

Glen Ridge Public Library  
Board of Trustees Minutes  
Regular Minutes  
Date: Wednesday December 14, 2022

Carol Harpster called the meeting to order at 6:00 pm.

**Adjourn to Executive Session**

**A motion was made by David Lefkovits, seconded by Bernice Bonnett, to adjourn to Executive Session at 6:00 pm. All voted Aye and the motion was passed.**

**A motion to go out of Executive Session was made by David Lefkovits, seconded by Bernice Bonnett, at 7:40 pm. All voted Aye and the motion was passed.**

Carol Harpster called the public session to order at 7:40 pm. Carol read the following statement: “Adequate notice of the date and time of this meeting has been given in accordance of 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.”

**Pledge of Allegiance**

**Recognition of Linda Seyffarth**

Carol read a resolution on Linda’s service to the Library. The Library Board adopted this resolution.

**Passing of Bob Hayes** – Carol read words about Bob Hayes who passed away recently. Bob and Joan Hayes led the fund raising campaign for the 1992 addition to the library. There is a picture of them breaking ground on Facebook. Moment of silence to recognize Bob Hayes.

**Roll Call:**

P	Bernice Bonnett
P	Geoffrey Darby
P	Carol Harpster
P	David Lefkovits
absent	Matthew Murphy

p	Deanna Pagano
P	Jeanna Velechko
P	Harry Rush
P	Linda Seyffarth
P	Tina Marie Doody

**Correspondence:** Received a finding from the NJ Division of Civil Rights of no probable cause on the complaint filed against the library on the mask issue. The Complainant has 45 days to appeal. If they don't or if the appeal is not heard the case will be closed.

**Public Comment (Agenda Items):**

The public attendees said they sent an email to Carol Harpster and Tina Doody, but it was not received and therefore it is not on the agenda. Email was sent to the wrong email address.

**Minutes:**

**A motion to approve the Regular Meeting minutes of the November 9, 2022 meeting was made by Linda Seyffarth and seconded by Bernice Bonnett. There were 8 Ayes; the Motion passed.**

Aye	Bernice Bonnett
Aye	Geoffrey Darby
Aye	Carol Harpster
Aye	David Lefkovits
	Matthew Murphy

Aye	Deanna Pagano
Aye	Jeanna Velechko
Aye	Harry Rush
Aye	Linda Seyffarth

**Library Trends and Topics**

Tina looked at the most checked out items by type of material in 2022. Electronically in terms of e-magazines The Economist had the most check-outs (181) followed by US Weekly, Starz and The New Yorker. E-Books were topped by The Last Thing He Told Me. Oh William! was the most checked out hard copy book. Graphic novels were very popular.

**Finance:**

**After review, a motion to approve the November 2022 Bills Lists was made by David Lefkovits and seconded by Deanna Pagano. All voted in favor and the motion passed. (Attachment #1)**

Aye	Bernice Bonnett
Aye	Geoffrey Darby
Aye	Carol Harpster
Aye	David Lefkovits
	Matthew Murphy

Aye	Deanna Pagano
Aye	Jeanna Velechko
Aye	Harry Rush
Aye	Linda Seyffarth

**After review a motion was made by David Lefkovits to accept the November Treasurer’s Report. It was seconded by Harry Rush. All voted in favor and the motion passed. (Attachment #2)**

Aye	Bernice Bonnett
Aye	Geoffrey Darby
Aye	Carol Harpster
Aye	David Lefkovits
	Matthew Murphy

Aye	Deanna Pagano
Aye	Jeanna Velechko
Aye	Harry Rush
Aye	Linda Seyffarth

The salaries and compensation seem to be a bit light versus a full 10 months because of the timing of pay periods. Other expenses were approximately where one would expect them to be at this point.

The borough council approved the shared services agreement for 2023.

**Budget 2023**

The Budget has been prepared based on a 4% wage and salary increase, the expected increase to be approved in the Borough CWA contract. This will be covered by the Borough through the Appropriation. Expense for the HVAC maintenance has gone up considerably since last year. Since the HVAC system is expected to be replaced in 2023 we are not changing vendors now.

**David Lefkovits made a motion to approve the budget for 2023 as presented, seconded by Linda Seyffarth. All voted Aye and the motion passed.**

Aye	Bernice Bonnett
Aye	Geoffrey Darby
Aye	Carol Harpster
Aye	David Lefkovits
	Matthew Murphy

Aye	Deanna Pagano
Aye	Jeanna Velechko
Aye	Harry Rush
Aye	Linda Seyffarth

The next step in the budget process is that it is submitted to the Borough for approval.

**Personnel:**

- **Combined Personnel Manual** – was sent to the Board for comments, there being none it will be sent out for professional review. This was a very thoughtful job. Thanks to Tina and Jeanna for a job well done.

**Technology:** None

**Buildings and Grounds:**

**Locker Project**

The lockers have been physically installed. We are still working on the BCCLS software. Tina has done a check out to herself for delivery in the locker. Friends of the Library, under Gordon Leavitt, was absolutely instrumental in not only funding but overseeing the construction. Jen Breuer will come back to put a shovel in for a photo op. She was responsible for getting this project started and approved. Thanks to Geoffrey, Tina and Gordon Leavitt for leading this project.

**Marketing** – They will plan on a Grand Opening and also take advantage of Jen Breuer being in town and willing to play some part in the opening.

**Director’s Report: (See Attachment #3)**

**Friends of the Library**

\$6254 raised to date, on the goal of \$10K by the end of the year. FOL served refreshments at the tree lighting with help from the Teen Advisory Board and from Fitzgerald’s for the hot chocolate.

**Old Business –**

- **2023 Holiday Calendar** – We have been monitoring circulation on various days; we would like to go back to Columbus Day instead of Veterans Day and also add the day after Thanksgiving as a holiday. This is a very difficult day to staff. The Board suggested we could be open 1pm-5pm. The numbers show it is a fairly quiet day. Tina will amend the recommended Holiday Schedule to include a half day holiday (morning) and early closing for Halloween (5pm) on a weekday. The day after Thanksgiving won’t be a paid holiday.

**Carol Harpster a made a motion to approve the holiday schedule as amended, seconded by Jeanna Velechko. All voted in favor and the motion was approved.**

Aye	Bernice Bonnett
Aye	Geoffrey Darby
Aye	Carol Harpster
Aye	David Lefkovits
	Matthew Murphy

Aye	Deanna Pagano
Aye	Jeanna Velechko
Aye	Harry Rush
Aye	Linda Seyffarth

- **Library Policies on Website** – The Board agreed with having The Library’s policies on the website; this will happen soon.

**New Business**

- By-Laws (review and Approve) – a few minor changes were recommended, representing current practice.

**Carol Harpster made a motion to approve the By-Laws as presented. Seconded by Deanna Pagano. All voted in favor and the motion was approved.**

Aye	Bernice Bonnett
Aye	Geoffrey Darby
Aye	Carol Harpster
Aye	David Lefkovits
	Matthew Murphy

Aye	Deanna Pagano
Aye	Jeanna Velechko
Aye	Harry Rush
Aye	Linda Seyffarth

- **Update on Trustee Search** - we have advertised the Board opening on social media and in print media. We have received 6 or 7 applications, the application is on the website. Completed applications are due by December 19.
- **Ad hoc nominating committee** – established to propose a slate for 2023 (Jeanna, Deanna, and Linda). The slate will be presented at the January meeting.
- **Update Materials Selection Policy** – a few minor changes are proposed to this policy, Request for Evaluation of Library Materials section. We need to add a time frame for appeals to be submitted to the Board after receipt of the decision of the Director. 15 Business days is proposed. Additionally a sentence will be added indicating that once the Board has reviewed a title no more appeals to that title will be considered for a period of 1 year from the time of the Board’s decision. There will also be a sentence added, requesting a citation for a review of a book, if the individual submitting the Request for Evaluation of Material has seen/heard a review of the book. The Board wants to add a time frame for Board consideration of an appeal. Tina will make requested revisions and the Board will review at next meeting.
- Name the Book Bike – suggestions have been made by the public and reviewed by the staff and they suggested that we consider 3 names. The Board is requested to make the final decision. The selections are IKE the Book Bike (Inspire Knowledge Everyday), Glen and Scout. The Board concurred with the popular choice – IKE the Book Bike.

**Public Comment**

- **Mary Ellen Cusumano 297 Ridgewood Ave.** She comments that the timeline for Appeals should be longer than 15 days, at least 30 days, as it takes longer to prepare an appeal. Perhaps have 30 days to notify the Board that they are going to appeal and then be given more time to submit the actual appeal. We should

- consider this input when considering changes to the Materials Suggestion Policy. She says we need to explain why we are making our decision on any appeal and address the issues that were raised in the appeal. Address why we think our decision is right or wrong. Tonight's Library agenda does not address any of the questions raised in their original submissions.
- **Fran Deacon 27 Oakwood Ave.** - She raised a question about the 1 year time frame for accepting another complaint on a title, after an appeal has been decided. Tina says the reason for this is that the Board's decision was based on the title not the appeal. Next month those filing an appeal will be coming back expecting a decision on the appeal. They want to be here when these are considered. They believe that these books are not educational. These are sex manuals not educational. This is a crisis in our town that these books are available to our children. We have rating systems for movies.
  - **Lorraine Reagan Glen Ridge** - She asked questions about the selection process for the books in the Library. Tina replied that we have professional staff who select the books and the Director does not review every choice. Ms. Reagan stated the Library is a place you send your kids and want to know they are safe. These books are pornographic.
  - **Mary Ellen Cusumano 297 Ridgewood Ave.** – They have looked at ALA list of most challenged books during the last year. The top 10 most challenged are LGBT related and/or sexually explicit. She was quoting something from the ALA website. These books should be either taken out of the library or put in a location where they can only be taken out with parental supervision. It is intellectually embarrassing to find these books in our library.
  - **Fran Deacon 27 Oakwood Ave.** - these books tell how sexting is done. Sexting is illegal. These are sex manuals. We have gay pride flags in our Library, but not Santa.
  - **Dr. Frances Mielach 33 Willow Street Glen Ridge** - Questions on process. Thought the Board had a thoughtful discussion on the proposed changes on the Request for Evaluation of Materials forms. She asked whether the Board sees the initial complaint about a book before the Director's response is sent. No, that is fully the Director's responsibility – she then forwards the complaint and her response to the board.
  - **Lorraine Reagan Glen Ridge** - Questioned why Board does not see Director's initial response before it is sent out. Carol Harpster answered that the Director's job is to run the Library and that she makes many decisions every year running the Library. The Board doesn't get involved unless there is a reason, such as the appeal. Board is there to set policy and make sure the Library is well run.

### **Adjourn to Executive Session**

**Carol Harpster made a motion, seconded by Jeanna Velecheko, to adjourn to Executive Session at 9:14 pm. All voted Aye and the motion was passed.**

**A motion to go out of Executive Session was made by Carol Harpster, seconded by Geoffrey Darby, at 9:19 pm. All voted Aye and the motion was passed.**

**A motion to adjourn was made by Harry Rush and seconded by Carol Harpster to adjourn at 9:19 pm. All voted Aye and the motion passed.**

Minutes respectfully submitted by Linda Seyffarth

Next Meeting Date: January 11, 2023

**Glen Ridge Public Library  
Bills List  
November 2022**

	Date	Name	Memo/Description	Split	Amount
<b>Accounts Payable</b>					
	11/01/2022	Scannx		-Split-	141.60
	11/04/2022	Kathy Hunziker		Programming:Juvenile	36.38
	11/04/2022	Staples Advantage		-Split-	69.26
	11/05/2022	Ana Davidson		-Split-	39.03
	11/10/2022	SYNCB/Amazon		-Split-	842.41
	11/10/2022	Glen Ridge Public Library		-Split-	112.01
	11/10/2022	Staples Advantage		-Split-	146.63
	11/14/2022	CAROL HARPSTER		Trustee Expense	50.69
	11/15/2022	Yuhuei Hsiao		Programming:Young Adult	640.00
	11/15/2022	Barnes & Noble		Materials:Books:Young Adult	28.78
	11/15/2022	Armpco		Contractual:Copy Machine	290.84
	11/15/2022	Tina Marie Doody		Technology & Communications:Cell Phone	75.64
	11/17/2022	Brodart Co.		Materials:Processing	113.87
	11/19/2022	Staples Advantage		-Split-	65.01
	11/20/2022	Bank of America		-Split-	1,232.63
	11/28/2022	Verizon		Technology & Communications:Software/Hardware	269.00
	11/29/2022	Demco, Inc.		Materials:Processing	960.10
	11/30/2022	Wells Fargo		Contractual:Copy Machine	175.00
	11/30/2022	Ingram Library Services		Materials:Books:Young Adult	350.88
	11/30/2022	Ready Refresh		Facilities & Maintenance:Office Supplies	45.96
	11/30/2022	Kanopy LLC		Materials:Kanopy	237.00
	11/30/2022	Borough of Glen Ridge		-Split-	50,918.61
	11/30/2022	NJLA		Professional Development:Dues	50.00
	11/30/2022	Baker & Taylor		-Split-	1,304.09
<b>Total for Accounts Payable</b>					<b>\$ 58,195.42</b>
<b>Contractual</b>					
<b>Copy Machine</b>					
	11/15/2022	Armpco	Balance of 21927, 22131	Accounts Payable	290.84
	11/30/2022	Wells Fargo	Invoice 5022873859	Accounts Payable	175.00
<b>Total for Copy Machine</b>					<b>\$ 465.84</b>
<b>Total for Contractual</b>					<b>\$ 465.84</b>
<b>Facilities &amp; Maintenance</b>					
<b>Cleaning</b>					
<b>Supplies</b>					
	11/04/2022	Staples Advantage	Swiffer	Accounts Payable	26.74
	11/10/2022	Staples Advantage	Invoice 3522810461 Tissues	Accounts Payable	30.49
<b>Total for Supplies</b>					<b>\$ 57.23</b>
<b>Total for Cleaning</b>					<b>\$ 57.23</b>
<b>Maintenance &amp; Repair</b>					
	11/20/2022	Bank of America	Vacuum Cleaner	Accounts Payable	301.41
<b>Total for Maintenance &amp; Repair</b>					<b>\$ 301.41</b>
<b>Office Supplies</b>					
	11/04/2022	Staples Advantage	Calendars 2023	Accounts Payable	42.52
	11/10/2022	SYNCB/Amazon		Accounts Payable	34.73
	11/10/2022	Staples Advantage	Invoice 3522810461 Copy Paper, calendars	Accounts Payable	116.14
	11/20/2022	Bank of America	Printer Toner, Postage ILL, Book Challenge packets	Accounts Payable	394.98



	11/30/2022	Ready Refresh	Invoice 12K0435193131	Accounts Payable	45.96
<b>Total for Office Supplies</b>					<b>\$ 634.33</b>
<b>Total for Facilities &amp; Maintenance</b>					<b>\$ 992.97</b>
<b>Materials</b>					
<b>Books</b>					
<b>Adult</b>					
	11/10/2022	SYNCB/Amazon		Accounts Payable	282.86
	11/30/2022	Baker & Taylor	Account L076505	Accounts Payable	1,273.57
<b>Total for Adult</b>					<b>\$ 1,556.43</b>
<b>Children</b>					
	11/30/2022	Baker & Taylor	Account L3576163	Accounts Payable	30.52
<b>Total for Children</b>					<b>\$ 30.52</b>
<b>Young Adult</b>					
	11/15/2022	Barnes & Noble	Invoice 4361508	Accounts Payable	28.78
	11/30/2022	Ingram Library Services	Invoices 72409438,72431922,72431923, 72438334,72535805,72581647,72690661,72731340,72731341,72819105	Accounts Payable	350.88
<b>Total for Young Adult</b>					<b>\$ 379.66</b>
<b>Total for Books</b>					<b>\$ 1,966.61</b>
<b>CD</b>					
	11/10/2022	SYNCB/Amazon		Accounts Payable	97.54
<b>Total for CD</b>					<b>\$ 97.54</b>
<b>DVD</b>					
	11/10/2022	SYNCB/Amazon		Accounts Payable	222.64
	11/20/2022	Bank of America	Disney+, Netflix	Accounts Payable	36.23
<b>Total for DVD</b>					<b>\$ 258.87</b>
<b>Kanopy</b>					
	11/30/2022	Kanopy LLC	Invoice 324916-PPU	Accounts Payable	237.00
<b>Total for Kanopy</b>					<b>\$ 237.00</b>
<b>Library of Things</b>					
	11/10/2022	SYNCB/Amazon		Accounts Payable	95.71
<b>Total for Library of Things</b>					<b>\$ 95.71</b>
<b>Processing</b>					
	11/10/2022	Glen Ridge Public Library	H. Beckert ILL returns	Accounts Payable	11.50
	11/10/2022	SYNCB/Amazon		Accounts Payable	72.97
	11/10/2022	Glen Ridge Public Library	J. Bagdon Book returns	Accounts Payable	7.44
	11/17/2022	Brodart Co.	Invoice 614124 Labels	Accounts Payable	113.87
	11/19/2022	Staples Advantage	Invoice 3523473315 Rubber Bands	Accounts Payable	3.60
	11/20/2022	Bank of America	Return Labels	Accounts Payable	67.39
	11/29/2022	Demco, Inc.	Invoice 7224745 Labels, Book Jacket, Laminare	Accounts Payable	960.10
<b>Total for Processing</b>					<b>\$ 1,236.87</b>
<b>Total for Materials</b>					<b>\$ 3,892.60</b>
<b>Professional Development</b>					
<b>Dues</b>					
	11/30/2022	NJLA	Individual Membership 12/22-4/23 T. Doody	Accounts Payable	50.00
<b>Total for Dues</b>					<b>\$ 50.00</b>
<b>Meeting &amp; Conference</b>					
	11/20/2022	Bank of America	Staff Meeting, Training with GRPD	Accounts Payable	339.40
<b>Total for Meeting &amp; Conference</b>					<b>\$ 339.40</b>
<b>Total for Professional Development</b>					<b>\$ 389.40</b>
<b>Programming</b>					
<b>Adult</b>					
	11/10/2022	SYNCB/Amazon		Accounts Payable	35.96

	11/10/2022	Glen Ridge Public Library	G. Allin Program materials	Accounts Payable	56.52
<b>Total for Adult</b>					<b>\$ 92.48</b>
<b>Juvenile</b>					
	11/04/2022	Kathy Hunziker	French Club	Accounts Payable	36.38
	11/05/2022	Ana Davidson	Spanish Club	Accounts Payable	20.90
	11/10/2022	Glen Ridge Public Library	J. Lisovicz Craft Supplies	Accounts Payable	2.50
	11/10/2022	Glen Ridge Public Library	K. Hunziker French Club supplies	Accounts Payable	14.05
	11/19/2022	Staples Advantage	Invoice 3523473315 Markers	Accounts Payable	61.41
	11/20/2022	Bank of America		Accounts Payable	32.90
<b>Total for Juvenile</b>					<b>\$ 168.14</b>
<b>Young Adult</b>					
	11/05/2022	Ana Davidson	Teen Take and Make	Accounts Payable	18.13
	11/15/2022	Yuhuei Hsiao	Programs 12/14/22 & 1/31/23	Accounts Payable	640.00
<b>Total for Young Adult</b>					<b>\$ 658.13</b>
<b>Total for Programming</b>					<b>\$ 918.75</b>
<b>Salaries &amp; Wages</b>					
<b>Benefits</b>					
	11/30/2022	Borough of Glen Ridge	November	Accounts Payable	4,997.82
<b>Total for Benefits</b>					<b>\$ 4,997.82</b>
<b>FICA</b>					
	11/30/2022	Borough of Glen Ridge	11/1 & 11/15 paycheck	Accounts Payable	3,214.29
<b>Total for FICA</b>					<b>\$ 3,214.29</b>
<b>Full Time Salaries</b>					
	11/30/2022	Borough of Glen Ridge	11/1 & 11/15 paycheck	Accounts Payable	22,192.50
<b>Total for Full Time Salaries</b>					<b>\$ 22,192.50</b>
<b>Part Time Salaries</b>					
	11/30/2022	Borough of Glen Ridge	11/1 & 11/15 paycheck	Accounts Payable	19,824.19
<b>Total for Part Time Salaries</b>					<b>\$ 19,824.19</b>
<b>Total for Salaries &amp; Wages</b>					<b>\$ 50,228.80</b>
<b>Technology &amp; Communications</b>					
<b>Cell Phone</b>					
	11/15/2022	Tina Marie Doody	November	Accounts Payable	75.64
<b>Total for Cell Phone</b>					<b>\$ 75.64</b>
<b>Marketing &amp; Outreach</b>					
	11/10/2022	Glen Ridge Public Library	T. Doody Rotary	Accounts Payable	20.00
<b>Total for Marketing &amp; Outreach</b>					<b>\$ 20.00</b>
<b>Software/Hardware</b>					
	11/01/2022	Scannx	Invoice 8661 3rd qtr Fax	Accounts Payable	45.80
	11/01/2022	Scannx	Invoice 8113 1st qtr Fax	Accounts Payable	95.80
	11/20/2022	Bank of America	GoDaddy website renewal	Accounts Payable	60.32
	11/28/2022	Verizon	Account 755-678-814-0001-21 WiFi 11/29-12/28	Accounts Payable	269.00
<b>Total for Software/Hardware</b>					<b>\$ 470.92</b>
<b>Telephone</b>					
	11/30/2022	Borough of Glen Ridge		Accounts Payable	689.81
<b>Total for Telephone</b>					<b>\$ 689.81</b>
<b>Total for Technology &amp; Communications</b>					<b>\$ 1,256.37</b>
<b>Trustee Expense</b>					
	11/14/2022	CAROL HARPSTER	Invoice 14711 Retirement-L. Seyffarth	Accounts Payable	50.69
<b>Total for Trustee Expense</b>					<b>\$ 50.69</b>



Cell Phone	175.00	-175.00	175.00	0.00%	100.00%	406.72	175.00	231.72	-231.72	232.41%	-132.41%	151.59	175.00	-23.41	23.41	86.62%	13.38%	151.28	175.00	-23.72	23.72	86.45%	13.55%	709.59	700.00	9.59	-9.59	101.37%	-1.37%	
Marketing & Outreach	624.99	-624.99	624.99	0.00%	100.00%	389.00	624.99	-235.99	235.99	62.24%	37.76%	1,076.21	624.99	451.22	-451.22	172.20%	-72.20%	40.00	625.03	-585.03	585.03	6.40%	93.60%	1,505.21	2,500.00	-994.79	994.79	60.21%	39.79%	
Software/Hardware	2,427.65	1,680.00	747.65	-747.65	144.50%	-44.50%	2,682.89	1,440.00	1,242.89	-1,242.89	186.31%	-86.31%	854.80	1,440.00	-585.20	585.20	59.36%	40.64%	1,105.91	1,440.00	-334.09	334.09	76.80%	23.20%	7,071.25	6,000.00	1,071.25	-1,071.25	117.85%	-17.85%
Telephone	581.08	450.00	131.08	-131.08	129.13%	-29.13%	862.69	450.00	412.69	-412.69	191.71%	-91.71%	2,078.29	450.00	1,628.29	-1,628.29	461.84%	-361.84%	1,379.62	450.00	929.62	-929.62	306.58%	-206.58%	4,901.68	1,800.00	3,101.68	-3,101.68	272.32%	-172.32%
Website	144.00	150.00	-6.00	6.00	96.00%	4.00%	150.00	-150.00	150.00	0.00%	100.00%	19.95	150.00	-130.05	130.05	13.30%	86.70%		150.00	-150.00	150.00	0.00%	100.00%	163.95	600.00	-436.05	436.05	27.33%	72.68%	
Total Technology & Communications	\$ 3,702.73	\$ 3,079.99	\$ 622.74	-\$ 622.74	120.22%	-20.22%	\$ 4,341.30	\$ 2,839.99	\$ 1,501.31	-\$ 1,501.31	152.86%	-\$ 52.86%	\$ 4,180.84	\$ 2,839.99	\$ 1,340.85	-\$ 1,340.85	147.21%	-\$ 47.21%	\$ 2,676.81	\$ 2,840.03	-\$ 163.22	\$ 163.22	94.25%	5.75%	\$ 14,901.68	\$ 11,600.00	\$ 3,301.68	-\$ 3,301.68	128.46%	-\$ 28.46%
Total Expenditures	\$ 191,825.86	\$ 223,139.79	-\$ 31,313.93	\$ 31,313.93	85.97%	14.03%	\$ 193,262.54	\$ 195,147.46	-\$ 1,884.92	\$ 1,884.92	99.03%	0.97%	\$ 201,819.36	\$ 189,857.45	\$ 11,961.91	-\$ 11,961.91	106.30%	-\$ 6.30%	\$ 98,868.27	\$ 186,647.30	-\$ 87,779.03	\$ 87,779.03	52.97%	47.03%	\$ 685,776.03	\$ 794,792.00	-\$ 109,015.97	\$ 109,015.97	86.28%	13.72%
Net Operating Revenue	\$ 1,806.19	\$ 2,031.77	-\$ 225.58	\$ 225.58	88.90%	11.10%	-\$ 6,560.28	-\$ 3,873.90	\$ 2,686.38	\$ 2,686.38	169.35%	-\$ 69.35%	-\$ 5,706.33	-\$ 1,083.89	-\$ 4,622.44	\$ 4,622.44	526.47%	-\$ 426.47%	\$ 15,477.84	\$ 5,426.02	\$ 10,051.82	-\$ 10,051.82	285.25%	-\$ 185.25%	\$ 5,017.42	\$ 2,500.00	\$ 2,517.42	-\$ 2,517.42	200.70%	-\$ 100.70%
Net Revenue	\$ 1,806.19	\$ 2,031.77	-\$ 225.58	\$ 225.58	88.90%	11.10%	-\$ 6,560.28	-\$ 3,873.90	\$ 2,686.38	\$ 2,686.38	169.35%	-\$ 69.35%	-\$ 5,706.33	-\$ 1,083.89	-\$ 4,622.44	\$ 4,622.44	526.47%	-\$ 426.47%	\$ 15,477.84	\$ 5,426.02	\$ 10,051.82	-\$ 10,051.82	285.25%	-\$ 185.25%	\$ 5,017.42	\$ 2,500.00	\$ 2,517.42	-\$ 2,517.42	200.70%	-\$ 100.70%

Tuesday, Dec 06, 2022 01:54:54 PM GMT-8 - Accrual Basis

## DIRECTOR'S REPORT - DECEMBER 2022

### General Updates

The Staff Holiday Party was held on December 8, 2022 from 11:30AM-1:30PM at Fitzgerald's. It was a lovely event and a great way to end the year. The Borough Holiday party will be held on Friday, December 9th, also at Fitzgerald's and I plan to attend in order to meet more of the Borough staff.

### Meetings & Community Events

I attended two rotary meetings and in addition to our regular monthly Department Head meetings, I met with Dawn, Sydney, and Helen to discuss the end of year budget and scheduling plans for next year.

I was scheduled to attend an "Essex County Director's" lunch sponsored by BCCLS for the Directors in Essex County but the locker installation caused a scheduling conflict.

### Correspondence

We received a final determination from the New Jersey Division on Civil Rights for Complaint P2022-000564 that was filed against the Library in regards to our Mask Policy in the Children's Room. The DCR "failed to find that probable cause exists to credit the allegations in the complaint and this file is therefore closed." This is a ruling in the Library's favor although the complainant has 45 days to appeal the decision. The full response will be included in the meeting packet.

I responded to Mr. Cusimano's request at the November Board Meeting for information about the EDI Task Force in writing on November 16, 2022. I provided the mission of the group, the general makeup of the Task Force (staff and trustees) and our scope of work. I have not received any further response.

### BCCLS & NJLA

I led 2 training sessions on new selection tools (CPC, SU, Lucky Day) for BCCLS members in November. I also attended a "BCCLS Connect" training for BCCLS Director's to learn some of the new tools that are available to us via Hapeo.

### Diversity & Inclusion

The EDI Task Force is scheduled to meet on January 18, 2023. We will review any necessary changes to the selected assessment tool and make plans to move forward with implementation.

We are also planning on using a revised version of the Meyer DEI Spectrum Tool pre and post assessment in order to have metrics on the effectiveness of the process.

### Friends

#### *Annual Appeal*

Planning for the Friends Annual Appeal has begun with a fundraising goal of \$10,000. As of December 9, 2022 the appeal has raised **\$6,254.00**.

#### *Tree Lighting*

The Annual Tree Lighting event was a great success. The Friends of the Library provided cookies and hot chocolate to attendees of the Borough's Tree Lighting event. Members of the "Teen Advisory Board" assisted with the Hot Chocolate distribution while the Friends managed the Cookie distribution.

# DIRECTOR'S REPORT - DECEMBER 2022

## Programming

### *Children's & YA Programming*

The Children's Department continued with their regular schedule of storytimes/clubs/meetings in November. The 3rd Grade Class Visits have returned! The first visit was on December 6th, and the Children's Room will be hosting the classes over a variety of sessions. Students get a tour of the Library, a lesson on how to use the catalog, and general information about library events and activities.

Children's will also be running a series of special events in December including coloring, making confetti, and writing Thank You notes.

### *Adult Programming*

The Adult crafts remain popular with the December craft pickup being a decorated pillar candle. Helen ran an Art Tour of the Library's Collection for the Golden Circle, and hosted a "Synchronicity Journaling" program. The Cookbook Club met on November 21st and explored the recipes of Patti Jinich, and the Bookies met on December 7th. We have an author event scheduled for December and the Cookbook Club will be hosting their annual Cookie & Treat Exchange on December 19th. The next Romance Book Club meeting will be held in January.

We had arranged to host a "Where Does Your Waste Go" webinar with the Environmental Advisory Committee on December 5th, but it was postponed until next year.

## B&G

### *HVAC*

AME replaced the actuator on FCU6 and then subsequently determined that the controller on the unit was also faulty. The controller was under warranty and was replaced on December 7th. Configuration of the new controller is still in process.

### *Kiosk/Lockers*

The lockers were installed on Friday, December 2, 2022! We are now in the process of configuring the system, coordinating with BCCLS and D-Tech to solve some technical hiccups, and determining our procedures for use. SMS installed the new security camera on the lockers on December 7th and it is now visible on the staff monitors.

## Finance

The proposed 2023 budget is included in your packet. The Borough is in the process of negotiating with CWA but after meeting with the Borough Administrator and CFO they shared that the salary increase for 2023 that they were most likely going to accept was 4%. The budget was revamped with a 4% increase for salaries and the Administrator and CFO agreed that the final number in the budget was acceptable to them as it is just under a 6% increase over last year. Under normal circumstances this would be a sizable increase but with such drastic increases in health benefits (up 24% over last year) and pension costs (up 10%) this is actually a relatively modest increase.

## Marketing

Discussions are underway for a late December ribbon cutting/photo opportunity event for the new lockers to accommodate a visit of the former director, Jennifer Breuer, who spearheaded the project.

# DIRECTOR'S REPORT - DECEMBER 2022

## Personnel

Staff evaluations are in process and will be completed by mid-December.

## Technology

As per a patron request the Library's policies will be available via our website. The draft of the webpage was sent to the Board for your review and can be viewed at <https://www.glenridgelibrary.org/policies.html>. The URL is not yet visible to the public.

The Library's Universal Class subscription has not been renewed due to lack of use. Instead for 2023 I have budgeted for Niche Academy. Niche Academy is a platform that allows you to add preset tutorials on electronic resources and other topics as well as create your own. There is also a staff training component that allows us to assign training to staff and get reporting on when the training is completed.

I am hoping that this will not only increase the usage of our electronic resources as patrons and staff will have a better understanding of how they work, but it is also a great tool for the staff when fielding questions about a particular database, they can direct the patron to the Niche Academy information which will be linked to our website using their included widgets.

The Library's website domains have been renewed. It was brought to my attention by former staff member Henry Cadmus that his contact information was still on the account. He was kind enough to coordinate with me to get the contact information updated and the account information is now current.

Respectfully submitted,  
Tina Marie Doody, Library Director  
December 9, 2022