

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
February 27, 2023 7 pm
AGENDA

Call to Order

Statement of Meeting Notice

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

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Please use the time in this session for questions about any items in the Consent Agenda prior to their passage. There will be a second public session for any non-Consent Agenda items.

Consent Agenda +

- Approval of annexed Minutes of open session of the January 9, 2023 Board Meeting
- Directors' Report Jan 1, 2023 - Feb 16, 2023
- Assistant Director's Report Jan1, 2023-Feb, 16 2023
- Adult Services Report Dec 2022, Jan 2023
- Youth Services Reports YE 2022 Jan 2023
- Tech Services Reports Jan 2023
- Financial Report as of Dec 31, 2022

+ = Consent items are non-controversial items or routine items that are discussed at every meeting. Anyone who wants to discuss an item should move the item off the Consent Agenda after the Chair inquires. The Consent Agenda is adopted with a motion, second and vote. Items removed from the Consent Agenda can be discussed separately.

Regular Agenda

- Board Comments
- Directors Comments
- Friend's Report
- Old Business
 - Board email committee update
 - Strategic Plan committee update
 - Insurance renewals requote update
 - Revised Org chart draft and Director, Assistant Director draft job descriptions
 - Poster Printer pricing scheme

- Board roles: record-keeper, etc.

Open Public Session 2

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Executive Session

New Business

- Accounting and Budget
- Phone line cost increases
- Proposed changes to library hours
- Audit
- Approval of purchase of postage stamps in the amount of \$630.00 for 10 rolls of 100 postage stamps.
- Discussion of Director's spending limit in light of inflationary increases in routine costs
- Request of Board to name MaryEllen D'Elia as Plan Administrator of the Library Association of Ringwood, Inc. 403(b) TDA Plan held with TIAA-cref and to remove Dan Parker in that role.
- Request to name MaryEllen D'Elia as the SAM's Contact for the purpose of annual re-registration of the library's SAM's number, needed for grant applications

Open Public Session 2: if needed

Executive Session 2: if needed

Adjournment

Ringwood Public Library
Director's Report January 1-February 16, 2023
Wendy Sandford

Providing details from the December 8, 2022 program I attended called *First Amendment Audits: What Libraries Need to Know* held at the Rochelle Park Public Library. The program consisted of a panel of three Librarians, two of whom have had to navigate First Amendment Audits, and a Library Lawyer named Douglas S. Zucker. After describing the events that happened at their libraries, each gave their opinions of what could be learned from their audits. What I took away from the program was:

- Library Mission Statements should be broad; Policies should be tight.
- Have an effective Code of Patron Conduct Policy
- Libraries are "Limited Public Forums" meaning we can have policies about filming in the library. Filming of the library, except prohibited areas (need to be clearly marked,) can occur- no filming of children, patron's computers, staff computers. Filming should not be disruptive.
- Empower and train the staff to remain calm and to provide vague answers to filmers like "I don't know" and get the supervisor. Staying calm and courteous gives an opportunity to walk away. If staff is wearing a face mask, remove it because the filmer can dub in any words.
- Book challenges and book bannings were discussed and again it was stressed to be sure to have very tight book purchasing policies, book challenge policies, display policies, and strong collection development policies.
- Misc.: Designate and clearly mark Staff Only areas. Staff name tags should not show last names. Announce filming policy before each juv program. Be mindful of patron privacy on staff computers.

Details from the December 16, 2022 webinar called *Social Workers in Libraries*. The New Jersey State Library has developed a Social Work Informed Library Services in New Jersey (SWILIBS-NJ) Project that will promote connection and collaboration between social work student interns and public libraries in New Jersey. I registered Ringwood Library to be considered a host for an intern conducting their practicum placement in libraries serving at least 15 hours per week. I have not heard yet if the NJ State Library has begun recruiting libraries for their program.

January 17 PALS Plus Policy Committee Meeting via ZOOM

January 17 Staff Meeting

January 19 Friends of the Ringwood Public Library Meeting. UPDATE: No meetings scheduled for July, August, December.

January 20 met with Ramapo College Art Intern, again January 24 and 27.

January 30 met with local author James Jorgensen

January 31 performed Local History assistance to College of NJ historian and archivist Debra Schiff.

Several meetings with Board Vice-President to update the Organizational Chart and to create job descriptions for Director and Assistant Director.

Inaugural Strategic Planning Meeting attended via Zoom on February 9th. Goal set to have document ready for December Association Membership Meeting.

Unusual Incident Report filed January 24, all staff involved were questioned and spoken to and MaryEllen and I attended the involved group's next meeting and our apologies were accepted.

Saturday, February 4, 2023 was National Bring Your Child to the Library Day. We scheduled a Library Safari with a schedule of "Craft Buffets" from 10am-1:00PM. 11:00AM-noon was "Ice Cream for Breakfast" with vanilla ice cream and one ice cream scoop donated by the Ringwood Stop n Shop. At noon we had a volunteer guest reader for storytime. A fun morning for more than 40 participants!!

Administrative concentration this year focused so far on budget assessment, policy alteration, staff development and grant pursuits.

Just as I was getting ready to accept my regret of not being able to budget a St. Patrick's Day live concert this year, providence came through for us! Thanks to the timely World Music Grant provided by the Passaic County Cultural & Heritage Council, we have scheduled the Celtic/Bluegrass group The Shire Rats to perform on Saturday, March 11 at 7:00PM. We are working with the Friends to help supply us with volunteers for set up and break down of the event.

February 8 Privacy Audits for Public Libraries webinar

February 15 New Directors webinar

February 16 Pitch Perfect webinar

February 16 Friends of the Ringwood Public Library meeting. UPDATE: Meeting time changed to 7:00PM beginning with the March 16 meeting.

Assistant Director's Report

Jan 1, 2023-Feb 16, 2023

MaryEllen D'Elia

Trainings:

- 1/11/2023 Poster printer
- 2/8/2023 Privacy Audits for Public Libraries
- 2/15/2023 NJSL New Director's Training part 1
- 2/16/2023 US Census Bureau Tools for Grant Writing
- 2/16/2023 Pitch Perfect Workshop

Staff Meetings: 1/17/2023, 2/7/2023: minutes forwarded to Board VP for review

Completed

- OPRA #6 response completed; no outstanding items currently.
- Spoke to Borough Investigator to answer follow-up questions.
- 2023 Board Meetings annual notice posted in library, with clerk, on events calendar, with newspapers.
- New payroll system set-up; working out some final discrepancies with time-off accruals and testing before they appear on check stubs.
- NJLTA membership updated, submitted, and paid for 2023.
- Worker's Comp policy audit complete for 2022 policy year.
- 2022 RPL Economic Census response submitted.
- String lights donation – 290 lbs. collected raised \$58.00 (2xs last year's haul).
- Spoke to phone vendor and Borough Manager about copper phone lines issues – will discuss in Director's Comments.
- Incident on 1/24: Incident reports filed with summary given to the Board, all staff spoken to personally and in staff meeting (or via meeting notes); on 2/7 went to the group's meeting with Wendy and spoke to the troop about the mistakes that were made, apologies were offered and accepted and bad feelings are smoothed over with all parties. We foresee no issues going forward from the group or staff but will monitor, address, and retrain if needed.
- SAM's registration renewal complete.
- Staff have all signed up for PayChex Flex access.
- Received notice of >3years since septic was pumped; Borough is aware and handling.
- All staff set up with NJLA access under our Enhanced Institutional Membership.
- Met with Board VP and Wendy about proposed Org Chart and Job Descriptions.
- Elevator: on 2/2 a bad smell was noticed around the area of the kitchen and service rooms. The fan in the elevator was turned on and helped remove the smell. Later it was discovered that there was 2 inches of standing water in the elevator pit. The fan dried it up and we will continue to monitor and use the fan when water is in the pit.
- Audit: Spoke to the auditors who sent us a retainer letter for a 2022 Audit. This was done in normal course for them to drum up business, there is no expectation or promise of an audit at this time.

In Process:

- Realignment of budget line items and fiscal classes in QuickBooks; 2022 budget performance analysis continues.
- Staff are in process of taking Borough required trainings through MEL Institute. We have a schedule and should be fully complete as a staff by 3/15/2023.
- Policy book revisions are underway; Board should be aware that a considerable revision of the Personnel Policies section will be coming their way to be accompanied or followed by other revisions as needed.

Assistant Director's Report

Jan 1, 2023-Feb 16, 2023

MaryEllen D'Elia

- Bridge icing: I have given the Borough some information about a possible solution involving electric melting mats that may be able to be solar powered. Awaiting a response.
- Plastic film collection: the Borough has collected about 200 pounds of plastic film, they have until May to collect 500 pounds.
- Copier issues: we are working with ProCopy and our IT consultant to see if there are driver upgrades or other things we can do to address the repeated problems with the quality of prints and copies from the Patron Copier.
- Met with Hina about Board document and email retention project.
- Mice: We continue to find evidence periodically of mice on desks and in the kitchen. We have asked staff to eliminate food and wrappers being kept in all but two areas – the kitchen fridge and the workroom trash can. We have also cleaned out any food from the kitchen and the staff room cubbies. We are monitoring the situation. Our contract with the exterminator ended at the beginning of January. We will ask the Borough to re-engage them if needed but we are hoping that these actions, along with warmer weather will be enough.
- Strategic Plan: Met with Wendy and the committee. Initial sign-up form in process; developing a PR campaign for the newsletter.
- Friends are using MailChimp for their communication, we have to create a separate profile for them to have access to the account without access to patron records.

School:

Taking three classes: Introduction to Masters of Information Program; Information Technologies for Information Professionals; Human Information Behavior

Report of the Adult Services Department, December 2022—Year End

STATISTICS

Reference questions: 324 Y: 2,885
New Borrower Registrations: 19 Y: 440
TOTAL Collection Count: 51,297
Count of Active Users: 4,644
Items created: 287 Y: 3,238
Items withdrawn: 471 Y: 7,071
Notary: 17 Y: 287
Proctor: 0 Y: 8
Door Count : 4,042 Y: 52,266
Circulation: 4,280 Y: 62,823

December Meeting Attendance

December 8: First Amendment Audits & Libraries
December 10: After-closing set up for Concert
December 16: Social Workers in Libraries webinar

7th Annual Mitten Tree: 243 warm items received

ELECTRONIC STATISTICS

Total downloads of *HOOPLA*, *Libby*: 1,093 Y: 12,768 Total RPL patrons reaching 12 *HOOPLA*s limit: 8
Total new downloadable users: 16 Y: 280
HOOPLA cost: \$ 996.43 Y: \$11,296.34
NewsBank: 8 Y: 238 Proquest: 0 Y: 316 BrainFuse: 119 (discontinued)
eBlast Newsletter deliveries 4,024 39,188 opens 3,168 36,988 links clicked 63 574
YouTube Month Total Views: 161 views 3.3 hours
Instagram Total: Accounts reached: 352 Engaged: 22 Followers: 1,015

INTERLIBRARY LOAN/TRANSIT STATISTICS

ILL RW is LENDER: Requests received: 5 Y: 89 / we filled: 2 Y: 33
ILL RW is BORROWER: Requests submitted: 22 Y: 177 / they filled: 18 Y: 142
PP transit items From RW: 369 Y: 5,997 PP transit items To RW : 394 Y: 6,227
Transits Delivery total packages sent 435 Y: 6,008

PROGRAM STATISTICS Events & Activities: Adults

**Music to Read By on 1st Saturday
**Staff Picks on Facebook Monday-Friday
**Mid-Month Make-Its With Wendy – Winter Window ; Facebook: 441 reached; 44 engagements; YouTube: 23
**Sounds of the Season Concert: 12
**Holiday Concert: 55
**De-Stress Fest: 4
**Holiday Adult Bingo: 17 Y: 112
**Film Friday: 31 Y: 120
**Tech : 2 Y: 64
**Bridge Club: 12 Y: 204
**Camera Club: Y: 43
**Thursday Book Discussion: 14 Y: 139
**Monday Evening Book Club: 12 Y: 74
**New Adult Literary Alliance: 3 Y: 23
**Fiber Craft Group: 12 Y: 152
**French Club: 16 Y: 143
**Sketching Group: 12 Y: 117
**Writing From the Heart: 9 Y: 127

Community Room Attendance

	Sessions	Attendance
14 & Under:	2	19
15-17:	0	0
Adults:	9	78
Total Sessions:	11	Y: 57
Total Attendance:	97	Y: 697

Total Number of Adult Programs: 22 Y: 369
Total Attendance at Adult Programs: 211 Y: 2,008

Respectfully submitted,

Wendy Sandford Wendy Sandford, Supervising Librarian, Interim Co-Director

Report of the Adult Services Department, January 2023

STATISTICS

Reference questions: 348
New Borrower Registrations: 44
TOTAL Collection Count: 48,006
Count of Active Users: 4,712
Notary: 14
Proctor: 0
Door Count: 4894
Circulation: 4,808

INTERLIBRARY LOAN/TRANSIT STATISTICS

ILL RW is LENDER: Requests received: 2 / we filled: 2
ILL RW is BORROWER: Requests submitted: 38 / they filled: 33
PP transit items From RW: 547 PP transit items To RW : 621
Transits Delivery total packages sent 449

PROGRAM STATISTICS Events & Activities: Adults

**Music to Read By on 1st Saturday
**Mid-Month Make-Its With Wendy – Mama’s Puzzle Wreath--Facebook: reached: 655 engagements:49; YouTube: 28
**Adult Bingo: 9
**Film Friday: 39
**Bridge Club: 16
**Camera Club: X
**Thursday Book Discussion: 15
**Monday Evening Book Club: 12
**New Adult Literary Alliance: 3
**Fiber Craft Group: 10
**French Club: 20
**Sketching Group: 11
**Writing From the Heart: 13
Total Number of Adult Programs: 22
Total Attendance at Adult Programs: 148

COMMUNITY ROOM

	Sessions	Attendance
14 & Under:	4	42
15-17:	0	0
Adults:	4	39
Total Sessions:	8	
Total Attendance:		81

Respectfully submitted,
Wendy Sandford
Wendy Sandford

Young Adult Stats: 2022 Year End

- Teen Advisory Board Meetings: 11, attendance ranging from 6 through 19 per meeting.
- Dungeons and Dragons: 28, attendance hovering at average 6 persons.
- Open Sewing Hours: 20, attendance around 3 per session.
- Tea Club: 12, attendance ranging from 7 to 17 persons.
- **Total programs: 106 total programs.**
- **Total YA program attendance: 809 attendees**

Children's Stats:

- Storytimes: 80 total storytimes.
- Total attendance: **1411 attendees.**
- Total Children's Programs: 135 total programs.
- Total attendance: **2235 attendees.**

Amusing anecdotes:

- The Young Adult area was a popular spot for teenage dates earlier in the year! Chess in the YA area is the new dinner and a movie.
- Several tweens who learned how to make scrunchies in the maker space during the August Scrunchie Program began selling scrunchies at school, and apparently made quite the tidy profit!
- The running tally of teens and tweens who have referred to Miss Aleks as their "favorite adult" is now up to four, which isn't a lot, but it's certainly more than your humble YS Librarian ever expected.
- DND club continuously thanks the Library for hosting, and letting them eat pizza and commit in-game crimes once a week.

January 2023 Youth Services Stats

Repeat YA Programming:

- DND sessions: 2, 6 participants at each
- Teen Advisory Board Meeting (1/19): 6 attendees
- Tea Club (1/26): 12 attendees
- Sewing Office Hours: 5 (1/3, 1/10, 1/17, 1/24, 1/31) 7 attendees total
- Math Tutoring: 1 participant

Other YA Programming:

- Teen Paint & Sip (1/5): 18 attendees
- Hygge Night (1/12): 9 attendees
- YA book recommendations: approximately 4
- "What Would Wednesday Read" book display has been changed over twice.

Children's Programming:

- *Book Buddies Storytime*
 - January 5: 12
 - January 12: 15
 - January 19: 15
 - January 26: 10
- *Toddler Happy Hour*
 - January 6: 30
 - January 13: 35
 - January 20: 30
 - January 27: 30

January 3: Open Makers Cart: 3

January 7: Decorate the Library: 15

January 10: Lego Challenge Club: 8

January 17: Sensory Storytime: 10

January 23: Mommy & Me Yoga: 2 babies/2 adults

January 24: Book Club Book Tasting: 4

January 30: Read to Winky: 6

January 31: Preschool PALS: 14

Children's Book Recommendations/Assistance: At least 25

Book Bundles Ordered: 0

1000 Books Registrants: 5

Passive Programming:

- Weekly Crafts: Total of 122 crafts completed/taken
- Snowman Scavenger Hunt: 40 completed
- Holiday Enrichment Sheets: 30 taken
- Financial Literacy Kits: 5 taken
- Topic of the Week Enrichment Sheets: 30 taken

Other work/Professional development:

- New Year How To, Winter, Holiday Displays
- Teen Advisory Board changed up the YA bulletin board
- January 11: Attended Poster Printer Training (AB + JC)
- January 18: Attended Skype a Scientist Training (JC)
- AB is now 1st co-chair of PALS Plus Youth Services Committee.
- Created online survey to gather information on children's services and patrons' interests (11 responses)
- Started new program (Preschool PALS) at the request of a group of moms looking for an afternoon program when their kids are done with preschool.
- Book carts submitted for JUV and YA.

January:

Tech:

1/6- HP LaserJet 4050 TN brand new printer cartridge had to be replaced because it was printing dark lines repetitively across the pages. Once replaced, the printing quality is still not great – gray on edges.

1/6; 1/9: Eli to replace older JC and Circ PCs with newer PCs leftover from downsizing Patron Bank of PCs. The PC for circ was presenting Eli problems and was not replaced.

1/9 – Patron PC RPL-Public02 was left in session. It was hanging and not able to be ended, either by the button on screen or by PCReservation. I did a hard restart

1/9 – Night staff complained that the WorkRoom Printer kept jamming. I could not resolve the problem Tues morning. Xerox service was called and came on 1/11. Serviceman noted a broken piece on the Fuser and had to order a new part (Fuser.) He showed me how to replace it. Part arrived 1/12 and was replaced according to the directions. Printer began jamming immediately in the same spot. (Also, in its attempt to print, the printouts were not oriented correctly and the machine began to smell like it was overheating.) Serviceman came back and found that the printer was trying to print to a size paper that wasn't in the machine. The settings had been set to print to something larger than 8x11. I sent out an email to staff to ensure no one changes the settings from their computer or from the machine itself when printing to trays 2 or 3. The manual side tray should be used to print on anything other than 8x11 paper and the settings should be changed at the machine itself and changed back when done.

1/11: Poster Printer delivery and training

1/11: HP 4050 printer was only printing from side tray. After some trouble shooting, it was back to normal. (READ: I have no idea what I did that fixed it.)

1/11: Patron PC #2 had trouble ending session again. We've left the monitor off on 1/12 for Eli to troubleshoot (as EW function through PALS.)

1/13: Sent proposed pricing scheme for poster printing, based on supply costs and comparisons to other libraries to Wendy & MaryEllen.

1/18: Placed Track - it about credit card payments at OPAC. Asked if it's possible to have the CC transaction take place in new tab to make it easier to clear the data. PALS placed a ticket with Sirsi. This is their response: "there isn't a delivered way to have the payment page open in a new tab." PALS will add it to the list of Enterprise enhancements requests. For now, I do recommend that the window is totally closed out after a CC transaction and then we reopen the catalog.

1/18: Track-it #18202 closed by PALS: Printer access / drivers on computers are tech support issues. Eli is in the process of evaluating an offline PC to replace the low circ desk PC. Once that is determined, we can ask him to ensure printer access.

1/23: Track-it # 18337: Patrons PCs are rebooting after we open during the week. SmartShield issue corrected 1/24

1/24: WiFi had to be rebooted late afternoon

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1/23: Track-it # 18337: Patrons PCs are rebooting after we open during the week. SmartShield issue corrected 1/24

1/24: WiFi had to be rebooted late afternoon

1/31: Scout was displaying only the View & Pay Fines menu option. The Check Out Materials and View My Account buttons weren't displayed. Rebooted the machine twice and the menu was correct.

STEM Programs:

Tech Help (tutorial or troubleshooting; in person or over phone) 5 sessions: Kindle; Fitbit & Find My; Email printing; free Office online; Hoopla account setup

1/3 open makers Cart in Children's: 3

1/6 Computer Classes: 2

1/13 Spheros: 4

1/17 Received mini-grant (\$500) from NJ Makers Day for the TREP\$/Makers Day program/event

1/20 Computer classes: 5

1/26 Submitted mini-grant application with NJ STEM Month for TREP\$/MarketPlace

PD / Committees:

1/9: PALS Digital Services Committee (DSC) meeting

1/10: TREP\$ training videos

1/11: Poster Printer Training for 4 senior staff members

1/18: Janet attended Skype a Scientist webinar offered through NJ Makers Day

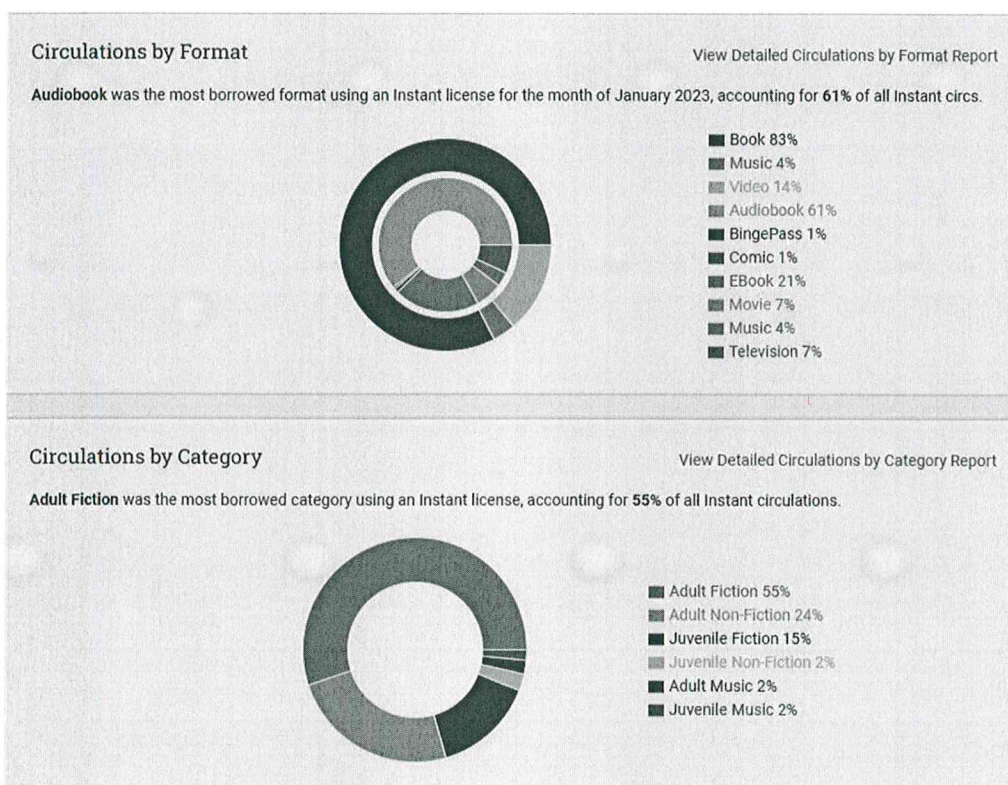
1/24: Hosted Pronunciator SkillSharing webinar for DSC (19 attendees)

Statistics by Month and annual cumulative:

- Hoopla:
 - 135 Unique Users
 - 599 circs
 - 13 New Patrons
 - 4.2 Ave Circ per patron
 - Monthly Cost = \$1303.35
- Libby:
 - 207 Unique Users
 - 17 New Users
 - 809 Total Checkouts (442 ebooks; 322 audiobooks)
 - 406 Total holds
 - Ave wait = 38 days
- Proquest (NJSL): No usage

- Pronunciator (PALS): (1st month in use)
 - 16 registered users
 - 27 all-time logins
 - 7 Quizzes taken
- YouTube: Views: 98; Hours: 3
- FB: Page Reach = 4188; New Followers = 13; Reactions (likes, shares, comments) = 518
- Insta Reach = 387
- Newsletter: Delivery: 4144; Opens: 3274; Clicks: 89
- Physical Collection: 270 Items added; 332 items withdrawn

Hoopla format and category breakdown graphic:



Ringwood Public Library Accounts

	As of 12.31.21	As of 12.31.22	YTD: 12.31.22
TD General Operating Acct	\$ 360,724.10	\$ 306,751.98	
Income		\$ 63,465.41	\$ 590,163.46
Expenses		\$ 50,489.50	\$ 631,926.58
Net		\$ 12,975.91	\$ (41,763.12)

	As of 11.30.22	As of 12.31.22	Net Change
TD Building Fund Acct			
	\$ 1,764.71	\$ 1,764.71	\$ -

	As of 11.30.22	As of 12.31.22	Net Change
Emergency Reserve Funds			
Fidelity Money Market	\$ 0.47	\$ 0.47	\$ -
Fidelity Balanced Fund	\$ 5,964.90	\$ 5,713.02	\$ (251.88)
Fidelity Vanguard	\$ 3,233.55	\$ 3,110.20	\$ (123.35)
	\$ 9,198.92	\$ 8,823.69	\$ (375.23)

	As of 12.31.22
Friends of the Ringwood Library	24,453.41

2018 End of Year Spending to Budget	\$ (51,776.33)	Under 2018 Budget
2019 End of Year Spending to Budget	\$ (55,335.32)	Under 2019 Budget
2020 End of Year Spending to Budget	\$ (98,743.05)	Under 2020 Budget
2021 End of Year Spending to Budget	\$ (23,748.86)	Under 2021 Budget
2022 End of Year Spending to Budget	\$ (41,763.12)	Under 2022 Budget

\$ 317,340.38	RPL Current total in checking and investments
\$ 24,453.41	Friends Current total in checking
\$ 341,793.79	GRAND TOTAL