



Glen Ridge Public Library

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October 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Software/Hardware				\$426.50
Total for Technology & Communications				\$522.25

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

January - December 2023

	Oct - Dec, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
Accumulated Absence Revenue			0.00		5,045.07	0.00	5,045.07	
Appropriation			0.00		0.00	0.00	0.00	
BCCLS		0.00	0.00		37,471.76	37,471.76	0.00	100.00%
Benefits	6,283.74	22,575.00	-16,291.26	27.83%	59,842.05	90,300.00	-30,457.95	66.27%
FICA	1,514.91	9,290.50	-7,775.59	16.31%	29,732.83	37,162.00	-7,429.17	80.01%
Monthly Disbursement	11,530.33	34,591.00	-23,060.67	33.33%	115,303.30	138,364.00	-23,060.70	83.33%
Salaries	19,792.87	121,444.50	-101,651.63	16.30%	388,653.46	485,778.00	-97,124.54	80.01%
Telephone	0.00	600.00	-600.00	0.00%	3,176.29	2,400.00	776.29	132.35%
Total Appropriation	\$ 39,121.85	\$ 188,501.00	-\$ 149,379.15	20.75%	\$ 634,179.69	\$ 791,475.76	-\$ 157,296.07	80.13%
Budget Balance			0.00		45,811.44	0.00	45,811.44	
Daily Income		1,000.00	-1,000.00	0.00%	0.00	4,000.00	-4,000.00	0.00%
Copier/Printer	317.20		317.20		2,322.29	0.00	2,322.29	
Library of Things	21.00		21.00		197.15	0.00	197.15	
Lost and Paid	102.70		102.70		1,614.01	0.00	1,614.01	
Mailing & Shipping			0.00		3.00	0.00	3.00	
Materials			0.00		10.00	0.00	10.00	
Media	8.00		8.00		20.00	0.00	20.00	
Notary	22.50		22.50		215.50	0.00	215.50	
Total Daily Income	\$ 471.40	\$ 1,000.00	-\$ 528.60	47.14%	\$ 4,381.95	\$ 4,000.00	\$ 381.95	109.55%
Friends of the Library	2,520.00	2,500.00	20.00	100.80%	14,520.00	16,000.00	-1,480.00	90.75%
Gift/Donation	14.63	200.00	-185.37	7.32%	500.18	800.00	-299.82	62.52%
Grant Income			0.00		311,840.25	0.00	311,840.25	
Interest	17.57		17.57		167.36	0.00	167.36	
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	16,000.00	16,000.00	0.00	100.00%
Sales			0.00		200.00	0.00	200.00	

State Aid	4,295.00	3,500.00	795.00	122.71%	4,344.00	3,500.00	844.00	124.11%
Total Revenue	\$ 50,440.45	\$ 199,701.00	-\$ 149,260.55	25.26%	\$ 1,036,989.94	\$ 831,775.76	\$ 205,214.18	124.67%
Gross Profit	\$ 50,440.45	\$ 199,701.00	-\$ 149,260.55	25.26%	\$ 1,036,989.94	\$ 831,775.76	\$ 205,214.18	124.67%
Expenditures								
Building Expense			0.00		1,000.00	0.00	1,000.00	
Contractual			0.00		0.00	0.00	0.00	
BCCLS		0.00	0.00		29,559.13	29,558.76	0.37	100.00%
Copy Machine	434.16	962.50	-528.34	45.11%	3,826.06	3,850.00	-23.94	99.38%
Delivery		0.00	0.00		7,912.63	7,913.00	-0.37	100.00%
Elevator	684.00	877.00	-193.00	77.99%	3,508.00	3,508.00	0.00	100.00%
HVAC Maintenance	4,024.56	4,024.75	-0.19	100.00%	16,098.21	16,099.00	-0.79	100.00%
Inspections		0.00	0.00		760.00	775.00	-15.00	98.06%
Security & Fire		822.00	-822.00	0.00%	1,464.00	1,644.00	-180.00	89.05%
Total Contractual	\$ 5,142.72	\$ 6,686.25	-\$ 1,543.53	76.91%	\$ 63,128.03	\$ 63,347.76	-\$ 219.73	99.65%
Facilities & Maintenance			0.00		0.00	0.00	0.00	
Cleaning			0.00		0.00	0.00	0.00	
Supplies		361.25	-361.25	0.00%	956.09	1,445.00	-488.91	66.17%
Total Cleaning	\$ 0.00	\$ 361.25	-\$ 361.25	0.00%	\$ 956.09	\$ 1,445.00	-\$ 488.91	66.17%
Maintenance & Repair		1,500.00	-1,500.00	0.00%	4,507.16	6,000.00	-1,492.84	75.12%
Office Supplies	553.97	1,250.00	-696.03	44.32%	2,981.99	5,000.00	-2,018.01	59.64%
Copier Paper		124.97	-124.97	0.00%	260.95	500.00	-239.05	52.19%
Total Office Supplies	\$ 553.97	\$ 1,374.97	-\$ 821.00	40.29%	\$ 3,242.94	\$ 5,500.00	-\$ 2,257.06	58.96%
Shared Service Agreement		0.00	0.00		16,925.00	16,925.00	0.00	100.00%
Total Facilities & Maintenance	\$ 553.97	\$ 3,236.22	-\$ 2,682.25	17.12%	\$ 25,631.19	\$ 29,870.00	-\$ 4,238.81	85.81%
Materials			0.00		0.00	0.00	0.00	
Books			0.00		0.00	0.00	0.00	
Adult	1,294.28	7,000.03	-5,705.75	18.49%	19,106.92	28,000.00	-8,893.08	68.24%
Children	1,489.77	3,750.00	-2,260.23	39.73%	12,092.58	15,000.00	-2,907.42	80.62%
Young Adult	519.39	1,800.00	-1,280.61	28.86%	5,833.61	7,200.00	-1,366.39	81.02%
Total Books	\$ 3,303.44	\$ 12,550.03	-\$ 9,246.59	26.32%	\$ 37,033.11	\$ 50,200.00	-\$ 13,166.89	73.77%
CD	14.98	250.00	-235.02	5.99%	91.86	1,000.00	-908.14	9.19%

DVD	131.13	750.00	-618.87	17.48%	2,831.86	3,000.00	-168.14	94.40%
eContent	961.93	3,250.00	-2,288.07	29.60%	11,616.64	13,000.00	-1,383.36	89.36%
Kanopy	267.00	600.00	-333.00	44.50%	2,084.00	2,400.00	-316.00	86.83%
Library of Things		0.00	0.00		1,003.40	3,700.00	-2,696.60	27.12%
Lost & Paid	-41.28		-41.28		-608.09	0.00	-608.09	
Processing		1,000.00	-1,000.00	0.00%	3,455.43	2,500.00	955.43	138.22%
Total Materials	\$ 4,637.20	\$ 18,400.03	-\$ 13,762.83	25.20%	\$ 57,508.21	\$ 75,800.00	-\$ 18,291.79	75.87%
Preservation Project			0.00		0.00	0.00	0.00	
Local History Room	234.75	250.00	-15.25	93.90%	1,864.35	2,533.00	-668.65	73.60%
Total Preservation Project	\$ 234.75	\$ 250.00	-\$ 15.25	93.90%	\$ 1,864.35	\$ 2,533.00	-\$ 668.65	73.60%
Professional Development			0.00		0.00	0.00	0.00	
Dues		212.50	-212.50	0.00%	886.00	850.00	36.00	104.24%
Meeting & Conference		124.97	-124.97	0.00%	354.10	500.00	-145.90	70.82%
Staff Development	256.00	250.00	6.00	102.40%	588.01	1,000.00	-411.99	58.80%
Travel		124.97	-124.97	0.00%	324.71	500.00	-175.29	64.94%
Total Professional Development	\$ 256.00	\$ 712.44	-\$ 456.44	35.93%	\$ 2,152.82	\$ 2,850.00	-\$ 697.18	75.54%
Professional Services			0.00		0.00	0.00	0.00	
Auditor		0.00	0.00		6,000.00	6,000.00	0.00	100.00%
Background Checks	59.98	31.25	28.73	191.94%	215.89	125.00	90.89	172.71%
Bank Fees		10.03	-10.03	0.00%	0.00	40.00	-40.00	0.00%
Credit Card Fees	7.89	12.50	-4.61	63.12%	45.06	50.00	-4.94	90.12%
Legal Fees		499.97	-499.97	0.00%	175.50	2,000.00	-1,824.50	8.78%
Total Professional Services	\$ 67.87	\$ 553.75	-\$ 485.88	12.26%	\$ 6,436.45	\$ 8,215.00	-\$ 1,778.55	78.35%
Programming			0.00		0.00	0.00	0.00	
Adult	884.55	874.97	9.58	101.09%	2,537.33	3,500.00	-962.67	72.50%
Juvenile	445.10	874.97	-429.87	50.87%	3,650.04	3,500.00	150.04	104.29%
Summer Reading Program	266.04	0.00	266.04		2,316.29	3,250.00	-933.71	71.27%
Young Adult	694.95	874.97	-180.02	79.43%	2,165.84	3,500.00	-1,334.16	61.88%
Total Programming	\$ 2,290.64	\$ 2,624.91	-\$ 334.27	87.27%	\$ 10,669.50	\$ 13,750.00	-\$ 3,080.50	77.60%
Salaries & Wages			0.00		0.00	0.00	0.00	
Benefits	6,283.74	22,575.00	-16,291.26	27.83%	59,842.05	90,300.00	-30,457.95	66.27%

FICA	1,514.91	9,290.50	-7,775.59	16.31%	29,732.83	37,162.00	-7,429.17	80.01%
Full Time Salaries	11,530.33	69,240.75	-57,710.42	16.65%	230,792.80	276,963.00	-46,170.20	83.33%
Part Time Salaries	8,262.54	52,203.75	-43,941.21	15.83%	157,860.66	208,815.00	-50,954.34	75.60%
Total Salaries & Wages	\$ 27,591.52	\$ 153,310.00	-\$ 125,718.48	18.00%	\$ 478,228.34	\$ 613,240.00	-\$ 135,011.66	77.98%
Subscriptions			0.00		0.00	0.00	0.00	
Electronic	79.86	1,453.75	-1,373.89	5.49%	4,285.52	5,815.00	-1,529.48	73.70%
Print		937.50	-937.50	0.00%	3,454.62	3,750.00	-295.38	92.12%
Total Subscriptions	\$ 79.86	\$ 2,391.25	-\$ 2,311.39	3.34%	\$ 7,740.14	\$ 9,565.00	-\$ 1,824.86	80.92%
Technology & Communications			0.00		0.00	0.00	0.00	
Cell Phone	75.75	231.25	-155.50	32.76%	755.79	925.00	-169.21	81.71%
Marketing & Outreach	20.00	625.03	-605.03	3.20%	2,081.92	2,500.00	-418.08	83.28%
Software/Hardware	426.50	1,440.00	-1,013.50	29.62%	6,913.22	6,000.00	913.22	115.22%
Telephone		600.00	-600.00	0.00%	3,176.29	2,400.00	776.29	132.35%
Website		195.00	-195.00	0.00%	773.95	780.00	-6.05	99.22%
Total Technology & Communications	\$ 522.25	\$ 3,091.28	-\$ 2,569.03	16.89%	\$ 13,701.17	\$ 12,605.00	\$ 1,096.17	108.70%
Trustee Expense			0.00		722.68	0.00	722.68	
Total Expenditures	\$ 41,376.78	\$ 191,256.13	-\$ 149,879.35	21.63%	\$ 668,782.88	\$ 831,775.76	-\$ 162,992.88	80.40%
Net Operating Revenue	\$ 9,063.67	\$ 8,444.87	\$ 618.80	107.33%	\$ 368,207.06	\$ 0.00	\$ 368,207.06	6325749123425
Net Revenue	\$ 9,063.67	\$ 8,444.87	\$ 618.80	107.33%	\$ 368,207.06	\$ 0.00	\$ 368,207.06	6325749123425

Monday, Nov 06, 2023 12:31:17 PM GMT-8 - Accrual Basis

DIRECTOR'S REPORT - NOVEMBER 2023

Meetings & Community Events

I attended the GRDIA's quarterly business meeting. They discussed their annual picnic and thanked the Library for bringing IKE the bike. We also discussed the possibility of the GRDIA assisting with a book discussion for the "One Book BCCLS" title, but they did not have anyone who was able to assist.

I met with the MasterClass company to discuss their product at the request of a patron and if it would be a good fit for the Library. At this time their model does not work for us due to the amount of staff involvement necessary.

I attended a Palace Project information session at the Paramus Public Library where they discussed the Palace Project and their collaboration with the State Library. The Palace App is a project of the Lyasis company and is an aggregator of digital content. I will present more on this topic during the "Library Trends and Topics" section of the meeting.

I attended a Friends Board meeting on October 18th and there is a general meeting scheduled for Monday, November 6th. I attended the November Rotary Club meeting on November 2, 2023 at the Brookdale in Bloomfield.

Library Organizations (BCCLS, NJLA, NJSL)

The annual "Friends Brunch" was held at the Fiesta on October 16th. I held my last eBCCLS "Cost Per Circ" training session of the year on October 13th. I also held an eBCCLS Overdrive Advantage User Group meeting on October 27th to allow BCCLS members who have Advantage accounts an informal place to discuss issues and ask questions.

BCCLS System Council was on October 26th and the group voted to pass the BCCLS budget. I have been named to the BCCLS Strategic Planning committee and work will start in November 2023.

Friends

The Friends donated a basket to the BCCLS Friends Brunch that was sold for \$85. They paid for the tickets for those that attended.

A second shredding day was held on October 28, 2023 at the Central School parking lot. The consensus among the volunteers was that this is a better location and the goal is to move the Spring shredding day to Central School as well. The Friends raised over \$900 at the event. Planning for Selected Shorts (May 9, 2024) and a Jazz Concert featuring Kenny Garrett (Spring 2024) are underway.

The Annual Appeal will begin in mid-November as usual. The goal for this year is to raise \$15,000.

DIRECTOR'S REPORT - NOVEMBER 2023

General Library Updates

We held a staff training session on Thursday, October 19th. We discussed the construction project and I did a demo of the Northstar Digital Literacy platform for the staff.

Programming

Children's & YA Programming

Children's and YA are continuing their regular programming with various after-school clubs and groups. Storytimes are also back on their regular schedule. A new chess class was started in response to patron demand and has been so successful a second and third session were added.

Unique Creatures came to the Library on October 17th and it was a big hit among the kids and adults. On November 4th, "Mad Science: Spin, Pop, BOOM!" is being held in the Council Chambers. The registration is full (60 seats) with an additional 15 on the waiting list!

The teens also participated in "Sugar Skull Painting" and a Bad Movie Night along with a Halloween themed take home craft.

Adult Programming

The Essex County Clerk's Office returned on October 26, 2023 from 9AM-3PM to provide passport services and Notary oaths. We are not on their calendar again until February 28, 2024 due to the holidays and our construction project. We have moved to Wednesdays (from Thursdays) to better accommodate the Children's schedule.

The Cookbook club is continuing to meet and highlighted the recipes of the Silver Palate in October. We hosted a book talk program with Paul Rabinowitz for his book "Truth, Love & the Lines In Between" on October 25th. The take home crafts continue to be popular and for October it was a hanging pumpkin craft.

On November 6th Actress Michèle LaRue takes us back to the Civil War in her one woman show, *Gettysburg: One Woman's War*, based on stories from Elsie Singmaster's 1913 historical fiction novel, *Gettysburg: Stories of the Red Harvest and the Aftermath*.

B&G

The LCBA Renovation Project began on Friday, October 20th and the Library was closed Saturday-Monday (October 21-23). There are no additional closures planned at this time, but that could change depending on what happens during the course of the construction project. The YA collections on the upper level were moved to storage on November 1st and the shelving removed. The seating area on the upper level will remain open until construction begins in that space barring any incidents with the children not being able to respect the openness of the space.

DIRECTOR'S REPORT - NOVEMBER 2023

The Head of Buildings & Grounds and I met with the designer from Creative Library Concepts on November 1st to select finishes for the various furniture pieces.

The Borough's contract for the new chiller did not include the control card that is necessary to add the chiller to our control system. Our HVAC contractor has been in contact with the vendor providing the chiller to coordinate and I am waiting for a quote on what the cost will be.

Finance

I met with the Borough Administrator and CFO on October 25th to discuss the Library's appropriation for 2024. They requested that we keep the budget increase under 5% and informed me that the benefit costs will increase 7.5% in 2024. The Finance Committee met on November 1st and the 2024 Budget is in your packet for review.

Marketing

A "Groundbreaking" Photo Op was held on October 31st and the Mayor, Borough Administrator were in attendance along with current Board members Geoffrey Darby and Jeanna Velechko and former Board member Linda Seyffarth.

The LCBA page has been added to the Library's website and I am updating it regularly as the project progresses.

We will be promoting our new database Mango Languages in the next few months with swag we receive from Mango and Mango lollipops that the staff have made information tags for. We will be doing a full push on this in December once the staff have had a chance to become familiar with the product.

Personnel

I am continuing my review of the COVID policies for the Personnel manual and hope to have an update for the December meeting.

Technology

Mango Languages is up and running and available to the public on our website. We have resolved issues with the people counter resulting from the move to the BCCLS WiFi system and are working on moving the last items off of the Verizon circuit to the BCCLS network.

Respectfully submitted,
Tina Marie Doody, Library Director
November 3, 2023