

Montville Township Public Library
Board of Trustees Meeting
May 9, 2022
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mayor Frank Cooney
Mrs. Dianna Paradise
Mr. Robert Donohue
Mr. David Tubbs
Ms. Deb Nielson
Ms. Linda Peskin
Mrs. Debbie Kozell
Mr. Larry Hines
Mr. Charlie Grau

Catherine LaBelle, Library Director – Present

Molly Hone, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

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

II. Open Public Meetings Act Statement

Mr. Hines 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.

III. Adoption of Minutes

Mr. Grau made a motion to approve the April 11, 2022, Regular session minutes, seconded by Mayor Cooney

Ms. Peskin yes; Ms. Paradise yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Hines yes; Mr. Grau yes; Mrs. Kozell yes; Motion Carried.

IV. Public Comments –

None

V. 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 they met this evening and all is in order with the financials. There was an error on the Revenue & Expenses sheet. The accountant is looking into this.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Cooney stated the Township Committee is still working on the budget.

Superintendent Liaison of Schools – Mr. Tubbs stated that the Spring Concert for the High School is May 23rd and 24th and May 25th and 26th for Lazar. June 2nd is the High School Prom. Underclassman awards are scheduled for June 3 and Senior Awards will be on June 8th. Graduation for Lazar will be on June 22nd and Graduation for the High School will be on June 23rd.

Committee Reports

Finance: Ms. Peskin stated that a bill has still not been received from JCP&L for 2022. The audit has begun and should be completed in a timely manner.

Personnel: Mr. Grau stated that they did not meet. Interviews are being conducted by Ms. LaBelle.

Buildings & Grounds: Ms. Nielson stated that the Committee met with an architect to discuss the issues they are having. They discussed replacement doors for the front of the

building, removal of steps and concrete in the front of the building, roof replacement and lighting, drainage and restriping in the parking lot. Mr. Hines and Ms. Nielson met with the Township Administrator and Township Engineer and they feel that some work can be completed by the DPW and other work can be combined with work being completed by the Township. The Township is looking to do a Master Plan for Roof Replacement which can include the Library. Ms. LaBelle is working on a 5-year plan for capital projects and they will meet with the Township again in July.

Patron Services/Technology: Mr. Donohue stated that some libraries in Morris County are no longer charging fines for late returns. Mayor Cooney suggested having an amnesty week in June to hopefully encourage some patrons to return their items.

****** Mayor Cooney made a motion to waive all late fees from June 15 to July 15th.
Seconded by Ms. Nielson.**

Ms. Peskin yes; Ms. Paradise yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes;
Ms. Nielson yes; Mr. Hines yes; Mr. Grau yes; Mrs. Kozell yes; Motion Carried

VII. Library Director – Catherine LaBelle – see attached written report.

Director LaBelle stated that they are planning Staff Development Days for June 29 to July 1st since the Library will be closed for the 4th of July celebration. Cindy Czesak will do a presentation on Communication. There will be a team building craft with Amy. Some areas of the building also need to be painted and Ms. LaBelle thinks this should be done while the Library is closed. Ms. LaBelle will be out of the office the first week of July for vacation and also for a few days in August.

VIII. Resolutions/Motions

A. Resolution to approve the checks numbered 15573 through 15623 dated April 1 to April 30, 2022 in the amount of \$84,079.13

Motion made by Mayor Cooney and seconded by Mr. Donohue

Ms. Peskin yes; Ms. Paradise yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Hines yes; Mr. Grau yes; Mrs. Kozell yes;
Motion Carried.

- B. Resolution to accept staff salaries for the month of April 2022 in the amount of \$58,285.23

Motion made by Mayor Cooney and seconded by Mr. Donohue

Ms. Peskin yes; Ms. Paradise yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Hines yes; Mr. Grau yes; Mrs. Kozell yes; Motion Carried

IX. Public Comments

None

X. Old Business

None

XI. New Business

Book Sale – Ms. Nielson asked about the Book Sale. Ms. LaBelle stated that they are looking to hold one in the fall. Ms. Nielson suggested asking the Women’s Club for volunteers to help with sorting the books. Ms. LaBelle suggested starting a Friend’s of the Library Group to assist with other volunteer opportunities also.

XII. Executive Session

None

XIII. Adoption of Executive Session Minutes

Mr. Grau made a motion to approve the April 11, 2022, Executive session minutes, seconded by Ms. Paradise

Ms. Peskin yes; Ms. Paradise yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson yes; Mr. Hines yes; Mr. Grau yes; Mrs. Kozell yes; Motion Carried.

XIV. Open Session

None

XV. Adjournment

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



Director's Report

June 10, 2022

We are busy getting ready for summer reading! As always, we will have programs and prizes for all ages. This year's theme is "Oceans of Possibilities." Registration begins June 20 and our kickoff celebration will be on June 25. Our emphasis will be on in-person registration and log in this year, with online options available for those who prefer them. Michael DeVincenzo has developed an alternative to our previous summer reading software. Amy Resnikoff has been hard at work creating decorations for our children's area, and she will be visiting schools in mid-June to promote the program.



Buildings and Grounds

I approved a proposal from Engineered Security Systems to change the two fire alarm telephone lines to cellular. This is a required safety feature. The required 50% mobilization fee is on the May bill list.

Argent Plumbing is preparing a proposal to repair the leaking lawn sprinkler valves and back flow preventers. They were damaged this winter, when the leak caused the pipes to burst. These are exterior pipes so the damage was not apparent until spring when the system was started up.

A large portion of rain gutter fell off during a heavy downpour last week. Fred Ackerman will advise us if the DPW can make the repair or if we need to call a gutter/roofing company.

Hughes Environmental was here to replace a thermistor for chiller AC-1. During the A/C and boiler controls integration project, AME found that fan coil unit #9 was not working. We received a materials and time estimate of \$2,600 from Hughes Environmental Engineering to replace the unit. The unit controls the circulation office.

I approved the proposal (\$11,800) from Automatic Door Systems for replacement of the main exterior doors. We requested quotes from three other companies, and selected this one as recommended by the Township. Automatic Door Systems recently replaced the exterior doors at the Senior House. Nick Marucci, Township Engineer, was here with them to get the measurements and specifications for the new doors. The doors have been difficult to lock and unlock for years. Sometimes during the day, the horizontal bar falls into the lock position, a definite fire hazard.

On May 12, the Library went into lockdown at noon due to a telephone threat and subsequent lockdown at the high school next door. The Library staff and four patrons were locked in the building with an officer from the Morris County Sheriff's Dept. until 4:30pm when we were cleared to leave and closed the building. Fortunately, it turned out there was no credible threat. As a result of this incident, we will review and update our emergency procedure manual. I asked Township officials to compare our procedure with theirs and they suggested I submit our draft to the Chief of Police for review when we are ready.

The Memorial Garden is in full bloom to the delight of our patrons and the circulation staff who can see the garden from their office windows. The Garden Club ladies lovingly tend the garden and it is more beautiful each year.

Finance

Weilkotz & Company accountant, Nicole Donadio, was on site inspecting bank deposits, CD statements, invoices and purchase orders to check that everything reconciled with the financial reports we sent her last month. We expect to have a draft of the audit soon.

There is a board resolution on the agenda to transfer funds from the capital reserve account to the operating account for Automatic Door Systems' exterior door replacement.

Marketing and Outreach:

Ever since we allowed patrons to opt in to our email newsletters by age group in July of last year, our "open rate" has jumped to 35% - 50%, a good rate compared to the all industry average of 30%.

Our most opened newsletters this month were: an email about our new on-line events calendar and another about our decluttering program for adults. 50% of subscribers opened these newsletters.

Risa Skerker visited Kids Academy, Funtime Kids Academy 2, Millie's House, and Kids Connect for Outreach Storytime in May, reading to a total of 117 kids throughout the month.

Patron Services:

We launched our new events calendar and registration system, Library Calendar, on May 31 and everything is going smoothly. Patrons and staff like the enhanced functionality and easier-to-read display. We will be able to do much more with this system, including creating room set-up instructions and internal room and meeting space reservations.

Adults

English classes are going strong, with a total of 49 students attending our classes in May. Our current session wraps up on June 20, and we'll schedule more classes in the fall.

Seventeen book club readers had lively discussions about two different books. The afternoon group read "The Silent Patient" by Alex Michaelides and the evening group read "Win" by Harlan Coben. This was the first time that many of our participants read a Harlan Coben novel, and it was well received.

Pam O'Gorman organized four Montville "U" lectures this month, attended by a combined total of 107 people. We enjoyed a lecture about female inventors centering on New Jerseyan Lillian Gilbreth; stories of living on the International Space Station; a decluttering workshop leading up to the town garage sale; and a lecture on Abraham Lincoln.

We had a special program in partnership with the National Holocaust Council in observance of Holocaust Remembrance Day. A Holocaust survivor shared their personal story with our patrons virtually. We are grateful to have been a part of this important project.

In regular programming news, 22 knitters attended Nina Zarin's Knitting in April.

Chair Yoga was attended by a combined total of 52 people in May. Amy Resnikoff's craft class (now offered twice per month) made sea glass votive candle holders.





Kids

We had a very special visit from Michelangelo the Miniature Therapy Horse in May! Michelangelo's handler read a story about him and taught us about what therapy horses do. Twenty kids enjoyed learning about and meeting Michelangelo.

Jo Perez's move into programming has been going very well. She conducted Mother's Day Storytime and a Memorial Day themed drop-in craft attended by a combined total of 36 kids. Jo's joining the P&S department means we can offer kids' programs every Saturday, alternating between Amy, Risa, and Jo.

Wednesday evening story times are in person, with virtual options available for special themed story times. We celebrated Asian Pacific Heritage Month with a Wednesday Evening Storytime attended by 13 kids. We offered the program both in person and virtually, with stories read by both Risa and Jo and a fan craft. For "May the 4th," aka Star Wars Day, Risa and Jo read Star Wars books and made a Yoda puppet. Ten kids attended.

Miss Jolie returned for another "Move and Groove" music and movement class. Thirty kids attended. We are looking forward to having her back this summer for more fun with movement.

Nina's weekly story times continue to be popular, with 76 kids attending in April. Twelve children joined us for Nina's Lego Fun.

At ABC 123, Amy read stories and made crafts inspired by the letters "I" and "J." Twelve kids attended this biweekly program.

Eight readers attended Risa's book club to discuss "Miss Child Has Gone Wild" by our favorite author, Dan Gutman.

Amy's Art Explorers made lily pads inspired by Henri Matisse, with 10 little artists in attendance. Thirty children took home Amy's Grab & Go, watercolor newspaper flowers.



Teens

Michael DeVincenzo held an after-school screening of "Spiderman: Far from Home" in early May. Fourteen teens attended and gladly enjoyed the pizza we provided. Thirty-four teens took home Grab & Go's, including candy leis for Asian Pacific Heritage Month, put together by Risa and Jo. 9 teens attended our monthly TAB meeting. Tab Members coordinated with Risa to put together 20 Butterfly Grab & Go crafts for kids, which was very well received.

The Morris County Rainbow Pride Yarn Crew, spearheaded by Montville resident Amy Liu, "yarn bombed" one of our trees with a crochet pride flag for the month of June.

Our recurring Staff Picks newsletter contains book recommendations from the entire staff, not only the librarians. Recent circ staff picks include "Two Days Gone" (Jo); "The Tragedy of King Lear" (Elif); "The Bullies of Wall Street" (Kai); "The Nature of Fragile Things" (Nilufer); and "Piranesi" (Selene).

Organizing and maintaining the library's collection takes a lot of behind the scenes work. In May, Tracy and Nilufer labeled all the adult Biographies to match our new bookstore browse model. Sue worked on the audio CD collection and put them in new cases when necessary so that they are now shelved together in our audio CD display unit. Additionally, the entire team overhauled the juvenile series collection to keep it current and maximize use of shelf space with new shelf labels with magnetic backing. Jo Perez put the new labels on and shifted the collection.

Personnel

We conducted interviews for our open YA Librarian position, made an offer to Allison Williams, and she accepted. Allison received her Masters of Library Science from

Rutgers in 2022 and has worked at Wood-Ridge Library in Bergen County as a Library Assistant since 2020. Her first day of work, pending background check, will be June 27.

This month a few members of our staff deserve congratulations on their achievements. Elif Kiziltan, Library Assistant, is graduating from Montville Township High School and is also the recipient of Montville's 200 Club of Morris County Scholarship Award, awarded to seniors who demonstrate extraordinary dedication to their studies and who volunteer as firefighters or EMTs in a Morris County agency. Elif is going to NJIT and plans to continue working at the Library on weekends and holidays. She started working here when she was 15 and we are very proud of her. Congratulations also to Library Monitor Selene Yang who graduated with a Masters in Creative Writing from Rutgers University! We hope to someday see Selene's published work in our collection. Library Monitor Kaiti Tirch received her journeyman certificate in SFX and beauty makeup this month from the School of Make-up Effects in Totowa. Kaiti also looks to further contribute to the Library in new and creative ways.

Our Assistant Director, Molly Hone, has decided on a career change. She will be leaving at the end of the month and going back to school to get a Certificate in Digital Asset Management. Molly has made contributions to every department and positively impacted each one of the staff. We wish her the best and know she will be successful in whatever path she chooses.

Staff Training/Development

Each library department, Programs & Services, Circ, and the Business Office, attended one-hour training sessions with Dustin Hood from Library Market on our new event calendar.

Members of the circulation staff attended short webinars on Polaris, EBSCO, Aspen, and a seminar from bibliotheca on "Community First: An Engagement-Centric Model for 21st Century Public Libraries."

Janina Bartman, Jeanne Ivy, and I attended webinars from NJLA/Library Link on Civil Service and Unions.

Technology

James Fitzpatrick taught a four-part Excel Refresher course to a total audience of 51. He also taught classes on using a smartphone as a GPS and iPhone photography, to a combined total of 18 people. Michael drew on his experience working at the Apple Store to offer two sessions of "Ask the Mac Pro," a drop-in program where patrons ask their Apple product related questions. Nine people attended and the response was very positive.

Meetings

May 17 - MAIN Circulation Advisory Group Meeting - Walter, Nilufer, Sue, Jo

May 18 – MAIN Board of Directors-Catherine

May 19 – Brodart demo - Brodart reps, Catherine

May 25 – MAIN Directors - Catherine

May 26 – MTPL tour & State of the Library – iii CEO Y. Kursh, Phil Berg, & Catherine

June 28 - Library Buildings & Grounds & Personnel Committees

July 18th - Library Finance Committee & Board Meeting

July 20 – Library Patron Services Committee

July 26th - Library Buildings & Grounds & Personnel Committees

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 05/31/22

2022

2021

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	294,617.10	279,495.79
01-100-03	Lakeland - Payroll Account	10,799.13	36,944.18
01-100-04	Lakeland CD Accounts	252,968.82	252,968.82
01-100-08	Lakeland - Capital Reserve	222,417.61	268,479.32
01-100-10	Lakeland - Restricted Donations	34,366.56	33,311.53
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
	Total Assets	<u>1,795,824.65</u>	<u>1,851,855.07</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	42,193.00	42,193.00
01-211-00	Section 125 Withholding HDV	0.00	38.42-
01-212-00	PERS 414/CINS Withholding	14,352.33	19,399.41
01-218-00	Reserve for Encumbrances	95,451.98	111,432.83
01-400-01	Appropriation Reserve	980.38	980.38
	Total Liabilities	<u>152,977.69</u>	<u>173,967.20</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	389,503.58	389,503.58
	Total	<u>1,677,887.87</u>	<u>1,677,887.87</u>

Revenue	723,805.04	0.00
Less Expenses	758,845.95	0.00
Net	<u>35,040.91-</u>	<u>0.00</u>
Total Fund Balance	<u>1,642,846.96</u>	<u>1,677,887.87</u>
Total Liabilities & Fund Balance	<u>1,795,824.65</u>	<u>1,851,855.07</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 15624 to 15687
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
15624	05/31/22	AESTH005 Aesthetic Press, Inc.	200.00		78
15625	05/31/22	AMYRE005 Amy Resnikoff	44.76		78
15626	05/31/22	BAKER005 Baker & Taylor	0.00	05/31/22 VOID	0
15627	05/31/22	BAKER005 Baker & Taylor	0.00	05/31/22 VOID	0
15628	05/31/22	BAKER005 Baker & Taylor	0.00	05/31/22 VOID	0
15629	05/31/22	BAKER005 Baker & Taylor	0.00	05/31/22 VOID	0
15630	05/31/22	BAKER005 Baker & Taylor	3,044.50		78
15631	05/31/22	BANK OF Bank of America	20.00		78
15632	05/31/22	CAROL005 Carol Simon Levin	150.00		78
15633	05/31/22	CINDY CZ Cindy Czesak, LLC	250.00		78
15634	05/31/22	CONDURSO Condursos Garden Center	90.70		78
15635	05/31/22	CONSTANT Constant Contact	600.00		78
15636	05/31/22	CREATURE Creature Comfort Pet Therapy	50.00		78
15637	05/31/22	DELL Dell Marketing, L.P.	4,003.09		78
15638	05/31/22	DELL Dell Marketing, L.P.	169.01		78
15639	05/31/22	DEMCO005 Demco, Inc.	414.39		78
15640	05/31/22	ELECT005 Electronic Office Systems	177.80		78
15641	05/31/22	ELIZA005 Elizabeth Johansen	250.00		78
15642	05/31/22	ENGINE005 Engineered Security Systems	1,375.00		78
15643	05/31/22	EXCELO05 Excellent Building Services	2,516.72		78
15644	05/31/22	FITZS005 Fitzsimmons Irrigation & Light	434.12		78
15645	05/31/22	FLOTE005 FLO-TECH	116.74		78
15646	05/31/22	GREGO005 Gregory J. Della Pia	1,000.00		78
15647	05/31/22	HUGHE005 Hughes Environmental	313.50		78
15648	05/31/22	IFPTE005 IFPTE	131.24		78
15649	05/31/22	INGRAM Ingram Library Services	356.48		78
15650	05/31/22	JACKS Jack's Petting Farm, Inc.	760.00		78
15651	05/31/22	JERSE005 Jersey Central Power & Light	25,973.19		78
15652	05/31/22	KANOPY Kanopy, Inc.	265.00		78
15653	05/31/22	KEVIN005 Kevin Woyce	100.00		78
15654	05/31/22	LAWNW005 Lawn World, Inc.	475.00		78
15655	05/31/22	LOURDES Lourdes Tango	1,461.11		78
15656	05/31/22	MICHAELD Michael DeVincenzo	93.56		78
15657	05/31/22	MICHAELG Michael Gabriele	200.00		78
15658	05/31/22	MIDWE005 Midwest Tape	0.00	05/31/22 VOID	0
15659	05/31/22	MIDWE005 Midwest Tape	1,517.10		78
15660	05/31/22	MIKE IVA Michael Ivankovich	195.00		78
15661	05/31/22	MONTV005 Montville Chamber of Commerce	150.00		78
15662	05/31/22	MOVIE005 Swank Movie Licensing USA	555.00		78
15663	05/31/22	NJNAT005 NJ Natural Gas Co.	735.19		78
15664	05/31/22	NOAHS AR Noah's Ark Workshop	206.85		78
15665	05/31/22	NORMA P Norma A. Pravec	300.00		78
15666	05/31/22	OPTIM005 Optimum	369.88		78
15667	05/31/22	ORIEN005 Oriental Trading Company, Inc.	9.79		78
15668	05/31/22	OVERD005 OverDrive, Inc.	86.63		78
15669	05/31/22	REBECCA Rebecca Mancini	50.00		78
15670	05/31/22	REBECCA Rebecca Mancini	50.00		78
15671	05/31/22	REBECCA Rebecca Mancini	50.00		78
15672	05/31/22	SHARON R Sharon S. Rogovin	100.00		78
15673	05/31/22	SHARON R Sharon S. Rogovin	100.00		78
15674	05/31/22	SHARON R Sharon S. Rogovin	100.00		78

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
15675	05/31/22	SHARON R Sharon S. Rogovin	100.00		78
15676	05/31/22	STAPL005 Staples Advantage	339.85		78
15677	05/31/22	SUNRI005 Sunrise ShopRite	89.90		78
15678	05/31/22	SYNCB005 SYNCB/AMAZON	173.15		78
15679	05/31/22	TECHN005 Technology Integrators	125.00		78
15680	05/31/22	TECHN005 Technology Integrators	125.00		78
15681	05/31/22	TECHN005 Technology Integrators	125.00		78
15682	05/31/22	THE MUSE The Museum of Modern Art	1,500.00		78
15683	05/31/22	TOWNS005 Township of Montville	9,921.13		78
15684	05/31/22	ULINE Uline	573.79		78
15685	05/31/22	VERI0010 VERIZON	502.81		78
15686	05/31/22	VERI0015 Verizon	94.00		78
15687	05/31/22	WICK Wick Services, Inc.	150.00		78

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	59	5	63,430.98	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	59	5	63,430.98	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	371.52	0.00	0.00	371.52
CAPITAL BUDGET	1-02	4,576.88	0.00	0.00	4,576.88
	Year Total:	4,948.40	0.00	0.00	4,948.40
	2-01	56,109.34	0.00	2,373.24	58,482.58
Total of All Funds:		61,057.74	0.00	2,373.24	63,430.98

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 2- - - to 2- - -
 Budget Account Range: 2- - - to 2- - -
 Print Zero YTD Activity: No

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

Year To Date As Of: 05/31/22
 Current Period: 05/01/22 to 05/31/22
 Prior Year: 05/01/21 to 05/31/21

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
2-01-401-01	Fines Income	\$235.75	\$5,000.00	\$401.28	\$1,954.97	-\$3,045.03	39%
2-01-401-03	Copier Income	\$31.16	\$500.00	\$39.30	\$192.47	-\$307.53	38%
2-01-401-05	Computer Print Outs Income	\$66.35	\$1,200.00	\$158.70	\$869.16	-\$330.84	72%
2-01-401-07	Township Income	\$139,739.75	\$1,718,033.00	\$143,169.42	\$715,847.10	-\$1,002,185.90	42%
2-01-401-08	Donations Income	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-401-09	Lost Items	\$13.00	\$1,000.00	\$27.00	\$1,003.78	\$3.78	100%
2-01-401-10	State Aid Income	\$0.00	\$11,814.00	\$0.00	\$0.00	-\$11,814.00	0%
2-01-401-11	Miscellaneous Income	\$1,637.34	\$0.00	\$5.00	\$5.00	\$5.00	0%
2-01-401-15	Interest Income	\$36.88	\$1,000.00	\$56.03	\$289.68	-\$710.32	29%
2-01-401-16	Lost Cards	\$4.00	\$150.00	\$2.00	\$48.40	-\$101.60	32%
2-01-401-18	Disks/Faxes	\$3.00	\$200.00	\$0.00	\$53.00	-\$147.00	26%
	Program 401 Total	\$141,772.23	\$1,738,897.00	\$143,858.73	\$720,263.56	-\$1,018,633.44	41%
2-01-402-30	Restricted Contributions	\$199.84	\$4,000.00	\$192.80	\$1,030.03	-\$2,969.97	26%
2-01-402-45	Founding Era Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-402-55	Grow With Google Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-402-65	American Rescue Plan Act 2021	\$0.00	\$2,511.45	\$2,511.45	\$2,511.45	\$0.00	100%
2-01-402-75	NJ Makers Day	\$0.00	\$500.00	\$0.00	\$0.00	-\$500.00	0%
	Program 402 Total	\$199.84	\$7,011.45	\$2,704.25	\$3,541.48	-\$3,469.97	51%
	Fund 01 Revenue Total	\$141,972.07	\$1,745,908.45	\$146,562.98	\$723,805.04	-\$1,022,103.41	41%

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
2-01-601-000	B-1 - COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-601-010	Salaries & Wages Expense	\$51,035.50	\$842,570.00	\$59,839.24	\$327,712.07	\$0.00	\$514,857.93	39%
2-01-601-020	Accrued Salaries/Wages Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-601-100	Taxes/FICA/UE	\$4,143.98	\$69,300.00	\$4,906.23	\$27,000.24	\$0.00	\$42,299.76	39%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-601-110	Health Benefits Expense	\$14,470.75	\$124,000.00	\$7,679.13	\$39,270.45	\$0.00	\$84,729.55	32%
2-01-601-120	PERS Expense	\$0.00	\$104,100.00	\$0.00	\$97,131.00	\$0.00	\$6,969.00	93%
2-01-601-130	DCRP Expense	\$0.00	\$3,400.00	\$0.00	\$1,519.78	\$0.00	\$1,880.22	45%
	Program 601 Total	\$69,650.23	\$1,143,370.00	\$72,424.60	\$492,633.54	\$0.00	\$650,736.46	43%
2-01-602-000	B-2 - COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-010	Collection Development Software	\$0.00	\$5,000.00	\$0.00	\$695.00	\$0.00	\$4,305.00	14%
2-01-602-020	Adult Books	\$3,502.37	\$31,000.00	\$1,427.15	\$9,745.51	\$2,421.18	\$18,833.31	39%
2-01-602-030	Adult BOCD	\$480.26	\$2,500.00	\$89.52	\$831.93	\$0.00	\$1,668.07	33%
2-01-602-040	Adult DVD	\$317.45	\$10,000.00	\$309.04	\$2,302.10	\$165.14	\$7,532.76	25%
2-01-602-050	Adult eBooks	\$550.05	\$7,500.00	-\$2,342.65	\$1,845.31	\$0.00	\$5,654.69	25%
2-01-602-060	Adult eAudio	\$74.26	\$5,000.00	\$215.92	\$845.88	\$5.09	\$4,149.03	17%
2-01-602-070	Adult Music CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-090	Periodicals	\$0.00	\$11,000.00	\$0.00	\$2,883.90	\$0.00	\$8,116.10	26%
2-01-602-110	Games	\$0.00	\$5,000.00	\$324.58	\$324.58	\$325.39	\$4,350.03	13%
2-01-602-120	J Books	\$2,193.46	\$27,000.00	\$864.33	\$6,829.44	\$3,566.12	\$16,604.44	39%
2-01-602-130	J BOCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-140	J DVD	\$174.15	\$1,500.00	\$155.92	\$505.36	\$170.91	\$823.73	45%
2-01-602-150	J eBooks	\$33.35	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
2-01-602-160	J eAudio	\$12.38	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-170	J Music CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-180	YA Books	\$469.92	\$8,600.00	\$399.15	\$3,066.64	\$729.58	\$4,803.78	44%
2-01-602-190	YA BOCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-210	YA eBooks	\$100.04	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-220	Young Adults eAudio	\$37.13	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-230	Streaming	\$844.21	\$11,000.00	\$1,221.58	\$5,445.50	\$0.00	\$5,554.50	50%
	Program 602 Total	\$8,789.03	\$129,600.00	\$2,664.54	\$35,321.15	\$7,383.41	\$86,895.44	33%
2-01-603-000	B3 - PROGRAMS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-603-230	Program - Adult	\$773.75	\$13,500.00	\$1,425.91	\$6,950.84	\$2,085.00	\$4,464.16	67%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-603-240	Program - Children	\$213.86	\$5,500.00	\$405.18	\$2,326.61	\$64.74	\$3,108.65	43%
2-01-603-250	Summer Reading / Reading Programs	\$714.42	\$5,000.00	\$1,838.13	\$3,365.01	\$400.00	\$1,234.99	75%
2-01-603-260	Museum Passes	\$725.00	\$3,500.00	\$1,500.00	\$3,075.00	\$0.00	\$425.00	88%
2-01-603-270	Programs YA	\$137.98	\$2,500.00	\$513.92	\$1,562.42	\$18.58	\$919.00	63%
2-01-603-280	Library-Wide Cultural/Family Programing	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
2-01-603-300	Technology Programming	\$230.00	\$4,500.00	\$375.00	\$1,875.00	\$0.00	\$2,625.00	42%
2-01-603-320	National Library Week	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-603-330	Online Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Program 603 Total	\$2,795.01	\$36,500.00	\$6,058.14	\$19,154.88	\$2,568.32	\$14,776.80	60%
2-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-604-010	Business Office/Library/Print	\$1,086.70	\$11,500.00	\$766.97	\$3,490.57	\$1,025.98	\$6,983.45	39%
2-01-604-070	Postage - Supplies	\$200.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-604-080	Freight-Shipg (Non-Collection)	\$53.52	\$1,000.00	\$189.32	\$954.35	\$0.00	\$45.65	95%
	Program 604 Total	\$1,340.22	\$13,500.00	\$956.29	\$4,444.92	\$1,025.98	\$8,029.10	41%
2-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-605-040	PR - Mailing	\$1,200.00	\$1,000.00	\$0.00	\$199.50	\$0.00	\$800.50	20%
2-01-605-060	PR - Materials	\$33.96	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
2-01-605-070	Staff/Volunteer Recognition	\$0.00	\$1,000.00	\$65.24	\$299.07	\$0.00	\$700.93	30%
	Program 605 Total	\$1,233.96	\$2,600.00	\$65.24	\$498.57	\$0.00	\$2,101.43	19%
2-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-606-010	Staff Development	\$0.00	\$5,600.00	\$1,711.11	\$1,381.11	\$0.00	\$4,218.89	25%
2-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
2-01-606-040	Professional Dues	\$0.00	\$1,200.00	\$50.00	\$50.00	\$0.00	\$1,150.00	4%
2-01-606-050	Conference Travel	\$0.00	\$2,500.00	\$0.00	\$115.88	\$0.00	\$2,384.12	5%
	Program 606 Total	\$0.00	\$9,700.00	\$1,761.11	\$1,546.99	\$0.00	\$8,153.01	16%
2-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-607-010	Utilities - Electric	\$4,188.56	\$42,000.00	\$25,973.19	\$25,973.19	\$0.00	\$16,026.81	62%
2-01-607-030	Utilities - Gas	\$1,141.36	\$15,000.00	\$735.19	\$10,563.21	\$0.00	\$4,436.79	70%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-610-010	Color Copy Usage	\$0.00	\$2,000.00	\$108.19	\$458.64	\$0.00	\$1,541.36	23%
2-01-610-020	Copier Usage B&W	\$0.00	\$1,000.00	\$8.55	\$448.62	\$0.00	\$551.38	45%
	Program 610 Total	\$0.00	\$3,000.00	\$116.74	\$907.26	\$0.00	\$2,092.74	30%
2-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-611-010	Audit	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
2-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$1,000.00	\$5,000.00	\$0.00	\$6,000.00	45%
2-01-611-030	MAIN Assessment	\$13,131.17	\$50,400.00	\$0.00	\$25,196.98	\$0.00	\$25,203.02	50%
2-01-611-070	Computer Support & Service	\$285.00	\$4,000.00	\$169.01	\$524.01	\$0.00	\$3,475.99	13%
2-01-611-100	Web Site Maintenace	\$0.00	\$500.00	\$0.00	\$256.05	\$0.00	\$243.95	51%
2-01-611-150	Legal	\$100.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
2-01-611-250	Board Secretary	\$0.00	\$3,000.00	\$250.00	\$1,000.00	\$0.00	\$2,000.00	33%
2-01-611-260	Payroll Service Fee	\$617.06	\$8,000.00	\$644.25	\$3,551.38	\$0.00	\$4,448.62	44%
2-01-611-320	Other Professional Services	\$0.00	\$800.00	\$20.00	\$160.00	\$0.00	\$640.00	20%
2-01-611-350	ELL Teacher	\$0.00	\$5,000.00	\$300.00	\$1,200.00	\$0.00	\$3,800.00	24%
	Program 611 Total	\$15,049.89	\$90,200.00	\$2,383.26	\$36,888.42	\$0.00	\$53,311.58	41%
2-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-612-010	Township In-Kind Services	\$0.00	\$51,400.00	\$0.00	\$23,994.00	\$0.00	\$27,406.00	47%
2-01-612-020	Township Insurances	\$0.00	\$29,100.00	\$0.00	\$13,744.76	\$0.00	\$15,355.24	47%
2-01-612-030	O/E- Contingencies	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
2-01-612-040	O/E - Licenses & Fees	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
2-01-612-060	O/E - Board Misc	\$0.00	\$1,500.00	\$0.00	\$339.29	\$0.00	\$1,160.71	23%
2-01-612-065	Delivery	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
	Program 612 Total	\$0.00	\$94,600.00	\$0.00	\$38,078.05	\$0.00	\$56,521.95	40%
2-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-017	Founding Era Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-019	Grow With Google Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-021	American Rescue Plan Act 2021	\$0.00	\$0.00	\$2,511.45	\$2,511.45	\$0.00	-\$2,511.45	0%
2-01-613-23	NJ Makers Day	\$0.00	\$500.00	-\$217.40	\$500.00	\$0.00	\$0.00	100%

Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
	Program 613 Total	\$0.00	\$500.00	\$2,294.05	\$3,011.45	\$0.00	-\$2,511.45	602%
	Fund 01 Budget Total	\$108,289.10	\$1,719,070.00	\$121,663.38	\$697,844.58	\$14,232.71	\$1,006,992.71	41%

<u>01</u>	<u>Fund 01</u>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenue:	\$141,972.07	\$146,562.98	\$723,805.04
	Expended:	\$108,289.10	\$121,663.38	\$697,844.58
	Net Income:	\$33,682.97	\$24,899.60	\$25,960.46

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
2-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-020	Display Shelving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-030	New Soft Seating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-185	Tables - Pio Costa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-195	Tables - Adult Section	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
	Program 802 Total	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
2-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-803-170	Landscaping	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-02-803-230	Boiler Controls & HVAC Interface	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-803-250	Architect	\$0.00	\$0.00	\$0.00	\$436.11	\$0.00	-\$436.11	0%
2-02-803-270	Security Cameras - Auditorium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-803-280	HVAC Ventilation Project	\$0.00	\$46,159.40	\$0.00	\$0.00	\$46,159.40	\$0.00	100%
	Program 803 Total	\$0.00	\$47,159.40	\$0.00	\$436.11	\$46,159.40	\$563.89	99%
2-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-804-010	Computer Equipment	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
2-02-804-015	Computer Related Equipment	\$67.00	\$2,500.00	\$0.00	\$135.71	\$0.00	\$2,364.29	5%
	Program 804 Total	\$67.00	\$12,500.00	\$0.00	\$135.71	\$0.00	\$12,364.29	1%
2-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-805-030	Capital Contingency	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%

Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
	Program 805 Total	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
	CAPITAL BUDGET Budget Total	\$67.00	\$69,659.40	\$0.00	\$571.82	\$46,159.40	\$22,928.18	67%

02

CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$0.00	\$0.00	\$0.00
Expended:	\$67.00	\$0.00	\$571.82
Net Income:	-\$67.00	\$0.00	-\$571.82

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$141,972.07	\$146,562.98	\$723,805.04
Expended:	\$108,356.10	\$121,663.38	\$758,808.51
Net Income:	\$33,615.97	\$24,899.60	-\$35,003.47

MONTVILLE TOWNSHIP PUBLIC LIBRARY MAY 2022 PROGRAM ATTENDANCE
June 13, 2022 Board Meeting

LIBRARY SPONSORED PROGRAMS	May 2022	May 2021
Children - Staff Programs		
Story Time & Reading w/ Snacks & Crafts	161	
Grab & Go Bags	30	
Games	15	
Pre-School Visits Outreach & Storytime	117	
Art Explorers	10	
ABC, 123	12	
Kids Book Club	8	
Children - Staff Programs Total	353	318
Children - Paid Presenters		
Move n' Groove w/ Miss Jolie	30	
Michaelangelo Miniature Horse Visit	20	
Family Cooking w/ Chef Theresa	9	
Children - Paid Presenters Total	59	66
Total All Children's Programs	412	384
Young Adults - Staff Programs		
TAB	9	
Grab & Go Craft	34	
Pizza & Movie	14	
Young Adult - Staff Programs Total	57	165
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	57	165
Adult - Staff Programs		
Movie	49	
Book Club	17	
Amy Craft Class	20	
Tech Program with Michael	9	
Knitting	22	
Adult Staff Programs Total	117	52
Adult - Paid Presenters		
Chair Yoga	52	
Montville "U" Lecture & Other Programs	127	
ELL Classes	49	
Tech Classes	69	
Craft Program	16	
Adult - Paid Presenters Total	313	302
Total All Adult Programs	430	354
Library Sponsored Total	899	903
OUTSIDE GROUPS		
Outside Groups Total	0	0
GRAND TOTAL	899	903

May Book Displays
May the 4th Be with you - All ages
Mother's Day - Adults, Young Adults, Children
Teacher Appreciation Week (May 2nd - May 6th) - Children
National Nurse Week (May 6th - May 12th) - All ages
Asian American Pacific Islander Heritage Month - All ages
National Jewish American Heritage Month - All ages
May is Mental Health Awareness Month - All ages
May is National Physical Fitness and Sports Month - Adults
Spring Into A Good Book - Children
National Police Week - May 15th - May 21st - Children
Military Appreciation Month - All ages