

Montville Township Public Library
Board of Trustees Meeting
August 8, 2022
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Ms. Deborah Kozell
Mrs. Dianna Paradise
Mr. Larry Hines
Ms. Deb Nielson
Ms. Linda Peskin
Mayor Frank Cooney
Mr. Charlie Grau
MEMBERS ABSENT
Mr. David Tubbs
Mr. Robert Donohue

Catherine LaBelle, 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 July 18, 2022, Regular session minutes, seconded by Ms. Paradise

Ms. Peskin yes; Ms. Paradise yes; Mayor Cooney yes; Ms. Nielson yes; Ms. Kozell yes; Mr. Hines yes; Mr. Grau 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.

Robert Donohue – Assistant Treasurer

Mr. Donohue absent, no report.

VI Report of Liaisons

Mayor – Mayor Cooney reminded everyone to lock their car and house doors.

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

Committee Reports

Finance: Ms. Peskin stated that the balance sheet, check register and Revenue and Expenses are all in order. Audit report is on for approval and there were no deficiencies.

Personnel: Mr. Grau stated that interviews were conducted and none of the candidates were interested with the salary being offered.

Buildings & Grounds: Ms. Nielson stated that the front doors have been ordered and will arrive around August 15th. The Engineer completed a conceptual plan for the parking lot. The DPW will remove the stairs and concrete in the front of the library.

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

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

Director LaBelle stated that she will be on vacation next week.

VIII. Resolutions/Motions

- A. Resolution to approve the checks numbered 15737 through 15787 dated July 1 to June 31, 2022 in the amount of \$73,231.84.

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

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

- B. Resolution to accept staff salaries for the month of July 2022 in the amount of \$61,391.50

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

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

- C. Resolution to approve the 2021 Audit.

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

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

- D. Resolution to transfer \$1,747.17 from the capital reserve account to the operating account for computer equipment for the Memory Lab.

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

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

IX. Public Comments

None

X. Old Business

None

XI. New Business

None

XII. Executive Session

WHEREAS, the Open Public meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personnel.

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 7:16pm Mr. Grau made a motion seconded by Mayor Cooney that the Library Board adjourn to Executive Session. All in favor

XIV. Open Session

None

XV. Adjournment

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



Director's Report
September 9, 2022

Oceans of Possibilities Summer Reading ended on a high note in August with a wonderful finale including Jack's Petting Zoo and ice cream treats for all 150 attendees. This year the number of people participating in our reading program increased by 29% over 2021 with a combined total of 500 (63 teens, 116 adults, and 321 children). Our participation is up 47% from our last pre-pandemic summer reading program in 2019. The whole staff worked hard to incentivize returning to the building, with a dedicated summer reading table, teen volunteers to assist, and special prizes for in person attendance to make a visit to the library fun for all this summer. Our adult and teen members read 764 books and the kids read for 106,779 total minutes. We held a total of 107 programs this summer with 1438 people attending. This year's new reading log system, created by Michael DeVincenzo, worked perfectly and was easier to use than the software subscription we used previously, making patrons happy and saving the library \$1000.



This month, we welcomed 116 new library users. 7,852 visitors passed through our doors. We shipped 6 boxes to our resale/recycling partners and sent 1,628 items to member libraries. The Circulation team processed 465 new items.

Buildings and Grounds

August is the month for the annual tests and inspections of our security systems. Engineered Security Systems was out to check the fire control panels, power units, alarms and reporting systems for all 31 horns and strobes. Protective Measures inspected and tested the fire sprinkler heads, pipes, valves, backflow preventers and alarms. They did a wet test of the main and system valves. Cain & Sons checked the pressure on all the fire extinguishers.

No deficiencies were reported for any of the systems. A big thank you to Fred Ackerman who met the techs here at the library. They were able to get the noisiest parts of the testing done before we opened. The next step is the Fire Marshall's inspection of the fire systems and the entire building.

After years of discussions and dealing with front door problems, we have new front doors. The Township recommended a great vendor, Automatic Door Systems, and the job was started and completed on time. The doors are easy to lock and unlock and the staff no longer has to deal with daily door problems.

Fred and David Boyle dismantled the broken picnic table on the Horseneck Road side of the building.

In Line completed the boiler room ventilation project. It is now a closed system as recommended by the architects for safety and efficiency.

Nicholas Breiner, Assistant Township Administrator, and John Delgado from AVS security came to see our server room. The Township is installing wireless security cameras in the pavilion and amphitheater and may use our building to house the server.

John Eckert, the locksmith, fixed the lock on the breezeway interior door. He said it should hold awhile but the next time it goes, he will need to replace it.

Finance

The Montville Education Association surprised us with a \$250 donation. We are honored they chose to donate the proceeds from their Dress Down Friday to the Library.

Pam O’Gorman applied for a grant from The New Jersey Council for the Humanities and they awarded us \$500 to use for adult educational programs.

We received a delightful gift from a five-year-old girl who gave the Library the \$81.25 she earned from her two lemonade stand sales.

Our Lakeland \$150,000 CD matures on September 9. We have ten days after that to withdraw the funds without penalty. The Finance Committee will discuss this at their meeting.

The Finance Committee will review the five-year capital purchase schedule to present to the Township in accordance with the Township Agreement.

Marketing and Outreach:

Our most popular newsletters in August were our three technology related emails - Michael’s Tech Update, our Tech for Teens, and list of upcoming technology programs. All had open rates of over 50%.

Risa Skerker visited Kids Connect and Kiddie Academy in August for Storytime. She read back to school themed books to the nursery school kids.

Patron Services:

Adult Programs

In August, the Morris County Parks Commission visited Montville U to discuss the wild coyotes living among us. We learned how they survive in our neighborhoods, amazing facts about their lives and history, and what to do if you encounter a coyote. Master gardener Bill Moran revealed the history and locations of the hundreds of public gardens all around us in Morris County. His talk included descriptions of flora and fauna in the gardens and pictures of each garden.

Our summer movie matinees featured classic movies about authors – *Little Women*, *Capote*, and *The Hours*.

Both the afternoon and evening book clubs enjoyed their selections this month. The groups often suggest reading in a genre outside their usual, so this month they read Ann Patchett's short essay collection [These Precious Days](#). The evening group read [The Plot](#), a literary thriller by Jean Hanff Korelitz, which was fun and suspenseful.

Children's Programs

Summer Reading events this month included a visit from the Camden Aquarium where 35 kids got to touch and learn about starfish, horseshoe crabs and other sea animals and a Family Trivia Night, organized and run by Pam and Amy in which 7 families competed against one another for small prizes and enjoyed pizza. Amy's Tie Dye Tuesdays were just as popular this summer and 40 kids participated in August's event as well as 20 for her last Wacky Wednesday of the summer. Our Edible Art Under the Sea take home craft was enjoyed by 20 children. Miss Jolie visited again, leading 22 kids in song and dance.

The Kids Hybrid Book Club enjoyed reading Dan Gutman's [Mr. Marty Loves a Party!](#) Seven children attended in person and 3 virtually.

Our Babies and Toddlers Too program enjoyed making turtles and singing and dancing along with Baby Shark on the Smart TV. We concluded with a Turtle Craft and parade around the building. 15 Babies and Toddlers attended.

Our Wednesday Evening Outdoor Ice Cream Storytime on August 3rd was quite popular with 28 children attending. We had lots of fun with stories, an ice cream craft and of course ice cream treats!

Jo and Risa also had a Hybrid Back to School Storytime on August 31st. Nine children (4 in person and 5 online) enjoyed listening to books on Back to School, singing "Wheels on the Bus" and making paper bag backpacks.

Teen Programs

In August, Allison organized a Teen Trivia Night, attended by 10, and a Nintendo Switch Tournament that had 12 participants. Ten teens took home Allison's Grab and Go Craft – a Picture Board. Allison has been hard at work scheduling teen volunteer hours through the TAB. Four teens did 20 hours at our Summer Reading Desk and 6 hours at the finale and Amy's Tie Dye Tuesday.

Recently, the quality of new books has declined and new book spines are breaking more quickly. To avoid repurchasing titles newer than one year old when the bindings break, Jo Perez and Selene Yang have brought back repair as part of their circulation duties. In August, Selene and Jo worked together to rebind/repair 27 library books! In addition, Selene recovered 20 more titles that had noticeable deterioration to their protective jackets.

Personnel

Part time Library Assistant Kai Chan resigned in August as his full-time job is taking up more of his time. Kai joined us in January of 2019. I thank Kai for his service to the Library and wish him the best of luck in his future endeavors.

Staff Training/Development

I attended a training session with Library IQ, our collection management software provider. Library IQ has expanded their usage statistics to include electronic materials, making data gathering for our streaming services and eBook/eAudio usage much easier.

Meetings

Aug 10 – Library Management Meeting – Catherine, Walter, Jeanne

Aug 11 – Circulation Dept Mtg – Circ Dept, Walter, Catherine

Aug 25 – Main Finance Committee

Aug 25 – Programs & Services Dept Meeting

Aug 26 – Main Directors Mtg - Catherine

Sept 12 - Library Finance Committee & Board Meeting

Sept 14 – Library Patron Services Committee

Sept 27 – Library Buildings & Grounds & Personnel Committees

Oct 12 – Library Patron Services Committee

Oct 17 – Library Finance Committee & Board Mtg

Oct 25 -- Library Buildings & Grounds & Personnel Committees

Respectfully submitted,

Catherine LaBelle

Director

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	288,215.88	279,495.79
01-100-03	Lakeland - Payroll Account	14,138.46	36,944.18
01-100-04	Lakeland CD Accounts	252,968.82	252,968.82
01-100-08	Lakeland - Capital Reserve	205,265.50	268,479.32
01-100-10	Lakeland - Restricted Donations	36,119.64	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>1,777,363.73</u>	<u>1,851,855.07</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	42,193.00	42,193.00
01-210-00	403B Withholding Payable	1,297.39	0.00
01-211-00	Section 125 Withholding HDV	0.00	38.42-
01-212-00	PERS 414/CINS Withholding	13,667.17	19,399.41
01-213-00	Union Dues	131.24	0.00
01-218-00	Reserve for Encumbrances	55,734.39	111,432.83
01-400-01	Appropriation Reserve	980.38	980.38
	Total Liabilities	<u>114,003.57</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	1,156,981.66	0.00
Less Expenses	<u>1,171,509.37</u>	<u>0.00</u>
Net	<u>14,527.71-</u>	<u>0.00</u>
Total Fund Balance	<u>1,663,360.16</u>	<u>1,677,887.87</u>
Total Liabilities & Fund Balance	<u>1,777,363.73</u>	<u>1,851,855.07</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 15788 to 15864
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
15788	08/31/22	ALA MEM American Library Association	192.00		81
15789	08/31/22	ALISA DU Alisa Dupuy	295.00		81
15790	08/31/22	AUTOMATI Automatic Door Systems, LLC	11,800.00		81
15791	08/31/22	AXIS Axis Enterprises, Inc.	312.00		81
15792	08/31/22	BAKER005 Baker & Taylor	0.00	08/31/22 VOID	0
15793	08/31/22	BAKER005 Baker & Taylor	0.00	08/31/22 VOID	0
15794	08/31/22	BAKER005 Baker & Taylor	0.00	08/31/22 VOID	0
15795	08/31/22	BAKER005 Baker & Taylor	0.00	08/31/22 VOID	0
15796	08/31/22	BAKER005 Baker & Taylor	0.00	08/31/22 VOID	0
15797	08/31/22	BAKER005 Baker & Taylor	0.00	08/31/22 VOID	0
15798	08/31/22	BAKER005 Baker & Taylor	4,433.35		81
15799	08/31/22	BANK OF Bank of America	715.80		81
15800	08/31/22	BH B&H	63.99		81
15801	08/31/22	BIBLIOTH Bibliotheca, LLC	64.07		81
15802	08/31/22	CAINS005 Cain & Sons Fire Equip., Inc.	91.00		81
15803	08/31/22	COLBY B Colby Bernstein	60.00		81
15804	08/31/22	COLBY B Colby Bernstein	60.00		81
15805	08/31/22	DEMCO005 Demco, Inc.	9.90		81
15806	08/31/22	ELECT005 Electronic Office Systems	1,231.76		81
15807	08/31/22	ELIZA005 Elizabeth Johansen	250.00		81
15808	08/31/22	ENGINE005 Engineered Security Systems	880.00		81
15809	08/31/22	EXCEL005 Excellent Building Services	2,516.72		81
15810	08/31/22	FLOTE005 FLO-TECH	177.31		81
15811	08/31/22	FREDM005 Fred Miller Music	350.00		81
15812	08/31/22	FULL EFF Full Effect Productions	325.00		81
15813	08/31/22	GERARD B Gerard Barros	450.00		81
15814	08/31/22	GREGO005 Gregory J. Della Pia	1,000.00		81
15815	08/31/22	HITEC005 HiTech Computer Services LLC	285.00		81
15816	08/31/22	HUGHE005 Hughes Environmental	1,903.50		81
15817	08/31/22	HUGHE005 Hughes Environmental	4,257.00		81
15818	08/31/22	IAN DRAK Ian J. Drake	250.00		81
15819	08/31/22	IN-LINE In-Line Heating & AC Company	42,000.00		81
15820	08/31/22	INGRAM Ingram Library Services	178.84		81
15821	08/31/22	J ECKERT J. Eckert Locksmiths, Inc.	165.00		81
15822	08/31/22	JANWAY Janway Company	205.57		81
15823	08/31/22	JEANN005 Jeanne Ivy	158.43		81
15824	08/31/22	JERSE005 Jersey Central Power & Light	4,905.22		81
15825	08/31/22	JOLIE DE Ants in the Pants, LLC	250.00		81
15826	08/31/22	JOYCE MA Joyce Mandel	100.00		81
15827	08/31/22	JOYCE MA Joyce Mandel	100.00		81
15828	08/31/22	JOYCE MA Joyce Mandel	100.00		81
15829	08/31/22	JOYCE MA Joyce Mandel	100.00		81
15830	08/31/22	KANOPY Kanopy, Inc.	289.00		81
15831	08/31/22	MAINI005 MAIN Library Alliance	210.00		81
15832	08/31/22	MAINI005 MAIN Library Alliance	12,598.47		81
15833	08/31/22	MARIANNE Marianne Ciffer	175.00		81
15834	08/31/22	MARJORIE Marjorie Samuels	175.00		81
15835	08/31/22	MARJORIE Marjorie Samuels	175.00		81
15836	08/31/22	MIDWE005 Midwest Tape LLC	1,066.62		81
15837	08/31/22	MIKHAIL Mikhail Lioznov	150.00		81
15838	08/31/22	NJNAT005 NJ Natural Gas Co.	433.89		81

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
15839	08/31/22	NOTABLES Notables Singers, Inc.	500.00		81
15840	08/31/22	OPTIM005 Optimum	184.94		81
15841	08/31/22	OVERD005 OverDrive, Inc.	1,310.84		81
15842	08/31/22	PITNEY Pitney Bowes Inc	84.99		81
15843	08/31/22	PROTECTI Protective Measures Security	196.00		81
15844	08/31/22	REBECCA Rebecca Mancini	50.00		81
15845	08/31/22	REBECCA Rebecca Mancini	50.00		81
15846	08/31/22	RIVISTAS Rivistas Subscription Services	5,383.16		81
15847	08/31/22	SHARON R Sharon S. Rogovin	100.00		81
15848	08/31/22	SHARON R Sharon S. Rogovin	100.00		81
15849	08/31/22	SHARON R Sharon S. Rogovin	100.00		81
15850	08/31/22	SHARON R Sharon S. Rogovin	100.00		81
15851	08/31/22	SOMERSET Somerset County Park Comm	90.00		81
15852	08/31/22	STAPL005 Staples Advantage	146.72		81
15853	08/31/22	SUNRI005 Sunrise ShopRite	58.90		81
15854	08/31/22	SWEETICE Sweet Ice Queen, LLC	320.00		81
15855	08/31/22	SYNCB005 SYNCB/AMAZON	954.54		81
15856	08/31/22	TECHN005 Technology Integrators	125.00		81
15857	08/31/22	TECHN005 Technology Integrators	125.00		81
15858	08/31/22	TECHN005 Technology Integrators	125.00		81
15859	08/31/22	THE ATLA The Atlantic	69.99		81
15860	08/31/22	TOWNS005 Township of Montville	8,901.21		81
15861	08/31/22	ULINE Uline	68.25		81
15862	08/31/22	VERI0010 VERIZON	518.66		81
15863	08/31/22	VERI0015 Verizon	49.68		81
15864	08/31/22	WICK Wick Services, Inc.	150.00		81

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	71	6	115,372.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>71</u>	<u>6</u>	<u>115,372.32</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	499.94	0.00	0.00	499.94
CAPITAL BUDGET	1-02	<u>68.25</u>	<u>0.00</u>	<u>0.00</u>	<u>68.25</u>
	Year Total:	568.19	0.00	0.00	568.19
	2-01	57,893.02	0.00	1,915.62	59,808.64
CAPITAL BUDGET	2-02	<u>54,995.49</u>	<u>0.00</u>	<u>0.00</u>	<u>54,995.49</u>
	Year Total:	112,888.51	0.00	1,915.62	114,804.13
	Total Of All Funds:	<u>113,456.70</u>	<u>0.00</u>	<u>1,915.62</u>	<u>115,372.32</u>

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: 08/31/22
 Current Period: 08/01/22 to 08/31/22
 Prior Year: 08/01/21 to 08/31/21

<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	\$490.51	\$5,000.00	\$346.64	\$2,711.52	-\$2,288.48	54%
2-01-401-03	Copier Income	\$23.10	\$500.00	\$40.10	\$300.85	-\$199.15	60%
2-01-401-05	Computer Print Outs Income	\$147.12	\$1,200.00	\$162.75	\$1,283.84	\$83.84	107%
2-01-401-07	Township Income	\$139,739.75	\$1,718,033.00	\$143,169.42	\$1,145,355.36	-\$572,677.64	67%
2-01-401-09	Lost Items	\$40.00	\$1,000.00	\$85.99	\$1,452.16	\$452.16	145%
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	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00	0%
2-01-401-15	Interest Income	\$51.99	\$1,000.00	\$62.03	\$458.78	-\$541.22	46%
2-01-401-16	Lost Cards	\$17.00	\$150.00	\$4.00	\$72.40	-\$77.60	48%
2-01-401-18	Disks/Faxes	\$7.00	\$200.00	\$1.00	\$56.00	-\$144.00	28%
	401 Total	\$140,516.47	\$1,738,897.00	\$143,871.93	\$1,151,695.91	-\$587,201.09	66%
2-01-402-30	Restricted Contributions	\$331.32	\$4,000.00	\$831.25	\$2,774.30	-\$1,225.70	69%
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	\$0.00	\$2,511.45	\$0.00	100%
2-01-402-75	NJ Makers Day	\$0.00	\$500.00	\$0.00	\$0.00	-\$500.00	0%
2-01-402-85	Blue Foundry Foundation	\$0.00	\$500.00	\$0.00	\$0.00	-\$500.00	0%
	402 Total	\$331.32	\$7,511.45	\$831.25	\$5,285.75	-\$2,225.70	70%
	Fund 01 Revenue Total	\$140,847.79	\$1,746,408.45	\$144,703.18	\$1,156,981.66	-\$589,426.79	66%

<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	\$55,572.58	\$842,570.00	\$90,535.82	\$538,747.43	\$0.00	\$303,822.57	64%
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	\$4,392.26	\$69,300.00	\$7,355.65	\$44,137.93	\$0.00	\$25,162.07	64%

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>
2-01-601-110	Health Benefits Expense	\$0.00	\$124,000.00	\$6,822.43	\$60,757.60	\$0.00	\$63,242.40	49%
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	\$2,475.10	\$0.00	\$924.90	73%
	601 Total	\$59,964.84	\$1,143,370.00	\$104,713.90	\$743,249.06	\$0.00	\$400,120.94	65%
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	\$3,060.40	\$31,000.00	\$2,201.91	\$17,205.12	\$3,841.93	\$9,952.95	68%
2-01-602-030	Adult BOCD	\$286.64	\$2,500.00	\$146.04	\$1,399.15	\$0.00	\$1,100.85	56%
2-01-602-040	Adult DVD	\$466.59	\$10,000.00	\$342.30	\$3,860.80	\$173.97	\$5,965.23	40%
2-01-602-050	Adult eBooks	\$1,006.20	\$7,500.00	\$629.23	\$3,336.21	\$101.25	\$4,062.54	46%
2-01-602-060	Adult eAudio	\$559.59	\$5,000.00	\$707.64	\$2,208.32	\$5.09	\$2,786.59	44%
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	\$64.95	\$11,000.00	\$5,327.79	\$8,331.64	\$0.00	\$2,668.36	76%
2-01-602-110	Games	\$0.00	\$5,000.00	\$178.84	\$601.34	\$455.90	\$3,942.76	21%
2-01-602-120	J Books	\$2,458.79	\$27,000.00	\$1,743.49	\$12,404.01	\$3,252.89	\$11,343.10	58%
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	\$103.70	\$1,500.00	\$122.74	\$951.58	\$236.44	\$311.98	79%
2-01-602-150	J eBooks	\$112.45	\$1,500.00	\$0.00	\$38.52	\$0.00	\$1,461.48	3%
2-01-602-160	J eAudio	\$67.27	\$1,000.00	\$32.04	\$32.04	\$0.00	\$967.96	3%
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	\$548.79	\$8,600.00	\$155.09	\$4,019.65	\$369.57	\$4,210.78	51%
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	\$60.10	\$1,000.00	\$6.00	\$6.00	\$0.00	\$994.00	1%
2-01-602-220	Young Adults eAudio	\$40.82	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-230	Streaming	\$839.86	\$11,000.00	\$1,051.25	\$8,863.96	\$0.00	\$2,136.04	81%
	602 Total	\$9,676.15	\$129,600.00	\$12,644.36	\$63,953.34	\$8,437.04	\$57,209.62	56%
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	\$770.00	\$13,500.00	\$3,359.28	\$11,546.69	\$1,150.52	\$802.79	94%

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	\$920.00	\$5,500.00	\$896.48	\$3,525.39	\$727.00	\$1,247.61	77%
2-01-603-250	Summer Reading / Reading Programs	\$80.45	\$5,000.00	\$495.00	\$5,726.61	\$80.00	-\$806.61	116%
2-01-603-260	Museum Passes	\$0.00	\$3,500.00	\$0.00	\$3,075.00	\$0.00	\$425.00	88%
2-01-603-270	Programs YA	\$0.00	\$2,500.00	\$176.61	\$1,828.37	\$41.92	\$629.71	75%
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	\$0.00	\$4,500.00	\$375.00	\$2,250.00	\$0.00	\$2,250.00	50%
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%
	603 Total	\$1,770.45	\$36,500.00	\$5,302.37	\$27,952.06	\$1,999.44	\$6,548.50	82%
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	\$1,100.81	\$11,500.00	\$280.16	\$5,730.42	\$1,151.57	\$4,618.01	60%
2-01-604-070	Postage - Supplies	\$217.00	\$1,000.00	\$0.00	\$200.00	\$0.00	\$800.00	20%
2-01-604-080	Freight-Shipg (Non-Collection)	\$23.20	\$1,000.00	\$172.89	\$1,556.64	\$0.00	-\$556.64	156%
	604 Total	\$1,341.01	\$13,500.00	\$453.05	\$7,487.06	\$1,151.57	\$4,861.37	64%
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	\$0.00	\$1,000.00	\$0.00	\$199.50	\$0.00	\$800.50	20%
2-01-605-060	PR - Materials	\$0.00	\$600.00	\$517.57	\$517.57	\$0.00	\$82.43	86%
2-01-605-070	Staff/Volunteer Recognition	\$0.00	\$1,000.00	\$0.00	\$443.94	\$0.00	\$556.06	44%
	605 Total	\$0.00	\$2,600.00	\$517.57	\$1,161.01	\$0.00	\$1,438.99	45%
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	\$210.00	\$2,015.27	\$0.00	\$3,584.73	36%
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	\$192.00	\$242.00	\$0.00	\$958.00	20%
2-01-606-050	Conference Travel	\$0.00	\$2,500.00	\$0.00	\$115.88	\$0.00	\$2,384.12	5%
	606 Total	\$0.00	\$9,700.00	\$402.00	\$2,373.15	\$0.00	\$7,326.85	24%
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	\$0.00	\$42,000.00	\$4,905.22	\$39,268.01	\$0.00	\$2,731.99	93%
2-01-607-030	Utilities - Gas	\$337.34	\$15,000.00	\$433.89	\$11,877.39	\$0.00	\$3,122.61	79%

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>
2-01-610-010	Color Copy Usage	\$0.00	\$2,000.00	\$171.73	\$630.37	\$0.00	\$1,369.63	32%
2-01-610-020	Copier Usage B&W	\$0.00	\$1,000.00	\$5.58	\$454.20	\$0.00	\$545.80	45%
	610 Total	\$0.00	\$3,000.00	\$177.31	\$1,084.57	\$0.00	\$1,915.43	36%
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	\$4,500.00	\$0.00	\$500.00	90%
2-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$1,000.00	\$8,000.00	\$0.00	\$3,000.00	73%
2-01-611-030	MAIN Assessment	\$13,131.15	\$50,400.00	\$12,598.47	\$50,393.94	\$0.00	\$6.06	100%
2-01-611-070	Computer Support & Service	\$0.00	\$4,000.00	\$285.00	\$809.01	\$0.00	\$3,190.99	20%
2-01-611-100	Web Site Maintenace	\$62.32	\$500.00	\$0.00	\$256.05	\$0.00	\$243.95	51%
2-01-611-150	Legal	\$0.00	\$2,500.00	\$0.00	\$200.00	\$0.00	\$2,300.00	8%
2-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$250.00	\$1,750.00	\$0.00	\$1,250.00	58%
2-01-611-260	Payroll Service Fee	\$639.05	\$8,000.00	\$663.56	\$5,553.54	\$0.00	\$2,446.46	69%
2-01-611-320	Other Professional Services	\$19.30	\$800.00	\$0.00	\$120.00	\$0.00	\$680.00	15%
2-01-611-350	ELL Teacher	\$0.00	\$5,000.00	\$0.00	\$1,200.00	\$0.00	\$3,800.00	24%
	611 Total	\$15,018.48	\$90,200.00	\$14,797.03	\$72,782.54	\$0.00	\$17,417.46	81%
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	\$35,991.00	\$0.00	\$15,409.00	70%
2-01-612-020	Township Insurances	\$0.00	\$29,100.00	\$0.00	\$20,617.14	\$0.00	\$8,482.86	71%
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	\$8.18	\$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%
	612 Total	\$8.18	\$94,600.00	\$0.00	\$56,947.43	\$0.00	\$37,652.57	60%
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	\$2,511.45	\$0.00	\$2,511.45	\$0.00	\$0.00	100%
2-01-613-23	NJ Makers Day	\$0.00	\$500.00	\$0.00	\$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>
2-01-613-25	Blue Foundry Foundation	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
	613 Total	\$0.00	\$3,511.45	\$0.00	\$3,011.45	\$0.00	\$500.00	86%
	Fund 01 Budget Total	\$99,920.35	\$1,722,081.45	\$156,454.67	\$1,086,003.52	\$19,532.05	\$616,545.88	64%

01	Fund 01	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenue:	\$140,847.79	\$144,703.18	\$1,156,981.66
	Expended:	\$99,920.35	\$156,454.67	\$1,086,003.52
	Net Income:	\$40,927.44	-\$11,751.49	\$70,978.14

<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	\$331.16	\$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%
	802 Total	\$331.16	\$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%
2-02-803-220	Doors & Locks	\$0.00	\$11,800.00	\$11,800.00	\$11,800.00	\$0.00	\$0.00	100%
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	\$42,000.00	\$42,000.00	\$4,159.40	\$0.00	100%
	803 Total	\$0.00	\$58,959.40	\$53,800.00	\$54,236.11	\$4,159.40	\$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	\$774.86	\$10,000.00	\$0.00	\$1,033.79	\$0.00	\$8,966.21	10%
2-02-804-015	Computer Related Equipment	\$0.00	\$2,500.00	\$0.00	\$135.71	\$0.00	\$2,364.29	5%
2-02-804-060	Memory Lab Equipment	\$0.00	\$0.00	\$1,195.49	\$5,620.60	\$750.75	-\$6,371.35	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>
	804 Total	\$774.86	\$12,500.00	\$1,195.49	\$6,790.10	\$750.75	\$4,959.15	60%
2-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-805-030	Capital Contingency	\$7,109.68	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
	805 Total	\$7,109.68	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
	CAPITAL BUDGET Budget Total	\$8,215.70	\$81,459.40	\$54,995.49	\$61,026.21	\$4,910.15	\$15,523.04	81%

02

CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$0.00	\$0.00	\$0.00
Expended:	\$8,215.70	\$54,995.49	\$61,026.21
Net Income:	-\$8,215.70	-\$54,995.49	-\$61,026.21

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$140,847.79	\$144,703.18	\$1,156,981.66
Expended:	\$108,136.05	\$211,450.16	\$1,171,471.93
Net Income:	\$32,711.74	-\$66,746.98	-\$14,490.27

MONTVILLE TOWNSHIP PUBLIC LIBRARY AUGUST 2022 PROGRAM ATTENDANCE
September 12, 2022 Board Meeting

LIBRARY SPONSORED PROGRAMS	Aug 2022	Aug 2021
Children - Staff Programs		
Story Time - Ice Cream, Snacks & Crafts	141	
Tie Dye Tuesday	40	
Games	48	
Babies & Toddlers	15	
Messy Munchkins	18	
Wacky Wednesdays	20	
ABC 123!	22	
Pre-School Visits Outreach & Storytime	69	
Kids Book Club	10	
Family Night- Trivia & Prizes	20	
Children - Staff Programs Total	403	469
Children - Paid Presenters		
Move n' Groove w/ Miss Jolie	22	
Camden Aquarium Live Animal Program	35	
Create Edible Art	20	
Petting Zoo & Ice Cream Summer Reading Finale	150	
Children - Paid Presenters Total	227	60
Total All Children's Programs	630	529
Young Adults - Staff Programs		
Switch Tournament & Pizza	12	
Grab & Go Craft Bags	10	
Teen Trivia & Pizza Party	11	
Young Adult - Staff Programs Total	33	0
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	33	0
Adult - Staff Programs		
Movies	42	
Book Club	16	
Knitting	25	
Adult Staff Programs Total	83	87
Adult - Paid Presenters		
Chair Yoga	35	
Montville "U" Lecture & Other Programs	68	
Adult - Paid Presenters Total	103	118
Total All Adult Programs	186	205
Library Sponsored Total	849	734
OUTSIDE GROUPS		
Outside Groups Total	0	
GRAND TOTAL	849	734

August Book Displays
Oceans of Possibilities - Adults, Young Adults, Children
Beach Reads - Adults, Young Adults, Children
Frankenstein's Birthday - Adults, Children
August is National Golf Month - Adults
Back to School - Children
Travel with an Audio Book - Adults, Children
National Dog Month - Adults, Children
In Memoriam - Stuart Woods - Adults
Staff Picks - Adults, Young Adults, Children
LibraryReads - Adults
NYTimes Bestsellers - Adults, Young Adults, Children
