

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 Borough Council Chambers, Glen Ridge Municipal Building
 Wednesday, March 8, 2023

PUBLIC SESSION

President Carol Harpster called the meeting to order at 7:30 pm. She read the following statement from the agenda: “Adequate notice of the date and time of this meeting has been given in accordance with the Open Public Meeting Act. Notice has been transmitted to the Glen Ridge Paper and the Glen Ridge Voice and has been posted in the Glen Ridge Municipal Building and the Glen Ridge Public Library. A list of meeting dates for the Glen Ridge Free Public Library Board of Trustees is also on file with the Glen Ridge Borough Clerk.”

Roll Call:

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

Pledge of Allegiance

Correspondence:

A number of letters and emails, which did not arrive in time for the February 2023 Board of Trustees Meeting, were received from local citizens. When questioned by a member of the public, the Director subsequently shared that a packet of letters was received from students of the Montclair Co-op School. Potentially concerning newsletter compilations from a man in New York will be shared with the Glen Ridge Chief of Police.

Public Comment:

- Lori Jean Moody of Glen Ridge – questioned the quantity and type of correspondence received

Minutes:

A motion to approve the February 8, 2023 Meeting Minutes was made by Jeanna Velechko and seconded by Bernice Bonnett. There were 8 Ayes approving the minutes; Matthew Murphy abstained.

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

Committee Reports:

Finance

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

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

David Lefkovits noted that expenses were indicated as normal for the month. Geoffrey Darby inquired on the rate of spend for materials acquisition; the Director clarified that it is somewhat seasonal to the third quarter.

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

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

David pointed out that annual expenses were high due to HVAC; BCCLS membership spending occurs exclusively in the 1st quarter which skews the quarterly spend.

A motion to amend the January 2023 Bills List was made by David Lefkovits and seconded by Bernice Bonnett. All voted in favor and the motion passed.

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

David Lefkovits noted that a New Jersey State League of Municipalities invoice for \$115 had been previously omitted.

Personnel

Jeanna Velechko reported that trustee and attorney Tina Payne had reviewed the combined (fulltime and parttime) personnel manual.

A motion to adopt the combined Personnel Manual effective March 2023 was made by Jeanna Velechko and seconded by Tina Payne. All voted in favor and the motion passed.

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

Technology

The Director reported that the library is migrating to the BCCLS email service provider from Jersey Connect. BCCLS will provide administrative services. The staff and trustees will be getting new email addresses – same domain with a different name syntax; current email addresses with redirects for patron ease.

Building and Grounds

The borough approved matching the \$247K Library Bond Act received from the state. Desired updates to the library which will be funded from the bond were reviewed:

- Add second accessible restroom and water bottle filling station on the 1st floor
- Move tech center from 3rd floor to more visible location
- Create small conference room on 3rd floor in place of tech center plus two study rooms

The Board discussed continuing with architect Dan Kopec to address plan updates; the library currently has a \$2,500 credit with Mr. Kopec.

A motion to amend the contract (project 1815) with architect Dan Kopec in an amount not to exceed \$7,000 from Trustee Operating: Building was made by Geoffrey Darby and seconded by Harry Rush. All voted in favor and the motion passed.

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

Marketing

The locker pavilion launch will occur at 10:30 on March 25th. There will be speeches, snacks, and a demonstration of the lockers. Research Librarian Helen Beckert has documented the history of the library façade. Bookmarks with a link to the history and locker key chains will be distributed at the celebration. The public was reminded that the locker pavilion project addressed a top patron request for off-hour access.

The Director will be ordering a new canopy for outdoor events.

Director’s Report:

Tina Marie Doody provided an update that she is working on the State Report of metrics; this is a requirement for the application for State Aid. See attached Director’s report.

Old Business:

None

New Business:

Resolution

A resolution (2023-09) was made by Carol Harpster and seconded by Geoffrey Darby to accept the funding from the New Jersey State Library Bond Act. All voted in favor and the resolution was approved.

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

Public Comment:

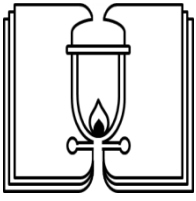
None

A motion to adjourn the meeting was made by Harry Rush seconded by Geoffrey Darby at 8:12 pm. All voted Aye and the motion passed.

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

Minutes respectfully submitted by
Deanna Pagano, Secretary

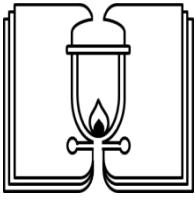
Next Meeting Date: Wednesday, April 12, 2023, at 7:30 (location and 7:00 Executive Session TBD)



Glen Ridge Public Library

Bills List
February 2023

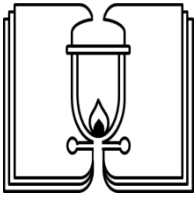
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
02/02/2023	Scannx		Technology & Communications:Software/Hardware	550.00
02/02/2023	Ridgewood Library		Materials:Lost & Paid	16.00
02/02/2023	Data Axle		Materials:Books:Adult	375.00
02/03/2023	Ana Davidson		Programming:Juvenile	93.70
02/05/2023	Tina Marie Doody		Technology & Communications:Cell Phone	75.61
02/10/2023	SYNCB/Amazon		-Split-	372.73
02/10/2023	Amazon Capital Services		-Split-	448.80
02/10/2023	Staples Advantage		Facilities & Maintenance:Office Supplies	85.60
02/10/2023	Brodart Co.		Materials:Processing	123.39
02/11/2023	Carol Harpster		Postage	48.78
02/12/2023	ENVISIONWARE		Technology & Communications:Software/Hardware	336.01
02/15/2023	Brigitte Carroll		Programming:Young Adult	26.96
02/16/2023	School Library Journal		Subscriptions:Print	136.99
02/16/2023	LIBRARY JOURNAL		Subscriptions:Print	157.99
02/16/2023	Worrall Community Newspapers		Subscriptions:Print	35.00
02/18/2023	Learn Listen Play Co.		Programming:Juvenile	300.49
02/20/2023	Bank of America		-Split-	392.88
02/23/2023	Demco, Inc.		Materials:Processing	591.38
02/23/2023	Apruzzese, McDermott, Mastro & Murphy	The Borough of Glen Ridge will be covering the remaining balance of \$546.00 as per Mike Zichelli.	Professional Services:Legal Fees	175.50
02/23/2023	Brigitte Carroll		Materials:Books:Young Adult	149.06
02/23/2023	The Wall Street Journal	Account 010860654329	Subscriptions:Print	659.88
02/24/2023	Glen Ridge Public Library	Petty Cash February 2023	-Split-	49.98
02/24/2023	Staples Advantage		-Split-	134.18
02/27/2023	Armpco		Contractual:Copy Machine	192.52
02/28/2023	Verizon		Technology & Communications:Software/Hardware	269.00
02/28/2023	OverDrive	Customer 3301-1003	-Split-	1,058.27
02/28/2023	Ready Refresh		Facilities & Maintenance:Office Supplies	33.97
02/28/2023	Kanopy LLC		Materials:Kanopy	188.00
02/28/2023	Borough of Glen		-Split-	50,896.71



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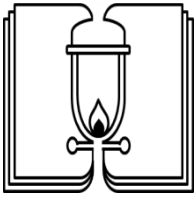
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Ridge			
02/28/2023	Wells Fargo		Contractual:Copy Machine	175.00
02/28/2023	Baker & Taylor		-Split-	1,082.77
02/28/2023	Montclair Public Library		Materials:Lost & Paid	60.00
02/28/2023	Ingram Library Services		-Split-	1,255.20
Total for Accounts Payable				\$60,547.35
Contractual				
Copy Machine				
02/27/2023	Armpco	IN24332	Accounts Payable	192.52
02/28/2023	Wells Fargo	Invoice 5024099558	Accounts Payable	175.00
Total for Copy Machine				\$367.52
Total for Contractual				\$367.52
Facilities & Maintenance				
Cleaning				
Supplies				
02/10/2023	Amazon Capital Services		Accounts Payable	167.08
Total for Supplies				\$167.08
Total for Cleaning				\$167.08
Maintenance & Repair				
02/10/2023	SYNCB/Amazon		Accounts Payable	45.26
Total for Maintenance & Repair				\$45.26
Office Supplies				
02/10/2023	Staples Advantage	Invoice # 3530271851	Accounts Payable	85.60
02/24/2023	Staples Advantage	paper, rubber bands	Accounts Payable	116.68
02/28/2023	Ready Refresh	Invoice 13B0435193131	Accounts Payable	33.97
Total for Office Supplies				\$236.25
Total for Facilities & Maintenance				\$448.59
Materials				
Books				
Adult				
02/02/2023	Data Axle	Invoice #10004068096 City Directories Essex County 2023	Accounts Payable	375.00
02/10/2023	Amazon Capital Services		Accounts Payable	101.82
02/10/2023	SYNCB/Amazon		Accounts Payable	90.99
02/20/2023	Bank of America		Accounts Payable	97.90
02/28/2023	Baker & Taylor	Account L0765053	Accounts Payable	972.89



Glen Ridge Public Library

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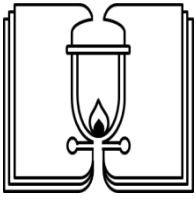
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Adult				\$1,638.60
Children				
02/10/2023	Amazon Capital Services		Accounts Payable	52.83
02/10/2023	SYNCB/Amazon		Accounts Payable	5.34
02/20/2023	Bank of America	Credit	Accounts Payable	-34.83
02/28/2023	Ingram Library Services		Accounts Payable	613.60
02/28/2023	Baker & Taylor	Account L3576163	Accounts Payable	109.88
Total for Children				\$746.82
Young Adult				
02/10/2023	Amazon Capital Services		Accounts Payable	48.14
02/23/2023	Brigitte Carroll	Barnes & Noble sale items	Accounts Payable	149.06
02/28/2023	Ingram Library Services		Accounts Payable	641.60
Total for Young Adult				\$838.80
Total for Books				\$3,224.22
DVD				
02/10/2023	SYNCB/Amazon		Accounts Payable	170.13
02/20/2023	Bank of America	Books, Disney+, Netflix, Paramount+	Accounts Payable	257.23
Total for DVD				\$427.36
eContent				
02/28/2023	OverDrive	Invoice 03301CO23045434	Accounts Payable	782.96
02/28/2023	OverDrive	Invoice 03301CP23066672	Accounts Payable	275.31
Total for eContent				\$1,058.27
Kanopy				
02/28/2023	Kanopy LLC	Invoice # 338495 - February 2023	Accounts Payable	188.00
Total for Kanopy				\$188.00
Lost & Paid				
02/02/2023	Ridgewood Library	Payment for lost item 39101093404391	Accounts Payable	16.00
02/28/2023	Montclair Public Library	Items 31195006631585 & 31195004227766	Accounts Payable	60.00
Total for Lost & Paid				\$76.00
Processing				
02/10/2023	Brodart Co.	Invoice # 618686 - Book Classification Labels	Accounts Payable	123.39
02/23/2023	Demco, Inc.	Invoice# 7261223 Processing supplies, tape lamnate, label protectors, book jackets	Accounts Payable	591.38
02/24/2023	Glen Ridge Public Library	reimbursement to B. Carroll for processing supplies	Accounts Payable	5.39



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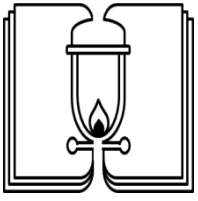
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Processing				\$720.16
Total for Materials				\$5,694.01
Postage				
02/11/2023	Carol Harpster	postage for certified mailings of appeal decision for request for reconsideration forms.	Accounts Payable	48.78
02/24/2023	Glen Ridge Public Library	reimbursement to J. Bagdon for Book Challenge Response postage	Accounts Payable	26.70
Total for Postage				\$75.48
Professional Services				
Legal Fees				
02/23/2023	Apruzzese, McDermott, Mastro & Murphy	Invoice 230381 OPRA requests, personnel manual review questions	Accounts Payable	175.50
Total for Legal Fees				\$175.50
Total for Professional Services				\$175.50
Programming				
Adult				
02/10/2023	SYNCB/Amazon		Accounts Payable	29.13
02/10/2023	Amazon Capital Services		Accounts Payable	66.95
Total for Adult				\$96.08
Juvenile				
02/03/2023	Ana Davidson	assorted snacks for Candy Sushi program	Accounts Payable	93.70
02/18/2023	Learn Listen Play Co.	Invoice 3936 Children's Program 2/18/23	Accounts Payable	300.49
02/24/2023	Glen Ridge Public Library	reimbursement to K. Hunziker for children's programming	Accounts Payable	15.70
02/24/2023	Glen Ridge Public Library	reimbursement to Joan Lisovicz for Children's programming	Accounts Payable	2.19
Total for Juvenile				\$412.08
Young Adult				
02/10/2023	SYNCB/Amazon		Accounts Payable	22.92
02/15/2023	Brigitte Carroll	Pizza for Teen Movie Night 2/15/23	Accounts Payable	26.96
02/20/2023	Bank of America		Accounts Payable	72.58
Total for Young Adult				\$122.46
Total for Programming				\$630.62
Salaries & Wages				
Benefits				
02/28/2023	Borough of Glen Ridge	February 2023	Accounts Payable	5,937.87
Total for Benefits				\$5,937.87



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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
FICA				
02/28/2023	Borough of Glen Ridge	2/1, 2/15 paychecks	Accounts Payable	3,176.15
Total for FICA				\$3,176.15
Full Time Salaries				
02/28/2023	Borough of Glen Ridge	2/1, 2/15 paychecks	Accounts Payable	23,080.26
Total for Full Time Salaries				\$23,080.26
Part Time Salaries				
02/28/2023	Borough of Glen Ridge	2/1, 2/15 paychecks	Accounts Payable	18,437.85
Total for Part Time Salaries				\$18,437.85
Total for Salaries & Wages				\$50,632.13
Subscriptions				
Print				
02/16/2023	LIBRARY JOURNAL	Library Journal	Accounts Payable	157.99
02/16/2023	Worrall Community Newspapers	Independent Press	Accounts Payable	35.00
02/16/2023	School Library Journal	School Library Journal	Accounts Payable	136.99
02/23/2023	The Wall Street Journal	Print WSJ	Accounts Payable	659.88
Total for Print				\$989.86
Total for Subscriptions				\$989.86
Technology & Communications				
Cell Phone				
02/05/2023	Tina Marie Doody	February 2023	Accounts Payable	75.61
Total for Cell Phone				\$75.61
Marketing & Outreach				
02/24/2023	Staples Advantage	keyrings for locker grand opening	Accounts Payable	17.50
Total for Marketing & Outreach				\$17.50
Software/Hardware				
02/02/2023	Scannx	Scanner Annual Contract - Invoice 9000	Accounts Payable	550.00
02/10/2023	SYNCB/Amazon		Accounts Payable	8.96
02/10/2023	Amazon Capital Services		Accounts Payable	11.98
02/12/2023	ENVISIONWARE	INV-US-63745	Accounts Payable	336.01
02/28/2023	Verizon	755-678-814-000121	Accounts Payable	269.00
Total for Software/Hardware				\$1,175.95
Telephone				



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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
02/28/2023	Borough of Glen Ridge	February 2023	Accounts Payable	264.58
Total for Telephone				\$264.58
Total for Technology & Communications				\$1,533.64

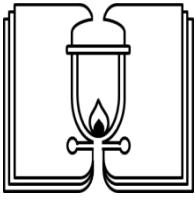
Glen Ridge Public Library
Budget vs. Actuals: 2023 Budget - FY23 P&L
 January - December 2023

	Jan - Mar, 2023						Total					
	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining
Revenue												
Appropriation												
BCCLS	37,471.76	9,367.95	28,103.81	-28,103.81	400.00%	-300.00%	37,471.76	37,471.76	0.00	0.00	100.00%	0.00%
Benefits	11,888.76	22,575.00	-10,686.24	10,686.24	52.66%	47.34%	11,888.76	90,300.00	-78,411.24	78,411.24	13.17%	86.83%
FICA	5,959.91	9,290.50	-3,330.59	3,330.59	64.15%	35.85%	5,959.91	37,162.00	-31,202.09	31,202.09	16.04%	83.96%
Monthly Disbursement	23,060.66	34,591.00	-11,530.34	11,530.34	66.67%	33.33%	23,060.66	138,364.00	-115,303.34	115,303.34	16.67%	83.33%
Salaries	77,907.14	121,444.50	-43,537.36	43,537.36	64.15%	35.85%	77,907.14	485,778.00	-407,870.86	407,870.86	16.04%	83.96%
Telephone	911.91	600.00	311.91	-311.91	151.99%	-51.99%	911.91	2,400.00	-1,488.09	1,488.09	38.00%	62.00%
Total Appropriation	\$ 157,200.14	\$ 197,868.95	-\$ 40,668.81	\$ 40,668.81	79.45%	20.55%	\$ 157,200.14	\$ 791,475.76	-\$ 634,275.62	\$ 634,275.62	19.86%	80.14%
Daily Income	845.80	1,000.00	-154.20	154.20	84.58%	15.42%	845.80	4,000.00	-3,154.20	3,154.20	21.15%	78.86%
Lost and Paid	350.38		350.38	-350.38			350.38	0.00	350.38	-350.38		
Total Daily Income	\$ 1,196.18	\$ 1,000.00	\$ 196.18	-\$ 196.18	119.62%	-19.62%	\$ 1,196.18	\$ 4,000.00	-\$ 2,803.82	\$ 2,803.82	29.90%	70.10%
Friends of the Library	2,500.00	4,000.00	-1,500.00	1,500.00	62.50%	37.50%	2,500.00	16,000.00	-13,500.00	13,500.00	15.63%	84.38%
Gift/Donation	145.43	200.00	-54.57	54.57	72.72%	27.29%	145.43	800.00	-654.57	654.57	18.18%	81.82%
Raymond Fund	4,000.00	4,000.00	0.00	0.00	100.00%	0.00%	4,000.00	16,000.00	-12,000.00	12,000.00	25.00%	75.00%
State Aid	49.00	0.00	49.00	-49.00			49.00	3,500.00	-3,451.00	3,451.00	1.40%	98.60%
Total Revenue	\$ 165,090.75	\$ 207,068.95	-\$ 41,978.20	\$ 41,978.20	79.73%	20.27%	\$ 165,090.75	\$ 831,775.76	-\$ 666,685.01	\$ 666,685.01	19.85%	80.15%
Gross Profit	\$ 165,090.75	\$ 207,068.95	-\$ 41,978.20	\$ 41,978.20	79.73%	20.27%	\$ 165,090.75	\$ 831,775.76	-\$ 666,685.01	\$ 666,685.01	19.85%	80.15%
Expenditures												
Contractual												
BCCLS	29,559.13	7,389.69	22,169.44	-22,169.44	400.01%	-300.01%	29,559.13	29,558.76	0.37	-0.37	100.00%	0.00%
Copy Machine	748.44	962.50	-214.06	214.06	77.76%	22.24%	748.44	3,850.00	-3,101.56	3,101.56	19.44%	80.56%
Delivery	7,912.63	7,913.00	-0.37	0.37	100.00%	0.00%	7,912.63	7,913.00	-0.37	0.37	100.00%	0.00%
Elevator	684.00	877.00	-193.00	193.00	77.99%	22.01%	684.00	3,508.00	-2,824.00	2,824.00	19.50%	80.50%
HVAC Maintenance	4,024.55	4,024.75	-0.20	0.20	100.00%	0.00%	4,024.55	16,099.00	-12,074.45	12,074.45	25.00%	75.00%
Inspections	772.00	775.00	-3.00	3.00	99.61%	0.39%	772.00	775.00	-3.00	3.00	99.61%	0.39%
Security & Fire		1,644.00	-1,644.00	1,644.00	0.00%	100.00%	0.00	1,644.00	-1,644.00	1,644.00	0.00%	100.00%
Total Contractual	\$ 43,700.75	\$ 23,585.94	\$ 20,114.81	-\$ 20,114.81	185.28%	-85.28%	\$ 43,700.75	\$ 63,347.76	-\$ 19,647.01	\$ 19,647.01	68.99%	31.01%
Facilities & Maintenance												
Cleaning												
Supplies	167.08	361.25	-194.17	194.17	46.25%	53.75%	167.08	1,445.00	-1,277.92	1,277.92	11.56%	88.44%
Total Cleaning	\$ 167.08	\$ 361.25	-\$ 194.17	\$ 194.17	46.25%	53.75%	\$ 167.08	\$ 1,445.00	-\$ 1,277.92	\$ 1,277.92	11.56%	88.44%

Maintenance & Repair	1,643.60	1,500.00	143.60	-143.60	109.57%	-9.57%	1,643.60	6,000.00	-4,356.40	4,356.40	27.39%	72.61%
Office Supplies	422.95	1,375.00	-952.05	952.05	30.76%	69.24%	422.95	5,500.00	-5,077.05	5,077.05	7.69%	92.31%
Shared Service Agreement		0.00	0.00	0.00			0.00	16,925.00	-16,925.00	16,925.00	0.00%	100.00%
Total Facilities & Maintenance	\$ 2,233.63	\$ 3,236.25	-\$ 1,002.62	\$ 1,002.62	69.02%	30.98%	\$ 2,233.63	\$ 29,870.00	-\$ 27,636.37	\$ 27,636.37	7.48%	92.52%
Materials												
Books												
Adult	3,450.47	6,999.99	-3,549.52	3,549.52	49.29%	50.71%	3,450.47	28,000.00	-24,549.53	24,549.53	12.32%	87.68%
Children	1,815.78	3,750.00	-1,934.22	1,934.22	48.42%	51.58%	1,815.78	15,000.00	-13,184.22	13,184.22	12.11%	87.89%
Young Adult	1,500.32	1,800.00	-299.68	299.68	83.35%	16.65%	1,500.32	7,200.00	-5,699.68	5,699.68	20.84%	79.16%
Total Books	\$ 6,766.57	\$ 12,549.99	-\$ 5,783.42	\$ 5,783.42	53.92%	46.08%	\$ 6,766.57	\$ 50,200.00	-\$ 43,433.43	\$ 43,433.43	13.48%	86.52%
CD		250.00	-250.00	250.00	0.00%	100.00%	0.00	1,000.00	-1,000.00	1,000.00	0.00%	100.00%
DVD	697.54	750.00	-52.46	52.46	93.01%	6.99%	697.54	3,000.00	-2,302.46	2,302.46	23.25%	76.75%
eContent	1,992.36	3,250.00	-1,257.64	1,257.64	61.30%	38.70%	1,992.36	13,000.00	-11,007.64	11,007.64	15.33%	84.67%
Kanopy	413.00	600.00	-187.00	187.00	68.83%	31.17%	413.00	2,400.00	-1,987.00	1,987.00	17.21%	82.79%
Library of Things		1,500.00	-1,500.00	1,500.00	0.00%	100.00%	0.00	3,700.00	-3,700.00	3,700.00	0.00%	100.00%
Lost & Paid	86.00		86.00	-86.00			86.00	0.00	86.00	-86.00		
Processing	840.06	625.00	215.06	-215.06	134.41%	-34.41%	840.06	2,500.00	-1,659.94	1,659.94	33.60%	66.40%
Total Materials	\$ 10,795.53	\$ 19,524.99	-\$ 8,729.46	\$ 8,729.46	55.29%	44.71%	\$ 10,795.53	\$ 75,800.00	-\$ 65,004.47	\$ 65,004.47	14.24%	85.76%
Professional Development												
Dues	300.00	212.50	87.50	-87.50	141.18%	-41.18%	300.00	850.00	-550.00	550.00	35.29%	64.71%
Meeting & Conference	10.35	125.01	-114.66	114.66	8.28%	91.72%	10.35	500.00	-489.65	489.65	2.07%	97.93%
Staff Development	204.95	250.00	-45.05	45.05	81.98%	18.02%	204.95	1,000.00	-795.05	795.05	20.50%	79.51%
Travel		125.01	-125.01	125.01	0.00%	100.00%	0.00	500.00	-500.00	500.00	0.00%	100.00%
Total Professional Development	\$ 515.30	\$ 712.52	-\$ 197.22	\$ 197.22	72.32%	27.68%	\$ 515.30	\$ 2,850.00	-\$ 2,334.70	\$ 2,334.70	18.08%	81.92%
Professional Services												
Auditor		0.00	0.00	0.00			0.00	6,000.00	-6,000.00	6,000.00	0.00%	100.00%
Bank Fees		9.99	-9.99	9.99	0.00%	100.00%	0.00	40.00	-40.00	40.00	0.00%	100.00%
Credit Card Fees	7.88	12.50	-4.62	4.62	63.04%	36.96%	7.88	50.00	-42.12	42.12	15.76%	84.24%
Legal Fees	175.50	500.01	-324.51	324.51	35.10%	64.90%	175.50	2,000.00	-1,824.50	1,824.50	8.78%	91.23%
Total Professional Services	\$ 183.38	\$ 522.50	-\$ 339.12	\$ 339.12	35.10%	64.90%	\$ 183.38	\$ 8,090.00	-\$ 7,906.62	\$ 7,906.62	2.27%	97.73%
Programming												
Adult	111.88	875.01	-763.13	763.13	12.79%	87.21%	111.88	3,500.00	-3,388.12	3,388.12	3.20%	96.80%
Juvenile	712.76	875.01	-162.25	162.25	81.46%	18.54%	712.76	3,500.00	-2,787.24	2,787.24	20.36%	79.64%
Summer Reading Program		0.00	0.00	0.00			0.00	3,250.00	-3,250.00	3,250.00	0.00%	100.00%
Young Adult	267.93	875.01	-607.08	607.08	30.62%	69.38%	267.93	3,500.00	-3,232.07	3,232.07	7.66%	92.34%
Total Programming	\$ 1,092.57	\$ 2,625.03	-\$ 1,532.46	\$ 1,532.46	41.62%	58.38%	\$ 1,092.57	\$ 13,750.00	-\$ 12,657.43	\$ 12,657.43	7.95%	92.05%
Salaries & Wages												
Benefits	11,888.76	22,575.00	-10,686.24	10,686.24	52.66%	47.34%	11,888.76	90,300.00	-78,411.24	78,411.24	13.17%	86.83%

FICA	5,959.91	9,290.50	-3,330.59	3,330.59	64.15%	35.85%	5,959.91	37,162.00	-31,202.09	31,202.09	16.04%	83.96%
Full Time Salaries	46,160.52	69,240.75	-23,080.23	23,080.23	66.67%	33.33%	46,160.52	276,963.00	-230,802.48	230,802.48	16.67%	83.33%
Part Time Salaries	31,746.62	52,203.75	-20,457.13	20,457.13	60.81%	39.19%	31,746.62	208,815.00	-177,068.38	177,068.38	15.20%	84.80%
Total Salaries & Wages	\$ 95,755.81	\$ 153,310.00	-\$ 57,554.19	\$ 57,554.19	62.46%	37.54%	\$ 95,755.81	\$ 613,240.00	-\$ 517,484.19	\$ 517,484.19	15.61%	84.39%
Subscriptions												
Electronic	753.00	1,453.75	-700.75	700.75	51.80%	48.20%	753.00	5,815.00	-5,062.00	5,062.00	12.95%	87.05%
Print	989.86	937.50	52.36	-52.36	105.59%	-5.59%	989.86	3,750.00	-2,760.14	2,760.14	26.40%	73.60%
Total Subscriptions	\$ 1,742.86	\$ 2,391.25	-\$ 648.39	\$ 648.39	72.88%	27.12%	\$ 1,742.86	\$ 9,565.00	-\$ 7,822.14	\$ 7,822.14	18.22%	81.78%
Technology & Communications												
Cell Phone	151.22	231.25	-80.03	80.03	65.39%	34.61%	151.22	925.00	-773.78	773.78	16.35%	83.65%
Marketing & Outreach	127.10	624.99	-497.89	497.89	20.34%	79.66%	127.10	2,500.00	-2,372.90	2,372.90	5.08%	94.92%
Software/Hardware	1,509.55	1,680.00	-170.45	170.45	89.85%	10.15%	1,509.55	6,000.00	-4,490.45	4,490.45	25.16%	74.84%
Telephone	911.91	600.00	311.91	-311.91	151.99%	-51.99%	911.91	2,400.00	-1,488.09	1,488.09	38.00%	62.00%
Website		195.00	-195.00	195.00	0.00%	100.00%	0.00	780.00	-780.00	780.00	0.00%	100.00%
Total Technology & Communications	\$ 2,699.78	\$ 3,331.24	-\$ 631.46	\$ 631.46	81.04%	18.96%	\$ 2,699.78	\$ 12,605.00	-\$ 9,905.22	\$ 9,905.22	21.42%	78.58%
Total Expenditures	\$ 158,719.61	\$ 209,239.72	-\$ 50,520.11	\$ 50,520.11	75.86%	24.14%	\$ 158,719.61	\$ 829,117.76	-\$ 670,398.15	\$ 670,398.15	19.14%	80.86%
Net Operating Revenue	\$ 6,371.14	-\$ 2,170.77	\$ 8,541.91	-\$ 8,541.91	-293.50%	393.50%	\$ 6,371.14	\$ 2,658.00	\$ 3,713.14	-\$ 3,713.14	239.70%	-139.70%
Net Revenue	\$ 6,371.14	-\$ 2,170.77	\$ 8,541.91	-\$ 8,541.91	-293.50%	393.50%	\$ 6,371.14	\$ 2,658.00	\$ 3,713.14	-\$ 3,713.14	239.70%	-139.70%

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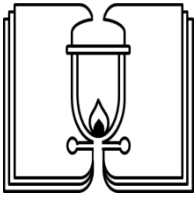


Glen Ridge Public Library

Bills List
January 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
01/02/2023	Cavendish Square		Materials:Books:Children	204.44
01/02/2023	Morris County Elevator, Inc.		-Split-	1,456.00
01/02/2023	NJLA		Professional Development:Dues	300.00
01/03/2023	EBSCO (Library Aware)		Subscriptions:Electronic	753.00
01/03/2023	AME INC.		-Split-	4,024.55
01/04/2023	AME INC.		Facilities & Maintenance:Maintenance & Repair	872.72
01/04/2023	Tina Marie Doody		Technology & Communications:Cell Phone	75.61
01/10/2023	SYNCB/Amazon		-Split-	384.14
01/12/2023	Scannx		Technology & Communications:Software/Hardware	64.60
01/12/2023	BCCLS		-Split-	37,471.76
01/13/2023	Worrall Community Newspapers		Materials:Books:Adult	250.00
01/18/2023	Livingston Public Library		Materials:Lost & Paid	10.00
01/19/2023	Staples Advantage		-Split-	192.25
01/20/2023	Bank of America		-Split-	555.83
01/24/2023	Armpco		-Split-	205.92
01/24/2023	Jason Patterson		Programming:Juvenile	200.00
01/25/2023	New Jersey State League of Municipalities		Professional Development:Staff Development	115.00
01/28/2023	Verizon		Technology & Communications:Software/Hardware	269.00
01/28/2023	Ingram Library Services		Materials:Books:Young Adult	642.08
01/30/2023	Sydney Young		-Split-	30.35
01/30/2023	Kathy Hunziker		-Split-	64.34
01/30/2023	Morris County Elevator, Inc.		Facilities & Maintenance:Maintenance & Repair	606.20
01/31/2023	Ready Refresh		Facilities & Maintenance:Office Supplies	45.96
01/31/2023	Borough of Glen Ridge		-Split-	45,771.01
01/31/2023	Glen Ridge Public Library		-Split-	128.56
01/31/2023	Wells Fargo		Contractual:Copy Machine	175.00
01/31/2023	Kanopy LLC		Materials:Kanopy	225.00
01/31/2023	Baker & Taylor		-Split-	2,212.45
01/31/2023	OverDrive		-Split-	934.09
Total for Accounts Payable				\$98,239.86

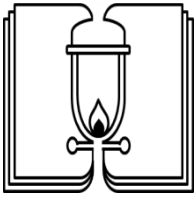
Contractual



Glen Ridge Public Library

Bills List
January 2023

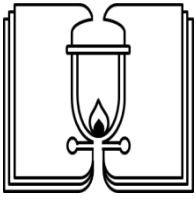
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
BCCLS				
01/12/2023	BCCLS		Accounts Payable	29,559.13
Total for BCCLS				\$29,559.13
Copy Machine				
01/24/2023	Armpco	Invoice IN24242	Accounts Payable	185.92
01/24/2023	Armpco	Invoice IN24160 Toner Shipping	Accounts Payable	20.00
01/31/2023	Wells Fargo	Invoice 5023701614	Accounts Payable	175.00
Total for Copy Machine				\$380.92
Delivery				
01/12/2023	BCCLS		Accounts Payable	7,912.63
Total for Delivery				\$7,912.63
Elevator				
01/02/2023	Morris County Elevator, Inc.	Invoice 22925 Payment 1 of 4	Accounts Payable	684.00
Total for Elevator				\$684.00
HVAC Maintenance				
01/03/2023	AME INC.	Invoice 61422 Maintenance Payment 1 of 4	Accounts Payable	2,284.50
01/03/2023	AME INC.	Invoice 61421 Controls Payment 1 of 4	Accounts Payable	1,740.05
Total for HVAC Maintenance				\$4,024.55
Inspections				
01/02/2023	Morris County Elevator, Inc.	Invoice 22830 Lift Service Agreement	Accounts Payable	772.00
Total for Inspections				\$772.00
Total for Contractual				\$43,333.23
Facilities & Maintenance				
Maintenance & Repair				
01/04/2023	AME INC.	Invoice 61542 Actuator	Accounts Payable	872.72
01/10/2023	SYNCB/Amazon		Accounts Payable	45.26
01/20/2023	Bank of America	Light Bulbs	Accounts Payable	74.16
01/30/2023	Morris County Elevator, Inc.	Invoice 22979 Service call - recovery bucket	Accounts Payable	606.20
Total for Maintenance & Repair				\$1,598.34
Office Supplies				
01/19/2023	Staples Advantage	Invoice 3528137979 Paper, Card Stock, Clips	Accounts Payable	72.35
01/20/2023	Bank of America	Labels, Ear Buds	Accounts Payable	48.89
01/31/2023	Glen Ridge Public Library	Change for Copier	Accounts Payable	17.00
01/31/2023	Glen Ridge Public Library	D. Petretti Desk Supplies	Accounts Payable	2.50



Glen Ridge Public Library

Bills List
January 2023

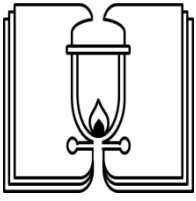
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
01/31/2023	Ready Refresh	Invoice 13A0435193131	Accounts Payable	45.96
Total for Office Supplies				\$186.70
Total for Facilities & Maintenance				\$1,785.04
Materials				
Books				
Adult				
01/10/2023	SYNCB/Amazon		Accounts Payable	98.26
01/13/2023	Worrall Community Newspapers	Glen Ridge Paper Archives 2022	Accounts Payable	250.00
01/20/2023	Bank of America		Accounts Payable	85.72
01/31/2023	Baker & Taylor	Account L0765053	Accounts Payable	1,377.89
Total for Adult				\$1,811.87
Children				
01/02/2023	Cavendish Square	Invoice CAL3405031	Accounts Payable	204.44
01/10/2023	SYNCB/Amazon		Accounts Payable	5.34
01/20/2023	Bank of America		Accounts Payable	34.83
01/31/2023	Baker & Taylor	Account L3576163	Accounts Payable	824.35
Total for Children				\$1,068.96
Young Adult				
01/10/2023	SYNCB/Amazon		Accounts Payable	19.44
01/28/2023	Ingram Library Services	73617595, 73644070, 73795825, 73820918, 73976669, 740878812, 74111672	Accounts Payable	642.08
Total for Young Adult				\$661.52
Total for Books				\$3,542.35
DVD				
01/10/2023	SYNCB/Amazon		Accounts Payable	163.24
01/20/2023	Bank of America	Netflix, Disney+, DVDs	Accounts Payable	96.73
01/31/2023	Baker & Taylor	Account 75005204	Accounts Payable	10.21
Total for DVD				\$270.18
eContent				
01/31/2023	OverDrive	Invoice 03301CP23031909	Accounts Payable	284.09
01/31/2023	OverDrive	Invoice 03301DA23009220	Accounts Payable	122.50
01/31/2023	OverDrive	Invoice 03301CO23000841	Accounts Payable	527.50
Total for eContent				\$934.09
Kanopy				
01/31/2023	Kanopy LLC	Invoice 333837-PPU	Accounts Payable	225.00
Total for Kanopy				\$225.00
Lost & Paid				
01/18/2023	Livingston Public Library	Replacement Item 31792005731570	Accounts Payable	10.00



Glen Ridge Public Library

Bills List
January 2023

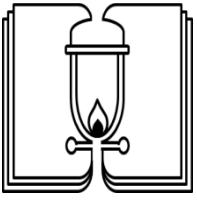
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Lost & Paid				\$10.00
Processing				
01/19/2023	Staples Advantage	Invoice 3528137979, 3528530076 Receipt Rolls, Rubber Bands	Accounts Payable	119.90
Total for Processing				\$119.90
Total for Materials				\$5,101.52
Professional Development				
Dues				
01/02/2023	NJLA	Invoice 10487 Institutional Membership	Accounts Payable	300.00
Total for Dues				\$300.00
Meeting & Conference				
01/30/2023	Sydney Young	ECPL Meeting Supplies	Accounts Payable	10.35
Total for Meeting & Conference				\$10.35
Staff Development				
01/20/2023	Bank of America	Sympathy flowers for employee	Accounts Payable	89.95
01/25/2023	New Jersey State League of Municipalities	Job Listing	Accounts Payable	115.00
Total for Staff Development				\$204.95
Total for Professional Development				\$515.30
Programming				
Adult				
01/31/2023	Glen Ridge Public Library	G. Allin, D. Petretti Programming Supplies	Accounts Payable	15.80
Total for Adult				\$15.80
Juvenile				
01/24/2023	Jason Patterson	Invoice 012023 Comic Presentation 1/24/23	Accounts Payable	200.00
01/30/2023	Kathy Hunziker	French Club January	Accounts Payable	31.93
01/30/2023	Sydney Young	Gift Cards	Accounts Payable	20.00
01/30/2023	Kathy Hunziker	French Club December	Accounts Payable	32.41
01/31/2023	Glen Ridge Public Library	A. Davidson Spanish Club	Accounts Payable	16.34
Total for Juvenile				\$300.68
Young Adult				
01/10/2023	SYNCB/Amazon		Accounts Payable	52.60
01/20/2023	Bank of America	Program Supplies	Accounts Payable	35.95
01/31/2023	Glen Ridge Public Library	B. Carroll YA Craft	Accounts Payable	23.38
01/31/2023	Glen Ridge Public Library	B. Carroll YA Program Materials	Accounts Payable	33.54



Glen Ridge Public Library

Bills List
January 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Young Adult				\$145.47
Total for Programming				\$461.95
Salaries & Wages				
Benefits				
01/31/2023	Borough of Glen Ridge	January	Accounts Payable	5,950.89
Total for Benefits				\$5,950.89
FICA				
01/31/2023	Borough of Glen Ridge	1/3, 1/13 paychecks	Accounts Payable	2,783.76
Total for FICA				\$2,783.76
Full Time Salaries				
01/31/2023	Borough of Glen Ridge	1/3, 1/13 paychecks	Accounts Payable	23,080.26
Total for Full Time Salaries				\$23,080.26
Part Time Salaries				
01/31/2023	Borough of Glen Ridge	1/3, 1/13 paychecks	Accounts Payable	13,308.77
Total for Part Time Salaries				\$13,308.77
Total for Salaries & Wages				\$45,123.68
Subscriptions				
Electronic				
01/03/2023	EBSCO (Library Aware)	Account TN10915 Library Aware Invoice 1000199110-1	Accounts Payable	753.00
Total for Electronic				\$753.00
Total for Subscriptions				\$753.00
Technology & Communications				
Cell Phone				
01/04/2023	Tina Marie Doody	January 2023	Accounts Payable	75.61
Total for Cell Phone				\$75.61
Marketing & Outreach				
01/20/2023	Bank of America		Accounts Payable	89.60
01/31/2023	Glen Ridge Public Library	T. Doody Rotary	Accounts Payable	20.00
Total for Marketing & Outreach				\$109.60
Software/Hardware				
01/12/2023	Scannx	Invoice 8919 4th qtr fax	Accounts Payable	64.60
01/28/2023	Verizon	Account 755-678-814-0001-21 WiFi 1/29- 2/28	Accounts Payable	269.00
Total for Software/Hardware				\$333.60
Telephone				
01/31/2023	Borough of Glen Ridge		Accounts Payable	647.33
Total for Telephone				\$647.33



Glen Ridge Public Library

Bills List
January 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Technology & Communications				\$1,166.14

DIRECTOR'S REPORT - MARCH 2023

Meetings & Community Events

On February 12, 2023 the Glen Ridge Diversity and Inclusion Association (GRDIA) filmed the first installment of their documentary that they received a Film Fund Grant for in 2022. I volunteered my time, and the GUARDIAN provided their own insurance coverage. They will be doing another filming day in April 2023 under the same parameters.

I attended the March 2, 2023 Rotary meeting. I will be the speaker at the April meeting to discuss Library Services and highlight the new lockers. I was originally scheduled to speak at the March 2nd meeting, but was rescheduled due to the Nutley Rotary Club joining the meeting and inducting new members.

On Friday, March 3rd I participated in the "Read Across America" event at Forest Avenue School where I joined a group of community members to read "Green Eggs and Ham" and participated in the school Assembly.

Correspondence

We received some additional correspondence about the book challenges that were decided at the February 2023 Board meeting that were received after the February 6th submission deadline. Copies of the correspondence are provided in your Board packet and available on the Google Drive.

Library Organizations (BCCLS, NJLA, NJSL)

The Per Capita State Aid application and annual statistical report is in process and is on track to meet the March 14, 2023 deadline.

I completed a two-day "New Director Training" provided by the New Jersey State Library. There were sessions on Library Law, Human Resources, working with Trustees and much more. It was a very informative and interesting two days.

The eBCCLS Committee met February 14th and we discussed and approved a revised Collection Development policy that was sent to the Executive Board for their approval. The primary change includes more detailed information about book challenge procedures.

I attended the first of a two part series provided by the New Jersey State Library titled "Legal Issues for Libraries: Spaces, Patrons, & Collections - Part 1" on March 2, 2023. It included information about first amendment audits, how to handle patron behavior, and meeting room policies. It was very informative and I am looking forward to Part 2 in April.

Diversity & Inclusion

The EDI Task Force meeting in February was delayed due to scheduling issues and some members of the Task Force needed additional time to complete their assessments. I am hoping to have an update by the April Board Meeting.

Friends

Shredding Day will be held on April 29, 2023 from 9AM-1PM in the Glen Ridge High School parking lot. We are hoping to have the publicity out shortly as the staff have been receiving a lot of inquiries about the event.

DIRECTOR'S REPORT - MARCH 2023

The Friends are planning a March 2023 meeting to elect a new treasurer and to discuss future plans and possible support of the Bond Act project.

Programming

Children's & YA Programming

The Children's Department hosted an African Drumming event on February 18th in honor of Black History Month. "Mr. Boom Boom" entertained the 40+ attendees with drumming, singing, and education about the art of African Drumming. The audience really enjoyed the program and multiple parents indicated that it was the "best program" they have ever attended.

In addition to their regularly scheduled storytimes, club meetings, and bookclubs the Children's Department hosted one of their season Pokemon Scavenger Hunts starting on February 25th. The event was very popular and even included two young patrons participating dressed as Eevee and Pikachu, their favorite Pokemon characters.

Teen events continued in February with a meeting of the Anime Club, a Valentine's Day themed Bad Movie Night, and pick up crafts.

Adult Programming

In February the Adult Desk provided a "tea for two" take home that included tea bags and cookies. This was a very popular take home item. Upcoming crafts include paper butterflies and card making kits. Helen Beckert hosted the next installment of her "Synchronicity Journaling" series.

The Cookbook club is continuing to meet. In February we did the recipes of Melissa Clark from the New York Times. In March we will be cooking the recipes of New Jersey native Susie Fishbein who specializes in Kosher cooking. The Romance Book Club met on February 6th and read "Bingo Love" and will be meeting again on March 6th for a discussion of Lisa Kleypas' Devil in Spring.

We hosted the "Where Does Your Waste Go" webinar with the Environmental Advisory Committee on February 22nd. There were 74 registrations and 36 attendees. We are currently working on their Spring newsletter which we hope to have out at the end of March.

B&G

A meeting was held to go over the original Bond Act submission. I also met with Geoffrey Darby and the project Architect, Dan Kopec to go over our plans and to discuss next steps. I met briefly with Mr. Kopec on March 2nd to refresh his memory of the space and to go over an idea to add two single-person meeting rooms to the original plan.

Marketing

The Grand Opening event for the lockers is planned for Saturday, March 25, 2023 at 10:30AM. We are planning on having light refreshments, a demo of how the lockers work, and we hope to invite a variety of individuals to participate in the event.

DIRECTOR'S REPORT - MARCH 2023

Personnel

I am happy to report that Cass Lauer, a current staff member as a Substitute Library Assistant will be taking over the Senior Library Assistant - Social Media, Marketing & Adult Programming position. We started her training on March 3rd and she will start her expanded desk duties on March 13, 2023.

In order to fill the gap in the Substitute pool left by Cass' promotion and the resignation of another substitute in January and in order to provide additional scheduling flexibility, we have hired three new substitutes that will be starting in March. We are happy to welcome Gwenn Abbott, Amanda McCabe, and Kristina Variano to the Library staff.

We are in the process of interviewing for the Part Time Bookkeeper position and hope to have a new Bookkeeper in place by mid-March. The previous Bookkeeper has agreed to come in and assist with the training of the new Bookkeeper in order to get them up to speed as quickly as possible.

Technology

During our review of the Library's technology last year, one of the topics of discussion was moving the Library's email from a combination of JerseyConnect and individual gmail accounts, to the BCCLS system. Due to BCCLS implementing a new intranet that requires staff to be on the BCCLS network, we have started the process of migrating the email accounts over and hope to be completed shortly.

We are looking into the possibility of moving our WiFi over to BCCLS as well as part of a managed WiFi service that they are rolling out later this year. When they visit the Library in May to do their annual hardware refresh they will do an assessment of the Library and determine what they think our needs and costs will be. We are hoping that this will add additional functionality and reduce costs but we won't have specifics until May/June at the earliest.

Respectfully submitted,
Tina Marie Doody, Library Director
March 3, 2023