

Montville Township Public Library
Board of Trustees Meeting
Minutes of November 18, 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
Dr. Sunil Shah
<i>MEMBERS ABSENT</i>
Mr. Robert Donohue
Mayor Kayne

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

III. Open Public Meetings Act Statement

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

IV. Pledge of Allegiance

V. Adoption of Minutes

Ms. Nielson made a motion to approve the October 21, 2024 regular session minutes, seconded by Mr. Tubbs

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Dr. Shah yes; 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, the budget and the RFP for the attorney.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that the students are collecting food for the Kiwanis Food Pantry.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. She stated that the balance sheet has been updated with the CD information and interest. There are no outstanding issues on the check register.

CD amounts and mature dates are as follows:

\$81053.85 due 4/15/2025
\$106,979.00 due 12/14/2024
\$80,751.94 due 1/15/2025
\$155,898.15 due 1/15/2025

Personnel – Mr. Grau stated that an employee resigned as of November 30.

Buildings & Grounds: Ms. Nielson stated the committee met last week and they discussed the capital funding that will be returned back to the Township. The cost for the roof replacement will range from \$500,000 to \$1,200,000. \$230,000 is currently reserved. Roof repairs will begin on Wednesday. Director LaBelle will check with the contractor to see what they believe the life expectancy of the roof will be after the repairs.

Patron Services/Technology: Mr. Donohue absent, no report.

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

Director LaBelle stated that the Holiday party will be held on December 13th at 5:30pm at the Library.

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17455 through 17506 dated October 1 to October 31, 2024 in the amount of \$54,079.29.

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; Mr. Grau yes; Motion Carried

- B. Resolution to accept staff salaries for the month of October 2024 in the amount of \$66,749.26.

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; Mr. Grau yes; Motion Carried

- C. Resolution to approve the 2025 MAIN Membership Agreement.

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

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

- D. Resolution to approve the Library's 2025-2027 Strategic Plan.

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

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

- E. Resolution to accept the resignation of Elif Kiziltan, part time Library Assistant, effective November 30, 2024.

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

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

- F. Resolution to close the Library at 5:00pm on Tuesday, December 31, 2024, New Year's Eve.

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

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

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

2025 Operating Budget

Income - The total proposed revenue for 2025 is \$2,123,775. Director LaBelle stated that there was an increase of \$191,000.00 of Township Income. 35% of the additional funding will go towards Capital Improvements. She will apply for the ELL Program Grant again this year.

B-1 - COMPENSATION: increased from \$1,296,200.00 in 2024 to \$1,422,000 in 2025. Health benefits have been increased from \$162,500.00 to \$210,000. Salaries and Wages increased by 5.3% including the increases for the employees that are covered under the Union contract. PERS and DCRP numbers are given to them by the Township.

B-2 - COLLECTION: Increased from \$142,300 in 2024 to \$149,200 in 2025. There is an increase in Adult books, Ebooks, development software and J Books. There were slight decreases in some line items.

B-3 – PROGRAMS: Increased from \$44,855 in 2024 to \$53,000 in 2025. There is an increase In Adult, Young Adult and Children’s programs. A new line item has been added for the 30th Anniversary Celebration.

B-4 - SUPPLIES: Remained the same at \$15,000 in 2025.

B-5 – PUBLIC RELATIONS: Increased from \$2,100 in 2024 to \$2,350 in 2025.

B-6 – STAFF DEVELOPMENT: Decreased from \$10,400 in 2024 to \$10,300 in 2025. Conference Travel was decreased because airfare will not be required.

B-7 – UTILITIES: Decreased from \$89,900 in 2024 to \$85,000 in 2025. There will be a slight decrease in Electric and Telephone charges. A new line item has been added for Mobile Beacon.

B-8 – PHYSICAL PLANT: Increased from \$94,900 in 2024 to \$95,450 in 2025. This includes a slight increase in HVAC Maintenance.

B-9 – EQUIPMENT/MAINTENANCE: Increased from \$34,175 in 2024 to \$34,450 in 2025.

B-10 – EXPENSED EQUIPMENT: Director LaBelle would like to delete these line items and add them to 604-010 Business Office/library/Print.

B-11 – PROFESSIONAL SERVICES: Decreased from \$93,885 in 2024 to \$93,400 in 2025. There was an increase in the MAIN assessment and Website Maintenance. There was a decrease in both Computer Support and the Strategic Plan Consultant.

B-12 – OTHER EXPENSES: Increased from \$89,950 in 2024 to \$101,625 in 2025. There was an increase in Township In-kind Services and Township Insurance. The JIF fees are prorated.

B-13 – GRANT EXPENSES: Decreased from \$6,300 in 2024 to \$3,500 in 2025. The grant covers the cost of the ELL teacher.

TOTAL OPERATING EXPENSES INCREASED FROM \$1,920,565 IN 2024 to \$2,065,275 in 2025.

2025 Capital Budget

Director LaBelle stated that she would like to add furniture in the adult area, replace the quiet study furniture and remove two water fountains and upgrade the other two to include a refill station for water bottles.

TOTAL CAPITAL EXPENSES DECREASED FROM \$69,959 IN 2024 TO \$67,000 IN 2025.

TOTAL OPERATING AND CAPITAL EXPENSES ARE \$2,132,275 FOR 2025.

XV. Executive Session

None

XVI. Open Session

None

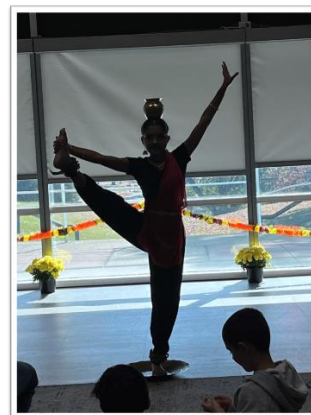
XVII. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Ms. Nielson; meeting was adjourned at 7:40pm.



Director's Report
December 6, 2024

November was a vibrant month at Montville Township Public Library, with a range of programs that showcased creativity, cultural enrichment, and community engagement. By far the most anticipated and well-attended event was our annual Diwali celebration, held on Saturday, November 2nd. Over 100 community members joined us to enjoy crafts, games, and food stations, featuring delicious vegetable samosas generously discounted by Parsippany's Jashan by Dhaba. This year's event was elevated by arts and cultural performances from our volunteer TAB students, including a traditional Indian dance—performed with a bowl balanced on the dancer's head—and a beautiful song performed by another talented TAB member. Families of TAB members also lent costumes and cultural artifacts, adding a personal touch to the event. The success of Diwali was a testament to the hard work and creativity of our staff, particularly Jo Perez, who spent many hours preparing crafts, materials, and decorations, as well as our TAB members, who helped organize activities and engage attendees.



Other November highlights included an innovative Craft Swap organized by Amy Resnikoff, which brought patrons together to exchange unused craft supplies, and a new toddler program, Sign and Sing Storytime, led by guest presenter Desiree, which received glowing feedback and is set to return in 2025.

This month, we welcomed 51 new library users with 934 patrons registered year to date. Over the same time period in 2023, there were 859, representing a 9% increase in registered patrons in 2024. To date, there are 9,304 active registered patrons. 7,521 visitors passed through our doors in November. Walter Clark reinstalled the malfunctioning software from our security gates and recorded 8,502 visits in October. The Circulation team sent 1,420 items to member libraries, processed 310 new items, and mended 29 existing items.

Buildings and Grounds

Protective Measures replaced 20 recalled sprinkler heads and did a wet test to make sure the drain outlet was clear and the water volume and pressure were correct.

There is a resolution on the agenda to approve the 2024-27 Capital Improvement Plan and request to the Township for matching funds for 2025 capital improvement projects.

Finance

The 13-month Provident Capital Reserve CD#1149127 (current balance \$108,376.37) matures on December 14, 2024. Ms. Peskin will renew the CD following the Finance Committee's decision on the rate and term.

We receive donations and gifts throughout the year especially during the months of November and December. Some people deliver cookies, candies and thank you cards for the staff. Several patrons send us checks each year that are deposited into the donations checking account.

The roof repair was completed at a cost of \$4,062.50. The Township sent us a check for \$25,937.50 which represents the unspent balance from the Library's

\$30,000 contributed for roof repairs. The refund was deposited in the capital reserve checking account.

Three programs totals are at or over budget on the November 2024 Revenue and Expenditure Report. There is a resolution on the agenda to transfer excess funds from Compensation to Equipment/Maintenance, Expensed Equipment and Other Expenses for a total of \$2,500, in accordance with the provisions of the NJ Local Budget Law.

There is a resolution on the agenda to approve the 2025 Operating and Capital Budget. The budget was reviewed by the finance committee and the board last month.

Greg Della Pia suggests transferring \$150,000 from the Provident operating checking account to the Provident capital reserve checking account for capital improvements projects on the 2024-2027 Capital Improvement Plan. Resolutions for these transfers are on the agenda.

Marketing and Outreach:

TAPInto Montville gave us a lovely write-up about our Diwali celebration, highlighting the event's traditional dance and songs, which delighted attendees.

Our book displays and programs this month featured a variety of themes and celebrations, including Thanksgiving, Native American Heritage Month, Veteran's Day, National Author's Day, Sesame Street's 55th Birthday, National Aviator Month, Baking for the Holidays, and Diwali.

Outreach efforts continued in November. Mary Grace brought the joy of Thanksgiving to the New Beginnings School, a special needs group, through storytelling and a fun turkey craft that tied into Thanksgiving traditions and foods. Risa visited Millie's House and Kiddie Academy, where children enjoyed stories and songs about Thanksgiving. Amy engaged with Pine Brook Jewish Center, reading books about thankfulness and wrapping up with a festive Thanksgiving craft.

Our newsletters continued to connect us with the community effectively. The most popular this month were calls for book sale donations, updates on adult programming, and the announcement of our highly anticipated December gingerbread house decorating event for kids.

Patron Services:

Jo Perez's Creative Craft Center saw robust engagement this month, with patrons creating specialty t-shirts, mugs, towels, and personalized baby onesies. One patron brought in t-shirts to design personalized Disney 2025 trip shirts for her extended family—thoughtful Thanksgiving gifts for their upcoming Disney World trip.



On the operational front, Plymouth Rocket, our museum pass reservation vendor, announced it will cease operations on December 31. After exploring alternatives, we have contracted with Assabet and hope to transition to their system seamlessly before the current vendor's closure.

Adult Programs

One of the innovative new programs held this month was a Craft Swap, organized by Amy Resnikoff. In the days leading up to the event, we received generous donations of craft supplies from our patrons. On the day of the swap, donors were given early access to "shop" for supplies before the event opened to the public. A wide variety of supplies were exchanged, and patrons thoroughly enjoyed the program. Many expressed excitement for a planned Spring Craft Swap.

Thirteen adult crafters joined our holiday napkin ring workshop, using everyday materials like cardboard, twine, feathers, and decorations to create festive accents for their holiday tables.



Our book clubs delved into thought-provoking reads this month. The Afternoon Book Club, with 18 attendees, discussed *Tom Lake* by Ann Patchett—a "gentle" reflection on family and love. The Evening Book Club, attended by six members, explored *The Midnight Library* by Matt Haig, sparking meaningful conversations about life choices and their potential impacts.

Montville U, organized by Pam, continued its success with three engaging programs: "The First People of New Jersey" by Walter Choroszewski, and two music history talks by Dr. Robert Butts on the anniversaries of *Rhapsody in Blue* and Beethoven's *9th Symphony*. All programs were well-attended and highly praised.

Charles Clarkson, Esq., our Medicare maven, addressed nearly 50 patrons, explaining upcoming changes in Part D coverage for 2025. Additionally, Rochelle Osterfeld from NORWESCAP highlighted volunteer opportunities for seniors.

This month's Saturday Afternoon Concert featured Diane and Gerard Barros performing hits of the '60s and '70s. Over 70 patrons enjoyed their lively vocals, keyboard, and guitar performance.



Virtual offerings wrapped up the final sessions of a four-part Job Search Workshop and a three-part AI series, while in-person programs included the last two sessions of Bernadine Ferrari's watercolor classes. The grant-supported classes allowed attendees to paint a fall landscape and still life, with overwhelmingly positive feedback.

Popular ongoing programs like Chair Yoga, Beginner Qigong, and the "Spice of the Month" series—featuring turmeric with recipes and historical context—continued to attract enthusiastic participation. Our ELL program served 55 students this month across Beginner and Intermediate classes, while the knitting group had 41 attendees crafting mittens, scarves, and blankets.

Children's Programs

This month, we launched a new program for toddlers and preschoolers: Sign and Sing Storytime with Desiree. In this interactive session, children and their caregivers learned basic sign language, enhancing communication and early literacy skills. The group read *Brown Bear, Brown Bear, What Do You See?*, exploring colors and their connections to songs. The program received overwhelmingly positive feedback, and we're excited to offer it again in 2025.

Storytime themes this month included Trains and Bears, silly geese, and Five Little Turkeys. Highlights included "Choo-Choo" shouts, bear roars, turkey gobbles, and bubble dances. Play-Doh Fun Time brought in 12 children and parents, while 17 kids enjoyed coloring, painting, and floor puzzles.

The Kids Craft Book Club had nine young readers explore *Wallace and Grace Take the Case* by Heather Alexander.

Babies and toddlers enjoyed a musical Bouncing Babies program, which had 25 participants using instruments, scarves, and shakers.

Other highlights included an 8-kid Lego Fun session and a Thanksgiving-themed Babies and Toddlers program with songs, stories, and a turkey craft designed by Amy. Special Diwali Storytime activities engaged children with crafts, songs, and stories celebrating the holiday.

Our monthly Kids Yoga class welcomed 19 toddlers to learn poses, play games, and hear stories, while Miss Jolie's music program brought in 40 toddlers and preschoolers for songs, dancing, and bubbles. Thanksgiving-themed crafts were a hit: 25 kids made turkey centerpieces, and 24 Messy Munchkins crafted pinecone turkeys with feathers and plenty of gobbles!

YA Programs

This month's Teen Advisory Board (TAB) meeting saw strong participation as new

members continued to join. A standout program was the second Science STEM event, led by TAB member Dylan Hunter, with help from Michael Bartman and the science committee. Sixteen children learned about aerodynamics through paper airplane-making, flying creations throughout the Pio Costa Auditorium. Special thanks to Amy for overseeing this hands-on program.



On November 18, eight teens celebrated International Game Day with board games and a giant Connect 4, while November 21 marked the library’s first-ever TAB “Friendsgiving.” Eighteen teens enjoyed pizza, snacks, and great conversations, expressing gratitude for their engaged and supportive community at the library.

Personnel

Performance evaluations are underway. Supervisors and Business Office employee evaluations are complete and the rest of the staff are ongoing.

Staff Development

Anjana Kapur attended LibraryLinkNJ’s Adult Mental Health First Aid Training, with trainers from Hackensack Meridian Health.

Robert Dillon attended a LibraryLinkNJ webinar on Cyber Security for Library Staff.

I attended the Tri-State Book Buzz, with presentations on upcoming book titles from 8 publishers and 2 authors at Hachette Publishing in NYC on Nov. 7.

Technology

Main Library Alliance installed TBS, a new print and time management system for our public computers that replaces Envisionware. We are pleased that mobile printing is an added feature of the new system. Patrons can now send their print jobs ahead via email, website, or app and print them out when they arrive at the library.

Technology classes this month were "Cut the (Cable) Cord" and "Tech Travel Tips". Two people came for Tech Help on Tuesdays.

Meetings

Nov 14 – Main Readers Advisory Task Force- Catherine

Jan 8 – Library Patron Services Committee

Jan 13 - Library Board & Finance Committee

Jan 28 – Library Buildings & Grounds Committee

Feb 10 - Library Board & Finance Committee

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	410,191.69	234,093.15
01-100-03	Lakeland - Payroll Checking	70,364.96	70,274.88
01-100-04	Lakeland - Operating CD - 0991	81,364.21	77,696.83
01-100-05	Lakeland - Capital Reserve CD	108,376.37	102,948.93
01-100-06	Lakeland - Operating CD - 0990	80,751.94	77,696.83
01-100-07	Lakeland - Capital Reserve CD - 0994	155,898.15	150,000.00
01-100-08	Lakeland - Capital Reserve Checking	132,976.93	304,836.75
01-100-10	Lakeland - Donations Checking	46,461.59	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	121,000.00	0.00
	Total Assets	<u>2,188,041.27</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	5,720.72	4,097.56
01-218-00	Reserve for Encumbrances	92,474.68	47,742.17
01-400-01	Appropriation Reserve	2,635.65	2,154.26
	Total Liabilities	<u>160,880.05</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	1,799,678.52	0.00
Less Expenses	<u>1,700,475.60</u>	<u>0.00</u>
Net	<u>99,202.92</u>	<u>0.00</u>
Total Fund Balance	<u>2,027,161.22</u>	<u>1,927,958.30</u>
Total Liabilities & Fund Balance	<u>2,188,041.27</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17507 to 17541
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
17507	11/30/24	AMAZON Amazon Capital Services, Inc.	312.47		108
17508	11/30/24	BAKER005 Baker & Taylor	0.00	11/30/24 VOID	0
17509	11/30/24	BAKER005 Baker & Taylor	0.00	11/30/24 VOID	0
17510	11/30/24	BAKER005 Baker & Taylor	0.00	11/30/24 VOID	0
17511	11/30/24	BAKER005 Baker & Taylor	0.00	11/30/24 VOID	0
17512	11/30/24	BAKER005 Baker & Taylor	3,366.12		108
17513	11/30/24	BANK OF Bank of America	301.83		108
17514	11/30/24	BCCLS BCCLS	100.00		108
17515	11/30/24	DESIREE Desiree Agrifolio	200.00		108
17516	11/30/24	DIRECT Direct Energy Business	2,250.82		108
17517	11/30/24	EASYE005 Easy English News	510.00		108
17518	11/30/24	ELECT005 Electronic Office Systems	403.09		108
17519	11/30/24	ELIZA005 Elizabeth Johansen	250.00		108
17520	11/30/24	ENVISION EnvisionWare, Inc.	968.81		108
17521	11/30/24	EXCEL005 Excellent Building Services	2,516.72		108
17522	11/30/24	GREGO005 Gregory J. Della Pia	1,000.00		108
17523	11/30/24	IAN DRAK Ian J. Drake	250.00		108
17524	11/30/24	IAN DRAK Ian J. Drake	250.00		108
17525	11/30/24	IFPTE005 IFPTE	88.00		108
17526	11/30/24	JANET C Janet C. Mandel	100.00		108
17527	11/30/24	JANET C Janet C. Mandel	100.00		108
17528	11/30/24	JERSE005 Jersey Central Power & Light	1,351.36		108
17529	11/30/24	KANOPY Kanopy, Inc.	333.00		108
17530	11/30/24	MAINI005 MAIN Library Alliance	48.75		108
17531	11/30/24	MIDWE005 Midwest Tape LLC	970.62		108
17532	11/30/24	MULTICUL Multi-Cultural Books & Videos	925.00		108
17533	11/30/24	NELLY KO Nelly Koetzner	65.00		108
17534	11/30/24	NJNAT005 NJ Natural Gas Co.	1,142.92		108
17535	11/30/24	OVERD005 OverDrive, Inc.	317.50		108
17536	11/30/24	STAPL005 Staples Advantage	817.87		108
17537	11/30/24	SUNRI005 Sunrise ShopRite	79.93		108
17538	11/30/24	TECHN005 Technology Integrators	145.00		108
17539	11/30/24	TOWNS005 Township of Montville	10,537.00		108
17540	11/30/24	UGI ENER UGI Energy Services, LLC	520.51		108
17541	11/30/24	WICK wick Services, Inc.	170.00		108

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	31	4	30,392.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>31</u>	<u>4</u>	<u>30,392.32</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	36.83	0.00	0.00	36.83
	4-01	27,719.54	0.00	2,635.95	30,355.49
Total of All Funds:		<u>27,756.37</u>	<u>0.00</u>	<u>2,635.95</u>	<u>30,392.32</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: 11/30/24
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 11/01/24 to 11/30/24
 Print Zero YTD Activity: No Prior Year: 11/01/23 to 11/30/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	375.45	4,500.00	484.32	4,464.16	35.84-	99
4-01-401-03	Copier Income	42.50	500.00	41.94	479.50	20.50-	96
4-01-401-05	Computer Print Outs Income	175.31	2,000.00	171.64	2,128.74	128.74	106
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	1,751,076.25	159,188.75-	92
4-01-401-09	Lost Items	14.00	1,750.00	33.55	1,364.42	385.58-	78
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	88.43	0.00	0.00	357.47	357.47	0
4-01-401-14	Interest Income - Capital	0.00	0.00	1,379.37	11,451.17	11,451.17	0
4-01-401-15	Interest Income - Operating	2,724.87	700.00	364.92	7,206.39	6,506.39	***
4-01-401-16	Lost Cards	2.00	120.00	2.00	110.15	9.85-	92
4-01-401-18	Disks/Faxes	12.80	30.00	0.00	4.00	26.00-	13
401 Total		152,368.44	1,932,265.00	161,666.49	1,790,757.25	141,507.75-	93
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	500.00	5,000.00	249.36	2,621.27	2,378.73-	52
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
402 Total		500.00	8,500.00	249.36	8,921.27	421.27	105
01 Fund 01 Revenue Total		152,868.44	1,940,765.00	161,915.85	1,799,678.52	141,086.48-	93

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	65,696.24	940,000.00	66,523.77	791,493.04	0.00	148,506.96	84
4-01-601-100	Taxes/FICA/UE	5,175.52	76,400.00	5,109.64	66,433.81	0.00	9,966.19	87
4-01-601-110	Health Benefits Expense	5,922.66	162,500.00	7,989.00	95,484.81	0.00	67,015.19	59
4-01-601-120	PERS/CI NS Expense	0.00	112,200.00	0.00	118,276.00	0.00	6,076.00-	105
4-01-601-130	DCRP Expense	0.00	5,100.00	0.00	3,065.45	0.00	2,034.55	60
601 B-1 - COMPENSATION		76,794.42	1,296,200.00	79,622.41	1,074,753.11	0.00	221,446.89	83
4-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-602-010	Collection Development Software	0.00	4,200.00	0.00	4,370.00	0.00	170.00-	104

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-605-040	PR - Mailing	0.00	1,000.00	0.00	753.60	0.00	246.40	75
4-01-605-060	PR - Materials	0.00	600.00	0.00	276.16	0.00	323.84	46
4-01-605-070	Staff/Volunteer Recognition	49.73	500.00	166.36	687.63	0.00	187.63-	138
	605 B-5 - PUBLIC RELATIONS	49.73	2,100.00	166.36	1,717.39	0.00	382.61	82
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	100.00	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	100.00	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	3,424.13	61,000.00	3,602.18	35,181.70	13,106.34	12,711.96	79
4-01-607-030	Utilities - Gas	1,812.87	20,000.00	1,663.43	10,088.10	10,000.00	88.10-	100
4-01-607-040	Utilities - Telephone	390.41	6,600.00	454.00	4,944.39	0.00	1,655.61	75
4-01-607-050	Internet Provider	184.45	2,300.00	0.00	2,028.95	0.00	271.05	88
	607 B-7 - UTILITIES	5,811.86	89,900.00	5,719.61	52,243.14	23,106.34	14,550.52	84
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	0.00	14,000.00	0.00	7,085.96	6,462.06	451.98	97
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	28,368.92	0.00	3,631.08	89
4-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	0.00	2,568.20	0.00	1,931.80	57
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	0.00	12,556.00	5,944.00	0.00	100
4-01-608-060	Plant - Lawn Sprinklers Maint	547.00	3,000.00	0.00	2,622.79	0.00	377.21	87
4-01-608-070	Plant - Roof Repairs	0.00	0.00	4,062.50	4,062.50	0.00	4,062.50-	0
4-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	0.00	5,953.15	12,000.00	46.85	100
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	170.00	1,502.00	0.00	498.00	75
	608 B-8 - PHYSICAL PLANT	3,063.72	94,900.00	6,749.22	67,619.52	24,406.06	2,874.42	97
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
4-01-609-050	EM - Copiers	0.00	2,000.00	0.00	1,437.40	0.00	562.60	72
4-01-609-070	Computer Software	906.92	11,500.00	0.00	2,904.20	9,650.00	1,054.20-	109

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-609-075	Edmunds Software	0.00	5,500.00	0.00	5,246.37	0.00	253.63	95
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	832.92	0.00	32.92-	104
4-01-609-110	Print/Time Annual Contracts	0.00	2,225.00	968.81	968.81	2,000.00	743.81-	133
	609 B-9 - EQUIPMENT/MAINTENANCE	906.92	34,175.00	968.81	22,254.05	11,650.00	270.95	99
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	216.14	400.00	403.09	1,312.01	0.00	912.01-	328
4-01-610-020	Copier Usage B&W	23.65	200.00	0.00	185.33	0.00	14.67	93
	610 B-10 - EXPENSED EQUIPMENT	239.79	600.00	403.09	1,497.34	0.00	897.34-	250
4-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-611-010	Audit	0.00	4,600.00	0.00	4,600.00	0.00	0.00	100
4-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	11,000.00	0.00	1,000.00	92
4-01-611-030	MAIN Assessment	0.00	51,035.00	0.00	51,035.32	0.00	0.32-	100
4-01-611-070	Computer Support & Service	0.00	7,500.00	0.00	385.40	5,000.00	2,114.60	72
4-01-611-100	Web Site Maintenance	0.00	300.00	0.00	274.00	0.00	26.00	91
4-01-611-150	Legal	0.00	1,500.00	0.00	566.67	0.00	933.33	38
4-01-611-250	Board Secretary	500.00	3,250.00	250.00	2,500.00	0.00	750.00	77
4-01-611-260	Payroll Service Fee	688.86	9,000.00	708.31	8,187.52	0.00	812.48	91
4-01-611-320	Other Professional Services	12.00	200.00	20.00	100.00	0.00	100.00	50
4-01-611-355	Strategic Plan Consultant	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
	611 B-11 - PROFESSIONAL SERVICES	2,200.86	93,885.00	1,978.31	78,648.91	5,000.00	10,236.09	89
4-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-612-010	Township In-Kind Services	0.00	50,300.00	0.00	50,293.00	0.00	7.00	100
4-01-612-020	Township Insurances	0.00	30,400.00	0.00	35,817.50	0.00	5,417.50-	118
4-01-612-030	O/E- Contingencies	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
4-01-612-040	O/E - Licenses & Fees	0.00	550.00	0.00	691.00	0.00	141.00-	126
4-01-612-060	O/E - Board Misc	80.57	1,200.00	0.00	263.49	0.00	936.51	22
4-01-612-065	LibraryLink Delivery	0.00	2,500.00	0.00	381.50	2,100.00	18.50	99
	612 B-12 OTHER EXPENSES	80.57	89,950.00	0.00	87,446.49	2,100.00	403.51	100
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	0.00	1,550.00	0.00	450.00	78

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-613-19	Library Reads Inc Grant	0.00	800.00	0.00	800.00	0.00	0.00	100
	613 B-13 - GRANT EXPENSES	0.00	6,300.00	0.00	2,350.00	0.00	3,950.00	37
	01 Fund 01 Expend Total	100,757.35	1,920,565.00	105,201.02	1,535,910.29	94,825.24	289,829.47	85

01 Fund

	Prior	Current	YTD
Revenues:	152,868.44	161,915.85	1,799,678.52
Expended:	100,757.35	105,201.02	1,630,735.53
Net Income:	52,111.09	56,714.83	168,942.99

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	0.00	94.75	5,066.25	839.00	86
4-02-804-015	Computer Related Equipment	0.00	2,000.00	0.00	1,053.23	1,500.52	553.75-	128
4-02-804-060	Memory Lab Equipment	123.96	0.00	0.00	65.88	0.00	65.88-	0
804 COMPUTER & RELATED EQUIPMENT		123.96	8,000.00	0.00	1,213.86	6,566.77	219.37	97
02 CAPITAL BUDGET Expend Total		123.96	69,959.44	0.00	50,021.24	19,718.83	219.37	100

02 CAPITAL BUDGET

	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	123.96	0.00	69,740.07
Net Income:	123.96-	0.00	69,740.07-

Grand Totals

	Prior	Current	YTD
Revenues:	152,868.44	161,915.85	1,799,678.52
Expended:	100,881.31	105,201.02	1,700,475.60
Net Income:	51,987.13	56,714.83	99,202.92

MONTVILLE TOWNSHIP PUBLIC LIBRARY NOVEMBER 2024 PROGRAM ATTENDANCE

December 9, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	Nov 2024	Nov 2023
Children - Staff Programs		
Story Time	90	
Legos, Coloring, Games	37	
Babies & Toddlers	25	
Messy Munchkins	24	
Outreach Story Time Pre-School Visits	62	
Bouncing Babies	26	
Children - Staff Programs Total	264	343
Children - Paid Presenters		
Miss Jolie Move n'Groove	40	
Kids Yoga	18	
Sign Story Time	22	
Children - Paid Presenters Total	80	92
Total All Children's Programs	344	435
Young Adults - Staff Programs		
TAB Meeting	25	
Diwali (Family Program)	100	
Game Day & Friendsgiving	26	
Young Adult - Staff Programs Total	151	18
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	12
Total All Young Adult Programs	151	30
Adult - Staff Programs		
Movies	14	
Book Club	24	
Knitting	41	
Memory Lab	9	
Art Class with Amy	13	
Creative Craft Center	5	
Adult Staff Programs Total	106	87
Adult - Paid Presenters		
Chair Yoga	61	
Montville U - lectures, concerts	276	
Qigong	34	
English Language Learners	55	
Job Search -v & AI v & Art Talk - v	74	
Technology Classes	34	
Art Classes (grant funded)	29	
Adult - Paid Presenters Total	563	348
Total All Adult Programs	669	435
Library Sponsored Total	1,164	900
OUTSIDE GROUPS		
Briar Hills Tenants Association Meeting	25	
Outside Groups Total	25	
GRAND TOTAL	1,189	900

November Book Displays
Native American Heritage Month - Adults, Young Adults, Children
Sesame Street turns 55 years old - Children
November is Picture Book Month - Children
Books on the Constitution and Government - Adults
Veteran's Day - Adults, Children
Thanksgiving Books - Children
Books on Fall - Children
November is Aviator Month - Adults
Dinovember Month - Children
Baking for the Holiday - Adults, Children
Diwali - Children
Memoriam - Barbara Taylor Bradford - (1933 - 2024) - Adults