

Montville Township Public Library
Board of Trustees Meeting
February 13, 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
Mr. David Tubbs
Mrs. Dianna Paradise
Ms. Linda Peskin
Mrs. Debbie Kozell
Ms. Deb Nielson
<i>MEMBERS ABSENT</i>
Mr. Charles Grau

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 7:00p.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. *Mr. Tubbs made a motion to approve the January 9, 2023, Regular Session minutes, seconded by Mrs. Paradise*

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

B. *Mr. Tubbs made a motion to approve the January 9, 2023, Regular Session minutes, seconded by Mrs. Paradise*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Tubbs yes; 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 and that they discussed the check register, balance sheet and statement of revenue and expenditures.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Kayne stated they are working on the budget. He thanked the Library staff because members of the public have made positive comments about the library.

Superintendent Liaison of Schools – Mr. Tubbs stated that Mid-terms exams are complete. Course selection is going on at Lazar and High school. 8th grade orientation took place last week.

VII. Committee Reports

Finance: Ms. Peskin stated that the financials and Cash Management plan are in order.

Personnel – Ms. Nielson had no report.

Buildings & Grounds: Ms. Nielson stated that the HVAC and Boiler issues are on going. There will be a meeting with Hughes and AME. Catherine will follow up. There were no responses from the proposal for the masterplan for the parking lot improvements.

Patron Services/Technology: Mr. Donohue stated that they discussed the Memory Lab. Training will be done and the lab will be up and running shortly. They received 154 responses from the survey. Outdoor lawn games have been added to the collection. An underwater camera has also been added. A request for a donation has been made to Lakeland Bank. They are waiting for a response.

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

New Jersey Library Trustees Association offers continuing education classes via zoom.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 16080 and 16159 dated January 1 to January 31, 2023 in the amount of \$97,123.00.

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

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Tubbs 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 January 2023 in the amount of \$62,448.94

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

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

- C. Resolution to approve the resignation of part time Library Assistant, Eileen Carey, effective February 4, 2023.

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

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

- D. Resolution to approve the Montville Township Public Library Internet Safety and Compute Use Policy.

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

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

- E. Resolution to approve the transfer of funds from the capital reserve account to the operating account: \$1,500 for Professional Services for the Memory Lab and \$219.96 for Memory Lab Equipment.

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

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

- F. Resolution to approve the Cash Management Plan for 2023.

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

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

X. Public Comments –

None

XI. Old Business

None

XI. New Business

None

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Tubbs seconded by Ms. Paradise; meeting was adjourned at 7:25pm.



Director's Report

March 10, 2023

On February 4, our annual Lunar New Year celebration for all ages had over 100 guests. Risa Skerker, Amy Resnikoff, and Jo Perez did a fantastic job of managing the event, with help in planning and staffing from TAB volunteers. They put together a fun slate of activities including crafting stuffed rabbits for the Year of the Rabbit (a big hit designed by Amy), calligraphy, tea lights, and drums. Guests enjoyed vegetable dumplings, clementines, chocolate coins and photo ops at the Year of the Rabbit station. Thanks to our 10 TAB volunteers, and staff members Selene Yang, Barbara Onello, and Kaiti Tirch for their help at the event.



This month, we welcomed 66 new library users. 7,250 visitors passed through our doors. We shipped 10 boxes to our recycle/resale partners Sustainable Shelves and Better World Books. We sent 1,133 items to member libraries. The Circulation team processed 466 new items and mended 64 existing items.

Buildings and Grounds

When the Montville Police and the Morris County Sheriff's Officer were in the Library looking at the DVR security videos following a high school security breach, they reported that some of the images were blurry. They suggested we call our security company to adjust and clean the cameras. The officers could not see or read the license plates. Northeast Security sent out a technician to inspect the cameras. He said they were not out of focus and did not need cleaning. They are working well but they are not high definition cameras. Fifteen of them are old and could be updated. The technology is available to read license plates but it is expensive and would require new cameras in new locations. We asked for a proposal for camera upgrades. This is something that the Board might want to consider for future capital projects.

The Township negotiated with Diversified Security in Hackettstown to take over the fire and burglar alarm monitoring, testing and service since Engineered Security declared bankruptcy. They sent a technician out to inspect our fire alarm panel. I approved the proposal for annual fire and burglar alarm monitoring and the alarm radio communicator monitoring.

A few weeks ago, AME technicians installed a new JACE (Java Application Control Engine) Network Level Controller, at no cost to us, and we have not had any HVAC shutdowns. The interface is now accessible and working well.

Hughes Environmental technician Patrick O'Rourke and AME controls specialist Wesley met here for a final inspection and resolution of any problems between the mechanicals and the controls. They resolved all the outstanding issues.

Hughes Environmental noted that the boiler is not modulating properly. It is going on and off repeatedly (from 0% to 100% instead of modulating). This increases the likelihood of it shutting down and not turning back on. I approved a proposal to address this short cycling situation and to replace an actuator.

Ryan McCloskey from Computer Sharp presented a proposal for IT services. This will replace our former IT company, HiTech Computer, which is no longer in business. Ryan comes highly recommended by several local Library Directors.

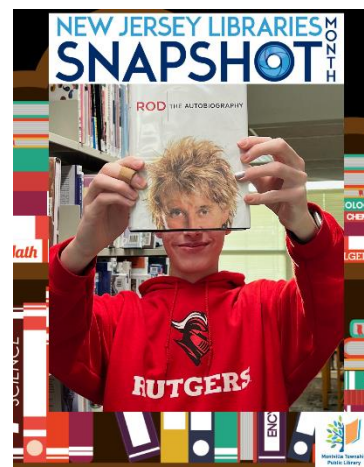
Finance

The 6 month \$150,000 Lakeland CD matures on March 9, 2023. Linda Peskin will discuss interest rates and options at the Finance Committee meeting.

Marketing and Outreach:

In social media news, Main Library Alliance asked every consortium library to include their new Logo and to share their services. We shared Main services on our Facebook and Instagram pages. Updates were also made on both the website to spread the word.

February is NJ Library Snapshot month, a yearly NJLA and NJ State Library program to highlight the importance of libraries to communities across the state through reports, statistics, patron testimonials, and photographs. Throughout the month, we featured photos and posts to celebrate our patrons and our library. Our social media accounts also highlighted Black History Month and Library Lovers' Month, including two videos and one-story reel. This month our Social Media insights reporting show 1,870 views, Post Engagement 547, 5 New Page likes and 14 New followers.



The Constant Contact monthly newsletter created by Pam O’Gorman, sends information, highlights upcoming programs, and links to online event registration. Newsletters about our Ramadan celebration and the Monday Movie were the most opened this month.

In outreach news, Risa Skerker, our busy children’s librarian, visited four off-site preschools for Story-time: Funtime Kids Academy 2 (45), Millie’s House (25), Kids Academy (20) and KidsConnect (30) for a total of 120 attendees. Stories included Valentine's Day and Visiting the Dentist in honor of National Children's Dental Month. This month, the Montessori preschool (25) joined our library’s Tuesday Taco Time.

Patron Services:

Memory Lab consultant Michael DiVincenzo met with key staff members to train us on using the new equipment for archiving stills and media. Our large Epson Scanner can digitize photos, slides and negatives of various sizes and save files as TIFF, PNG, or JPEG formats depending on the quality of the final product the patron wants to save. Our Dell Computer saves and edits photos, prints, negatives and slides, while the Apple computer converts multimedia such as vinyl, audio cassette VHS tapes, and Super 8 film, using Audacity and Roxio software for editing. Patrons can save all of their media to the Cloud, external hard drive, or flash drive. We practiced digitizing all these media formats, including using the tape reel video converter to view and edit one of my grandfather’s Super 8 films of me as a 4-year-old which I had never seen. My personal experience truly illustrated the excitement and importance of preserving these memories so they can be passed on and I think patrons will find it equally valuable. This month I also created a policy with rules and guidelines for the Memory Lab which will be on the Board agenda for March. Bobby Dillon, our Technology Librarian, is working on instructions for patrons on how to digitize the various media in the Lab.

Adult Programs

In honor of Black History Month, 13 members of the Afternoon Book Club read the novel, We Are Not Like Them by Christina Pride. This book generated a very good discussion about race, friendship, love, justice and forgiveness. The Evening Book Club selected Between the World and Me by Ta-Nehisi Coates (8 in attendance).

Also in recognition of Black History Month, Janet Mandel gave an Art Talk on African American Artists - the 1960's through the present. To celebrate President's Day, local Revolutionary War history buff, Joel Farkas, discussed George Washington in Morristown and New Jersey during the Revolutionary War. Other Montville U lectures this month included a presentation on bears by the Somerset County Environmental Commission and a talk on the Morris Canal. Dr. Richard Viet gave an evening talk about the art and culture of Ancient Greece via Zoom. Other Zoom offerings this month included a college search program. The total attendance for Montville U lectures was 114.

Pam showed a documentary film about community organizing in Chicago as part of the February Monday Afternoon Movie lineup related to Black History Month. There will be a live discussion via Zoom with the producer/filmmaker in early March, hosted by the MAIN Alliance Library Consortium

In regular programming news, more new knitters joined us for Nina's Knitting in February, totaling 22. Canasta was held with volunteer James Caballo and 16 adults attended. Chair Yoga with Rebecca Mancini brought in 85 total this month and Amy's adult Art Class was attended by 7 crafters. Our ELL spring semester began with 6 in attendance at the first class with Norma Pravec and 13 for the month. Twenty-three lucky patrons signed up to go on Amy's Blind Date with a Book and we received a lot of great feedback on Amy's book selections. Amy is a Reader's Advisory champion!

Kids

In February, Amy's Messy Munchkins met with 18 in attendance. ABC 123s had 28 children attend. She held a Valentine's Day Food program with the Shoprite dietician with 22 in attendance. The Grab and Go Valentine's craft by Marianne Ciffer had 25

participants while Kids Yoga with Colby Bernstein had 30. Our “Read to a Dog” returned from Creature Comfort with 4 children in attendance. Move & Groove Music and Movement class with Miss Jolie had a whopping 45! Tuesday evenings are always busy with our Chess Club with Max Weinstein - 18 in attendance in February. The Tweens had a Robotics class this month and 20 attended.



Kids Tween book club with Risa had 3 attendees. Risa and Jo teamed up for two evening story times this month, In Person & Virtual Storytime with 10 in attendance. The kids enjoyed hearing Valentine Stories and making an adorable Valentine Bee Craft designed by Jo. Special thanks to our TAB members who assisted us with our Saturday Drop in Craft for Valentine's Day.

Our Bouncing Babies had fun singing and dancing with bubbles! Babies & Toddlers, Too! enjoyed hearing and singing books about birthdays. Amy's Birthday hat craft was a big hit and the kids enjoyed wearing their birthday hats for our parade around the building. This month the Montessori school joined in and sang and danced for Taco Tuesday with our 25 Bouncing Babies.

Jo's Saturday Morning Storytime featured books about going to the dentist and making a toothbrush craft! Nina's Story times continue to draw in many kids each week. She had a whopping 112 in total who attended her various story times, Lego time and Picture Bingo. It's always fun to watch the little ones get excited for Miss Nina's Storytime.

Teens

Two TAB meetings took place this month, run by Jo, Risa and Mary Grace with a total of 40 in attendance. The teens created our Snapshot Photos this month for Library Snapshot Day. Our Teen Graphic Committee has been very busy putting decorations on their bulletin boards. The Bulletin board and cork board are up in the Teen Zone and they are already decorating for March! Many thanks to the 10 TAB volunteers who worked hard planning and manning the stations at the Lunar New Year.

Our TAB Ramadan Committee has been very busy preparing for our Ramadan Celebration in March. We've had so many sign-ups that we increased the number of available slots. We also had a fun Candy Heart Valentine's Day raffle with two winners. Special thanks to Jo who had the vision for this contest and the idea to add a dry erase board and another bulletin board to our Teen section - the kids are really enjoying it!

Staff Development

The majority of the staff attended the Township sponsored training on Cybersecurity on Feb 14. Walter Clark, Mary Grace Zaccaria, Jeanne Ivy, Janina Bartman and I trained on the use of the Memory Lab equipment on Feb 10. The Circulation staff attended a Main training on Associations in Polaris. Associations allow staff to create a connection link between two or more patron records so that when one record is open, all associated patron records are conveniently accessible. For example, we could "associate" all members of a family, so when checking out items to parents, staff could quickly renew all family items or pay fines for their children.

Technology

February 23rd was Digital Learning Day and this month's technology offerings did not disappoint. They included two classes in-house with Bobby Dillon teaching Window 10 Basics in two parts, and a class on using the Main App where 14 in total attended. A Tech class for teens to learn Python called: Learn, Code, and Create !, taught by a teen volunteer, was held twice in February with 32 in attendance.

The Teens ran a program called “Advice for your Device” this month, similar to our teen Tech program in the past. TAB members assisted our patrons with questions regarding their devices, iPhone and social media with 16 in attendance. The patrons who dropped in were very pleased with the help they received from the teens.

We added online games to the Website --electronic puzzles and Learn How to Play Chess as well as Mahjong for those interested in practicing before the next club program.

Meetings

Feb 9 – Main Board of Directors Meeting - Catherine

Feb 15 – Circulation Dept

Feb 21 – Main Readers Advisory Group – Catherine, Amy

Feb 22 – Main Envisionware Group meeting – Catherine

Feb 27 – Main Large Libraries Caucus - Catherine

Mar 28 – Library Buildings & Grounds & Personnel Cmtes

Apr 10 – Library Board Mtg & Finance Committee

Apr 28 – Library Buildings & Grounds & Personnel Cmtes

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 02/28/23

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	296,194.48	309,150.84
01-100-03	Lakeland - Payroll Account	11,937.26	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	312,669.93	314,338.28
01-100-10	Lakeland - Restricted Donations	39,615.14	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>1,892,606.91</u>	<u>1,935,564.90</u>

Liabilities & Fund Balance

01-200-01	Payroll Taxes Payable	7,573.57-	0.00
01-200-10	Salaries & Wages Payable	20,659.30-	0.00
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	11,999.49	15,710.90
01-218-00	Reserve for Encumbrances	43,361.51	116,471.81
01-400-01	Appropriation Reserve	<u>1,054.26</u>	<u>1,054.26</u>
	Total Liabilities	80,984.39	188,135.82

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	<u>459,044.79</u>	<u>459,044.79</u>
	Total	1,747,429.08	1,747,429.08

Revenue	299,999.35	0.00
Less Expenses	<u>235,805.91</u>	<u>0.00</u>
Net	<u>64,193.44</u>	<u>0.00</u>
Total Fund Balance	<u>1,811,622.52</u>	<u>1,747,429.08</u>
Total Liabilities & Fund Balance	<u>1,892,606.91</u>	<u>1,935,564.90</u>

March 8, 2023
11:09 AM

Montville Township Public Library
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16161 to 16230
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
16161	02/28/23	AMAZON Amazon Capital Services, Inc.	565.05		87
16162	02/28/23	AME A.M.E., Inc.	46,716.48		87
16163	02/28/23	BAKER005 Baker & Taylor	0.00	02/28/23 VOID	0
16164	02/28/23	BAKER005 Baker & Taylor	0.00	02/28/23 VOID	0
16165	02/28/23	BAKER005 Baker & Taylor	0.00	02/28/23 VOID	0
16166	02/28/23	BAKER005 Baker & Taylor	0.00	02/28/23 VOID	0
16167	02/28/23	BAKER005 Baker & Taylor	0.00	02/28/23 VOID	0
16168	02/28/23	BAKER005 Baker & Taylor	4,095.74		87
16169	02/28/23	BANK OF Bank of America	95.54		87
16170	02/28/23	BENSARI Bensari Shah	50.00		87
16171	02/28/23	BERNADIN Bernadine Ferrari	390.00		87
16172	02/28/23	BRIST005 Bristol ID Technologies	522.50		87
16173	02/28/23	BRODA005 Brodart Co.	0.00	02/28/23 VOID	0
16174	02/28/23	BRODA005 Brodart Co.	0.00	02/28/23 VOID	0
16175	02/28/23	BRODA005 Brodart Co.	0.00	02/28/23 VOID	0
16176	02/28/23	BRODA005 Brodart Co.	2,132.92		87
16177	02/28/23	COMMERCI Commercial Interiors Direct	877.56		87
16178	02/28/23	CREATURE Creature Comfort Pet Therapy	35.00		87
16179	02/28/23	DANIEL S Daniel Stringham	100.00		87
16180	02/28/23	DEMCO005 Demco, Inc.	225.40		87
16181	02/28/23	ELECT005 Electronic Office Systems	223.39		87
16182	02/28/23	ELIF KIZ Elif Kiziltan	25.00		87
16183	02/28/23	ELIZA005 Elizabeth Johansen	250.00		87
16184	02/28/23	ENVISION Envisionware, Inc.	863.73		87
16185	02/28/23	EXCEL005 Excellent Building Services	2,516.72		87
16186	02/28/23	FLOTE005 FLO-TECH	267.91		87
16187	02/28/23	FREDM005 Fred Miller Music	350.00		87
16188	02/28/23	GREGO005 Gregory J. Della Pia	1,000.00		87
16189	02/28/23	HUGHE005 Hughes Environmental	4,579.45		87
16190	02/28/23	IAN DRAK Ian J. Drake	250.00		87
16191	02/28/23	IFPTE005 IFPTE	128.96		87
16192	02/28/23	INGRAM Ingram Library Services	65.99		87
16193	02/28/23	JERSE005 Jersey Central Power & Light	3,197.90		87
16194	02/28/23	KANOPY Kanopy, Inc.	273.00		87
16195	02/28/23	LIGHT OP Light Opera of New Jersey	500.00		87
16196	02/28/23	MAINI005 MAIN Library Alliance	993.86		87
16197	02/28/23	MAINI005 MAIN Library Alliance	25.00		87
16198	02/28/23	MICHAELD Michael Devincenzo	1,500.00		87
16199	02/28/23	MIDWE005 Midwest Tape LLC	0.00	02/28/23 VOID	0
16200	02/28/23	MIDWE005 Midwest Tape LLC	894.99		87
16201	02/28/23	NJNAT005 NJ Natural Gas Co.	2,566.61		87
16202	02/28/23	NORMA P Norma A. Pravec	480.00		87
16203	02/28/23	NORMA P Norma A. Pravec	480.00		87
16204	02/28/23	NORTHEAS Northeast Security Systems	210.00		87
16205	02/28/23	OPTIMO05 Optimum	184.94		87
16206	02/28/23	ORIEN005 Oriental Trading Company, Inc.	47.49		87
16207	02/28/23	OVERD005 OverDrive, Inc.	825.08		87
16208	02/28/23	REBECCA Rebecca Mancini	50.00		87
16209	02/28/23	REBECCA Rebecca Mancini	50.00		87
16210	02/28/23	RISAS005 Risa Skerker	20.00		87
16211	02/28/23	SHU PING Shu Ping Leung	25.00		87

March 8, 2023
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Montville Township Public Library
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16212	02/28/23	STAPL005 Staples Advantage	378.19		87
16213	02/28/23	SUNRI005 Sunrise ShopRite	147.70		87
16214	02/28/23	SYNCR005 Amazon Capital Services	79.25		87
16215	02/28/23	TECHN005 Technology Integrators	135.00		87
16216	02/28/23	TECHN005 Technology Integrators	135.00		87
16217	02/28/23	TECHN005 Technology Integrators	135.00		87
16218	02/28/23	TECHN005 Technology Integrators	135.00		87
16219	02/28/23	TECHN005 Technology Integrators	135.00		87
16220	02/28/23	TECHN005 Technology Integrators	135.00		87
16221	02/28/23	TECHN005 Technology Integrators	135.00		87
16222	02/28/23	TECHN005 Technology Integrators	135.00		87
16223	02/28/23	TECHN005 Technology Integrators	135.00		87
16224	02/28/23	TECHN005 Technology Integrators	135.00		87
16225	02/28/23	THE DOLL The Doll Loft	700.00		87
16226	02/28/23	THE WALL The Wall Street Journal	599.88		87
16227	02/28/23	THEN0010 The New York Times	1,261.05		87
16228	02/28/23	TOWNS005 Township of Montville	12,950.64		87
16229	02/28/23	ULINE Uline	52.98		87
16230	02/28/23	VERI0010 VERIZON	511.09		87

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	61	9	96,681.99	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	61	9	96,681.99	0.00

March 8, 2023
11:09 AM

Montville Township Public Library
Check Register By Check Id

Page No: 3

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	14,320.21	0.00	0.00	14,320.21
CAPITAL BUDGET	2-02	350.00	0.00	0.00	350.00
Year Total:		14,670.21	0.00	0.00	14,670.21
	3-01	30,534.39	0.00	3,018.46	33,552.85
CAPITAL BUDGET	3-02	48,458.93	0.00	0.00	48,458.93
Year Total:		78,993.32	0.00	3,018.46	82,011.78
Total of All Funds:		93,663.53	0.00	3,018.46	96,681.99

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 02/28/23
Budget Account Range: First to Last Include Non-Budget: No Current Period: 02/01/23 to 02/28/23
Print Zero YTD Activity: No Prior Year: 02/01/22 to 02/28/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
3-01-401-01	Fines Income	294.95	4,200.00	378.75	897.05	3,302.95-	21
3-01-401-03	Copier Income	21.45	491.00	39.61	69.01	421.99-	14
3-01-401-05	Computer Print Outs Income	143.31	2,000.00	155.76	275.51	1,724.49-	14
3-01-401-07	Township Income	143,169.42	1,787,197.00	148,933.08	297,866.16	1,489,330.84-	17
3-01-401-09	Lost Items	129.00	1,900.00	68.05	216.00	1,684.00-	11
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	76.52	76.52	76.52	0
3-01-401-15	Interest Income	56.43	700.00	59.92	122.75	577.25-	18
3-01-401-16	Lost Cards	8.00	110.00	10.00	20.00	90.00-	18
3-01-401-18	Disks/Faxes	3.00	70.00	0.00	0.00	70.00-	0
	401 Total	143,825.56	1,808,668.00	149,721.69	299,543.00	1,509,125.00-	17
3-01-402-30	Restricted Contributions	787.23	5,000.00	316.35	456.35	4,543.65-	9
	01 Fund 01 Revenue Total	144,612.79	1,813,668.00	150,038.04	299,999.35	1,513,668.65-	17

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	60,632.29	910,451.00	62,687.19	125,136.13	0.00	785,314.87	14
3-01-601-100	Taxes/FICA/UE	4,985.09	74,850.00	5,187.02	10,367.30	0.00	64,482.70	14
3-01-601-110	Health Benefits Expense	8,556.27	142,500.00	7,171.64	16,048.17	0.00	126,451.83	11
3-01-601-120	PERS Expense	0.00	110,000.00	0.00	0.00	0.00	110,000.00	0
3-01-601-130	DCRP Expense	0.00	4,300.00	0.00	760.54	0.00	3,539.46	18
	601 B-1 - COMPENSATION	74,173.65	1,242,101.00	75,045.85	152,312.14	0.00	1,089,788.86	12
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	0.00	0.00	3,500.00	0
3-01-602-020	Adult Books	3,525.57	32,000.00	579.23	579.23	1,696.04	29,724.73	7
3-01-602-030	Adult BOD	150.36	2,500.00	123.04	261.44	0.00	2,238.56	10
3-01-602-040	Adult DVD	706.20	10,000.00	360.42	713.20	553.41	8,733.39	13
3-01-602-050	Adult eBooks	613.64	7,500.00	573.08	1,154.87	157.50	6,187.63	18
3-01-602-060	Adult eAudio	278.90	5,000.00	440.00	1,062.38	0.00	3,937.62	21
3-01-602-090	Periodicals	0.00	11,000.00	1,860.93	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	69.99	66.99	0.00	3,933.01	2
3-01-602-120	J Books	2,080.98	29,000.00	582.23	586.67	1,541.72	26,871.61	7
3-01-602-140	J DVD	129.61	2,000.00	115.05	115.05	134.67	1,750.28	12
3-01-602-150	J eBooks	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
3-01-602-160	J eAudio	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
3-01-602-180	YA Books	1,448.91	6,000.00	133.49	363.99	113.48	5,522.53	8
3-01-602-210	YA eBooks	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
3-01-602-220	Young Adults eAudio	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
3-01-602-230	Streaming	905.51	8,000.00	520.42	1,091.80	0.00	6,908.20	14
	602 B-2 - COLLECTION	9,839.68	125,000.00	5,217.90	8,792.07	4,196.82	112,011.11	10
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	2,061.72	14,000.00	1,940.00	4,274.95	2,625.00	7,100.05	49
3-01-603-240	Program - Children	828.21	6,000.00	41.99	843.59	870.00	4,286.41	29
3-01-603-250	Summer Reading / Reading Programs	208.10	5,000.00	84.90	292.90	1,595.46	3,111.64	38
3-01-603-260	Museum Passes	0.00	3,500.00	0.00	240.00	0.00	3,260.00	7
3-01-603-270	Programs YA	693.27	2,500.00	386.98	571.10	0.00	1,928.90	23
3-01-603-280	Library-wide Cultural/Family Programing	0.00	2,000.00	79.93	179.14	43.66	1,777.20	11
3-01-603-300	Technology Programming	375.00	3,500.00	1,350.00	1,620.00	0.00	1,880.00	46
	603 B3 - PROGRAMS:	4,166.30	36,500.00	3,883.80	8,021.68	5,134.12	23,344.20	36
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	1,115.37	11,500.00	701.02	723.11	8.81	10,768.08	6
3-01-604-070	Postage - Supplies	0.00	900.00	199.57	352.75	0.00	547.25	39
3-01-604-080	Freight-Shipg (Non-Collection)	172.92	2,000.00	0.00	0.00	0.00	2,000.00	0
	604 B-4 - SUPPLIES	1,288.29	14,400.00	900.59	1,075.86	8.81	13,315.33	8
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	0.00	0.00	0.00	600.00	0
3-01-605-070	Staff/Volunteer Recognition	62.22	500.00	0.00	0.00	0.00	500.00	0
	605 B-5 - PUBLIC RELATIONS	62.22	2,100.00	0.00	0.00	0.00	2,100.00	0
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	0.00	0.00	1,200.00	0
3-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	200.00	50.00	50.00	0.00	150.00	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
3-01-606-040	Professional Dues	0.00	1,300.00	0.00	150.00	0.00	1,150.00	12
3-01-606-050	Conference Travel	0.00	700.00	0.00	0.00	0.00	700.00	0
	606 B- 6 - STAFF DEVELOPMENT	0.00	3,400.00	50.00	200.00	0.00	3,200.00	6
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	3,197.90	3,197.90	0.00	56,302.10	5
3-01-607-030	Utilities - Gas	2,373.64	17,500.00	1,612.91	5,169.17	0.00	12,330.83	30
3-01-607-040	Utilities - Telephone	494.81	6,600.00	511.09	1,087.46	0.00	5,512.54	16
3-01-607-050	Internet Provider	184.94	2,300.00	184.94	554.82	0.00	1,745.18	24
	607 B-7 - UTILITIES	3,053.39	85,900.00	5,506.84	10,009.35	0.00	75,890.65	12
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	250.40	13,800.00	0.00	344.50	0.00	13,455.50	2
3-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	5,033.44	0.00	26,966.56	16
3-01-608-040	Plant - Fire/Burglery Alarm	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0
3-01-608-050	Plant - HVAC Maintenance	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
3-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
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	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
	608 B-8 - PHYSICAL PLANT	2,767.12	91,000.00	2,516.72	5,377.94	0.00	85,622.06	6
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	993.86	2,033.85	0.00	8,966.15	18
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	0.00	800.00	0.00	0.00	0.00	800.00	0
	609 B-9 - EQUIPMENT/MAINTENANCE	0.00	30,300.00	993.86	2,033.85	0.00	28,266.15	7
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	84.53	200.00	0.00	0.00	0.00	200.00	0
3-01-610-020	Copier Usage B&W	3.15	100.00	0.00	0.00	0.00	100.00	0
	610 B-10 - EXPENSED EQUIPMENT	87.68	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	2,000.00	0.00	10,000.00	17
3-01-611-030	MAIN Assessment	0.00	51,350.00	0.00	12,826.00	0.00	38,524.00	25
3-01-611-070	Computer Support & Service	142.50	1,500.00	63.73	233.21	0.00	1,266.79	16
3-01-611-100	Web Site Maintenace	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	250.00	3,000.00	250.00	250.00	0.00	2,750.00	8
3-01-611-260	Payroll Service Fee	800.20	8,400.00	847.16	1,551.62	0.00	6,848.38	18
3-01-611-320	Other Professional Services	40.00	200.00	0.00	0.00	0.00	200.00	0
3-01-611-350	ELL Teacher	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	611 B-11 - PROFESSIONAL SERVICES	2,232.70	85,450.00	2,160.89	16,860.83	0.00	68,589.17	20
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	12,266.75	0.00	36,800.25	25
3-01-612-020	Township Insurances	6,872.38	29,100.00	0.00	7,423.63	0.00	21,676.37	26
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	105.33	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	18,974.71	87,067.00	0.00	19,778.23	0.00	67,288.77	23
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	59.60	0.00	0.00	0.00	0.00	0.00	0
	01 Fund 01 Expend Total	116,705.34	1,803,518.00	96,276.45	224,461.95	9,339.75	1,569,716.30	13

01 Fund

	Prior	Current	YTD
Revenues:	144,612.79	150,038.04	299,999.35
Expended:	116,705.34	96,276.45	233,801.70
Net Income:	27,907.45	53,761.59	66,197.65

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	1,500.00	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	72.71	2,500.00	189.47	284.45	0.00	2,215.55	11
3-02-804-060	Memory Lab Equipment	0.00	0.00	0.00	219.96	0.00	219.96-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>72.71</u>	<u>10,150.00</u>	<u>189.47</u>	<u>504.41</u>	<u>0.00</u>	<u>9,645.59</u>	<u>5</u>
	02 CAPITAL BUDGET Expend Total	72.71	10,150.00	1,689.47	2,004.41	0.00	8,145.59	20
02 CAPITAL BUDGET		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
	Revenues:	0.00	0.00	0.00				
	Expended:	<u>72.71</u>	<u>1,689.47</u>	<u>2,004.41</u>				
	Net Income:	72.71-	1,689.47-	2,004.41-				
Grand Totals		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
	Revenues:	144,612.79	150,038.04	299,999.35				
	Expended:	<u>116,778.05</u>	<u>97,965.92</u>	<u>235,806.11</u>				
	Net Income:	27,834.74	52,072.12	64,193.24				

MONTVILLE TOWNSHIP PUBLIC LIBRARY FEBRUARY 2023 PROGRAM ATTENDANCE

March 13, 2023 Board Meeting

LIBRARY SPONSORED PROGRAMS	Feb 2023	Feb 2022
Children - Staff Programs		
Story Time	138	
Drop in Crafts & Games	9	
Babies & Toddlers	12	
Messy Munchkins	18	
ABC 123!	28	
Pre-School Visits Outreach & Storytime	120	
Kids Book Club	3	
Bouncing Babies	25	
Valentine's Day Food Program (volunteer)	22	
Children - Staff Programs Total	375	234
Children - Paid Presenters		
Edible Art Valentine's Day	25	
Miss Jolie Move n'Groove	45	
Kids Yoga	30	
Read to a Dog	4	
Children - Paid Presenters Total	104	10
Total All Children's Programs	479	244
Young Adults - Staff Programs		
Robotics (volunteer)	20	
TAB Meeting	40	
TAB Program Assistants	27	
Lunar New Year - all ages	100	
Coding (volunteer)	32	
Advice for your Device	16	
Young Adult - Staff Programs Total	235	57
Young Adult - Paid Presenters		
Chess Class (kids and teens)	18	
Young Adult - Paid Presenters Total	18	0
Total All Young Adult Programs	253	57
Adult - Staff Programs		
Movies	50	
Book Club	21	
Adult Craft with Amy	7	
Knitting	22	
Technology Classes	14	
College Planning (volunteer)	36	
Adult Staff Programs Total	150	84
Adult - Paid Presenters		
Chair Yoga	85	
Montville "U" Lecture	114	
Technology Classes	50	
ELL	13	
Canasta (volunteer)	16	
Morris Canal Program	42	
Adult - Paid Presenters Total	320	272
Total All Adult Programs	470	356
Library Sponsored Total	1,202	657
OUTSIDE GROUPS		
Outside Groups Total	0	40
GRAND TOTAL	1,202	697

February Book Displays

Valentine's Day - Adults, Young Adults, Children
Lunar New Year - Adults, Children
President's Day - Adults, Young Adults, Children
February is Library Lovers' Month - Adults, Young Adults, Children
Winter - Children
February is American Heart Month - Adults
February is Black History Month - Adults, Young Adults, Children
February is National Children's Dental Health Month - Children
Groundhog Day - Children
International Polar Bear Day - February 27th - Children
NY Times Bestsellers - Adults, Young Adults, Children
LibraryReads - Adults
Worlds Away - Adults
Staff Picks - Adults, Young Adults, Children

