Glen Ridge Public Library Board of Trustees Meeting Minutes 1st floor conference room May 15, 2024

PUBLIC SESSION

President Bernice Bonnett called the meeting to order at 7:35 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:

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

Pledge of Allegiance

Correspondence:

None received.

Public Comment:

The President referenced the public comment section below:

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.

One attendee, Phil Johnson of 55 Chestnut Place, recognized the Board volunteers as well as the revamped Young Adult space. Mr. Johnson asked if the new YA space was available for outside events. The Director responded that the YA space would be considered for outside usage in the future. The 1st floor conference room is available, with the details for booking on the website.

Minutes:

A motion to approve the April 10, 2024 Meeting Minutes was made by Tina Payne and seconded by Edward Kastenmeier. There were 8 Ayes approving the minutes.

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

Committee Reports:

Finance

After review, a motion to approve the April 2024 Bills List (attached), was made by David Lefkovits and 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		Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

The Bills list for April was above average given construction-related expenses of \$97.2K. For budgeted costs, notable was \$4.8K in HVAC and \$8.7K to the Borough for shared services. There was also \$.6K for promotional water bottles.

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

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

David Lefkovits noted that actual Q1 expenses were at 97% of budget; Program spend was at 72% of budget while material expenditure was at 92%. April expenses were at 37.6%, pacing above plan (34.7%) due to shared services and Director travel to Columbus for PLA.

Review of LCBA Grant Expenses

The Director paid for all the YA furniture in April (\$97K). Total expenses are over the threshold for the second reimbursement (\$123.7K) from the State. The Director will be submitting the paperwork for reimbursement this week.

Cash Management Fund

The Cash Management Fund generated \$1.4K in revenue during the past month, ahead of plan.

Personnel

None.

Technology

There is a resolution quality issue with one of the security cameras that the vendor is attempting to resolve. A quote to add a security camera to the mezzanine has been received.

Building and Grounds

The Director reported on the remaining grant projects including acoustic engineering and a security locks proposal. The acoustic engineering plan cost estimate of \$3K - \$5K covers the initial assessment; a second company is being pursued.

A motion to approve spending of up to \$5K for an acoustic engineering assessment was made by Geoffrey Darby and seconded by David Lefkovitz. The motion passed unanimously.

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

Marketing

The grand opening for the Young Adult area was held on Saturday, May 4th. The event was attended by a range of community members including the mayor, council members, Teen Advisory Board (TAB), and a BCCLS representative. The Board commented on the quality of the Montclair Local article on the event.

The library will have a presence at the Eco Fair at the Friends of the Glen Ridge Library table. Ike the BookBike will have his annual service this week so he can attend the Eco Fair with the Director. The Library will do three story time events in Freeman Garden this summer.

Strategic Planning

Jeanna Velechko reported that the Strategic Plan committee kick-off meeting was held on April 29th. In preparation for the process, Jeanna Velechko, Bernice Bonnett and Tina Doody have been attending the State Library webinar series on strategic planning. The first phase is stakeholder engagement to be led by the Director and Bernice Bonnett. They will identify critical stakeholders in the community and outreach opportunities. Jeanna Velechko will commence the research and analysis portion, phase two.

Director's Report (attached):

In Trends and Topics, the Director noted that John Oliver devoted significant airtime to the topic of book bans. She also shared an article on the challenges facing libraries on Pride displays. The staff will be adding QR codes for displayed books so they can be sourced even after they have been borrowed from the display.

Friends of the Library:

Shredding Day on April 27th raised a total of \$2.2K. The new bank of self-service lockers has been installed. Selected Shorts is scheduled for May 16th. The Friends of the Glen Ridge Library now has the ability to take credit card payments via Square and Apple Pay. There were 12 applications for the Friends scholarship.

Old Business:

None.

New Business:

2023 Remaining Appropriation Allocation

The 2023 audit is complete. As part of the audit process a surplus of \$35,449.12 was confirmed. The Director recommended \$5,549.12 be allocated to replenish the Trustee Trust account. The \$30K balance would be allocated to the Building Fund to cover physical upgrade projects such as the Children's area and the 1st floor conference room.

A motion to approve the allocation of \$5,549.12 from the 2023 appropriation to the Trustee Trust was made by Edward Kastenmeier and seconded by David Lefkovitz. The motion passed unanimously.

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

A motion to approve the allocation of \$30,000 from the 2023 appropriation to the Building Fund was made by Bernice Bonnett and seconded by Tina Payne. The motion passed unanimously.

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits		Damein Phoenix

Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko
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Other New Business None.

Public Comment:

None.

A motion to adjourn the meeting was made by Marilyn Law and seconded by David Lefkovitz at 8:48 pm. All voted Aye and the motion passed.

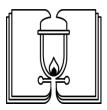
Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits		Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Minutes respectfully submitted by Deanna Pagano, Secretary

Next Meeting Date: Wednesday, June 12th, 2024, at 7:30 in the 1st floor library conference room.



DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Paya	able			
04/01/2024	SMS Security Systems, LLC	Invoice 144580	Contractual:Inspections	775.00
04/02/2024	Morris County Elevator, Inc.	Invoice#25362 -Elevator Service Agreement 2nd Qtr 2024	Contractual:Elevator	711.00
04/04/2024	Access Control Systems	Service Call & File Cabinet Lock Repair Invoice#18241	Facilities & Maintenance:Maintenance & Repair	125.00
04/05/2024	Tina Marie Doody	Account#789645863-00001 Invoice#4637699567 April 2024	Technology & Communications:Cell Phone	79.75
04/06/2024	Montclair Public Library		Materials:Lost & Paid Replacement	20.00
04/10/2024	Rak Plumbing & Heating	Invoice#2439 & 2371	-Split-	2,025.00
04/10/2024	Amazon Capital Services	Invoice 11N6-QGMR-K39D-April 10, 2024 Credit memo 1GF3-DFNJ-6D6J	-Split-	1,288.86
04/11/2024	Herbert Scher	Myron the Magnificent performance 5/7/24	Programming:Juvenile	450.00
04/11/2024	Ana Davidson	March 2024 - Spanish Club Snacks	Programming:Juvenile	8.00
04/12/2024	Stobbs Printing	Invoice 4422	Technology & Communications:Marketing & Outreach	206.28
04/18/2024	Yuhuei Hsiao		Programming:Young Adult	265.00
04/18/2024	Worrall Community Newspapers	Order#819005	Subscriptions:Print	70.00
04/18/2024	4Imprint	Invoice# 12356802	Technology & Communications:Marketing & Outreach	618.35
04/23/2024	New York Times	Account#906117056- Digital NY Times 4/15/24-4/13/25 Invoice#36023FC02415	Subscriptions:Electronic	2,204.80
04/23/2024	Krueger International, Inc	101774 KI Furniture Proposal ESCNJ Contract 22/23-08 Order#487497	-Split-	18,417.34
04/23/2024	Bank of America	Acct#x1897 April 20, 2024 General Operating Expenses	-Split-	2,124.11
04/23/2024	Cavendish Square Publishing, LLC	Account#1000141027 Invoice CAL3453551	Materials:Books:Children	204.44
04/24/2024	Scannx	Invoice#10406 Qtr 1 2024 Scanner Agreement	Technology & Communications:Software/Hardware	75.80
04/25/2024	Chicago Distribution Center		Technology & Communications:Marketing & Outreach	64.73
04/26/2024	BCCLS	Invoice 7738	Other Miscellaneous Expenditure:LCBA Grant	801.00



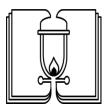
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
04/26/2024	Media Technologies, LLC		Other Miscellaneous Expenditure:LCBA Grant	26,118.06
04/30/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467- 000 Invoice#5029629896	Contractual:Copy Machine	175.00
04/30/2024	AME INC.	Contract Controls invoice 402111 Contract Mechanical Maintenance Invoice 402112 Payments 2 of 4	-Split-	4,825.00
04/30/2024	Staples Advantage	Customer #NYC 1019294 Invoice#6001041221 invoice#6001400822	-Split-	174.61
04/30/2024	Kanopy Inc	Invoice #398077-PPU April 2024	Materials:Kanopy	165.00
04/30/2024	OverDrive	April 2024 Invoice#03301CO24101510 Invoice#03301CP24132455	-Split-	869.03
04/30/2024	Shore Business Solutions (ARMPCO)	Invoice IN26037 - Contract#CT1868-01	-Split-	118.05
04/30/2024	Baker & Taylor	Account L076505, Account L357616; Account L4449423	-Split-	3,386.17
04/30/2024	Borough of Glen Ridge	April 2024 Appropriation Distribution	-Split-	53,334.74
04/30/2024	GRPL Petty Cash	GRPL Petty Cash Staff Reimbursements April 2024	Facilities & Maintenance:Office Supplies:Postage	4.62
04/30/2024	Creative Library Concepts		Other Miscellaneous Expenditure:LCBA Grant	4,397.48
04/30/2024	Creative Library Concepts	101773 Biblo Shelving Invoice ESCNJ Contract 22/23-08	Other Miscellaneous Expenditure:LCBA Grant	45,399.62
04/30/2024	Ingram Library Services	Acct#20Y5883 Invoices April 2024	Materials:Books:Young Adult	753.65
04/30/2024	Kathy Hunziker	Snacks French Club-April 2024 Reimbursement	Programming:Juvenile	42.24
04/30/2024	New York Times	Account 810971200 1 yr. subscription 05/28/2024 to 05/27/2025 Invoice#	Subscriptions:Print	1,014.00
04/30/2024	Borough of Glen Ridge	Invoice 2024-01 April 1, 2024 Shared Service Agreement 1 of 2 payments x \$8716.50.	Facilities & Maintenance:Shared Service Agreement	8,716.50
Total for Accou	unts Payable			\$180,028.23
Contractual				
Copy Machin				
04/30/2024	Shore Business Solutions (ARMPCO)	Contract base rate 3/22/24 - 4/21/24	Accounts Payable	62.50
04/30/2024	Shore Business	Contract Overage charge for 3/22/24 - 4/21/24	Accounts Payable	55.55



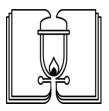
DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Solutions (ARMPCO)			
04/30/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467- 000 Invoice#5029629896	Accounts Payable	175.00
Total for Cop	y Machine			\$293.05
Elevator				
04/02/2024	Morris County Elevator, Inc.	Invoice#25362 -Elevator Service Agreement 2nd Qtr 2024	Accounts Payable	711.00
Total for Elev	ator			\$711.00
HVAC Mainte	enance			
04/30/2024	AME INC.	Invoice 402111- Contract Controls - Payment 2 of 4	Accounts Payable	1,907.50
04/30/2024	AME INC.	Invoice 402112 - Contract Mechanical Maintenance - Payment 2 of 4	Accounts Payable	2,917.50
Total for HVA	C Maintenance			\$4,825.00
Inspections				
04/01/2024	SMS Security Systems, LLC	Annual Fire Alarm inspection 5/1/24-4/30/25 Invoice 144580	Accounts Payable	775.00
Total for Insp	ections			\$775.00
Total for Contra	actual			\$6,604.05
Facilities & Ma	intenance			
Cleaning				
Supplies				
04/10/2024	Amazon Capital Services	Dish Soap, hand Soap, Febreeze	Accounts Payable	57.71
04/30/2024	Staples Advantage	Stainless Steel Cleaner	Accounts Payable	8.82
	Staples Advantage	Paper towel x 2	Accounts Payable	92.56
Total for Sup	plies			\$159.09
Total for Clea	ning			\$159.09
Maintenance	& Repair			
04/04/2024	Access Control Systems	Service Call & File Cabinet Lock Repair Invoice#18241	Accounts Payable	125.00
04/23/2024	Bank of America	Home Depot Painting Supplies - Octavio	Accounts Payable	156.18
Total for Mair	ntenance & Repair			\$281.18
Office Supplie	es			
04/10/2024	Amazon Capital Services	post - its, picture Frames, command Strips,	Accounts Payable	74.69
04/30/2024	Staples Advantage	File Folders	Accounts Payable	25.62
Total for Offi	ce Supplies			\$100.31
Postage				
04/23/2024	Bank of America	Postage Stamps x 36	Accounts Payable	24.48



DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
04/30/2024	GRPL Petty Cash	ILL Postage x 1 Paramus, NJ	Accounts Payable	4.62
Total for Pos	tage			\$29.10
Total for Offic	e Supplies with sub-a	ccounts		\$129.41
Shared Servie	ce Agreement			
04/30/2024	Borough of Glen Ridge	Invoice 2024-01 April 1, 2024 Shared Service Agreement 1 of 2 payments x \$8716.50.	Accounts Payable	8,716.50
Total for Shar	ed Service Agreemen	t		\$8,716.50
Total for Facilit	ies & Maintenance			\$9,286.18
Materials Books Adult				
04/10/2024	Amazon Capital Services	Amazon Promo & Discount	Accounts Payable	-0.36
04/10/2024	Amazon Capital Services	32	Accounts Payable	548.67
04/23/2024	Bank of America	E-books Kindle x 1	Accounts Payable	14.99
04/30/2024	Baker & Taylor	Adult Book Account L0765053 Statement 4/30/24	Accounts Payable	2,178.89
Total for Adu	lt			\$2,742.1
Children				
04/10/2024	Amazon Capital Services	4	Accounts Payable	38.42
04/23/2024	Cavendish Square Publishing, LLC	Account#1000141027 Invoice CAL3470191	Accounts Payable	204.44
04/30/2024	Baker & Taylor	Children's Books Account L4449423 Statement 4/30/24	Accounts Payable	71.16
04/30/2024	Baker & Taylor	Children's Books Account L3576163 Statement 4/30/24	Accounts Payable	1,136.12
Total for Chil	dren			\$1,450.14
Young Adult				
04/30/2024	Ingram Library Services	April 2024 Invoice#:81296606; 81399059,81525290, 81603339,81696323,	Accounts Payable	753.65
Total for You	ng Adult			\$753.65
Total for Bool	ſS			\$4,945.98
CD				
04/10/2024	Amazon Capital Services	Credit memo 1GF3-DFNJ-6D6J -2CDs returned	Accounts Payable	-16.19
04/10/2024	Amazon Capital Services	2	Accounts Payable	25.94



DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for CD				\$9.75
DVD				
04/10/2024	Amazon Capital Services	17	Accounts Payable	345.70
04/10/2024	Amazon Capital Services	Credit memo 1GF3-DFNJ-6D6J -3 DVDs returned	Accounts Payable	-27.93
Total for DVD				\$317.77
eContent				
04/30/2024	OverDrive	Invoice#03301CP24132455	Accounts Payable	391.0 ⁻
04/30/2024	OverDrive	April 2024 Invoice#03301CO24101510	Accounts Payable	478.02
Total for eCo	ntent			\$869.03
Kanopy				
04/30/2024	Kanopy Inc	Invoice #398077-PPU April 2024	Accounts Payable	165.00
Total for Kane	ору			\$165.00
Library of Thi	ngs			
04/10/2024	Amazon Capital Services	Ring Toss Game	Accounts Payable	31.98
04/23/2024	Bank of America	Disney plus; Netflix	Accounts Payable	44.75
04/30/2024	Staples Advantage	Spiral Comb binders	Accounts Payable	8.20
Total for Libra	ary of Things			\$84.93
Lost & Paid F	Replacement			
04/06/2024	Montclair Public Library	Patron paid Glen Ridge Library in error Patron: Phoebe Williams 21195003011429 Book Late Lunch with Llamas *********3165	Accounts Payable	20.00
Total for Lost	& Paid Replacement			\$20.00
Processing				
04/23/2024	Bank of America	500 Labels - roll 500 x 5	Accounts Payable	66.70
04/30/2024	1 0	#33 Rubber bands x 10 pks	Accounts Payable	27.70
Total for Proc	essing			\$94.40
Total for Mater	ials			\$6,506.86
Professional D	evelopment			
Staff Develop	ment			
04/23/2024	Bank of America	Whisk it All - Library Staff Appreciation Week	Accounts Payable	215.43
Total for Staff	Development			\$215.43
Travel				
04/23/2024	Bank of America	Sonesta Hotel -PLA Conference Columbus, Ohio April 2-5, 2024	Accounts Payable	701.49
Total for Trav	el			\$701.49
Fotal for Profes	sional Development			\$916.92



Programming Adult 04/10/2024 Amazon Cap Services 04/23/2024 Bank of Ame Total for Adult Juvenile 04/10/2024 Amazon Cap Services 04/11/2024 Ana Davidso 04/11/2024 Herbert Sche 04/30/2024 Kathy Hunzik 04/30/2024 Staples Adva Total for Juvenile Young Adult 04/10/2024 Amazon Cap Services 04/10/2024 Amazon Cap Services 04/18/2024 Yuhuei Hsiad Total for Programming Salaries & Wages	rica Ikea- July flower tealight craft ital floor puzzle, whale, gummy fish n March 2024 - Spanish Club Snacks er Myron the Magnificent performance 5/7/24 ker Snacks French Club - April 2024 Reimbursement antage Paint x 3 ital Tiny Art Takeaway Craft, coasters	Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable	52.66 \$125.51 33.52 8.00 450.00 42.24 11.71 \$545.47 12.88
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04/30/2024 Staples Adva Total for Juvenile Young Adult 04/10/2024 Amazon Cap Services 04/10/2024 Amazon Cap Services 04/10/2024 Amazon Cap Services 04/18/2024 Yuhuei Hsiad Total for Young Adult Total for Programming	Reimbursement Paint x 3 ital Tiny Art Takeaway Craft, coasters ital Credit memo 1GF3-DFNJ-6D6J -Macrame	Accounts Payable	11.71 \$545.47 12.88
Total for Juvenile Young Adult 04/10/2024 Amazon Cap Services 04/10/2024 Amazon Cap Services 04/18/2024 Yuhuei Hsiad Total for Young Adult Total for Programming	ital Tiny Art Takeaway Craft, coasters ital Credit memo 1GF3-DFNJ-6D6J -Macrame	Accounts Payable	\$545.47 12.88
Young Adult 04/10/2024 Amazon Cap Services 04/10/2024 Amazon Cap Services 04/18/2024 Yuhuei Hsiad Total for Young Adult Total for Programming	ital Credit memo 1GF3-DFNJ-6D6J -Macrame		12.88
04/10/2024 Amazon Cap Services 04/10/2024 Amazon Cap Services 04/18/2024 Yuhuei Hsiad Total for Young Adult Total for Programming	ital Credit memo 1GF3-DFNJ-6D6J -Macrame		
Services 04/10/2024 Amazon Cap Services 04/18/2024 Yuhuei Hsiad Total for Young Adult Total for Programming	ital Credit memo 1GF3-DFNJ-6D6J -Macrame		
Services 04/18/2024 Yuhuei Hsiad Total for Young Adult Total for Programming		Accounts Payable	-5.98
Total for Young Adult Total for Programming			0.00
Total for Programming	Yoda Felting Program 5/1/24 4-5:30pm	Accounts Payable	265.00
			\$271.90
Salaries & Wagos			\$942.88
Jaialles & Wayes			
Benefits			
04/30/2024 Borough of 0 Ridge	alen Health Care Benefits April 2024	Accounts Payable	5,399.09
Total for Benefits			\$5,399.09
FICA			
04/30/2024 Borough of 0 Ridge	alen FICA 4/1/24 & 4/15/24	Accounts Payable	3,406.48
Total for FICA			\$3,406.48
Full Time Salaries			
04/30/2024 Borough of 0 Ridge	alen FT Payroll 4/1/24 & 4/15/24	Accounts Payable	23,772.68
Total for Full Time Salaries			\$23,772.68
Part Time Salaries			
04/30/2024 Borough of 0 Ridge	alen PT Payroll 4/1/24 & 4/15/24	Accounts Payable	20,756.49
Total for Part Time Salaries			\$20,756.49



DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Subscriptions				
Electronic				
04/23/2024	New York Times	Digital NY Times 4/15/24-4/13/25	Accounts Payable	2,204.80
04/23/2024	Bank of America	Newspapers.com - semiannual Publisher Extra Subscription - Local History Room	Accounts Payable	79.86
Total for Elec	tronic			\$2,284.66
Print				
04/10/2024	Amazon Capital Services	This Old House Spring 2024	Accounts Payable	16.79
04/18/2024	Worrall Community Newspapers	The Glen Ridge Paper 6/20/24 - 6/20/25 - Order#819005	Accounts Payable	70.00
04/23/2024	Bank of America	Wall Street Journal Subscription renewal	Accounts Payable	767.57
04/30/2024	New York Times	Account 810971200 1 yr. subscription 05/28/2024 to 05/27/2025 Invoice#	Accounts Payable	1,014.00
Total for Prin	t			\$1,868.36
Total for Subse	criptions			\$4,153.02
Technology &	Communications			
Cell Phone				
04/05/2024	Tina Marie Doody	Account#789645863-00001 Invoice#4637699567 April 2024	Accounts Payable	79.75
Total for Cell	Phone	•		\$79.75
Marketing &	Outreach			
04/10/2024		Cover & Bungees Ike Bike	Accounts Payable	80.17
04/12/2024	Stobbs Printing	Invoice 4422 - New Patron cards	Accounts Payable	206.28
04/18/2024	4Imprint	Invoice# 12356802 Water Bottles, ID Pouch Holders	Accounts Payable	618.35
04/25/2024	Chicago Distribution Center	Invoice#12291030 - Posters/Bookmarks	Accounts Payable	64.73
Total for Mar	keting & Outreach			\$969.53
Software/Har	dware			
04/24/2024	Scannx	Invoice#10406 Qtr 1 2024 Scanner Agreement	Accounts Payable	75.80
Total for Soft	ware/Hardware			\$75.80
Total for Techr	nology & Communicatio	ons		\$1,125.08
Other Miscella	neous Expenditure			
LCBA Grant				
04/10/2024	Rak Plumbing & Heating	Invoice#2439 - Sewer Cleaning 2nd Trip	Accounts Payable	1,300.00
04/10/2024	Rak Plumbing &	Invoice#2371-Sewer Cleaning -1st Trip	Accounts Payable	725.00



DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Heating			
04/23/2024	Krueger International, Inc	Invoice#14593725	Accounts Payable	5,892.67
04/23/2024	Krueger International, Inc	Invoice#14585369	Accounts Payable	2,967.82
04/23/2024	Krueger International, Inc	Invoice#14607292	Accounts Payable	9,556.85
04/26/2024	BCCLS	Invoice 7738- Hardware - MeeScan Wall Kiosk	Accounts Payable	801.00
04/26/2024	Media Technologies, LLC	Invoice#141750 Customer ref:101776	Accounts Payable	26,118.06
04/30/2024	Creative Library Concepts	Invoice#101826 - Tabletops for Rooms 1 & 2	Accounts Payable	4,397.48
04/30/2024	Creative Library Concepts	101773 Biblo Shelving Invoice ESCNJ Contract 22/23-08	Accounts Payable	45,399.62
Total for LCB	A Grant			\$97,158.50
otal for Other	Miscellaneous Expend	iture		\$97,158.50

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

		Jan - M	lar, 2024			Apr - Ju	un, 2024			Jul - S	Sep, 2024			Oct - I	Dec, 2024			То	otal	——————————————————————————————————————
	Actual			% of	Actual			% of	Actual			% of	Actual			% of	Actual			% of
D	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	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%	5,399.09	24 268 25	-18,869.16	22.25%		24,268.25	-24,268.25	0.00%		24,268.25	-24,268.25	0.00%	21,596.36	97,073.00	-75,476.64	22.25%
FICA	9.341.07	9,571.25	-230.18	97.60%	3,406.48	9,571.25	-6,164.77	35.59%		9,571.25	-24,208.25	0.00%		9,571.25	-24,208.25	0.00%	12,747.55	38,285.00	-25,537.45	33.30%
Monthly Disbursement	38.166.75	38 166 75	0.00	100.00%	12,722,25	38 166 75	-25 444 50	33.33%		38,166,75	-38 166 75	0.00%		38,166,75	-38.166.75	0.00%	50,889.00	152,667,00	-101 778 00	33.33%
Salaries	122,105,29	125 114 50	-3 009 21	97.59%	44.529.17	125,114,50	-80 585 33	35.59%		125.114.50	-125,114.50	0.00%		125,114.50	-125.114.50	0.00%	166 634 46	500,458.00	-333 823 54	33.30%
Telephone	423.56	687.50	-263.94	61.61%	44,525.17	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%	\$ 66,056.99		-\$ 131,751.26	33.39%	\$ 0.00	\$ 197,808.25		0.00%	\$ 0.00	\$ 197,808.25		0.00%	\$ 291,815.72	\$ 830,758.00	-\$ 538,942.28	35.13%
Daily Income	2,462.14	1,000.00	1,462.14	246.21%	881.90	1,000.00	-118.10	88.19%		1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%	3 344 04	4,000.00	-655.96	83.60%
Copier/Printer	1.355.55	1,000.00	1,355.55	210.2170	458.10	1,000.00	458.10	00.1070		1,000.00	0.00	0.0070		1,000.00	0.00	0.0070	1.813.65	0.00	1,813.65	00.00 //
Fines	1,000.00		1,000.00		100.10		100.10				0.00				0.00		1,010.00	0.00	1,010.00	
Books/Other Materials	122.30		122.30		31.80		31.80				0.00				0.00		154.10	0.00	154.10	
Library Of Things	77.00		77.00		136.00		136.00				0.00				0.00		213.00	0.00	213.00	
Museum Pass Fines	15.00		15.00		35.00		35.00				0.00				0.00		50.00	0.00	50.00	
Total Fines	\$ 214.30	\$ 0.00	\$ 214.30		\$ 202.80	\$ 0.00	\$ 202.80		\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 417.10	\$ 0.00	\$ 417.10	
Lost and Paid	867.29	- 0.50	867.29		198.00	- 0.50	198.00			- 0.50	0.00			- 0.50	0.00		1 065 29	0.00	1 065 29	
Merchandise	10.00		10.00		3.00		3.00				0.00				0.00		13.00	0.00	13.00	
Notary	15.00		15.00		20.00		20.00				0.00				0.00		35.00	0.00	35.00	
	\$ 2,462.14	\$ 1.000.00	\$ 1,462.14	246.21%	\$ 881.90	\$ 1.000.00	-\$ 118.10	88.19%	\$ 0.00	\$ 1.000.00	-\$ 1.000.00	0.00%	\$ 0.00	\$ 1.000.00	-\$ 1.000.00	0.00%	\$ 3.344.04	\$ 4.000.00	-\$ 655.96	83.60%
Total Daily Income		• .,					• ··•·•		\$ 0.00	• .,•••••	• .,		\$ 0.00	• .,	• .,		• •,• • • •	• .,•••••		
Dividend Income	2,646.92	2,500.00	146.92	105.88%	1,430.86	2,500.00	-1,069.14	57.23%		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%	4,077.78	10,000.00	-5,922.22	40.78%
Friends of the Library	3,500.00	3,500.00	0.00	100.00%	2,500.00	5,500.00	-3,000.00	45.45%		3,500.00	-3,500.00	0.00%		2,500.00	-2,500.00	0.00%	6,000.00	15,000.00	-9,000.00	40.00%
Gift/Donation	61.37	150.00	-88.63	40.91%	214.53	150.00	64.53	143.02%		150.00	-150.00	0.00%		150.00	-150.00	0.00%	275.90	600.00	-324.10	45.98%
Interest	16.96	37.50	-20.54	45.23%	0.02	37.50	-37.48	0.05%		37.50	-37.50	0.00%		37.50	-37.50	0.00%	16.98	150.00	-133.02	11.32%
Raymond Fund	4,000.00	4,000.00	0.00	100.00%	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%	8,000.00	16,000.00	-8,000.00	50.00%
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		\$ 248,520.75		95.95%			-\$ 135,911.45	35.59%			-\$ 208,995.75	0.00%			-\$ 211,995.75	0.00%			-\$ 566,977.58	35.61%
Gross Profit	\$ 238,446.12	\$ 248,520.75	-\$ 10,074.63	95.95%	\$ 75,084.30	\$ 210,995.75	-\$ 135,911.45	35.59%	\$ 0.00	\$ 208,995.75	-\$ 208,995.75	0.00%	\$ 0.00	\$ 211,995.75	-\$ 211,995.75	0.00%	\$ 313,530.42	\$ 880,508.00	-\$ 566,977.58	35.61%
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%	293.05	1,000.00	-706.95	29.31%		1,000.00	-1,000.00	0.00%		1,000.00	-1,000.00	0.00%	1,467.22	4,000.00	-2,532.78	36.68%
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	100.00%		711.00	-711.00	0.00%		711.00	-711.00	0.00%	2,217.00	3,639.00	-1,422.00	60.92%
HVAC Maintenance	4,825.00	4,825.00	0.00	100.00%	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%	9,650.00	19,300.00	-9,650.00	50.00%
Inspections		0.00	0.00		775.00	775.00	0.00	100.00%		0.00	0.00			0.00	0.00		775.00	775.00	0.00	100.00%
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%	\$ 6,604.05	\$ 8,139.00	-\$ 1,534.95	81.14%	\$ 0.00	\$ 6,536.00	-\$ 6,536.00	0.00%	\$ 0.00	\$ 7,364.00	-\$ 7,364.00	0.00%	\$ 53,634.01	\$ 68,895.00	-\$ 15,260.99	77.85%
Facilities & Maintenance																				
Cleaning																				
Supplies	584.42	375.00	209.42	155.85%	159.09	375.00	-215.91	42.42%		375.00	-375.00	0.00%		375.00	-375.00	0.00%	743.51	1,500.00	-756.49	49.57%
Total Cleaning	\$ 584.42	\$ 375.00	\$ 209.42	155.85%	\$ 159.09	\$ 375.00	-\$ 215.91	42.42%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 0.00	\$ 375.00	-\$ 375.00	0.00%	\$ 743.51	\$ 1,500.00	-\$ 756.49	49.57%
Maintenance & Repair	613.87	2,000.00	-1,386.13	30.69%	281.18	2,000.00	-1,718.82	14.06%		2,000.00	-2,000.00	0.00%		2,000.00	-2,000.00	0.00%	895.05	8,000.00	-7,104.95	11.19%
Office Supplies	889.90	1.250.00	-360.10	71.19%	100.31	1,250.00	-1.149.69	8.02%		1,250.00	-1.250.00	0.00%		1.250.00	-1.250.00	0.00%	990.21	5.000.00	-4.009.79	19.80%
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		29.10		29.10				0.00				0.00		82.03	0.00	82.03	
Total Office Supplies		\$ 1,375.00	-\$ 254.21	81.51%		\$ 1,375.00	-\$ 1,245.59	9.41%	\$ 0.00	\$ 1.375.00	-\$ 1.375.00	0.00%	\$ 0.00	\$ 1.375.00	-\$ 1.375.00	0.00%		\$ 5.500.00	-\$ 4,249.80	22.73%
Shared Service Agreement	ψ 1,120.75	0.00	0.00	01.01/0	8.716.50	8.716.50	0.00	100.00%	\$ 0.00	8.716.50	-0 1,010.00	0.00%	\$ 0.00	0.00	0.00	0.0078	8.716.50	17,433.00	-0 -8.716.50	50.00%
Total Facilities & Maintenance	\$ 2.319.08		-\$ 1.430.92	61.84%		\$ 12.466.50	-\$ 3.180.32	74.49%	\$ 0.00	\$ 12.466.50	-8,710.50	0.00%	\$ 0.00	\$ 3.750.00	-\$ 3.750.00	0.00%		\$ 32.433.00	-8,710.30	35.78%
Naterials	¢ 2,319.08	¥ 3,750.00	-9 1,430.92	01.04%	¥ 3,200.18		-9 3,100.32	14.49%	\$ 0.00	Ψ 1∠,400.0U	-\$ 12,400.00	0.00%	\$ 0.00	φ 3,150.00	-y 3,/50.00	0.00%	♥ 11,000.26	Ψ 32,433.00	-9 20,021.14	33.10%
Books	0																		40	
Adult	6,479.90	7,000.00	-520.10	92.57%	2,742.19	7,000.00	-4,257.81	39.17%	1	7,000.00	-7,000.00	0.00%	1	7,000.00	-7,000.00	0.00%	9,222.09	28,000.00	-18,777.91	32.94%

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Children	3,961.82	3,750.00	211.82	105.65%	1,450.14	3,750.00	-2,299.86	38.67%	3,750.00	-3,750.00	0.00%	3,750.00	-3,750.00	0.00%	5,411.96	15,000.00	-9,588.04	36.08%
Young Adult	2,081.10	2,000.00	81.10	104.06%	753.65	2,000.00	-1,246.35	37.68%	2,000.00	-2,000.00	0.00%	2,000.00	-2,000.00	0.00%	2,834.75	8,000.00	-5,165.25	35.43%
Total Books	\$ 12,522.82	\$ 12,750.00	-\$ 227.18	98.22%	\$ 4,945.98	\$ 12,750.00	-\$ 7,804.02	38.79%	\$ 0.00 \$ 12,750.00	-\$ 12,750.00	0.00%	\$ 0.00 \$ 12,750.00	-\$ 12,750.00	0.00%	\$ 17,468.80	\$ 51,000.00	-\$ 33,531.20	34.25%
CD	193.73	187.50	6.23	103.32%	9.75	187.50	-177.75	5.20%	187.50	-187.50	0.00%	187.50	-187.50	0.00%	203.48	750.00	-546.52	27.13%
DVD	498.28	875.00	-376.72	56.95%	317.77	875.00	-557.23	36.32%	875.00	-875.00	0.00%	875.00	-875.00	0.00%	816.05	3,500.00	-2,683.95	23.32%
eContent	3,382.76	3,500.00	-117.24	96.65%	869.03	3,500.00	-2,630.97	24.83%	7,750.00	-7,750.00	0.00%	7,750.00	-7,750.00	0.00%	4,251.79	22,500.00	-18,248.21	18.90%
Kanopy	542.00	750.00	-208.00	72.27%	165.00	750.00	-585.00	22.00%	750.00	-750.00	0.00%	750.00	-750.00	0.00%	707.00	3,000.00	-2,293.00	23.57
Library of Things	545.19	1,000.00	-454.81	54.52%	82.93	800.00	-717.07	10.37%	1,000.00	-1,000.00	0.00%	0.00	0.00		628.12	2,800.00	-2,171.88	22.43
Local History Room	250.00	400.00	-150.00	62.50%		1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	400.00	-400.00	0.00%	250.00	2,800.00	-2,550.00	8.93
Lost & Paid Replacement	20.00		20.00		20.00		20.00			0.00			0.00		40.00	0.00	40.00	
Processing	1,268.92	1,450.00	-181.08	87.51%	94.40	362.50	-268.10	26.04%	725.00	-725.00	0.00%	362.50	-362.50	0.00%	1,363.32	2,900.00	-1,536.68	47.019
otal Materials	\$ 19,223.70	\$ 20,912.50	-\$ 1,688.80	91.92%	\$ 6,504.86	\$ 20,225.00	-\$ 13,720.14	32.16%	\$ 0.00 \$ 25,037.50	-\$ 25,037.50	0.00%	\$ 0.00 \$ 23,075.00	-\$ 23,075.00	0.00%	\$ 25,728.56	\$ 89,250.00	-\$ 63,521.44	28.83%
Professional Development																		
Dues	535.00	300.00	235.00	178.33%		200.00	-200.00	0.00%	350.00	-350.00	0.00%	75.00	-75.00	0.00%	535.00	925.00	-390.00	57.849
Meeting & Conference	497.00	350.00	147.00	142.00%		250.00	-250.00	0.00%	200.00	-200.00	0.00%	200.00	-200.00	0.00%	497.00	1,000.00	-503.00	49.70
Staff Development	100.00	250.00	-150.00	40.00%	215.43	250.00	-34.57	86.17%	250.00	-250.00	0.00%	250.00	-250.00	0.00%	315.43	1,000.00	-684.57	31.54
Travel	389.83	400.00	-10.17	97.46%	701.49	300.00	401.49	233.83%	150.00	-150.00	0.00%	150.00	-150.00	0.00%	1.091.32	1,000.00	91.32	109.139
Fotal Professional Development	\$ 1,521.83	\$ 1,300.00		117.06%		\$ 1,000.00		91.69%	\$ 0.00 \$ 950.00		0.00%		-\$ 675.00	0.00%	,	\$ 3,925.00		62.139
Professional Services																		
Auditor		0.00	0.00			6,000.00	-6,000.00	0.00%	0.00	0.00		0.00	0.00		0.00	6,000.00	-6.000.00	0.005
Background Checks		37.50	-37.50	0.00%		37.50	-37.50	0.00%	37.50	-37.50	0.00%	37.50	-37.50	0.00%	0.00	150.00	-150.00	0.00
Bank Fees	90.00	215.00	-125.00	41.86%	15.00	75.00	-60.00	20.00%	75.00	-75.00	0.00%	75.00	-75.00	0.00%	105.00	440.00	-335.00	23.86
Credit Card Fees	30.88	18.75	12.13	164 69%	7.88	18.75	-10.87	42.03%	18.75	-18.75	0.00%	18.75	-18.75	0.00%	38.76	75.00	-36.24	51.689
Legal Fees	50.00	500.00	-500.00	0.00%	7.00	500.00	-500.00	0.00%	500.00	-500.00	0.00%	500.00	-500.00	0.00%	0.00	2,000.00	-2,000.00	0.00
otal Professional Services	\$ 120.88	\$ 771.25		15.67%	\$ 22.88	\$ 6,631.25		0.35%	\$ 0.00 \$ 631.25		0.00%		-\$ 631.25	0.00%		\$ 8,665.00		1.66%
Programming	\$ 120.00	ψ 111.25		15.07 /6	¥ 22.00	\$ 0,001.20	-\$ 0,000.07	0.0076	\$ 0.00 \$ 001.20	-0 001.20	0.0078	÷ 0.00 ÷ 001.25	-0 001.20	0.0078	÷ 145.76	\$ 0,000.00		1.007
Adult	945.39	1,000.00	-54.61	94.54%	125.51	1,000.00	-874.49	12.55%	1,000.00	-1,000.00	0.00%	1,000.00	-1.000.00	0.00%	1,070.90	4,000.00	-2,929.10	26.77%
Juvenile	1,044.99	1.000.00	44.99	104.50%	545.47	1,000.00	-454.53	54.55%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	1,590.46	4.000.00	-2,323.10	39.76
	480.15	500.00	-19.85		545.47			0.00%			0.00%	0.00		0.00%	480.15	4,000.00	,	
Summer Reading Program	480.15			96.03%	074.00	1,750.00	-1,750.00		1,750.00	-1,750.00			0.00	0.000/		,	-3,519.85	12.00
Young Adult		1,000.00	-912.37	8.76%	271.90	1,000.00	-728.10	27.19%	1,000.00	-1,000.00	0.00%	1,000.00	-1,000.00	0.00%	359.53	4,000.00	-3,640.47	8.99%
Total Programming	\$ 2,558.16	\$ 3,500.00	-\$ 941.84	73.09%	\$ 942.88	\$ 4,750.00	-\$ 3,807.12	19.85%	\$ 0.00 \$ 4,750.00	-\$ 4,750.00	0.00%	\$ 0.00 \$ 3,000.00	-\$ 3,000.00	0.00%	\$ 3,501.04	\$ 16,000.00	-\$ 12,498.96	21.88%
Salaries & Wages																		
Benefits	16,197.27	24,268.25	-8,070.98	66.74%	5,399.09	24,268.25	-18,869.16	22.25%	24,268.25	-24,268.25	0.00%	24,268.25	-24,268.25	0.00%	21,596.36	97,073.00	-75,476.64	22.25%
FICA	9,341.07	9,571.25	-230.18	97.60%	3,406.48	9,571.25	-6,164.77	35.59%	9,571.25	-9,571.25	0.00%	9,571.25	-9,571.25	0.00%	12,747.55	38,285.00	-25,537.45	33.30%
Full Time Salaries	71,318.04	71,318.00	0.04	100.00%	23,772.68	71,318.00	-47,545.32	33.33%	71,318.00	-71,318.00	0.00%	71,318.00	-71,318.00	0.00%	95,090.72	285,272.00	-190,181.28	33.339
Part Time Salaries	50,787.25	53,796.50	-3,009.25	94.41%	20,756.49	53,796.50	-33,040.01	38.58%	53,796.50	-53,796.50	0.00%	53,796.50	-53,796.50	0.00%	71,543.74	215,186.00	-143,642.26	33.25%
fotal Salaries & Wages	\$ 147,643.63	\$ 158,954.00	-\$ 11,310.37	92.88%	\$ 53,334.74	\$ 158,954.00	-\$ 105,619.26	33.55%	\$ 0.00 \$ 158,954.00		0.00%	\$ 0.00 \$ 158,954.00	-\$ 158,954.00	0.00%	,	\$ 635,816.00		31.61%
Subscriptions			0.00				0.00			0.00			0.00		0.00	0.00	0.00	
Electronic	3,800.00	3,800.00	0.00	100.00%	2,284.66	3,200.00	-915.34	71.40%	150.00	-150.00	0.00%	1,250.00	-1,250.00	0.00%	6,084.66	8,400.00	-2,315.34	72.44%
Print	47.00	1,100.00	-1,053.00	4.27%	1,868.36	2,500.00	-631.64	74.73%	200.00	-200.00	0.00%	200.00	-200.00	0.00%	1,915.36	4,000.00	-2,084.64	47.889
otal Subscriptions	\$ 3,847.00	\$ 4,900.00	-\$ 1,053.00	78.51%	\$ 4,153.02	\$ 5,700.00	-\$ 1,546.98	72.86%	\$ 0.00 \$ 350.00	-\$ 350.00	0.00%	\$ 0.00 \$ 1,450.00	-\$ 1,450.00	0.00%	\$ 8,000.02	\$ 12,400.00	-\$ 4,399.98	64.52%
echnology & Communications																		
Cell Phone	231.87	231.25	0.62	100.27%	79.75	231.25	-151.50	34.49%	231.25	-231.25	0.00%	231.25	-231.25	0.00%	311.62	925.00	-613.38	33.69%
Marketing & Outreach	271.96	1,275.00	-1,003.04	21.33%	969.53	725.00	244.53	133.73%	725.00	-725.00	0.00%	725.00	-725.00	0.00%	1,241.49	3,450.00	-2,208.51	35.99%
Software/Hardware	2,738.45	2,500.00	238.45	109.54%	75.80	1,000.00	-924.20	7.58%	1,000.00	-1,000.00	0.00%	500.00	-500.00	0.00%	2,814.25	5,000.00	-2,185.75	56.29
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%
Website	144.00	212.50	-68.50	67.76%		212.50	-212.50	0.00%	212.50	-212.50	0.00%	212.50	-212.50	0.00%	144.00	850.00	-706.00	16.94%
otal Technology & Communications	\$ 3,809.84	\$ 4,906.25	-\$ 1,096.41	77.65%	\$ 1,125.08	\$ 2,856.25	-\$ 1,731.17	39.39%	\$ 0.00 \$ 2,856.25	-\$ 2,856.25	0.00%	\$ 0.00 \$ 2,356.25	-\$ 2,356.25	0.00%	\$ 4,934.92	\$ 12,975.00	-\$ 8,040.08	38.03%
rustee Expense	4,808.02		4,808.02				0.00			0.00			0.00		4,808.02	0.00	4,808.02	
tal Expenditures	\$ 232,882.10	\$ 245,850.00	-\$ 12,967.90	94.73%	\$ 82,890.61	\$ 220,722.00	-\$ 137,831.39	37.55%	\$ 0.00 \$ 212,531.50	-\$ 212,531.50	0.00%	\$ 0.00 \$ 201,255.50	-\$ 201,255.50	0.00%	\$ 315,772.71	\$ 880,359.00	-\$ 564,586.29	35.87%
her Expenditures																		
Other Miscellaneous Expenditure																		
LCBA Grant	68,487.45		68,487.45		97,158.50		97,158.50			0.00			0.00		165,645.95	0.00	165,645.95	
otal Other Miscellaneous Expenditure	\$ 68,487.45	\$ 0.00	\$ 68,487.45		\$ 97,158.50	\$ 0.00	\$ 97,158.50		\$ 0.00 \$ 0.00	\$ 0.00		\$ 0.00 \$ 0.00	\$ 0.00		\$ 165,645.95	\$ 0.00	\$ 165,645.95	
	\$ 68,487.45		\$ 68.487.45		\$ 97,158.50		\$ 97.158.50		\$ 0.00 \$ 0.00	\$ 0.00		\$ 0.00 \$ 0.00	\$ 0.00		\$ 165,645.95		\$ 165,645.95	

Friday, May 10, 2024 06:37:31 AM GMT-7 - Accrual Basis

DIRECTOR'S REPORT - MAY 2024

Meetings & Community Events

The Library's Strategic Planning Organizing committee met on April 8th and the full committee had their kickoff meeting on April 29th.

I volunteered at the Glen Ridge Book Club event featuring Ruth Reichl at the Glen Ridge Country Club alongside other staff members. Library staff have historically volunteered their time to work the check in desk at this series.

I attended the "Celebration of Volunteerism" honoring former Mayor Stuart Patrick and former Borough Administrator Mike Rohal at the Women's Club on May 8th and volunteered at the Rotary BBQ event on May 9th.

Library Organizations (BCCLS, NJLA, NJSL)

I attended the Small Libraries "Unconference" on April 26th in Plainfield as presented by the Small Libraries Section. I participated in the "Book Sanctuaries" panel with Jennie Pu from Hoboken and discussed the book challenge side of the issue.

I continued the State Library's Strategic Planning webinar series with two additional sessions in April.

I attended a series of interviews for the BCCLS Strategic Plan to select a vendor. The committee selected Bennett Midland as the company that they will be working with on the next BCCLS Strategic Plan.

I hosted an Advantage Plus User Group meeting for the eBCCLS committee of which I am a member where we discussed what I learned during my meeting with Overdrive at PLA.

I will be presenting on a panel about Creative Outreach ideas at NJLA at the end of May and I met with the group to discuss our presentation and plan out the slides.

General Updates

Sydney Young weeded over 250 picture books as well as some from the following sections: Graphic, ER, JE and J FIC. The picture books were donated to Booksmiles. <u>https://www.booksmiles.org.</u>

Friends

Shredding Day was held on Saturday, April 27th from 9AM-1PM at the Central School parking lot and raised over \$2,200 for the Friends. Tickets for the May 16th **Selected Shorts** program are available now!

DIRECTOR'S REPORT - MAY 2024

Programming

Children's & YA Programming

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. Hunter the therapy dog visited the Children's Room and was greeted with a lot of enthusiasm. The "Fun with a Community Helper" series continued with a visit from the Glen Ridge Police Department.

The teens had a "Zentangle Blackout Poetry" event in honor of National Poetry month in addition to their regular programming. They also had a "Force Felting" program where they learned how to felt mini-baby Yoda's.

Adult Programming

The virtual author events continue to be well received alongside the normal take home crafts. We also held the Grand Opening celebration of the Young Adult area on May 4th. We also hosted Mountainside Hospital for an outreach program where they provided basic health screenings.

B&G

The YA space is almost complete! The last of the furniture was installed including the study bar and the built-in desks for Rooms 1 & 2 along with the new meeScan on the mezzanine and the study room tablets.

We are currently investigating a few last projects including acoustic solutions, electronic locks, and a hand dryer for the new restroom.

Finance

The Library's audit was conducted on April 26, 2024. We have not yet received a draft report but no issues were reported at the time of the audit. We have requested the \$35,549.12 in unspent appropriation from the Borough and are awaiting payment.

Marketing

The Grand Opening for the YA area was held on Saturday, May 4, 2024 at 11AM. We had a great turnout with a good mix of attendees including the Mayor, council members, school board members, Library Board members, Teen Advisory Board members, and local residents. We gave out swag bags, made possible by a generous donation from Scholastic via a local resident, containing water bottles, library card holders, the updated "New Patron cards" and additional scholastic items. Attendees were also able to enjoy custom cookies made by Whisk it All featuring the Library's logo.

An excellent article highlighting the Grand Opening was published via Montclair Local on May 8, 2024 and is included in your packet.

DIRECTOR'S REPORT - MAY 2024

Personnel

The staff enjoyed "National Library Week" with the ability to select a treat and a beverage from Whisk It All on the Library's tab. This was a big hit with the staff and greatly appreciated.

Technology

We are in the process of replacing one of the security cameras that appears to have a bad wire. We are also investigating the possibility of adding an additional security camera to the center section of the mezzanine.

Respectfully submitted, Tina Marie Doody, Library Director May 10, 2024