

Montville Township Public Library
Board of Trustees Meeting
November 14, 2022
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

| |
|------------------------|
| MEMBERS PRESENT |
| Ms. Deborah Nielson |
| Mrs. Dianna Paradise |
| Mr. Larry Hines |
| Mr. David Tubbs |
| Ms. Linda Peskin |
| Ms. Deborah Kozell |
| Mr. Charlie Grau |
| Mr. Robert Donohue |
| MEMBERS ABSENT |
| Mayor Frank Cooney |

Catherine LaBelle, 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

Mr. Hines 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

Mr. Grau made a motion to approve the October 17, 2022, Regular session minutes, seconded by Ms. Nielson

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

IV Public Comments –

None

V Reports of Officers –

Larry Hines – President

Mr. Hines stated that the Nominating Committee will be selected soon.

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin stated they met this evening and all is in order with the financials. She reminded everyone of the Trustee Budget meeting on November 30, 2022 at 7pm.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs that the MEF is currently working on a STEM/STEAM initiative for all students in kindergarten through 12th grade. Mr. Esposito, Principal at Woodmont School, was named 2022 Exemplary Educator.

Committee Reports

Finance: Ms. Peskin stated that at the request of the accountant there will be two new line items for CD for Capital and Operating. The next meeting is November 22. They also discussed the Use of Donated Funds policy.

Personnel: Mr. Grau stated that two employees have been hired.

Buildings & Grounds: Ms. Nielson stated that the front stairs have been removed thanks to the DPW. An RFP went out for a consultant for the Parking Lot Master Plan.

They discussed the Maintenance Contract. Director LaBelle is waiting for additional quotes for Maintenance. The part for the boiler has been order and they are awaiting delivery.

Patron Services/Technology: Mr. Donohue stated that on October 29th Optimum service went down. T-Mobile hot spots were utilized.

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

Director LaBelle stated the Book Sale will be November 18 and 19 from 10am-4pm.

VIII. Resolutions/Motions

A. Resolution to approve the checks numbered 15934 through 15989 dated October 1 to October 31, 2022 in the amount of \$53,946.67.

B. Resolution to accept staff salaries for the month of October 2022 in the amount of \$58,345.03.

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

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

C. Resolution to approve hiring Robert Dillon to the full-time position of Librarian 1/Technology effective November 21, 2022, at an annual salary of \$53,000.

D. Resolution to approve hiring Mary Grace Zaccaria to the full-time position of Assistant Library Director effective December 6, 2022 at an annual salary of \$80,000.

Motion made by Mr. Grau and seconded by Mr. Tubbs

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

E. Resolution to amend the description for use of the Donations Funds:
The Montville Township Public Library Board of Trustees designates these funds, which are generated from donations, to finance programs, services, and projects that directly benefit Library Patrons.

Motion made by Mr. Hines and seconded by Mr. Grau

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

IX. Public Comments

None

X. Old Business

None

XI. New Business

None

XII. Executive Session

None

XIV. Open Session

None

XV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:18pm.



Director's Report
December 2, 2022

Our November book sale was a resounding success, generating \$2777 in restricted donations, and beating last year's three-day total by \$417. A successful book sale takes our entire staff to accept and sort donations, manage the sale, and pack up and send the remainder of the items to our recycle and resale partners. I have offered the remainder of the materials after this process to the Chelsea and Senior House. A special thanks to Amy Resnikoff, Pam O'Gorman, and our adult volunteer Marsha Campbell, who did the lion's share of preparing, running, and cleaning up the book sale. Fred Ackerman and David Boyle of DPW were also indispensable in setting up tables, and carting heavy boxes around the building.

This month we welcomed 62 new library users. 6,981 visitors passed through our doors. We shipped 30 boxes to our resale/recycle partners Sustainable Shelves and Better World Books and sent 1,602 items to member libraries. The Circulation team processed 582 new items and mended 57 existing items.

Buildings and Grounds

There have been no problems with the furnace since Hughes completed the service call for the flame failure and lockout. They installed the new burner in November.

We received notice that Engineered Security Systems, LLC, has filed Chapter 11 Bankruptcy. They are the servicers for our fire and burglar alarm systems as well as the

24-hour central station monitoring. The Township is soliciting proposals for new providers for all the Township facilities including the Library. Central Station is still monitoring our fire and burglar alarms and emergency technicians are on call.

Finance

The Finance Committee reviewed the 2023 proposed operating and capital budgets and the Board approved the 2023 budget at the special meeting. Township income increased by \$69,164, a 4% increase, to \$1,787,197. That figure is the minimum amount the Township must allocate to the Library in its annual budget. The State Health Benefits Plan health insurance costs increased 22%.

The Lakeland \$100,000 capital reserve fund CD will mature on January 11, 2023.

Marketing and Outreach:

In November, the newsletters with the highest open rate were about our book sale, an online genealogy lecture, and the Tech class schedule. Most people (95%) are opening the newsletters on desktops, as opposed to mobile devices.

Risa Skerker visited Kids Connect and Millie's House and Kiddie Academy in November.

Patron Services:

Adult Programs

The November Saturday afternoon concert featured the songs of Carole King, Joni Mitchell and Carly Simon sung by Diane & Gerard Barros. Sixty people enjoyed the performance, our largest safely seated post-COVID crowd yet.

Mark Di Ionno, journalist & author (formerly with the *NJ Star Ledger*) gave a timely and well-received Wednesday evening talk describing his experiences as a volunteer in war torn Ukraine. This month's Montville U Lecture series included a talk on the history of the American Flag for Veterans Day and a talk on how to survive family togetherness at the holiday table by Diane Lang, a psychology professor and life coach.

Our 4-part virtual job search workshop concluded this month with sessions on how to write a cover letter and interview tips and techniques. Feedback on the workshop has been very positive. Adult craft classes and Chair Yoga classes remain very popular offerings. Amy made fall picture frames with twelve adult crafters.

In our mission to read books from all genres, the Afternoon Adult Book Club enjoyed reading a children's book in November. Kate DiCamillo's The Miraculous Journey of Edward Tulane really struck a chord with all of us. The Evening Book Club had a very good discussion on Mitch Albom's book, The Stranger in the Lifeboat.

Children's Programs

In November, we went all out for Thanksgiving with a full slate of themed programs for the kids. The Lincoln Park Shop-Rite dietician helped 26 kids make edible turkeys out of healthy snack items. Twenty kids took home grab and go kits to make a candy turkey with cookies and icing. Amy's Messy Munchkins made a Thanksgiving craft with pine cones, feathers, and pipe cleaners. Both our drop in craft and Jo Perez' Wed evening hybrid Story time were Thanksgiving themed. Library page Kaiti Tirch came up with a great Cornucopia craft for the kids to do.



The return of our in-person chess club for kids and teens generated a big buzz. People have been clamoring for its return since it went on hiatus with COVID. This is a twice monthly program, now taught by Max Weinstein, who helped develop the original club out of the TAB, and is now a chess champion himself. Twelve kids were excited to learn new skills and practice in our first two sessions.

This month six kids were thrilled to read to and play with a therapy dog.

In regularly scheduled programming, Kids Yoga had 16 attendees. Amy's ABC, 123s (16) and our kids book club (5) were well received, as always. Risa and the kids discussed Megan McDonald's Judy Moody & Stink: The Wishbone Wish. Risa's new Bouncing Babies music program continued to draw a crowd with 16 little ones singing and playing with bubbles, shakers, and scarves.

Teen Programs

In recognition of International Games Month in November 2 TAB volunteers helped out with our Drop-In Game Day on Saturday, November 26th. Eight kids dropped by and enjoyed playing Sorry, Candy Land and a Disney Memory Match Game. Special thanks to the Two Tab volunteers for helping make this an enjoyable afternoon.

Personnel

2022 Performance Reviews for the staff are underway and should be completed by the second week of December. Each staff member will meet with their supervisor and me to discuss the challenges and accomplishments of the past year and set goals for 2023.

Tech Librarian Robert Dillon started work with us on 11/21. He has been training on our systems, shadowing staff at the information desk, and is already making updates to our website and helping patrons with questions on using our Libby eBooks.

Our new Assistant Director, Mary Grace Zaccharia, will begin work with us on Dec 6. She will also attend the Dec 5 Board Meeting, so please give her a warm welcome this Monday evening.

Staff Development

On November 16, Walter, Sue, Nilufer, Tracy and I virtually attended an all-day panel sponsored by Main on the Post-COVID Library World, including the sessions - Re-engaging Library Users, Current eBook Trends & Patterns, and Managing & Staffing during the Great Resignation. Many of the initiatives suggested in the first panel we are already doing such as weekend concerts, cost sharing of bigger name presenters with

other libraries, and partnerships with local schools to increase engagement and the number of library cards. It was helpful to hear how other libraries are managing eBook purchasing and I learned some tips and tricks for maximizing patron usage. The last session on Managing and Staffing during the Great Resignation was an eye opener, as panelists from Main Libraries and Rebekkah Smith Aldrich, the Director of the Mid-Hudson NY Library system, shared that staff turnover has averaged 50% over the course of the past 18 months. A corporate job recruiter also shared valuable advice for posting clearer and more attractive job ads and better interviewing techniques, as well as pointers on supporting the staff for improved employee retention.

Thirteen members of the staff, including me and Walter Clark, attended the Township sponsored Preventing a Hostile Work Environment training. The 8 people who could not attend will be scheduled for the make-up sessions in December.

Technology

I met with Phil Berg and Lenny Ruggiero from Main about the 2023 Meraki firewall upgrade. Every three years, Main renegotiates the group license and replacement of firewall appliances at each Main library. As a larger library with 60 plus simultaneous internet users, they recommend we upgrade to a new device, the MX 85, which will cost \$7035. This cost was factored into the computer software line of the 2023 budget.

This month's technology offerings included a 4-part virtual python coding class conducted by James Fitzpatrick, as well as daytime and evening classes on tech travel tips, such as how to download boarding passes, sign into Wi-Fi in foreign airports and more.

Technology Librarian, Robert Dillon, ordered and customized a new computer for Mary Grace Zaccaria, Assistant Director, who will start on December 6.

Meetings

Nov 3 – Main Large Libraries Mtg – Catherine

Nov 10 – Main Directors – Catherine

Nov 11 - MAIN Circulation AG Meeting - Nilufer, Sue, Tracy, Jo

Nov 14 – Main Readers Advisory Task force - Catherine

Dec 14 – Library Patron Services/ Tech Cmte

Jan 9 - Library Finance Cmte & Board Meeting

Jan 11 – Library Patron Services/Tech Cmte

Jan 24 – Library Buildings & Grounds & Personnel Cmtes

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 11/30/22

2022

2021

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 | 405,272.23 | 279,495.79 |
| 01-100-03 | Lakeland - Payroll Account | 12,043.21 | 36,944.18 |
| 01-100-04 | Lakeland - Operating CD | 151,245.82 | 252,968.82 |
| 01-100-05 | Lakeland - Capital Reserve CD | 100,288.85 | 0.00 |
| 01-100-08 | Lakeland - Capital Reserve | 204,314.56 | 268,479.32 |
| 01-100-10 | Lakeland - Restricted Donations | 38,894.25 | 33,311.53 |
| 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>1,892,714.35</u> | <u>1,851,855.07</u> |

Liabilities & Fund Balance

| | | | |
|-----------|-----------------------------|-------------------|-------------------|
| 01-200-11 | Sick Hrs Year End Accrual | 52,802.00 | 42,193.00 |
| 01-211-00 | Section 125 Withholding HDV | 0.00 | 38.42 |
| 01-212-00 | PERS 414/CINS withholding | 13,602.56 | 19,399.41 |
| 01-218-00 | Reserve for Encumbrances | 107,770.67 | 111,432.83 |
| 01-400-01 | Appropriation Reserve | 980.38 | 980.38 |
| | Total Liabilities | <u>175,155.61</u> | <u>173,967.20</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 | 389,503.58 | 389,503.58 |
| | Total | <u>1,677,887.87</u> | <u>1,677,887.87</u> |

| | | |
|----------------------------------|---------------------|---------------------|
| Revenue | 1,607,850.28 | 0.00 |
| Less Expenses | <u>1,568,179.41</u> | <u>0.00</u> |
| Net | <u>39,670.87</u> | <u>0.00</u> |
| Total Fund Balance | <u>1,717,558.74</u> | <u>1,677,887.87</u> |
| Total Liabilities & Fund Balance | <u>1,892,714.35</u> | <u>1,851,855.07</u> |

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 15994 to 16025
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 |
|---------|------------|---------------------------------------|-------------|-----------------|---------|
| 15994 | 11/30/22 | BAKER005 Baker & Taylor | 4,315.73 | | 84 |
| 15995 | 11/30/22 | BANK OF Bank of America | 20.85 | | 84 |
| 15996 | 11/30/22 | BIBLIOTH Bibliotheca, LLC | 11,528.55 | | 84 |
| 15997 | 11/30/22 | BRODA005 Brodart Co. | 79.40 | | 84 |
| 15998 | 11/30/22 | DAILY Daily News | 423.80 | | 84 |
| 15999 | 11/30/22 | DELL Dell Marketing, L.P. | 2,042.80 | | 84 |
| 16000 | 11/30/22 | DIANE005 Diane Lang | 250.00 | | 84 |
| 16001 | 11/30/22 | DIREC005 Direct Energy Business | 152.88 | | 84 |
| 16002 | 11/30/22 | EASYE005 Easy English News | 480.00 | | 84 |
| 16003 | 11/30/22 | ELECT005 Electronic Office Systems | 269.86 | | 84 |
| 16004 | 11/30/22 | ELIZA005 Elizabeth Johansen | 500.00 | | 84 |
| 16005 | 11/30/22 | EXCEL005 Excellent Building Services | 2,516.72 | | 84 |
| 16006 | 11/30/22 | GREG005 Gregory J. Della Pia | 1,000.00 | | 84 |
| 16007 | 11/30/22 | HUGHE005 Hughes Environmental | 3,544.14 | | 84 |
| 16008 | 11/30/22 | IFPTE005 IFPTE | 128.96 | | 84 |
| 16009 | 11/30/22 | IN-LINE In-Line Heating & AC Company | 4,159.40 | | 84 |
| 16010 | 11/30/22 | JERSE005 Jersey Central Power & Light | 3,371.00 | | 84 |
| 16011 | 11/30/22 | KANOPY Kanopy, Inc. | 280.00 | | 84 |
| 16012 | 11/30/22 | LAWN005 Lawn World, Inc. | 475.00 | | 84 |
| 16013 | 11/30/22 | MIDWE005 Midwest Tape LLC | 509.67 | | 84 |
| 16014 | 11/30/22 | NJNAT005 NJ Natural Gas Co. | 655.93 | | 84 |
| 16015 | 11/30/22 | NORMA P Norma A. Pravec | 420.00 | | 84 |
| 16016 | 11/30/22 | OVERD005 OverDrive, Inc. | 431.81 | | 84 |
| 16017 | 11/30/22 | PETTY005 Pettycash | 7.38 | | 84 |
| 16018 | 11/30/22 | SYNCB005 SYNCB/AMAZON | 146.78 | | 84 |
| 16019 | 11/30/22 | TECHN005 Technology Integrators | 135.00 | | 84 |
| 16020 | 11/30/22 | TECHN005 Technology Integrators | 135.00 | | 84 |
| 16021 | 11/30/22 | TOWNS005 Township of Montville | 7,881.29 | | 84 |
| 16022 | 11/30/22 | ULINE Uline | 200.19 | | 84 |
| 16023 | 11/30/22 | USA TODA USA Today | 398.48 | | 84 |
| 16024 | 11/30/22 | VERI0010 VERIZON | 491.97 | | 84 |
| 16025 | 11/30/22 | VERI0015 Verizon | 48.52 | | 84 |

| Report Totals | <u>Paid</u> | <u>Void</u> | <u>Amount Paid</u> | <u>Amount Void</u> |
|-----------------|-------------|-------------|--------------------|--------------------|
| Checks: | 32 | 0 | 47,001.11 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | 32 | 0 | 47,001.11 | 0.00 |

| Totals by Year-Fund | | | | | |
|---------------------|---------------------|------------------|---------------|-----------------|------------------|
| Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
| | 1-01 | 11.00 | 0.00 | 0.00 | 11.00 |
| | 2-01 | 38,886.11 | 0.00 | 1,901.80 | 40,787.91 |
| CAPITAL BUDGET | 2-02 | <u>6,202.20</u> | <u>0.00</u> | <u>0.00</u> | <u>6,202.20</u> |
| | Year Total: | 45,088.31 | 0.00 | 1,901.80 | 46,990.11 |
| | Total Of All Funds: | <u>45,099.31</u> | <u>0.00</u> | <u>1,901.80</u> | <u>47,001.11</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: 11/30/22
 Current Period: 11/01/22 to 11/30/22
 Prior Year: 11/01/21 to 11/30/21

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Excess/Deficit | % Real |
|-----------------|-------------------------------|--------------|--------------|-------------|--------------|----------------|--------|
| 2-01-401-01 | Fines Income | 475.72 | 5,000.00 | 301.20 | 3,805.22 | 1,194.78- | 76 |
| 2-01-401-03 | Copier Income | 25.80 | 500.00 | 37.80 | 427.35 | 72.65- | 85 |
| 2-01-401-05 | Computer Print Outs Income | 137.62 | 1,200.00 | 150.86 | 1,820.00 | 620.00 | 152 |
| 2-01-401-07 | Township Income | 139,739.75 | 1,718,033.00 | 143,169.42 | 1,574,863.62 | 143,169.38- | 92 |
| 2-01-401-08 | Donations Income | 0.00 | 0.00 | 5.17 | 5.17 | 5.17 | 0 |
| 2-01-401-09 | Lost Items | 43.18 | 1,000.00 | 94.99 | 1,704.45 | 704.45 | 170 |
| 2-01-401-10 | State Aid Income | 0.00 | 11,814.00 | 0.00 | 11,560.00 | 254.00- | 98 |
| 2-01-401-11 | Miscellaneous Income | 0.00 | 0.00 | 0.00 | 5.00 | 5.00 | 0 |
| 2-01-401-15 | Interest Income | 54.37 | 1,000.00 | 1,373.55- | 795.85- | 1,795.85- | 80- |
| 2-01-401-16 | Lost Cards | 14.00 | 150.00 | 8.00 | 100.15 | 49.85- | 67 |
| 2-01-401-18 | Disks/Faxes | 8.00 | 200.00 | 3.00 | 59.00 | 141.00- | 30 |
| | 401 Total | 140,498.44 | 1,738,897.00 | 142,396.89 | 1,593,554.11 | 145,342.89- | 92 |
| 2-01-402-30 | Restricted Contributions | 378.21 | 4,000.00 | 3,610.44 | 6,484.72 | 2,484.72 | 162 |
| 2-01-402-35 | ELL Program Grant | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0 |
| 2-01-402-60 | Clean Communities | 0.00 | 300.00 | 0.00 | 300.00 | 0.00 | 0 |
| 2-01-402-63 | Library Link | 0.00 | 250.00 | 0.00 | 0.00 | 250.00- | 0 |
| 2-01-402-65 | American Rescue Plan Act 2021 | 2,485.54 | 2,511.45 | 0.00 | 2,511.45 | 0.00 | 0 |
| 2-01-402-75 | NJ Makers Day | 0.00 | 500.00 | 0.00 | 0.00 | 500.00- | 0 |
| 2-01-402-80 | NJ Council for the Humanities | 0.00 | 500.00 | 0.00 | 0.00 | 500.00- | 0 |
| 2-01-402-85 | Blue Foundry Foundation | 0.00 | 500.00 | 0.00 | 0.00 | 500.00- | 0 |
| | 402 Total | 2,863.75 | 8,561.45 | 3,610.44 | 14,296.17 | 5,734.72 | 134 |
| | 01 Fund 01 Revenue Total | 143,362.19 | 1,747,458.45 | 146,007.33 | 1,607,850.28 | 139,608.17- | 92 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|--------------------------------|---------------|------------|--------------|--------------|------------|------------|--------|
| 2-01-601-000 | B-1 - COMPENSATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-601-010 | Salaries & Wages Expense | 58,334.36 | 842,570.00 | 54,387.77 | 709,593.14 | 0.00 | 132,976.86 | 84 |
| 2-01-601-020 | Accrued Salaries/Wages Expense | 0.00 | 0.00 | 10,609.00 | 10,609.00 | 0.00 | 10,609.00- | 0 |
| 2-01-601-100 | Taxes/FICA/UE | 4,556.24 | 69,300.00 | 4,486.23 | 57,991.27 | 0.00 | 11,308.73 | 84 |
| 2-01-601-110 | Health Benefits Expense | 14,870.58 | 124,000.00 | 6,108.45 | 80,837.23 | 6,108.45 | 37,054.32 | 70 |
| 2-01-601-120 | PERS Expense | 0.00 | 104,100.00 | 0.00 | 97,131.00 | 0.00 | 6,969.00 | 93 |
| 2-01-601-130 | DCRP Expense | 0.00 | 3,400.00 | 0.00 | 3,550.77 | 0.00 | 150.77- | 104 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|---|---------------|--------------|--------------|--------------|------------|------------|--------|
| | 601 B-1 - COMPENSATION | 77,761.18 | 1,143,370.00 | 75,591.45 | 959,712.41 | 6,108.45 | 177,549.14 | 84 |
| 2-01-602-000 | B-2 - COLLECTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-602-010 | Collection Development Software | 0.00 | 5,000.00 | 0.00 | 4,195.00 | 0.00 | 805.00 | 84 |
| 2-01-602-020 | Adult Books | 2,882.18 | 31,000.00 | 1,962.78 | 26,604.05 | 4,673.71 | 277.76- | 101 |
| 2-01-602-030 | Adult BODC | 215.85 | 2,500.00 | 319.61 | 2,066.45 | 42.87 | 390.68 | 84 |
| 2-01-602-040 | Adult DVD | 567.11 | 10,000.00 | 487.04 | 5,414.14 | 107.05 | 4,478.81 | 55 |
| 2-01-602-050 | Adult eBooks | 2,358.99- | 7,500.00 | 431.81 | 4,677.56 | 101.25 | 2,721.19 | 64 |
| 2-01-602-060 | Adult eAudio | 82.52 | 5,000.00 | 0.00 | 3,001.12 | 5.09 | 1,993.79 | 60 |
| 2-01-602-090 | Periodicals | 6,255.32 | 11,000.00 | 1,302.28 | 10,402.32 | 402.00 | 195.68 | 98 |
| 2-01-602-110 | Games | 178.47 | 5,000.00 | 0.00 | 1,008.07 | 95.77 | 3,896.16 | 22 |
| 2-01-602-120 | J Books | 1,244.29 | 27,000.00 | 1,935.38 | 18,458.97 | 2,237.20 | 6,303.83 | 77 |
| 2-01-602-140 | J DVD | 424.99 | 1,500.00 | 54.16 | 1,319.28 | 33.83 | 146.89 | 90 |
| 2-01-602-150 | J eBooks | 21.09 | 1,500.00 | 0.00 | 38.52 | 0.00 | 1,461.48 | 3 |
| 2-01-602-160 | J eAudio | 13.75 | 1,000.00 | 0.00 | 32.04 | 0.00 | 967.96 | 3 |
| 2-01-602-180 | YA Books | 188.25 | 8,600.00 | 66.43 | 5,120.93 | 335.31 | 3,143.76 | 63 |
| 2-01-602-210 | YA eBooks | 63.28 | 1,000.00 | 0.00 | 6.00 | 0.00 | 994.00 | 1 |
| 2-01-602-220 | Young Adults eAudio | 41.26 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0 |
| 2-01-602-230 | Streaming | 807.70 | 11,000.00 | 280.00 | 10,225.95 | 172.40 | 601.65 | 95 |
| | 602 B-2 - COLLECTION | 10,627.07 | 129,600.00 | 6,839.49 | 92,570.40 | 8,206.48 | 28,823.12 | 78 |
| 2-01-603-000 | B3 - PROGRAMS: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-603-230 | Program - Adult | 2,744.84 | 13,500.00 | 0.00 | 13,626.09 | 683.88 | 809.97- | 106 |
| 2-01-603-240 | Program - Children | 285.09 | 5,500.00 | 283.96 | 6,172.11 | 132.00 | 804.11- | 115 |
| 2-01-603-250 | Summer Reading / Reading Programs | 275.00 | 5,000.00 | 0.00 | 4,926.61 | 80.00 | 6.61- | 100 |
| 2-01-603-260 | Museum Passes | 0.00 | 3,500.00 | 0.00 | 3,240.00 | 260.00 | 0.00 | 100 |
| 2-01-603-270 | Programs YA | 544.46 | 2,500.00 | 36.00 | 2,002.57 | 0.00 | 497.43 | 80 |
| 2-01-603-280 | Library-wide Cultural/Family Programing | 0.00 | 2,000.00 | 51.84 | 605.54 | 1,016.16 | 378.30 | 81 |
| 2-01-603-300 | Technology Programming | 1,125.00 | 4,500.00 | 270.00 | 3,735.00 | 135.00 | 630.00 | 86 |
| | 603 B3 - PROGRAMS: | 4,974.39 | 36,500.00 | 641.80 | 34,307.92 | 2,307.04 | 114.96- | 100 |
| 2-01-604-000 | B-4 - SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-604-010 | Business Office/Library/Print | 1,007.08 | 11,500.00 | 304.57 | 8,436.14 | 2,643.36 | 420.50 | 96 |
| 2-01-604-070 | Postage - Supplies | 0.00 | 1,000.00 | 191.17 | 832.68 | 0.00 | 167.32 | 83 |
| 2-01-604-080 | Freight-Shipg (Non-Collection) | 154.52 | 1,000.00 | 0.00 | 1,777.47 | 0.00 | 777.47- | 178 |
| | 604 B-4 - SUPPLIES | 1,161.60 | 13,500.00 | 495.74 | 11,046.29 | 2,643.36 | 189.65- | 101 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|--------------------------------|---------------|------------|--------------|--------------|------------|------------|--------|
| 2-01-605-000 | B-5 - PUBLIC RELATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-605-040 | PR - Mailing | 0.00 | 1,000.00 | 0.00 | 799.50 | 0.00 | 200.50 | 80 |
| 2-01-605-060 | PR - Materials | 0.00 | 600.00 | 0.00 | 617.69 | 0.00 | 17.69- | 103 |
| 2-01-605-070 | Staff/Volunteer Recognition | 50.74 | 1,000.00 | 20.85 | 472.66 | 515.20 | 12.14 | 99 |
| | 605 B-5 - PUBLIC RELATIONS | 50.74 | 2,600.00 | 20.85 | 1,889.85 | 515.20 | 194.95 | 92 |
| 2-01-606-000 | B- 6 - STAFF DEVELOPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-606-010 | Staff Development | 0.00 | 5,600.00 | 0.00 | 1,765.27 | 2,800.00 | 1,034.73 | 82 |
| 2-01-606-030 | Reimb.Exp. (milg, lodg, meals) | 0.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 0 |
| 2-01-606-040 | Professional Dues | 0.00 | 1,200.00 | 0.00 | 392.00 | 840.00 | 32.00- | 103 |
| 2-01-606-050 | Conference Travel | 0.00 | 2,500.00 | 0.00 | 115.88 | 1,800.00 | 584.12 | 77 |
| | 606 B- 6 - STAFF DEVELOPMENT | 0.00 | 9,700.00 | 0.00 | 2,273.15 | 5,440.00 | 1,986.85 | 80 |
| 2-01-607-000 | B-7 - UTILITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-607-010 | Utilities - Electric | 0.00 | 42,000.00 | 3,371.00 | 50,953.55 | 0.00 | 8,953.55- | 121 |
| 2-01-607-030 | Utilities - Gas | 1,002.87 | 15,000.00 | 808.81 | 13,579.38 | 2,500.00 | 1,079.38- | 107 |
| 2-01-607-040 | Utilities - Telephone | 1,103.24 | 6,000.00 | 540.49 | 5,999.61 | 510.00 | 509.61- | 108 |
| 2-01-607-050 | Internet Provider | 184.94 | 2,300.00 | 0.00 | 2,034.34 | 0.00 | 265.66 | 88 |
| | 607 B-7 - UTILITIES | 2,291.05 | 65,300.00 | 4,720.30 | 72,566.88 | 3,010.00 | 10,276.88- | 116 |
| 2-01-608-000 | B-8 - PHYSICAL PLANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-608-010 | Plant - Repairs, Bldgs,Grounds | 3,613.71 | 25,500.00 | 0.00 | 9,199.65 | 10,275.00 | 6,025.35 | 76 |
| 2-01-608-030 | Plant - Cleaning/Maintenance | 2,516.72 | 34,400.00 | 2,516.72 | 27,683.92 | 0.00 | 6,716.08 | 80 |
| 2-01-608-040 | Plant - Fire/Burglery Alarm | 0.00 | 2,700.00 | 0.00 | 3,917.00 | 0.00 | 1,217.00- | 145 |
| 2-01-608-050 | Plant - HVAC Maintenance | 0.00 | 16,000.00 | 0.00 | 8,311.00 | 8,514.00 | 825.00- | 105 |
| 2-01-608-060 | Plant - Lawn Sprinklers Maint | 450.00 | 3,000.00 | 475.00 | 2,834.36 | 0.00 | 165.64 | 94 |
| 2-01-608-110 | Plant - Repairs HVAC | 234.54 | 18,000.00 | 3,544.14 | 7,421.16 | 11,010.84 | 432.00- | 102 |
| 2-01-608-120 | Plant - Carpet Cleaning | 0.00 | 3,100.00 | 0.00 | 2,840.10 | 0.00 | 259.90 | 92 |
| 2-01-608-130 | Plant - Window Cleaning | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0 |
| 2-01-608-140 | Plant - Landscape Maintenance | 540.00 | 2,000.00 | 0.00 | 1,510.00 | 0.00 | 490.00 | 76 |
| | 608 B-8 - PHYSICAL PLANT | 7,354.97 | 105,700.00 | 6,535.86 | 63,717.19 | 29,799.84 | 12,182.97 | 88 |
| 2-01-609-000 | B-9 - EQUIPMENT/MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-609-030 | EM RFID Equipment | 0.00 | 12,000.00 | 11,528.55 | 12,028.55 | 0.00 | 28.55- | 100 |
| 2-01-609-050 | EM - Copiers | 0.00 | 2,000.00 | 0.00 | 887.04 | 0.00 | 1,112.96 | 44 |

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|----------------------------------|---------------|-----------|--------------|--------------|------------|-----------|--------|
| 2-01-609-070 | Computer Software | 0.00 | 4,000.00 | 0.00 | 4,608.11 | 0.00 | 608.11- | 115 |
| 2-01-609-075 | Edmunds Software | 0.00 | 4,600.00 | 0.00 | 4,758.61 | 0.00 | 158.61- | 103 |
| 2-01-609-090 | EM - Piano Tuning | 0.00 | 0.00 | 0.00 | 150.00 | 0.00 | 150.00- | 0 |
| 2-01-609-100 | EM - Postage Meter | 0.00 | 800.00 | 0.00 | 510.12 | 289.88 | 0.00 | 100 |
| 2-01-609-110 | Envisionware Annual Contract | 0.00 | 1,100.00 | 0.00 | 23.38 | 800.00 | 276.62 | 75 |
| | 609 B-9 - EQUIPMENT/MAINTENANCE | 0.00 | 24,500.00 | 11,528.55 | 22,965.81 | 1,089.88 | 444.31 | 98 |
| 2-01-610-000 | B-10 - EXPENSED EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-610-010 | Color Copy Usage | 194.33 | 2,000.00 | 235.95 | 866.32 | 685.00 | 448.68 | 78 |
| 2-01-610-020 | Copier Usage B&W | 0.00 | 1,000.00 | 22.91 | 477.11 | 300.00 | 222.89 | 78 |
| | 610 B-10 - EXPENSED EQUIPMENT | 194.33 | 3,000.00 | 258.86 | 1,343.43 | 985.00 | 671.57 | 78 |
| 2-01-611-000 | B-11 - PROFESSIONAL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-611-010 | Audit | 0.00 | 5,000.00 | 0.00 | 4,500.00 | 0.00 | 500.00 | 90 |
| 2-01-611-020 | Accounting Fees | 916.66 | 11,000.00 | 1,000.00 | 11,000.00 | 0.00 | 0.00 | 100 |
| 2-01-611-030 | MAIN Assessment | 0.00 | 50,400.00 | 0.00 | 50,393.94 | 0.00 | 6.06 | 100 |
| 2-01-611-070 | Computer Support & Service | 190.00 | 4,000.00 | 0.00 | 809.01 | 500.00 | 2,690.99 | 33 |
| 2-01-611-100 | Web Site Maintenance | 0.00 | 500.00 | 0.00 | 256.05 | 0.00 | 243.95 | 51 |
| 2-01-611-150 | Legal | 0.00 | 2,500.00 | 0.00 | 350.00 | 0.00 | 2,150.00 | 14 |
| 2-01-611-250 | Board Secretary | 500.00 | 3,000.00 | 500.00 | 2,750.00 | 0.00 | 250.00 | 92 |
| 2-01-611-260 | Payroll Service Fee | 646.85 | 8,000.00 | 660.86 | 7,669.05 | 0.00 | 330.95 | 96 |
| 2-01-611-320 | Other Professional Services | 12.00 | 800.00 | 0.00 | 172.00 | 0.00 | 628.00 | 22 |
| 2-01-611-350 | ELL Teacher | 0.00 | 5,000.00 | 2,160.00- | 0.00 | 0.00 | 5,000.00 | 0 |
| | 611 B-11 - PROFESSIONAL SERVICES | 2,265.51 | 90,200.00 | 0.86 | 77,900.05 | 500.00 | 11,799.95 | 87 |
| 2-01-612-000 | B-12 OTHER EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-612-010 | Township In-Kind Services | 0.00 | 51,400.00 | 0.00 | 47,988.00 | 0.00 | 3,412.00 | 93 |
| 2-01-612-020 | Township Insurances | 0.00 | 29,100.00 | 0.00 | 27,489.52 | 0.00 | 1,610.48 | 94 |
| 2-01-612-030 | O/E- Contingencies | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0 |
| 2-01-612-040 | O/E - Licenses & Fees | 0.00 | 600.00 | 0.00 | 512.00 | 0.00 | 88.00 | 85 |
| 2-01-612-060 | O/E - Board Misc | 879.53 | 1,500.00 | 0.00 | 553.39 | 900.00 | 46.61 | 97 |
| 2-01-612-065 | delivery | 200.92 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | 100 |
| | 612 B-12 OTHER EXPENSES | 1,080.45 | 94,600.00 | 0.00 | 76,542.91 | 2,900.00 | 15,157.09 | 84 |
| 2-01-613-000 | B-13 - GRANT EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-613-010 | ELL Program Grant Expenses | 0.00 | 5,000.00 | 2,580.00 | 2,580.00 | 2,420.00 | 0.00 | 100 |

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|-----------|
| 2-01-613-019 | Grow With Google Grant | 645.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-01-613-021 | American Rescue Plan Act 2021 | 2,485.54 | 2,511.45 | 0.00 | 2,511.45 | 0.00 | 0.00 | 100 |
| 2-01-613-23 | NJ Makers Day | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 | 100 |
| 2-01-613-25 | Blue Foundry Foundation | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 | 100 |
| 2-01-613-60 | Clean Communities | 0.00 | 300.00 | 0.00 | 300.00 | 0.00 | 0.00 | 100 |
| 2-01-613-63 | Library Link | 0.00 | 250.00 | 0.00 | 250.00 | 0.00 | 0.00 | 100 |
| 2-01-613-80 | NJ Council for the Humanities | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| | 613 B-13 - GRANT EXPENSES | <u>3,130.54</u> | <u>9,561.45</u> | <u>2,580.00</u> | <u>6,641.45</u> | <u>2,420.00</u> | <u>500.00</u> | <u>95</u> |
| | 01 Fund 01 Expend Total | 110,891.83 | 1,728,131.45 | 109,213.76 | 1,423,477.74 | 65,925.25 | 238,728.46 | 86 |

01 Fund

| | <u>Prior</u> | <u>Current</u> | <u>YTD</u> |
|-------------|-------------------|-------------------|---------------------|
| Revenues: | 143,362.19 | 146,007.33 | 1,607,850.28 |
| Expended: | <u>110,891.83</u> | <u>109,213.76</u> | <u>1,489,402.99</u> |
| Net Income: | 32,470.36 | 36,793.57 | 118,447.29 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|-----------------------------------|---------------|-----------|--------------|--------------|------------|-----------|--------|
| 2-02-801-000 | CAPITAL BUDGET | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-02-802-165 | Memory Lab Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 7,352.62 | 7,352.62- | 0 |
| 2-02-802-195 | Tables - Adult Section | 0.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0 |
| | 802 Total | 0.00 | 2,000.00 | 0.00 | 0.00 | 7,352.62 | 5,352.62- | 368 |
| 2-02-803-000 | PROPERTY & PLANT IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-02-803-170 | Landscaping | 0.00 | 1,000.00 | 0.00 | 0.00 | 500.00 | 500.00 | 50 |
| 2-02-803-220 | Doors & Locks | 0.00 | 11,800.00 | 0.00 | 11,800.00 | 0.00 | 0.00 | 100 |
| 2-02-803-250 | Architect | 0.00 | 0.00 | 0.00 | 436.11 | 0.00 | 436.11- | 0 |
| 2-02-803-280 | HVAC Ventilation Project | 0.00 | 46,159.40 | 4,159.40 | 46,159.40 | 0.00 | 0.00 | 100 |
| | 803 PROPERTY & PLANT IMPROVEMENTS | 0.00 | 58,959.40 | 4,159.40 | 58,395.51 | 500.00 | 63.89 | 100 |
| 2-02-804-000 | COMPUTER & RELATED EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-02-804-010 | Computer Equipment | 1,404.91 | 10,000.00 | 2,042.80 | 3,076.59 | 2,307.20 | 4,616.21 | 54 |
| 2-02-804-015 | Computer Related Equipment | 969.97 | 2,500.00 | 0.00 | 735.71 | 0.00 | 1,764.29 | 29 |
| 2-02-804-060 | Memory Lab Equipment | 0.00 | 0.00 | 0.00 | 5,620.60 | 750.75 | 6,371.35- | 0 |
| | 804 COMPUTER & RELATED EQUIPMENT | 2,374.88 | 12,500.00 | 2,042.80 | 9,432.90 | 3,057.95 | 9.15 | 100 |
| 2-02-805-000 | OTHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 2-02-805-030 | Capital Contingency | 0.00 | 8,000.00 | 0.00 | 0.00 | 0.00 | 8,000.00 | 0 |
| | 02 CAPITAL BUDGET Expend Total | 2,374.88 | 81,459.40 | 6,202.20 | 67,828.41 | 10,910.57 | 2,720.42 | 97 |

02 CAPITAL BUDGET

| | <u>Prior</u> | <u>Current</u> | <u>YTD</u> |
|-------------|--------------|----------------|------------|
| Revenues: | 0.00 | 0.00 | 0.00 |
| Expended: | 2,374.88 | 6,202.20 | 78,738.98 |
| Net Income: | 2,374.88- | 6,202.20- | 78,738.98- |

Grand Totals

| | <u>Prior</u> | <u>Current</u> | <u>YTD</u> |
|-------------|--------------|----------------|--------------|
| Revenues: | 143,362.19 | 146,007.33 | 1,607,850.28 |
| Expended: | 113,266.71 | 115,415.96 | 1,568,141.97 |
| Net Income: | 30,095.48 | 30,591.37 | 39,708.31 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|----------------|-------------|---------------|----------|--------------|--------------|------------|---------|--------|
|----------------|-------------|---------------|----------|--------------|--------------|------------|---------|--------|

MONTVILLE TOWNSHIP PUBLIC LIBRARY NOVEMBER 2022 PROGRAM ATTENDANCE
December 5, 2022 Board Meeting

| LIBRARY SPONSORED PROGRAMS | Nov 2022 | Nov 2021 |
|--|-----------------|-----------------|
| Children - Staff Programs | | |
| Story Time | 149 | |
| Games | 34 | |
| Babies & Toddlers | 18 | |
| Messy Munchkins | 14 | |
| ABC 123! | 15 | |
| Pre-School Visits Outreach & Storytime | 59 | |
| Kids Book Club | 5 | |
| Bouncing Babies | 17 | |
| Thanksgiving Crafts | 32 | |
| Children - Staff Programs Total | 343 | 293 |
| Children - Paid Presenters | | |
| Edible Art | 20 | |
| Miss Jolie Move n'Groove | 30 | |
| Kids Yoga | 16 | |
| ShopRite Fall Fun with Food (no charge) | 26 | |
| Children - Paid Presenters Total | 92 | 73 |
| Total All Children's Programs | 435 | 366 |
| Young Adults - Staff Programs | | |
| Crafts | 5 | |
| TAB Meeting | 7 | |
| Games | 2 | |
| TAB Book Sale Volunteers | 4 | |
| Young Adult - Staff Programs Total | 18 | 66 |
| Young Adult - Paid Presenters | | |
| Chess Class (kids and teens) | 12 | |
| Young Adult - Paid Presenters Total | 12 | 0 |
| Total All Young Adult Programs | 30 | 66 |
| Adult - Staff Programs | | |
| Movies | 59 | |
| Book Club | 19 | |
| Knitting | 9 | |
| Adult Staff Programs Total | 87 | 59 |
| Adult - Paid Presenters | | |
| Chair Yoga | 57 | |
| Montville "U" Lecture & Other Programs | 113 | |
| Baros Folk Music Concert | 57 | |
| Technology Classes (in person & virtual) | 68 | |
| Art Class | 15 | |
| Job Search Classes (virtual) | 19 | |
| ELL Classes | 19 | |
| Adult - Paid Presenters Total | 348 | 287 |
| Total All Adult Programs | 435 | 346 |
| Library Sponsored Total | 900 | 778 |
| OUTSIDE GROUPS | | |
| Writer's Group | | |
| Outside Groups Total | 0 | 50 |
| GRAND TOTAL | 900 | 828 |

| November Book Displays |
|---|
| Thanksgiving - Children |
| November is Picture Book Month - Children |
| Mickey Mouse's Birthday, 11/18/1928 - Children |
| Election Day - Children |
| Veteran's Day - Adults, Young Adults, Children |
| Day of the Dead Holiday - Children |
| Cookbooks for the Thanksgiving Holiday - Adults, Children |
| November is Native American Heritage Month - All Ages |
| November is Aviation Month - Adults, Children |
| November is National Diabetes Month - Adults |
| NY Times Bestsellers - Adults, Young Adults, Children |
| Staff Picks - Adults, Young Adults, Children |
| Perennial Reads - Adults |
| LibraryReads - Adults |

November 8 - Election Day - Polling Site

November 18 & 19 Book Sale - Hundreds of Shoppers