

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

OPEN SESSION

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

Catherine LaBelle, Library Director – Present
Mary Grace Zaccaria, Assistant 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 7:00 p.m.

II. Open Public Meetings Act Statement

Board President 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. *Mr. Tubbs made a motion to approve the February 13, 2023, Regular Session minutes, seconded by Ms. Paradise*

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

IV. Public Comments

None

V. Reports of Officers

Larry Hines – President

Mr. Hines had no report.

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 reviewed the Balance Sheet, Check Register and Expenditure and Revenue Report. Expenses are on target at 16.7%.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor Kayne – absent

Superintendent Liaison of Schools – Mr. Tubbs stated the High School production of *Joseph and the Technicolor Coat* was exceptional. On Sunday, March 19, Pathways is having a Harlem Wizards fundraiser at the high school. Mr. Tubbs had a wonderful time reading stories to kindergarteners and fourth graders for Read Across America. Mr. Hines asked how the volley ball tournament was going. Mr. Tubbs said it lasts a long time and is not over yet.

VII. Committee Reports

Finance: Ms. Peskin stated the Finance Committee recommends investing funds from the Lakeland operating account CD that matured on March 9, 2023 into a new 9-month CD at 3.50%. The Finance Committee is concerned about the safety of our Lakeland Bank accounts in light of the recent Silicon Valley Bank failure. They spoke with our accountant, Greg Della Pia, and he said Lakeland is a GUDPA bank which means municipal funds are fully insured and protected.

Personnel: Mr. Grau said the Committee is recommending approval of the Tuition Reimbursement Policy. The Director's Evaluation Form has been revised and reformatted and the Director's Contract is being reviewed and will be discussed at the next meeting.

Buildings & Grounds: Ms. Nielson said the committee did not meet.

Patron Services/Technology: Mr. Donohue stated they discussed the Memory Lab Policy and the Library of Things. We already circulate non-traditional items such as Hot Spots and museum passes and have recently added outdoor games, an action camera and Roku sticks. At the PS Meeting, Ms. LaBelle showed Library of Things screen shots from three local libraries highlighting games, sports items and home improvement items in their Library of Things.

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

Ms. LaBelle said we received a \$500 donation from Lakeland Bank in response to a letter she sent requesting a donation for Sumer Reading. We have a new museum pass to Storm King Art Center and Sculpture Garden. Ms. Zaccaria will fill in for Ms. LaBelle at the April board meeting while Ms. LaBelle is out on vacation.

Mr. Hines asked how the number of Library visitors is tracked. Ms. LaBelle said we have a counter at the front door. He asked about the proposal from ComputerSharp and what it covers. Ms. LaBelle said it would cover work outside the scope of what our Technology Librarian and MAIN IT support manages.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 16161 through 16230 dated February 1 to February 28, 2023 in the amount of \$96,681.99.

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

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

- B. Resolution to accept staff salaries for the month of February 2023 in the amount of \$62,687.19.

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

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

- C. Resolution to approve the Board Committees for 2023:

Finance – Linda Peskin, chairperson, Robert Donohue and Debbie Kozell
Buildings & Grounds – Deb Nielson, chairperson, Charlie Grau and Linda Peskin
Personnel – Charlie Grau, chairperson, Deb Nielson and Debbie Kozell
Patron Services/Technology – Robert Donohue, chairperson, Diana Paradise and David Tubbs

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

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

- D. Resolution to approve the Memory Lab Policy.

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

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

- E. Resolution to approve the Tuition Reimbursement Policy.

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

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

- F. Resolution to approve investing funds (\$151,245) from the Lakeland operating account CD which matured on March 9, 2023 into a new 9-month CD at 3.50%.

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

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

X. Public Comments –

None

XI. Old Business

None

XII. New Business

None

XIII. 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 7:22 p.m.



Director's Report

April 6, 2023

Spring bloomed at the Library with a revamp of our Library of Things collection, creative Maker's Day Saturday programming, and a successful celebration of Ramadan on March 18. More than 125 community members joined us for our biggest attendance yet at a cultural festival. We are very lucky to have such a committed Teen Advisory Board who envision wonderful program ideas and represent the Library with such enthusiasm and commitment. Fourteen TAB volunteers prepared weeks before, and on the day of the event helped out at the craft and food stations. TAB President Misha designed a beautiful poster board with pictures and information about Ramadan. Special thanks to staff members Tracy Abouliem, Sue Leung and Nilufer Sozusen who worked hard filling over 200 bags with dates and cookies! Nilufer and Tracy also gave us background information on the customs of Ramadan to help us plan for this big event. We were also assisted by Selene Yang and Kaiti Tirch with prepping and cleaning up. Last, but certainly not least, thanks to Jo Perez and Risa Skerker who have done a wonderful job overseeing our TAB and teen programs and services for the last several months.



In March, we welcomed 67 new library users and 8,059 visitors passed through our doors. Walter Clark and the circulation team sent 1,156 items to member libraries, processed 408 new items and mended 55 existing items.

Buildings and Grounds

Garden Club members have been busy in the Memorial Garden and the Rain Garden pruning, weeding and getting ready for spring. The Township delivered several yards of mulch and a local Boy Scout Troop spread it throughout the garden. David Boyle put the umbrellas in the outside tables for us. We are ready for warm, sunny days.

Spring cleaning also started inside the building. Township Electronic Recycling Day is April 22. We have several old broken computers ready for recycling. Cleaning up old files is a multistep process. We submit requests on Artemis (Records Retention and Disposition Management System) and forward them to Stacy Gruca, Township Clerk, Upon approval she forwards the request to Robert McNinch, Library Auditor, and upon approval he forwards the request to the NJ Department of the Treasury, who then either approve or deny the request. Our requests were approved and we were able to free up space in our modular storage shelves.

Diversified Security, our new fire and burglar alarm company, was on site checking out the equipment and panels as they get ready to take over our security system.

Finance

The auditor, Nicole Donadio from Wielkott & Co., finished up the onsite visit. She thanked Jeanne Ivy and Janina Bartman for quickly getting her all the reports she needed.

In response to my letter, budget, and PR for summer reading, Lakeland Bank sent a \$500 donation for our summer reading program. I contacted additional banks in Montville Township asking for summer reading donations.

Marketing and Outreach:

In social media news, March came in like a lamb and out like a lion! Our social media insights for March show that our Facebook page reach was up 22.4% this month with 2,294 hits.

Our most popular Constant Contact newsletters this month were about the new items in our Library of Things collection, new museum passes, reminders about our Ramadan celebration and the Saturday afternoon concert with Deni Bonet and Chris Flynn.

In outreach in March, our Children's Librarian, Risa Skerker visited Fun time Kids Academy 2 for a story time with 45 children in attendance, Millie's House Outreach Storytime with 25 kids, and Kids Connect with 30. The storytime theme for March was St. Patrick's Day and the children had fun reading and singing songs about leprechauns!

Patron Services:

Memory Lab preparations continue for our prospective launch during National Library Week at the end of April. Bobby Dillon, our Technology Librarian, created instructions for patrons on how to operate the various media in the Memory Lab. David Boyle spackled and painted the Memory Lab after he and Fred Ackerman removed several wall shelves. As always, they did a fantastic job. The new butcher block work table, stools and desk chairs from Library Interiors arrived. Commercial Interiors carpet technician, Joseph Stone, installed new carpet tiles in the areas where the shelves were removed. It's exciting to see everything coming together after many months of planning.

This month we added new items to our Library of Things collection, based on the patron survey we did in January. Special recognition goes to Sue Leung who has been cataloging our Library of Things. Her attention to detail is invaluable in preparing these non-traditional items for circulation. The "new things" were publicized with a Constant Contact blast, a flyer, and a tri-fold brochure. New Things include two museum passes, a sports camera, a Roku Express, and pickleball and cornhole outdoor game sets. Our new museum passes are for the Storm King Arts Center and Fosterfields Farm in Morris

County. The Fosterfields pass is a donation from the Morris County Parks Commission and runs through this year.

Mary Grace Zaccaria and I also applied for a grant this month, “Level Up Your Library,” from LibraryLinkNJ, for additional funds for our Library of Things. We hope to add items such as musical instruments and more electronic equipment. Grant notifications will be made at the end of April.

Mary Grace is creating a Seed Exchange at the Library. She has discussed a partnership with the Garden Club of Montville, who do such a wonderful job with our outdoor garden and indoor plants. The exchange will feature donated Heirloom seeds available for patrons to take in exchange for new seeds. A “take three seed packets and return three seed packets” initiative will introduce gardening possibilities to our patrons. The Seed Exchange will also include an area with information on planting seeds and how to grow successful gardens. Mary Grace will feature this program in the poster sessions at the NJLA convention in June.

The Library celebrated NJ Makers Day, a statewide initiative to encourage hands-on creating, crafting programming and tinkering, with a sewing craft of a make-up bag with Ellen Brown with 8 tweens/ teens/adults. 9 adults attended our Sew-It Workshop

Adult Programs

Twelve members of the Adult Afternoon Book Club read I Am Malala by Malala Yousafzai. The Evening Book Club with 5 in attendance read *Women Talking* by Miriam Toews. Both books were in honor of Women’s History Month and led to interesting discussions.

In recognition of Women's History Month, Janet Mandel gave an Art Talk on Jazz Age artist Florine Stettheimer. Historical reenactor Alisa Dupuy came in character as Christine de Pisan, a 13th century writer and poet considered the first published female author. Harpist Aideen O'Donnell performed Irish favorites for Saint Patrick's Day.



Other programs included a talk on caregiving for Alzheimer's patients by Caitlin Lennox of Alzheimer's NJ, attended by 30 people. A gardener from the Rutgers Master Gardener Program presented on how to plan and plant a vegetable garden for a community garden plot which coincided with the planting season for the Montville Twp. Community Garden plots.

This month's Saturday afternoon concert featured violinist Deni Bonet and guitarist Chris Flynn. The duo, who have performed at the White House as well as at Carnegie Hall, did not disappoint the 70+ patrons in attendance.

In the adult Art Class with Amy, 8 created a charcuterie board. Canasta was held with James Caballo and 16 adults attended.

Our ELL classes had a total of 24 beginners and 36 intermediate learners this month. Chair Yoga with Rebecca Mancini brought in 85 in total.

Kids

In March, 22 of Amy's Messy Munchkins created a lion craft. Kids' Yoga with Colby Bernstein had 30 in attendance. Twenty-five children learned about the featured letters and numbers in Amy's ABC, 123. Sixteen young Art Explorers recreated Gustav Klimt's

“Tree of Life.” Eight children “Read to a Dog” with popular therapy dog presenter Creature Comfort. Miss Jolie had 40 kids moving and grooving to music. Chess Club with Max Weinstein had 16 teens participate.

Six children read Mr. Wolf's Class: Lucky Stars at the Kids Book Club in March. There is one more Mr. Wolf book to go in this popular series.

The special theme story times on Wednesday evenings were a lot of fun this month. Jo and Risa had 6 kids attend National Oreo Cookie Storytime where the kids read books on cookies and decorated their very own Oreo cookies! They also enjoyed a St. Patrick's Day Evening Storytime including stories, gold coins and a Clover craft.

Amy and Risa had over 20 kids for our Babies and Toddlers Too “In Like a Lion, Out Like a Lamb.” The kids sang songs, heard stories and created Amy's lion craft. Our 15 Bouncing Babies enjoyed songs, bubbles, shakers and scarves.

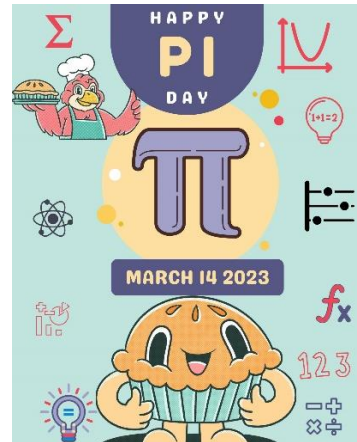


Read Across America Day and Picture Bingo brought in smiles and cheers as children read and drew picture characters with Miss Nina and Miss Risa. Nina's Storytime continues to have large turnouts each week.

Teens

Our TAB was quite busy this month preparing all the crafts for our Ramadan celebration. Jo and Risa also had Pi Day for the Teens on March 14th in which 20 teens enjoyed making Pi bracelets and of course having Pie! Special thanks to the TAB

Graphic Committee who designed our Bulletin Board for Spring. Once again, they all did an amazing job!



Personnel

I posted the open Part-time Library Assistant position to the Patch, the newsletter, and NJ Library sites. We have received 10 resumes so far and will accept candidates until April 7 or the position is filled.

Staff Development

Amy Resnikoff participated in a LibraryLink NJ Summer Reading Workshop on March 10.

I registered for the American Library Association Annual Conference in Chicago from June 22-27.

Mary Grace's poster on the Seed Exchange was approved for the poster sessions at the NJLA Conference on June 2. Mary Grace will attend the conference and present her poster.

Technology

March technology offerings included a class on iPhone tips & Tricks, how to spring clean your computer, how to download eBooks and Audiobooks, and a two-part class on Windows 10 Basics. Robert Dillon our Technology Librarian taught three of the in-house classes.

Main Library Alliance's new Director of IT, Tom Dinneny, joined Bobby, Mary Grace and I for a tour of the library and our information systems. He is gathering information on how libraries operate to determine if there are further IT services Main could provide member libraries.

Meetings

Mar 9 – Main Board of Directors Mtg - Catherine

Mar 14 – Main Finance Committee Mtg - Catherine

Mar 16 – Montville Twp. Dept Head Mtg – Catherine

Mar 21 – Main Circulation Advisory Group mtg - Walter, Nilufer, Barbara, Sue, Jo

Mar 22 – Main Personnel Committee Mtg – Catherine

Mar 22 - Circulation Dept Mtg – Walter, Catherine, Circ Staff

Mar 23 – Programs & Services Dept Mtg – Mary Grace, Catherine, Prog & Srvs Dept.

Mar 28 – Site visit from Main Director of IT – Catherine, Mary Grace, Bobby

Apr 25 – Library Buildings & Grounds & Personnel Cmtes

May 8 – Library Board Mtg & Finance Committee

May 10 – Library Patron Services Committee

May 23 – Library Buildings & Grounds & Personnel Cmtes

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 03/31/23

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	163,713.78	309,150.84
01-100-03	Lakeland - Payroll Account	40,697.17	40,733.36
01-100-04	Lakeland - Operating CD	151,245.82	151,245.82
01-100-05	Lakeland - Capital Reserve CD	100,288.85	100,288.85
01-100-08	Lakeland - Capital Reserve	305,343.81	314,338.28
01-100-10	Lakeland - Restricted Donations	40,118.53	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>1,782,063.39</u>	<u>1,935,564.90</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	52,802.00	52,802.00
01-211-00	Section 125 Withholding HDV	2,709.42	2,096.85
01-212-00	PERS 414/CINS Withholding	17,516.73	15,710.90
01-218-00	Reserve for Encumbrances	19,785.40	116,471.81
01-400-01	Appropriation Reserve	1,054.26	1,054.26
	Total Liabilities	<u>88,448.97</u>	<u>188,135.82</u>

01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	459,044.79	459,044.79
	Total	<u>1,747,429.08</u>	<u>1,747,429.08</u>

Revenue	450,107.11	0.00
Less Expenses	503,921.77	0.00
Net	<u>53,814.66</u>	<u>0.00</u>
Total Fund Balance	<u>1,693,614.42</u>	<u>1,747,429.08</u>
Total Liabilities & Fund Balance	<u>1,782,063.39</u>	<u>1,935,564.90</u>

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Montville Township Public Library
Check Register By Check Id

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Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16231 to 16290
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
16231	03/31/23	ALA CompuSystems	385.00		88
16232	03/31/23	ALEXANDE Alexander Clemente	100.00		88
16233	03/31/23	AMAZON Amazon Capital Services, Inc.	340.92		88
16234	03/31/23	AME A.M.E., Inc.	1,120.00		88
16235	03/31/23	BAKER005 Baker & Taylor	0.00	03/31/23 VOID	0
16236	03/31/23	BAKER005 Baker & Taylor	0.00	03/31/23 VOID	0
16237	03/31/23	BAKER005 Baker & Taylor	0.00	03/31/23 VOID	0
16238	03/31/23	BAKER005 Baker & Taylor	3,348.71		88
16239	03/31/23	BANK OF Bank of America	248.45		88
16240	03/31/23	BARBARA Barbara Onello	25.00		88
16241	03/31/23	BERNADIN Bernadine Ferrari	390.00		88
16242	03/31/23	BRODA005 Brodart Co.	0.00	03/31/23 VOID	0
16243	03/31/23	BRODA005 Brodart Co.	401.71		88
16244	03/31/23	CAROL005 Carol Simon Levin	150.00		88
16245	03/31/23	COLBY B Colby Bernstein	60.00		88
16246	03/31/23	COLBY B Colby Bernstein	60.00		88
16247	03/31/23	COLBY B Colby Bernstein	60.00		88
16248	03/31/23	CONSTANT Constant Contact	600.00		88
16249	03/31/23	CSLP CSLP	615.46		88
16250	03/31/23	DEMCO005 Demco, Inc.	8.98		88
16251	03/31/23	ELECT005 Electronic Office Systems	11.00		88
16252	03/31/23	ELIZA005 Elizabeth Johansen	250.00		88
16253	03/31/23	EXCEL005 Excellent Building Services	2,516.72		88
16254	03/31/23	GERARD B Gerard Barros	450.00		88
16255	03/31/23	GREGO005 Gregory J. Della Pia	1,000.00		88
16256	03/31/23	HUGHE005 Hughes Environmental	8,651.43		88
16257	03/31/23	IFPTE005 IFPTE	128.96		88
16258	03/31/23	INGRAM Ingram Library Services	333.51		88
16259	03/31/23	JERSE005 Jersey Central Power & Light	4,745.56		88
16260	03/31/23	JO Z PER Jo A Perez	25.00		88
16261	03/31/23	JOEL FAR Joel Farkas	150.00		88
16262	03/31/23	JOHN KEN John Kenrick	250.00		88
16263	03/31/23	JOLIE DE Ants in the Pants, LLC	300.00		88
16264	03/31/23	KADRIYE Kadriye Sozusen	25.00		88
16265	03/31/23	KANOPY Kanopy, Inc.	237.00		88
16266	03/31/23	LIBR0010 Library Interiors, Inc.	17,569.76		88
16267	03/31/23	MAINI005 MAIN Library Alliance	12,826.00		88
16268	03/31/23	MAINI005 MAIN Library Alliance	27.78		88
16269	03/31/23	MARKERTE Markertek Video Supply	750.75		88
16270	03/31/23	MIDWE005 Midwest Tape LLC	0.00	03/31/23 VOID	0
16271	03/31/23	MIDWE005 Midwest Tape LLC	920.49		88
16272	03/31/23	NJLA0005 NJLA	60.00		88
16273	03/31/23	NJNAT005 NJ Natural Gas Co.	2,795.79		88
16274	03/31/23	NORMA P Norma A. Pravec	484.00		88
16275	03/31/23	OVERD005 OverDrive, Inc.	81.30		88
16276	03/31/23	REBECCA Rebecca Manci	50.00		88
16277	03/31/23	REBECCA Rebecca Manci	50.00		88
16278	03/31/23	REBECCA Rebecca Manci	50.00		88
16279	03/31/23	REBECCA Rebecca Manci	50.00		88
16280	03/31/23	REBECCA Rebecca Manci	50.00		88
16281	03/31/23	REBECCA Rebecca Manci	50.00		88

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Montville Township Public Library
Check Register By Check Id

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16282	03/31/23	STAPL005 Staples Advantage	446.53		88
16283	03/31/23	SUNRI005 Sunrise ShopRite	96.46		88
16284	03/31/23	TOWNS005 Township of Montville	11,697.35		88
16285	03/31/23	TOWNS005 Township of Montville	19,690.38		88
16286	03/31/23	TOWNS005 Township of Montville	99,198.00		88
16287	03/31/23	TRACY A Tracy Abuolien	25.00		88
16288	03/31/23	ULINE Uline	36.00		88
16289	03/31/23	VERI0010 VERIZON	49.64		88
16290	03/31/23	VERI0010 VERIZON	525.36		88

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>
Checks:	55	5	194,569.00		0.00
Direct Deposit:	0	0	0.00		0.00
Total:	55	5	194,569.00		0.00

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Montville Township Public Library
Check Register By Check Id

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	7,626.79	0.00	0.00	7,626.79
CAPITAL BUDGET	2-02	16,053.37	0.00	0.00	16,053.37
Year Total:		23,680.16	0.00	0.00	23,680.16
	3-01	164,568.02	0.00	2,838.38	167,406.40
CAPITAL BUDGET	3-02	3,482.44	0.00	0.00	3,482.44
Year Total:		168,050.46	0.00	2,838.38	170,888.84
Total of All Funds:		191,730.62	0.00	2,838.38	194,569.00

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First
Budget Account Range: First
Print Zero YTD Activity: No

to Last
to Last

Include Non-Anticipated: Yes
Include Non-Budget: No

Year To Date As Of: 03/31/23
Current Period: 03/01/23 to 03/31/23
Prior Year: 03/01/22 to 03/31/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
3-01-401-01	Fines Income	419.13	4,200.00	490.06	1,387.11	2,812.89-	33
3-01-401-03	Copier Income	22.20	491.00	57.80	126.81	364.19-	26
3-01-401-05	Computer Print Outs Income	207.14	2,000.00	278.86	554.37	1,445.63-	28
3-01-401-07	Township Income	143,169.42	1,787,197.00	148,933.08	446,799.24	1,340,397.76-	25
3-01-401-09	Lost Items	208.00	1,900.00	263.90	479.90	1,420.10-	25
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	0.00	76.52	76.52	0
3-01-401-15	Interest Income	68.62	700.00	66.06	188.81	511.19-	27
3-01-401-16	Lost Cards	12.40	110.00	18.00	38.00	72.00-	35
3-01-401-18	Disks/Faxes	2.00	70.00	0.00	0.00	70.00-	0
	401 Total	144,108.91	1,808,668.00	150,107.76	449,650.76	1,359,017.24-	25
3-01-402-30	Restricted Contributions	0.00	5,000.00	0.00	456.35	4,543.65-	9
	01 Fund 01 Revenue Total	144,108.91	1,813,668.00	150,107.76	450,107.11	1,363,560.89-	25

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	90,992.38	910,451.00	94,344.55	219,480.68	0.00	690,970.32	24
3-01-601-100	Taxes/FICA/UE	7,562.87	74,850.00	7,925.43	18,292.73	0.00	56,557.27	24
3-01-601-110	Health Benefits Expense	38.42	142,500.00	6,098.43	22,146.60	0.00	120,353.40	16
3-01-601-120	PERS Expense	97,131.00	110,000.00	99,198.00	99,198.00	0.00	10,802.00	90
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	195,724.67	1,242,101.00	207,566.41	359,878.55	0.00	882,222.45	29
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	1,642.53	32,000.00	977.10	1,556.33	3,194.92	27,248.75	15
3-01-602-030	Adult BOCD	91.84	2,500.00	123.03	384.47	0.00	2,115.53	15
3-01-602-040	Adult DVD	413.61	10,000.00	438.60	1,151.80	383.96	8,464.24	15
3-01-602-050	Adult eBooks	470.26	7,500.00	144.94	1,299.81	454.97	5,745.22	23
3-01-602-060	Adult eAudio	140.67	5,000.00	38.86	1,101.24	266.00	3,632.76	27
3-01-602-090	Periodicals	0.00	11,000.00	0.00	2,796.45	0.00	8,203.55	25

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-602-110	Games	0.00	4,000.00	145.55	212.54	533.44	3,254.02	19
3-01-602-120	J Books	2,529.56	29,000.00	809.45	1,396.12	1,424.77	26,179.11	10
3-01-602-140	J DVD	188.00	2,000.00	30.08	145.13	104.59	1,750.28	12
3-01-602-150	J eBooks	0.00	1,500.00	0.00	0.00	37.90	1,462.10	3
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	556.11	6,000.00	58.84	422.83	110.42	5,466.75	9
3-01-602-210	YA eBooks	0.00	1,000.00	0.00	0.00	50.00	950.00	5
3-01-602-220	Young Adults eAudio	0.00	1,000.00	0.00	0.00	95.00	905.00	10
3-01-602-230	Streaming	1,184.32	8,000.00	532.62	1,624.42	0.00	6,375.58	20
	602 B-2 - COLLECTION	7,216.90	125,000.00	3,299.07	12,091.14	6,655.97	106,252.89	15
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	1,536.63	14,000.00	1,817.78	6,092.73	1,325.00	6,582.27	53
3-01-603-240	Program - Children	478.50	6,000.00	630.00	1,473.59	620.00	3,906.41	35
3-01-603-250	Summer Reading / Reading Programs	613.83	5,000.00	341.19	634.09	2,010.00	2,355.91	53
3-01-603-260	Museum Passes	1,575.00	3,500.00	0.00	240.00	0.00	3,260.00	7
3-01-603-270	Programs YA	308.37	2,500.00	202.32	773.42	0.00	1,726.58	31
3-01-603-280	Library-Wide Cultural/Family Programing	0.00	2,000.00	200.00	379.14	43.66	1,577.20	21
3-01-603-300	Technology Programming	500.00	3,500.00	0.00	1,620.00	0.00	1,880.00	46
	603 B3 - PROGRAMS:	5,012.33	36,500.00	3,191.29	11,212.97	3,998.66	21,288.37	42
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	401.10	11,500.00	106.02	829.13	18.05	10,652.82	7
3-01-604-070	Postage - Supplies	0.00	900.00	338.78	691.53	0.00	208.47	77
3-01-604-080	Freight-Shipg (Non-Collection)	223.92	2,000.00	129.00	129.00	0.00	1,871.00	6
	604 B-4 - SUPPLIES	625.02	14,400.00	573.80	1,649.66	18.05	12,732.29	12
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	62.35	500.00	0.00	0.00	0.00	500.00	0
	605 B-5 - PUBLIC RELATIONS	62.35	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	100.00	150.00	0.00	50.00	75

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	60.00	210.00	0.00	1,090.00	16
3-01-606-050	Conference Travel	115.88	700.00	0.00	0.00	0.00	700.00	0
	606 B- 6 - STAFF DEVELOPMENT	115.88	3,400.00	160.00	360.00	0.00	3,040.00	11
3-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-607-010	Utilities - Electric	0.00	59,500.00	4,745.56	7,943.46	0.00	51,556.54	13
3-01-607-030	Utilities - Gas	3,447.92	17,500.00	2,795.79	7,964.96	0.00	9,535.04	46
3-01-607-040	Utilities - Telephone	585.25	6,600.00	575.00	1,662.46	0.00	4,937.54	25
3-01-607-050	Internet Provider	0.00	2,300.00	0.00	554.82	0.00	1,745.18	24
	607 B-7 - UTILITIES	4,033.17	85,900.00	8,116.35	18,125.70	0.00	67,774.30	21
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	1,923.41	13,800.00	0.00	344.50	1,555.12	11,900.38	14
3-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	7,550.16	0.00	24,449.84	24
3-01-608-040	Plant - Fire/Burglery Alarm	0.00	2,700.00	0.00	0.00	979.40	1,720.60	36
3-01-608-050	Plant - HVAC Maintenance	4,054.00	18,000.00	4,257.00	4,257.00	0.00	13,743.00	24
3-01-608-060	Plant - Lawn Sprinklers Maint	475.00	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	460.00	1,500.00	0.00	0.00	0.00	1,500.00	0
	608 B-8 - PHYSICAL PLANT	9,429.13	91,000.00	6,773.72	12,151.66	2,534.52	76,313.82	16
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	0.00	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	0.00	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	0.00	200.00	0.00	0.00	0.00	200.00	0
3-01-610-020	Copier Usage B&W	0.00	100.00	0.00	0.00	0.00	100.00	0
	610 B-10 - EXPENSED EQUIPMENT	0.00	300.00	0.00	0.00	0.00	300.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-611-010	Audit	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
3-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	3,000.00	0.00	9,000.00	25
3-01-611-030	MAIN Assessment	12,598.49	51,350.00	12,826.00	25,652.00	0.00	25,698.00	50
3-01-611-070	Computer Support & Service	0.00	1,500.00	0.00	233.21	0.00	1,266.79	16
3-01-611-100	Web Site 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	500.00	0.00	2,500.00	17
3-01-611-260	Payroll Service Fee	720.83	8,400.00	742.09	2,293.71	0.00	6,106.29	27
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	14,609.32	85,450.00	14,818.09	31,678.92	0.00	53,771.08	37
3-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-612-010	Township In-Kind Services	0.00	49,067.00	12,266.75	24,533.50	0.00	24,533.50	50
3-01-612-020	Township Insurances	0.00	29,100.00	7,423.63	14,847.26	0.00	14,252.74	51
3-01-612-030	O/E- Contingencies	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
3-01-612-040	O/E - Licenses & Fees	0.00	600.00	0.00	0.00	0.00	600.00	0
3-01-612-060	O/E - Board Misc	105.95	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	105.95	87,067.00	19,690.38	39,468.61	0.00	47,598.39	45
3-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-613-23	NJ Makers Day	223.84	0.00	0.00	0.00	0.00	0.00	0
	01 Fund 01 Expend Total	237,158.56	1,803,518.00	264,189.11	488,651.06	13,207.20	1,301,659.74	28

01 Fund

	Prior	Current	YTD
Revenues:	144,108.91	150,107.76	450,107.11
Expended:	237,158.56	264,189.11	501,858.26
Net Income:	93,049.65-	114,081.35-	51,751.15-

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-803-250	Professional Services	0.00	0.00	0.00	1,500.00	0.00	1,500.00-	0
3-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-804-010	Computer Equipment	0.00	7,650.00	0.00	0.00	0.00	7,650.00	0
3-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	284.45	0.00	2,215.55	11
3-02-804-060	Memory Lab Equipment	0.00	0.00	59.30	279.26	0.00	279.26-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>0.00</u>	<u>10,150.00</u>	<u>59.30</u>	<u>563.71</u>	<u>0.00</u>	<u>9,586.29</u>	<u>6</u>
	02 CAPITAL BUDGET Expend Total	0.00	10,150.00	59.30	2,063.71	0.00	8,086.29	20

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>0.00</u>	<u>59.30</u>	<u>2,063.71</u>
Net Income:	0.00	59.30-	2,063.71-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	144,108.91	150,107.76	450,107.11
Expended:	<u>237,158.56</u>	<u>264,248.41</u>	<u>503,921.97</u>
Net Income:	93,049.65-	114,140.65-	53,814.86-

MONTVILLE TOWNSHIP PUBLIC LIBRARY MARCH 2023 PROGRAM ATTENDANCE

April 10, 2023 Board Meeting

LIBRARY SPONSORED PROGRAMS	Mar 2023	Mar 2022
Children - Staff Programs		
Story Time	145	
Drop in Crafts & Games	21	
Babies & Toddlers	25	
Messy Munchkins	22	
ABC 123!	25	
Pre-School Visits Outreach & Storytime	100	
Kids Book Club	6	
Bouncing Babies	15	
Art Explorers	16	
Children - Staff Programs Total	375	491
Children - Paid Presenters		
Edible Art Valentine's Day		
Miss Jolie Move n'Groove	40	
Kids Yoga	30	
Read to a Dog	8	
Sewing Craft (all ages)	17	
Children - Paid Presenters Total	95	30
Total All Children's Programs	470	521
Young Adults - Staff Programs		
Robotics (volunteer)		
TAB Meeting	20	
TAB Program Assistants	14	
Pi Day	25	
Ramadan Family Celebration	125	
Young Adult - Staff Programs Total	184	97
Young Adult - Paid Presenters		
Chess Class (kids and teens)	16	
Young Adult - Paid Presenters Total	16	0
Total All Young Adult Programs	200	97
Adult - Staff Programs		
Movies	86	
Book Club	17	
Adult Craft with Amy	8	
Knitting	30	
Technology Classes	10	
Adult Staff Programs Total	151	92
Adult - Paid Presenters		
Chair Yoga	85	
Montville "U" Lecture , Concerts, Health Program	385	
Technology Classes	50	
ELL	60	
Canasta (no charge)	16	
Gardening (no charge)	36	
Adult - Paid Presenters Total	632	286
Total All Adult Programs	783	378
Library Sponsored Total	1,453	996
OUTSIDE GROUPS		
Outside Groups Total	0	0
GRAND TOTAL	1,453	996

March Book Displays

St. Patrick's Day - Children

Easter & Passover - Children

March is National Nutrition Month - Adults

Irish American Heritage Month - Adults, Young Adults, Children

March is National Craft Month - Adults, Young Adults, Children

March is Disability Awareness Month - Adults, Young Adults, Children

Women History Month - Adults, Young Adults, Children

Randolph Caldecott's Birthday - Children

Ramadan - Adults, Young Adults & Children

Worlds Away - Adults

NY Times Best Sellers - Adults, Young Adults, Children

Staff Picks - Adults, Young Adults, Children

LibraryReads - Adults

Ready for Spring - Children's DVD's