

Glen Ridge Public Library
 Board of Trustees Minutes
 Regular Minutes
 Date: Wednesday October 12, 2022

Carol Harpster called the meeting to order at 7:32 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.”

Roll Call:

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

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

Pledge of Allegiance

Correspondence: None

Public Portion:

Minutes:

A motion to approve the Regular Meeting minutes of the September 14, 2022 meeting, with the correction noted, was made by Linda Seyffarth and seconded by Jeanna Velechko. There were 7 Ayes and 1 abstention; the Motion passed.

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

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

Library Trends and Topics

Some of the staff members went to a Comic-con session in NYC because there was a publishers section and most of the major publishers were present. They felt that they got some good information about programming. This is the 2nd year we have had staff attend. We had free passes for the day.

There has been a change in approved Overdrive lending models, we are now allowed to use a model that Tina had previously used (cost per serve). Tina indicated that this is a cost effective model for our Library.

Finance:

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

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

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

The item that stands out is the attorney’s fee for the case that was brought related to masks in the Children’s room.

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

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

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

We have been experiencing very high phone bills relative to our budget (multiple times the budgeted amount) and our previous experience. This has been brought to the borough’s attention. The bills come through the borough and they are looking into it. They may have to find a new vendor.

Looking at a projection through the end of the year we expect that Telephone expense, attorney fees and some maintenance expenses will be over budget, however we expect to be within budget overall. Tina will not ask to change allocations within the budget categories. She would rather see what happened versus what we had planned.

In terms of budgeting for next year, Tina has been working on getting quotes for various expenses and working with the borough CFO. A projected 24% increase in medical expense will certainly impact the budget. There may be some impact related to changes in the pension. We expect an increase in our BCCLS bill.

Tina provided the Board a chart showing how the equalized valuation of each town in NJ changed and how that effects the 1/3 mil funding for each town. With an 11% increase in Glen Ridge's equalized valuation that translates to a change of \$76K in the 1/3mil funding.

We received our state aid today and received \$700 more than we expected.

Tina will find out later this week what the planned salary/wage increases are for the borough employees. We normally follow the borough percentage.

We will see a draft budget for the Library in November and plan to approve a final budget in December for submission to the borough.

Personnel:

Tina drafted a combined Part-time and Full-Time personnel manual, streamlining our documents and bringing everything up to date. The Personnel committee has been working with Tina to finalize this. Pending answers to a few remaining questions it will be submitted to Human Resources and then be ready to be submitted to the Board for approval at the November meeting. Many thanks to Tina and Jeanna for leading us in this large effort.

Technology:

At its recent meeting the Technology Committee looked at our technology in terms of several time frames. Many of the computers we get through BCCLS are on a 3-5 year cycle. The things, such as printers, which we do not get through BCCLS, need a replacement plan. Tina and Judy will do an inventory.

In terms of a technology vision we looked at the website as well as hardware.

We are now linked into more statewide data bases which provides us more data. We may update the tech plan in the 2nd half of 2023.

Buildings and Grounds:

Locker Project –

The project is making progress, although slower than we expected. The Project Manager has given us an update, which Gordon Leavitt presented. We have the workers and

materials (including the lockers) ready to be delivered to complete the plan if the weather holds. We were lucky that we had 7 days without rain for curing the concrete.

Brick work is completed on the Kiosk, with extra bricks being stored in DPW. The electrical conduit was installed and approved by the inspector and the sidewalk was installed.

We are working toward installing the roof, taking 2-3 weeks to complete. The last step will be the actual installation of the lockers.

Northeast will coordinate with Gordon on the landscaping that will be done upon project completion.

Currently SMS is scheduled for Nov. 3 to install the new camera, but that date will have to be pushed back based on the construction schedule.

After the lockers are actually installed we will get BCCLS on board for their part in the process of hooking the lockers up. Then we will train staff and develop policies and procedures. The goal is to have them up and running about 2 weeks after they are installed. This will be a big public relations opportunity for the Library.

Marketing:

The committee met and discussed some of the questions and requests that were made by the public at the Sept 14 meeting. The committee's recommendation is that the agendas will be posted on the website prior to the meeting, minutes after they have been approved at the subsequent meeting. Videos of the meetings were also but the Marketing Committee rejected that proposal.

Marketing will review what should be attached to the minutes.

A motion was made by Bernice Bonnett, seconded by Geoffrey Darby, that we begin to post our agendas and approved minutes to begin with the October agenda and minutes. All voted Aye and the motion was passed.

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

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

Marketing will work on a PR plan for the introduction of the lockers. Also work on a program directed at commuters, as there seem to be more residents commuting. The availability of the lockers will be a benefit to the commuters.

Director’s Report: (See Attachment #3)

BCCLS delivery services and associated costs will be going down as deliveries have not quite gone back up to pre-pandemic levels. BCCLS is adopting a new billing model for content - it will be based on usage, rather than a population model. They considered several models and this was approved by their Board and Council. Tina thinks it is the fairest, even though we will have an increase due to this new model.

There will be training on the new Overdrive models

The yard sale was held successfully, despite rain.

Tree lighting will be Dec. 4 and FOL is prepared for their role in this community activity.

A pumpkin felting program is planned for Oct. 19

The Bike has been shipped, DPW will assemble it for us. We can leave it outside in a bike rack with a motorcycle cover. The borough has no place to store it inside. Once it arrives we will plan on decorating it and plan usage. If we would like an enclosure for the bike we could suggest it as an Eagle Scout project.

Friends of the Library

Selective Shorts is 2pm Sunday afternoon. There are some other activities going on at the same time in town so we have not sold out all of the tickets. We have \$4000 in funding from the Film Fund Grant. We may get some same day sales.

The FOL made \$4000 on the Yard Sale. The map was beautiful – it may attract more sponsors for next year.

Old Business –

- **All Staff Meeting, moved to Friday, October 28** – Have staff training in the morning, including active shooter training by the police; then a staff lunch; then open to the public at 1:30pm.

New Business

Inclusive Services Statement (Approve) –

A motion was made by Carol Harpster, seconded by Linda Seyffarth, to approve the Inclusive Services Statement. All voted in favor and the motion was approved.

Aye	Bernice Bonnett
Aye	Geoffrey Darby

Aye	Deanna Pagano
Aye	Jeanna Velechko

Aye	Carol Harpster
	David Lefkovits
Aye	Matthew Murphy

Aye	Harry Rush
Aye	Linda Seyffarth

We have 2 new members of the EDI Task Force, back to the full complement.

Materials Selection Policy Revision (Approve) –

A motion was made by Carol Harpster, seconded by Bernice Bonnett, to approve the Materials Selection Policy revision, as presented. All voted Aye and the motion was approved.

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

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

Minor changes were made to the existing policy for the challenge process, ensuring that any challenges made are by residents, rather than patrons who are not residents. Wanted to make sure that anyone challenging Glen Ridge materials is a Glen Ridge resident.

A motion to adjourn was made by Harry Rush and seconded by Geoffrey Darby to adjourn at 8:57 pm. All voted Aye and the motion passed.

Minutes respectfully submitted by Linda Seyffarth

Next Meeting Date: November 9, 2022

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

	Date	Name	Memo/Description	Split	Amount
Accounts Payable					
	09/01/2022	OCLC		Materials:Library of Things	647.35
	09/02/2022	American Display		Preservation Project:Local History Room	98.95
	09/07/2022	Safety NJ, LLC		Professional Development:Staff Development	115.00
	09/08/2022	Brigitte Carroll		-Split-	62.35
	09/09/2022	Baker & Taylor		-Split-	4,783.57
	09/09/2022	Ready Refresh		Facilities & Maintenance:Office Supplies	64.02
	09/09/2022	Staples Advantage		-Split-	259.24
	09/10/2022	SYNCB/Amazon		-Split-	1,005.84
	09/15/2022	Zoobean, Inc.		Programming:Summer Reading Program	495.00
	09/19/2022	Dinosaurs Rock		Programming:Juvenile	695.00
	09/19/2022	Apruzzese, McDermott, Mastro & Murphy		Professional Services:Legal Fees	2,141.24
	09/20/2022	Bank of America		-Split-	149.52
	09/22/2022	Novak Organizing LLC		Programming:Adult	250.00
	09/27/2022	Armpco		Contractual:Copy Machine	201.98
	09/28/2022	Tina Marie Doody		-Split-	135.57
	09/28/2022	Verizon		Technology & Communications:Software/Hardware	269.00
	09/28/2022	OverDrive		Materials:eContent	1,400.80
	09/29/2022	Wells Fargo		Contractual:Copy Machine	350.00
	09/30/2022	Borough of Glen Ridge		-Split-	65,054.31
	09/30/2022	Yuhuei Hsiao		-Split-	615.00
	09/30/2022	Kanopy LLC		Materials:Kanopy	199.00
	09/30/2022	Glen Ridge Public Library		-Split-	101.71
	09/30/2022	Morris County Elevator, Inc.		Contractual:Elevator	660.00
	09/30/2022	Ingram Library Services		Materials:Books:Young Adult	565.81
Total for Accounts Payable					\$ 80,320.26
Contractual					
Copy Machine					
	09/27/2022	Armpco	Invoice IN23675	Accounts Payable	201.98
	09/29/2022	Wells Fargo	Invoice 5022033913 8/25-10/24	Accounts Payable	350.00
Total for Copy Machine					\$ 551.98
Elevator					
	09/30/2022	Morris County Elevator, Inc.	Invoice 22452	Accounts Payable	660.00
Total for Elevator					\$ 660.00
Total for Contractual					\$ 1,211.98
Facilities & Maintenance					
Cleaning					
Supplies					
	09/09/2022	Staples Advantage	Invoice 3517515005 PT, Lysol Cleaner	Accounts Payable	101.00
	09/10/2022	SYNCB/Amazon		Accounts Payable	10.29
Total for Supplies					\$ 111.29
Total for Cleaning					\$ 111.29
Office Supplies					
	09/09/2022	Ready Refresh	Invoice 1210435193131	Accounts Payable	64.02
	09/09/2022	Staples Advantage	Invoice 3516698769 Paper, Toner for Dir. & Office Mgr	Accounts Payable	158.24
	09/20/2022	Bank of America	Name Tags, Stamps	Accounts Payable	90.30
Total for Office Supplies					\$ 312.56
Total for Facilities & Maintenance					\$ 423.85
Materials					
Books					
Adult					
	09/09/2022	Baker & Taylor	Account L0765053 Aug & Sept	Accounts Payable	2,888.42
	09/10/2022	SYNCB/Amazon		Accounts Payable	472.48
Total for Adult					\$ 3,360.90
Children					
	09/09/2022	Baker & Taylor	Account L3576163 Aug & Sept	Accounts Payable	1,895.15
	09/10/2022	SYNCB/Amazon		Accounts Payable	38.64
Total for Children					\$ 1,933.79
Young Adult					
	09/10/2022	SYNCB/Amazon		Accounts Payable	100.32
	09/30/2022	Ingram Library Services	Invoices 71323184,71443114,71506579,71700070,71804322,71880909	Accounts Payable	565.81
Total for Young Adult					\$ 666.13
Total for Books					\$ 5,960.82
CD					
	09/10/2022	SYNCB/Amazon		Accounts Payable	80.44
Total for CD					\$ 80.44
DVD					
	09/10/2022	SYNCB/Amazon		Accounts Payable	132.75
	09/20/2022	Bank of America	Netflix, Disney+	Accounts Payable	36.23
Total for DVD					\$ 168.98
eContent					
	09/28/2022	OverDrive	Invoices03301CO22337676, 03301CO22364654	Accounts Payable	1,400.80
Total for eContent					\$ 1,400.80
Kanopy					
	09/30/2022	Kanopy LLC	Invoice 315803-PPU	Accounts Payable	199.00

Total for Kanopy					<u>\$ 199.00</u>
Library of Things					
	09/01/2022	OCLC	Invoice 1000249089. Lending Key, Museum Key	Accounts Payable	647.35
	09/10/2022	SYNCB/Amazon		Accounts Payable	148.94
Total for Library of Things					<u>\$ 796.29</u>
Total for Materials					<u>\$ 8,606.33</u>
Preservation Project					
Local History Room					
	09/02/2022	American Display	Invoice 22014 Plaques for Donor Wall	Accounts Payable	98.95
Total for Local History Room					<u>\$ 98.95</u>
Total for Preservation Project					<u>\$ 98.95</u>
Professional Development					
Staff Development					
	09/07/2022	Safety NJ, LLC	Invoice 11428 CPR cards-\$23.00x5 employees	Accounts Payable	115.00
Total for Staff Development					<u>\$ 115.00</u>
Total for Professional Development					<u>\$ 115.00</u>
Professional Services					
Legal Fees					
	09/19/2022	Apuzzese, McDermott, Mastro & Murphy	Invoice 229316 DCR Complaining	Accounts Payable	2,141.24
Total for Legal Fees					<u>\$ 2,141.24</u>
Total for Professional Services					<u>\$ 2,141.24</u>
Programming					
Adult					
	09/22/2022	Novak Organizing LLC	Closet Organizing Program 9/21/22	Accounts Payable	250.00
	09/28/2022	Tina Marie Doody	Cooking Club Supplies	Accounts Payable	59.82
	09/30/2022	Yuhuei Hsiao	1/3 of 10/19 Felting Program	Accounts Payable	205.00
Total for Adult					<u>\$ 514.82</u>
Juvenile					
	09/19/2022	Dinosaurs Rock	Fossil Adventure Show 11/5/22	Accounts Payable	695.00
	09/30/2022	Glen Ridge Public Library	A. Davidson Spanish Club Supplies	Accounts Payable	22.89
	09/30/2022	Yuhuei Hsiao	1/3 of 10/19 Felting Program	Accounts Payable	205.00
	09/30/2022	Glen Ridge Public Library	K. Hunziker French Club Supplies	Accounts Payable	24.95
Total for Juvenile					<u>\$ 947.84</u>
Summer Reading Program					
	09/08/2022	Brigitte Carroll	Program Supplies	Accounts Payable	21.25
	09/15/2022	Zoobean, Inc.	Invoice 25582 Beanstack	Accounts Payable	495.00
Total for Summer Reading Program					<u>\$ 516.25</u>
Young Adult					
	09/08/2022	Brigitte Carroll	Program Supplies	Accounts Payable	41.10
	09/10/2022	SYNCB/Amazon		Accounts Payable	21.98
	09/20/2022	Bank of America	Gift Card	Accounts Payable	22.99
	09/30/2022	Yuhuei Hsiao	1/3 of 10/19 Felting Program	Accounts Payable	205.00
	09/30/2022	Glen Ridge Public Library	B. Carroll Teen Crafts and Programming Supplies	Accounts Payable	53.87
Total for Young Adult					<u>\$ 344.94</u>
Total for Programming					<u>\$ 2,323.85</u>
Salaries & Wages					
Benefits					
	09/30/2022	Borough of Glen Ridge	September	Accounts Payable	4,624.80
Total for Benefits					<u>\$ 4,624.80</u>
FICA					
	09/30/2022	Borough of Glen Ridge	9/1, 9/15, 9/30 paychecks	Accounts Payable	4,245.24
Total for FICA					<u>\$ 4,245.24</u>
Full Time Salaries					
	09/30/2022	Borough of Glen Ridge	9/1, 9/15, 9/30 paychecks	Accounts Payable	33,288.75
Total for Full Time Salaries					<u>\$ 33,288.75</u>
Part Time Salaries					
	09/30/2022	Borough of Glen Ridge	9/1, 9/15, 9/30 paychecks	Accounts Payable	22,204.54
Total for Part Time Salaries					<u>\$ 22,204.54</u>
Total for Salaries & Wages					<u>\$ 64,363.33</u>
Technology & Communications					
Cell Phone					
	09/28/2022	Tina Marie Doody	September 2022	Accounts Payable	75.75
Total for Cell Phone					<u>\$ 75.75</u>
Software/Hardware					
	09/28/2022	Verizon	Account 755-678-814-0001-21 WiFi 9/29-10/28	Accounts Payable	269.00
Total for Software/Hardware					<u>\$ 269.00</u>
Telephone					
	09/30/2022	Borough of Glen Ridge		Accounts Payable	690.98
Total for Telephone					<u>\$ 690.98</u>
Total for Technology & Communications					<u>\$ 1,035.73</u>

Glen Ridge Public Library
Budget vs. Actuals: 2022 Budget (by quarter) - FY22 P&L
 January - December 2022

	Jan - Mar, 2022					Apr - Jun, 2022					Jul - Sep, 2022					Total									
	Actual	Budget	over Budget	Remaining g	% of Budget	Actual	Budget	over Budget	Remaining g	% of Budget	Actual	Budget	over Budget	Remaining g	% of Budget	Actual	Budget	over Budget	Remaining g	% of Budget					
Revenue																									
Appropriation			0.00	0.00				0.00	0.00				0.00	0.00				0.00	0.00						
BCCLS	36,398.00	36,398.00	0.00	0.00	100.00%	0.00%	0.00	0.00	0.00			0.00	0.00		36,398.00	36,398.00	0.00	0.00	100.00%	0.00%					
Benefits	12,015.84	21,325.00	-9,309.16	9,309.16	56.35%	43.65%	15,015.83	21,325.00	-6,309.17	6,309.17	70.41%	29.59%	14,647.92	21,325.00	-6,677.08	6,677.08	68.69%	31.31%	41,679.59	85,300.00	-43,620.41	43,620.41	48.86%	51.14%	
FICA	7,541.38	8,969.75	-1,428.37	1,428.37	84.08%	15.92%	8,978.01	8,969.75	8.26	-8.26	100.09%	-0.09%	9,858.97	8,969.75	889.22	-889.22	109.91%	-9.91%	26,378.36	35,879.00	-9,500.64	9,500.64	73.52%	26.48%	
Monthly Disbursement	32,402.25	32,402.30	-0.05	0.05	100.00%	0.00%	32,402.25	32,402.30	-0.05	0.05	100.00%	0.00%	32,402.25	32,402.30	-0.05	0.05	100.00%	0.00%	97,206.75	129,609.00	-32,402.25	32,402.25	75.00%	25.00%	
Salaries	98,579.89	117,251.50	-18,671.61	18,671.61	84.08%	15.92%	114,911.85	117,251.50	-2,339.65	2,339.65	98.00%	2.00%	128,875.19	117,251.50	11,623.69	-11,623.69	109.91%	-9.91%	342,366.93	469,006.00	-126,639.07	126,639.07	73.00%	27.00%	
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%	3,522.06	1,800.00	1,722.06	-1,722.06	195.67%	-95.67%	
Total Appropriation	\$ 187,518.44	\$ 216,796.55	-\$ 29,278.11	\$ 29,278.11	86.50%	13.50%	\$ 172,170.63	\$ 180,398.55	-\$ 8,227.92	\$ 8,227.92	95.44%	4.56%	\$ 187,862.62	\$ 180,398.55	\$ 7,464.07	-\$ 7,464.07	104.14%	-4.14%	\$ 547,551.69	\$ 757,992.00	-\$ 210,440.31	\$ 210,440.31	72.24%	27.76%	
Daily Income	1,505.21	1,000.00	505.21	-505.21	150.52%	-50.52%	1,051.32	1,000.00	51.32	-51.32	105.13%	-5.13%	1,195.66	1,000.00	195.66	-195.66	119.57%	-19.57%	3,796.04	4,000.00	-203.96	203.96	94.90%	5.10%	
Lost and Paid	206.29		206.29	-206.29			358.36		358.36			351.28		351.28		915.93		915.93		915.93		0.00			
Total Daily Income	\$ 1,711.50	\$ 1,000.00	\$ 711.50	-\$ 711.50	171.15%	-71.15%	\$ 1,409.68	\$ 1,000.00	\$ 409.68	-\$ 409.68	140.97%	-40.97%	\$ 1,546.94	\$ 1,000.00	\$ 546.94	-\$ 546.94	154.69%	-54.69%	\$ 4,711.97	\$ 4,000.00	\$ 711.97	-\$ 711.97	117.80%	-17.80%	
Friends of the Library	2,500.00	2,500.00			100.00%	0.00%	2,500.00	2,500.00	0.00	0.00	100.00%	-160.00%	2,500.00	2,500.00		2,500.00	2,500.00		100.00%	10,000.00	10,000.00			35.00%	35.00%
Gift/Donation	302.26	250.00	52.26	-52.26	120.90%	-20.90%	174.48	250.00	-75.52	75.52	69.79%	30.21%	194.67	250.00	-55.33	55.33	77.87%	22.13%	671.46	1,000.00	-328.54	328.54	67.15%	32.85%	
Raymond Fund	2,000.00	4,000.00	-2,000.00	2,000.00	50.00%	50.00%	4,000.00	4,000.00	0.00	0.00	100.00%	0.00%	4,000.00	4,000.00	0.00	0.00	100.00%	0.00%	10,000.00	16,000.00	-6,000.00	6,000.00	62.50%	37.50%	
State Aid	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00	-3,300.00	3,300.00	0.00%	100.00%	
Summer Reading Funding	0.00	0.00	0.00	0.00			2,500.00	-2,500.00	2,500.00	0.00%	100.00%	2,500.00	0.00	2,500.00	-2,500.00	2,500.00	2,500.00	0.00	0.00	100.00%	0.00%				
Total Revenue	\$ 191,532.20	\$ 224,546.55	-\$ 33,014.35	\$ 33,014.35	85.30%	14.70%	\$ 184,254.79	\$ 190,648.55	-\$ 6,393.76	\$ 6,393.76	96.65%	3.35%	\$ 196,104.23	\$ 188,148.55	\$ 7,955.68	-\$ 7,955.68	104.23%	-4.23%	\$ 571,935.12	\$ 794,792.00	-\$ 222,856.88	\$ 222,856.88	71.96%	28.04%	
Gross Profit	\$ 191,532.20	\$ 224,546.55	-\$ 33,014.35	\$ 33,014.35	85.30%	14.70%	\$ 184,254.79	\$ 190,648.55	-\$ 6,393.76	\$ 6,393.76	96.65%	3.35%	\$ 196,104.23	\$ 188,148.55	\$ 7,955.68	-\$ 7,955.68	104.23%	-4.23%	\$ 571,935.12	\$ 794,792.00	-\$ 222,856.88	\$ 222,856.88	71.96%	28.04%	
Expenditures																									
Contractual			0.00	0.00				0.00	0.00				0.00	0.00				0.00	0.00						
BCCLS	36,398.00	36,398.00	0.00	0.00	100.00%	0.00%	0.00	0.00	0.00			0.00	0.00		36,398.00	36,398.00	0.00	0.00	100.00%	0.00%					
Copy Machine	815.24	962.50	-147.26	147.26	84.70%	15.30%	1,117.83	962.50	155.33	-155.33	116.14%	-16.14%	1,080.34	962.50	117.84	-117.84	112.24%	-12.24%	3,013.41	3,850.00	-836.59	836.59	78.27%	21.73%	
Elevator	1,432.00	853.00	579.00	-579.00	167.88%	-67.88%	660.00	853.00	-193.00	193.00	77.37%	22.63%	1,320.00	853.00	467.00	-467.00	154.75%	-54.75%	3,412.00	3,412.00	0.00	0.00	100.00%	0.00%	
HVAC Maintenance	4,950.02	4,950.00	0.02	-0.02	100.00%	0.00%	4,950.02	1,740.00	3,210.02	-3,210.02	284.48%	-184.48%	1,740.00	4,950.00	-3,210.00	3,210.00	35.15%	64.85%	11,640.04	13,380.00	-1,739.96	1,739.96	87.00%	13.00%	
Inspections		725.00	-725.00	725.00	0.00%	100.00%	760.00	0.00	760.00	-760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	760.00	725.00	35.00	-35.00	104.83%	-4.83%	
Security & Fire	1,344.00	1,344.00			100.00%	100.00%	1,344.00	0.00	1,344.00	-1,344.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,344.00	1,344.00	0.00	0.00	100.00%	0.00%	
Total Contractual	\$ 43,995.26	\$ 45,232.50	-\$ 1,637.24	\$ 1,637.24	96.38%	3.62%	\$ 8,831.85	\$ 3,555.50	\$ 5,276.35	-\$ 5,276.35	248.40%	-148.40%	\$ 4,140.34	\$ 6,765.50	-\$ 2,625.16	\$ 2,625.16	61.20%	38.80%	\$ 56,567.45	\$ 59,109.00	-\$ 2,541.55	\$ 2,541.55	95.70%	4.30%	
Facilities & Maintenance			0.00	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	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Supplies	153.91	500.01	-346.10	346.10	30.78%	69.22%	251.05	500.01	-248.96	248.96	50.21%	49.79%	197.53	499.99	-302.46	302.46	39.51%	60.49%	602.49	2,000.00	-1,397.51	1,397.51	30.12%	69.88%	
Total Cleaning	\$ 153.91	\$ 500.01	-\$ 346.10	\$ 346.10	30.78%	69.22%	\$ 251.05	\$ 500.01	-\$ 248.96	\$ 248.96	50.21%	49.79%	\$ 197.53	\$ 499.99	-\$ 302.46	\$ 302.46	39.51%	60.49%	\$ 602.49	\$ 2,000.00	-\$ 1,397.51	\$ 1,397.51	30.12%	69.88%	
Maintenance & Repair	1,751.26	1,250.01	501.25	-501.25	140.10%	-40.10%	369.99	1,250.01	-880.02	880.02	29.60%	70.40%	3,541.03	1,250.01	2,291.02	-2,291.02	283.28%	-183.28%	5,662.28	5,000.00	662.28	-662.28	113.25%	-13.25%	
Office Supplies	761.36	1,250.01	-488.65	488.65	60.91%	39.09%	1,374.16	1,250.01	124.15	-124.15	109.93%	-9.93%	2,434.91	1,250.01	1,184.90	-1,184.90	194.79%	-94.79%	4,570.43	5,000.00	-429.57	429.57	91.41%	8.59%	
Shared Service Agreement	0.00	0.00	0.00	0.00			5,424.67	5,424.67	0.00	0.00	100.00%	0.00%	5,424.67	5,424.67	0.00	0.00	100.00%	0.00%	10,849.34	16,274.00	-5,424.66	5,424.66	66.67%	33.33%	
Total Facilities & Maintenance	\$ 2,666.53	\$ 3,000.03	-\$ 333.50	\$ 333.50	88.88%	11.12%	\$ 7,419.87	\$ 8,424.70	-\$ 1,004.83	\$ 1,004.83	88.07%	11.93%	\$ 11,598.14	\$ 8,424.68	\$ 3,173.46	-\$ 3,173.46	137.67%	-37.67%	\$ 21,684.54	\$ 28,274.00	-\$ 6,589.46	\$ 6,589.46	76.69%	23.31%	
Materials			0.00	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	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Adult	5,146.56	6,999.99	-1,853.43	1,853.43	73.52%	26.48%	6,160.77	6,999.99	-839.22	839.22	88.01%	11.99%	5,600.05	6,999.99	-1,399.94	1,399.94	80.00%	20.00%	16,907.38	28,000.00	-11,092.62	11,092.62	60.38%	39.62%	
Children	2,637.97	3,750.00	-1,112.03	1,112.03	70.35%	29.65%	4,215.07	3,750.00	465.07	-465.07	112.40%	-12.40%	3,339.02	3,750.00	-410.98	410.98	89.04%	10.96%	10,192.06	15,000.00	-4,807.94	4,807.94	67.95%	32.05%	
Young Adult	2,015.72	1,800.00	215.72	-215.72	111.98%	-11.98%	1,602.18	1,800.00	-197.82	197.82	89.01%	10.99%	1,826.00	1,800.00											

Credit Card Fees	5.85	17.49	-11.64	11.64	33.45%	66.55%	7.95	17.49	-9.54	9.54	45.45%	54.55%	9.08	17.49	-8.41	8.41	51.92%	-48.08%	23.50	70.00	-46.50	46.50	33.57%	66.43%
Legal Fees		500.01	-500.01	500.01	0.00%	100.00%		500.01	-500.01	500.01	0.00%	100.00%	3,033.62	500.01	2,533.61	-2,533.61	606.71%	-506.71%	3,033.62	2,000.00	1,033.62	-1,033.62	151.68%	-51.68%
Total Professional Services	\$ 5,498.35	\$ 527.49	\$ 4,970.86	\$ 4,970.86	1042.36%	-942.36%	\$ 7,145.45	\$ 6,527.49	\$ 617.96	\$ 617.96	109.47%	-9.47%	\$ 3,042.70	\$ 527.49	\$ 2,515.21	\$ 2,515.21	576.83%	-476.83%	\$ 15,687.12	\$ 8,110.00	\$ 7,577.12	\$ 7,577.12	193.43%	-93.43%
Programming		0.00	0.00	0.00				0.00	0.00					0.00	0.00	0.00			0.00	0.00	0.00	0.00		
Adult	273.46	875.01	-601.55	601.55	31.25%	68.75%	315.27	875.01	-559.74	559.74	36.03%	63.97%	673.89	875.01	-201.12	201.12	77.02%	22.98%	1,262.62	3,500.00	-2,237.38	2,237.38	36.07%	63.93%
Juvenile	122.96	875.01	-752.05	752.05	14.05%	85.95%	250.50	875.01	-624.51	624.51	28.63%	71.37%	1,505.83	875.01	630.82	-630.82	172.09%	-72.09%	1,879.29	3,500.00	-1,620.71	1,620.71	53.69%	46.31%
Summer Reading Program	89.57	0.00	89.57	-89.57			543.58	2,500.00	-1,956.42	1,956.42	21.74%	78.26%	2,543.93	0.00	2,543.93	-2,543.93			3,177.08	2,500.00	677.08	-677.08	127.08%	-27.08%
Young Adult	623.23	875.01	-251.78	251.78	71.23%	28.77%	302.96	875.01	-572.05	572.05	34.62%	65.38%	498.40	875.01	-376.61	376.61	56.96%	43.04%	1,424.59	3,500.00	-2,075.41	2,075.41	40.70%	59.30%
Total Programming	\$ 1,109.22	\$ 2,625.03	\$ 1,515.81	\$ 1,515.81	42.26%	57.74%	\$ 1,412.31	\$ 5,125.03	\$ 3,712.72	\$ 3,712.72	27.86%	72.44%	\$ 5,222.05	\$ 2,625.03	\$ 2,597.02	\$ 2,597.02	198.93%	-98.93%	\$ 7,743.58	\$ 13,000.00	\$ 5,256.42	\$ 5,256.42	59.57%	40.43%
Salaries & Wages		0.00	0.00	0.00				0.00	0.00					0.00	0.00	0.00			0.00	0.00	0.00	0.00		
Benefits	12,015.84	21,325.00	-9,309.16	9,309.16	56.35%	43.65%	15,015.83	21,325.00	-6,309.17	6,309.17	70.41%	29.59%	14,647.92	21,325.00	-6,677.08	6,677.08	68.69%	31.31%	41,679.59	85,300.00	-43,620.41	43,620.41	48.86%	51.14%
FICA	7,541.38	8,969.74	-1,428.36	1,428.36	84.08%	15.92%	8,978.01	8,969.74	8.27	-8.27	100.09%	-0.09%	9,858.97	8,969.75	889.22	-889.22	109.91%	-9.91%	26,378.36	35,879.00	-9,500.64	9,500.64	73.52%	26.48%
Full Time Salaries	44,385.82	68,263.25	-23,877.43	23,877.43	65.02%	34.98%	66,577.50	68,263.25	-1,685.75	1,685.75	97.53%	2.47%	77,673.75	68,263.25	9,410.50	-9,410.50	113.79%	-13.79%	188,637.07	273,053.00	-84,415.93	84,415.93	69.08%	30.92%
Part Time Salaries	54,194.07	48,988.25	5,205.82	-5,205.82	110.63%	-10.63%	50,781.82	48,988.25	1,793.57	-1,793.57	103.66%	-3.66%	51,201.44	48,988.25	2,213.19	-2,213.19	104.52%	-4.52%	156,177.33	195,953.00	-39,775.67	39,775.67	79.70%	20.30%
Total Salaries & Wages	\$ 116,137.11	\$ 147,546.24	\$ 29,409.13	\$ 29,409.13	80.07%	19.93%	\$ 141,353.16	\$ 147,546.24	\$ 6,193.08	\$ 6,193.08	95.80%	4.20%	\$ 153,382.08	\$ 147,546.25	\$ 5,835.83	\$ 5,835.83	103.96%	-3.96%	\$ 412,872.35	\$ 590,185.00	\$ 177,312.65	\$ 177,312.65	69.96%	30.04%
Subscriptions		0.00	0.00	0.00				0.00	0.00					0.00	0.00	0.00			0.00	0.00	0.00	0.00		
Electronic	2,767.00	1,275.00	1,492.00	-1,492.00	217.02%	-117.02%	2,002.00	1,275.00	727.00	-727.00	157.02%	-57.02%		1,275.00	-1,275.00	1,275.00	0.00%	100.00%	4,769.00	5,100.00	-331.00	331.00	93.51%	6.49%
Print	940.86	650.00	290.86	-290.86	144.75%	-44.75%	2,268.36	650.00	1,618.36	-1,618.36	348.98%	-248.98%	48.13	650.00	-601.87	601.87	7.40%	92.60%	3,257.35	2,600.00	657.35	-657.35	125.28%	-25.28%
Total Subscriptions	\$ 3,707.86	\$ 1,925.00	\$ 1,782.86	\$ 1,782.86	192.62%	-92.62%	\$ 4,270.36	\$ 1,925.00	\$ 2,345.36	\$ 2,345.36	221.84%	-121.84%	\$ 48.13	\$ 1,925.00	\$ 1,876.87	\$ 1,876.87	2.50%	97.50%	\$ 8,026.35	\$ 7,700.00	\$ 326.35	\$ 326.35	104.24%	-4.24%
Technology & Communications	550.00		550.00	-550.00				0.00	0.00					0.00	0.00	0.00			550.00	0.00	550.00	-550.00		
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%	558.31	700.00	-141.69	141.69	79.76%	20.24%
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%	1,465.21	2,500.00	-1,034.79	1,034.79	58.61%	41.39%
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%	5,965.34	6,000.00	-34.66	34.66	99.42%	0.58%
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%	3,522.06	1,800.00	1,722.06	-1,722.06	195.67%	-95.67%
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%	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%	\$ 12,224.87	\$ 11,600.00	\$ 624.87	\$ 624.87	105.39%	-5.39%
Total Expenditures	\$ 191,456.11	\$ 223,139.79	\$ 31,683.68	\$ 31,683.68	85.80%	14.20%	\$ 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%	\$ 586,538.63	\$ 794,792.00	\$ 208,253.37	\$ 208,253.37	73.80%	26.20%
Net Operating Revenue	\$ 76.09	\$ 1,406.76	\$ 1,330.67	\$ 1,330.67	5.41%	94.59%	\$ 9,007.75	\$ 4,498.91	\$ 4,508.84	\$ 4,508.84	200.22%	-100.22%	\$ 5,715.13	\$ 1,708.90	\$ 4,006.23	\$ 4,006.23	334.43%	-234.43%	\$ 14,603.51	\$ 0.00	\$ 14,603.51	\$ 14,603.51	-50177278	50177278
Net Revenue	\$ 76.09	\$ 1,406.76	\$ 1,330.67	\$ 1,330.67	5.41%	94.59%	\$ 9,007.75	\$ 4,498.91	\$ 4,508.84	\$ 4,508.84	200.22%	-100.22%	\$ 5,715.13	\$ 1,708.90	\$ 4,006.23	\$ 4,006.23	334.43%	-234.43%	\$ 14,603.51	\$ 0.00	\$ 14,603.51	\$ 14,603.51	-50177278	50177278

DIRECTOR'S REPORT - OCTOBER 2022

Meetings & Community Events

I attended a Rotary meeting on October 6th at the Brookdale in Bloomfield. Upcoming Rotary programs were discussed and I shared information about the Locker construction.

Correspondence

We received notice that the Investigation of the Civil Rights complaint filed in response to the Library's mask policy was wrapping up and we had until September 30, 2022 to file any additional documents. I checked with the attorney and they did not feel filing additional documents was necessary and we are waiting for the final decision.

BCCLS & NJLA

System Council was held on September 29, 2022 at the Upper Saddle River Public Library. Two minor policy changes were made that now allow patrons to show their photo ID to check out materials as previously this was not allowed. Also, Advantage Plus libraries are now allowed to use Cost Per Circ (CPC), Simultaneous Use, and Lucky Day lending models. The BCCLS budget was introduced (included in the meeting packet) and will be voted on at the next System Council meeting.

The eBCCLS Advantage Education Group hosted two training sessions related to Overdrive Reporting Basics in September and two Advanced Reporting sessions will be scheduled shortly. We are also working on putting together training sessions on the new formats that BCCLS libraries can now use for selection after policy changes that were made at System Council on September 29th. These sessions are open to all BCCLS staff members.

I attended a virtual NJLA "Small Libraries Section" meeting on October 4th. We are working on planning an "Unconference" for the Spring of 2023 as well as brainstorming potential conference programs for the 2023 NJLA Annual Conference.

Diversity & Inclusion

The EDI Task Force met on September 21, 2022. We will be meeting again on November 2, 2022.

At the September meeting we briefly talked about the various assessment tools that we are going to review. Homework for the next meeting is to review the various options and each person will pick their top two. At the next meeting we will compare results and pick a tool to move. We will be meeting again on November 2, 2022.

Friends

Friends Programming

Yard Sale

The town-wide yard sale was held on October 1, 2022. We are still waiting for payout from EventBrite and some expenses, but we believe at least \$4,000 was raised for the Friends of the Library at the event. Due to the weather there was some discussion about the possibility of having a rain date for next year but this was not deemed a feasible solution due to the number of homes that registered (92 this year).

DIRECTOR'S REPORT - OCTOBER 2022

Selected Shorts

Final preparations are underway and tickets are on sale. There is a sign on the corner of Bloomfield and Ridgewood Avenues.

Tree Lighting

The Tree Lighting will be held on December 4, 2022. I have confirmed with Fitzgerald's that they will make the hot chocolate for us and the insulated containers have been reserved.

Grants

Cares Mini Grant

I have been notified that the Book Bike is completed and ready for delivery. I am waiting for shipping confirmation but we are hoping to have the bike with us soon.

Programming

Children's & YA Programming

Regular programming is ongoing. We are having Island Magic on October 11th for Balloon Art and Magic, and a pumpkin felting program for children and teens on October 19th.

Adult Programming

The cookbook club returned on September 19, 2022 with enthusiasm and will be held on the third Monday of the month going forward. We have two author talks scheduled for October with a third in the process of being scheduled for December. The Romance Book Club had 5 attendees for their first meeting and will be meeting monthly going forward.

The take home crafts are continuing and there is an adult session of the pumpkin felting class on October 19th as well.

B&G

HVAC

I gave AME the go-ahead to replace the actuator for FCU6 and we are waiting on the parts to arrive.

Kiosk/Lockers

Construction is well underway and we anticipate it lasting a few more weeks. The lockers are ready to be installed once construction is complete and the security company is waiting for the go ahead to schedule the camera installation.

Finance

The 2023 1/3 mil numbers were released on 10/4 (full report in your packet) and our minimum appropriation for 2023 is \$754,686. This is up \$76,206 from the 2022 1/3 mil.

Our estimated BCCLS bill is \$36,397.97 (including delivery) which is a 3.19% increase from 2022.

I am working on scheduling a meeting with the Borough Administrator and the CFO to discuss the 2023 budget and what the benefit increases (see the Personnel section below) mean for the budget.

DIRECTOR'S REPORT - OCTOBER 2022

Marketing

The Marketing committee met to discuss some of the issues brought up in public comment during the September 2022 meeting. I am working on putting together a calendar for social media and the newsletter so that we make sure we highlight important dates, events, and observances.

Personnel

The Personnel committee has reviewed the combined Personnel manual and will make recommendations as appropriate.

The State Health Benefits Plan announced that costs will be rising 24% in 2023. The CFO will be coming to Borough hall to talk to employees who have questions about what this increase means for them.

Technology

The Technology Committee met on September 28th and discussed our immediate needs, a maintenance plan, and our vision for the future.

BCCLS has a new app that they have made available to the public but have not yet publicized. The staff are in the process of familiarizing themselves with the app and then we will promote it to the public. One fun feature of the app is that you can use your phone to scan a book that you find at a store or at a friend's house to find out if it is owned by a BCCLS library, and if it is, put it on hold all in one process.

Respectfully submitted,
Tina Marie Doody, Library Director
October 7, 2022