

Montville Township Public Library
Board of Trustees Meeting
Minutes of August 12, 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 7:02pm

II. Roll Call

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

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 July 8, 2024 regular session minutes, seconded by Ms. Nielson

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Dr. Shah yes; Mr. Tubbs yes; Mayor Kayne 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 IRS Form 990 and the Audit.

Robert Donohue – Assistant Treasurer

Mr. Donohue absent, no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne stated that the paving has started. Summer concerts are on Wednesday evenings at the Amphitheater and Montville Day will be October 13th.

Superintendent Liaison of Schools – Mr. Tubbs stated that the schools are preparing for the year. New teachers will be invited into the schools on August 26, 27 and 28th. New student orientation is being held on August 27th and August 28 and 29th all teachers are returning. The first day of school will be September 3rd.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. The budget is currently at 58.3%. The Balance sheet and list of Revenue and Expenditures are in order. The Audit was good and no recommendations were made and the IRS Form 990 is in order and the extension was granted.

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

Buildings & Grounds: Ms. Nielson stated that the committee did not meet. The Preconstruction meeting took place and the parking lot repairs did begin and should be completed by Election Day.

Patron Services/Technology: Mr. Donohue absent. Director LaBelle stated there has not been a meeting.

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

Mr. Hines asked Walter about the Amnesty Report. Walter stated that two letters go out to a Patron once their rental is late. Once the account goes over \$10.00 in fines the account will be suspended. Mr. Grau thanked the staff for their work.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17249 through 17324 dated July 1 to July 31, 2024 in the amount of \$89,008.25.

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. Tubbs yes; Mayor Kayne yes; Mr. Grau yes; Motion Carried

B. Resolution to accept staff salaries for the month of July 2024 in the amount of \$103,616.25.

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. Tubbs yes; Mayor Kayne yes; Mr. Grau yes; Motion Carried

C. Resolution to approve the 2023 Audit.

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. Tubbs yes; Mayor Kayne yes; Mr. Grau yes; Motion Carried

D. Resolution to approve the 2023 IRS Form 990.

Motion made by Ms. Nielson and seconded by Ms. Paradise

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

E. Resolution to approve Media Technologies proposal #101851 for Children's department upgrades for \$37,100.35 that was signed on February 14, 2024.

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

Ms. Paradise yes; Mr. Hines 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 Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:15pm.



Director's Report
September 6, 2024

In August, another fun summer reading program came to a close. Our Eyes of the Wild finale was a great adventure in which 55 participants learned about different animals, including a skunk, chinchilla, and special guest, a wallaby. Many thanks to our dedicated programming staff, Pam O'Gorman, Amy Resnikoff, Risa Skerker, and Jo Perez for planning, and running so many well-attended and wonderful programs and to Kaiti Tirsch for lending her creative talents. Our TAB volunteers also manned the summer reading table for the length of the program and helped out at many programs. The circulation staff assisted all summer in signing up many new patrons during this busy time. Our canned and boxed food drive resulted in about 1500 items donated to the Montville Kiwanis Food Pantry. We also want to thank our donors, Lakeland Bank, who sponsored our Petting Zoo, the Clean Communities Grant for Zoophoria, and China Pavilion in Pinebrook for a \$100 gift donation for an adult summer reading prize. Our summer reading sign-ups were on par with last year's total of 578. Final numbers were 100 teens, 139 adults, and 342 children registered for a total of 581.

This month we welcomed 88 new library users. Year to date, there are 683 patrons registered. Over the same time period in 2023, there were 569, a 20% increase. To date, there are 9,432 active patrons out of 14,726 total registered Montville Township patrons. 9,322 visitors passed through our doors in August. We sent 1,794 items to member libraries. The Circulation team processed 439 new items and mended 33 existing items.

Buildings and Grounds

Fire prevention systems are tested and inspected each year around this time in all Township facilities. The Township contracts with the vendors to get the best pricing. The fire alarm system was tested during our recent fire drill. Designated library staff checked all areas of the building to safely guide patrons out. Staff assembled at the electronic sign as outlined in our Emergency Procedures Manual. Patrons waited in the parking lot. When it was confirmed that the building had been evacuated I gave the all clear and told staff and patrons they could return.

The Cain & Sons invoice is for fire extinguisher testing and service. The National Fire Protection Association requires annual inspection and maintenance. Recharging is required every six years. Our six-year recharging service is this year.

The Protective Measures invoice is for the fire suppression sprinkler system.

The police department installed the electronic signboard at the Library driveway entrance advising people that the parking lot is under construction and is for library patrons only. An officer in a patrol car has been stationed at the driveway during high school dismissal. We rescheduled most of our afternoon programs because of the reduced number of parking spaces. Cooperation and communication between the school administration, police department and the Library has kept disruptions to a minimum.

Hughes Environmental Engineering cleaned the condenser coils on the chillers and performed the quarterly maintenance.

We requested and received permission to dispose of several boxes of old records. The NJ Administrative Code governs record retention and destruction. No records can be disposed of without permission from the Library Director, the Montville Township Clerk and the Library Auditor. After they approve, final approval must come from the NJ Treasury Division of Enterprise Services. This housekeeping makes it easier to find things and keeps our storage area neat.

Finance

We called Provident Bank (formerly Lakeland) to find out the interest rate when our 9-month \$77,700 operating account CD matures on September 15, 2024. The Lakeland to Provident transition has not been as smooth as expected. We are still waiting for an answer.

Marketing and Outreach:

Mary Grace met with David Mills of the Mental Health Association (MHA) of Morris and Essex Counties who will provide a free program in September for teens about suicide prevention, substance abuse, and mental health and wellness. We have added the MHA and its Teen Connect hotline to our website for information about free mental health services for youth and have displayed informational brochures on their services.

Risa's outreach this month included a visit to Millie's House with 20 attending and Kiddie Academy, where there were also 20 children in attendance. She will resume her outreach visits with Funtime Academy 2 and Kids Connect in the Fall.

Patron Services:

In August, Art Zarin installed a metal sign and plaque in the story time room in memory of his wife, and long-time library employee, Nina Zarin who passed away in January. The sign and plaque were graciously donated by Art and his family. The dedication of "Miss Nina's Corner," where she spent so many hours with children, adult knitters and patrons, will take place Sept 14 at 12:30pm.



YA Programs

In August, our teens continued their valuable contribution to the library through tutoring and serving as "Reading Buddies" for younger patrons. On Tuesday, August 20th, we had a highly successful Reading Buddies and TAB Tutoring program, where 12 children worked closely with 8 TAB volunteers on improving

their reading, writing, and math skills. The collaborative atmosphere fostered learning and growth for both the children and their teen mentors.

This summer has been especially busy for our teens, and we are very grateful for their dedication. Their assistance at our Summer Reading Table was indispensable, and they played an essential role in the success of many of our programs. This year two lucky Summer Reading grand prize winners received Amazon gift cards. Additional winners took home candy jars and Dunkin' Donuts gift cards as part of the program's rewards.

On August 1st, we hosted our first TAB-sponsored Music for Kids program, where 3 teen volunteers taught 14 children basic musical notes and gave them the chance to try different instruments. It was an engaging and educational afternoon that sparked curiosity and creativity in the participants.

The month also featured a successful Teen Sip and Paint event, led by our TAB President, who guided 12 teens in painting a fish design on canvas. The teens enjoyed the artistic experience, accompanied by snacks, fruit punch, and lemonade, making it a fun and relaxed gathering.

On August 13th, our TAB teen volunteers sponsored an Adult Game Day, where 7 adults spent a lively afternoon playing games like Checkers, Scrabble, Uno, and Connect Four with 2 TAB volunteers. The event was a hit, and light refreshments added to the enjoyable atmosphere.



Additionally, on August 5th, we held another exciting Switch Games Tournament, organized and run by Bobby Dillon, with 6 attendees participating.

We closed out the summer with a "Make Your Own Ice Cream Sundaes" event on August 28th, attended by 21 teens. This event was a fun way to celebrate the end of the summer, welcoming new TAB members while also thanking our current volunteers for their outstanding help throughout the season.

Adult programs

Montville Summer U's this month included a talk by Evan Weiner on "1924 - A Look Back 100 Years Ago". Resident Nelly Koetzner donated her time and talents to conduct an adult evening art class where participants learned how to work with mosaic tiles to create art.

In staff presented program news, we again opened the auditorium on two Friday afternoons for Canasta and Mahjong Open Play. Despite August vacations, we had a record attendance of 64 for Jo's Knitting and Crocheting group.

We had nine Memory Lab appointments, most of which involved VHS digitization.

For August, the Adult Afternoon Book Club read *I Will Find You* by Harlan Coben. Seventeen members enjoyed this fast-paced read that kept us up late turning the pages. The Evening Book Club read *The Magnificent Lives of Marjorie Post* by Allison Pataki, a fascinating historical fiction about the General Foods heiress. Eleven members braved a rainstorm to join the discussion. Risa does a great job of balancing our monthly book selections between group suggestions, themed reads, and bestsellers.

The Library of Things stats increased in August as outdoor games were a big hit. The equipment checkouts were 60, games 130, misc. 6, and museum passes 24 for a total of 220 circulating this August, more than double the number of items circulating in January. Especially popular is our new power washer which is number one on the holds list this month.

Children's Programs

August was filled with colorful, creative, and engaging activities for children at the library. Amy hosted another vibrant tie-dye afternoon event, where 40 participants transformed plain white t-shirts into colorful masterpieces with the help of TAB volunteers. Amy also led popular story times throughout the month, with themes including dancing animals, fish, musical instruments, and picnics, followed by related crafts. Her drop-in crafts saw 16 children making popsicle stick animals, and her Messy

Munchkins program welcomed 22 toddlers, who enjoyed crafting dream catchers using paper plates, yarn, and beads.

Kids Yoga continued to be busy this summer, with 30 children attending in August, where they listened to stories, learned new poses, and relaxed. Miss Jolie's musical event attracted a large crowd of 60 kids, who danced and popped bubbles to her upbeat tunes.

Miss Jo's story times were exciting and colorful, as always beginning with a book and ending with a themed craft. August themes included fireflies, wildflowers, and mice. Everyone loves summer's ice cream story times and our first August event had 19 children enjoying a story about ice cream soup and making tissue paper ice cream cones. The final Ice Cream Storytime this month had 50 children attending for an evening on the library grounds filled with stories, coloring, crafts, songs, and popsicles, all aided by 5 TAB volunteers. Other themed story times in August included butterflies and apples where the children made butterfly and apple crafts, complete with a playful worm.

Coloring, puzzles, and painting activities continued to captivate the children, with 26 kids attending a session where they worked on floor puzzles and enjoyed dot painting. Jo also hosted a popular Play-Doh program where 21 kids crafted a variety of items, from flowers to snowmen. On August 7th, a Wednesday Evening Storytime featured a special guest author who read her book about food allergies to 10 children, followed by a game related to the book's theme.

Risa's Kids Craft Book Club welcomed 19 first and second graders, who read *Mercy Watson to the Rescue* and made a fun poster craft. Risa's Kids Diamond Painting Book Club for third through fifth graders had 20 participants this month. They discussed *The 13-Story Treehouse* by Andy Griffiths, an adventure-packed book full of humor, while working on diamond sticker art.

Amy and Risa also held another fun-filled Baby & Toddlers session, where 25 children sang songs about sunshine and made sun-themed crafts. The highlight of Risa's

Bouncing Babies program (26 children participating) was the new bubble machine, which created excitement as children paraded around with shakers and learned about colors using floating scarves.

In August, three Lego sessions took place, with children using their imaginations to build Lego creations. A special thanks goes out to the TAB volunteers, who were instrumental in making these sessions enjoyable for the children.



Staff Training

Tech Librarian Bobby Dillon attended a webinar on “Windows 10 Advanced Troubleshooting and Practical HTML for Non-Coders.” Mary Grace Zaccharia attended “AI and the Future of Personal Computing: Implications for Libraries and Beyond.” I attended a fall book preview from Simon & Schuster and a civil service virtual drop-in for questions which Jeanne Ivy also attended.

Technology

This month Main Library Alliance sent the results of a site survey of our technology. We ordered their recommended replacement staff and patron computers and upgraded 6 Wifi access points. Main will install the new equipment when it arrives.

In August, Bobby Dillon taught classes on Novelist and Consumer Reports with 3 in attendance.

Meetings

Aug 13 – School/Library Parking – Library Board, Police & School system reps

Aug 15 – Library management - Catherine, Mary Grace, Jeanne, Walter, Janina

Aug 20 – Circulation Dept meeting – Catherine, Mary Grace, Walter & dept.

Aug 22 – Montville Twp. Dept Head meeting - Catherine

Aug 23 - Main Directors Meeting - Catherine

Sept 11 – Patrons Services/Tech Committee Meeting

Sept 24 – Library Buildings & Grounds & Personnel Cmtes

Oct 21 - Library Board & Finance Committee (late mtg due to Columbus Day)

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	324,278.77	234,093.15
01-100-03	Lakeland - Payroll Checking	39,213.16	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	107,011.68	304,836.75
01-100-10	Lakeland - Donations Checking	45,992.01	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>2,067,134.55</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	1,434.90	4,097.56
01-218-00	Reserve for Encumbrances	948.77	47,742.17
01-400-01	Appropriation Reserve	2,635.65	2,154.26
	Total Liabilities	<u>65,068.32</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	1,299,419.57	0.00
Less Expenses	1,225,311.64	0.00
Net	<u>74,107.93</u>	<u>0.00</u>
Total Fund Balance	<u>2,002,066.23</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,067,134.55</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17325 to 17381
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
17325	08/31/24	AMAZON Amazon Capital Services, Inc.	580.58		105
17326	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17327	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17328	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17329	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17330	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17331	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17332	08/31/24	BAKER005 Baker & Taylor	0.00	08/31/24 VOID	0
17333	08/31/24	BAKER005 Baker & Taylor	4,998.78		105
17334	08/31/24	BANK OF Bank of America	144.32		105
17335	08/31/24	BERNADIN Bernadine Ferrari	300.00		105
17336	08/31/24	BERNADIN Bernadine Ferrari	300.00		105
17337	08/31/24	CAINS005 Cain & Sons Fire Equip., Inc.	384.00		105
17338	08/31/24	CAVEN005 Cavendish Square	204.44		105
17339	08/31/24	CHARLOTT Charlotte Mecklenburg Library	18.95		105
17340	08/31/24	COLBY B Colby Bernstein	65.00		105
17341	08/31/24	COMMERCIAL Commercial Interiors Direct	3,557.78		105
17342	08/31/24	DENI BON Deni Bonet LLC	600.00		105
17343	08/31/24	DIRECT Direct Energy Business	3,548.58		105
17344	08/31/24	ELECT005 Electronic Office Systems	1,465.40		105
17345	08/31/24	ELIZA005 Elizabeth Johansen	250.00		105
17346	08/31/24	EVAN WEI Evan Weiner	125.00		105
17347	08/31/24	EXCEL005 Excellent Building Services	2,516.72		105
17348	08/31/24	FLOTE005 FLO-TECH	304.71		105
17349	08/31/24	GERARD B Gerard Barros	450.00		105
17350	08/31/24	GREG005 Gregory J. Della Pia	1,000.00		105
17351	08/31/24	IFPTE005 IFPTE	88.00		105
17352	08/31/24	IRONMOUN IRON MOUNTAIN	179.71		105
17353	08/31/24	JANET C Janet C. Mandel	225.00		105
17354	08/31/24	JERSE005 Jersey Central Power & Light	3,350.38		105
17355	08/31/24	JESSICA Jessica Cavaliere	350.00		105
17356	08/31/24	JOLIE DE Ants in the Pants, LLC	300.00		105
17357	08/31/24	JOYCE MA Joyce Mandel	100.00		105
17358	08/31/24	KANOPY Kanopy, Inc.	231.00		105
17359	08/31/24	KELLY KO Nelly Koetzner	65.00		105
17360	08/31/24	MAINI005 MAIN Library Alliance	12,758.83		105
17361	08/31/24	MICHAEL Michael A. Cerone, Jr., Esq.	200.00		105
17362	08/31/24	MIDWE005 Midwest Tape LLC	852.06		105
17363	08/31/24	NJLA0005 NJLA	150.00		105
17364	08/31/24	NJNAT005 NJ Natural Gas Co.	457.20		105
17365	08/31/24	NORTHEAS Northeast Security Systems	187.50		105
17366	08/31/24	OPTIM005 Optimum	184.45		105
17367	08/31/24	OVERD005 OverDrive, Inc.	0.00	08/31/24 VOID	0
17368	08/31/24	OVERD005 OverDrive, Inc.	3,100.57		105
17369	08/31/24	PROTECTI Protective Measures Security	216.00		105
17370	08/31/24	REBECCA Rebecca Manci	50.00		105
17371	08/31/24	REBECCA Rebecca Manci	50.00		105
17372	08/31/24	REBECCA Rebecca Manci	50.00		105
17373	08/31/24	STAPL005 Staples Advantage	294.03		105
17374	08/31/24	SUNRI005 Sunrise ShopRite	64.81		105
17375	08/31/24	TECHN005 Technology Integrators	145.00		105

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17376	08/31/24	TECHN005 Technology Integrators	145.00		105
17377	08/31/24	TOWNS005 Township of Montville	1,270.26		105
17378	08/31/24	TOWNS005 Township of Montville	10,537.00		105
17379	08/31/24	UGI ENER UGI Energy Services, LLC	7.46		105
17380	08/31/24	ULINE Uline	33.00		105
17381	08/31/24	WOMANS D Woman's Day	7.99		105

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	49	8	56,464.51	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	49	8	56,464.51	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	290.06	0.00	0.00	290.06
CAPITAL BUDGET	3-02	<u>249.99</u>	<u>0.00</u>	<u>0.00</u>	<u>249.99</u>
	Year Total:	540.05	0.00	0.00	540.05
	4-01	52,544.14	0.00	3,367.54	55,911.68
CAPITAL BUDGET	4-02	<u>12.78</u>	<u>0.00</u>	<u>0.00</u>	<u>12.78</u>
	Year Total:	52,556.92	0.00	3,367.54	55,924.46
	Total of All Funds:	<u>53,096.97</u>	<u>0.00</u>	<u>3,367.54</u>	<u>56,464.51</u>

September 9, 2024
12:36 PM

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last
Budget Account Range: First to Last
Print Zero YTD Activity: No

Include Non-Anticipated: Yes
Include Non-Budget: No

Year To Date As of: 08/31/24
Current Period: 08/01/24 to 08/31/24
Prior Year: 08/01/23 to 08/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	312.00	4,500.00	395.07	3,251.02	1,248.98-	72
4-01-401-03	Copier Income	37.75	500.00	48.08	349.36	150.64-	70
4-01-401-05	Computer Print Outs Income	200.27	2,000.00	165.11	1,588.24	411.76-	79
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	1,273,510.00	636,755.00-	67
4-01-401-09	Lost Items	200.29	1,750.00	47.00	1,021.87	728.13-	58
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
4-01-401-14	Interest Income - Capital	0.00	0.00	0.00	6,711.01	6,711.01	0
4-01-401-15	Interest Income - Operating	65.33	700.00	51.83	4,376.23	3,676.23	625
4-01-401-16	Lost Cards	10.00	120.00	20.00	94.00	26.00-	78
4-01-401-18	Disks/Faxes	0.00	30.00	0.00	4.00	26.00-	13
	401 Total	149,758.72	1,932,265.00	159,915.84	1,290,956.26	641,308.74-	67
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	118.44	5,000.00	226.09	2,163.31	2,836.69-	43
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
	402 Total	118.44	8,500.00	226.09	8,463.31	36.69-	100
	01 Fund 01 Revenue Total	149,877.16	1,940,765.00	160,141.93	1,299,419.57	641,345.43-	67

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	96,946.90	940,000.00	66,442.59	591,908.26	0.00	348,091.74	63
4-01-601-100	Taxes/FICA/UE	7,839.10	76,400.00	5,466.39	51,141.57	0.00	25,258.43	67
4-01-601-110	Health Benefits Expense	5,922.67	162,500.00	5,441.05	66,442.99	0.00	96,057.01	41
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	538.67	1,763.00	0.00	3,337.00	35
	601 B-1 - COMPENSATION	110,708.67	1,296,200.00	77,888.70	829,531.82	0.00	466,668.18	64
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	3,500.00	4,200.00	0.00	695.00	0.00	3,505.00	17

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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	0.00	0.00	1,000.00	0
4-01-605-060	PR - Materials	0.00	600.00	0.00	225.10	0.00	374.90	38
4-01-605-070	Staff/Volunteer Recognition	0.00	500.00	0.00	306.51	0.00	193.49	61
	605 B-5 - PUBLIC RELATIONS	0.00	2,100.00	0.00	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	386.00	1,300.00	150.00	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	386.00	10,400.00	150.00	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	1,558.23	61,000.00	5,686.28	24,194.13	606.34	36,199.53	41
4-01-607-030	Utilities - Gas	599.07	20,000.00	464.66	6,973.74	0.00	13,026.26	35
4-01-607-040	Utilities - Telephone	334.86	6,600.00	468.26	3,582.39	0.00	3,017.61	54
4-01-607-050	Internet Provider	184.45	2,300.00	184.45	1,660.05	0.00	639.95	72
	607 B-7 - UTILITIES	2,676.61	89,900.00	6,803.65	36,410.31	606.34	52,883.35	41
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	6,867.07	14,000.00	3,557.78	5,544.10	3,007.06	5,448.84	61
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	20,818.76	0.00	11,181.24	65
4-01-608-040	Plant - Fire/Burglery Alarm	1,095.00	4,500.00	600.00	1,718.20	0.00	2,781.80	38
4-01-608-050	Plant - HVAC Maintenance	4,534.00	18,500.00	0.00	7,795.00	0.00	10,705.00	42
4-01-608-060	Plant - Lawn Sprinklers Maint	547.00	3,000.00	0.00	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	0.00	2,000.00	0.00	828.00	0.00	1,172.00	41
	608 B-8 - PHYSICAL PLANT	15,559.79	94,900.00	6,674.50	46,645.64	3,007.06	45,247.30	52
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	1,437.40	1,437.40	0.00	562.60	72
4-01-609-070	Computer Software	35.35	11,500.00	0.00	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

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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	0.00	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	35.35	34,175.00	1,437.40	4,791.29	0.00	29,383.71	14
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	273.59	908.92	0.00	508.92-	227
4-01-610-020	Copier Usage B&W	0.00	200.00	31.12	185.33	0.00	14.67	93
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	304.71	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	0.00	0.00	4,600.00	0
4-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	8,000.00	0.00	4,000.00	67
4-01-611-030	MAIN Assessment	12,826.00	51,035.00	12,758.83	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 Maintanace	0.00	300.00	0.00	274.00	0.00	26.00	91
4-01-611-150	Legal	0.00	1,500.00	200.00	316.67	0.00	1,183.33	21
4-01-611-250	Board Secretary	250.00	3,250.00	250.00	2,000.00	0.00	1,250.00	62
4-01-611-260	Payroll Service Fee	691.71	9,000.00	711.26	6,009.69	0.00	2,990.31	67
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	14,767.71	93,885.00	14,920.09	68,101.08	0.00	25,783.92	73
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	37,719.75	0.00	12,580.25	75
4-01-612-020	Township Insurances	0.00	30,400.00	0.00	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	0.00	381.50	0.00	2,118.50	15
	612 B-12 OTHER EXPENSES	0.00	89,950.00	0.00	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	950.00	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

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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>950.00</u>	<u>2,350.00</u>	<u>0.00</u>	<u>3,950.00</u>	<u>37</u>
	01 Fund 01 Expend.Total	160,386.51	1,920,565.00	121,829.40	1,159,843.78	16,066.25	744,654.97	61

01 Fund		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenues:	149,877.16	160,141.93	1,299,419.57
	Expended:	<u>160,386.51</u>	<u>121,829.40</u>	<u>1,175,910.03</u>
	Net Income:	10,509.35-	38,312.53	123,509.54

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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	0.00	94.75	5,905.25	2
4-02-804-015	Computer Related Equipment	0.00	2,000.00	12.78	433.60	0.00	1,566.40	22
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>12.78</u>	<u>499.48</u>	<u>94.75</u>	<u>7,405.77</u>	<u>7</u>
	02 CAPITAL BUDGET Expend: Total	<u>0.00</u>	<u>69,959.44</u>	<u>12.78</u>	<u>49,306.86</u>	<u>94.75</u>	<u>20,557.83</u>	<u>71</u>

02 CAPITAL BUDGET		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:		0.00	0.00	0.00
Expended:		0.00	12.78	49,401.61
Net Income:		0.00	12.78-	49,401.61-

Grand Totals		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:		149,877.16	160,141.93	1,299,419.57
Expended:		160,386.51	121,842.18	1,225,311.64
Net Income:		10,509.35-	38,299.75	74,107.93

MONTVILLE TOWNSHIP PUBLIC LIBRARY AUGUST 2024 PROGRAM ATTENDANCE
September 9, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Aug 2024	Aug 2023
Children - Staff Programs		
Story Time (ice cream / craft / teen author)	198	
Legos, Coloring, Games	35	
Babies & Toddlers	25	
Family Bingo	50	
Messy Munchkins	22	
Bouncing Babies	26	
Art & Crafts	43	
Outreach Story Time Pre-School Visits	40	
Tie Dye	40	
Kids Book Craft 1st & 2nd Grade	19	
Children - Staff Programs Total	498	432
Children - Paid Presenters		
Miss Jolie Move n'Groove	60	
Eyes of the Wild Live Animal Presentation	55	
Children - Paid Presenters Total	115	200
Total All Children's Programs	613	632
Young Adults - Staff Programs		
TAB Program Volunteers	14	
TAB Summer Reading Desk Volunteers	20	
Switch Game Tournament	6	
Board Games	7	
Tutoring	12	
Ice Cream Sundae Party	21	
Kids Music Program	14	
Young Adult - Staff Programs Total	94	95
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	16
Total All Young Adult Programs	94	111
Adult - Staff Programs		
Movies	8	
Book Club	28	
Knitting	64	
Memory Lab	9	
Mahjong & Canasta Open Play	42	
Adult Staff Programs Total	151	169
Adult - Paid Presenters		
Chair Yoga	19	
Montville "U" Lecture & Concerts	22	
Lectures & Presentations - no charge	36	
Art Program	14	
Adult - Paid Presenters Total	91	102
Total All Adult Programs	242	271
Library Sponsored Total	949	1,014
OUTSIDE GROUPS		
Montville Police Training	20	
Outside Groups Total	20	40
GRAND TOTAL	969	1,054

August Book Displays
Summer Reading Adventure Theme - Adults, Young Adults, Children
Beach Reads - Adults
August 9th - National Book Lovers Day - All Ages
August 26th - National Dog Day - Adults, Children
August 30th - Frankenstein Day - Adults, Young Adults, Children
August is Golf Month - Adults
August Fun Facts - Adults
Back to School - Adults, Young Adults, Children
LibraryReads - Adults
Staff Picks - Adults
NY Times Bestsellers - Adults

Note: Parking lot construction started Monday, August 5
many programs were postponed