

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 Borough Council Chambers, Glen Ridge Municipal Building
 Wednesday, May 10, 2023

PUBLIC SESSION

President Carol Harpster 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
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:

The NJLA granted Carol Harpster a trustee award. A ceremony will be held in Atlantic City on June 1st.

Public Comment:

None.

Minutes:

A motion to approve April 12, 2023 Meeting Minutes was made by Jeanna Velechko and seconded by Matt Murphy. There were 8 Ayes approving the minutes.

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

Committee Reports:

Finance

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

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

Expenses were indicated as normal for the month.

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

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	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 for the quarter were above the budget due to BCCLS fee; this timing will be accounted for in subsequent years’ plans.

Personnel

The library has moved to a new time clock system, *When I Work*. The Director noted that adoption is going well and that there is increased ease in processing payroll.

Technology

BCCLS will be coming in later this month to assess replacing the Wi-Fi system. Tina Marie Doody noted that even if it is more cost effective to move to the alternative system, the library may have to wait to implement due to BCCLS capacity limitations.

Building and Grounds

The Director received the signed and executed contract from the State Library. The architect is finalizing the core drawings, and there are some minor decisions to be made. There is an outstanding issue on the height requirement for the water fountain due to new accessibility code interpretation. Once all questions and issues are resolved, the construction contracting will go out for bid.

Marketing

The Annual Report is available for feedback.

Director’s Report:

The Director reported that the library is fully staffed once again. The current admin owner and credentials are not known for Facebook and Instagram so the accounts cannot be linked; the Director is working with Meta to resolve.

Tina Marie Doody provided an update on pick-up locker usage; there were 321 check-outs in the month of April. The library has 40 lockers and top capacity to date has been 19 lockers in use. There has been a 97% locker pick-up rate, above the desk pick-up percentage. The Friends of the Glen Ridge Library raised \$1,579 from shredding day despite the inclement weather.

On the topic of programming, there will be a Born in the USA cocktail class on June 13th. The train station visitation days will be Tuesdays and Thursdays with IKE the Bike; the library staff will test an evening train station event. The library is coordinating with the SEAL eclipse organization and will receive free viewing glasses for two upcoming celestial events. The Essex County Clerk is visiting on May 18th for passports and notary oaths; the goal is monthly cadence for the clerk events.

See attached Director’s report for further details.

Old Business:

New Filming Policy

Tina Payne reviewed the new filming policy and made some clarifying edits for consideration. It was decided to defer the film policy vote so the comments could be reviewed.

Other Old Business

None.

New Business:

2022 Draft Audit Report

A motion to accept the 2022 audit report was made by Carol Harpster 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

The auditors requested some better practices including greater petty cash reporting granularity. This is the last year of the contract with the current auditor. Tina Marie Doody will consult with the borough on a renewal decision. The staff will be reviewing copying costs vs. fees as the Glen Ridge Library is below marketplace by 50%+.

Strategic Plan Benchmark Review

Tina Marie Doody reported that there are 18 months remaining in our current strategic plan. The library has either completed or has in-progress 90% of objectives. Development of the next strategic plan would commence late in 2024. Carol Harpster suggested that the planning could be handled in a day-long Board “retreat.”

Other New Business

None.

A motion to adjourn the meeting was made by Harry Rush and seconded by Geoffrey Darby at 8:35 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, June 14th, 2023, at 7:30 with location and Executive session to be determined.

Glen Ridge Public Library

Bills List

April 2023

	Date	Name	Memo/Description	Split	Amount
Accounts Payable					
	04/05/2023	NJLA		Professional Development:Dues	\$150.00
	04/20/2023	Bank of America		-Split-	\$1,211.50
	04/21/2023	Sydney Young		-Split-	\$111.27
	04/21/2023	Ana Davidson		-Split-	\$25.53
	04/25/2023	Innovative Document Imaging		Preservation Project:Local History Room	\$892.50
	04/25/2023	Innovative Document Imaging		-Split-	\$620.00
	04/26/2023	Staples Advantage		-Split-	\$482.36
	04/28/2023	Wells Fargo		Contractual:Copy Machine	\$175.00
	04/30/2023	Borough of Glen Ridge		Facilities & Maintenance:Shared Service Agreement	\$8,462.50
	04/30/2023	Verizon		Technology & Communications:Software/Hardware	\$269.00
	04/30/2023	Zoobean, Inc.		Summer Reading	\$495.00
	04/30/2023	Feldman Brothers Electrical Supply		-Split-	\$149.29
	04/30/2023	NJLA		Professional Development:Meeting & Conference	\$240.00
	04/30/2023	Ingram Library Services		-Split-	\$1,143.10
	04/30/2023	Amazon Capital Services		-Split-	\$586.70
	04/30/2023	Morris County Elevator, Inc.		Contractual:Elevator	\$684.00
	04/30/2023	Tina Marie Doody		-Split-	\$82.82
	04/30/2023	Kanopy LLC		Materials:Kanopy	\$142.00
	04/30/2023	SMS, LLC		Contractual:Inspections	\$760.00
	04/30/2023	Tina Marie Doody		Technology & Communications:Cell Phone	\$75.51
	04/30/2023	New York Times		Subscriptions:Electronic	\$2,100.80
	04/30/2023	Petty Cash		-Split-	\$23.47
	04/30/2023	OverDrive		-Split-	\$1,305.80
	04/30/2023	Baker & Taylor		-Split-	\$1,951.61
	04/30/2023	Ready Refresh		Facilities & Maintenance:Office Supplies	\$61.95
	04/30/2023	Armpco		Contractual:Copy Machine	\$212.32
	04/30/2023	Nina Music, LLC		Programming:Juvenile	\$350.00
	04/30/2023	Bloomfield Public Library		Materials:Lost & Paid	\$229.06
Total for Accounts Payable					\$23,020.06
Contractual					
Copy Machine					
	04/28/2023	Wells Fargo	Kyocera Copier lease Contract#4500047467-000 Invoice#5024904421	Accounts Payable	\$175.00
	04/30/2023	Armpco	Invoice#N24667- Contract#CT1868-01	Accounts Payable	\$212.32
Total for Copy Machine					\$387.32
Elevator					
	04/30/2023	Morris County Elevator, Inc.	Elevator Service Agreement 2nd Qtr 2023 -Invoice#23345	Accounts Payable	\$684.00
Total for Elevator					\$684.00
Inspections					
	04/30/2023	SMS, LLC	Annual Fire Alarm inspection 5/1/23-4/30/24	Accounts Payable	\$760.00
Total for Inspections					\$760.00
Total for Contractual					\$1,831.32
Facilities & Maintenance					
Cleaning					
Supplies					
	04/26/2023	Staples Advantage	Invoice#3536049474- Lysol Spray X 2	Accounts Payable	\$23.07
	04/26/2023	Staples Advantage	Invoice 3535983118- Cleaning Supplies	Accounts Payable	\$289.04
Total for Supplies					\$312.11
Total for Cleaning					\$312.11
Maintenance & Repair					
	04/30/2023	Feldman Brothers Electrical Supply	Invoice 3366266-00 x 8 lights	Accounts Payable	\$23.12
	04/30/2023	Feldman Brothers Electrical Supply	Invoice 3366256-00 x 3 lights 2nd Floor	Accounts Payable	\$126.17
Total for Maintenance & Repair					\$149.29
Office Supplies					
	04/26/2023	Staples Advantage	Invoice#3535983117-USB X 5 pack	Accounts Payable	\$19.99
	04/30/2023	Amazon Capital Services	lock box, Notary Journal	Accounts Payable	\$79.96
	04/30/2023	Ready Refresh	Invoice 13Do435193131	Accounts Payable	\$61.95
Total for Office Supplies					\$161.90
Copier Paper					
	04/26/2023	Staples Advantage	Invoice 3535983118 x 2 cartons Copier Paper	Accounts Payable	\$82.98
Total for Copier Paper					\$82.98
Total for Office Supplies with sub-accounts					\$244.88
Shared Service Agreement					
	04/30/2023	Borough of Glen Ridge	April 1, 2023 Shared Service Agreement 1of 2 payments x \$8462.50.	Accounts Payable	\$8,462.50
Total for Shared Service Agreement					\$8,462.50
Total for Facilities & Maintenance					\$9,168.78

Materials					
Books					
Adult					
	04/20/2023	Bank of America	Kindle x 6	Accounts Payable	\$69.94
	04/30/2023	Amazon Capital Services		Accounts Payable	\$206.52
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018323872	Accounts Payable	\$385.78
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018300126	Accounts Payable	\$434.52
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018291741	Accounts Payable	\$139.65
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018286715	Accounts Payable	\$171.53
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018310835	Accounts Payable	\$231.58
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018281344	Accounts Payable	\$407.70
	04/30/2023	Baker & Taylor	Account L0765053 invoice#5018304472	Accounts Payable	\$161.47
	04/30/2023	Amazon Capital Services	Shipping & handling	Accounts Payable	\$3.99
Total for Adult					\$2,212.68
Children					
	04/30/2023	Amazon Capital Services		Accounts Payable	\$14.00
	04/30/2023	Ingram Library Services	Juvenile Books -Invoice75371565	Accounts Payable	\$50.36
	04/30/2023	Ingram Library Services	Juvenile Books - Invoice 75694943	Accounts Payable	\$20.99
	04/30/2023	Ingram Library Services	Juvenile Books - Invoice 75536359	Accounts Payable	\$378.28
	04/30/2023	Ingram Library Services	Juvenile Books - Invoice 75549994	Accounts Payable	\$219.95
	04/30/2023	Ingram Library Services	Juvenile Books - Invoice 75559747	Accounts Payable	\$19.79
Total for Children					\$703.37
Young Adult					
	04/30/2023	Baker & Taylor	Account L3576163 invoice#5018320131	Accounts Payable	\$6.25
	04/30/2023	Ingram Library Services	YA Books -Invoice75726246	Accounts Payable	\$315.27
	04/30/2023	Ingram Library Services	YA Books -Invoice75476610	Accounts Payable	\$32.38
	04/30/2023	Ingram Library Services	YA Books -Invoice75371565	Accounts Payable	\$44.94
	04/30/2023	Ingram Library Services	YA Books -Invoice75549994	Accounts Payable	\$61.14
Total for Young Adult					\$459.98
Total for Books					\$3,376.03
CD					
	04/30/2023	Amazon Capital Services		Accounts Payable	\$39.79
	04/30/2023	Baker & Taylor	Account 75005204 invoice#H64702540	Accounts Payable	\$13.13
Total for CD					\$52.92
DVD					
	04/20/2023	Bank of America	Disney plus & Netflix	Accounts Payable	\$37.29
	04/30/2023	Amazon Capital Services		Accounts Payable	\$140.69
Total for DVD					\$177.98
eContent					
	04/30/2023	OverDrive	invoice#03301CO23138033	Accounts Payable	\$290.19
	04/30/2023	OverDrive	invoice#03301CO23128943	Accounts Payable	\$421.55
	04/30/2023	OverDrive	invoice#03301CO23107143	Accounts Payable	\$594.06
Total for eContent					\$1,305.80
Kanopy					
	04/30/2023	Kanopy LLC	Invoice # 347443 - April 2023	Accounts Payable	\$142.00
Total for Kanopy					\$142.00
Library of Things					
	04/30/2023	Amazon Capital Services	USB Adaptor	Accounts Payable	\$16.99
Total for Library of Things					\$16.99
Lost & Paid					
	04/30/2023	Bloomfield Public Library	Patron - Robert M. Wisoff - Reimburse lost books	Accounts Payable	\$229.06
Total for Lost & Paid					\$229.06
Processing					
	04/26/2023	Staples Advantage	Invoice#3536049474- Book Labels x 4	Accounts Payable	\$67.28
Total for Processing					\$67.28
Total for Materials					\$5,368.06
Postage					
	04/30/2023	Petty Cash	ILL Return Newton Public Library	Accounts Payable	\$3.47
Total for Postage					\$3.47
Preservation Project					
Local History Room					
	04/25/2023	Innovative Document Imaging	Pick & Delivery	Accounts Payable	\$95.00
	04/25/2023	Innovative Document Imaging	Invoice 17700 Processing CDS of Newspapers - Archival	Accounts Payable	\$525.00
	04/25/2023	Innovative Document Imaging	Invoice 17801 Annual Hosting 6/1/23-5/31/24	Accounts Payable	\$892.50
Total for Local History Room					\$1,512.50
Total for Preservation Project					\$1,512.50
Professional Development					
Dues					
	04/05/2023	NJLA	Invoice 11026 - Individual Membership Renewal Tina Marie Doody 4/1/23-4/1/24	Accounts Payable	\$150.00
Total for Dues					\$150.00
Meeting & Conference					
	04/20/2023	Bank of America	US Book Show - 5/24/23 pass Sydney Young	Accounts Payable	\$99.00

	04/30/2023	Tina Marie Doody	Tolls	Accounts Payable	\$8.63
	04/30/2023	Tina Marie Doody	Mileage - 98 miles R/T at 65.5c	Accounts Payable	\$64.19
	04/30/2023	Tina Marie Doody	Small Libraries Unconference Princeton, NJ - parking	Accounts Payable	\$10.00
	04/30/2023	NJLA	Annual NJLA Conference May 31-June 2, 2023	Accounts Payable	\$240.00
Total for Meeting & Conference					\$421.82
Staff Development					
	04/20/2023	Bank of America	Judy Bagdon Retirement -Panzano X2 , Shoprite	Accounts Payable	\$127.06
Total for Staff Development					\$127.06
Total for Professional Development					\$698.88
Professional Services					
Background Checks					
	04/20/2023	Bank of America	Back Ground Check new hire-Linda Rovalino	Accounts Payable	\$29.99
Total for Background Checks					\$29.99
Total for Professional Services					\$29.99
Programming					
Adult					
	04/30/2023	Amazon Capital Services		Accounts Payable	\$40.84
Total for Adult					\$40.84
Juvenile					
	04/21/2023	Sydney Young	Snacks Book Club	Accounts Payable	\$9.37
	04/21/2023	Ana Davidson	Card Stock for project	Accounts Payable	\$15.57
	04/21/2023	Ana Davidson	Grapes for Spanish Club program	Accounts Payable	\$9.96
	04/30/2023	Nina Music, LLC	Performance May 13, 2023	Accounts Payable	\$350.00
Total for Juvenile					\$384.90
Summer Reading Program					
	04/21/2023	Sydney Young	Supplies/Prizes for summer reading program	Accounts Payable	\$101.90
Total for Summer Reading Program					\$101.90
Young Adult					
	04/20/2023	Bank of America	Pizza Bad Movie night	Accounts Payable	\$33.20
	04/30/2023	Amazon Capital Services		Accounts Payable	\$16.99
Total for Young Adult					\$50.19
Total for Programming					\$577.83
Subscriptions					
Electronic					
	04/20/2023	Bank of America	Newspapers.com - Helen Beckert	Accounts Payable	\$79.86
	04/30/2023	New York Times	Account#906117056- Digital NY Times 4/17/23-4/14/24	Accounts Payable	\$2,100.80
Total for Electronic					\$2,180.66
Total for Subscriptions					\$2,180.66
Summer Reading					
	04/30/2023	Zoobean, Inc.	Invoice 28230-Beanstalk Plus 5/1/23-4/30/24	Accounts Payable	\$495.00
Total for Summer Reading					\$495.00
Technology & Communications					
Cell Phone					
	04/30/2023	Tina Marie Doody	Cell Phone April 2023	Accounts Payable	\$75.51
Total for Cell Phone					\$75.51
Marketing & Outreach					
	04/20/2023	Bank of America	Meta Posting - Pick up Lockers Opening Event	Accounts Payable	\$21.92
	04/30/2023	Petty Cash	Rotary Lunch May 4, 2023- Tina Marie Doody	Accounts Payable	\$20.00
	04/30/2023	Amazon Capital Services	locker opening	Accounts Payable	\$26.93
Total for Marketing & Outreach					\$68.85
Software/Hardware					
	04/20/2023	Bank of America	Mobile Beacon x 5 kindles	Accounts Payable	\$600.00
	04/20/2023	Bank of America	Tech Soup-Adobe	Accounts Payable	\$60.00
	04/20/2023	Bank of America	When I work time clock upgrade	Accounts Payable	\$53.24
	04/30/2023	Verizon	Account#: 755-678-814-00012 April 28, 2023 Invoice	Accounts Payable	\$269.00
Total for Software/Hardware					\$982.24
Total for Technology & Communications					\$1,126.60

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

January - December 2023

	Apr - Jun, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Contractual								
BCCLS		7,389.69	-7,389.69	0.00%	29,559.13	29,558.76	0.37	100.00%
Copy Machine	387.32	962.50	-575.18	40.24%	1,748.05	3,850.00	-2,101.95	45.40%
Delivery		0.00	0.00		7,912.63	7,913.00	-0.37	100.00%
Elevator	684.00	877.00	-193.00	77.99%	1,368.00	3,508.00	-2,140.00	39.00%
HVAC Maintenance		4,024.75	-4,024.75	0.00%	4,024.55	16,099.00	-12,074.45	25.00%
Inspections	760.00	0.00	760.00		1,532.00	775.00	757.00	197.68%
Security & Fire		0.00	0.00		0.00	1,644.00	-1,644.00	0.00%
Total Contractual	\$ 1,831.32	\$ 13,253.94	-\$ 11,422.62	13.82%	\$ 46,144.36	\$ 63,347.76	-\$ 17,203.40	72.84%
Facilities & Maintenance								
Cleaning								
Supplies	312.11	361.25	-49.14	86.40%	537.83	1,445.00	-907.17	37.22%
Total Cleaning	\$ 312.11	\$ 361.25	-\$ 49.14	86.40%	\$ 537.83	\$ 1,445.00	-\$ 907.17	37.22%
Maintenance & Repair	149.29	1,500.00	-1,350.71	9.95%	2,037.31	6,000.00	-3,962.69	33.96%
Office Supplies	-210.83	1,375.00	-1,585.83	-15.33%	458.22	5,500.00	-5,041.78	8.33%
Copier Paper	82.98		82.98		82.98	0.00	82.98	
Total Office Supplies	-\$ 127.85	\$ 1,375.00	-\$ 1,502.85	-9.30%	\$ 541.20	\$ 5,500.00	-\$ 4,958.80	9.84%
Shared Service Agreement	8,462.50	5,641.67	2,820.83	150.00%	8,462.50	16,925.00	-8,462.50	50.00%
Total Facilities & Maintenance	\$ 8,796.05	\$ 8,877.92	-\$ 81.87	99.08%	\$ 11,578.84	\$ 29,870.00	-\$ 18,291.16	38.76%
Materials								
Books								
Adult	2,212.68	6,999.99	-4,787.31	31.61%	7,892.88	28,000.00	-20,107.12	28.19%
Children	703.37	3,750.00	-3,046.63	18.76%	3,163.64	15,000.00	-11,836.36	21.09%
Young Adult	459.98	1,800.00	-1,340.02	25.55%	2,815.88	7,200.00	-4,384.12	39.11%
Total Books	\$ 3,376.03	\$ 12,549.99	-\$ 9,173.96	26.90%	\$ 13,872.40	\$ 50,200.00	-\$ 36,327.60	27.63%

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

January - December 2023

	Apr - Jun, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
CD	52.92	250.00	-197.08	21.17%	76.88	1,000.00	-923.12	7.69%
DVD	177.98	750.00	-572.02	23.73%	1,041.02	3,000.00	-1,958.98	34.70%
eContent	1,305.80	3,250.00	-1,944.20	40.18%	4,282.06	13,000.00	-8,717.94	32.94%
Kanopy	142.00	600.00	-458.00	23.67%	739.00	2,400.00	-1,661.00	30.79%
Library of Things	16.99	700.00	-683.01	2.43%	16.99	3,700.00	-3,683.01	0.46%
Lost & Paid	147.06		147.06		-229.22	0.00	-229.22	
Processing	67.28	625.00	-557.72	10.76%	1,762.24	2,500.00	-737.76	70.49%
Total Materials	\$ 5,286.06	\$ 18,724.99	-\$ 13,438.93	28.23%	\$ 21,561.37	\$ 75,800.00	-\$ 54,238.63	28.45%
Petty Cash			0.00		0.00	0.00	0.00	
Postage	3.47		3.47		103.06	0.00	103.06	
Preservation Project								
Local History Room	1,512.50	633.25	879.25	238.85%	1,629.60	2,533.00	-903.40	64.33%
Total Preservation Project	\$ 1,512.50	\$ 633.25	\$ 879.25	238.85%	\$ 1,629.60	\$ 2,533.00	-\$ 903.40	64.33%
Professional Development								
Dues	150.00	212.50	-62.50	70.59%	450.00	850.00	-400.00	52.94%
Meeting & Conference	421.82	125.01	296.81	337.43%	432.17	500.00	-67.83	86.43%
Staff Development	127.06	250.00	-122.94	50.82%	332.01	1,000.00	-667.99	33.20%
Travel		125.01	-125.01	0.00%	0.00	500.00	-500.00	0.00%
Total Professional Development	\$ 698.88	\$ 712.52	-\$ 13.64	98.09%	\$ 1,214.18	\$ 2,850.00	-\$ 1,635.82	42.60%
Professional Services								
Auditor		6,000.00	-6,000.00	0.00%	6,000.00	6,000.00	0.00	100.00%
Background Checks	29.99	31.25	-1.26	95.97%	125.92	125.00	0.92	100.74%
Bank Fees	6.43	9.99	-3.56	64.36%	17.63	40.00	-22.37	44.08%
Credit Card Fees		12.50	-12.50	0.00%	0.00	50.00	-50.00	0.00%
Legal Fees		500.01	-500.01	0.00%	175.50	2,000.00	-1,824.50	8.78%

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

January - December 2023

	Apr - Jun, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Total Professional Services	\$ 36.42	\$ 6,553.75	-\$ 6,517.33	0.56%	\$ 6,319.05	\$ 8,215.00	-\$ 1,895.95	76.92%
Programming								
Adult	40.84	875.01	-834.17	4.67%	177.63	3,500.00	-3,322.37	5.08%
Juvenile	384.90	875.01	-490.11	43.99%	1,166.90	3,500.00	-2,333.10	33.34%
Summer Reading Program	101.90	3,250.00	-3,148.10	3.14%	101.90	3,250.00	-3,148.10	3.14%
Young Adult	50.19	875.01	-824.82	5.74%	368.86	3,500.00	-3,131.14	10.54%
Total Programming	\$ 577.83	\$ 5,875.03	-\$ 5,297.20	9.84%	\$ 1,815.29	\$ 13,750.00	-\$ 11,934.71	13.20%
Salaries & Wages								
Benefits	5,950.89	22,575.00	-16,624.11	26.36%	23,790.54	90,300.00	-66,509.46	26.35%
FICA	3,056.08	9,290.50	-6,234.42	32.89%	11,849.15	37,162.00	-25,312.85	31.89%
Full Time Salaries	23,080.26	69,240.75	-46,160.49	33.33%	92,321.04	276,963.00	-184,641.96	33.33%
Part Time Salaries	16,868.42	52,203.75	-35,335.33	32.31%	62,569.50	208,815.00	-146,245.50	29.96%
Total Salaries & Wages	\$ 48,955.65	\$ 153,310.00	-\$ 104,354.35	31.93%	\$ 190,530.23	\$ 613,240.00	-\$ 422,709.77	31.07%
Subscriptions								
Electronic	2,180.66	1,453.75	726.91	150.00%	4,193.66	5,815.00	-1,621.34	72.12%
Print		937.50	-937.50	0.00%	1,059.86	3,750.00	-2,690.14	28.26%
Total Subscriptions	\$ 2,180.66	\$ 2,391.25	-\$ 210.59	91.19%	\$ 5,253.52	\$ 9,565.00	-\$ 4,311.48	54.92%
Summer Reading	495.00		495.00		495.00	0.00	495.00	
Technology & Communications								
Cell Phone	75.51	231.25	-155.74	32.65%	302.34	925.00	-622.66	32.69%
Marketing & Outreach	68.85	624.99	-556.14	11.02%	1,145.05	2,500.00	-1,354.95	45.80%
Software/Hardware	982.24	1,440.00	-457.76	68.21%	2,776.78	6,000.00	-3,223.22	46.28%
Telephone	174.98	600.00	-425.02	29.16%	1,701.43	2,400.00	-698.57	70.89%
Website		195.00	-195.00	0.00%	144.00	780.00	-636.00	18.46%
Total Technology & Communications	\$ 1,301.58	\$ 3,091.24	-\$ 1,789.66	42.11%	\$ 6,069.60	\$ 12,605.00	-\$ 6,535.40	48.15%

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

January - December 2023

	Apr - Jun, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Total Expenditures	\$ 71,675.42	\$ 213,423.89	-\$ 141,748.47	33.58%	\$ 292,714.10	\$ 831,775.76	-\$ 539,061.66	35.19%
Net Operating Revenue	-\$ 8,899.08	-\$ 6,354.94	-\$ 2,544.14	140.03%	-\$ 6,840.57	\$ 0.00	-\$ 6,840.57	-58760048
Other Expenditures								
Other Miscellaneous Expenditure	26.97		26.97		26.97	0.00	26.97	
Total Other Expenditures	\$ 26.97		\$ 26.97		\$ 26.97	\$ 0.00	\$ 26.97	
Net Other Revenue	-\$ 26.97	\$ 0.00	-\$ 26.97		-\$ 26.97	\$ 0.00	-\$ 26.97	
Net Revenue	-\$ 8,926.05	-\$ 6,354.94	-\$ 2,571.11	140.46%	-\$ 6,867.54	\$ 0.00	-\$ 6,867.54	-58991719

Monday, May 08, 2023 01:08:08 PM GMT-7 - Accrual Basis

DIRECTOR'S REPORT - MAY 2023

Meetings & Community Events

I attended the May 4, 2023 Rotary meeting where we discussed plans for their BBQ fundraiser and future events.

The second filming date of the GRDIA Documentary film was rescheduled to May 7th. GRDIA provides their own insurance, the Library provides the space free of charge, and I volunteer my time. I will be interviewed for the film as well. In advance of the filming I attended the April 11th GRDIA meeting. They are moving to a quarterly schedule for their general meetings which I plan to attend based on availability.

The Glen Ridge Historical Society had their annual meeting on April 28, 2023 which I attended as an ex-officio member. We are working on clarifying what my participation in the group looks like and the possibility of having Helen attend their regular working meetings in my place.

Library Organizations (BCCLS, NJLA, NJSL)

I presented a session on "Book Challenges and Collection Development" at the Small Libraries Section (NJLA) "Unconference" that was held on April 26, 2023 at the Princeton Public Library. It was a good event and I got good feedback from the attendees on my session.

The eBCCLS Committee met April 27th to discuss the Palace Project, Filmocracy and budget updates..

Diversity & Inclusion

The EDI Assessments have been completed and the Task Force will be meeting in May to discuss the results, reflect on areas of concern, and create an action plan for the future. At the June meeting I will have a presentation on the results of the assessment and our plan of action going forward.

The Library has joined NJ State Library Talking Book & Braille Center (TBBC) as an institutional member. Helen Beckert will be taking the lead on this project and will now be able to act as a certifying agent for patrons who wish to sign up for TBBC services, including getting digital audio players via the BARD pilot project. The purpose of the BARD Pilot Project is to offer TBBC members community-based assistance, at local libraries, with downloading audiobooks and audio magazines from the BARD site which is a service of National Library Service for the Blind and Physically Handicapped at the U.S. Library of Congress. As part of this project information sessions for the staff, and the public later in the month.

Friends

Shredding Day was April 29, 2023 from 9AM-1PM at the Glen Ridge High School parking lot. The weather was uncooperative but despite the rain the Friends still managed to raise \$1579 in four hours. The possibility of holding a second shredding day, at a cost to the Friends of \$750 is on the table but has not yet been finalized.

The Friends will be attending the Arts & Eco Fair on May 20th. I will be bringing IKE the book bike out for its inaugural event!

Programming

Children's & YA Programming

DIRECTOR'S REPORT - MAY 2023

In addition to their regularly scheduled storytimes, club meetings, and bookclubs the Children's Department hosted a Dav Pilkey Book Characters Scavenger Hunt. They also hosted a series of events during Spring Break and celebrated Earth Day and Arbor Day with special activities and crafts.

Teen events continued in April with a meeting of the Anime Club, a Bad Movie Night, and pick up crafts. With the departure of the Teen Specialist mid-April there will be a brief pause in teen programming that will resume at the end of May once the new staff member has been trained and brought up to speed.

Summer Reading will begin on Monday, June 5, 2023 from 5-7PM with our Kickoff Event! We will have lawn games, a "chalk the walk" activity, ice cream, and Ike the Bike will be in attendance. We are looking forward to this year's "All Together Now" theme.

Adult Programming

The Cookbook club is continuing to meet. In May we highlighted the recipes of Food Network personality Alton Brown. The Romance Book Club meeting for April was canceled due to lack of registration. With the departure of the staff member who ran the program, this book club has been suspended indefinitely. The Spring Card Take Home Craft was very popular with 52 crafts being picked up. Helen held her April Synchronicity Journaling session with four attendees.

Going forward Helen is organizing the community outreach visit of the NJ State Library Talking Book & Braille Center (TBBC) to the library on May 24th. This program has also been shared with the schools as the TBBC provides services to all ages. We also have a virtual Cocktail Class scheduled for June 13th at 6:30PM featuring patriotic cocktails that were "Born in the USA".

B&G

We received the signed grant agreement from the State Library for the LCBA project. We are waiting for the Architect to finalize the drawings and some mechanical planning for the third floor area. Once that is completed the Buildings & Grounds committee will meet with him to make any necessary material selections and plan next steps.

We are coordinating with DPW for the removal of the bike from the library and the final installation of the locking post should be completed shortly. We have already purchased a cover and lock and are ready for the bike to make its way to its regular location.

Finance

The final version of the 2022 audit is in this month's meeting packet. No findings were reported and all suggested process changes have been executed.

Marketing

The Social Media & Marketing staff member and I have reviewed the Strategic Plan and are working on making sure that our future plans are matching up with the strategic goals. We are having an issue where Facebook has disconnected Instagram from our account and there is a problem with the permissions getting the account reconnected. This requires Facebook to make some changes on the back end and I have been having difficulty getting them to complete the change. We are hoping to have this problem rectified shortly.

DIRECTOR'S REPORT - MAY 2023

Personnel

On April 17th we held a "Bon Voyage" lunch for our three staff members who had already left or were leaving shortly. Two of our part time staff members completed their Library degrees and went on to full time work at other libraries, and the third was our former Office Manager.

I am happy to report that Megan Blank, a former sub, has taken over the Adult Services part time position as of May 1, 2023 and Monica Colon will be taking over the Senior Library Assistant - Teen Specialist position in Youth Services starting on May 8th. At the request of the department heads we will be waiting to post the open substitute position until late Summer as the Library is closed on Saturdays in the Summer which make up the bulk of the sub hours.

April 25th was "National Library Workers Day". We celebrated the Library Staff by providing Panera Lunch boxes and coffee gift cards to all of the staff members courtesy of the \$500 allocation for staff development from the Trustee Operating account. The staff members enjoyed their lunch and were very appreciative.

Technology

We are still waiting for BCCLS to assess the Library for the managed WiFi project. We are expecting them to come in late May. BCCLS has closed the window for members to join the managed WiFi project for this year but as we previously inquired we should be included in this year's program if we choose to move forward. We are waiting for the assessment to determine the hardware costs and to see what the cost savings (if any) would be.

Respectfully submitted,
Tina Marie Doody, Library Director
May 5, 2023