

Montville Township Public Library
Board of Trustees Meeting
December 5, 2022
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Catherine LaBelle, Library Director – Present
Liz Johansen, Board Recording Secretary – Absent
Jeanne Ivy, Substitute 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

A. *Ms. Paradise made a motion to approve the November 14, 2022 Regular Session Minutes, and the November 30, 2022 Special Session Minutes, seconded by Ms. Kozell*

Ms. Peskin yes; Ms. Paradise, yes for the November 14, 2022 minutes and abstained for the November 30, 2022 Special Session Minutes; Ms. Kozell yes; Mr. Tubbs yes for the November 14, 2022 minutes and abstained for the November 30, 2022 Special Session Minutes; Mr. Grau yes; Mr. Hines yes; Motion Carried.

IV. Public Comments

None

V. Reports of Officers

Larry Hines – President

Mr. Hines stated that the Nominating Committee will be the same as last year:

Mr. Donohue, chairperson

Ms. Paradise

Ms. Peskin

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Ms. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin stated they met this evening and most Expenditure and Revenue totals are on target at 92%. There are three resolutions to transfer funds from the operating budget to the capital reserve account for capital projects.

Robert Donohue – Assistant Treasurer

Absent

VI. Report of Liaisons

Mayor

Mayor Cooney absent.

Superintendent's Liaison

Mr. Tubbs said that the food drives at Robert R. Lazar and the High School were very successful. Forty families received food baskets and ShopRite gift cards. Both schools worked with the Montville Kiwanis club for this project.

VII. Committee Reports

Finance

Ms. Peskin stated that the November financial reports are in order.

Personnel

Mr. Grau introduced and welcomed Mary Grace Zaccaria, the new Assistant Director.

Buildings & Grounds

Deb Nielson absent.

Patron Services/Technology

Mr. Donohue absent.

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

Ms. LaBelle welcomed the new Assistant Director, Mary Grace Zaccaria.

Ms. LaBelle said the 2022 Progress Report in the board packet highlights the progress that we have made this year. The interior furnishings have been enhanced and the collection has been expanded and refreshed.

The Goals for 2023 are also included in the packet. Ms. LaBelle said that we made a successful comeback from COVID. Mr. Hines agreed and commended and congratulated Ms. LaBelle and the staff. Mr. Grau said there is a steady increase in the number of patrons and card holders.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 15994 through 16025 dated November 1 to November 30, 2022 in the amount of \$47,001.11.

B. Resolution to accept staff salaries for the month of November 2022 in the amount of \$54,387.77.

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

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

C. Resolution to approve the 2023 MAIN Membership Agreement.

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

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

D. Resolution to approve the 2023 Operating and Capital Budgets.

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

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

E. Resolution to transfer Funds per Local Budget Law as described in the attached Transfer Resolution.

F. Resolution to transfer \$50,000 from the operating budget to the capital reserve checking account for roof replacement.

G. Resolution to transfer \$55,000 from the operating budget to the capital reserve checking account for the parking lot project.

H. Resolution to transfer \$5,000 from the operating budget to the capital reserve checking account for media panel upgrades.

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

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

X. Public Comments

None

XI. Old Business

None

XII. New Business

None

XIII. Executive Session

None

XIV. Open Session

XV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:15 pm.

The January 2023 Regular Board Meeting and the Reorganization Meeting will be on January 9, 2023.



Director's Report

January 6, 2023

The week between Christmas and New Year's was a big one for the library! Knowing parents would be looking for ways to entertain their children during the winter break, the staff planned fun activities each day and we had a full house the entire week. Seventy-five children came to the library on Dec 27 for Jo Perez's drop-in holiday craft and the children's area was hopping! Nilufer, Selene and Elif kept busy all day restocking the craft and a TAB volunteer assisted Jo with the kids and their creations. On Thursday, we had 45 kids at Drop-in Play Doh Fun and Nina Zarin showed the movie *Lyle, Lyle Crocodile* to 25 children on Friday. The week concluded with Risa's Saturday New Year's Craft where 30 Kids stopped by to decorate party hats and color pictures for the New Year. It was great to see so many people using the library and enjoying themselves during the holiday break.

This month we welcomed 58 new library users. 6,509 visitors passed through our doors. We shipped 30 boxes to our resale/recycle partners and sent 1,298 items to member libraries. The Circulation team processed 580 new items and mended 65 existing items.

Buildings and Grounds

Temperatures have been good in the building despite the wide range of weather conditions. Hughes sent a proposal to replace the boiler LED interface. They will return the defective one to Lochinvar for a credit upon warranty approval. There are two fan coil units and an actuator that are scheduled for repair.

Our fire and burglar alarm vendor, Engineered Security, has declared bankruptcy and that is causing some problems. Our fire alarm panel has been beeping and displaying a communication failure in cell line 1, one of the monitoring lines. There is an emergency technician on call who assures us that the building is being monitored and is in communication with Central Station.

When there were burglar alarms to report over the holidays (when people pull or bang on the doors when we are closed, it triggers the alarm), Central Station called the Library instead of the people on the call list. When there was no answer they dispatched the police. This happened three times before they acknowledged they would correct the calling list.

The Fire Marshall found two violations that need to be corrected, both require ESSI (or another vendor) to make repairs. The Township is requesting proposals from security vendors. They will include the Library when they negotiate terms and cost.

We received one response from the RFP for HVAC maintenance, from KCG of Pine Brook.

Finance

The accountant closed 2022 and loaded the 2023 budget into our accounting software. We transitioned from 2022 to 2023 without any downtime.

In 2022, the Business Office (Jeanne Ivy and Janina Bartman) processed 26 payrolls and 575 paychecks. Everyone's attendance was tracked and tallied. Regular working hours, personal, floating vacation and sick time were calculated and awarded. All elective deductions were calculated and reconciled including union dues, PERS (Public Employees Retirement System), CINS (Contributory Insurance), DCRP (Defined Contribution Retirement Plan), Chapter 78 health contributions, health waivers and Vanguard (403(b)(7) tax deferred retirement plan. We complied with federal mandates for adding health contribution on W-2 forms for the ACA (Affordable Care Act),

The Business Office processed 645 Edmund vendor checks, over 1,000 purchase orders and over 2,000 line items. Jeanne and Janina did not have to void a single ADP or Edmunds check due to a mistake.

Our Lakeland \$100,000 CD matures on January 14, 2023 (these are capital reserve funds). It is a 9-month 0.20% CD.

Marketing and Outreach:

Activity on the Library's Instagram account went up 147% in December as a result of Mary Grace's work. She is creating fun and informative social media posts using Canva, and is posting much more regularly.

Mary Grace created updated slide shows about Library news for the smart TVs around the library.

In December, the newsletters with the highest open rate were about our hotspot lending program and our Holiday Movie DVD bundles. Our newsletter open rate went up 23% this year over 2021, most likely reflecting the return to in person programming post COVID.

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

Patron Services:

Three more Main libraries went permanently fine free on Jan 1, bringing the total up to 7. Main Directors will discuss how to handle fines due at non-fine free libraries when patrons home libraries do not charge fines at the Jan 27 Directors meeting. Since fines collected at each library are not transferred to the library owed, this is causing some confusion for Main patrons.

Adult Programs

This month's Montville U Lecture series included a two-part talk on artist John Singer Sargent by Janet Mandel. Janet is a retired English and Art History teacher and presents art talks on a variety of topics. Her programs are always well received by our patrons.

Amy helped 11 adult crafters make collage coasters from collage clippings. Patrons enjoyed an afternoon film on three dates in December, including holiday themed titles to get patrons in the spirit. Our two Chair Yoga sessions had 19 and 16 attendees.



Holiday Movie Bundles were available beginning Friday December 16th. Each bundle included a Holiday Movie, microwave popcorn, hot chocolate and candy canes. More than 125 bundles were prepared for circulation.

After author Susan Meissner visited us virtually last February, we wanted to read the book she chose as her favorite from her catalog, [Fall of Marigolds](#), historical fiction about 9/11 and the Triangle Shirtwaist Fire. Fourteen members of our afternoon group met to chat about the title in December. Seven members of the evening group discussed Kate DiCamillo's [The Miraculous Journey of Edward Tulane](#).

Our English Language Learning fall semester concluded in December and our spring session will begin on Feb 27.

Children's Programs

Our annual Family Gingerbread House program was as popular as ever with 28 attendees designing their own houses. Music and dance maven Miss Jolie visited us twice this month, once in person (22 attendees) and once virtually for a Ring in the New Year zoom session (30 attendees). Fifteen kids met to play chess with our new teacher Max Weinstein and 20 children participated in Kids Yoga.



Our staff presented programs taking place before our busy holiday week, 16 Messy Munchkins crafted a snowman ornament along with Amy and 15 kids celebrated the letter T in ABC, 123s. The Kids Book Club loved Mr. Wolf's Class: Snowday. Risa and the children had fun predicting if they would have a snow day in December! Twenty kids sang and played with bubbles shakers and scarves at Risa's Bouncing Babies music program. Our Babies and Toddlers Too also had a nice turnout with 20 kids enjoying holiday stories, songs, and Amy's Gingerbread House craft. Risa and Jo did two holiday themed evening story times, one for Christmas, Hanukkah and Kwanzaa (10) and our special Countdown to New Year's Eve Storytime (13).

Teen Programs

This month 14 teens joined the TAB meeting and 5 participated in a Switch Video Game tournament with snacks during the winter break. Thanks to Janina Bartman for setting up the console and moderating the event.

During the holiday week, three TAB volunteers helped us out with our crafts and PlayDoh drop-in.

Our 22 new Wonderbooks – picture books that read to you – flew off the shelves and we have ordered a second set to meet demand.



Nilufer, Jo, and Sue emptied the book drops during the four days we were closed to prevent them from becoming too full and backing up.

Personnel

2022 Performance Reviews are complete. Each staff member met with their supervisor (Walter or Jeanne) and me to discuss the challenges and accomplishments of the past year and set goals for 2023.

Our new Assistant Director, Mary Grace Zaccharia, began work with us on Dec 6. She is already busy with department and program schedules, and PR including reinvigorating our social media accounts and slide show presentations around the building. We are very happy to have her on board.

Technology

This month's technology offerings included a talk on how to turn your home into a "Smart Home" and a workshop on finding and downloading podcasts.

Bobby Dillon updated the public computers and several staff computers to improve speed and operation.

Meetings

Dec 5 – One Montville – Shari Schwartz, Amy, Pam, Catherine

Dec 7 – Township Department Head Mtg- Catherine

Dec 8 – Main Board of Directors - Catherine

Dec 14 – Library Patron Services/ Tech Cmte

Jan 24 – Library Buildings & Grounds & Personnel Cmtes

Feb 8 – Library Patron Services/Tech Cmte

Feb 13 - Library Finance Cmte & Board Meeting

Feb 28 – Library Buildings & Grounds & Personnel Cmtes

Respectfully submitted,

Catherine LaBelle

Director

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16034 to 16079
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
16034	12/31/22	BAKER005 Baker & Taylor	6,794.07	85
16035	12/31/22	BANK OF Bank of America	802.05	85
16036	12/31/22	BARNE005 Barnes & Noble, Inc.	29.39	85
16037	12/31/22	BERNADIN Bernadine Ferrari	390.00	85
16038	12/31/22	BOOKPAGE BookPage Subscriptions	390.00	85
16039	12/31/22	BRODA005 Brodart Co.	393.48	85
16040	12/31/22	CHRISTO Christopher Fisher	350.00	85
16041	12/31/22	CREATURE Creature Comfort Pet Therapy	25.00	85
16042	12/31/22	DAIL0015 Daily Record	904.68	85
16043	12/31/22	DEMCO005 Demco, Inc.	233.60	85
16044	12/31/22	DIRECO05 Direct Energy Business	920.41	85
16045	12/31/22	EXCELO05 Excellent Building Services	2,516.72	85
16046	12/31/22	FINDA005 Findaway World LLC	1,107.78	85
16047	12/31/22	FLOTE005 FLO-TECH	462.02	85
16048	12/31/22	GREGO005 Gregory J. Della Pia	1,000.00	85
16049	12/31/22	HUGHE005 Hughes Environmental	7,661.50	85
16050	12/31/22	IFPTE005 IFPTE	128.96	85
16051	12/31/22	INORD005 In Order, Inc.	175.00	85
16052	12/31/22	JERSE005 Jersey Central Power & Light	6,492.87	85
16053	12/31/22	KANOPI Kanopy, Inc.	331.00	85
16054	12/31/22	MAXWELL Maxwell H. Weinstein	300.00	85
16055	12/31/22	MGL MGL Printing Solutions	77.50	85
16056	12/31/22	MICHAEL Michael A. Cerone, Jr., Esq.	66.67	85
16057	12/31/22	MIDWE005 Midwest Tape LLC	0.00	12/31/22 VOID 0
16058	12/31/22	MIDWE005 Midwest Tape LLC	1,247.18	85
16059	12/31/22	MOBILE Mobile Beacon	258.00	85
16060	12/31/22	NATALIE Natalie Ganzel	20.00	85
16061	12/31/22	NJNAT005 NJ Natural Gas Co.	1,364.68	85
16062	12/31/22	OPTIM005 Optimum	184.94	85
16063	12/31/22	OVERD005 OverDrive, Inc.	1,111.14	85
16064	12/31/22	REBECCA Rebecca Manci	50.00	85
16065	12/31/22	REBECCA Rebecca Manci	50.00	85
16066	12/31/22	REBECCA Rebecca Manci	50.00	85
16067	12/31/22	REBECCA Rebecca Manci	50.00	85
16068	12/31/22	ROBER005 Dr. Robert W. Butts	150.00	85
16069	12/31/22	ROBER005 Dr. Robert W. Butts	150.00	85
16070	12/31/22	STAPLO05 Staples Advantage	529.15	85
16071	12/31/22	SUNRI005 Sunrise ShopRite	76.25	85
16072	12/31/22	SYNCB005 SYNCB/AMAZON	27.99	85
16073	12/31/22	TECHNO05 Technology Integrators	135.00	85
16074	12/31/22	TECHNO05 Technology Integrators	135.00	85
16075	12/31/22	TECHNO05 Technology Integrators	135.00	85
16076	12/31/22	TOWNS005 Township of Montville	7,881.29	85
16077	12/31/22	VERI0010 VERIZON	482.28	85
16078	12/31/22	VERI0015 Verizon	48.52	85
16079	12/31/22	WORLD J World Journal	385.00	85

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16079 World Journal					
Report Totals					
			<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	46,074.12	0.00	
		Direct Deposit:	0.00	0.00	
		Total:	46,074.12	0.00	

Continued

Paid

Void

Amount Paid

Amount Void

Checks:

45

1

46,074.12

0.00

Direct Deposit:

0

0

0.00

0.00

Total:

45

1

46,074.12

0.00

January 3, 2023
04:14 PM

Montville Township Public Library
Check Register By Check Id

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	50.47	0.00	0.00	50.47
	2-01	44,121.85	0.00	1,901.80	46,023.65
Total of All Funds:		<u>44,172.32</u>	<u>0.00</u>	<u>1,901.80</u>	<u>46,074.12</u>

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: 12/31/22
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 12/01/22 to 12/31/22
 Print Zero YTD Activity: No Prior Year: 12/01/21 to 12/31/21

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
2-01-401-01	Fines Income	401.56	5,000.00	322.15	4,127.37	872.63-	83
2-01-401-03	Copier Income	54.46	500.00	48.50	475.85	24.15-	95
2-01-401-05	Computer Print Outs Income	83.70	1,200.00	130.62	1,950.62	750.62	163
2-01-401-07	Township Income	139,741.75	1,718,033.00	143,170.80	1,718,034.42	1.42	100
2-01-401-08	Donations Income	0.00	0.00	0.00	5.17	5.17	0
2-01-401-09	Lost Items	37.00	1,000.00	60.99	1,765.44	765.44	177
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	239.67	1,000.00	62.56	733.29-	1,733.29-	73-
2-01-401-16	Lost Cards	4.00	150.00	4.00	104.15	45.85-	69
2-01-401-18	Disks/Faxes	25.00	200.00	0.00	59.00	141.00-	30
	401 Total	140,587.14	1,738,897.00	143,799.62	1,737,353.73	1,543.27-	100
2-01-402-30	Restricted Contributions	2,455.02	4,000.00	254.86	6,739.58	2,739.58	168
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	0.00	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	2,455.02	8,561.45	254.86	14,551.03	5,989.58	137
	01 Fund 01 Revenue Total	143,042.16	1,747,458.45	144,054.48	1,751,904.76	4,446.31	100

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	57,889.56	822,870.00	56,308.60	765,901.74	0.00	56,968.26	93
2-01-601-020	Accrued Salaries/Wages Expense	688.00-	0.00	0.00	10,609.00	0.00	10,609.00-	0
2-01-601-100	Taxes/FICA/UE	4,483.32	69,300.00	4,454.43	62,445.70	0.00	6,854.30	90
2-01-601-110	Health Benefits Expense	0.00	124,000.00	6,108.45	86,945.68	0.00	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

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	601 B-1 - COMPENSATION	61,684.88	1,123,670.00	66,871.48	1,026,583.89	0.00	97,086.11	91
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	4,495.33	31,000.00	3,922.25	30,526.30	8,025.74	7,552.04-	124
2-01-602-030	Adult BOCD	321.82	2,500.00	60.06	2,126.51	42.87	330.62	87
2-01-602-040	Adult DVD	501.17	10,000.00	303.23	5,717.37	1,586.00	2,696.63	73
2-01-602-050	Adult eBooks	0.00	7,500.00	1,247.61	5,925.17	402.18	1,172.65	84
2-01-602-060	Adult eAudio	0.00	5,000.00	504.85	3,505.97	5.09	1,488.94	70
2-01-602-090	Periodicals	863.96	11,000.00	1,679.68	12,082.00	0.00	1,082.00-	110
2-01-602-110	Games	0.00	5,000.00	0.00	1,008.07	95.77	3,896.16	22
2-01-602-120	J Books	4,671.99	27,000.00	3,796.14	22,255.11	6,913.00	2,168.11-	108
2-01-602-140	J DVD	121.17	1,500.00	60.87	1,380.15	0.00	119.85	92
2-01-602-150	J eBooks	0.00	1,500.00	0.00	38.52	0.00	1,461.48	3
2-01-602-160	J eAudio	0.00	1,000.00	0.00	32.04	1,271.76	303.80-	130
2-01-602-180	YA Books	1,657.13	8,600.00	389.75	5,510.68	593.80	2,495.52	71
2-01-602-210	YA eBooks	0.00	1,000.00	0.00	6.00	0.00	994.00	1
2-01-602-220	Young Adults eAudio	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
2-01-602-230	Streaming	851.15	11,000.00	712.65	10,938.60	1,000.00	938.60-	109
	602 B-2 - COLLECTION	13,483.72	129,600.00	12,677.09	105,247.49	19,936.21	4,416.30	97
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	250.00	14,500.00	1,065.00	14,691.09	495.16	686.25-	105
2-01-603-240	Program - Children	77.01	5,500.00	25.00	6,197.11	132.00	829.11-	115
2-01-603-250	Summer Reading / Reading Programs	0.00	5,000.00	0.00	4,926.61	80.00	6.61-	100
2-01-603-260	Museum Passes	0.00	3,500.00	425.00-	2,815.00	385.00	300.00	91
2-01-603-270	Programs YA	179.12	2,500.00	327.99	2,330.56	0.00	169.44	93
2-01-603-280	Library-Wide Cultural/Family Programing	371.60	2,000.00	149.42	754.96	404.10	840.94	58
2-01-603-300	Technology Programming	0.00	4,500.00	405.00	4,140.00	135.00	225.00	95
	603 B3 - PROGRAMS:	877.73	37,500.00	1,547.41	35,855.33	1,631.26	13.41	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	671.09	11,500.00	993.77	9,429.91	1,857.76	212.33	98
2-01-604-070	Postage - Supplies	200.00	1,000.00	243.31	1,075.99	0.00	75.99-	108
2-01-604-080	Freight-Shipg (Non-Collection)	195.05	1,700.00	0.00	1,777.47	0.00	77.47-	105
	604 B-4 - SUPPLIES	1,066.14	14,200.00	1,237.08	12,283.37	1,857.76	58.87	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
2-01-605-000	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	0.00	1,000.00	41.92	514.58	483.82	1.60	100
	605 B-5 - PUBLIC RELATIONS	0.00	2,600.00	41.92	1,931.77	483.82	184.41	93
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	1,007.00	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	1,007.00	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	60,000.00	6,492.87	57,446.42	0.00	2,553.58	96
2-01-607-030	Utilities - Gas	2,137.30	15,000.00	2,285.09	15,864.47	953.70	1,818.17-	112
2-01-607-040	Utilities - Telephone	554.18	6,000.00	530.80	6,530.41	27.72	558.13-	109
2-01-607-050	Internet Provider	184.94	2,300.00	442.94	2,477.28	0.00	177.28-	108
	607 B-7 - UTILITIES	2,876.42	83,300.00	9,751.70	82,318.58	981.42	0.00	100
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	0.00	25,500.00	0.00	9,199.65	9,516.99	6,783.36	73
2-01-608-030	Plant - Cleaning/Maintenance	2,516.72	34,400.00	2,516.72	30,200.64	0.00	4,199.36	88
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	4,257.00	12,568.00	4,257.00	825.00-	105
2-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	0.00	2,834.36	0.00	165.64	94
2-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	3,404.50	10,825.66	17,995.34	10,821.00-	160
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	0.00	2,000.00	0.00	1,510.00	0.00	490.00	76
	608 B-8 - PHYSICAL PLANT	2,516.72	105,700.00	10,178.22	73,895.41	31,769.33	35.26	100
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	0.00	12,028.55	0.00	28.55-	100
2-01-609-050	EM - Copiers	724.44	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	626.64	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	150.00	300.00-	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	822.60	1,100.00	0.00	23.38	800.00	276.62	75
	609 B-9 - EQUIPMENT/MAINTENANCE	2,173.68	24,500.00	0.00	22,965.81	1,239.88	294.31	99
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	0.00	2,000.00	222.14	1,088.46	779.48	132.06	93
2-01-610-020	Copier Usage B&W	0.00	1,000.00	239.88	716.99	384.57	101.56-	110
	610 B-10 - EXPENSED EQUIPMENT	0.00	3,000.00	462.02	1,805.45	1,164.05	30.50	99
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	5,500.00	5,000.00	0.00	4,500.00	0.00	500.00	90
2-01-611-020	Accounting Fees	916.74	11,000.00	1,000.00	12,000.00	0.00	1,000.00-	109
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	297.00	4,000.00	0.00	809.01	2,500.00	690.99	83
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	66.67	416.67	0.00	2,083.33	17
2-01-611-250	Board Secretary	250.00	3,000.00	0.00	2,750.00	250.00	0.00	100
2-01-611-260	Payroll Service Fee	646.85	8,000.00	655.46	8,324.51	0.00	324.51-	104
2-01-611-320	Other Professional Services	0.00	800.00	0.00	172.00	0.00	628.00	22
2-01-611-350	ELL Teacher	0.00	5,000.00	0.00	0.00	2,500.00	2,500.00	50
	611 B-11 - PROFESSIONAL SERVICES	7,610.59	90,200.00	1,722.13	79,622.18	5,250.00	5,327.82	94
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	122.23	1,500.00	519.60	1,072.99	427.01	0.00	100
2-01-612-065	Delivery	0.00	2,000.00	0.00	0.00	2,000.00	0.00	100
	612 B-12 OTHER EXPENSES	122.23	94,600.00	519.60	77,062.51	2,427.01	15,110.48	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	0.00	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
2-01-613-021	American Rescue Plan Act 2021	0.00	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	350.00	350.00	150.00	0.00	100
	613 B-13 - GRANT EXPENSES	<u>0.00</u>	<u>9,561.45</u>	<u>350.00</u>	<u>6,991.45</u>	<u>2,570.00</u>	<u>0.00</u>	<u>100</u>
	01 Fund 01 Expend Total	93,419.11	1,728,131.45	105,358.65	1,528,836.39	74,750.74	124,544.32	93

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	143,042.16	144,054.48	1,751,904.76
Expended:	<u>93,419.11</u>	<u>105,358.65</u>	<u>1,603,587.13</u>
Net Income:	49,623.05	38,695.83	148,317.63

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
2-02-801-000	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	0.00	46,159.40	0.00	0.00	100
	803 PROPERTY & PLANT IMPROVEMENTS	0.00	58,959.40	0.00	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	3,056.10	10,000.00	0.00	3,076.59	2,307.20	4,616.21	54
2-02-804-015	Computer Related Equipment	80.84	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	3,136.94	12,500.00	0.00	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	3,136.94	81,459.40	0.00	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:		3,136.94	0.00	78,738.98
Net Income:		3,136.94-	0.00	78,738.98-

Grand Totals		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:		143,042.16	144,054.48	1,751,904.76
Expended:		96,556.05	105,358.65	1,682,326.11
Net Income:		46,486.11	38,695.83	69,578.65

MONTVILLE TOWNSHIP PUBLIC LIBRARY DECEMBER 2022 PROGRAM ATTENDANCE
 January 9, 2023 Board Meeting

LIBRARY SPONSORED PROGRAMS	Dec 2022	Dec 2021
Children - Staff Programs		
Story Time	111	
Drop in Crafts & Games	180	
Babies & Toddlers	20	
Messy Munchkins	16	
ABC 123!	15	
Pre-School Visits Outreach & Storytime	65	
Kids Book Club	4	
Bouncing Babies	20	
Holiday Movie	50	
Children - Staff Programs Total	481	366
Children - Paid Presenters		
Edible Art Gingerbread Houses	26	
Miss Jolie Move n'Groove	52	
Kids Yoga	20	
Children - Paid Presenters Total	98	67
Total All Children's Programs	579	433
Young Adults - Staff Programs		
Crafts	2	
TAB Meeting	14	
Switch Video Games	5	
TAB Volunteer Kids Crafts	1	
Young Adult - Staff Programs Total	22	86
Young Adult - Paid Presenters		
Chess Class (kids and teens)	15	
Young Adult - Paid Presenters Total	15	0
Total All Young Adult Programs	37	86
Adult - Staff Programs		
Movies	44	
Book Club	21	
Knitting	12	
Coasters Craft	11	
Adult Staff Programs Total	77	88
Adult - Paid Presenters		
Chair Yoga	39	
Montville "U" Lecture	72	
Technology Classes	17	
ELL Classes	10	
Adult - Paid Presenters Total	138	79
Total All Adult Programs	215	167
Library Sponsored Total	831	686
OUTSIDE GROUPS		
Writer's Group		
Outside Groups Total	0	0
GRAND TOTAL	831	686

December Book Displays
Holiday Movie Bundles - Adults, Young Adults, Kids
December is Learn a Foreign Language Month - Adults
Baking for the Holidays! - Adults, Kids
Happy Holidays (Kwanzaa, Hanukkah and Christmas)
Let It Snow - Adults, Young Adults, Kids
Pearl Harbor Day - Adults, Kids
National Cookie Day December 4th - Kids
National Monkey Day December 14th - Kids
DIY Holiday Gift Ideas - Adults, Young Adults, Kids
NY Times Bestsellers - Adults
LibraryReads - Adults
Perennial Favorites - Adults