

Montville Township Public Library
Board of Trustees Meeting
Minutes of July 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
Ms. Linda Peskin
Ms. Deb Nielson
Mr. Charles Grau
Mrs. Dianna Paradise
Mr. Robert Donohue
Mr. David Tubbs
Dr. Sunil Shah
<i>MEMBERS ABSENT</i>
Mayor Kayne

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Absent

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 June 10, 2024 regular session minutes, seconded by Ms. Paradise

Ms. Paradise yes; Mr. Hines yes; Dr. Shah, yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Tubbs yes; Mr. Grau 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 stated that the Committee met and the finances are in order.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VIII. **Report of Liaisons**

Mayor – Mayor Kayne absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that Summer reading is on going. The staff is preparing for the next school year. There will be new standards in Mathematics and English.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. The budget is currently at 50%. The Balance sheet, Revenue and Expenditures and the Check register are all in order.

Personnel – Mr. Grau had no report.

Buildings & Grounds: Ms. Nielson stated that the Township Committee met on July 8th and approved the \$201,000 parking lot project. Ms. Nielson asked Director LaBelle to inquire about the starting date of the project and the length of time it will take. Ms. LaBelle will check with Nick Marucci and she will advise the Board when the preconstruction meeting will take place.

Patron Services/Technology: Mr. Donohue stated that the Committee met and discussed the Children’s Room project which is completed and the Summer Reading program. Fine forgiveness is taking place until the end of the month.

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

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17204 through 17248 dated June 1, 2024 to June 30, 2024 in the amount of \$96,415.70.

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

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

B. Resolution to accept staff salaries for the month of June 2024 in the amount of \$66,602.69.

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

Ms. Paradise yes; Mr. Hines yes; Dr. Shah, yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Tubbs yes; Mr. Grau 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 Ms. Nielson seconded by Mr. Tubbs; meeting was adjourned at 7:12pm.



Director's Report

August 9, 2024

Adventure Begins at Your Library summer reading is going strong with fun events and reading incentives for all our patrons. Thus far, we have 338 registered children, 95 teens, and 137 adults. Highlights of this month included two well-attended events. Zoophoria, sponsored by the NJ Clean Communities Grant, was an educational program about ecosystems and reptiles, and Jack's Petting Zoo, sponsored by Lakeland Bank. The petting zoo never fails to attract a crowd and this year we were joined by 200 kids and adults who visited us to learn about farm animals and pet and feed some furry friends.



In July, we offered our Fine Forgiveness Month for the third year in a row. We offered amnesty to all visitors for overdue fines generated from Montville Library-owned items. 260 residents and an additional 24 non-residents enjoyed fine forgiveness. A total of \$2,835.07 was forgiven. 87% of the total fines forgiven belonged to Montville residents, meaning only \$377.45 belonged to non-residential library users. 33 lost/billed library items (accounting for \$991.53) were returned back to the library by 23 patrons (18

residents, 5 non-residents). Walter Clark's detailed Amnesty report with data compared to the previous year is included in the Board packet.

On July 25th, the Main Library Alliance membership voted in favor of accepting the Sussex County Library system into Main in 2026. On August 5-6, our Library catalog was offline as Main migrated Fairfield Public Library into the system.

This month, we welcomed 106 new library users. Year to date, there were 595 patrons registered. To date, there are 8,626 active patrons registered. 8,864 visitors passed through our doors in July. We sent 1,849 items to member libraries. The Circulation team processed 489 new items and mended 41 existing items.

Buildings and Grounds

Our parking lot improvement project started on schedule. The work area is cordoned off with chain link fencing and the book drops are temporarily located in front of the building. There is plenty of parking available in the upper two thirds of the lot and access to the building is not restricted.

The Montville Garden Club is working with a local Boy Scout on a proposed Eagle Scout Project to clean up the overgrown Rain Garden and refresh the Memorial Garden. The Rain Garden was a joint project with the Library, Montville Garden Club and Rutgers University to reduce storm water runoff from impermeable surfaces by creating an attractive garden. Over the years the basin and surrounding area have become overgrown with weeds.

Finance

Lakeland Bank will transition to Provident Bank from August 30 to Sept 3. Our checking accounts and CD account numbers will remain the same. Routing numbers will change. We can use the remainder of our existing checks and deposit slips. Telephone banking will continue with a new PIN.

There are resolutions on the agenda to approve the 2023 audit and IRS Form 990.

Lakeland 9-month operating account CD# 0991 for \$79,724 matures on September 15, 2024.

The balance sheet shows the interest on our CDs to date. After the audit is approved the fund balance amounts on the balance sheet will be adjusted.

The \$5,285 check to Rivistas is for magazine subscription renewals. We subscribe to 110 magazines and receive a significant discount when they are bundled together in an annual package.

Marketing and Outreach:

In July, we notified patrons about the August parking lot construction through our newsletters, in-house signage, web site reminders, and book mark flyers.

Our most popular newsletters, based on opens and clicks, were on our Kiwanis Club food drive, our Fine Forgiveness Month, and the parking lot construction notifications.

This month, book displays and themes included Fourth of July, National Paperback Book Day, Harry Potter Day, and Christmas in July.

Risa's outreach story times this month included visits to Kids Connect, Millie's House, and Kiddie Academy. She will resume her outreach visits with Fun Time Academy 2 in the fall. Risa and the kids enjoyed reading stories and singing songs about ice- cream and summer.

Patron Services:

The new train table is a big hit and our remodeled children's area is bustling with activity each day. We have been holding as many events as possible in the new area to show it off and children and parents often congregate in the area after programs to play computer



games, color, craft and enjoy the interactive table. We enjoy seeing our space so well utilized and enjoyed by so many patrons.



This month we added more games and outdoor equipment to our Library of Things and saw a surge in circulation: equipment, (34), games, (125), and Museum Passes, (15) with 174 in total circulation.

Children's Programs

Samantha Stevens from Zoophoria brought her many creatures to the library to teach the kids about reptiles and ecosystems. Joining her were a large frog, a lizard, a tortoise, and a boa constrictor. Forty-five kids and their big people had the opportunity to pet each reptile and take a stroll through the Pio Costa with the tortoise.

The heat did not keep over 200 kids away for Jack's Petting Zoo, sponsored by Lakeland Bank. Jack brought goats, cows, a llama, bunnies, and chickens to our parking lot. The kids were excited to pet, feed, and learn about all the animals.

Amy's outdoor tie-dye craft is a perennial summer hit. Fifty kids brought white t-shirts and our TAB volunteers help them make magic with tie-dye colors. Everyone went home with their individual creations.



Other summer program themed events included a Minecraft Dinosaur Scavenger Hunt, presented by TD3 Innovative Gaming, where eight children formed teams

to virtually look for dinosaurs. Miss Jolie brought in 50 kids to dance, sing, and pop bubbles. Our Kids YOGA program was busy and well-attended, with 30 children learning new poses through stories and games.

July was a month full of engaging and creative story times and craft programs. Our story times were popular with preschoolers who enjoyed listening to stories about a variety of themes, including slimy snakes, dogs, sea turtles, pirates, pigs, farm animals, cows, and delicious foods. The kids loved participating in these sessions, where they could also engage in themed crafts, making farm animals, cows on sticks, and colorful fish bowls. The highlight of the month was the special Food Storytime on July 23rd, where 39 children and their parents made ice cream sundaes with the help of our Teen Advisory Board (TAB) volunteers, who also read stories and helped with ice cream-themed crafts.

Weekly Wednesday drop-in crafts were popular among kids, who eagerly created summer-themed projects such as tie-dye butterflies, kites, puzzle magnets, and dragonflies. July 6th saw an exciting afternoon of leftover crafts, where 15 children enjoyed a variety of creative activities.

Other special programs included the Fun with Play-Doh session on July 9th, where 16 kids had a blast bringing their imaginative ideas to life, and the Kids Craft Book Club on July 8th, where 11 first and second graders read "Chicken Squad: The First Misadventure" and made cute chicken crafts.

Amy and Risa's Sensory Storytime on July 11th was another success, attracting 25 children who delighted in activities involving parachutes, puffballs, and crafts. The Bouncing Babies session on July 16th, also attended by 25 children, featured fun with bubbles, shakers, and scarves. On July 18th, Risa hosted a Kids Diamond Painting Book Club, where 11 third to fifth graders discussed "The Wish Tree" by Katherine Applegate and enjoyed making sticker art pictures.

Evening Ice Cream Story times on July 10th and July 31st were particularly well-loved, with 35 and 41 children attending, respectively. These outdoor events featured stories, songs, coloring, and, of course, ice cream, thanks to our TAB volunteers and staffer Alex Scilingo. The month wrapped up with several more events, including a lively Lego session on July 25th, where over 25 children built creative structures with the help of 8 TAB volunteers, and a fun Coloring and Puzzle time on July 30th, where 26 kids engaged in various creative and cognitive activities. That same day, our Reading Buddies and TAB Tutoring program successfully paired 13 children with 11 volunteers to work on reading, writing, and math skills.

We also welcomed the New Beginnings school for two special story times, where students with developmental disabilities enjoyed stories and crafts centered around sea life and ice cream. Special thanks to Jo Perez who accommodated the New Beginnings school when their class came unannounced while Amy's story time was already underway with a large crowd. Jo quickly created a second story time in the teen area. I am always pleased by the flexibility and professionalism of our staff. Overall, July was a vibrant and enriching month for the children who visited our library.

YA Programs

On July 24th, 17 teens gathered to learn the art of creating beautiful hemp bracelets. Special thanks to Kaiti Tirch, who assisted Jo in making this class a success. The teens enjoyed the hands-on experience and left with their own handmade accessories.

Family BINGO and ice cream events continue to be a crowd-pleaser, drawing 35 participants who eagerly anticipated each number called by our TAB volunteers. The

excitement was palpable as winners walked away with Seven Scoops gift cards and fun games, making for a memorable family night.

The TAB teens also hosted a Board Game afternoon, which was a hit among attendees. Given its popularity, we are excited to announce that another session is planned for August. The summer has been incredibly busy for our teen volunteers, whose dedication and reliability have been invaluable at our Summer Reading Table. Their efforts have been greatly appreciated by both the children and their parents, who enjoy the friendly and helpful assistance provided by our teens.

On July 9th, our TAB teen volunteers sponsored an Adult Game Day, where seven adults spent an enjoyable afternoon playing games like Scrabble and Clue with five of our volunteers. This event fostered a lively and engaging atmosphere, and the adults appreciated the opportunity to connect with the teens over shared interests.



Our TAB volunteers were instrumental in other events as well. Three volunteers helped Amy and Pam with Family Bingo on July 9th, while ten volunteers assisted Amy with the Tie Dye program held outdoors on July 16th. Their involvement ensured that these activities ran smoothly and were enjoyed by all participants.



TAB Tutoring sessions were another highlight of the month. On July 12th, three volunteers worked with two children on their math and reading skills. The program expanded on July 30th, when 13 children received one-on-one support from 11 TAB volunteers. The families were deeply appreciative of the help provided, and we look forward to offering this program again in August.

In July, Kaiti and Jo taught Yarn Painting to nine teens. The participants enjoyed the creative process, producing unique yarn art and painted pictures. Additionally, Bobby Dillon organized a successful Mario Switch Party on July 22nd. Eleven teens, ranging from middle school to high school, enjoyed playing Mario on the Nintendo Switch, along with snacks.

Adult programs

Adult Summer Reading engagement and program participation was up in July. Two prizes are awarded each week - one for program attendance and one for logging books read.

Montville Summer U's this month included talks on Borscht Belt comedians, the classical age of TV and Radio, the history of Paterson, and a local author talk by a retired policeman. Virtual offerings this month included a program on the New York Botanical Garden.

This month we again opened the auditorium on two Friday afternoons for adults to enjoy Canasta and Mah Jong Open Play.

We are showing movies with "Adventure" themes for our weekly Monday movies.

Twelve crafters made a rope basket during our monthly adult craft with Amy. The crafters were given a bowl, rope, and decoupage and carefully wrapped their bowls to create a centerpiece to display fruits, vegetables, or whatever they choose.

Jo's knitting and crocheting program is going strong with 40 in attendance.

The July Adult Afternoon Book Club read *Merle's Door: Lessons from a Freethinking Dog* by Ted Kerasotes. This was a deeply touching portrait of a remarkable dog and his relationship with the author and the book club members were very moved by the author's story. Seventeen members attended the discussion. The Evening Book Club was summer reading adventure themed, as we read *Miss Benson's Beetle* by Rachel Joyce, a story of the extraordinary quest of two women who go on a life-changing adventure to find the golden beetle of New Caledonia and build a friendship along the way. Twelve members joined us.

Technology

On July 30th, our Library hosted a presentation for the Main advisory group charged with reviewing potential ILS vendors. Further presentations will take place at other libraries. Our Polaris contract is up in 2025, and Main Library Alliance is exploring options.

This month's technology offering was a four-session Tech Skills Boot Camp, with classes from the 9th to the 12th. The topics covered were Internet Basics (5 Attendees), Google Docs/Sheets (5 Attendees), Google Forms/Calendar (4 Attendees), and Windows 10 Basics (6 Attendees).

Meetings

July 11 – Main Directors Meeting - Catherine

July 17 - Management Mtg – Catherine, Mary Grace, Jeanne, Walter, Janina

July 25 – Main Special Membership meeting – Catherine

July 31 – Programs & Services Dept meeting

Aug 14 – Patrons Services/Tech Committee Meeting

Aug 27 – Library Buildings & Grounds & Personnel Cmtes

Sept 9 - Library Board & Finance Committee Meetings

Respectfully submitted,

Catherine LaBelle

Director



Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 07/31/24

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	286,481.10	234,093.15
01-100-03	Lakeland - Payroll Checking	39,920.94	70,274.88
01-100-04	Lakeland - Operating CD - 0991	79,724.97	77,696.83
01-100-05	Lakeland - Capital Reserve CD	105,620.41	102,948.93
01-100-06	Lakeland - Operating CD - 0990	79,724.17	77,696.83
01-100-07	Lakeland - Capital Reserve CD - 0994	153,913.95	150,000.00
01-100-08	Lakeland - Capital Reserve Checking	107,002.89	304,836.75
01-100-10	Lakeland - Donations Checking	45,762.15	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
01-140-04	Twp of Montville - Capital Projects Acct	151,000.00	0.00
	Total Assets	<u>2,029,806.01</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	1,654.55	0.00
01-212-00	PERS 414/CINS Withholding	0.00	4,097.56
01-218-00	Reserve for Encumbrances	6,553.82	47,742.17
01-400-01	Appropriation Reserve	<u>2,635.65</u>	<u>2,154.26</u>
	Total Liabilities	70,893.02	114,042.99
01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	<u>639,574.01</u>	<u>639,574.01</u>
	Total	1,927,958.30	1,927,958.30
	Revenue	1,139,277.64	0.00
	Less Expenses	<u>1,108,322.95</u>	<u>0.00</u>
	Net	<u>30,954.69</u>	<u>0.00</u>
	Total Fund Balance	<u>1,958,912.99</u>	<u>1,927,958.30</u>
	Total Liabilities & Fund Balance	<u>2,029,806.01</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17249 to 17324
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
17249	07/31/24	AESTH005 Aesthetic Press, Inc.	250.00		104
17250	07/31/24	ALA 2 American Library Association	247.00		104
17251	07/31/24	ALISA DU Alisa Dupuy	325.00		104
17252	07/31/24	AMAZON Amazon Capital Services, Inc.	306.33		104
17253	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17254	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17255	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17256	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17257	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17258	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17259	07/31/24	BAKER005 Baker & Taylor	0.00	07/31/24 VOID	0
17260	07/31/24	BAKER005 Baker & Taylor	5,557.29		104
17261	07/31/24	BANK OF Bank of America	309.60		104
17262	07/31/24	BERNADIN Bernadine Ferrari	300.00		104
17263	07/31/24	BERNADIN Bernadine Ferrari	300.00		104
17264	07/31/24	BERNARDS Bernards Township Library	18.99		104
17265	07/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		104
17266	07/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		104
17267	07/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		104
17268	07/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		104
17269	07/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		104
17270	07/31/24	COLBY B Colby Bernstein	65.00		104
17271	07/31/24	COLBY B Colby Bernstein	65.00		104
17272	07/31/24	CONSTANT Constant Contact	232.00		104
17273	07/31/24	DIRECT Direct Energy Business	4,448.16		104
17274	07/31/24	DIVERSIF Diversified Security	599.40		104
17275	07/31/24	ELIZA005 Elizabeth Johansen	250.00		104
17276	07/31/24	ENGAG005 EngagedPatrons.org	250.00		104
17277	07/31/24	EXCEL005 Excellent Building Services	2,516.72		104
17278	07/31/24	FREDM005 Fred Miller Music	350.00		104
17279	07/31/24	GREGO005 Gregory J. Della Pia	1,000.00		104
17280	07/31/24	HUGHE005 Hughes Environmental	4,761.00		104
17281	07/31/24	IFPTE005 IFPTE	88.00		104
17282	07/31/24	JERSE005 Jersey Central Power & Light	2,065.31		104
17283	07/31/24	JOHN KEN John Kenrick	250.00		104
17284	07/31/24	JOHN KEN John Kenrick	250.00		104
17285	07/31/24	JOLIE DE Ants in the Pants, LLC	300.00		104
17286	07/31/24	JOLIE DE Ants in the Pants, LLC	300.00		104
17287	07/31/24	JOYCE MA Joyce Mandel	100.00		104
17288	07/31/24	JOYCE MA Joyce Mandel	100.00		104
17289	07/31/24	JOYCE MA Joyce Mandel	100.00		104
17290	07/31/24	KANOPIY Kanopy, Inc.	226.00		104
17291	07/31/24	LAWN005 Lawn World, Inc.	547.00		104
17292	07/31/24	LIBR0020 LibraryLinkNJ	1,030.86		104
17293	07/31/24	MIDWE005 Midwest Tape LLC	936.13		104
17294	07/31/24	MONTC005 Montclair Art Museum	165.00		104
17295	07/31/24	NJNAT005 NJ Natural Gas Co.	547.45		104
17296	07/31/24	OPTIM005 Optimum	368.90		104
17297	07/31/24	OVERD005 OverDrive, Inc.	1,610.10		104
17298	07/31/24	PITNE005 Pitney Bowes Global Financial	208.23		104
17299	07/31/24	PITNEY Pitney Bowes Global Financial	84.99		104

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17300	07/31/24	REBECCA Rebecca Manci	50.00		104
17301	07/31/24	REBECCA Rebecca Manci	50.00		104
17302	07/31/24	REBECCA Rebecca Manci	50.00		104
17303	07/31/24	REBECCA Rebecca Manci	50.00		104
17304	07/31/24	REBECCA Rebecca Manci	50.00		104
17305	07/31/24	REBECCA Rebecca Manci	50.00		104
17306	07/31/24	REBECCA Rebecca Manci	50.00		104
17307	07/31/24	REBECCA Rebecca Manci	50.00		104
17308	07/31/24	REBECCA Rebecca Manci	50.00		104
17309	07/31/24	RIVISTAS Rivistas Subscription Services	5,285.81		104
17310	07/31/24	SEVEN Seven Scoops	50.00		104
17311	07/31/24	SOMERSET Somerset County Park Comm	120.00		104
17312	07/31/24	SSWOR005 S & S worldwide, Inc.	111.29		104
17313	07/31/24	STAPL005 Staples Advantage	0.00	07/31/24 VOID	0
17314	07/31/24	STAPL005 Staples Advantage	1,405.53		104
17315	07/31/24	SUNRI005 Sunrise ShopRite	368.78		104
17316	07/31/24	TOWNS005 Township of Montville	16,047.17		104
17317	07/31/24	TOWNS005 Township of Montville	21,527.62		104
17318	07/31/24	TOWNS005 Township of Montville	10,537.00		104
17319	07/31/24	UGI ENER UGI Energy Services, LLC	8.54		104
17320	07/31/24	ULINE Uline	250.83		104
17321	07/31/24	VENMILL VenMill Industries	106.00		104
17322	07/31/24	VERI0010 VERIZON	117.22		104
17323	07/31/24	WICK wick Services, Inc.	568.00		104
17324	07/31/24	ZOOPHORI Zoophoria NJ	375.00		104

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	68	8	89,008.25	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	68	8	89,008.25	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	2,854.81	0.00	0.00	2,854.81
	4-01	67,470.32	0.00	18,683.12	86,153.44
Total of All Funds:		<u>70,325.13</u>	<u>0.00</u>	<u>18,683.12</u>	<u>89,008.25</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: 07/31/24
Current Period: 07/01/24 to 07/31/24
Prior Year: 07/01/23 to 07/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	80.95	4,500.00	93.31	2,855.95	1,644.05-	63
4-01-401-03	Copier Income	35.80	500.00	45.62	301.28	198.72-	60
4-01-401-05	Computer Print Outs Income	115.35	2,000.00	277.69	1,423.13	576.87-	71
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	1,114,321.25	795,943.75-	58
4-01-401-09	Lost Items	144.65	1,750.00	235.95	974.87	775.13-	56
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	0.00	50.53	50.53	0
4-01-401-15	Interest Income	63.37	700.00	10,695.60	11,035.41	10,335.41	***
4-01-401-16	Lost Cards	6.00	120.00	10.00	74.00	46.00-	62
4-01-401-18	Disks/Faxes	5.00	30.00	2.00	4.00	26.00-	13
	401 Total	149,384.20	1,932,265.00	170,548.92	1,131,040.42	801,224.58-	59
4-01-402-22	Arts Council of the Morris Arts	0.00	0.00	0.00	2,000.00	2,000.00	0
4-01-402-23	Library Reads Inc Grant	0.00	0.00	0.00	800.00	800.00	0
4-01-402-30	Donations	2,175.00-	5,000.00	157.00	1,937.22	3,062.78-	39
4-01-402-35	ELL Program Grant	0.00	3,500.00	3,500.00	3,500.00	0.00	100
	402 Total	2,175.00-	8,500.00	3,657.00	8,237.22	262.78-	97
	01 Fund 01 Revenue Total	147,209.20	1,940,765.00	174,205.92	1,139,277.64	801,487.36-	59

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	64,112.58	940,000.00	103,616.25	525,465.67	0.00	414,534.33	56
4-01-601-100	Taxes/FICA/UE	5,315.50	76,400.00	8,836.45	45,675.18	0.00	30,724.82	60
4-01-601-110	Health Benefits Expense	8,813.35	162,500.00	17,477.90	61,001.94	0.00	101,498.06	38
4-01-601-120	PERS Expense	0.00	112,200.00	0.00	118,276.00	0.00	6,076.00-	105
4-01-601-130	DCRP Expense	910.30	5,100.00	0.00	1,224.33	0.00	3,875.67	24
	601 B-1 - COMPENSATION	79,151.73	1,296,200.00	129,930.60	751,643.12	0.00	544,556.88	58
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	695.00	0.00	3,505.00	17
4-01-602-020	Adult Books	5,286.37	34,000.00	3,529.67	13,709.45	6,011.01	14,279.54	58

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 BOCD	422.73	2,500.00	119.75	812.51	0.00	1,687.49	32
4-01-602-040	Adult DVD	53.73	10,000.00	323.77	1,714.80	593.36	7,691.84	23
4-01-602-050	Adult eBooks	680.31	9,000.00	855.06	4,727.74	797.61	3,474.65	61
4-01-602-060	Adult eAudio	433.96	6,500.00	647.46	2,498.55	442.19	3,559.26	45
4-01-602-090	Periodicals	5,265.14	11,000.00	5,285.81	7,970.08	0.00	3,029.92	72
4-01-602-110	Games	44.99	4,000.00	0.00	772.22	297.58	2,930.20	27
4-01-602-120	J Books	1,901.66	32,000.00	1,545.86	6,675.78	2,060.40	23,263.82	27
4-01-602-140	J DVD	11.26	2,000.00	0.00	304.25	118.66	1,577.09	21
4-01-602-150	J eBooks	0.00	1,500.00	0.00	456.86	25.16	1,017.98	32
4-01-602-160	J eAudio	0.00	1,000.00	0.00	202.50	0.00	797.50	20
4-01-602-180	YA Books	493.90	6,000.00	86.42	949.73	316.17	4,734.10	21
4-01-602-210	YA eBooks	0.00	1,400.00	0.00	472.29	49.99	877.72	37
4-01-602-220	Young Adults eAudio	0.00	1,400.00	0.00	460.97	0.00	939.03	33
4-01-602-221	Non-English Material	0.00	4,000.00	0.00	1,523.00	0.00	2,477.00	38
4-01-602-230	Streaming	773.56	10,600.00	838.36	5,212.31	0.00	5,387.69	49
4-01-602-235	Library of Things	0.00	1,000.00	42.90	657.72	0.00	342.28	66
4-01-602-240	Level Up Grant	353.41	200.00	0.00	200.00	0.00	0.00	100
	602 B-2 - COLLECTION	15,721.02	142,300.00	13,275.06	50,015.76	10,712.13	81,572.11	43
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	1,175.00	15,900.00	2,045.00	12,987.34	2,075.00	837.66	95
4-01-603-240	Program - Children	786.00	7,955.00	1,147.78	4,802.65	430.00	2,722.35	66
4-01-603-250	Summer Reading / Reading Programs	1,506.88	8,000.00	865.08	3,204.63	32.52	4,762.85	40
4-01-603-260	Museum Passes	0.00	3,500.00	165.00	3,390.00	0.00	110.00	97
4-01-603-270	Programs YA	56.26	3,000.00	0.00	2,157.86	0.00	842.14	72
4-01-603-280	Library-Wide Cultural/Family Programing	0.00	2,500.00	0.00	760.71	0.00	1,739.29	30
4-01-603-300	Technology Programming	0.00	4,000.00	0.00	2,030.00	0.00	1,970.00	51
	603 B3 - PROGRAMS:	510.38	44,855.00	4,222.86	29,333.19	2,537.52	12,984.29	71
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	808.09	11,000.00	1,377.69	4,053.27	0.00	6,946.73	37
4-01-604-070	Postage - Supplies	0.00	2,000.00	200.00	200.00	0.00	1,800.00	10
4-01-604-080	Freight-Shipg (Non-Collection)	205.62	2,000.00	192.32	1,463.18	0.00	536.82	73
	604 B-4 - SUPPLIES	1,013.71	15,000.00	1,770.01	5,716.45	0.00	9,283.55	38
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	0.00	600.00	107.07	225.10	0.00	374.90	38
4-01-605-070	Staff/Volunteer Recognition	122.20	500.00	115.45	306.51	0.00	193.49	61
	605 B-5 - PUBLIC RELATIONS	122.20	2,100.00	222.52	531.61	0.00	1,568.39	25
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	1,318.76	0.00	118.76-	110
4-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	400.00	0.00	160.80	0.00	239.20	40
4-01-606-040	Professional Dues	0.00	1,300.00	247.00	883.00	0.00	417.00	68
4-01-606-050	Conference Travel	0.00	5,000.00	0.00	2,310.30	0.00	2,689.70	46
4-01-606-055	Tuition Reimbursement Program	0.00	2,500.00	0.00	2,500.00	0.00	0.00	100
	606 B- 6 - STAFF DEVELOPMENT	0.00	10,400.00	247.00	7,172.86	0.00	3,227.14	69
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	5,034.68	61,000.00	5,355.67	18,507.85	0.00	42,492.15	30
4-01-607-030	Utilities - Gas	609.15	20,000.00	555.99	6,509.08	0.00	13,490.92	33
4-01-607-040	Utilities - Telephone	608.80	6,600.00	468.26	3,114.13	0.00	3,485.87	47
4-01-607-050	Internet Provider	180.95	2,300.00	368.90	1,475.60	0.00	824.40	64
	607 B-7 - UTILITIES	6,433.58	89,900.00	6,748.82	29,606.66	0.00	60,293.34	33
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	250.83	1,986.32	6,564.84	5,448.84	61
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	18,302.04	0.00	13,697.96	57
4-01-608-040	Plant - Fire/Burglery Alarm	1,445.80	4,500.00	599.40	1,118.20	600.00	2,781.80	38
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	4,761.00	7,795.00	0.00	10,705.00	42
4-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	547.00	1,808.48	0.00	1,191.52	60
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	2,900.00	0.00	0.00	100
4-01-608-140	Plant - Landscape Maintenance	310.00	2,000.00	568.00	828.00	0.00	1,172.00	41
	608 B-8 - PHYSICAL PLANT	4,272.52	94,900.00	9,242.95	39,971.14	7,164.84	47,764.02	50
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	568.86-	11,500.00	250.00	2,729.20	0.00	8,770.80	24
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	624.69	0.00	175.31	78
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	360.63	34,175.00	458.23	3,353.89	0.00	30,821.11	10
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	635.33	0.00	235.33	159
4-01-610-020	Copier Usage B&W	0.00	200.00	0.00	154.21	0.00	45.79	77
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	0.00	789.54	0.00	189.54	132
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	7,000.00	0.00	5,000.00	58
4-01-611-030	MAIN Assessment	0.00	51,035.00	0.00	38,276.49	0.00	12,758.51	75
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	116.67	0.00	1,383.33	8
4-01-611-250	Board Secretary	250.00	3,250.00	250.00	1,750.00	0.00	1,500.00	54
4-01-611-260	Payroll Service Fee	709.86	9,000.00	835.39	5,298.43	0.00	3,701.57	59
4-01-611-320	Other Professional Services	0.00	200.00	0.00	80.00	0.00	120.00	40
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	1,959.86	93,885.00	2,085.39	53,180.99	0.00	40,704.01	57
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	37,719.75	0.00	12,580.25	75
4-01-612-020	Township Insurances	0.00	30,400.00	8,954.37	26,863.13	0.00	3,536.87	88
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	381.50	381.50	0.00	2,118.50	15
	612 B-12 OTHER EXPENSES	0.00	89,950.00	21,909.12	65,299.17	0.00	24,650.83	73
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	600.00	600.00	600.00	800.00	60
4-01-613-19	Library Reads Inc Grant	0.00	800.00	0.00	800.00	0.00	0.00	100

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>600.00</u>	<u>1,400.00</u>	<u>600.00</u>	<u>4,300.00</u>	<u>32</u>
	01 Fund 01 Expend Total	<u>108,824.37</u>	<u>1,920,565.00</u>	<u>190,712.56</u>	<u>1,038,014.38</u>	<u>21,014.49</u>	<u>861,536.13</u>	<u>55</u>

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	<u>147,209.20</u>	<u>174,205.92</u>	<u>1,139,277.64</u>
Expended:	<u>108,824.37</u>	<u>190,712.56</u>	<u>1,059,028.87</u>
Net Income:	<u>38,384.83</u>	<u>16,506.64</u>	<u>80,248.77</u>

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	48,807.38	0.00	13,152.06	79
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	917.98	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	420.82	0.00	1,579.18	21
4-02-804-060	Memory Lab Equipment	398.00	0.00	0.00	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>1,315.98</u>	<u>8,000.00</u>	<u>0.00</u>	<u>486.70</u>	<u>0.00</u>	<u>7,513.30</u>	<u>6</u>
	02 CAPITAL BUDGET Expend Total	<u>1,315.98</u>	<u>69,959.44</u>	<u>0.00</u>	<u>49,294.08</u>	<u>0.00</u>	<u>20,665.36</u>	<u>70</u>

02 CAPITAL BUDGET	Prior	Current	YTD
Revenues:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expended:	<u>1,315.98</u>	<u>0.00</u>	<u>49,294.08</u>
Net Income:	<u>1,315.98-</u>	<u>0.00</u>	<u>49,294.08-</u>

Grand Totals	Prior	Current	YTD
Revenues:	<u>147,209.20</u>	<u>174,205.92</u>	<u>1,139,277.64</u>
Expended:	<u>110,140.35</u>	<u>190,712.56</u>	<u>1,108,322.95</u>
Net Income:	<u>37,068.85</u>	<u>16,506.64-</u>	<u>30,954.69</u>

MONTVILLE TOWNSHIP PUBLIC LIBRARY JULY 2024 PROGRAM ATTENDANCE

August 12, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	July 2024	July 2023
Children - Staff Programs		
Story Time (ice cream, sensory, craft themed)	246	
Legos, Coloring, Games	54	
Babies & Toddlers	25	
Family Bingo	35	
Kids Book Club	11	
Bouncing Babies	25	
Art & Crafts	36	
Outreach Story Time Pre-School Visits	75	
Tie Dye	50	
New Beginnings Story Time	15	
Children - Staff Programs Total	572	599
Children - Paid Presenters		
Miss Jolie Move n'Groove	50	
Kids Yoga	30	
Zoophoria Live Animal Show	45	
Jack's Farm & Petting Zoo	200	
Minecraft Scavenger Hunt	8	
Children - Paid Presenters Total	333	213
Total All Children's Programs	905	812
Young Adults - Staff Programs		
TAB Program Volunteers	31	
TAB Summer Reading Desk Volunteers	132	
Switch Game Tournament	11	
Hemp Bracelet Craft	17	
Young Adult - Staff Programs Total	191	111
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	36
Total All Young Adult Programs	191	147
Adult - Staff Programs		
Movies	53	
Book Club	29	
Adult Craft with Amy	12	
Knitting	46	
Memory Lab	8	
Mahjong & Canasta Open Play	38	
Board Games with TAB	7	
Adult Staff Programs Total	193	141
Adult - Paid Presenters		
Chair Yoga	40	
Montville "U" Lecture & Concerts	129	
Qigong	76	
Lectures & Presentations - no charge	26	
Adult - Paid Presenters Total	271	267
Total All Adult Programs	464	408
Library Sponsored Total	1,560	1,367
OUTSIDE GROUPS		
Police Training Class Drone Certification	20	
MAIN ILS Vendor RFP Presentation	25	
Outside Groups Total	45	0
GRAND TOTAL	1,605	1,367

July Book Displays
July is Grill Month - Adults
Beach Reads - Adults, Children
Christmas in July - Adults
Soccer - Adults
Shark Awareness Day, July 14th - Adults, Young Adults, Children
I Love my Horse Day, July 15th - Adults, Young Adults, Children
Summer Olympics - Adults, Young Adults, Children
July 25th is Culinarians Day - Adults, Young Adults, Children
Summer Theme - Adventure - Adults, Young Adults, Children
Books that have been recently returned
LibraryReads - Adults
Staff Picks - Adults
NY Times Bestsellers - Adults