

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 Borough Council Chambers, Glen Ridge Municipal Building
 Wednesday, April 12, 2023

PUBLIC SESSION

President Carol Harpster 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
P	Geoffrey Darby	P	Tina Payne
P	Carol Harpster	P	Harry Rush
A	David Lefkovits	P	Jeanna Velechko
P	Matthew Murphy	P	Tina Doody

Pledge of Allegiance

Correspondence:

A congratulatory letter on the library lockers was received from Senator Cory Booker.

Minutes:

A motion to approve the March 8, 2023 Meeting Minutes was made by Bernice Bonnett and seconded by Geoffrey Darby. There were 8 Ayes approving the minutes.

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

Committee Reports:

Finance

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

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

The Director noted that expenses were generally normal for the month. The Wall Street Journal expense was \$1,260; however, there is strong patron demand and ROI. There is continued industry movement away from printed subscriptions. The library maintains six printed subscriptions with access to numerous digital ones.

After review, a motion was made by Carol Harpster to accept the March Treasurer’s Report. It was seconded by Harry Rush. All voted in favor and the motion passed (attached).

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

The Director noted that revenue for notary services (\$2/signature for non-residents) has been growing; the service remains free to Glen Ridge residents.

Personnel

The library is moving to a new time clock system. The current system is manual and not fully accurate or able to integrate into the scheduling system. The plan is to upgrade to the latest version of *When I Work* at an incremental cost of ~\$100/ year. Employees will be able to punch-in from their mobile phone if geo-located to the library and also via desk located iPads.

Technology

BCCLS will be coming in next month to assess replacing the Wi-Fi system. Tina Marie Doody will then evaluate if the savings warrants potential penalties from terminating the current Verizon contract. BCCLs email migration is going well for staff; file migration issues are being resolved. The library trustees agreed to exclusively use the new BCCLs email address effective: 4/12/2023.

Building and Grounds

The Director has followed up on the bond issue with some additional paperwork for the State Library. Drawings are nearly complete from the architect. Go-forward development, however, is on-hold pending final grant agreement. It was noted that the first payment will be received from the State in conjunction with the go-to-bid process. Replacement of the carpeting will be considered at the same time as the renovations as will possible artwork cleaning.

Marketing

None

Director’s Report:

Tina Marie Doody provided an update on the successful locker launch and shared bookmarks from the event. The bookmark’s QR code takes patrons to the history of the

library façade. Ike-the-Bike will be taken to the Glen Ridge Eco Fair and possibly the train station to support commuters. The Director is updating the annual report and corresponding infographic. There were no significant findings in the audit; some better practices were suggested by the auditor. BCCLS launched a new logo; the acronym now stands for their tagline, “Bridging Communities, Connecting Library Services,” abandoning the dated Bergen County Cooperative Library System association. See attached Director’s report for further details.

The Friends of the Glen Ridge Library have received \$3K in memory of Judy Hartop. Shredding day is from 9-1PM on April 29th. The town wide yard sale day will be the Saturday prior to the October bulk pickup.

Old Business:

none

New Business:

Laptop Loan Policy

It was summarized that the primary change to the laptop loan policy is that it now prohibits children from borrowing Chromebooks. The prior policy required a cumbersome permission process. Alternatively, there are computers available on the floor for use.

A motion to approve the new laptop loan policy was made by Carol Harpster and seconded by Tina Payne. All voted in favor and the motion passed.

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

New Filming Policy

A new filming policy has been drafted with the primary objective of preventing filming of patrons and staff without permission. Tina Payne has volunteered to review the policy prior to trustee voting on acceptance at the May meeting.

Other New Business

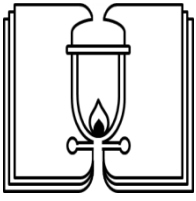
A recap of a Trustee webinar on book challenges was given. It was noted that the Glen Ridge Public Library had proactively embraced best practices which include a published Material Selection Policy before the first challenge. The trustee financial disclosure process has been delayed because of a potentially relevant bill that is pending; the estimated disclosure submittal timeframe is June vs. typical April deadline. The Personnel meeting for Monday, April 17th was canceled.

A motion to adjourn the meeting was made by Harry Rush and seconded by Tina Payne at 8:22 pm. All voted Aye and the motion passed.

Aye	Bernice Bonnett	---	David Lefkovits	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	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, May 10th, 2023, at 7:30 in Council Chambers
(7:00 Executive Session TBD)

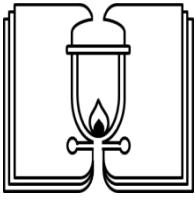


Glen Ridge Public Library

Bills List

March 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
03/06/2023	Armpco		Contractual:Copy Machine	193.40
03/07/2023	Tina Marie Doody	Cell Phone March 2023	Technology & Communications:Cell Phone	75.61
03/07/2023	Feldman Brothers Electrical Supply	Invoice 3347157-00. Customer 406303	Facilities & Maintenance:Maintenance & Repair	127.21
03/07/2023	4Imprint	24604129/2385431	Technology & Communications:Marketing & Outreach	536.43
03/10/2023	Amazon Capital Services		-Split-	663.68
03/13/2023	Computype	Invoice 687675	-Split-	854.90
03/20/2023	Bank of America		-Split-	420.63
03/20/2023	Staples Advantage		-Split-	66.20
03/27/2023	Garbarini & Co. P.C. CPAs		Professional Services:Auditor	6,000.00
03/27/2023	Kathy Hunziker	French Club -March 2023 - Snacks	-Split-	31.25
03/28/2023	Petty Cash		-Split-	112.90
03/30/2023	Stobbs Printing	Invoice 3560	-Split-	140.18
03/31/2023	Verizon		Technology & Communications:Software/Hardware	269.00
03/31/2023	Armpco		Contractual:Copy Machine	243.89
03/31/2023	Ingram Library Services		-Split-	1,398.02
03/31/2023	Baker & Taylor	\$6.09 credit applied to Account L0765053 #0003278100	-Split-	1,976.06
03/31/2023	Wells Fargo	Invoice 5024495524	Contractual:Copy Machine	175.00
03/31/2023	NJLA	Invoice 11026 - Individual Membership Renewal Tina Marie Doody 4/1/23-4/1/24	Professional Development:Staff Development	150.00
03/31/2023	Staples Advantage		-Split-	46.78
03/31/2023	Serendipity, Inc.		Technology & Communications:Marketing & Outreach	190.00
03/31/2023	Feldman Brothers Electrical Supply	Invoice 3353469-00	Facilities & Maintenance:Maintenance & Repair	117.21
03/31/2023	Worrall Community Newspapers	GR Paper - 1 year subscription x 2 copies	Subscriptions:Print	70.00
03/31/2023	Ready Refresh		Facilities & Maintenance:Office Supplies	57.95
03/31/2023	OverDrive		Materials:eContent	983.90
03/31/2023	Hollinger Metal Edge	Invoice H0314318	-Split-	117.10
03/31/2023	Dow Jones		Subscriptions:Electronic	1,260.00
03/31/2023	Kanopy LLC	Invoice # 343126 - March 2023	Materials:Kanopy	184.00

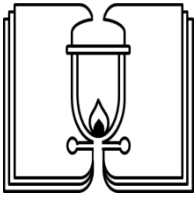


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March 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
03/31/2023	Borough of Glen Ridge		-Split-	46,433.31
Total for Accounts Payable				\$62,894.61
Contractual				
Copy Machine				
03/06/2023	Armpco	INV23994 - missing invoice from 12/1/2022	Accounts Payable	193.40
03/31/2023	Armpco	invoice#IN24509	Accounts Payable	243.89
03/31/2023	Wells Fargo	Invoice 5024495524	Accounts Payable	175.00
Total for Copy Machine				\$612.29
Total for Contractual				\$612.29
Facilities & Maintenance				
Cleaning				
Supplies				
03/20/2023	Staples Advantage	Paper towels & hand soap	Accounts Payable	58.64
Total for Supplies				\$58.64
Total for Cleaning				\$58.64
Maintenance & Repair				
03/07/2023	Feldman Brothers Electrical Supply	Ballast & Lamp Holders. Invoice 3347157-00	Accounts Payable	127.21
03/31/2023	Feldman Brothers Electrical Supply	Ballast replacement -Invoice 3353469-00	Accounts Payable	117.21
Total for Maintenance & Repair				\$244.42
Office Supplies				
03/10/2023	Amazon Capital Services		Accounts Payable	19.23
03/10/2023	Amazon Capital Services		Accounts Payable	13.63
03/20/2023	Staples Advantage	tape	Accounts Payable	7.56
03/20/2023	Bank of America	Name tags	Accounts Payable	14.60
03/20/2023	Bank of America	name tags	Accounts Payable	40.85
03/20/2023	Bank of America	stamps - coil	Accounts Payable	63.00
03/31/2023	Ready Refresh		Accounts Payable	57.95
03/31/2023	Staples Advantage	pens	Accounts Payable	16.76
03/31/2023	Staples Advantage	check stamp	Accounts Payable	12.52
Total for Office Supplies				\$246.10
Total for Facilities & Maintenance				\$549.16
Materials				
Books				
Adult				
03/10/2023	Amazon Capital	Amazon membership	Accounts Payable	179.00

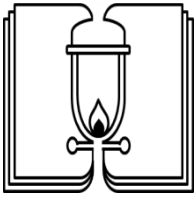


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March 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Services			
03/10/2023	Amazon Capital Services		Accounts Payable	143.97
03/31/2023	Baker & Taylor	Account L0765053	Accounts Payable	1,906.76
Total for Adult				\$2,229.73
	Children			
03/31/2023	Ingram Library Services	Account	Accounts Payable	575.19
03/31/2023	Baker & Taylor	Account L3576163	Accounts Payable	69.30
Total for Children				\$644.49
	Young Adult			
03/10/2023	Amazon Capital Services		Accounts Payable	13.00
03/28/2023	Petty Cash	B&N YA Books	Accounts Payable	19.75
03/31/2023	Ingram Library Services	Account Y5883	Accounts Payable	822.83
Total for Young Adult				\$855.58
Total for Books				\$3,729.80
	CD			
03/10/2023	Amazon Capital Services		Accounts Payable	23.96
Total for CD				\$23.96
	DVD			
03/10/2023	Amazon Capital Services		Accounts Payable	128.21
03/20/2023	Bank of America	Netflix	Accounts Payable	21.31
03/20/2023	Bank of America	Disney plus	Accounts Payable	15.98
Total for DVD				\$165.50
	eContent			
03/31/2023	OverDrive	invoice 03301CP23105347 invoice 03301CO23069469	Accounts Payable	983.90
Total for eContent				\$983.90
	Kanopy			
03/31/2023	Kanopy LLC	Invoice # 343126 - March 2023	Accounts Payable	184.00
Total for Kanopy				\$184.00
	Processing			
03/13/2023	Computype	Bar codes - Shipping	Accounts Payable	28.00
03/13/2023	Computype	Bar Codes - 10,000 single	Accounts Payable	826.90
Total for Processing				\$854.90
Total for Materials				\$5,942.06

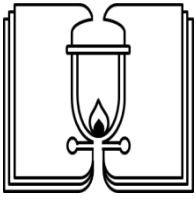


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Postage				
03/28/2023	Petty Cash	ILL Returns; 1099 mailing	Accounts Payable	24.11
Total for Postage				\$24.11
Preservation Project				
Local History Room				
03/31/2023	Hollinger Metal Edge	Invoice H0314318. Photo envelopes.	Accounts Payable	98.10
03/31/2023	Hollinger Metal Edge	Invoice H0314318 -Freight	Accounts Payable	19.00
Total for Local History Room				\$117.10
Total for Preservation Project				\$117.10
Professional Development				
Staff Development				
03/31/2023	NJLA	Invoice 11026 - Individual Membership Renewal Tina Marie Doody 4/1/23-4/1/24	Accounts Payable	150.00
Total for Staff Development				\$150.00
Total for Professional Development				\$150.00
Professional Services				
Auditor				
03/27/2023	Garbarini & Co. P.C. CPAs	Invoice 22981 Audit 2022	Accounts Payable	6,000.00
Total for Auditor				\$6,000.00
Background Checks				
03/20/2023	Bank of America	Back Ground Check new hire	Accounts Payable	95.93
Total for Background Checks				\$95.93
Total for Professional Services				\$6,095.93
Programming				
Adult				
03/10/2023	Amazon Capital Services	promotion	Accounts Payable	-14.93
03/10/2023	Amazon Capital Services	Shipping & handling	Accounts Payable	7.95
03/10/2023	Amazon Capital Services		Accounts Payable	73.95
Total for Adult				\$66.97
Juvenile				
03/10/2023	Amazon Capital Services		Accounts Payable	8.95
03/27/2023	Kathy Hunziker	French Club March - Snacks	Accounts Payable	13.63
03/27/2023	Kathy Hunziker	French Club March - Snacks	Accounts Payable	5.27
03/27/2023	Kathy Hunziker	French Club March-Snacks	Accounts Payable	12.35
03/28/2023	Petty Cash	Spanish club & Storytime crafts	Accounts Payable	29.04

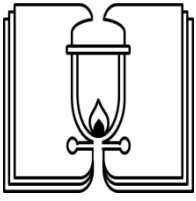


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March 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Juvenile				\$69.24
Young Adult				
03/10/2023	Amazon Capital Services		Accounts Payable	25.78
03/20/2023	Bank of America	Pizza Bad Movie night	Accounts Payable	24.96
Total for Young Adult				\$50.74
Total for Programming				\$186.95
Salaries & Wages				
Benefits				
03/31/2023	Borough of Glen Ridge	March 2023	Accounts Payable	5,950.89
Total for Benefits				\$5,950.89
FICA				
03/31/2023	Borough of Glen Ridge	3/1, 3/15 paychecks	Accounts Payable	2,833.16
Total for FICA				\$2,833.16
Full Time Salaries				
03/31/2023	Borough of Glen Ridge	3/1, 3/15 paychecks	Accounts Payable	23,080.26
Total for Full Time Salaries				\$23,080.26
Part Time Salaries				
03/31/2023	Borough of Glen Ridge	3/1, 3/15 paychecks	Accounts Payable	13,954.46
Total for Part Time Salaries				\$13,954.46
Total for Salaries & Wages				\$45,818.77
Subscriptions				
Electronic				
03/31/2023	Dow Jones	Invoice:97018264- Wall Street Journal Digital Access	Accounts Payable	1,260.00
Total for Electronic				\$1,260.00
Print				
03/31/2023	Worrall Community Newspapers	GR Paper - 1 year subscription x 2 copies	Accounts Payable	70.00
Total for Print				\$70.00
Total for Subscriptions				\$1,330.00
Technology & Communications				
Cell Phone				
03/07/2023	Tina Marie Doody	Cell Phone March 2023	Accounts Payable	75.61
Total for Cell Phone				\$75.61
Marketing & Outreach				



Glen Ridge Public Library

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March 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
03/07/2023	4Imprint	replacement Canopy	Accounts Payable	536.43
03/10/2023	Amazon Capital Services	Filament for locker key chains	Accounts Payable	24.99
03/28/2023	Petty Cash	Rotary Lunch x 2 March 2023	Accounts Payable	40.00
03/30/2023	Stobbs Printing	Invoice 3560- 500 Bookmarks -Lockers	Accounts Payable	64.74
03/30/2023	Stobbs Printing	Invoice 3560 - 1000 Bookmarks -Library	Accounts Payable	75.44
03/31/2023	Staples Advantage	locker keychains	Accounts Payable	17.50
03/31/2023	Serendipity, Inc.	Invoice#20239942- Pick up locker Grand Opening Posters	Accounts Payable	190.00
Total for Marketing & Outreach				\$949.10
Software/Hardware				
03/10/2023	Amazon Capital Services	Adaptor	Accounts Payable	15.99
03/31/2023	Verizon	Account#:755-678-814-000121	Accounts Payable	269.00
Total for Software/Hardware				\$284.99
Telephone				
03/31/2023	Borough of Glen Ridge	Hunter Carrier & Windstream Services	Accounts Payable	614.54
Total for Telephone				\$614.54
Website				
03/20/2023	Bank of America	Weebly	Accounts Payable	144.00
Total for Website				\$144.00
Total for Technology & Communications				\$2,068.24

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

	Jan - Mar, 2023						Total					
	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining
Revenue												
Appropriation												
BCCLS	37,471.76	9,367.95	28,103.81	-28,103.81	400.00%	-300.00%	37,471.76	37,471.76	0.00	0.00	100.00%	0.00%
Benefits	11,888.76	22,575.00	-10,686.24	10,686.24	52.66%	47.34%	11,888.76	90,300.00	-78,411.24	78,411.24	13.17%	86.83%
FICA	5,959.91	9,290.50	-3,330.59	3,330.59	64.15%	35.85%	5,959.91	37,162.00	-31,202.09	31,202.09	16.04%	83.96%
Monthly Disbursement	34,590.99	34,591.00	-0.01	0.01	100.00%	0.00%	34,590.99	138,364.00	-103,773.01	103,773.01	25.00%	75.00%
Salaries	77,907.14	121,444.50	-43,537.36	43,537.36	64.15%	35.85%	77,907.14	485,778.00	-407,870.86	407,870.86	16.04%	83.96%
Telephone	911.91	600.00	311.91	-311.91	151.99%	-51.99%	911.91	2,400.00	-1,488.09	1,488.09	38.00%	62.00%
Total Appropriation	\$ 168,730.47	\$ 197,868.95	-\$ 29,138.48	\$ 29,138.48	85.27%	14.73%	\$ 168,730.47	\$ 791,475.76	-\$ 622,745.29	\$ 622,745.29	21.32%	78.68%
Daily Income	825.96	1,000.00	-174.04	174.04	82.60%	17.40%	825.96	4,000.00	-3,174.04	3,174.04	20.65%	79.35%
Lost and Paid	444.23		444.23	-444.23			444.23	0.00	444.23	-444.23		
Total Daily Income	\$ 1,270.19	\$ 1,000.00	\$ 270.19	-\$ 270.19	127.02%	-27.02%	\$ 1,270.19	\$ 4,000.00	-\$ 2,729.81	\$ 2,729.81	31.75%	68.25%
Friends of the Library	2,500.00	4,000.00	-1,500.00	1,500.00	62.50%	37.50%	2,500.00	16,000.00	-13,500.00	13,500.00	15.63%	84.38%
Gift/Donation	169.13	200.00	-30.87	30.87	84.57%	15.44%	169.13	800.00	-630.87	630.87	21.14%	78.86%
Raymond Fund	4,000.00	4,000.00	0.00	0.00	100.00%	0.00%	4,000.00	16,000.00	-12,000.00	12,000.00	25.00%	75.00%
State Aid	49.00	0.00	49.00	-49.00			49.00	3,500.00	-3,451.00	3,451.00	1.40%	98.60%
Total Revenue	\$ 176,718.79	\$ 207,068.95	-\$ 30,350.16	\$ 30,350.16	85.34%	14.66%	\$ 176,718.79	\$ 831,775.76	-\$ 655,056.97	\$ 655,056.97	21.25%	78.75%
Gross Profit	\$ 176,718.79	\$ 207,068.95	-\$ 30,350.16	\$ 30,350.16	85.34%	14.66%	\$ 176,718.79	\$ 831,775.76	-\$ 655,056.97	\$ 655,056.97	21.25%	78.75%
Expenditures												
Contractual												
BCCLS	29,559.13	7,389.69	22,169.44	-22,169.44	400.01%	-300.01%	29,559.13	29,558.76	0.37	-0.37	100.00%	0.00%
Copy Machine	1,360.73	962.50	398.23	-398.23	141.37%	-41.37%	1,360.73	3,850.00	-2,489.27	2,489.27	35.34%	64.66%
Delivery	7,912.63	7,913.00	-0.37	0.37	100.00%	0.00%	7,912.63	7,913.00	-0.37	0.37	100.00%	0.00%
Elevator	684.00	877.00	-193.00	193.00	77.99%	22.01%	684.00	3,508.00	-2,824.00	2,824.00	19.50%	80.50%
HVAC Maintenance	4,024.55	4,024.75	-0.20	0.20	100.00%	0.00%	4,024.55	16,099.00	-12,074.45	12,074.45	25.00%	75.00%
Inspections	772.00	775.00	-3.00	3.00	99.61%	0.39%	772.00	775.00	-3.00	3.00	99.61%	0.39%
Security & Fire		1,644.00	-1,644.00	1,644.00	0.00%	100.00%	0.00	1,644.00	-1,644.00	1,644.00	0.00%	100.00%
Total Contractual	\$ 44,313.04	\$ 23,585.94	\$ 20,727.10	-\$ 20,727.10	187.88%	-87.88%	\$ 44,313.04	\$ 63,347.76	-\$ 19,034.72	\$ 19,034.72	69.95%	30.05%
Facilities & Maintenance												
Cleaning												
Supplies	225.72	361.25	-135.53	135.53	62.48%	37.52%	225.72	1,445.00	-1,219.28	1,219.28	15.62%	84.38%

Total Cleaning	\$	225.72	\$	361.25	-\$	135.53	\$	135.53	62.48%	37.52%	\$	225.72	\$	1,445.00	-\$	1,219.28	\$	1,219.28	15.62%	84.38%
Maintenance & Repair		1,888.02		1,500.00		388.02		-388.02	125.87%	-25.87%		1,888.02		6,000.00		-4,111.98		4,111.98	31.47%	68.53%
Office Supplies		669.05		1,375.00		-705.95		705.95	48.66%	51.34%		669.05		5,500.00		-4,830.95		4,830.95	12.16%	87.84%
Shared Service Agreement				0.00		0.00		0.00				0.00		16,925.00		-16,925.00		16,925.00	0.00%	100.00%
Total Facilities & Maintenance	\$	2,782.79	\$	3,236.25	-\$	453.46	\$	453.46	85.99%	14.01%	\$	2,782.79	\$	29,870.00	-\$	27,087.21	\$	27,087.21	9.32%	90.68%
Materials																				
Books																				
Adult		5,680.20		6,999.99		-1,319.79		1,319.79	81.15%	18.85%		5,680.20		28,000.00		-22,319.80		22,319.80	20.29%	79.71%
Children		2,460.27		3,750.00		-1,289.73		1,289.73	65.61%	34.39%		2,460.27		15,000.00		-12,539.73		12,539.73	16.40%	83.60%
Young Adult		2,355.90		1,800.00		555.90		-555.90	130.88%	-30.88%		2,355.90		7,200.00		-4,844.10		4,844.10	32.72%	67.28%
Total Books	\$	10,496.37	\$	12,549.99	-\$	2,053.62	\$	2,053.62	83.64%	16.36%	\$	10,496.37	\$	50,200.00	-\$	39,703.63	\$	39,703.63	20.91%	79.09%
CD		23.96		250.00		-226.04		226.04	9.58%	90.42%		23.96		1,000.00		-976.04		976.04	2.40%	97.60%
DVD		863.04		750.00		113.04		-113.04	115.07%	-15.07%		863.04		3,000.00		-2,136.96		2,136.96	28.77%	71.23%
eContent		2,976.26		3,250.00		-273.74		273.74	91.58%	8.42%		2,976.26		13,000.00		-10,023.74		10,023.74	22.89%	77.11%
Kanopy		597.00		600.00		-3.00		3.00	99.50%	0.50%		597.00		2,400.00		-1,803.00		1,803.00	24.88%	75.13%
Library of Things				1,500.00		-1,500.00		1,500.00	0.00%	100.00%		0.00		3,700.00		-3,700.00		3,700.00	0.00%	100.00%
Lost & Paid		-53.00				-53.00		53.00				-53.00		0.00		-53.00		53.00		
Processing		1,694.96		625.00		1,069.96		-1,069.96	271.19%	-171.19%		1,694.96		2,500.00		-805.04		805.04	67.80%	32.20%
Total Materials	\$	16,598.59	\$	19,524.99	-\$	2,926.40	\$	2,926.40	85.01%	14.99%	\$	16,598.59	\$	75,800.00	-\$	59,201.41	\$	59,201.41	21.90%	78.10%
Professional Development																				
Dues		300.00		212.50		87.50		-87.50	141.18%	-41.18%		300.00		850.00		-550.00		550.00	35.29%	64.71%
Meeting & Conference		10.35		125.01		-114.66		114.66	8.28%	91.72%		10.35		500.00		-489.65		489.65	2.07%	97.93%
Staff Development		354.95		250.00		104.95		-104.95	141.98%	-41.98%		354.95		1,000.00		-645.05		645.05	35.50%	64.51%
Travel				125.01		-125.01		125.01	0.00%	100.00%		0.00		500.00		-500.00		500.00	0.00%	100.00%
Total Professional Development	\$	665.30	\$	712.52	-\$	47.22	\$	47.22	93.37%	6.63%	\$	665.30	\$	2,850.00	-\$	2,184.70	\$	2,184.70	23.34%	76.66%
Professional Services																				
Auditor		6,000.00		0.00		6,000.00		-6,000.00				6,000.00		6,000.00		0.00		0.00	100.00%	0.00%
Bank Fees				9.99		-9.99		9.99	0.00%	100.00%		0.00		40.00		-40.00		40.00	0.00%	100.00%
Credit Card Fees		7.88		12.50		-4.62		4.62	63.04%	36.96%		7.88		50.00		-42.12		42.12	15.76%	84.24%
Legal Fees		175.50		500.01		-324.51		324.51	35.10%	64.90%		175.50		2,000.00		-1,824.50		1,824.50	8.78%	91.23%
Total Professional Services	\$	6,183.38	\$	522.50	\$	5,660.88	-\$	5,660.88	1183.42%	-1083.42%	\$	6,183.38	\$	8,090.00	-\$	1,906.62	\$	1,906.62	76.43%	23.57%
Programming																				
Adult		136.79		875.01		-738.22		738.22	15.63%	84.37%		136.79		3,500.00		-3,363.21		3,363.21	3.91%	96.09%
Juvenile		782.00		875.01		-93.01		93.01	89.37%	10.63%		782.00		3,500.00		-2,718.00		2,718.00	22.34%	77.66%
Summer Reading Program				0.00		0.00		0.00				0.00		3,250.00		-3,250.00		3,250.00	0.00%	100.00%
Young Adult		318.67		875.01		-556.34		556.34	36.42%	63.58%		318.67		3,500.00		-3,181.33		3,181.33	9.10%	90.90%
Total Programming	\$	1,237.46	\$	2,625.03	-\$	1,387.57	\$	1,387.57	47.14%	52.86%	\$	1,237.46	\$	13,750.00	-\$	12,512.54	\$	12,512.54	9.00%	91.00%

Salaries & Wages												
Benefits	17,839.65	22,575.00	-4,735.35	4,735.35	79.02%	20.98%	17,839.65	90,300.00	-72,460.35	72,460.35	19.76%	80.24%
FICA	8,793.07	9,290.50	-497.43	497.43	94.65%	5.35%	8,793.07	37,162.00	-28,368.93	28,368.93	23.66%	76.34%
Full Time Salaries	69,240.78	69,240.75	0.03	-0.03	100.00%	0.00%	69,240.78	276,963.00	-207,722.22	207,722.22	25.00%	75.00%
Part Time Salaries	45,701.08	52,203.75	-6,502.67	6,502.67	87.54%	12.46%	45,701.08	208,815.00	-163,113.92	163,113.92	21.89%	78.11%
Total Salaries & Wages	\$ 141,574.58	\$ 153,310.00	-\$ 11,735.42	\$ 11,735.42	92.35%	7.65%	\$ 141,574.58	\$ 613,240.00	-\$ 471,665.42	\$ 471,665.42	23.09%	76.91%
Subscriptions												
Electronic	2,013.00	1,453.75	559.25	-559.25	138.47%	-38.47%	2,013.00	5,815.00	-3,802.00	3,802.00	34.62%	65.38%
Print	1,059.86	937.50	122.36	-122.36	113.05%	-13.05%	1,059.86	3,750.00	-2,690.14	2,690.14	28.26%	71.74%
Total Subscriptions	\$ 3,072.86	\$ 2,391.25	\$ 681.61	-\$ 681.61	128.50%	-28.50%	\$ 3,072.86	\$ 9,565.00	-\$ 6,492.14	\$ 6,492.14	32.13%	67.87%
Technology & Communications												
Cell Phone	226.83	231.25	-4.42	4.42	98.09%	1.91%	226.83	925.00	-698.17	698.17	24.52%	75.48%
Marketing & Outreach	1,076.20	624.99	451.21	-451.21	172.19%	-72.19%	1,076.20	2,500.00	-1,423.80	1,423.80	43.05%	56.95%
Software/Hardware	1,794.54	1,680.00	114.54	-114.54	106.82%	-6.82%	1,794.54	6,000.00	-4,205.46	4,205.46	29.91%	70.09%
Telephone	1,526.45	600.00	926.45	-926.45	254.41%	-154.41%	1,526.45	2,400.00	-873.55	873.55	63.60%	36.40%
Website	144.00	195.00	-51.00	51.00	73.85%	26.15%	144.00	780.00	-636.00	636.00	18.46%	81.54%
Total Technology & Communications	\$ 4,768.02	\$ 3,331.24	\$ 1,436.78	-\$ 1,436.78	143.13%	-43.13%	\$ 4,768.02	\$ 12,605.00	-\$ 7,836.98	\$ 7,836.98	37.83%	62.17%
Total Expenditures	\$ 221,196.02	\$ 209,239.72	\$ 11,956.30	-\$ 11,956.30	105.71%	-5.71%	\$ 221,196.02	\$ 829,117.76	-\$ 607,921.74	\$ 607,921.74	26.68%	73.32%
Net Operating Revenue	-\$ 44,477.23	-\$ 2,170.77	-\$ 42,306.46	\$ 42,306.46	2048.91%	-1948.91%	-\$ 44,477.23	\$ 2,658.00	-\$ 47,135.23	\$ 47,135.23	-1673.33%	1773.33%
Net Revenue	-\$ 44,477.23	-\$ 2,170.77	-\$ 42,306.46	\$ 42,306.46	2048.91%	-1948.91%	-\$ 44,477.23	\$ 2,658.00	-\$ 47,135.23	\$ 47,135.23	-1673.33%	1773.33%

Monday, Apr 10, 2023 11:27:25 AM GMT-7 - Accrual Basis

DIRECTOR'S REPORT - APRIL 2023

Meetings & Community Events

I met with a young person about their Eagle Scout project designed to make Narcan easily accessible within the community. The Library will be participating by attending a virtual training session in June presented by Robert Wood Johnson, and by making Narcan available in the building to those that need/want it.

The Spring 2023 Environmental Advisory Newsletter was sent out on March 23rd. The EAC provides the text and the Library formats and sends out the newsletter to our mailing list.

I attended the April 6, 2023 Rotary meeting and presented on the services that are available to residents of Bloomfield and Glen Ridge via BCCLS, as well as some Glen Ridge specific services such as the Pickup Lockers and the Library of Things.

The second filming date of the GRDIA Documentary film is on April 16th. GRDIA provides their own insurance, the Library provides the space free of charge, and I volunteer my time.

Correspondence

We received a letter from Senator Cory Booker's office in response to my invitation to the Grand Opening of the Pickup Lockers. A scan of the letter is in your meeting packet, and the original will be included in the Library's archive.

Library Organizations (BCCLS, NJLA, NJSL)

The Per Capita State Aid application and annual statistical report was submitted along with the additional information required by BCCLS on March 13, 2023 before the deadline.

I attended a Small Libraries meeting (virtually) in March to plan the "Unconference" that is happening on April 26, 2023 at the Princeton Public Library. I will be presenting a session on Book Challenges and pre-emptive policy review.

The eBCCLS Committee met March 27th and we discussed the budget request for 2024 for eBCCLS. We are also in the process of providing training for users of Overdrive/Libby.

I attended the March 30, 2023 BCCLS System Council meeting in Hawthorne, NJ. Topics discussed included the approval of a new BCCLS logo and the restructuring of the BCCLS organizational chart.

I attended the second of a two part series provided by the New Jersey State Library titled "Legal Issues for Libraries" on April 4, 2023. It included information about various cases regarding book challenges and Library policies. It was interesting and reaffirming that our policies and procedures are current and up-to-date.

Diversity & Inclusion

I am working on compiling the EDI Assessments I received from the Task Force members and I am hoping to have an update by the May Board Meeting.

DIRECTOR'S REPORT - APRIL 2023

Friends

The Friends had a general meeting on March 29, 2023 via Zoom. Topics discussed included the nomination/election of a new Treasurer, Shredding Day, future events, and the way that membership in the Friends is determined.

Shredding Day will be held on April 29, 2023 from 9AM-1PM in the Glen Ridge High School parking lot. The Friends will be attending the Arts & Eco Fair on May 20th. I will be bringing IKE the book bike out for its inaugural event!

Programming

Children's & YA Programming

In addition to their regularly scheduled storytimes, club meetings, and bookclubs the Children's Department hosted a Shamrock Scavenger Hunt in celebration of St. Patrick's Day. They also hosted a series of events in honor of "Very Hungry Caterpillar Day" including a special storytime and craft.

Teen events continued in March with a meeting of the Anime Club, a Bad Movie Night, and pick up crafts.

Adult Programming

We hosted a virtual **Spring Cleaning and Organizing** program with Jamie Novak on March 23rd that was very well received. We had over 70 registrants and nearly 40 attendees, which is excellent given that the program started a bit late due to some technical difficulties.

The Cookbook club is continuing to meet. In March we did the recipes of New Jersey native Susie Fishbein who specializes in Kosher cooking. The Romance Book Club met on March 6th for a discussion of Lisa Kleypas' Devil in Spring.

The new Social Media & Programming Library Assistant started their regular schedule at the beginning of March and is working on a programming plan for the remainder of the year. We are hoping to expand our Adult Programming offerings as a result.

B&G

At Mr. Kopec's request we have removed the ceiling tiles in the current Technical Services office to determine if the additional study spaces I have requested are feasible from an HVAC perspective.

The Borough replaced the Library's back door which was rusting out from the bottom and becoming increasingly difficult to open/close. It still needs to be painted but DPW will take care of that when the weather improves.

The bike rack for "Ike" the Library's book bike, has arrived and will be installed shortly. We are coordinating with DPW for the removal of the bike from the library and the final installation site is still being determined. We have already purchased a cover and lock and are ready for the bike to make its way to its regular location.

DIRECTOR'S REPORT - APRIL 2023

Finance

The 2022 audit was held on March 24, 2023. The auditor has requested some minor process changes, but did not report any significant findings. We are currently awaiting the draft audit. On March 28, 2023 we received an inquiry from one of our performers about a missing 1099. It was determined that there was an issue with QuickBooks which caused the issue. The 1099 has been issued and reported to the IRS as of March 31, 2023. The new Office Manager has identified the issue that caused the missing 1099 and we have a plan in place for the future to prevent this from happening again.

Marketing

The Grand Opening event for the Pickup Lockers was held on Saturday, March 25, 2023 at 10:30AM. Despite inclement weather there was a reasonable turn out and I am pleased with the feedback we have received. As part of the marketing efforts for the Lockers we have installed a sign with instructions in front of the Library by the pavilion. The sign will remain until it is replaced by the Summer Reading sign. We will keep it for future use and can rotate the signs out as necessary.

The new Social Media & Marketing staff member and I are reviewing the Strategic Plan and working on making sure that our future plans are matching up with the strategic goals. I hope to have more information for the Marketing Committee in late April/early May.

Personnel

I am happy to report that Linda Rovalino, a Glen Ridge resident, accepted the open Office Manager position and started on March 20, 2023. The former Office Manager, Judy Bagdon, came in on April 4, 2023 to answer some questions and do some additional training with Linda. Judy's official end date with the Library will be April 18, 2023 to allow for any additional questions/training that may pop up in the next few weeks.

We currently have an open position for a Senior Library Assistant - Teen Specialist in the Youth Services Department. We have posted the position and are in the process of reviewing resumes and interviewing. The current staff member has agreed to stay on for up to three months to do Collection Development remotely during the transition process so that the collection, specifically the specialty collections such as Manga and Graphic Novels are kept current. These hours are covered by the current budget and do not result in the need for additional funds.

Technology

At the request of the Librarian, we have subscribed to the Newspapers.com database to gain access to the backfile of the Glen Ridge Voice and the Montclair Times among other papers. The license allows professional use of the database so the Librarian can use it to help patrons, but it is not available for public access. The database was budgeted for 2023 as a trial to determine if it is worthwhile in the long term.

Respectfully submitted,
Tina Marie Doody, Library Director
April 6, 2023