

Montville Township Public Library
Board of Trustees Meeting
Minutes of April 8, 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. Hines, at 7:00pm

II. Roll Call

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

Catherine LaBelle, Library Director – Present

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

V. Adoption of Minutes

Mr. Grau made a motion to approve the amended February 12, 2024 minutes, seconded by Dr. Shah

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

Mr. Grau made a motion to approve the amended March 11, 2024 minutes, seconded by Dr. Shah

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

VI. Public Comments

None

VII. Reports of Officers

Larry Hines – President

Mr. Hines stated that a meeting has been set up for April 18th with Dr. Gorman, Chief Caggiano, and Joe O’Dowd regarding the parking lot issues with the High school. The Township has requested \$151,000 from the Board of Trustees. Mr. Hines does not want the Library to lose the interest that would be collected and would like to hold the funds in case the project does not get completed this year. Mayor Kayne stated that the Township Administrator would be getting in touch with Mr. Hines.

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin stated that the finances are in order.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne stated that the Budget will be introduced tomorrow night. The Recycling event is scheduled for this Saturday from 9-11:30am in the parking lot of Town Hall.

Superintendent Liaison of Schools – Mr. Tubbs stated that the students learned and discussed the eclipse. The schools are closed on Wednesday for Eid-al-Fitr. The schools will also be closed on Tuesday the 23rd for Passover.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. The finances are in order. The budget is at 25%. Some line items are higher due to the fact that they are paid for in advance.

Personnel – Mr. Grau stated they have one resignation on the agenda this evening.

Buildings & Grounds: Ms. Nielson stated that they met. The parking lot renovation project will be done this summer. A meeting has taken place with the Township Engineer. Lighting will be done after the parking lot is completed. The Township contacted them regarding bonding for the project.

Patron Services/Technology: Mr. Donohue stated that the Committee did not meet.

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

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17023 through 17079 dated March 1 to March 31, 2024 in the amount of \$45,072.46.

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

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

B. Resolution to accept staff salaries for the month of March 2024 in the amount of \$65,406.60.

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

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

C. Resolution to approve the resignation of Barbara Onello, part time Library Assistant, effective March 25, 2024.

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

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

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

None

XV. Executive Session

None

XVI. Open Session

None

XVII. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:14pm.



Director's Report

May 10, 2024

April's highlights included Coffee with the Director and our first Fix-it Café community event. At Coffee with the Director, I gave a quick overview of what's new and upcoming at the Library to an audience of 50 and then entertained questions. People praised the wide variety of fun and educational events we put on for all ages and suggested improvements such as tabletop gaming, more home and garden maintenance programs, and programs targeted at new adults aged 18-23. It's always a pleasure to put names to faces and to meet new library patrons.

After seeing a presentation at the NJLA conference on community repair programs and their potential to unite people and teach old fashioned repair skills, I decided to try it here. Pam O'Gorman picked up the idea and ran with it. She created the waivers, set up the event finding and scheduling ten volunteers with expertise in sewing, lighting, small appliances and more. Twenty Montville patrons brought in sewing machines, lamps, pants for hemming, laptops, and headphones and nearly all of the items were either repaired, or the volunteers explained where to buy needed parts and what to do. Only one item – a boom box – could not be salvaged. It was great fun to hear the cheers and claps break out as a lamp or appliance turned on. Special thanks to volunteer Al Moors, who helped craft the PR soliciting volunteers and set-up at the event, and Paul Giancaterino, who runs his own repair club and brought a group of experienced volunteers to the café.



This month, we welcomed 74 new library users. Year to date, 328 new patrons have registered. Over the same time period in 2023, there were 225, a 46% increase, due to school visits this April. To date, there are 8,927 active patrons out of 14,902 total registered.

8,463 visitors passed through our doors this month and we sent 1,256 items to member libraries. The Circulation team processed 457 new items and mended 5 existing items.

Buildings and Grounds

Dean Quilici and crew installed new light fixtures on all the parking lot poles. Nick Marucci, Township Engineer, ordered the RAD ALED lights. These lights are thinner and brighter than the older model LED's. Dean marked out all the underground piping to the pole lights in the parking lot so the Township can work on the drainage upgrades.

Ryan Fitzsimmons inspected and adjusted the lawn sprinklers and installed a new rain sensor which will turn off the irrigation system when it detects measurable rainfall.

Andy Wick, a local landscaper, trimmed the bushes around the electronic sign. He makes monthly visits to weed the chiller pits so the coils don't get clogged with debris.

Hughes and AME completed the quarterly preventive maintenance. They were here to coordinate the mechanicals and the controls. This is especially important during change

of seasons when the controls switch between enabling the boiler and the chillers depending upon the temperature.

As always, our DPW workers are busy keeping the Library beautiful and safe inside and outside. Every month Fred Ackerman checks the batteries to the emergency lights and CO detectors. He removed the outdoor worn out American flag and put up a new one. David Boyle painted the door to the auditorium foyer.

Finance

The check register topped \$200,000 in April due to the \$118,000 annual PERS expense billing. There are several variables which make it difficult to precisely budget for this line. The compensation program total will normalize in the coming months.

The auditors, Wielkotz & Company, requested 21 documents they need to get started. We uploaded them to their portal. When they are done with that they will start the on-site audit.

Marketing and Outreach:

This month Mary Grace Zaccaria and Tech Librarian Bobby Dillon welcomed 15 9th and 10th grade students from the Craig School to a library tour and workshop on using the library catalog and other digital resources. They signed up 30 new library card users.

Mary Grace visited the Senior Center on April 5th to speak about our library programs and services for seniors. She highlighted new hobby items in the Library of Things such as the sewing machine, knitting loom, and metal detector. She distributed new brochures at the meeting to 75-plus people.

Risa Skerker's outreach this month included all 4 schools - Kids Connect (15 kids), Millie's House (25), Kiddie Academy (30), and Fun Time Kids Academy 2 with a whopping 40! The children had fun reading stories and singing songs about Earth Day and spring.

Amy Resnikoff visited Pinebrook Jewish Center this month and read to 19 students about spring and ladybugs with a fun Ladybug craft.

Holidays and observances highlighted in April with book displays included National Library Week, National Poetry Month, Spring, Passover, Easter, and Earth Day.

Patron Services:

In April, we introduced Shemaroo a new streaming service with films, television shows, and childrens' content in Hindi, Gujarati, Marathi, Punjabi, and Telugu. Library patrons now have access to thousands of hours of Indian language content with their Montville Library cards.

We added new items to our Library of Things including a metal detector, pressure washer and outdoor games. Circulation for this collection has steadily increased each month since January. There is much thought and work involved in getting these non-traditional items into the catalog and ready for use, including preparing the patron damage/loss waivers, and creative packaging and labeling, so a special thanks to Nilufer Sozusen and Sue Leung who have been a tremendous help.

Patrons flocked to pick up the solar eclipse glasses that we received gratis from Star Library Network. On April 8th, many community members brought folding chairs and watched the eclipse from the library grounds.

We received \$1,900 in donations in April as a result of our letter campaign to local banks and businesses.



YA Programs

During National Library Week, the TAB teens held our first Library Spelling Bee. We had a wonderful turnout with two pools of students from K-2nd grade and 3rd-5th grade. The children had a fun time competing and were cheered on by a supportive

audience. We received many requests to run another event. Mary Grace made beautiful certificates for our winners on Canva and Sue's attractive penmanship completed them. Jo also prepared special treats for the event and created participant ribbons.



Twelve teens celebrated National Library Week by decorating marshmallows into book characters. We also had 64 teens enter our Gummy Bookworm raffle during National Library Week.

On Tuesday, April 16th, we held the TAB Election with 28 teens participating. Our new 2024-25 TAB officers start their terms in June.

Special thanks to our Teen Graphic Committee who decorated the Teen Bulletin Boards for the spring.

Children's Programs

Every month our children's team plans creative story times with books and crafts that highlight themed events. This month we celebrated National Library Week in two special story times. At the weekday story time, 16 kids enjoyed reading, crafts, and a parade with a stop at the business office to collect goldfish snacks. The celebration continued on Saturday with 13 children joining us for stories about visiting the library and a bookmark craft. At our morning Earth Day story time, 21 kids joined us to learn to reduce, reuse and recycle and to craft a handprint with crayons and stickers. Seven kids attended the evening Earth Day program. Other celebrations included April Showers Bring May Flowers (21 kids attending), National Frog Month (14), and a Giraffe Story time (14).

On April 4th, Amy and Risa held a Sensory Storytime with 25 children enjoying parachute time, songs, music, and our Mesh Pouf Balls. They concluded with Amy's sensory craft.

On April 16, Jo Perez brought back an old program in a new way. Fifteen kids had fun as we rebooted our "Fun with Play-Doh" event. The kids got creative making animals and flowers.

This month Risa held our first Diamond Painting Book Club. We had 10 children in grades 3-5 join us for diamond painting and a lively discussion of some of their favorite books.

Other in-house April programs included Amy's Messy Munchkins where 16 children welcomed spring with cherry blossom art, Thursday Legos (14), Babies and Toddlers Too! (22), and our Bouncing Babies music program (22).

Our paid programs in April included Kids Yoga (10 toddlers) and Miss Jolie's music (35). Max Weinstein's Chess Club always brings a full house with 16 kids learning and playing the game.

Adult Programs

The Afternoon Book Club was in honor of Poetry Month and read Youth Poet Laureate Amanda Gorman's Call Us What We Carry. This was our first time reading a poetry genre. Our eight participants had a very thought-provoking discussion on the different poems in the book.

Our evening Book Club read Lessons in Chemistry by Bonnie Garmus. All 12 participants unanimously loved this book which refreshingly tackles female resilience.

Monday Movies this month included "The Biggest Little Farm," a documentary about sustainable farming in honor of Earth Day.

Special Saturday events this month included a Carly Simon tribute concert by patron favorites Diane and Gerard Barros. Almost 70 patrons enjoyed the musical afternoon.

Our weekly Montville U lecture series included an amazing demonstration by mentalist "Flavian", a talk on Simon & Garfunkel, Part 3 of our Presidential Election 2024 series, and a "Lectures in Song" program on Cole Porter by singer/pianist Fred Miller.

Virtual programs this month featured a tour of Palermo Italy, an Italian cooking class, an author talk by bestselling author Allison Pataki, and a talk about renowned photographer Dorothea Lange.

Our health and wellness programs of Chair Yoga and QiGong are always in demand. Amy's monthly Arts and Crafts class also fills up immediately when registration is posted. Twelve adults got ready for spring with a terrarium of succulents with sand, pebbles, and moss.

Our Spice Club for April featured recipes with coriander including 35 packets along with a sample of the spice for all who wanted to try something new!

Patrons have been asking for open play Canasta/Mah Jong, so we are opening up the



Pio Costa twice a month on Fridays from 12 – 2pm. We had a full room of players, that came with their game and wanted to meet new players.

This month there were a total of 65 in both Intermediate and Beginners (ELL) English Language Learners.

Jo's Knitters continues to grow with 4 new knitters this month for a total of 63 in attendance.

Personnel

Mary Grace, Walter and I completed interviews and background checks for the open Page, and PT Library assistant positions. Mary Grace and Walter sat in on a record 30 interviews including all three positions, and I helped conduct final interviews. Montville Twp. resident Jorge Salcido began work as our Page and has rapidly adjusted to his shelving work. Alex Scilingo, one of two new PT Library Assistants, is also a Montville Twp resident, has a freelance career in music production, and customer service experience. Erica Lavista, the second PT Library Assistant, tutors children and is considering pursuing her MLIS or working for another non-profit organization. Alex and Erica will cover our evening shifts and alternating Saturdays. All three will be on the May Board agenda for hire.

The staff enjoyed lunch from Tuscany Villa in honor of Library Workers Appreciation Day in April.

Staff Development

We received an \$800 grant from the non-profit LibraryReads to fund two June Staff Development presentations on Readers' Advisory, or tips helping patrons find their next book to read.

Technology

Technology offerings this month included classes on "iCloud Basics"; "Google Earth/Google Maps & Traffic Alerts"; and "How to Use Online Consumer Reports". Tech Librarian Bobby Dillon conducted a two-part class on Microsoft Excel with 13 attending and Consumer Reports and Legal Reference Center with 5 attending.

Meetings

Apr 10 – Management Mtg – Catherine, Mary Grace, Jeanne, Walter, Janina

Apr 11 – Main Membership Meeting – Catherine

Apr 11 - Township Dept Head Meeting & Quarterly Safety Mtg – Mary Grace

Apr 16 – Parking Lot Pick-up Issues – Catherine, Larry Hines, Mary Grace, Twp officials

Apr 19 – MAYS meeting – Risa Skerker

Apr 26 - Main Directors Meeting & Palace Project Presentation- Catherine

Apr 30 – Main Bylaws Committee - Catherine

May 28 – Library Buildings & Grounds & Personnel Cmtes

Jun 10 - Library Board & Finance Committee Meetings

Jun 12 - Patron Services/Tech Cmte Mtg

Respectfully submitted,

Catherine LaBelle

Director



Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 04/30/24

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	256,115.80	234,093.15
01-100-03	Lakeland - Payroll Checking	40,225.16	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	257,970.13	304,836.75
01-100-10	Lakeland - Donations Checking	46,051.82	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>1,989,360.93</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	5,441.77	4,097.56
01-218-00	Reserve for Encumbrances	57,961.56	47,742.17
01-400-01	Appropriation Reserve	2,595.90	2,154.26
	Total Liabilities	<u>115,164.69</u>	<u>114,042.99</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	639,574.01	639,574.01
	Total	<u>1,927,958.30</u>	<u>1,927,958.30</u>
	Revenue	645,350.78	0.00
	Less Expenses	699,112.84	0.00
	Net	<u>53,762.06</u>	<u>0.00</u>
	Total Fund Balance	<u>1,874,196.24</u>	<u>1,927,958.30</u>
	Total Liabilities & Fund Balance	<u>1,989,360.93</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17081 to 17156
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
17081	04/30/24	AMAZON Amazon Capital Services, Inc.	532.12		101
17082	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17083	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17084	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17085	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17086	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17087	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17088	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17089	04/30/24	BAKER005 Baker & Taylor	0.00	04/30/24 VOID	0
17090	04/30/24	BAKER005 Baker & Taylor	7,035.63		101
17091	04/30/24	BANK OF Bank of America	229.50		101
17092	04/30/24	BARNE005 Barnes & Noble, Inc.	55.92		101
17093	04/30/24	BRIGHT S Bright Spirit Wellness LLC	50.00		101
17094	04/30/24	BRIGHT S Bright Spirit Wellness LLC	50.00		101
17095	04/30/24	BRIGHT S Bright Spirit Wellness LLC	50.00		101
17096	04/30/24	BRIGHT S Bright Spirit Wellness LLC	50.00		101
17097	04/30/24	BRIGHT S Bright Spirit Wellness LLC	50.00		101
17098	04/30/24	BRODA005 Brodart Co.	97.45		101
17099	04/30/24	CARINA Carina Gonzalez	200.00		101
17100	04/30/24	CATHERI Catherine LaBelle	27.84		101
17101	04/30/24	CAVEN005 Cavendish Square	204.44		101
17102	04/30/24	CHRIS MC Chris McCormack	149.00		101
17103	04/30/24	CINDYLAR Cindy LaRue	110.00		101
17104	04/30/24	COLBY B Colby Bernstein	60.00		101
17105	04/30/24	CONDURSO Condursos Garden Center	15.00		101
17106	04/30/24	CREATURE Creature Comfort Pet Therapy	40.00		101
17107	04/30/24	DAILY Daily News	423.80		101
17108	04/30/24	DEANO005 Dean Quilici Electrical	2,752.50		101
17109	04/30/24	DEMCO005 Demco, Inc.	204.35		101
17110	04/30/24	DIRECT Direct Energy Business	2,135.48		101
17111	04/30/24	DIVERSIF Diversified Security	620.00		101
17112	04/30/24	ELECT005 Electronic Office Systems	14.00		101
17113	04/30/24	ELIZA005 Elizabeth Johansen	250.00		101
17114	04/30/24	EXCEL005 Excellent Building Services	2,516.72		101
17115	04/30/24	FITZS005 Fitzsimmons Irrigation & Light	193.48		101
17116	04/30/24	GREGO005 Gregory J. Della Pia	1,000.00		101
17117	04/30/24	HUGHE005 Hughes Environmental	4,534.00		101
17118	04/30/24	IFPTE005 IFPTE	88.00		101
17119	04/30/24	JACKS Jack's Petting Farm, Inc.	830.00		101
17120	04/30/24	JANWAY Janway Company	222.97		101
17121	04/30/24	KANOPY Kanopy, Inc.	187.00		101
17122	04/30/24	LAWNW005 Lawn World, Inc.	547.00		101
17123	04/30/24	MAINI005 MAIN Library Alliance	9.53		101
17124	04/30/24	MAXWELL Maxwell H. Weinstein	525.00		101
17125	04/30/24	MIDWE005 Midwest Tape LLC	0.00	04/30/24 VOID	0
17126	04/30/24	MIDWE005 Midwest Tape LLC	769.71		101
17127	04/30/24	MIKE NOR Mike Norris	175.00		101
17128	04/30/24	MORR0020 Morris Museum	125.00		101
17129	04/30/24	MULTICUL Multi-Cultural Books & Videos	925.00		101
17130	04/30/24	NEWAR005 Newark Museum Association	100.00		101
17131	04/30/24	NJNAT005 NJ Natural Gas Co.	1,277.70		101

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17132	04/30/24	NORMA P Norma A. Pravec	360.00		101
17133	04/30/24	OPTIM005 Optimum	368.90		101
17134	04/30/24	OVERD005 OverDrive, Inc.	0.00	04/30/24 VOID	0
17135	04/30/24	OVERD005 OverDrive, Inc.	2,778.82		101
17136	04/30/24	PITNE005 Pitney Bowes Global Financial	208.23		101
17137	04/30/24	REBECCA Rebecca Mancini	50.00		101
17138	04/30/24	REBECCA Rebecca Mancini	50.00		101
17139	04/30/24	SHEMAROO Shemaroo Media & Entertainment	1,620.00		101
17140	04/30/24	SHERW005 Sherwin-Williams Company	51.99		101
17141	04/30/24	STAPL005 Staples Advantage	92.91		101
17142	04/30/24	SUNRI005 Sunrise ShopRite	247.50		101
17143	04/30/24	TECHN005 Technology Integrators	145.00		101
17144	04/30/24	TECHN005 Technology Integrators	145.00		101
17145	04/30/24	TECHN005 Technology Integrators	145.00		101
17146	04/30/24	TECHN005 Technology Integrators	145.00		101
17147	04/30/24	TECHN005 Technology Integrators	145.00		101
17148	04/30/24	TECHN005 Technology Integrators	145.00		101
17149	04/30/24	TOWNS005 Township of Montville	21,527.63		101
17150	04/30/24	TOWNS005 Township of Montville	14,865.10		101
17151	04/30/24	TOWNS005 Township of Montville	118,276.00		101
17152	04/30/24	TOWNS005 Township of Montville	1,480.33		101
17153	04/30/24	TOWNS005 Township of Montville	10,537.00		101
17154	04/30/24	UGI ENER UGI Energy Services, LLC	607.31		101
17155	04/30/24	ULINE Uline	840.20		101
17156	04/30/24	WICK Wick Services, Inc.	685.00		101

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	66	10	204,950.06	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	66	10	204,950.06	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	7,515.41	0.00	0.00	7,515.41
	4-01	178,992.29	0.00	18,353.61	197,345.90
CAPITAL BUDGET	4-02	88.75	0.00	0.00	88.75
Year Total:		179,081.04	0.00	18,353.61	197,434.65
Total of All Funds:		186,596.45	0.00	18,353.61	204,950.06

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 04/30/24
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 04/01/24 to 04/30/24
 Print Zero YTD Activity: No Prior Year: 04/01/23 to 04/30/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	361.70	4,500.00	411.56	1,923.67	2,576.33-	43
4-01-401-03	Copier Income	53.65	500.00	73.15	167.40	332.60-	33
4-01-401-05	Computer Print Outs Income	155.85	2,000.00	235.24	763.49	1,236.51-	38
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	636,755.00	1,273,510.00-	33
4-01-401-09	Lost Items	76.99	1,750.00	102.99	361.93	1,388.07-	21
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	152.88	0.00	0.00	50.53	50.53	0
4-01-401-15	Interest Income	55.10	700.00	68.77	242.34	457.66-	35
4-01-401-16	Lost Cards	10.00	120.00	8.00	46.00	74.00-	38
4-01-401-18	Disks/Faxes	0.00	30.00	0.00	2.00	28.00-	7
	401 Total	149,799.25	1,932,265.00	160,088.46	640,312.36	1,291,952.64-	33
4-01-402-22	Arts Council of the Morris Arts	0.00	0.00	2,000.00	2,000.00	2,000.00	0
4-01-402-23	Library Reads Inc Grant	0.00	0.00	800.00	800.00	800.00	0
4-01-402-30	Donations	0.00	5,000.00	1,923.79	2,238.42	2,761.58-	45
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	0.00	3,500.00-	0
	402 Total	0.00	8,500.00	4,723.79	5,038.42	3,461.58-	59
	01 Fund 01 Revenue Total	149,799.25	1,940,765.00	164,812.25	645,350.78	1,295,414.22-	33

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	62,145.98	940,000.00	63,772.49	289,643.65	0.00	650,356.35	31
4-01-601-100	Taxes/FICA/UE	5,140.78	76,400.00	5,568.87	25,404.56	0.00	50,995.44	33
4-01-601-110	Health Benefits Expense	4,212.29	162,500.00	7,989.00	32,641.94	0.00	129,858.06	20
4-01-601-120	PERS Expense	653.14	112,200.00	118,276.00	118,276.00	0.00	6,076.00-	105
4-01-601-130	DCRP Expense	805.41	5,100.00	627.77	1,224.33	0.00	3,875.67	24
	601 B-1 - COMPENSATION	72,957.60	1,296,200.00	196,234.13	467,190.48	0.00	829,009.52	36
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	695.00	4,200.00	695.00	695.00	0.00	3,505.00	17
4-01-602-020	Adult Books	3,702.19	34,000.00	3,666.89	6,745.39	1,629.48	25,625.13	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
4-01-602-030	Adult BOCB	150.14	2,500.00	0.00	409.30	0.00	2,090.70	16
4-01-602-040	Adult DVD	153.24	10,000.00	191.88	1,020.62	583.70	8,395.68	16
4-01-602-050	Adult eBooks	728.44	9,000.00	1,303.88	2,996.75	368.34	5,634.91	37
4-01-602-060	Adult eAudio	374.45	6,500.00	769.22	1,337.44	697.15	4,465.41	31
4-01-602-090	Periodicals	0.00	11,000.00	423.80	2,609.32	0.00	8,390.68	24
4-01-602-110	Games	0.00	4,000.00	0.00	427.29	642.51	2,930.20	27
4-01-602-120	J Books	1,461.70	32,000.00	2,100.59	3,721.14	1,509.26	26,769.60	16
4-01-602-140	J DVD	0.00	2,000.00	95.16	279.47	15.04	1,705.49	15
4-01-602-150	J eBooks	386.84	1,500.00	149.40	219.35	53.21	1,227.44	18
4-01-602-160	J eAudio	246.76	1,000.00	113.50	164.50	0.00	835.50	16
4-01-602-180	YA Books	129.49	6,000.00	168.47	355.37	343.25	5,301.38	12
4-01-602-210	YA eBooks	0.00	1,400.00	212.84	365.81	0.00	1,034.19	26
4-01-602-220	Young Adults eAudio	95.00	1,400.00	229.98	460.97	0.00	939.03	33
4-01-602-221	Non-English Material	0.00	4,000.00	925.00	1,523.00	0.00	2,477.00	38
4-01-602-230	Streaming	243.00	10,600.00	669.67	2,687.59	0.00	7,912.41	25
4-01-602-235	Library of Things	0.00	1,000.00	191.41	614.82	0.00	385.18	61
4-01-602-240	Level Up Grant	0.00	200.00	200.00	200.00	0.00	0.00	100
	602 B-2 - COLLECTION	8,366.25	142,300.00	12,106.69	26,833.13	5,841.94	109,624.93	23
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	72.96	15,900.00	772.10	10,537.93	1,325.00	4,037.07	75
4-01-603-240	Program - Children	412.80	7,955.00	395.87	2,986.22	660.00	4,308.78	46
4-01-603-250	Summer Reading / Reading Programs	20.00	8,000.00	830.00	1,941.53	725.00	5,333.47	33
4-01-603-260	Museum Passes	625.00	3,500.00	225.00	1,725.00	0.00	1,775.00	49
4-01-603-270	Programs YA	6.54	3,000.00	339.77	1,739.03	0.00	1,260.97	58
4-01-603-280	Library-Wide Cultural/Family Programing	0.00	2,500.00	0.00	673.26	0.00	1,826.74	27
4-01-603-300	Technology Programming	405.00	4,000.00	870.00	2,030.00	0.00	1,970.00	51
	603 B3 - PROGRAMS:	1,542.30	44,855.00	3,432.74	21,632.97	2,710.00	20,512.03	54
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	190.58	11,000.00	1,209.73	1,420.33	250.00	9,329.67	15
4-01-604-070	Postage - Supplies	159.00	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	157.11	869.38	0.00	1,130.62	43
	604 B-4 - SUPPLIES	349.58	15,000.00	1,366.84	2,289.71	250.00	12,460.29	17
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

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-605-060	PR - Materials	17.04	600.00	62.03	118.03	0.00	481.97	20
4-01-605-070	Staff/Volunteer Recognition	0.00	500.00	0.00	141.87	0.00	358.13	28
	605 B-5 - PUBLIC RELATIONS	17.04	2,100.00	62.03	259.90	0.00	1,840.10	12
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	170.51	785.00	0.00	415.00	65
4-01-606-030	Reimb.Exp. (milg, lodg, meals)	25.00	400.00	0.00	0.00	0.00	400.00	0
4-01-606-040	Professional Dues	0.00	1,300.00	0.00	636.00	0.00	664.00	49
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	25.00	10,400.00	170.51	1,421.00	0.00	8,979.00	14
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	0.00	61,000.00	2,135.48	5,818.60	0.00	55,181.40	10
4-01-607-030	Utilities - Gas	1,458.07	20,000.00	1,885.01	4,524.36	0.00	15,475.64	23
4-01-607-040	Utilities - Telephone	48.60	6,600.00	468.26	1,880.00	0.00	4,720.00	28
4-01-607-050	Internet Provider	184.94	2,300.00	368.90	922.25	0.00	1,377.75	40
	607 B-7 - UTILITIES	1,691.61	89,900.00	4,857.65	13,145.21	0.00	76,754.79	15
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	188.92	14,000.00	116.06	696.02	6,500.00	6,803.98	51
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	3,201.72	10,751.88	0.00	21,248.12	34
4-01-608-040	Plant - Fire/Burglery Alarm	320.00	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	3,034.00	3,034.00	0.00	15,466.00	16
4-01-608-060	Plant - Lawn Sprinklers Maint	704.74	3,000.00	714.48	714.48	0.00	2,285.52	24
4-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	0.00	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	2,900.00	0.00	100
4-01-608-140	Plant - Landscape Maintenance	385.00	2,000.00	0.00	0.00	0.00	2,000.00	0
	608 B-8 - PHYSICAL PLANT	4,115.38	94,900.00	7,066.26	20,429.48	9,400.00	65,070.52	31
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	4,243.00	11,500.00	0.00	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

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-609-100	EM - Postage Meter	208.23	800.00	208.23	416.46	0.00	383.54	52
4-01-609-110	Envisionware Annual Contract	0.00	2,225.00	0.00	0.00	0.00	2,225.00	0
	609 B-9 - EQUIPMENT/MAINTENANCE	4,451.23	34,175.00	208.23	1,350.88	0.00	32,824.12	4
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	0.00	163.39	0.00	236.61	41
4-01-610-020	Copier Usage B&W	0.00	200.00	0.00	30.48	0.00	169.52	15
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	0.00	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	4,000.00	0.00	8,000.00	33
4-01-611-030	MAIN Assessment	0.00	51,035.00	0.00	25,517.66	0.00	25,517.34	50
4-01-611-070	Computer Support & Service	0.00	7,500.00	0.00	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Maintenace	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	0.00	3,250.00	250.00	1,000.00	0.00	2,250.00	31
4-01-611-260	Payroll Service Fee	704.46	9,000.00	734.56	3,091.02	0.00	5,908.98	34
4-01-611-320	Other Professional Services	0.00	200.00	60.00	60.00	0.00	140.00	30
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	1,704.46	93,885.00	2,044.56	34,328.08	0.00	59,556.92	37
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	25,146.50	0.00	25,153.50	50
4-01-612-020	Township Insurances	0.00	30,400.00	8,954.38	17,908.76	0.00	12,491.24	59
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	179.00	0.00	371.00	33
4-01-612-060	O/E - Board Misc	0.00	1,200.00	0.00	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	21,527.63	43,390.05	0.00	46,559.95	48
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
4-01-613-060	Arts Council of Morris Arts	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-613-19	Library Reads Inc Grant	0.00	800.00	0.00	0.00	0.00	800.00	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
	613 B-13 - GRANT EXPENSES	<u>0.00</u>	<u>6,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,300.00</u>	<u>0</u>
	01 Fund 01 Expend Total	95,220.45	1,920,565.00	249,077.27	632,464.76	18,201.94	1,269,898.30	34

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	149,799.25	164,812.25	645,350.78
Expended:	<u>95,220.45</u>	<u>249,077.27</u>	<u>650,666.70</u>
Net Income:	54,578.80	84,265.02-	5,315.92-

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
4-02-804-000	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	0.00	2,000.00	88.75	420.82	0.00	1,579.18	21
4-02-804-060	Memory Lab Equipment	0.00	0.00	0.00	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>0.00</u>	<u>8,000.00</u>	<u>88.75</u>	<u>486.70</u>	<u>0.00</u>	<u>7,513.30</u>	<u>6</u>
	02 CAPITAL BUDGET Expend Total	<u>0.00</u>	<u>69,959.44</u>	<u>88.75</u>	<u>486.70</u>	<u>47,959.44</u>	<u>21,513.30</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>0.00</u>	<u>88.75</u>	<u>48,446.14</u>
Net Income:	0.00	88.75-	48,446.14-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	149,799.25	164,812.25	645,350.78
Expended:	<u>95,220.45</u>	<u>249,166.02</u>	<u>699,112.84</u>
Net Income:	54,578.80	84,353.77-	53,762.06-

MONTVILLE TOWNSHIP PUBLIC LIBRARY APRIL 2024 PROGRAM ATTENDANCE
May 13, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Apr 2024	Apr 2023
Children - Staff Programs		
Story Time	223	
Crafts & Games	29	
Messy Munchkins	16	
Kids Book Club	10	
Spelling Bee	55	
Bouncing Babies	22	
Playtime	25	
Outreach Story Time Pre-School Visits	120	
Babies & Toddlers	22	
Grab & Go Craft Earth Day	30	
Children - Staff Programs Total	552	300
Children - Paid Presenters		
Miss Jolie Move n'Groove	35	
Kids Yoga	18	
Children - Paid Presenters Total	53	82
Total All Children's Programs	605	382
Young Adults - Staff Programs		
TAB Meeting	28	
TAB Program Volunteers Spelling Bee & Craft	5	
Young Adult - Staff Programs Total	33	117
Young Adult - Paid Presenters		
Chess Class (kids and teens)	16	
Young Adult - Paid Presenters Total	16	16
Total All Young Adult Programs	49	133
Adult - Staff Programs		
Movies	29	
Book Club	20	
Adult Craft with Amy	12	
Knitting	63	
Memory Lab	10	
Fix It Shop	20	
Canasta Open Play	32	
Adult Staff Programs Total	154	163
Adult - Paid Presenters		
Chair Yoga	74	
Montville "U" Lecture & Concerts	235	
Qigong	66	
Technology Classes	28	
V Art & V Travel	100	
ELL Classes (grant funded)	66	
Adult - Paid Presenters Total	569	429
Total All Adult Programs	723	592
Library Sponsored Total	1,377	1,107
OUTSIDE GROUPS		
Outside Groups Total	0	35
GRAND TOTAL	1,377	1,142

April Book Displays
Autism Awareness Month - Adults, Young Adults, Children
April is National Library Week - Adults, Young Adults, Children
Solar Eclipse - Children
Passover - Children
Easter - Children
Spring - Children
April 26th Audubon Day - Adults, Young Adults, Children
April is Frog Month - Children
April is Humor Month - Adults, Young Adults, Children
April is Poetry Month - Adults, Children
Earth Day - Children
Ramadan/Eid - Adults, Young Adults, Children
National Crime Victims' Rights Week - Adults, Young Adults