

Montville Township Public Library
Board of Trustees Meeting
Minutes of January 8, 2024
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Catherine LaBelle, Library Director – Absent

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Hines, at 7:00p.m.

II. Open Public Meetings Act Statement

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.

III. Adoption of Minutes

A. *Mr. Grau made a motion to approve the December 11, 2023, Regular Session minutes, seconded by Mr. Donohue*

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

IV Public Comments –

None

V Reports of Officers –

Larry Hines – President

Mr. Hines had no report. He welcomed Dr. Shah to the Board.

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. Some of the CD's were changed to include Mr. Donohue's signature.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Kayne absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that 8th Grade orientation at the High School will take place on February 7th with a snow date of February 8th. There will be testing at the High School from January 24th to the 29th.

VII. Committee Reports

Finance: Ms. Peskin stated that that Director LaBelle has a procurement card with a \$1000 balance. The balance will be increased to \$2,500.

Personnel – Mr. Grau had no report.

Buildings & Grounds: Ms. Nielson had no report.

Patron Services/Technology: Mr. Donohue stated that they discussed Library concepts. The Children's section will be remodeled. They discussed books and the future for the Children's section also. They are receiving great feedback on the Memory Lab.

VIII. Library Director – Catherine LaBelle – see attached written report.
Director LaBelle absent, no additional report.

Mr. Hines stated that visits have increased by 18%. There has been an increase in patrons from 10,000 to 14,000.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 16815 and 16851 dated December 1 to December 31, 2024 in the amount of \$40,051.70.

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

Mr. Hines 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 December 2023 in the amount of \$62,509.86

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

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

X. Public Comments

None

XI. Old Business

None

XI. New Business

None

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:18pm.



Director's Report

February 9, 2024

Longtime library employee Nina Zarin passed away on January 26. Nina worked at the Library for 17 years and retired as a Senior Library Assistant in 2023. She founded the knitter's group and grew it into the successful program it remains today. She was also a favorite at story times, Picture Bingo, and family Lego programs, as well as always lending a hand wherever it was needed for special events, crafts, and projects. Nina would tolerate no nonsense, yet was warm, funny, and supportive. Library staff and patrons will miss her very much and we will always remember her.

In January, we welcomed 142 new library users, thanks in part to the Library's ongoing outreach efforts to the local elementary schools. This month, Amy Resnikoff coordinated our efforts to register students from the Woodmont Elementary School. To date, there are 10,084 active patrons out of 14,939 total registered patrons.

8,260 visitors passed through our doors in January. The Circulation team sent 1,540 items to member libraries, processed 482 new items, and mended 42 existing items.

Buildings and Grounds

There were several repairs made to our HVAC air handler units #3 and #7 in response to numerous fan failure and freezestat alarms. Freezestats protect HVAC systems by causing the control and mechanical systems to initiate actions to prevent freezing.

We are waiting for a proposal from Dean Quilici to install new fixtures on our parking lot light poles. Many of the lights are out. Township Engineer, Nick Marucci, is ordering the fixtures.

The fire inspector is coming for a final walkthrough and we expect to receive the inspection report showing all violations have been corrected. Thanks to Fred Ackerman for repairing all the minor violations.

Finance

Edmunds end of year routines have been successfully completed. The prior year was closed to accounts payable and the new budget year created. Ending 2023 balances have been rolled forward to become opening balances in the 2024 G/L. Jeanne and Janina printed and mailed the vendor non-employee compensation forms (1099's) and the accountant electronically filed the IRS copies.

ACA form are completed and ready to be mailed to health care eligible employees and the IRS. These are used to report required information about healthcare. Bank of America increased our Visa procurement credit limit to \$2,500. This allows us to purchase items from vendors that do not accept purchase orders.

Pam O'Gorman, adult program coordinator, books program presenters early to secure the best dates. She already has 45 programs scheduled and encumbered through May 2024. Summer reading supplies are often sold out well before spring. Amy Resnikoff, children's programs coordinator, has already ordered items from the Collaborative Summer Library Program, a nonprofit organization that supports literacy education through summer reading events in libraries throughout the United States. This is why our program expenditures are over the 8% expected attainment.

Marketing and Outreach:

Our most read email newsletters In January, based on open rates, were about our upcoming Lunar New Year celebration, our adult program reminders, and our email introducing the new *Wall Street Journal* access.

Our winter themes of snowflakes, snowmen, and arctic winter birds, such as penguins, were seen in library displays and creative crafts. This month we honored Martin Luther King, Jr., Muslim Heritage Month, Soup Month, Hobby Month, and International Holocaust Remembrance Day. January 24th was also “Library Shelfie Day” where the staff shared our favorite genres with the public and our most beloved area/shelf of the library.



Risa Skerker visited Fun Time Kiddie Academy 2 with 45 participants! Millie's House had 25 attendees, Kids Academy had 40 in attendance and Kids Connect had 15 kids at her visit this month. They all enjoyed reading books and singing songs about winter, and winter animals. In other outreach news, Amy visited Pine Brook Jewish Center and read to the preschool classes about owls to 20 children and they brought home their owl craft.

In social media, our Facebook viewing was up by 91.3 percent and our Instagram was up 36.2 percent. We have 19 new Facebook and Instagram followers.

Patron Services:

Mary Grace, Amy, and I met with Creative Library Concepts and chose fabrics and finishes for the new furniture in the children's area. CLC submitted final proposals for

the renovation of the children's department which were reviewed at the Patron Services meeting on Feb 8. There is a resolution on the agenda to transfer the money from Capital Reserve into the Operating budget to fund the project.

From February 12-14, many library catalog functions, the Main app, and self-check machines will be offline as Raritan Library joins the Main Library Alliance and their data is migrated into the catalog. Libby, hoopla, and kanopy will still be available during that time.

YA Programs

We had a TAB Tutoring Session this month with 6 kids attending and 4 TAB Tutors. This was quite popular and the families are looking forward to us running this again in February.

The TAB Volunteers also had Advice for Your Device where adults stopped in to get help with their questions about iPhones, tablets, and more.

On Saturday, January 27th, Bobby Dillon held a Switch Game Tournament for the teens. Ten teens attended for a fun afternoon of video games and snacks.

The TAB kids, Jo, and Risa are busy preparing for our February Lunar New Year celebration.

Adult Programs

The winter/spring "Montville "U" lecture series opened with a talk on "Backyard Birds". A naturalist from the Somerset County Environmental Center gave a fascinating talk about birds that spend the winter in northern NJ, and how to identify and feed them. In anticipation of the 2024 Presidential Election, Professor Ian Drake is giving a three-part talk, putting the election in historical perspective. This month featured Part I of his series - a talk on the evolution and importance of primaries in selecting the Republican and Democratic nominees. Other lectures this month included a talk by Jerry Zaks on how his family survived the Holocaust and a talk on the "Sweet History of Chicago" - how Chicago became the candy capital of the US, by professor Leslie Goodard.

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.

Both the Afternoon and Evening Book Club enjoyed reading the historical fiction book Horse by Geraldine Brooks. This is an American epic that gallops back and forth in time to tell a story about race and freedom.

For our adult craft this month, we prepared for Valentine's Day by creating a watercolor painting of hearts where 12 adults left with a beautifully framed piece of artwork.

In the Memory Lab, we had 24 filled appointments and we acquired a replacement camcorder for the MiniDV camcorder.

Spring ELL classes will begin next month on Mondays and Wednesdays.

In the Library of Things, the statistics were 13 for Equipment, 18 for Game/Toy, 2 for Museum Passes, and 33 in total circulating this month.

January was a fun month with the knitting and crochet group where a total of 48 attended. We have new knitters joining us each week

Children's Programs

We welcomed the winter with snowmen sun catchers and 22 preschoolers used their imagination to dress their snowmen in hats and scarves and sprinkled some glitter to make them glisten. New poses, songs, and games kept 18 toddlers on their toes for kids' yoga. Miss Jolie always brings a crowd! Thirty-six kids and their big people enjoyed singing, dancing, and bubbles to start their Saturday Morning.



The Chess Club brought in 16 kids to put their skills into action as they played against an opponent.

Amy's ABCs and 123s brought the letter "E" to 28 preschoolers with guessing games, stories, and an elephant craft.

We welcomed The Seeing Eye Dog of Morristown this month. One of their volunteers brought in a puppy in training, Dash, and spoke about the training their puppies go through to allow a vision-impaired person to live independently.

In Jo's story times, Jo had 26 kids join us for penguin-themed stories on January 5, followed by a fun penguin craft to take home. On January 12, story time was winter-themed and 13 kids were in attendance. We read winter books and made gingerbread snowman crafts. Twenty-one kids attended our "Goose on the Loose " themed Storytime, and of course, made a goose as their craft.

On January 4th, 14 children from the Towaco Apple Montessori visited the library. We had fun reading stories about the New Year, singing songs, and coloring New Year pictures.

Maliea, our Student Intern, helped out with Baby and Toddler Rhythm and Rhyme Storytime this month. Twenty-two children enjoyed playing their instruments and singing songs.

Amy and Risa had a Groundhog themed Baby and Toddlers Too this month with 25 children attending. Our Groundhog stories and songs followed by Amy's adorable Groundhog craft were enjoyed by all.

Bouncing Babies was another big hit this month with 25 children attending and assistance from our intern Maliea who helped with the scarves, shakers, and bubbles.



Personnel

The Circulation team stepped up this month to help Programs & Services in the absence of several staff members due to vacations and illness. Nilufer Sozusen checked attendees in and monitored the Qigong class. Circ staff members showed off their library technology acumen by answering questions about eBooks, the new Wall Street Journal account, and more. Our staff are crossed-trained across departments and the shared knowledge shows, both during staff shortages and in every day interactions with patrons.

Congratulations to Amy Resnikoff who celebrated her 20th anniversary at the Library on Friday, Feb 2.

Technology

Electronic Office Systems promised the switch from Verizon landlines to Yealink VoIP would be easy and seamless. We are delighted it has been as easy as they said. No phone numbers needed to be changed. Our two fax numbers are now using GoldFax, a cloud fax service. EOS made some minor adjustments in the first few days after installation and everything is running smoothly.

Technology offerings this month with James Fitzpatrick included classes on "How to Fix a Slow Computer"; "Get the Most from Alexa and Amazon Echo"; and a virtual 4-part Python coding class. Bobby held classes on how to use Heritage Quest, which had seven participants, and Excel Basics Parts 1 and 2 with 15 participants. He also had a

drop-in for help on how to access our new *WSJ* subscription and three Tech Tip Time sessions about internet basics and phone issues. Patrons have been very pleased about the addition of *the Wall Street Journal*.

Meetings

Dec 1 – Directors Meeting at Parsippany Library – Catherine

Jan 3 – Township Dept Head Meeting & Quarterly Safety Meeting- Catherine

Jan 5 – 2024 check-in with Baker & Taylor - Catherine

Jan 26 - Main Alliance Board of Directors Mtg – Catherine

Jan 30 - MAIN Circ AG Meeting - Walter, Nilufer, Sue

Dec 12 – MAYS meeting, Jo Perez

Dec 18 – Main Reader's Advisory Task Force – Catherine, Amy

Mar 11 - Library Board & Finance Committee Meetings

Mar 26 - Library Buildings & Grounds & Personnel Cmtes

Respectfully submitted,

Catherine LaBelle

Director

FUND 01
BALANCE SHEET
AS OF: 01/31/24

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	234,091.25	234,093.15
01-100-03	Lakeland - Payroll Checking	42,225.70	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	304,864.31	304,836.75
01-100-10	Lakeland - Donations Checking	43,802.45	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>2,013,981.73</u>	<u>2,042,001.29</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	60,049.00	60,049.00
01-210-00	403B withholding Payable	1,554.55	0.00
01-211-00	Section 125 withholding HDV	2,547.95-	0.00
01-212-00	PERS 414/CINS withholding	4,995.29-	4,097.56
01-213-50	DCRP withholding	810.23-	0.00
01-218-00	Reserve for Encumbrances	21,589.88	47,742.17
01-400-01	Appropriation Reserve	2,407.63	2,154.26
	Total Liabilities	<u>77,247.59</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	160,051.84	0.00
Less Expenses	151,276.00	0.00
Net	<u>8,775.84</u>	<u>0.00</u>
Total Fund Balance	<u>1,936,734.14</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,013,981.73</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 16853 to 16956
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
16853	01/31/24	AMAZON Amazon Capital Services, Inc.	535.10		98
16854	01/31/24	AMY BOYE Amy Boyer	100.00		98
16855	01/31/24	AMY BOYE Amy Boyer	100.00		98
16856	01/31/24	AMY BOYE Amy Boyer	100.00		98
16857	01/31/24	AMY BOYE Amy Boyer	100.00		98
16858	01/31/24	BAKER005 Baker & Taylor	0.00	01/31/24 VOID	0
16859	01/31/24	BAKER005 Baker & Taylor	0.00	01/31/24 VOID	0
16860	01/31/24	BAKER005 Baker & Taylor	0.00	01/31/24 VOID	0
16861	01/31/24	BAKER005 Baker & Taylor	0.00	01/31/24 VOID	0
16862	01/31/24	BAKER005 Baker & Taylor	3,907.80		98
16863	01/31/24	BANK OF Bank of America	420.07		98
16864	01/31/24	BILLS Bill's Electronic Services	166.25		98
16865	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16866	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16867	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16868	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16869	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16870	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16871	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16872	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16873	01/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		98
16874	01/31/24	BRIST005 Bristol ID Technologies	535.00		98
16875	01/31/24	CARBONIT OpenText Inc.	799.99		98
16876	01/31/24	CAROL005 Carol Simon Levin	150.00		98
16877	01/31/24	CHRIS MC Chris McCormack	149.00		98
16878	01/31/24	COLBY B Colby Bernstein	50.00		98
16879	01/31/24	COLBY B Colby Bernstein	50.00		98
16880	01/31/24	CONSTANT Constant Contact	696.00		98
16881	01/31/24	CSLP CSLP	509.62		98
16882	01/31/24	DEANQ005 Dean Quilici Electrical	740.00		98
16883	01/31/24	DEMCO005 Demco, Inc.	324.14		98
16884	01/31/24	DIRECT Direct Energy Business	2,542.12		98
16885	01/31/24	EASYE005 Easy English News	450.00		98
16886	01/31/24	ELECT005 Electronic Office Systems	887.57		98
16887	01/31/24	ELIZA005 Elizabeth Johansen	250.00		98
16888	01/31/24	EXCELO05 Excellent Building Services	2,516.72		98
16889	01/31/24	GERARD B Gerard Barros	450.00		98
16890	01/31/24	GREGO005 Gregory J. Della Pia	1,000.00		98
16891	01/31/24	HUGHE005 Hughes Environmental	0.00	01/31/24 VOID	0
16892	01/31/24	HUGHE005 Hughes Environmental	15,984.67		98
16893	01/31/24	IAN DRAK Ian J. Drake	250.00		98
16894	01/31/24	IAN DRAK Ian J. Drake	250.00		98
16895	01/31/24	IFPTE005 IFPTE	154.00		98
16896	01/31/24	JANET C Janet C. Mandel	225.00		98
16897	01/31/24	JANET C Janet C. Mandel	225.00		98
16898	01/31/24	JERSE005 Jersey Central Power & Light	2,022.34		98
16899	01/31/24	JO Z PER Jo A Perez	27.06		98
16900	01/31/24	JOLIE DE Ants in the Pants, LLC	300.00		98
16901	01/31/24	JOLIE DE Ants in the Pants, LLC	300.00		98
16902	01/31/24	KANOPY Kanopy, Inc.	205.00		98
16903	01/31/24	MAGGIE W Maggie Worsdale	500.00		98

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16904	01/31/24	MAINI005 MAIN Library Alliance	12,758.83		98
16905	01/31/24	MAINI005 MAIN Library Alliance	50.00		98
16906	01/31/24	MAPLE R Maple Rock Communications LLC	385.40		98
16907	01/31/24	MARIAH F Mariah Fredericks	200.00		98
16908	01/31/24	MARIANNE Marianne Ciffer	210.00		98
16909	01/31/24	MAXWELL Maxwell H. Weinstein	825.00		98
16910	01/31/24	MGL MGL Printing Solutions	84.00		98
16911	01/31/24	MIDWE005 Midwest Tape LLC	0.00	01/31/24 VOID	0
16912	01/31/24	MIDWE005 Midwest Tape LLC	1,016.12		98
16913	01/31/24	MONTV005 Montville Chamber of Commerce	56.00		98
16914	01/31/24	NJLA0005 NJLA	500.00		98
16915	01/31/24	NJLIB005 NJ Library Trustee Association	240.00		98
16916	01/31/24	NJNAT005 NJ Natural Gas Co.	1,905.76		98
16917	01/31/24	OPTIM005 Optimum	368.90		98
16918	01/31/24	ORIEN005 Oriental Trading Company, Inc.	27.76		98
16919	01/31/24	OVERD005 OverDrive, Inc.	1,274.77		98
16920	01/31/24	PARKE005 New Jersey Hills Media Group	110.00		98
16921	01/31/24	PARKE005 New Jersey Hills Media Group	67.73		98
16922	01/31/24	PAUL SEM Paul Semendinger, Ed. D.	175.00		98
16923	01/31/24	PAULC005 Paul Cirillo	225.00		98
16924	01/31/24	PITNE005 Pitney Bowes Global Financial	208.23		98
16925	01/31/24	PROTECTI Protective Measures Security	216.00		98
16926	01/31/24	REBECCA Rebecca Mancini	50.00		98
16927	01/31/24	REBECCA Rebecca Mancini	50.00		98
16928	01/31/24	REBECCA Rebecca Mancini	50.00		98
16929	01/31/24	REBECCA Rebecca Mancini	50.00		98
16930	01/31/24	REBECCA Rebecca Mancini	50.00		98
16931	01/31/24	REBECCA Rebecca Mancini	50.00		98
16932	01/31/24	REBECCA Rebecca Mancini	50.00		98
16933	01/31/24	REBECCA Rebecca Mancini	50.00		98
16934	01/31/24	REBECCA Rebecca Mancini	50.00		98
16935	01/31/24	REBECCA Rebecca Mancini	50.00		98
16936	01/31/24	REBECCA Rebecca Mancini	50.00		98
16937	01/31/24	REBECCA Rebecca Mancini	50.00		98
16938	01/31/24	REBECCA Rebecca Mancini	50.00		98
16939	01/31/24	RISAS005 Risa Skerker	66.67		98
16940	01/31/24	SAM DAVI Sam Davis	300.00		98
16941	01/31/24	SOMERSET Somerset County Park Comm	60.00		98
16942	01/31/24	SSWOR005 S & S worldwide, Inc.	52.55		98
16943	01/31/24	STAPL005 Staples Advantage	473.53		98
16944	01/31/24	SUNRI005 Sunrise ShopRite	261.59		98
16945	01/31/24	TECHN005 Technology Integrators	145.00		98
16946	01/31/24	TECHN005 Technology Integrators	145.00		98
16947	01/31/24	TECHN005 Technology Integrators	145.00		98
16948	01/31/24	TECHN005 Technology Integrators	145.00		98
16949	01/31/24	THEM0010 The New York Times	1,442.95		98
16950	01/31/24	TOWNS005 Township of Montville	10,537.00		98
16951	01/31/24	TOWNS005 Township of Montville	14,397.30		98
16952	01/31/24	TOWNS005 Township of Montville	1,406.79		98
16953	01/31/24	UGI ENER UGI Energy Services, LLC	1,464.66		98
16954	01/31/24	ULINE Uline	40.50		98
16955	01/31/24	VERI0010 VERIZON	685.94		98
16956	01/31/24	WORLD J world Journal	55.00		98

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16956 World Journal					
Report Totals					
			<u>Amount Paid</u>	<u>Amount Void</u>	
		Continued			
		<u>Paid</u>			
		<u>Void</u>			
Checks:	98	6	91,801.43	0.00	
Direct Deposit:	0	0	0.00	0.00	
Total:	98	6	91,801.43	0.00	

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	31,441.78	0.00	0.00	31,441.78
	4-01	42,370.18	0.00	17,909.48	60,279.66
CAPITAL BUDGET	4-02	<u>79.99</u>	<u>0.00</u>	<u>0.00</u>	<u>79.99</u>
	Year Total:	42,450.17	0.00	17,909.48	60,359.65
	Total of All Funds:	<u>73,891.95</u>	<u>0.00</u>	<u>17,909.48</u>	<u>91,801.43</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First Budget Account Range: First Print Zero YTD Activity: No		to Last to Last	Include Non-Anticipated: Yes Include Non-Budget: No		Year To Date As Of: 01/31/24 Current Period: 01/01/24 to 01/31/24 Prior Year: 01/01/23 to 01/31/23		
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	518.30	4,500.00	514.40	514.40	3,985.60-	11
4-01-401-03	Copier Income	29.40	500.00	20.10	20.10	479.90-	4
4-01-401-05	Computer Print Outs Income	119.75	2,000.00	203.95	203.95	1,796.05-	10
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	159,188.75	1,751,076.25-	8
4-01-401-09	Lost Items	147.95	1,750.00	47.95	47.95	1,702.05-	3
4-01-401-10	State Aid Income	0.00	12,400.00	0.00	0.00	12,400.00-	0
4-01-401-15	Interest Income	62.83	700.00	58.69	58.69	641.31-	8
4-01-401-16	Lost Cards	10.00	120.00	18.00	18.00	102.00-	15
4-01-401-18	Disks/Faxes	0.00	30.00	0.00	0.00	30.00-	0
	401 Total	149,821.31	1,932,265.00	160,051.84	160,051.84	1,772,213.16-	8
4-01-402-30	Donations	140.00	5,000.00	0.00	0.00	5,000.00-	0
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	0.00	3,500.00-	0
	402 Total	140.00	8,500.00	0.00	0.00	8,500.00-	0
	01 Fund 01 Revenue Total	149,961.31	1,940,765.00	160,051.84	160,051.84	1,780,713.16-	8

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	62,448.94	940,000.00	96,355.79	96,355.79	0.00	843,644.21	10
4-01-601-100	Taxes/FICA/UE	5,180.28	76,400.00	8,521.75	8,521.75	0.00	67,878.25	11
4-01-601-110	Health Benefits Expense	8,876.53	162,500.00	5,441.05	5,441.05	0.00	157,058.95	3
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	760.54	5,100.00	596.56	596.56	0.00	4,503.44	12
	601 B-1 - COMPENSATION	77,266.29	1,296,200.00	110,915.15	110,915.15	0.00	1,185,284.85	9
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	0.00	34,000.00	0.00	0.00	1,031.61	32,968.39	3
4-01-602-030	Adult BOCD	138.40	2,500.00	0.00	0.00	0.00	2,500.00	0
4-01-602-040	Adult DVD	352.78	10,000.00	0.00	0.00	531.00	9,469.00	5
4-01-602-050	Adult eBooks	581.79	9,000.00	563.63	563.63	711.77	7,724.60	14

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-602-060	Adult eAudio	622.38	6,500.00	0.00	0.00	727.84	5,772.16	11
4-01-602-090	Periodicals	935.52	11,000.00	560.00	560.00	0.00	10,440.00	5
4-01-602-110	Games	136.98	4,000.00	0.00	0.00	0.00	4,000.00	0
4-01-602-120	J Books	4.44	32,000.00	9.99	9.99	1,090.09	30,899.92	3
4-01-602-140	J DVD	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-602-150	J eBooks	0.00	1,500.00	43.97	43.97	0.00	1,456.03	3
4-01-602-160	J eAudio	0.00	1,000.00	0.00	0.00	51.00	949.00	5
4-01-602-180	YA Books	230.50	6,000.00	0.00	0.00	0.00	6,000.00	0
4-01-602-210	YA eBooks	0.00	1,400.00	31.98	31.98	0.00	1,368.02	2
4-01-602-220	Young Adults eAudio	0.00	1,400.00	171.00	171.00	0.00	1,229.00	12
4-01-602-221	Non-English Material	0.00	4,000.00	55.00	55.00	0.00	3,945.00	1
4-01-602-230	Streaming	571.38	10,600.00	582.24	582.24	0.00	10,017.76	5
4-01-602-235	Library of Things	0.00	1,000.00	10.47	10.47	0.00	989.53	1
4-01-602-240	Level Up Grant	0.00	200.00	0.00	0.00	0.00	200.00	0
	602 B-2 - COLLECTION	3,574.17	142,300.00	2,028.28	2,028.28	4,143.31	136,128.41	4
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	2,334.95	15,900.00	4,735.59	4,735.59	850.00	10,314.41	35
4-01-603-240	Program - Children	801.60	7,955.00	1,020.61	1,020.61	1,700.00	5,234.39	34
4-01-603-250	Summer Reading / Reading Programs	208.00	8,000.00	730.97	730.97	623.81	6,645.22	17
4-01-603-260	Museum Passes	240.00	3,500.00	0.00	0.00	0.00	3,500.00	0
4-01-603-270	Programs YA	184.12	3,000.00	928.85	928.85	0.00	2,071.15	31
4-01-603-280	Library-wide Cultural/Family Programing	99.21	2,500.00	138.64	138.64	0.00	2,361.36	6
4-01-603-300	Technology Programming	270.00	4,000.00	580.00	580.00	0.00	3,420.00	14
	603 B3 - PROGRAMS:	4,137.88	44,855.00	8,134.66	8,134.66	3,173.81	33,546.53	25
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	22.09	11,000.00	166.46	166.46	0.00	10,833.54	2
4-01-604-070	Postage - Supplies	153.18	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	216.02	216.02	0.00	1,783.98	11
	604 B-4 - SUPPLIES	175.27	15,000.00	382.48	382.48	0.00	14,617.52	3
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	56.00	56.00	0.00	544.00	9
4-01-605-070	Staff/Volunteer Recognition	0.00	500.00	0.00	0.00	0.00	500.00	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
	605 B-5 - PUBLIC RELATIONS	0.00	2,100.00	56.00	56.00	0.00	2,044.00	3
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)	0.00	400.00	0.00	0.00	0.00	400.00	0
4-01-606-040	Professional Dues	150.00	1,300.00	351.00	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	150.00	10,400.00	351.00	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	0.00	61,000.00	0.00	0.00	0.00	61,000.00	0
4-01-607-030	Utilities - Gas	3,556.26	20,000.00	0.00	0.00	0.00	20,000.00	0
4-01-607-040	Utilities - Telephone	576.37	6,600.00	0.00	0.00	0.00	6,600.00	0
4-01-607-050	Internet Provider	369.88	2,300.00	368.90	368.90	0.00	1,931.10	16
	607 B-7 - UTILITIES	4,502.51	89,900.00	368.90	368.90	0.00	89,531.10	0
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	344.50	14,000.00	166.25	166.25	0.00	13,833.75	1
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	2,516.72	0.00	29,483.28	8
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	2,452.88	2,452.88	0.00	15,547.12	14
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	2,861.22	94,900.00	5,135.85	5,135.85	0.00	89,764.15	5
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	1,039.99	11,500.00	799.99	799.99	0.00	10,700.01	7
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	208.23	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	1,039.99	34,175.00	1,008.22	1,008.22	0.00	33,166.78	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	0.00	0.00	400.00	0
4-01-610-020	Copier Usage B&W	0.00	200.00	0.00	0.00	0.00	200.00	0
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	0.00	0.00	0.00	600.00	0
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	1,000.00	0.00	11,000.00	8
4-01-611-030	MAIN Assessment	12,826.00	51,035.00	12,758.83	12,758.83	0.00	38,276.17	25
4-01-611-070	Computer Support & Service	169.48	7,500.00	385.40	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Maintenance	0.00	300.00	274.00	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	250.00	0.00	3,000.00	8
4-01-611-260	Payroll Service Fee	704.46	9,000.00	737.41	737.41	0.00	8,262.59	8
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	14,699.94	93,885.00	15,405.64	15,405.64	0.00	78,479.36	16
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	0.00	0.00	50,300.00	0
4-01-612-020	Township Insurances	7,423.63	30,400.00	0.00	0.00	0.00	30,400.00	0
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	87.85	1,200.00	92.71	92.71	0.00	1,107.29	8
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	19,778.23	89,950.00	92.71	92.71	0.00	89,857.29	0
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	128,185.50	1,917,765.00	143,878.89	143,878.89	7,317.12	1,766,568.99	8

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	149,961.31	160,051.84	160,051.84

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	Expended:	<u>128,185.50</u>	<u>143,878.89</u>	<u>151,196.01</u>				
	Net Income:	21,775.81	16,172.95	8,855.83				

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 - Furniture Desk Removal	0.00	15,000.00	0.00	0.00	0.00	15,000.00	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	94.98	2,000.00	79.99	79.99	0.00	1,920.01	4
4-02-804-060	Memory Lab Equipment	219.96	0.00	0.00	0.00	0.00	0.00	0
	804 COMPUTER & RELATED EQUIPMENT	<u>314.94</u>	<u>8,000.00</u>	<u>79.99</u>	<u>79.99</u>	<u>0.00</u>	<u>7,920.01</u>	<u>1</u>
	02 CAPITAL BUDGET Expend Total	<u>314.94</u>	<u>23,000.00</u>	<u>79.99</u>	<u>79.99</u>	<u>0.00</u>	<u>22,920.01</u>	<u>0</u>

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>314.94</u>	<u>79.99</u>	<u>79.99</u>
Net Income:	314.94-	79.99-	79.99-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	149,961.31	160,051.84	160,051.84
Expended:	<u>128,500.44</u>	<u>143,958.88</u>	<u>151,276.00</u>
Net Income:	21,460.87	16,092.96	8,775.84

MONTVILLE TOWNSHIP PUBLIC LIBRARY JANUARY 2024 PROGRAM ATTENDANCE
February 12, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Jan 2024	Jan 2023
Children - Staff Programs		
Story Time	57	
Crafts & Games	14	
Messy Munchkins	22	
ABC 123	28	
Bouncing Babies	25	
Outreach Story Time Pre-School Visits	159	
Babies & Toddlers	47	
Children - Staff Programs Total	352	360
Children - Paid Presenters		
Seing Eye Dog Visit	30	
Miss Jolie Move n'Groove	35	
Kids Yoga	18	
Children - Paid Presenters Total	83	87
Total All Children's Programs	435	447
Young Adults - Staff Programs		
TAB Meeting	16	
Switch Tournament	11	
Teen Tech Help	8	
TAB Tutoring	6	
Young Adult - Staff Programs Total	41	34
Young Adult - Paid Presenters		
Chess Class (kids and teens)	16	
Young Adult - Paid Presenters Total	16	18
Total All Young Adult Programs	57	52
Adult - Staff Programs		
Movies	15	
Book Club	26	
Adult Craft with Amy	12	
Knitting	48	
Memory Lab	24	
Adult Staff Programs Total	125	77
Adult - Paid Presenters		
Chair Yoga	87	
Montville "U" Lecture & Concerts	100	
Qigong	38	
Technology Classes	79	
Arts & Craft Class		
ELL Classes (grant funded)		
Adult - Paid Presenters Total	304	197
Total All Adult Programs	429	274
Library Sponsored Total	921	773
OUTSIDE GROUPS		
Outside Groups Total	0	0
GRAND TOTAL	921	773

January Book Displays
New Year New You - Adults, Teens & Children
Let's Get Organized - Adults
Martin Luther King Day - Adults, Teens & Children
Dragon Day - January 16th - Adults, Teens & Children
January is Soup Month - Adults
January is National Hobby Month - Adults
January is Veganuary Month - Adults
January is Muslim Heritage Month - All Ages
January 27th is International Holocaust Remembrance Day -All Ages
Let's go Hiking - Adults
Winter - Children
GroundHogs Day - Children
Library Reads - Adults
NY Times Bestsellers - Adults
Staff Picks - Adults