

Montville Township Public Library
Board of Trustees Meeting
Minutes of March 11, 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
<i>MEMBERS ABSENT</i>
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 carry the February 12, 2024 minutes to the April 8th, 2024 meeting.

Ms. Paradise yes; Mr. Hines yes; 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 had no report.

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin absent, no report.

Robert Donohue – Assistant Treasurer

Mr. Donohue stated they met this evening. They reviewed all of the financial documents and all is in order.

VIII. Report of Liaisons

Mayor – Mayor Kayne stated that they will be working on the budget over the next four to six weeks.

Recycling event is scheduled for April 13th from 9-11:30am, in the parking lot of Town Hall.

There was a large power outage in town today. Currently 40 houses are still without power.

Superintendent Liaison of Schools – Mr. Tubbs stated that New Jersey State testing is taking place at the High School.

Spring Break is next week and schools will be closed.

The Volleyball Tournament was very successful.

IX. Reports of Committees

Finance: Mr. Donohue stated that the committee discussed the list of Revenue and Expenses. All is in order. A large number of bills have been paid.

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 later this year. The electrician will attend the next committee meeting to discuss options. Director LaBelle spoke with him and he did not want to give his opinion on the poles. There may be some corrosion but that is below ground level. The committee will also discuss the lighting for the walking path from the Library to the High School.

Patron Services/Technology: Mr. Donohue stated that the Committee did not meet. Amy Resnikoff went to the Pine Brook Jewish Center and the Craig School to read to the Children. The Wall Street Journal has been added to the collection.

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

Amy Resnikoff completed 20 years of service on February 2.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 16957 through 17022 dated February 1 to February 29, 2024 in the amount of \$68,222.11.

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

Ms. Paradise yes; Mr. Hines 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 February 2024 in the amount of \$65,406.60.

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

Ms. Paradise yes; Mr. Hines 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 Selene Yang, part time Library Page, effective February 16, 2024.

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

Ms. Paradise yes; Mr. Hines 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 Ms. Nielson; meeting was adjourned at 7:15pm.



Director's Report

April 5, 2024

Spring's arrival kicked off a vibrant array of STEM activities, cultural festivals, and observances at the Library, emphasizing learning, reading, and fun. NJ Maker's Day is a yearly event across the state during which libraries showcase and highlight STEM and maker culture. Our library's 2024 Maker's Day featured TAB volunteers and staff assisting children in learning new skills of 3D printing, building and creating simple machines, and other fun creations. In our Maker's Day program for adults, 12 people made decorative vases with a glue gun and chalk paint.



Our largest attended event this month was Ramadan, bringing in over 100 participants to enjoy the food, art, music, and culture of countries such as Turkey, Egypt, Morocco, Pakistan, and many others. Community members enjoyed creating paper stained-glass in the shape of the Rub el Hizb, making bead bracelets, creating tissue paper mosaics, decorating lanterns, coloring and painting, and temporary tattoos. Jo Perez, Risa Skerker, Nilufer Sozusen, Sue Leung and our TAB volunteers once again put on an

informative and lively event. Special thanks to Nilufer who helped guide us on the food and craft selections.



Other events and observances in March included Women’s History Month, the traditions of Purim, and Holi Day, and basketball’s March Madness, all recognized with book displays and various events for all ages. We had a fun Oreo Cookie challenge at our library for March Madness and held our first Holi event, the Hindu Festival of Colors, Love, and Spring, planned and presented by our TAB.

Congratulations to our Board President, Larry Hines, who was awarded Citizen of the Year by the Montville Township Chamber of Commerce for his extensive volunteer work for the community, foremost of which is our Library.

This month, we welcomed 55 new library users. To date, there are 10,056 active patrons out of 14,899 registered. In March, 8,393 visitors passed through our doors. We sent 1,545 items to member libraries. The Circulation team processed 329 new items.

Buildings and Grounds

We completed the annual inventory of all chemicals on site for the Right to Know Act which requires employers to provide information and SDS (Safety Data Sheets) about all hazardous substances at their workplace. Results from the 37 Township sites will be updated for 2024 and posted on the Township’s website. Lawn World completed the first of five service visits. The spring and summer protection and feeding program assure healthy beautiful grounds.

The week of heavy rains highlighted the need for the roof repairs. We place

plastic buckets under the leaks and line them with soft paper to muffle the noise of drops falling from the high roof ridges.

We have several boxes items for the Township Recycling Day including the Nortel phones which were all recently replaced, old broken computers and monitors. Thanks to our Township DPW who pick up the equipment and take it to the Township for us.

Finance

We sent out 200 letters to local businesses requesting donations for our summer reading program. Janina Bartman set up a mail merge for the letters and envelope labels which printed all the letters and mailing labels in a matter of minutes. To date, we have received two replies for a total donation of \$300.

First quarter pension reconciliations were completed and sent to the State. We will receive the annual PERS expense billing soon. The State calculates the amount based upon the second quarter payroll of two years prior, annualizes it and multiplies by an actuarially determined rate for all municipalities. The Township prorates the Library's portion. Budgeting for this annual expense is a combination of looking at past expenses and forecasting.

Marketing and Outreach:

Samantha Grossman of *TAPinto Montville* covered our Ramadan celebration and published a nice article on all the festivities.

Outreach this month with Risa Skerker included all 4 schools - Kids Connect (15 children in attendance), Millie's House (25), Kiddie Academy (25), and Funtime Kids Academy 2 (35). The children had fun reading stories and singing songs about St. Patrick's Day.

Patron Services:

Adult Programs

This month we celebrated Women's History Month with a lecture by Carol Simon Levin, "Remembering the Ladies: From Patriots in Petticoats to Presidential Candidates" and a virtual program on "Empowering Women through Financial Literacy," with Arlene Ferris-Waks from the NJ Bureau of Securities. Other adult events included: Art Talks by Janet Mandel on Impressionist painters Mary Cassatt and Berthe Morisot, as well as an Art talk on Suzane Valdon and the Paris Demimonde. In celebration of the opening day of the 2024 baseball season, our Monday Afternoon Movie featured the Yogi Berra documentary "It Ain't Over"; and our Montville U included a lecture by author and Yankee fan Dr. Paul Semendinger about the forgotten Yankees - a talk about players who played in only one Yankee game during their major league baseball career. In preparation for the April 8th eclipse, we offered a lecture by Paul Cirillo of the NJ Astronomy Association on solar eclipses. Montville residents attending the lecture received a pair of solar eclipse glasses, courtesy of the non-profit Star Net, which provides STEM resources to libraries. Our Saturday afternoon concert was "Fly Me to the Moon", a Frank Sinatra tribute of songs sung by Maggie Worsdale. It was a great show. Almost 50 patrons braved the rain to hear her sing.

The Afternoon Book Club in honor of Women's History Month read Lessons in Chemistry by Bonnie Garmus. All 17 participants unanimously loved this book. This book tackles female empowerment and resilience in a fun and refreshing way.

At the suggestion of one of our Evening Book Club members, we tried something different for the March selection. The participants each read a book that has been on a "book-challenged" list over the years. Each of our 10 members voiced why they thought the book was challenged, which brought thoughtful conversations. Some of the books discussed included, To Kill a Mockingbird, Catcher in the Rye, and Thirteen Reasons Why. It was a special evening and we hope to run it again in the future.

Chair Yoga and Qigong continue to be very popular with our patrons - both classes fill immediately after posting as do the monthly arts and crafts classes. This month the evening craft class was Maker Day themed. Fenugreek and Indian spice were our spices of the month in March. Mahjong returned to the library this month and 16 adults learned how to play the game.

In March, the Memory Lab had 11 appointments. Patrons came in not only to scan photos but also to create audio files as well as digitize videos.

Our Spring English Language Literacy (ELL) classes had a total of 66 in attendance this month for both beginning and intermediate classes.

The Library of Things continues to flourish as a hot spot in our library. This month the items that circulated were 39 pieces of equipment, 77 Games and Toys, 12 Museum Passes, and 5 miscellaneous items for a total of 133 items.

March was another fun month with Jo's Knitting and Crocheting Group. We had 55 in attendance this month. One of our knitters wanted to learn how to use a knitting loom and it was great that we had a brand new one to borrow in our Library of Things.

Children's Programs

Maker's Day had a large turnout on Saturday, March 16th with a full day of events for STEM learning. Mary Grace and Amy arranged for an action-packed day of creativity. We began the day with our teens and tweens learning how a 3D printer operates from computer instructor, James Fitzpatrick. Each participant received a name tag with his or her name on it. Following that, several stations were set up for children to flex their math, science, engineering, and technology skills by creating a simple machine such as a Ferris wheel, elevator, hydraulic run boat, or a mini tank that could roll, spin, and race around the room. With the help of six TAB volunteers manning the stations, kids created their mini machines, catapults, and sensory bottles, and built animals with marshmallows and toothpicks. The day brought in about 75 young participants and their parents. A special thanks to Amy for providing many of the ideas and materials for the program. Also, a shout out to Kaiti Tirch who volunteered to help throughout the day.

The New Beginnings School for children with developmental disabilities visited us again in March. This time Risa gave a tour and St. Patrick's story time to a group of younger

students, aged 9 to 12. The kids also had time to browse our kid's collection where the top favorites were Dog Man and Peppa Pig.

In March themed story time news, Jo Perez came up with a fun roster for the kids to read, play and craft about, including International Pig Day (19 attended), Monsters Love Colors! (14), Flowers (14), and Saint Patrick's Day (10). Our Food Storytime was S'mores themed this month, with 21 kids attending, reading stories about s'mores for Bear and his friends, crafting a campfire, and, of course, making delicious s'mores. Fourteen children joined us for our Saturday Morning Ramadan Storytime on March 9th.

Amy's Art programs were a hit as always with 24 Messy Munchkins bringing March in like a lion as they made oversized colorful lions with strips of construction and scrap paper. Eight kids joined Amy's "Art for the Fun of It." They put a pencil tip on a piece of paper and drew continuous lines filling up the space. Then they looked at their paper and colored in spaces to create an object. Ten kids became sushi chefs in Amy's new "Fake & Bake" class. Rice Krispies, marshmallows, and butter made up the base, wrapped in fruit roll-ups and Swedish fish. Twenty-two Petite Picassos made Faberge eggs from doilies, food coloring, and bling just in time for the Easter holiday.



Our regular programs for kids continued in March. Legos on Thursdays in the Children's Area with Risa and Jo continues to be a popular ongoing program, with 16 kids building with Legos and Magna Tiles in March. Amy and Risa's Baby and Toddlers, Too! was bunny themed this month with 15 children enthusiastically singing bunny songs, reading bunny books, and making a bunny craft. Our Craig School intern Maleia continues to be a fantastic help with our Bouncing Babies, bubbles, shakers, and scarves program, with

22 in attendance this month. In March, the Chess Club had 16 young game players. Miss Jolie brought in 30 kids to sing and dance and 14 kids joined us for Yoga. In our Read to a Dog program, 14 children read to the puppy from Creature Comfort.

This month 4 children joined us for our Kids Book Club where they had a fun time discussing Mercy Watson in Disguise by Kate DiCamillo.

We hosted Woodmont School for their Paws at Night monthly program. We welcomed 50 kids and their parents as Woodmont teachers read stories about spring and we made a tulip craft.

YA Programs

We offered TAB Tutoring this month on Friday, March 8th and parents were very appreciative. Our wonderful TAB volunteers tutored 4 children.

The teens also offered, "Advice for Your Device" for adults on March 12th. The patrons who dropped in with their devices found the teens to be quite helpful and left feeling very happy.

Nine teens celebrated Pi Day this month by making Pi Bracelets and of course enjoying some Pie!

TAB was quite busy this month planning and helping with the Ramadan and Holi Day celebrations. Four TAB members came in the day before to help Jo set up the room for Ramadan, and with making 120 date bags with Ramadan stickers. On the day, 17 TAB volunteers ran the craft and food stations and manned the information table with posters explaining the tradition of Ramadan. Over 35 people joined us for Holi Day on Wednesday evening, March 20th. Ten TAB volunteers again helped out at the crafts and food stations. Jo did an amazing job organizing and creating colorful crafts for all to enjoy. She was also able to get Shop Rite to donate colorful sprinkle cookies for our celebration. Kaiti Tirch was a tremendous help decorating our Teen Area on Holi Day and helping with all the crafts.

This month our Teen Graphic Committee decorated the Teen Bulletin Boards for St. Patrick's Day and Women's History Month. They are a talented group of teens.

Personnel

In March, Library Assistant Barbara Onello resigned. Barbara worked with us for two years and we will miss her capable presence at the front desk. I posted an ad for two open Library Assistant positions on the library job sites and in our newsletter.

Mary Grace, Walter, and I conducted interviews for the open Library Page and Library Assistant positions.

Staff Development

I scheduled two workshops for our June staff development days. One on how to use Canva and the other on the Google suite of applications. Both will be presented by Carina Gonzalez, NJLA President.

I applied for a grant from the non-profit LibraryReads to fund two more June Staff Development presentations on Readers' Advisory, on tips helping patrons find their next book to read.

Technology

Technology offerings this month included classes on "How to Spring Clean Your Device"; "Email Security"; and "How to Use Online Career/Job Search Services". Tech Librarian Bobby Dillon conducted two classes on how to use Google apps. There were six attendees for each of the Google application classes and four attendees for the Job Resources class.

Meetings

Mar 8 – Main Digitech Committee – Bobby Dillon

Mar 14 – Township Dept Head Meeting – Catherine

Mar 16 – MAYS meeting – Risa Skerker

Mar 19 - MAIN Circ AG Meeting - Walter, Nilufer, Tracy, Sue

Mar 21 – Readers Advisory Task Force, Catherine, Amy

Mar 22 – Main Directors Meeting - Catherine

Mar 26 – Main Bylaws Committee - Catherine

April 23 – Library Buildings & Grounds & Personnel Cmtes

May 13 - Library Board & Finance Committee Meetings

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 03/31/24

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	361,833.50	234,093.15
01-100-03	Lakeland - Payroll Checking	39,107.22	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	257,947.52	304,836.75
01-100-10	Lakeland - Donations Checking	44,124.08	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>2,092,010.34</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	4,722.20	4,097.56
01-218-00	Reserve for Encumbrances	65,453.08	47,742.17
01-400-01	Appropriation Reserve	2,545.06	2,154.26
	Total Liabilities	<u>132,769.34</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	480,538.53	0.00
Less Expenses	449,255.83	0.00
Net	<u>31,282.70</u>	<u>0.00</u>
Total Fund Balance	<u>1,959,241.00</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,092,010.34</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17023 to 17079
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
17023	03/31/24	ALEXANDE Alexander Clemente	100.00		100
17024	03/31/24	AMAZON Amazon Capital Services, Inc.	0.00	03/31/24 VOID	0
17025	03/31/24	AMAZON Amazon Capital Services, Inc.	765.72		100
17026	03/31/24	ARRAYSCA Arrayscape Gaming, Inc.	200.00		100
17027	03/31/24	BAKER005 Baker & Taylor	0.00	03/31/24 VOID	0
17028	03/31/24	BAKER005 Baker & Taylor	0.00	03/31/24 VOID	0
17029	03/31/24	BAKER005 Baker & Taylor	0.00	03/31/24 VOID	0
17030	03/31/24	BAKER005 Baker & Taylor	0.00	03/31/24 VOID	0
17031	03/31/24	BAKER005 Baker & Taylor	3,869.29		100
17032	03/31/24	BANK OF Bank of America	900.56		100
17033	03/31/24	BERNADIN Bernadine Ferrari	390.00		100
17034	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17035	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17036	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17037	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17038	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17039	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17040	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17041	03/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		100
17042	03/31/24	COLBY B Colby Bernstein	80.00		100
17043	03/31/24	COLBY B Colby Bernstein	60.00		100
17044	03/31/24	DEMCO005 Demco, Inc.	110.84		100
17045	03/31/24	DIRECT Direct Energy Business	1,249.27		100
17046	03/31/24	ELIZA005 Elizabeth Johansen	250.00		100
17047	03/31/24	EXCEL005 Excellent Building Services	2,516.72		100
17048	03/31/24	GREG0005 Gregory J. Della Pia	1,000.00		100
17049	03/31/24	IFPTE005 IFPTE	110.00		100
17050	03/31/24	INGRAM Ingram Library Services	224.95		100
17051	03/31/24	INTRE005 Intrepid Museum Foundation	500.00		100
17052	03/31/24	JERRY MI Jerry Miccolis	100.00		100
17053	03/31/24	JERSE005 Jersey Central Power & Light	602.44		100
17054	03/31/24	JOLIE DE Ants in the Pants, LLC	300.00		100
17055	03/31/24	JOLIE DE Ants in the Pants, LLC	300.00		100
17056	03/31/24	KANOPI Kanopy, Inc.	229.00		100
17057	03/31/24	LIGHT OP Light Opera of New Jersey	500.00		100
17058	03/31/24	MAINI005 MAIN Library Alliance	12,758.83		100
17059	03/31/24	MIDWE005 Midwest Tape LLC	0.00	03/31/24 VOID	0
17060	03/31/24	MIDWE005 Midwest Tape LLC	1,264.39		100
17061	03/31/24	MONTV005 Montville Chamber of Commerce	150.00		100
17062	03/31/24	NJLA0005 NJLA	135.00		100
17063	03/31/24	NJNAT005 NJ Natural Gas Co.	1,313.47		100
17064	03/31/24	NORMA P Norma A. Pravec	360.00		100
17065	03/31/24	OVERD005 OverDrive, Inc.	0.00	03/31/24 VOID	0
17066	03/31/24	OVERD005 OverDrive, Inc.	991.30		100
17067	03/31/24	REBECCA Rebecca Manci	50.00		100
17068	03/31/24	REBECCA Rebecca Manci	50.00		100
17069	03/31/24	REBECCA Rebecca Manci	50.00		100
17070	03/31/24	REBECCA Rebecca Manci	50.00		100
17071	03/31/24	ROBER005 Dr. Robert W. Butts	150.00		100
17072	03/31/24	STAPL005 Staples Advantage	298.13		100
17073	03/31/24	STORM Storm King Art Center	250.00		100

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17074	03/31/24	SUNRI005 Sunrise ShopRite	103.07		100
17075	03/31/24	TOWNS005 Township of Montville	10,537.00		100
17076	03/31/24	UGI ENER UGI Energy Services, LLC	844.57		100
17077	03/31/24	UJA GREA UJA Greater Metrowest NJ	360.00		100
17078	03/31/24	VERI0010 VERIZON	54.91		100
17079	03/31/24	WORLD J World Journal	543.00		100
<hr/>					
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	50	7	45,072.46	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>50</u>	<u>7</u>	<u>45,072.46</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	2,157.60	0.00	0.00	2,157.60
	4-01	40,256.91	0.00	2,657.95	42,914.86
Total of All Funds:		<u>42,414.51</u>	<u>0.00</u>	<u>2,657.95</u>	<u>45,072.46</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last
 Budget Account Range: First to Last
 Print Zero YTD Activity: No
 Include Non-Anticipated: Yes
 Include Non-Budget: No
 Year To Date As Of: 03/31/24
 Current Period: 03/01/24 to 03/31/24
 Prior Year: 03/01/23 to 03/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	490.06	4,500.00	625.71	1,512.11	2,987.89-	34
4-01-401-03	Copier Income	57.80	500.00	56.40	94.25	405.75-	19
4-01-401-05	Computer Print Outs Income	278.86	2,000.00	196.75	528.25	1,471.75-	26
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	477,566.25	1,432,698.75-	25
4-01-401-09	Lost Items	263.90	1,750.00	96.00	258.94	1,491.06-	15
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	0.00	0.00	50.53	50.53	50.53	0
4-01-401-15	Interest Income	66.06	700.00	58.26	173.57	526.43-	25
4-01-401-16	Lost Cards	18.00	120.00	12.00	38.00	82.00-	32
4-01-401-18	Disks/Faxes	0.00	30.00	0.00	2.00	28.00-	7
	401 Total	150,107.76	1,932,265.00	160,284.40	480,223.90	1,452,041.10-	25
4-01-402-30	Donations	0.00	5,000.00	49.04	314.63	4,685.37-	6
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	49.04	314.63	8,185.37-	4
	01 Fund 01 Revenue Total	150,107.76	1,940,765.00	160,333.44	480,538.53	1,460,226.47-	25

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	94,344.55	940,000.00	64,108.77	225,871.16	0.00	714,128.84	24
4-01-601-100	Taxes/FICA/UE	7,925.43	76,400.00	5,598.83	19,835.69	0.00	56,564.31	26
4-01-601-110	Health Benefits Expense	6,098.43	162,500.00	9,543.55	24,652.94	0.00	137,847.06	15
4-01-601-120	PERS Expense	99,198.00	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	207,566.41	1,296,200.00	79,251.15	270,956.35	0.00	1,025,243.65	21
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	977.10	34,000.00	1,614.34	3,078.50	1,657.80	29,263.70	14
4-01-602-030	Adult BOD	123.03	2,500.00	125.73	409.30	0.00	2,090.70	16
4-01-602-040	Adult DVD	438.60	10,000.00	508.71	828.74	413.77	8,757.49	12

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-602-050	Adult eBooks	144.94	9,000.00	467.48	1,692.87	137.50	7,169.63	20
4-01-602-060	Adult eAudio	38.86	6,500.00	235.23	568.22	442.35	5,489.43	16
4-01-602-090	Periodicals	0.00	11,000.00	0.00	2,185.52	0.00	8,814.48	20
4-01-602-110	Games	145.55	4,000.00	224.95	427.29	642.51	2,930.20	27
4-01-602-120	J Books	809.45	32,000.00	527.82	1,620.55	2,117.86	28,261.59	12
4-01-602-140	J DVD	30.08	2,000.00	134.73	184.31	110.20	1,705.49	15
4-01-602-150	J eBooks	0.00	1,500.00	25.98	69.95	0.00	1,430.05	5
4-01-602-160	J eAudio	0.00	1,000.00	0.00	51.00	0.00	949.00	5
4-01-602-180	YA Books	58.84	6,000.00	15.92	186.90	44.77	5,768.33	4
4-01-602-210	YA eBooks	0.00	1,400.00	120.99	152.97	0.00	1,247.03	11
4-01-602-220	Young Adults eAudio	0.00	1,400.00	59.99	230.99	0.00	1,169.01	16
4-01-602-221	Non-English Material	0.00	4,000.00	543.00	598.00	925.00	2,477.00	38
4-01-602-230	Streaming	532.62	10,600.00	766.88	2,017.92	0.00	8,582.08	19
4-01-602-235	Library of Things	0.00	1,000.00	387.95	423.41	0.00	576.59	42
4-01-602-240	Level Up Grant	0.00	200.00	0.00	0.00	0.00	200.00	0
	602 B-2 - COLLECTION	3,299.07	142,300.00	5,759.70	14,726.44	6,491.76	121,081.80	15
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	1,817.78	15,900.00	2,200.00	9,765.83	1,225.00	4,909.17	69
4-01-603-240	Program - Children	630.00	7,955.00	1,009.29	2,590.35	720.00	4,644.65	42
4-01-603-250	Summer Reading / Reading Programs	341.19	8,000.00	0.00	1,111.53	725.00	6,163.47	23
4-01-603-260	Museum Passes	0.00	3,500.00	750.00	1,500.00	0.00	2,000.00	43
4-01-603-270	Programs YA	202.32	3,000.00	142.66	1,399.26	0.00	1,600.74	47
4-01-603-280	Library-wide Cultural/Family Programing	200.00	2,500.00	239.43	673.26	0.00	1,826.74	27
4-01-603-300	Technology Programming	0.00	4,000.00	0.00	1,160.00	0.00	2,840.00	29
	603 B3 - PROGRAMS:	3,191.29	44,855.00	4,341.38	18,200.23	2,670.00	23,984.77	47
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	106.02	11,000.00	0.00	210.60	815.19	9,974.21	9
4-01-604-070	Postage - Supplies	338.78	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-604-080	Freight-Shipg (Non-Collection)	129.00	2,000.00	270.32	712.27	0.00	1,287.73	36
	604 B-4 - SUPPLIES	573.80	15,000.00	270.32	922.87	815.19	13,261.94	12
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	11.58	141.87	0.00	358.13	28

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
605 B-5 - PUBLIC RELATIONS		0.00	2,100.00	11.58	197.87	0.00	1,902.13	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	614.49	614.49	0.00	585.51	51
4-01-606-030	Reimb.Exp. (milg, lodg, meals)	100.00	400.00	0.00	0.00	0.00	400.00	0
4-01-606-040	Professional Dues	60.00	1,300.00	285.00	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		160.00	10,400.00	899.49	1,250.49	0.00	9,149.51	12
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	4,745.56	61,000.00	1,851.71	3,683.12	0.00	57,316.88	6
4-01-607-030	Utilities - Gas	2,795.79	20,000.00	2,158.04	2,639.35	0.00	17,360.65	13
4-01-607-040	Utilities - Telephone	575.00	6,600.00	541.07	1,411.74	0.00	5,188.26	21
4-01-607-050	Internet Provider	0.00	2,300.00	0.00	553.35	0.00	1,746.65	24
607 B-7 - UTILITIES		8,116.35	89,900.00	4,550.82	8,287.56	0.00	81,612.44	9
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	47.13	579.96	4,500.00	8,920.04	36
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	7,550.16	0.00	24,449.84	24
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	4,257.00	18,500.00	0.00	0.00	3,034.00	15,466.00	16
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	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	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		6,773.72	94,900.00	2,563.85	13,363.22	7,534.00	74,002.78	22
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	0.00	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
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

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
609 B-9	EQUIPMENT/MAINTENANCE	0.00	34,175.00	0.00	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	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	3,000.00	0.00	9,000.00	25
4-01-611-030	MAIN Assessment	12,826.00	51,035.00	12,758.83	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	250.00	3,250.00	250.00	750.00	0.00	2,500.00	23
4-01-611-260	Payroll Service Fee	742.09	9,000.00	773.19	2,356.46	0.00	6,643.54	26
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	14,818.09	93,885.00	14,782.02	32,283.52	0.00	61,601.48	34
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	12,266.75	50,300.00	0.00	12,573.25	0.00	37,726.75	25
4-01-612-020	Township Insurances	7,423.63	30,400.00	0.00	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	179.00	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	19,690.38	89,950.00	179.00	21,862.42	0.00	68,087.58	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	264,189.11	1,917,765.00	112,609.31	383,387.49	17,510.95	1,516,866.56	21

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>150,107.76</u>	<u>160,333.44</u>	<u>480,538.53</u>				
	Expended:	<u>264,189.11</u>	<u>112,609.31</u>	<u>400,898.44</u>				
	Net Income:	114,081.35-	47,724.13	79,640.09				

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	0.00	332.07	0.00	1,667.93	17
4-02-804-060	Memory Lab Equipment	59.30	0.00	0.00	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	59.30	8,000.00	0.00	397.95	0.00	7,602.05	5
	02 CAPITAL BUDGET Expend Total	59.30	69,959.44	0.00	397.95	47,959.44	21,602.05	69

02 CAPITAL BUDGET

	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	59.30	0.00	48,357.39
Net Income:	59.30-	0.00	48,357.39-

Grand Totals

	Prior	Current	YTD
Revenues:	150,107.76	160,333.44	480,538.53
Expended:	264,248.41	112,609.31	449,255.83
Net Income:	114,140.65-	47,724.13	31,282.70

MONTVILLE TOWNSHIP PUBLIC LIBRARY MARCH 2024 PROGRAM ATTENDANCE

April 8, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Mar 2024	Mar 2023
Children - Staff Programs		
Story Time	156	
Crafts & Games & Baby Playtime & Fake Bake	26	
Messy Munchkins	24	
ABC 123	20	
Kids Book Club	4	
Bouncing Babies	22	
Art Explorers & Featured Artist	30	
Outreach Story Time Pre-School Visits	119	
Babies & Toddlers	15	
Maker's Day Program (kids & teens)	83	
Children - Staff Programs Total	499	375
Children - Paid Presenters		
Edible Art		
Miss Jolie Move n'Groove	30	
Kids Yoga	14	
Read to a Dog	14	
Children - Paid Presenters Total	58	95
Total All Children's Programs	557	470
Young Adults - Staff Programs		
TAB Meeting	20	
Ramadan Festival (family cultural event)	120	
Holi Festival (family cultural event)	45	
Advice for Your Device (5) & Tab Tutoring (4)	9	
Pi Day	9	
Young Adult - Staff Programs Total	203	184
Young Adult - Paid Presenters		
Chess Class (kids and teens)	16	
Young Adult - Paid Presenters Total	16	16
Total All Young Adult Programs	219	200
Adult - Staff Programs		
Movies	26	
Book Club	27	
Adult Craft with Amy	12	
Knitting	55	
Memory Lab	12	
Technology Classes	16	
Adult Staff Programs Total	148	151
Adult - Paid Presenters		
Chair Yoga	57	
Montville "U" Lecture & Concerts	162	
Qigong	83	
Technology Classes	41	
V Art & V Travel & V Finance (40+26+28)	94	
ELL Classes (grant funded)	66	
Mahjong	15	
Art Class	19	
Wellness Workshop (no fee)	18	
Master Gardener Class (no fee)	44	
Aging Lecture (no fee)	31	
Adult - Paid Presenters Total	630	632
Total All Adult Programs	778	783
Library Sponsored Total	1,554	1,453
OUTSIDE GROUPS		
Woodmont School Storytime	50	
Outside Groups Total	50	0
GRAND TOTAL	1,604	1,453

March Book Displays
St. Patrick's Day - Children
March is Irish American Heritage Month - Adults
Ramadan - Adults, Young Adults, Children
The Oscars. - Adults
March is Women's History Month - Adults, Young Adults, Children
March is Developmental Awareness Month - All Ages
Spring Cleaning and Refresh - Adults
True Crime in NJ - Adults
Easter - Children
Purium - Children
Spring -Children
Caldecott Birthday - Children
Passover - Children