

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 Wednesday, September 13, 2023

PUBLIC SESSION

Vice President Bernice Bonnett called the meeting to order at 7:32 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.”

Swearing in of new Board Member

The Board welcomed Damein Phoenix, the Vice Principal of the High School, who will serve as the Superintendent’s Delegate replacing Matthew Murphy.

Roll Call:

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

Pledge of Allegiance

Correspondence:

An appreciative letter to the board was received from the Bookies book club along with a donation to the library.

Public Comment:

The Vice President read the Public Comment notice referenced in the agenda. Gordon Leavitt, the President of the Friends of the Library, noted the success of the lockers and inquired of the vendor if a 4th set of lockers could be added. The vendor noted that our presentation of our locker pavilion is the best in the country.

Minutes:

A motion to approve the June 14, 2023 Meeting Minutes was made by Tina Payne and seconded by David Lefkovits. There were 6 Ayes approving the minutes.

Aye	Bernice Bonnett	Aye	David Lefkovits	Abstain	Damein Phoenix
Abstain	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush

---	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko
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A motion to approve the July 5, 2023 special Meeting Minutes was made by Tina Payne and seconded by David Lefkovits. There were 6 Ayes approving the minutes.

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

A motion to approve the August 8, 2023 special Meeting Minutes was made by Geoffrey Darby and seconded by Tina Payne. There were 7 Ayes approving the minutes.

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

Committee Reports:

Finance

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

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

The Bills lists for June, July and August were reviewed. The Treasurer indicated that expenses were normal-to-low during the summer months.

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

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

David Lefkovits noted that the Treasurer's Report through the end of August was pacing on-target at 65.7% of annual spend. David Lefkovits mentioned investment in the collection at 62% year-to-date. Geoffrey Darby questioned facilities spending which is at 78% of budget due to maintenance timing.

The Treasurer noted that the Trustee Trust sub-account is \$160 overdrawn; \$5,000 will be moved from the Trustee Building account to cover the deficit. Note that both are sub-accounts of the primary Trustee account, so no penalties were realized.

A motion was made by David Lefkovits to move \$5,000 from the Trustee Building sub-account to the Trustee Trust account. It was seconded by Geoffrey Darby. All voted in favor and the motion passed.

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

Geoffrey Darby suggested that we move the Trustee accounts from cash accounts to interest bearing accounts e.g. treasury direct. Tina Doody noted that the Capital account has \$200K also at the bank in cash. The Director will inquire of Linda Rovalino and the auditors if this is feasible.

The current auditors are already contracted for the 2023 audit at a cost of \$6000, They wish to raise that rate to \$7500 so the Director inquired of other libraries audit costs which were as low as \$2500. The Director and the Business Manager would like to review alternate auditors to reduce the cost.

Personnel

The Director shared that two new substitutes have been hired. This brings the library back to full staffing.

Technology

The Director reported on the managed Dash Wi-Fi. She shared that login persists to other libraries that use the Dash service. It is anticipated that the other service will be sunset in the next month. Bluetooth Beacon integrates with the Meescan self-checkout app.

Building and Grounds

The Director reported on a number of elements within the LCBA Grant project. The contract with GJG Construction will be signed on September 14th. A timeline of construction and quotes for furniture and flooring should be available for the October meeting. Accessibility needs must be considered for the 3rd floor access to the court room. “Whatever” bathroom signs are being considered which show icons of unicorns, robots, etc. to indicate gender-all. Harry Rush commented that “whatever” could be viewed as dismissive; Tina Doody will check on inclusive alternatives with the vendor. The Director will get water bottles for the staff given the new water bottle filler. A water bottle sale fundraiser will be considered.

There is a tentative installation date of December 15th for the new chiller. The Director has requested quotes on annual maintenance and controls. The town will fund the purchase and year 1 maintenance.

Marketing

The Director plans to update the patron infographic to include the lockers and study rooms. This will be completed in early 2024.

Director's Report:

The Director reported on the events of the summer; 50 additional children participated in the Summer Reading program versus last summer. Adults completed reading to earn more than 400 raffle tickets. The library made several outings with Ike the Bike. Ike is an e-bike and solar powered. The library completed back-to-school night at RAS. The meeting room policy will need to be reviewed with the new rooms and self-serve process.

David Lefkovits noted that on social media policy, Threads should not directly substitute for Twitter / X given the low volume of the newcomer platform. The library is establishing its brand on Threads. Glen Ridge continues to be cited on the topic of book banning.

Regarding the Friends of the Library, the Director noted that the townwide yard sale will be the last Saturday of this month. There are 50 households and a number of sponsors signed up. Saturday, October 28th will be a second shredding day at the Central School. Planning is underway for Selected Shorts. 584 locker checkouts were made in August. There have been no sell-outs but locker demand continues to increase.

See attached Director's report for further details.

Old Business:

Other Old Business

None.

New Business:

Safe Child Policy Update

The Director would like to add back the caregiver component, which had been included pre-pandemic, to the Safe Child Policy. Children under the age of 8 must be supervised by a caregiver of 14 years or older. The pronouns will be updated to gender neutral.

After review, a motion was made by Harry Rush to approve the Safe Child policy with the discussed updates to the age and gender references. It was seconded by Tina Payne. All voted in favor and the motion passed (attached).

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

Other New Business

The Director raised the topic that two Board members, Harry Rush and Carol Harpster, would not be renewing their terms. To fill the vacancies, last year's Board candidates will be contacted as well as posting the available positions in the press.

Gordon Leavitt of the Friends gave a shout-out to Bill Bartlett for negotiating the shredding truck for free. He further noted that the Director has been curating the museum passes and secured the 9-11 Museum this week.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Harry Rush at 8:50 pm. All voted Aye and the motion passed.

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

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, October 14th, 2023, at 7:30 in the 1st floor library conference room.

Date	Name	Memo/Description	Split	Amount
Accounts Payable				
08/10/2023	Amazon Capital Services	Invoice #16WW-TPV1FM9L Aug 2023	-Split-	732.02
08/23/2023	Bank of America	Acct#x1897 August 20, 2023	-Split-	180.27
08/23/2023	Rotary Club of Bloomfield Glen Ridge	Annual Dues 7/1/23 - 6/30/24 Invoice 2023-01 October 1, 2023 Shared Service Agreement 2 of 2 payments x \$8462.50.	Professional Development:Dues	150.00
08/23/2023	Borough of Glen Ridge		Facilities & Maintenance:Shared Service Agreement	8,462.50
08/24/2023	Carol Harpster	Reimbursement for Custom Glass paperweight Patron: Robert Wisoff	Trustee Expense	51.50
08/24/2023	Livingston Public Library	Replacement Item 31792004413550 Account#789645863-00001	Materials:Lost & Paid	20.00
08/24/2023	Tina Marie Doody	Invoice#4536945050 July 2023 invoice# 3544255707;3545105053	Technology & Communications:Cell Phone	75.53
08/29/2023	Staples Advantage	Account# NYC10192994	-Split-	125.13
08/29/2023	Sydney Young	Children's Summer Reading Program reimbursements	-Split-	627.97
08/29/2023	Aspen Technology Solutions	Invoice # 14269 -	Facilities & Maintenance:Maintenance & Repair	193.75
08/29/2023	Scannx	Invoice#9234 Software fax Agreement, per page price Q1 2023 Invoice 00160549 2500 Patron Library Combo cards - Barcode # 2306300518501-3 thru 2306300521000-1 Customer ID 152801 Invoice 1000335382	Technology & Communications:Software/Hardware	74.00
08/29/2023	Rainbow Printing		Materials:Processing	870.00
08/29/2023	OCLC	Museum Key & Lending Key 8/6/23-8/5/24 Wheel Chair Lift repair Invoice#23892	-Split-	674.87
08/29/2023	Morris County Elevator, Inc.		Facilities & Maintenance:Maintenance & Repair	474.70
08/29/2023	Demco, Inc.	Invoice 7350656 Ref:32290356	Materials:Processing	471.89
08/29/2023	Howling Woods Farm	9/21/23 - 1 hour presentation about Wolves with animals	Programming:Young Adult	525.00
08/29/2023	Armpco	Invoice#IN25205- Contract#CT1868-01	Contractual:Copy Machine	62.50
08/29/2023	Ashbourne Films LLC	Cycle of Memory Film and Q&A 9/18/23 Kyocera Copier lease Contract#450-0047467-000	Programming:Adult	300.00
08/31/2023	Wells Fargo	Invoice#5026510037	Contractual:Copy Machine	175.00
08/31/2023	Ready Refresh	Acct# 0435193131 - Invoice 13H0435193131	Facilities & Maintenance:Office Supplies	65.95
08/31/2023	Borough of Glen Ridge	August 2023 Payroll, Benefits & Telephone	-Split-	45,956.76
08/31/2023	Kanopy LLC	Invoice # 362805 - August 2023	Materials:Kanopy	215.00
08/31/2023	Petty Cash	Petty Cash Reimbursements August 2023 Account#: 755-678-814-00012 Aug 31, 2023 Invoice	-Split-	63.58
08/31/2023	Verizon	Acct#20Y5883	Technology & Communications:Software/Hardware	279.00
08/31/2023	Ingram Library Services	YA Books -Invoice August 2023 77238172;77289781;77360808;77491745;77526466;77622393 August 2023 invoice#03301CO23276782 invoice#03301DA23283264 invoice#03301CP23304937	Materials:Books:Young Adult	477.22
08/31/2023	OverDrive		Materials:eContent	1,250.72
08/31/2023	Baker & Taylor	Account L076505, Account L357616	-Split-	2,992.23
Total for Accounts Payable				\$ 65,547.09
Contractual				
Copy Machine				
08/29/2023	Armpco	Invoice#IN25205- Contract#CT1868-01 Kyocera Copier lease Contract#450-0047467-000	Accounts Payable	62.50
08/31/2023	Wells Fargo	Invoice#5026510037	Accounts Payable	175.00

Total for Copy Machine			\$ 237.50	
Total for Contractual			\$ 237.50	
Facilities & Maintenance				
Maintenance & Repair				
08/29/2023	Aspen Technology Solutions	Change IP address on People counter/reconfigure DHCP on firewall 8/2/23 - Peter Goldsmith	Accounts Payable	193.75
08/29/2023	Morris County Elevator, Inc.	Wheel Chair Lift repair Invoice#23892	Accounts Payable	474.70
Total for Maintenance & Repair			\$ 668.45	
Office Supplies				
08/10/2023	Amazon Capital Services	Credit memo :1MKK-GNFP-CVF7;1HVT-17DL-4PQK	Accounts Payable	-117.59
08/10/2023	Amazon Capital Services	Pin Board/Shelve, Phone Cords & organizers	Accounts Payable	146.08
08/29/2023	Staples Advantage	invoice# 3544255707 - Toilet Tissue Public bathroom	Accounts Payable	65.72
08/29/2023	Staples Advantage	invoice# 3545105053-paper clips, erasers, folders	Accounts Payable	59.41
08/31/2023	Petty Cash	Stamps x 40	Accounts Payable	26.40
08/31/2023	Ready Refresh	Invoice 13H0435193131 4 x bottles Water	Accounts Payable	65.95
Total for Office Supplies			\$ 245.97	
Shared Service Agreement				
08/23/2023	Borough of Glen Ridge	Invoice 2023-01 October 1, 2023 Shared Service Agreement 2 of 2 payments x \$8462.50.	Accounts Payable	8,462.50
Total for Shared Service Agreement			\$ 8,462.50	
Total for Facilities & Maintenance			\$ 9,376.92	
Materials				
Books				
Adult				
08/10/2023	Amazon Capital Services	Promos & Discounts	Accounts Payable	-7.85
08/10/2023	Amazon Capital Services	Credit memo#1J1C-PF4Y-DVLX;1967-34J6-JVVQ	Accounts Payable	-21.25
08/10/2023	Amazon Capital Services	Shipping & Handling	Accounts Payable	17.97
08/10/2023	Amazon Capital Services	Adult Books	Accounts Payable	244.66
08/23/2023	Bank of America	Kindle E- Books x2	Accounts Payable	22.98
08/31/2023	Petty Cash	Postage Return to Baker & Taylor	Accounts Payable	9.34
08/31/2023	Baker & Taylor	Account L0765505 invoice#5018469416;5018481962;5018497306;5018513790	Accounts Payable	1,658.64
Total for Adult			\$ 1,924.49	
Children				
08/31/2023	Baker & Taylor	Account L357616 invoice#5018424256;5018458336;5018458337;5018472700;5018478116;5018478114;5018478115; 5018485152;5018480292;5018480291;5018480290;5018493459;5018493458;5018493457;5018493456;5018510048; 5018516209;5018511703;5018511707;501511706;5018511705;5018511704;	Accounts Payable	1,333.59
Total for Children			\$ 1,333.59	
Young Adult				
08/31/2023	Petty Cash	Postage Return to Ingram Acct#20Y5883	Accounts Payable	3.92
08/31/2023	Ingram Library Services	YA Books -Invoice August 2023 77238172;77289781;77360808;77491745;77526466;77622393	Accounts Payable	477.22
08/31/2023	Petty Cash	Postage Return to Ingram	Accounts Payable	3.92
Total for Young Adult			\$ 485.06	
Total for Books			\$ 3,743.14	
DVD				
08/10/2023	Amazon Capital Services	Invoice #16WW-TPV1FM9L Aug 2023	Accounts Payable	386.13

08/10/2023	Amazon Capital Services	Credit memo #1M1K-WV43-DRNJ;1MKK-GNFP-CVF7	Accounts Payable	-1.86
08/23/2023	Bank of America	Disney Plus & Netflix	Accounts Payable	37.29
Total for DVD				\$ 421.56
eContent				
08/31/2023	OverDrive	August 2023 invoice#03301CO23276782 invoice#03301DA23283264 invoice#03301CP23304937	Accounts Payable	1,250.72
Total for eContent				\$ 1,250.72
Kanopy				
08/31/2023	Kanopy LLC	Invoice # 362805 - August 2023	Accounts Payable	215.00
Total for Kanopy				\$ 215.00
Library of Things				
08/29/2023	OCLC	Customer ID 152801 Invoice 1000335382 Lending Key 8/6/23-8/5/24 Customer ID 152801 Invoice 1000335382	Accounts Payable	562.39
08/29/2023	OCLC	Museum Key 8/6/23-8/5/24	Accounts Payable	112.48
Total for Library of Things				\$ 674.87
Lost & Paid				
08/24/2023	Livingston Public Library	Patron: Robert Wisoff Replacement Item 31792004413550	Accounts Payable	20.00
Total for Lost & Paid				\$ 20.00
Processing				
08/29/2023	Demco, Inc.	Invoice 7350656 Ref:32290356 Invoice 00160549 2500 Patron Library Combo cards - Barcode # 2306300518501-3 thru 2306300521000-1	Accounts Payable	471.89
08/29/2023	Rainbow Printing		Accounts Payable	870.00
Total for Processing				\$ 1,341.89
Total for Materials				
				\$ 7,667.18
Professional Development				
Dues				
08/23/2023	Rotary Club of Bloomfield Glen Ridge	Annual Dues 7/1/23 - 6/30/24	Accounts Payable	150.00
Total for Dues				\$ 150.00
Total for Professional Development				\$ 150.00
Programming				
Adult				
08/10/2023	Amazon Capital Services	Credit memo #1P46-R99Y-FQLH	Accounts Payable	-13.48
08/29/2023	Ashbourne Films LLC	Cycle of Memory Film and Q&A 9/18/23	Accounts Payable	300.00
Total for Adult				\$ 286.52
Juvenile				
08/10/2023	Amazon Capital Services	Sidewalk Chalk, fine motor toys, storytime rug	Accounts Payable	80.21
Total for Juvenile				\$ 80.21
Summer Reading Program				
08/29/2023	Sydney Young	Hot bagels Abroad Gift Card 1x \$20	Accounts Payable	20.00
08/29/2023	Sydney Young	Eastside Mags gift cards 3x \$20	Accounts Payable	60.00
08/29/2023	Sydney Young	Mileage x 14 miles	Accounts Payable	9.17
08/29/2023	Sydney Young	Diesel & Duke Gift Card 1 x \$20	Accounts Payable	20.00
08/29/2023	Sydney Young	Tacoria Gift Card 1 x \$20	Accounts Payable	20.00

08/29/2023	Sydney Young	Smore kits ingredients	Accounts Payable	33.81
08/29/2023	Sydney Young	Watermelon	Accounts Payable	14.99
08/29/2023	Sydney Young	Rita's Gift Cards 3 x \$20	Accounts Payable	60.00
08/29/2023	Sydney Young	Holsteins Gift Cards 3 x \$20	Accounts Payable	60.00
08/29/2023	Sydney Young	CVS Gift Cards - 4x\$20; 3x\$25; 2x\$50; 1x\$75	Accounts Payable	330.00
Total for Summer Reading Program				\$ 627.97
Young Adult				
08/10/2023	Amazon Capital Services	Harry Potter Birthday & Pencil Case programs	Accounts Payable	19.00
08/29/2023	Howling Woods Farm	9/21/23 - 1 hour presentation about Wolves with animals	Accounts Payable	525.00
Total for Young Adult				\$ 544.00
Total for Programming				\$ 1,538.70
Salaries & Wages				
Benefits				
08/31/2023	Borough of Glen Ridge	Healthcare benefits August 2023	Accounts Payable	5,950.89
Total for Benefits				\$ 5,950.89
FICA				
08/31/2023	Borough of Glen Ridge	FICA Payroll 8/1/23;8/15/23	Accounts Payable	2,813.58
Total for FICA				\$ 2,813.58
Full Time Salaries				
08/31/2023	Borough of Glen Ridge	FT Salaries 8/1/23;8/15/23	Accounts Payable	23,080.26
Total for Full Time Salaries				\$ 23,080.26
Part Time Salaries				
08/31/2023	Borough of Glen Ridge	PT Salaries 8/1/23;8/15/23	Accounts Payable	13,698.44
Total for Part Time Salaries				\$ 13,698.44
Total for Salaries & Wages				\$ 45,543.17
Technology & Communications				
Cell Phone				
08/24/2023	Tina Marie Doody	Account#789645863-0001 Invoice#4536945050 July 2023	Accounts Payable	75.53
Total for Cell Phone				\$ 75.53
Marketing & Outreach				
08/31/2023	Petty Cash	August 2023 Director Rotary lunch	Accounts Payable	20.00
Total for Marketing & Outreach				\$ 20.00
Software/Hardware				
08/29/2023	Scanrx	Invoice#9234 Software fax Agreement, per page price Q1 2023	Accounts Payable	74.00
08/31/2023	Verizon	Account#: 755-678-814-00012 August 31, 2023 Invoice	Accounts Payable	279.00
Total for Software/Hardware				\$ 353.00
Telephone				
08/31/2023	Borough of Glen Ridge	Hunter Telephone July 2023	Accounts Payable	413.59
Total for Telephone				\$ 413.59
Website				
08/23/2023	Bank of America	Weebly Subscription expires 8/8/25	Accounts Payable	120.00
Total for Website				\$ 120.00
Total for Technology & Communications				\$ 982.12

Trustee Expense

08/24/2023 Carol Harpster

Reimbursement for Custom Glass paperweight

Accounts Payable

51.50

Total for Trustee Expense

\$ 51.50

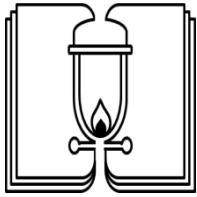


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
06/19/2023	Tina Marie Doody	Reimbursement NJLA - Harrah's Atlantic City	-Split-	176.66
06/22/2023	Bank of America	Acct#x1897	-Split-	738.18
06/23/2023	Linda Rovalino	Reimburse - Adult Summer Reading Program	Programming:Summer Reading Program	50.00
06/23/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4511704291	Technology & Communications:Cell Phone	75.51
06/27/2023	Armpco	Invoice#IN24943- Contract#CT1868-01 Invoice#IN24939	-Split-	236.72
06/27/2023	BookPage	Invoice S79594 Acct G0524 Billing CodeLIBA06 Subscription renewal July 2023-June2024	Subscriptions:Print	402.00
06/28/2023	Tina Marie Doody	Reimbursement PopUp Library 6/27/23 Snacks	Programming:Adult	55.73
06/28/2023	Swank Movie Licensing USA	Copyright Compliance Site License renewal - 7/1/23-6/30/24 Invoice 3396711-License#196611001	Materials:DVD	519.00
06/28/2023	Daniel Kopec Architectural Design	Invoice 1815_09 Project 3 remaining balance \$1,135	Building Expense	1,000.00
06/30/2023	Kanopy LLC	Invoice # 354840 - June 2023	Materials:Kanopy	217.00
06/30/2023	Borough of Glen Ridge	Borough Expenses June 2023	-Split-	70,888.25
06/30/2023	Verizon	Account#: 755-678-814-00012 June 30, 2023 Invoice	Technology & Communications:Software/Hardware	269.00
06/30/2023	OverDrive	invoice#03301CO23179571 Invoice#03301CO23186817 Invoice#03301DA23188413 Invoice#03301CP23206399	Materials:eContent	1,386.23
06/30/2023	Talewise	Invoice 16575-Saving Earth Together performance	Programming:Juvenile	375.00
06/30/2023	Baker & Taylor	Account L0765053, Account L3576163	-Split-	3,246.14
06/30/2023	Staples	Invoice#3540910375, 3541241374, 354124137	-Split-	308.62

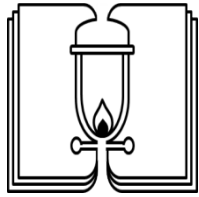


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
06/30/2023	Advantage Glen Ridge Public Library	Account# NYC10192994 Petty Cash Reimbursements June 2023	-Split-	66.16
06/30/2023	Tammy's Tastings	Invoice 220 6/13/23 Farm to Glass Cocktail Class	Programming:Adult	175.00
06/30/2023	Wells Fargo	Invoice#5025316758 Invoice#5025704614	Contractual:Copy Machine	175.00
06/30/2023	New York Times	Account 810971200 1 yr. subscription Invoice#305670402322	Subscriptions:Print	896.95
06/30/2023	Ready Refresh	Acct# 0435193131 - Invoice 13F0435193131	Facilities & Maintenance:Office Supplies	61.95
06/30/2023	Ingram Library Services	Acct#20Y5883 YA Books -Invoice 76209872;76433495;76475553;76490055,76638061 Juvenile Books -Invoice76253451;76268118;76282117	-Split-	625.64
06/30/2023	Amazon Capital Services	Amazon Invoice #1DV1-FRJF-D7XQ June 2023	-Split-	804.03
Total for Accounts Payable				\$82,748.77
Building Expense				
06/28/2023	Daniel Kopec Architectural Design	Invoice 1815_09 -Project 3 remaining balance \$1,135	Accounts Payable	1,000.00
Total for Building Expense				\$1,000.00
Contractual				
Copy Machine				
06/27/2023	Armpco	Invoice#IN24939- Black Toner - Freight	Accounts Payable	20.00
06/27/2023	Armpco	Invoice#IN24943- Contract#CT1868-01	Accounts Payable	216.72
06/30/2023	Wells Fargo	Kyocera Copier lease Contract#4500047467-000 Invoice#5025704614	Accounts Payable	175.00
Total for Copy Machine				\$411.72

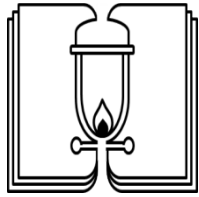


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Contractual				\$411.72
Facilities & Maintenance				
Cleaning				
Supplies				
06/30/2023	Staples Advantage	Invoice#3541241374, Paper towel, Toilet Tissue	Accounts Payable	105.66
Total for Supplies				\$105.66
Total for Cleaning				\$105.66
Maintenance & Repair				
06/30/2023	Amazon Capital Services	Pest Control & carpet cleaner	Accounts Payable	169.47
Total for Maintenance & Repair				\$169.47
Office Supplies				
06/30/2023	Ready Refresh	Invoice 13F0435193131 4 x bottles Water	Accounts Payable	61.95
06/30/2023	Amazon Capital Services	AAA Batteries	Accounts Payable	20.78
06/30/2023	Staples Advantage	Invoice#3540910375 Toner for Directors & Office Manager Printers; Invoice#3541241374 Masking tape	Accounts Payable	74.26
06/30/2023	Glen Ridge Public Library	Reimburse Helen Beckert -Dish Washing Liquid x 2	Accounts Payable	3.20
06/30/2023	Glen Ridge Public Library	Stamps x 80	Accounts Payable	50.40
Total for Office Supplies				\$210.59
Copier Paper				
06/30/2023	Staples Advantage	Invoice#3541241374, 2 x carton copier Paper	Accounts Payable	88.98
Total for Copier Paper				\$88.98
Total for Office Supplies with sub-accounts				\$299.57

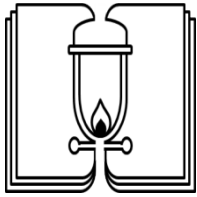


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Facilities & Maintenance				\$574.70
Materials				
Books				
Adult				
06/22/2023	Bank of America	Kindle E- Books x2	Accounts Payable	28.98
06/30/2023	Amazon Capital Services	Amazon/Discount & promo	Accounts Payable	-15.73
06/30/2023	Amazon Capital Services	Shipping & Handling	Accounts Payable	10.98
06/30/2023	Amazon Capital Services		Accounts Payable	220.66
06/30/2023	Baker & Taylor	Account L0765053 invoice#50183889787;5018395705,5018400861,5018401969,5018419456,	Accounts Payable	1,901.45
Total for Adult				\$2,146.34
Children				
06/30/2023	Amazon Capital Services		Accounts Payable	8.66
06/30/2023	Baker & Taylor	Account L3576163 invoice#5018404712,5018404713,5018404714,5018404715,5018404716,5018380300,5018380301,5018380302,5018380303,5018385785, 5018385786, 5018385784, 5018385783, 5018397194, 5018395615, 5018393948, 5018371406	Accounts Payable	1,344.69
06/30/2023	Ingram Library Services	Juvenile Books -Invoice76253451;76268118;76282117	Accounts Payable	171.84
Total for Children				\$1,525.19
Young Adult				
06/30/2023	Ingram Library Services	YA Books -Invoice 76209872;76433495;76475553;76490055;76638061	Accounts Payable	453.80
Total for Young Adult				\$453.80
Total for Books				\$4,125.33
DVD				

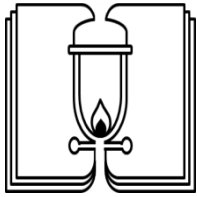


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
06/22/2023	Bank of America	Disney Plus & Netflix	Accounts Payable	37.29
06/28/2023	Swank Movie Licensing USA	Copyright Compliance Site License renewal - 7/1/23-6/30/24 Invoice 3396711-License#196611001	Accounts Payable	519.00
06/30/2023	Amazon Capital Services	Invoice #1DV1-FRJF-D7XQ	Accounts Payable	134.41
Total for DVD				\$690.70
eContent				
06/30/2023	OverDrive	invoice#03301CO23179571;03301CO23186817; 03301DA23188413;03301CP23206399	Accounts Payable	1,386.23
Total for eContent				\$1,386.23
Kanopy				
06/30/2023	Kanopy LLC	Invoice # 354840 - June 2023	Accounts Payable	217.00
Total for Kanopy				\$217.00
Processing				
06/22/2023	Bank of America	500 Labels.com preprinted address labels roll 500 x6	Accounts Payable	75.15
06/30/2023	Amazon Capital Services	Laminating sheets, tape, labels	Accounts Payable	108.47
06/30/2023	Staples Advantage	Invoice #3541241376 3 x binding tape	Accounts Payable	39.72
Total for Processing				\$223.34
Total for Materials				\$6,642.60
Professional Development				
Travel				
06/19/2023	Tina Marie Doody	NJLA - Harrah's Atlantic City Tolls to and from Event	Accounts Payable	14.87
06/19/2023	Tina Marie Doody	NJLA - Harrah's Atlantic City	Accounts Payable	161.79



Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
		Mileage to and from Event		
Total for Travel				\$176.66
Total for Professional Development				\$176.66
Programming				
Adult				
06/28/2023	Tina Marie Doody	PopUp Library 6/27/23 Snacks	Accounts Payable	55.73
06/30/2023	Amazon Capital Services	craft paper, stickers,bookmarks	Accounts Payable	69.89
06/30/2023	Tammy's Tastings	Invoice 220 Online Program 6/13/23 Farm to Glass Cocktail Class	Accounts Payable	175.00
Total for Adult				\$300.62
Juvenile				
06/30/2023	Amazon Capital Services	craft paper, ziplocs	Accounts Payable	34.48
06/30/2023	Talewise	Invoice 16575-Saving Earth Together 7/26/23 performance	Accounts Payable	375.00
Total for Juvenile				\$409.48
Summer Reading Program				
06/22/2023	Bank of America	BJs-Ice Cream summer reading program	Accounts Payable	82.93
06/23/2023	Linda Rovalino	2 x ice cream gift cards Ritas & Apem -Adult summer Reading Program	Accounts Payable	50.00
06/30/2023	Glen Ridge Public Library	Reimburse Gretchen Allin Supplies Summer Reading Program June 2023	Accounts Payable	12.56
Total for Summer Reading Program				\$145.49
Young Adult				
06/30/2023	Amazon Capital Services	Pride Craft supplies	Accounts Payable	41.96
Total for Young Adult				\$41.96
Total for Programming				\$897.55
Salaries & Wages				

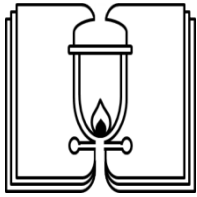


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Benefits				
06/30/2023	Borough of Glen Ridge	Health Insurance Benefits June 2023	Accounts Payable	5,618.04
Total for Benefits				\$5,618.04
FICA				
06/30/2023	Borough of Glen Ridge	6/1/23 & 6/15/23 & 6/30/23 paychecks	Accounts Payable	4,626.12
Total for FICA				\$4,626.12
Full Time Salaries				
06/30/2023	Borough of Glen Ridge	6/1/23 & 6/15/23 & 6/30/23 paychecks	Accounts Payable	34,620.39
Total for Full Time Salaries				\$34,620.39
Part Time Salaries				
06/30/2023	Borough of Glen Ridge	6/1/23 & 6/15/23 & 6/30/23 paychecks	Accounts Payable	25,851.53
Total for Part Time Salaries				\$25,851.53
Total for Salaries & Wages				\$70,716.08
Subscriptions				
Print				
06/27/2023	BookPage	Invoice S79594; Acct G0524; Billing CodeLIBA06 Subscription renewal July 2023-June2024	Accounts Payable	402.00
06/30/2023	New York Times	Account 810971200 1 yr. subscription Invoice#305670402322	Accounts Payable	896.95
Total for Print				\$1,298.95
Total for Subscriptions				\$1,298.95
Technology & Communications				
Cell Phone				
06/23/2023	Tina Marie Doody	Account#789645863-00001	Accounts Payable	75.51

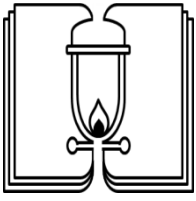


Glen Ridge Public Library

Bills List

June 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
		Invoice#4511704291		
Total for Cell Phone				\$75.51
Marketing & Outreach				
06/22/2023	Bank of America	HootSuite -Social Media	Accounts Payable	294.00
06/22/2023	Bank of America	Ike Bike - Ten One Design-Wifi Porter; Sticker Mule-Stickers	Accounts Payable	99.95
Total for Marketing & Outreach				\$393.95
Software/Hardware				
06/22/2023	Bank of America	DropBox Subscription renewal 6/23-6/24	Accounts Payable	119.88
06/30/2023	Verizon	Account#: 755-678-814-00012 June 30, 2023 Invoice	Accounts Payable	269.00
Total for Software/Hardware				\$388.88
Telephone				
06/30/2023	Borough of Glen Ridge	Hunter May 2023	Accounts Payable	172.17
Total for Telephone				\$172.17
Total for Technology & Communications				\$1,030.51

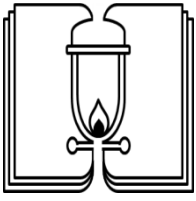


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
07/10/2023	Petty Cash	Petty Cash Reimbursements June 2023	-Split-	66.16
07/18/2023	American Library Association	ALA Membership Renewal 9/30/23 Member 1051245 Tina Marie Doody	-Split-	236.00
07/18/2023	Amazon Capital Services	Invoice #16VK-43CK-3G9M July 2023	-Split-	1,612.00
07/19/2023	Glen Ridge Voice	Account GR2097570 Subscription 8/1/23-7/31/24	Subscriptions:Print	12.00
07/19/2023	Joel Farkas	Revolutionary War Lecture July 24, 2023	Programming:Adult	275.00
07/19/2023	Morris County Elevator, Inc.	Elevator Service Agreement 3rd Qtr 2023 -Invoice#23833	Contractual:Elevator	684.00
07/20/2023	Bank of America	Acct#x1897	-Split-	1,161.45
07/20/2023	Sydney Young	Children's Department petty cash reimbursement	-Split-	152.82
07/21/2023	Armpco	Invoice#IN25071- Contract#CT1868-01	Contractual:Copy Machine	211.77
07/24/2023	Worrall Community Newspapers	GR Paper - Single Issue 1/26/23	Subscriptions:Print	5.50
07/27/2023	Cavendish Square	Account#1000141027 Invoice CAL3436261	Materials:Books:Children	204.44
07/30/2023	Verizon	Account#: 755-678-814-00012 July 31, 2023 Invoice	Technology & Communications:Software/Hardware	279.00
07/31/2023	Ready Refresh	Acct# 0435193131 - Invoice 13G0435193131	Facilities & Maintenance:Office Supplies	65.95
07/31/2023	Petty Cash	Petty Cash Reimbursements June 2023	-Split-	72.54
07/31/2023	OverDrive	invoice#03301CO23211937 invoice#03301CO23274573	Materials:eContent	1,191.39
07/31/2023	Ingram Library Services	Acct#20Y5883 YA Books -Invoice - July 2023 76709584;76715793;76795101;76913266; 77032757	Materials:Books:Young Adult	614.66
07/31/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5026107556	Contractual:Copy Machine	175.00
07/31/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4524308966	Technology & Communications:Cell Phone	75.53
07/31/2023	Baker & Taylor	Account L0765053, Account L3576163	-Split-	3,720.37
07/31/2023	Tina Marie Doody	Reimbursement YA Programming - Harry Potter Birthday	-Split-	82.72

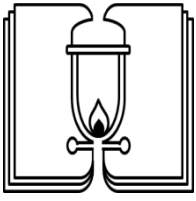


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
07/31/2023	Scannx		Technology & Communications:Software/Hardware	67.20
07/31/2023	Borough of Glen Ridge	July 2023 Payroll, Benefits & Telephone	-Split-	26,894.89
07/31/2023	Staples Advantage	Invoice#3542044868;3542044869;3542111437;3542799543; Account# NYC10192994	-Split-	193.43
07/31/2023	Kanopy LLC	Invoice # 358258 - July 2023	Materials:Kanopy	261.00
07/31/2023	Edmond Knesevitch	4 week Chess Workshop 9/12/23-10/3/23	Programming:Juvenile	500.00
07/31/2023	Ayam Arts & Collections LLC	Henna for Kids Workshop August 9, 2023 - 4-6pm	Programming:Young Adult	200.00
07/31/2023	Michele LaRue	Performance Gettysburg:One Woman's War Aug 15, 2023	Programming:Adult	391.80
07/31/2023	AME INC.	Contract Controls invoice 62319 & 62948 Contract Maintenance invoice 62320 & 62949	-Split-	8,049.10
Total for Accounts Payable				\$47,455.72
Contractual				
Copy Machine				
07/21/2023	Armpco	Invoice#IN25071- Contract#CT1868-01	Accounts Payable	211.77
07/31/2023	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5026107556	Accounts Payable	175.00
Total for Copy Machine				\$386.77
Elevator				
07/19/2023	Morris County Elevator, Inc.	Elevator Service Agreement 3rd Qtr 2023 -Invoice#23833	Accounts Payable	684.00
Total for Elevator				\$684.00
HVAC Maintenance				
07/31/2023	AME INC.	Invoice 62949 - Contract Maintenance - Payment 3 of 4	Accounts Payable	2,284.50
07/31/2023	AME INC.	Invoice 62948 - Contract Controls - Payment 3 of 4	Accounts Payable	1,740.05
07/31/2023	AME INC.	Invoice 62320 - Contract Maintenance - Payment 2 of 4	Accounts Payable	2,284.50
07/31/2023	AME INC.	Invoice 62319 - Contract Controls - Payment 2 of 4	Accounts Payable	1,740.05
Total for HVAC Maintenance				\$8,049.10
Total for Contractual				\$9,119.87
Facilities & Maintenance				
Cleaning				
Supplies				
07/18/2023	Amazon Capital Services	Carpet Cleaner	Accounts Payable	71.66

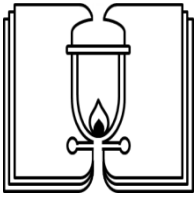


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
07/20/2023	Bank of America	Home Depot - Telescopic Duster	Accounts Payable	57.51
07/20/2023	Sydney Young	Cleaning Supplies	Accounts Payable	9.38
07/31/2023	Staples Advantage	Invoice#3542111437; Clorox Wipes & Toilet tissue	Accounts Payable	74.18
Total for Supplies				\$212.73
Total for Cleaning				\$212.73
Maintenance & Repair				
07/20/2023	Bank of America	1000 Bulbs - light bulbs for sconces	Accounts Payable	194.29
07/20/2023	Bank of America	1000 Bulbs - light bulbs for sconces	Accounts Payable	97.14
Total for Maintenance & Repair				\$291.43
Office Supplies				
07/10/2023	Petty Cash	Stamps x 80	Accounts Payable	50.40
07/10/2023	Petty Cash	Reimburse Helen Beckert -Dish Washing Liquid x 2	Accounts Payable	3.20
07/18/2023	Amazon Capital Services	HP Printer x 2 Director & Childrens Dept & Ink x 2	Accounts Payable	666.95
07/31/2023	Staples Advantage	Invoice#3542044869; Bank Deposit Stamp Trustee Account	Accounts Payable	25.29
07/31/2023	Petty Cash	Reimburse Joan Lesovicz - Aluminum Foil	Accounts Payable	3.99
07/31/2023	Ready Refresh	Invoice 13G0435193131 4 x bottles Water	Accounts Payable	65.95
07/31/2023	Staples Advantage	Invoice#3542799543;pens, pencils, glue sticks, and cardstock	Accounts Payable	24.18
07/31/2023	Staples Advantage	Invoice#3542044868; Bank Deposit Stamp-Operating Account	Accounts Payable	25.29
Total for Office Supplies				\$865.25
Copier Paper				
07/31/2023	Staples Advantage	Invoice#3542799543 1 x Box Copy Paper	Accounts Payable	44.49
Total for Copier Paper				\$44.49
Total for Office Supplies with sub-accounts				\$909.74
Total for Facilities & Maintenance				\$1,413.90
Materials				
Books				
Adult				
07/18/2023	Amazon Capital Services	Promos & Discounts	Accounts Payable	-5.98

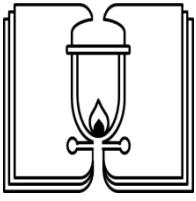


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
07/18/2023	Amazon Capital Services	Shipping & Handling	Accounts Payable	12.97
07/18/2023	Amazon Capital Services	Adult Books	Accounts Payable	545.62
07/20/2023	Bank of America	Kindle E- Books x2	Accounts Payable	26.98
07/31/2023	Baker & Taylor	Account L0765053 invoice#5018431249;5018445015,5018450074,5018461727	Accounts Payable	1,943.17
Total for Adult				\$2,522.76
Children				
07/18/2023	Amazon Capital Services	Children's Books	Accounts Payable	26.68
07/27/2023	Cavendish Square	Account#1000141027 Invoice CAL3436261	Accounts Payable	204.44
07/31/2023	Baker & Taylor	Account L3576163 invoice#5018426637,5018426636, 5018426635,5018432154; 5018430980;5018424254; 5018424255;5018424253; 5018419783,5018419784; 5018419782,5018448468; 50188443242;5018443243, 5018443245;5018443244; 5018453821;5018455273;	Accounts Payable	1,777.20
Total for Children				\$2,008.32
Young Adult				
07/31/2023	Ingram Library Services	Acct#20Y5883 YA Books -Invoice July 202376709584;76715793;76795101;76913266; 77032757	Accounts Payable	614.66
Total for Young Adult				\$614.66
Total for Books				\$5,145.74
DVD				
07/18/2023	Amazon Capital Services	Invoice #16VK-43CK-3G9M	Accounts Payable	71.77
07/20/2023	Bank of America	HBO subscription	Accounts Payable	149.99
07/20/2023	Bank of America	Disney Plus & Netflix	Accounts Payable	37.29
Total for DVD				\$259.05
eContent				

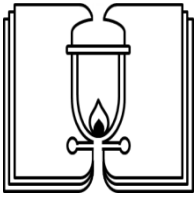


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
07/31/2023	OverDrive	invoice#03301CO23211937 invoice#03301CO23274573	Accounts Payable	1,191.39
Total for eContent				\$1,191.39
Kanopy				
07/31/2023	Kanopy LLC	Invoice # 358258 - July 2023	Accounts Payable	261.00
Total for Kanopy				\$261.00
Lost & Paid				
07/31/2023	Petty Cash	ILL Return Marlborough, MA & Cape May, NJ	Accounts Payable	10.09
Total for Lost & Paid				\$10.09
Total for Materials				\$6,867.27
Professional Development				
Dues				
07/18/2023	American Library Association	Public Library Association 9/30/23 Member 1051245 Tina Marie Doody	Accounts Payable	81.00
07/18/2023	American Library Association	Regular membership Basic Dues 9/30/23 Member 1051245 Tina Marie Doody	Accounts Payable	155.00
Total for Dues				\$236.00
Travel				
07/20/2023	Sydney Young	US Book Expo - PATH	Accounts Payable	6.50
07/20/2023	Sydney Young	US Book Expo - NJ transit	Accounts Payable	4.90
Total for Travel				\$11.40
Total for Professional Development				\$247.40
Programming				
Adult				
07/10/2023	Petty Cash	Reimburse Gretchen Allin Program Supplies June 2023	Accounts Payable	12.56
07/18/2023	Amazon Capital Services	Pop Corn Machine	Accounts Payable	43.53
07/19/2023	Joel Farkas	Revolutionary War Lecture July 24, 2023	Accounts Payable	275.00
07/20/2023	Bank of America	Glue bottles x 34	Accounts Payable	8.30
07/31/2023	Michele LaRue	Performance Gettysburg:One Woman's War Aug 15, 2023	Accounts Payable	391.80
07/31/2023	Petty Cash	Reimburse Gretchen Allin Supplies Adult Program July 2023	Accounts Payable	20.86
Total for Adult				\$752.05
Juvenile				
07/18/2023	Amazon	painters tape for obstacle course	Accounts Payable	9.06

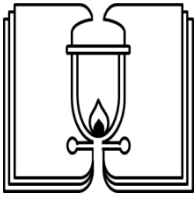


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Capital Services			
07/20/2023	Sydney Young	Food Town Lunch Bags	Accounts Payable	4.29
07/31/2023	Edmond Knesevitch	4 week Chess Workshop 9/12/23-10/3/23 4 hours @\$125 hour	Accounts Payable	500.00
Total for Juvenile				\$513.35
Summer Reading Program				
07/18/2023	Amazon Capital Services	Yard Signs, stickers, snacks	Accounts Payable	79.71
07/20/2023	Sydney Young	Watchung Gift Cards x 3	Accounts Payable	60.00
07/20/2023	Sydney Young	Learning Resource Center - laminate storywalk	Accounts Payable	7.75
07/20/2023	Sydney Young	Applegate Gift Cards x 3	Accounts Payable	60.00
Total for Summer Reading Program				\$207.46
Young Adult				
07/18/2023	Amazon Capital Services	4th of July, movie night supplies	Accounts Payable	75.08
07/31/2023	Petty Cash	Reimburse Tina Doody Supplies Young Adult Program July 2023	Accounts Payable	3.98
07/31/2023	Tina Marie Doody	Harry Potter Birthday - Supplies	Accounts Payable	30.46
07/31/2023	Tina Marie Doody	Harry Potter Birthday - Supplies	Accounts Payable	52.26
07/31/2023	Ayam Arts & Collections LLC	Henna for Kids Workshop August 9, 2023 - 4-6pm	Accounts Payable	200.00
07/31/2023	Petty Cash	Reimburse Anna Davidson Supplies Young Adult Program July 2023	Accounts Payable	13.62
Total for Young Adult				\$375.40
Total for Programming				\$1,848.26
Salaries & Wages				
Benefits				
07/31/2023	Borough of Glen Ridge	Healthcare benefits July 2023	Accounts Payable	5,951.19
Total for Benefits				\$5,951.19
FICA				
07/31/2023	Borough of Glen Ridge	FICA Payroll period 7/14/23	Accounts Payable	1,473.65

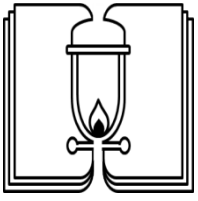


Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for FICA				\$1,473.65
Full Time Salaries				
07/31/2023	Borough of Glen Ridge	FT Salaries 7/14/23	Accounts Payable	11,540.13
Total for Full Time Salaries				\$11,540.13
Part Time Salaries				
07/31/2023	Borough of Glen Ridge	PT Salaries 7/14/23	Accounts Payable	7,723.20
Total for Part Time Salaries				\$7,723.20
Total for Salaries & Wages				\$26,688.17
Subscriptions				
Print				
07/19/2023	Glen Ridge Voice	Account GR2097570 Subscription 8/1/23-7/31/24	Accounts Payable	12.00
07/24/2023	Worrall Community Newspapers	GR Paper - Single Issue 1/26/23	Accounts Payable	5.50
Total for Print				\$17.50
Total for Subscriptions				\$17.50
Technology & Communications				
Cell Phone				
07/31/2023	Tina Marie Doody	Cell Phone July 2023	Accounts Payable	75.53
Total for Cell Phone				\$75.53
Marketing & Outreach				
07/18/2023	Amazon Capital Services	Ike Bike bell	Accounts Payable	14.95
07/31/2023	Petty Cash	July 2023 Director Rotary lunch	Accounts Payable	20.00
Total for Marketing & Outreach				\$34.95
Software/Hardware				
07/20/2023	Bank of America	When I work Subscription renewal	Accounts Payable	570.00
07/30/2023	Verizon	Account#: 755-678-814-00012 July 31, 2023 Invoice	Accounts Payable	279.00
07/31/2023	Scannx	Invoice#9561 Software fax Agreement, per page price Q2 2023	Accounts Payable	67.20
Total for Software/Hardware				\$916.20
Telephone				
07/31/2023	Borough of Glen Ridge	Hunter Telephone June 2023	Accounts Payable	206.72



Glen Ridge Public Library

Bills List

July 2023

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Telephone				\$206.72
Website				
07/20/2023	Bank of America	Weebly Subscription renewal year 6/23-6/24	Accounts Payable	19.95
Total for Website				\$19.95
Total for Technology & Communications				\$1,253.35

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

	Jul - Sep, 2023				Oct - Dec, 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue												
Accumulated Absence Revenue							0.00		5,045.07	0.00	5,045.07	
Appropriation							0.00		0.00	0.00	0.00	
BCCLS						0.00	0.00		37,471.76	37,471.76	0.00	100.00%
Benefits	11,902.08	22,575.00	-10,672.92	52.72%	22,575.00	-22,575.00	0.00%		47,607.42	90,300.00	-42,692.58	52.72%
FICA	4,287.23	9,290.50	-5,003.27	46.15%	9,290.50	-9,290.50	0.00%		23,691.95	37,162.00	-13,470.05	63.75%
Monthly Disbursement	23,060.66	34,591.00	-11,530.34	66.67%	34,591.00	-34,591.00	0.00%		92,242.64	138,364.00	-46,121.36	66.67%
Salaries	56,042.03	121,444.50	-65,402.47	46.15%	121,444.50	-121,444.50	0.00%		309,697.64	485,778.00	-176,080.36	63.75%
Telephone	620.31	600.00	20.31	103.39%	600.00	-600.00	0.00%		3,176.29	2,400.00	776.29	132.35%
Total Appropriation	\$ 95,912.31	\$ 188,501.00	-\$ 92,588.69	50.88%	\$ 0.00	\$ 188,501.00	-\$ 188,501.00	0.00%	\$ 513,887.70	\$ 791,475.76	-\$ 277,588.06	64.93%
Budget Balance							0.00		45,811.44	0.00	45,811.44	
Daily Income	954.09	1,000.00	-45.91	95.41%	1,000.00	-1,000.00	0.00%		3,521.00	4,000.00	-479.00	88.03%
Copier/Printer	502.05		502.05				0.00		1,814.59	0.00	1,814.59	
Library of Things	40.00		40.00				0.00		164.15	0.00	164.15	
Lost and Paid	382.04		382.04				0.00		1,346.26	0.00	1,346.26	
Mailing & Shipping	0.00		0.00				0.00		3.00	0.00	3.00	
Materials	0.00		0.00				0.00		10.00	0.00	10.00	
Media	2.00		2.00				0.00		12.00	0.00	12.00	
Notary	28.00		28.00				0.00		171.00	0.00	171.00	
Total Daily Income	\$ 954.09	\$ 1,000.00	-\$ 45.91	95.41%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 3,521.00	\$ 4,000.00	-\$ 479.00	88.03%
Friends of the Library	2,500.00	4,000.00	-1,500.00	62.50%	2,500.00	-2,500.00	0.00%		12,000.00	16,000.00	-4,000.00	75.00%
Gift/Donation	142.20	200.00	-57.80	71.10%	200.00	-200.00	0.00%		480.28	800.00	-319.72	60.04%
Interest	34.02		34.02				0.00		133.87	0.00	133.87	
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	4,000.00	-4,000.00	0.00%		12,000.00	16,000.00	-4,000.00	75.00%
Sales							0.00		200.00	0.00	200.00	
State Aid						3,500.00	-3,500.00	0.00%	49.00	3,500.00	-3,451.00	1.40%
Total Revenue	\$ 103,542.62	\$ 197,701.00	-\$ 94,158.38	52.37%	\$ 0.00	\$ 199,701.00	-\$ 199,701.00	0.00%	\$ 593,128.36	\$ 831,775.76	-\$ 238,647.40	71.31%
Gross Profit	\$ 103,542.62	\$ 197,701.00	-\$ 94,158.38	52.37%	\$ 0.00	\$ 199,701.00	-\$ 199,701.00	0.00%	\$ 593,128.36	\$ 831,775.76	-\$ 238,647.40	71.31%
Expenditures												
Building Expense							0.00		1,000.00	0.00	1,000.00	

Contractual																				
BCCLS																				
Copy Machine	624.27	962.50	-338.23	64.86%	962.50	-962.50	0.00%	0.00	3,101.71	3,850.00	-748.29	80.56%	29,559.13	29,558.76	0.37	100.00%				
Delivery					0.00	0.00			7,912.63	7,913.00	-0.37	100.00%								
Elevator	684.00	877.00	-193.00	77.99%	877.00	-877.00	0.00%	0.00	2,824.00	3,508.00	-684.00	80.50%								
HVAC Maintenance	8,049.10	4,024.75	4,024.35	199.99%	4,024.75	-4,024.75	0.00%	0.00	12,073.65	16,099.00	-4,025.35	75.00%								
Inspections					0.00	0.00			760.00	775.00	-15.00	98.06%								
Security & Fire					822.00	-822.00	0.00%	0.00	1,464.00	1,644.00	-180.00	89.05%								
Total Contractual	\$ 9,357.37	\$ 5,864.25	\$ 3,493.12	159.57%	\$ 0.00	\$ 6,686.25	-\$ 6,686.25	0.00%	\$ 57,695.12	\$ 63,347.76	-\$ 5,652.64	91.08%								
Facilities & Maintenance																				
Cleaning																				
Supplies	212.73	361.25	-148.52	58.89%	361.25	-361.25	0.00%	0.00	956.09	1,445.00	-488.91	66.17%								
Total Cleaning	\$ 212.73	\$ 361.25	-\$ 148.52	58.89%	\$ 0.00	\$ 361.25	-\$ 361.25	0.00%	\$ 956.09	\$ 1,445.00	-\$ 488.91	66.17%								
Maintenance & Repair	959.88	1,500.00	-540.12	63.99%	1,500.00	-1,500.00	0.00%	0.00	3,483.93	6,000.00	-2,516.07	58.07%								
Office Supplies	1,020.65	1,250.00	-229.35	81.65%	1,250.00	-1,250.00	0.00%	0.00	1,741.18	5,000.00	-3,258.82	34.82%								
Copier Paper	44.49	125.01	-80.52	35.59%	124.97	-124.97	0.00%	0.00	260.95	500.00	-239.05	52.19%								
Total Office Supplies	\$ 1,065.14	\$ 1,375.01	-\$ 309.87	77.46%	\$ 0.00	\$ 1,374.97	-\$ 1,374.97	0.00%	\$ 2,002.13	\$ 5,500.00	-\$ 3,497.87	36.40%								
Shared Service Agreement	8,462.50	0.00	8,462.50		8,462.50	-8,462.50	0.00%	0.00	16,925.00	16,925.00	0.00	100.00%								
Total Facilities & Maintenance	\$ 10,700.25	\$ 3,236.26	\$ 7,463.99	330.64%	\$ 0.00	\$ 11,698.72	-\$ 11,698.72	0.00%	\$ 23,367.15	\$ 29,870.00	-\$ 6,502.85	78.23%								
Materials																				
Books																				
Adult	4,187.25	6,999.99	-2,812.74	59.82%	7,000.03	-7,000.03	0.00%	0.00	15,784.43	28,000.00	-12,215.57	56.37%								
Children	3,341.91	3,750.00	-408.09	89.12%	3,750.00	-3,750.00	0.00%	0.00	9,067.82	15,000.00	-5,932.18	60.45%								
Young Adult	1,099.72	1,800.00	-700.28	61.10%	1,800.00	-1,800.00	0.00%	0.00	4,703.88	7,200.00	-2,496.12	65.33%								
Total Books	\$ 8,628.88	\$ 12,549.99	-\$ 3,921.11	68.76%	\$ 0.00	\$ 12,550.03	-\$ 12,550.03	0.00%	\$ 29,556.13	\$ 50,200.00	-\$ 20,643.87	58.88%								
CD	0.00	250.00	-250.00	0.00%	250.00	-250.00	0.00%	0.00	76.88	1,000.00	-923.12	7.69%								
DVD	680.61	750.00	-69.39	90.75%	750.00	-750.00	0.00%	0.00	2,598.43	3,000.00	-401.57	86.61%								
eContent	2,442.11	3,250.00	-807.89	75.14%	3,250.00	-3,250.00	0.00%	0.00	9,377.93	13,000.00	-3,622.07	72.14%								
Kanopy	522.00	600.00	-78.00	87.00%	600.00	-600.00	0.00%	0.00	1,661.00	2,400.00	-739.00	69.21%								
Library of Things	674.87	1,500.00	-825.13	44.99%	0.00	0.00			979.41	3,700.00	-2,720.59	26.47%								
Lost & Paid	-376.91		-376.91			0.00			-485.72	0.00	-485.72									
Processing	1,341.89	250.00	1,091.89	536.76%	1,000.00	-1,000.00	0.00%	0.00	3,452.47	2,500.00	952.47	138.10%								
Total Materials	\$ 13,913.45	\$ 19,149.99	-\$ 5,236.54	72.66%	\$ 0.00	\$ 18,400.03	-\$ 18,400.03	0.00%	\$ 47,216.53	\$ 75,800.00	-\$ 28,583.47	62.29%								
Preservation Project																				
Local History Room		250.00	-250.00	0.00%	250.00	-250.00	0.00%	0.00	1,629.60	2,533.00	-903.40	64.33%								
Total Preservation Project	\$ 0.00	\$ 250.00	-\$ 250.00	0.00%	\$ 0.00	\$ 250.00	-\$ 250.00	0.00%	\$ 1,629.60	\$ 2,533.00	-\$ 903.40	64.33%								

Professional Development								0.00					
Dues	386.00	212.50	173.50	181.65%	212.50	-212.50	0.00%	886.00	850.00	36.00	104.24%		
Meeting & Conference		125.01	-125.01	0.00%	124.97	-124.97	0.00%	349.35	500.00	-150.65	69.87%		
Staff Development		250.00	-250.00	0.00%	250.00	-250.00	0.00%	332.01	1,000.00	-667.99	33.20%		
Travel	11.40	125.01	-113.61	9.12%	124.97	-124.97	0.00%	270.88	500.00	-229.12	54.18%		
Total Professional Development	\$ 397.40	\$ 712.52	-\$ 315.12	55.77%	\$ 0.00	\$ 712.44	-\$ 712.44	0.00%	\$ 1,838.24	\$ 2,850.00	-\$ 1,011.76	64.50%	
Professional Services													
Auditor					0.00	0.00		6,000.00	6,000.00	0.00	100.00%		
Background Checks	0.00	31.25	-31.25	0.00%	31.25	-31.25	0.00%	155.91	125.00	30.91	124.73%		
Bank Fees	0.00	9.99	-9.99	0.00%	10.03	-10.03	0.00%	0.00	40.00	-40.00	0.00%		
Credit Card Fees	9.02	12.50	-3.48	72.16%	12.50	-12.50	0.00%	32.89	50.00	-17.11	65.78%		
Legal Fees	0.00	500.01	-500.01	0.00%	499.97	-499.97	0.00%	175.50	2,000.00	-1,824.50	8.78%		
Total Professional Services	\$ 9.02	\$ 553.75	-\$ 544.73	1.63%	\$ 0.00	\$ 553.75	-\$ 553.75	0.00%	\$ 6,364.30	\$ 8,215.00	-\$ 1,850.70	77.47%	
Programming													
Adult	1,027.99	875.01	152.98	117.48%	874.97	-874.97	0.00%	1,921.72	3,500.00	-1,578.28	54.91%		
Juvenile	593.56	875.01	-281.45	67.83%	874.97	-874.97	0.00%	2,292.59	3,500.00	-1,207.41	65.50%		
Summer Reading Program	835.43	1,625.00	-789.57	51.41%	0.00	0.00		2,050.25	3,250.00	-1,199.75	63.08%		
Young Adult	919.40	875.01	44.39	105.07%	874.97	-874.97	0.00%	1,330.22	3,500.00	-2,169.78	38.01%		
Total Programming	\$ 3,376.38	\$ 4,250.03	-\$ 873.65	79.44%	\$ 0.00	\$ 2,624.91	-\$ 2,624.91	0.00%	\$ 7,594.78	\$ 13,750.00	-\$ 6,155.22	55.23%	
Salaries & Wages													
Benefits	11,902.08	22,575.00	-10,672.92	52.72%	22,575.00	-22,575.00	0.00%	47,607.42	90,300.00	-42,692.58	52.72%		
FICA	4,287.23	9,290.50	-5,003.27	46.15%	9,290.50	-9,290.50	0.00%	23,691.95	37,162.00	-13,470.05	63.75%		
Full Time Salaries	34,620.39	69,240.75	-34,620.36	50.00%	69,240.75	-69,240.75	0.00%	184,642.08	276,963.00	-92,320.92	66.67%		
Part Time Salaries	21,421.64	52,203.75	-30,782.11	41.03%	52,203.75	-52,203.75	0.00%	125,055.56	208,815.00	-83,759.44	59.89%		
Total Salaries & Wages	\$ 72,231.34	\$ 153,310.00	-\$ 81,078.66	47.11%	\$ 0.00	\$ 153,310.00	-\$ 153,310.00	0.00%	\$ 380,997.01	\$ 613,240.00	-\$ 232,242.99	62.13%	
Subscriptions													
Electronic	0.00	1,453.75	-1,453.75	0.00%	1,453.75	-1,453.75	0.00%	4,193.66	5,815.00	-1,621.34	72.12%		
Print	17.50	937.50	-920.00	1.87%	937.50	-937.50	0.00%	3,434.67	3,750.00	-315.33	91.59%		
Total Subscriptions	\$ 17.50	\$ 2,391.25	-\$ 2,373.75	0.73%	\$ 0.00	\$ 2,391.25	-\$ 2,391.25	0.00%	\$ 7,628.33	\$ 9,565.00	-\$ 1,936.67	79.75%	
Technology & Communications													
Cell Phone	151.06	231.25	-80.19	65.32%	231.25	-231.25	0.00%	604.42	925.00	-320.58	65.34%		
Marketing & Outreach	54.95	624.99	-570.04	8.79%	625.03	-625.03	0.00%	1,651.92	2,500.00	-848.08	66.08%		
Software/Hardware	1,269.20	1,440.00	-170.80	88.14%	1,440.00	-1,440.00	0.00%	4,738.72	6,000.00	-1,261.28	78.98%		
Telephone	620.31	600.00	20.31	103.39%	600.00	-600.00	0.00%	3,176.29	2,400.00	776.29	132.35%		
Website	139.95	195.00	-55.05	71.77%	195.00	-195.00	0.00%	283.95	780.00	-496.05	36.40%		
Total Technology & Communications	\$ 2,235.47	\$ 3,091.24	-\$ 855.77	72.32%	\$ 0.00	\$ 3,091.28	-\$ 3,091.28	0.00%	\$ 10,455.30	\$ 12,605.00	-\$ 2,149.70	82.95%	

Trustee Expense	51.50		51.50				0.00			722.68	0.00	722.68	
Total Expenditures	\$ 112,289.68	\$ 192,809.29	-\$ 80,519.61	58.24%	\$ 0.00	\$ 199,718.63	-\$ 199,718.63	0.00%	\$ 546,509.04	\$ 831,775.76	-\$ 285,266.72	65.70%	
Net Operating Revenue	-\$ 8,747.06	\$ 4,891.71	-\$ 13,638.77	-178.81%	\$ 0.00	-\$ 17.63	\$ 17.63	0.00%	\$ 46,619.32	\$ 0.00	\$ 46,619.32	80091381%	
Net Revenue	-\$ 8,747.06	\$ 4,891.71	-\$ 13,638.77	-178.81%	\$ 0.00	-\$ 17.63	\$ 17.63	0.00%	\$ 46,619.32	\$ 0.00	\$ 46,619.32	80091381%	

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Meetings & Community Events

Library staff members volunteered at the "Glen Ridge Book Club" event at the Glen Ridge Country Club on June 15th for "An Evening with Liv Constantine". This is a continuing partnership between the Library and the Book Club where Library staff volunteer to work the registration desk in exchange for tickets to the event and a copy of the book (in most cases).

IKE the Book Bike made multiple outings this Summer including two "Pop Up Library" events at the Glen Ridge Train Station. Unfortunately the third event was canceled due to weather. IKE also attended the National Night Out event on August 3rd at the Community Pool and will be attending the GRDIA Picnic on September 17th (rain date).

I participated in an online NARCAN training on June 19th as part of a local Eagle Scout project. We then received a kit from Robert Wood containing two doses of Narcan as well as additional supplies. The kit is located on top of the AED box at the Adult Desk. Staff have been notified and training opportunities have been provided to anyone who might be interested.

I attended the July and August Rotary Club meetings at the Brookdale. I also completed the "Risk Management for Managers and Supervisors" training that was mandated by the Borough as part of the requirements for their insurance program.

Library Organizations (BCCLS, NJLA, NJSL)

I attended the LibraryLinkNJ Spring Membership Meeting (Virtually) on June 13, 2023. On June 15, 2023 I attended System Council (BCCLS) at the North Bergen Recreation Center and Library. This is a new mixed-use facility that is a very interesting combination of spaces.

I attended two eBCCLS meetings this Summer and presented two training sessions on the Cost Per Circ (CPC) lending model. Two more sessions are scheduled for the Fall. We are also starting an Advantage Plus User Group to allow all of the BCCLS Libraries who have Advantage accounts a chance to gather and share information in a more informal setting.

Diversity & Inclusion

The EDI Task Force is reviewing the updated timeline for the Action Items outlined at the last meeting. We will be moving forward with the staff assessment at the All Staff meeting in October.

Friends

The Town Wide Yard Sale will be held on Saturday, September 30, 2023 and planning is going well. A second shredding day is scheduled for Saturday, October 28, 2023 and will be held in the Central School parking lot due to scheduling conflicts at the High School.

Programming

Children's & YA Programming

The Summer Reading Kickoff event was held on Monday, June 5, 2023 from 5-7PM. We had approximately 250 attendees who participated in lawn games, a "chalk the walk" activity, and enjoyed ice cream bars. It was a beautiful day and a great way to kick off Summer Reading.

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The program itself was successful again this year with 247 youth participants reading 4,417 books! This is up by 52 participants and 221 books read over last year. Some highlights included a visit from Field Station Dinosaur, an author visit from Alliah Agostini, and a visit from Science Heroes. The completion prize this year were Ugly Dolls that were donated to us from a Bergen County resident. The participants really appreciated the dolls and other prizes.

Adult Programming

The Essex County Clerk's Office returned on August 10, 2023 from 9AM-3PM to provide passport services and Notary oaths. We are now on their list of regular visits and are scheduled for September 28th and October 26th. I am still trying to get a Saturday slot, but at this time they are only scheduling us for daytime hours.

The Cookbook club is continuing to meet. Going forward, Helen is continuing her "Synchronicity Journaling" program. We also have a virtual Cocktail Class scheduled for June 13th at 6:30PM featuring patriotic cocktails that were "Born in the USA," and we are working on scheduling a book talk and interactive craft events. The Pop-Up Library will be returning in a new way with IKE the book bike making three appearances at the Glen Ridge Train Station in June, July, and August. We will be doing two mornings (a Tuesday and a Thursday) and one evening (Thursday).

For Summer Reading at the Adult Desk we received over 100 raffle entries and gave away three gift baskets. We hosted two guest speakers this Summer, Donald Yates and Joel Farkas, and are looking forward to some fun Fall events including a movie screening and our first pet art program!

B&G

The Grant project is moving forward with GJG Construction being awarded the contract for the LCBA project. We are working on contract language now and hope to have signed contracts and a pre-construction meeting in the next few weeks.

We are working on getting quotations for a variety of projects secondary to the grant, including replacing the flooring in the Meeting Room, updating the technology in the meeting room, and the new furniture and shelving for the YA area.

In terms of building maintenance, the lift to the third floor was making some interesting noises and required maintenance but the issue was easily resolved. We also had an electrician out to look at some of the ceiling lights on the second floor and children's as they required some rewiring. We are also looking at repairing one of the steps in the back entryway where the rubber is disintegrating.

Finance

Regular operations continued over the Summer with bills being paid on a regular basis. We received a new quote for the 24-25 audit years from our current auditor. They are asking for a significant increase so Linda and I believe that it may be worthwhile to get some quotes from other companies. After asking other BCCLS Directors it appears that we are definitely on the higher end of what other libraries are paying for their auditing services.

Marketing

The Facebook account is finally back up and running properly. Also, due to the volatility of X (formerly twitter) the Library has signed up for Threads using our regular username. While it is not currently

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supported by HootSuite, the social media staffer and I both agreed it was a good idea to secure our username for future use.

I did interviews with American Libraries, the professional magazine of the ALA, and NJ Spotlight News, both regarding book banning issues. The American Libraries article is included in your meeting packet under "Trends & Topics". New Jersey Monthly also mentioned Glen Ridge in their September 2023 piece about book bans, but they did not reach out to me for comment.

Personnel

We have filled our two open Substitute Library Assistant positions and the new staff members will be starting in September 2023. The openings are due to one sub moving up to a permanent part time position, and the other due to a sub leaving due to scheduling conflicts. The previous Young Adult specialist has been officially separated as of September 8, 2023. While they ended their regular PT employment in April, they agreed to stay on for a limited number of hours per week to assist with collection development and training of their replacement. Those hours have come to an end and the new Young Adult specialist is ready to move forward on their own.

Staff members were issued new Borough IDs by the Police Department. During one of our Department Head meetings it was brought to my attention that the staff used to have Borough IDs but they had expired. I reached out to Chief Quinn and the staff were scheduled to receive new IDs.

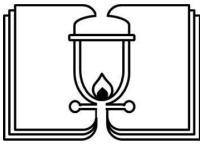
Technology

BCCLS has installed the managed WiFi equipment. We are working on getting the peripheral pieces moved over to the BCCLS network and hope to cancel the Verizon circuit shortly. We have posted signage and done social media posts to alert patrons of the change. We also have a staff network now, which has been very well received. On September 8th, BCCLS replaced two of our older PCs as part of their scheduled replacement plan. Due to the downsizing of the Technical Services office we no longer need two PCs in that office. It has been removed from our account and I opted to spend \$100 to wipe the machine and keep it for backup as the Business Manager's computer has been showing signs of decline.

The bluetooth beacon for "meescan on the go" has arrived. This will allow us to create a virtual library wherever the beacon is located and patrons will be able to check out materials via the meescan app. This will allow patrons to check out the items that we bring to various events, with or without IKE the Book Bike. Patrons will be able to check out items via their mobile device using the meescan app.

As part of the Bond Act project we are looking at meeting room reservation systems. The goal is to have a self-service system for patrons that will allow them to reserve the rooms on a first come first serve basis via tablets mounted by the doors. Once we pick a system, new policies and procedures will be put in place. I hope to have those ready for approval in the next few months so that we will be ready to go with signage and messaging when the rooms are ready to be used.

Respectfully submitted,
Tina Marie Doody, Library Director
September 8, 2023



Safe Child Policy

The safety of children left alone in the Library is a serious concern of the Library staff. The staff, however, has many duties to perform in order to serve all patrons. Library staff cannot monitor the behavior and safety of children while in the Library. The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with the Library staff.

Children under the age of 8 must be accompanied and closely supervised at all times by a responsible caregiver (14 years or older). If a child under the age of 8 is attending a Library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child.

Children ages 8 and older may use the Library unattended for an amount of time appropriate for their age and maturity provided that they comply with all Library rules and the [Patron Code of Conduct](#). Parents/caregivers are still, however, responsible for the behavior of their children. If children do not comply with Library rules and the [Patron Code of Conduct](#), Library staff may ask them to leave the Library and the police may be contacted. If a child of this age group is not able to leave the Library without an adult, he/she should not be in the Library alone. Children must also have the phone number of a parent/caregiver that may be contacted in an emergency.

UNATTENDED CHILDREN AFTER CLOSING TIME

The Library is not responsible for children without a ride home at closing. Library staff will exercise appropriate procedures to ensure the safety of unattended children when the Library is closing.

Parents/caregivers are responsible for being aware of the Library's hours of operation. Parents/caregivers must also keep in mind that the Library may close unexpectedly for reasons out of the control of staff, such as a power outage, loss of heat, inclement weather, etc. Children should know what to do should this occur. Library staff cannot give rides to any child.

1. If no ride has arrived within 15 minutes after closing time the staff will call the Glen Ridge Police Department. Two Library staff members will wait for the Police with the child.
2. Staff will record the parent's/caregiver's name, address, telephone number and the child's name.
3. Once found, the parent/caregiver will be given a copy of the Safe Child Policy.
4. Staff will refer any additional incidents to the Police Department.

EMERGENCY CLOSINGS

The Library may have sudden emergencies such as lack of heat or electricity. This may necessitate the Library closing without warning. Significant inclement weather may also necessitate the Library closing. Children should know what to do if the Library must close unexpectedly. If a child is left unattended during an emergency closing, then the same guidelines outlined above under regularly scheduled closings will apply.

Violation of the Safe Child Policy may result in suspension of Library privileges for the family.

Presented to the Library Board of Trustees, September 13, 2023.