

Montville Township Public Library
Board of Trustees Meeting
Minutes of October 21, 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 Ms. Nielson at 7:01 pm

II. Roll Call

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

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Absent

Jeanne Ivy- Substitute Board Recording Secretary - Present

III. Open Public Meetings Act Statement

Substitute Board Secretary Jeanne Ivy 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. Nielson made a motion to approve the September 9, 2024 regular session minutes, seconded by Ms. Paradise

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

Discussion – Ms. Peskin asked for a correction to Section IX Report of Committees under Finance to delete “The Finance Committee will discuss the 7-month CD at the next meeting” and replace with “The Finance Committee agreed to renew the operating CD for 7 months at 4.5% interest with a 4.6% annual yield.

Mr. Tubbs made a motion to accept the corrections to the September 9, 2024 regular session minutes, seconded by Dr. Shah,

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

VI. Public Comments

None

VII. Reports of Officers

Larry Hines – President

Mr. Hines absent, no report.

Charlie Grau – Vice-President

Mr. Grau absent, no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin stated that the committee met this evening and reviewed the financial reports. We are in good financial shape.

She reminded everyone that the Finance Committee will meet at 6:00 pm on November 18 and there will be a special board meeting to review the budget on November 25 at 7:00 pm.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne said Montville Day was a well-attended beautiful day and as “good as it gets”. The Township’s recent Fall recycling and paper shredding day was a success. The Township received the obligation number for 2025 affordable housing. They are still considering the implications of what this will mean for the Township and how it will impact our community.

Superintendent Liaison of Schools – Mr. Tubbs reported that the US Department of Education named Hilldale School as a 2024 Blue Ribbon School. Montville Township High School hosted a College Fair where students could meet with college counselors and admission officers.

IX. Reports of Committees

Finance: Ms. Peskin said the committee met this evening. The current CD rates have not been updated on the balance sheet because Provident Bank was not able to provide us with the current balances. We will request these balances again for the November meeting. Most totals on the Revenue and Expenditure report are on target at 75%. The check register is \$40,000 more than last month because of some large annual expenses. There is a resolution on the agenda to approve online banking to transfer funds for payroll, to view and print checking account and CD statements and to request stop payments. The special budget board meeting is scheduled for November 25 at 7:00 pm.

Personnel - Mr. Grau absent, no report.

Buildings & Grounds – Ms. Nielson said they reviewed the Capital Improvement Plan Draft. It includes funds for parking lot repaving and roof repair. The Township Engineering staff is handling the roof repairs. Purchase Orders have been issued to repair active leaks to extend the life of the roof.

Patron Services/Technology - Mr. Donohue said they met and discussed the 2025-2028 Strategic Plan. The high school uses a translator called Pocketalk that might be useful to

the Library. It is better than Google Translate. The Creative Crafts Center is starting in November, patrons can design tee shirts, mugs, make signs and other creative items. The dedication of Miss Nina's Corner was very special and memorable. Her family, former staff and many friends and patrons attended.

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

Ms. Nielson thanked Ms. LaBelle for the report and said it was very comprehensive as always. Ms. LaBelle and Ms. Zaccaria were at the library's table on Montville Day. All the comments about the library were very positive. The book drops have been ordered.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17382 through 17454 dated September 1 to September 30, 2024 in the amount of \$96,538.49.

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

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

B. Resolution to accept staff salaries for the month of September 2024 in the amount of \$66,311.75.

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

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

C. Resolution to authorize Catherine LaBelle, Jeanne Ivy and Janina Bartman to enroll in Provident Online Banking to view and print checking account and CD statements, to transfer funds between accounts and to request stop payments.

All in favor by voice vote.

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

None

XV. Executive Session

None

XVI. Open Session

None

XVII. Adjournment

Motion to adjourn was made by Mr. Tubbs seconded by Ms. Paradise. Meeting was adjourned at 7:23 pm.



Director's Report
November 15, 2024

October was a vibrant month at the Montville Township Library, brimming with community engagement and festive celebrations. We ushered in the spooky season with a host of Halloween events, including our much-loved library parade. The smallest trick-or-treaters filled the building with laughter and excitement, making it one of the standout moments of the month. Our Teen Advisory Board (TAB) also delivered another stellar performance with their music recital, showcasing the talent and dedication of our local teens.



On October 13, we took our enthusiasm beyond the library walls to Montville Day, where Mary Grace Zaccaria, Jeanne Ivy, and I connected with hundreds of residents. We highlighted some of our more unique offerings, including the Memory Lab, Library of Things, and Museum Pass program, while also generating excitement for upcoming programs. Our annual raffle of book-and-treat baskets for children, teens, and adults drew plenty of attention, adding a touch of fun to our outreach. It was heartening to hear that most of the community members we spoke with already had library cards and were

full of praise for our staff and services. Montville Day truly underscored the library's vital role as a hub of learning, creativity, and connection.

This month, we welcomed 108 new library users, with a total of 883 patrons registered so far this year. There are 8,929 total active patrons total registered at the Library. Due to a system upgrade, the statistics for visitors will not be available until next month. The Circulation team sent 1,456 items to member libraries and processed 496 new items and mended 13 existing items.

Buildings and Grounds

The Library had an emergency closure on Oct. 23 due to a blown valve on a leaking fire hydrant in front of the building which necessitated water shutdown during repair. The DPW did an amazing job repairing the damaged fire hydrant and cleaning up the thick layer of mud that washed in front of the building when the valve burst.

Argent Contracting replaced two leaky flushometers. They said that some of the other flushometers that are the same age might start leaking.

Robert Pereda of Black Bear Vending installed our new vending machine, which has both snacks and beverages. He put a sign on the machine saying the Library is not responsible for any malfunctions and to call him with any problems. He has an app from which he can see all transactions and make refunds. This is already a big improvement over the last vendor.

We had a problem with mice in the technical services office and the auditorium kitchen. We set up mouse traps for a few weeks with no success – the bait was gone and the traps remained set. We called Denco, a local exterminating company, they baited inside and outside the building. There has been no evidence of mice since then.

Finance

The Township allotment will increase 10% in 2025. The additional revenue will be offset by significant increases in insurance expenses for 2025.

The Township will send us a check for \$25,937. The Library's contribution for the roof repair will be \$4,062, not the original estimate of \$30,000. The \$25,937 refund will be deposited back into the Provident capital reserve checking account.

Three CD's are maturing soon:

Capital Reserve CD #1149127 - December 14, 2024

Capital Reserve CD #1160994 – January 15, 2024

Operating Account CD #1160990 – January 15, 2025

Marketing and Outreach:

October was a lively month filled with seasonal events and cultural celebrations. We embraced the colors of fall with festive programs for Columbus Day, Halloween, and Diwali. Our book displays highlighted Italian American Heritage Month, National Hispanic Heritage Month, Day of the Dead, Rosh Hashanah, and Yom Kippur.

In recognition of Domestic Violence Awareness Month, we partnered with the Morris County non-profit JBWS to offer brochures, helpline cards, and a collection drive for the women's shelter. Amy Resnikoff spearheaded the effort, gathering scarves, mittens, gloves, and hats for adults and children.

Outreach extended to four local schools: Millie's House, Kiddie Academy, Fun Time Kids Academy, and Kids Connect, engaging 110 children through Halloween-themed storytimes. Additionally, Amy hosted a special visit from Woodmont School, where 60 students enjoyed Halloween stories and crafts during their *Paws at Night* program and we were visited by the PAWS mascot.

Our most popular newsletters this month were on our upcoming Diwali celebration, the Winter Hat and Glove Drive, and our ever-popular Halloween DVD bundles. Pam O'Gorman does a great job of creating the newsletters each week.

Morris County's Division of Mosquito Control supplied us with a traveling mosquito and tick awareness display which we featured for one week at the beginning of the month.

Patron Services:

The past month has been a record-breaker for positive patron feedback. Bobby Dillon received glowing praise for his Memory Lab training, with one patron expressing gratitude for the opportunity to preserve cherished family memories using our state-of-the-art equipment. Another patron shared a success story about our Libby app: when the airport bookstore didn't have the book she wanted for vacation, she found it was readily available in our digital collection. A long-time Montville resident of over 50 years highlighted the library's growth, stating it's "the best it's ever been." They singled out the Memory Lab, the Library of Things collection, and our diverse program offerings as standout features.

Our new *Creative Craft Center* kicked off this month, featuring Jo Perez's guidance on using the Cricut Machine. Patrons created charming fall crafts including decals for glassware, towels, and t-shirts.

Berkeley Heights Public Library was approved to join the Main Library Alliance and will be migrated into the system in 2025.

YA Programs

The Teen Advisory Board (TAB) shone brightly this month. Their second annual music recital, organized by teen Scipio Han, showcased impressive talent, drawing over 75 patrons. They also created their own recital program for the event. The program featured classical and jazz pieces, popular songs, and performances on a variety of instruments, with two vocalists. Featured instruments included guitars, drums, woodwinds, clarinets, flutes, and saxophones



In October, the TAB hosted a variety of engaging programs, showcasing their creativity and leadership. The *Keyboard Basics Program* introduced six children to the fundamentals of playing the keyboard and also experimented with other instruments. The October TAB meeting was highly productive, with new members continuing to join and bring fresh energy each month. An October TAB highlight was our first *Science STEM Program*, led by TAB member Michael Bartman and the TAB Science Committee. Under Amy's guidance, the kids had a blast learning the science behind slime and making their own to take home.

The Halloween festivities continued on October 31st, with 25 teens joining Jo for a *Halloween Cookie Decorating* session. The teens demonstrated their creativity, crafting spooky and festive designs while enjoying a fun and social atmosphere.

Finally, TAB volunteers, led by Michael Bartman, kicked off a *Monthly Science Club* for kids. This month, 30 children participated in a hands-on session where they learned about and made Oobleck, inspired by the story *Bartholomew and the Oobleck* by Dr. Seuss. It was a delightfully messy and educational afternoon that left everyone smiling.

Children's Programs

Over 40 children participated in our grand Halloween celebration on October 31st. The event included festive songs, Amy's Halloween craft treat bags, and a parade through the library. The trick-or-treating stops, including the director's office, were a hit with staff and little ones alike.



This month, 10 enthusiastic first and second-graders dived into *Fly Guy and Franken Fly* by Tedd Arnold. After discussing the book, the children created their very own Franken Fly crafts. Special thanks to our student intern, Mary, for her assistance in preparing the craft materials.

Our book club for grades 3–5 had 10 participants this month, focusing on *The Spooky Tale of Captain Underpants: The Horrifyingly Haunted Hacksawing* by Dav Pilkey. As always, Pilkey’s humor was a hit! The kids worked on diamond sticker art and crafted Halloween posters with crayons and stickers while sharing their thoughts on the book.

Regular children’s programming this month had a Halloween twist. Twenty-two Messy Munchkins painted black cats with sparkly eyes on trick-or-treat totes. Our weekly story times included *Little Witch’s First Broom Ride*, followed by crafting miniature witches on brooms, *Ghost Storytime*, in which 18 children listened to spooky ghost stories and created little ghosts and *Elmo Halloween Storytime*, in which 14 danced and made Elmo-themed pumpkin crafts. On October 29th, 26 children decorated Oreo cookies as witches’ hats, monsters, and spiders after reading *Cookie Boo!*—a fun tale of cookies escaping their tin to scare everyone. Five kids joined Picture Bingo for a fun-filled session with candy prizes. A lively group of 25 Bouncing Babies enjoyed scarves, bubbles, shakers, and songs, with Jo and Mary lending their expert help to make the session extra special. Amy and Risa led 25 children through a dynamic Sensory Storytime session featuring parachute games, fingerplay songs, and a special sensory Halloween craft. Seventeen kids let their imaginations run wild with new Play-Doh colors, crafting shapes and animals under Mary’s guidance. Meanwhile, 16 children enjoyed our felt board puzzles and coloring activities, with a giant floor puzzle as a favorite.

In Saturday story time news, Cindy LaRue hosted a delightful morning featuring an owl-themed craft designed by Jo. Mary Grace’s Halloween Storytime on October 26th brought in 14 children, who crafted witches and enjoyed spooky stories with special treats.

Adult programs

October brought a host of engaging programs and events to the Montville Township Library, starting with the launch of our fall *Montville U* series. Nearly 60 patrons attended Broadway insider John Kenrick's captivating talk about his 50 years as a Broadway audience member. A naturalist from the Somerset County Environmental Center presented a fascinating lecture on the Costa Rican Rain Forest, while Janet Mandel offered an informative Art Talk on the life and works of Francisco Goya. To top off the month, we hosted a Halloween-themed lecture exploring the origins and history of the holiday, appropriately held on Halloween.

Our Saturday Afternoon Concert Series made a triumphant return with a performance by Deni Bonet on the electric violin and Chris Mathews on guitar. This dynamic duo, whose impressive careers include performances at Carnegie Hall, the White House, and alongside Cyndi Lauper, delivered a memorable show that delighted our audience.

Virtual programming continued to thrive this month. We hosted the first three sessions of a four-part *Job Search Workshop*, a virtual author talk featuring Julia Phillips, and Part II of both a three-part *AI Series* and a *Writer's Workshop*. Additionally, patrons enjoyed an Art Talk on Leonardo Da Vinci, which explored the genius behind his legendary works.

Our crafts programming also drew strong participation. Thirteen adults enjoyed crafting decorative pumpkins from recycled wine corks, while local artist Bernadine Ferrari led the first two sessions of a four-part watercolor class series made possible through a grant from Morris Arts and the NJ State Council on the Arts. Meanwhile, our Spice Club distributed forty smoked paprika samples, encouraging patrons to experiment with this autumnal flavor.



Patrons stayed active with our ongoing fitness programs. Chair Yoga and Beginner Qigong continued to attract regular attendees, and our Friday afternoon *Canasta* and *Mah Jong Open Play* sessions provided enjoyable opportunities for socializing and gaming.

The Memory Lab remained popular, with 14 appointments this month as patrons worked diligently on personal digitization projects, many spanning multiple sessions.

Seasonal offerings were also a hit, particularly Jo's Halloween DVD bundles, which circulated 101 times. This successful passive program not only boosted circulation numbers but also received excellent feedback, paving the way for similar bundles during the winter holidays.

Our knitting group had another strong turnout, with 65 participants creating beautiful pieces, including sweaters, mittens, and blankets. Meanwhile, our ELL classes saw a combined total of 74 students in both beginner and intermediate levels.

The library's five-week adult *Canasta* class returned this month, kicking off with 20 eager participants who left the program confident in their skills. The Library of Things collection also saw robust usage, with 125 items circulated in October, including equipment, games, toys, and museum passes.

Book clubs were another highlight of the month. Both the Afternoon and Evening Adult Book Clubs read *Mexican Gothic* by Silvia Moreno-Garcia, chosen to celebrate both National Hispanic Heritage Month and Halloween. Seventeen participants joined the afternoon session, while twelve attended in the evening. Reactions to the gothic horror novel varied, sparking lively discussions.

Personnel

Library Assistant Elif Kiziltan, who worked with us for six years, resigned this month, as her college classes and second job are requiring more of her time. Her last day will be November 30. Elif joined us as a library page while she attended MTHS, and was

promoted to Library Assistant when she graduated. Elif has been a vital member of the library staff. We will miss her and wish her the best.

There is a resolution on the November Board meeting agenda to close the library at 5pm on Tuesday, Dec 31 for New Year's Eve. It has been 5 years since New Year's Eve has fallen on an evening when we are open late. We traditionally close at 5pm on these occasions so the staff can celebrate.

Staff Development

I attended a workshop on Discipline and Grievance Training from the NJ Civil Service Commission.

Technology

Our tech initiatives included classes on phishing scams, password management, and genealogy research. Bobby's *Tech Help Tuesdays* saw an uptick in attendance, addressing issues such as hardware upgrades and email management.

Meetings

Oct 8 – Twp. Quarterly Safety Meeting – Mary Grace

Oct 16 - Main Membership Meeting – Catherine

Oct 25 - Main Directors Meeting – Catherine

Dec 9 - Library Board & Finance Committee

Dec 13 - Patrons Services/Tech Committee Meeting

Jan 13 - Library Board & Finance Committee

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 10/31/24

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	377,729.93	234,093.15
01-100-03	Lakeland - Payroll Checking	38,345.72	70,274.88
01-100-04	Lakeland - Operating CD - 0991	81,053.85	77,696.83
01-100-05	Lakeland - Capital Reserve CD	106,997.00	102,948.93
01-100-06	Lakeland - Operating CD - 0990	80,751.94	77,696.83
01-100-07	Lakeland - Capital Reserve CD - 0994	155,898.15	150,000.00
01-100-08	Lakeland - Capital Reserve Checking	107,029.81	304,836.75
01-100-10	Lakeland - Donations Checking	46,208.42	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>2,125,670.25</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	0.00	4,097.56
01-218-00	Reserve for Encumbrances	28,047.70	47,742.17
01-400-01	Appropriation Reserve	2,635.65	2,154.26
	Total Liabilities	<u>90,732.35</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	1,637,762.67	0.00
Less Expenses	<u>1,530,783.07</u>	<u>0.00</u>
Net	<u>106,979.60</u>	<u>0.00</u>
Total Fund Balance	<u>2,034,937.90</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,125,670.25</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17455 to 17506
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
17455	10/31/24	AMAZON Amazon Capital Services, Inc.	442.27		107
17456	10/31/24	AMERICAN American Museum Natural Hist.	500.00		107
17457	10/31/24	ARGEN005 Argent Contracting Co., Inc.	803.48		107
17458	10/31/24	BAKER005 Baker & Taylor	0.00	10/31/24 VOID	0
17459	10/31/24	BAKER005 Baker & Taylor	0.00	10/31/24 VOID	0
17460	10/31/24	BAKER005 Baker & Taylor	0.00	10/31/24 VOID	0
17461	10/31/24	BAKER005 Baker & Taylor	0.00	10/31/24 VOID	0
17462	10/31/24	BAKER005 Baker & Taylor	0.00	10/31/24 VOID	0
17463	10/31/24	BAKER005 Baker & Taylor	3,544.90		107
17464	10/31/24	BANK OF Bank of America	438.02		107
17465	10/31/24	BOOKPAGE BookPage Subscriptions	420.00		107
17466	10/31/24	DAILO010 Gannett NY-NJ Localiq	46.31		107
17467	10/31/24	DENCO EX Denco Exterminating Co.	450.00		107
17468	10/31/24	DESIREE Desiree Agrifolio	200.00		107
17469	10/31/24	DIRECT Direct Energy Business	2,628.37		107
17470	10/31/24	DIVERSIF Diversified Security	850.00		107
17471	10/31/24	ETNEMELC Etnemelc Music Productions	450.00		107
17472	10/31/24	EXCELO05 Excellent Building Services	2,516.72		107
17473	10/31/24	FITZS005 Fitzsimmons Irrigation & Light	252.66		107
17474	10/31/24	FLOTE005 FLO-TECH	36.00		107
17475	10/31/24	GREGO005 Gregory J. Della Pia	1,000.00		107
17476	10/31/24	IFPTE005 IFPTE	88.00		107
17477	10/31/24	JERSE005 Jersey Central Power & Light	1,159.88		107
17478	10/31/24	JOLIE DE Ants in the Pants, LLC	300.00		107
17479	10/31/24	JOLIE DE Ants in the Pants, LLC	300.00		107
17480	10/31/24	JOLIE DE Ants in the Pants, LLC	300.00		107
17481	10/31/24	KANOPY Kanopy, Inc.	213.00		107
17482	10/31/24	LAWN005 Lawn World, Inc.	547.00		107
17483	10/31/24	MAINI005 MAIN Library Alliance	175.00		107
17484	10/31/24	MAINI005 MAIN Library Alliance	74.96		107
17485	10/31/24	MIDWE005 Midwest Tape LLC	757.35		107
17486	10/31/24	MOUNT LA Mountain Lakes Public Library	100.00		107
17487	10/31/24	NEW PROV New Providence Memorial Librar	19.95		107
17488	10/31/24	NJNAT005 NJ Natural Gas Co.	713.78		107
17489	10/31/24	NORMA P Norma A. Pravec	720.00		107
17490	10/31/24	OPTIM005 Optimum	184.45		107
17491	10/31/24	OUT OUT	19.95		107
17492	10/31/24	OVERD005 OverDrive, Inc.	0.00	10/31/24 VOID	0
17493	10/31/24	OVERD005 OverDrive, Inc.	1,623.20		107
17494	10/31/24	PARKE005 New Jersey Hills Media Group	61.39		107
17495	10/31/24	RISAS005 Risa Skerker	86.49		107
17496	10/31/24	SOMERSET Somerset County Park Comm	120.00		107
17497	10/31/24	STAPL005 Staples Advantage	70.71		107
17498	10/31/24	SUNRI005 Sunrise ShopRite	39.95		107
17499	10/31/24	THELI005 The Library Store, Inc.	65.40		107
17500	10/31/24	TOWNS005 Township of Montville	10,537.00		107
17501	10/31/24	TOWNS005 Township of Montville	16,157.64		107
17502	10/31/24	TOWNS005 Township of Montville	3,071.20		107
17503	10/31/24	TREAS005 Treasurer, State of New Jersey	512.00		107
17504	10/31/24	UGI ENER UGI Energy Services, LLC	202.27		107
17505	10/31/24	ULINE Uline	879.65		107

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17506	10/31/24	USA TODA USA Today	400.34		107

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	46	6	54,079.29	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>46</u>	<u>6</u>	<u>54,079.29</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	94.28	0.00	0.00	94.28
	4-01	33,008.81	0.00	20,562.34	53,571.15
CAPITAL BUDGET	4-02	413.86	0.00	0.00	413.86
	Year Total:	33,422.67	0.00	20,562.34	53,985.01
	Total of All Funds:	33,516.95	0.00	20,562.34	54,079.29

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 10/31/24
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 10/01/24 to 10/31/24
 Print Zero YTD Activity: No Prior Year: 10/01/23 to 10/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	425.98	4,500.00	285.21	3,979.84	520.16-	88
4-01-401-03	Copier Income	24.20	500.00	32.55	437.56	62.44-	88
4-01-401-05	Computer Print Outs Income	151.07	2,000.00	163.01	1,957.10	42.90-	98
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	1,591,887.50	318,377.50-	83
4-01-401-09	Lost Items	40.00	1,750.00	96.00	1,330.87	419.13-	76
4-01-401-10	State Aid Income	12,358.00	12,400.00	12,115.00	12,115.00	285.00-	98
4-01-401-11	Miscellaneous Income	0.00	0.00	0.00	357.47	357.47	0
4-01-401-14	Interest Income - Capital	0.00	0.00	3,360.79	10,071.80	10,071.80	0
4-01-401-15	Interest Income - Operating	67.26	700.00	2,413.63	6,841.47	6,141.47	977
4-01-401-16	Lost Cards	8.00	120.00	8.15	108.15	11.85-	90
4-01-401-18	Disks/Faxes	0.00	30.00	0.00	4.00	26.00-	13
401 Total		162,007.59	1,932,265.00	177,663.09	1,629,090.76	303,174.24-	84
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	225.00	5,000.00	100.00	2,371.91	2,628.09-	47
4-01-402-35	ELL Program Grant	3,500.00	3,500.00	0.00	3,500.00	0.00	100
402 Total		3,725.00	8,500.00	100.00	8,671.91	171.91	102
01 Fund 01 Revenue Total		165,732.59	1,940,765.00	177,763.09	1,637,762.67	303,002.33-	84

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	64,078.07	940,000.00	66,749.26	724,969.27	0.00	215,030.73	77
4-01-601-100	Taxes/FICA/UE	5,099.52	76,400.00	4,631.70	61,324.17	0.00	15,075.83	80
4-01-601-110	Health Benefits Expense	6,102.75	162,500.00	13,063.82	87,495.81	0.00	75,004.19	54
4-01-601-120	PERS/CI NS Expense	0.00	112,200.00	0.00	118,276.00	0.00	6,076.00-	105
4-01-601-130	DCRP Expense	1,078.49	5,100.00	1,302.45	3,065.45	0.00	2,034.55	60
601 B-1 - COMPENSATION		76,358.83	1,296,200.00	85,747.23	995,130.70	0.00	301,069.30	77
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	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	0.00	753.60	0.00	246.40	75
4-01-605-060	PR - Materials	0.00	600.00	0.00	276.16	0.00	323.84	46
4-01-605-070	Staff/Volunteer Recognition	27.16	500.00	39.95	521.27	0.00	21.27-	104
	605 B-5 - PUBLIC RELATIONS	27.16	2,100.00	39.95	1,551.03	0.00	548.97	74
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	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	0.00	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	3,570.91	61,000.00	3,788.25	31,579.52	1,766.22	27,654.26	55
4-01-607-030	Utilities - Gas	686.92	20,000.00	916.05	8,424.67	0.00	11,575.33	42
4-01-607-040	Utilities - Telephone	444.69	6,600.00	454.00	4,490.39	0.00	2,109.61	68
4-01-607-050	Internet Provider	184.45	2,300.00	184.45	2,028.95	0.00	271.05	88
	607 B-7 - UTILITIES	4,886.97	89,900.00	5,342.75	46,523.53	1,766.22	41,610.25	54
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	573.14	14,000.00	1,417.23	7,085.96	6,462.06	451.98	97
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	25,852.20	0.00	6,147.80	81
4-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	850.00	2,568.20	0.00	1,931.80	57
4-01-608-050	Plant - HVAC Maintenance	4,534.00	18,500.00	0.00	12,556.00	5,944.00	0.00	100
4-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	714.31	2,622.79	0.00	377.21	87
4-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	0.00	5,953.15	8,000.00	4,046.85	78
4-01-608-120	Plant - Carpet Cleaning	2,897.25	2,900.00	0.00	2,900.00	0.00	0.00	100
4-01-608-140	Plant - Landscape Maintenance	0.00	2,000.00	0.00	1,332.00	0.00	668.00	67
	608 B-8 - PHYSICAL PLANT	10,521.11	94,900.00	5,498.26	60,870.30	20,406.06	13,623.64	86
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	11,891.00	12,000.00	0.00	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	540.00	11,500.00	175.00	2,904.20	0.00	8,595.80	25
4-01-609-075	Edmunds Software	0.00	5,500.00	0.00	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	126.58	800.00	0.00	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		12,557.58	34,175.00	175.00	21,285.24	0.00	12,889.76	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	0.00	200.00	0.00	185.33	0.00	14.67	93
610 B-10 - EXPENSED EQUIPMENT		0.00	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	0.00	4,600.00	0.00	0.00	100
4-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	10,000.00	0.00	2,000.00	83
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	0.00	7,500.00	0.00	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Maintenance	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	566.67	0.00	933.33	38
4-01-611-250	Board Secretary	250.00	3,250.00	0.00	2,250.00	0.00	1,000.00	69
4-01-611-260	Payroll Service Fee	743.11	9,000.00	761.21	7,479.21	0.00	1,520.79	83
4-01-611-320	Other Professional Services	36.00	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		2,029.11	93,885.00	1,761.21	76,670.60	0.00	17,214.40	82
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	0.00	50,293.00	0.00	7.00	100
4-01-612-020	Township Insurances	0.02	30,400.00	0.00	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	512.00	550.00	512.00	691.00	0.00	141.00-	126
4-01-612-060	O/E - Board Misc	0.00	1,200.00	107.70	263.49	0.00	936.51	22
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		512.02	89,950.00	619.70	87,446.49	0.00	2,503.51	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	720.00	3,500.00	0.00	0.00	0.00	3,500.00	0
4-01-613-060	Arts Council of Morris Arts	0.00	2,000.00	0.00	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	720.00	6,300.00	0.00	2,350.00	0.00	3,950.00	37
	01 Fund 01 Expend Total	116,790.10	1,920,565.00	110,114.59	1,430,709.27	43,485.79	446,369.94	77

01 Fund

	Prior	Current	YTD
Revenues:	165,732.59	177,763.09	1,637,762.67
Expended:	116,790.10	110,114.59	1,474,195.06
Net Income:	48,942.49	67,648.50	163,567.61

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	0.00	94.75	5,066.25	839.00	86
4-02-804-015	Computer Related Equipment	0.00	2,000.00	413.86	1,053.23	1,500.52	553.75-	128
4-02-804-060	Memory Lab Equipment	19.48	0.00	0.00	65.88	0.00	65.88-	0
804 COMPUTER & RELATED EQUIPMENT		19.48	8,000.00	413.86	1,213.86	6,566.77	219.37	97
02 CAPITAL BUDGET Expend Total		19.48	69,959.44	413.86	50,021.24	6,566.77	13,371.43	81

02 CAPITAL BUDGET

	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	19.48	413.86	56,588.01
Net Income:	19.48-	413.86-	56,588.01-

Grand Totals

	Prior	Current	YTD
Revenues:	165,732.59	177,763.09	1,637,762.67
Expended:	116,809.58	110,528.45	1,530,783.07
Net Income:	48,923.01	67,234.64	106,979.60

MONTVILLE TOWNSHIP PUBLIC LIBRARY OCTOBER 2024 PROGRAM ATTENDANCE
November 18, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Oct 2024	Oct 2023
Children - Staff Programs		
Story Time	166	
Legos, Coloring, Games	38	
Halloween Party	45	
Messy Munchkins	22	
Sensory Playtime	25	
Book Club	20	
Outreach Story Time Pre-School Visits	65	
Music Class - TAB instructors	6	
Bouncing Babies	25	
Children - Staff Programs Total	412	442
Children - Paid Presenters		
Miss Jolie Move n'Groove	50	
Kids Yoga	16	
Zoophoria	28	
Children - Paid Presenters Total	94	78
Total All Children's Programs	506	520
Young Adults - Staff Programs		
TAB Meeting	35	
TAB Concert and Crafts	100	
Young Adult - Staff Programs Total	135	89
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	44
Total All Young Adult Programs	135	133
Adult - Staff Programs		
Movies	9	
Book Club	29	
Knitting	65	
Memory Lab	14	
Art Class with Amy	13	
Technology Classes	7	
Open Play Canasta & Mahjong	56	
Adult Staff Programs Total	193	153
Adult - Paid Presenters		
Chair Yoga	87	
AI - Virtual	28	
Montville U - lectures, concerts	215	
Writer's Workshop - Virtual	18	
Qigong	60	
English Language Learners	74	
Author Talk - Virtual & Art History - Virtual	38	
Technology Classes	30	
Art Classes (grant funded)	30	
Adult - Paid Presenters Total	580	681
Total All Adult Programs	773	834
Library Sponsored Total	1,414	1,487
OUTSIDE GROUPS		
Woodmont Shool	60	
Girl Scouts - Daisy Troop	18	
Outside Groups Total	78	78
GRAND TOTAL	1,492	1,565

October Book Displays
Halloween - Children
Autumn - Adults and Children
Hispanic Heritage Month - Adults, Young Adults, Children
Learning Disabilities Month - Adults, Young Adults, Children
Columbus Day/Indigenous Day - Children
Breast Cancer - Adults
Italian American Heritage Month - Adults, Young Adults, Children
Filipino American History Month - Adults, Young Adults, Children
October is National Fire Prevention Month - Children
October is National Cookbook Month - Adults, Children

Note - The auditorium was a polling place on Nov 5 - no programs
All programs were cancelled on Oct 23 - fire hydrant burst - no water