

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 October 11, 2023

PUBLIC SESSION

President Carol Harpster called the meeting to order at 7:35 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	Tina Payne
P	Geoffrey Darby	P	Damein Phoenix
P	Carol Harpster	P	Harry Rush
P	David Lefkovits	P	Jeanna Velechko
P	Deanna Pagano	P	Tina Doody

Pledge of Allegiance

Correspondence:

None

Public Comment:

No members of the public were in attendance.

Minutes:

A motion to approve the September 13, 2023 Meeting Minutes was made by Bernice Bonnett and seconded by Harry Rush. There were 8 Ayes approving the minutes.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Abstain	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Committee Reports:

Finance

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

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Bills list for September was reviewed. The Treasurer indicated a commendable amount of collection acquisition in the bills list. Also, there was a notable expense for Feldman Electric parts to repair the pendulum lights; Hardcore electricians complete the repairs.

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

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

David Lefkovits noted that the Treasurer’s Report through the end of September was pacing on-target at 75% of the annual budget. David Lefkovits mentioned investment in the collection at 102% versus budget in Q3.

\$250K was given by the borough from the capital fund for the library renovations; this represents their matching portion of the grant. These funds now sit in the Trustee Building Account for a total of \$371K. 75% of the Library grant funding has been received.

The library is pacing +35% ahead of budget for daily income e.g. printing, copying, notary out-of-town services. The Director estimates that the library does 60-80 notarizations per month.

The 1/3 mil numbers were released for 2024. \$818.4K was designated for Glen Ridge library which is an increase year-over-year.

The treasurer also had investigated where to invest the library’s funds given higher interest rates. David Lefkovits learned that municipalities cannot use Treasury Direct; however, there are adjacent local government funds which earn ~5% interest. The Director spoke with the borough on the topic and learned that the State of New Jersey allows municipalities to invest in a money market-like fund with minimal administrative effort i.e. the NJ Cash Management Fund which offers daily liquidity. The Director will investigate the process to invest.

A motion to transfer all but \$25K in working capital from the General Operating account, plus all of the funds in Trustee Operating – Building, New Technology and Trustee Capital accounts, into the New Jersey Cash Management Fund was made by David Lefkovits and seconded by Geoffrey Darby. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Personnel

A motion was made by Jeanna Velechko to adopt the borough’s amended COVID-19 policy. It was seconded by Tina Payne. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

With the adoption of the policy amendment, the consolidated personnel manual will also be adjusted to reflect the update. Further, the manual will be updated to require immediate notification to the Director of exposure to a contagious, potentially life-threatening disease, as defined by the CDC, with a commensurate change to the disciplinary policy.

Technology

The people-counter is up-and-running with the new Wi-Fi system. A 10-foot HDMI cable was acquired to facilitate programming presentations. Also, a staff laptop was acquired to be dedicated to programming. This laptop does not contain the administrative restrictions of the patron Chromebooks.

Building and Grounds

The Director reported on four components to the Bond Act: 1. Furniture Plan, 2. Young Adult Moving/Storage, 3. Study Room Tablets, 4. Power Stations. The Library received a quote from Creative Library Concepts for furniture and décor; an adjustment in the purchase specs is required to replace the media cabinet and Zen laptop table.

A motion was made by Geoffrey Darby to approve furniture expenditure of up to \$105K with Creative Library Concepts. It was seconded by Jeanna Velechko. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

A motion was made by Geoffrey Darby to approve shelving removal and collection moving and storage expenditure with Anchor of up to \$9K. It was seconded by Bernice Bonnett. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Director is also investigating iPads for the Young Adult (YA) department and wireless power bank chargers to avoid tripping hazards from chords. Replacement of the back stairs' tread is also needed.

Marketing

The Director has begun to post notices that the library will be under construction (dates of closure TBD) via website, flyers and email. A ribbon-cutting will be held for the new spaces. A ground-breaking image will be captured.

Director's Report:

The Director reported on the "I heart my library" campaign; positive feedback was captured from patrons and will be included in the annual report. Anecdotally, the staff feels that the library is back to pre-COVID levels of patrons, especially after school. The locker usage number fell slightly to 514 instances for the month of September.

See attached Director's report for further details.

Friends of the Library

The town-wide Yard Sale was impacted by weather; participants have the option to move the sale to the end-of-the year without an additional fee. The second Shredding Day is October 28th. "Selected Shorts" is scheduled for the evening of Thursday, May 28th at the Women's Club. A March jazz concert at SOPAC is also being planned in partnership with the Kiwanis Club.

Old Business:

Other Old Business

None.

New Business:

The notaries cannot certify document copies, e.g. birth certificates, and the library would like this update to be made to its Notary Service Policy. The library would like to prohibit notary services for the first and last 15 minutes of opening hours. Also, fees for

out-of-town services will be increased to \$2.50 per signature, at parity with the state maximum.

A motion was made by Carol Harpster to amend the library's notary policy as proposed. Tina Payne seconded the motion. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Director would like to add Mango Languages to its database of services at a cost of \$1,150. The service can be used at home with library card sign-in.

A motion was made by David Lefkovits to purchase a subscription to the Mango Library database at a cost of up to \$1,200 to be funded from the General Operating budget. Deanna Pagano seconded the motion. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Director shared that duct cleaning is needed. The Board decided to postpone that service by Shoot Masters until after the construction work is completed.

Geoffrey Darby, Jeanna Velechko and Bernice Bonnett will serve on the new trustee search committee for the two positions that need to be filled.

Other New Business

None.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Harry Rush at 9:22 pm. All voted Aye and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, November 8th, 2023, at 7:30 in the 1st floor library conference room.

**Glen Ridge Public Library
Bills List
September 2023**

	Date	Name	Memo/Description	Split	Amount
Accounts Payable					
	09/25/2023	Unique Creatures	In person Program 10/17/23 Order#WREG-1601568	Programming:Juvenile	275.00
	09/25/2023	Mad Science of NENJ	Science show 11/ 4/23 at 11:00 am Customer#352368 - Invoice 3426834-00	Programming:Juvenile	465.00
	09/26/2023	Feldman Brothers Electrical Supply	Parts for Electrician light fixture repair	Facilities & Maintenance:Maintenance & Repair	303.23
	09/27/2023	Ana Davidson	Expense Reimbursement	-Split-	124.47
	09/30/2023	Petty Cash	Petty Cash Reimbursements September 2023	-Split-	31.75
	09/30/2023	Kanopy LLC	Invoice#367324-PPU - September 2023 Account#789645863-00001	Materials:Kanopy	202.00
	09/30/2023	Tina Marie Doody	Invoice#4549535763 August 2023 Kyocera Copier lease Contract#450-0047467-000	Technology & Communications:Cell Phone	75.62
	09/30/2023	Wells Fargo	Invoice#5026908107 August 2023 invoice#03301CO23276782 invoice#03301DA23283264 invoice#03301CP23304937	Contractual:Copy Machine	175.00
	09/30/2023	OverDrive		Materials:eContent	1,276.78
	09/30/2023	HC Electrical Contracting LLC	Invoice#5459	Facilities & Maintenance:Maintenance & Repair	720.00
	09/30/2023	Ampco	Invoice#IN25330- Contract#CT1868-01	Contractual:Copy Machine	115.19
	09/30/2023	BCCLS	Invoice 7416 Acct#20Y5883 YA Books -Invoice September 2023 77721630;77863818;77981962;78016222; 78143381	-Split-	1,879.00
	09/30/2023	Ingram Library Services		Materials:Books:Young Adult	602.50
	09/30/2023	Borough of Glen Ridge	September 2023 Payroll & Benefits invoice# 3548372767	-Split-	69,639.81
	09/30/2023	Staples Advantage	Account# NYC10192994 Account#: 755-678-814-00012	Facilities & Maintenance:Office Supplies	40.22
	09/30/2023	Verizon	Invoice September 28, 2023	Technology & Communications:Software/Hardware	279.00
	09/30/2023	Baker & Taylor	Account L076505, Account L357616	-Split-	3,264.60
	09/30/2023	Tina Marie Doody	Reimbursement Travel Miles & Tolls Invoice #1HH6-PRHJ-XCMW Sept 10, 2023	-Split-	53.83
	09/30/2023	Amazon Capital Services	Credit memo#1Y7W-MVCH-XYQM	-Split-	838.69
	09/30/2023	Ready Refresh	Acct# 0435193131 - Invoice 1310435193131	Facilities & Maintenance:Office Supplies	65.95
	09/30/2023	Bank of America	Acct#x1897 September 20, 2023	-Split-	617.17
	09/30/2023	Stobbs Printing	Invoice 3870	-Split-	385.54
	09/30/2023	Kathy Hunziker	French Club -September 2023 - Reimbursement	Programming:Juvenile	20.90
Total for Accounts Payable					\$ 81,451.25
Contractual					
Copy Machine					
	09/30/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5026908107	Accounts Payable	175.00
	09/30/2023	Ampco	Invoice#IN25330- Contract#CT1868-01	Accounts Payable	115.19
Total for Copy Machine					\$ 290.19
Total for Contractual					
\$ 290.19					
Facilities & Maintenance					
Maintenance & Repair					
	09/26/2023	Feldman Brothers Electrical Supply	Customer#352368 - Invoice 3426834-00 Parts for Electrician light fixture repair	Accounts Payable	303.23
	09/30/2023	HC Electrical Contracting LLC	Invoice#5459 Inspect Light Fixtures 1st & 3rd Floor	Accounts Payable	720.00
Total for Maintenance & Repair					\$ 1,023.23
Office Supplies					
	09/30/2023	Ready Refresh	Invoice 1310435193131 4 x bottles Water	Accounts Payable	65.95
	09/30/2023	Amazon Capital Services	tape, folders, soap, post its, thermometer,	Accounts Payable	145.59
	09/30/2023	Petty Cash	Stamps x 10	Accounts Payable	6.60
	09/30/2023	Staples Advantage	Invoice# 3548372767 - rubber bands & ledger paper	Accounts Payable	40.22
	09/30/2023	Stobbs Printing	Invoice 3870 - 500 GRPL Letterhead	Accounts Payable	204.58

	09/30/2023	Stobbs Printing	Invoice 3870 250 Blank 2nd Sheet Letterhead	Accounts Payable	38.23
	09/30/2023	Stobbs Printing	Invoice 3870 500 Envelopes	Accounts Payable	142.73
	09/30/2023	Bank of America	Compuchecks- Invoice#C1486145 Customer#GRP112 300 Business Checks	Accounts Payable	42.94
Total for Office Supplies					\$ 686.84
Total for Facilities & Maintenance					\$ 1,710.07
Materials					
Books					
Adult					
	09/30/2023	Baker & Taylor	Account L0765505 invoice#5018521710;5018531367;5018542313;5018535964;5018554797;5018563676	Accounts Payable	1,819.26
	09/30/2023	Bank of America	Kindle E- Books x 1	Accounts Payable	14.99
	09/30/2023	Amazon Capital Services		Accounts Payable	221.23
Total for Adult					\$ 2,055.48
Children					
	09/30/2023	Baker & Taylor	Account L357616 invoice#5018493455;5018527360;5018532678; 5018532708;5018532709;5018530988;5018530989;5018550485;5018550407;5018550404;5018550405;5018550406;	Accounts Payable	1,445.34
	09/30/2023	Amazon Capital Services		Accounts Payable	89.65
Total for Children					\$ 1,534.99
Young Adult					
	09/30/2023	Petty Cash	Postage Return to Ingram x 2 books Acct#20Y5883	Accounts Payable	7.84
	09/30/2023	Ingram Library Services	YA Books -Invoice September 2023 77721630;77863818;77981962;78016222;78143381	Accounts Payable	602.50
Total for Young Adult					\$ 610.34
Total for Books					\$ 4,200.81
DVD					
	09/30/2023	Amazon Capital Services	Credit memo#1Y7W-MVCH-XYQM	Accounts Payable	-19.16
	09/30/2023	Bank of America	Disney Plus & Netflix	Accounts Payable	37.29
	09/30/2023	Amazon Capital Services		Accounts Payable	84.17
Total for DVD					\$ 102.30
eContent					
	09/30/2023	OverDrive	September 2023 invoice#03301CO23307862 invoice#03301CO23310174 invoice#03301CP23340552	Accounts Payable	1,276.78
Total for eContent					\$ 1,276.78
Kanopy					
	09/30/2023	Kanopy LLC	Invoice#367324-PPU - September 2023	Accounts Payable	202.00
Total for Kanopy					\$ 202.00
Library of Things					
	09/30/2023	Amazon Capital Services	Bag for Giant Connect4	Accounts Payable	23.99
Total for Library of Things					\$ 23.99
Lost & Paid					
	09/30/2023	Petty Cash	Postage to NYPL NYC, NY	Accounts Payable	3.92
	09/30/2023	Petty Cash	Postage Madison, NJ	Accounts Payable	3.72
	09/30/2023	Petty Cash	Postage Lafayette, NJ	Accounts Payable	4.67
Total for Lost & Paid					\$ 12.31
Processing					
	09/30/2023	Amazon Capital Services	Receipt Tape	Accounts Payable	62.95
	09/30/2023	Amazon Capital Services	Credit memo#1Y7W-MVCH-XYQM	Accounts Payable	-59.99
Total for Processing					\$ 2.96
Total for Materials					\$ 5,821.15
Professional Development					
Meeting & Conference					

	09/27/2023	Ana Davidson	Comic Con Badge Shipping & processing	Accounts Payable	4.75
Total for Meeting & Conference					<u>\$ 4.75</u>
Travel					
	09/30/2023	Tina Marie Doody	System Council -Wycoff Public Library Miles & Tolls 9/28/23	Accounts Payable	30.19
	09/30/2023	Tina Marie Doody	Simply Reports Training-BCCLS Office Miles & Tolls 9/29/23	Accounts Payable	23.64
Total for Travel					<u>\$ 53.83</u>
Total for Professional Development					<u>\$ 58.58</u>
Programming					
Adult					
	09/30/2023	Amazon Capital Services	card stock, art supplies, gummy worms	Accounts Payable	110.87
Total for Adult					<u>\$ 110.87</u>
Juvenile					
	09/25/2023	Mad Science of NENJ	Order#WREG-1601568 Science show 11/ 4/23 at 11:00 am	Accounts Payable	465.00
	09/25/2023	Unique Creatures	In person Program 10/17/23	Accounts Payable	275.00
	09/27/2023	Ana Davidson	Spanish Club - Quesadilla & Grapes	Accounts Payable	25.89
	09/27/2023	Ana Davidson	snacks for programming	Accounts Payable	93.83
	09/30/2023	Kathy Hunziker	Snacks -French Club Program September 2023	Accounts Payable	20.90
	09/30/2023	Amazon Capital Services	Paper Plates, moon plate	Accounts Payable	31.73
Total for Juvenile					<u>\$ 912.35</u>
Young Adult					
	09/30/2023	Petty Cash	Bad Movie Night Pizza Tip	Accounts Payable	5.00
	09/30/2023	Amazon Capital Services	Various for Back to school, Fall and Holiday crafts	Accounts Payable	148.14
	09/30/2023	Amazon Capital Services	Promo & Discount	Accounts Payable	-0.48
Total for Young Adult					<u>\$ 152.66</u>
Total for Programming					<u>\$ 1,175.88</u>
Salaries & Wages					
Benefits					
	09/30/2023	Borough of Glen Ridge	Healthcare benefits September 2023	Accounts Payable	5,950.89
Total for Benefits					<u>\$ 5,950.89</u>
FICA					
	09/30/2023	Borough of Glen Ridge	FICA Payroll 9/1/23;9/15/23;9/29/23	Accounts Payable	4,525.97
Total for FICA					<u>\$ 4,525.97</u>
Full Time Salaries					
	09/30/2023	Borough of Glen Ridge	FT Salaries 9/1/23;9/15/23;9/29/23	Accounts Payable	34,620.39
Total for Full Time Salaries					<u>\$ 34,620.39</u>
Part Time Salaries					
	09/30/2023	Borough of Glen Ridge	PT Salaries 9/1/23;9/15/23;9/29/23	Accounts Payable	24,542.56
Total for Part Time Salaries					<u>\$ 24,542.56</u>
Total for Salaries & Wages					<u>\$ 69,639.81</u>
Subscriptions					
Electronic					
	09/30/2023	Bank of America	NJ Monthly Acct#0002661825 Electronic Subscription renewal August 30 2023- Aug 30 2024	Accounts Payable	12.00
Total for Electronic					<u>\$ 12.00</u>
Print					
	09/30/2023	Bank of America	NJ Monthly Acct#0002661825 Print Subscription renewal August 30 2023- Aug 30 2024	Accounts Payable	19.95
Total for Print					<u>\$ 19.95</u>
Total for Subscriptions					<u>\$ 31.95</u>
Technology & Communications					
Cell Phone					

	09/30/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4549535763 August 2023	Accounts Payable	<u>75.62</u>
Total for Cell Phone					\$ 75.62
Marketing & Outreach					
	09/30/2023	BCCLS	Invoice 7416-meescan on the go & Beacon Annual License	Accounts Payable	<u>410.00</u>
Total for Marketing & Outreach					\$ 410.00
Software/Hardware					
	09/30/2023	BCCLS	Hardware:Managed WiFi Cloud Key	Accounts Payable	419.00
	09/30/2023	BCCLS	Hardware:Managed WiFi unifi U6-Pro x 5	Accounts Payable	1,050.00
	09/30/2023	Verizon	Account#: 755-678-814-00012 Invoice September 28, 2023	Accounts Payable	<u>279.00</u>
Total for Software/Hardware					\$ 1,748.00
Website					
	09/30/2023	Bank of America	Userway Invoice UW-US-111879 Subscription 8/24/2023-2024	Accounts Payable	<u>490.00</u>
Total for Website					\$ 490.00
Total for Technology & Communications					\$ 2,723.62

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

	Jul - Sep, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
Accumulated Absence Revenue			0.00		5,045.07	0.00	5,045.07	
Appropriation								
BCCLS		0.00	0.00		37,471.76	37,471.76	0.00	100.00%
Benefits	17,852.97	22,575.00	-4,722.03	79.08%	53,558.31	90,300.00	-36,741.69	59.31%
FICA	8,813.20	9,290.50	-477.30	94.86%	28,217.92	37,162.00	-8,944.08	75.93%
Monthly Disbursement	34,590.99	34,591.00	-0.01	100.00%	103,772.97	138,364.00	-34,591.03	75.00%
Salaries	115,204.98	121,444.50	-6,239.52	94.86%	368,860.59	485,778.00	-116,917.41	75.93%
Telephone	620.31	600.00	20.31	103.39%	3,176.29	2,400.00	776.29	132.35%
Total Appropriation	\$ 177,082.45	\$ 188,501.00	-\$ 11,418.55	93.94%	\$ 595,057.84	\$ 791,475.76	-\$ 196,417.92	75.18%
Budget Balance			0.00		45,811.44	0.00	45,811.44	
Daily Income	1,343.64	1,000.00	343.64	134.36%	4,029.00	4,000.00	29.00	100.73%
Copier/Printer	692.55		692.55		2,094.39	0.00	2,094.39	
Library of Things	52.00		52.00		176.15	0.00	176.15	
Lost and Paid	547.09		547.09		1,540.46	0.00	1,540.46	
Mailing & Shipping			0.00		3.00	0.00	3.00	
Materials			0.00		10.00	0.00	10.00	
Media	2.00		2.00		12.00	0.00	12.00	
Notary	50.00		50.00		193.00	0.00	193.00	
Total Daily Income	\$ 1,343.64	\$ 1,000.00	\$ 343.64	134.36%	\$ 4,029.00	\$ 4,000.00	\$ 29.00	100.73%
Friends of the Library	2,500.00	4,000.00	-1,500.00	62.50%	12,000.00	16,000.00	-4,000.00	75.00%
Gift/Donation	147.47	200.00	-52.53	73.74%	485.96	800.00	-314.04	60.75%
Grant Income	311,840.25		311,840.25		311,840.25	0.00	311,840.25	
Interest	49.94		49.94		149.79	0.00	149.79	
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	12,000.00	16,000.00	-4,000.00	75.00%
Sales			0.00		200.00	0.00	200.00	

State Aid		0.00	0.00			49.00	3,500.00	-3,451.00	1.40%
Total Revenue	\$	496,963.75	\$ 197,701.00	\$ 299,262.75	251.37%	\$ 986,668.35	\$ 831,775.76	\$ 154,892.59	118.62%
Gross Profit	\$	496,963.75	\$ 197,701.00	\$ 299,262.75	251.37%	\$ 986,668.35	\$ 831,775.76	\$ 154,892.59	118.62%
Expenditures									
Building Expense				0.00		1,000.00	0.00	1,000.00	
Contractual									
BCCLS		0.00	0.00	0.00		29,559.13	29,558.76	0.37	100.00%
Copy Machine		914.46	962.50	-48.04	95.01%	3,391.90	3,850.00	-458.10	88.10%
Delivery		0.00	0.00	0.00		7,912.63	7,913.00	-0.37	100.00%
Elevator		684.00	877.00	-193.00	77.99%	2,824.00	3,508.00	-684.00	80.50%
HVAC Maintenance		8,049.10	4,024.75	4,024.35	199.99%	12,073.65	16,099.00	-4,025.35	75.00%
Inspections		0.00	0.00	0.00		760.00	775.00	-15.00	98.06%
Security & Fire		0.00	0.00	0.00		1,464.00	1,644.00	-180.00	89.05%
Total Contractual	\$	9,647.56	\$ 5,864.25	\$ 3,783.31	164.51%	\$ 57,985.31	\$ 63,347.76	-\$ 5,362.45	91.53%
Facilities & Maintenance				0.00		0.00	0.00	0.00	
Cleaning				0.00		0.00	0.00	0.00	
Supplies		212.73	361.25	-148.52	58.89%	956.09	1,445.00	-488.91	66.17%
Total Cleaning	\$	212.73	\$ 361.25	-\$ 148.52	58.89%	\$ 956.09	\$ 1,445.00	-\$ 488.91	66.17%
Maintenance & Repair		1,983.11	1,500.00	483.11	132.21%	4,507.16	6,000.00	-1,492.84	75.12%
Office Supplies		1,707.49	1,250.00	457.49	136.60%	2,428.02	5,000.00	-2,571.98	48.56%
Copier Paper		44.49	125.01	-80.52	35.59%	260.95	500.00	-239.05	52.19%
Total Office Supplies	\$	1,751.98	\$ 1,375.01	\$ 376.97	127.42%	\$ 2,688.97	\$ 5,500.00	-\$ 2,811.03	48.89%
Shared Service Agreement		8,462.50	8,462.50	0.00	100.00%	16,925.00	16,925.00	0.00	100.00%
Total Facilities & Maintenance	\$	12,410.32	\$ 11,698.76	\$ 711.56	106.08%	\$ 25,077.22	\$ 29,870.00	-\$ 4,792.78	83.95%
Materials				0.00		0.00	0.00	0.00	
Books				0.00		0.00	0.00	0.00	
Adult		6,242.73	6,999.99	-757.26	89.18%	17,839.91	28,000.00	-10,160.09	63.71%
Children		4,876.90	3,750.00	1,126.90	130.05%	10,602.81	15,000.00	-4,397.19	70.69%
Young Adult		1,710.06	1,800.00	-89.94	95.00%	5,314.22	7,200.00	-1,885.78	73.81%
Total Books	\$	12,829.69	\$ 12,549.99	\$ 279.70	102.23%	\$ 33,756.94	\$ 50,200.00	-\$ 16,443.06	67.24%
CD			250.00	-250.00	0.00%	76.88	1,000.00	-923.12	7.69%

DVD	782.91	750.00	32.91	104.39%	2,700.73	3,000.00	-299.27	90.02%
eContent	3,718.89	3,250.00	468.89	114.43%	10,654.71	13,000.00	-2,345.29	81.96%
Kanopy	678.00	600.00	78.00	113.00%	1,817.00	2,400.00	-583.00	75.71%
Library of Things	698.86	1,500.00	-801.14	46.59%	1,003.40	3,700.00	-2,696.60	27.12%
Lost & Paid	-458.00		-458.00		-566.81	0.00	-566.81	
Processing	1,344.85	250.00	1,094.85	537.94%	3,455.43	2,500.00	955.43	138.22%
Total Materials	\$ 19,595.20	\$ 19,149.99	\$ 445.21	102.32%	\$ 52,898.28	\$ 75,800.00	-\$ 22,901.72	69.79%
Preservation Project			0.00		0.00	0.00	0.00	
Local History Room		250.00	-250.00	0.00%	1,629.60	2,533.00	-903.40	64.33%
Total Preservation Project	\$ 0.00	\$ 250.00	-\$ 250.00	0.00%	\$ 1,629.60	\$ 2,533.00	-\$ 903.40	64.33%
Professional Development			0.00		0.00	0.00	0.00	
Dues	386.00	212.50	173.50	181.65%	886.00	850.00	36.00	104.24%
Meeting & Conference	4.75	125.01	-120.26	3.80%	354.10	500.00	-145.90	70.82%
Staff Development		250.00	-250.00	0.00%	332.01	1,000.00	-667.99	33.20%
Travel	65.23	125.01	-59.78	52.18%	324.71	500.00	-175.29	64.94%
Total Professional Development	\$ 455.98	\$ 712.52	-\$ 256.54	64.00%	\$ 1,896.82	\$ 2,850.00	-\$ 953.18	66.56%
Professional Services			0.00		0.00	0.00	0.00	
Auditor		0.00	0.00		6,000.00	6,000.00	0.00	100.00%
Background Checks		31.25	-31.25	0.00%	155.91	125.00	30.91	124.73%
Bank Fees		9.99	-9.99	0.00%	0.00	40.00	-40.00	0.00%
Credit Card Fees	13.30	12.50	0.80	106.40%	40.40	50.00	-9.60	80.80%
Legal Fees		500.01	-500.01	0.00%	175.50	2,000.00	-1,824.50	8.78%
Total Professional Services	\$ 13.30	\$ 553.75	-\$ 540.45	2.40%	\$ 6,371.81	\$ 8,215.00	-\$ 1,843.19	77.56%
Programming			0.00		0.00	0.00	0.00	
Adult	759.05	875.01	-115.96	86.75%	1,652.78	3,500.00	-1,847.22	47.22%
Juvenile	1,505.91	875.01	630.90	172.10%	3,204.94	3,500.00	-295.06	91.57%
Summer Reading Program	835.43	1,625.00	-789.57	51.41%	2,050.25	3,250.00	-1,199.75	63.08%
Young Adult	1,060.07	875.01	185.06	121.15%	1,470.89	3,500.00	-2,029.11	42.03%
Total Programming	\$ 4,160.46	\$ 4,250.03	-\$ 89.57	97.89%	\$ 8,378.86	\$ 13,750.00	-\$ 5,371.14	60.94%
Salaries & Wages			0.00		0.00	0.00	0.00	
Benefits	17,852.97	22,575.00	-4,722.03	79.08%	53,558.31	90,300.00	-36,741.69	59.31%

FICA	8,813.20	9,290.50	-477.30	94.86%	28,217.92	37,162.00	-8,944.08	75.93%
Full Time Salaries	69,240.78	69,240.75	0.03	100.00%	219,262.47	276,963.00	-57,700.53	79.17%
Part Time Salaries	45,964.20	52,203.75	-6,239.55	88.05%	149,598.12	208,815.00	-59,216.88	71.64%
Total Salaries & Wages	\$ 141,871.15	\$ 153,310.00	-\$ 11,438.85	92.54%	\$ 450,636.82	\$ 613,240.00	-\$ 162,603.18	73.48%
Subscriptions			0.00		0.00	0.00	0.00	
Electronic	12.00	1,453.75	-1,441.75	0.83%	4,205.66	5,815.00	-1,609.34	72.32%
Print	37.45	937.50	-900.05	3.99%	3,454.62	3,750.00	-295.38	92.12%
Total Subscriptions	\$ 49.45	\$ 2,391.25	-\$ 2,341.80	2.07%	\$ 7,660.28	\$ 9,565.00	-\$ 1,904.72	80.09%
Technology & Communications			0.00		0.00	0.00	0.00	
Cell Phone	226.68	231.25	-4.57	98.02%	680.04	925.00	-244.96	73.52%
Marketing & Outreach	464.95	624.99	-160.04	74.39%	2,061.92	2,500.00	-438.08	82.48%
Software/Hardware	3,017.20	1,440.00	1,577.20	209.53%	6,486.72	6,000.00	486.72	108.11%
Telephone	620.31	600.00	20.31	103.39%	3,176.29	2,400.00	776.29	132.35%
Website	629.95	195.00	434.95	323.05%	773.95	780.00	-6.05	99.22%
Total Technology & Communications	\$ 4,959.09	\$ 3,091.24	\$ 1,867.85	160.42%	\$ 13,178.92	\$ 12,605.00	\$ 573.92	104.55%
Trustee Expense	51.50		51.50		722.68	0.00	722.68	
Total Expenditures	\$ 193,214.01	\$ 201,271.79	-\$ 8,057.78	96.00%	\$ 627,436.60	\$ 831,775.76	-\$ 204,339.16	75.43%

Friday, Oct 06, 2023 09:34:03 AM GMT-7 - Accrual Basis

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Meetings & Community Events

I attended the Borough's 9/11 Ceremony and read the names of the Glen Ridge Residents that lost their lives on that day. I met with the Borough to discuss the new chiller and how that will be integrated into our system.

IKE the Book Bike and I made an appearance at the GRDIA Picnic at Hurrell Field on September 17th. This was the first time we used the new meeScan beacon, and it went well. The October Rotary meeting that I attended was held on October 5th at the Brookdale in Bloomfield as usual.

We have started our Budget Planning process and I met with the Department Heads to discuss our budget plans and determine any departmental needs for next year.

Library Organizations (BCCLS, NJLA, NJSL)

I attended a "New Directors and Mentors Meetup" hosted by BCCLS for all of the Directors that started in 2020 forward. It was nice to see some new faces and have a candid conversation about the challenges of Directorship.

BCCLS System Council was held on September 28th at the Wyckoff Public Library. The BCCLS budget was introduced and discussions about the new catalog (VEGA) rollout were discussed. I also attended a basic reporting session at the BCCLS Office on September 29th to get a better understanding of how the reporting system works as a whole as opposed to the handful of reports I regularly run.

As co-chair of the eBCCLS Committee I organized a variety of training sessions this month as well with Overdrive hosting two sessions on basic purchasing and reporting, and I presented on the Cost Per Circ format on October 3rd. I will host my last (of four) sessions on this topic later in October.

Friends

The Town Wide Yard Sale was on Saturday, September 30th. For the second year in a row we experienced some weather difficulties but it cleared off by the afternoon and a good number of the 88 registered houses still held their sales. The Friends are on track to make about \$5500 from the Yard Sale this year which is \$1000 more than their projected income. If a house chooses not to have their sale on the day, they can host one any time until the end of the year without an additional fee, they just need to let the Borough know they are having a sale.

A second shredding day is scheduled for Saturday, October 28, 2023 and will be held in the Central School parking lot due to scheduling conflicts at the High School. Planning for Selected Shorts (May 9, 2024) and a Jazz Concert featuring Kenny Garrett (Spring 2024) are underway.

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General Library Updates

Our Reference Librarian, Helen Beckert, has been working with the owners of 30 Snowden Place, currently under renovation as part of a *This Old House* project to do a history of the home and its owners for the show. They have put together an impressive document that was shared with the show's producers.

Programming

Children's & YA Programming

Children's and YA are back to their "regular" programming with the various after-school clubs resuming. Storytimes are also back on their regular schedule. A new chess class was started in response to patron demand and has been so successful a second session was added.

Howling Wolf Farms came to the Library and our Young Adult patrons were given a brief presentation of wolf-dogs, wolves in general, and the current state of the wild and captive populations. There was also a meet and greet with two-wolf dogs which was very popular. The teens also had a "Bad Movie Night" showing as well as a meeting of the Teen Advisory Board.

Adult Programming

The Essex County Clerk's Office returned on September 28, 2023 from 9AM-3PM to provide passport services and Notary oaths. We are now on their list of regular visits and are scheduled for October 26th. We are waiting for the slots for November and December to open. I am still trying to get a Saturday slot, but at this time they are only scheduling us for daytime hours.

The Cookbook club is continuing to meet and focused on the recipes of Momofuku and Milk Bar for September. We hosted a screening of the movie "Cycle of Memory" along with a Q&A by the film's director. Unfortunately, this month the weather did not cooperate with our programming efforts and both this and our "Pet Art" program were affected by the weather. We were able to give out some take-home kits for Pet Art and are hoping to reschedule the program in the Spring.

The Bookies, a local book group that meet in the Library's Meeting Room on a monthly basis, had a special guest, Jon Michael Varese, the author of their October title "The spirit photographer : a novel."

B&G

I met with Goce Gjorgievski (Contractor), Dan Kopec (Architect), and Mike Zichelli for a pre-construction meeting on September 14th. We discussed the project and next steps. Outside of the actual construction there are a variety of other projects that are part of the grant. I have been meeting with a variety of vendors for furniture, AV, moving/storage, and other items that are separate from the grant.

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We had the electrician in to look at some of the pendant lights on the first and second floor that were out and not responding to new bulbs and ballasts. They were able to rewire the fixtures and get everything back up and running.

We are also in the process of getting quotes to repair a tread on the back steps that is deteriorating, as well as quotes for the carpet in the back section of the second floor by the public computers.

Finance

We have received $\frac{3}{4}$ of the funds for the LCBA project. The Borough has provided their match in total (\$250,000) and we have received 25% of the State's match. We will receive the remainder of the State's match in 3 additional payments (50%, 20%, 5%) at various stages of the project. Having the full Borough match on hand makes it much easier to move forward as the State only reimburses for paid expenses. We received our 2023/2024 Per Capita State Aid check from the State of New Jersey for \$4,295.

The proposed BCCLS budget and our estimated bill for 2024 has been received and is in your packet. There is a 5.61% increase in the main bill due to a change in the billing formula for econtent that moved from using population as the primary statistic to using active users. There is also a 2.24% increase in delivery charges for next year. The BCCLS budget has been submitted and is also in your packet for review. System Council will vote on the budget at the October meeting.

The budget planning process has begun and I am collecting updated proposals from our various contract partners. We are on schedule for the budget to be introduced at the November meeting.

Marketing

We are working on the communications plan for the construction. At this time we are planning on having a web page with the current project status as well as a Q&A section. In addition to the Library's website we will be posting information on our social media, the newsletter and sending updates to the schools for distribution.

Once the construction is complete we are looking at doing a ribbon cutting as well as some "open house" style events where we will do a quick tour of the improvements, explain how the study rooms work, and give the public a chance to understand our decision making processes.

Personnel

COVID-19 has started to become an issue for libraries again with many BCCLS libraries having to close early or be closed altogether due to staffing issues. Thankfully we have not had this level of issue but we have had some staff exposures and one suspected case. The Borough has updated their COVID-19 Policy, and the Personnel Committee is reviewing this as well as some

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suggested updates for our Personnel manual in regards to our policies regarding contagious diseases.

Technology

We have purchased a new "Programming Laptop" for the staff to use when running programs that require a computer. In the past they have used one of the patron chromebooks but this has not been ideal as the machines are configured for patron use and have a variety of restrictions.

Also as we have been doing more programming in the Council Chambers, connecting the Chrome Books to an external projector is an issue due to the lack of HDMI and USB ports. The laptop was purchased via TechSoup and is a refurbished machine with a full office license. The staff are excited about the laptop and the new extended HDMI cable and feel that these changes will make it easier for them to present their programs in the future.

We are finalizing the new WiFi system and making the last adjustments necessary before canceling the old WiFi connection. We are working through some issues with the people counter and making sure that everything is working properly on the new network before canceling the Verizon circuit. It was determined during installation that the new equipment solved the issue with the lack of WiFi access in the meeting room therefore a sixth access point was not necessary, saving \$150 in up front costs and future maintenance costs.

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