

Montville Township Public Library
Board of Trustees Meeting
Minutes of February 12, 2024
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

I. Call to Order

The meeting was called to order by Mr. Grau, at 7:00pm

II. Roll Call

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

Catherine LaBelle, Library Director – Absent

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

III. Open Public Meetings Act Statement

Secretary Johansen stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library’s website once they have been officially approved.

IV. **Pledge of Allegiance** – Mr. Grau requested a moment of silence for the death of Nina Zarin.

V. **Adoption of Minutes**

Mr. Grau made a motion to approve the January 8, 2024, Reorganization Session minutes, seconded by Mr. Donohue

Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Mayor Kayne abstained; Motion Carried

Mr. Grau made a motion to approve the January 8, 2024, Reorganization Session minutes, seconded by Ms. Peskin

Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Mayor Kayne abstained; Motion Carried

VI. **Public Comments**

None

VII. **Reports of Officers**

Larry Hines – President

Mr. Hines absent, no report.

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. They reviewed all of the financial documents and all is in order.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne stated that the first budget meeting took place. A bill was passed in Trenton that may affect the affordable housing in town. Senate still needs to approve and Montville will pass a resolution against these bills.

Superintendent Liaison of Schools – Mr. Tubbs stated that Kindergarten registration is going on and the Volleyball Marathon is March 8th.

IX. Reports of Committees

Finance: Ms. Peskin stated that that \$46,959 will be moved from Capital Reserve to the Operating account. Lakeland Bank will continue to hold the CD's and the dates were changed on the Cash Management plan.

Personnel – Mr. Grau had no report.

Buildings & Grounds: Ms. Nielson stated that they met. The Town Engineer and the electrician came out and looked at the parking lot lights. The heads have been ordered and received. The labor was approved today at \$195 per light for an approximate cost of \$3100. Additional handicapped parking spots will be installed by the end of the summer.

Patron Services/Technology: Mr. Donohue stated that they discussed the Library concepts proposal which includes tables.

X. Library Directors Report – Catherine LaBelle - see attached written report.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 16853 and 16956 dated January 1 to January 31, 2024 in the amount of \$91,801.43.

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

Mayor Kayne yes; Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of January 2024 in the amount of \$96,355.79

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

Mayor Kayne yes; Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Motion Carried

- C. Resolution to approve the Board Committees for 2024:

Finance – Linda Peskin, Chairperson, Robert Donohue and Dianna Paradise

Buildings & Grounds – Deb Nielson, Chairperson, Dianna Paradise and Charlie Grau

Personnel – Charlie Grau, Chairperson, Deb Nielson and Linda Peskin

Patron Services/Technology – Robert Donohue, Chairperson, Dr. Sunil Shah and David Tubbs

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

Mayor Kayne yes; Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Motion Carried

- D. Resolution to approve Creative Library Concepts Proposals (#101847, #101851, #101856) for renovation and upgrades to the Children’s Department for \$46,959.44 and to transfer \$46,949.44 from the capital reserve to the operating account.

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

Mayor Kayne yes; Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Motion Carried

- E. Resolution to approve the Cash Management Plan for 2024.

Motion made by Ms. Peskin and seconded by Ms. Paradise

Mayor Kayne yes; Ms. Paradise yes; Ms. Peskin yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Grau yes; Mr. Tubbs yes; Dr. Shah yes; Motion Carried

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

Mr. Grau welcomed Dr. Shah to the Board.

XV. Executive Session

None

XVI. Open Session

None

XVII. Adjournment

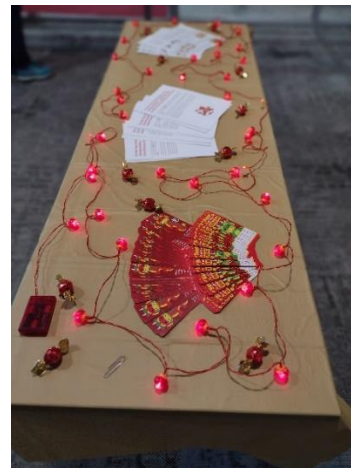
Motion to adjourn was made by Mr. Tubbs seconded by Ms. Paradise; meeting was adjourned at 7:16pm.



Director's Report

March 8, 2024

Each year staff and patrons alike look forward to our Lunar New Year celebration and this year's event was again a big success. On Saturday, February 10th, more than 100 community members enjoyed creating calligraphy, paper dragons, Chinese Rattle drums, and beautiful cherry blossoms, playing Pitch Pot, and sampling dumplings and snacks. Jo Perez, Risa Skerker and the TAB did a fabulous job spearheading this event, with indispensable assistance from Kaiti Tirch, and Selene Yang. Sue Leung advised on the food and craft selections.



Raritan Public Library joined the Main Library Alliance in February. The Main wide circulation system was down for two days as Raritan's records were migrated into the catalog. Our Circulation Department recorded each transaction during that time in an offline software program and then uploaded the records into the system when service resumed. Each library that joins us represents a cost savings to member libraries, as

our assessment decreases with each new member. New members also increase the number of items available to patrons through our delivery service, or through visits to other libraries within the consortium.

For the month of February, we welcomed 57 new library users. Year to date, there were 199 patrons registered. Currently, there are 9,044 active patrons out of 14,973 total registered patrons.

7,834 visitors passed through our doors in February. We sent 1,378 items to member libraries. The Circulation team processed 424 new items and mended 20 existing items.

Buildings and Grounds

The HVAC system successfully alternated between heating and cooling as needed during the cool nights and warm days. Transitioning from one system to another was often a problem in the past.

Bill Heaney repaired the paging system in the auditorium and it now works with our new VoIP Yealink phones.

Dean Quilici installed the parking lot light fixtures that Nick Marucci ordered. The new LED lights are much brighter than the old lights.

Finance

The first quarter In Kind Services and the JIF (Joint Insurance Fund) invoice are on the bill list. There was an increase in the JIF bill due to increased property insurance coupled with increased payroll and workers compensation costs. The Township CFO, Katie Yanke, received notice of these increases in mid-February.

I completed the Per Capita State Aid (PCSA) Annual Survey well in advance of the March 15 deadline. The PCSA program is the New Jersey State Library's largest grant program. The report includes over 250 detailed questions. Getting it done requires good record keeping during the entire year. Janina Bartman provided much assistance with the report.

We prepared and sent out ACA Forms (Affordable Care Act) to all employees on the State Health Benefits Plan and the accountant e-filed them with the IRS.

Marketing and Outreach:

In February, our most read newsletters were about our March Ramadan celebration, our upcoming schedule for Adult Tech and regular programs, and February's Blind Date with a Book challenge.

TAPinto Montville covered our Lunar New Year celebration and published a nice article on all the festivities.

Risa Skerker's outreach this month, featuring books on Valentine's Day, and dental health, included all 4 schools - Kids Connect (20 participants), Millie's House (25), Kiddie Academy (30), and Fun Time Kids Academy 2 (35).

Amy Resnikoff visited the Pinebrook Jewish Center and read to a group of 18 children about Polar Bears and the Valentine's Day holiday.

Mary Grace visited the Craig School in Montville which has 40 high school students. She met with the principal to set up a Spring field trip visit for the school to tour the library. Students will bring their laptops and attend a tech class on how to use our library website, how to find books, and how to use research databases like EBSCO host for school projects. The Craig School also generously loaned us their artwork: Their Mini Art of colorful paintings on mini easels is now proudly on display at our library.

Mary Grace and I attended the Chamber of Commerce Luncheon with guest speaker Hope White from *TAPinto Montville*.

Patron Services:

In January and February, our Library had the most active users of the new *Wall Street Journal* online access in all of Main. Informal feedback also supports this, as many patrons have been happy with this new perk.

Our programs and displays highlighted a variety of milestones in February such as was “Love Your Library Month,” Heart Health, Dental Health, and the shortest month of the year. We celebrated Valentine's Day with various programs and reading challenges, bright red hearts, books, and treats. Our Blind Date with a Book and Playdate with Book programs brought readers of every age to enjoy books from every genre. The Super Bowl inspired another fun event with an in-house program, set up by Jo Perez, to guess the winners of the game. Black History Month was celebrated with book displays, historical movie documentaries, and a book club selection about the African American experience.

Adult Programs

February was a busy month for “Montville "U". The lectures included taking an armchair tour of Cuba, an Author Talk by Mariah Fredericks - author of The Lindbergh Nanny, and an art history talk by Janet Mandel on Toulouse-Lautrec. Janet Mandel also gave a virtual evening art talk on Andy Warhol and the Factory. Part II of Montclair State Professor Ian Drake's 2024 Presidential Election Series featured a talk about the role of 3rd parties in presidential elections. We had two programs on George Washington in commemoration of President's Day. Actor/reenactor Sam Davis visited the library in character as General George Washington and discussed the most difficult battles of the Revolutionary War. The following day, Walter Choroszewski gave a Montville U talk on the life and times of George Washington.

The Evening Book Club in honor of Black History Month read Deacon King Kong by James McBride. This was a poignant and funny book about African-American history during the late 1960s and everyone enjoyed reading it. The Afternoon Book Club read The Lindbergh Nanny by Mariah Fredericks. This historical fiction novel was about America's most notorious kidnapping through the eyes of the nanny. We had a very interesting discussion and later on that week, our book club members attended Montville U, featuring the author, Mariah Fredericks. Pam organized a wonderful program with this fascinating author.

Our Spring English Language Literacy (ELL) classes resumed in the last week of February with a Beginner class on Mondays with 13 in attendance and an Intermediate class on Wednesdays with 8 in attendance.

Chair Yoga and Qigong continue to be in demand with our patrons - both classes fill immediately after posting as do the monthly arts and crafts classes. This month's evening art class offering was a class on coffee painting by Montville resident Nelly Ketzner.



Jo's knitting and crochet group kept warm this month by making lots of scarves and hats. The group continues to grow with a total of 71 in attendance for the month.

Amy's art classes were offered both in the afternoon and evening this month by popular demand. Some very happy crafters made bead keychains out of paper and Mod Podge.

Blind Date with a Book was a little different this year. In the adult program, Amy wrapped 40 books, wrote each book's genre and first sentence on the cover, and inserted a survey to review the book. Patrons had fun "blindly" taking out a book and all the comments that came back were colorful and informative.



The Library of Things continues to be a popular stop for patrons. This month we added two loom machines to our Hobby collection for making hats, scarfs, and other yarn creations. The statistics for February were: Equipment 24, Game/Toy 62, and Museum Passes 14 for a total of 100 circulated in February.

YA Programs

TAB was quite busy this month helping with the Lunar New Year Celebration. Two of the TAB members came in the day before to help Jo set up the room for the next day. Twelve TAB volunteers helped on the afternoon of the program. Jo Perez and Risa Skerker should be commended for their work organizing, preparing and overseeing these large-scale cultural community-wide events.

Another special thanks go out to our Teen Graphic Committee who decorated the Teen Bulletin Boards for Valentine's Day. They are a talented group.

This year we added Blind Date with a Book for teens. Eight teens helped wrap up the Young Adult books, decorating the book wrap, and adding a brief one-line description of each novel. Twenty-one books were circulated from the special display.

Children's Programs

This month Amy introduced two new programs for our younger patrons and brought an old favorite back into rotation. At Fake and Bake, for ages 5 and up, 26 kids joined her for a no-bake cooking class, making s'mores popcorn using popcorn, cereal, and chocolate. Many of the ingredients got eaten as they "cooked." In Petit Picassos, (for 3-5-year-olds), 14 kids created a circle tree, in the style of renowned artist Wassily

Kandinsky. Art Explorers for elementary school aged children returned and 15 kids experimented with watercolor and plastic wrap and created a Monet masterpiece.



Shoprite of Lincoln Park visited us this month for their take on Valentine's Day, creating heart-shaped strawberries and chocolate hummus ice cream cones. Thirty kids enjoyed the after-school snacks.

Our grab-and-go edible art was a true Valentine's Day special. Thirty children were provided with all the ingredients to make their own "Bee my Valentine" creation.

Miss Jolie is always a huge attraction. Fifty preschoolers and their big people came to sing and dance with instruments and bubbles.

Amy also ran "Playdate with a Book" for our younger patrons. They had a choice of picture books, easy readers, and chapter books.

Jo Perez held three themed story times last month, coming up with a variety of very creative and fun crafts and snacks. At the Valentine Storytime, 13 attended and made a Bee Heart craft. Twenty kids attended her Cardinal-themed story time, making spiral Cardinals and flying them around the room. On Feb 27, Jo held a rescheduled Valentine's Food Storytime with 16 in attendance. They decorated treat bags with heart stickers and then filled up their bags with their choice of items from at the treat table.. The parents enjoyed it as much as the kids.

On February 2, the New Beginnings School for children with developmental disabilities visited our library for a tour and an activity. A group of kids aged 10 to 12, read books

on Groundhog Day, enjoyed singing songs, and made a Groundhog Day craft. In March, an older group from the school will visit.

On February 27, Risa also welcomed 14 preschoolers from the Towaco Apple Montessori school. They read stories for National Children's Dental Health Month. After stories, they made construction paper toothbrush bookmarks.

Sensory Storytime with Risa and Amy had a big crowd this month with 30 kids enjoying parachute time and our latest sensory addition - Mesh Pouf Balls.

Our Wednesday Evening Story times featured a Lunar New Year Celebration where we read stories about the Lunar New Year and made a Dragon craft, and a Valentine's Day event with themed books and Bluey Valentine's Day Card craft..

Finally, our regularly scheduled programs continued in February with morning story times featuring dogs and polar bears, Chess for teens and tweens, Bouncing Babies, Baby and Toddlers Too!, Picture Bingo, Legos, and Kid's Yoga with Colby Bernstein. Twenty-eight Messy Munchkins made tissue paper valentine hearts for their favorite person.

Personnel

This month, we bid farewell to Library Page Selene Yang who moved on to a position as Library Assistant in Montclair. Selene did good work shelving, packing and unpacking items for delivery, and also assisting at all of the Library's cultural celebrations. We will miss her and wish her the best of luck in her career.

The vacant part-time Library page position has been posted at the hourly rate specified in the Union Contract.

Staff Development

I attended two collection development webinars - Fantasy Readers' Advisory: Exploring New Worlds, and Books That Are Buzzing for Spring. Bobby Dillin attended webinars on Navigating the Landscape of Cybersecurity Threats and Word: Tips and Tricks.

Technology

Technology offerings this month included classes on "VPNs - What Are They & Do I Need One?"; "How to Link Your Devices"; and "How to Download and use the Libby and Hoopla Apps." Four people attended the second Internet Basics class and six people for the class on Libby and Hoopla. Internet Basics included a segment on Gmail this time around. The class was about how Gmail can be organized and filtered for more efficient use. The Libby and Hoopla class was informative and patrons learned how to troubleshoot downloading and login issues.

Five Tech Tip Time one on one sessions were filled. Questions addressed issues regarding backup storage, phone management, and file management on the computer.

Meetings

Feb 7 – Main Digitech Committee – Bobby Dillon

Feb 8 – Readers Advisory Task Force, Catherine, Amy

Feb 14 - MAIN Circ AG Meeting - Walter, Nilufer, Sue

Feb 15 – Township Dept Head Meeting - Catherine

Feb 15 – MAYS meeting – Risa Skerker

Feb 20 – Main Large Libraries Caucus – Catherine

Feb 23 – Main Directors Meeting - Catherine

Feb 27 – Circulation Dept meeting – Walter, Catherine, Circ.

Feb 28 – Main Bylaws Committee - Catherine

Mar 19 – Library Buildings & Grounds & Personnel Cmtes

Apr 8 - Library Board & Finance Committee Meetings

Apr 10 – Library Patron Services/Tech

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 02/29/24

2024

2023

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	309,460.80	234,093.15
01-100-03	Lakeland - Payroll Checking	41,301.56	70,274.88
01-100-04	Lakeland - Operating CD - 0991	77,696.83	77,696.83
01-100-05	Lakeland - Capital Reserve CD	102,948.93	102,948.93
01-100-06	Lakeland - Operating CD - 0990	77,696.83	77,696.83
01-100-07	Lakeland - Capital Reserve CD - 0994	150,000.00	150,000.00
01-100-08	Lakeland - Capital Reserve Checking	257,927.03	304,836.75
01-100-10	Lakeland - Donations Checking	44,071.54	43,798.49
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>2,041,758.95</u>	<u>2,042,001.29</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	60,049.00	60,049.00
01-212-00	PERS 414/CINS withholding	456.94-	4,097.56
01-218-00	Reserve for Encumbrances	63,727.73	47,742.17
01-400-01	Appropriation Reserve	<u>2,545.06</u>	<u>2,154.26</u>
	Total Liabilities	125,864.85	114,042.99

01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	<u>639,574.01</u>	<u>639,574.01</u>
	Total	1,927,958.30	1,927,958.30

Revenue	320,205.09	0.00
Less Expenses	<u>332,269.29</u>	<u>0.00</u>
Net	<u>12,064.20-</u>	<u>0.00</u>
Total Fund Balance	<u>1,915,894.10</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,041,758.95</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16957 to 17022
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
16957	02/29/24	AESTH005 Aesthetic Press, Inc.	225.00		99
16958	02/29/24	AMAZON Amazon Capital Services, Inc.	543.87		99
16959	02/29/24	AMERICAN American Museum Natural Hist.	750.00		99
16960	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16961	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16962	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16963	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16964	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16965	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16966	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16967	02/29/24	BAKER005 Baker & Taylor	0.00	02/29/24 VOID	0
16968	02/29/24	BAKER005 Baker & Taylor	6,869.95		99
16969	02/29/24	BANK OF Bank of America	258.63		99
16970	02/29/24	BERNADIN Bernadine Ferrari	1,170.00		99
16971	02/29/24	BIBLIOTH Bibliotheca, LLC	890.30		99
16972	02/29/24	BILLS Bill's Electronic Services	296.95		99
16973	02/29/24	CSLP CSLP	298.81		99
16974	02/29/24	DAIL0010 Gannett NY-NJ LocalIQ	63.08		99
16975	02/29/24	DEMCO005 Demco, Inc.	14.36		99
16976	02/29/24	DIRECT Direct Energy Business	2,165.83		99
16977	02/29/24	ELECT005 Electronic Office Systems	570.59		99
16978	02/29/24	ELIZA005 Elizabeth Johansen	250.00		99
16979	02/29/24	EXCEL005 Excellent Building Services	2,516.72		99
16980	02/29/24	FLAVIAN Flavian Petrulio	350.00		99
16981	02/29/24	FLOTE005 FLO-TECH	193.87		99
16982	02/29/24	FREDM005 Fred Miller Music	350.00		99
16983	02/29/24	GREGO005 Gregory J. Della Pia	1,000.00		99
16984	02/29/24	HUGHE005 Hughes Environmental	2,780.22		99
16985	02/29/24	IAN DRAK Ian J. Drake	250.00		99
16986	02/29/24	IFPTE005 IFPTE	143.00		99
16987	02/29/24	INGRAM Ingram Library Services	974.80		99
16988	02/29/24	JERSE005 Jersey Central Power & Light	1,901.12		99
16989	02/29/24	JOLIE DE Ants in the Pants, LLC	300.00		99
16990	02/29/24	KANOPY Kanopy, Inc.	166.00		99
16991	02/29/24	LARRY WO Larry Wolfert	250.00		99
16992	02/29/24	LEAF Leaf	870.67		99
16993	02/29/24	MAINI005 MAIN Library Alliance	134.43		99
16994	02/29/24	MIDWE005 Midwest Tape LLC	858.47		99
16995	02/29/24	MOBILE Mobile Beacon	240.00		99
16996	02/29/24	NJNAT005 NJ Natural Gas Co.	1,683.37		99
16997	02/29/24	NORMA P Norma A. Pravec	360.00		99
16998	02/29/24	NORMA P Norma A. Pravec	360.00		99
16999	02/29/24	OPTIM005 Optimum	184.45		99
17000	02/29/24	ORIE005 Oriental Trading Company, Inc.	19.96		99
17001	02/29/24	OVERD005 OverDrive, Inc.	1,155.65		99
17002	02/29/24	REBECCA Rebecca Manci	50.00		99
17003	02/29/24	REBECCA Rebecca Manci	50.00		99
17004	02/29/24	REBECCA Rebecca Manci	50.00		99
17005	02/29/24	REBECCA Rebecca Manci	50.00		99
17006	02/29/24	RISAS005 Risa Skerker	39.96		99
17007	02/29/24	ROBERT D Robert Dillon	65.88		99

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17008	02/29/24	SSWOR005 S & S Worldwide, Inc.	45.85		99
17009	02/29/24	STAPL005 Staples Advantage	57.34		99
17010	02/29/24	SUNRI005 Sunrise ShopRite	292.61		99
17011	02/29/24	TECHN005 Technology Integrators	145.00		99
17012	02/29/24	TECHN005 Technology Integrators	145.00		99
17013	02/29/24	TECHN005 Technology Integrators	290.00		99
17014	02/29/24	TECHN005 Technology Integrators	145.00		99
17015	02/29/24	TECHN005 Technology Integrators	145.00		99
17016	02/29/24	THE WALL The wall Street Journal	659.88		99
17017	02/29/24	THEST005 Star-Ledger	965.64		99
17018	02/29/24	TOWNS005 Township of Montville	21,527.63		99
17019	02/29/24	TOWNS005 Township of Montville	10,537.00		99
17020	02/29/24	UGI ENER UGI Energy Services, LLC	1,227.52		99
17021	02/29/24	ULINE Uline	163.50		99
17022	02/29/24	VERI0010 VERIZON	159.20		99

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	58	8	68,222.11	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	58	8	68,222.11	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	11,188.90	0.00	0.00	11,188.90
CAPITAL BUDGET	3-02	240.00	0.00	0.00	240.00
Year Total:		11,428.90	0.00	0.00	11,428.90
	4-01	53,784.30	0.00	2,690.95	56,475.25
CAPITAL BUDGET	4-02	317.96	0.00	0.00	317.96
Year Total:		54,102.26	0.00	2,690.95	56,793.21
Total of All Funds:		65,531.16	0.00	2,690.95	68,222.11

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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: 02/29/24
 Current Period: 02/01/24 to 02/29/24
 Prior Year: 02/01/23 to 02/28/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	378.75	4,500.00	372.00	886.40	3,613.60-	20
4-01-401-03	Copier Income	39.61	500.00	17.75	37.85	462.15-	8
4-01-401-05	Computer Print Outs Income	155.76	2,000.00	127.55	331.50	1,668.50-	17
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	318,377.50	1,591,887.50-	17
4-01-401-09	Lost Items	68.05	1,750.00	114.99	162.94	1,587.06-	9
4-01-401-10	State Aid Income	0.00	12,400.00	0.00	0.00	12,400.00-	0
4-01-401-11	Miscellaneous Income	76.52	0.00	0.00	0.00	0.00	0
4-01-401-15	Interest Income	59.92	700.00	56.62	115.31	584.69-	16
4-01-401-16	Lost Cards	10.00	120.00	8.00	26.00	94.00-	22
4-01-401-18	Disks/Faxes	0.00	30.00	2.00	2.00	28.00-	7
	401 Total	149,721.69	1,932,265.00	159,887.66	319,939.50	1,612,325.50-	17
4-01-402-30	Donations	316.35	5,000.00	265.59	265.59	4,734.41-	5
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	0.00	3,500.00-	0
	402 Total	316.35	8,500.00	265.59	265.59	8,234.41-	3
	01 Fund 01 Revenue Total	150,038.04	1,940,765.00	160,153.25	320,205.09	1,620,559.91-	16

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-601-010	Salaries & Wages Expense	62,687.19	940,000.00	65,406.60	161,762.39	0.00	778,237.61	17
4-01-601-100	Taxes/FICA/UE	5,187.02	76,400.00	5,715.11	14,236.86	0.00	62,163.14	19
4-01-601-110	Health Benefits Expense	7,171.64	162,500.00	9,668.34	15,109.39	0.00	147,390.61	9
4-01-601-120	PERS Expense	0.00	112,200.00	0.00	0.00	0.00	112,200.00	0
4-01-601-130	DCRP Expense	0.00	5,100.00	0.00	596.56	0.00	4,503.44	12
	601 B-1 - COMPENSATION	75,045.85	1,296,200.00	80,790.05	191,705.20	0.00	1,104,494.80	15
4-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-602-010	Collection Development Software	0.00	4,200.00	0.00	0.00	0.00	4,200.00	0
4-01-602-020	Adult Books	579.23	34,000.00	1,464.16	1,464.16	1,273.59	31,262.25	8
4-01-602-030	Adult BOCD	123.04	2,500.00	283.57	283.57	31.99	2,184.44	13
4-01-602-040	Adult DVD	360.42	10,000.00	320.03	320.03	618.24	9,061.73	9

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-602-050	Adult eBooks	573.08	9,000.00	661.76	1,225.39	50.01	7,724.60	14
4-01-602-060	Adult eAudio	440.00	6,500.00	332.99	332.99	394.85	5,772.16	11
4-01-602-090	Periodicals	1,860.93	11,000.00	1,625.52	2,185.52	0.00	8,814.48	20
4-01-602-110	Games	69.99	4,000.00	202.34	202.34	867.46	2,930.20	27
4-01-602-120	J Books	582.23	32,000.00	1,082.74	1,092.73	1,280.63	29,626.64	7
4-01-602-140	J DVD	115.05	2,000.00	49.58	49.58	0.00	1,950.42	2
4-01-602-150	J eBooks	0.00	1,500.00	0.00	43.97	0.00	1,456.03	3
4-01-602-160	J eAudio	0.00	1,000.00	51.00	51.00	0.00	949.00	5
4-01-602-180	YA Books	133.49	6,000.00	170.98	170.98	60.69	5,768.33	4
4-01-602-210	YA eBooks	0.00	1,400.00	0.00	31.98	0.00	1,368.02	2
4-01-602-220	Young Adults eAudio	0.00	1,400.00	0.00	171.00	0.00	1,229.00	12
4-01-602-221	Non-English Material	0.00	4,000.00	0.00	55.00	925.00	3,020.00	24
4-01-602-230	Streaming	520.42	10,600.00	668.80	1,251.04	0.00	9,348.96	12
4-01-602-235	Library of Things	0.00	1,000.00	24.99	35.46	0.00	964.54	4
4-01-602-240	Level Up Grant	0.00	200.00	0.00	0.00	0.00	200.00	0
	602 B-2 - COLLECTION	5,217.90	142,300.00	6,938.46	8,966.74	5,502.46	127,830.80	10
4-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-603-230	Program - Adult	1,940.00	15,900.00	2,830.24	7,565.83	2,735.00	5,599.17	65
4-01-603-240	Program - Children	41.99	7,955.00	560.45	1,581.06	1,671.26	4,702.68	41
4-01-603-250	Summer Reading / Reading Programs	84.90	8,000.00	380.56	1,111.53	725.00	6,163.47	23
4-01-603-260	Museum Passes	0.00	3,500.00	750.00	750.00	0.00	2,750.00	21
4-01-603-270	Programs YA	386.98	3,000.00	327.75	1,256.60	0.00	1,743.40	42
4-01-603-280	Library-wide Cultural/Family Programing	79.93	2,500.00	295.19	433.83	0.00	2,066.17	17
4-01-603-300	Technology Programming	1,350.00	4,000.00	580.00	1,160.00	0.00	2,840.00	29
	603 B3 - PROGRAMS:	3,883.80	44,855.00	5,724.19	13,858.85	5,131.26	25,864.89	42
4-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-604-010	Business Office/Library/Print	701.02	11,000.00	44.14	210.60	0.00	10,789.40	2
4-01-604-070	Postage - Supplies	199.57	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-604-080	Freight-Shipg (Non-Collection)	0.00	2,000.00	225.93	441.95	0.00	1,558.05	22
	604 B-4 - SUPPLIES	900.59	15,000.00	270.07	652.55	0.00	14,347.45	4
4-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-605-040	PR - Mailing	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
4-01-605-060	PR - Materials	0.00	600.00	0.00	56.00	0.00	544.00	9
4-01-605-070	Staff/Volunteer Recognition	0.00	500.00	130.29	130.29	0.00	369.71	26

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	605 B-5 - PUBLIC RELATIONS	0.00	2,100.00	130.29	186.29	0.00	1,913.71	9
4-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-606-010	Staff Development	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0
4-01-606-030	Reimb.Exp. (milg, lodg, meals)	50.00	400.00	0.00	0.00	0.00	400.00	0
4-01-606-040	Professional Dues	0.00	1,300.00	0.00	351.00	0.00	949.00	27
4-01-606-050	Conference Travel	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
4-01-606-055	Tuition Reimbursement Program	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	606 B- 6 - STAFF DEVELOPMENT	50.00	10,400.00	0.00	351.00	0.00	10,049.00	3
4-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-607-010	Utilities - Electric	3,197.90	61,000.00	1,831.41	1,831.41	0.00	59,168.59	3
4-01-607-030	Utilities - Gas	1,612.91	20,000.00	481.31	481.31	0.00	19,518.69	2
4-01-607-040	Utilities - Telephone	511.09	6,600.00	870.67	870.67	0.00	5,729.33	13
4-01-607-050	Internet Provider	184.94	2,300.00	184.45	553.35	0.00	1,746.65	24
	607 B-7 - UTILITIES	5,506.84	89,900.00	3,367.84	3,736.74	0.00	86,163.26	4
4-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-608-010	Plant - Repairs, Bldgs,Grounds	0.00	14,000.00	366.58	532.83	2,500.00	10,967.17	22
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	5,033.44	0.00	26,966.56	16
4-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	0.00	0.00	0.00	18,500.00	0
4-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
4-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	2,780.22	5,233.10	0.00	12,766.90	29
4-01-608-120	Plant - Carpet Cleaning	0.00	2,900.00	0.00	0.00	0.00	2,900.00	0
4-01-608-140	Plant - Landscape Maintenance	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
	608 B-8 - PHYSICAL PLANT	2,516.72	94,900.00	5,663.52	10,799.37	2,500.00	81,600.63	14
4-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-609-030	EM RFID Equipment	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
4-01-609-050	EM - Copiers	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-609-070	Computer Software	993.86	11,500.00	134.43	934.42	0.00	10,565.58	8
4-01-609-075	Edmunds Software	0.00	5,500.00	0.00	0.00	0.00	5,500.00	0
4-01-609-090	EM - Piano Tuning	0.00	150.00	0.00	0.00	0.00	150.00	0
4-01-609-100	EM - Postage Meter	0.00	800.00	0.00	208.23	0.00	591.77	26
4-01-609-110	Envisionware Annual Contract	0.00	2,225.00	0.00	0.00	0.00	2,225.00	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
	609 B-9 - EQUIPMENT/MAINTENANCE	993.86	34,175.00	134.43	1,142.65	0.00	33,032.35	3
4-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-610-010	Color Copy Usage	0.00	400.00	163.39	163.39	0.00	236.61	41
4-01-610-020	Copier Usage B&W	0.00	200.00	30.48	30.48	0.00	169.52	15
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	193.87	193.87	0.00	406.13	32
4-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-611-010	Audit	0.00	4,600.00	0.00	0.00	0.00	4,600.00	0
4-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	2,000.00	0.00	10,000.00	17
4-01-611-030	MAIN Assessment	0.00	51,035.00	0.00	12,758.83	0.00	38,276.17	25
4-01-611-070	Computer Support & Service	63.73	7,500.00	0.00	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Maintence	0.00	300.00	0.00	274.00	0.00	26.00	91
4-01-611-150	Legal	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
4-01-611-250	Board Secretary	250.00	3,250.00	250.00	500.00	0.00	2,750.00	15
4-01-611-260	Payroll Service Fee	847.16	9,000.00	845.86	1,583.27	0.00	7,416.73	18
4-01-611-320	Other Professional Services	0.00	200.00	0.00	0.00	0.00	200.00	0
4-01-611-355	Strategic Plan Consultant	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
	611 B-11 - PROFESSIONAL SERVICES	2,160.89	93,885.00	2,095.86	17,501.50	0.00	76,383.50	19
4-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-612-010	Township In-Kind Services	0.00	50,300.00	12,573.25	12,573.25	0.00	37,726.75	25
4-01-612-020	Township Insurances	0.00	30,400.00	8,954.38	8,954.38	0.00	21,445.62	29
4-01-612-030	O/E- Contingencies	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
4-01-612-040	O/E - Licenses & Fees	0.00	550.00	0.00	0.00	0.00	550.00	0
4-01-612-060	O/E - Board Misc	0.00	1,200.00	63.08	155.79	0.00	1,044.21	13
4-01-612-065	LibraryLink Delivery	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	612 B-12 OTHER EXPENSES	0.00	89,950.00	21,590.71	21,683.42	0.00	68,266.58	24
4-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-613-010	ELL Program Grant Expenses	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
	01 Fund 01 Expend Total	96,276.45	1,917,765.00	126,899.29	270,778.18	13,133.72	1,633,853.10	15

01 Fund

Prior

Current

YTD

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	Revenues:	<u>150,038.04</u>	<u>160,153.25</u>	<u>320,205.09</u>				
	Expended:	<u>96,276.45</u>	<u>126,899.29</u>	<u>283,911.90</u>				
	Net Income:	53,761.59	33,253.96	36,293.19				

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
4-02-802-195	Children's Area Project	0.00	61,959.44	0.00	0.00	47,959.44	14,000.00	77
4-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
4-02-803-250	Professional Services	1,500.00	0.00	0.00	0.00	0.00	0.00	0
4-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
4-02-804-010	Computer Equipment	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
4-02-804-015	Computer Related Equipment	189.47	2,000.00	252.08	332.07	0.00	1,667.93	17
4-02-804-060	Memory Lab Equipment	0.00	0.00	65.88	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>189.47</u>	<u>8,000.00</u>	<u>317.96</u>	<u>397.95</u>	<u>0.00</u>	<u>7,602.05</u>	<u>5</u>
	02 CAPITAL BUDGET Expend Total	<u>1,689.47</u>	<u>69,959.44</u>	<u>317.96</u>	<u>397.95</u>	<u>47,959.44</u>	<u>21,602.05</u>	<u>69</u>

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>1,689.47</u>	<u>317.96</u>	<u>48,357.39</u>
Net Income:	<u>1,689.47-</u>	<u>317.96-</u>	<u>48,357.39-</u>

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	150,038.04	160,153.25	320,205.09
Expended:	<u>97,965.92</u>	<u>127,217.25</u>	<u>332,269.29</u>
Net Income:	<u>52,072.12</u>	<u>32,936.00</u>	<u>12,064.20-</u>

MONTVILLE TOWNSHIP PUBLIC LIBRARY FEBRUARY 2024 PROGRAM ATTENDANCE

March 11, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Feb 2024	Feb 2023
Children - Staff Programs		
Story Time	90	
Crafts & Games & Baby Playtime & Fake Bake	101	
Messy Munchkins	26	
ABC 123	25	
Bouncing Babies	25	
Art Explorers & Featured Artist	48	
Outreach Story Time Pre-School Visits	150	
Babies & Toddlers	28	
Children - Staff Programs Total	493	375
Children - Paid Presenters		
Edible Art	30	
Miss Jolie Move n'Groove	50	
Kids Yoga	14	
Valentine Snacks (no fee)	30	
Children - Paid Presenters Total	124	104
Total All Children's Programs	617	479
Young Adults - Staff Programs		
TAB Meeting	15	
Lunar New Year (Family/Cultural)	117	
TAB Program Set Ups & Helpers	5	
Young Adult - Staff Programs Total	137	235
Young Adult - Paid Presenters		
Chess Class (kids and teens)	15	
Young Adult - Paid Presenters Total	15	18
Total All Young Adult Programs	152	253
Adult - Staff Programs		
Movies	28	
Book Club	26	
Adult Craft with Amy	20	
Knitting	71	
Memory Lab	12	
Tech Classes	15	
Adult Staff Programs Total	172	150
Adult - Paid Presenters		
Chair Yoga	63	
Montville "U" Lecture & Concerts	249	
Qigong	65	
Technology Classes	40	
Virtual Art	19	
ELL Classes (grant funded)	22	
Canasta	20	
Adult - Paid Presenters Total	478	320
Total All Adult Programs	650	470
Library Sponsored Total	1,419	1,202
OUTSIDE GROUPS		
Outside Groups Total	0	0
GRAND TOTAL	1,419	1,202

February Book Displays
Lunar New Year - Children
President's Day - Adults, Young Adults & Children
February is Black History Month - Adults, Young Adults and Children
Valentine's Day - Adults, Young Adults and Children
Groundhog Day - Children
February is National Children's Dental Health Month - Children
February is Library Lover's Month - Adults, Young Adults, Children
February is Heart Month - Adults
Hiking - Adults
Winter - Children
Mardi Gras - Children
February - Bake for Family Month
Read Across America - Children