

Montville Township Public Library
Board of Trustees Meeting
Minutes of November 13, 2023
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Catherine LaBelle, Library Director – Present

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 7:05p.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. *Mr. Grau made a motion to approve the October 16, 2023, Regular Session minutes, seconded by Ms. Nielson*

Mr. Hines yes; Mr. Tubbs yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell abstained; Motion Carried

IV. Public Comments –

None

V. Reports of Officers –

Larry Hines – President

Mr. Hines reported that the Nominating Committee will be Mr. Donohue, Ms. Nielson and Ms. Paradise.

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Mrs. Paradise absent, no report.

Linda Peskin – Treasurer

Ms. Peskin stated they met this evening. They reviewed all of the financial documents and all is in order.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Kayne absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated the Fall Play will be November 16, 17 and 18th at 7pm at the High School. There will be a virtual forum with information regarding the referendum beginning on November 29, 2023.

VII. Committee Reports

Finance: Ms. Peskin stated that one of the CD's is coming due tomorrow. The current interest rate is 5.1%. The Budget meeting is November 30th at 7pm.

Personnel – Mr. Grau stated that there is a meeting on November 28th to review salaries for the seven employees not covered on the contract.

Buildings & Grounds: Ms. Nielson had no report.

Patron Services/Technology: Mr. Donohue had no report.

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

Director LaBelle stated that there was a Dewali Festival celebration with over 100 attendees. She also stated that the carpets were cleaned.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 16709 and 1676 dated October 1 to October 31, 2023 in the amount of \$68,247.55.

Motion made by Ms. Peskin and seconded by Mr. Grau

Mr. Hines yes; Mr. Tubbs yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of October 2023 in the amount of \$4,078.07

Motion made by Ms. Peskin and seconded by Mr. Grau

Mr. Hines yes; Mr. Tubbs yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried.

- C. Resolution to approve the 2024 Main Membership Agreement.

Motion made by Ms. Peskin and seconded by Mr. Tubbs

Mr. Hines yes; Mr. Tubbs yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

X. Public Comments

None

XI. Old Business

Parking Lot Issues – Police were notified and requested to do extra patrols during high school dismissal times due to traffic issues caused by parents picking up students. Ms. Nielson suggested having the Board of Education advise parents that parking spots must be utilized and traffic patterns followed.

The Negotiating Committee met and an agreement has been made.

XI. New Business

None

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:24pm.



Director's Report
December 8, 2023

Highlights in November included our yearly Diwali celebration attended by over 100 community members, our first TAB sponsored and run Instrument Recital, and our big Annual Book Sale which this year ran for two days and netted \$2205 for the Library. Many thanks to Amy Resnikoff for planning and organizing this event, which is always a huge job, and to Pam O’Gorman and our adult volunteers for helping out before and during the sale.

Last month we welcomed 48 new library users with library cards. Year to date, there were 811 patrons registered. Over the same time period in 2022, there were 735, a 10% increase in registered patrons from last year. To date, there are 10,031 active patrons (patrons who have used or registered for a library card within the past 5 years) out of 14,812 total registered patrons for our Library.

7,899 visitors passed through our doors and we sent 1,333 items to member libraries. The Circulation team processed 507 new items and mended 39 existing ones.

Buildings and Grounds

Hughes Environmental Engineering and AME Controls were here trying to see why heating valves were not working properly in two areas of the building. Hughes checked all the mechanicals and AME adjusted the controls. There has been some improvement but they are still working on the problem.

Finance

The 9-month 3.455% Lakeland \$150,000 operating account CD matures on December 9, 2023. We have ten days after maturity to invest at a higher interest rate (5.20% as of December 7, 2023).

We asked the accountant which was the better option for investing - treasury bills or CD's. He said the interest can increase with treasury bills but it can also decrease. He suggested we "ladder" the funds into two CD's. – one short term (6 to 9 months) and another longer term (13 to 24 months). That way we can earn the higher interest rate CD's now offer while maintaining access to our funds.

We also discussed the upcoming capital improvement projects, - parking lot, roof replacement, security camera upgrades and the children's department renovation/remodeling project. He suggested we transfer \$150,000 from the Lakeland operating account to the Lakeland capital reserve account for these projects. There is a resolution on the agenda for these transfers.

Three program totals on the November 2023 Revenue and Expenditure Report are overbudget. In accordance with NJ Local Budget Law, there is a resolution on the agenda to transfer excess funds from Compensation to Programs, Staff Development and Expensed Equipment for a total transfer of \$2,600.

Marketing and Outreach:

TAPInto Montville gave us a nice write up in the last week of the month on the book sale, and our December programs for all ages.

Constant Contact newsletters that were opened the most by patrons in November were regarding our Gift Wrap for the Holidays program, announcements on our Book Sale, and announcements about the Notables Concert on Nov 18.

In outreach, Risa Skerker visited Fun Time Kiddie Academy 2 (35 children in attendance), Millie's House (25), Kids Academy (30), and Kids Connect (20). They all enjoyed reading books and singing songs about getting ready for the Winter. Amy

Resnikoff visited Pine Brook Jewish Center and read to their 3 and 4-year-old classes about Thanksgiving and made a popsicle turkey with 40 kids.

In November, the library celebrated events such as Thanksgiving, Native American Heritage Month, National Young Readers Week, Veteran's Day, and National Author's Day, among others, with book displays and programs.

Patron Services:

This month I'm highlighting our periodical collection of physical magazines and newspapers such as *People*, *Vanity Fair*, *the New York Times*, and *The NJ Star Ledger*. Although the number of available print publications gets smaller every year, they are still a well-loved part of our collection. They circulate respectably, but get the most use in-house as people enjoy kicking back in a comfortable chair and reading their favorite magazine or newspaper. Library Assistants Tracy Abuoliem, Nilufer Sozusen, and Sue Leung check in each item and prepare it for reading and circulation with a plastic cover, labels, and a link to the catalog. We subscribe to 143 periodical titles, so each day a Library Assistant prepares and shelves the collection, and monitors it to make sure all titles we subscribe to are arriving when they should.

Adult Programs

Our "Spice of the Month" featured nutmeg which helped patrons savor the flavor and enjoy cooking up their Thanksgiving Day feasts with some new recipes to exchange.

This month the "Montville "U" lecture series featured a talk on the Pilgrims and the landing of the Mayflower by Mario Medici, and a Picasso retrospective by Janet Mandel to commemorate fifty years since his death. We also co-hosted a talk on butterflies and butterfly gardening with the Montville Twp. Garden Club, and co-hosted a virtual author talk by Shelby Van Pelt, author of book club favorite, Remarkably Bright Creatures, with the Parsippany Library. We also offered a self-care workshop on forgiveness by Gulnaz Saad, a popular presenter who brings in a different group than attend our other programs. Twenty-seven people got tips on moving forward on a journey of self-discovery and embracing love and forgiveness for themselves and others. Psychic Rosemarie Capiello shared her journey to mediumship with 41 Montville residents and

connected audience members with departed loved ones. One of our Movie Mondays this month was a showing of *Jules* - starring Ben Kingsley and Jane Curtin and shot in Boonton & Boonton Twp.!

Chair Yoga and Qigong continue to be very popular with our patrons - both classes fill immediately after posting as do the two monthly arts and crafts classes. In the afternoon adult craft class, twelve patrons made festive napkin rings for their holiday table.

This month we welcomed the Notable Singers back for the Saturday Afternoon Concert. The Notables are a 15-voice, all-female, vocal group. The audience enjoyed the American Songbook program and joined the singers in song.

We offered a four-part virtual job search workshop series on Monday afternoons this month. Topics covered included finding job openings, the cover letter, the resume, and the interview.

The Adult Afternoon and Evening Book Club read Remarkably Bright Creatures by Shelby Van Pelt in advance of our virtual talk with the author. Both groups fell in love with the main character who happens to be an incredibly intelligent octopus! One of the women in the Afternoon Book Club made a beautiful Jell-O mold of an octopus to share with all of us which was quite delicious.

We ended our fall series of Canasta classes, where we had a solid 20 participants for seven weeks.

Our ELL program for November had 58 students attend the Beginner and Intermediate classes.

Finally, our wrapping paper afternoon program brought in 12 participants happy to wrap their presents outside the house with complimentary holiday wrap and cookies made by Amy.

Children's Programs

On Tuesday, November 13th, 15 kindergarteners visited us from Apple Montessori in Towaco and did a story time and craft with Jo Perez. Apple Montessori will be back in January.

Our in-house programs celebrated Thanksgiving and Diwali in November. During our Messy Munchkins program, 16 preschoolers made turkeys with feathers and pinecones. We had 25 Thanksgiving edible cornucopias as a grab-and-go for kids. Sock turkeys were made by 12 kids with a sock, rice, and feathers. On Wednesday evening, November 8th, the kids celebrated Diwali with a special Storytime. The children enjoyed making a Diwali craft, singing songs, and reading stories about Diwali.

Our regular Bouncing Babies play program with bubbles, shakers, and scarves is always enjoyed by the little ones and our intern Maleia regularly assists. Risa and Jo had two Lego Playtimes this month with Legos and Magna-tiles. This month's ABC, 123 program covered the letter "C" for our 16 preschoolers. They played a game of what begins with C, read C related books, and made a cat out of the letter C. In our Monday story times we read about bears and turkeys and made a craft for each.

In November, our programs from outside presenters were in demand. Kids relaxed in our yoga class on their mats and learned new poses. Our chess club brought in 16-18 kids a week. Miss Jolie, one of our most popular programs, brought in 50 kids and their big people this month to have fun dancing and singing to Miss Jolie's beat.

Teen Programs

Our big Diwali Festival was held on Saturday, November 4th with over 100 people attending. Risa Skerker and Jo Perez did a fabulous job decorating and preparing the many craft and food stations. Our staff member Anjana Kapur brought in her Carrom game which was a big hit. Jo, Risa, and our student intern Maleia, along with several TAB volunteers, put all the crafts together for our celebration. Walter Clark, Elif Kiziltan, Barbara Onello, Selene Yang, Kaiti Tirch, and Anjana Kapur helped out during the event. Sue and Risa went shopping to buy special Diwali treats. A shout out to Sue

Leung who found the potato samosas served at the event at the Delight Bazaar for a fraction of the cost of what other restaurants were charging.



TAB had its first Instrumental Recital on Wednesday, November 14th. It was a special evening filled with outstanding performances. The TAB members who organized this event worked hard to make it a professional experience. From designing the programs to choosing the musicians and repertoire, rehearsing, and presenting at the recital, the dedicated team of TAB members put on a very memorable musical event. Bobby Dillon videotaped the concert for posterity.



Jo Perez had a fun Teen Glitter painting craft for our Teens this month. The TAB members also held a Tutoring program for the kids. Seven children from kindergarten through 5th grade appreciated homework help from our teenagers.

Personnel

The Library Negotiating Committee (Charlie Grau, Larry Hines, Deb Nielson) and I had three meetings with representatives from the IFPTE Union representing Library staff and the Library Shop Steward. Together we drafted a proposed 3-year contract for January 1, 2024 through December 31, 2026. The Union has ratified the proposed contract with the membership and a resolution for Board Approval is on the agenda for the Dec meeting. A copy of the contract is included in your packets for review.

Annual staff evaluations are in progress. I have completed evaluations of 4 of the 6 staff members not covered by the Union Contract. Walter and Mary Grace have completed 3 of the reviews for the rest of the staff. All reviews will be completed by the end of next week.

Staff Development

On November 15, I attended a full day “Experienced Directors” training at Hunterdon County Library. There were three very informative sessions on Civil Service, Conflict Mediation, and Progressive Discipline, as well as a Q & A with state Senator Andrew Zwicker, one of the sponsors of a bill against book banning currently progressing through the legislature.

Technology

Technology offerings this month included classes on iPhone Tips & Tricks, and Tech Travel Tips, as well as one-on-one technical help. The class covered handling pictures with smartphones and basic file management on computers. In addition, we held a Windows 10 Basics again by request.

Bobby Dillon installed a third station at Circulation checking out and managing PC Reservations.

Meetings

Nov 9 – Main Alliance Board of Directors Mtg – Catherine

Nov 16 – Main Readers Advisory Group – Catherine, Amy

Nov 17 – MAYS Meeting – Amy, Risa, Mary Grace

Nov 30 – Programs & Services Dept Meeting – Mary Grace, Catherine & staff

Dec 13 - Library Patron Services/Tech Committee

Jan 8 - Library Board & Finance Committee Meetings

Jan 10 - Library Patron Services/Tech Committee

Jan 23 - Library Buildings & Grounds & Personnel Cmtes

Feb 12 - Library Board & Finance Committee Meetings

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 11/30/23

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	362,825.82	309,150.84
01-100-03	Lakeland - Payroll Account	42,254.97	40,733.36
01-100-04	Lakeland - Operating CD	151,245.82	151,245.82
01-100-05	Lakeland - Capital Reserve CD	102,948.93	100,288.85
01-100-08	Lakeland - Capital Reserve	304,812.53	314,338.28
01-100-10	Lakeland - Restricted Donations	41,235.50	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>1,985,979.00</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	2,890.69	2,096.85
01-212-00	PERS 414/CINS Withholding	933.45	15,710.90
01-218-00	Reserve for Encumbrances	43,602.97	116,471.81
01-400-01	Appropriation Reserve	2,154.26	1,054.26
	Total Liabilities	<u>94,735.09</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	1,669,133.67	0.00
Less Expenses	<u>1,525,318.84</u>	<u>0.00</u>
Net	<u>143,814.83</u>	<u>0.00</u>
Total Fund Balance	<u>1,891,243.91</u>	<u>1,747,429.08</u>
Total Liabilities & Fund Balance	<u>1,985,979.00</u>	<u>1,935,564.90</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16767 to 16814
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
16767	11/30/23	ALEXANDE Alexander Clemente	100.00		96
16768	11/30/23	AMAZON Amazon Capital Services, Inc.	320.53		96
16769	11/30/23	BAKER005 Baker & Taylor	0.00	11/30/23 VOID	0
16770	11/30/23	BAKER005 Baker & Taylor	0.00	11/30/23 VOID	0
16771	11/30/23	BAKER005 Baker & Taylor	0.00	11/30/23 VOID	0
16772	11/30/23	BAKER005 Baker & Taylor	0.00	11/30/23 VOID	0
16773	11/30/23	BAKER005 Baker & Taylor	0.00	11/30/23 VOID	0
16774	11/30/23	BAKER005 Baker & Taylor	5,977.03		96
16775	11/30/23	BANK OF Bank of America	354.49		96
16776	11/30/23	BOOKPAGE BookPage Subscriptions	402.00		96
16777	11/30/23	BRIST005 Bristol ID Technologies	515.00		96
16778	11/30/23	CHRIS MC Chris McCormack	149.00		96
16779	11/30/23	COLBY B Colby Bernstein	60.00		96
16780	11/30/23	DIRECT Direct Energy Business	2,250.76		96
16781	11/30/23	ELECT005 Electronic Office Systems	560.31		96
16782	11/30/23	ELIZA005 Elizabeth Johansen	500.00		96
16783	11/30/23	ENVISION Envisionware, Inc.	906.92		96
16784	11/30/23	EXCEL005 Excellent Building Services	2,516.72		96
16785	11/30/23	FINDA005 Playaway Products LLC	56.99		96
16786	11/30/23	FLOTE005 FLO-TECH	239.79		96
16787	11/30/23	GREGO005 Gregory J. Della Pia	1,000.00		96
16788	11/30/23	HUGHE005 Hughes Environmental	999.00		96
16789	11/30/23	IFPTE005 IFPTE	187.00		96
16790	11/30/23	JERSE005 Jersey Central Power & Light	1,173.37		96
16791	11/30/23	JOLIE DE Ants in the Pants, LLC	350.00		96
16792	11/30/23	KANOPY Kanopy, Inc.	226.00		96
16793	11/30/23	LAWN005 Lawn world, Inc.	547.00		96
16794	11/30/23	MIDWE005 Midwest Tape LLC	0.00	11/30/23 VOID	0
16795	11/30/23	MIDWE005 Midwest Tape LLC	738.32		96
16796	11/30/23	NJNAT005 NJ Natural Gas Co.	1,045.65		96
16797	11/30/23	OPTIM005 Optimum	184.45		96
16798	11/30/23	OVERD005 OverDrive, Inc.	277.84		96
16799	11/30/23	PARKE005 New Jersey Hills Media Group	54.57		96
16800	11/30/23	SOMERSET Somerset County Park Comm	120.00		96
16801	11/30/23	STAPL005 Staples Advantage	203.84		96
16802	11/30/23	SUNRI005 Sunrise ShopRite	156.04		96
16803	11/30/23	TECHN005 Technology Integrators	135.00		96
16804	11/30/23	TECHN005 Technology Integrators	135.00		96
16805	11/30/23	TECHN005 Technology Integrators	135.00		96
16806	11/30/23	TECHN005 Technology Integrators	135.00		96
16807	11/30/23	TECHN005 Technology Integrators	135.00		96
16808	11/30/23	TECHN005 Technology Integrators	135.00		96
16809	11/30/23	TECHN005 Technology Integrators	135.00		96
16810	11/30/23	THE SEEI The Seeing Eye	150.00		96
16811	11/30/23	TOWNS005 Township of Montville	11,704.07		96
16812	11/30/23	UGI ENER UGI Energy Services, LLC	767.22		96
16813	11/30/23	USA TODA USA Today	399.25		96
16814	11/30/23	VERI0010 VERIZON	390.41		96

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
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16814	VERIZON	Continued			
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	42	6	36,528.57	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>42</u>	<u>6</u>	<u>36,528.57</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	1,022.44	0.00	0.00	1,022.44
	3-01	32,304.48	0.00	3,077.69	35,382.17
CAPITAL BUDGET	3-02	<u>123.96</u>	<u>0.00</u>	<u>0.00</u>	<u>123.96</u>
Year Total:		<u>32,428.44</u>	<u>0.00</u>	<u>3,077.69</u>	<u>35,506.13</u>
Total of All Funds:		<u><u>33,450.88</u></u>	<u><u>0.00</u></u>	<u><u>3,077.69</u></u>	<u><u>36,528.57</u></u>

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: 11/30/23
 Current Period: 11/01/23 to 11/30/23
 Prior Year: 11/01/22 to 11/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
3-01-401-01	Fines Income	301.20	4,200.00	375.45	4,218.14	18.14	100
3-01-401-03	Copier Income	37.80	491.00	42.50	440.99	50.01-	90
3-01-401-05	Computer Print Outs Income	150.86	2,000.00	175.31	1,916.83	83.17-	96
3-01-401-07	Township Income	143,169.42	1,787,197.00	148,933.08	1,638,263.88	148,933.12-	92
3-01-401-08	Donations Income	5.17	0.00	0.00	0.00	0.00	0
3-01-401-09	Lost Items	94.99	1,900.00	14.00	1,252.63	647.37-	66
3-01-401-10	State Aid Income	0.00	12,000.00	0.00	12,358.00	358.00	103
3-01-401-11	Miscellaneous Income	0.00	0.00	88.43	357.82	357.82	0
3-01-401-15	Interest Income	1,373.55-	700.00	2,724.87	3,343.49	2,643.49	478
3-01-401-16	Lost Cards	8.00	110.00	2.00	100.00	10.00-	91
3-01-401-17	Level Up Grant - LibraryLink NJ	0.00	0.00	0.00	1,800.00	1,800.00	0
3-01-401-18	Disks/Faxes	3.00	70.00	12.80	35.80	34.20-	51
	401 Total	142,396.89	1,808,668.00	152,368.44	1,664,087.58	144,580.42-	92
3-01-402-30	Restricted Contributions	3,610.44	5,000.00	500.00	1,546.09	3,453.91-	31
3-01-402-35	ELL Program Grant	0.00	0.00	0.00	3,500.00	3,500.00	0
	402 Total	3,610.44	5,000.00	500.00	5,046.09	46.09	101
	01 Fund 01 Revenue Total	146,007.33	1,813,668.00	152,868.44	1,669,133.67	144,534.33-	92

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	54,387.77	910,451.00	65,696.24	762,914.83	0.00	147,536.17	84
3-01-601-020	Accrued Salaries/Wages Expense	10,609.00	0.00	0.00	0.00	0.00	0.00	0
3-01-601-100	Taxes/FICA/UE	4,486.23	74,850.00	5,175.52	62,277.64	0.00	12,572.36	83
3-01-601-110	Health Benefits Expense	6,108.45	142,500.00	5,922.66	79,554.89	0.00	62,945.11	56
3-01-601-120	PERS Expense	0.00	110,000.00	0.00	99,851.14	0.00	10,148.86	91
3-01-601-130	DCRP Expense	0.00	4,300.00	0.00	3,554.74	0.00	745.26	83
	601 B-1 - COMPENSATION	75,591.45	1,242,101.00	76,794.42	1,008,153.24	0.00	233,947.76	81
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	0.00	3,500.00	0.00	4,195.00	0.00	695.00-	120

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-602-020	Adult Books	1,962.78	32,000.00	4,276.12	28,787.36	7,932.03	4,719.39-	115
3-01-602-030	Adult BOCB	319.61	2,500.00	461.56	2,883.05	15.03	398.08-	116
3-01-602-040	Adult DVD	487.04	10,000.00	257.66	3,153.49	185.82	6,660.69	33
3-01-602-050	Adult eBooks	431.81	7,500.00	79.42	6,947.25	2,079.99	1,527.24-	120
3-01-602-060	Adult eAudio	0.00	5,000.00	131.93	4,481.59	1,000.00	481.59-	110
3-01-602-090	Periodicals	1,302.28	11,000.00	801.25	10,139.96	0.00	860.04	92
3-01-602-110	Games	0.00	4,000.00	0.00	1,602.29	1,278.25	1,119.46	72
3-01-602-120	J Books	1,935.38	29,000.00	1,126.70	11,531.89	2,856.59	14,611.52	50
3-01-602-140	J DVD	54.16	2,000.00	27.79	444.85	42.08	1,513.07	24
3-01-602-150	J eBooks	0.00	1,500.00	0.00	675.71	0.00	824.29	45
3-01-602-160	J eAudio	0.00	1,000.00	0.00	514.24	0.00	485.76	51
3-01-602-180	YA Books	66.43	6,000.00	169.64	1,965.97	112.80	3,921.23	35
3-01-602-210	YA eBooks	0.00	1,000.00	66.49	668.97	0.00	331.03	67
3-01-602-220	Young Adults eAudio	0.00	1,000.00	0.00	374.94	0.00	625.06	37
3-01-602-230	Streaming	280.00	8,000.00	678.87	7,070.68	1,620.00	690.68-	109
3-01-602-240	Level Up Grant	0.00	1,800.00	266.55	1,817.18	0.00	17.18-	101
	602 B-2 - COLLECTION	6,839.49	126,800.00	8,343.98	87,254.42	17,122.59	22,422.99	82
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	0.00	14,000.00	519.00	15,446.31	300.00	1,746.31-	112
3-01-603-240	Program - Children	283.96	6,000.00	439.65	5,868.48	360.00	228.48-	104
3-01-603-250	Summer Reading / Reading Programs	0.00	5,000.00	0.00	4,253.52	0.00	746.48	85
3-01-603-260	Museum Passes	0.00	3,500.00	0.00	2,780.00	0.00	720.00	79
3-01-603-270	Programs YA	36.00	2,500.00	124.91	1,975.27	0.00	524.73	79
3-01-603-280	Library-Wide Cultural/Family Programing	51.84	2,000.00	174.82	1,156.56	43.66	799.78	60
3-01-603-300	Technology Programming	270.00	3,500.00	945.00	4,590.00	0.00	1,090.00-	131
	603 B3 - PROGRAMS:	641.80	36,500.00	2,203.38	36,070.14	703.66	273.80-	101
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	304.57	11,500.00	718.84	6,484.78	3,119.17	1,896.05	84
3-01-604-070	Postage - Supplies	191.17	900.00	0.00	1,043.73	0.00	143.73-	116
3-01-604-080	Freight-Shipg (Non-Collection)	0.00	2,000.00	343.28	1,790.59	0.00	209.41	90
	604 B-4 - SUPPLIES	495.74	14,400.00	1,062.12	9,319.10	3,119.17	1,961.73	86
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	1,000.00	0.00	100
3-01-605-060	PR - Materials	0.00	600.00	0.00	17.04	0.00	582.96	3

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-605-070	Staff/Volunteer Recognition	20.85	500.00	49.73	219.66	300.00	19.66-	104
	605 B-5 - PUBLIC RELATIONS	20.85	2,100.00	49.73	236.70	1,300.00	563.30	73
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 Development	0.00	1,200.00	0.00	1,035.32	0.00	164.68	86
3-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	200.00	0.00	332.60	0.00	132.60-	166
3-01-606-040	Professional Dues	0.00	1,300.00	0.00	596.00	0.00	704.00	46
3-01-606-050	Conference Travel	0.00	700.00	0.00	1,846.21	0.00	1,146.21-	264
	606 B- 6 - STAFF DEVELOPMENT	0.00	3,400.00	0.00	3,810.13	0.00	410.13-	112
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	3,371.00	59,500.00	3,424.13	37,688.53	6,564.14	15,247.33	74
3-01-607-030	Utilities - Gas	808.81	17,500.00	1,812.87	15,546.27	3,800.00	1,846.27-	111
3-01-607-040	Utilities - Telephone	540.49	6,600.00	390.41	5,609.19	1,100.00	109.19-	102
3-01-607-050	Internet Provider	0.00	2,300.00	184.45	2,216.34	0.00	83.66	96
	607 B-7 - UTILITIES	4,720.30	85,900.00	5,811.86	61,060.33	11,464.14	13,375.53	84
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	0.00	8,122.62	7,500.00	1,822.62-	113
3-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	27,683.92	0.00	4,316.08	87
3-01-608-040	Plant - Fire/Burglery Alarm	0.00	2,700.00	0.00	2,860.80	5,716.00	5,876.80-	318
3-01-608-050	Plant - HVAC Maintenance	0.00	18,000.00	0.00	13,325.00	6,100.00	1,425.00-	108
3-01-608-060	Plant - Lawn Sprinklers Maint	475.00	3,000.00	547.00	3,172.73	0.00	172.73-	106
3-01-608-110	Plant - Repairs HVAC	3,544.14	18,000.00	0.00	0.00	6,850.00	11,150.00	38
3-01-608-120	Plant - Carpet Cleaning	0.00	2,000.00	0.00	2,897.25	0.00	897.25-	145
3-01-608-140	Plant - Landscape Maintenance	0.00	1,500.00	0.00	1,470.00	0.00	30.00	98
	608 B-8 - PHYSICAL PLANT	6,535.86	91,000.00	3,063.72	59,532.32	26,166.00	5,301.68	94
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	11,528.55	12,000.00	0.00	11,891.00	0.00	109.00	99
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	906.92	9,684.12	0.00	1,315.88	88
3-01-609-075	Edmunds Software	0.00	5,000.00	0.00	4,996.54	0.00	3.46	100
3-01-609-100	EM - Postage Meter	0.00	800.00	0.00	543.04	0.00	256.96	68
	609 B-9 - EQUIPMENT/MAINTENANCE	11,528.55	30,300.00	906.92	27,114.70	0.00	3,185.30	89

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
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	235.95	200.00	216.14	216.14	200.00	216.14-	208
3-01-610-020	Copier Usage B&W	22.91	100.00	23.65	59.87	63.78	23.65-	124
	610 B-10 - EXPENSED EQUIPMENT	258.86	300.00	239.79	276.01	263.78	239.79-	180
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	4,500.00	0.00	0.00	100
3-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	11,000.00	0.00	1,000.00	92
3-01-611-030	MAIN Assessment	0.00	51,350.00	0.00	51,304.00	0.00	46.00	100
3-01-611-070	Computer Support & Service	0.00	1,500.00	0.00	935.71	0.00	564.29	62
3-01-611-100	Web Site Maintenace	0.00	500.00	0.00	72.32	0.00	427.68	14
3-01-611-150	Legal	0.00	1,500.00	0.00	250.00	0.00	1,250.00	17
3-01-611-250	Board Secretary	500.00	3,000.00	500.00	2,500.00	0.00	500.00	83
3-01-611-260	Payroll Service Fee	660.86	8,400.00	688.86	7,924.37	0.00	475.63	94
3-01-611-320	Other Professional Services	0.00	200.00	12.00	68.00	0.00	132.00	34
3-01-611-350	ELL Teacher	2,160.00-	2,500.00	0.00	0.00	2,500.00	0.00	100
	611 B-11 - PROFESSIONAL SERVICES	0.86	85,450.00	2,200.86	78,554.40	2,500.00	4,395.60	95
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	0.00	49,067.00	0.00	49,067.00	0.00	0.00	100
3-01-612-020	Township Insurances	0.00	29,100.00	0.00	29,694.52	0.00	594.52-	102
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	512.00	0.00	88.00	85
3-01-612-060	O/E - Board Misc	0.00	1,300.00	80.57	168.42	856.06	275.52	79
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	0.00	87,067.00	80.57	79,441.94	856.06	6,769.00	92
3-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-613-010	ELL Program Grant Expenses	2,580.00	0.00	0.00	1,450.59	0.00	1,450.59-	0
	01 Fund 01 Expend Total	109,213.76	1,805,318.00	100,757.35	1,452,274.02	63,495.40	289,548.58	84

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	146,007.33	152,868.44	1,669,133.67
Expended:	109,213.76	100,757.35	1,515,769.42

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	Net Income:	36,793.57	52,111.09	153,364.25				

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-803-250	Professional Services	0.00	0.00	0.00	1,500.00	0.00	1,500.00-	0
3-02-803-280	HVAC Ventilation Project	4,159.40	0.00	0.00	0.00	0.00	0.00	0
	803 PROPERTY & PLANT IMPROVEMENTS	4,159.40	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	2,042.80	7,650.00	0.00	917.98	5,875.18	856.84	89
3-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	359.66	0.00	2,140.34	14
3-02-804-060	Memory Lab Equipment	0.00	0.00	123.96	878.68	0.00	878.68-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>2,042.80</u>	<u>10,150.00</u>	<u>123.96</u>	<u>2,156.32</u>	<u>5,875.18</u>	<u>2,118.50</u>	<u>79</u>
	02 CAPITAL BUDGET Expend Total	<u>6,202.20</u>	<u>10,150.00</u>	<u>123.96</u>	<u>3,656.32</u>	<u>5,875.18</u>	<u>618.50</u>	<u>94</u>

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>6,202.20</u>	<u>123.96</u>	<u>9,531.50</u>
Net Income:	6,202.20-	123.96-	9,531.50-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	146,007.33	152,868.44	1,669,133.67
Expended:	<u>115,415.96</u>	<u>100,881.31</u>	<u>1,525,300.92</u>
Net Income:	30,591.37	51,987.13	143,832.75

MONTVILLE TOWNSHIP PUBLIC LIBRARY NOVEMBER 2023 PROGRAM ATTENDANCE

December 11, 2023 Board Meeting

LIBRARY SPONSORED PROGRAMS	Nov 2023	Nov 2022
Children - Staff Programs		
Story Time	151	
Crafts & Games	39	
Kids Book Club		
Messy Munchkins	16	
ABC's 123	16	
Baby Playtime		
Bouncing Babies	22	
Kids Halloween Party		
Outreach Story Time Pre-School Visits	130	
Babies & Toddlers		
Children - Staff Programs Total	374	343
Children - Paid Presenters		
Edible Art	25	
Miss Jolie Move n'Groove	50	
Kids Yoga	8	
Children - Paid Presenters Total	83	92
Total All Children's Programs	457	435
Young Adults - Staff Programs		
TAB Meeting	12	
Diwali Festival (all ages)	100	
TAB Concert	50	
Tab Tutoring Session	7	
Tab Volunteers	20	
Young Adult - Staff Programs Total	189	18
Young Adult - Paid Presenters		
Chess Class (kids and teens) presenter no fee	32	
SAT Class (presenter no fee)		
Young Adult - Paid Presenters Total	32	12
Total All Young Adult Programs	221	30
Adult - Staff Programs		
Movies	23	
Book Club	29	
Adult Craft with Amy	12	
Knitting		
Memory Lab	13	
Computer/Technology Classes	7	
Wrapping Presents	12	
Adult Staff Programs Total	96	87
Adult - Paid Presenters		
Chair Yoga	67	
Montville "U" Lecture & Concerts	330	
Canasta (no charge)	20	
Qigong	63	
Technology Classes	31	
Arts & Craft Class		
ELL Classes (grant funded)	58	
Adult - Paid Presenters Total	569	348
Total All Adult Programs	665	435
Library Sponsored Total	1,343	900
OUTSIDE GROUPS		0
Montville Historical Society	25	
Outside Groups Total	25	0
GRAND TOTAL	1,368	900

November Book Displays
Veteran's Day - Children & Adults
Diwali - Children, Teens & Adults
Native American Heritage Month - Children, Teens and Adults
Aviation Month - Adults
Thanksgiving - Children & Adults
Dinovember - Children
Get Ready for Thanksgiving with some Cookbooks - Adults & Children
November is Picture Book Month - Children
Fall Harvest - Adults
Pies & Breads for the Holiday - Adults
Library Reads - Adults
NYTimes Best Sellers - Adults
Staff Picks - Children, Teens & Adults