

Montville Township Public Library
Board of Trustees Meeting
Minutes of June 10, 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
Ms. Linda Peskin
Ms. Deb Nielson
Mr. Charles Grau
Mrs. Dianna Paradise
Mr. Robert Donohue
Mr. David Tubbs
<i>MEMBERS ABSENT</i>
Dr. Sunil Shah
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

Mr. Grau made a motion to approve the May 13, 2024 regular session minutes, seconded by Ms. Paradise

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

Mr. Grau made a motion to approve the May 13, 2024 Executive session minutes, seconded by Ms. Paradise

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; Mr. Donohue yes; Mr. Tubbs abstained; 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.

Robert Donohue – Assistant Treasurer

Mr. Donohue absent, no report.

VIII. Report of Liaisons

Mayor – Mayor Kayne absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs thanked the staff for the work they did to launch the Summer Reading program. Graduation for Lazar will be held on June 19th and the High school on June 20th.

IX. Reports of Committees

Finance: Ms. Peskin stated the Committee met this evening. The budget is currently at 42%. The Balance sheet and list of Revenue and Expenditures are in order. The Capital accounts are updated. Walter received a check for \$2500 for tuition reimbursement.

Personnel – Mr. Grau had no report.

Buildings & Grounds: Ms. Nielson stated that the committee met with a representative from Boswell Engineering regarding the lighting project. Two proposals have been received, one for \$16,000 and one for \$19,000. The Library Board will need to put \$20,000 into the budget to pay for a consultant. The Project will likely cost around \$100,000. The new lighting will have a lifespan of 25-30 years. They are hoping to salvage the poles.

Patron Services/Technology: Mr. Donohue stated that the Committee will meet on Wednesday.

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

XI. Resolutions/Motions

A. Resolution to approve the checks numbered 17157 through 17203 dated May 1 to May 31, 2024 in the amount of \$36,283.83.

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

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

B. Resolution to accept staff salaries for the month of May 2024 in the amount of \$65,603.08.

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

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

XII. Public Comments

None

XIII. Old Business

None

XIV. New Business

None

XV. Executive Session

None

XVI. Open Session

None

XVII. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:09pm.



Director's Report

July 5, 2024

Summer adventures began at the Library in June with the kick-off to our Summer Reading Program and the much-anticipated revamp of the children's area. Despite the blazing heat, over 200 visitors enjoyed our Summer Reading Carnival on June 22nd, playing corn hole toss, Kerplunk!, and life size Jenga and Connect Four. Our 25 TAB



volunteers helped set up, played games with the kids, and manned the craft tables, assisting the children with sand art, bracelet and button making. Thanks to Amy Resnikoff for planning another fun event, and to Risa Skerker and Jo Perez for helping to realize the vision. Staff members Janina Bartman, Sue Leung, Bobby Dillon, Pam O'Gorman, Tracy Abouliem, Erica Lavista, Karen Rotter, and Kaiti Tirch dealt with the increased desk traffic and summer registrations with a smile.

Thus far, we have 208 registered children, 40 teens, and 54 adults. Reading logging began July 1. We will have TAB volunteers help people log their reading at our Summer Reading Table throughout the summer. Upcoming children's events include a petting zoo, Minecraft scavenger





hunt, and a Zoophoria reptile show. Adults will enjoy adventure themed movies, Montville summer “U” lectures, with lighter and more summer friendly topics, and weekly prize drawings. The teens created bendable Adventures Buddies to take along on their summer trips, and pictures will be posted throughout the summer on the Library’s social media accounts. Thanks to Pam O’Gorman we will collect canned goods for the Kiwanis Food Pantry as part of the reading program.

Our more spacious and kid friendly children’ area is open and being used by our community. Creative Library Concepts completed furniture, carpet, and shelving installation and removed the old reference desk. The staff worked hard for many days to shift and resshelf hundreds of books to accommodate the new design plan. The space looks bright and open just as we’d hoped. Sight lines to our bulletin board have improved and there will be plenty of open space for story time out on the floor.



This month we welcomed 104 new library users and have registered 489 in total in 2024. 8,425 visitors passed through our doors. We sent 10 boxes to our resale/recycle vendor Better World Books while sending 1,203 items to member libraries. The Circulation team processed 330 new items and mended 18 existing items.

Buildings and Grounds

The HVAC controls and mechanicals got us comfortably through the heat wave. The system proved resilient when a windstorm knocked out power for several hours. The interface, controls and mechanicals came back as soon as power was restored. We renewed our service agreement for preventive maintenance with Hughes Environmental Engineering for \$19,044, payable \$4,761 per quarter, from July 1, 2024 to June 30, 2025. This represents a 5% increase over the previous year.

Finance

Wielkocz and Company auditor, Nicole Donadio, spent a day here examining 2023 purchase orders, payroll registers, tax filings, grants and contracts to make sure they accurately reflect the financial statements. The main objective of the audit is to obtain assurance that the 79 financial statements we sent them are free from error. Ms. Donadio will send a draft soon. When the audit is completed and approved by the Board the accountant will file IRS Form 990.

Last month I submitted a request to the Montville Literacy Foundation Officers for a \$3,500 grant to fund the 2024-2025 ELL semesters. Foundation Treasurer Rebecca Holecko delivered the check on June 25th.

Marketing and Outreach:

Amy Resnikoff visited the elementary schools to publicize our Summer Reading Program and get the kids excited to read books, attend events, and win prizes.

Our most opened emails for June were about our mini book sale, our June movie series, Children's room update, and summer reading.

The Patch gave us a nice write-up on our butterfly release on June 15 and on our summer reading kick-off and Children's area refresh.

Risa's Outreach this month included all 4 schools - Kids Connect, (30 children), Millie's House (25), Kiddie Academy (25), and Fun Time Kids Academy 2 (35). The kids had fun reading stories and singing songs about the beginning of summer and graduation.

Patron Services:

Another June highlight was our June 8th Mini Book Sale organized and run by Amy Resnikoff which brought in donations of \$922. Amy collected and organized the books on carts. The weather cooperated and allowed for an outdoor sidewalk book sale. It was a huge amount of work and a big success. Kudos to Amy.

Adult programs

June was a successful end to our Spring Adult program season! This month featured an "Armchair Art Talk" about Paul Cezanne by Mike Norris. He is a former member of the Metropolitan Museum of Art's adult education staff. Charles Clarkson, Esq, of the Senior Medicare Patrol of New Jersey, gave an informative talk about Medicare and how to avoid Medicare scams & fraud. A Master Gardener from the Rutgers Master Gardener program gave a very well-attended talk entitled "What's Eating My Plants & Vegetables".

Virtual offerings this month included an informative talk on Wills, Trusts & Estates by Morris County Surrogate Heather Darling, Esq., a look back at Macy's Flower Shows through the years, and an explanation of Cryptocurrency Basics by Arlene Ferris-Waks, Director, Complaints and Investor Outreach of the New Jersey Bureau of Securities in the Office of the New Jersey Attorney General.

Chair Yoga and Qi Gong are going strong and registrations always fill up immediately after posting, as does Amy's monthly arts and crafts class. In June, we continued our Friday afternoon series of Canasta & Mahjong Open Play.

Pam O’Gorman arranged four of June’s programs at no cost to the library. Her skillful management of the adult programs budget allows us to enjoy a diverse array of both fascinating paid programs and compelling free events.

For June Pride Month, the Adult Afternoon and Adult Evening Book Club read, *Mad Honey* by Jodi Picoult and Jennifer Finney Boylan. This was a very compelling story that dealt with domestic violence and transgendered youth. Both groups enjoyed this book that explores the strength of love and acceptance. The Adult Afternoon Book Club has new members joining us each month for a total of 18 members in June. The Evening Book Club also attracts new readers with 8 members joining us this month.

Jo’s Knitting and Crocheting group had 36 in attendance for the month. Everyone enjoyed making fun sweaters and hats.

For Memory Lab appointments, we had five people use the service. A new DVD player was purchased for the Memory Lab to help transfer home movies.

The Library of Things circulated many outdoor games this month. The statistics were Equipment 31, Games and Toys 69, Miscellaneous 2, and Museum Passes 13 for a total of 115.

ELL had a final makeup class on June 3 which 6 attended. Our instructor Norma Pravec will return in mid-September for our new fall semester.



Children’s Programs

The butterfly release on June 15th was a success – all 6 butterflies made it from caterpillars to chrysalis to adults, fed on a diet of orange slices, and were released outside to the delight of a captive audience of 30 excited children and adults.

Jo Perez and Risa Skerker planned another varied and creative slate of story times in June. These included a cupcake-themed event with 22 kids reading “If You Give a Cat a Cupcake” and making cupcake crafts using tissue paper, and one with a farmyard animal motif where 29 children danced and clucked their way through the stories and created paper sheep, cows, pigs, and horses. Elif Kitziltan filled in for our Saturday morning story time, celebrating Father’s Day with stories and helping the kids made cards for their dads.

Other June clubs, classes, and activities included Yoga, where 17 children learned new poses, played games, and read books, and music themed Bouncing Babies, Play-Doh hour for 16, Legos with a ship and tall building theme with 10 in attendance, and Messy Munchkins where 20 toddlers created a puzzle piece picture with a Father’s Day theme. Amy’s ABC, 123 covered the letter “I” and an ice cream craft.

In Risa’s new Diamond Painting Book Club for tweens, seven children in grades 3-5 had had a fun discussion about *The Losers Club* by Andrew Clement, a wonderful book about the love of reading. The children also enjoyed making diamond painting stickers.

Miss Jolie brought in a crowd of 50 kids with songs, dancing, and bubbles.

Fourteen elementary-aged kids experimented with yarn art, drawing a simple object on cardboard, and filling it in with yarn swirls.

YA Programs

Twenty-two TAB members attended our last meeting of the school year on June 6. They discussed summer volunteer opportunities for the Teen Summer Programs. The teens enjoyed making their Adventure Buddies with Jo out of yarn, straws, and pipe cleaners to kick off teen summer reading. We served pizza and snacks to thank everyone for a terrific TAB school year. The TAB members are very dedicated and instrumental in helping us with our programs throughout the school year.





On Friday, June 14th we celebrated National Strawberry Day with 24 teens and a few adults joining in on the fun for Make Your Own Strawberry Shortcake complete with whipped cream.

Personnel

Mary Grace, Walter, Jeanne and I completed the mid-year staff performance evaluations.

Staff Development

During the days the Library was closed for the Township July 4th celebration, the staff had two days of training. On the first day, we were joined by presenter Carina Gonzales, librarian and professional designer, for two sessions that focused on improving our computer skills in applications we use at work. The first session was on the Google Suite of products including, Mail, Calendar, Sheets, Forms, and Slides. The second presentation was on Canva where we learned each facet of this application to help the staff improve the design of our flyers, slideshows, social media posts, and signs. In the afternoon, Amy led us in a team building adult craft, making trinket dishes out of polymer clay. On the second day, Readers' Advisory specialist Becky Spratford led us in two sessions designed to improve our book talks and reading suggestions with patrons. Often it is the front line staff, from pages to library assistants to librarians who are asked for reading suggestions by our patrons. These sessions aimed to increase confidence in talking about and suggesting books to patrons and gave helpful tips on appeal terminology, or just what it is (more often not the plot) that makes a book interesting or compelling to readers. We also came away with ideas for book displays

and social media posts that highlight readers advisory and include the entire staff. The cost of Thursday's sessions were covered by a grant from LibraryReads.

From June 28-July 2, I attended the American Library Association Conference in San Diego. I sat-in on 14 sessions on upcoming published books, artificial intelligence, grant applications, censorship, PR, public services, and trends in libraries. A detailed report will be included in next week's MTPL update.

Technology

Technology offerings this month included classes on "Mobile Payment Apps - What They Are & How to Use Them", "Smart Phone Camera Tutorial: Take Better Pictures on Your Vacation", "Windows 10 Basics," and "Learn to Use Libby & hoopla".

In June, Bobby Dillon taught Windows 10 Basics Parts 1 and 2. Five people attended both sessions. The group consisted of returning patrons and newcomers to the tech classes.

Meetings

June 13 - Township Dept Head Meeting – Catherine

June 14 - Management Mtg – Catherine, Mary Grace, Jeanne, Walter, Janina

June 18 - MAIN Technical Services Advisory Group Mtg - Walter, Nilufer, Sue

June 18 - Circulation Department Meeting - Walter, Catherine, Circ staff

June 24 – Main Directors Meeting - Catherine

June 28 – July 2 – ALA Conference – Catherine

May 21 – Main Circ AG Meeting - Walter, Nilufer, Sue, Anjana

July 23 – Library Buildings & Grounds & Personnel Cmtes

Aug 12 - Library Board & Finance Committee Meetings

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 06/30/24

2024

2023

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	283,566.63	234,093.15
01-100-03	Lakeland - Payroll Checking	72,602.77	70,274.88
01-100-04	Lakeland - Operating CD - 0991	77,696.83	77,696.83
01-100-05	Lakeland - Capital Reserve CD	102,948.93	102,948.93
01-100-06	Lakeland - Operating CD - 0990	77,696.83	77,696.83
01-100-07	Lakeland - Capital Reserve CD - 0994	150,000.00	150,000.00
01-100-08	Lakeland - Capital Reserve Checking	106,993.22	304,836.75
01-100-10	Lakeland - Donations Checking	45,601.01	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	151,000.00	0.00
	Total Assets	<u>2,048,761.65</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	572.12	4,097.56
01-218-00	Reserve for Encumbrances	14,048.15	47,742.17
01-400-01	Appropriation Reserve	<u>2,559.93</u>	<u>2,154.26</u>
	Total Liabilities	77,229.20	114,042.99

01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	<u>639,574.01</u>	<u>639,574.01</u>
	Total	1,927,958.30	1,927,958.30

	Revenue	965,071.72	0.00
	Less Expenses	<u>921,497.57</u>	<u>0.00</u>
	Net	<u>43,574.15</u>	<u>0.00</u>
	Total Fund Balance	<u>1,971,532.45</u>	<u>1,927,958.30</u>
	Total Liabilities & Fund Balance	<u>2,048,761.65</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17204 to 17248
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
17204	06/30/24	AMAZON Amazon Capital Services, Inc.	205.95		103
17205	06/30/24	AMYRE005 Amy Resnikoff	41.52		103
17206	06/30/24	BAKER005 Baker & Taylor	0.00	06/30/24 VOID	0
17207	06/30/24	BAKER005 Baker & Taylor	0.00	06/30/24 VOID	0
17208	06/30/24	BAKER005 Baker & Taylor	0.00	06/30/24 VOID	0
17209	06/30/24	BAKER005 Baker & Taylor	3,114.77		103
17210	06/30/24	BANK OF Bank of America	0.00	06/30/24 VOID	0
17211	06/30/24	BANK OF Bank of America	673.58		103
17212	06/30/24	BRIST005 Bristol ID Technologies	1,015.00		103
17213	06/30/24	CATHERI Catherine LaBelle	2,237.13		103
17214	06/30/24	COLBY B Colby Bernstein	60.00		103
17215	06/30/24	COMMERC Commercial Interiors Direct	848.00		103
17216	06/30/24	CREA CLC Creative Library Concepts	10,859.03		103
17217	06/30/24	DIRECT Direct Energy Business	2,560.39		103
17218	06/30/24	DIVERSIF Diversified Security	599.40		103
17219	06/30/24	ELIZA005 Elizabeth Johansen	250.00		103
17220	06/30/24	EXCELO05 Excellent Building Services	2,516.72		103
17221	06/30/24	FLOTE005 FLO-TECH	266.41		103
17222	06/30/24	GREGO005 Gregory J. Della Pia	1,000.00		103
17223	06/30/24	IFPTE005 IFPTE	88.00		103
17224	06/30/24	JERSE005 Jersey Central Power & Light	1,455.92		103
17225	06/30/24	JO Z PER Jo A Perez	27.48		103
17226	06/30/24	JOLIE DE Ants in the Pants, LLC	300.00		103
17227	06/30/24	KANOPY Kanopy, Inc.	232.00		103
17228	06/30/24	LIBRARYM Library Market	1,500.00		103
17229	06/30/24	MAINI005 MAIN Library Alliance	12,758.83		103
17230	06/30/24	MAINI005 MAIN Library Alliance	44.78		103
17231	06/30/24	MAXWELL Maxwell H. Weinstein	150.00		103
17232	06/30/24	MEDIA Media Technologies	37,100.35		103
17233	06/30/24	MICHAEL Michael A. Cerone, Jr., Esq.	116.67		103
17234	06/30/24	MIDWE005 Midwest Tape LLC	768.95		103
17235	06/30/24	NJNAT005 NJ Natural Gas Co.	459.95		103
17236	06/30/24	OVERD005 OverDrive, Inc.	0.00	06/30/24 VOID	0
17237	06/30/24	OVERD005 OverDrive, Inc.	1,381.38		103
17238	06/30/24	STAPL005 Staples Advantage	476.41		103
17239	06/30/24	SUNRI005 Sunrise ShopRite	504.57		103
17240	06/30/24	SYNCB005 Amazon Capital Services	9.24		103
17241	06/30/24	THE ATLA The Atlantic	74.95		103
17242	06/30/24	THE MUSE The Museum of Modern Art	1,500.00		103
17243	06/30/24	TOWNS005 Township of Montville	10,537.00		103
17244	06/30/24	TUSCANY Tuscany Villa Ristorante	100.00		103
17245	06/30/24	UGI ENER UGI Energy Services, LLC	9.02		103
17246	06/30/24	ULINE Uline	46.50		103
17247	06/30/24	WALLABY Wallaby Tales	365.00		103
17248	06/30/24	WALTER walter Clark	160.80		103

Check #	Check Date	Vendor	Amount Paid		Reconciled/Void	Ref Num
17248 Walter Clark						
Continued						
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		40	5	96,415.70	0.00
	Direct Deposit:		<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
	Total:		<u>40</u>	<u>5</u>	<u>96,415.70</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	1,526.91	0.00	0.00	1,526.91
	4-01	43,445.46	0.00	2,635.95	46,081.41
CAPITAL BUDGET	4-02	48,807.38	0.00	0.00	48,807.38
Year Total:		92,252.84	0.00	2,635.95	94,888.79
Total of All Funds:		93,779.75	0.00	2,635.95	96,415.70

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes
 Budget Account Range: First to Last Include Non-Budget: No
 Print Zero YTD Activity: No Year To Date As Of: 06/30/24
 Current Period: 06/01/24 to 06/30/24
 Prior Year: 06/01/23 to 06/30/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	492.70	4,500.00	393.07	2,762.64	1,737.36-	61
4-01-401-03	Copier Income	36.25	500.00	29.31	255.66	244.34-	51
4-01-401-05	Computer Print Outs Income	127.35	2,000.00	128.05	1,145.44	854.56-	57
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	955,132.50	955,132.50-	50
4-01-401-09	Lost Items	139.80	1,750.00	188.00	738.92	1,011.08-	42
4-01-401-10	State Aid Income	0.00	12,400.00	0.00	0.00	12,400.00-	0
4-01-401-11	Miscellaneous Income	0.00	0.00	0.00	50.53	50.53	0
4-01-401-15	Interest Income	57.46	700.00	43.61	339.81	360.19-	49
4-01-401-16	Lost Cards	12.00	120.00	12.00	64.00	56.00-	53
4-01-401-18	Disks/Faxes	17.00	30.00	0.00	2.00	28.00-	7
	401 Total	149,815.64	1,932,265.00	159,982.79	960,491.50	971,773.50-	50
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	1,805.59	5,000.00	520.20-	1,780.22	3,219.78-	36
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	0.00	3,500.00-	0
	402 Total	1,805.59	8,500.00	520.20-	4,580.22	3,919.78-	54
	01 Fund 01 Revenue Total	151,621.23	1,940,765.00	159,462.59	965,071.72	975,693.28-	50

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	63,509.68	940,000.00	66,602.69	421,849.42	0.00	518,150.58	45
4-01-601-100	Taxes/FICA/UE	5,187.05	76,400.00	5,718.94	36,838.73	0.00	39,561.27	48
4-01-601-110	Health Benefits Expense	8,813.37	162,500.00	5,441.05	43,524.04	0.00	118,975.96	27
4-01-601-120	PERS 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	1,224.33	0.00	3,875.67	24
	601 B-1 - COMPENSATION	77,510.10	1,296,200.00	77,762.68	621,712.52	0.00	674,487.48	48
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	695.00	0.00	3,505.00	17
4-01-602-020	Adult Books	3,395.99	34,000.00	1,426.46	10,179.78	5,683.66	18,136.56	47

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-602-030	Adult BODC	62.98	2,500.00	0.00	692.76	0.00	1,807.24	28
4-01-602-040	Adult DVD	18.79	10,000.00	147.20	1,391.03	503.19	8,105.78	19
4-01-602-050	Adult eBooks	684.33	9,000.00	733.44	3,872.68	147.48	4,979.84	45
4-01-602-060	Adult eAudio	415.89	6,500.00	385.91	1,851.09	442.19	4,206.72	35
4-01-602-090	Periodicals	0.00	11,000.00	74.95	2,684.27	0.00	8,315.73	24
4-01-602-110	Games	201.19	4,000.00	0.00	772.22	297.58	2,930.20	27
4-01-602-120	J Books	621.61	32,000.00	455.54	5,129.92	1,797.28	25,072.80	22
4-01-602-140	J DVD	0.00	2,000.00	9.74	304.25	59.33	1,636.42	18
4-01-602-150	J eBooks	0.00	1,500.00	63.97	456.86	25.16	1,017.98	32
4-01-602-160	J eAudio	0.00	1,000.00	0.00	202.50	0.00	797.50	20
4-01-602-180	YA Books	163.16	6,000.00	354.45	863.31	314.97	4,821.72	20
4-01-602-210	YA eBooks	45.00	1,400.00	106.48	472.29	49.99	877.72	37
4-01-602-220	Young Adults eAudio	0.00	1,400.00	0.00	460.97	0.00	939.03	33
4-01-602-221	Non-English Material	0.00	4,000.00	0.00	1,523.00	0.00	2,477.00	38
4-01-602-230	Streaming	794.15	10,600.00	844.01	4,373.95	0.00	6,226.05	41
4-01-602-235	Library of Things	0.00	1,000.00	0.00	614.82	0.00	385.18	61
4-01-602-240	Level Up Grant	1,197.22	200.00	0.00	200.00	0.00	0.00	100
	602 B-2 - COLLECTION	7,600.31	142,300.00	4,602.15	36,740.70	9,320.83	96,238.47	32
4-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-603-230	Program - Adult	590.00	15,900.00	41.52	10,942.34	1,645.00	3,312.66	79
4-01-603-240	Program - Children	95.00	7,955.00	435.00	3,654.87	1,160.00	3,140.13	61
4-01-603-250	Summer Reading / Reading Programs	3,023.18	8,000.00	849.14	2,339.55	0.00	5,660.45	29
4-01-603-260	Museum Passes	0.00	3,500.00	1,500.00	3,225.00	0.00	275.00	92
4-01-603-270	Programs YA	0.00	3,000.00	231.02	2,157.86	0.00	842.14	72
4-01-603-280	Library-Wide Cultural/Family Programing	0.00	2,500.00	0.00	760.71	0.00	1,739.29	30
4-01-603-300	Technology Programming	0.00	4,000.00	0.00	2,030.00	0.00	1,970.00	51
	603 B3 - PROGRAMS:	3,708.18	44,855.00	1,358.40	25,110.33	2,805.00	16,939.67	62
4-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-604-010	Business Office/Library/Print	483.10	11,000.00	1,050.35	2,675.58	250.00	8,074.42	27
4-01-604-070	Postage - Supplies	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-604-080	Freight-Shipg (Non-Collection)	238.76	2,000.00	219.98	1,270.86	0.00	729.14	64
	604 B-4 - SUPPLIES	721.86	15,000.00	1,270.33	3,946.44	250.00	10,803.56	28
4-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-605-040	PR - Mailing	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-605-060	PR - Materials	0.00	600.00	0.00	118.03	0.00	481.97	20
4-01-605-070	Staff/Volunteer Recognition	0.00	500.00	49.19	191.06	0.00	308.94	38
	605 B-5 - PUBLIC RELATIONS	0.00	2,100.00	49.19	309.09	0.00	1,790.91	15
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	445.41	1,200.00	381.97	1,318.76	0.00	118.76	110
4-01-606-030	Reimb.Exp. (milg, lodg, meals)	157.60	400.00	160.80	160.80	0.00	239.20	40
4-01-606-040	Professional Dues	0.00	1,300.00	0.00	636.00	0.00	664.00	49
4-01-606-050	Conference Travel	1,146.21	5,000.00	2,160.30	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	1,749.22	10,400.00	2,703.07	6,925.86	0.00	3,474.14	67
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	4,071.83	61,000.00	4,016.31	13,152.18	0.00	47,847.82	22
4-01-607-030	Utilities - Gas	753.05	20,000.00	468.97	5,953.09	0.00	14,046.91	30
4-01-607-040	Utilities - Telephone	554.37	6,600.00	468.26	2,645.87	0.00	3,954.13	40
4-01-607-050	Internet Provider	187.95	2,300.00	0.00	1,106.70	0.00	1,193.30	48
	607 B-7 - UTILITIES	5,567.20	89,900.00	4,953.54	22,857.84	0.00	67,042.16	25
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	23.99	14,000.00	46.50	1,735.49	6,564.84	5,699.67	59
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	15,785.32	0.00	16,214.68	49
4-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	518.80	518.80	0.00	3,981.20	12
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	0.00	3,034.00	4,761.00	10,705.00	42
4-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	0.00	1,261.48	0.00	1,738.52	42
4-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	0.00	5,233.10	0.00	12,766.90	29
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	0.00	260.00	0.00	1,740.00	13
	608 B-8 - PHYSICAL PLANT	2,540.71	94,900.00	3,082.02	30,728.19	11,325.84	52,845.97	44
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	0.00	0.00	12,000.00	0
4-01-609-050	EM - Copiers	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
4-01-609-070	Computer Software	993.86	11,500.00	1,544.78	2,479.20	0.00	9,020.80	22
4-01-609-075	Edmunds Software	0.00	5,500.00	0.00	0.00	0.00	5,500.00	0
4-01-609-090	EM - Piano Tuning	0.00	150.00	0.00	0.00	0.00	150.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-609-100	EM - Postage Meter	0.00	800.00	0.00	416.46	0.00	383.54	52
4-01-609-110	Envisionware Annual Contract	0.00	2,225.00	0.00	0.00	0.00	2,225.00	0
	609 B-9 - EQUIPMENT/MAINTENANCE	993.86	34,175.00	1,544.78	2,895.66	0.00	31,279.34	8
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	0.00	400.00	235.33	635.33	0.00	235.33-	159
4-01-610-020	Copier Usage B&W	0.00	200.00	31.08	154.21	0.00	45.79	77
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	266.41	789.54	0.00	189.54-	132
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	0.00	0.00	4,600.00	0
4-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	6,000.00	0.00	6,000.00	50
4-01-611-030	MAIN Assessment	0.00	51,035.00	12,758.83	38,276.49	0.00	12,758.51	75
4-01-611-070	Computer Support & Service	0.00	7,500.00	0.00	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Mainteneace	0.00	300.00	0.00	274.00	0.00	26.00	91
4-01-611-150	Legal	0.00	1,500.00	116.67	116.67	0.00	1,383.33	8
4-01-611-250	Board Secretary	250.00	3,250.00	250.00	1,500.00	0.00	1,750.00	46
4-01-611-260	Payroll Service Fee	658.16	9,000.00	691.71	4,463.04	0.00	4,536.96	50
4-01-611-320	Other Professional Services	0.00	200.00	20.00	80.00	0.00	120.00	40
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	1,908.16	93,885.00	14,837.21	51,095.60	0.00	42,789.40	54
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	12,266.75	50,300.00	0.00	25,146.50	0.00	25,153.50	50
4-01-612-020	Township Insurances	7,423.63	30,400.00	0.00	17,908.76	0.00	12,491.24	59
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	179.00	0.00	371.00	33
4-01-612-060	O/E - Board Misc	0.00	1,200.00	0.00	155.79	0.00	1,044.21	13
4-01-612-065	LibraryLink Delivery	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	612 B-12 OTHER EXPENSES	19,690.38	89,950.00	0.00	43,390.05	0.00	46,559.95	48
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	0.00	1,200.00	800.00	60
4-01-613-19	Library Reads Inc Grant	0.00	800.00	0.00	800.00	0.00	0.00	100

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	613 B-13 - GRANT EXPENSES	<u>0.00</u>	<u>6,300.00</u>	<u>0.00</u>	<u>800.00</u>	<u>1,200.00</u>	<u>4,300.00</u>	<u>32</u>
	01 Fund 01 Expend Total	<u>121,989.98</u>	<u>1,920,565.00</u>	<u>112,429.78</u>	<u>847,301.82</u>	<u>24,901.67</u>	<u>1,048,361.51</u>	<u>45</u>

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	<u>151,621.23</u>	<u>159,462.59</u>	<u>965,071.72</u>
Expended:	<u>121,989.98</u>	<u>112,429.78</u>	<u>872,203.49</u>
Net Income:	<u>29,631.25</u>	<u>47,032.81</u>	<u>92,868.23</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
4-02-802-195	Children's Area Project	0.00	61,959.44	48,807.38	48,807.38	0.00	13,152.06	79
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	0.00	0.00	6,000.00	0
4-02-804-015	Computer Related Equipment	0.00	2,000.00	0.00	420.82	0.00	1,579.18	21
4-02-804-060	Memory Lab Equipment	57.98	0.00	0.00	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>57.98</u>	<u>8,000.00</u>	<u>0.00</u>	<u>486.70</u>	<u>0.00</u>	<u>7,513.30</u>	<u>6</u>
	02 CAPITAL BUDGET Expend Total	<u>57.98</u>	<u>69,959.44</u>	<u>48,807.38</u>	<u>49,294.08</u>	<u>0.00</u>	<u>20,665.36</u>	<u>70</u>

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>57.98</u>	<u>48,807.38</u>	<u>49,294.08</u>
Net Income:	57.98-	48,807.38-	49,294.08-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	151,621.23	159,462.59	965,071.72
Expended:	<u>122,047.96</u>	<u>161,237.16</u>	<u>921,497.57</u>
Net Income:	29,573.27	1,774.57-	43,574.15

MONTVILLE TOWNSHIP PUBLIC LIBRARY JUNE 2024 PROGRAM ATTENDANCE
July 8, 2024 Board Meeting

LIBRARY SPONSORED PROGRAMS	June 2024	June 2023
Children - Staff Programs		
Story Time	109	
Legos, Coloring, Play Doh & Painting	48	
Messy Munchkins	24	
Butterfly Release	30	
ABC 123	25	
Bouncing Babies	22	
Art Craft	14	
Outreach Story Time Pre-School Visits	99	
Babies & Toddlers	22	
Ssummer Reading Kick Off	200	
Children - Staff Programs Total	593	468
Children - Paid Presenters		
Miss Jolie Move n'Groove	50	
Kids Yoga	17	
Chess - children & teens	14	
Children - Paid Presenters Total	81	73
Total All Children's Programs	674	541
Young Adults - Staff Programs		
TAB Meeting	22	
Teen Snack Crafts	24	
Summer Reading - Teen Volunteers	24	
Young Adult - Staff Programs Total	70	39
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	16
Total All Young Adult Programs	70	55
Adult - Staff Programs		
Movies	19	
Book Club	26	
Adult Craft with Amy	12	
Knitting	36	
Memory Lab	5	
Mahjong & Canasta Open Play	20	
Adult Staff Programs Total	118	133
Adult - Paid Presenters		
Chair Yoga	42	
Montville "U" Lecture & Concerts	46	
Qigong	63	
Technology Classes	28	
Lectures & Presentations - no charge	119	
ELL Classes (grant funded)	6	
Adult - Paid Presenters Total	304	184
Total All Adult Programs	422	317
Library Sponsored Total	1,166	913
OUTSIDE GROUPS		
One Montville - Pride Event	100	
Outside Groups Total	100	
GRAND TOTAL	1,266	913

June Book Displays
June is Audiobook Month - Adults, Children
June is Pride Month - Adults, Young Adults, Children
Class of 2024 Graduation - Adults, Young Adults, Children
Juneteenth - Children
Flag Day - Children
June is Great Outdoors Month - Adults
Father's Day - Children
Alzheimer's Month - Adults
June is Adopt Cat Month - Children
June is Yoga Month (Nilufer)
D Day - June 6th, 1944 - Adults, Young Adults, Children
June Gardening - Adults (Cindy)
Adventure Summer Reading Theme - Adults, Young Adults and Children
Staff Picks - Adults
NY Times Best Sellers - Adults
LibraryReads - Adults