

**Glen Ridge Public Library**  
**Board of Trustees Meeting Minutes**  
 1<sup>st</sup> floor conference room  
 September 11, 2024

**PUBLIC SESSION**

President Bernice Bonnett called the meeting to order at 7:34 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   |
| A | 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*

*Remembrance of September 11<sup>th</sup> – Moment of Silence*

**Correspondence:**

The new next-door neighbor at 244 Ridgewood Avenue submitted a letter regarding the noise from the HVAC system. The Glen Ridge Police Department Noise Officer will assess if the library complies with the municipality’s noise ordinance.

**Public Comment:**

No members of the public were in attendance at the start of the meeting.

**Minutes:**

**A motion to approve the June 12, 2024 Meeting Minutes was made by Edward Kastenmeier and seconded by Tina Payne. There were 7 Ayes approving the minutes.**

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

**Committee Reports:**

*Finance*

The Bills lists for June, July and August were reviewed. The Director had been granted the authority to pay the first two months while the Board of Trustees was on summer hiatus. The Treasurer noted that the bills were ordinary. The Shared Service payment to the Borough was the largest expense at \$8.7K, followed by the flooring for the 1<sup>st</sup> floor conference room.

**After review, a motion to approve the August 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      |
| --- | Geoffrey Darby     | Aye | David Lefkovits | --- | Damein Phoenix  |
| Aye | Edward Kastenmeier | Aye | Deanna Pagano   | Aye | Jeanna Velechko |

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

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

David Lefkovits had added year-to-date planned vs. actual metrics to the Treasurer’s report. He noted that actual expenses through August were at 67% of total year vs. planned of 69%. This underage is due to benefits expense timing from the Borough. Contractual payments overall are at 90% vs. planned spend of 89%.

*Cash Management Fund*

The Cash Management Fund balance for August is \$371K and generated \$1.7K in interest during the past month.

*Final Audit Report*

The final 2023 audit report was received from Garbarini & Co. with no findings. The Business Manager is in contact with the new audit firm to establish procedures for 2024.

**Personnel**

None.

**Technology**

The Director discussed subscribing to Freegal for unlimited music streaming plus downloads (3 per month per patron). Freegal is delivered via both website and app. The

cost is \$3.5K annually based on Glen Ridge’s population of 7.8K; this is \$2K less than the prior time the library subscribed.

The Director also discussed Novelist Plus and Book Chat. Novelist Plus provides data-driven content recommendations. Book Chat provides live-human recommendations for three hours per day, 6 days per week. There is an opportunity for the staff to also learn recommendation best practice. The total cost of the service would be \$2K; \$500 funded from Staff Development with the balance from Digital Content budget. These are web-based services with library card authentication.

**A motion to approve spending of \$3,549 from the Digital Content budget for a Freegal music subscription was made by Deanna Pagano and seconded by David Lefkovits. The motion passed unanimously.**

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

**A motion to approve spending of \$2,000 for Novelist Plus & Book Chat, with \$500 funded from Staff Development and the \$1,500 balance from Digital Content, was made by Tina Payne and seconded by David Lefkovits. The motion passed unanimously.**

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

***Building and Grounds***

The Director provided an update on the Audio plan; she has been consulting with Daniel Kopec Architecture Design. The floor was replaced in the 1<sup>st</sup> floor conference room, and flooring is forthcoming for the 2<sup>nd</sup> level near the public computers. The Children’s area stools are out for reupholstery, and new tables and chairs are on-order.

Due to inclement weather, the water table has been high. creating an issue on the first floor. Fans were use to dry the area, and preventative absorption materials have been ordered.

***Marketing***

***Strategic Planning***

Bernice Bonnett reported that the Strategic Planning Committee has been active this summer. Jeanna Velechko led survey development with Bernice providing Marketing expertise. The upcoming survey was discussed including capture of demographic data.

The final survey version should be available shortly and will be activated on 9/19 with target response completion by the end of October. Bookmarks and townwide postcards have been created to prompt survey responses; grab-and-go granola bars will also be stickered with the survey QR code. There are tabling events scheduled for the back-to-school nights as well as other areas of town with high foot traffic/ engagement. Electronic communications and social media will also support the survey. The target is 500 responses, above the ~350 threshold for statistical significance. The total estimated cost of the survey is \$2K.

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

In Trends and Topics, the Director noted that the Library had a busy summer. Sydney Young gave a report on the Summer Reading program. The Library orchestrated a program in which an 80-foot Whale Mobile visited the RAS lower gym. Children visited inside the whale for an educational experience.

The Director provided an update on the comprehensive nature of the Glen Ridge Library of Things – the library loans all but a handful of the suggested items by Public Library Association (PLA).

The President recognized the number of partnership-based programs that the library conducted, including with Freeman Gardens and the Glen Ridge Pool.

**Friends of the Library:**

The townwide yard sale is scheduled for September 28<sup>th</sup>. The Library ran a program on August 28<sup>th</sup> on How to Run a Successful Yard Sale; 80 patrons registered, 30 attended and the balance received a recorded link. 34 homes have registered to participate in the yard sale to date. Most sellers are new. October 26<sup>th</sup> will be Shredding Day at Central School.

**Old Business:**

*Other Old Business*

None.

**New Business:**

*Children's Office Renovation Proposal*

Creative Library Concepts developed a plan for the children's office to give the staff a workspace as well as storage. The estimated cost is \$17.6K inclusive of delivery and installation. The Director discussed that this could be funded from the 2023 surplus appropriation fund (\$12.6K) plus up to \$5.0K from the Building Fund. This would leave a balance of ~\$100K in the Building Fund.

**A motion to appropriate up to \$17,594 for the Children's Office Renovation, funded from surplus appropriation of \$12,594 plus up to \$5,000 from Building fund, was made**

**by Bernice Bonnett and seconded by Edward Kastenmeier. The motion passed unanimously.**

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

The Director reviewed four policy updates. Limits were placed on print jobs for the Computer Use Policy. The Fines and Fees Policy was updated to match BCCLS. The Library of Things Policy was changed to align the fines to a more uniform structure plus to suspend privileges for repeat incidences of late returns / failures to pick-up. The Study Room Policy was amended to increase the lead time in advance of booking.

*Computer Use Policy Update*

**A motion to approve the updated Computer Use Policy was made by Bernice Bonnett and seconded by Marilyn Law. The motion passed unanimously.**

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

*Fines and Fees Policy Update*

**A motion to approve the updated Fines & Fees Policy was made by Bernice Bonnett and seconded by Marilyn Law. The motion passed unanimously.**

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

*Library of Things Policy Update*

**A motion to approve the updated Library of Things Policy was made by Bernice Bonnett and seconded by Marilyn Law. The motion passed unanimously.**

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

*Study Rooms Policy Update*

**A motion to approve the updated Study Rooms Policy was made by Bernice Bonnett and seconded by Marilyn Law. The motion passed unanimously.**

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

*Any Other New Business*

None.

**Public Comment:**

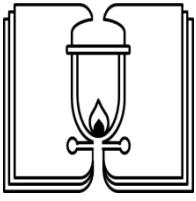
Kavita Kumar of 244 Ridgewood Avenue joined the meeting to discuss the noise from the HVAC system. The President explained that the complaint had been received and that Borough protocols would be followed.

**A motion to adjourn the meeting was made by Tina Payne and seconded by Marilyn Law at 9:23 pm. All voted Aye and the motion passed.**

|     |                    |     |                 |     |                 |
|-----|--------------------|-----|-----------------|-----|-----------------|
| Aye | Bernice Bonnett    | Aye | Marilyn Law     | Aye | Tina Payne      |
| --- | 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, October 9<sup>th</sup>, 2024, at 7:30 in the 1<sup>st</sup> floor library conference room.

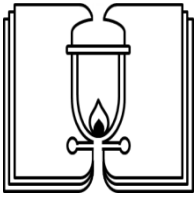


# Glen Ridge Public Library

## Bills List

June 2024

| DATE             | NAME                        | MEMO/DESCRIPTION  | SPLIT                                      | AMOUNT   |
|------------------|-----------------------------|---|--|----------|
| Accounts Payable |                             |   |  |          |
| 06/01/2024       | Swank Movie Licensing USA   | Copyright Compliance Site License renewal - 7/1/24-6/30/25<br>Invoice 3656271-License#196611001 | Materials:DVD                              | 519.00   |
| 06/01/2024       | Tina Marie Doody            | Ice Cream for Summer Reading Program  | Programming:Summer Reading Program         | 91.02    |
| 06/01/2024       | Demco, Inc.                 | Invoice # 7490820 -<br>Book covers x Asst Sizes x 10  | Materials:Processing                       | 461.34   |
| 06/01/2024       | Garbarini & Co. P.C. CPAs   |   | Professional Services:Auditor              | 6,000.00 |
| 06/04/2024       | Tina Marie Doody            | Account#789645863-00001<br>Invoice#4662707245<br>June 2024                                      | Technology & Communications:Cell Phone     | 79.75    |
| 06/10/2024       | Amazon Capital Services     | Invoice 1YMP-4CHW-WN7D-June 10, 2024<br>Credit memo 147H-DG9C-XCJK                              | -Split-                                    | 1,207.57 |
| 06/13/2024       | Mia Bressler                |   | Programming:Young Adult                    | 100.00   |
| 06/18/2024       | Innovative Document Imaging | Invoice 18526 Upload of Digital Files to DigiFind-IT<br>GR Paper Archival CD 2023               | -Split-                                    | 310.00   |
| 06/20/2024       | Bank of America             | Acct#x1897 June 20, 2024<br>LCBA Grant Expense  | Other Miscellaneous Expenditure:LCBA Grant | 14.67    |
| 06/20/2024       | Bank of America             | Acct#x1897 June 20, 2024<br>General Operating Expenses  | -Split-                                    | 877.15   |
| 06/24/2024       | Yuhuei Hsiao                |   | Programming:Summer Reading Program         | 276.00   |
| 06/24/2024       | Garden Arts for Kids        | Layered Succulent Terrarium 7/31/24<br>Summer reading Program shared Adult & YA                 | -Split-                                    | 385.00   |
| 06/24/2024       | Earl B. Hicks               | Invoice#07/17/24  | Programming:Summer Reading Program         | 350.00   |
| 06/24/2024       | The Star Ledger             | Account 20330420<br>Invoice10100-2033042<br>1 yr. Subscription 7/16/2024-7/16/2025              | Subscriptions:Print                        | 916.43   |
| 06/24/2024       | The Whale Mobile Inc.       | Invoice 23194<br>Balance - 8/6/24 Whale Mobile Exhibit  | Programming:Summer Reading Program         | 575.00   |
| 06/25/2024       | Linda Rovalino              | Reimburse - Adult Summer Reading Program  | Programming:Summer Reading Program         | 50.00    |
| 06/25/2024       | BookPage                    | Invoice S82915; Acct G0524; Billing CodeLIBA06<br>Subscription renewal July 2024-June 2025      | Subscriptions:Print                        | 414.00   |
| 06/26/2024       | Gretchen Allin              | Reimbursement - Adult Summer Reading Supplies   | Programming:Summer Reading Program         | 36.19    |
| 06/26/2024       | Aunt Flow                   | Aunt Flow supplies  | Other Miscellaneous Expenditure:LCBA Grant | 3,185.00 |
| 06/30/2024       | Data Axle                   |   | Materials:Books:Adult                      | 375.00   |
| 06/30/2024       | OverDrive                   | June 2024   | -Split-                                    | 1,222.43 |



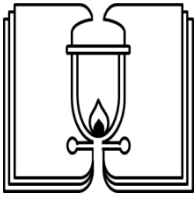
# Glen Ridge Public Library

## Bills List

June 2024

| DATE                              | NAME                              | MEMO/DESCRIPTION  | SPLIT   | AMOUNT             |
|-----------------------------------|-----------------------------------|---|---|--------------------|
|                                   |                                   | invoice#03301CO24169486<br>invoice#03301CO24179962                  |   |                    |
| 06/30/2024                        | Borough of Glen Ridge             |   | -Split-                                       | 25,573.22          |
| 06/30/2024                        | Serendipity, Inc.                 | invoice2024100241<br>Study Room Reservation Sign                    | Other Miscellaneous<br>Expenditure:LCBA Grant | 25.00              |
| 06/30/2024                        | Baker & Taylor                    | Account L076505, Account L357616;<br>Account L4449423               | -Split-                                       | 2,015.69           |
| 06/30/2024                        | Wells Fargo                       | Kyocera Copier lease Contract#450-0047467-000<br>Invoice#5030395390 | Contractual:Copy Machine                      | 175.00             |
| 06/30/2024                        | Kanopy Inc                        | Invoice #405464-PPU<br>June 2024                                    | Materials:Kanopy                              | 176.00             |
| 06/30/2024                        | Ingram Library Services           | Acct#20Y5883<br>Invoices June 2024                                  | Materials:Books:Young<br>Adult                | 314.19             |
| 06/30/2024                        | Shore Business Solutions (ARMPCO) | Invoice AR100935 - Contract#CT1868-01                               | -Split-                                       | 117.50             |
| 06/30/2024                        | GRPL Petty Cash                   | GRPL Petty Cash Staff Reimbursements<br>June 2024                   | -Split-                                       | 55.86              |
| <b>Total for Accounts Payable</b> |                                   |   |   | <b>\$45,898.01</b> |
| Contractual                       |                                   |   |   |                    |
| Copy Machine                      |                                   |   |   |                    |
| 06/30/2024                        | Wells Fargo                       | Kyocera Copier lease Contract#450-0047467-000<br>Invoice#5030395390 | Accounts Payable                              | 175.00             |
| 06/30/2024                        | Shore Business Solutions (ARMPCO) | Contract base rate 5/22/24 - 6/21/24                                | Accounts Payable                              | 62.50              |
| 06/30/2024                        | Shore Business Solutions (ARMPCO) | Contract overage charge 5/22/24 - 6/21/24-Estimate                  | Accounts Payable                              | 55.00              |
| <b>Total for Copy Machine</b>     |                                   |   |   | <b>\$292.50</b>    |
| <b>Total for Contractual</b>      |                                   |   |   | <b>\$292.50</b>    |
| Facilities & Maintenance          |                                   |   |   |                    |
| Cleaning                          |                                   |   |   |                    |
| Supplies                          |                                   |   |   |                    |
| 06/10/2024                        | Amazon Capital Services           | mr clean, lysol, hand soap,   | Accounts Payable                              | 90.59              |
| <b>Total for Supplies</b>         |                                   |   |   | <b>\$90.59</b>     |
| <b>Total for Cleaning</b>         |                                   |   |   | <b>\$90.59</b>     |
| Office Supplies                   |                                   |   |   |                    |
| 06/10/2024                        | Amazon Capital Services           | Notary Stamp & Book; Acrylic signs, AC vent covers                  | Accounts Payable                              | 90.91              |
| <b>Total for Office Supplies</b>  |                                   |   |   | <b>\$90.91</b>     |
| Postage                           |                                   |   |   |                    |
| 06/30/2024                        | GRPL Petty Cash                   | Postage ILL return Book to Wayne, IN                                | Accounts Payable                              | 4.87               |



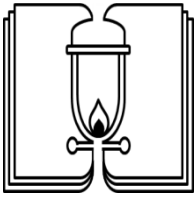


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June 2024

| DATE   | NAME                      | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|--|---------------------------|--|------------------|-------------------|
| <b>Total for Postage</b>                           |                           |  |                  | <b>\$4.87</b>     |
| <b>Total for Office Supplies with sub-accounts</b> |                           |  |                  | <b>\$95.78</b>    |
| <b>Total for Facilities &amp; Maintenance</b>      |                           |  |                  | <b>\$186.37</b>   |
| Materials  |                           |  |                  |                   |
| Books  |                           |  |                  |                   |
| Adult  |                           |  |                  |                   |
| 06/10/2024   | Amazon Capital Services   | Shipping & Handling  | Accounts Payable | 11.77             |
| 06/10/2024   | Amazon Capital Services   | Books: Adult x 20  | Accounts Payable | 376.83            |
| 06/10/2024   | Amazon Capital Services   | Amazon Promos & Discounts  | Accounts Payable | -2.99             |
| 06/20/2024   | Bank of America           | E-Book Kindle x 1  | Accounts Payable | 14.99             |
| 06/30/2024   | Baker & Taylor            | Adult Book Unprocessed Account L0765053<br>Statement 6/30/24                                       | Accounts Payable | 1,781.26          |
| 06/30/2024   | Data Axle                 | Invoice #10004188082 City Directories Essex County<br>2024   | Accounts Payable | 375.00            |
| <b>Total for Adult</b>                             |                           |  |                  | <b>\$2,556.86</b> |
| Children   |                           |  |                  |                   |
| 06/10/2024   | Amazon Capital Services   | Books:Children x 1   | Accounts Payable | 12.89             |
| 06/30/2024   | Baker & Taylor            | Children's Book Only Account<br>L4449423 Statement 6/30/24   | Accounts Payable | 83.18             |
| 06/30/2024   | Baker & Taylor            | Children's Account<br>L3576163 Statement 6/30/24   | Accounts Payable | 151.25            |
| <b>Total for Children</b>                          |                           |  |                  | <b>\$247.32</b>   |
| Young Adult  |                           |  |                  |                   |
| 06/30/2024   | Ingram Library Services   | June 2024<br>Invoice#:82254656; 82341661; 82442580; 82541427                                       | Accounts Payable | 314.19            |
| <b>Total for Young Adult</b>                       |                           |  |                  | <b>\$314.19</b>   |
| <b>Total for Books</b>                             |                           |  |                  | <b>\$3,118.37</b> |
| DVD  |                           |  |                  |                   |
| 06/01/2024   | Swank Movie Licensing USA | Copyright Compliance Site License<br>renewal - 7/1/24-6/30/25<br>Invoice 3656271-License#196611001 | Accounts Payable | 519.00            |
| 06/10/2024   | Amazon Capital Services   | Credit memo 147H-DG9C-XCJK -refund x 1 DVD   | Accounts Payable | -17.96            |
| 06/10/2024   | Amazon Capital Services   | DVD x 10   | Accounts Payable | 205.29            |
| <b>Total for DVD</b>                               |                           |  |                  | <b>\$706.33</b>   |
| eContent   |                           |  |                  |                   |
| 06/30/2024   | OverDrive                 | June 3 2024  | Accounts Payable | 775.26            |

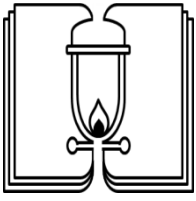


# Glen Ridge Public Library

## Bills List

June 2024

| DATE                                      | NAME                         | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|---|------------------------------|--|------------------|-------------------|
|   |                              | invoice#03301CO24169486  |                  |                   |
| 06/30/2024                                | OverDrive                    | June 13 2024   | Accounts Payable | 447.17            |
|   |                              | invoice#03301CO24179962  |                  |                   |
| <b>Total for eContent</b>                 |                              |  |                  | <b>\$1,222.43</b> |
| Kanopy                                    |                              |  |                  |                   |
| 06/30/2024                                | Kanopy Inc                   | Invoice #405464-PPU<br>June 2024   | Accounts Payable | 176.00            |
| <b>Total for Kanopy</b>                   |                              |  |                  | <b>\$176.00</b>   |
| Library of Things                         |                              |  |                  |                   |
| 06/10/2024                                | Amazon Capital Services      | Shredder, Leaf Blower, Battery Storage Case, cloths, pitchers, steamer accessories | Accounts Payable | 258.40            |
| 06/20/2024                                | Bank of America              | Disney plus; Netflix,  | Accounts Payable | 44.75             |
| <b>Total for Library of Things</b>        |                              |  |                  | <b>\$303.15</b>   |
| Local History Room                        |                              |  |                  |                   |
| 06/18/2024                                | Innovative Document Imaging  | Invoice 18526 Upload of Digital Files to DigiFind-IT<br>GR Paper Archival CD 2023  | Accounts Payable | 295.00            |
| 06/18/2024                                | Innovative Document Imaging  | Shipping Fee   | Accounts Payable | 15.00             |
| <b>Total for Local History Room</b>       |                              |  |                  | <b>\$310.00</b>   |
| Processing                                |                              |  |                  |                   |
| 06/01/2024                                | Demco, Inc.                  | Invoice # 7490820 -<br>Book covers x Asst Sizes x 10                               | Accounts Payable | 461.34            |
| 06/10/2024                                | Amazon Capital Services      | Reinforced tape x 2 rolls  | Accounts Payable | 21.12             |
| <b>Total for Processing</b>               |                              |  |                  | <b>\$482.46</b>   |
| <b>Total for Materials</b>                |                              |  |                  | <b>\$6,318.74</b> |
| Professional Development                  |                              |  |                  |                   |
| Meeting & Conference                      |                              |  |                  |                   |
| 06/20/2024                                | Bank of America              | NJLA Conference, Atlantic City 5/29-5/30/24  | Accounts Payable | 108.68            |
| 06/30/2024                                | GRPL Petty Cash              | NY ComicCon Professional Thursday Pass-YA Monica Colon                             | Accounts Payable | 5.95              |
| <b>Total for Meeting &amp; Conference</b> |                              |  |                  | <b>\$114.63</b>   |
| <b>Total for Professional Development</b> |                              |  |                  | <b>\$114.63</b>   |
| Professional Services                     |                              |  |                  |                   |
| Auditor                                   |                              |  |                  |                   |
| 06/01/2024                                | Garbarini & Co. P.C.<br>CPAs | Invoice 23288 Audit Year 2023  | Accounts Payable | 6,000.00          |
| <b>Total for Auditor</b>                  |                              |  |                  | <b>\$6,000.00</b> |
| <b>Total for Professional Services</b>    |                              |  |                  | <b>\$6,000.00</b> |
| Programming                               |                              |  |                  |                   |
| Adult                                     |                              |  |                  |                   |

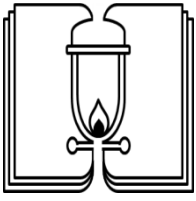


# Glen Ridge Public Library

## Bills List

June 2024

| DATE                                    | NAME                    | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|---|-------------------------|--|------------------|-------------------|
| 06/10/2024                              | Amazon Capital Services | paint & Supplies   | Accounts Payable | 24.89             |
| 06/20/2024                              | Bank of America         | Programming Supplies giveaways, stickers etc.  | Accounts Payable | 108.17            |
| <b>Total for Adult</b>                  |                         |  |                  | <b>\$133.06</b>   |
| Juvenile                                |                         |  |                  |                   |
| 06/10/2024                              | Amazon Capital Services | Pebbles - Fathers Day Craft  | Accounts Payable | 18.00             |
| <b>Total for Juvenile</b>               |                         |  |                  | <b>\$18.00</b>    |
| Summer Reading Program                  |                         |  |                  |                   |
| 06/01/2024                              | Tina Marie Doody        | Ice Cream for Summer Reading Program   | Accounts Payable | 91.02             |
| 06/10/2024                              | Amazon Capital Services | Book x 1 - The Sun Shines Everywhere   | Accounts Payable | 16.03             |
| 06/24/2024                              | Garden Arts for Kids    | Layered Succulent Terrarium 7/31/24-Adult Program  | Accounts Payable | 192.50            |
| 06/24/2024                              | The Whale Mobile Inc.   | Invoice 23194<br>Balance - 8/6/24 Whale Mobile Exhibit                                     | Accounts Payable | 575.00            |
| 06/24/2024                              | Yuhuei Hsiao            | Snoopy Felting Program 7/18/24   | Accounts Payable | 276.00            |
| 06/24/2024                              | Earl B. Hicks           | Invoice#07/17/24<br>Summer Reading Program event 7/17/24                                   | Accounts Payable | 350.00            |
| 06/24/2024                              | Garden Arts for Kids    | Layered Succulent Terrarium 7/31/24-YA Program   | Accounts Payable | 192.50            |
| 06/25/2024                              | Linda Rovalino          | AMC Gift Card - Adult Summer Reading Program   | Accounts Payable | 50.00             |
| 06/26/2024                              | Gretchen Allin          | Adult Summer Reading supplies, popcorn, Ice cream bowls, napkins, twizzlers and stationary | Accounts Payable | 36.19             |
| 06/30/2024                              | GRPL Petty Cash         | Ice for Summer Reading Kick of Party   | Accounts Payable | 9.96              |
| 06/30/2024                              | GRPL Petty Cash         | Table Cloth Adult Summer Reading Program   | Accounts Payable | 2.99              |
| <b>Total for Summer Reading Program</b> |                         |  |                  | <b>\$1,792.19</b> |
| Young Adult                             |                         |  |                  |                   |
| 06/10/2024                              | Amazon Capital Services | Rock Activity -tape, paint,rocks, burlap bags, cricut supplies                             | Accounts Payable | 60.92             |
| 06/13/2024                              | Mia Bressler            | Invoice#1 Crochet lessons GRPL<br>6/13/24 & 6/20/24  | Accounts Payable | 100.00            |
| 06/20/2024                              | Bank of America         | Krispy Kreme - Donut Decorating  | Accounts Payable | 49.03             |
| 06/20/2024                              | Bank of America         | Teen Trivia Night -Pizza   | Accounts Payable | 36.20             |
| 06/30/2024                              | GRPL Petty Cash         | Donut Decorating Activity Supplies   | Accounts Payable | 11.09             |
| <b>Total for Young Adult</b>            |                         |  |                  | <b>\$257.24</b>   |
| <b>Total for Programming</b>            |                         |  |                  | <b>\$2,200.49</b> |
| Salaries & Wages                        |                         |  |                  |                   |
| Benefits                                |                         |  |                  |                   |
| 06/30/2024                              | Borough of Glen Ridge   | Health Care Benefits June 2024   | Accounts Payable | 5,399.09          |
| <b>Total for Benefits</b>               |                         |  |                  | <b>\$5,399.09</b> |
| FICA                                    |                         |  |                  |                   |
| 06/30/2024                              | Borough of Glen         | FICA Payroll 6/14/24   | Accounts Payable | 1,433.65          |

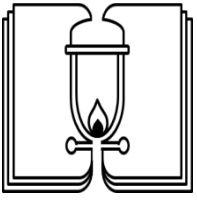


# Glen Ridge Public Library

## Bills List

June 2024

| DATE   | NAME                    | MEMO/DESCRIPTION   | SPLIT            | AMOUNT             |
|--|-------------------------|--|------------------|--------------------|
| Ridge  |                         |  |                  |                    |
| <b>Total for FICA</b>                            |                         |  |                  | <b>\$1,433.65</b>  |
| Full Time Salaries                               |                         |  |                  |                    |
| 06/30/2024                                       | Borough of Glen Ridge   | FT Payroll 6/14/24   | Accounts Payable | 11,886.34          |
| <b>Total for Full Time Salaries</b>              |                         |  |                  | <b>\$11,886.34</b> |
| Part Time Salaries                               |                         |  |                  |                    |
| 06/30/2024                                       | Borough of Glen Ridge   | PT/Temp Payroll 6/14/24  | Accounts Payable | 6,854.14           |
| <b>Total for Part Time Salaries</b>              |                         |  |                  | <b>\$6,854.14</b>  |
| <b>Total for Salaries &amp; Wages</b>            |                         |  |                  | <b>\$25,573.22</b> |
| Subscriptions                                    |                         |  |                  |                    |
| Print  |                         |  |                  |                    |
| 06/20/2024                                       | Bank of America         | Library Journal 6/11/24 - 6/10/25  | Accounts Payable | 159.00             |
| 06/20/2024                                       | Bank of America         | School Library Journal 6/11/24 - 6/10/25   | Accounts Payable | 149.00             |
| 06/20/2024                                       | Bank of America         | Star Ledger Subscription renewal 6/11/24-7/16/24   | Accounts Payable | 87.45              |
| 06/24/2024                                       | The Star Ledger         | Account 20330420<br>Invoice10100-2033042<br>1 yr. Subscription 7/16/2024-7/16/2025         | Accounts Payable | 916.43             |
| 06/25/2024                                       | BookPage                | Invoice S82915; Acct G0524; Billing CodeLIBA06<br>Subscription renewal July 2024-June 2025 | Accounts Payable | 414.00             |
| <b>Total for Print</b>                           |                         |  |                  | <b>\$1,725.88</b>  |
| <b>Total for Subscriptions</b>                   |                         |  |                  | <b>\$1,725.88</b>  |
| Technology & Communications                      |                         |  |                  |                    |
| Cell Phone                                       |                         |  |                  |                    |
| 06/04/2024                                       | Tina Marie Doody        | Account#789645863-00001<br>Invoice#4662707245<br>June 2024                                 | Accounts Payable | 79.75              |
| <b>Total for Cell Phone</b>                      |                         |  |                  | <b>\$79.75</b>     |
| Marketing & Outreach                             |                         |  |                  |                    |
| 06/10/2024                                       | Amazon Capital Services | Poster Frame, Ike Bike blocks  | Accounts Payable | 50.87              |
| 06/30/2024                                       | GRPL Petty Cash         | Rotary Lunch - June 2024 TMD   | Accounts Payable | 21.00              |
| <b>Total for Marketing &amp; Outreach</b>        |                         |  |                  | <b>\$71.87</b>     |
| Software/Hardware                                |                         |  |                  |                    |
| 06/10/2024                                       | Amazon Capital Services | Credit memo 147H-DG9C-XCJK -refund x cable   | Accounts Payable | -9.99              |
| 06/20/2024                                       | Bank of America         | DropBox Subscription 6/10/24-6/9/25  | Accounts Payable | 119.88             |
| <b>Total for Software/Hardware</b>               |                         |  |                  | <b>\$109.89</b>    |
| <b>Total for Technology &amp; Communications</b> |                         |  |                  | <b>\$261.51</b>    |
| Other Miscellaneous Expenditure                  |                         |  |                  |                    |

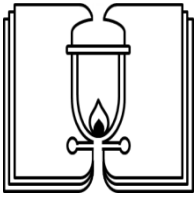


# Glen Ridge Public Library

## Bills List

June 2024

| DATE   | NAME              | MEMO/DESCRIPTION                      | SPLIT            | AMOUNT            |
|--|-------------------|---------------------------------------|------------------|-------------------|
| LCBA Grant                                       |                   |                                       |                  |                   |
| 06/20/2024                                       | Bank of America   | AC Register Tech Services Office      | Accounts Payable | 14.67             |
| 06/26/2024                                       | Aunt Flow         | Invoice INV12587 - Aunt Flow Supplies | Accounts Payable | 3,185.00          |
| 06/30/2024                                       | Serendipity, Inc. | Invoice 2024100241                    | Accounts Payable | 25.00             |
|  |                   | Study Room Reservation Sign           |                  |                   |
| <b>Total for LCBA Grant</b>                      |                   |                                       |                  | <b>\$3,224.67</b> |
| <b>Total for Other Miscellaneous Expenditure</b> |                   |                                       |                  | <b>\$3,224.67</b> |

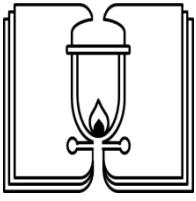


# Glen Ridge Public Library

## Bills List

July 2024

| DATE                    | NAME                                 | MEMO/DESCRIPTION   | SPLIT  | AMOUNT    |
|-------------------------|--------------------------------------|--|--|-----------|
| <b>Accounts Payable</b> |                                      |  |  |           |
| 07/02/2024              | Edmond Knesevitch                    | 4 week Chess Workshop 9/10/24 - 10/1/24<br>4 hours x \$125/hr  | Programming:Young Adult                          | 500.00    |
| 07/02/2024              | Morris County<br>Elevator, Inc.      | Invoice#25932-Elevator Service Agreement<br>3rd Qtr 2024   | Contractual:Elevator                             | 711.00    |
| 07/10/2024              | Amazon Capital<br>Services           | Invoice 17RW-TMTG-XGFD-July 10, 2024<br>LCBA Expense   | Other Miscellaneous<br>Expenditure:LCBA Grant    | 340.00    |
| 07/10/2024              | Amazon Capital<br>Services           | Invoice 17RW-TMTG-XGFD-July 10, 2024<br>Credit memo 11TK-KDLG-XJ3N   | -Split-  | 1,592.17  |
| 07/11/2024              | Gaylord Brothers, Inc.               | Invoice# 2871333   | Materials:Local History Room                     | 37.98     |
| 07/16/2024              | American Library<br>Association      | ALA Membership Renewal 9/30/25<br>Member 1051245 Tina Marie Doody  | -Split-  | 247.00    |
| 07/22/2024              | Bank of America                      | Acct#x1897 July 20, 2024<br>General Operating Expenses   | -Split-  | 879.59    |
| 07/22/2024              | Bank of America                      | Acct#x1897 July 20, 2024<br>LCBA Grant Expenses  | -Split-  | 271.78    |
| 07/23/2024              | Shore Business<br>Solutions (ARMPCO) | Invoice AR100935 - Contract#CT1868-01  | -Split-  | 343.81    |
| 07/27/2024              | Tina Marie Doody                     | Account#789645863-00001<br>Invoice#4675143506<br>July 2024   | Technology & Communications:Cell<br>Phone        | 79.81     |
| 07/29/2024              | Scannx                               | Invoice#10714<br>Qtr 2 2024 Scanner Agreement  | Technology &<br>Communications:Software/Hardware | 68.60     |
| 07/31/2024              | Ingram Library<br>Services           | Acct#20Y5883<br>Invoices July 2024<br>Credit Memo#82973959   | -Split-  | 876.80    |
| 07/31/2024              | OverDrive                            | June/July 2024<br>invoice#03301CP24196530<br>invoice#03301CO24198173<br>invoice#03301CO24211051<br>invoice#03301DA24213111 | -Split-  | 2,028.74  |
| 07/31/2024              | Wells Fargo                          | Kyocera Copier lease Contract#450-0047467-<br>000<br>Invoice#5030782426  | Contractual:Copy Machine                         | 175.00    |
| 07/31/2024              | AME INC.                             | Contract Controls invoice 402743<br>Contract Mechanical Maintenance Invoice<br>402744 Payments 3 of 4                      | -Split-  | 4,825.00  |
| 07/31/2024              | Baker & Taylor                       | Account L076505, Account L357616;<br>Account L4449423  | -Split-  | 3,401.03  |
| 07/31/2024              | Borough of Glen<br>Ridge             | Appropriation Distribution July 2024   | -Split-  | 47,844.32 |
| 07/31/2024              | Sydney Young                         | July 2024 Juvenile Programming<br>Reimbursement  | Programming:Juvenile                             | 37.11     |
| 07/31/2024              | Staples Advantage                    | Invoice#6006189383 & Invoice#6007379185  | -Split-  | 328.72    |
| 07/31/2024              | Mad Science of NENJ                  | Deposit - Order#WREG-1653652   | Programming:Juvenile                             | 93.00     |

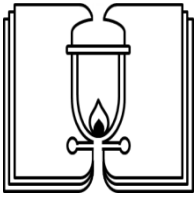


# Glen Ridge Public Library

## Bills List

July 2024

| DATE                              | NAME                                 | MEMO/DESCRIPTION  | SPLIT            | AMOUNT             |
|-----------------------------------|--------------------------------------|---|------------------|--------------------|
|                                   |                                      | Halloween Theme Show SEHO62<br>Friday, 10/18/24- 6:00 pm.               |                  |                    |
| 07/31/2024                        | Kanopy Inc                           | Invoice #409084-PPU<br>July 2024  | Materials:Kanopy | 176.00             |
| 07/31/2024                        | Linda M Rovalino                     | GRPL Petty Cash Staff Reimbursements<br>July 2024                       | -Split-          | 26.38              |
| <b>Total for Accounts Payable</b> |                                      |   |                  | <b>\$64,883.84</b> |
| Contractual                       |                                      |   |                  |                    |
| Copy Machine                      |                                      |   |                  |                    |
| 07/23/2024                        | Shore Business<br>Solutions (ARMPCO) | Contract base rate 6/22/24 - 7/21/24                                    | Accounts Payable | 62.50              |
| 07/23/2024                        | Shore Business<br>Solutions (ARMPCO) | Color Copies Overage 6/22/24 - 7/21/24-<br>Estimate                     | Accounts Payable | 281.31             |
| 07/31/2024                        | Wells Fargo                          | Kyocera Copier lease Contract#450-0047467-<br>000<br>Invoice#5030782426 | Accounts Payable | 175.00             |
| <b>Total for Copy Machine</b>     |                                      |   |                  | <b>\$518.81</b>    |
| Elevator                          |                                      |   |                  |                    |
| 07/02/2024                        | Morris County<br>Elevator, Inc.      | Invoice#25932-Elevator Service Agreement<br>3rd Qtr 2024                | Accounts Payable | 711.00             |
| <b>Total for Elevator</b>         |                                      |   |                  | <b>\$711.00</b>    |
| HVAC Maintenance                  |                                      |   |                  |                    |
| 07/31/2024                        | AME INC.                             | Invoice 402743 - Contract Controls - Payment<br>3 of 4                  | Accounts Payable | 1,907.50           |
| 07/31/2024                        | AME INC.                             | Invoice 402744 - Contract Mechanical<br>Maintenance - Payment 3 of 4    | Accounts Payable | 2,917.50           |
| <b>Total for HVAC Maintenance</b> |                                      |   |                  | <b>\$4,825.00</b>  |
| <b>Total for Contractual</b>      |                                      |   |                  | <b>\$6,054.81</b>  |
| Facilities & Maintenance          |                                      |   |                  |                    |
| Cleaning                          |                                      |   |                  |                    |
| Supplies                          |                                      |   |                  |                    |
| 07/10/2024                        | Amazon Capital<br>Services           | Lysol wipes, Lysol Liquid Cleaner                                       | Accounts Payable | 50.71              |
| 07/31/2024                        | Staples Advantage                    | Paper Towels x 1  | Accounts Payable | 46.28              |
| 07/31/2024                        | Staples Advantage                    | Toilet Tissue x 1   | Accounts Payable | 65.72              |
| 07/31/2024                        | Staples Advantage                    | Toilet Tissue Lg roll x1  | Accounts Payable | 38.72              |
| 07/31/2024                        | Staples Advantage                    | Clorox Bleach 6 pack  | Accounts Payable | 59.50              |
| <b>Total for Supplies</b>         |                                      |   |                  | <b>\$260.93</b>    |
| <b>Total for Cleaning</b>         |                                      |   |                  | <b>\$260.93</b>    |
| Maintenance & Repair              |                                      |   |                  |                    |
| 07/10/2024                        | Amazon Capital<br>Services           | Patio Umbrellas and accessories   | Accounts Payable | 182.50             |



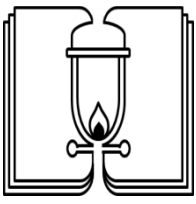
# Glen Ridge Public Library

## Bills List

July 2024

| DATE   | NAME                    | MEMO/DESCRIPTION  | SPLIT            | AMOUNT            |
|--|-------------------------|---|------------------|-------------------|
| <b>Total for Maintenance &amp; Repair</b>          |                         |   |                  | <b>\$182.50</b>   |
| Office Supplies                                    |                         |   |                  |                   |
| 07/10/2024   | Amazon Capital Services | Petty Cash Book; Acrylic holders, Dehumidifier floor & desk, thermometers | Accounts Payable | 303.84            |
| 07/31/2024   | Staples Advantage       | sharpies x 2  | Accounts Payable | 8.88              |
| 07/31/2024   | Staples Advantage       | ; AAA Batteries x1  | Accounts Payable | 14.55             |
| 07/31/2024   | Staples Advantage       | Wite-Out 4 pack   | Accounts Payable | 6.09              |
| <b>Total for Office Supplies</b>                   |                         |   |                  | <b>\$333.36</b>   |
| Copy Paper   |                         |   |                  |                   |
| 07/31/2024   | Staples Advantage       | Invoice#- Copy paper x 2  | Accounts Payable | 88.98             |
| <b>Total for Copy Paper</b>                        |                         |   |                  | <b>\$88.98</b>    |
| Postage  |                         |   |                  |                   |
| 07/31/2024   | Linda M Rovalino        | Postage Ingram Publishing - YA Book return                                | Accounts Payable | 5.38              |
| <b>Total for Postage</b>                           |                         |   |                  | <b>\$5.38</b>     |
| <b>Total for Office Supplies with sub-accounts</b> |                         |   |                  | <b>\$427.72</b>   |
| <b>Total for Facilities &amp; Maintenance</b>      |                         |   |                  | <b>\$871.15</b>   |
| Materials  |                         |   |                  |                   |
| Books  |                         |   |                  |                   |
| Adult  |                         |   |                  |                   |
| 07/10/2024   | Amazon Capital Services | Shipping & Handling   | Accounts Payable | 2.99              |
| 07/10/2024   | Amazon Capital Services | Books: Adult x 36   | Accounts Payable | 684.53            |
| 07/10/2024   | Amazon Capital Services | Amazon Promotion & Discount   | Accounts Payable | -12.79            |
| 07/22/2024   | Bank of America         | E-Book Kindle x 10  | Accounts Payable | 44.90             |
| 07/31/2024   | Ingram Library Services | July 2024 Invoice#:82921450   | Accounts Payable | 16.80             |
| 07/31/2024   | Baker & Taylor          | Adult Book Unprocessed Account L0765053 Statement 7/31/24                 | Accounts Payable | 1,385.53          |
| <b>Total for Adult</b>                             |                         |   |                  | <b>\$2,121.96</b> |
| Children   |                         |   |                  |                   |
| 07/31/2024   | Baker & Taylor          | Children's Account L3576163 Statement 7/31/24                             | Accounts Payable | 1,870.59          |
| 07/31/2024   | Baker & Taylor          | Children's Book Only Account L444942 3Statement 7/31/24                   | Accounts Payable | 144.91            |
| <b>Total for Children</b>                          |                         |   |                  | <b>\$2,015.50</b> |
| Young Adult  |                         |   |                  |                   |
| 07/10/2024   | Amazon Capital Services | Books: YA x 2   | Accounts Payable | 23.98             |
| 07/31/2024   | Ingram Library Services | Credit Memo#82973959  | Accounts Payable | -15.39            |



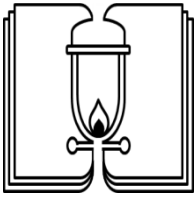


# Glen Ridge Public Library

## Bills List

July 2024

| DATE                                | NAME                         | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|-------------------------------------|------------------------------|--|------------------|-------------------|
| 07/31/2024                          | Ingram Library Services      | July 2024<br>Invoice#:82579395; 82710320; 82887159;<br>82921450;82972637 | Accounts Payable | 875.39            |
| <b>Total for Young Adult</b>        |                              |  |                  | <b>\$883.98</b>   |
| <b>Total for Books</b>              |                              |  |                  | <b>\$5,021.44</b> |
| DVD                                 |                              |  |                  |                   |
| 07/10/2024                          | Amazon Capital Services      | DVD x 9 & DVD Cases  | Accounts Payable | 210.33            |
| <b>Total for DVD</b>                |                              |  |                  | <b>\$210.33</b>   |
| eContent                            |                              |  |                  |                   |
| 07/31/2024                          | OverDrive                    | June 30, 2024<br>invoice#03301CP24196530                                 | Accounts Payable | 448.90            |
| 07/31/2024                          | OverDrive                    | July 1, 2024<br>invoice#03301CO24198173                                  | Accounts Payable | 756.60            |
| 07/31/2024                          | OverDrive                    | July 15, 2024<br>invoice#03301CO24211051                                 | Accounts Payable | 796.60            |
| 07/31/2024                          | OverDrive                    | July 16, 2024<br>invoice#03301DA24213111                                 | Accounts Payable | 26.64             |
| <b>Total for eContent</b>           |                              |  |                  | <b>\$2,028.74</b> |
| Kanopy                              |                              |  |                  |                   |
| 07/31/2024                          | Kanopy Inc                   | Invoice #409084-PPU<br>July 2024   | Accounts Payable | 176.00            |
| <b>Total for Kanopy</b>             |                              |  |                  | <b>\$176.00</b>   |
| Library of Things                   |                              |  |                  |                   |
| 07/10/2024                          | Amazon Capital Services      | Replacement Croquet Balls x 6  | Accounts Payable | 22.99             |
| 07/10/2024                          | Amazon Capital Services      | Credit memo 11TK-KDLG-XJ3N - Steamer Accessories                         | Accounts Payable | -37.38            |
| 07/22/2024                          | Bank of America              | Disney plus; Netflix, Max  | Accounts Payable | 194.74            |
| <b>Total for Library of Things</b>  |                              |  |                  | <b>\$180.35</b>   |
| Local History Room                  |                              |  |                  |                   |
| 07/11/2024                          | Gaylord Brothers, Inc.       | Invoice# 2871333 - 2 x Rare Book - Box Only                              | Accounts Payable | 37.98             |
| <b>Total for Local History Room</b> |                              |  |                  | <b>\$37.98</b>    |
| Processing                          |                              |  |                  |                   |
| 07/10/2024                          | Amazon Capital Services      | Reinforced tape x 2 rolls  | Accounts Payable | 23.20             |
| <b>Total for Processing</b>         |                              |  |                  | <b>\$23.20</b>    |
| <b>Total for Materials</b>          |                              |  |                  | <b>\$7,678.04</b> |
| Professional Development            |                              |  |                  |                   |
| Dues                                |                              |  |                  |                   |
| 07/16/2024                          | American Library Association | Public Library Association 9/30/25<br>Member 1051245 Tina Marie Doody    | Accounts Payable | 85.00             |

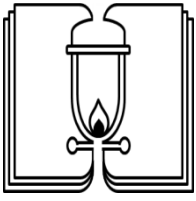


# Glen Ridge Public Library

## Bills List

July 2024

| DATE                                      | NAME                         | MEMO/DESCRIPTION  | SPLIT            | AMOUNT             |
|---|------------------------------|---|------------------|--------------------|
| 07/16/2024                                | American Library Association | Regular membership Basic Dues 9/30/25<br>Member 1051245 Tina Marie Doody                  | Accounts Payable | 162.00             |
| <b>Total for Dues</b>                     |                              |   |                  | <b>\$247.00</b>    |
| <b>Total for Professional Development</b> |                              |   |                  | <b>\$247.00</b>    |
| Programming                               |                              |   |                  |                    |
| Adult                                     |                              |   |                  |                    |
| 07/10/2024                                | Amazon Capital Services      | Popcorn Supplies & paint brushes, envelopes,  | Accounts Payable | 41.96              |
| <b>Total for Adult</b>                    |                              |   |                  | <b>\$41.96</b>     |
| Juvenile                                  |                              |   |                  |                    |
| 07/10/2024                                | Amazon Capital Services      | Paper and art supplies - Fathers Day Craft  | Accounts Payable | 80.93              |
| 07/31/2024                                | Sydney Young                 | National Smore Day - giveaway kits  | Accounts Payable | 37.11              |
| 07/31/2024                                | Mad Science of NENJ          | Deposit - Order#WREG-1653652<br>Halloween Theme Show SEHO62<br>Friday, 10/18/24- 6:00 pm. | Accounts Payable | 93.00              |
| <b>Total for Juvenile</b>                 |                              |   |                  | <b>\$211.04</b>    |
| Summer Reading Program                    |                              |   |                  |                    |
| 07/22/2024                                | Bank of America              | Applegate Farm Gift Certificate - Summer<br>Adult Reading Program                         | Accounts Payable | 50.00              |
| <b>Total for Summer Reading Program</b>   |                              |   |                  | <b>\$50.00</b>     |
| Young Adult                               |                              |   |                  |                    |
| 07/02/2024                                | Edmond Knesevitch            | 4 week Chess Workshop 9/10, 9/17, 9/24,<br>10/1, 2024                                     | Accounts Payable | 500.00             |
| 07/10/2024                                | Amazon Capital Services      | Crochet Supplies  | Accounts Payable | 14.38              |
| <b>Total for Young Adult</b>              |                              |   |                  | <b>\$514.38</b>    |
| <b>Total for Programming</b>              |                              |   |                  | <b>\$817.38</b>    |
| Salaries & Wages                          |                              |   |                  |                    |
| Benefits                                  |                              |   |                  |                    |
| 07/31/2024                                | Borough of Glen Ridge        | Health Care Benefits July 2024  | Accounts Payable | 5,066.24           |
| <b>Total for Benefits</b>                 |                              |   |                  | <b>\$5,066.24</b>  |
| FICA                                      |                              |   |                  |                    |
| 07/31/2024                                | Borough of Glen Ridge        | FICA Payroll 7/1/24 & 7/15/24   | Accounts Payable | 3,025.02           |
| <b>Total for FICA</b>                     |                              |   |                  | <b>\$3,025.02</b>  |
| Full Time Salaries                        |                              |   |                  |                    |
| 07/31/2024                                | Borough of Glen Ridge        | FT Payroll 7/1/24 & 7/15/24   | Accounts Payable | 23,772.68          |
| <b>Total for Full Time Salaries</b>       |                              |   |                  | <b>\$23,772.68</b> |

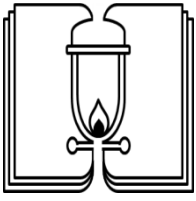


# Glen Ridge Public Library

## Bills List

July 2024

| DATE   | NAME                    | MEMO/DESCRIPTION   | SPLIT            | AMOUNT             |
|--|-------------------------|--|------------------|--------------------|
| Part Time Salaries                               |                         |  |                  |                    |
| 07/31/2024                                       | Borough of Glen Ridge   | PT Payroll 7/1/24 & 7/15/24                                | Accounts Payable | 15,770.01          |
| <b>Total for Part Time Salaries</b>              |                         |  |                  | <b>\$15,770.01</b> |
| <b>Total for Salaries &amp; Wages</b>            |                         |  |                  | <b>\$47,633.95</b> |
| Technology & Communications                      |                         |  |                  |                    |
| Cell Phone                                       |                         |  |                  |                    |
| 07/27/2024                                       | Tina Marie Doody        | Account#789645863-00001<br>Invoice#4675143506<br>July 2024 | Accounts Payable | 79.81              |
| <b>Total for Cell Phone</b>                      |                         |  |                  | <b>\$79.81</b>     |
| Marketing & Outreach                             |                         |  |                  |                    |
| 07/31/2024                                       | Linda M Rovalino        | Rotary Lunch - July 2024 TMD                               | Accounts Payable | 21.00              |
| <b>Total for Marketing &amp; Outreach</b>        |                         |  |                  | <b>\$21.00</b>     |
| Software/Hardware                                |                         |  |                  |                    |
| 07/22/2024                                       | Bank of America         | When I Work Subscription renewal 7/3/24-7/2/25             | Accounts Payable | 570.00             |
| 07/29/2024                                       | Scannx                  | Invoice#10714<br>Qtr 2 2024 Scanner Agreement              | Accounts Payable | 68.60              |
| <b>Total for Software/Hardware</b>               |                         |  |                  | <b>\$638.60</b>    |
| Telephone  |                         |  |                  |                    |
| 07/31/2024                                       | Borough of Glen Ridge   | Hunter Carrier Phone May 2024                              | Accounts Payable | 210.37             |
| <b>Total for Telephone</b>                       |                         |  |                  | <b>\$210.37</b>    |
| Website  |                         |  |                  |                    |
| 07/22/2024                                       | Bank of America         | Weebly Subscription Domain Renewal 7/24/24-8/8/25          | Accounts Payable | 19.95              |
| <b>Total for Website</b>                         |                         |  |                  | <b>\$19.95</b>     |
| <b>Total for Technology &amp; Communications</b> |                         |  |                  | <b>\$969.73</b>    |
| Other Miscellaneous Expenditure                  |                         |  |                  |                    |
| LCBA Grant                                       |                         |  |                  |                    |
| 07/10/2024                                       | Amazon Capital Services | Ceiling Tiles x 2 Boxes                                    | Accounts Payable | 340.00             |
| 07/22/2024                                       | Bank of America         | Hardware - Installation Aunt Flow Vending Machine          | Accounts Payable | 19.56              |
| 07/22/2024                                       | Bank of America         | YA Workstation - Apple                                     | Accounts Payable | 252.22             |
| <b>Total for LCBA Grant</b>                      |                         |  |                  | <b>\$611.78</b>    |
| <b>Total for Other Miscellaneous Expenditure</b> |                         |  |                  | <b>\$611.78</b>    |

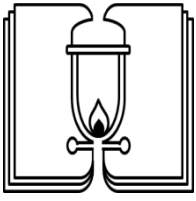


# Glen Ridge Public Library

## Bills List

August 2024

| DATE                    | NAME                               | MEMO/DESCRIPTION   | SPLIT   | AMOUNT   |
|-------------------------|------------------------------------|--|---|----------|
| <b>Accounts Payable</b> |                                    |  |   |          |
| 08/12/2024              | Amazon Capital Services            | Invoice 13XH-9JXM-FGTP-Aug 10, 2024  | Other Miscellaneous Expenditure:LCBA Grant        | 136.93   |
| 08/12/2024              | Amazon Capital Services            | Invoice 13XH-9JXM-FGTP-Aug 10, 2024<br>Credit memo 1GYD-3HTD-FCGT  | -Split-   | 1,625.25 |
| 08/14/2024              | ArtyTime Parties                   |  | Programming:Young Adult                           | 250.00   |
| 08/14/2024              | John Liao                          |  | Programming:Juvenile                              | 325.00   |
| 08/14/2024              | OCLC                               | Customer ID 152801<br>Invoice 1000396839<br>Museum Key & Lending Key 8/6/23-8/5/24   | -Split-   | 703.55   |
| 08/14/2024              | Borough of Glen Ridge              | Invoice 2024-01 September 15, 2024<br>Shared Service Agreement<br>2 of 2 payments x \$8716.50.                               | Facilities & Maintenance:Shared Service Agreement | 8,716.50 |
| 08/14/2024              | Edmond Knesevitch                  | 4 week Chess Workshop 10/8/24 - 10/29/24<br>4 hours x \$125/hour   | Programming:Young Adult                           | 500.00   |
| 08/21/2024              | Bank of America                    | Acct#x1897 Aug 20, 2024<br>General Operating Expenses  | -Split-   | 1,341.50 |
| 08/21/2024              | Shore Business Solutions (ARMPCO)  | Invoice AR104123 - Contract#CT1868-01  | -Split-   | 150.13   |
| 08/22/2024              | Cavendish Square Publishing, LLC   | Account#1000141027 Invoice CAL3487151  | Materials:Books:Children                          | 204.44   |
| 08/26/2024              | Feldman Brothers Electrical Supply | Invoice# 3529849-00 - 12 x Light Bulbs Phillips - PI-C 26W 4 pin -835I<br>Invoice#3572238-00 x 32 PL-T 26W/35/4P Fluor Lamps | -Split-   | 169.08   |
| 08/27/2024              | Intelligent Direct Inc             | Invoice 10271672/order#0363062Q  | Materials:Local History Room                      | 49.00    |
| 08/27/2024              | Tina Marie Doody                   | Account#789645863-00001<br>Invoice#4687600858<br>July 5- Aug 4, 2024   | Technology & Communications:Cell Phone            | 79.81    |
| 08/29/2024              | Wells Fargo                        | Kyocera Copier lease Contract#450-0047467-000<br>Invoice#50311485513   | Contractual:Copy Machine                          | 175.00   |
| 08/29/2024              | Rak Plumbing & Heating             | Invoice#2958   | Facilities & Maintenance:Maintenance & Repair     | 650.00   |
| 08/29/2024              | AKRF, Inc.                         | Invoice 55439 - Project 240794   | Other Miscellaneous Expenditure:LCBA Grant        | 3,000.00 |
| 08/30/2024              | Staples                            | Invoice#6008808752 & Invoice 6008994607  | -Split-   | 97.15    |

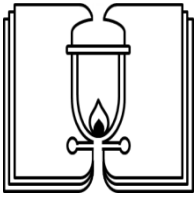


# Glen Ridge Public Library

## Bills List

August 2024

| DATE                              | NAME                                       | MEMO/DESCRIPTION  | SPLIT   | AMOUNT              |
|-----------------------------------|--|---|---|---------------------|
| 08/30/2024                        | Advantage<br>Ingram Library<br>Services    | Acct#20Y5883<br>August 2024<br>Invoice#:83082483;83176801;;82887159;83334216;<br>83349292                   | -Split-   | 333.95              |
| 08/30/2024                        | Linda M<br>Rovalino                        | GRPL Petty Cash Staff Reimbursements<br>August 2024   | -Split-   | 59.37               |
| 08/30/2024                        | Direct Flooring                            | Invoice 110138 Flooring Children's Room   | Other Miscellaneous<br>Expenditure:2023 Excess<br>Appropriation | 8,442.60            |
| 08/31/2024                        | OverDrive                                  | July 31, 2024/ August 2024<br>invoice#03301CP24225882<br>invoice#03301CO24234978<br>invoice#03301CP24255356 | -Split-   | 1,656.25            |
| 08/31/2024                        | Kanopy Inc                                 | Invoice #413662-PPU<br>August 2024  | Materials:Kanopy  | 189.00              |
| 08/31/2024                        | Borough of<br>Glen Ridge                   | Appropriation Distribution August 2024  | -Split-   | 71,444.22           |
| 08/31/2024                        | Baker & Taylor                             | Account L076505, Account L357616;<br>Account L4449423   | -Split-   | 2,700.32            |
| <b>Total for Accounts Payable</b> |  |   |   | <b>\$102,999.05</b> |
| Contractual                       |  |   |   |                     |
| Copy Machine                      |  |   |   |                     |
| 08/21/2024                        | Shore<br>Business<br>Solutions<br>(ARMPCO) | Contract base rate 7/22/24 - 8/21/24  | Accounts Payable  | 62.50               |
| 08/21/2024                        | Shore<br>Business<br>Solutions<br>(ARMPCO) | Color Copies Overage 7/22/24 - 8/21/24-Actual   | Accounts Payable  | 87.63               |
| 08/29/2024                        | Wells Fargo                                | Kyocera Copier lease Contract#450-0047467-000<br>Invoice#50311485513  | Accounts Payable  | 175.00              |
| <b>Total for Copy Machine</b>     |  |   |   | <b>\$325.13</b>     |
| <b>Total for Contractual</b>      |  |   |   | <b>\$325.13</b>     |
| Facilities & Maintenance          |  |   |   |                     |
| Cleaning                          |  |   |   |                     |
| Supplies                          |  |   |   |                     |
| 08/12/2024                        | Amazon<br>Capital<br>Services              | Vacuum Bags   | Accounts Payable  | 13.62               |
| 08/30/2024                        | Staples<br>Advantage                       | Multi Fold Hand Towels - Public Bathroom  | Accounts Payable  | 36.11               |
| <b>Total for Supplies</b>         |  |   |   | <b>\$49.73</b>      |

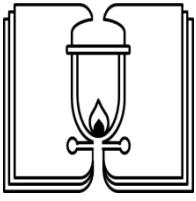


# Glen Ridge Public Library

## Bills List

August 2024

| DATE   | NAME                               | MEMO/DESCRIPTION  | SPLIT            | AMOUNT             |
|--|------------------------------------|---|------------------|--------------------|
| <b>Total for Cleaning</b>                          |                                    |   |                  | <b>\$49.73</b>     |
| Maintenance & Repair                               |                                    |   |                  |                    |
| 08/12/2024   | Amazon Capital Services            | Screws  | Accounts Payable | 6.15               |
| 08/26/2024   | Feldman Brothers Electrical Supply | Invoice#3572238-00 x 32 PL-T 26W/35/4P Fluor Lamps  | Accounts Payable | 134.40             |
| 08/26/2024   | Feldman Brothers Electrical Supply | Invoice#3564419-00 x 12 PL-C 26W/35/4P lightbulbs   | Accounts Payable | 34.68              |
| 08/29/2024   | Rak Plumbing & Heating             | Invoice#2958-Cleaned out blocked sewer Public bathroom                                      | Accounts Payable | 650.00             |
| <b>Total for Maintenance &amp; Repair</b>          |                                    |   |                  | <b>\$825.23</b>    |
| Office Supplies                                    |                                    |   |                  |                    |
| 08/12/2024   | Amazon Capital Services            | Calendars 2025 & folders, Stick Vacuum Cleaner  | Accounts Payable | 392.95             |
| 08/30/2024   | Linda M Roalino                    | Computer Mouse  | Accounts Payable | 14.99              |
| 08/30/2024   | Staples Advantage                  | Small garbage cans x 2  | Accounts Payable | 11.80              |
| 08/30/2024   | Staples Advantage                  | Toner - Office Manager Printer  | Accounts Payable | 36.13              |
| 08/30/2024   | Staples Advantage                  | 12 month Planners - Children's Office   | Accounts Payable | 13.11              |
| <b>Total for Office Supplies</b>                   |                                    |   |                  | <b>\$468.98</b>    |
| Postage  |                                    |   |                  |                    |
| 08/21/2024   | Bank of America                    | USPS Stamps x 75  | Accounts Payable | 43.80              |
| <b>Total for Postage</b>                           |                                    |   |                  | <b>\$43.80</b>     |
| <b>Total for Office Supplies with sub-accounts</b> |                                    |   |                  | <b>\$512.78</b>    |
| Shared Service Agreement                           |                                    |   |                  |                    |
| 08/14/2024   | Borough of Glen Ridge              | Invoice 2024-01 September 15, 2024 Shared Service Agreement<br>2 of 2 payments x \$8716.50. | Accounts Payable | 8,716.50           |
| <b>Total for Shared Service Agreement</b>          |                                    |   |                  | <b>\$8,716.50</b>  |
| <b>Total for Facilities &amp; Maintenance</b>      |                                    |   |                  | <b>\$10,104.24</b> |
| Materials  |                                    |   |                  |                    |
| Books  |                                    |   |                  |                    |
| Adult  |                                    |   |                  |                    |

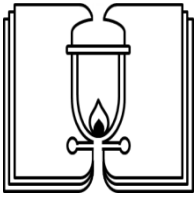


# Glen Ridge Public Library

## Bills List

August 2024

| DATE                         | NAME                             | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|------------------------------|----------------------------------|--|------------------|-------------------|
| 08/12/2024                   | Amazon Capital Services          | Amazon Promos & Discounts  | Accounts Payable | -9.06             |
| 08/12/2024                   | Amazon Capital Services          | Credit memo 1GYD-3HTD-FCGT-Adult Book                              | Accounts Payable | -0.07             |
| 08/12/2024                   | Amazon Capital Services          | Books: Adult x 28  | Accounts Payable | 501.99            |
| 08/12/2024                   | Amazon Capital Services          | Shipping & Handling  | Accounts Payable | 12.96             |
| 08/31/2024                   | Baker & Taylor                   | Adult Book Unprocessed Account L0765053 Statement 8/31/24          | Accounts Payable | 1,672.61          |
| <b>Total for Adult</b>       |                                  |  |                  | <b>\$2,178.43</b> |
| Children                     |                                  |  |                  |                   |
| 08/22/2024                   | Cavendish Square Publishing, LLC | Cultures of the World - Library Set x 6 books                      | Accounts Payable | 204.44            |
| 08/31/2024                   | Baker & Taylor                   | Children's Book Only Account L4449423 Statement 8/31/24            | Accounts Payable | 64.73             |
| 08/31/2024                   | Baker & Taylor                   | Children's Account L3576163 Statement 8/31/24                      | Accounts Payable | 962.98            |
| <b>Total for Children</b>    |                                  |  |                  | <b>\$1,232.15</b> |
| Young Adult                  |                                  |  |                  |                   |
| 08/12/2024                   | Amazon Capital Services          | Books: YA x 1  | Accounts Payable | 9.58              |
| 08/30/2024                   | Ingram Library Services          | August 2024 Invoice#:83082483;83176801;;82887159;83334216;83349292 | Accounts Payable | 420.90            |
| 08/30/2024                   | Ingram Library Services          | Credit Memo#83313453   | Accounts Payable | -68.96            |
| 08/30/2024                   | Ingram Library Services          | Credit Memo#83392941   | Accounts Payable | -17.99            |
| <b>Total for Young Adult</b> |                                  |  |                  | <b>\$343.53</b>   |
| <b>Total for Books</b>       |                                  |  |                  | <b>\$3,754.11</b> |
| CD                           |                                  |  |                  |                   |
| 08/12/2024                   | Amazon Capital Services          | CD x 6   | Accounts Payable | 79.75             |
| <b>Total for CD</b>          |                                  |  |                  | <b>\$79.75</b>    |



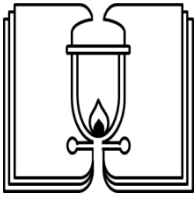
# Glen Ridge Public Library

## Bills List

August 2024

| DATE                                | NAME                    | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|-------------------------------------|-------------------------|--|------------------|-------------------|
| <b>DVD</b>                          |                         |  |                  |                   |
| 08/12/2024                          | Amazon Capital Services | DVD x 11   | Accounts Payable | 241.49            |
| <b>Total for DVD</b>                |                         |  |                  | <b>\$241.49</b>   |
| <b>eContent</b>                     |                         |  |                  |                   |
| 08/31/2024                          | OverDrive               | July 31, 2024<br>invoice#03301CP24225882                             | Accounts Payable | 589.30            |
| 08/31/2024                          | OverDrive               | August 9, 2024<br>invoice#03301CO24234978                            | Accounts Payable | 686.55            |
| 08/31/2024                          | OverDrive               | August 31, 2024<br>invoice#03301CP24255356                           | Accounts Payable | 380.40            |
| <b>Total for eContent</b>           |                         |  |                  | <b>\$1,656.25</b> |
| <b>Kanopy</b>                       |                         |  |                  |                   |
| 08/31/2024                          | Kanopy Inc              | Invoice #413662-PPU<br>August 2024                                   | Accounts Payable | 189.00            |
| <b>Total for Kanopy</b>             |                         |  |                  | <b>\$189.00</b>   |
| <b>Library of Things</b>            |                         |  |                  |                   |
| 08/12/2024                          | Amazon Capital Services | Tangram Puzzle   | Accounts Payable | 27.58             |
| 08/14/2024                          | OCLC                    | Customer ID 152801<br>Invoice 1000396839<br>Museum Key 8/6/24-8/5/25 | Accounts Payable | 117.26            |
| 08/14/2024                          | OCLC                    | Customer ID 152801<br>Invoice 1000396839 Lending Key 8/6/24-8/5/25   | Accounts Payable | 586.29            |
| 08/21/2024                          | Bank of America         | Disney plus; Netflix   | Accounts Payable | 44.75             |
| <b>Total for Library of Things</b>  |                         |  |                  | <b>\$775.88</b>   |
| <b>Local History Room</b>           |                         |  |                  |                   |
| 08/27/2024                          | Intelligent Direct Inc  | Invoice 10271672- Essex County NJ Map Book                           | Accounts Payable | 49.00             |
| <b>Total for Local History Room</b> |                         |  |                  | <b>\$49.00</b>    |
| <b>Processing</b>                   |                         |  |                  |                   |
| 08/12/2024                          | Amazon Capital Services | Month Labels, receipt paper rolls                                    | Accounts Payable | 84.58             |
| 08/21/2024                          | Bank of America         | 500 Labels   | Accounts Payable | 78.15             |
| <b>Total for Processing</b>         |                         |  |                  | <b>\$162.73</b>   |
| <b>Total for Materials</b>          |                         |  |                  | <b>\$6,908.21</b> |
| <b>Programming</b>                  |                         |  |                  |                   |



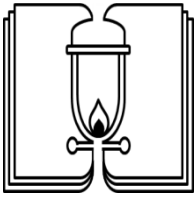


# Glen Ridge Public Library

## Bills List

August 2024

| DATE                                    | NAME                    | MEMO/DESCRIPTION   | SPLIT            | AMOUNT            |
|---|-------------------------|--|------------------|-------------------|
| <b>Adult</b>                            |                         |  |                  |                   |
| 08/21/2024                              | Bank of America         | Target - Crayons   | Accounts Payable | 15.00             |
| 08/30/2024                              | Linda M Rovalino        | Craft Supplies   | Accounts Payable | 6.39              |
| <b>Total for Adult</b>                  |                         |  |                  | <b>\$21.39</b>    |
| <b>Juvenile</b>                         |                         |  |                  |                   |
| 08/12/2024                              | Amazon Capital Services | Toddler Toys, Tattoos  | Accounts Payable | 36.02             |
| 08/14/2024                              | John Llao               | Spider Lecture/Presentation 1 hour 9/16/24   | Accounts Payable | 325.00            |
| 08/30/2024                              | Linda M Rovalino        | Gummy Bears  | Accounts Payable | 16.99             |
| <b>Total for Juvenile</b>               |                         |  |                  | <b>\$378.01</b>   |
| <b>Summer Reading Program</b>           |                         |  |                  |                   |
| 08/12/2024                              | Amazon Capital Services | Bookmarks, sharpies, Ice Cream Book & Pillow, rocks  | Accounts Payable | 124.03            |
| 08/21/2024                              | Bank of America         | Gift Cards Summer Reading - Applegate Farm, East Side Mags, Hot Bagels, Angelos, Ritas, Smashburger, CVS, Tacoria, Holstens, State Street, | Accounts Payable | 600.80            |
| <b>Total for Summer Reading Program</b> |                         |  |                  | <b>\$724.83</b>   |
| <b>Young Adult</b>                      |                         |  |                  |                   |
| 08/12/2024                              | Amazon Capital Services | snacks, cricut supplies, Stickers,   | Accounts Payable | 103.68            |
| 08/14/2024                              | Edmond Knesevitch       | 10/8, 10/15, 10/22, 10/29, 2024  | Accounts Payable | 500.00            |
| 08/14/2024                              | ArtyTime Parties        | 1 hour canvas painting for YA - 9/18/24  | Accounts Payable | 250.00            |
| <b>Total for Young Adult</b>            |                         |  |                  | <b>\$853.68</b>   |
| <b>Total for Programming</b>            |                         |  |                  | <b>\$1,977.91</b> |
| <b>Salaries &amp; Wages</b>             |                         |  |                  |                   |
| <b>Benefits</b>                         |                         |  |                  |                   |
| 08/31/2024                              | Borough of Glen Ridge   | Health Care Benefits August 2024   | Accounts Payable | 5,399.09          |
| <b>Total for Benefits</b>               |                         |  |                  | <b>\$5,399.09</b> |
| <b>FICA</b>                             |                         |  |                  |                   |
| 08/31/2024                              | Borough of Glen Ridge   | FICA Payroll 8/1/24; 8/15/24 & 8/30/24   | Accounts Payable | 4,678.47          |
| <b>Total for FICA</b>                   |                         |  |                  | <b>\$4,678.47</b> |
| <b>Full Time Salaries</b>               |                         |  |                  |                   |

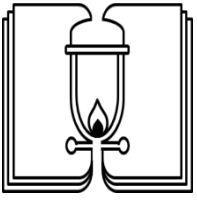


# Glen Ridge Public Library

## Bills List

August 2024

| DATE   | NAME                          | MEMO/DESCRIPTION  | SPLIT            | AMOUNT             |
|--|-------------------------------|---|------------------|--------------------|
| 08/31/2024                                       | Borough of<br>Glen Ridge      | FT Payroll 8/1/24; 8/15/24 & 8/30/24  | Accounts Payable | 35,659.02          |
| <b>Total for Full Time Salaries</b>              |                               |   |                  | <b>\$35,659.02</b> |
| Part Time Salaries                               |                               |   |                  |                    |
| 08/31/2024                                       | Borough of<br>Glen Ridge      | PT Payroll 8/1/24; 8/15/24 & 8/30/24  | Accounts Payable | 25,497.27          |
| <b>Total for Part Time Salaries</b>              |                               |   |                  | <b>\$25,497.27</b> |
| <b>Total for Salaries &amp; Wages</b>            |                               |   |                  | <b>\$71,233.85</b> |
| Subscriptions                                    |                               |   |                  |                    |
| Print  |                               |   |                  |                    |
| 08/21/2024                                       | Bank of<br>America            | People Magazine, Glen Ridge Voice, Consumer Report                                    | Accounts Payable | 91.00              |
| <b>Total for Print</b>                           |                               |   |                  | <b>\$91.00</b>     |
| <b>Total for Subscriptions</b>                   |                               |   |                  | <b>\$91.00</b>     |
| Technology & Communications                      |                               |   |                  |                    |
| Cell Phone                                       |                               |   |                  |                    |
| 08/27/2024                                       | Tina Marie<br>Doody           | Account#789645863-00001<br>Invoice#4687600858<br>July 5- Aug 4, 2024                  | Accounts Payable | 79.81              |
| <b>Total for Cell Phone</b>                      |                               |   |                  | <b>\$79.81</b>     |
| Marketing & Outreach                             |                               |   |                  |                    |
| 08/21/2024                                       | Bank of<br>America            | Survey Monkey Subscription - 8/10/24 - 8/9/25   | Accounts Payable | 468.00             |
| 08/30/2024                                       | Linda M<br>Rovalino           | Rotary Lunch - August 2024 TMD  | Accounts Payable | 21.00              |
| <b>Total for Marketing &amp; Outreach</b>        |                               |   |                  | <b>\$489.00</b>    |
| Telephone  |                               |   |                  |                    |
| 08/31/2024                                       | Borough of<br>Glen Ridge      | Hunter Carrier Phone June 2024  | Accounts Payable | 210.37             |
| <b>Total for Telephone</b>                       |                               |   |                  | <b>\$210.37</b>    |
| <b>Total for Technology &amp; Communications</b> |                               |   |                  | <b>\$779.18</b>    |
| Other Miscellaneous Expenditure                  |                               |   |                  |                    |
| 2023 Excess Appropriation                        |                               |   |                  |                    |
| 08/30/2024                                       | Direct Flooring               | Invoice 110138 Flooring Children's Room   | Accounts Payable | 8,442.60           |
| <b>Total for 2023 Excess Appropriation</b>       |                               |   |                  | <b>\$8,442.60</b>  |
| LCBA Grant                                       |                               |   |                  |                    |
| 08/12/2024                                       | Amazon<br>Capital<br>Services | Tablet Bag, Coat Rack, Wireless Scanner, Laptop Docking<br>Station                    | Accounts Payable | 136.93             |
| 08/29/2024                                       | AKRF, Inc.                    | Invoice 55439 - Project 240794<br>Base Scope of Work - Acoustical Consulting -YA Area | Accounts Payable | 3,000.00           |



# Glen Ridge Public Library

## Bills List

August 2024

| DATE   | NAME | MEMO/DESCRIPTION | SPLIT | AMOUNT             |
|--|------|------------------|-------|--------------------|
| <b>Total for LCBA Grant</b>                      |      |                  |       | <b>\$3,136.93</b>  |
| <b>Total for Other Miscellaneous Expenditure</b> |      |                  |       | <b>\$11,579.53</b> |

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

|   | Jan - Mar, 2024      |                      |                      |                | Apr - Jun, 2024      |                      |                      |                | Jul - Sep, 2024      |                      |                      |                | Oct - Dec, 2024 |                      |                       |              | Total                |                      |                       |                |
|---|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|----------------|-----------------|----------------------|-----------------------|--------------|----------------------|----------------------|-----------------------|----------------|
|   | Actual               | Budget               | over Budget          | % of Budget    | Actual               | Budget               | over Budget          | % of Budget    | Actual               | Budget               | over Budget          | % of Budget    | Actual          | Budget               | over Budget           | % of Budget  | Actual               | Budget               | over Budget           | % of Budget    |
| <b>Revenue</b>                            |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| <b>Appropriation</b>                      |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| BCCLS                                     | 39,524.79            | 39,525.00            | -0.21                | 100.00%        |                      | 0.00                 | 0.00                 |                |                      | 0.00                 | 0.00                 |                |                 | 0.00                 | 0.00                  |              | 39,524.79            | 39,525.00            | -0.21                 | 100.00%        |
| Benefits                                  | 16,530.12            | 24,268.25            | -7,738.13            | 68.11%         | 16,197.27            | 24,268.25            | -8,070.98            | 66.74%         | 10,465.33            | 24,268.25            | -13,802.92           | 43.12%         | 24,268.25       | -24,268.25           | 0.00%                 | 0.00%        | 43,192.72            | 97,073.00            | -53,880.28            | 44.50%         |
| FICA                                      | 9,341.07             | 9,571.25             | -230.18              | 97.60%         | 9,371.22             | 9,571.25             | -200.03              | 97.91%         | 7,703.49             | 9,571.25             | -1,867.76            | 80.49%         | 9,571.25        | -9,571.25            | 0.00%                 | 0.00%        | 26,415.78            | 38,285.00            | -11,869.22            | 69.00%         |
| Monthly Disbursement                      | 38,166.75            | 38,166.75            | 0.00                 | 100.00%        | 38,166.75            | 38,166.75            | 0.00                 | 100.00%        | 25,444.50            | 38,166.75            | -12,722.25           | 66.67%         | 38,166.75       | -38,166.75           | 0.00%                 | 0.00%        | 101,778.00           | 152,667.00           | -50,889.00            | 66.67%         |
| Salaries                                  | 122,105.29           | 125,114.50           | -3,009.21            | 97.59%         | 122,499.51           | 125,114.50           | -2,614.99            | 97.91%         | 100,698.98           | 125,114.50           | -24,415.52           | 80.49%         | 125,114.50      | -125,114.50          | 0.00%                 | 0.00%        | 345,303.78           | 500,458.00           | -155,154.22           | 69.00%         |
| Telephone                                 | 423.56               | 687.50               | -263.94              | 61.61%         | 422.15               | 687.50               | -265.35              | 61.40%         | 420.74               | 687.50               | -266.76              | 61.20%         | 687.50          | -687.50              | 0.00%                 | 0.00%        | 1,266.45             | 2,750.00             | -1,483.55             | 46.05%         |
| <b>Total Appropriation</b>                | <b>\$ 226,091.58</b> | <b>\$ 237,333.25</b> | <b>-\$ 11,241.67</b> | <b>95.26%</b>  | <b>\$ 186,656.90</b> | <b>\$ 197,808.25</b> | <b>-\$ 11,151.35</b> | <b>94.36%</b>  | <b>\$ 144,733.04</b> | <b>\$ 197,808.25</b> | <b>-\$ 53,075.21</b> | <b>73.17%</b>  | <b>\$ 0.00</b>  | <b>\$ 197,808.25</b> | <b>-\$ 197,808.25</b> | <b>0.00%</b> | <b>\$ 557,481.52</b> | <b>\$ 830,758.00</b> | <b>-\$ 273,276.48</b> | <b>67.11%</b>  |
| Daily Income                              | 2,462.14             | 1,000.00             | 1,462.14             | 246.21%        | 2,246.58             | 1,000.00             | 1,246.58             | 224.66%        | 1,567.83             | 1,000.00             | 567.83               | 156.78%        | 1,000.00        | -1,000.00            | 0.00%                 | 0.00%        | 6,276.55             | 4,000.00             | 2,276.55              | 156.91%        |
| Copier/Printer                            | 1,355.55             | 1,355.55             |                      |                | 965.50               | 965.50               |                      |                | 562.75               | 562.75               |                      |                |                 | 0.00                 |                       |              | 2,883.80             | 0.00                 | 2,883.80              |                |
| <b>Fines</b>                              |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| Books/Other Materials                     | 122.30               | 122.30               |                      |                | 90.10                | 90.10                |                      |                | 533.08               | 533.08               |                      |                | 0.00            |                      |                       |              | 745.48               | 0.00                 | 745.48                |                |
| Library Of Things                         | 52.00                | 52.00                |                      |                | 180.00               | 180.00               |                      |                | 53.00                | 53.00                |                      |                | 0.00            |                      |                       |              | 285.00               | 0.00                 | 285.00                |                |
| Museum Pass Fines                         | 40.00                | 40.00                |                      |                | 80.00                | 80.00                |                      |                | 45.00                | 45.00                |                      |                | 0.00            |                      |                       |              | 165.00               | 0.00                 | 165.00                |                |
| <b>Total Fines</b>                        | <b>\$ 214.30</b>     | <b>\$ 0.00</b>       | <b>\$ 214.30</b>     |                | <b>\$ 350.10</b>     | <b>\$ 0.00</b>       | <b>\$ 350.10</b>     |                | <b>\$ 631.08</b>     | <b>\$ 0.00</b>       | <b>\$ 631.08</b>     |                | <b>\$ 0.00</b>  | <b>\$ 0.00</b>       | <b>\$ 0.00</b>        |              | <b>\$ 1,195.48</b>   | <b>\$ 0.00</b>       | <b>\$ 1,195.48</b>    |                |
| Lost and Paid                             | 867.29               | 867.29               |                      |                | 835.98               | 835.98               |                      |                | 280.00               | 280.00               |                      |                | 0.00            |                      |                       |              | 1,983.27             | 0.00                 | 1,983.27              |                |
| Merchandise                               | 10.00                | 10.00                |                      |                | 32.50                | 32.50                |                      |                | 9.00                 | 9.00                 |                      |                | 0.00            |                      |                       |              | 51.50                | 0.00                 | 51.50                 |                |
| Notary                                    | 15.00                | 15.00                |                      |                | 62.50                | 62.50                |                      |                | 85.00                | 85.00                |                      |                | 0.00            |                      |                       |              | 162.50               | 0.00                 | 162.50                |                |
| <b>Total Daily Income</b>                 | <b>\$ 2,462.14</b>   | <b>\$ 1,000.00</b>   | <b>\$ 1,462.14</b>   | <b>246.21%</b> | <b>\$ 2,246.58</b>   | <b>\$ 1,000.00</b>   | <b>\$ 1,246.58</b>   | <b>224.66%</b> | <b>\$ 1,567.83</b>   | <b>\$ 1,000.00</b>   | <b>\$ 567.83</b>     | <b>156.78%</b> | <b>\$ 0.00</b>  | <b>\$ 1,000.00</b>   | <b>-\$ 1,000.00</b>   | <b>0.00%</b> | <b>\$ 6,276.55</b>   | <b>\$ 4,000.00</b>   | <b>\$ 2,276.55</b>    | <b>156.91%</b> |
| Dividend Income                           | 2,646.92             | 2,500.00             | 146.92               | 105.88%        | 4,159.92             | 2,500.00             | 1,659.92             | 166.40%        | 3,256.70             | 2,500.00             | 756.70               | 130.27%        | 2,500.00        | -2,500.00            | 0.00%                 | 0.00%        | 10,063.54            | 10,000.00            | 63.54                 | 100.64%        |
| Friends of the Library                    | 3,500.00             | 3,500.00             | 0.00                 | 100.00%        | 5,500.00             | 5,500.00             | 0.00                 | 100.00%        | 3,500.00             | 3,500.00             | 0.00                 | 100.00%        | 2,500.00        | -2,500.00            | 0.00%                 | 0.00%        | 12,500.00            | 15,000.00            | -2,500.00             | 83.33%         |
| Gift/Donation                             | 61.37                | 150.00               | -88.63               | 40.91%         | 583.24               | 150.00               | 433.24               | 388.83%        | 143.50               | 150.00               | -6.50                | 95.67%         | 150.00          | -150.00              | 0.00%                 | 0.00%        | 788.11               | 600.00               | 188.11                | 131.35%        |
| Interest                                  | 16.96                | 37.50                | -20.54               | 45.23%         | 0.06                 | 37.50                | -37.44               | 0.16%          | 0.04                 | 37.50                | -37.46               | 0.11%          | 37.50           | -37.50               | 0.00%                 | 0.00%        | 17.06                | 150.00               | -132.94               | 11.37%         |
| Raymond Fund                              | 4,000.00             | 4,000.00             | 0.00                 | 100.00%        | 4,000.00             | 4,000.00             | 0.00                 | 100.00%        | 4,000.00             | 4,000.00             | 0.00                 | 100.00%        | 4,000.00        | -4,000.00            | 0.00%                 | 0.00%        | 12,000.00            | 16,000.00            | -4,000.00             | 75.00%         |
| State Aid                                 | 0.00                 | 0.00                 |                      |                | 0.00                 | 0.00                 |                      |                | 0.00                 | 0.00                 |                      |                | 4,000.00        | -4,000.00            | 0.00%                 | 0.00%        | 0.00                 | 4,000.00             | -4,000.00             | 0.00%          |
| <b>Total Revenue</b>                      | <b>\$ 238,778.97</b> | <b>\$ 248,520.75</b> | <b>-\$ 9,741.78</b>  | <b>96.08%</b>  | <b>\$ 203,146.70</b> | <b>\$ 210,995.75</b> | <b>-\$ 7,849.05</b>  | <b>96.28%</b>  | <b>\$ 157,201.11</b> | <b>\$ 208,995.75</b> | <b>-\$ 51,794.64</b> | <b>75.22%</b>  | <b>\$ 0.00</b>  | <b>\$ 211,995.75</b> | <b>-\$ 211,995.75</b> | <b>0.00%</b> | <b>\$ 599,126.78</b> | <b>\$ 880,508.00</b> | <b>-\$ 281,381.22</b> | <b>68.04%</b>  |
| <b>Gross Profit</b>                       | <b>\$ 238,778.97</b> | <b>\$ 248,520.75</b> | <b>-\$ 9,741.78</b>  | <b>96.08%</b>  | <b>\$ 203,146.70</b> | <b>\$ 210,995.75</b> | <b>-\$ 7,849.05</b>  | <b>96.28%</b>  | <b>\$ 157,201.11</b> | <b>\$ 208,995.75</b> | <b>-\$ 51,794.64</b> | <b>75.22%</b>  | <b>\$ 0.00</b>  | <b>\$ 211,995.75</b> | <b>-\$ 211,995.75</b> | <b>0.00%</b> | <b>\$ 599,126.78</b> | <b>\$ 880,508.00</b> | <b>-\$ 281,381.22</b> | <b>68.04%</b>  |
| <b>Expenditures</b>                       |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| <b>Contractual</b>                        |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| BCCLS                                     | 31,434.99            | 31,435.00            | -0.01                | 100.00%        |                      | 0.00                 | 0.00                 |                |                      | 0.00                 | 0.00                 |                |                 | 0.00                 | 0.00                  |              | 31,434.99            | 31,435.00            | -0.01                 | 100.00%        |
| Copy Machine                              | 1,174.17             | 1,000.00             | 174.17               | 117.42%        | 864.74               | 1,000.00             | -135.26              | 86.47%         | 843.94               | 1,000.00             | -156.06              | 84.39%         | 1,000.00        | -1,000.00            | 0.00%                 | 0.00%        | 2,882.85             | 4,000.00             | -1,117.15             | 72.07%         |
| Delivery                                  | 8,089.80             | 8,090.00             | -0.20                | 100.00%        |                      | 0.00                 | 0.00                 |                |                      | 0.00                 | 0.00                 |                |                 | 0.00                 | 0.00                  |              | 8,089.80             | 8,090.00             | -0.20                 | 100.00%        |
| Elevator                                  | 1,506.00             | 1,506.00             | 0.00                 | 100.00%        | 711.00               | 711.00               | 0.00                 | 100.00%        | 711.00               | 711.00               | 0.00                 | 100.00%        | 711.00          | -711.00              | 0.00%                 | 0.00%        | 2,928.00             | 3,639.00             | -711.00               | 80.46%         |
| HVAC Maintenance                          | 4,825.00             | 4,825.00             | 0.00                 | 100.00%        | 4,825.00             | 4,825.00             | 0.00                 | 100.00%        | 4,825.00             | 4,825.00             | 0.00                 | 100.00%        | 4,825.00        | -4,825.00            | 0.00%                 | 0.00%        | 14,475.00            | 19,300.00            | -4,825.00             | 75.00%         |
| Inspections                               |                      | 0.00                 | 0.00                 |                | 775.00               | 775.00               | 0.00                 | 100.00%        |                      | 0.00                 | 0.00                 |                |                 | 0.00                 | 0.00                  |              | 775.00               | 775.00               | 0.00                  | 100.00%        |
| Security & Fire                           |                      | 0.00                 | 0.00                 |                | 1,656.00             | 828.00               | 828.00               | 200.00%        |                      | 0.00                 | 0.00                 |                |                 | 828.00               | -828.00               | 0.00%        | 1,656.00             | 1,656.00             | 0.00                  | 100.00%        |
| <b>Total Contractual</b>                  | <b>\$ 47,029.96</b>  | <b>\$ 46,856.00</b>  | <b>\$ 173.96</b>     | <b>100.37%</b> | <b>\$ 8,831.74</b>   | <b>\$ 8,139.00</b>   | <b>\$ 692.74</b>     | <b>108.51%</b> | <b>\$ 6,379.94</b>   | <b>\$ 6,536.00</b>   | <b>-\$ 156.06</b>    | <b>97.61%</b>  | <b>\$ 0.00</b>  | <b>\$ 7,364.00</b>   | <b>-\$ 7,364.00</b>   | <b>0.00%</b> | <b>\$ 62,241.64</b>  | <b>\$ 68,895.00</b>  | <b>-\$ 6,653.36</b>   | <b>90.34%</b>  |
| <b>Facilities &amp; Maintenance</b>       |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| <b>Cleaning</b>                           |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| Supplies                                  | 584.42               | 375.00               | 209.42               | 155.85%        | 337.37               | 375.00               | -37.63               | 89.97%         | 310.66               | 375.00               | -64.34               | 82.84%         | 375.00          | -375.00              | 0.00%                 | 0.00%        | 1,232.45             | 1,500.00             | -267.55               | 82.16%         |
| <b>Total Cleaning</b>                     | <b>\$ 584.42</b>     | <b>\$ 375.00</b>     | <b>\$ 209.42</b>     | <b>155.85%</b> | <b>\$ 337.37</b>     | <b>\$ 375.00</b>     | <b>-\$ 37.63</b>     | <b>89.97%</b>  | <b>\$ 310.66</b>     | <b>\$ 375.00</b>     | <b>-\$ 64.34</b>     | <b>82.84%</b>  | <b>\$ 0.00</b>  | <b>\$ 375.00</b>     | <b>-\$ 375.00</b>     | <b>0.00%</b> | <b>\$ 1,232.45</b>   | <b>\$ 1,500.00</b>   | <b>-\$ 267.55</b>     | <b>82.16%</b>  |
| Maintenance & Repair                      | 613.87               | 2,000.00             | -1,386.13            | 30.69%         | 773.64               | 2,000.00             | -1,226.36            | 38.68%         | 1,007.73             | 2,000.00             | -992.27              | 50.39%         | 2,000.00        | -2,000.00            | 0.00%                 | 0.00%        | 2,995.24             | 8,000.00             | -5,004.76             | 29.94%         |
| Office Supplies                           | 889.90               | 1,125.00             | -235.10              | 79.10%         | 275.11               | 1,125.00             | -849.89              | 24.45%         | 802.34               | 1,125.00             | -322.66              | 71.32%         | 1,125.00        | -1,125.00            | 0.00%                 | 0.00%        | 1,967.35             | 4,500.00             | -2,532.65             | 43.72%         |
| Copy Paper                                | 177.96               | 125.00               | 52.96                | 142.37%        | 44.49                | 125.00               | -80.51               | 35.59%         | 88.98                | 125.00               | -36.02               | 71.18%         | 125.00          | -125.00              | 0.00%                 | 0.00%        | 311.43               | 500.00               | -188.57               | 62.29%         |
| Postage                                   | 52.93                | 125.01               | -72.08               | 42.34%         | 101.97               | 125.01               | -23.04               | 81.57%         | 49.18                | 125.01               | -75.83               | 39.34%         | 124.97          | -124.97              | 0.00%                 | 0.00%        | 204.08               | 500.00               | -295.92               | 40.82%         |
| <b>Total Office Supplies</b>              | <b>\$ 1,120.79</b>   | <b>\$ 1,375.01</b>   | <b>-\$ 254.22</b>    | <b>81.51%</b>  | <b>\$ 421.57</b>     | <b>\$ 1,375.01</b>   | <b>-\$ 953.44</b>    | <b>30.66%</b>  | <b>\$ 940.50</b>     | <b>\$ 1,375.01</b>   | <b>-\$ 434.51</b>    | <b>68.40%</b>  | <b>\$ 0.00</b>  | <b>\$ 1,374.97</b>   | <b>-\$ 1,374.97</b>   | <b>0.00%</b> | <b>\$ 2,482.86</b>   | <b>\$ 5,500.00</b>   | <b>-\$ 3,017.14</b>   | <b>45.14%</b>  |
| Shared Service Agreement                  |                      | 0.00                 | 0.00                 |                | 8,716.50             | 8,716.50             | 0.00                 | 100.00%        | 8,716.50             | 8,716.50             | 0.00                 | 100.00%        |                 | 0.00                 |                       |              | 17,433.00            | 17,433.00            | 0.00                  | 100.00%        |
| <b>Total Facilities &amp; Maintenance</b> | <b>\$ 2,319.08</b>   | <b>\$ 3,750.01</b>   | <b>-\$ 1,430.93</b>  | <b>61.84%</b>  | <b>\$ 10,249.08</b>  | <b>\$ 12,466.51</b>  | <b>-\$ 2,217.43</b>  | <b>82.21%</b>  | <b>\$ 10,975.39</b>  | <b>\$ 12,466.51</b>  | <b>-\$ 1,491.12</b>  | <b>88.04%</b>  | <b>\$ 0.00</b>  | <b>\$ 3,749.97</b>   | <b>-\$ 3,749.97</b>   | <b>0.00%</b> | <b>\$ 23,543.55</b>  | <b>\$ 32,433.00</b>  | <b>-\$ 8,889.45</b>   | <b>72.59%</b>  |
| <b>Materials</b>                          |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| <b>Books</b>                              |                      |                      |                      |                |                      |                      |                      |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |
| Adult                                     | 6,229.90             | 7,000.00             | -770.10              | 96.14%         | 8,636.73             | 7,000.00             | 1,636.73             | 123.38%        | 4,300.39             | 7,000.00             | -2,699.61            | 61.43%         | 7,000.00        | -7,000.00            | 0.00%                 | 0.00%        | 19,667.02            | 28,000.00            | -8,332.98             | 70.24%         |
| Children                                  | 3,961.82             | 3,750.00             | 211.82               | 105.65%        | 2,736.29             | 3,750.00             | -1,013.71            | 72.97%         | 3,247.65             | 3,750.00             | -502.35              | 86.60%         | 3,750.00        | -3,750.00            | 0.00%                 | 0.00%        | 9,945.76             | 15,000.00            | -5,054.24             | 66.31%         |
| Young Adult                               | 2,081.10             | 2,000.00             | 81.10                | 104.06%        | 1,754.27             | 2,000.00             | -245                 |                |                      |                      |                      |                |                 |                      |                       |              |                      |                      |                       |                |

|                                   |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
|-----------------------------------|---------------|---------------|---------------|---------|---------------|---------------|---------------|---------|---------------|---------------|---------------|---------|---------|---------------|----------------|-------|---------------|---------------|----------------|----------|
| Total Books                       | \$ 12,772.82  | \$ 12,750.00  | \$ 22.82      | 100.18% | \$ 13,127.29  | \$ 12,750.00  | \$ 377.29     | 102.96% | \$ 8,775.55   | \$ 12,750.00  | \$ -3,974.45  | 68.83%  | \$ 0.00 | \$ 12,750.00  | \$ -12,750.00  | 0.00% | \$ 34,675.66  | \$ 51,000.00  | \$ -16,324.34  | 67.99%   |
| CD                                | 193.73        | 187.50        | 6.23          | 103.32% | 47.67         | 187.50        | -139.83       | 25.42%  | 79.75         | 187.50        | -107.75       | 42.53%  |         | 187.50        | -187.50        | 0.00% | 321.15        | 750.00        | -428.85        | 42.82%   |
| DVD                               | 498.28        | 875.00        | -376.72       | 56.95%  | 1,148.75      | 875.00        | 273.75        | 131.29% | 451.82        | 875.00        | -423.18       | 51.64%  |         | 875.00        | -875.00        | 0.00% | 2,098.85      | 3,500.00      | -1,401.15      | 59.97%   |
| eContent                          | 3,362.76      | 3,500.00      | -117.24       | 96.85%  | 3,169.20      | 3,500.00      | -330.80       | 90.55%  | 3,684.99      | 7,750.00      | -4,065.01     | 47.55%  |         | 7,750.00      | -7,750.00      | 0.00% | 10,236.95     | 22,500.00     | -12,263.05     | 45.50%   |
| Kanopy                            | 542.00        | 750.00        | -208.00       | 72.27%  | 512.00        | 750.00        | -238.00       | 68.27%  | 365.00        | 750.00        | -385.00       | 48.67%  |         | 750.00        | -750.00        | 0.00% | 1,419.00      | 3,000.00      | -1,581.00      | 47.30%   |
| Library of Things                 | 545.19        | 1,000.00      | -454.81       | 54.52%  | 584.11        | 800.00        | -215.89       | 73.01%  | 956.23        | 1,000.00      | -43.77        | 95.62%  |         | 0.00          | 0.00           |       | 2,085.53      | 2,800.00      | -714.47        | 74.48%   |
| Local History Room                |               | 400.00        | -400.00       | 0.00%   | 1,247.13      | 1,000.00      | 247.13        | 124.71% | 86.98         | 1,000.00      | -913.02       | 8.70%   |         | 400.00        | -400.00        | 0.00% | 1,334.11      | 2,800.00      | -1,465.89      | 47.65%   |
| Lost & Paid Replacement           | 20.00         |               | 20.00         |         | 20.00         |               | 20.00         |         |               |               | 0.00          |         |         | 0.00          |                |       | 40.00         | 0.00          | 40.00          |          |
| Processing                        | 1,268.92      | 1,450.00      | -181.08       | 87.51%  | 704.50        | 362.50        | 342.00        | 194.34% | 185.93        | 725.00        | -539.07       | 25.65%  |         | 362.50        | -362.50        | 0.00% | 2,159.35      | 2,900.00      | -740.65        | 74.46%   |
| Total Materials                   | \$ 19,223.70  | \$ 20,912.50  | \$ -1,688.80  | 91.92%  | \$ 20,560.65  | \$ 20,225.00  | \$ 335.65     | 101.66% | \$ 14,586.25  | \$ 25,037.50  | \$ -10,451.25 | 58.26%  | \$ 0.00 | \$ 23,075.00  | \$ -23,075.00  | 0.00% | \$ 54,370.60  | \$ 89,250.00  | \$ -34,879.40  | 60.92%   |
| Professional Development          |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| Dues                              | 535.00        | 300.00        | 235.00        | 178.33% | 50.00         | 200.00        | -150.00       | 25.00%  | 247.00        | 350.00        | -103.00       | 70.57%  |         | 75.00         | -75.00         | 0.00% | 832.00        | 925.00        | -93.00         | 89.95%   |
| Meeting & Conference              | 497.00        | 350.00        | 147.00        | 142.00% | 114.63        | 250.00        | -135.37       | 45.85%  |               | 200.00        | -200.00       | 0.00%   |         | 200.00        | -200.00        | 0.00% | 611.63        | 1,000.00      | -388.37        | 61.16%   |
| Staff Development                 | 100.00        | 250.00        | -150.00       | 40.00%  | 215.43        | 250.00        | -34.57        | 86.17%  |               | 250.00        | -250.00       | 0.00%   |         | 250.00        | -250.00        | 0.00% | 315.43        | 1,000.00      | -684.57        | 31.54%   |
| Travel                            | 389.83        | 400.00        | -10.17        | 97.46%  | 701.49        | 300.00        | 401.49        | 233.83% |               | 150.00        | -150.00       | 0.00%   |         | 150.00        | -150.00        | 0.00% | 1,091.32      | 1,000.00      | 91.32          | 109.13%  |
| Total Professional Development    | \$ 1,521.83   | \$ 1,300.00   | \$ 221.83     | 117.06% | \$ 1,081.55   | \$ 1,000.00   | \$ 81.55      | 108.16% | \$ 247.00     | \$ 950.00     | \$ -703.00    | 26.00%  | \$ 0.00 | \$ 675.00     | \$ -675.00     | 0.00% | \$ 2,850.38   | \$ 3,925.00   | \$ -1,074.62   | 72.62%   |
| Professional Services             |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| Auditor                           | 0.00          | 0.00          |               |         | 6,000.00      | 6,000.00      | 0.00          | 100.00% |               | 0.00          | 0.00          |         |         | 0.00          | 0.00           |       | 6,000.00      | 6,000.00      | 0.00           | 100.00%  |
| Background Checks                 |               | 37.50         | -37.50        | 0.00%   |               | 37.50         | -37.50        | 0.00%   |               | 37.50         | -37.50        | 0.00%   |         | 37.50         | -37.50         | 0.00% | 0.00          | 150.00        | -150.00        | 0.00%    |
| Bank Fees                         | 90.00         | 215.00        | -125.00       | 41.86%  | 70.00         | 75.00         | -5.00         | 93.33%  | 55.00         | 75.00         | -20.00        | 73.33%  |         | 75.00         | -75.00         | 0.00% | 215.00        | 440.00        | -225.00        | 48.86%   |
| Credit Card Fees                  | 30.88         | 18.75         | 12.13         | 164.69% | 18.95         | 18.75         | 0.20          | 101.07% | 12.58         | 18.75         | -6.17         | 67.09%  |         | 18.75         | -18.75         | 0.00% | 62.41         | 75.00         | -12.59         | 83.21%   |
| Legal Fees                        |               | 500.00        | -500.00       | 0.00%   |               | 500.00        | -500.00       | 0.00%   |               | 500.00        | -500.00       | 0.00%   |         | 500.00        | -500.00        | 0.00% | 0.00          | 2,000.00      | -2,000.00      | 0.00%    |
| Total Professional Services       | \$ 120.88     | \$ 771.25     | \$ -650.37    | 15.67%  | \$ 6,088.95   | \$ 6,631.25   | \$ -542.30    | 91.82%  | \$ 67.58      | \$ 631.25     | \$ -563.67    | 10.71%  | \$ 0.00 | \$ 631.25     | \$ -631.25     | 0.00% | \$ 6,277.41   | \$ 8,665.00   | \$ -2,387.59   | 72.45%   |
| Programming                       |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| Adult                             | 945.39        | 1,000.00      | -54.61        | 94.54%  | 353.12        | 1,000.00      | -646.88       | 35.31%  | 63.35         | 1,000.00      | -936.65       | 6.34%   |         | 1,000.00      | -1,000.00      | 0.00% | 1,361.86      | 4,000.00      | -2,638.14      | 34.05%   |
| Juvenile                          | 944.99        | 1,000.00      | -55.01        | 94.50%  | 683.32        | 1,000.00      | -316.68       | 68.33%  | 589.05        | 1,000.00      | -410.95       | 58.91%  |         | 1,000.00      | -1,000.00      | 0.00% | 2,217.36      | 4,000.00      | -1,782.64      | 55.43%   |
| Summer Reading Program            | 763.79        | 500.00        | 263.79        | 152.76% | 2,478.98      | 1,750.00      | 728.98        | 141.66% | 774.83        | 1,750.00      | -975.17       | 44.28%  |         | 0.00          | 0.00           |       | 4,017.60      | 4,000.00      | 17.60          | 100.44%  |
| Young Adult                       | 87.63         | 1,000.00      | -912.37       | 8.76%   | 529.14        | 1,000.00      | -470.86       | 52.91%  | 1,368.06      | 1,000.00      | 368.06        | 136.81% |         | 1,000.00      | -1,000.00      | 0.00% | 1,984.83      | 4,000.00      | -2,015.17      | 49.62%   |
| Total Programming                 | \$ 2,741.80   | \$ 3,500.00   | \$ -758.20    | 78.34%  | \$ 4,044.56   | \$ 4,750.00   | \$ -705.44    | 85.15%  | \$ 2,795.29   | \$ 4,750.00   | \$ -1,954.71  | 58.85%  | \$ 0.00 | \$ 3,000.00   | \$ -3,000.00   | 0.00% | \$ 9,581.65   | \$ 16,000.00  | \$ -6,418.35   | 59.89%   |
| Salaries & Wages                  |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| Benefits                          | 16,530.12     | 24,268.25     | -7,738.13     | 68.11%  | 16,197.27     | 24,268.25     | -8,070.98     | 66.74%  | 10,465.33     | 24,268.25     | -13,802.92    | 43.12%  |         | 24,268.25     | -24,268.25     | 0.00% | 43,192.72     | 97,073.00     | -53,880.28     | 44.50%   |
| FICA                              | 9,341.07      | 9,571.25      | -230.18       | 97.60%  | 9,371.22      | 9,571.25      | -200.03       | 97.91%  | 7,703.49      | 9,571.25      | -1,867.76     | 80.49%  |         | 9,571.25      | -9,571.25      | 0.00% | 26,415.78     | 38,285.00     | -11,869.22     | 69.00%   |
| Full Time Salaries                | 71,318.04     | 71,318.00     | 0.04          | 100.00% | 71,318.04     | 71,318.00     | 0.04          | 100.00% | 59,431.70     | 71,318.00     | -11,886.30    | 83.33%  |         | 71,318.00     | -71,318.00     | 0.00% | 202,067.78    | 285,272.00    | -83,204.22     | 70.83%   |
| Part Time Salaries                | 50,787.25     | 53,796.50     | -3,009.25     | 94.41%  | 51,181.47     | 53,796.50     | -2,615.03     | 95.14%  | 41,267.28     | 53,796.50     | -12,529.22    | 76.71%  |         | 53,796.50     | -53,796.50     | 0.00% | 143,236.00    | 215,186.00    | -71,950.00     | 66.56%   |
| Total Salaries & Wages            | \$ 147,976.48 | \$ 158,954.00 | \$ -10,977.52 | 93.09%  | \$ 148,068.00 | \$ 158,954.00 | \$ -10,886.00 | 93.15%  | \$ 118,867.80 | \$ 158,954.00 | \$ -40,086.20 | 74.78%  | \$ 0.00 | \$ 158,954.00 | \$ -158,954.00 | 0.00% | \$ 414,912.28 | \$ 635,816.00 | \$ -220,903.72 | 65.26%   |
| Subscriptions                     |               |               | 0.00          |         |               |               | 0.00          |         |               |               | 0.00          |         |         | 0.00          |                |       | 0.00          | 0.00          | 0.00           |          |
| Electronic                        | 3,800.00      | 3,800.00      | 0.00          | 100.00% | 2,284.66      | 3,200.00      | -915.34       | 71.40%  |               | 150.00        | -150.00       | 0.00%   |         | 1,250.00      | -1,250.00      | 0.00% | 6,084.66      | 8,400.00      | -2,315.34      | 72.44%   |
| Print                             | 47.00         | 1,100.00      | -1,053.00     | 4.27%   | 3,625.45      | 2,500.00      | 1,125.45      | 145.02% | 91.00         | 200.00        | -109.00       | 45.50%  |         | 200.00        | -200.00        | 0.00% | 3,763.45      | 4,000.00      | -236.55        | 94.09%   |
| Total Subscriptions               | \$ 3,847.00   | \$ 4,900.00   | \$ -1,053.00  | 78.51%  | \$ 5,910.11   | \$ 5,700.00   | \$ 210.11     | 103.69% | \$ 91.00      | \$ 350.00     | \$ -259.00    | 26.00%  | \$ 0.00 | \$ 1,450.00   | \$ -1,450.00   | 0.00% | \$ 9,848.11   | \$ 12,400.00  | \$ -2,551.89   | 79.42%   |
| Technology & Communications       |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| Cell Phone                        | 231.87        | 231.25        | 0.62          | 100.27% | 239.25        | 231.25        | 8.00          | 103.46% | 159.62        | 231.25        | -71.63        | 69.02%  |         | 231.25        | -231.25        | 0.00% | 630.74        | 925.00        | -294.26        | 68.19%   |
| Marketing & Outreach              | 88.32         | 1,275.00      | -1,186.68     | 6.93%   | 1,686.85      | 725.00        | 961.85        | 232.67% | 510.00        | 725.00        | -215.00       | 70.34%  |         | 725.00        | -725.00        | 0.00% | 2,285.17      | 3,450.00      | -1,164.83      | 66.24%   |
| Software/Hardware                 | 2,738.45      | 2,500.00      | 238.45        | 109.54% | 2,356.33      | 1,000.00      | 1,356.33      | 135.63% | 454.14        | 1,000.00      | -545.86       | 45.41%  |         | 500.00        | -500.00        | 0.00% | 3,428.22      | 5,000.00      | -1,571.78      | 68.56%   |
| Telephone                         | 423.56        | 687.50        | -263.94       | 61.61%  | 422.15        | 687.50        | -265.35       | 61.40%  | 420.74        | 687.50        | -266.76       | 61.20%  |         | 687.50        | -687.50        | 0.00% | 1,266.45      | 2,750.00      | -1,483.55      | 46.05%   |
| Website                           | 144.00        | 212.50        | -68.50        | 67.76%  |               | 212.50        | -212.50       | 0.00%   | 0.00          | 212.50        | -212.50       | 0.00%   |         | 212.50        | -212.50        | 0.00% | 144.00        | 850.00        | -706.00        | 16.94%   |
| Total Technology & Communications | \$ 3,626.20   | \$ 4,906.25   | \$ -1,280.05  | 73.91%  | \$ 2,983.88   | \$ 2,856.25   | \$ 127.63     | 101.46% | \$ 1,544.50   | \$ 2,856.25   | \$ -1,311.75  | 54.07%  | \$ 0.00 | \$ 2,356.25   | \$ -2,356.25   | 0.00% | \$ 7,754.58   | \$ 12,975.00  | \$ -5,220.42   | 59.77%   |
| Total Expenditures                | \$ 228,406.93 | \$ 245,850.01 | \$ -17,443.08 | 92.90%  | \$ 207,418.52 | \$ 220,722.01 | \$ -13,303.49 | 93.97%  | \$ 155,554.75 | \$ 212,531.51 | \$ -56,976.76 | 73.19%  | \$ 0.00 | \$ 201,255.47 | \$ -201,255.47 | 0.00% | \$ 591,380.20 | \$ 880,359.00 | \$ -288,978.80 | 67.17%   |
| Net Operating Revenue             | \$ 10,372.04  | \$ 2,670.74   | \$ 7,701.30   | 388.36% | \$ -4,271.82  | \$ -9,726.26  | \$ 5,454.44   | 43.92%  | \$ 1,646.36   | \$ -3,535.76  | \$ 5,182.12   | -46.56% | \$ 0.00 | \$ 10,740.28  | \$ -10,740.28  | 0.00% | \$ 7,746.58   | \$ 149.00     | \$ 7,597.58    | 5199.05% |
| Other Revenue                     |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| LCBA Grant                        |               |               | 0.00          |         | 123,680.50    |               | 123,680.50    |         |               |               | 0.00          |         |         | 0.00          |                |       | 123,680.50    | 0.00          | 123,680.50     |          |
| Total Other Revenue               |               | \$ 0.00       |               |         | \$ 123,680.50 |               | \$ 123,680.50 |         |               | \$ 0.00       |               |         |         | \$ 0.00       |                |       | \$ 123,680.50 | \$ 0.00       | \$ 123,680.50  |          |
| Other Expenditures                |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| Other Miscellaneous Expenditure   |               |               |               |         |               |               |               |         |               |               |               |         |         |               |                |       |               |               |                |          |
| LCBA Grant                        | 68,487.45     |               | 68,487.45     |         | 105,039.81    |               | 105,039.81    |         | 3,748.71      |               | 3,748.71      |         |         |               |                |       |               |               |                |          |



# DIRECTOR'S REPORT - AUGUST 2024

## **Meetings & Community Events**

I attended a variety of meetings for the Library's Strategic Planning Committee and attended two regular Rotary meetings. I also met with the head of the Buildings & Grounds committee to discuss exterior signage options.

I met with representatives from ebsco and Freegal about possible new product additions as well as meeting with representatives from Creative Library Concepts and Direct Flooring about upcoming building projects.

I attended the "Pop Up Party" in the Glen with IKE the Book Bike to give out information on library services and programs. It was a great event and I am looking forward to attending in the future.

I met with the new Superintendent of Schools, Kyle Arlington, along with Board President Bernice Clark Bonnett, to discuss how the Library and the School District can work together effectively.

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

I coordinated a training session for the eBCCLS committee with Overdrive on "Advanced Libby Training". I also hosted the quarterly "Overdrive Advantage User Group" session for those in BCCLS that work with Overdrive and have an Advantage account.

I attended the June System Council meeting for BCCLS as well as participated in a variety of meetings both in-person and virtually as part of my work on the BCCLS Strategic Planning Committee.

## **Friends**

The 8th Annual Town Wide Yard Sale will be held on September 28th from 9AM-1PM. Registration is open and the Friends are soliciting sponsors. The fall Shredding Day event will be on Saturday, October 26th in the Central School Parking Lot.

## **Programming**

### *Children's & YA Programming*

This year's Summer Reading theme was "Adventure Begins At Your Library" and the staff put on an amazing variety of events and programs to keep patrons of all ages interested in reading over the Summer. One highlight was the Whalemobile program, which was amazing! The Glen Ridge Schools superintendent allowed the library to use the lower gymnasium at Ridgewood Avenue School and setup and breakdown was easy and quick. The presenter was extremely knowledgeable about all things whale. We could accommodate 20 people for each of the four sessions. Children went inside the actual size inflatable whale to learn about its anatomy, food and digestion as well as ocean conservation.

## DIRECTOR'S REPORT - AUGUST 2024

Also held this summer were gardening classes for grades 1-3, 3-5 and 6-12 (teens). We had wonderful numbers for attendance to our special programs: Pool Day and Zoom Balloons. The balloon program was a lot of fun and more like a dance party. Adults and children were 'grooving' to the music!

The Children's Department had 326 participants in the Summer Reading program this year with 278 of them hitting their reading goal! The Adult Department raffled off three monthly baskets (June, July, August) for those that checked out materials with 350 entries total.

In addition to our in-house programming, we collaborated with Freeman Gardens to present three storytimes featuring IKE the Book Bike. The storytimes were a big hit with over 100 people attending the 3 sessions in total. We look forward to working with Freeman Gardens again in the future.

The teens enjoyed a variety of programs including a Snoopy Felting craft, customized acrylic bookmarks, DIY Terrariums, as well as monthly crafts and a teen movie night.

### *Adult Programming*

The virtual author events continue to be well received alongside the normal take home crafts. The *Remarkably Bright Creatures* author talk received a lot of attention given that the book is on the Summer Reading list and 25 people watched the event live. The Cookbook club is continuing to meet and has decided to meet year round. We also hosted a "How to Host a Profitable Yard Sale" program with Jamie Novak to set people up for success in advance of the 8th Annual Town Wide Yard Sale.

### **B&G**

The Acoustic Engineers came and made some recommendations. Geoffrey and I met with the architect and some additional suggestions were made. We are currently waiting for drawings and quotes on the updated plans.

The meeting room floor was replaced with vinyl flooring and the carpet for the back section of the second floor should be arriving at the end of September. There were some complaints about the smell of the adhesive used for the install of the vinyl flooring so we may want to consider closing during the install of the carpet. I am waiting to hear back from the flooring vendor about the installation time.

The new tables and chairs for the Children's Room have been ordered and should be arriving at the beginning of October.

We have been having some issues with water infiltration in the Children's Room and Staff lounge due to the high water table. We have been able to manage with extra dehumidifiers and fans and the Borough Administrator and head of DPW are aware of the issue.



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

The Children's Department Head and I worked with Creative Library Concepts to create a plan for the renovation of the Children's Office to allow for additional storage. The plan and quote are in your packets. The project will be partially funded by the 2023 excess appropriation with the additional funds being requested from the Building Fund.

### **Finance**

The final audit report was received and is in your packet. There are no changes from the draft audit that was accepted in June. This is our last audit with Garbarini and the Business Manager has been working with the new audit company to make sure that we are doing things according to their standards to help ease the transition.

### **Marketing**

The Pop Up Library events continued with limited success. Those that stopped at the bike were interested in learning more about Library programs and services, but the number of people that stopped each week was small.

### **Personnel**

The Library is returning to regular hours and Saturday hours return on September 7, 2024.

### **Technology**

The new security camera was added to the middle section of the mezzanine. We have one open channel left on the DVR for future expansion.

Respectfully submitted,  
Tina Marie Doody, Library Director  
September 6, 2024