

Montville Township Public Library
Board of Trustees Meeting
Minutes of December 9, 2024
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

I. Call to Order

The meeting was called to order by Mr. Hines, at 7:00pm

II. Roll Call

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

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

Ms. Nielson made a motion to approve the November 18, 2024 regular session minutes, seconded by Ms.Paradise.

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue abstained; Mr. Kayne abstained; Mr. Tubbs; 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 financials and the budget is at 92%.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne stated that the affordable housing ruling will be in January. Montville is going to try to fight the ruling if they are not found in favor. Multiple Mayors from surrounding towns have requested an investigation into the drone sightings that have been concerning the residents.

Superintendent Liaison of Schools – Mr. Tubbs stated that the High School has a winter concert tomorrow at 7pm. Mid terms are coming up January 24-29. There will be half days on those days.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. The Committee discussed the Capital Improvements also. She stated that one of the 9 month CD's comes due on December 14. She will check with the bank for the current interest rates.

Personnel – Mr. Grau had no report.

Buildings & Grounds: Ms. Nielson stated the committee met and reviewed the Capital Improvements and Projects. The original quote for the generator came in at \$200,000 but the new quote came in at \$140,000. The roof replacement will cost \$500,000. The Library is requesting \$516,000 for capital improvements from the Township.

Patron Services/Technology: Mr. Donohue stated they are meeting in January to discuss the study lab.

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

Director LaBelle reminded everyone of the Holiday party on December 13th. The Book Sale raised \$2058.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17507 through 17541 dated November 1 to November 30, 2024 in the amount of \$30,392.32

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

B. Resolution to accept staff salaries for the month of November 2024 in the amount of \$66,523.77.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

C. Resolution to approve the Library's 2025 Operating and Capital Budget.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes;
Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- D. Resolution to Transfer Funds per Local Budget Law as described in the attached Transfer Resolution. The transfer amount requested is \$2,500.00.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes;
Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- E. Resolution to approve the 2024-2027 Capital Improvement Plan.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes;
Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- F. Resolution to approve the Library's Request to the Township 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 Ms. Nielson and seconded by Ms. Paradise

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes;
Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- G. Resolution to approve the professional services contract with Plosia Cohen for legal services from January 1, 2025 to December 31, 2025 at the hourly rate of \$170.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes;
Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- H. Resolution to transfer \$10,000 from the operating checking account to the capital reserve checking account for professional fees for electrical design for the parking lot.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- I. Resolution to transfer \$80,000 from the operating checking account to the capital reserve checking account for parking lot lighting.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

- J. Resolution to transfer \$60,000 from the operating checking account to the capital reserve checking account for the generator project.

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

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Kayne yes; Mr. Tubbs; Mr. Grau yes; Motion Carried

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

None

XV. Executive Session

None

XVI. Open Session

None

XVII. Adjournment

Motion to adjourn was made by Ms. Nielson seconded by Mr. Grau; meeting was adjourned at 7:30pm.

**TOWNSHIP OF MONTVILLE
MONTVILLE PUBLIC LIBRARY
COUNTY OF MORRIS
STATE OF NEW JERSEY**

RESOLUTION - - 2024

WHEREAS, under the provisions of the Local Budget Law, certain transfers are allowable in the 2024 Budget, if it shall become necessary to expend an amount in excess of the respective sums appropriated therefore; and there shall be excess in one or more appropriations; and

WHEREAS, certain charges to be incurred or salaries and wages must be paid as designated by the credits herein shown and affected in the appropriations reflected are to be paid before the end of the 2023 budget year,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Montville Municipal Library, in the County of Morris and State of New Jersey, that, as authorized by N.J.S.A. 40:A4-58, the Library Director is hereby authorized and directed to make the following transfers:

	<u>From</u>	<u>To</u>
Operating Budget - B-1 Compensation	2,500.00	
Operating Budget - B-9 Equipment/Maintenance		500.00
Operating Budget - B-10 Expensed Equipment		1,500.00
Operating Budget - B-12 Other Expenses		500.00
Total	<u>2,500.00</u>	<u>2,500.00</u>

It is hereby certified that this is a true and accurate copy of a Resolution adopted by the governing body of the Township of Montville Public Library at a meeting held on December 09, 2024

Catherine Labelle, Director



Director's Report
January 10, 2025

In December, the Montville Township Public Library was filled with holiday cheer and festive celebrations. Our Annual Book Sale, organized by Amy Resnikoff and assisted by Pam O’Gorman, raised an impressive \$2,073 in donations, with patrons turning out in large numbers to support the library and enjoy the variety of book selections. The season was marked by holiday-themed displays and programs celebrating Christmas, Hanukkah, and the spirit of giving. Staff shared in the holiday joy with Amy’s annual Cookie Exchange and a festive dinner generously provided by our Library Board. The Knitting/Crochet Club hosted their own holiday party, exchanging handmade ideas and treats. Meanwhile, Amy led a charitable drive collecting hats, scarves, and gloves for a women’s shelter in Morris County, resulting in the donation of over 10 bags of items to brighten the holidays for those in need.



We continued our festive spirit with programs for all ages, including Holiday Storytimes, Drop-in Crafts, and a popular Gingerbread House Workshop attended by 25 families. Our second annual gift-wrapping event, led by Kaiti Tirch and supported by teen volunteers, saw over 100 gifts wrapped for patrons. The month ended on a high note with our New Year's Eve Countdown Storytime, where Risa Skerker led over 45 children in songs, stories, crafts, and a lively holiday parade around the library. The celebration culminated in a big-screen countdown, complete with bubbles, pom-poms, and music, sending 2024 off with joy and excitement shared by patrons, staff, and volunteers alike.

In December, we welcomed 46 new library users, bringing our total for the year to 980—a 9% increase over 2023. This month, 7,389 visitors came through our doors, contributing to a 2024 total of 99,433 visitors, up 3% from the previous year. The Circulation team added 557 new items in December, bringing the year's total to 4,957—approximately 6% of our current collection of 83,134 items.

The Circulation team also mended 16 items this month, with 273 items repaired over the year. These restoration efforts saved the Library an estimated \$5,460 in replacement costs while keeping well-loved materials available for continued patron use.

Buildings and Grounds

Dean Quilici, our electrician, replaced ballasts for two sets of LED lights. However, the wall-mounted shoebox lights in the Young Adult area remain out. Dean suspects the issue is with the light relay rather than the bulbs, and he is preparing a proposal to replace the faulty relay.

Regarding the exit sign in the breezeway, we were unable to find a compatible replacement battery. The sign, original to the building, was the only unresolved item in the Fire Marshal's inspection report. Despite Fred Ackerman's efforts—including purchasing various batteries and attempting to rewire them—the fixture remained nonfunctional. Following the Fire Marshal's recommendation, we opted to replace the outdated exit sign entirely. A new AC/DC LED exit sign from Uline has been ordered, with the invoice included on the bill list.

Finance

Board Treasurer Linda Peskin worked with Provident Bank to get approval for online banking. We can now view and print statements, monitor account balances and process stop payments. This is a big improvement. Up until now, the business office staff had to go in person to get statements and the board treasurer had to go in person to request stop payments.

There are two CD's maturing on January 15, 2025:

13-month Operating Account CD# 0990 - \$81,792.97

13-month Capital Reserve Account CD #0994 - \$157,907.94

Ms. Peskin will renew the CD's following the finance committees' decision on the rate and term.

The State of New Jersey bids for contracts with banks for procurement card services. Our current contract with Bank of America, expires on January 31, 2025. The new provider is US National Bank. We are working with them to set up parameters for a new procurement card.

In 2024, the business office processed 26 payrolls for a total of 550 paychecks. Everyone's attendance was tracked and tallied in ADP. Regular working hours, personal, floating vacation and sick time were calculated and awarded. All elective deductions were calculated and reconciled including union dues, PERS (Public Employees Retirement System), CINS (Contributory Insurance), Pension Loans, DCRP (Defined Contribution Retirement Plan), Chapter 78 health contributions, health waivers and Vanguard (403(b)(7) tax deferred retirement plan and ACA federally mandated reporting.

Using Edmunds Government Accounting software, we processed 751 vendor checks and 948 purchase orders with 2,300 individual line items for a total of \$991,220.

The accountant will close 2024 in the third week of January and enter the 2025 budget and we will be ready to start anew.

Marketing and Outreach:

Risa continued her outreach efforts by visiting Fun Time Kiddie Academy 2, Millie's House, Kids Academy, and Kids Connect. The children enjoyed listening to stories and singing songs about wintertime, polar bears, snowflakes, and New Year's celebrations.

Amy coordinated a collaborative in-house event with Woodmont School for *Paws After Dark*, which brought 50 children and their families to the library. The evening featured stories read by Woodmont teachers, a craft activity provided by the library, and a tasty snack for all attendees. The event fostered a strong connection between the library and the local school community.

Our most popular e-newsletters in December included my annual report on 2024, reminders about the book sale, and announcements for the TAB holiday gift-wrapping event, all of which generated significant engagement from our patrons.

Patron Services:

After our previous museum pass reservation software suddenly ceased operations, we transitioned to Assabet, a new platform for managing library museum passes. I configured the system to align with our specific pass offerings, and staff completed their training on the new software. The system launched on January 1, ensuring a seamless experience for our patrons.

Adult programs

Our December *Adult Afternoon Book Club* had 24 members read *In Love: A Memoir of Love and Loss*. This moving story about assisted suicide sparked a heartfelt discussion, pro and con.

The *Evening Book Club*, attended by 11 members, read *Tom Lake* by Ann Patchett, which was described as a gentle, reflective story exploring family bonds, love, and life's transitions.



Jo Perez's *Creative Craft Center* was buzzing with holiday excitement as patrons crafted festive gifts using the Cricut machine and supplies donated or purchased by patrons. With Jo's expert guidance, participants created personalized holiday items, including Christmas ornaments, t-shirts, and even a professional banner.

Thanks to the Morris County Arts Grant, Amy hosted a two-part *Batik Class* for 11 adults. Participants designed their artwork, applied hot wax, and dyed their fabric pieces. In the second session, they mounted their creations onto wooden frames, producing stunning, handcrafted works of art.

Our *Montville U* programs continued to delight patrons with a diverse lineup. History Professor Alexander Clemente presented an engaging talk on *The Incas: Master Road Builders*, highlighting the rise and fall of the Incan civilization and the marvel of Machu Picchu. Art historian Janet Mandel offered a virtual exploration of Michalene Thomas's groundbreaking art, while Sylvia Laurine-Meo took attendees on a virtual tour of *Holiday Sights of NYC*, showcasing the city's festive displays.

We wrapped up our *Writer's Workshop* series with Gabrielle Esposito, a published short story author. In the final session, Gabrielle outlined the steps for submitting manuscripts for publication, offering valuable insights for aspiring writers.

In December's *Adult Evening Craft Class*, participants created decorative holiday vases. Meanwhile, our knitting group embraced the season by crafting adorable crochet snowmen, which proved to be a big hit as holiday gifts.

The *Memory Lab* had 23 appointments this month, with patrons using equipment such as camcorders, VHS converters, and the 8mm reel machine to preserve their memories.

The *Library of Things* continued to grow, circulating 124 items in December. The year-end circulation total reached 1,613 items—an increase of 30% compared to 2023's total of 1,135.

Kids

Our December story times welcomed 55 children, featuring themes of leaves, snowmen, and the ever-popular Olaf character from Disney's *Frozen*. Children crafted Olaf characters from paper towel rolls and made whimsical spiral crafts to celebrate the new year. The *Leftover Craft Drop-In Day* was a creative way to share remaining craft materials from 2024 with visiting families.



Our *Snowman Food Storytime* was a sweet success! Kids loved building snowmen using powdered donuts and festive trimmings, making for a fun and tasty activity.

In *Messy Munchkins*, 22 preschoolers crafted unique ornaments to display at home, adding a personal touch to their holiday decorations.

Our *ABC, 123* program focused on the letter B this month. Children played a guessing game, read stories, and created adorable bear crafts from the letter B. Storytime themes also featured snowflakes and polar bears.

On December 19, we held a *Sensory Playtime* for 25 children. This interactive program engaged kids through touch, taste, and sound, while they explored new words and concepts. Highlights included parachute play, songs, books, and a special sensory craft led by Amy.

The *Kids Craft Book Club* read *Frank and Bean* by James Michalak, and participants had fun creating their very own Frank and Bean characters.

Bobby Dillon set up the Zoom link for our hybrid *Diamond Painting Book Club*, where children discussed Katherine Applegate's *Otter*. The beautifully written story, based on the Monterey Bay Aquarium's otter rescue program, inspired a thoughtful discussion.

On December 14, we hosted a special Saturday morning storytime with children's author Kathy Muraca. Kathy read her book to 14 children and brought crafts for everyone to enjoy.

We ended the year with our *Annual Countdown to New Year's Eve Storytime*. Led by Risa Skerker, with an assist from Mary Grace and Jo, this lively event brought together 45 children and their families for stories, songs, crafts, and a fun-filled holiday parade through the library. Thanks to Janina Bartman, Jorge Salcido, and our staff for changing the venue and set-up at the last moment due to overwhelming attendance. The morning was a joyful celebration for all!

Young Adults (YA)

Our *TAB Tutoring* program on December 2 was a success, with 9 children receiving one-on-one help from 10 dedicated teen volunteers. Parents expressed their gratitude for this valuable program.

The December 10 *Teen Advisory Board (TAB) Meeting* welcomed 19 teens, who discussed their accomplishments from 2024 and shared ideas for upcoming programs in 2025. Volunteers signed up to assist with events such as the Spelling Bee, Lunar New Year celebration, and Art Show. The teens continue to be a motivated, community-oriented group with creative ideas to enhance the library experience.

Our second annual *TAB Holiday Gift-Wrapping Event* took place on December 11 and 12, with teen volunteers helping patrons wrap gifts. On December 5, two TAB members also assisted with our *Legos Club*, where 9 children created a beautiful Lego City together.

Personnel

Performance evaluations for all staff were completed in December. Walter Clark highlighted the value of these evaluations in his department report, noting that they recognize employees' efforts and help motivate them to perform at their best. He views the process as a valuable tool for identifying growth opportunities and providing staff with a clear pathway for advancement within the library, which can lead to greater job satisfaction and stronger leadership skills.

We're thrilled to congratulate Walter Clark on earning his Master's Degree in Information Science this month! Pursuing a degree while working full time is no small feat, and we recognize the dedication it took to achieve this milestone. Walter expressed deep gratitude to the Board of Trustees for their support through the Tuition Reimbursement program, which helped ease the financial burden of his studies. He shared that the Board's investment in his education motivated him to continue growing professionally and to apply his expanded knowledge to benefit the Montville library community.

Staff Development

Sue Leung, Bobby Dillon, Mary Grace Zaccaria and I received training on the new Assabet software for museum pass reservation. The training session was recorded for viewing by the entire staff. I also created a tip sheet with instructions for the staff.

Technology

This month's tech class, *How to Buy a New Computer*, offered guidance to patrons navigating the process of selecting and purchasing new devices.

Tech Help Tuesday had one attendee this month, but additional one-on-one assistance was provided for patrons needing help with Libby and Hoopla. This included device setup, password recovery, and tutorials on how to use both the app and website versions of the services.

Meetings

Dec 6 – Main Library Directors Meeting – Catherine

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

Jan 28 – Library Buildings & Grounds Committee

Feb 10 - Library Board & Finance Committee

Feb 12 – Library Patron Services Committee

Mar 10 – Library Board & Finance Committee

Respectfully submitted,

Catherine LaBelle

Director



Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 12/31/24

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	299,182.06	234,093.15
01-100-03	Lakeland - Payroll Checking	44,724.96	70,274.88
01-100-04	Lakeland - Operating CD - 0991	81,665.68	77,696.83
01-100-05	Lakeland - Capital Reserve CD	108,852.32	102,948.93
01-100-06	Lakeland - Operating CD - 0990	81,792.97	77,696.83
01-100-07	Lakeland - Capital Reserve CD - 0994	157,907.94	150,000.00
01-100-08	Lakeland - Capital Reserve Checking	283,566.27	304,836.75
01-100-10	Lakeland - Donations Checking	49,171.80	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	120,430.57	0.00
	Total Assets	<u>2,207,950.00</u>	<u>2,042,001.29</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	60,049.00	60,049.00
01-210-00	403B withholding Payable	1,656.15	0.00
01-211-00	Section 125 withholding HDV	2,547.95-	0.00
01-212-00	PERS 414/CINS withholding	14,351.30	4,097.56
01-213-00	Union Dues	49.00	0.00
01-218-00	Reserve for Encumbrances	94,674.22	47,742.17
01-400-01	Appropriation Reserve	2,635.65	2,154.26
	Total Liabilities	<u>170,867.37</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	1,966,051.85	0.00
	Less Expenses	1,856,927.52	0.00
	Net	<u>109,124.33</u>	<u>0.00</u>
	Total Fund Balance	<u>2,037,082.63</u>	<u>1,927,958.30</u>
	Total Liabilities & Fund Balance	<u>2,207,950.00</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17542 to 17604
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
17542	12/31/24	ALEXANDE Alexander Clemente	200.00		109
17543	12/31/24	AMAZON Amazon Capital Services, Inc.	297.29		109
17544	12/31/24	ASSABET Assabet Interactive	1,150.00		109
17545	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17546	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17547	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17548	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17549	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17550	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17551	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17552	12/31/24	BAKER005 Baker & Taylor	0.00	12/31/24 VOID	0
17553	12/31/24	BAKER005 Baker & Taylor	7,413.26		109
17554	12/31/24	BANK OF Bank of America	912.48		109
17555	12/31/24	BARNE005 Barnes & Noble, Inc.	28.78		109
17556	12/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		109
17557	12/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		109
17558	12/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		109
17559	12/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		109
17560	12/31/24	BRIGHT S Bright Spirit Wellness LLC	50.00		109
17561	12/31/24	BRODA005 Brodart Co.	17.32		109
17562	12/31/24	CARBONIT OpenText Inc.	799.99		109
17563	12/31/24	DAIL0015 Daily Record	1,120.96		109
17564	12/31/24	DAILY Daily News	728.23		109
17565	12/31/24	DEMCO005 Demco, Inc.	31.09		109
17566	12/31/24	DESIREE Desiree Agrifolio	200.00		109
17567	12/31/24	DIRECT Direct Energy Business	1,737.29		109
17568	12/31/24	DIVERSIF Diversified Security	599.40		109
17569	12/31/24	ELECT005 Electronic Office Systems	14.00		109
17570	12/31/24	ELIZA005 Elizabeth Johansen	250.00		109
17571	12/31/24	EXCEL005 Excellent Building Services	2,516.72		109
17572	12/31/24	FLOTE005 FLO-TECH	238.77		109
17573	12/31/24	GREGO005 Gregory J. Della Pia	1,000.00		109
17574	12/31/24	HUGHE005 Hughes Environmental	4,761.00		109
17575	12/31/24	IFPTE005 IFPTE	88.00		109
17576	12/31/24	JERSE005 Jersey Central Power & Light	2,470.69		109
17577	12/31/24	KANOPIY Kanopy, Inc.	283.00		109
17578	12/31/24	LAWN005 Lawn World, Inc.	547.00		109
17579	12/31/24	MAINI005 MAIN Library Alliance	1,540.84		109
17580	12/31/24	MAINI005 MAIN Library Alliance	26.00		109
17581	12/31/24	MARIANNE Marianne Ciffer	175.00		109
17582	12/31/24	MGL MGL Printing Solutions	86.00		109
17583	12/31/24	MIDWE005 Midwest Tape LLC	0.00	12/31/24 VOID	0
17584	12/31/24	MIDWE005 Midwest Tape LLC	936.36		109
17585	12/31/24	NJNAT005 NJ Natural Gas Co.	1,874.45		109
17586	12/31/24	OPTIMO005 Optimum	368.90		109
17587	12/31/24	OVERD005 OverDrive, Inc.	0.00	12/31/24 VOID	0
17588	12/31/24	OVERD005 OverDrive, Inc.	3,144.09		109
17589	12/31/24	PROTECTI Protective Measures Security	1,955.00		109
17590	12/31/24	REBECCA Rebecca Mancini	50.00		109
17591	12/31/24	REBECCA Rebecca Mancini	50.00		109
17592	12/31/24	REBECCA Rebecca Mancini	50.00		109

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
17593	12/31/24	RISAS005 Risa Skerker	16.74		109
17594	12/31/24	SSWOR005 S & S Worldwide	231.98		109
17595	12/31/24	STAPL005 Staples Advantage	1,055.93		109
17596	12/31/24	SUNRI005 Sunrise ShopRite	64.40		109
17597	12/31/24	TECHN005 Technology Integrators	145.00		109
17598	12/31/24	TECHN005 Technology Integrators	145.00		109
17599	12/31/24	TECHN005 Technology Integrators	145.00		109
17600	12/31/24	TOWNS005 Township of Montville	10,537.00		109
17601	12/31/24	UGI ENER UGI Energy Services, LLC	930.32		109
17602	12/31/24	ULINE Uline	126.15		109
17603	12/31/24	VERI0010 VERIZON	117.22		109
17604	12/31/24	WICK Wick Services, Inc.	565.00		109

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	53	10	51,991.65	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	53	10	51,991.65	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	329.31	0.00	0.00	329.31
CAPITAL BUDGET	3-02	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>
	Year Total:	1,129.31	0.00	0.00	1,129.31
	4-01	47,485.55	0.00	2,635.95	50,121.50
CAPITAL BUDGET	4-02	<u>740.84</u>	<u>0.00</u>	<u>0.00</u>	<u>740.84</u>
	Year Total:	48,226.39	0.00	2,635.95	50,862.34
	Total of All Funds:	<u>49,355.70</u>	<u>0.00</u>	<u>2,635.95</u>	<u>51,991.65</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 12/31/24
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 12/01/24 to 12/31/24
 Print Zero YTD Activity: No Prior Year: 12/01/23 to 12/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	261.14	4,500.00	264.70	4,728.86	228.86	105
4-01-401-03	Copier Income	51.82	500.00	43.05	522.55	22.55	105
4-01-401-05	Computer Print Outs Income	153.36	2,000.00	171.91	2,300.65	300.65	115
4-01-401-07	Township Income	148,933.12	1,910,265.00	159,191.75	1,910,268.00	3.00	100
4-01-401-09	Lost Items	126.00	1,750.00	101.27	1,465.69	284.31-	84
4-01-401-10	State Aid Income	0.00	12,400.00	0.00	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	2,485.74	13,936.91	13,936.91	0
4-01-401-15	Interest Income - Operating	4,207.16	700.00	1,402.81	8,609.20	7,909.20	***
4-01-401-16	Lost Cards	8.00	120.00	6.00	116.15	3.85-	97
4-01-401-17	Level Up Grant - LibraryLink NJ	200.00	0.00	0.00	0.00	0.00	0
4-01-401-18	Disks/Faxes	1.00	30.00	0.00	4.00	26.00-	13
	401 Total	153,941.60	1,932,265.00	163,667.23	1,954,424.48	22,159.48	101
4-01-402-22	Arts Council of the Morris Arts	0.00	0.00	0.00	2,000.00	2,000.00	0
4-01-402-23	Library Reads Inc Grant	0.00	0.00	0.00	800.00	800.00	0
4-01-402-30	Donations	2,559.54	5,000.00	2,706.10	5,327.37	327.37	107
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
	402 Total	2,559.54	8,500.00	2,706.10	11,627.37	3,127.37	137
	01 Fund 01 Revenue Total	156,501.14	1,940,765.00	166,373.33	1,966,051.85	25,286.85	101

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	62,509.86	937,500.00	99,230.65	890,723.69	0.00	46,776.31	95
4-01-601-020	Accrued Salaries/Wages Expense	7,247.00	0.00	0.00	0.00	0.00	0.00	0
4-01-601-100	Taxes/FICA/UE	4,885.95	76,400.00	7,889.06	74,322.87	0.00	2,077.13	97
4-01-601-110	Health Benefits Expense	11,704.04	162,500.00	4,133.86	99,618.67	0.00	62,881.33	61
4-01-601-120	PERS/CINS Expense	0.00	112,200.00	0.00	118,276.00	0.00	6,076.00-	105
4-01-601-130	DCRP Expense	0.00	5,100.00	0.00	3,065.45	0.00	2,034.55	60
	601 B-1 - COMPENSATION	86,346.85	1,293,700.00	111,253.57	1,186,006.68	0.00	107,693.32	92

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-602-000	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
4-01-602-020	Adult Books	3,747.33	34,000.00	3,239.68	28,742.01	14,868.79	9,610.80-	128
4-01-602-030	Adult BOCD	126.95	2,500.00	226.87	1,432.02	547.50	520.48	79
4-01-602-040	Adult DVD	112.18	10,000.00	221.07	3,421.11	935.34	5,643.55	44
4-01-602-050	Adult eBooks	0.00	9,000.00	1,229.38	8,913.43	1,092.50	1,005.93-	111
4-01-602-060	Adult eAudio	0.00	6,500.00	1,085.26	6,007.11	1,503.85	1,010.96-	116
4-01-602-090	Periodicals	940.94	11,000.00	1,849.19	12,115.47	598.00	1,713.47-	116
4-01-602-110	Games	0.00	4,000.00	0.00	772.22	297.58	2,930.20	27
4-01-602-120	J Books	1,221.68	32,000.00	3,651.01	16,526.76	10,379.97	5,093.27	84
4-01-602-140	J DVD	42.08	2,000.00	222.74	737.52	75.87	1,186.61	41
4-01-602-150	J eBooks	84.63	1,500.00	120.96	949.20	6.00	544.80	64
4-01-602-160	J eAudio	42.99	1,000.00	64.02	762.58	0.00	237.42	76
4-01-602-180	YA Books	104.13	6,000.00	295.70	2,504.16	571.96	2,923.88	51
4-01-602-210	YA eBooks	240.98	1,400.00	187.50	1,256.45	0.00	143.55	90
4-01-602-220	Young Adults eAudio	407.97	1,400.00	410.46	1,280.40	0.00	119.60	91
4-01-602-221	Non-English Material	0.00	4,000.00	0.00	3,523.00	0.00	477.00	88
4-01-602-230	Streaming	736.97	10,600.00	775.55	9,218.70	0.00	1,381.30	87
4-01-602-235	Library of Things	0.00	1,000.00	0.00	936.21	1,000.00	936.21-	194
4-01-602-240	Level Up Grant	0.00	200.00	0.00	200.00	0.00	0.00	100
	602 B-2 - COLLECTION	7,808.83	142,300.00	13,579.39	103,668.35	31,877.36	6,754.29	95
4-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-603-230	Program - Adult	144.65	15,900.00	690.53	18,123.70	500.00	2,723.70-	117
4-01-603-240	Program - Children	60.00	7,955.00	478.34	7,777.28	89.79	87.93	99
4-01-603-250	Summer Reading / Reading Programs	0.00	8,000.00	0.00	3,262.15	1,812.97	2,924.88	63
4-01-603-260	Museum Passes	0.00	3,500.00	0.00	3,890.00	0.00	390.00-	111
4-01-603-270	Programs YA	977.79	3,000.00	151.63	2,865.13	59.59	75.28	97
4-01-603-280	Library-Wide Cultural/Family Programing	0.00	2,500.00	16.48-	1,401.25	949.91	148.84	94
4-01-603-300	Technology Programming	405.00	4,000.00	435.00	3,673.75	435.00	108.75-	103
	603 B3 - PROGRAMS:	1,587.44	44,855.00	1,739.02	40,993.26	3,847.26	14.48	100
4-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-604-010	Business Office/Library/Print	1,098.27	11,000.00	1,211.43	8,936.73	2,796.38	733.11-	107
4-01-604-070	Postage - Supplies	16.69	2,000.00	200.00	850.00	0.00	1,150.00	42
4-01-604-080	Freight-Shipg (Non-Collection)	443.06	2,000.00	174.62	2,413.60	0.00	413.60-	121
	604 B-4 - SUPPLIES	1,558.02	15,000.00	1,586.05	12,200.33	2,796.38	3.29	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
4-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-605-040	PR - Mailing	0.00	1,000.00	0.00	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	149.84	500.00	205.75	893.38	170.00	563.38-	213
	605 B-5 - PUBLIC RELATIONS	149.84	2,100.00	205.75	1,923.14	170.00	6.86	100
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	1,418.76	0.00	218.76-	118
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	7,422.86	0.00	2,977.14	71
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	2,127.47	61,000.00	4,207.98	39,389.68	13,106.34	8,503.98	86
4-01-607-030	Utilities - Gas	2,999.32	20,000.00	2,804.77	12,892.87	10,000.00	2,892.87-	114
4-01-607-040	Utilities - Telephone	439.75	6,600.00	571.22	5,515.61	0.00	1,084.39	84
4-01-607-050	Internet Provider	0.00	2,300.00	368.90	2,397.85	0.00	97.85-	104
	607 B-7 - UTILITIES	5,566.54	89,900.00	7,952.87	60,196.01	23,106.34	6,597.65	93
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	106.95	14,000.00	2,085.35	9,171.31	4,507.06	321.63	98
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	30,885.64	0.00	1,114.36	97
4-01-608-040	Plant - Fire/Burglery Alarm	4,799.40	4,500.00	599.40	3,167.60	0.00	1,332.40	70
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	4,761.00	17,317.00	512.95	670.05	96
4-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	547.00	3,169.79	0.00	169.79-	106
4-01-608-070	Plant - Roof Repairs	0.00	0.00	0.00	4,062.50	0.00	4,062.50-	0
4-01-608-110	Plant - Repairs HVAC	1,675.24	18,000.00	0.00	5,953.15	10,688.00	1,358.85	92
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	420.00	2,000.00	565.00	2,067.00	498.00	565.00-	128
	608 B-8 - PHYSICAL PLANT	9,518.31	94,900.00	11,074.47	78,693.99	16,206.01	0.00	100
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	10,864.35	0.00	1,135.65	91

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-613-010	ELL Program Grant Expenses	0.00	3,500.00	0.00	0.00	3,500.00	0.00	100
4-01-613-060	Arts Council of Morris Arts	0.00	2,000.00	430.36	1,980.36	16.19	3.45	100
4-01-613-19	Library Reads Inc Grant	0.00	800.00	0.00	800.00	0.00	0.00	100
	613 B-13 - GRANT EXPENSES	<u>0.00</u>	<u>6,300.00</u>	<u>430.36</u>	<u>2,780.36</u>	<u>3,516.19</u>	<u>3.45</u>	<u>100</u>
	01 Fund 01 Expend Total	<u>115,024.11</u>	<u>1,920,565.00</u>	<u>152,467.29</u>	<u>1,688,377.58</u>	<u>98,590.50</u>	<u>133,596.92</u>	<u>93</u>

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	156,501.14	166,373.33	1,966,051.85
Expended:	<u>115,024.11</u>	<u>152,467.29</u>	<u>1,786,968.08</u>
Net Income:	41,477.03	13,906.04	179,083.77

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	13,152.06	0.00	100
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	740.84	835.59	4,544.78	619.63	90
4-02-804-015	Computer Related Equipment	600.00	2,000.00	0.00	1,053.23	1,500.52	553.75-	128
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>600.00</u>	<u>8,000.00</u>	<u>740.84</u>	<u>1,954.70</u>	<u>6,045.30</u>	<u>0.00</u>	<u>100</u>
	02 CAPITAL BUDGET Expend Total	<u>600.00</u>	<u>69,959.44</u>	<u>740.84</u>	<u>50,762.08</u>	<u>19,197.36</u>	<u>0.00</u>	<u>100</u>

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>600.00</u>	<u>740.84</u>	<u>69,959.44</u>
Net Income:	600.00-	740.84-	69,959.44-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	156,501.14	166,373.33	1,966,051.85
Expended:	<u>115,624.11</u>	<u>153,208.13</u>	<u>1,856,927.52</u>
Net Income:	40,877.03	13,165.20	109,124.33

MONTVILLE TOWNSHIP PUBLIC LIBRARY DECEMBER 2024 PROGRAM ATTENDANCE

January 13, 2025 Board Meeting

LIBRARY SPONSORED PROGRAMS	Dec 2024	Dec 2023
Children - Staff Programs		
Story Time (with snacks & crafts)	197	
Legos, Coloring, Bingo	24	
Babies & Toddlers	20	
Messy Munchkins	22	
Outreach Story Time Pre-School Visits	62	
Sensory Playtime	25	
ABC123	20	
Book Club (8) & Read with an Author (14)	25	
Children - Staff Programs Total	395	400
Children - Paid Presenters		
Gingerbread House Edible Art	25	
Kids Yoga	16	
Children - Paid Presenters Total	41	76
Total All Children's Programs	436	476
Young Adults - Staff Programs		
TAB Meeting	19	
TAB Tutoring	19	
TAB Holiday Gift Wrap	70	
Young Adult - Staff Programs Total	108	103
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	16
Total All Young Adult Programs	108	119
Adult - Staff Programs		
Movies	10	
Book Club	35	
Knitting	46	
Memory Lab	23	
Art Class with Amy	10	
Creative Craft Center	2	
Adult Staff Programs Total	126	116
Adult - Paid Presenters		
Montville U - lectures, concerts	28	
Qigong	17	
English Language Learners	32	
Art Talk V, Writerr's Workshop V, NYC Magic V	63	
Technology Classes	15	
Adult - Paid Presenters Total	155	218
Total All Adult Programs	281	334
Library Sponsored Total	825	929
OUTSIDE GROUPS		
Woodmont Storytime Visit	50	
Outside Groups Total	50	60
GRAND TOTAL	875	989

December 2024 Book Displays
Cookie Day - December 4 - Children
Pearl Harbor Day - December 7 - Children, Adults
Monkey Day - December 14 - Children
Christmas/Hanukkah/Kwanzaa - Children, Teens & Adults
DIY Gifts - Adults
Baking for the Holidays - Children, Teens & Adults
Holiday Movies - Children, Teens & Adults
December Fun Facts - Adults
In Memoriam - Nikki Giovanni (December 9, 2024)
In Memoriam - President Jimmy Carter (December 29, 2024)
Staff Picks - Adults
Library Reads - Adults
NY Times Bestseller List - Adults

Book Sale

December 6-7

175+ visitors - \$2,073