

Glen Ridge Public Library
Board of Trustees Meeting Minutes
1st floor conference room
April 10, 2024

PUBLIC SESSION

President Bernice Bonnett called the meeting to order at 7:31 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	Edward Kastenmeier	P	Damein Phoenix
P	Marilyn Law	P	Jeanna Velechko
P*	David Lefkovits	P	Tina Doody

**David Lefkovits arrived at 8:00 during the Friends of the Library review*

Pledge of Allegiance

Correspondence:

Two correspondences were received. One was a thank you letter from a grateful patron. Another email requested that religious holidays, specifically Christian, be recognized and acknowledged via newsletter materials. Frances Mielach of 33 Willow Street provided a summary of the letter and the request. Shannon Muldowney of 151 Carteret further supported the inclusion of all religious holidays in library emails.

Public Comment:

Two members of the public were present; a third member joined later in the meeting. President Bernice Bonnett read the following statement:

During the course of the board meeting, the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of the Glen Ridge Public Library. The Board reminds those individuals who take this opportunity to identify themselves by name and residency and to limit their comments to items listed on the agenda during this portion and/or items directly related to the operation of the Library in the second public comment section. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response

will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking and limit their comments to two minutes per public comment session. Specifically, comments regarding Library staff members are discouraged and will not be responded to by the Board. Employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

Minutes:

A motion to approve the March 13, 2024 Meeting Minutes was made by Edward Kastenmeier and seconded by Tina Payne. There were 8 Ayes approving the minutes.

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

Childrens’ Department Presentation:

Sydney Young, Children’s Librarian, provided a presentation on the Children’s department. Ms. Young gave information on youth programs, participation and circulation. Programs included author visits, take-and-makes, displays, scavenger hunts, summer reading and performances.

Committee Reports:

Personnel

None.

Technology

None.

Building and Grounds

The Director reported that the water fountain was recently installed. There are some acoustic issues to be solved within the Young Adult space.

Marketing

The grand opening for the Young Adult area has been confirmed for Saturday, May 4th at 11am. Scholastic sent “Be True to Your Shelf” tote bags for goodie distribution at the event.

Strategic Planning

Jeanna Velechko reported that the Strategic Plan committee kick-off meeting will be held on April 29th; all invited contributors have confirmed their participation.

Finance

After review, a motion to approve the March 2024 Bills List (attached), was made by David Lefkovits and seconded by Jeanna Velechko. All voted in favor and the motion passed.

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

The Bills list for March was deemed largely routine with lighter construction-related expenses.

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

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

David Lefkovits noted that actual Q1 expenses were at 95% of budget. Material expenditure was at 98% of plan. Bank balances are down due to funds being invested in the New Jersey Investment Fund (\$340,104 current balance).

Review of LCBA Grant Expenses

The Director created a statement of grant-related expenses. Total expenses are approaching the threshold for the second reimbursement from the State.

Director’s Report (attached):

In Trends and Topics, the Director noted that she had recently attended the Public Library Association (PLA) bi-annual meeting. She also noted the write-up in *This Old House* magazine on the Glen Ridge house project; Helen Beckert was acknowledged for her historical research on the home.

Friends of the Library:

The Kenny Garrett concert net revenue was finalized at \$8,060, split between the Friends and the Kiwanis Club. An additional bank of lockers will be installed by the end of April. Shredding Day is scheduled for April 27th from 9AM – 1PM. Selected Shorts featuring Jill Eikenberry and Michael Tucker is scheduled for May 16th. New bylaws for the Friends of the Library were approved.

Old Business:

None.

New Business:

Gift Policy Revision

The policy for patrons and corporations to donate funds and materials to the library was discussed. The Director shared available bookplates for donated materials. If donated items are disposed of, the commemorative plate will be saved and displayed in a shadowbox.

A motion to approve the Gift Policy as amended was made by Tina Payne and seconded by Deanna Pagano. The motion passed unanimously.

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

Newsletter & Website Topics

The President reviewed the documentation of all recent themes covered in the library’s email newsletters. Bernice Bonnett commented that religious holidays are generally not featured in the newsletters. However, the library has other methods that recognize religious holidays such as make-and-take crafts and displays. A discussion was held on topical events e.g. eclipse, Barbie drive newsletter themes.

Other New Business

Damein Phoenix discussed Option 2 where Seniors can work in public service and other work opportunities to earn credit and experience. Caitlin Riley is the contact person at the high school for the program.

Public Comment:

Frances Mielach requested the list of topics featured in the newsletters. She made the point that cultural relevance is tied with religion. Tina Payne commented that displays represent a variety of religions. The President noted that the library will use its full toolkit including its staff. Ms. Mielach suggested wishing patrons a happy holiday for religious events on the library’s Facebook page. Mary Ellen Cusumano of 297 Ridgewood Avenue asked about the children’s programming statistics categories which the Director indicated are State-required.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Geoffrey Darby at 8:45 pm. All voted Aye and the motion passed.

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

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, May 15, 2024, at 7:30 in the 1st floor library conference room.

**Glen Ridge Public Library
Bills List
March 2024**

	Date	Name	Memo/Description	Split	Amount
Accounts Payable					
	03/04/2024	Stobbs Printing	Invoice 4342	Technology & Communications:Marketing & Outreach	\$41.30
	03/06/2024	Commercial Interiors Direct	Invoices#14717 Account#789645863-00001 Invoice#4625117316	Other Miscellaneous Expenditure:LCBA Grant	\$1,742.16
	03/07/2024	Tina Marie Doody	March 2024	Technology & Communications:Cell Phone	\$80.35
	03/07/2024	Worrall Community Newspapers	2023 Archival CD - The Glen Ridge Paper Invoice 11N6-QGMR-K39D-March 10, 2024	Materials:Local History Room	\$250.00
	03/10/2024	Amazon Capital Services	Credit memo 1VDY-VQCM-9YR9 Credit memo 1R67-LV4H-JTMG	-Split-	\$1,226.06
	03/10/2024	Amazon Capital Services	Invoice #11N6-QGMR-K39D-March 10, 2024 credit memo#1J7J-DNGQ-LGLJ	-Split-	\$317.43
	03/14/2024	Anchor Moving & Storage	Invoice 24-1607	Other Miscellaneous Expenditure:LCBA Grant	\$5,478.75
	03/17/2024	NJLA	Invoice 12726- Individual Membership Renewal Tina Marie Doody 5/16/24-5/16/25	Professional Development:Staff Development	\$150.00
	03/17/2024	Daniel Kopec Architectural Design LLC	Invoices#2103-06 Construction Administration - Library Renovation Invoice#6203	Other Miscellaneous Expenditure:LCBA Grant	\$1,575.00
	03/19/2024	All Pro Audio Video	50% Deposit of Audio/Video for 3rd Fl Acc#K1897 March 20, 2024	Other Miscellaneous Expenditure:LCBA Grant	\$6,490.40
	03/20/2024	Bank of America	General Operating Expenses	-Split-	\$245.35
	03/20/2024	NJLA	Annual NJLA Conference May 29-31, 2024-TMD	Professional Development:Meeting & Conference	\$150.00
	03/21/2024	Tina Payne	Expense Reimbursement for Carol Harpster Retirement	-Split-	\$4,628.02
	03/22/2024	Shore Business Solutions (ARMPCO)	Invoice IN25985 - Contract#CT1868-01	-Split-	\$255.33
	03/25/2024	BCCLS	Invoice 7726	Technology & Communications:Software/Hardware	\$100.00
	03/31/2024	Verizon	Account#: 755-678-814-00012 Invoice January 31, 2024	Technology & Communications:Software/Hardware	\$279.00
	03/31/2024	Kathy Hunziker	Snacks French Club-March 2024 Reimbursement	Programming:Juvenile	\$25.01
	03/31/2024	Sydney Young	March 2024 Juvenile Programming Reimbursement Invoice #393871-PPU	-Split-	\$79.82
	03/31/2024	Kanopy Inc	March 2024	Materials:Kanopy	\$146.00
	03/31/2024	Tina Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5029240580	Contractual:Copy Machine	\$175.00
	03/31/2024	Staples Advantage	Invoice#3561052294 invoice#3561875204	-Split-	\$184.77
	03/31/2024	GRPL Petty Cash	GRPL Petty Cash Staff Reimbursements March 2024	-Split-	\$41.05
	03/31/2024	Borough of Glen Ridge	March 2024 Appropriation Distribution March 2024 Invoice#03301CO2406777	-Split-	\$48,589.13
	03/31/2024	OverDrive	Invoice#03301CP24098608 Account L076505, Account L357616	-Split-	\$1,157.78
	03/31/2024	Baker & Taylor	March 2024 Invoices Acc#20Y5883	-Split-	\$2,647.09
	03/31/2024	Ingram Library Services	Invoices March 2024	Materials:Books:Young Adult	\$596.00
	03/31/2024	Demco, Inc.	Invoice 7423084	Materials:Processing	\$18.46
Total for Accounts Payable					\$76,669.26
Contractual					
Copy Machine					
	03/22/2024	Shore Business Solutions (ARMPCO)	Contract Overage charge for 2/22/24-3/21/24	Accounts Payable	\$192.83
	03/22/2024	Shore Business Solutions (ARMPCO)	Contract base rate 2/22/24 - 3/21/24	Accounts Payable	\$62.50
	03/31/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5029240580	Accounts Payable	\$175.00
Total for Copy Machine					\$430.33
Total for Contractual					\$430.33
Facilities & Maintenance					
Cleaning					
Supplies					
	03/10/2024	Amazon Capital Services	Pinesol, Lysol, toilet brush	Accounts Payable	\$83.94
	03/20/2024	Bank of America	Vacuum Cleaner Bags - Web restaurant #94998289	Accounts Payable	\$29.61
	03/31/2024	Staples Advantage	Screen Wipes	Accounts Payable	\$18.36
	03/31/2024	Staples Advantage	Clorox x 9 pack	Accounts Payable	\$59.50
Total for Supplies					\$191.41
Total for Cleaning					\$191.41
Office Supplies					
	03/10/2024	Amazon Capital Services	Amazon Prime membership 2024	Accounts Payable	\$179.00
	03/10/2024	Amazon Capital Services	Batteries, Dry erase supplies, hooks,	Accounts Payable	\$62.87
	03/31/2024	Staples Advantage	Staple remover x 3	Accounts Payable	\$2.27
	03/31/2024	Staples Advantage	post it notes	Accounts Payable	\$15.66
Total for Office Supplies					\$259.80
Copy Paper					
	03/31/2024	Staples Advantage	x2 cartons	Accounts Payable	\$88.98
Total for Copy Paper					\$88.98
Postage					
	03/31/2024	GRPL Petty Cash	ILL Postage x 2	Accounts Payable	\$8.26
Total for Postage					\$8.26
Total for Office Supplies with sub-accounts					\$357.04
Total for Facilities & Maintenance					\$548.45
Materials					
Books					
Adult					
	03/10/2024	Amazon Capital Services	Credit memo 1VDY-VQCM-9YR9 -3 Books returned	Accounts Payable	-\$63.66
	03/10/2024	Amazon Capital Services	Amazon Promo & Discount	Accounts Payable	-\$14.95
	03/10/2024	Amazon Capital Services	Credit memo 1R67-LV4H-JTMG 1 Book returned	Accounts Payable	-\$14.58
	03/10/2024	Amazon Capital Services	Shipping handling	Accounts Payable	\$18.94
	03/10/2024	Amazon Capital Services	x19	Accounts Payable	\$363.22
	03/20/2024	Bank of America	E-books Kindle x 1 Adult Book Account L0765505	Accounts Payable	\$14.99
	03/31/2024	Baker & Taylor	February 2024 Invoices# 5018795451,5018807731,5018818574,5018824998	Accounts Payable	\$1,372.31
Total for Adult					\$1,676.27
Children					

			Children's Books Account L357616 March 2024 Invoices# 5018791674; 5018908976; 5018791397,5018791398,5018791399,5018791400,5018791401,5018796162,5018796163,5018796164,5018796165,501879616 6,5018796167,5018796168,5018810220,5018810221,5018810222,5018810223,5018810224,5018810225	Accounts Payable	<u>\$1,274.78</u>
Total for Children					\$1,274.78
Young Adult					
			March 2024 Invoice#:80771648; 80846471,80962914, 81072680,81211792, 81236868	Accounts Payable	<u>\$596.00</u>
Total for Young Adult					\$596.00
Total for Books					\$3,547.05
CD					
	03/10/2024	Amazon Capital Services	x9	Accounts Payable	<u>\$122.82</u>
Total for CD					\$122.82
DVD					
	03/10/2024	Amazon Capital Services	x11	Accounts Payable	<u>\$213.98</u>
Total for DVD					\$213.98
eContent					
	03/31/2024	OverDrive	March 2024 invoice#03301CO24067778	Accounts Payable	\$758.99
	03/31/2024	OverDrive	invoice#03301CP24098608	Accounts Payable	<u>\$398.79</u>
Total for eContent					\$1,157.78
Kanopy					
	03/31/2024	Kanopy Inc	Invoice #393871-PPU March 2024	Accounts Payable	<u>\$146.00</u>
Total for Kanopy					\$146.00
Library of Things					
	03/10/2024	Amazon Capital Services	Electronics Organizer	Accounts Payable	\$24.99
	03/20/2024	Bank of America	Disney plus; Netflix	Accounts Payable	<u>\$44.75</u>
Total for Library of Things					\$69.74
Local History Room					
	03/07/2024	Worrall Community Newspapers	2023 Archival CD - The Glen Ridge Paper	Accounts Payable	<u>\$250.00</u>
Total for Local History Room					\$250.00
Processing					
	03/10/2024	Amazon Capital Services	Filament tape Invoice 7423084	Accounts Payable	\$12.84
	03/31/2024	Demco, Inc.	"New" Book Labels	Accounts Payable	<u>\$18.46</u>
Total for Processing					\$31.30
Total for Materials					\$5,538.67
Professional Development					
Meeting & Conference					
	03/20/2024	NJLA	Annual NJLA Conference May 29-31, 2024	Accounts Payable	<u>\$150.00</u>
Total for Meeting & Conference					\$150.00
Staff Development					
	03/17/2024	NJLA	Invoice 12726- Individual Membership Renewal Tina Marie Doody 5/16/24-5/16/25	Accounts Payable	<u>\$150.00</u>
Total for Staff Development					\$150.00
Travel					
	03/31/2024	Sydney Young	Livingston Library SPR Workshop Mileage	Accounts Payable	<u>\$14.74</u>
Total for Travel					\$14.74
Total for Professional Development					\$314.74
Programming					
Adult					
	03/10/2024	Amazon Capital Services	Tiny Art, Mushroom Magnet & Tea Time TakeAway Craft	Accounts Payable	\$71.52
	03/31/2024	GRPL Petty Cash	Flower Pots - May Take Away Craft	Accounts Payable	<u>\$5.21</u>
Total for Adult					\$76.73
Juvenile					
	03/10/2024	Amazon Capital Services	Tiny Art takeaway Craft	Accounts Payable	\$55.87
	03/31/2024	Sydney Young	Snacks - Busy Town event	Accounts Payable	\$33.15
	03/31/2024	Kathy Hunziker	Snacks French Club-March 2024 Reimbursement	Accounts Payable	\$25.01
	03/31/2024	Sydney Young	Coffee - Busy Town event	Accounts Payable	\$21.33
	03/31/2024	Sydney Young	Stamps Postcards Busy Town event	Accounts Payable	\$10.60
	03/31/2024	GRPL Petty Cash	Jelly Beans - Guessing game	Accounts Payable	<u>\$6.58</u>
Total for Juvenile					\$152.54
Young Adult					
	03/10/2024	Amazon Capital Services	Tiny Art Takeaway Craft, snacks, yarn	Accounts Payable	<u>\$58.27</u>
Total for Young Adult					\$58.27
Total for Programming					\$287.54
Salaries & Wages					
Benefits					
	03/31/2024	Borough of Glen Ridge	Health Care Benefits March 2024	Accounts Payable	<u>\$5,399.09</u>
Total for Benefits					\$5,399.09
FICA					
	03/31/2024	Borough of Glen Ridge	FICA 3/1/24 & 3/15/24	Accounts Payable	<u>\$3,054.19</u>
Total for FICA					\$3,054.19
Full Time Salaries					
	03/31/2024	Borough of Glen Ridge	FT Payroll 3/1/24 & 3/15/24	Accounts Payable	<u>\$23,772.68</u>
Total for Full Time Salaries					\$23,772.68
Part Time Salaries					
	03/31/2024	Borough of Glen Ridge	PT Payroll 3/1/24 & 3/15/24	Accounts Payable	<u>\$16,151.39</u>
Total for Part Time Salaries					\$16,151.39
Total for Salaries & Wages					\$48,377.35
Subscriptions					
Print					
	03/20/2024	Bank of America	NJ Monthly Subscription 3/1/24-3/1/25	Accounts Payable	<u>\$12.00</u>
Total for Print					\$12.00
Total for Subscriptions					\$12.00
Technology & Communications					
Cell Phone					

			Account#789645863-00001 Invoice#4625117316 March 2024		Accounts Payable	<u>\$80.35</u>
Total for Cell Phone						\$80.35
Marketing & Outreach						
	03/04/2024	Stobbs Printing	Invoice 4342 - Annual Reports x 5		Accounts Payable	\$41.30
	03/31/2024	GRPL Petty Cash	March 2024 Rotary Lunch - TMD		Accounts Payable	<u>\$21.00</u>
Total for Marketing & Outreach						\$62.30
Software/Hardware						
	03/10/2024	Amazon Capital Services	headset, webcam		Accounts Payable	\$50.99
	03/25/2024	BCCLS	Invoice 7726-Hardware Equipment Removal		Accounts Payable	\$100.00
	03/31/2024	Verizon	Account#: 755-678-814-00012 Invoice January 31, 2024		Accounts Payable	<u>\$279.00</u>
Total for Software/Hardware						\$429.99
Telephone						
	03/31/2024	Borough of Glen Ridge	Hunter Phone Feb 2024		Accounts Payable	<u>\$211.78</u>
Total for Telephone						\$211.78
Website						
	03/20/2024	Bank of America	Weebly Subscription renewal 3/6/25		Accounts Payable	<u>\$144.00</u>
Total for Website						\$144.00
Total for Technology & Communications						\$928.42
Trustee Expense						
	03/21/2024	Tina Payne	Mary Ann Coleman GRPL Painting - Carol Harpster retirement		Accounts Payable	\$851.13
	03/21/2024	Tina Payne	Wade Maxx Framing - Carol Harpster retirement		Accounts Payable	\$582.44
	03/21/2024	Tina Payne	Hudson Place Flowers - Carol Harpster retirement		Accounts Payable	\$42.65
	03/21/2024	Tina Payne	Fitzgeralds reception - Carol Harpsters retirement		Accounts Payable	<u>\$3,151.80</u>
Total for Trustee Expense						\$4,628.02
Other Miscellaneous Expenditure						
LCBA Grant						
	03/06/2024	Commercial Interiors Direct	Invoice#14717 Wood Blinds for TS Office		Accounts Payable	\$1,742.16
	03/10/2024	Amazon Capital Services	credit memo#1J7J-DNCGQ-LGLJ- Return Blinds Tech Office		Accounts Payable	-\$45.80
	03/10/2024	Amazon Capital Services	Recycle Cans		Accounts Payable	\$37.99
	03/10/2024	Amazon Capital Services	Dry Erase Supplies		Accounts Payable	\$13.29
	03/10/2024	Amazon Capital Services	3rd fl Study Rooms		Accounts Payable	\$31.97
	03/10/2024	Amazon Capital Services	Trash Cans		Accounts Payable	\$149.99
	03/10/2024	Amazon Capital Services	Monitor		Accounts Payable	\$129.99
	03/10/2024	Amazon Capital Services	Monitor Invoice 24-1607		Accounts Payable	\$5,478.75
	03/14/2024	Anchor Moving & Storage	Storage, Loading & Delivery of YA books		Accounts Payable	\$5,478.75
	03/17/2024	Daniel Kopec Architectural Design LLC	Invoice#2103-06 Construction Administration - LCBA Grant: Bathroom & Interior Renovation Project		Accounts Payable	\$1,575.00
	03/19/2024	All Pro Audio Video	Invoice#6203 50% Deposit of Audio Video for 3rd Fl		Accounts Payable	<u>\$6,490.40</u>
Total for LCBA Grant						\$15,603.74
Total for Other Miscellaneous Expenditure						\$15,603.74

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

	Jan - Mar, 2024				Apr - Jun, 2024				Jul - Sep, 2024				Oct - Dec, 2024				Total				
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	
Revenue																					
Appropriation																					
BCCLS	39,524.79	39,525.00	-0.21	100.00%	0.00	0.00			0.00	0.00			0.00	0.00			39,524.79	39,525.00	-0.21	100.00%	
Benefits	16,197.27	24,268.25	-8,070.98	66.74%	24,268.25	-24,268.25	0.00%		24,268.25	-24,268.25	0.00%		24,268.25	-24,268.25	0.00%		16,197.27	97,073.00	-80,875.73	16.69%	
FICA	9,341.07	9,571.25	-230.18	97.60%		9,571.25	-9,571.25	0.00%		9,571.25	-9,571.25	0.00%		9,571.25	-9,571.25	0.00%	9,341.07	38,285.00	-28,943.93	24.40%	
Monthly Disbursement	38,166.75	38,166.75	0.00	100.00%	38,166.75	-38,166.75	0.00%		38,166.75	-38,166.75	0.00%		38,166.75	-38,166.75	0.00%		38,166.75	152,667.00	-114,500.25	25.00%	
Salaries	122,105.29	125,114.50	-3,009.21	97.59%	125,114.50	-125,114.50	0.00%		125,114.50	-125,114.50	0.00%		125,114.50	-125,114.50	0.00%		122,105.29	500,458.00	-378,352.71	24.40%	
Telephone	423.56	687.50	-263.94	61.61%	687.50	-687.50	0.00%		687.50	-687.50	0.00%		687.50	-687.50	0.00%		423.56	2,750.00	-2,326.44	15.40%	
Total Appropriation	\$ 225,758.73	\$ 237,333.25	-\$ 11,574.52	95.12%	\$ 0.00	\$ 197,808.25	-\$ 197,808.25	0.00%	\$ 0.00	\$ 197,808.25	-\$ 197,808.25	0.00%	\$ 0.00	\$ 197,808.25	-\$ 197,808.25	0.00%	\$ 225,758.73	\$ 830,758.00	-\$ 604,999.27	27.18%	
Daily Income	2,462.14	1,000.00	1,462.14	246.21%	75.60	1,000.00	-924.40	7.56%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	1,000.00	0.00%	2,537.74	4,000.00	-1,462.26	63.44%	
Copier/Printer	1,355.55		1,355.55		47.50		47.50				0.00			0.00			1,403.05	0.00	1,403.05		
Fines																					
Books/Other Materials	122.30		122.30		0.10		0.10				0.00			0.00			122.40	0.00	122.40		
Library Of Things	77.00		77.00		2.00		2.00				0.00			0.00			79.00	0.00	79.00		
Museum Pass Fines	15.00		15.00				0.00				0.00			0.00			15.00	0.00	15.00		
Total Fines	\$ 214.30	\$ 0.00	\$ 214.30		\$ 2.10	\$ 0.00	\$ 2.10		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 216.40	\$ 0.00	\$ 216.40		
Lost and Paid	867.29		867.29		11.00		11.00				0.00			0.00			878.29	0.00	878.29		
Merchandise	10.00		10.00				0.00				0.00			0.00			10.00	0.00	10.00		
Notary	15.00		15.00		15.00		15.00				0.00			0.00			30.00	0.00	30.00		
Total Daily Income	\$ 2,462.14	\$ 1,000.00	\$ 1,462.14	246.21%	\$ 75.60	\$ 1,000.00	-\$ 924.40	7.56%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	0.00%	\$ 2,537.74	\$ 4,000.00	-\$ 1,462.26	63.44%	
Dividend Income	2,646.92	2,500.00	146.92	105.88%	2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%		2,646.92	10,000.00	-7,353.08	26.47%	
Friends of the Library	3,500.00	3,500.00	0.00	100.00%	5,500.00	-5,500.00	0.00%		3,500.00	-3,500.00	0.00%		2,500.00	-2,500.00	0.00%		3,500.00	15,000.00	-11,500.00	23.33%	
Gift/Donation	61.37	150.00	-88.63	40.91%	100.22	150.00	-49.78	66.81%	150.00	-150.00	0.00%		150.00	-150.00	0.00%		161.59	600.00	-438.41	26.93%	
Interest	16.96	37.50	-20.54	45.23%		37.50	-37.50	0.00%		37.50	-37.50	0.00%		37.50	-37.50	0.00%		16.96	150.00	-133.04	11.31%
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	4,000.00	-4,000.00	0.00%		4,000.00	-4,000.00	0.00%		4,000.00	-4,000.00	0.00%		4,000.00	16,000.00	-12,000.00	25.00%	
State Aid		0.00	0.00			0.00	0.00			0.00	0.00		4,000.00	-4,000.00	0.00%		0.00	4,000.00	-4,000.00	0.00%	
Total Revenue	\$ 238,446.12	\$ 248,520.75	-\$ 10,074.63	95.95%	\$ 175.82	\$ 210,995.75	-\$ 210,819.93	0.08%	\$ 0.00	\$ 208,995.75	-\$ 208,995.75	0.00%	\$ 0.00	\$ 211,995.75	-\$ 211,995.75	0.00%	\$ 238,621.94	\$ 880,508.00	-\$ 641,886.06	27.10%	
Gross Profit	\$ 238,446.12	\$ 248,520.75	-\$ 10,074.63	95.95%	\$ 175.82	\$ 210,995.75	-\$ 210,819.93	0.08%	\$ 0.00	\$ 208,995.75	-\$ 208,995.75	0.00%	\$ 0.00	\$ 211,995.75	-\$ 211,995.75	0.00%	\$ 238,621.94	\$ 880,508.00	-\$ 641,886.06	27.10%	
Expenditures																					
Contractual																					
BCCLS	31,434.99	31,435.00	-0.01	100.00%	0.00	0.00			0.00	0.00			0.00	0.00			31,434.99	31,435.00	-0.01	100.00%	
Copy Machine	1,174.17	1,000.00	174.17	117.42%	1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%		1,174.17	4,000.00	-2,825.83	29.35%	
Delivery	8,089.80	8,090.00	-0.20	100.00%	0.00	0.00			0.00	0.00			0.00	0.00			8,089.80	8,090.00	-0.20	100.00%	
Elevator	1,506.00	1,506.00	0.00	100.00%	711.00	-711.00	0.00%		711.00	-711.00	0.00%		711.00	-711.00	0.00%		1,506.00	3,639.00	-2,133.00	41.38%	
HVAC Maintenance	4,825.00	4,825.00	0.00	100.00%	4,825.00	-4,825.00	0.00%		4,825.00	-4,825.00	0.00%		4,825.00	-4,825.00	0.00%		4,825.00	19,300.00	-14,475.00	25.00%	
Inspections		0.00	0.00		775.00	-775.00	0.00%		0.00	0.00			0.00	0.00			0.00	775.00	-775.00	0.00%	
Security & Fire		0.00	0.00		828.00	-828.00	0.00%		0.00	0.00			828.00	-828.00	0.00%		0.00	1,656.00	-1,656.00	0.00%	
Total Contractual	\$ 47,029.96	\$ 46,856.00	\$ 173.96	100.37%	\$ 0.00	\$ 8,139.00	-\$ 8,139.00	0.00%	\$ 0.00	\$ 6,536.00	-\$ 6,536.00	0.00%	\$ 0.00	\$ 7,364.00	-\$ 7,364.00	0.00%	\$ 47,029.96	\$ 68,895.00	-\$ 21,865.04	68.26%	
Facilities & Maintenance																					
Cleaning																					
Supplies	584.42	375.00	209.42	155.85%	375.00	-375.00	0.00%		375.00	-375.00	0.00%		375.00	-375.00	0.00%		584.42	1,500.00	-915.58	38.96%	
Total Cleaning	\$ 584.42	\$ 375.00	\$ 209.42	155.85%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 584.42	\$ 1,500.00	-\$ 915.58	38.96%	
Maintenance & Repair	613.87	2,000.00	-1,386.13	30.69%	2,000.00	-2,000.00	0.00%		2,000.00	-2,000.00	0.00%		2,000.00	-2,000.00	0.00%		613.87	8,000.00	-7,386.13	7.67%	
Office Supplies	889.90	1,250.00	-360.10	71.19%	1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%		889.90	5,000.00	-4,110.10	17.80%	
Copy Paper	177.96	125.00	52.96	142.37%	125.00	-125.00	0.00%		125.00	-125.00	0.00%		125.00	-125.00	0.00%		177.96	500.00	-322.04	35.59%	
Postage	52.93		52.93			0.00				0.00				0.00			52.93	0.00	52.93		
Total Office Supplies	\$ 1,120.79	\$ 1,375.00	-\$ 254.21	81.51%	\$ 0.00	\$ 1,375.00	-\$ 1,375.00	0.00%	\$ 0.00	\$ 1,375.00	-\$ 1,375.00	0.00%	\$ 0.00	\$ 1,375.00	-\$ 1,375.00	0.00%	\$ 1,120.79	\$ 5,500.00	-\$ 4,379.21	20.38%	
Shared Service Agreement		0.00	0.00		8,716.50	-8,716.50	0.00%		8,716.50	-8,716.50	0.00%		0.00	0.00			0.00	17,433.00	-17,433.00	0.00%	
Total Facilities & Maintenance	\$ 2,319.08	\$ 3,750.00	-\$ 1,430.92	61.84%	\$ 0.00	\$ 12,466.50	-\$ 12,466.50	0.00%	\$ 0.00	\$ 12,466.50	-\$ 12,466.50	0.00%	\$ 0.00	\$ 3,750.00	-\$ 3,750.00	0.00%	\$ 2,319.08	\$ 32,433.00	-\$ 30,113.92	7.15%	
Materials																					
Books																					

DIRECTOR'S REPORT - APRIL 2024

Meetings & Community Events

I participated in a "[Critical Conversations](#)" event at the Count Basie Theater in Red Bank on Saturday, March 23rd as part of a discussion on Book Bans featuring George M. Johnson. It was a great event and my part of the discussion focused on policies, how libraries can be prepared, and how the public can assist their local library in the event of a challenge.

I also attended the first of five Strategic Planning sessions provided by the NJ State Library that are designed to help libraries create their own strategic plan without the need for an outside consultant.

Library Organizations (BCCLS, NJLA, NJSL)

I attended the regular meeting of the NJLA Small Libraries Section of which I am the Secretary. We discussed the "Unconference" event that the section puts on in April.

I attended a BCCLS Strategic Planning Committee meeting to discuss the RFPs that we received. Interviews will take place in April with a final recommendation to the BCCLS Executive Board later in the month. I also attended the March System Council meeting at the Hawthorne Public Library.

The Essex County Library Directors met in West Caldwell to discuss plans to request funding from the County as well as the status of the Orange Public Library.

I also attended a "Leading Lean Libraries" meeting and discussed the importance of having a good Collection Development policy in place in this climate of book bans and reconsiderations.

I attend the Public Library Association (PLA) bi-annual meeting in Columbus, Ohio, April 2-5. It was a great conference with a lot of interesting panels and events. I attended sessions ranging from how to have difficult HR conversations to how to handle first amendment audits. Overall this is still my favorite professional conference.

General Updates

Sydney Young was asked to read in Ms. Coral's 3rd grade class room for Read Across America Day. She read a short story and a picture book and gave each student an advanced reader book to keep! Joan Lisovicz and Sydney Young attended the Summer Reading Workshop for children's librarians at Livingston Library and all five children's staff took the BCCLS catalog webinar to familiarize themselves with the new interface. Monica Colon and Sydney Young also attended the OCLC Record Manager Catalog webinar.

Helen Beckert was invited to attend the "wrap party" for the *This Old House* project at 80 Sherman Avenue as she did a lot of research for the homeowner on the history of the home and its former owners. She spoke to some of the contractors on the project about the Library's

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Russell House Photo Collection and said I'd be happy to help them locate images for any other homes they may work on in the future.

There was an eclipse on April 8, 2024 and the Library gave out 500 pairs of eclipse glasses for FREE courtesy of a government program called SEAL. The Library ran out of glasses on the Friday before the event and answered more than 200 phone calls on Monday leading up to the eclipse from individuals looking for glasses.

Friends

The Kenny Garrett concert was a great success and resulted in approximately \$3,000 in profit for the organization.

Shredding Day will be held on Saturday, April 27th from 9AM-1PM at the Central School parking lot. Tickets for the May 16th **Selected Shorts** program are available now!

Programming

Children's & YA Programming

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. "Family Fun Night" with Jester Jim was held at Borough Hall on March 8th and it was a big hit.

The teens had a "Chaos Art" event where they made collages, which was a lot of fun. The March TAB meeting had lower attendance than expected but there was a good discussion about the teen volunteer program, expectations of volunteers, and the possibility of participating in the Library's strategic planning process.

Adult Programming

The Adult Desk coordinated a "Tiny Art Show" program across all three age groups (kids, teens, adults). Take-home kits were available as well as an in-house painting program. The finished pieces were on display in the case on the second floor throughout the month of March. The Adult Take and Make of toadstool magnets was very well received and we had over 1,200 views of the online author events in March.

B&G

The books were returned to the YA area on March 17th and the collection was made available to the public again on March 26th. We are currently in our "soft launch" period while we wait for the laptop table, the built-ins for the individual study rooms (Rooms 1 & 2) and the stacking chairs which are expected to be delivered by the end of the month.

We are still waiting for the meeScan unit to arrive from BCCLS as well as acoustic solutions for the study rooms and the main space.

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Finance

The new process for the Cash Management Fund is in place and is going smoothly so far.

Marketing

The Grand Opening for the YA area is scheduled for Saturday, May 4, 2024 at 11AM. We will have some brief remarks followed by tours of the space and staff will be on hand to help answer any questions. We have water bottles and zippered pouches to give away as part of the event.

The new patron cards are under revision and on schedule to be ready for the Grand Opening.

Personnel

The staff received the update to the Policies and Procedures manual that was approved at the last meeting. The response to the Bereavement Leave policies have been positive and the staff are thankful for the additional flexibility.

Technology

The meeScan unit for the YA area has been ordered and the battery packs have been entered into the system and will be available for borrowing by the Grand Opening of the YA area.

Respectfully submitted,
Tina Marie Doody, Library Director
April 8, 2024