

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 Meeting Held Remotely via Zoom
 Wednesday, January 11, 2023

President Carol Harpster called the meeting to order at 7:05 pm. She referenced the following statement from the agenda: “Adequate notice of the date and time of this meeting has been given in accordance of the Open Public Meeting Act. Notice has been transmitted to the Glen Ridge Paper and the Glen Ridge Voice and has been posted in the Glen Ridge Municipal Building and the Glen Ridge Public Library. A list of meeting dates for the Glen Ridge Free Public Library Board of Trustees is also on file with the Glen Ridge Borough Clerk.”

Roll Call:

P	Bernice Bonnett	P	Deanna Pagano
P	Geoffrey Darby	P	Harry Rush
P	Carol Harpster	P	Jeanna Velechko
P	David Lefkovits		
P	Matthew Murphy*	P	Tina Doody

*Joined after executive session

EXECUTIVE SESSION

A motion was made by Jeanna Velechko, seconded by Geoffrey Darby, to adjourn to Executive Session at 7:06 pm. All voted Aye and the motion was passed.

A motion to go out of Executive Session was made by David Lefkovits, seconded by Harry Rush, at 7:26 pm. All voted Aye and the motion passed.

PUBLIC SESSION

Pledge of Allegiance

Election of 2023 Officers:

Jeanna Velechko presented the following slate of candidates for 2023 on behalf of the nominating committee:

- President – Carol Harpster
- Vice President – Bernice Bonnett
- Treasurer – David Lefkovits
- Secretary – Deanna Pagano

A motion to approve the slate officers was made by Jeanna Velechko and seconded by Geoffrey Darby. There were 8 Ayes approving the recommendation.

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

Aye	Harry Rush
Aye	Jeanna Velechko

Correspondence:

Citizens Defending Education (CDE) Appeal

Carol Harpster recapped the recent book challenges by the CDE. Tina Marie Doody commenced recording of the meeting; the President clarified that recording is not a business-as-usual procedure but for the courtesy of the new recording secretary.

Public Comment:

Carol Harpster read the following content from the agenda as context to the public comment portion:

“During the course of the board meeting, the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of the Glen Ridge Public Library. The Board reminds those individuals who take this opportunity to identify themselves by name and residency and to limit their comments to items listed on the agenda during this portion and/or items directly related to the operation of the Library in the second public comment section. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding Library staff members are discouraged and will not be responded to by the Board. Employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.”

- Phil Johnson of Glen Ridge – commented that individuals, not organizations, can make book appeals; Carol Harpster further clarified the process

Minutes:

A motion to approve the December 14, 2022 Meeting Minutes was made by Carol Harpster and seconded by Bernice Bonnett. There were 7 Ayes approving the minutes.

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

Aye	Matthew Murphy
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Library Trends and Topics:

Director Tina Marie Doody highlighted the New Jersey information Literacy Education legislation for K-12 students recently signed by Governor Murphy.

Committee Reports:

Finance

After review, a motion to approve the December 2022 Bills List (attached), was made by David Lefkovits and seconded by Harry Rush. All voted in favor and the motion passed.

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

Expenses were indicated as normal for the month; David noted plumbing repair expense and board annual dinner.

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

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

David pointed out that annual expenses were at 94% of plan; this is largely due to the absence of the director's salary for a portion of the year and reduced cost of new director's benefits. Material spending was up in the 4th quarter of the year. A recommendation for the surplus funds will be reviewed at the February meeting.

Personnel

None

Technology

None

Building and Grounds

None

Marketing

A meeting is forthcoming to discuss the formal announcement of the pick-up lockers to the community. A soft launch to interested library patrons will begin the week of January 16th. The lockers were funded by the Friends of the Library.

Director’s Report:

Tina Marie provided an update that she will serve as co-chair of the eBCCLS committee. Glen Ridge Library will also be piloting North Star, a free online digital literacy program. There will be a Staff Academy for team members to improve their digital skills from there the training will be assessed for roll-out to patrons. Director’s report attached below.

Friends of the Library:

Their next meeting is Saturday, January 21st at 9AM at the library.

Old Business:

Materials Selection Policy

The Director reviewed the updated materials selection policy which clarifies process and timing; there is no impact to currently pending appeals. A discussion was had as to the time duration for subsequent reviews of the same book; it was amended to 36 months from the initial date of Board review.

A motion to approve the amended Material Selection Policy was made by Carol Harpster and seconded by Jeanna Velechko. All voted in favor and the motion passed.

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

New Business:

2023 Meeting Dates

A motion to approve the new meeting dates (with April corrected to Wednesday the 12th) was made by Geoffrey Darby and seconded by Deanna Pagano. All voted in favor and the motion passed.

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

Aye	Matthew Murphy		
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Trustee Search

Carol Harpster provided an update on the search for which 17 candidates applied; the committee recommended Tina Payne fill the open trustee position.

A motion to recommend Tina Payne to the Mayor and Council as the new trustee for a five year term as determined was made by Carol Harpster and seconded by Bernice Bonnett. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Deanna Pagano
Aye	Geoffrey Darby	Aye	Harry Rush
Aye	Carol Harpster	Aye	Jeanna Velechko
Aye	David Lefkovits		
Aye	Matthew Murphy		

2023 Committees

Carol Harpster let the trustees know that she would be sending an email requesting their committee preferences and desire to chair any of the board committees.

Annual Certification of Agreement for BCCLS

Tina provided a brief background on this agreement which signifies the library’s intent to comply with BCCLS policies. Carol Harpster will sign the certification when she is next in the building.

Resolutions

Eight resolutions we submitted for approval:

- o 2023-01 Library Purchasing
- o 2023-02 Retains Professional Services without Competitive Bidding
- o 2023-03 Appoints Auditors
- o 2023-04 Appoints Attorney
- o 2023-05 Designate Official Newspapers
- o 2023-06 Establishes Petty Cash Accounts
- o 2023-07 Designates Official Depositories
- o 2023-08 Authorizes Signatures on Checks

A motion to approve the 8-resolution consent agenda was made by Harry Rush and seconded by David Lefkovits. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Deanna Pagano
Aye	Geoffrey Darby	Aye	Harry Rush
Aye	Carol Harpster	Aye	Jeanna Velechko
Aye	David Lefkovits		
Aye	Matthew Murphy		

Director's 2023 Goals

A motion to approve the library Director's 2023 goals was made by Carol Harpster and seconded by Jeanna Velechko. The motion passed unanimously.

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

Public Comment:

- Cynthia Garcia of Glen Ridge – asked if BCCLS gets involved if a challenge is made; the Director clarified that BCCLS is not involved.
- Phil Johnson of Glen Ridge – asked if written public commentary will be accepted on the topic of the book challenges; the timing and process will be posted on the Glen Ridge Library website next week. Mr. Johnson asked if there would be a pro / con order of comments; the President replied that comments will be in a queue with a maximum of two minutes per person per comment session.
- Daniel Zinman of Glen Ridge – requested that the lists of books being appealed be provided in advance of the February meeting; they will be posted on the library website.

A motion to adjourn the meeting was made by Harry Rush seconded by David Lefkovits at 8:27pm. All voted Aye and the motion passed.

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

Aye	Deanna Pagano
Aye	Harry Rush
Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, February 8, 2023, at 7:30 in the Glen Ridge High School Large Group Instruction (LGI) Room. This is an update to what was announced at the meeting.

Attachment 1

Glen Ridge Public Library					
Bills List					
December 2022					
	Date	Name	Memo/Description	Split	Amount
Account Payable	1/20/2022	Open Path		Professional Development Staff Development	3450
	1/20/2022	Area 0 and on		Programming Juvenile	5230
	1/20/2022	Speedy Printing Sewer & Drain Service		Printer	774.75
	1/20/2022	SFWCD Amman		-Split-	1,092.20
	1/20/2022	Card Hospital		Facilities Expense	2,272.72
	1/20/2022	Staples Advantage		-Split-	1,174.80
	1/20/2022	First State Credit		-Split-	1254.80
	1/20/2022	Bank of America		-Split-	1,234.70
	1/20/2022	Empire		Utilities	2011.80
	1/20/2022	Amman		Contractual City Machine	1252
	1/20/2022	Verizon		Communications Software/Services	3950
	1/20/2022	Borough of Glen Ridge		Agreement	3,424.88
	1/20/2022	Glen Ridge Public Library		-Split-	734.4
	1/20/2022	Quotient		-Split-	2,807.77
	1/20/2022	Ingram Library Services		Materials Books/Young Adult	727.61
	1/20/2022	Vista Forge		Contractual City Machine	1750
	1/20/2022	Kanopy LLC		Materials Kanopy	1920
	1/20/2022	Borough of Glen Ridge		-Split-	42,715.89
	1/20/2022	Baker's Taylor		-Split-	2,232.88
Total for Account Payable					\$ 467,954.77
Contractual					
Copy/Printing	1/20/2022	Amman	Invoice#20112	Account Payable	1052
	1/20/2022	Veritas Edge	Invoice#0220800	Account Payable	1720
Total for Copy/Printing					\$ 2772
Total for Contractual					\$ 2772
Facilities & Maintenance					
Supplies	1/20/2022	SFWCD Amman		Account Payable	411.9
	1/20/2022	Staples Advantage	Printer Toner & Tapes	Account Payable	729.7
	1/20/2022	Bank of America	Home Depot Account Invo	Account Payable	275.4
Total for Supplies					\$ 1417
Total for Cleaning					\$ 1417
Maintenance & Repair	1/20/2022	Speedy Printing Sewer & Drain Service	Invoice#200 Repair Bathroom	Account Payable	774.75
	1/20/2022	SFWCD Amman		Account Payable	599
	1/20/2022	Glen Ridge Public Library	T. Gladys Tyle	Account Payable	420
Total for Maintenance & Repair					\$ 1793.75
Office Supplies	1/20/2022	Staples Advantage	City Paper	Account Payable	444.9
Total for Office Supplies					\$ 444.9
Shared Service Agreement	1/20/2022	Borough of Glen Ridge	Payment 3 of 3	Account Payable	3,424.88
Total for Shared Service Agreement					\$ 3,424.88
Total for Facilities & Maintenance					\$ 4,800.9
Materials					
Books	1/20/2022	SFWCD Amman		Account Payable	2832.5
	1/20/2022	Baker's Taylor	Account L079500	Account Payable	1,292.8
Total for Books					\$ 4,125.3
Total for Adult					
Children	1/20/2022	SFWCD Amman		Account Payable	2832.5
	1/20/2022	Baker's Taylor	Account L207810	Account Payable	1,827.2
Total for Children					\$ 4,659.7
Young Adult	1/20/2022	Ingram Library Services	7/30/22-7/30/22 7/31/22-7/31/22 7/31/22-7/31/22 7/31/22-7/31/22 7/31/22-7/31/22 7/31/22-7/31/22 7/31/22-7/31/22 7/31/22-7/31/22 7/31/22-7/31/22	Account Payable	727.61
Total for Young Adult					\$ 727.61
Total for Materials					\$ 4,852.91
CU	1/20/2022	SFWCD Amman		Account Payable	1150
Total for CU					\$ 1150
LIU	1/20/2022	SFWCD Amman		Account Payable	3420
	1/20/2022	Bank of America	Drawn - Net In	Account Payable	2823
Total for LIU					\$ 6243
MOBANK	1/20/2022	OverDrive	02001 CD2451200 02001 CP224000	Account Payable	1,887.10
	1/20/2022	OverDrive	02001 CP2432200	Account Payable	1,264.7
Total for MOBANK					\$ 3,151.8
Kanopy	1/20/2022	Kanopy LLC	Invoice#20771490	Account Payable	1920
Total for Kanopy					\$ 1920
Library e-Things	1/20/2022	SFWCD Amman		Account Payable	820
Total for Library e-Things					\$ 820
Programming	1/20/2022	SFWCD Amman		Account Payable	1177.2
	1/20/2022	Glen Ridge Public Library	H. Becker & L. Nelson Book donation	Account Payable	193.7
	1/20/2022	Glen Ridge Public Library	J. Raydon LL return	Account Payable	390
Total for Programming					\$ 1560.9
Total for Materials					\$ 7,987.01
Professional Development					
Star-Workshop	1/20/2022	Open Path	Children's Programming Workshop Message and Info	Account Payable	3450
Total for Professional Development					\$ 3450
Programming					
Adult	1/20/2022	SFWCD Amman		Account Payable	1750
	1/20/2022	First State Credit	Coaching Club Holiday Event	Account Payable	3250
	1/20/2022	Bank of America	Coaching Club	Account Payable	1272
	1/20/2022	Bank of America	Collaborative Summer Reading	Account Payable	1011.8
	1/20/2022	Glen Ridge Public Library	D. Patis	Account Payable	590
	1/20/2022	Glen Ridge Public Library	C. Alan Todd Cost	Account Payable	430
	1/20/2022	Glen Ridge Public Library	T. Green Coaching Club	Account Payable	1020
Total for Adult					\$ 8374
Juvenile	1/20/2022	Area 0 and on	Speech Club - Team A/John S. Fiske Cost	Account Payable	529
	1/20/2022	Glen Ridge Public Library	T. Young Children's Club	Account Payable	420
Total for Juvenile					\$ 949
Young Adult	1/20/2022	SFWCD Amman		Account Payable	1255.5
Total for Young Adult					\$ 1255.5
Total for Programming					\$ 8744.9
Salaries & Wages					
Benefits	1/20/2022	Borough of Glen Ridge	December 2022	Account Payable	4,967.82
Total for Benefits					\$ 4,967.82
HCA	1/20/2022	Borough of Glen Ridge	Paychecks 12/1 & 12/15	Account Payable	2,893.40
Total for HCA					\$ 2,893.40
Full Time Salaries	1/20/2022	Borough of Glen Ridge	Paychecks 12/1 & 12/15	Account Payable	22,127.80
Total for Full Time Salaries					\$ 22,127.80
Part Time Salaries	1/20/2022	Borough of Glen Ridge	Paychecks 12/1 & 12/15	Account Payable	12,429.77
Total for Part Time Salaries					\$ 12,429.77
Total for Salaries & Wages					\$ 40,418.79
Technology & Communications					
Cell Phone	1/20/2022	First State Credit	December	Account Payable	750.2
Total for Cell Phone					\$ 750.2
Networking & Outreach	1/20/2022	Empire	Invoice#4205002 Cellberg	Account Payable	2011.80
	1/20/2022	Glen Ridge Public Library	T. Gladys Tyle	Account Payable	2000
Total for Networking & Outreach					\$ 4011.8
Software/Hardware	1/20/2022	SFWCD Amman		Account Payable	1920
	1/20/2022	Bank of America	Mobile Device-HM Specs	Account Payable	7000
	1/20/2022	Verizon	Account 730473014-000121 VZR 12021-102	Account Payable	3950
Total for Software/Hardware					\$ 12,870
Telephone	1/20/2022	Borough of Glen Ridge	December 2022	Account Payable	4000
Total for Telephone					\$ 4000
Utilities	1/20/2022	Bank of America	Co-Debit Payment	Account Payable	823.2
Total for Utilities					\$ 823.2
Communications					
Facilities Expense	1/20/2022	Card Hospital	Board Dinner	Account Payable	2127.2
Total for Facilities Expense					\$ 2,127.2

Attachment 2

Glen Ridge Public Library												
Budget vs. Actuals: 2022 Budget (by quarter) - FY22 P&L												
January - December 2022												
	Oct - Dec, 2022					Total - January - December, 2022						
	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining
Revenue												
Appropriation			0.00	0.00			0.00	0.00	0.00	0.00		
ECCLS		0.00	0.00	0.00			36,398.00	36,398.00	0.00	0.00	100.00%	0.00%
Benefits	14,993.46	21,328.00	-6,334.54	6,331.54	70.31%	29.69%	56,673.05	85,300.00	-28,626.95	28,626.95	66.44%	33.56%
FICA	7,299.56	8,969.75	-1,670.19	1,710.19	80.59%	19.07%	33,637.92	35,879.00	-2,241.08	2,241.08	93.75%	6.25%
Monthly Disbursement	32,402.25	32,402.10	0.15	-0.15	100.00%	0.00%	129,609.00	129,609.00	0.00	0.00	100.00%	0.00%
Salaries	94,896.86	117,251.50	-22,354.64	22,365.64	80.59%	19.07%	439,110.26	469,006.00	-29,895.74	29,296.74	93.79%	6.21%
Telephone	1,829.62	480.00	1,349.62	-1,379.62	406.58%	-306.58%	5,261.68	1,800.00	3,461.68	-3,551.68	297.32%	-197.32%
Total Appropriation	\$ 151,880.75	\$ 180,398.25	\$ -28,517.50	\$ 28,017.60	83.51%	18.09%	\$ 70,1379.51	\$ 757,992.00	\$ -56,852.49	\$ 56,812.05	92.53%	7.47%
Daily Income	1,003.32	1,000.00	3.32	-3.32	130.33%	-30.33%	5,064.16	4,000.00	1,064.16	-1,064.16	126.60%	-26.60%
Loriland Paid	362.79		362.79	-362.79			1,378.72	0.00	1,378.72	-1,378.72		
Total Daily Income	\$ 1,666.11	\$ 1,000.00	\$ 666.11	\$ 666.11	166.61%	-66.61%	\$ 4,442.88	\$ 4,000.00	\$ 442.88	\$ 2,442.88	161.07%	-41.07%
Friends of the Library	7,600.00	3,124.97	4,475.03	-4,375.03	240.00%	-140.00%	14,000.00	12,500.00	1,500.00	-1,500.00	112.00%	-12.00%
Gift/Donation	164.02	290.00	-125.98	85.98	65.61%	34.39%	835.43	1,000.00	-164.57	164.57	83.54%	16.46%
Raymond Fund	4,000.00	4,000.00	0.00	0.00	100.00%	0.00%	16,000.00	16,000.00	0.00	0.00	100.00%	0.00%
State Aid	4,017.00	3,300.00	717.00	-717.00	121.73%	-21.73%	4,017.00	3,300.00	717.00	-717.00	121.73%	-21.73%
Summer Reading Funding		0.00		0.00			2,600.00	2,600.00	0.00	0.00	100.00%	0.00%
Total Revenue	\$ 162,727.88	\$ 192,073.22	\$ -29,345.34	\$ 23,345.44	87.35%	12.15%	\$ 745,175.22	\$ 797,292.00	\$ -52,116.78	\$ 52,116.78	93.46%	6.54%
Cost Profit	\$ 162,727.88	\$ 192,073.22	\$ -29,345.34	\$ 23,345.44	87.35%	12.15%	\$ 745,175.22	\$ 797,292.00	\$ -52,116.78	\$ 52,116.78	93.46%	6.54%
Expenditure												
Contractual			0.00	0.00			0.00	0.00	0.00	0.00		
ECCLS		0.00		0.00			36,398.00	36,398.00	0.00	0.00	100.00%	0.00%
Copy Machine	1,172.17	962.50	209.67	-209.67	121.78%	-21.78%	4,185.58	3,800.00	385.58	-385.58	107.22%	-7.22%
Bevair		853.00	-853.00	853.00	0.00%	100.00%	3,412.00	3,412.00	0.00	0.00	100.00%	0.00%
HVAC Maintenance	1,740.00	1,740.00	0.00	0.00	100.00%	0.00%	13,800.04	13,800.00	0.04	-0.04	100.00%	0.00%
Inspection		0.00		0.00			760.00	725.00	35.00	-35.00	104.83%	-4.83%
Security & Fire		0.00		0.00			1,344.00	1,344.00	0.00	0.00	100.00%	0.00%
Total Contractual	\$ 2,912.17	\$ 3,555.50	\$ -643.33	\$ 643.33	81.91%	18.09%	\$ 59,475.62	\$ 59,108.00	\$ 367.62	\$ 370.62	100.62%	-0.62%
Facilities & Maintenance		0.00		0.00			0.00	0.00	0.00	0.00		
Cleaning		0.00		0.00			0.00	0.00	0.00	0.00		
Supplies	266.38	499.99	-233.61	233.61	53.28%	46.72%	895.87	2,000.00	-1,131.13	1,131.13	43.44%	56.56%
Total Cleaning	\$ 266.38	\$ 499.99	\$ -233.61	\$ 233.61	53.28%	46.72%	\$ 895.87	\$ 2,000.00	\$ -1,131.13	\$ 1,131.13	43.44%	56.56%
Maintenance & Repair	1,662.62	1,249.97	412.65	-412.65	93.01%	6.99%	7,194.65	5,000.00	2,194.65	-2,194.65	143.89%	-43.89%
Office Supplies	865.56	1,249.97	-384.41	384.41	68.48%	31.52%	5,425.99	6,000.00	-574.01	425.99	108.52%	-8.52%
Shared Services Agreement	5,424.66	5,424.66	0.00	0.00	100.00%	0.00%	16,274.00	16,274.00	0.00	0.00	100.00%	0.00%
Total Facilities & Maintenance	\$ 7,705.22	\$ 6,424.59	\$ 1,280.63	\$ 7,157.57	91.51%	8.49%	\$ 29,765.51	\$ 28,274.00	\$ 1,491.51	\$ 1,483.51	105.27%	-5.27%
Grant Expenses	3,196.00		3,196.00	-3,196.00			3,196.00	0.00	3,196.00	-3,196.00		
Materials		0.00		0.00			0.00	0.00	0.00	0.00		
Books		0.00		0.00			0.00	0.00	0.00	0.00		
Adult	6,294.52	7,000.00	-705.48	705.51	91.36%	8.64%	23,201.90	28,000.00	-4,798.10	4,698.10	85.22%	16.78%
Children	4,698.00	3,750.00	948.00	-948.00	122.61%	-22.61%	14,700.06	15,000.00	-299.94	299.94	98.60%	1.40%
Young Adult	2,046.08	1,800.00	246.08	-246.08	113.67%	-13.67%	7,489.98	7,200.00	289.98	-289.98	104.03%	-4.03%
Total Books	\$ 13,038.60	\$ 12,550.00	\$ 488.60	\$ 488.57	103.89%	-3.89%	\$ 45,391.94	\$ 50,200.00	\$ -4,808.06	\$ 4,618.06	93.80%	6.20%
CD	131.00	653.50	-522.50	522.50	20.05%	79.95%	726.80	2,614.00	-1,887.20	1,887.20	27.80%	72.20%
DVD	527.71	750.00	-222.29	222.29	70.36%	29.64%	3,869.37	3,000.00	869.37	-869.37	128.99%	-28.99%
eContent	3,969.88	3,280.00	689.88	-709.88	121.84%	-21.84%	12,627.47	13,000.00	-372.53	372.53	97.13%	2.87%
Kanopy	572.00	600.00	-28.00	28.00	95.33%	4.67%	2,374.00	2,400.00	-26.00	26.00	98.92%	1.08%
Library of Things	96.06		96.06	-96.06			1,616.86	0.00	1,616.86	-1,616.86		
Processing	1,406.20	750.00	656.20	-656.20	187.49%	-87.49%	3,038.69	3,000.00	38.69	-38.69	101.96%	-1.96%
Total Materials	\$ 19,751.45	\$ 16,553.53	\$ 3,197.92	\$ 1,777.92	104.35%	-6.35%	\$ 65,755.13	\$ 74,214.00	\$ -8,458.87	\$ 4,453.27	93.59%	6.01%
Professional Development		0.00		0.00			0.00	0.00	0.00	0.00		
Dues	50.00	180.00	-130.00	100.00	33.33%	66.67%	853.00	600.00	253.00	-253.00	142.17%	-42.17%
Meeting & Conference	124.97	124.97	0.00	0.00	100.00%	0.00%	200.00	500.00	-300.00	200.00	44.00%	56.00%
Staff Development	413.40	250.00	163.40	-163.40	165.36%	-65.36%	823.90	1,000.00	-176.10	176.10	82.39%	17.61%
Travel	124.97	124.97	0.00	0.00	100.00%	0.00%	275.19	500.00	-224.81	224.81	55.04%	44.96%
Total Professional Development	\$ 463.40	\$ 649.94	\$ -186.54	\$ 186.54	71.59%	28.70%	\$ 2,172.09	\$ 2,600.00	\$ -427.91	\$ 427.91	83.54%	16.46%
Professional Services		0.00		0.00			6,500.00	0.00	6,500.00	-6,500.00		
Auditor		0.00		0.00			6,000.00	6,000.00	0.00	0.00	100.00%	0.00%
Bank Fees		10.03	-10.03	10.03	0.00%	100.00%	0.00	40.00	-40.00	40.00	0.00%	100.00%
Credit Card Fees	8.99	17.53	-8.54	8.54	51.28%	48.72%	31.87	70.00	-38.13	38.13	45.53%	54.47%
Legal Fees		499.97	-499.97	499.97	0.00%	100.00%	3,033.62	2,000.00	1,033.62	-1,033.62	151.68%	-51.68%
Total Professional Services	\$ 839.98	\$ 697.97	\$ 142.01	\$ 518.54	170.0%	93.09%	\$ 15,695.49	\$ 8,110.00	\$ 7,585.49	\$ 7,585.49	193.53%	-93.53%
Programming		0.00		0.00			0.00	0.00	0.00	0.00		
Adult	1,116.10	874.97	241.13	-241.13	127.58%	-27.58%	2,378.72	3,500.00	-1,121.28	1,121.28	67.98%	32.02%
Juvenile	309.52	874.97	-565.45	565.45	35.37%	64.63%	2,188.81	3,500.00	-1,311.19	1,311.19	62.54%	37.46%
Summer Reading Program		0.00		0.00			3,177.08	2,500.00	677.08	-677.08	127.00%	-27.00%
Young Adult	924.44	874.97	49.47	-49.47	105.68%	-5.68%	2,249.03	3,000.00	-750.97	1,500.97	67.12%	32.88%
Total Programming	\$ 2,350.06	\$ 2,624.91	\$ -274.85	\$ 274.85	89.53%	10.47%	\$ 10,995.64	\$ 13,000.00	\$ -2,004.36	\$ 2,306.56	77.64%	22.36%
Salaries & Wages		0.00		0.00			0.00	0.00	0.00	0.00		
Benefits	14,993.46	21,328.00	-6,334.54	6,331.54	70.31%	29.69%	56,673.05	85,300.00	-28,626.95	28,626.95	66.44%	33.56%
FICA	7,299.56	8,969.75	-1,670.19	1,710.21	80.59%	19.07%	33,637.92	35,879.00	-2,241.08	2,241.08	93.75%	6.25%
Full Time Salaries	55,491.25	68,263.25	-12,772.00	12,782.00	81.28%	18.72%	244,118.32	213,083.00	31,035.32	-29,934.68	89.40%	10.60%
Part Time Salaries	39,414.61	48,988.25	-9,573.64	9,573.64	80.46%	19.54%	195,591.94	195,953.00	-361.06	361.06	99.82%	0.18%
Total Salaries & Wages	\$ 117,448.28	\$ 147,548.27	\$ -30,099.99	\$ 30,397.39	79.40%	20.60%	\$ 50,021.23	\$ 59,016.00	\$ -8,994.77	\$ 9,016.77	88.31%	11.69%
Subscriptions		0.00		0.00			0.00	0.00	0.00	0.00		
Electronic		1,275.00	-1,275.00	1,275.00	0.00%	100.00%	4,769.00	5,100.00	-331.00	331.00	93.51%	6.49%
Print		690.00	-690.00	690.00	0.00%	100.00%	3,257.35	2,600.00				

DIRECTOR'S REPORT - JANUARY 2023

General Updates

The Borough Holiday party was on December 9th, it was nice to meet members of the Borough staff that I had never met before.

The Library will be hosting the Essex County Children's Librarians group on January 20th in the Meeting Room.

I will be on vacation from starting on Monday, January 30th until Tuesday, February 7th. I will be out of the country with limited internet access starting on Saturday, January 28th. The staff are aware of who to contact if a problem arises while I am gone.

Meetings & Community Events

I attended one rotary meeting and met with members of the GRDIA about partnering with them on their film project that they won a Borough 2022 Film Fund grant for. I also met with the film's producer to do a walkthrough of the Library to determine if we would be a possible filming location. They are looking at filming on a Saturday/Sunday or two Sundays in February and I feel that we can find a way to work with them that will have little to no patron impact and very little staff impact.

I met with the Teen Advisory Board at their December meeting at their request to discuss Book Challenges in general and specifically how our Library handles the process. The group is aware of the challenges that we have received and they wanted to know more about what our process is and how they could participate if they so choose. The various options available to them were discussed, along with the necessity of informing their parental units before participating in a public forum.

I had a phone call with the membership department of the Storm King Art Center about library museum pass programs as they are interested in learning more about how libraries run their programs, what their goals are, and what diversity initiatives the libraries are promoting and how the museum pass programs can be a part of those initiatives. They selected me because I have worked at multiple libraries that have subscribed to Storm King as part of their museum pass programs.

Correspondence

We received an appeal letter from Citizens Defending Education in reference to the Request for Reconsideration forms that their members have previously submitted.

Library Organizations (BCCLS, NJLA, NJSL)

I attended the BCCLS System Council on December 15, 2022 at Franklin Lakes Public Library. I have agreed to co-chair the eBCCLS committee in 2023. The "Small Libraries" section will meet on January 9th to discuss NJLA conference programs and the "Unconference" planned for 2023.

I attended the "NJSL Social Work Informed Library Services in New Jersey" virtual meeting to learn more about a project that the State Library is working on to include Social Work interns in libraries. It is an interesting project but not one that I feel is well suited for our library at this time.

Diversity & Inclusion

The EDI Task Force is scheduled to meet on January 18, 2023. We will review any necessary changes to the selected assessment tool and make plans to move forward with implementation.

Friends

Annual Appeal

The annual appeal has ended. A total of \$11,833 was raised by 96 donors, surpassing the \$10,000 goal set by the Friends.

Open House

The Friends are planning an "Open House" event on January 21st to encourage participation in the Friends. Their annual business meeting will be held at the end of the open house. More details will be shared as they are available.

Programming

Children's & YA Programming

The Children's Department continued with their regular schedule of storytimes/clubs/meetings in December as well as finishing up the 3rd Grade Class Visits. Students get a tour of the Library, a lesson on how to use the catalog, and general information about library events and activities.

In January in addition to their regular programming schedule the Children's Department is offering an Unplugged Game Day, a snowball toss program, and an author visit by Jason Patterson, author/illustrator of the Blue, Barry, and & pancakes graphic novel series.

Teen events continue with the Teen Advisory Board, Teen D&D, Anime Club, Bad Movie Night, and pick up crafts.

Adult Programming

The Adult crafts remain popular with a "Snowflake Block" craft for pickup in January. The Cookbook Club hosted their annual Cookie & Treat Exchange on December 19th we had 17 attendees, the most at one meeting since we restarted in December. In January we are continuing with the Cookbook Club, the Romance Book Club, and Synchronicity Journaling.

We had arranged to host a "Where Does Your Waste Go" webinar with the Environmental Advisory Committee on December 5th, but it was postponed until next year.

B&G

HVAC

AME replaced the actuator on FCU6 and then subsequently determined that the controller on the unit was also faulty. The controller was under warranty and was replaced on December 7th. Configuration took a few weeks due to staff shortages, but has been completed.

Kiosk/Lockers

The lockers were installed on Friday, December 2, 2022! The staff have been trained on the software and we will be turning the lockers on as an option for the public in early to mid January. We are treating this as a "soft launch" period where patrons who ask about the lockers will be able to use them, but we are not fully publicizing them yet to allow the staff to work the kinks out of their processes. I will be working with the Marketing committee to determine when the big "push" will begin.

Finance

I sent the annual budget letter to Mike Zichelli and Matt Laracy at the Borough. We also received the 2023 BCCLS bill that was forwarded to the Borough for payment out of our 2023 budget.

Marketing

A photo opportunity event was held for the new lockers on December 26, 2022. It was attended by former Director Jennifer Breuer, members of the staff, members of the Board, and representatives from the construction company. The main "ribbon cutting" event is being planned for later in 2023.

Personnel

Staff evaluations will be completed by January 10th. We have started the hiring process for the open "Senior Library Assistant - Social Media & Marketing" position, as well as two substitutes to provide more flexibility and coverage and to replace the existing sub that is leaving as of January 14th to pursue internships related to their degree.

Technology

I have applied for and received a free Northstar Digital Literacy license via the State Library. This license will give us access to online Digital Literacy training and designate us as a site for individuals to take their certification tests. The requirement for the program is to participate in project training being held in February, participate in the monthly user group meetings if possible, and to hold at least one set of classes/training in 2023. My plan is to offer monthly digital literacy "drop in" hours where students can get assistance and ask questions. The majority of the program will be self-directed. I will know more after the training session in February (February 7-9). We have also had a few staff members indicate that they would like more computer training so I am planning on starting an optional "staff academy" for those who are interested, as both staff training and testing of the new service.

BCCLS is going to be offering a managed WiFi solution that would put the WiFi onto the BCCLS network and allow us more detailed statistics. I have requested an evaluation to determine the cost. I believe it will be comparable to or less than what we are currently paying for WiFi with Verizon.

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