

Montville Township Public Library
Board of Trustees Meeting
Minutes of September 9, 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
Mr. Charles Grau
Ms. Linda Peskin
Ms. Deb Nielson
Mrs. Dianna Paradise
Mr. Robert Donohue
Dr. Sunil Shah
<i>MEMBERS ABSENT</i>
Mr. David Tubbs
Mayor Kayne

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

III. Open Public Meetings Act Statement

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

IV. Pledge of Allegiance

V. **Adoption of Minutes**

Mr. Grau made a motion to approve the August 12, 2024 regular session minutes, seconded by Ms. Nielson

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Dr. Shah yes; Mr. Donohue abstained; 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 finances are in order. The Finance Committee reviewed the balance sheet, check register and the list of revenue and expenditures. The Committee also discussed the CD that is coming up in September. Provident Bank will no longer allow telephone transfers.

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 absent, no report.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. They discussed the rate for the CD that is coming due on September 15th. The CD rates at Provident Bank are:

7-month CD at 4.5% with a 4.6% yield.

13-month CD at 4.21% with a 4.3% yield.

The Finance Committee agreed to renew the operating CD for 7 months at 4.5% interest rate with a 4.6% annual yield.

Personnel – Mr. Grau stated there has not been a meeting.

Buildings & Grounds: Ms. Nielson stated there has not been a meeting.

Patron Services/Technology: Mr. Donohue stated they are meeting this Wednesday and will discuss the Strategic Plan.

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

Mr. Hines thanked the staff on behalf of Kiwanis for the donation to the food pantry. The assistance the food pantry is providing to families has increased by 200% from last year.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17325 through 17381 dated August 1 to August 31, 2024 in the amount of \$56,464.51.

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

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

B. Resolution to accept staff salaries for the month of August 2024 in the amount of \$66,442.59

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

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

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

Mr. Grau asked about the progress of the parking lot renovations. Director LaBelle will make sure that the completion is still on schedule for the beginning of November.

XV. Executive Session

None

XVI. Open Session

None

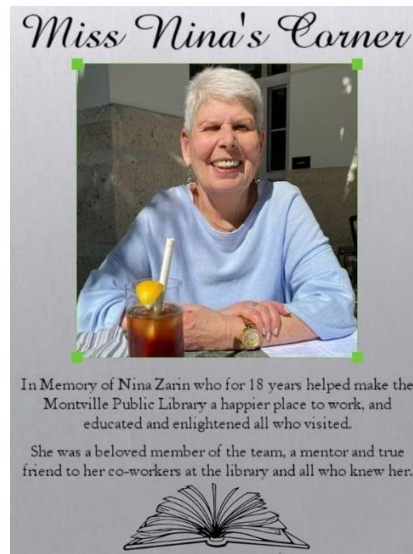
XVII. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Ms. Nielson; meeting was adjourned at 7:11pm.



Director's Report
October 18, 2024

September was National Library Card Sign-Up Month, and we welcomed new patrons with a prominent display, offering free books to those who registered for a library card. Thanks to our successful partnership with Valley View Elementary, we signed up 92 new patrons. The school's media specialist helped boost this effort by sending home registration forms with students, encouraging families to get involved with the library. Our Senior Library Assistant, Nilufer Sozusen, played a key role in processing applications, issuing fifty new or updated library cards to young learners.



This month, we also honored former employee, Nina Zarin, who passed away in January. In her memory, her family generously donated a dedication plaque, now displayed in the story time room as "Miss Nina's Corner." On September 14, employees, patrons, and family members gathered to celebrate her lasting impact on

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our community. Nina was cherished for her lively story times and leadership in the Knit and Chat group, both of which fostered a deep sense of community and connection.

In September, 8,251 visitors passed through our doors. We sent 1,334 items to member libraries. The Circulation team processed 412 new items and mended 56 existing items.

Buildings and Grounds

We received a proposal from Protective Measures to replace 20 fire sprinkler heads that are not up to code. The cost is \$1,955 and the funds have been encumbered.

The electrician, Dean Quilici, repaired several rows of hanging fluorescent lights that were out. He adjusted the control relays and said if the problem continues he will need to replace the relays.

Ryan Fitzsimmons drained the lawn sprinkler main lines and used compressed air to force residual water out of the zones. The system is ready for winter.

Finance

The transition from Lakeland Bank to Provident Bank is complete. One big difference is that Provident Bank does not allow telephone transfers from one account to another. All business must be conducted in person with a bank officer. There is a resolution on the agenda to approve online banking to view and print statements, to transfer funds between accounts and to request stop payments.

The 2025 State Benefit Health costs increased 16.3% over 2024. The Library's compensation budget will increase and our staff's health withholding will also increase.

Marketing and Outreach:

In outreach, Risa visited Fun Time Kiddie Academy 2, Millie's House, Kids Academy, and Kids Connect this month. The kids enjoyed reading books and singing songs about Back to School and Autumn.

With school back in session, Amy visited the Pine Brook Jewish Center, read to their 3 and 4-year-old classes, and did a craft about owls. This outreach will continue through the school year.

Our book displays and programs followed the many holidays and happenings in September. We created book displays for a 9/11 Tribute, National Hispanic Heritage Month, Banned Books Week, Rosh Hashanah, and Memorial of Nelson DeMille.

Patron Services:

In September, the Main Library Alliance announced migration to a new ILS vendor when our current library catalog contract expires next year. Koha is a free and open source web-based system which will be administered for us by Bywater Solutions, the company that provides the current “Discovery” overlay to our catalog. The new system will therefore look much the same to patrons. Training will begin in January 2025 with an anticipated go live date of March 24, 2025. Other libraries In New Jersey that use Koha through Bywater Solutions include Atlantic City, Camden County, Collingswood, and Rahway Libraries as well as 2,500 others worldwide.

Children’s Programs

Risa’s Kids Craft Book Club had 8 first and second-graders reading *Fly Guy & Fly Guy Night Fright* by Tedd Arnold, followed by a fun Fly Guy/Fly Girl craft. The kids enjoyed Goldfish snacks and a lively discussion.

The Kids Diamond Painting Book Club saw 10 third to fifth-graders discussing *The Silver Arrow* by Lev Grossman. The group loved the book’s adventure while crafting diamond sticker art and coloring wooden train ornaments.

September story times included a dog-themed session with 20 attendees making a dog craft, and a cricket-themed story time with 21 children crafting cute crickets. Bouncing Babies focused on colors, with 28 babies and toddlers enjoying songs, colorful scarves, and bubbles with enthusiastic assistance from our new Craig School intern, Mary.

We hosted a well-attended Coloring, Puzzles, and Dot Painting event with 26 participants, who also loved the new felt board. Messy Munchkins created popsicle stick scarecrows with 25 kids, and Kids Yoga had 20 preschoolers mastering downward dog.

Danielle Buonforte, a registered dietitian from Lincoln Park Shoprite, led a healthy fall snacks workshop for 14 elementary-aged kids, featuring apples, grapes, and more.



Our ABC,123 program kicked off with the letter “A,” where 18 preschoolers enjoyed an alligator craft and books. Miss Jolie’s music and bubbles event brought in 60 toddlers for a lively session of singing and dancing.

A special Back to School Storytime on Saturday had 12 children reading and making a pencil craft, led by Cindy Larue and designed by Amy. The Baby & Toddlers Too program in September, led by Amy and Risa, had 25 kids enjoying fall-themed stories and a leaf craft.

Finally, our Lego program continued to engage both toddlers and grade schoolers, who made fantastic creations throughout the month.



Adult programs



This month we held our second "Fix-It Shop" where community volunteers brought tools and supplies to help patrons repair (and not discard) small appliances and other items. Pam O'Gorman organized and oversaw this successful event, for which I received much positive feedback. Our outstanding volunteer "handy person" squad repaired and evaluated 26 items, including a refrigerator for an outdoor custom designed kitchen (which saved \$3000 in repairs), small lamps, a sewing machine, a vintage wall clock, one laptop, and a lamp switch replacement. Some patrons went home with instructions on parts to buy to complete the repair process. We will schedule another Fix-It Shop early next year.

The Montville "U"s on the calendar for September were rescheduled due to ongoing parking lot construction to ensure patron safety and accessibility.

Virtual programs in September included Part I of a three-part AI Workshop, Part I of a three-part Writing Workshop, and a program on Investment Fraud hosted by the NJ Attorney General's Office.

Movies this month commemorated Banned Books Week, with a showing of "Goodnight & Good Luck" and Hispanic Heritage Month where patrons enjoyed "Westside Story".

The fall sessions of the popular Chair Yoga and Beginner Qigong classes have started and filled up immediately after posting. This month, we again opened the auditorium on two Friday afternoons for Canasta and Mahjong Open Play.

Patrons enjoyed a special felting class with Jessica Cavalier, a Morris County artist who taught 13 adults the techniques of needle felting. We received a Local Arts grant

from the non-profit organization Morris Arts, funded through the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts. This class is one of a series funded by the grant.

Our monthly Spice Club started up again with smoked paprika. Forty samples of the spice and recipes were picked up by our patrons, for cooking with a new fall flavor.



The Afternoon Adult Craft with Amy had twelve happy crafters put together a pumpkin wreath with burlap and trim to hang on their front doors.

The knitting and crocheting group had 54 in attendance for the month. It is amazing how talented these ladies are.

YA Programs

On Saturday, September 28th, we held our first Montville Township Public Library Math-A-Thon, organized by our dedicated TAB volunteer, Scipio, who designed the event in a fun Jeopardy-style format. Three additional volunteers assisted, and the children's performance was impressive. The competition was divided into two groups: Kindergarten-2nd grade and 3rd-5th grade. First and second-place winners from each group received medals and certificates, while all participants were awarded ribbons. Special thanks to Mary Grace for creating the certificates, Sue and Jo for inscribing names beautifully, and Bobby for handling the tech setup in the Pio Costa Auditorium, ensuring the event's success.



Our first TAB meeting of the school year, held on September 10th, was a success, with many new members joining. The teens have exciting program ideas, including a TAB Science Program led by one of our members, who has formed a Science Committee to assist. Special thanks to Amy for overseeing this initiative, which will launch in October.

The TAB Concert Committee is also hard at work planning the second TAB concert, scheduled for November. In collaboration with Montville High School's Tri-M Music Honor Society, they are preparing for auditions, rehearsals, program brochures, and refreshments to make this a formal and special evening.

Technology

Tech Classes this month included "PC Troubleshooting Tips", "iPhone Tips & Tricks" a two-part class on "Excel Basics" and a class on how to use Hoopla and Kanopy.

Meetings

Sept 12 – Main Membership Meeting – Catherine

Sept 13 – Main Reader's Advisory Task Force – Amy, Catherine

Sept 17 – Main Circ Advisory Group – Walter, Nilufer, Sue

Sept 19 – Library management - Catherine, Mary Grace, Jeanne, Walter, Janina

Sept 26 – Montville Twp. Dept Head meeting - Catherine

Sept 27 - Main Directors Meeting - Catherine

Oct 22 – Library Buildings & Grounds & Personnel Cmtes

Nov 13 – Patrons Services/Tech Committee Meeting

Nov 18 - Library Board & Finance Committee (late mtg due to Veteran's Day)

Nov 25 – Special Library Board Budget Meeting

Respectfully submitted,

Catherine LaBelle

Director



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	317,517.09	234,093.15
01-100-03	Lakeland - Payroll Checking	45,118.91	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	107,020.75	304,836.75
01-100-10	Lakeland - Donations Checking	46,104.51	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>2,066,400.19</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	7,122.60	4,097.56
01-218-00	Reserve for Encumbrances	3,232.65	47,742.17
01-400-01	Appropriation Reserve	2,635.65	2,154.26
	Total Liabilities	<u>73,039.90</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	1,459,999.58	0.00
Less Expenses	<u>1,394,597.59</u>	<u>0.00</u>
Net	<u>65,401.99</u>	<u>0.00</u>
Total Fund Balance	<u>1,993,360.29</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,066,400.19</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17382 to 17454
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
17382	09/30/24	AESTH005 Aesthetic Press, Inc.	250.00		106
17383	09/30/24	AMAZON Amazon Capital Services, Inc.	0.00	09/30/24 VOID	0
17384	09/30/24	AMAZON Amazon Capital Services, Inc.	1,183.28		106
17385	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17386	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17387	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17388	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17389	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17390	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17391	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17392	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17393	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17394	09/30/24	BAKER005 Baker & Taylor	0.00	09/30/24 VOID	0
17395	09/30/24	BAKER005 Baker & Taylor	7,496.13		106
17396	09/30/24	BANK OF Bank of America	303.17		106
17397	09/30/24	BARNE005 Barnes & Noble, Inc.	95.77		106
17398	09/30/24	BIBLIOTH Bibliotheca, LLC	10,864.35		106
17399	09/30/24	BRIGHT S Bright Spirit wellness LLC	50.00		106
17400	09/30/24	BRIGHT S Bright Spirit wellness LLC	50.00		106
17401	09/30/24	BRIGHT S Bright Spirit wellness LLC	50.00		106
17402	09/30/24	BRIGHT S Bright Spirit wellness LLC	50.00		106
17403	09/30/24	COLBY B Colby Bernstein	65.00		106
17404	09/30/24	CONSTANT Constant Contact	753.60		106
17405	09/30/24	DEMCO005 Demco, Inc.	214.20		106
17406	09/30/24	DIRECT Direct Energy Business	3,597.14		106
17407	09/30/24	EDMUN005 Edmunds GovTech	5,246.37		106
17408	09/30/24	ELIZA005 Elizabeth Johansen	250.00		106
17409	09/30/24	EXCELO05 Excellent Building Services	2,516.72		106
17410	09/30/24	FITZS005 Fitzsimmons Irrigation & Light	224.63		106
17411	09/30/24	GREGO005 Gregory J. Della Pia	1,000.00		106
17412	09/30/24	HUGHE005 Hughes Environmental	5,481.05		106
17413	09/30/24	IFPTE005 IFPTE	88.00		106
17414	09/30/24	IRONMOUN IRON MOUNTAIN	17.27		106
17415	09/30/24	JANET C Janet C. Mandel	100.00		106
17416	09/30/24	JEANN005 Jeanne Ivy	39.96		106
17417	09/30/24	KANOPY Kanopy, Inc.	241.00		106
17418	09/30/24	KEVIN005 Kevin Woyce	125.00		106
17419	09/30/24	LIBRARYI Library Systems & Services	3,675.00		106
17420	09/30/24	MAINI005 MAIN Library Alliance	4,200.00		106
17421	09/30/24	MARIANNE Marianne Ciffer	450.00		106
17422	09/30/24	MARK SZ Mark Szep	150.00		106
17423	09/30/24	MICHAEL Michael A. Cerone, Jr., Esq.	250.00		106
17424	09/30/24	MIDWE005 Midwest Tape LLC	0.00	09/30/24 VOID	0
17425	09/30/24	MIDWE005 Midwest Tape LLC	1,328.58		106
17426	09/30/24	MULTICUL Multi-Cultural Books & Videos	1,075.00		106
17427	09/30/24	NJNAT005 NJ Natural Gas Co.	497.98		106
17428	09/30/24	NORMA P Norma A. Pravec	720.00		106
17429	09/30/24	OPTIM005 Optimum	184.45		106
17430	09/30/24	ORIEN005 Oriental Trading Company, Inc.	43.98		106
17431	09/30/24	OVERD005 OverDrive, Inc.	0.00	09/30/24 VOID	0
17432	09/30/24	OVERD005 OverDrive, Inc.	0.00	09/30/24 VOID	0

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17433	09/30/24	OVERD005 OverDrive, Inc.	2,503.17		106
17434	09/30/24	PAMEL005 Pamela O'Gorman Reeve	13.85		106
17435	09/30/24	PITNEY Pitney Bowes Global Financial	208.23		106
17436	09/30/24	REBECCA Rebecca Manci	50.00		106
17437	09/30/24	RISAS005 Risa Skerker	29.91		106
17438	09/30/24	ROBER005 Dr. Robert W. Butts	150.00		106
17439	09/30/24	ROBER005 Dr. Robert W. Butts	150.00		106
17440	09/30/24	SSWOR005 S & S Worldwide, Inc.	32.52		106
17441	09/30/24	STAPL005 Staples Advantage	1,246.18		106
17442	09/30/24	STATE005 State of New Jersey	148.68		106
17443	09/30/24	SUNRI005 Sunrise ShopRite	209.88		106
17444	09/30/24	TECHN005 Technology Integrators	145.00		106
17445	09/30/24	TECHN005 Technology Integrators	145.00		106
17446	09/30/24	TECHN005 Technology Integrators	145.00		106
17447	09/30/24	TECHN005 Technology Integrators	145.00		106
17448	09/30/24	TECHN005 Technology Integrators	145.00		106
17449	09/30/24	THE RECO The Record	937.92		106
17450	09/30/24	TOWNS005 Township of Montville	10,537.00		106
17451	09/30/24	TOWNS005 Township of Montville	21,527.62		106
17452	09/30/24	UGI ENER UGI Energy Services, LLC	36.90		106
17453	09/30/24	WICK Wick Services, Inc.	504.00		106
17454	09/30/24	WIELKOTZ Wielkotz & Company, LLC	4,600.00		106

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	59	14	96,538.49	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	59	14	96,538.49	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	167.82	0.00	0.00	167.82
CAPITAL BUDGET	3-02	4,825.19	0.00	0.00	4,825.19
	Year Total:	4,993.01	0.00	0.00	4,993.01
	4-01	88,609.01	0.00	2,635.95	91,244.96
CAPITAL BUDGET	4-02	300.52	0.00	0.00	300.52
	Year Total:	88,909.53	0.00	2,635.95	91,545.48
Total of All Funds:		93,902.54	0.00	2,635.95	96,538.49

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 09/30/24
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 09/01/24 to 09/30/24
 Print Zero YTD Activity: No Prior Year: 09/01/23 to 09/30/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	395.25	4,500.00	443.61	3,694.63	805.37-	82
4-01-401-03	Copier Income	18.13	500.00	55.65	405.01	94.99-	81
4-01-401-05	Computer Print Outs Income	173.85	2,000.00	205.85	1,794.09	205.91-	90
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	1,432,698.75	477,566.25-	75
4-01-401-09	Lost Items	30.00	1,750.00	213.00	1,234.87	515.13-	71
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	39.99	0.00	306.94	357.47	357.47	0
4-01-401-14	Interest Income - Capital	0.00	0.00	0.00	6,711.01	6,711.01	0
4-01-401-15	Interest Income - Operating	58.43	700.00	51.61	4,427.84	3,727.84	633
4-01-401-16	Lost Cards	8.00	120.00	6.00	100.00	20.00-	83
4-01-401-18	Disks/Faxes	0.00	30.00	0.00	4.00	26.00-	13
	401 Total	149,656.73	1,932,265.00	160,471.41	1,451,427.67	480,837.33-	75
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	250.00	5,000.00	108.60	2,271.91	2,728.09-	45
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
	402 Total	250.00	8,500.00	108.60	8,571.91	71.91	101
	01 Fund 01 Revenue Total	149,906.73	1,940,765.00	160,580.01	1,459,999.58	480,765.42-	75

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	63,716.74	940,000.00	66,311.75	658,220.01	0.00	281,779.99	70
4-01-601-100	Taxes/FICA/UE	5,010.05	76,400.00	5,550.90	56,692.47	0.00	19,707.53	74
4-01-601-110	Health Benefits Expense	8,813.35	162,500.00	7,989.00	74,431.99	0.00	88,068.01	46
4-01-601-120	PERS/CINS Expense	0.00	112,200.00	0.00	118,276.00	0.00	6,076.00-	105
4-01-601-130	DCRP Expense	0.00	5,100.00	0.00	1,763.00	0.00	3,337.00	35
	601 B-1 - COMPENSATION	77,540.14	1,296,200.00	79,851.65	909,383.47	0.00	386,816.53	70
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	3,675.00	4,370.00	0.00	170.00-	104

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-605-040	PR - Mailing	0.00	1,000.00	753.60	753.60	0.00	246.40	75
4-01-605-060	PR - Materials	0.00	600.00	51.06	276.16	0.00	323.84	46
4-01-605-070	Staff/Volunteer Recognition	20.57	500.00	174.81	481.32	0.00	18.68	96
	605 B-5 - PUBLIC RELATIONS	20.57	2,100.00	979.47	1,511.08	0.00	588.92	72
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	32.83	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	0.00	1,033.00	0.00	267.00	79
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	32.83	10,400.00	0.00	7,322.86	0.00	3,077.14	70
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	8,600.17	61,000.00	3,597.14	27,791.27	606.34	32,602.39	47
4-01-607-030	Utilities - Gas	630.31	20,000.00	534.88	7,508.62	0.00	12,491.38	38
4-01-607-040	Utilities - Telephone	481.32	6,600.00	454.00	4,036.39	0.00	2,563.61	61
4-01-607-050	Internet Provider	184.45	2,300.00	184.45	1,844.50	0.00	455.50	80
	607 B-7 - UTILITIES	9,896.25	89,900.00	4,770.47	41,180.78	606.34	48,112.88	46
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	125.00	14,000.00	124.63	5,668.73	6,462.06	1,869.21	87
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	23,335.48	0.00	8,664.52	73
4-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	0.00	1,718.20	0.00	2,781.80	38
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	4,761.00	12,556.00	0.00	5,944.00	68
4-01-608-060	Plant - Lawn Sprinklers Maint	826.99	3,000.00	100.00	1,908.48	0.00	1,091.52	64
4-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	720.05	5,953.15	0.00	12,046.85	33
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	504.00	1,332.00	0.00	668.00	67
	608 B-8 - PHYSICAL PLANT	3,778.71	94,900.00	8,726.40	55,372.04	6,462.06	33,065.90	65
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	10,864.35	10,864.35	0.00	1,135.65	91
4-01-609-050	EM - Copiers	0.00	2,000.00	0.00	1,437.40	0.00	562.60	72
4-01-609-070	Computer Software	0.00	11,500.00	0.00	2,729.20	0.00	8,770.80	24
4-01-609-075	Edmunds Software	4,996.54	5,500.00	5,246.37	5,246.37	0.00	253.63	95

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-609-090	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	832.92	0.00	32.92-	104
4-01-609-110	Envisionware Annual Contract	0.00	2,225.00	0.00	0.00	0.00	2,225.00	0
	609 B-9 - EQUIPMENT/MAINTENANCE	4,996.54	34,175.00	16,318.95	21,110.24	0.00	13,064.76	62
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	908.92	0.00	508.92-	227
4-01-610-020	Copier Usage B&W	36.22	200.00	0.00	185.33	0.00	14.67	93
	610 B-10 - EXPENSED EQUIPMENT	36.22	600.00	0.00	1,094.25	0.00	494.25-	182
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	4,600.00	4,600.00	0.00	0.00	100
4-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	9,000.00	0.00	3,000.00	75
4-01-611-030	MAIN Assessment	0.00	51,035.00	0.00	51,035.32	0.00	0.32-	100
4-01-611-070	Computer Support & Service	500.00	7,500.00	0.00	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Maintanace	72.32	300.00	0.00	274.00	0.00	26.00	91
4-01-611-150	Legal	0.00	1,500.00	250.00	566.67	0.00	933.33	38
4-01-611-250	Board Secretary	250.00	3,250.00	250.00	2,250.00	0.00	1,000.00	69
4-01-611-260	Payroll Service Fee	781.74	9,000.00	708.31	6,718.00	0.00	2,282.00	75
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	2,604.06	93,885.00	6,808.31	74,909.39	0.00	18,975.61	80
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	12,573.25	50,293.00	0.00	7.00	100
4-01-612-020	Township Insurances	7,423.61	30,400.00	8,954.37	35,817.50	0.00	5,417.50-	118
4-01-612-030	O/E- Contingencies	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
4-01-612-040	O/E - Licenses & Fees	0.00	550.00	0.00	179.00	0.00	371.00	33
4-01-612-060	O/E - Board Misc	0.00	1,200.00	0.00	155.79	0.00	1,044.21	13
4-01-612-065	LibraryLink Delivery	0.00	2,500.00	0.00	381.50	0.00	2,118.50	15
	612 B-12 OTHER EXPENSES	19,690.36	89,950.00	21,527.62	86,826.79	0.00	3,123.21	97
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	730.59	3,500.00	0.00	0.00	0.00	3,500.00	0
4-01-613-060	Arts Council of Morris Arts	0.00	2,000.00	0.00	1,550.00	0.00	450.00	78
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>730.59</u>	<u>6,300.00</u>	<u>0.00</u>	<u>2,350.00</u>	<u>0.00</u>	<u>3,950.00</u>	<u>37</u>
	01 Fund 01 Expend Total	136,701.95	1,920,565.00	160,750.90	1,320,594.68	17,489.76	582,480.56	70

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	149,906.73	160,580.01	1,459,999.58
Expended:	<u>136,701.95</u>	<u>160,750.90</u>	<u>1,338,084.44</u>
Net Income:	13,204.78	170.89-	121,915.14

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-02-801-000	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	0.00	6,000.00	94.75	94.75	5,405.25	500.00	92
4-02-804-015	Computer Related Equipment	0.00	2,000.00	205.77	639.37	1,500.52	139.89-	107
4-02-804-060	Memory Lab Equipment	0.00	0.00	0.00	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>0.00</u>	<u>8,000.00</u>	<u>300.52</u>	<u>800.00</u>	<u>6,905.77</u>	<u>294.23</u>	<u>96</u>
	02 CAPITAL BUDGET Expend Total	0.00	69,959.44	300.52	49,607.38	6,905.77	13,446.29	81

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>0.00</u>	<u>300.52</u>	<u>56,513.15</u>
Net Income:	0.00	300.52-	56,513.15-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	149,906.73	160,580.01	1,459,999.58
Expended:	<u>136,701.95</u>	<u>161,051.42</u>	<u>1,394,597.59</u>
Net Income:	13,204.78	471.41-	65,401.99

MONTVILLE TOWNSHIP PUBLIC LIBRARY SEPTEMBER 2024 PROGRAM ATTENDANCE

October 21, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Sept 2024	Sept 2023
Children - Staff Programs		
Story Time	180	
Legos, Coloring, Games	39	
Babies & Toddlers	25	
Messy Munchkins	25	
ABC 123	18	
Book Club	18	
Outreach Story Time Pre-School Visits	129	
Math-a-Thon	16	
Bouncing Babies	25	
Children - Staff Programs Total	475	274
Children - Paid Presenters		
Miss Jolie Move n'Groove	60	
Kids Yoga	20	
Shop Rite Dietician Healthy Snacks (no fee)	14	
Children - Paid Presenters Total	94	63
Total All Children's Programs	569	337
Young Adults - Staff Programs		
TAB Meeting	35	
TAB Volunteers Math-a-Thon	6	
Young Adult - Staff Programs Total	41	39
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	41
Total All Young Adult Programs	41	80
Adult - Staff Programs		
Movies	28	
Book Club	28	
Knitting	53	
Memory Lab	1	
Art Class with Amy	12	
Dedication of Miss Nina's Corner	50	
Open Play Canasta & Mahjong	15	
Adult Staff Programs Total	187	114
Adult - Paid Presenters		
Chair Yoga	64	
AI - Virtual	24	
Cotton Candy Grapes - Virtual	6	
Writer's Workshop - Virtual	14	
Qigong	63	
English Language Learners	44	
Fi It Shop (no fee)	42	
Technology Classes	33	
Felting Class (grant funded)	13	
Prevent Investman Fraud (no fee)	24	
Adult - Paid Presenters Total	327	591
Total All Adult Programs	514	705
Library Sponsored Total	1,124	1,122
OUTSIDE GROUPS		
Outside Groups Total	0	75
GRAND TOTAL	1,124	1,197

September Book Displays
Back to School - Adults, Young Adults, Children
Roald Dahl Day - September 13th - Children
September 11, 2001 - Adults, Young Adults, Children
National Yoga Awareness Month - Adults
National Hispanic Heritage Month - Adults, Young Adults, Children
Batman Day - September 21st - Young Adults, Children
Ban Book Week - September 22nd through September 28th - All Ages
Rosh Hashanah - Children
Memoriam - Nelson DeMille (September 17, 2024) - Adults
Try Reading Different Genres - Adults

Note: Parking Lot construction started Aug 5
Some September programs were postponed