

Montville Township Public Library  
Board of Trustees Meeting  
Minutes of January 13, 2025  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

**I. Call to Order**

The meeting was called to order by Mr. Hines, at 7:15pm

**II. Roll Call**

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

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 December 9, 2024 regular session minutes, seconded by Mayor Kayne.*

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

VI. **Public Comments**

None

VII. **Reports of Officers**

**Larry Hines – President**

Mr. Hines had no report.

**Charlie Grau – Vice-President**

Mr. Grau had no report.

**Dianna Paradise – Secretary**

Mrs. Paradise had no report.

**Linda Peskin – Treasurer**

Ms. Peskin stated that the finances are in order. The Finance Committee reviewed the financial statements.

**Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

VIII. **Report of Liaisons**

Mayor – Mayor Kayne stated that he was nominated as the Mayor and June Witty was nominated to be Deputy Mayor for 2025. He also stated the affordable housing ruling will be in January. Montville is going to try to fight the ruling if they are not found in favor.

Superintendent Liaison of Schools – Mr. Tubbs absent, no report.

**IX. Reports of Committees**

Finance: Ms. Peskin stated the Committee met this evening. The Committee discussed rolling over the CD at Provident Bank in a 7 month CD at 4.07%. She also requested the rate of a 13 month CD which is at 3.78%. Kearny Bank's rates are lower. The Committee recommends the 7 month CD.

Personnel – Mr. Grau had no report.

Buildings & Grounds: Ms. Nielson absent, no report.

Patron Services/Technology: Mr. Donohue had no report.

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

Mr. Grau and the Board congratulated Walter on getting his Master's Degree.

**XI. Resolutions/Motions**

A. Resolution to approve the checks numbered 17542 through 17604 dated December 1 to December 31, 2024 in the amount of \$51,991.65

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

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

B. Resolution to accept staff salaries for the month of December 2024 in the amount of \$99,230.65.

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

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

C. Resolution to approve the Library's Amended Request to the Township dated January 13, 2025 for Funding 50% of the Library's 2025 Capital Improvement Projects in accordance with the January 1, 2022 through December 31, 2025 Township Agreement.

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

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

**XII. Public Comments**

None

**XIII. Old Business**

Mr. Grau asked about the Belgian blocks in the parking lot. Director LaBelle will check with the contractor.

**XIV. New Business**

Mr. Grau suggested sectioning off the top portion of the parking lot for staff parking. Director LaBelle will check into getting signage.

**XV. Executive Session**

None

**XVI. Open Session**

None

**XVII. Adjournment**

Motion to adjourn was made by Mr. Hines seconded by Mr. Grau; meeting was adjourned at 7:26pm.



## Director's Report

February 7, 2025

January's highlight was our Second Annual Spelling Bee, organized by our Teen Advisory Board (TAB). The competition was fierce in every age category, with enthusiastic participation from both children and parents. Winners received certificates and ribbon awards, created onsite in our Creative Craft Center by Jo Perez.



January also marked the conclusion of our Adult Batik Class, part of the Morris County Local Arts Grant. Thanks to Amy Resnikoff's guidance, participants created vibrant batik pieces, which are now displayed in the library's showcases.

Additionally, we began preparations for our migration from Polaris/Leap to Koha. This move to Koha, an open-source integrated library system (ILS) will, by 2027, unite Main Library Alliance with the Somerset, Sparta, Sussex, and Warren County library systems. The transition will increase resource sharing, improve fulfillment of patron holds, and provide a seamless user experience, as we will continue to use our public facing Aspen

catalog overlay. Walter Clark, Risa Skerker, and I have been trained as “Koha Kaptains” to guide staff through the transition, with full staff training set for early February. Our current catalog will shut down on Friday, March 21, with offline checkout available over the weekend. Koha goes live on Monday, March 24. A temporary hold/request hiatus starts Feb 14.

This month, we welcomed 63 new library users, for a total of 8,986 active patrons. We recorded 7,888 visitors in January. We sent 1,448 items to member libraries. The Circulation team processed 511 new items and mended 13 existing items.

### Buildings and Grounds

We called Hughes because sections of the building were cold. The remote interface showed the boiler short cycling on and off. Hughes found the interface panel on the boiler was down. Without a working display they were unable to troubleshoot the problem. Fortunately, they located a replacement display board and successfully installed it. They saw the BMS was giving incorrect commands to the boiler. Hughes worked with the Lochinvar factory technician to address longstanding issues with the boiler. Lochinvar admitted there were problems with the boiler’s display board and they plan to release an AC/DC converter in April to fix the problem. Hughes found some points were crossed in the BMS causing the boiler to shut down. After adjusting those crossed points, the boiler is working correctly at all firing stages. They will return for routine maintenance and to replace the flame sensor and ignitor.

### Finance

We activated our new US Bank procurement card and set up Access Online to track expenses and download statements.

We mailed 1099’s to 33 vendors and our accountant e-filed the forms to the IRS. We completed IRS Form 1095-B Affordable Care Act for our full-time staff who are eligible for health insurance.

Updated sick hour accruals were calculated and are on the balance sheet.

The accountant closed the year and loaded the 2025 budget.

The \$852 check for CSLP is for summer reading supplies. Several other programs have already been encumbered through summer.

### Marketing and Outreach:

This winter, our library's displays and programming captured the spirit of the season, featuring glistening snowflakes, melting snowmen, and arctic animals like polar bears and penguins. Throughout January, we honored Martin Luther King, Jr. Day, Muslim Heritage Month, National Soup Month, National Hobby Month, and International Holocaust Remembrance Day. As the month ended, we also celebrated the start of the Lunar New Year with a vibrant book display highlighting Asian American heritage and the holiday's origins and traditions.

In outreach, Risa visited Millie's House, Kids Connect, Kiddie Academy, and Funtime Kids Academy for story times featuring winter-themed tales and New Year celebrations. On January 9th, Mary Grace welcomed students from the New Beginnings School for a special Outreach Storytime and craft session. Ten students, ages 7 to 12, with diverse learning needs, enjoyed stories about snow, winter animals, and seasonal activities before creating a fun snow-themed craft. Afterward, they explored the children's area, engaging in coloring, computer use, tactile sensory games, and puzzles and games from the Library of Things.

Our most popular newsletters in January featured announcements for Lunar New Year and highlighted adult programs offered throughout the month.

### Patron Services:

#### *Adult programs*



Our 2025 *Montville U* lecture series kicked off with a fantastic start as Alisa Dupuy brought Queen Elizabeth II to life in a captivating historical portrayal. The "Queen" shared insights into her personal life, the challenges she faced during her reign, and stories about her family. Alisa will return in September to commemorate Jane Austen's 250th birthday.

Other *Montville U* programs this month included a lecture on the Unification of Italy by Alexander Clemente, a history professor at Morris County Community College; a talk on "Eating Well for a Healthy New Year" by registered dietitian Danielle Buono Forte of Lincoln Park ShopRite; Fred Miller's *Lecture in Song*, which explored the life and works of Irving Berlin; and an informative session on understanding memory loss and Alzheimer's disease.

For our January *Adult Afternoon Book Club*, 23 members read *The Magnificent Lives of Marjorie Post* by Allison Pataki, a fascinating historical novel about the General Foods heiress. Our *Evening Book Club* had 17 attendees who discussed *The Seven Husbands of Evelyn Hugo* by Taylor Jenkins Reid, engaging in a lively conversation about a fictional, reclusive Hollywood starlet, her rise to fame, lost loves, and long-held secrets.

The *Memory Lab* had 18 fully booked appointments this month, and we acquired a replacement 8mm DV camcorder. While Montville Township residents receive priority, visitors also included guests from Chatham and members of Montville's Historical Society.

Our virtual program this month featured an art talk by Janet Mandel on "Nazi-Looted Art: Klimt & Schiele—Masters of Vienna's Golden Age."

New this month: *Drop-in Board Games for Adults*, held on the second and fourth Tuesdays, launched with an encouraging turnout of eight patrons per session—a number sure to grow as word spreads.

The *Creative Craft Center* welcomed four patrons who used the space to design and create personalized T-shirts with creativity and color.

Our *Monday Afternoon Movies* featured *Selma* in honor of Martin Luther King, Jr. Day.

Looking ahead, our *Spring ELL (English Language Learners) classes* will begin on February 24th and run on Mondays and Wednesdays through May 21st.



January's *Spice of the Month* was nutritional yeast, giving patrons an opportunity to explore new ways to incorporate it into their cooking.

The *Knitting & Crochet Group* had a fantastic turnout, with a total of 57 attendees throughout the month. New knitters continue to join each week, creating warm and wonderful handmade items.

The addition of several new board games has contributed to increased *Library of Things* circulation, rising from 132 to 158 checkouts. This month's breakdown included 32 equipment checkouts, 101 games and toys, 21 museum passes, and 3 miscellaneous items.

### *Kids*

Our Second Annual Spelling Bee took place on Saturday, January 18th, thanks to the efforts of our dedicated *Teen Advisory Board* (TAB) volunteer, Scipio. It was a fun-filled afternoon, and we've already received many requests for another event. A first grader won in the Kindergarten–2nd Grade category, while a fourth grader took first place in the 3rd–5th Grade category. Mary Grace created winner certificates in Canva, Sue Leung penned the names on the certificates, and Jo Perez prepared special treats and handwrote all the participant ribbons.

Lunar New Year Story times were a highlight this month, led by Risa with special book recommendations from Sue Leung. Children had a fantastic time reading stories, singing songs, and marching in a festive Lunar New Year parade to *Happy Lunar New Year*. Jo designed a fun and creative craft to celebrate the *Year of the Snake*. Our weekly story time themes this month included polar bears, hot chocolate, kangaroos, and socks, with a total attendance of 59 children.

Other fun activities included:

- Color & Puzzle Time – 16 children enjoyed puzzles, coloring, and felt boards.
- Play-Doh Time – 19 kids

Six children read *Mercy Watson Thinks Like a Pig* by Kate DiCamillo in the Kids Craft Book Club on January 15th. The group had a fun discussion and enjoyed completing *Mercy Watson* connect-the-dots, mazes, and posters.

On January 16th, our Kids Diamond Painting Book Club welcomed three participants for a discussion of *Frindle Files* by Andrew Clements, followed by diamond painting.

Our Babies & Toddlers, Too! program on January 16th brought in 20 little ones for penguin-themed stories, songs, and a delightful penguin craft designed by Amy Resnikoff.

The Bouncing Babies program on January 21st had 15 children enjoying shakers, bubbles, and scarves, with wonderful assistance from our student intern, Mary.

Other programs this month included:

- Preschool Storytime – Themes included dinosaurs, colors, and penguins. Twenty-two preschoolers played a letter-guessing game for the letter “C,” read stories featuring characters that start with “C,” and made a caterpillar craft.
- Miss Jolie’s Music & Movement – A crowd of 40 toddlers and their caregivers joined in for singing, dancing, instruments, and, of course, bubbles.
- Kids’ Yoga with Colby – 30 preschoolers stretched, played games, and listened to engaging stories while learning yoga poses.
- Sing & Sign Storytime – This new program is quickly gaining popularity. Twenty preschoolers learned and practiced signing along with a story and song.
- Messy Munchkins – 24 preschoolers got creative, making owl collages with napkins, cupcake liners, and stickers.
- Snowman Suncatchers Craft – 22 preschoolers designed adorable snowmen with hats, scarves, and a touch of glitter to make them shine.
- Saturday Morning with Miss Jolie – 36 children and their caregivers kicked off the weekend with high-energy singing, dancing, and bubbles.

## *Young Adults (YA)*

Our Kids Science Club project this month was *Snow in a Jar*, led by our dedicated teen volunteers. With just warm water, glitter, and a fizzing tablet, 40 kids watched in awe as science created a magical, snow-like reaction.

Our Teen Advisory Board (TAB) Meeting on Tuesday, January 7th, was a success, with 19 teens in attendance. We continue to welcome new members each month, and it's wonderful to see such an enthusiastic and engaged group.

Bobby Dillon ran a Nintendo Switch program on Saturday, January 11<sup>th</sup>, complete with games and snacks.

## Technology

This month, we offered both evening and morning sessions of "Apple Watch Tips and Tricks" and "Get Started with Amazon Echo & Alexa", led by instructor James Fitzpatrick.

Tech Librarian Bobby Dillon introduced patrons to the Memory Lab in a special class and hosted two Drop-In Tech Help sessions on Monday evenings. A total of seven attendees sought assistance with software updates, Zoom and Windows 11 settings, file transfers, and Microsoft Publisher.

Our Memory Lab sessions drew 12 participants, with Bobby demonstrating how to use the equipment. Interest in both the Memory Lab and evening tech help continues to grow, highlighting the community's enthusiasm for hands-on technology learning.

## Meetings

Dec 6 – Main Library Directors Meeting – Catherine

Dec 12 – Main Readers Advisory Task Force – Amy, Catherine

**Feb 10 - Library Board & Finance Committee**

**Feb 12 – Library Patron Services Committee**

**Mar 10 – Library Board & Finance Committee**

Respectfully submitted,  
Catherine LaBelle  
Director



2025

2024

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	346,850.78	299,182.06
01-100-03	Lakeland - Payroll Checking	39,608.23	44,724.96
01-100-04	Lakeland - Operating CD - 0991	81,978.38	81,665.68
01-100-05	Lakeland - Capital Reserve CD	108,852.32	108,852.32
01-100-06	Lakeland - Operating CD - 0990	82,310.47	81,792.97
01-100-07	Lakeland - Capital Reserve CD - 0994	158,907.02	157,907.94
01-100-08	Lakeland - Capital Reserve Checking	283,590.35	283,566.27
01-100-10	Lakeland - Donations Checking	49,272.60	49,171.80
01-140-01	Furniture & Fixtures	412,822.30	412,822.30
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	115,000.00	115,000.00
	Total Assets	<u>2,252,456.15</u>	<u>2,207,950.00</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	75,910.00	75,910.00
01-210-00	403B withholding Payable	0.00	1,656.15
01-212-00	PERS 414/CINS Withholding	695.82	16,062.69
01-213-00	Union Dues	0.00	49.00
01-218-00	Reserve for Encumbrances	78,689.19	94,674.22
01-400-01	Appropriation Reserve	<u>2,635.65</u>	<u>2,635.65</u>
	Total Liabilities	156,539.02	190,987.71

01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	<u>728,578.00</u>	<u>728,578.00</u>
	Total	2,016,962.29	2,016,962.29

Revenue	178,073.74	0.00
Less Expenses	<u>99,118.90</u>	<u>0.00</u>
• Net	<u>78,954.84</u>	<u>0.00</u>
Total Fund Balance	<u>2,095,917.13</u>	<u>2,016,962.29</u>
Total Liabilities & Fund Balance	<u>2,252,456.15</u>	<u>2,207,950.00</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING      Range of Check Ids: 17605 to 17666  
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
17605	01/31/25	AIDEE005 Aideen O'Donnell	500.00		110
17606	01/31/25	ALICIA M Alicia Metzdorf	262.50		110
17607	01/31/25	ALISA DU Alisa Dupuy	350.00		110
17608	01/31/25	AMAZON Amazon Capital Services, Inc.	156.41		110
17609	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17610	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17611	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17612	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17613	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17614	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17615	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17616	01/31/25	BAKER005 Baker & Taylor	0.00	01/31/25 VOID	0
17617	01/31/25	BAKER005 Baker & Taylor	7,115.44		110
17618	01/31/25	BANK OF Bank of America	375.86		110
17619	01/31/25	COLBY B Colby Bernstein	65.00		110
17620	01/31/25	COLBY B Colby Bernstein	65.00		110
17621	01/31/25	COLBY B Colby Bernstein	65.00		110
17622	01/31/25	CSLP CSLP	852.75		110
17623	01/31/25	DEMCO005 Demco, Inc.	1,429.09		110
17624	01/31/25	DIRECT Direct Energy Business	2,044.70		110
17625	01/31/25	EDALS005 Edward Alstrom	200.00		110
17626	01/31/25	ELECT005 Electronic Office Systems	978.23		110
17627	01/31/25	ELIZA005 Elizabeth Johansen	250.00		110
17628	01/31/25	EXCEL005 Excellent Building Services	2,516.72		110
17629	01/31/25	FLOTE005 FLO-TECH	799.05		110
17630	01/31/25	GREG005 Gregory J. Della Pia	1,000.00		110
17631	01/31/25	IFPTE005 IFPTE	98.00		110
17632	01/31/25	JERSE005 Jersey Central Power & Light	2,155.38		110
17633	01/31/25	JOHN DWY John Dwyer	200.00		110
17634	01/31/25	KANOPY Kanopy, Inc.	248.00		110
17635	01/31/25	MAINI005 MAIN Library Alliance	600.00		110
17636	01/31/25	MIDWE005 Midwest Tape LLC	0.00	01/31/25 VOID	0
17637	01/31/25	MIDWE005 Midwest Tape LLC	0.00	01/31/25 VOID	0
17638	01/31/25	MIDWE005 Midwest Tape LLC	875.65		110
17639	01/31/25	MIKHAIL Steve Hendricks	125.00		110
17640	01/31/25	MONTV005 Montville Chamber of Commerce	75.00		110
17641	01/31/25	NJLIB005 NJ Library Trustee Association	240.00		110
17642	01/31/25	NJNAT005 NJ Natural Gas Co.	2,783.25		110
17643	01/31/25	OPTIM005 Optimum	553.35		110
17644	01/31/25	ORIEN005 Oriental Trading Company, Inc.	27.26		110
17645	01/31/25	OVERD005 OverDrive, Inc.	0.00	01/31/25 VOID	0
17646	01/31/25	OVERD005 OverDrive, Inc.	1,489.62		110
17647	01/31/25	PARKE005 New Jersey Hills Media Group	110.00		110
17648	01/31/25	PITNEY Pitney Bowes Global Financial	208.23		110
17649	01/31/25	REBECCA Rebecca Manci	50.00		110
17650	01/31/25	REBECCA Rebecca Manci	50.00		110
17651	01/31/25	REBECCA Rebecca Manci	50.00		110
17652	01/31/25	REBECCA Rebecca Manci	50.00		110
17653	01/31/25	REPTRONI Reptronics	165.00		110
17654	01/31/25	SPEAKING RoseMarie Cappiello	300.00		110
17655	01/31/25	SSWOR005 s & s worldwide	15.65		110

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
17656	01/31/25	STAPL005 Staples Advantage	205.23	110
17657	01/31/25	SUNRI005 Sunrise ShopRite	59.90	110
17658	01/31/25	TECHN005 Technology Integrators	145.00	110
17659	01/31/25	TECHN005 Technology Integrators	145.00	110
17660	01/31/25	TECHN005 Technology Integrators	145.00	110
17661	01/31/25	THEN0010 The New York Times	1,442.95	110
17662	01/31/25	TOWNS005 Township of Montville	16,062.69	110
17663	01/31/25	TOWNS005 Township of Montville	1,900.83	110
17664	01/31/25	TOWNS005 Township of Montville	11,344.71	110
17665	01/31/25	US BANK US Bank	188.83	110
17666	01/31/25	WORLD J World Journal	598.00	110

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	51	11	61,733.28	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>51</u>	<u>11</u>	<u>61,733.28</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	4-01	21,306.96	0.00	0.00	21,306.96
CAPITAL BUDGET	4-02	600.00	0.00	0.00	600.00
Year Total:		<u>21,906.96</u>	<u>0.00</u>	<u>0.00</u>	<u>21,906.96</u>
	5-01	19,956.78	0.00	19,869.54	39,826.32
Total of All Funds:		<u><u>41,863.74</u></u>	<u><u>0.00</u></u>	<u><u>19,869.54</u></u>	<u><u>61,733.28</u></u>



Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last      Include Non-Anticipated: Yes  
 Budget Account Range: First to Last      Include Non-Budget: No  
 Print Zero YTD Activity: No      Year To Date As Of: 01/31/25  
    Current Period: 01/01/25 to 01/31/25  
    Prior Year: 01/01/24 to 01/31/24

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
5-01-401-01	Fines Income	514.40	4,500.00	614.84	614.84	3,885.16-	14
5-01-401-03	Copier Income	20.10	500.00	64.05	64.05	435.95-	13
5-01-401-05	Computer Print Outs Income	203.95	2,000.00	218.20	218.20	1,781.80-	11
5-01-401-07	Township Income	159,188.75	2,101,355.00	175,112.92	175,112.92	1,926,242.08-	8
5-01-401-09	Lost Items	47.95	1,500.00	72.00	72.00	1,428.00-	5
5-01-401-10	State Aid Income	0.00	11,800.00	0.00	0.00	11,800.00-	0
5-01-401-14	Interest Income - Capital	0.00	6,000.00	0.00	0.00	6,000.00-	0
5-01-401-15	Interest Income - Operating	58.69	4,000.00	1,891.11	1,891.11	2,108.89-	47
5-01-401-16	Lost Cards	18.00	120.00	4.00	4.00	116.00-	3
	401 Total	160,051.84	2,131,775.00	177,977.12	177,977.12	1,953,797.88-	8
5-01-402-30	Donations	0.00	5,000.00	96.62	96.62	4,903.38-	2
5-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	0.00	3,500.00-	0
	402 Total	0.00	8,500.00	96.62	96.62	8,403.38-	1
	01 Fund 01 Revenue Total	160,051.84	2,140,275.00	178,073.74	178,073.74	1,962,201.26-	8

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
5-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-601-010	Salaries & Wages Expense	96,355.79	990,000.00	67,344.10	67,344.10	0.00	922,655.90	7
5-01-601-100	Taxes/FICA/UE	8,521.75	85,000.00	5,728.86	5,728.86	0.00	79,271.14	7
5-01-601-110	Health Benefits Expense	5,441.05	210,000.00	7,423.35	7,423.35	0.00	202,576.65	4
5-01-601-120	PERS/CINS Expense	0.00	131,000.00	0.00	0.00	0.00	131,000.00	0
5-01-601-130	DCRP Expense	596.56	6,000.00	806.15	806.15	0.00	5,193.85	13
	601 B-1 - COMPENSATION	110,915.15	1,422,000.00	81,302.46	81,302.46	0.00	1,340,697.54	6
5-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-602-010	Collection Development Software	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
5-01-602-020	Adult Books	0.00	37,000.00	0.00	0.00	0.00	37,000.00	0
5-01-602-030	Adult BODC	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
5-01-602-040	Adult DVD	0.00	9,500.00	28.54	28.54	684.32	8,787.14	8
5-01-602-050	Adult eBooks	563.63	10,500.00	0.00	0.00	799.54	9,700.46	8

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
5-01-602-060	Adult eAudio	0.00	7,500.00	0.00	0.00	557.98	6,942.02	7
5-01-602-090	Periodicals	560.00	11,000.00	1,552.95	1,552.95	0.00	9,447.05	14
5-01-602-110	Games	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
5-01-602-120	J Books	9.99	34,000.00	0.00	0.00	0.00	34,000.00	0
5-01-602-140	J DVD	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
5-01-602-150	J eBooks	43.97	1,500.00	0.00	0.00	0.00	1,500.00	0
5-01-602-160	J eAudio	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
5-01-602-180	YA Books	0.00	6,000.00	0.00	0.00	200.98	5,799.02	3
5-01-602-210	YA eBooks	31.98	1,600.00	0.00	0.00	0.00	1,600.00	0
5-01-602-220	Young Adults eAudio	171.00	1,600.00	0.00	0.00	0.00	1,600.00	0
5-01-602-221	Non-English Material	55.00	5,000.00	598.00	598.00	0.00	4,402.00	12
5-01-602-230	Streaming	582.24	11,000.00	248.00	248.00	0.00	10,752.00	2
5-01-602-235	Library of Things	10.47	1,000.00	0.00	0.00	0.00	1,000.00	0
	602 B-2 - COLLECTION	2,028.28	149,200.00	2,427.49	2,427.49	2,242.82	144,529.69	3
5-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-603-230	Program - Adult	4,735.59	18,000.00	1,113.38	1,113.38	2,860.00	14,026.62	22
5-01-603-240	Program - Children	1,020.61	10,000.00	210.57	210.57	795.00	8,994.43	10
5-01-603-250	Summer Reading / Reading Programs	730.97	8,000.00	0.00	0.00	0.00	8,000.00	0
5-01-603-260	Museum Passes	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
5-01-603-270	Programs YA	928.85	6,000.00	0.00	0.00	0.00	6,000.00	0
5-01-603-280	Library-wide Cultural/Family Programing	138.64	2,500.00	59.51	59.51	0.00	2,440.49	2
5-01-603-300	Technology Programming	580.00	4,500.00	0.00	0.00	0.00	4,500.00	0
5-01-603-310	30th Anniversary Celebration	0.00	500.00	462.50	462.50	0.00	37.50	92
	603 B3 - PROGRAMS:	8,134.66	53,500.00	1,845.96	1,845.96	3,655.00	47,999.04	10
5-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-604-010	Business Office/Library/Print	166.46	12,500.00	13.75	13.75	347.36	12,138.89	3
5-01-604-070	Postage - Supplies	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
5-01-604-080	Freight-shipg (Non-Collection)	216.02	3,000.00	259.21	259.21	0.00	2,740.79	9
	604 B-4 - SUPPLIES	382.48	16,500.00	272.96	272.96	347.36	15,879.68	4
5-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-605-040	PR - Mailing	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
5-01-605-060	PR - Materials	56.00	600.00	0.00	0.00	0.00	600.00	0
5-01-605-070	Staff/Volunteer Recognition	0.00	1,000.00	52.29	52.29	0.00	947.71	5

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	605 B-5 - PUBLIC RELATIONS	56.00	2,600.00	52.29	52.29	0.00	2,547.71	2
5-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-606-010	Staff Development	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
5-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	300.00	0.00	0.00	0.00	300.00	0
5-01-606-040	Professional Dues	351.00	1,500.00	315.00	315.00	0.00	1,185.00	21
5-01-606-050	Conference Travel	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
5-01-606-055	Tuition Reimbursement Program	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	606 B- 6 - STAFF DEVELOPMENT	351.00	10,300.00	315.00	315.00	0.00	9,985.00	3
5-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-607-010	Utilities - Electric	0.00	56,000.00	0.00	0.00	0.00	56,000.00	0
5-01-607-030	Utilities - Gas	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
5-01-607-040	Utilities - Telephone	0.00	5,500.00	454.00	454.00	0.00	5,046.00	8
5-01-607-050	Internet Provider	368.90	2,500.00	553.35	553.35	0.00	1,946.65	22
5-01-607-060	Mobile Beacom	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
	607 B-7 - UTILITIES	368.90	85,000.00	1,007.35	1,007.35	0.00	83,992.65	1
5-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-608-010	Plant - Repairs, Bldgs,Grounds	166.25	16,000.00	0.00	0.00	0.00	16,000.00	0
5-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	2,516.72	0.00	29,483.28	8
5-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
5-01-608-050	Plant - HVAC Maintenance	0.00	19,050.00	0.00	0.00	0.00	19,050.00	0
5-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,300.00	0.00	0.00	0.00	3,300.00	0
5-01-608-110	Plant - Repairs HVAC	2,452.88	18,000.00	0.00	0.00	0.00	18,000.00	0
5-01-608-120	Plant - Carpet Cleaning	0.00	2,900.00	0.00	0.00	0.00	2,900.00	0
5-01-608-140	Plant - Landscape Maintenance	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
	608 B-8 - PHYSICAL PLANT	5,135.85	97,750.00	2,516.72	2,516.72	0.00	95,233.28	3
5-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-609-030	EM RFID Equipment	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
5-01-609-050	EM - Copiers	0.00	3,000.00	799.05	799.05	0.00	2,200.95	27
5-01-609-070	Computer Software	799.99	10,000.00	0.00	0.00	0.00	10,000.00	0
5-01-609-075	Edmunds Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
5-01-609-090	EM - Piano Tuning	0.00	150.00	0.00	0.00	0.00	150.00	0
5-01-609-100	EM - Postage Meter	208.23	1,000.00	208.23	208.23	0.00	791.77	21
5-01-609-110	Print/Time Annual Contracts	0.00	2,300.00	0.00	0.00	0.00	2,300.00	0

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	609 B-9 - EQUIPMENT/MAINTENANCE	1,008.22	34,450.00	1,007.28	1,007.28	0.00	33,442.72	3
5-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-611-010	Audit	0.00	4,600.00	0.00	0.00	0.00	4,600.00	0
5-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	1,000.00	0.00	11,000.00	8
5-01-611-030	MAIN Assessment	12,758.83	52,350.00	0.00	0.00	0.00	52,350.00	0
5-01-611-070	Computer Support & Service	385.40	5,000.00	165.00	165.00	0.00	4,835.00	3
5-01-611-100	Web Site Maintenance	274.00	5,000.00	0.00	0.00	0.00	5,000.00	0
5-01-611-150	Legal	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
5-01-611-250	Board Secretary	250.00	3,250.00	250.00	250.00	0.00	3,000.00	8
5-01-611-260	Payroll Service Fee	737.41	10,500.00	761.21	761.21	0.00	9,738.79	7
5-01-611-320	Other Professional Services	0.00	200.00	0.00	0.00	0.00	200.00	0
	611 B-11 - PROFESSIONAL SERVICES	15,405.64	94,900.00	2,176.21	2,176.21	0.00	92,723.79	2
5-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-612-010	Township In-Kind Services	0.00	51,425.00	0.00	0.00	0.00	51,425.00	0
5-01-612-020	Township Insurances	0.00	43,500.00	0.00	0.00	0.00	43,500.00	0
5-01-612-030	O/E- Contingencies	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
5-01-612-040	O/E - Licenses & Fees	0.00	700.00	0.00	0.00	0.00	700.00	0
5-01-612-060	O/E - Board Misc	92.71	1,450.00	0.00	0.00	0.00	1,450.00	0
5-01-612-065	LibraryLink Delivery	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	612 B-12 OTHER EXPENSES	92.71	103,575.00	0.00	0.00	0.00	103,575.00	0
5-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
5-01-613-010	ELI Program Grant Expenses	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
	01 Fund 01 Expend Total	143,878.89	2,073,275.00	92,923.72	92,923.72	6,245.18	1,974,106.10	5

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	160,051.84	178,073.74	178,073.74
Expended:	143,878.89	92,923.72	99,168.90
Net Income:	16,172.95	85,150.02	78,904.84

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
5-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
5-02-802-110	Furniture Updates	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
5-02-802-130	Quiet Study Furniture	0.00	45,000.00	0.00	0.00	0.00	45,000.00	0
5-02-802-135	Water Fountain Upgrades	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
	802 Total	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0
5-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
5-02-804-010	Computer Equipment	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
5-02-804-015	Computer Related Equipment	79.99	2,000.00	0.00	0.00	0.00	2,000.00	0
	804 COMPUTER & RELATED EQUIPMENT	<u>79.99</u>	<u>7,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>0</u>
	02 CAPITAL BUDGET Expend Total	<u>79.99</u>	<u>67,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67,000.00</u>	<u>0</u>

02 CAPITAL BUDGET

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

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	160,051.84	178,073.74	178,073.74
Expended:	<u>143,958.88</u>	<u>92,923.72</u>	<u>99,168.90</u>
Net Income:	16,092.96	85,150.02	78,904.84

**MONTVILLE TOWNSHIP PUBLIC LIBRARY JANUARY 2025 PROGRAM ATTENDANCE**  
**February 10, 2025 Board Meeting**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>Jan 2025</b>	<b>Jan 2024</b>
<b>Children - Staff Programs</b>		
Story Time (with snacks & crafts)	145	
Kids Science Club (w/ TAB helpers)	40	
Legos, Coloring, Play Doh	40	
Babies & Toddlers	20	
Bouncing Babies	15	
Messy Munchkins	24	
Outreach Story Time Pre-School Visits	105	
New Beginnings Visit	10	
ABC123	22	
Book Club	6	
<b>Children - Staff Programs Total</b>	<b>427</b>	<b>352</b>
<b>Children - Paid Presenters</b>		
Sing & Sign Storytime	20	
Kids Yoga	30	
Miss Jolie	40	
<b>Children - Paid Presenters Total</b>	<b>90</b>	<b>83</b>
<b>Total All Children's Programs</b>	<b>517</b>	<b>435</b>
<b>Young Adults - Staff Programs</b>		
TAB Meeting	17	
Switch Games	3	
Spelling Bee ( TAB + kids)	16	
<b>Young Adult - Staff Programs Total</b>	<b>36</b>	<b>41</b>
<b>Young Adult - Paid Presenters</b>		
<b>Young Adult - Paid Presenters Total</b>	<b>0</b>	<b>16</b>
<b>Total All Young Adult Programs</b>	<b>36</b>	<b>57</b>
<b>Adult - Staff Programs</b>		
Movies	5	
Book Club	40	
Knitting	57	
Memory Lab	18	
Art Class with Amy	10	
Creative Craft Center	4	
Board Games	8	
<b>Adult Staff Programs Total</b>	<b>142</b>	<b>125</b>
<b>Adult - Paid Presenters</b>		
Chair Yoga	38	
Montville U - lectures, concerts	120	
Qigong	64	
Technology Classes	33	
Art Talk - V	60	
Health Talk Alzheimer's	34	
<b>Adult - Paid Presenters Total</b>	<b>349</b>	<b>304</b>
<b>Total All Adult Programs</b>	<b>491</b>	<b>429</b>
<b>Library Sponsored Total</b>	<b>1,044</b>	<b>921</b>
<b>OUTSIDE GROUPS</b>		
Montville 4th of July Committee	25	
<b>Outside Groups Total</b>	<b>25</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>1,069</b>	<b>921</b>

<b>January 2025 Book Displays</b>
January is Muslim Heritage Month - Adults, Young Adults Children
January is National Hobby Month. - Adults
New Year New You - Adults, Young Adults, Children
Craft Books - Adults
In Memoriam Jimmy Carter (December 29th) - Adults, Children
Martin Luther King Day, January 20th - Adults, Young Adults, Children
Multicultural Picture Book Day - January 29th - Children's Books
International Holocaust Remembrance Day - January 27th 2025 - All Ages
Lunar New Year - Children
Valentine's Day - Children
Winter - Children
Books about libraries and librarians - Adults
NY Times Best Sellers - Adults
LibraryReads - Adults
Staff Picks - Adults