

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

November 17, 2025 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

I. Open Public Meetings Act Statement

a. "The November 17th Regular Meeting of the Library Board of Trustees is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our website at wyckofflibrary.org. A copy of said Annual Schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Township Clerk, The Record and The Ridgewood News. At least 48 hours prior to this meeting the Agenda thereof was emailed to said newspapers." Formal action may be taken at this meeting.

II. Call to Order and Attendance:

ANTONACCI BOONSTRA CHAGARES DEKORTE DONATO LANE
MACALUSO PETERS SAXTON

Staff Attendance: Laura Leonard, Library Director

III. Public Comment

IV. Board Business

- a. Meeting open for public comment on any item on or off the Agenda; five (5) minutes per speaker. When recognized by the President, please state your name and address prior to commenting. Once the public hearing has been closed by the President, no other comments will be allowed.
- b. Continuing Education - update

V. Secretary's Reports

Motion by Saxton seconded by Chagares, to approve the October 15, 2025, Board of Trustees Regular Meeting Minutes.

Regulator Meeting October 15, 2025

Voting in favor: Antonacci, Chagares, Donato, Lane, Macaluso, Peters, and Saxton
Abstaining: Boonstra, DeKorte

VI. Treasurer's Report

a. October Treasurer's Report

The October Treasurer's Report was distributed.

Motion by Peters seconded by Chagares, to approve the January Treasurer's Report.

Voting in favor: Antonacci, Chagares, DeKorte, Donato, Lane, Macaluso, Peters, and Saxton
Abstaining: Boonstra

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b. November Voucher List

The November Voucher List was distributed, and Tony Donato invited questions or comments.

Motion by Chagares seconded by Saxton, to approve the January Treasurer's Report.

Voting in favor: Antonacci, Boonstra, Chagares, DeKorte, Donato, Lane, Macaluso, Peters, and Saxton
Abstaining:

c. Resolution 2025:14 - payment of vendors in advance

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2025 - 14**

INTRODUCED: DeKorte

SECONDED: Chagares

November 17, 2025

**REFERENCE: Authorize payments to
vendors immediately after
services rendered but
prior to next board meeting**

**VOTE IN FAVOR: ANTONACCI BOONSTRA CHAGARES DEKORTE DONATO
 LANE MACALUSO PETERS SAXTON**

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

WHEREAS, the Local Boards, as permitted by NJSA 40A:5-16 c(1) may establish circumstances deemed appropriate to make payment to vendors when required in advance of the delivery of certain materials or services when otherwise the payment would not be in compliance with NJSA 40:5-16 a and b; and,

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees of the Wyckoff Free Public Library that the below claims for payment are authorized in advance of the goods or services being provided in accordance with NJSA 40A:5-16 c (1).

Mario Medici, 27081, \$225.00, 12/9 Program

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CERTIFICATION

I, LORI PETERS, SECRETARY OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION NOVEMBER 17, 2025.

LORI PETERS, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, VINCE ANTONACCI, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2025 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

VINCE ANTONACCI, BOARD TREASURER

e. Other Financial Matters: none

VII. **General**

- a. Payroll Shared Service agreement - Resolution 2025: 15
- b.

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #2025-15**

INTRODUCED: Saxton

SECONDED: Peters

MEETING DATE: November 17, 2025

REFERENCE: Authorize Inter-local service Agreement with the Township of Wyckoff

VOTE IN FAVOR: ANTONACCI BOONSTRA CHAGARES DEKORTE DONATO LANE MACALUSO PETERS SAXTON

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PAYROLL SERVICES

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**WYCKOFF LIBRARY BOARD OF TRUSTEES
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**UNIFORM SHARED SERVICE AGREEMENT
THE TOWNSHIP OF WYCKOFF
THE WYCKOFF FREE PUBLIC LIBRARY**

WHEREAS, the Uniform Shared Services and Consolidation Act, NJSA 40A:65-1 through NJSA 40A:65-35 governs shared services between municipalities and local government entities.

WHEREAS, the Wyckoff Library Board of Trustees (WL) and the Township of Wyckoff (W) wish to enter into an agreement under the authority of the Act whereby W would furnish and provide to the WL payroll services in consideration of the payment by WL as hereinafter set forth:

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

1. Term of Agreement

This Agreement shall be in effect for three (1) years commencing January 1, 2026 until December 31, 2026. Either party may cancel this Agreement upon ninety (90) days written notice to the other party. This Agreement supersedes Resolution 2023-17.

2. Scope of Services

A. W shall perform bi-monthly payroll services for the WL. The payroll services shall include:

- 1) Processing both manual checks AND direct deposit checks.
- 2) Process all Federal and State taxes by due dates.
- 3) Perform compliance with all State and Federal Tax and Health Benefit regulations.
- 4) Allow WL eligible employees (who receive health benefits or other eligibility requirements as per benefit plan guidelines) to enroll in the Township's IRS Code Section 125 Cafeteria Benefit Plan (including pre-tax and post tax benefits) as long as the WL employee pays all costs. The Township of Wyckoff shall not pay for any WL employee cost.
- 5) Process W-2 forms for all WL employees at year end.
- 6) Charge municipal budget Wyckoff Free Public Library appropriation directly for salary and wages and transfer funds to W payroll and payroll agency accounts for processing.
- 7) Process all quarterly pension, IRS, State and Federal taxes by due dates.
- 8) Process all annual pension, IRS, State and Federal taxes by due dates.
- 9) ACA Health Benefits Compliance
- 10) Establish a separate payroll under WL's TIN.
- 11) Semi-monthly report of all processed payroll, including State and Federal tax.
- 12) All payroll, taxes, pensions, etc. will be paid by directly charging the Wyckoff Library appropriation budget.
- 13) All pension, SUI, Federal and State taxes, other medical and insurance payments will be paid by directly charging the Wyckoff Library appropriation budget.
- 14) All quarterly pension and SHBP reports will be completed by W and copied to WL.
- 15) All YE SUI, Federal and State Tax reports will be completed by W and copied to

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WL.

- to
- B. WL shall submit and supply all necessary documentation and information to enable W to process payroll consistent with Wyckoff's payroll processing dates and State and Federal compliance dates. Such submissions by WL shall include:
- 1) WL Payroll check and direct deposit release dates shall be the 15th and 30th of each month.
 - 2) Establish cut-off dates for required documentation (at least one (1) week prior to pay date) to enable W to input documentation to ensure checks are processed on pay dates.
 - 3) Provide completed and signed overtime documentation and part time employee payroll documentation and any other WL approved pay vouchers and employee payroll changes to W on or before Wyckoff's payroll cut-off date.
 - 4) Responsible for necessary documents for health benefits, cafeteria plan sign up and any other approved benefits as authorized by WL and transmitting to W.
 - 5) Any and all changes shall be authorized by memo to the Township Administrator from the Library Director and all payroll vouchers shall be signed indicating they have been verified by the Library Director prior to processing.
- C. Should the WL desire to increase or decrease the scope of service provided in this Agreement, the parties may negotiate any such modification, which shall not become effective unless approved by the Wyckoff Township Committee and the Wyckoff Library Board of Trustees.
- D. All current reimbursements made by the WL for annual expenses made on behalf of WL, but not limited to: pension payments, insurance payments, building & grounds expenses and street lighting expenses shall remain in effect and are considered separate from payroll services and are not affected by this Shared Service Agreement.

3. Staff and Personnel

- A. During the term of this Agreement, W shall be responsible for providing the services of a Payroll Control Clerk consistent with the requirements of Paragraph 2A hereof. Should W fail to satisfy this requirement, W or WL may terminate this Agreement by providing ten (10) days written notice.
- B. W shall be responsible for the payment of the full salary and all related taxes and expense of the Payroll Control Clerk, (with reimbursement from WL pursuant to paragraph 4A below).

4. Funding

- A. In consideration of the services provided to it under this Agreement, WL agrees to pay W as follows as per attached schedule:
2026 - \$16,449 : annualized fee and administrative fee

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2026 - \$3,200 : one time set-up fee

- B. Any additional “out of pocket” expenses charged to the Township of Wyckoff as a result of performing the payroll service for the WL in connection with this Agreement shall be reimbursed by the WL to Wyckoff, including, but not limited to cost of printing checks, envelopes, W-2’s and other state forms, and void check fees.
- C. A portion of the WL annual contribution/appropriation budget will be set aside for funding of the WL payroll. This amount will be estimated based on the estimate of the total annual payroll. Any balance remaining after processing of the final annual payroll or payroll charges for the year will be returned to the WL.

5. Indemnification

- A. W and WL each shall defend the Wyckoff Payroll Control Clerk in suits and administrative proceedings arising out of activity occurring therein. In addition, WL shall defend, indemnify and hold harmless W from all suits, claims, costs and damages, including attorney’s fees, brought by third parties, current employees and/or former employees of WL involving their employment status with WL and/or the validity of this Uniform Shared Services Agreement.

6. Resignation or Cancellation

- A. In the event that the Payroll Control Clerk resigns, is terminated or fails to maintain the necessary qualifications, this Agreement may be cancelled immediately by either party by written notification to the other in which event WL shall be responsible for payment for requirements pursuant to this Agreement up to the date of cancellation. In the event that this Agreement is cancelled by either WL or W pursuant to paragraph 1 of the Agreement, in which a ninety (90) day notice period is required, W will pay the Payroll Control Clerk her salary and benefits during the ninety (90) day cancellation period and WL will continue to pay its required payments pursuant to this Agreement, on a pro-rata basis during the ninety (90) day cancellation period.

7. Arbitration

- A. In the event that there are any claims or disputes arising out of or relating to this Agreement or the breach thereof, the parties will attempt to resolve such issues through mediation. In the event that mediation does not resolve such disputes, then all such claims and disputes arising out of or relating to this Agreement, shall be decided by binding arbitration before an agreed upon Bergen County Superior Court Retired Judge and the costs thereof shall be divided equally between the parties. The award rendered by the Arbitrator shall be binding upon both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

8. Notice

- A. Any notice required to be given hereunder shall be by Certified Mail, Return Receipt

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Requested to the Wyckoff Municipal Clerk and the Wyckoff Library Director at the addresses set forth herein:

Wyckoff Municipal Clerk
Township of Wyckoff
340 Franklin Avenue
Wyckoff NJ 07481

Wyckoff Library Director
Wyckoff Free Public Library
200 Woodland Avenue
Wyckoff NJ 07481

9. The resolutions of each entity adopting this Agreement are attached hereto. This Agreement shall be filed with the New Jersey Department of Community Affairs.

CERTIFICATION

I, LORI PETERS, SECRETARY OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY ON NOVEMBER 17, 2025.

LORI PETERS, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, VINCE ANTONACCI, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY IN ACCORDANCE WITH NJAC 5:30-5.5 (b) 2, CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON JANUARY 1, 2026, IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2026 ANNUAL BUDGET AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30-5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4(a).

VINCE ANTONACCI
BOARD TREASURER

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c. Health Care HD Difference Card - Resolution 2025: 16

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #2025-16**

INTRODUCED: Peters

SECONDED: Chagares

**MEETING DATE: November 17, 2025
Solutions, LLC,**

REFERENCE: Appointing Eb Employee

**DBA as The Difference Card To Provide HRA
Services for The Township Of Wyckoff Free
Public Library**

**VOTE IN FAVOR: ANTONACCI BOONSTRA CHAGARES DEKORTE DONATO
 LANE MACALUSO PETERS SAXTON**

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**APPOINTING EB EMPLOYEE SOLUTIONS, LLC, DBA
AS THE DIFFERENCE CARD TO PROVIDE
HRA SERVICES FOR THE TOWNSHIP OF WYCKOFF FREE PUBLIC LIBRARY**

WHEREAS, Township of Wyckoff Free Public Library ("Library") provides health insurance coverage for its employees; and is subject to certain requirements of the Local Public Contracts Law; and

WHEREAS, it is the Library's intention to offer our employees the opportunity to enroll in NJ HDHigh + Difference Card with a fully funded Health Reimbursement Account ("HRA") in the amount of \$12,400 for each employee, regardless of level of coverage (single, member/spouse, parent/child and family) to be effective March 1, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Wyckoff Free Public Library that the EB Employee Solutions, LLC, dba as The Difference Card (hereinafter the "Vendor") with a business address of 200 Business Park Drive, Suite 311, Armonk, NY 10504 is appointed to provide HRA Services for the period March 1, 2026, through December 31, 2026.

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BE IT FURTHER RESOLVED that all associated fees due to the Vendor will be paid by the Library directly to the Vendor.

BE IT FURTHER RESOLVED that the Library Director is hereby authorized to execute contracts between the Library and the Vendor set forth in this resolution with terms and conditions as required by the Library.

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VINCE ANTONACCI
BOARD TREASURER

- d. Authorizing Temporary Chapter 78 Contribution Adjustments For Library Employees During The Transition To The SHBP NJ Direct HD High Plan - Resolution 2025: 17

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**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #2025-17**

INTRODUCED: DeKorte

SECONDED: Chagares

**MEETING DATE: November 17, 2025
Chapter 78**

REFERENCE: Authorizing Temporary

**Contribution Adjustments For Library
Employees During The Transition To The
SHBP NJ Direct HD High Plan**

**VOTE IN FAVOR: ANTONACCI BOONSTRA CHAGARES DEKORTE DONATO
 LANE MACALUSO PETERS SAXTON**

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**AUTHORIZING TEMPORARY CHAPTER 78 CONTRIBUTION ADJUSTMENTS
FOR LIBRARY EMPLOYEES DURING THE TRANSITION
TO THE SHBP NJ DIRECT HDHIGH PLAN**

WHEREAS, the Township of Wyckoff Free Public Library participates in the New Jersey State Health Benefits Program (SHBP) for eligible employees; and

WHEREAS, the Library will transition to the SHBP NJ DIRECT HDHIGH High Deductible Health Plan with The Difference Card effective March 1, 2026; and

WHEREAS, SHBP requires ninety days advance notice of any change in plan design, which results in Library employees enrolled in SHBP non-HDHP plans being subject to the 2026 premium increase of approximately 37 percent for January and February 2026; and

WHEREAS, Library employees contribute toward health coverage under Chapter 78, and the Board of Trustees wishes to avoid a temporary increase in employee contributions caused only by the timing of SHBP's notice requirement; and

WHEREAS, calculating employee contributions for January and February 2026 using 2026 salary and elected coverage level, but applying 2025 premium rates, will prevent a

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short-term spike in costs for employees and reduce the Library's employer share for those two months.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Wyckoff Free Public Library that:

1. Chapter 78 contributions for Library employees for January and February 2026 shall be calculated using 2026 salary and coverage level, but applying 2025 premium rates.
2. This adjustment is a one-time measure to facilitate the Library's transition to the SHBP NJ DIRECT HDHIGH plan effective March 1, 2026.
3. The Library Director is authorized to implement this Resolution.

CERTIFICATION

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VINCE ANTONACCI
BOARD TREASURER

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- e. Budget proposal - Part 1 - Library Staff Salary Budget for 2026

Motion by Chagares, seconded by Lane, to approve Part 1 of the Budget proposal.

VOTE IN FAVOR: ANTONACCI ✓ BOONSTRA ✓ CHAGARES ✓ DEKORTE ✓ DONATO ✓ LANE ✓ MACALUSO ✓ PETERS ✓ SAXTON

VIII. **Old Business**

a. Staff Meeting

- i. The staff will be meeting on Friday, December 5th, to conduct a staff meeting to include NARCAN training, department meetings to discuss various library and department topics. The Library staff holiday party will occur after the staff meeting.

- b. Healthcare update - discussed updates to healthcare for 2026. See approved resolutions for additional information.

IX **Director's Report**

Snapshots from the Library

A patron came in with a seemingly commonplace request for cookbooks. As it turned out, they were about to begin medical treatment and were looking for cookbooks focusing on special diets, along with books outlining mindfulness techniques to provide support during treatment and recovery. We were very grateful to be able to provide materials the patron felt would be helpful.

All members of our staff work to create rotating displays to facilitate discovery and engagement with the physical collection. A patron brought a nonfiction book to the desk for checkout and said, "I love when these books are front & center. I never would have found this one otherwise." This comment perfectly illustrates the power of displays and the joy of unexpected finds.

The Library of Lost Water Bottles video posted to the library's social media has been viewed over 24,000 times. As a result, Josh and Laura are being recognized by patrons. A patron even appeared to be on the verge of asking Josh for an autograph! We hope the stardom doesn't go to his head in the Circ Dept, but he really did a great job naming the bottles.

Administrative

I coordinated with the Township Administrator, insurance broker, and full-time employees to review health benefits options.

I prepared a draft of the Payroll Shared Services resolution and shared it with the Township Administrator and CFO for review.

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I communicated with the Town Clerk, DPW, and election officials during Early Voting to create an opening and closing schedule. I also created additional signage to guide voters and indicate library hours and voting hours.

I sent an annual email to staff reviewing First Amendment audits and best practices regarding staff responses. The email also included a link to our Collection Development policy and Reconsideration of Materials form.

I met with the inspectors for the fire alarm and sprinkler/backflow systems. All systems passed; no repairs were necessary. I forwarded the report to the Township Fire Official and created additional signage as requested. I also provided an additional key to be kept in the emergency responder box.

Rizzo Children's Room, submitted by Denise Marchetti

I had an awesome visit with Wyckoff Christian's TK class! The kids and their parents enjoyed hearing giraffe stories and making a project together. I also shared lots of great things that the library can offer them. I received a wonderful thank you note from Head Teacher, Rachel DeBlock, with a picture of all the giraffes they made at the library displayed on their bulletin board! The heading was: *Our Neighborhood*.



The Children's Room was especially lively during the NJEA convention and parent-teacher conference days. We offered lots of drop-in projects and activities, including our popular monthly scavenger hunt! A group of moms who spent several hours at the library with their children thanked me and the children's staff for helping them all have such a fun afternoon at the library! We had another awesome visit from the Ramapo High School Interact students who read and engaged with our young patrons throughout the day.

I met with Ramapo High School students and Wyckoff residents Aubrey Kwon and Nicole Botros, who will be offering a drop-in workshop of crafts and games to kids of all ages on November 18th in honor of Diabetes Awareness Month. They will also provide educational flyers for parents.

I was super happy to be invited by Lincoln media specialist, Jackie Husstege to attend children's author, Chis Grabenstein's presentation. My book club kids love reading his books. It was amazing! The kids were incredibly excited and engaged, even helping Chris to write a story. I saw so many friends from the library, both kids and teachers, including Donna Macaluso! We all wore yellow to celebrate his renowned series, *Escape from Mr. Lemoncello's Library*. It was wonderful to share this great event with all of them, and Chris signed several of our library books!

I'd like to share that during early voting at our library, we had many, many folks visit the Children's Room. They all commented on what an amazing place it is for kids. There were several people who grew up in Wyckoff and now live in neighboring towns. This is their first time back to the library, and they are truly in awe of all that we offer.

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Adult, submitted by Michael DeVincenzo We have a great slate of adult programming lined up for November, starting with additional sessions of our wildly popular Mah Jongg beginner lessons. November also features several lectures, including a return visit by art historian Molly Mortillaro, who will speak about the valuable art pieces lost in the wreck of the *Titanic*. In addition to our usual consortium virtual author visits, this month also includes an in-person author visit from Julia Hotz, who will discuss “social prescribing” and her new book *The Connection Cure*. We also have a lecture scheduled to help patrons get into the holiday spirit: *The History of the Making of a Miracle on 34th Street* with historian Jo Ann Tufo.

On the food and crafts front, November will feature programs to help patrons get the most out of Thanksgiving, including a charcuterie cups cooking lesson from Graze Craze of Wyckoff and a popular Makerspace craft program to create a fall centerpiece perfect for a Thanksgiving dinner table.

We have begun ordering books via “Ingram Express,” which allows us to receive books much faster, although unprocessed (no spine labels or mylar covers). As a result of the backlog caused by the closure of Baker & Taylor, we received a very large number of books this month. It has “taken a village” to process them, and Nancy Valentine, Nancy Szwerek, and Josh Bandstra have all helped tremendously to keep the never-ending queue moving!

ESL

Therese Jones hosted a meet-up for ESL tutors on November 6, 2025. Although a few tutors had to cancel, the group that attended had the opportunity to share resources and experiences. Peggy Chagares spoke about the ESL conversation group she has started at the Midland Park Library, which will meet twice a month. Therese provided a flyer with the dates, as well as updates for additional classes students can participate in. After listening to the feedback and consulting with Therese, I ordered additional ESL books to add to our collection.

Teen, submitted by Riley McArthur

Over the last few weeks, we’ve had some really fun and cozy programs! On October 10th, I ran a hangout craft session where we made tasty Halloween cookie cakes, and on October 15th, teen patrons and I chatted about future programs while we painted pumpkins. They are really enjoying the ability to visit the library, catch up with friends, chat about what they are reading and watching, and make a tasty treat while they do it! We followed up with mini no-bake cheesecakes and chatted about the possibilities for winter reading.



Our Fall volunteers have been wonderful, and I am so grateful for the time that they have spent keeping the teen section shelved and organized, and various displays updated. I cannot

Museum of Lost Water Bottles...no heist necessary! If you see yours come on by and ask to be reunited 🙌



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believe that I will be planning the next volunteer orientation within just a few weeks!

I am currently working on a process of identification for books that will appeal to middle school students looking to utilize the teen collection.

Technology/Social Media, submitted by Veronica Potenza

This month in tech classes, Veronica Potenza helped patrons with basic iPhone use and posting/sharing on Facebook.

Veronica set up a new Mac in the makerspace and a new laptop for program use.

Our top post in the last 28 days (as of 11/12/25), and of all time, Museum of Lost Water Bottle. It has recorded 24,129 views and 1,046 likes on Facebook/Instagram. One person recognized their water bottle from the video and picked it up.

MakerSpace

Jenn Ragucci continues to offer a mix of small group classes and open-make appointments, with one larger class per month. The craft programs are extremely popular! There has been renewed interest in learning to use the Cricut to create personalized projects. After learning from Jenn, patrons can make future appointments or borrow our circulating Cricut from the Library of Things collection. A patron who came to pick up a reserved book stopped by my office to show off the embroidery she completed two days earlier after a class with Jenn.

Reference staff continue to handle numerous poster-print requests. Veronica assisted a student who needed to 3D print a prototype for a class, as well as several other patron requests.

Professional Development

Susan Valenta held a Circulation Department meeting on Friday, October 31st. Updates to BCCLS policies were reviewed, and staff had the chance to ask questions and share suggestions to increase consistency and efficiency.

I participated in the monthly BCCLS P&P Committee meeting. The BCCLS Strategic Plan Committee held our quarterly meeting virtually and is developing a survey for library directors. I also attended the BCCLS October System Council meeting. The 2026 BCCLS budget was passed.

Buildings & Grounds

I scheduled the roofer to return to deal with the one remaining leak. We had very heavy rain with high winds in late October and no leaks were observed.

I am working to schedule replacement of the carpet in the Shotmeyer Room. The carpet on the main floor and the Monroe Room will be professionally cleaned on December 5th. The upholstered chairs will also be cleaned.

Friends of the Wyckoff Library

The Friends of the Wyckoff Public Library donated basket for the BCCLS Friends Brunch. The brunch the largest fundraiser for the BCCLS Scholarship

| MARY JOYCE DOYLE SCHOLARSHIP PROGRAM | | | |
|--|--|---|---|
| 2024 Nicole Cabrera Jennifer Grutta Ezdi Hida Iris Lin Ari Nakamura Shannon O'Brien | 2018 Elin Douglass Deborah Fagnan Thomas Hooley Michelle Jurgensen Loren Klein Marcia Literati Elisabet Paredes Cheryl Pavlov Cara Scott | 2013 Jennifer Budd Kristen Anderson Veronica Potenza Paul Shaver Victoria Hildich Smitli Grover Maria Russo Pierre Rosen | 2006 Heidi Cadmus Laura DeAngelis Julien Drolwagen Janet Dunn Elizabeth Finberg Corinne Henning- Sachs Margaret Zambrano Lisa Sedta Ellen Smith |
| 2023 Devon Allan Natalie Castillo Meghan Cummings Rachel Delicate Rose Eid Maria Kelly Deborah Popowski Tarmy Valontine | 2017 Laura Chumas Kathryn Ennist Deborah Fagnan Genesis Jais Michelle Jurgensen Denise Lester Marcia Literati Ashley Loria Justin Portelli Tommy Skrich | 2012 Pierre Rosen James Filchak Lauren Fitzpatrick Cretchen Kaser Justin Escobar | 2005 Amy Babcock Douglas Baldwin Julien Drolwagen Patricia Fishelman Thomas Frawley Linda Garfinkel Cindy Greenwald Debra Kyriz Shazia Zaiman Jennifer Santos Bard Farrell Svernon |
| 2022 Hyeran Chang Steph Crispini Rose Eid Christen Governale Clayton Lay Sarah McGrail Alyssa Rivera | 2016 Joseph Rivera Tommy Skrich Danielle Kickey Lisa Hoffman Jessica Moskowitz Morgan Taylor Kate Benedek Denise Lester Kathryn Ennist Deborah Tarabocchia | 2011 Deepal Dutta Alexander Cardillo Justin Escobar Ansa Raya Rivera Kaitlin Sagaas Cretchen Kaser | 2010 Andrea Dochney Christine Hartigan Kaitlin Sagaas Ian Parselis Kate Gorman Caitlin Hall |
| 2021 Brigitte Carroll Gladys Cepeda Samantha Esposito Maureen Herman Kristie Murru Brandy Neary | 2015 Christine Hartigan Rebecca Karboff Nicholas Jackson Christine Egan | 2009 Christine Hartigan Rebecca Karboff Nicholas Jackson Christine Egan | 2004 Ari McCarthy Cindy Greenwald Christine Hartigan Debra Kyriz Gabriella Radujko Arianda Winter |
| 2020 Gladys Cepeda | 2014 Christine Hartigan Rebecca Karboff Nicholas Jackson Christine Egan | 2008 Christine Hartigan Rebecca Karboff Nicholas Jackson Christine Egan | 2003 Christine Hartigan Rebecca Karboff Nicholas Jackson Christine Egan |

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WYCKOFF LIBRARY BOARD OF TRUSTEES MEETING MINUTES

November 17, 2025 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

fund. Two current (Riley McArthur, Veronica Potenza) and two former (Brigitte Carroll, Steph Crispini) Wyckoff staff members have been awarded scholarships through this program! Two members of the Friends and two staff members were able to attend the brunch and hear from author and editor, David Levithan.

The Friends met on November 11. Details for the holiday concert to be held on December 6th were finalized. Funding for the continued digitization of local history material continues. The museum pass program will be expanded with the addition of a pass for the Museum of Modern Art to be offered beginning in 2026.

Outreach

In addition to the outreach described by Denise Marchetti above, the library was a site for a donation to support foster children.

September Circulation Report Highlights

1. Circulation: October 2025 has seen a slight increase in circulation compared to 2024. Digital collection circulation continues to grow. The most notable increase in digital audio and magazines. The delays in receiving books due to vendor problems may have negatively impacted print circulation.

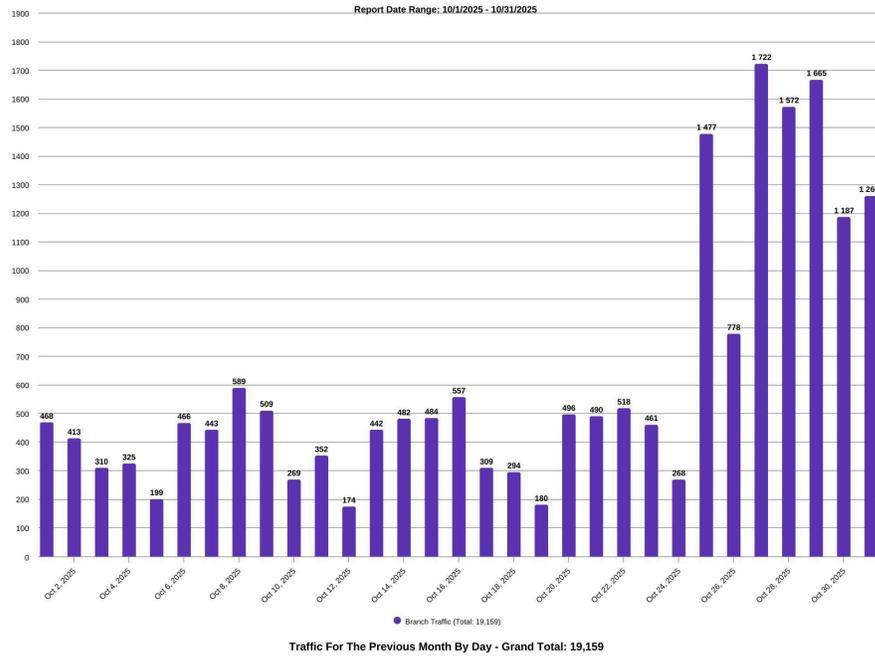
2. Meeting Room Use: The Shotmeyer Room was reserved for twelve days for Early Voting, Election Day and set-up for each. The Township utilized rooms on four additional dates, outside groups used the rooms four times and BCCLS hosted a large training event for approximately 100 attendees. Thanks to our custodial staff for room set-up, breakdown and cleaning during a high traffic month! e.

3. Patron Engagement: During October the library offered 82 programs with approximately 1,310 participants (recorded virtual author talk views NOT included). The museum passes and vouchers were used 43 times and 18,111 people came through the doors. The foot traffic increased dramatically during the Early Voting period. During the seven initial days of Early Voting library visits averaged 1,380 people

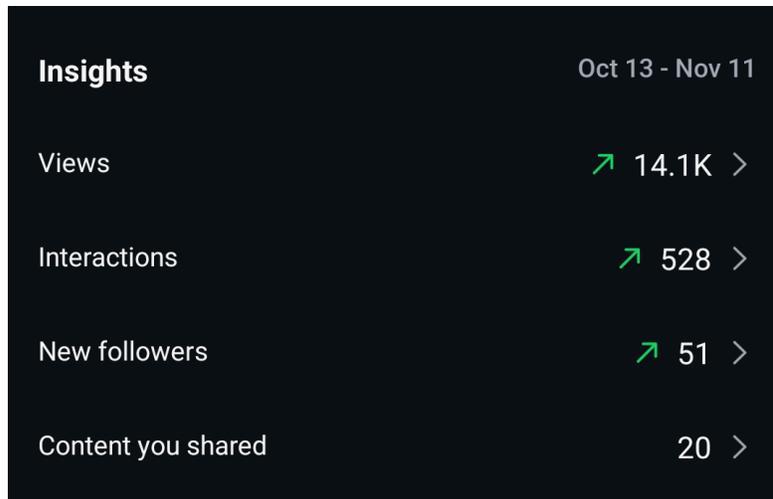
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**WYCKOFF LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

November 17, 2025 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue



Instagram activity for the last 30 days (as of 11/12/25)

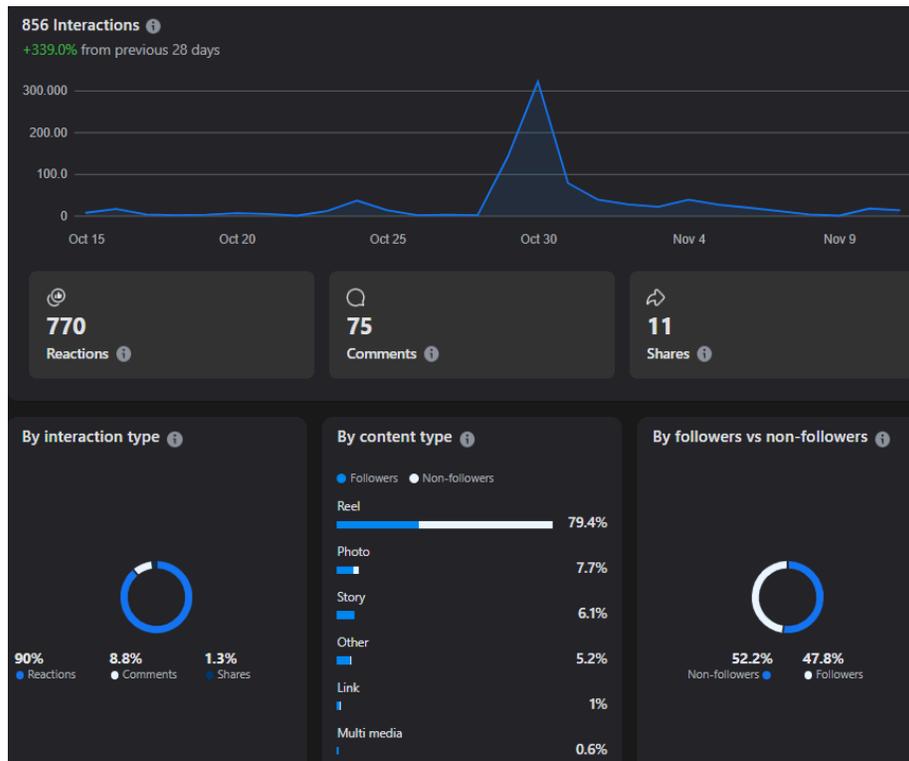


Facebook activity for the last 28 days (as of 11/12/25)

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MEETING MINUTES**

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The library’s website had 9,518 views over the last 28 days (as of 11/12/25):

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MEETING MINUTES**

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| <input type="checkbox"/> | Page title and screen class + | ↓ Views | Active users |
|-------------------------------------|--|------------------------|------------------------|
| <input checked="" type="checkbox"/> | Total | 9,518 100% of total | 3,696 100% of total |
| <input type="checkbox"/> | 1 Wyckoff Free Public Library | 3,922 (41.21%) | 1,992 (53.9%) |
| <input type="checkbox"/> | 2 Voting Information and Resources – Wyckoff Free Public Library | 1,415 (14.87%) | 949 (25.68%) |
| <input type="checkbox"/> | 3 Events – Wyckoff Free Public Library | 1,152 (12.1%) | 510 (13.8%) |
| <input type="checkbox"/> | 4 Children's Programs – Wyckoff Free Public Library | 504 (5.3%) | 214 (5.79%) |
| <input type="checkbox"/> | 5 Museum Passes – Wyckoff Free Public Library | 306 (3.21%) | 173 (4.68%) |
| <input type="checkbox"/> | 6 Adult Programs – Wyckoff Free Public Library | 250 (2.63%) | 145 (3.92%) |
| <input type="checkbox"/> | 7 Ramapo High School Yearbooks – Wyckoff Free Public Library | 206 (2.16%) | 123 (3.33%) |
| <input type="checkbox"/> | 8 Private Study Rooms – Wyckoff Free Public Library | 131 (1.38%) | 79 (2.14%) |
| <input type="checkbox"/> | 9 Hours/Holidays – Wyckoff Free Public Library | 103 (1.08%) | 77 (2.08%) |
| <input type="checkbox"/> | 10 New York Times Digital Access – Wyckoff Free Public Library | 96 (1.01%) | 56 (1.52%) |

X. **Committee Updates**

No committee updates.

XII. **Adjournment**

Motion by Chagares to adjourn the meeting, seconded by Peters.

All were in favor, and the meeting adjourned at 8:38 pm.

Tony Donato, Board President

Laura Leonard, Library Director