

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.

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 | 603,236.56 | 0.00 |
| | 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 | COMMERCIAL 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 |