

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:

P	Bernice Bonnett
P	Geoffrey Darby
P	Edward Kastenmeier
P	Marilyn Law
P	David Lefkovits

P	Deanna Pagano
P	Tina Payne
A	Damein Phoenix
P	Jeanna Velechko
P	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	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

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:

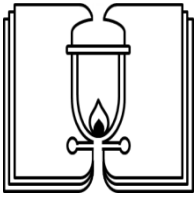
None.

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.

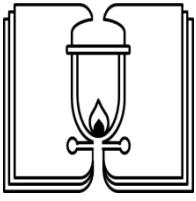


Glen Ridge Public Library

Bills List

April 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
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



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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

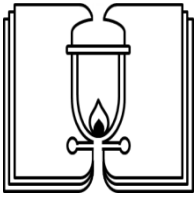
Total for Accounts Payable

\$180,028.23

Contractual

Copy Machine

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

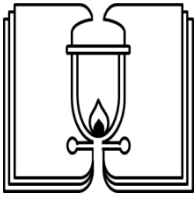


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DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Solutions (ARMPCO)			
04/30/2024	Wells Fargo	Kyocera Copier lease Contract#450-0047467-000 Invoice#5029629896	Accounts Payable	175.00
Total for Copy Machine				\$293.05
	Elevator			
04/02/2024	Morris County Elevator, Inc.	Invoice#25362 -Elevator Service Agreement 2nd Qtr 2024	Accounts Payable	711.00
Total for Elevator				\$711.00
	HVAC Maintenance			
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 HVAC 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 Inspections				\$775.00
Total for Contractual				\$6,604.05
	Facilities & Maintenance			
	Cleaning			
	Supplies			
04/10/2024	Amazon Capital Services	Dish Soap, hand Soap, Febreze	Accounts Payable	57.71
04/30/2024	Staples Advantage	Stainless Steel Cleaner	Accounts Payable	8.82
04/30/2024	Staples Advantage	Paper towel x 2	Accounts Payable	92.56
Total for Supplies				\$159.09
Total for Cleaning				\$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 Maintenance & Repair				\$281.18
	Office Supplies			
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 Office Supplies				\$100.31
	Postage			
04/23/2024	Bank of America	Postage Stamps x 36	Accounts Payable	24.48

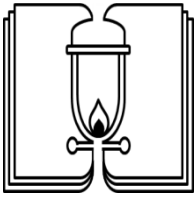


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04/30/2024	GRPL Petty Cash	ILL Postage x 1 Paramus, NJ	Accounts Payable	4.62
Total for Postage				\$29.10
Total for Office Supplies with sub-accounts				\$129.41
Shared Service Agreement				
04/30/2024	Borough of Glen Ridge	Invoice 2024-01 April 1, 2024 Shared Service Agreement 1 of 2 payments x \$8716.50.	Accounts Payable	8,716.50
Total for Shared Service Agreement				\$8,716.50
Total for Facilities & 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 Adult				\$2,742.19
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 Children				\$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 Young Adult				\$753.65
Total for Books				\$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

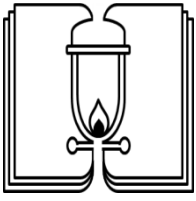


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April 2024

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	391.01
04/30/2024	OverDrive	April 2024 Invoice#03301CO24101510	Accounts Payable	478.02
Total for eContent				\$869.03
Kanopy				
04/30/2024	Kanopy Inc	Invoice #398077-PPU April 2024	Accounts Payable	165.00
Total for Kanopy				\$165.00
Library of Things				
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 Library of Things				\$84.93
Lost & Paid 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	Staples Advantage	#33 Rubber bands x 10 pks	Accounts Payable	27.70
Total for Processing				\$94.40
Total for Materials				\$6,506.86
Professional Development				
Staff Development				
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 Travel				\$701.49
Total for Professional Development				\$916.92

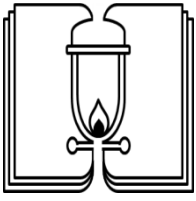


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April 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Programming				
Adult				
04/10/2024	Amazon Capital Services	Flower Pot Mothers day TakeAway Craft	Accounts Payable	72.85
04/23/2024	Bank of America	Ikea- July flower tealight craft	Accounts Payable	52.66
Total for Adult				\$125.51
Juvenile				
04/10/2024	Amazon Capital Services	floor puzzle, whale, gummy fish	Accounts Payable	33.52
04/11/2024	Ana Davidson	March 2024 - Spanish Club Snacks	Accounts Payable	8.00
04/11/2024	Herbert Scher	Myron the Magnificent performance 5/7/24	Accounts Payable	450.00
04/30/2024	Kathy Hunziker	Snacks French Club - April 2024 Reimbursement	Accounts Payable	42.24
04/30/2024	Staples Advantage	Paint x 3	Accounts Payable	11.71
Total for Juvenile				\$545.47
Young Adult				
04/10/2024	Amazon Capital Services	Tiny Art Takeaway Craft, coasters	Accounts Payable	12.88
04/10/2024	Amazon Capital Services	Credit memo 1GF3-DFNJ-6D6J -Macrame Yarn returned	Accounts Payable	-5.98
04/18/2024	Yuhuei Hsiao	Yoda Felting Program 5/1/24 4-5:30pm	Accounts Payable	265.00
Total for Young Adult				\$271.90
Total for Programming				\$942.88
Salaries & Wages				
Benefits				
04/30/2024	Borough of Glen Ridge	Health Care Benefits April 2024	Accounts Payable	5,399.09
Total for Benefits				\$5,399.09
FICA				
04/30/2024	Borough of Glen Ridge	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 Glen Ridge	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 Glen Ridge	PT Payroll 4/1/24 & 4/15/24	Accounts Payable	20,756.49
Total for Part Time Salaries				\$20,756.49
Total for Salaries & Wages				\$53,334.74

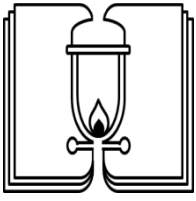


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Subscriptions				
Electronic				
04/23/2024	New York Times	Digital NY Times 4/15/24-4/13/25	Accounts Payable	2,204.80
04/23/2024	Bank of America	Newspapers.com - semiannual Publisher Extra Subscription - Local History Room	Accounts Payable	79.86
Total for Electronic				\$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 Print				\$1,868.36
Total for Subscriptions				\$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	Amazon Capital Services	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 Marketing & Outreach				\$969.53
Software/Hardware				
04/24/2024	Scannx	Invoice#10406 Qtr 1 2024 Scanner Agreement	Accounts Payable	75.80
Total for Software/Hardware				\$75.80
Total for Technology & Communications				\$1,125.08
Other Miscellaneous 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



Glen Ridge Public Library

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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 LCBA Grant				\$97,158.50
Total for Other Miscellaneous Expenditure				\$97,158.50

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.

<https://www.booksmiles.org>.

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