

Montville Township Public Library
Board of Trustees Meeting
April 10, 2023
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Larry Hines
Mayor Matt Kayne
Mr. Robert Donohue
Mrs. Dianna Paradise
Ms. Linda Peskin
Mrs. Debbie Kozell
Ms. Deb Nielson
<i>MEMBERS ABSENT</i>
Mr. David Tubbs
Mr. Charles Grau

Catherine LaBelle, Library Director – Absent

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Hines, at 7:00p.m.

II. Open Public Meetings Act Statement

Secretary Johansen stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library’s website once they have been officially approved.

III. Adoption of Minutes

A. *Ms. Peskin made a motion to approve the March 13, 2023, Regular Session minutes, seconded by Ms. Kozell*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne abstained; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mrs. Kozell yes; Motion Carried

IV Public Comments –

None

V Reports of Officers –

Larry Hines – President

Mr. Hines had no report.

Charlie Grau – Vice-President

Mr. Grau absent, no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin stated they met this evening.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Kayne stated they are working on the budget. It will be introduced at the next meeting. State Health Benefits had an increase of 22% and the Waste Management bid had a large increase. Summer Concerts will be on Wednesday's this year.

Superintendent Liaison of Schools – Mr. Tubbs absent, no report.

VII. Committee Reports

Finance: Ms. Peskin stated that they reviewed the Balance Sheet, Check Register and Revenue and Expenses. They are asking for a transfer from Capital to complete the Memory Lab

Personnel – Ms. Nielson stated that they discussed the Director’s Contract. The attorney needed to review.

Buildings & Grounds: Ms. Nielson stated that the committee did not meet.

Patron Services/Technology: Mr. Donohue stated that the committee did not meet.

VIII. Library Director – Catherine LaBelle – see attached written report.

Mary Grace Zaccaria, Assistant Library Director, stated that they held their event for Ramadan Event and it was very well attended.

IX. **Resolutions/Motions**

- A. Resolution to approve the checks numbered 16231 and 16290 dated March 1 to March 31, 2023 in the amount of \$194,569.00.

Motion made by Ms. Nielson and seconded by Ms. Kozell

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mrs. Kozell yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of March 2023 in the amount of \$94,344.55

Motion made by Ms. Nielson and seconded by Ms. Kozell

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mrs. Kozell yes; Motion Carried.

- C. Resolution to approve the transfer of \$7,352.62 from the capital reserve checking account to the operating account for Memory Lab Equipment.

Motion made by Ms. Nielson and seconded by Ms. Kozell

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mrs. Kozell yes; Motion Carried

- D. Resolution to approve the Employment Agreement between Montville Township Public Library Board of Trustees and Catherine LaBelle, Library Director, dated January 1, 2023 to December 31, 2024.

Motion made by Ms. Nielson and seconded by Ms. Kozell to carry to the next meeting after Personnel Committee can meet and discuss.

- X. **Public Comments** –
None

- XI. **Old Business**
None

- XI. **New Business**
None

- XII. **Executive Session**

WHEREAS, the Open Public meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personnel.

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 7:15pm Ms. Nielson made a motion seconded by Ms. Paradise that the Library Board adjourn to Executive Session. All in favor

- XIII. **Open Session**
None

- XIV. **Adjournment**

Motion to adjourn was made by Ms. Nielson seconded by Mr. Donohue; meeting was adjourned at 7:30pm.



Director's Report

May 5, 2023

Our National Library Week celebration from April 24-29 was filled with fun events, new services, and a luncheon to express appreciation for our staff. After months of preparation, we rolled out our new Memory Lab on April 24 and patrons are as excited about using it as I'd hoped. In our first 9 days, 10 people have used the Lab for three hour appointments, mainly to digitize family movies on VHS, and we have 19 sign-ups for the rest of May, almost the maximum number of customers we can accommodate. Tech Librarian Bobby Dillon has done a wonderful job of preparing the lab, working out the sign-up process online, creating instructions, and training our first Memory lab customers. We have created an attractive and workable space with the room renovation and we can continue to add services and equipment to this Discovery Center to meet patron needs.

Buildings and Grounds

Diversified Security was here checking what needs to be done to take over monitoring and testing our fire and burglar alarms. They reported that the wires are not labelled and that they are unable to get the access codes from Engineered Security Systems which has completely folded at this time. They are preparing a list of the equipment that needs to be updated and/or replaced. Their reports states, "The prior company neglected and never maintained" the system.

Ryan Fitzsimmons completed the lawn irrigation system inspection and repaired a few broken nozzles and spray heads. As soon as things dry out, we will switch the system

from standby to run. Lawn World completed the early spring fertilizing and weed control service. Wick Services started their monthly weeding of the air conditioner pits to keep the A/C coils clean and to allow air flow. They did the spring cleaning of the landscape beds. The Township started the regular mowing and edging. A lot of work goes into keeping the Library grounds healthy and beautiful.

Finance

The auditor, Nicole Donadio, sent us a draft of the audit which I will bring to the Finance meeting on Monday. The accountant will request an extension to file IRS Form 990 (the filing deadline is May 15). You will notice a new vendor on the check register, UGI Energy Services. The Township contracted with them to be the new gas supplier. They replace Direct Energy Business.

I received a check for \$350 from Columbia Bank to fund the ice cream truck at our Summer Reading kick-off.

Marketing and Outreach:

To close out National Library Week, Mary Grace and I held a library information and feedback forum entitled Coffee and Donuts with the Director. Twenty-five patrons met us and enjoyed refreshments and giveaways of advanced reader copies of forthcoming books. Feedback was overwhelmingly positive and people asked great questions about our collections and the issues affecting the Library community. They also praised the friendliness and helpfulness of the staff and expressed their gratitude for programs such as Chair Yoga, Montville U, the Book Clubs, the Knitting Club, and Tech programs with both James Fitzpatrick and our librarian Bobby Dillon. They expressed a desire for more programs in the fitness and computer areas. It was lovely to chat with both longtime and new patrons and the attendees also enjoyed socializing with one another.

In April, we highlighted a variety of themes with displays, programming, newsletters, and social media posts including National Poetry Month, National Library Week, and Earth Day. Our social media statistics show 1,251 Facebook followers' views and 324 post engagement views (likes or comments) for the month. Our most popular email blasts, based on open and click-through rate, were about the new Memory Lab, our

Library of Things additions, new museum passes, and the Coffee with the Director event on April 28.

Mary Grace visited the Montville Senior Center and spoke to a group of 70-plus seniors about our many services. The seniors were excited to hear about all of our programs including the new Memory Lab and Seed Library Exchange. The group expressed appreciation for our art, game, and chair yoga programs and requested more programs in these areas. Mary Grace provided attendees with flyers about our programs and services. The week after the meeting several people stopped in to tell me how much they enjoyed her information session.

Patron Services:

Our Level Up Your Library grant application to LibraryLink NJ was successful. We were awarded \$2000 to improve our Library of Things Collection. After attending an information session on May 8, we will receive a check. We will add new technology and equipment for recreation and hobbies, outdoor games, craft items, musical instruments, and more, based on our patron survey, and as indicated in our grant proposal.

On Earth Day, Mary Grace launched the Seed Exchange at the Library which welcomes spring planting and advocates sustainable green living. Fifteen patrons took advantage of the “take three seed packets and return three seed packets” initiative. The poster proposal Mary Grace created on the Seed Library has been accepted for presentation on June 2nd from 11 AM to 12 PM at the 2023 NJLA Conference in Atlantic City. Mary Grace will be on hand to answer questions about the Seed Exchange.

In Main Library Alliance news, the consortium is getting a new member library! New Providence Library will join us this summer and Raritan Library has also applied for Main membership. Main Executive Director Phillip Berg has also sent out a Request for Information to evaluate integrated library system (ILS) options for 2025. Our contract is up for renewal with Polaris for our online catalog and Phillip is investigating the possibility of consolidating our catalog with Sparta Library, and Somerset, Sussex and Warren counties to save money and form a larger regional library entity with one ILS vendor.

Childrens' Programs

In April, our paid presenters provided a full slate of programs from cultural to educational. Chess Club with Max Weinstein had 16 participants. Twelve lucky kids Read to a Dog this month and 10 kids stretched in our Kids Yoga program. Move & Groove with Miss Jolie had the huge number of 60 kids in attendance!

In April our staff led programs for children had spring and Earth Day themes. Fifteen children did ABC, 123 with Amy, 16 dropped in to create with Perler Beads, and Amy's Art Explorers had 8 children recreating a famous work of art. In Babies and Toddlers Too with Risa and Amy, 12 children enjoyed stories and crafts with a duck theme. Our 16 Bouncing Babies had fun with shakers, scarves, and bubbles. Amy's Earth Day Grab & Go Seed Bombs, small balls made of wildflower seeds and clay that can be thrown to grow flowers in hard to reach or bare areas, were a big hit with 25 participating.

Nina's Story times on Monday and Friday continue to have a large attendance this month averaging 8 to 15 kids each session. We will continue story times in the Monday and Friday slots after Nina leaves, but Miss Nina's Storytime will always hold a special place in our hearts.



Five children joined the Book Club in April. They all enjoyed reading our last Mr. Wolf's Class book from the series - *Mr. Wolf's Class: Field Trip* by Aron Neels Steinke.

Jo Perez and Risa Skerker invest a lot of time, planning and creativity into their themed story times. On Saturday, April 1st there were 18 kids in attendance at Ramadan Storytime. Three TAB volunteers read stories and helped with the accompanying moon craft. Four TAB volunteers helped 25 happy kids make a nest complete with little birds made out of plastic eggs in our Spring drop-in craft. Eleven children joined the Earth Day story time and a TAB volunteer helped read stories and make the adorable Earth Day craft created by Jo. Risa and Jo's monthly food themed story time saw 12 kids reading stories and making the pizza craft designed by Jo. Jo also had 12 kids stop by to make bookmarks for the National Library Week drop in with four TAB volunteers helping out.

During school Spring Break on Monday, April 3rd, Nina showed the movie, "Puss in Boots: The Last Wish" with 25 in attendance. On April 3rd Nina offered Spring Break Legos with 6 kids in attendance.

Teens

Our TAB was quite busy this month with many programs. Bobby Dillon ran a Switch Day Program over Spring Break for the Teens. 6 Teens attended and had a lot of fun playing Switch Games. Twenty kids attended the TAB Meeting this month. The Teens have been wonderful and really have some great programming ideas. Jo and Risa had the first Diamond Painting with the Teens with 11 in attendance and 3 volunteers on Saturday, April 22nd. Special thanks to Jo who came in on a Saturday for a few hours to oversee this program. The Teens had a great time making diamond painting gem stickers.



On April 24th in honor of National Library Week, we had 24 teens join us in the Teen Area for Marshmallow Madness where the Teens decorated Marshmallows into animals, book characters, etc. and they did an amazing job. Special thanks to one of our TAB members who came up with the idea and our 10 volunteers who helped out.

Also, during our National Library Week Celebration, we had our popular program, Advice for Your Device, run by our TAB members. Eight patrons stopped in with their device questions. We had 7 TAB volunteers that were very tech savvy and helpful. The patrons really appreciated all the patience and kindness from our TAB volunteers.

Adult

April was mystery month for our book clubs. The Adult Afternoon Book Club read *The Plot* by Jean Hanff Korelitz. The 13 members that attended really enjoyed this suspenseful thriller. Seven members of the Evening Book Club read *The Paris Apartment* by Lucy Foley, another thriller that was enjoyed by all.

In recognition of Earth Day, Bansari Shah gave a talk on the "Health Benefits of Going Green - Easy Steps for an Eco-Friendly Life." *A Plastic Ocean*, a documentary chronicling the damage done by discarded plastic finding its way into fish and their habitat, was shown as a part of the Monday Movie Matinee lineup.

Montville U's this month included Pianist/Vocalist/Lecturer Fred Miller's Lectures in Song Program on Frank Sinatra and Montclair State Professor Ian Drake's lecture on U.S. relations with India. Richard Viet, Monmouth University Professor, gave a virtual talk on the Vikings: Their Mythology and Conquests.

The MTPL had an action-packed National Library Week Celebration, including a library-themed Adult Art Class, and Monday Movie & Tech Class offerings. Finishing out the weeklong celebration, this month's Saturday afternoon concert featured the Light Opera of New Jersey performing a medley of Gilbert & Sullivan favorites. The talented troupe gave an outstanding performance to the 60+ patrons in attendance.

Our Canasta program began a new session with James Cabello and 16 adults attended. English Language Learning, (ELL) classes were well attended with the total for April for both Beginners and Intermediate Classes of 45 patrons. Both of the ELL classes have been at maximum attendance for the past 2 months.

The knitters in Nina's Knitting Club threw her a lovely goodbye party complete with refreshments on April 27. This was Nina's last time presiding over the knitting group, but the group will continue on its own and will invite new members. Nina's Adult Knitting this month averaged between 6 to 8 women each week. Nina started this club five years ago and it truly grew into something very special. Even during the pandemic, Nina had weekly virtual knitting sessions which provided a much-needed social outlet for everyone. Not only have the ladies created beautiful knitting and crochet projects, but they have also created a very special friendship bond over the years thanks to Nina.

Personnel

Senior Library Assistant Nina Zarin's last day with the library was April 27. Nina worked for the library for 17 years, helping patrons at our service desks, reading stories to children, playing bingo and Legos with the kids, running the knitting club, and so much more. Nina knew everyone's name and everyone's story and exemplified what public service is all about. She was always willing to lend a hand to help a patron or a co-worker and to give advice. Since hearing the news of Nina's departure, many patrons

have told me how much they appreciated Nina programs and how sad they are to see her go. The Library and Montville community will miss Nina and wish her the all best.

Walter and I concluded the interview process for the open Part-time Library Assistant position vacated by Eileen Carey and have offered the position job to a successful candidate. As soon as we have an acceptance, we add a resolution to hire to the Board agenda, pending background check.

Our Library hosted the quarterly Main Library Alliance membership meeting and Main Board of Trustees meeting on April 12. Seven Main Board Members, 25 Library Directors, and Main's Executive Director Phil Berg attended.

Staff Development

Mary Grace Zaccaria took part in a Seed Library training webinar entitled "One Seed One Community." Mary Grace and Bobby Dillon tuned into a webinar on artificial intelligence, "Tech Fest: AI Seminar", from LibraryLinkNJ.

Technology

This month's technology offerings included a class on how to use the "Novelist" App, an "Advice for Your Device" tech help class hosted by the Teen TAB members, Google Earth & Google Maps in recognition of Earth Day, and a four-part Java Script Coding class. The popular two-part class on Windows 10 Basics was also offered this month.

Meetings

Apr 7 – Main Director's Meeting - Catherine

Apr 13 – Main Membership & board of Trustees Meeting – Catherine

Apr 25 – Main Personnel Cmte Meeting – Catherine

Apr 26 – Main Finance Cmte - Catherine

May 10 – Library Patron Services/Tech Committee

May 23 – Library Buildings & Grounds & Personnel Cmtes

June 12 – Library Board Mtg & Finance Committee

June 14 - Library Patron Services/Tech Committee

June 21-27 – American Library Association Annual Conference – Catherine

Respectfully submitted,
Catherine LaBelle
Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 04/30/23

2023

2022

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	198,999.30	309,150.84
01-100-03	Lakeland - Payroll Account	41,489.42	40,733.36
01-100-04	Lakeland - Operating CD	151,245.82	151,245.82
01-100-05	Lakeland - Capital Reserve CD	100,288.85	100,288.85
01-100-08	Lakeland - Capital Reserve	305,367.23	314,338.28
01-100-10	Lakeland - Restricted Donations	40,121.61	39,152.32
01-140-01	Furniture & Fixtures	407,391.73	407,391.73
01-140-02	Property Plant Improvements	394,128.59	394,128.59
01-140-03	Computer Equip & Related Asset	178,743.19	178,743.19
	Total Assets	<u>1,818,167.66</u>	<u>1,935,564.90</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	52,802.00	52,802.00
01-211-00	Section 125 withholding HDV	0.00	2,096.85
01-212-00	PERS 414/CINS withholding	0.00	15,710.90
01-218-00	Reserve for Encumbrances	19,112.52	116,471.81
01-400-01	Appropriation Reserve	2,154.26	1,054.26
	Total Liabilities	<u>74,068.78</u>	<u>188,135.82</u>

01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	459,044.79	459,044.79
	Total	<u>1,747,429.08</u>	<u>1,747,429.08</u>

Revenue	599,906.36	0.00
Less Expenses	<u>603,236.56</u>	<u>0.00</u>
Net	<u>3,330.20-</u>	<u>0.00</u>
Total Fund Balance	<u>1,744,098.88</u>	<u>1,747,429.08</u>
Total Liabilities & Fund Balance	<u>1,818,167.66</u>	<u>1,935,564.90</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16291 to 16342
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16291	04/30/23	ALA ALA	385.00		89
16292	04/30/23	AMAZON Amazon Capital Services, Inc.	272.75		89
16293	04/30/23	BAKER005 Baker & Taylor	0.00	04/30/23 VOID	0
16294	04/30/23	BAKER005 Baker & Taylor	0.00	04/30/23 VOID	0
16295	04/30/23	BAKER005 Baker & Taylor	0.00	04/30/23 VOID	0
16296	04/30/23	BAKER005 Baker & Taylor	0.00	04/30/23 VOID	0
16297	04/30/23	BAKER005 Baker & Taylor	0.00	04/30/23 VOID	0
16298	04/30/23	BAKER005 Baker & Taylor	0.00	04/30/23 VOID	0
16299	04/30/23	BAKER005 Baker & Taylor	5,829.43		89
16300	04/30/23	BANK OF Bank of America	221.78		89
16301	04/30/23	BRODA005 Brodart Co.	0.00	04/30/23 VOID	0
16302	04/30/23	BRODA005 Brodart Co.	865.94		89
16303	04/30/23	CENTER Center for Aquatic Sciences	92.80		89
16304	04/30/23	COMMERC Commercial Interiors Direct	877.56		89
16305	04/30/23	CREATURE Creature Comfort Pet Therapy	70.00		89
16306	04/30/23	DEMCO005 Demco, Inc.	30.05		89
16307	04/30/23	DIVERSIF Diversified Security	320.00		89
16308	04/30/23	EXCEL005 Excellent Building Services	2,516.72		89
16309	04/30/23	FITZS005 Fitzsimmons Irrigation & Light	291.54		89
16310	04/30/23	FLOTE005 FLO-TECH	126.97		89
16311	04/30/23	GREG005 Gregory J. Della Pia	1,000.00		89
16312	04/30/23	HUGHE005 Hughes Environmental	3,090.22		89
16313	04/30/23	IFPTE005 IFPTE	120.60		89
16314	04/30/23	INTRE005 Intrepid Museum Foundation	500.00		89
16315	04/30/23	IRONMOUN IRON MOUNTAIN	149.99		89
16316	04/30/23	JOLIE DE Ants in the Pants, LLC	250.00		89
16317	04/30/23	KANOPY Kanopy, Inc.	243.00		89
16318	04/30/23	LAWN005 Lawn World, Inc.	547.00		89
16319	04/30/23	MAINI005 MAIN Library Alliance	4,243.00		89
16320	04/30/23	MAINI005 MAIN Library Alliance	25.00		89
16321	04/30/23	MARY GRA Mary Grace Zaccaria	25.00		89
16322	04/30/23	MIDWE005 Midwest Tape LLC	0.00	04/30/23 VOID	0
16323	04/30/23	MIDWE005 Midwest Tape LLC	669.63		89
16324	04/30/23	MORR0020 Morris Museum	125.00		89
16325	04/30/23	NJLA0005 NJLA	115.00		89
16326	04/30/23	NJNAT005 NJ Natural Gas Co.	967.85		89
16327	04/30/23	OPTIM005 Optimum	184.94		89
16328	04/30/23	OVERD005 OverDrive, Inc.	0.00	04/30/23 VOID	0
16329	04/30/23	OVERD005 OverDrive, Inc.	1,525.85		89
16330	04/30/23	PITNE005 Pitney Bowes Global Financial	208.23		89
16331	04/30/23	STAPL005 Staples Advantage	125.05		89
16332	04/30/23	SUNRI005 Sunrise ShopRite	237.49		89
16333	04/30/23	SWEETICE Sweet Ice Queen, LLC	100.00		89
16334	04/30/23	TECHN005 Technology Integrators	135.00		89
16335	04/30/23	TECHN005 Technology Integrators	135.00		89
16336	04/30/23	TECHN005 Technology Integrators	135.00		89
16337	04/30/23	TOWNS005 Township of Montville	9,811.21		89
16338	04/30/23	TOWNS005 Township of Montville	1,899.13		89
16339	04/30/23	TOWNS005 Township of Montville	15,941.79		89
16340	04/30/23	UGI ENER UGI Energy Services, LLC	490.22		89
16341	04/30/23	VERI0015 Verizon	48.60		89

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16342	04/30/23	WICK Wick Services, Inc.	475.00		89

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	43	9	55,424.34	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>43</u>	<u>9</u>	<u>55,424.34</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	5,974.01	0.00	0.00	5,974.01
CAPITAL BUDGET	2-02	90.00	0.00	0.00	90.00
Year Total:		6,064.01	0.00	0.00	6,064.01
	3-01	29,494.80	0.00	19,865.53	49,360.33
Total of All Funds:		35,558.81	0.00	19,865.53	55,424.34

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes
 Budget Account Range: First to Last Include Non-Budget: No
 Print Zero YTD Activity: No Year To Date As Of: 04/30/23
 Current Period: 04/01/23 to 04/30/23
 Prior Year: 04/01/22 to 04/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
3-01-401-01	Fines Income	605.96	4,200.00	361.70	1,748.81	2,451.19-	42
3-01-401-03	Copier Income	77.96	491.00	53.65	180.46	310.54-	37
3-01-401-05	Computer Print Outs Income	196.06	2,000.00	155.85	710.22	1,289.78-	36
3-01-401-07	Township Income	143,169.42	1,787,197.00	148,933.08	595,732.32	1,191,464.68-	33
3-01-401-09	Lost Items	373.83	1,900.00	76.99	556.89	1,343.11-	29
3-01-401-10	State Aid Income	0.00	12,000.00	0.00	0.00	12,000.00-	0
3-01-401-11	Miscellaneous Income	0.00	0.00	152.88	229.40	229.40	0
3-01-401-15	Interest Income	55.36	700.00	55.10	243.91	456.09-	35
3-01-401-16	Lost Cards	10.00	110.00	10.00	48.00	62.00-	44
3-01-401-18	Disks/Faxes	16.00	70.00	0.00	0.00	70.00-	0
	401 Total	144,504.59	1,808,668.00	149,799.25	599,450.01	1,209,217.99-	33
3-01-402-30	Restricted Contributions	50.00	5,000.00	0.00	456.35	4,543.65-	9
	01 Fund 01 Revenue Total	144,554.59	1,813,668.00	149,799.25	599,906.36	1,213,761.64-	33

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-601-010	Salaries & Wages Expense	58,285.23	910,451.00	62,145.98	281,626.66	0.00	628,824.34	31
3-01-601-100	Taxes/FICA/UE	4,787.29	74,850.00	5,140.78	23,433.51	0.00	51,416.49	31
3-01-601-110	Health Benefits Expense	7,679.13	142,500.00	4,212.29	26,358.89	0.00	116,141.11	18
3-01-601-120	PERS Expense	0.00	110,000.00	653.14	99,851.14	0.00	10,148.86	91
3-01-601-130	DCRP Expense	495.99	4,300.00	805.41	1,565.95	0.00	2,734.05	36
	601 B-1 - COMPENSATION	71,247.64	1,242,101.00	72,957.60	432,836.15	0.00	809,264.85	35
3-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-602-010	Collection Development Software	695.00	3,500.00	695.00	695.00	0.00	2,805.00	20
3-01-602-020	Adult Books	3,124.26	32,000.00	3,702.19	5,258.52	2,472.01	24,269.47	24
3-01-602-030	Adult BODD	324.70	2,500.00	150.14	534.61	15.03	1,950.36	22
3-01-602-040	Adult DVD	573.92	10,000.00	153.24	1,305.04	302.09	8,392.87	16
3-01-602-050	Adult eBooks	2,964.00	7,500.00	728.44	2,028.25	1,117.95	4,353.80	42
3-01-602-060	Adult eAudio	112.97	5,000.00	374.45	1,475.69	324.98	3,199.33	36
3-01-602-090	Periodicals	0.00	11,000.00	0.00	2,796.45	0.00	8,203.55	25

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-602-110	Games	0.00	4,000.00	0.00	212.54	793.38	2,994.08	25
3-01-602-120	J Books	1,159.03	29,000.00	1,461.70	2,857.82	884.19	25,257.99	13
3-01-602-140	J DVD	0.00	2,000.00	0.00	145.13	104.59	1,750.28	12
3-01-602-150	J eBooks	0.00	1,500.00	386.84	386.84	40.00	1,073.16	28
3-01-602-160	J eAudio	0.00	1,000.00	246.76	246.76	0.00	753.24	25
3-01-602-180	YA Books	662.47	6,000.00	129.49	552.32	129.74	5,317.94	11
3-01-602-210	YA eBooks	0.00	1,000.00	0.00	0.00	50.00	950.00	5
3-01-602-220	Young Adults eAudio	0.00	1,000.00	95.00	95.00	0.00	905.00	10
3-01-602-230	Streaming	1,017.98	8,000.00	243.00	1,867.42	217.22	5,915.36	26
	602 B-2 - COLLECTION	10,634.33	125,000.00	8,366.25	20,457.39	6,451.18	98,091.43	22
3-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-603-230	Program - Adult	701.58	14,000.00	72.96	6,165.69	2,075.00	5,759.31	59
3-01-603-240	Program - Children	272.80	6,000.00	412.80	1,886.39	741.20	3,372.41	44
3-01-603-250	Summer Reading / Reading Programs	495.00	5,000.00	20.00	654.09	2,710.00	1,635.91	67
3-01-603-260	Museum Passes	0.00	3,500.00	625.00	865.00	1,600.00	1,035.00	70
3-01-603-270	Programs YA	46.86	2,500.00	6.54	779.96	0.00	1,720.04	31
3-01-603-280	Library-wide Cultural/Family Programing	0.00	2,000.00	0.00	379.14	43.66	1,577.20	21
3-01-603-300	Technology Programming	500.00	3,500.00	405.00	2,025.00	0.00	1,475.00	58
	603 B3 - PROGRAMS:	2,016.24	36,500.00	1,542.30	12,755.27	7,169.86	16,574.87	55
3-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-604-010	Business Office/Library/Print	858.70	11,500.00	190.58	1,019.71	25.89	10,454.40	9
3-01-604-070	Postage - Supplies	0.00	900.00	159.00	850.53	0.00	49.47	94
3-01-604-080	Freight-Shipg (Non-Collection)	222.04	2,000.00	0.00	129.00	0.00	1,871.00	6
	604 B-4 - SUPPLIES	1,080.74	14,400.00	349.58	1,999.24	25.89	12,374.87	14
3-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-605-040	PR - Mailing	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
3-01-605-060	PR - Materials	0.00	600.00	17.04	17.04	0.00	582.96	3
3-01-605-070	Staff/Volunteer Recognition	0.00	500.00	0.00	0.00	0.00	500.00	0
	605 B-5 - PUBLIC RELATIONS	0.00	2,100.00	17.04	17.04	0.00	2,082.96	1
3-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-606-010	Staff Deveopment	330.00-	1,200.00	0.00	0.00	0.00	1,200.00	0
3-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	200.00	25.00	175.00	0.00	25.00	88

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-606-040	Professional Dues	0.00	1,300.00	0.00	210.00	0.00	1,090.00	16
3-01-606-050	Conference Travel	0.00	700.00	0.00	0.00	0.00	700.00	0
	606 B- 6 - STAFF DEVELOPMENT	330.00-	3,400.00	25.00	385.00	0.00	3,015.00	11
3-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-607-010	Utilities - Electric	0.00	59,500.00	0.00	7,943.46	0.00	51,556.54	13
3-01-607-030	Utilities - Gas	1,052.22	17,500.00	1,458.07	9,423.03	0.00	8,076.97	54
3-01-607-040	Utilities - Telephone	491.58	6,600.00	48.60	1,711.06	0.00	4,888.94	26
3-01-607-050	Internet Provider	184.94	2,300.00	184.94	739.76	0.00	1,560.24	32
	607 B-7 - UTILITIES	1,728.74	85,900.00	1,691.61	19,817.31	0.00	66,082.69	23
3-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-608-010	Plant - Repairs, Bldgs, Grounds	0.00	13,800.00	188.92	533.42	1,500.00	11,766.58	15
3-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	10,066.88	0.00	21,933.12	31
3-01-608-040	Plant - Fire/Burglery Alarm	0.00	2,700.00	320.00	320.00	1,829.40	550.60	80
3-01-608-050	Plant - HVAC Maintenance	0.00	18,000.00	0.00	4,257.00	0.00	13,743.00	24
3-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	704.74	704.74	0.00	2,295.26	23
3-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
3-01-608-120	Plant - Carpet Cleaning	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
3-01-608-140	Plant - Landscape Maintenance	150.00	1,500.00	385.00	385.00	0.00	1,115.00	26
	608 B-8 - PHYSICAL PLANT	2,666.72	91,000.00	4,115.38	16,267.04	3,329.40	71,403.56	22
3-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-609-030	EM RFID Equipment	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
3-01-609-050	EM - Copiers	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
3-01-609-070	Computer Software	0.00	11,000.00	4,243.00	6,276.85	0.00	4,723.15	57
3-01-609-075	Edmunds Software	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
3-01-609-100	EM - Postage Meter	170.04	800.00	208.23	208.23	0.00	591.77	26
	609 B-9 - EQUIPMENT/MAINTENANCE	170.04	30,300.00	4,451.23	6,485.08	0.00	23,814.92	21
3-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-610-010	Color Copy Usage	0.00	200.00	0.00	0.00	0.00	200.00	0
3-01-610-020	Copier Usage B&W	0.00	100.00	0.00	0.00	0.00	100.00	0
	610 B-10 - EXPENSED EQUIPMENT	0.00	300.00	0.00	0.00	0.00	300.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-611-010	Audit	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
3-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	4,000.00	0.00	8,000.00	33
3-01-611-030	MAIN Assessment	0.00	51,350.00	0.00	25,652.00	0.00	25,698.00	50
3-01-611-070	Computer Support & Service	0.00	1,500.00	0.00	233.21	0.00	1,266.79	16
3-01-611-100	Web Site Maintenance	0.00	500.00	0.00	0.00	0.00	500.00	0
3-01-611-150	Legal	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
3-01-611-250	Board Secretary	0.00	3,000.00	0.00	500.00	250.00	2,250.00	25
3-01-611-260	Payroll Service Fee	691.75	8,400.00	704.46	2,998.17	0.00	5,401.83	36
3-01-611-320	Other Professional Services	60.00	200.00	0.00	0.00	0.00	200.00	0
3-01-611-350	ELL Teacher	900.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	611 B-11 - PROFESSIONAL SERVICES	2,651.75	85,450.00	1,704.46	33,383.38	250.00	51,816.62	39
3-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-612-010	Township In-Kind Services	11,997.00	49,067.00	0.00	24,533.50	0.00	24,533.50	50
3-01-612-020	Township Insurances	6,872.38	29,100.00	0.00	14,847.26	0.00	14,252.74	51
3-01-612-030	O/E- Contingencies	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
3-01-612-040	O/E - Licenses & Fees	0.00	600.00	0.00	0.00	0.00	600.00	0
3-01-612-060	O/E - Board Misc	0.00	1,300.00	0.00	87.85	0.00	1,212.15	7
3-01-612-065	Delivery	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
	612 B-12 OTHER EXPENSES	18,869.38	87,067.00	0.00	39,468.61	0.00	47,598.39	45
3-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-613-23	NJ Makers Day	433.96	0.00	0.00	0.00	0.00	0.00	0
	01 Fund 01 Expend Total	111,169.54	1,803,518.00	95,220.45	583,871.51	17,226.33	1,202,420.16	33

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	144,554.59	149,799.25	599,906.36
Expended:	<u>111,169.54</u>	<u>95,220.45</u>	<u>601,097.84</u>
Net Income:	33,385.05	54,578.80	1,191.48-

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-803-250	Professional Services	436.11	0.00	0.00	1,500.00	0.00	1,500.00-	0
3-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-804-010	Computer Equipment	0.00	7,650.00	0.00	0.00	0.00	7,650.00	0
3-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	284.45	75.21	2,140.34	14
3-02-804-060	Memory Lab Equipment	0.00	0.00	0.00	279.26	0.00	279.26-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>0.00</u>	<u>10,150.00</u>	<u>0.00</u>	<u>563.71</u>	<u>75.21</u>	<u>9,511.08</u>	<u>6</u>
	02 CAPITAL BUDGET Expend Total	436.11	10,150.00	0.00	2,063.71	75.21	8,011.08	21

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>436.11</u>	<u>0.00</u>	<u>2,138.92</u>
Net Income:	436.11-	0.00	2,138.92-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	144,554.59	149,799.25	599,906.36
Expended:	<u>111,605.65</u>	<u>95,220.45</u>	<u>603,236.76</u>
Net Income:	32,948.94	54,578.80	3,330.40-

MONTVILLE TOWNSHIP PUBLIC LIBRARY APRIL 2023 PROGRAM ATTENDANCE
May 8, 2023 Board Meeting

LIBRARY SPONSORED PROGRAMS	Apr 2023	Apr 2022
Children - Staff Programs		
Story Time	118	
Crafts & Games	78	
Babies & Toddlers	12	
Messy Munchkins	25	
ABC 123!	15	
Family Movie	23	
Kids Book Club	5	
Bouncing Babies	16	
Art Explorers	8	
Children - Staff Programs Total	300	472
Children - Paid Presenters		
Miss Jolie Move n'Groove	60	
Kids Yoga	10	
Read to a Dog	12	
Children - Paid Presenters Total	82	48
Total All Children's Programs	382	520
Young Adults - Staff Programs		
Crafts	47	
TAB Meeting	20	
TAB Program Assistant Volunteers	36	
Tech Help	8	
Switch Tournament	6	
Young Adult - Staff Programs Total	117	40
Young Adult - Paid Presenters		
Chess Class (kids and teens)	16	
Young Adult - Paid Presenters Total	16	0
Total All Young Adult Programs	133	40
Adult - Staff Programs		
Movies	52	
Book Club	20	
Adult Craft with Amy		
Knitting	9	
Technology Classes	12	
Senior Center Outreach Program	70	
Adult Staff Programs Total	163	169
Adult - Paid Presenters		
Chair Yoga	64	
Montville "U" Lecture & Concerts	205	
Technology Classes	83	
ELL	45	
Canasta (no charge)	16	
Art Class	16	
Adult - Paid Presenters Total	429	221
Total All Adult Programs	592	390
Library Sponsored Total	1,107	950
OUTSIDE GROUPS		
Briar Hills Tenants Association	35	
Outside Groups Total	35	20
GRAND TOTAL	1,142	970

April Book Displays
Cooking for the Holidays - Easter, Passover Adult & Children's Cookbooks
Ramadan - Young Adults, Children
April is National Humor Month - Adults, Young Adults, Children
April is Autism Awareness Month - Adults, Young Adults, Children
Earth Day - April 22nd - Adults, Children
April is Poetry Month - Adults, Young Adults, Children
Yom Hashoah - Holocaust Remembrance Day - April 17th & 18th - All Ages
In Memory of Ann Perry (Cindy) - Adults
Spring Into Reading - Children
Israel's 75th Anniversary - Adults, Teens, Children
National Library Week - April 23rd to April 29th - All Ages
LibraryReads - Adults
NY Times Bestsellers - Adults