

**Glen Ridge Public Library**  
**Board of Trustees Meeting Minutes**  
 1<sup>st</sup> floor conference room  
 June 12, 2024

**PUBLIC SESSION**

President Bernice Bonnett 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	Edward Kastenmeier	A	Damein Phoenix
P	Marilyn Law	P	Jeanna Velechko
P	David Lefkovits	P	Tina Doody

*Pledge of Allegiance*

**Correspondence:**

No correspondence received; however, a \$150 donation was given by a patron.

**Public Comment:**

No members of the public were in attendance.

**Minutes:**

**A motion to approve the May 15, 2024 Meeting Minutes was made by Edward Kastenmeier and seconded by Tina Payne. There were 8 Ayes approving the minutes.**

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

**Committee Reports:**

*Finance*

**After review, a motion to approve the May 2024 Bills List (attached), was made by David Lefkovits and 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	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

The Bills list for May included \$86K in payables and notably included the Security Camera Warranty and expenses related to the Library Construction Bond Act (LCBA) funding for book trucks. It was also mentioned that Dennis the Bike Mechanic serviced Ike the Book Bike.

**After review, a motion was made by David Lefkovits to accept the May Treasurer's Report (attached). It was 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	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

David Lefkovits noted that actual expenses were on-target at 45% of budget but material expenditure was under at 37%. Digital magazines usage is up significantly (+153% YoY), notably for *The New Yorker*. Patrons have access to nearly 5.3K digital magazines through the Glen Ridge Public Library / Libby app.

#### *Review of LCBA Grant Expenses*

The Director received \$123K in reimbursement from the State of New Jersey within a two-week turnaround time. \$4.7K in LCBA expenses were incurred this month. The remaining balance of unallocated funds is \$76.3K.

#### *Cash Management Fund*

The Cash Management Fund generated \$1.2K in revenue during the past month, ahead of plan and down \$.2K month-over-month due to a lower account balance.

#### *Personnel*

The personnel benefits expense amount is lower versus the budget. The Director investigated with the Borough and learned that the issue is the calculation method and timing on insurance expense.

#### *Technology*

The security camera replacement is complete. The Director noted that the security camera at the staff backdoor entrance is now clearly focusing; the cause was a faulty wire which has been replaced.

#### *Building and Grounds*

Geoffrey Darby provided background on a proposed Facilities Assessment by Daniel Kopec Architecture Design. There has not been an assessment completed in ten years. **A motion to approve spending of up to \$10K for a facilities assessment report by Daniel Kopec Architecture Design (proposal attached) was made by Geoffrey Darby and seconded by Edward Kastenmeier. The motion passed unanimously.**

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

An electronic lock system proposal was received from SMS, the current security provider, at a total cost of \$22K. The Director will solicit additional proposals.

#### *Marketing*

The library is distributing new patron cards. The staff plans to use the Bike for library awareness and service at the train station on summer Thursdays from 4-7PM through August 1<sup>st</sup>. The final Thursday of each summer month the library will also host story time in Freeman Gardens. The Borough National Night Out at the pool will be held on August 8<sup>th</sup>.

#### *Strategic Planning*

Jeanna Velechko reported that the Strategic Plan committee finished the webinar series training. Bernice Bonnett is leading the subcommittee who will review stakeholder engagement recommendations, identifying target segments and brainstorming ways to reach them. Jeanna Velechko is leading the team investigating data collection and trends. Focus groups may be used to refine the survey questions to the broader population. A best practice is that the survey can be completed in less than 7 minutes. The committees will continue to meet over the summer.

#### **Director's Report** (attached):

In Trends and Topics, the Director noted that she attended the Small Libraries meeting.

#### **Friends of the Library:**

Selected Shorts was held on May 16<sup>th</sup> and was much enjoyed by attendees. Ticket sales and corresponding revenue were disappointing, and the Friends of the Library will be conducting an assessment of the event before future plans are made. The townwide yard sale is scheduled for September 28<sup>th</sup>; sponsors are being pursued. The Glen Ridge locker project is being featured in vendor D-tech's new promotional pamphlet.

#### **Old Business:**

##### *Acoustical Engineering Proposals*

A second acoustic engineering proposal was received from AKRF; the quote was \$4K. The Director will be pursuing an assessment with this vendor (funding approved in May meeting).

*Other Old Business*

None.

**New Business:**

*2023 Draft Audit Report*

The 2023 audit is complete; the Director was pleased to report that there were no findings. This is the last year with this audit reporting firm.

**A motion to accept the draft audit report for 2023 was made by David Lefkovits and seconded by Marilyn Law. The motion passed unanimously.**

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

Final bound copies of the audit report will be created now that the Board has approved the draft.

*Resolution 2024-11*

This resolution authorizes the Director to pay bills in July and August with approvals to come from the Board in September.

**A motion to approve Resolution 2024-11 which empowers the Director to pay the bills during the July and August Board hiatus was made by Tina Payne and seconded by David Lefkovits. The motion passed unanimously.**

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

*Other New Business*

The Director discussed progress against priorities on the current Strategic Plan. Recapping a few highlights, the Director has assessed the Project Outcomes tool. Further, the Library team has achieved 3 of 5 Programming goals. All goals have been achieved on the Frictionless Process priority as well as for expanded access. The goal to further establish the library's Community Relations, particularly with the schools, is progressing. The Funding goal is currently being exceeded. Benchmarks were assigned to all goals and are generally being achieved.

The Director investigated menstrual period product dispensers for the library through a vendor called Aunt Flow; the products would be free to patrons and staff. This initial

program would utilize the LCBA grant funding; go-forward supplies funding would need to be budgeted in the library's annual plan.

**A motion to approve up to \$3.2K in funding for 2 dispensers, 2 disposal units, a counter-top display and product through Aunt Flow was made by Deanna Pagano and seconded by Marilyn Law. The motion passed with 7 Ayes and one abstention.**

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

**Public Comment:**

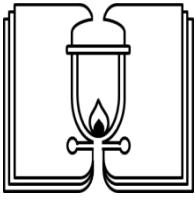
None.

**A motion to adjourn the meeting was made by Marilyn Law and seconded by Edward Kastenmeier at 9:21 pm. All voted Aye and the motion passed.**

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

Minutes respectfully submitted by  
Deanna Pagano, Secretary

**Next Meeting Date:** Wednesday, September 11<sup>th</sup>, 2024, at 7:30 in the 1<sup>st</sup> floor library conference room.

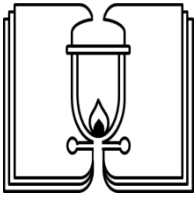


# Glen Ridge Public Library

## Bills List

May 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Accounts Payable</b>				
05/01/2024	Innovative Document Imaging	Invoice 18447 Annual Hosting 6/1/24-5/31/25	Materials:Local History Room	937.13
05/01/2024	The Spotted Canvas	Invoice#003 - 12 Ceramics for YA Art Program 6/26/24	Programming:Summer Reading Program	240.00
05/01/2024	SMS Security Systems, LLC	Invoice 145119	-Split-	1,656.00
05/01/2024	Essex County Public Children's Librarians	Sydney Young, Glen Ridge Public Library Annual Dues 2023	Professional Development:Dues	50.00
05/04/2024	Tina Marie Doody	Account#789645863-00001 Invoice#4650218163 May 2024	Technology & Communications:Cell Phone	79.75
05/06/2024	Demco, Inc.	Invoice #7479831	Materials:Processing	127.64
05/08/2024	Chicago Distribution Center		Technology & Communications:Marketing & Outreach	30.48
05/15/2024	Amazon Capital Services	Invoice 1NRR-PLMP-HQXW-May 10, 2024 Credit memo 1CHK-4QNC-HTYH	-Split-	1,113.62
05/16/2024	Voltaire Cycles		Facilities & Maintenance:Maintenance & Repair	240.00
05/20/2024	Bank of America	Acct#x1897 May 20, 2024 General Operating Expenses	-Split-	914.21
05/20/2024	Bank of America	Acct#x1897 May 20, 2024 LCBA Grant Expense	Other Miscellaneous Expenditure:LCBA Grant	5.89
05/28/2024	Feldman Brothers Electrical Supply	Invoice# 3529849-00 - 3 x lightbulbs	Facilities & Maintenance:Maintenance & Repair	26.97
05/30/2024	Shore Business Solutions (ARMPCO)	Invoice IN26124 - Contract#CT1868-01	-Split-	104.19
05/31/2024	Serendipity, Inc.	Invoice# 2024100157 Interior signs	Programming:Summer Reading Program	190.00
05/31/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5030019008	Contractual:Copy Machine	175.00
05/31/2024	Staples Advantage	Invoice#6002363914	-Split-	110.21
05/31/2024	Kanopy Inc	Invoice #401863-PPU May 2024	Materials:Kanopy	171.00
05/31/2024	Smith System Manufacturing Co.		Other Miscellaneous Expenditure:LCBA Grant	2,895.75
05/31/2024	Garden Arts for Kids	Fairy/Dino Program 7/9/24	Programming:Summer Reading Program	285.00
05/31/2024	Borough of Glen Ridge	May 2024 Appropriation Distribution	-Split-	69,582.19
05/31/2024	HC Electrical Contracting	Invoice#5515	Facilities &	180.00

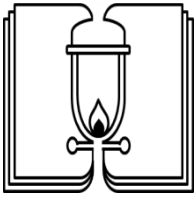


# Glen Ridge Public Library

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May 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	LLC		Maintenance:Maintenance & Repair	
05/31/2024	HC Electrical Contracting LLC	Invoice#5564	-Split-	1,755.00
05/31/2024	Ingram Library Services	Acct#20Y5883 Invoices May 2024	-Split-	686.43
05/31/2024	GRPL Petty Cash	GRPL Petty Cash Staff Reimbursements May 2024	-Split-	59.91
05/31/2024	Baker & Taylor	Account L076505, Account L357616; Account L4449423	-Split-	3,844.03
05/31/2024	OverDrive	May 2024 invoice#03301CO24135700 invoice#03301CP24166387	-Split-	1,077.74
<b>Total for Accounts Payable</b>				<b>\$86,538.14</b>
Contractual				
Copy Machine				
05/30/2024	Shore Business Solutions (ARMPCO)	Contract overage charge 4/22/24-5/21/24- Estimate	Accounts Payable	41.69
05/30/2024	Shore Business Solutions (ARMPCO)	Contract base rate 4/22/24-5/21/24	Accounts Payable	62.50
05/31/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467- 000 Invoice#5030019008	Accounts Payable	175.00
<b>Total for Copy Machine</b>				<b>\$279.19</b>
Security & Fire				
05/01/2024	SMS Security Systems, LLC	Security- Camera System Warranty 6/1/24- 5/31/25	Accounts Payable	1,380.00
05/01/2024	SMS Security Systems, LLC	Security- Fire System Warranty 6/1/24- 5/31/25	Accounts Payable	276.00
<b>Total for Security &amp; Fire</b>				<b>\$1,656.00</b>
<b>Total for Contractual</b>				<b>\$1,935.19</b>
Facilities & Maintenance				
Cleaning				
Supplies				
05/15/2024	Amazon Capital Services	gum remover	Accounts Payable	21.97
05/31/2024	Staples Advantage	Toilet Tissue x 1	Accounts Payable	65.72
<b>Total for Supplies</b>				<b>\$87.69</b>
<b>Total for Cleaning</b>				<b>\$87.69</b>
Maintenance & Repair				
05/16/2024	Voltaire Cycles	Ike Bike Maintenance	Accounts Payable	240.00
05/20/2024	Bank of America	Sherwin Williams - Paint for 3rd Floor	Accounts Payable	45.49
05/28/2024	Feldman Brothers	Invoice# 3529849-00 - 3 x lightbulbs	Accounts Payable	26.97



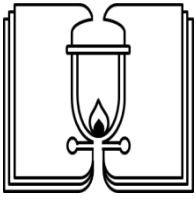
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May 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Electrical Supply			
05/31/2024	HC Electrical Contracting LLC	Invoice#5515 Replace Ballast Children's Room	Accounts Payable	180.00
<b>Total for Maintenance &amp; Repair</b>				<b>\$492.46</b>
	Office Supplies			
05/15/2024	Amazon Capital Services	picture hooks, square reader, Cricut supplies, chargers, frames	Accounts Payable	109.87
05/15/2024	Amazon Capital Services	Credit memo 1CHK-4QNC-HTYH- return Bulletin Board & Letters	Accounts Payable	-25.98
<b>Total for Office Supplies</b>				<b>\$83.89</b>
	Copy Paper			
05/31/2024	Staples Advantage	Invoice#6002363914- Copy paper x 1	Accounts Payable	44.49
<b>Total for Copy Paper</b>				<b>\$44.49</b>
	Postage			
05/20/2024	Bank of America	Postage Stamps x 100	Accounts Payable	68.00
<b>Total for Postage</b>				<b>\$68.00</b>
<b>Total for Office Supplies with sub-accounts</b>				<b>\$196.38</b>
<b>Total for Facilities &amp; Maintenance</b>				<b>\$776.53</b>
	Materials			
	Books			
	Adult			
05/15/2024	Amazon Capital Services	27 books	Accounts Payable	501.03
05/15/2024	Amazon Capital Services	Credit memo 1CHK-4QNC-HTYH-1 book rebate	Accounts Payable	-5.25
05/15/2024	Amazon Capital Services	Amazon Promos & Discounts	Accounts Payable	-15.37
05/15/2024	Amazon Capital Services	Shipping & Handling	Accounts Payable	18.92
05/31/2024	Baker & Taylor	Adult Book Account L0765053 Statement 5/31/24	Accounts Payable	2,821.56
<b>Total for Adult</b>				<b>\$3,320.89</b>
	Children			
05/15/2024	Amazon Capital Services	2 books	Accounts Payable	16.36
05/31/2024	Baker & Taylor	Children's Books Account L3576163 Statement 5/31/24	Accounts Payable	959.03
05/31/2024	Baker & Taylor	Children's Books Account L4449423 Statement 5/31/24	Accounts Payable	63.44
<b>Total for Children</b>				<b>\$1,038.83</b>
	Young Adult			
05/31/2024	Ingram Library Services	Credit Memo 81719391	Accounts Payable	-7.79
05/31/2024	Ingram Library Services	May 2024 Invoice#:81824968; 81931889,81963702, 82055374,82141733;82159900	Accounts Payable	700.81



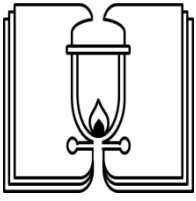


# Glen Ridge Public Library

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May 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
05/31/2024	Ingram Library Services	Credit Memo 81719392	Accounts Payable	-6.59
<b>Total for Young Adult</b>				<b>\$686.43</b>
<b>Total for Books</b>				<b>\$5,046.15</b>
CD				
05/15/2024	Amazon Capital Services	Credit memo 1CHK-4QNC-HTYH-1 CDs rebate	Accounts Payable	-1.01
05/15/2024	Amazon Capital Services	3 CDs	Accounts Payable	38.93
<b>Total for CD</b>				<b>\$37.92</b>
DVD				
05/15/2024	Amazon Capital Services	7 DVDs	Accounts Payable	125.68
05/15/2024	Amazon Capital Services	Credit memo 1CHK-4QNC-HTYH-1 DVDs rebate	Accounts Payable	-1.03
<b>Total for DVD</b>				<b>\$124.65</b>
eContent				
05/31/2024	OverDrive	Invoice#03301CP24166387	Accounts Payable	385.74
05/31/2024	OverDrive	May 2024 Invoice#03301CO24135700	Accounts Payable	692.00
<b>Total for eContent</b>				<b>\$1,077.74</b>
Kanopy				
05/31/2024	Kanopy Inc	Invoice #401863-PPU May 2024	Accounts Payable	171.00
<b>Total for Kanopy</b>				<b>\$171.00</b>
Library of Things				
05/15/2024	Amazon Capital Services	Kindle - replacement	Accounts Payable	97.99
05/20/2024	Bank of America	Disney plus; Netflix, Roku x 2	Accounts Payable	98.04
<b>Total for Library of Things</b>				<b>\$196.03</b>
Local History Room				
05/01/2024	Innovative Document Imaging	Invoice 18447 Annual Hosting 6/1/24-5/31/25	Accounts Payable	937.13
<b>Total for Local History Room</b>				<b>\$937.13</b>
Processing				
05/06/2024	Demco, Inc.	Invoice #7479831 - Book covers 9" x 4	Accounts Payable	127.64
<b>Total for Processing</b>				<b>\$127.64</b>
<b>Total for Materials</b>				<b>\$7,718.26</b>
Professional Development				
Dues				
05/01/2024	Essex County Public Children's Librarians	S. Young, Glen Ridge Public Library Annual Dues 2024	Accounts Payable	50.00
<b>Total for Dues</b>				<b>\$50.00</b>
<b>Total for Professional Development</b>				<b>\$50.00</b>

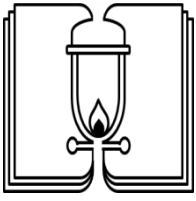


# Glen Ridge Public Library

## Bills List

May 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Programming</b>				
Adult				
05/15/2024	Amazon Capital Services	bags, brushes, card stock	Accounts Payable	64.96
05/31/2024	GRPL Petty Cash	Colored Paper Supplies - Karen Hockstein	Accounts Payable	11.70
05/31/2024	GRPL Petty Cash	Colored Paper Supplies-Gretchen Allin	Accounts Payable	17.89
<b>Total for Adult</b>				<b>\$94.55</b>
Juvenile				
05/15/2024	Amazon Capital Services	live Caterpillars	Accounts Payable	8.85
05/20/2024	Bank of America	Imagination Playground	Accounts Payable	80.68
05/31/2024	GRPL Petty Cash	Snack - French Club -Kathy Hunziker	Accounts Payable	9.77
05/31/2024	GRPL Petty Cash	Ice Cream - Book Club	Accounts Payable	9.58
05/31/2024	GRPL Petty Cash	Stationary - Syd Young	Accounts Payable	10.97
<b>Total for Juvenile</b>				<b>\$119.85</b>
Summer Reading Program				
05/01/2024	The Spotted Canvas	Invoice#003 - 12 Ceramics for YA Art Program 6/26/24	Accounts Payable	240.00
05/15/2024	Amazon Capital Services	Tee-Pee- Children's Room	Accounts Payable	66.79
05/31/2024	Serendipity, Inc.	Invoice# 2024100218	Accounts Payable	190.00
05/31/2024	Garden Arts for Kids	Exterior signs - Summer Reading Program Fairy/Dino Program 7/9/24	Accounts Payable	285.00
<b>Total for Summer Reading Program</b>				<b>\$781.79</b>
<b>Total for Programming</b>				<b>\$996.19</b>
Salaries & Wages				
Benefits				
05/31/2024	Borough of Glen Ridge	Health Care Benefits May 2024	Accounts Payable	5,399.09
<b>Total for Benefits</b>				<b>\$5,399.09</b>
FICA				
05/31/2024	Borough of Glen Ridge	FICA 5/1/24 ; 5/15/24; 5/31/24	Accounts Payable	4,531.09
<b>Total for FICA</b>				<b>\$4,531.09</b>
Full Time Salaries				
05/31/2024	Borough of Glen Ridge	FT Payroll 5/1/24 ; 5/15/24; 5/31/24	Accounts Payable	35,659.02
<b>Total for Full Time Salaries</b>				<b>\$35,659.02</b>
Part Time Salaries				
05/31/2024	Borough of Glen Ridge	PT Payroll 5/1/24 ; 5/15/24; 5/31/24	Accounts Payable	23,570.84
<b>Total for Part Time Salaries</b>				<b>\$23,570.84</b>
<b>Total for Salaries &amp; Wages</b>				<b>\$69,160.04</b>
Subscriptions				
Print				
05/20/2024	Bank of America	BH&G, Real Simple, Food Network Subscription renewal	Accounts Payable	48.00



# Glen Ridge Public Library

## Bills List

May 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Total for Print</b>				<b>\$48.00</b>
<b>Total for Subscriptions</b>				<b>\$48.00</b>
Technology & Communications				
Cell Phone				
05/04/2024	Tina Marie Doody	Account#789645863-00001 Invoice#4650218163 May 2024	Accounts Payable	79.75
<b>Total for Cell Phone</b>				<b>\$79.75</b>
Marketing & Outreach				
05/08/2024	Chicago Distribution Center	Invoice#12306556 - Yoda Poster	Accounts Payable	30.48
05/15/2024	Amazon Capital Services	Ribbon for YA Area Opening event	Accounts Payable	40.97
05/20/2024	Bank of America	Whisk it all - Cookies 3rd FI Grand Opening	Accounts Payable	280.00
05/20/2024	Bank of America	Hoot Suite Subscription renewal 5/19/24-5/18/25	Accounts Payable	294.00
<b>Total for Marketing &amp; Outreach</b>				<b>\$645.45</b>
Software/Hardware				
05/15/2024	Amazon Capital Services	Tablet Wall Mount	Accounts Payable	49.94
<b>Total for Software/Hardware</b>				<b>\$49.94</b>
Telephone				
05/31/2024	Borough of Glen Ridge	Hunter Carrier March & April 2024	Accounts Payable	422.15
<b>Total for Telephone</b>				<b>\$422.15</b>
<b>Total for Technology &amp; Communications</b>				<b>\$1,197.29</b>
Other Miscellaneous Expenditure				
LCBA Grant				
05/20/2024	Bank of America	HomeDepot Nuts for ipad Mounts	Accounts Payable	5.89
05/31/2024	HC Electrical Contracting LLC	Invoice#5564 Install outlet for MeeScan terminal	Accounts Payable	640.00
05/31/2024	Smith System Manufacturing Co.	Invoice# 095013 - Book Trucks x 6 & Installation	Accounts Payable	2,895.75
05/31/2024	HC Electrical Contracting LLC	Invoice#5532 3rd FI outlet install, replace 2nd fl ballast, 1st fl outlet & inspect exhaust fan	Accounts Payable	1,115.00
<b>Total for LCBA Grant</b>				<b>\$4,656.64</b>
<b>Total for Other Miscellaneous Expenditure</b>				<b>\$4,656.64</b>





Total Other Miscellaneous Expenditure	\$ 73,295.47	\$ 0.00	\$ 73,295.47	\$ 101,815.14	\$ 0.00	\$ 101,815.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 175,110.61	\$ 0.00	\$ 175,110.61
Total Other Expenditures	\$ 73,295.47	\$ 0.00	\$ 73,295.47	\$ 101,815.14	\$ 0.00	\$ 101,815.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 175,110.61	\$ 0.00	\$ 175,110.61

Friday, Jun 07, 2024 08:01:47 AM GMT-7 - Accrual Basis

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P R O P O S A L

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Facility Assessment Report  
for the Glen Ridge Library

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P R E P A R E D F O R

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Tina Marie Doody  
Director, Glen Ridge Library

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B Y

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**DANIEL KOPEC  
ARCHITECTURAL  
DESIGN LLC**

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M A Y . 2 0 2 4

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# DANIEL KOPEC ARCHITECTURAL DESIGN LLC

16 May 2024

Tina Marie Doody, Director  
Glen Ridge Public Library  
240 Ridgewood Ave  
Glen Ridge, NJ 07028

Dear Tina,

Thank you for your continued interest in working with my firm. Included herein is an overview of our proposed services associated with conducting a Facility Assessment Report for the library.

## **P R O J E C T   S C O P E :**

Daniel Kopec Architectural Design LLC, and a team of consultants including Petry Engineering LLC (Structural), Botir Engineering LLC (Mechanical) and HLDSR Engineering LLC (Electrical) will perform on site observations and review of existing documentation in an effort to prepare a Facility Assessment Report analyzing the condition of the Glen Ridge Public Library.

This report will be useful in identifying anticipated life expectancy of various aspects of the facility. It will also seek to identify recommended maintenance procedures and address both near and long-term repairs and replacements. The report should be useful in strategic planning for the future of the facility.

## **P R O F E S S I O N A L   S E R V I C E S :**

### 1. Architectural

- Building Grounds and Exterior Improvements
- Exterior Envelope
- Windows / Doors
- Egress
- Accessibility (Americans with Disabilities Act Accessibility Guidelines)
- Fire and Life Safety
- Furnishings, Fixtures & Equipment (FFE)
- Thermal Imaging Scan – for potential detection of points of infiltration/exfiltration in building envelope / water infiltration / MEP leaks / issues
- Surface illumination report for all work surfaces

### 2. Structural Engineering

- Exterior Envelope
- Observable portions of Building Superstructure and Substructure (All above and below grade structural components, including, but not limited to, rafters, beams, columns, and slabs)

### 3. Mechanical Engineering

- Heating, Cooling, and Ventilation Systems
- Exhaust Systems
- Physical Plant



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## 4. Electrical Engineering

- Electrical System

## 4. Cost Estimation

- Estimation of costs associated with potential repair and renovation work, based on Construction Cost Data obtained from *R.S. Means 2024 Facility Maintenance and Repair* data

### F E E S :

The work associated with the preparation of this Report will be billed as a stipulated sum of \$9720.

The fee is predicated on the following breakdown:

- Architecture \$2280
- Structural Engineering \$960
- Mechanical Engineering \$1500
- Electrical Engineering \$1500
- Cost Estimation \$1800
- Report Synthesis \$1680

\$5000 is due at the start of the project and the remaining balance is due upon completion of the report.

### N O T I N C L U D E D I N F E E S :

- Reimbursable expenses – beyond the production of one bound hardcopy of the report – are not included and will be billed at their direct cost.
- Scope of work does not entail the production of Construction Documents suitable to obtain permits associated with work to remedy any deficiencies observed in report.
- Requisite preparations for, and attendance at, meetings to present findings of report

### A D D I T I O N A L S E R V I C E S :

Additional work outside of the outlined services above will be performed on a flat fee or hourly basis per a separate agreement. This includes, but is not limited to, substantial changes to the scope or program, changes made during construction that require the submission of a Post-Approval Amendment with the Building Department and Construction Administration services beyond those listed above.

Hourly Rates :	Registered Architect	\$180/hr
	Professional Engineer – Structural	\$240/hr
	Professional Engineer – Mechanical	\$150/hr
	Professional Engineer – Electrical	\$150/hr
	Draftsman	\$105/hr

### C O N T R A C T & S C H E D U L E :


If this proposal meets with your approval, I can send a standard contract in the form of the AIA B101-2007 “Standard Form of Agreement Between Owner and Architect” for you to review and sign.

## DANIEL KOPEC ARCHITECTURAL DESIGN LLC

Work can begin within sixty (60) days of receipt of a signed copy of the Agreement. DKAD will coordinate a mutually-agreeable start date. Ultimate discretion in establishing a project start shall reside with DKAD. From the start of the Project, the report will be delivered within four (4) weeks.

I look forward to working with you on this project.

Regards,



Daniel Kopec, AIA, LEED AP

# DIRECTOR'S REPORT - JUNE 2024

## **Meetings & Community Events**

I attended the High School's scholarship breakfast where the Friends of the Library presented their annual \$1,000 scholarship to Sage Provost.

I attended a regular Rotary meeting and accepted the position of Treasurer for the coming year.

## **Library Organizations (BCCLS, NJLA, NJSL)**

I attended the Small Libraries regular meeting where we discussed the "Unconference" as well as NJLA.

I continued the State Library's Strategic Planning webinar series with two additional sessions in May.

I ran a training session for the eBCCLS committee on the various lending models that are available to BCCLS Advantage libraries. I also coordinated a Curation Training session with Alicia from Overdrive for eBCCLS where she taught attendees how to customize the lists that appear when you login to Libby or the eBCCLS website.

I presented at the New Jersey Library Association's annual meeting as part of the "Creative Outreach" panel. My presentation focused on IKE and the Pop-Up library events at the train station.

## **General Updates**

Sydney made visits to Central, Linden, and Forest Avenue Schools to promote the Summer Reading program including; at Linden & Forest, 2 PreK classes, 5 kindergarten classes, 4 first grade classes and 5 second grade classes. At Central School the PreK and Kindergarten classes were together and another session of first and second graders together were held in their multipurpose room.

The Central School PreK classes came to the Library the morning of June 5th. They split up the class, half going to the police station the other half to the library.

## **Friends**

The third installment of the Selected Shorts event was held on May 16th at the train station. Unfortunately the attendance was poor, but the event went off without a hitch and the performers and attendees had really positive feedback.

Planning has begun for the Town Wide Yard Sale which will be held on September 28, 2024.

# DIRECTOR'S REPORT - JUNE 2024

## **Programming**

### *Children's & YA Programming*

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. "Myron the Magnificent" put on a magic show in the Borough Chambers.

Sydney and Tina will be doing 3 storytime events at Freeman Gardens with IKE the Book Bike.

The Summer Reading Kickoff event was held on June 3rd from 5-7PM and we estimate that approximately 350 people attended. 177 ice creams were given out to children as well as games from the Library of Things, a craft project, and Summer Reading Sign Up information. The children's department has purchased three small tepee-like tents to encourage reading in the tents over the summer months. They have planned 2 StoryWalks on the lawn, 2 scavenger hunts, 1 egg carton hunt (images of objects to be found will be placed in the recess of the egg carton then the children collect the objects, this can be a take & make or on the lawn of the library) and 2 community pool days. They have scheduled gardening classes for grades 1-3, 3-5 and 6-12 (teens). They have booked a performance for a balloon program in July and the Whalemobile is coming in August. The Whalemobile is an inflatable life size whale that children ages 5 and up can enter and learn about whales and ocean conservation. Because of its size, Ridgewood Avenue School has permitted the library to use one of their gymnasiums to house the whale during this event.

The teens learned how to make paper flowers as part of their Mother's Day craft, and staff hosted a "teen trivia night". We also held a College Essay program to help students simplify the process of applying for college.

### *Adult Programming*

The virtual author events continue to be well received alongside the normal take home crafts. The Cookbook club is continuing to meet and has decided that they want to run year-round and not take a break for the Summer.

## **B&G**

Shannon from Creative Library Concepts (the designer of the YA Space) came in to measure and look at the Children's Office and back seating area. We are currently waiting to receive her design plans.

I received a second proposal for Acoustical Engineering, as well as a proposal for electronic locks that the B&G committee will be discussing at their next meeting.

## **Finance**

We are expecting to receive the 2023 Draft audit report in time for the June meeting. It will be included in the meeting packet or sent out before the meeting depending on when it is received.

## **DIRECTOR'S REPORT - JUNE 2024**

The auditor is experiencing a heavy workload and is trying to get it to us as soon as possible. We have requested the \$35,549.12 in unspent appropriation from the Borough and are awaiting payment.

### **Marketing**

The updated "New Patron Cards" are being distributed. The first Pop-Up Library event was canceled due to Thunderstorms but I am scheduled to be at the train station on Thursdays from 4-7PM to promote the Library's programs and services.

### **Personnel**

The Library participated in the Glen Ridge High School's work experience program and hosted a student intern in May/June. The intern split their time between the Library and another location but they were an engaged and enthusiastic volunteer and we hope to be able to participate in the program again next year.

### **Technology**

The wiring for the exterior camera that was malfunctioning has been repaired and the security system is now up and running at 100%.

Respectfully submitted,  
Tina Marie Doody, Library Director  
June , 2024