

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor conference room
 March 13, 2024

PUBLIC SESSION

President Bernice Bonnett called the meeting to order at 7:33 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	Edward Kastenmeier	P	Damein Phoenix
P	Marilyn Law	P	Jeanna Velechko
P	David Lefkovits	P	Tina Doody

Pledge of Allegiance

Correspondence:

None.

Public Comment:

No members of the public were present.

Minutes:

A motion to approve the February 13, 2024 Meeting Minutes was made by Edward Kastenmeier and seconded by Marilyn Law. There were 8 Ayes approving the minutes.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Abstain	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Committee Reports:

Finance

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

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

The Bills list for February was reviewed and deemed largely routine; however, grant-related expenses continue for fittings and furnishing. The Treasurer noted that a \$3K check related to Selected Shorts expenses was inadvertently written to the library instead of the Friend and subsequently debited from the library's account.

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

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

David Lefkovits noted that actual expenses were at 70% of budget vs. planned at 73.6%, a 95-index, due to underspend on materials and wages.

The Director provided an update on the LCBA Grant Expenses. The total grant of \$495K is reimbursement-driven from the State in four prescribed tranche amounts. \$297K has been spent to date with \$115K pending for a total of \$412K encumbered to date. \$83K has yet to be allocated and must be spent by yearend 2025. Tina Marie Doody estimates that plumbing and acoustics may consume a significant portion of the remaining funds.

The Director moved the balance of the Building Fund dollars to the Cash Management Fund (\$114.7K). The Library will move the monies from the State Grant reimbursements plus surplus from the Operating budget to the Cash Management Fund on an on-going basis as needed.

The Director looked across the line items of the budget and made some changes to better meet patron needs; the total remains unchanged at \$880K. Geoffrey Darby noted the utility of the breakdown of the proposed budget.

A motion to revise the annual budget allocation as proposed was made by Geoffrey Darby and seconded by David Lefkovits. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Among special projects, Tina Marie Doody noted that the security cameras are all operational and views are improved. Progress is being made on the local history digitization; a local county grant is being pursued. Flooring for the 1st floor conference room is one project that has not yet been allocated funds.

Personnel

The Director shared that changes were needed to the Personnel Manual relative to days off scheduled on emergency closing days. Bereavement leave timing has added flexibility. Jeanna Velechko noted that 3/14/24 would be Tina Marie Doody’s second anniversary.

A motion to approve the Personnel Manual as amended was made by Deanna Pagano and seconded by Tina Payne. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Technology

Pre-charged, plug-in battery packs are now available for in-house patron use. The cost for 10 chargers with a charging station was \$3.5K.

Building and Grounds

The Director reported that the bulk of the young adult area furniture has been delivered. A final shipment of furniture and correctly sized shelf tops is scheduled for late April. The books will be returned to the Young Adult area on 3/14.

Marketing

The grand opening for the Young Adult area has been confirmed for Saturday, May 4th. Promotional items e.g. water bottles are being investigated. The Teen Advisory Board is being consulted for ideas.

Jeanna Velechko reported that the Strategic Plan tasks and approximate timeline have been drafted. The Strategic Plan committee kick-off meeting will be held in April; a teen representative has been added. Upcoming Trustee Training will address the topic of community-centric strategic planning.

Director’s Report (attached):

In Trends and Topics, the Director noted that there is another New Jersey book banning bill (S24-21), the Freedom to Read Act. It sets standards on how libraries should handle challenges. It also adds protections for library personnel.

Friends of the Library:

The Kenny Garrett concert was held in March with 300 tickets sold and an estimated \$7K in revenue to be split between the Friends and the Kiwanis Club. An additional bank of double lockers for larger items will be funded from the proceeds. Shredding Day is scheduled for April 27th.

Old Business:

Study Room Policy

The updates to the study room policy represent a starting point. Adjustments may need to be made as usage is better understood. Signage will remind patrons of the policies.

A motion to approve the Study Room Policy was made by Damein Phoenix and seconded by David Lefkovits. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

State Report / Application for Per Capita State Aid

The Glen Ridge Library submission is complete. It is estimated that a check will be received in October.

Other old business

None.

New Business:

Donor Wall & Naming Opportunities

Spaces for plaques remain on the Donor Wall; patrons have expressed interest in contributing and the policy needs to be created. Disposal of previously donated/named items was preliminarily discussed. Further discussion is required. The Director will investigate current policies across BCCLS libraries and report back.

May Meeting Date

May 8th is the Borough’s Celebration of Volunteerism. The Board discussed moving the meeting to May 15th.

A motion to move the May Trustee Board Meeting to May 15h was made by Edward Kastenmeier and seconded by David Lefkovits. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Public Comment:

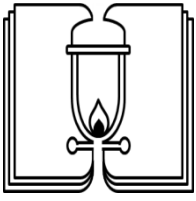
None.

A motion to adjourn the meeting was made by Tina Payne and seconded by Marilyn Law at 9:09 pm. All voted Aye and the motion passed.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

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

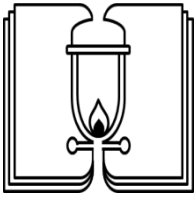


Glen Ridge Public Library

Bills List

February 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
02/01/2024	Monica Colon	ALA Membership 2024 -Young Adult Library Associate	Professional Development:Dues	85.00
02/01/2024	EnvisionWare, Inc	Invoice INV-US-69605 Annual License 2024	Technology & Communications:Software/Hardware	354.49
02/05/2024	Tina Marie Doody	Account#789645863-00001 Invoice#4612570404 Feb 2024	Technology & Communications:Cell Phone	75.76
02/08/2024	Scannx	Quote 8297 3/26/24 -3/25/25 Scanner Agreement	Technology & Communications:Software/Hardware	550.00
02/08/2024	GJG Construction & Consulting LLC	GRPL Construction Project - Change Order #2	Other Miscellaneous Expenditure:LCBA Grant	5,315.90
02/10/2024	Amazon Capital Services	Invoice #16KK-VDXF-D766-February10, 2024	-Split-	1,267.60
02/12/2024	Friends of the Glen Ridge Public Library	Resolution 170-23 Film Grant 2023-24	Friends of the Library	3,000.00
02/14/2024	Tina Marie Doody	TMD - Flights R/T to PLA Conference Columbus, Ohio April 2-5, 2024	Professional Development:Travel	375.09
02/14/2024	West Caldwell Public Library	Call#306.7HOO Patron: Victoria Woznick 23063005161857 Book:All About Love: New Visions 33077005624605	Materials:Lost & Paid Replacement	20.00
02/15/2024	Zoobean, Inc.	Invoice# 31289 Beanstack Plus subscription Discounted Rate 5/1/24 to 4/30/25	Programming:Summer Reading Program	480.15
02/23/2024	Demco, Inc.		-Split-	139.30
02/26/2024	Ana Davidson	January 2024 - Spanish Club Snacks	Programming:Juvenile	31.85
02/26/2024	Feldman Brothers Electrical Supply	Invoice# 3496992-00 - Ballasts	Facilities & Maintenance:Maintenance & Repair	69.56
02/26/2024	GJG Construction & Consulting LLC	Payment Application 5: Jan & Feb 2024 Balance remaining \$2,860	Other Miscellaneous Expenditure:LCBA Grant	2,000.00
02/27/2024	Bank of America	Acct#x1897 February 20, 2024 General Operating Expenses	-Split-	2,204.64
02/27/2024	Bank of America	Acct#x1897 February 20, 2024 Grant 2023 Expenses	-Split-	324.56
02/27/2024	Dow Jones	Invoice:97036266 - Acct:267930	Subscriptions:Electronic	1,300.00
02/28/2024	SMS, LLC	Invoice 143915 - Installation of Cameras & Monitors	Other Miscellaneous Expenditure:LCBA Grant	5,632.50
02/28/2024	Demco, Inc.		Other Miscellaneous Expenditure:LCBA Grant	897.25
02/28/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5028856077	Contractual:Copy Machine	175.00

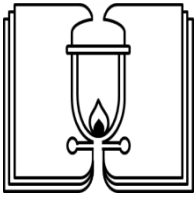


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
02/29/2024	Amazon Capital Services	Invoice #16KK-VDXF-D766-February10, 2024	Other Miscellaneous Expenditure:LCBA Grant	15.98
02/29/2024	Sydney Young	Jan/Feb 2024 Juvenile Programming Reimbursement	Programming:Juvenile	36.62
02/29/2024	Ingram Library Services	Acct#20Y5883 Invoices February 2024	-Split-	624.80
02/29/2024	The Spotted Canvas	Invoice#002 - 13 Ceramics for Adult Art Program	Programming:Adult	260.00
02/29/2024	GJG Construction & Consulting LLC	Payment Application 4: Jan & Feb 2024 Expenses Balance remaining \$4,860	Other Miscellaneous Expenditure:LCBA Grant	21,525.90
02/29/2024	Access Control Systems	Service Call & File Cabinet Lock Repair	Facilities & Maintenance:Maintenance & Repair	365.00
02/29/2024	Kathy Hunziker	Snacks French Club-Jan 2024 Reimbursement	Programming:Juvenile	35.74
02/29/2024	Staples Advantage	PO 2591 Feb 2024 Invoice#3560099572 Invoice#3560525256	-Split-	303.29
02/29/2024	OverDrive	February 2024 invoice#03301CP24066045 invoice#03301CO24034014	-Split-	983.71
02/29/2024	Borough of Glen Ridge	Feb 2024 Appropriation Distribution	-Split-	52,298.52
02/29/2024	Armpco	Invoice IN25794 - Contract#CT1868-01	-Split-	229.92
02/29/2024	Baker & Taylor	Account L076505, Account L357616	-Split-	2,965.89
02/29/2024	Kanopy Inc	Invoice #389500-PPU- February 2024	Materials:Kanopy	183.00
02/29/2024	Worrall Community Newspapers	Invoice# 817327 GR Paper - Single Issue 1 year 4/11/25	Subscriptions:Print	35.00
02/29/2024	GRPL Petty Cash	GRPL Petty Cash Staff Reimbursements February 2024	-Split-	39.02
Total for Accounts Payable				\$104,201.04
Friends of the Library				
02/12/2024	Friends of the Glen Ridge Public Library	Resolution 170-23 Film Grant 2023-24	Accounts Payable	-3,000.00
Total for Friends of the Library				\$ -3,000.00
Contractual				
Copy Machine				
02/28/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5028856077	Accounts Payable	175.00
02/29/2024	Armpco	Overage charge for 1/21/24 - 2/21/24	Accounts Payable	167.42
02/29/2024	Armpco	Base Rate for 1/21/24 - 2/21/24	Accounts Payable	62.50
Total for Copy Machine				\$404.92

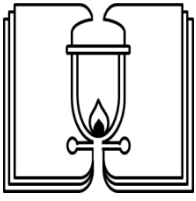


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February 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Contractual				\$404.92
Facilities & Maintenance				
Cleaning				
Supplies				
02/10/2024	Amazon Capital Services	Purell refill x 3	Accounts Payable	77.97
02/29/2024	Staples Advantage	Invoice#3560099572 Paper Towels & Paper hand towels	Accounts Payable	128.67
Total for Supplies				\$206.64
Total for Cleaning				\$206.64
Maintenance & Repair				
02/10/2024	Amazon Capital Services	lightbulbs & Broom & Dust pan, Caution Sign;	Accounts Payable	87.16
02/26/2024	Feldman Brothers Electrical Supply	Invoice# 3496992-00 - Ballasts	Accounts Payable	69.56
02/27/2024	Bank of America	Homedepot- Shelving for Custodians Closet	Accounts Payable	200.06
02/29/2024	Access Control Systems	Service Call & File Cabinet Lock Repair	Accounts Payable	365.00
Total for Maintenance & Repair				\$721.78
Office Supplies				
02/10/2024	Amazon Capital Services	Acrylic Frames, White Board, playdoh, office supplies, cricut supplies	Accounts Payable	263.15
02/29/2024	Staples Advantage	Invoice#3560525256 HP 37A Toner Cartridge	Accounts Payable	174.62
Total for Office Supplies				\$437.77
Total for Facilities & Maintenance				\$1,366.19
Materials				
Books				
Adult				
02/10/2024	Amazon Capital Services	Shipping handling	Accounts Payable	30.90
02/10/2024	Amazon Capital Services	Amazon Promo & Discounts	Accounts Payable	-54.19
02/10/2024	Amazon Capital Services	x 25	Accounts Payable	439.03
02/27/2024	Bank of America	e-books Kindle x 2	Accounts Payable	31.98
02/29/2024	Baker & Taylor	Adult Book Account L0765505 February 2024 Invoices# 5018750880;5018761998; 5018773328;5018780528	Accounts Payable	1,586.44
Total for Adult				\$2,034.16
Children				

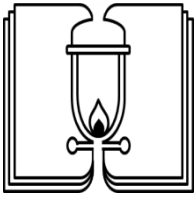


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
02/10/2024	Amazon Capital Services	x 1	Accounts Payable	8.10
02/29/2024	Baker & Taylor	Children's Books Account L357616 February 2024 Invoices# 5018741757;5018742536; 5018742537;5018742538; 5018746254;5018746255; 5018746256;5018748595; 5018762150;5018762151; 5018762152;5018762152; 5018762153;5018762154; 5018776414;5018776415; 5018776416	Accounts Payable	1,379.45
Total for Children				\$1,387.55
Young Adult				
02/29/2024	Ingram Library Services	Invoices February 2024- Invoice#:80326308;80452940; 80553250;80631701;80731605;	Accounts Payable	643.98
02/29/2024	Ingram Library Services	Credit 80439828	Accounts Payable	-11.99
02/29/2024	Ingram Library Services	Credit 80342549	Accounts Payable	-7.19
Total for Young Adult				\$624.80
Total for Books				\$4,046.51
CD				
02/10/2024	Amazon Capital Services	x1	Accounts Payable	16.97
Total for CD				\$16.97
DVD				
02/10/2024	Amazon Capital Services	x8	Accounts Payable	143.50
Total for DVD				\$143.50
eContent				
02/29/2024	OverDrive	February 2024 invoice#03301CP24066045	Accounts Payable	376.24
02/29/2024	OverDrive	invoice#03301CO24034014	Accounts Payable	607.47
Total for eContent				\$983.71
Kanopy				
02/29/2024	Kanopy Inc	Invoice #389500-PPU- February 2024	Accounts Payable	183.00
Total for Kanopy				\$183.00
Library of Things				
02/10/2024	Amazon Capital Services	CD player, DVD & Carrying case	Accounts Payable	145.97

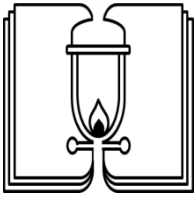


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
02/27/2024	Bank of America	Disney plus; Netflix & Paramount plus 1 year x 2 subscriptions	Accounts Payable	284.73
Total for Library of Things				\$430.70
Lost & Paid Replacement				
02/14/2024	West Caldwell Public Library	Call#306.7HOO Patron: Victoria Woznick 23063005161857 Book: All About Love: New Visions 33077005624605	Accounts Payable	20.00
Total for Lost & Paid Replacement				\$20.00
Total for Materials				\$5,824.39
Professional Development				
Dues				
02/01/2024	Monica Colon	ALA Membership 2024 Young Adult Library Associate	Accounts Payable	85.00
Total for Dues				\$85.00
Staff Development				
02/27/2024	Bank of America	Library Works Webinar	Accounts Payable	100.00
Total for Staff Development				\$100.00
Travel				
02/14/2024	Tina Marie Doody	TMD - Flights R/T to PLA Conference Columbus, Ohio April 2-5, 2024	Accounts Payable	375.09
Total for Travel				\$375.09
Total for Professional Development				\$560.09
Programming				
Adult				
02/10/2024	Amazon Capital Services	Tea Time TakeAway Craft	Accounts Payable	55.52
02/29/2024	The Spotted Canvas	Invoice#002 - 13 Ceramics for Adult Art Program	Accounts Payable	260.00
Total for Adult				\$315.52
Juvenile				
02/10/2024	Amazon Capital Services	Rosette Awards & Paper Plates	Accounts Payable	17.55
02/26/2024	Ana Davidson	January 2024 - Spanish Club Snacks	Accounts Payable	31.85
02/29/2024	Sydney Young	Guessing Jar Candy, Child to the Library Day snack, Book Club Snack	Accounts Payable	36.62
02/29/2024	Kathy Hunziker	Snacks French Club-Feb 2024 Reimbursement	Accounts Payable	35.74
Total for Juvenile				\$121.76
Summer Reading Program				
02/15/2024	Zoobean, Inc.	Invoice# 31289 Beanstack Plus subscription - Discounted rate 5/1/24 to 4/30/25	Accounts Payable	480.15

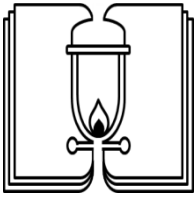


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February 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Summer Reading Program				\$480.15
Young Adult				
02/10/2024	Amazon Capital Services	Valentines Cookie Craft	Accounts Payable	19.00
02/29/2024	GRPL Petty Cash	Valentine's Day Cookie Craft	Accounts Payable	18.02
Total for Young Adult				\$37.02
Total for Programming				\$954.45
Salaries & Wages				
Benefits				
02/29/2024	Borough of Glen Ridge	Health Care Benefits February 2024	Accounts Payable	5,399.09
Total for Benefits				\$5,399.09
FICA				
02/29/2024	Borough of Glen Ridge	FICA 2/1/24 & 2/15/24	Accounts Payable	3,317.80
Total for FICA				\$3,317.80
Full Time Salaries				
02/29/2024	Borough of Glen Ridge	FT Salaries 2/1/24 & 2/15/24	Accounts Payable	23,772.68
Total for Full Time Salaries				\$23,772.68
Part Time Salaries				
02/29/2024	Borough of Glen Ridge	PT Salaries 2/1/24 & 2/15/24	Accounts Payable	19,597.17
Total for Part Time Salaries				\$19,597.17
Total for Salaries & Wages				\$52,086.74
Subscriptions				
Electronic				
02/27/2024	Dow Jones	Acct:267930 Invoice:97036266- Wall Street Journal Digital Access	Accounts Payable	1,300.00
Total for Electronic				\$1,300.00
Print				
02/29/2024	Worrall Community Newspapers	Invoice# 817327 GR Paper - Single Issue 1 year 4/11/25	Accounts Payable	35.00
Total for Print				\$35.00
Total for Subscriptions				\$1,335.00
Technology & Communications				
Cell Phone				
02/05/2024	Tina Marie Doody	Account#789645863-00001 Invoice#4612570404 Feb 2024	Accounts Payable	75.76
Total for Cell Phone				\$75.76

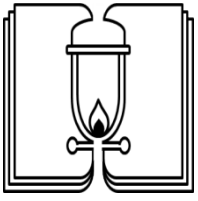


Glen Ridge Public Library

Bills List

February 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Marketing & Outreach				
02/27/2024	Bank of America	Collaborative Summer Library Program - merchandise	Accounts Payable	183.64
02/27/2024	Bank of America	Doodle.com subscription 2024	Accounts Payable	84.23
02/29/2024	GRPL Petty Cash	January 2024 Rotary - TMD	Accounts Payable	21.00
Total for Marketing & Outreach				\$288.87
Software/Hardware				
02/01/2024	EnvisionWare, Inc	Invoice INV-US-69605 Annual License 2024	Accounts Payable	354.49
02/08/2024	Scannx	Quote 8297 3/26/24 -3/25/25 Scanner Agreement	Accounts Payable	550.00
02/10/2024	Amazon Capital Services	HDMI Cables	Accounts Payable	16.97
02/27/2024	Bank of America	Mobile Beacon-Hot Spots - Subscription renewal	Accounts Payable	1,320.00
Total for Software/Hardware				\$2,241.46
Telephone				
02/29/2024	Borough of Glen Ridge	Hunter Phone Jan 2024	Accounts Payable	211.78
Total for Telephone				\$211.78
Total for Technology & Communications				\$2,817.87
Other Miscellaneous Expenditure				
LCBA Grant				
02/08/2024	GJG Construction & Consulting LLC	GRPL Construction Project - Change Order #2	Accounts Payable	5,315.90
02/23/2024	Demco, Inc.	Slatwall Bookholder 2 x 5 x 3.5	Accounts Payable	64.60
02/23/2024	Demco, Inc.	Slatwall Bookholder 2 x 7 x 3.5	Accounts Payable	74.70
02/26/2024	GJG Construction & Consulting LLC	Payment Application 5: Jan & Feb 2024 Balance remaining \$2,860	Accounts Payable	2,000.00
02/27/2024	Bank of America	Storage Bins Tech Services Office	Accounts Payable	159.68
02/27/2024	Bank of America	Material Processing Table & Rubber Mat Tech Services Office	Accounts Payable	164.88
02/28/2024	SMS, LLC	Invoice 143915 - Installation of Cameras & Monitors	Accounts Payable	5,632.50
02/28/2024	Demco, Inc.	YA Area Signage -Foam Letters	Accounts Payable	897.25
02/29/2024	Amazon Capital Services	Weather Stripping for Window in Tech Services Office	Accounts Payable	15.98
02/29/2024	GJG Construction & Consulting LLC	Payment Application 4: Jan & Feb 2024 Expenses Balance remaining \$4,860	Accounts Payable	21,525.90
Total for LCBA Grant				\$35,851.39
Total for Other Miscellaneous Expenditure				\$35,851.39



Glen Ridge Public Library

Bills List

February 2024

Glen Ridge Public Library
Budget vs. Actuals: 2024 Budget - FY24 P&L
 January - December 2024

	Jan - Mar, 2024				Apr - Jun, 2024				Jul - Sep, 2024				Oct - Dec, 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue																				
Appropriation			0.00				0.00				0.00				0.00		0.00	0.00	0.00	
BCCLS	39,524.79	39,525.00	-0.21	100.00%	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00		39,524.79	39,525.00	-0.21	100.00%
Benefits	10,798.18	24,268.25	-13,470.07	44.50%	24,268.25	-24,268.25	0.00%		24,268.25	-24,268.25	0.00%		24,268.25	-24,268.25	0.00%		10,798.18	97,073.00	-86,274.82	11.12%
FICA	6,286.88	9,571.25	-3,284.37	65.69%	9,571.25	-9,571.25	0.00%		9,571.25	-9,571.25	0.00%		9,571.25	-9,571.25	0.00%		6,286.88	38,285.00	-31,998.12	16.42%
Monthly Disbursement	25,444.50	38,166.75	-12,722.25	66.67%	38,166.75	-38,166.75	0.00%		38,166.75	-38,166.75	0.00%		38,166.75	-38,166.75	0.00%		25,444.50	152,667.00	-127,222.50	16.67%
Salaries	82,181.22	125,114.50	-42,933.28	65.68%	125,114.50	-125,114.50	0.00%		125,114.50	-125,114.50	0.00%		125,114.50	-125,114.50	0.00%		82,181.22	500,458.00	-418,276.78	16.42%
Telephone	211.78	687.50	-475.72	30.80%	687.50	-687.50	0.00%		687.50	-687.50	0.00%		687.50	-687.50	0.00%		211.78	2,750.00	-2,538.22	7.70%
Total Appropriation	\$ 164,447.35	\$ 237,333.25	-\$ 72,885.90	69.29%	\$ 0.00	\$ 197,808.25	-\$ 197,808.25	0.00%	\$ 0.00	\$ 197,808.25	-\$ 197,808.25	0.00%	\$ 0.00	\$ 197,808.25	-\$ 197,808.25	0.00%	\$ 164,447.35	\$ 830,758.00	-\$ 666,310.65	19.79%
Daily Income	1,834.04	1,000.00	834.04	183.40%	1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%		1,834.04	4,000.00	-2,165.96	45.85%
Copier/Printer	1,007.35		1,007.35			0.00				0.00				0.00			1,007.35	0.00	1,007.35	
Fines			0.00			0.00				0.00				0.00			0.00	0.00	0.00	
Books/Other Materials	133.90		133.90			0.00				0.00				0.00			133.90	0.00	133.90	
Library Of Things	71.00		71.00			0.00				0.00				0.00			71.00	0.00	71.00	
Total Fines	\$ 204.90	\$ 0.00	\$ 204.90		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 204.90	\$ 0.00	\$ 204.90	
Lost and Paid	604.29		604.29			0.00				0.00				0.00			604.29	0.00	604.29	
Merchandise	10.00		10.00			0.00				0.00				0.00			10.00	0.00	10.00	
Notary	7.50		7.50			0.00				0.00				0.00			7.50	0.00	7.50	
Total Daily Income	\$ 1,834.04	\$ 1,000.00	\$ 834.04	183.40%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 1,834.04	\$ 4,000.00	-\$ 2,165.96	45.85%
Dividend Income	1,086.04	2,500.00	-1,413.96	43.44%	2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%		1,086.04	10,000.00	-8,913.96	10.86%
Friends of the Library	3,500.00	4,000.00	-500.00	87.50%	5,000.00	-5,000.00	0.00%		4,000.00	-4,000.00	0.00%		2,500.00	-2,500.00	0.00%		3,500.00	16,000.00	-12,500.00	21.88%
Gift/Donation	38.25	150.00	-111.75	25.50%	150.00	-150.00	0.00%		150.00	-150.00	0.00%		150.00	-150.00	0.00%		38.25	600.00	-561.75	6.38%
Interest	16.94	45.00	-28.06	37.64%	45.00	-45.00	0.00%		45.00	-45.00	0.00%		45.00	-45.00	0.00%		16.94	180.00	-163.06	9.41%
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	4,000.00	-4,000.00	0.00%		4,000.00	-4,000.00	0.00%		4,000.00	-4,000.00	0.00%		4,000.00	16,000.00	-12,000.00	25.00%
State Aid	0.00	0.00	0.00		0.00	0.00			0.00	0.00			4,000.00	-4,000.00	0.00%		0.00	4,000.00	-4,000.00	0.00%
Total Revenue	\$ 174,922.62	\$ 249,028.25	-\$ 74,105.63	70.24%	\$ 0.00	\$ 211,003.25	-\$ 211,003.25	0.00%	\$ 0.00	\$ 209,503.25	-\$ 209,503.25	0.00%	\$ 0.00	\$ 212,003.25	-\$ 212,003.25	0.00%	\$ 174,922.62	\$ 881,538.00	-\$ 706,615.38	19.84%
Gross Profit	\$ 174,922.62	\$ 249,028.25	-\$ 74,105.63	70.24%	\$ 0.00	\$ 211,003.25	-\$ 211,003.25	0.00%	\$ 0.00	\$ 209,503.25	-\$ 209,503.25	0.00%	\$ 0.00	\$ 212,003.25	-\$ 212,003.25	0.00%	\$ 174,922.62	\$ 881,538.00	-\$ 706,615.38	19.84%
Expenditures																				
Contractual			0.00				0.00				0.00				0.00		0.00	0.00	0.00	
BCCLS	31,434.99	31,435.00	-0.01	100.00%	0.00	0.00			0.00	0.00			0.00	0.00			31,434.99	31,435.00	-0.01	100.00%
Copy Machine	743.84	1,000.00	-256.16	74.38%	1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%		743.84	4,000.00	-3,256.16	18.60%
Delivery	8,089.80	8,090.00	-0.20	100.00%	0.00	0.00			0.00	0.00			0.00	0.00			8,089.80	8,090.00	-0.20	100.00%
Elevator	1,506.00	1,506.00	0.00	100.00%	711.00	-711.00	0.00%		711.00	-711.00	0.00%		711.00	-711.00	0.00%		1,506.00	3,639.00	-2,133.00	41.38%
HVAC Maintenance	4,825.00	4,825.00	0.00	100.00%	4,825.00	-4,825.00	0.00%		4,825.00	-4,825.00	0.00%		4,825.00	-4,825.00	0.00%		4,825.00	19,300.00	-14,475.00	25.00%
Inspections		0.00	0.00		775.00	-775.00	0.00%		0.00	0.00			0.00	0.00			0.00	775.00	-775.00	0.00%
Security & Fire		0.00	0.00		828.00	-828.00	0.00%		0.00	0.00			828.00	-828.00	0.00%		0.00	1,656.00	-1,656.00	0.00%
Total Contractual	\$ 46,599.63	\$ 46,856.00	-\$ 256.37	99.45%	\$ 0.00	\$ 8,139.00	-\$ 8,139.00	0.00%	\$ 0.00	\$ 6,536.00	-\$ 6,536.00	0.00%	\$ 0.00	\$ 7,364.00	-\$ 7,364.00	0.00%	\$ 46,599.63	\$ 68,895.00	-\$ 22,295.37	67.64%
Facilities & Maintenance			0.00			0.00				0.00				0.00			0.00	0.00	0.00	
Cleaning			0.00			0.00				0.00				0.00			0.00	0.00	0.00	
Supplies	393.01	375.00	18.01	104.80%	375.00	-375.00	0.00%		375.00	-375.00	0.00%		375.00	-375.00	0.00%		393.01	1,500.00	-1,106.99	26.20%
Total Cleaning	\$ 393.01	\$ 375.00	\$ 18.01	104.80%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 393.01	\$ 1,500.00	-\$ 1,106.99	26.20%
Maintenance & Repair	978.87	2,000.00	-1,021.13	48.94%	2,000.00	-2,000.00	0.00%		2,000.00	-2,000.00	0.00%		2,000.00	-2,000.00	0.00%		978.87	8,000.00	-7,021.13	12.24%
Office Supplies	630.10	1,250.00	-619.90	50.41%	1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%		630.10	5,000.00	-4,369.90	12.60%
Copy Paper	88.98	125.00	-36.02	71.18%	125.00	-125.00	0.00%		125.00	-125.00	0.00%		125.00	-125.00	0.00%		88.98	500.00	-411.02	17.80%
Postage	44.67		44.67			0.00				0.00				0.00			44.67	0.00	44.67	
Total Office Supplies	\$ 763.75	\$ 1,375.00	-\$ 611.25	55.55%	\$ 0.00	\$ 1,375.00	-\$ 1,375.00	0.00%	\$ 0.00	\$ 1,375.00	-\$ 1,375.00	0.00%	\$ 0.00	\$ 1,375.00	-\$ 1,375.00	0.00%	\$ 763.75	\$ 5,500.00	-\$ 4,736.25	13.89%
Shared Service Agreement		0.00	0.00		8,716.50	-8,716.50	0.00%		8,716.50	-8,716.50	0.00%		0.00	0.00			0.00	17,433.00	-17,433.00	0.00%
Total Facilities & Maintenance	\$ 2,135.63	\$ 3,750.00	-\$ 1,614.37	56.95%	\$ 0.00	\$ 12,466.50	-\$ 12,466.50	0.00%	\$ 0.00	\$ 12,466.50	-\$ 12,466.50	0.00%	\$ 0.00	\$ 3,750.00	-\$ 3,750.00	0.00%	\$ 2,135.63	\$ 32,433.00	-\$ 30,297.37	6.58%
Materials			0.00			0.00				0.00				0.00			0.00	0.00	0.00	
Books			0.00			0.00				0.00				0.00			0.00	0.00	0.00	
Adult	4,803.63	7,000.00	-2,196.37	68.62%	7,000.00	-7,000.00	0.00%		7,000.00	-7,000.00	0.00%		7,000.00	-7,000.00	0.00%		4,803.63	28,000.00	-23,196.37	17.16%

Children	2,687.04	3,750.00	-1,062.96	71.65%	3,750.00	-3,750.00	0.00%	3,750.00	-3,750.00	0.00%	3,750.00	-3,750.00	0.00%	2,687.04	15,000.00	-12,312.96	17.91%			
Young Adult	1,485.10	2,000.00	-514.90	74.26%	2,000.00	-2,000.00	0.00%	2,000.00	-2,000.00	0.00%	2,000.00	-2,000.00	0.00%	1,485.10	8,000.00	-6,514.90	18.56%			
Total Books	\$ 8,975.77	\$ 12,750.00	-\$ 3,774.23	70.40%	\$ 0.00	\$ 12,750.00	-\$ 12,750.00	0.00%	\$ 0.00	\$ 12,750.00	-\$ 12,750.00	0.00%	\$ 0.00	\$ 12,750.00	-\$ 12,750.00	0.00%	\$ 8,975.77	\$ 51,000.00	-\$ 42,024.23	17.60%
CD	70.91	187.50	-116.59	37.82%	187.50	-187.50	0.00%	187.50	-187.50	0.00%	187.50	-187.50	0.00%	70.91	750.00	-679.09	9.45%			
DVD	284.30	875.00	-590.70	32.49%	875.00	-875.00	0.00%	875.00	-875.00	0.00%	875.00	-875.00	0.00%	284.30	3,500.00	-3,215.70	8.12%			
eContent	2,224.98	3,500.00	-1,275.02	63.57%	3,500.00	-3,500.00	0.00%	8,450.00	-8,450.00	0.00%	8,450.00	-8,450.00	0.00%	2,224.98	23,900.00	-21,675.02	9.31%			
Kanopy	396.00	750.00	-354.00	52.80%	750.00	-750.00	0.00%	750.00	-750.00	0.00%	750.00	-750.00	0.00%	396.00	3,000.00	-2,604.00	13.20%			
Library of Things	475.45	1,500.00	-1,024.55	31.70%	800.00	-800.00	0.00%	1,500.00	-1,500.00	0.00%	0.00	0.00	475.45	3,800.00	-3,324.55	12.51%				
Local History Room		400.00	-400.00	0.00%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	400.00	-400.00	0.00%	0.00	2,800.00	-2,800.00	0.00%			
Lost & Paid Replacement	20.00		20.00			0.00			0.00		0.00		20.00	0.00	20.00					
Processing	1,237.62	1,450.00	-212.38	85.35%	362.50	-362.50	0.00%	725.00	-725.00	0.00%	362.50	-362.50	0.00%	1,237.62	2,900.00	-1,662.38	42.68%			
Total Materials	\$ 13,685.03	\$ 21,412.50	-\$ 7,727.47	63.91%	\$ 0.00	\$ 20,225.00	-\$ 20,225.00	0.00%	\$ 0.00	\$ 26,237.50	-\$ 26,237.50	0.00%	\$ 0.00	\$ 23,775.00	-\$ 23,775.00	0.00%	\$ 13,685.03	\$ 91,650.00	-\$ 77,964.97	14.93%
Professional Development			0.00			0.00			0.00		0.00			0.00		0.00				
Dues	385.00	300.00	85.00	128.33%	200.00	-200.00	0.00%	350.00	-350.00	0.00%	75.00	-75.00	0.00%	385.00	925.00	-540.00	41.62%			
Meeting & Conference	347.00	350.00	-3.00	99.14%	250.00	-250.00	0.00%	200.00	-200.00	0.00%	200.00	-200.00	0.00%	347.00	1,000.00	-653.00	34.70%			
Staff Development	100.00	250.00	-150.00	40.00%	250.00	-250.00	0.00%	250.00	-250.00	0.00%	250.00	-250.00	0.00%	100.00	1,000.00	-900.00	10.00%			
Travel	375.09	400.00	-24.91	93.77%	300.00	-300.00	0.00%	150.00	-150.00	0.00%	150.00	-150.00	0.00%	375.09	1,000.00	-624.91	37.51%			
Total Professional Development	\$ 1,207.09	\$ 1,300.00	-\$ 92.91	92.85%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 0.00	\$ 950.00	-\$ 950.00	0.00%	\$ 0.00	\$ 675.00	-\$ 675.00	0.00%	\$ 1,207.09	\$ 3,925.00	-\$ 2,717.91	30.75%
Professional Services			0.00			0.00			0.00		0.00			0.00		0.00				
Auditor		0.00	0.00		6,000.00	-6,000.00	0.00%	0.00	0.00		0.00	0.00		0.00	6,000.00	-6,000.00	0.00%			
Background Checks		37.50	-37.50	0.00%	37.50	-37.50	0.00%	37.50	-37.50	0.00%	37.50	-37.50	0.00%	0.00	150.00	-150.00	0.00%			
Bank Fees	75.00	10.00	65.00	750.00%	10.00	-10.00	0.00%	10.00	-10.00	0.00%	10.00	-10.00	0.00%	75.00	40.00	35.00	187.50%			
Credit Card Fees	23.28	18.75	4.53	124.16%	18.75	-18.75	0.00%	18.75	-18.75	0.00%	18.75	-18.75	0.00%	23.28	75.00	-51.72	31.04%			
Legal Fees		500.00	-500.00	0.00%	500.00	-500.00	0.00%	500.00	-500.00	0.00%	500.00	-500.00	0.00%	0.00	2,000.00	-2,000.00	0.00%			
Total Professional Services	\$ 98.28	\$ 566.25	-\$ 467.97	17.36%	\$ 0.00	\$ 6,566.25	-\$ 6,566.25	0.00%	\$ 0.00	\$ 566.25	-\$ 566.25	0.00%	\$ 0.00	\$ 566.25	-\$ 566.25	0.00%	\$ 98.28	\$ 8,265.00	-\$ 8,166.72	1.19%
Programming			0.00			0.00			0.00		0.00			0.00		0.00				
Adult	868.66	1,000.00	-131.34	86.87%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	868.66	4,000.00	-3,131.34	21.72%			
Juvenile	892.45	1,000.00	-107.55	89.25%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	892.45	4,000.00	-3,107.55	22.31%			
Summer Reading Program	480.15	500.00	-19.85	96.03%	1,750.00	-1,750.00	0.00%	1,750.00	-1,750.00	0.00%	0.00	0.00	480.15	4,000.00	-3,519.85	12.00%				
Young Adult	29.36	1,000.00	-970.64	2.94%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	29.36	4,000.00	-3,970.64	0.73%			
Total Programming	\$ 2,270.62	\$ 3,500.00	-\$ 1,229.38	64.87%	\$ 0.00	\$ 4,750.00	-\$ 4,750.00	0.00%	\$ 0.00	\$ 4,750.00	-\$ 4,750.00	0.00%	\$ 0.00	\$ 3,000.00	-\$ 3,000.00	0.00%	\$ 2,270.62	\$ 16,000.00	-\$ 13,729.38	14.19%
Salaries & Wages			0.00			0.00			0.00		0.00			0.00		0.00				
Benefits	10,798.18	24,268.25	-13,470.07	44.50%	24,268.25	-24,268.25	0.00%	24,268.25	-24,268.25	0.00%	24,268.25	-24,268.25	0.00%	10,798.18	97,073.00	-86,274.82	11.12%			
FICA	6,286.88	9,571.25	-3,284.37	65.89%	9,571.25	-9,571.25	0.00%	9,571.25	-9,571.25	0.00%	9,571.25	-9,571.25	0.00%	6,286.88	38,285.00	-31,998.12	16.42%			
Full Time Salaries	47,545.36	71,318.00	-23,772.64	66.67%	71,318.00	-71,318.00	0.00%	71,318.00	-71,318.00	0.00%	71,318.00	-71,318.00	0.00%	47,545.36	285,272.00	-237,726.64	16.67%			
Part Time Salaries	34,635.86	53,796.50	-19,160.64	64.38%	53,796.50	-53,796.50	0.00%	53,796.50	-53,796.50	0.00%	53,796.50	-53,796.50	0.00%	34,635.86	215,186.00	-180,550.14	16.10%			
Total Salaries & Wages	\$ 99,266.28	\$ 158,954.00	-\$ 59,687.72	62.45%	\$ 0.00	\$ 158,954.00	-\$ 158,954.00	0.00%	\$ 0.00	\$ 158,954.00	-\$ 158,954.00	0.00%	\$ 0.00	\$ 158,954.00	-\$ 158,954.00	0.00%	\$ 99,266.28	\$ 635,816.00	-\$ 536,549.72	15.61%
Subscriptions			0.00			0.00			0.00		0.00			0.00		0.00				
Electronic	3,800.00	3,800.00	0.00	100.00%	2,200.00	-2,200.00	0.00%	150.00	-150.00	0.00%	1,250.00	-1,250.00	0.00%	3,800.00	7,400.00	-3,600.00	51.35%			
Print	35.00	1,100.00	-1,065.00	3.18%	2,500.00	-2,500.00	0.00%	200.00	-200.00	0.00%	200.00	-200.00	0.00%	35.00	4,000.00	-3,965.00	0.88%			
Total Subscriptions	\$ 3,835.00	\$ 4,900.00	-\$ 1,065.00	78.27%	\$ 0.00	\$ 4,700.00	-\$ 4,700.00	0.00%	\$ 0.00	\$ 350.00	-\$ 350.00	0.00%	\$ 0.00	\$ 1,450.00	-\$ 1,450.00	0.00%	\$ 3,835.00	\$ 11,400.00	-\$ 7,565.00	33.64%
Technology & Communications			0.00			0.00			0.00		0.00			0.00		0.00				
Cell Phone	151.52	231.25	-79.73	65.52%	231.25	-231.25	0.00%	231.25	-231.25	0.00%	231.25	-231.25	0.00%	151.52	925.00	-773.48	16.38%			
Marketing & Outreach	288.87	1,275.00	-986.13	22.66%	725.00	-725.00	0.00%	725.00	-725.00	0.00%	725.00	-725.00	0.00%	288.87	3,450.00	-3,161.13	8.37%			
Software/Hardware	2,308.46	2,500.00	-191.54	92.34%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	500.00	-500.00	0.00%	2,308.46	5,000.00	-2,691.54	46.17%			
Telephone	211.78	687.50	-475.72	30.80%	687.50	-687.50	0.00%	687.50	-687.50	0.00%	687.50	-687.50	0.00%	211.78	2,750.00	-2,538.22	7.70%			
Website		212.50	-212.50	0.00%	212.50	-212.50	0.00%	212.50	-212.50	0.00%	212.50	-212.50	0.00%	0.00	850.00	-850.00	0.00%			
Total Technology & Communications	\$ 2,960.63	\$ 4,906.25	-\$ 1,945.62	60.34%	\$ 0.00	\$ 2,856.25	-\$ 2,856.25	0.00%	\$ 0.00	\$ 2,856.25	-\$ 2,856.25	0.00%	\$ 0.00	\$ 2,356.25	-\$ 2,356.25	0.00%	\$ 2,960.63	\$ 12,975.00	-\$ 10,014.37	22.82%
Trustee Expense	180.00		180.00			0.00			0.00		0.00			0.00		0.00				
Total Expenditures	\$ 172,238.19	\$ 246,145.00	-\$ 73,906.81	69.97%	\$ 0.00	\$ 219,657.00	-\$ 219,657.00	0.00%	\$ 0.00	\$ 213,666.50	-\$ 213,666.50	0.00%	\$ 0.00	\$ 201,890.50	-\$ 201,890.50	0.00%	\$ 172,238.19	\$ 881,359.00	-\$ 709,120.81	19.54%
Net Operating Revenue	\$ 2,684.43	\$ 2,883.25	-\$ 198.82	93.10%	\$ 0.00	-\$ 8,653.75	\$ 8,653.75	0.00%	\$ 0.00	-\$ 4,163.25	\$ 4,163.25	0.00%	\$ 0.00	\$ 10,112.75	-\$ 10,112.75	0.00%	\$ 2,684.43	\$ 179.00	\$ 2,505.43	1499.68%
Other Expenditures																				
Other Miscellaneous Expenditure			0.00			0.00			0.00		0.00			0.00		0.00				
LCBA Grant	52,883.71		52,883.71			0.00			0.00		0.00			52,883.71	0.00	52,883.71				
Total Other Miscellaneous Expenditure	\$ 52,883.71	\$ 0.00	\$ 52,883.71		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 52,883.71	\$ 0.00	\$ 52,883.71	
Total Other Expenditures	\$ 52,883.71	\$ 0.00	\$ 52,883.71		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 52,883.71	\$ 0.00	\$ 52,883.71	

Friday, Mar 08, 2024 09:46:14 AM GMT-8 - Accrual Basis

DIRECTOR'S REPORT - MARCH 2024

Meetings & Community Events

I attended the "Read Across America" event at Forest Avenue School for the second time. It is a fun program and features community leaders reading *Green Eggs and Ham* by Dr. Seuss.

Library Organizations (BCCLS, NJLA, NJSL)

I attended the regular meeting of the NJLA Small Libraries Section of which I am the Secretary. We discussed the "Unconference" event that the section puts on in April.

I attended the first regular meeting of this year's eBCCLS Committee of which I am a member. We discussed the eBCCLS budget and plans for the year.

The Essex County Library Directors met in West Caldwell to discuss plans to request funding from the County as well as the status of the Orange Public Library.

I met with the Bloomfield and Montclair Library Directors to discuss ways that we can work together as our patrons regularly visit all three libraries. We are looking at doing a possible "Scavenger Hunt" event as part of Summer Reading. Janet, the Montclair Director, will be retiring at the end of July.

General Updates

I will be participating in a "[Critical Conversations](#)" event at the Count Basie Theater in Red Bank on Saturday, March 23rd as part of a discussion on Book Bans featuring George M. Johnson. I met with the team at the Basie via Zoom to discuss the event and go over the topics that will be highlighted.

Friends

The Kenny Garrett concert sponsored by the Friends and the Kiwanis Club was held on March 2nd at SoPAC. 300 tickets were sold for the event. We are waiting for the final accounting from the silent auction to determine the final proceeds for each organization.

Shredding Day will be held on Saturday, April 27th from 9AM-1PM at the Central School parking lot. The sign will be going up in front of the Library shortly.

The theme and cast for the May 16th **Selected Shorts** program has been determined. The theme is "It Takes Two" and will feature stories that emphasize what happens in moments of great cooperation, competing desires, and unexpected encounters. Grab your partner, best friend, or your arch-nemesis and find out why two heads are better than one! The cast will be comprised of husband and wife, **Michael Tucker** and **Jill Eikenberry**, plus actress **Rita Wolf**. We are in the process of putting together the marketing for the event and should have information out shortly.

DIRECTOR'S REPORT - MARCH 2024

Programming

Children's & YA Programming

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. A "Busytown Party" was held to highlight the works of Richard Scarry and we had 63 children and parents visit the bank to get their ATM card, post office to mail a postcard and sort the mail, bakery to buy a pastry with their ATM card, supermarket to buy food, laundromat to spin, fold and match clothes as well as the construction site and fishing pond.

The teens had a cookie decorating class for Valentine's Day that was very well received. Unfortunately the February Teen Advisory Board meeting was canceled due to a conflict with a Drama Club rehearsal. I will be meeting with them in March to discuss the plans for the grand opening of the YA space.

Adult Programming

A Ceramics Painting class for teens and adults gave participants the opportunity to paint a vase, bird figurine, or flower dish. The finished pieces were taken to be fired and will be returned to their owners in early March. The Adult Take and Make of a Salt Scrub was very popular and we had 411 views of the online author events in February.

B&G

Furniture has arrived for the YA Area!



The tops of the curved shelving units were unfortunately ordered in the wrong size, so we are waiting on those to be remade. I explained that we have a May 4th Grand Opening that we need the tops by, and I am cautiously optimistic that they will be ready in time.

DIRECTOR'S REPORT - MARCH 2024

We are still waiting for the study table, the built-ins for the individual study rooms (Rooms 1 & 2) and the stacking chairs which are expected by early April, but the bulk of the furniture has arrived. The books are scheduled to be returned on Thursday, March 14th.

The AV equipment is in the process of being installed and we will have a new screen, projector, DVD/BluRay and audio setup available in the Young Adult area.

We are still waiting for the meeScan unit to arrive from BCCLS as well as acoustic solutions for the study rooms and the main space.

We are also looking into the possibility of adding a hand-dryer to the new bathroom to remove the risk of having paper towels flushed down the toilet. We have already had some issues with the plumbing to the new bathroom and the plumbers will be coming back next week to do some preventative maintenance on the existing piping to reduce the risk of future problems.

Finance

The previously discussed deposit was made to the Cash Management Fund at the end of February and settled at the beginning of March. All allocated funds have now been deposited. The Finance Committee met and we have a plan in place for pulling funds out of the account to cover the monthly LCBA Grant purchases while we are waiting for reimbursement from the State.

Marketing

The 2023 Annual Report has been released. It is available on the Library's Website (<https://heyzine.com/flip-book/1399a70256.html>) and hard copies are available for review at the Adult Desk on the second floor.

The new patron cards are in the process of being revised and will be introduced at the Grand Opening event as one of the give-aways. We have also reached out to the Teen Advisory Board to get their ideas and preferences on swag and handouts for the Grand Opening.

Personnel

The CDC updated their COVID-19 recommendations to remove the 5 day isolation period and instead recommend that staff can return to work (if they feel up to it) when they are feeling better and have gone 24 hours without a fever with no medication. The Borough's policy, which the Library follows, is to follow the CDC's guidance. The staff have been notified of the policy change.

There are some proposed changes to the Personnel manual to alleviate confusion about what happens if someone is already scheduled to be out on a day we have an emergency closure/delay, and to allow some more flexibility in the use of bereavement leave. The proposed changes and the full policy are in the meeting packet.

DIRECTOR'S REPORT - MARCH 2024

Technology

The security system upgrades have been completed. We replaced two cameras that had stopped functioning as well as added a third camera to the YA area. They also relocated one of the existing cameras to allow for better coverage of the study rooms. The new screens are in place at the public desks and allow the staff a better view of the full building. The process took two days and covered all three floors of the building.

Respectfully submitted,
Tina Marie Doody, Library Director
March 8, 2024