

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
May 15, 2023 7 pm
Minutes

Attendance: Amy Boyle Geisel, Jennifer Hsu, Linda Schaefer, Kathryn Grant, Cathie Studwell, Lauren Maguire, Jessica Einreinhof, Hina Mehta Library Director Wendy Sanford, and Library Assistant Director MaryEllen D'Elia.

At 7:04 PM, President Amy Boyle Geisel called the meeting to order and she read the following statement: Adequate notice of this meeting was provided in the usual course to the Suburban Trends, Record, Herald News, Borough Manager, Borough Clerk, and the RPL website. Notice was posted inside RPL and Ringwood Town Hall.

Open Public Session 1 – Consent Agenda

There were no members of the public present.

Consent Agenda +

- Approval of annexed Minutes, as revised at the board meeting, of open session of the April 17, 2023 Board Meeting
- Directors' Report April 8, 2023-May 5, 2023
- Assistant Director's Report April 5, 2023-May 5, 2023
-

A motion was made by Jennifer Hsu to accept the consent agenda inclusive of corrections. It was seconded by Hina Mehta and passed unanimously.

Regular Agenda

Board Comments

- Amy congratulated the directors on the grants they received.
- We have received 68 survey responses.
- Alex will encourage teen surveys.
- The elevator phone is now working.
- Kathryn asked for a review of the structure of committees and meeting times.
- Board Recruitment Committee-Linda, Jen, and Ann Siebecker. Jen will call for the first meeting.
- Evaluation/Compensation Review Committee-Jen, Linda, and Kathryn. They will create a rubric for analysis. Jen will call for the first meeting.

Finance Report

- The first payment from the Borough was received.
- Council wants to keep funding the same as last year. They will meet on May 16.
- Suggestion was offered to title the P & L statement for better understanding.

Directors Comments

- Wendy reported that she is working with the Wanaque library on combining services.
- Every other month a local history offering.
- Regional Possibilities- Bloomingdale
- Great Stories Grant. We are not a good fit for this grant. The demographics do not show us to be connected to a particular group that would benefit.
- We did not get the grant for the teen center. Only 25 out of 150 grants were awarded.

- MaryEllen reported that a music program for families focusing on a composer and/or style of music is being discussed in partnership with Wanaque.

Friend's Report

- The Friends are working on the next event which will be a Cabaret Night featuring the Safanes on September 30.
- The Book Sale will take place from October 9-14
- A timeline for the process of the gala will be discussed at the May meeting.

Old Business

Board Email Committee Update

MaryEllen reported that everyone should have their new email address with a password. She will help people get set up. As members cycle off the board, their information will be archived. Things need to be archived for seven years. We have access to a shared google drive. The executive board needs to determine who has access to the drive.

- Hina said that the links to all documents could be placed in a shared drive.

Strategic Plan Committee Update

The meetings are at 2pm and the next meeting will be in June. A draft survey focuses on aspects of the library operations. Focus groups will focus on a more detailed survey after the results of the first one are analyzed.

- Discussion on library cards and school participation. Having a getting to know your library program.

Accounting Plan Update

In early June there will be a meeting with Susan. Draft procedures for an accounting manual and the training of our directors will take place. A job cost analysis system will be created.

Conflict of Interest Policy

Recommendations were received from Attorney Cerrone. The concept of Conflict of Interest needs to attach to money earned and how it is used.

- A new draft will be presented at the June meeting. Amy will work on this.

Safety Committee

There have been no updates from the Borough. A discussion focused on issues with alarms and panic buttons. A recommendation was made to ask the Borough to check into cutting the time to respond to alarms.

Board Pipeline and Director Reviews

Meetings will be set up. See Board Comments

Foundation Update

A meeting will take place on June 7th at 7:00pm with Trustees.

New Business

Operating Reserve Funds

A decision needs to be made regarding possible investments. There is \$228,000 to decide about. MaryEllen suggested that \$100,000 be invested.

- We need to be under \$250,000 to be FDIC insured. Borough monies need to be factored into total amount.
- Research needs to be done as to what institution and what product?
- Question was asked as to where interest goes? Directors will ask Susan.
- **Summer Concert Logistics**
 - August 5 Outdoor Fiesta
 - What do the trustees want to do or the friends or an outside organization.
 - Get ice cream lemonade, popcorn, facepainting.
- **Library Bill of Rights**

A discussion was had on the amended Freedom to Read Statement, Library Bill of Rights, and ALA Interpretation of the Library Bill of Rights. A motion was made to adopt the Amended Freedom to Read Statement as policy book Appendix B, Amended Library Bill of Rights as policy book Appendix A and ALA Interpretation of the Library Bill of Rights as Appendix C by Amy Boyle Geisel it was seconded by Linda Schaefer. The vote was unanimous.

NJLA Programs Update

May 18-7pm

June 7-7pm

June 22-7pm

Executive Session: There was no need for an executive session.

Adjournment

A motion to adjourn was made by Jennifer Hsu. Hina Mehta seconded it and it passed unanimously.

There being no further business, the meeting was adjourned at 9:08 PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, June 26, 2023 in the library's community room.

Respectfully submitted,
Cathie Sklenar-Studwell
5/15/2023

Wendy Sandford
Report of the Director
April 12 – May 5, 2023

In opposition to March's non-stop exuberance, April calmed down to "normalcy." We had our normal amount of library visits with 5,466; normal amount of circulation with 4,719 check-outs; and a normal count of active users with 4,823. What was out of the ordinary was the amount of Notaries attended to by just 2 of us: 44! That number for one month is our record—having only achieved 40 one other time last year March—with 3 notaries on staff!! I examined the statistics since I started in 2016, and it was always under 40 every month. This just goes to show that we need to get a third notary public designated sooner than later.

I submitted a grant for LLNJ's Staff Development Subsidy. Using accountant Susan Croce's consultant visits to train me on QuickBooks and all Admin on QuickBooks upgrades as the goal, sadly we were not a winning recipient of the \$500. Susan Croce did meet with us and show us her upgrades, and spent time with me to get me better acquainted with the accounting systems.

I reported in February that I filed an application for our library to the New Jersey State Library's SWILS-NJ (Social Work Informed Library Service in NJ) intern program. The program allows social work interns to help with information and referrals, community events and outreach, programming and other special projects tailored to serve marginalized and underprivileged patrons. I recently received a notice that they accepted 36 applications and are soon to choose their 10 libraries for participation.

PALS Plus debuted their brand new face-lifted website this month- check it out at <https://www.palsplus.org/> Remember to visit the member libraries for checking out our services and comparing them to the other members.

Meetings and Trainings:

April 12th: Met with Wayne Mann and other representatives of Ramapough community.

13th: Webinar introducing the revised PALS Plus website.

13th: Webinar from ALA on Applying for Grants.

17th: Filed Grant Application to New Jersey Council for the Humanities for New Adults' Walking Tours Program Suite.

20th: Writing From the Heart Writing Group Poetry Open Mic night. I made a presentation of a certificate of appreciation to long-time leader Rebecca Truffant.

20th: Friends of the Library meeting.

22nd: Helped man a table at the Weis Center's Earth Day celebration with Heather Caldwell who was highlighting our STEM kits. A "Scientific" Beaded Bracelet craft was offered as well.

22nd: We hosted an open house for this month's art wall artists' display: The Creators Workshop Art School students and their guests came during the day to view their artwork.

23rd-29th: National Library Week. A Match the Baby Picture to the Library Staff contest was held. The winner was Rachel Wohler who guessed all 15 pictures correctly!

25th: Strategic Planning Committee met. We made a date to meet again May 9th.

26th: Met with Wayne Mann and other representatives of Ramapough community.

27th: Met with Superintendent of Schools Dr. Bernice, Ryerson Middle School Principal Dr. Wirt, and teacher Jennifer Pape.

27th: Met with President Pam Tokaraczuk of the Ringwood Garden Club.

May 1st: Spent time with Jim of PALS Plus Tech who helped me build my Director's Outlook system.

May 3rd: Arrived to find that the window leaked in the Staff Office during the weekend's heavy rainfall. DPW came quickly to clear the mess, and proceeded to clean the library's gutters.

3rd: Attended New Jersey State Library webinar for Trustees and Directors- First Amendment Audits and Public Libraries. Stressed the importance of policy and staff training.

4th: Met with Wanaque Library Director Mary Martin and her staff member Susan Lindemulder, Sharing programming between Ringwood and Wanaque was discussed and planning began.

4th: Attended Ringwood's National Day of Prayer program with MaryEllen.

5th: DPW arrived to let me know that they are replacing our kitchen faucet and basement men's room urinal plumbing fixtures next week.

PALS Plus has nine committees that meet monthly and help steer the direction of the consortium. To become a member of the committee, after offering to participate, the PALS Plus Executive Board decides who will be chosen. Ringwood can stand proud to represent the library on the:

Youth Services Committee: Janet Crane, member

Aleks Brittain, Co-Chair

Teen Services Committee: Aleks Brittain, member

Digital Services Committee: Heather Caldwell, Co-Chair

Policy Committee: Wendy Sandford, member

We are firming up our plans for the upcoming Summer Reading Program "All Together Now." I predict a summer of awesome is heading to the Borough of Ringwood!! More details as they develop...

Assistant Director's Report by MaryEllen D'Elia

5/7/2023

Meetings and Trainings:

5/9 Strategic Planning Committee

5/20 Maximizing Curb Appeal seminar with Darcie Hunter and Tina Yi

5/22 Call with Scott Heck – Council meeting update, election day, memorial day event

5/23 Met with Mike Novak, Lakeland Assistant Superintendent – Summer Reading plans, future plans to work together – literacy needs, student deficits and how we can help address them

5/24 Met with Heather, Aleks, Janet, and Denise about Summer Reading planning

5/25 PALS General Membership Meeting

5/31 Ringwood Friends of Music, Wanaque Public Library, Wendy and I – Family music program; also discussion with Wanaque about joining forces for Summer Reading for teens and tweens and including Lakeland

6/5 Wendy and a member of the public about book concerns and her offer of a book donation

6/6 Strategic Planning Committee

6/7 Visited 6th grade ELA classes at Ryerson with Aleks to talk about Summer Reading Program

6/7 Susan Croce was in correcting some balance sheet items related to payroll booking and establishing job classes that will be used to tie revenue sources to expenditures

6/7 & 6/8 Community Conversation with Ringwood School District

6/8 Borough Safety Committee Meeting; follow-up afterwards with Borough about safety concerns

6/8 Conversation with Scott Heck Re: Schools/Borough/Library cooperation

6/13 Met with Scott Conley and Wendy about the Borough auctioning weeded books and surplus electronics, a fire safety storytime and touch-a-truck during Summer Reading, and the basement emergency exit/stairs

6/15 Attended Ringwood School District new phonics program training

Grants -In development:

ALA Gaming Grant (Submitted, decision in late June)

NJ Humanities Incubation Grant (Submitted, awaiting decision)

Tabled:

EntreLib Pitch Competition – tabled until next year possibly – need to research and develop a business program for this grant

ALA Great Stories Grant – working to build a relationship with the juvenile detention center at Ringwood Manor, a possible vehicle for this grant

ALA Great Stories Grant, 3rd round: “Imagining Tomorrow: Building Inclusive Futures” Due by May 10

LLNJ Level-Up Your Library Grant (did not receive)

PLA Digital Literacy Workshop & PLA Basics (Possibly w Wanaque) – maybe a future project

Deliverables from last meeting:

- Board emails – all have been established, see agenda
- Conflict of Interest policy – draft up for discussion
- Strategic Plan – committee met, new meeting date to be announced
- Municipal budget approved, our allocation from the library line will be the same as last year, \$566,000.00.

Other

- **May 8 Incident Report:** A patron fell outside on the sidewalk/curb cut/parking lot and cut her temple. We waited with her until police came and a neighbor took her to the ER where she received stitches for the wound. She said that there was no head injury. Her family have been in touch with the Borough about assistance with

Assistant Director's Report by MaryEllen D'Elia

5/7/2023

the resulting bills and we have provided them with the incident report. I spoke to the patron on May 10 and she was sore but recovering. Borough carrier has been notified.

- Budget was approved at : Spoke to Debbie Buchanan, budget approved with no changes
- Possible Summer Reading ideas under development: Seed bank and fall/winter sowing program; Touch-A-Truck; Fire Safety; donation drives (food pantry, diapers, pets), pet adoption/rabies clinic, health screenings/first aid, family dinner book discussion, drop in board game days, Reading Rainbow Road for the middle school; Lakeland Summer Reading
- PJM coming 5/31 to clean out ducts and filters
- Borough is auctioning decommissioned tech items and 20 boxes of books for us to see if this is a viable way to recoup funds. Council passed our motion to declare items surplus prior to auction.
- We have been reaching out to Ringwood and Lakeland School Districts about their student's needs and how we can help support their goals in our programs. Initial work will be through Summer Reading program but we have other avenues to explore and will be working with them on new programs. We are also making some of their expressed needs a tie in with our Summer Reading programming including incentivizing completion of their Summer Reading homework.
- Bill Swain will be displaying his art 6/1-7/15
- 5/24 The library spontaneously hosted a class from Montclair State who, with their professor, Mike Clatterbuck, examined the documents for the Superfund site. They had a last minute cancellation with another party and asked if we could help them out which we were happy to do. We spoke about working together along with other possible stakeholders on local history of our area. Montclair State has a new Native American studies department that works with the Ramapough.
- 5/25 Borough held their Memorial Day ceremony in the parking lot in front of the flag pole. They have also adorned our parking lot lamp post with banners from the Hometown Heroes effort that they held.
- Strategic Plan Committee will move to either nights or weekends to allow for greater participation. These conversations have been very impactful.
- Community Conversations held by Ringwood Schools were very impactful. A lot of good information from the community about their needs and specific programs or needs the library can address.
- Aleks and I are working on the middle school summer reading program. Based on Mario Kart this will be gamified. There will be incentives for finishing summer reading homework for school, book clubs, craft activities, scavenger hunts, and will culminate in a boss battle water balloon fight.
- Health Department and Atlantic Health will hold parts of the health challenge program they run at the library.
- 6/6 Election Day at the library was uneventful but busy
- 6/7 Smoke from the wildfires was bad enough in the library that we shut down the HVAC and closed the meeting rooms for programs. 6/8 conditions were better and the HVAC was turned on and meeting rooms reopened.
- 6/9 ant infestation in workroom, Borough contracted with Abarb who have been in to lay bait inside and out and will be under contract for 90 days. The ant situation has improved and we are monitoring
- 6/12 worked with Wendy to host a piano recital by a local music teacher for his students. 16 children and their families came to the event to play and listen
- 6/13 small leak in basement boiler room from heater, Borough plumber called
- 6/14 Borough Anti-Littering poster contest winners have been hung; a reception for the winners and their families will take place at 6PM on June 22.

Ringwood Public Library Accounts

	As of 12.31.22	As of 3.31.23	YTD: 3.31.23
TD General Operating Acct	\$ 306,751.98	\$ 315,323.62	
Income		\$ 147,500.86	\$ 149,123.38
Expenses		\$ 44,501.83	\$ 136,640.65
Net		\$ 102,999.03	\$ 12,482.73

	As of 2.28.23	As of 3.31.23	Net Change
TD Building Fund Acct			
	\$ 1,764.71	\$ 1,764.71	\$ -

	As of 2.28.23	As of 3.31.23	Net Change
Emergency Reserve Funds			
Fidelity Money Market	\$ 0.47	\$ 0.05	\$ (0.42)
Fidelity Balanced Fund	\$ 5,942.33	\$ 6,144.23	\$ 201.90
Fidelity Vangaurd	\$ 3,113.97	\$ 3,170.48	\$ 56.51
	\$ 9,056.77	\$ 9,314.76	\$ 257.99

	As of 3.31.23
Friends of the Ringwood Library	18,604.07

2018 End of Year Spending to Budget	\$ 51,824.91
2019 End of Year Spending to Budget	\$ 55,324.76
2020 End of Year Spending to Budget	\$ 98,969.38
2021 End of Year Spending to Budget	\$ (28,330.26)
2022 End of Year Spending to Budget	\$ (42,000.37)

\$ 326,403.09	RPL Current total in checking and investments
\$ 18,604.07	Friends Current total in checking
\$ 345,007.16	GRAND TOTAL

LIBRARY ASSOCIATION OF RINGWOOD, INC

Transaction List by Vendor

April 2023

	Type	Date	Num
Advantage Payroll Services	Check	04/01/2023	PAYROLL
	Check	04/15/2023	PAYROLL
Baker Adult	Bill	04/11/2023	5018294802
	Bill	04/18/2023	5018306665
	Bill	04/19/2023	5018309711
	Bill Pmt -Check	04/25/2023	9123
Baker Juvenile	Bill	04/10/2023	5018292593
	Bill Pmt -Check	04/25/2023	9124
Delta Dental of New Jersey, Inc.	Check	04/27/2023	9131
EC-Comptech-LLC	Bill	04/06/2023	07
	Bill Pmt -Check	04/06/2023	9119
Michael A. Cerone, Jr., Esq	Bill	04/03/2023	
	Bill Pmt -Check	04/06/2023	9116
Midwest Tape	Bill	04/24/2023	503686180
	Bill Pmt -Check	04/25/2023	9125
	Bill	04/28/2023	503700005
MPLC	Check	04/27/2023	1081
Noah's Ark Workshop	Check	04/27/2023	1082
PALS PLUS	Bill	04/13/2023	4502
	Bill	04/13/2023	4504
	Bill	04/13/2023	4500
	Bill	04/13/2023	4499
	Bill	04/13/2023	4501
	Bill	04/13/2023	4503
	Bill Pmt -Check	04/25/2023	9126
TD Banknorth	Check	04/13/2023	9122
Telesystem	Bill	04/01/2023	952567
	Bill Pmt -Check	04/06/2023	9120
The Hartford	Bill	04/26/2023	10715247
	Bill Pmt -Check	04/26/2023	9128
TIAA-CREF	General Journal	04/25/2023	

LIBRARY ASSOCIATION OF RINGWOOD, INC
Transaction List by Vendor

April 2023

	Type	Date	Num
Tulpehocken Spring Water			
	Bill Pmt -Check	04/06/2023	9117
UHS Premium Billing			
	Check	04/27/2023	9130
Verizon 489			
	Bill Pmt -Check	04/06/2023	9118

LIBRARY ASSOCIATION OF RINGWOOD, INC

Profit & Loss

April 2023

	Apr 23
Ordinary Income/Expense	
Income	
Fund Raiser	165.00
43000 · Library Generated	
43001 · Fines/Fees	15.00
43003 · Used Books Sales	5.00
43004 · Photocopying,Printer and Fax	215.00
43007 · Replacement Library Card	5.00
43008 · Other	5.00
43009 · Posters	148.00
Total 43000 · Library Generated	393.00
44000 · Donations	
44001 · Dues/Membership	10.00
44002 · Unrestricted Donations	8.00
Total 44000 · Donations	18.00
46000 · Investment Income	
46001 · CMF Dividends/MM Interest	102.96
46000 · Investment Income - Other	72.82
Total 46000 · Investment Income	175.78
47001 · Merchandise	120.00
Total Income	871.78
Gross Profit	871.78
Expense	
50000 · STAFF COSTS	
50001 · Salaries & Wages	27,105.21
50002 · Employer Payroll Tax	8,410.73
50003 403b	5,218.80
50004 · Emp Health, Life, Dental	2,625.05
Total 50000 · STAFF COSTS	43,359.79
60000 · LIBRARY MATERIALS	
60001 · Books	
60002 · Adult Fiction	818.68
60003 · Adult Non-Fiction	543.31
60004 · Young Adult	191.46
60005 · Childrens	265.67
60006 · Large Print	110.80
60009 · Hoopla	3,755.09
60012 · Memorial Books	77.56
Total 60001 · Books	5,762.57
60011 · Freight/Shipping Costs	19.30
60100 · Magazines/Newspapers	743.81
60200 · Audio Visual Materials	125.93
60400 · Audio Books	109.97
Total 60000 · LIBRARY MATERIALS	6,761.58
65000 · OPERATING EXPENSES	

LIBRARY ASSOCIATION OF RINGWOOD, INC

Profit & Loss

April 2023

	Apr 23
65002 · Computer Equipment	
65004 · Software & Maint. on Software	48.76
65002 · Computer Equipment - Other	-4,302.00
Total 65002 · Computer Equipment	-4,253.24
65005 · Equip. & Bldg. Maintenance	
65007 · Liability Insurance	497.00
Total 65005 · Equip. & Bldg. Maintenance	497.00
65012 · B&T Freight	
65014 · Interlibrary Postage	3.47
Total 65012 · B&T Freight	3.47
65020 · Telephone	673.97
65021 · Contracted Services	
65023 · Website	63.51
65024 · Payroll Service	588.51
65025 · PALS Plus Fees	5,531.83
65026 · Computer Tech Support	273.75
65027 · Legal Fees	100.00
65028 · Mail Chimp	60.00
65021 · Contracted Services - Other	260.40
Total 65021 · Contracted Services	6,878.00
65050 · Printing/Office/Computer Supp.	
65051 · Office Supplies	298.60
Total 65050 · Printing/Office/Computer Supp.	298.60
65060 · Public Relations & Programming	
65062 · Children Programming	50.00
65065 · Public Relations	10.00
65066 · Summer Reading	254.80
Total 65060 · Public Relations & Programming	314.80
65070 · Miscellaneous Expenses	
65071 · Bank/PayPal Charges	
65072 · PAYPAL FEES	-1.75
Total 65071 · Bank/PayPal Charges	-1.75
Total 65070 · Miscellaneous Expenses	-1.75
Total 65000 · OPERATING EXPENSES	4,410.85
70000 · Friends of Library	
70003 · Licenses	269.63
Total 70000 · Friends of Library	269.63
Total Expense	54,801.85
Net Ordinary Income	-53,930.07
Net Income	-53,930.07

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	Jan - Apr 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · GOVERNMENT FUNDING			
41100 · State Funding			
41001 · State Aid	0.00	6,711.00	-6,711.00
41002 · LLNJ Grants	0.00	500.00	-500.00
Total 41100 · State Funding	0.00	7,211.00	-7,211.00
41200 · Local			
41201 · Borough Funding	141,500.00	586,950.70	-445,450.70
Total 41200 · Local	141,500.00	586,950.70	-445,450.70
Total 41000 · GOVERNMENT FUNDING	141,500.00	594,161.70	-452,661.70
4150 · MISCELLANEOUS INCOME	17.30		
42000 · GRANTS-1	500.00	1,000.00	-500.00
42001 · PCCHC Concert Grant	2,250.00	3,000.00	-750.00
43000 · Library Generated			
43001 · Fines/Fees	33.11	0.00	
43002 · Lost & Damaged Goods	124.93	500.00	-375.07
43003 · Used Books Sales	5.00	375.00	-370.00
43004 · Photocopying,Printer and Fax	765.00	2,000.00	-1,235.00
43005 · Printer Copies	-96.00	750.00	-846.00
43006 · Fax Copies	0.00	1,000.00	-1,000.00
43007 · Replacement Library Card	34.57	150.00	-115.43
43008 · Other	5.00		
43009 · Posters	148.00		
Total 43000 · Library Generated	1,019.61	4,775.00	-3,755.39
44000 · Donations			
44001 · Dues/Membership	50.00	500.00	-450.00
44002 · Unrestricted Donations		4,000.00	
TD Bank-Affinity Program	2,460.27		
44002 · Unrestricted Donations - Other	573.20	0.00	573.20
Total 44002 · Unrestricted Donations	3,033.47	4,000.00	-966.53
44003 · Restricted	0.00	2,000.00	-2,000.00
44004 · Memorial Donations & Leaves	0.00	500.00	-500.00
44000 · Donations - Other	52.00		
Total 44000 · Donations	3,135.47	7,000.00	-3,864.53
45000 · Fund Raising Income			
45001 · Direct Mail Fund Drive	0.00	10,000.00	-10,000.00
45000 · Fund Raising Income - Other	133.50		
Total 45000 · Fund Raising Income	133.50	10,000.00	-9,866.50
46000 · Investment Income			
46001 · CMF Dividends/MM Interest	278.67	500.00	-221.33
46000 · Investment Income - Other	-216.41	0.00	
Total 46000 · Investment Income	62.26	500.00	-437.74
47001 · Merchandise	125.00	0.00	

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	Jan - Apr 23	Budget	\$ Over Budget
Total Income	148,743.14	620,436.70	-471,693.56
Gross Profit	148,743.14	620,436.70	-471,693.56
Expense			
50000 · STAFF COSTS			
50001 · Salaries & Wages	76,098.10	388,475.20	-312,377.10
50002 · Employer Payroll Tax	14,870.92	35,000.00	-20,129.08
50003 · 403B Annuity	16,655.98	25,000.00	-8,344.02
50004 · Emp Health, Life, Dental	7,587.59	31,994.15	-24,406.56
50005 · Workers Compensation	0.00	175.00	-175.00
50006 · Staff Development	0.00	500.00	-500.00
Total 50000 · STAFF COSTS	115,212.59	481,144.35	-365,931.76
60000 · LIBRARY MATERIALS			
60001 · Books			
60002 · Adult Fiction	3,523.77	10,000.00	-6,476.23
60003 · Adult Non-Fiction	1,917.46	8,500.00	-6,582.54
60004 · Young Adult	580.05	2,500.00	-1,919.95
60005 · Childrens	1,075.56	3,500.00	-2,424.44
60006 · Large Print	400.56	1,800.00	-1,399.44
60007 · Directors Discretionary	0.00	0.00	0.00
60008 · OverDrive	0.00	3,000.00	-3,000.00
60009 · Hoopla	3,755.09	15,000.00	-11,244.91
60010 · Replacement Books	0.00	0.00	0.00
60012 · Memorial Books	77.56		
Total 60001 · Books	11,330.05	44,300.00	-32,969.95
60011 · Freight/Shipping Costs	4.99	0.00	4.99
60100 · Magazines/Newspapers			
60101 · Adult	-80.25	0.00	-80.25
60102 · Children	0.00	0.00	0.00
60100 · Magazines/Newspapers - Other	1,420.49	3,500.00	-2,079.51
Total 60100 · Magazines/Newspapers	1,340.24	3,500.00	-2,159.76
60200 · Audio Visual Materials			
60103 · Chidren	0.00	0.00	0.00
60201 · Adult	0.00	0.00	0.00
60200 · Audio Visual Materials - Other	358.55	1,500.00	-1,141.45
Total 60200 · Audio Visual Materials	358.55	1,500.00	-1,141.45
60300 · Reference & Electronic Database	0.00	2,000.00	-2,000.00
60400 · Audio Books	119.97	2,000.00	-1,880.03
60500 · Collection Maintenance			
60501 · Collection Supplies	323.84	2,500.00	-2,176.16
60500 · Collection Maintenance - Other	220.00		
Total 60500 · Collection Maintenance	543.84	2,500.00	-1,956.16
Total 60000 · LIBRARY MATERIALS	13,697.64	55,800.00	-42,102.36
65000 · OPERATING EXPENSES			
65001 · Furniture & Equipment	21.59	500.00	-478.41

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	Jan - Apr 23	Budget	\$ Over Budget
65002 · Computer Equipment			
PALS Telecom	0.00	2,100.00	-2,100.00
65003 · Computer Equipment Maintenance	0.00	800.00	-800.00
65004 · Software & Maint. on Software	147.76	1,500.00	-1,352.24
65002 · Computer Equipment - Other	62.12	12,500.00	-12,437.88
Total 65002 · Computer Equipment	209.88	16,900.00	-16,690.12
65005 · Equip. & Bldg. Maintenance			
65006 · Copier Maint & Leasing	0.00	0.00	0.00
65007 · Liability Insurance	497.00	2,500.00	-2,003.00
65008 · Capitol Projects	0.00	0.00	0.00
65009 · Cleaning Supplies	0.00	500.00	-500.00
65010 · Office Equipment Maint.	0.00	1,000.00	-1,000.00
Total 65005 · Equip. & Bldg. Maintenance	497.00	4,000.00	-3,503.00
65011 · Utilities (drinking water serv)	-5.99	300.00	-305.99
65012 · B&T Freight			
65013 · General Postage/Freight	661.89	700.00	-38.11
65014 · Interlibrary Postage	169.62	200.00	-30.38
65012 · B&T Freight - Other	29.56	200.00	-170.44
Total 65012 · B&T Freight	861.07	1,100.00	-238.93
65020 · Telephone	1,543.43	5,520.00	-3,976.57
65021 · Contracted Services			
Procopy	0.00	2,500.00	-2,500.00
Stewart Business	0.00	1,000.00	-1,000.00
65022 · Accountant	0.00	10,200.00	-10,200.00
65023 · Website	63.51	1,400.00	-1,336.49
65024 · Payroll Service	1,544.36	3,850.00	-2,305.64
65025 · PALS Plus Fees	5,531.83	22,127.30	-16,595.47
65026 · Computer Tech Support	821.25	3,285.00	-2,463.75
65027 · Legal Fees	466.67	2,500.00	-2,033.33
65028 · Mail Chimp	180.00	720.00	-540.00
65021 · Contracted Services - Other	973.13	0.00	973.13
Total 65021 · Contracted Services	9,580.75	47,582.30	-38,001.55
65044 · Internet Service	0.00	500.00	-500.00
65050 · Printing/Office/Computer Supp.			
65051 · Office Supplies	418.96	2,500.00	-2,081.04
65052 · Printer Paper	126.63	0.00	126.63
65053 · Printing Costs	0.00	0.00	0.00
65054 · Printer Supplies	0.00	0.00	0.00
65055 · Copier Supplies	0.00	0.00	0.00
Total 65050 · Printing/Office/Computer Supp.	545.59	2,500.00	-1,954.41
65060 · Public Relations & Programming			
65061 · Adult Program	665.83	2,500.00	-1,834.17
65062 · Children Programming	253.18	2,500.00	-2,246.82
65063 · Steam/Stem	144.62	1,500.00	-1,355.38

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	Jan - Apr 23	Budget	\$ Over Budget
65064 · Young Adult Programming	260.90	1,250.00	-989.10
65065 · Public Relations	10.00	0.00	10.00
65066 · Summer Reading	254.80	1,000.00	-745.20
65067 · Winter Event	0.00	500.00	-500.00
65068 · Holiday Programs	0.00	500.00	-500.00
Total 65060 · Public Relations & Programming	1,589.33	9,750.00	-8,160.67
65070 · Miscellaneous Expenses			
65073 · Business Reg.	0.00	50.00	-50.00
65070 · Miscellaneous Expenses - Other	2.50		
Total 65070 · Miscellaneous Expenses	2.50	50.00	-47.50
65080 · Dues & Memberships	0.00	700.00	-700.00
65085 · Training/Conf/Travel	170.10	1,000.00	-829.90
65089 · D&O Insurance	0.00	1,200.00	-1,200.00
65090 · Fundraising			
65091 · Annual Appeal Mailing	0.00	2,500.00	-2,500.00
65092 · Association Membership Mailing	0.00	100.00	-100.00
Total 65090 · Fundraising	0.00	2,600.00	-2,600.00
Total 65000 · OPERATING EXPENSES	15,015.25	94,202.30	-79,187.05
66900 · Reconciliation Discrepancies	259.84		
70000 · Friends of Library			
70001 · Museum Passes	400.00	500.00	-100.00
70003 · Licenses			
70004 · Movie License	0.00	300.00	-300.00
70003 · Licenses - Other	269.63		
Total 70003 · Licenses	269.63	300.00	-30.37
70008 · Fundraising			
70009 · Food	0.00	300.00	-300.00
70010 · Entertainment	37.46	150.00	-112.54
70011 · Event Rental	0.00	200.00	-200.00
Total 70008 · Fundraising	37.46	650.00	-612.54
70015 · Christmas Party	0.00	600.00	-600.00
Total 70000 · Friends of Library	707.09	2,050.00	-1,342.91
70002 · Equipment	5,730.00		
Total Expense	150,622.41	633,196.65	-482,574.24
Net Ordinary Income	-1,879.27	-12,759.95	10,880.68
Net Income	-1,879.27	-12,759.95	10,880.68

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
41000 · GOVERNMENT FUNDING	
41100 · State Funding	
41001 · State Aid	0.0%
41002 · LLNJ Grants	0.0%
Total 41100 · State Funding	0.0%
41200 · Local	
41201 · Borough Funding	24.11%
Total 41200 · Local	24.11%
Total 41000 · GOVERNMENT FUNDING	23.82%
4150 · MISCELLANEOUS INCOME	
42000 · GRANTS-1	50.0%
42001 · PCCHC Concert Grant	75.0%
43000 · Library Generated	
43001 · Fines/Fees	
43002 · Lost & Damaged Goods	24.99%
43003 · Used Books Sales	1.33%
43004 · Photocopying,Printer and Fax	38.25%
43005 · Printer Copies	-12.8%
43006 · Fax Copies	0.0%
43007 · Replacement Library Card	23.05%
43008 · Other	
43009 · Posters	
Total 43000 · Library Generated	21.35%
44000 · Donations	
44001 · Dues/Membership	10.0%
44002 · Unrestricted Donations	
TD Bank-Affinity Program	
44002 · Unrestricted Donations - Other	100.0%
Total 44002 · Unrestricted Donations	75.84%
44003 · Restricted	0.0%
44004 · Memorial Donations & Leaves	0.0%
44000 · Donations - Other	
Total 44000 · Donations	44.79%
45000 · Fund Raising Income	
45001 · Direct Mail Fund Drive	0.0%
45000 · Fund Raising Income - Other	
Total 45000 · Fund Raising Income	1.34%
46000 · Investment Income	
46001 · CMF Dividends/MM Interest	55.73%
46000 · Investment Income - Other	
Total 46000 · Investment Income	12.45%
47001 · Merchandise	

LIBRARY ASSOCIATION OF RINGWOOD, INC

Profit & Loss Budget vs. Actual

February through April 2023

	% of Budget
Total Income	23.97%
Gross Profit	23.97%
Expense	
50000 · STAFF COSTS	
50001 · Salaries & Wages	19.59%
50002 · Employer Payroll Tax	42.49%
50003 · 403B Annuity	66.62%
50004 · Emp Health, Life, Dental	23.72%
50005 · Workers Compensation	0.0%
50006 · Staff Development	0.0%
Total 50000 · STAFF COSTS	23.95%
60000 · LIBRARY MATERIALS	
60001 · Books	
60002 · Adult Fiction	35.24%
60003 · Adult Non-Fiction	22.56%
60004 · Young Adult	23.2%
60005 · Childrens	30.73%
60006 · Large Print	22.25%
60007 · Directors Discretionary	0.0%
60008 · OverDrive	0.0%
60009 · Hoopla	25.03%
60010 · Replacement Books	0.0%
60012 · Memorial Books	
Total 60001 · Books	25.58%
60011 · Freight/Shipping Costs	100.0%
60100 · Magazines/Newspapers	
60101 · Adult	100.0%
60102 · Children	0.0%
60100 · Magazines/Newspapers - Other	40.59%
Total 60100 · Magazines/Newspapers	38.29%
60200 · Audio Visual Materials	
60103 · Chidren	0.0%
60201 · Adult	0.0%
60200 · Audio Visual Materials - Other	23.9%
Total 60200 · Audio Visual Materials	23.9%
60300 · Reference & Electronic Database	0.0%
60400 · Audio Books	6.0%
60500 · Collection Maintenance	
60501 · Collection Supplies	12.95%
60500 · Collection Maintenance - Other	
Total 60500 · Collection Maintenance	21.75%
Total 60000 · LIBRARY MATERIALS	24.55%
65000 · OPERATING EXPENSES	
65001 · Furniture & Equipment	4.32%

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	% of Budget
65002 · Computer Equipment	
PALS Telecom	0.0%
65003 · Computer Equipment Maintenance	0.0%
65004 · Software & Maint. on Software	9.85%
65002 · Computer Equipment - Other	0.5%
Total 65002 · Computer Equipment	1.24%
65005 · Equip. & Bldg. Maintenance	
65006 · Copier Maint & Leasing	0.0%
65007 · Liability Insurance	19.88%
65008 · Capitol Projects	0.0%
65009 · Cleaning Supplies	0.0%
65010 · Office Equipment Maint.	0.0%
Total 65005 · Equip. & Bldg. Maintenance	12.43%
65011 · Utilities (drinking water serv)	-2.0%
65012 · B&T Freight	
65013 · General Postage/Freight	94.56%
65014 · Interlibrary Postage	84.81%
65012 · B&T Freight - Other	14.78%
Total 65012 · B&T Freight	78.28%
65020 · Telephone	27.96%
65021 · Contracted Services	
Procopy	0.0%
Stewart Business	0.0%
65022 · Accountant	0.0%
65023 · Website	4.54%
65024 · Payroll Service	40.11%
65025 · PALS Plus Fees	25.0%
65026 · Computer Tech Support	25.0%
65027 · Legal Fees	18.67%
65028 · Mail Chimp	25.0%
65021 · Contracted Services - Other	100.0%
Total 65021 · Contracted Services	20.14%
65044 · Internet Service	0.0%
65050 · Printing/Office/Computer Supp.	
65051 · Office Supplies	16.76%
65052 · Printer Paper	100.0%
65053 · Printing Costs	0.0%
65054 · Printer Supplies	0.0%
65055 · Copier Supplies	0.0%
Total 65050 · Printing/Office/Computer Supp.	21.82%
65060 · Public Relations & Programming	
65061 · Adult Program	26.63%
65062 · Children Programming	10.13%
65063 · Steam/Stem	9.64%

LIBRARY ASSOCIATION OF RINGWOOD, INC
Profit & Loss Budget vs. Actual
February through April 2023

	<u>% of Budget</u>
65064 · Young Adult Programming	20.87%
65065 · Public Relations	100.0%
65066 · Summer Reading	25.48%
65067 · Winter Event	0.0%
65068 · Holiday Programs	0.0%
Total 65060 · Pubc Relations & Programming	<u>16.3%</u>
65070 · Miscellaneous Expenses	
65073 · Business Reg.	0.0%
65070 · Miscellaneous Expenses - Other	
Total 65070 · Miscellaneous Expenses	<u>5.0%</u>
65080 · Dues & Memberships	0.0%
65085 · Training/Conf/Travel	17.01%
65089 · D&O Insurance	0.0%
65090 · Fundraising	
65091 · Annual Appeal Mailing	0.0%
65092 · Association Membership Mailing	0.0%
Total 65090 · Fundraising	<u>0.0%</u>
Total 65000 · OPERATING EXPENSES	<u>15.94%</u>
66900 · Reconciliation Discrepancies	
70000 · Friends of Library	
70001 · Museum Passes	80.0%
70003 · Licenses	
70004 · Movie License	0.0%
70003 · Licenses - Other	
Total 70003 · Licenses	<u>89.88%</u>
70008 · Fundraising	
70009 · Food	0.0%
70010 · Entertainment	24.97%
70011 · Event Rental	0.0%
Total 70008 · Fundraising	<u>5.76%</u>
70015 · Christmas Party	0.0%
Total 70000 · Friends of Library	<u>34.49%</u>
70002 · Equipment	
Total Expense	<u>23.79%</u>
Net Ordinary Income	<u>14.73%</u>
Net Income	<u><u>14.73%</u></u>