

Montville Township Public Library  
Board of Trustees Meeting  
Minutes of May 13, 2024  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

**I. Call to Order**

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

**II. Roll Call**

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

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Absent

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 April 8, 2024 minutes, seconded by Ms. Paradise*

Ms. Paradise yes; Mr. Hines yes; Ms. Peskin yes; Ms. Nielson yes; 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 absent, no report.

IX. **Reports of Committees**

Finance: Ms. Peskin stated the Committee met this evening. They discussed transferring funds to the Township to cover Capital expenses for the roof and parking lot project. Director LaBelle will request in writing that if the project comes in at a lower cost, the

funds will be returned to the Library. A transfer of funds will be done from the capital reserve checking account for a bank check payable to the Township of Montville.

Personnel – Mr. Grau stated they have three new personnel hires on the agenda this evening.

Buildings & Grounds: Ms. Nielson stated that the committee did not meet. They are hoping for a summer completion for the parking lot and lighting projects.

Patron Services/Technology: Director LaBelle states that new items were purchased for the Library of Things. The Childrens’ area remodel is delayed due to furniture being backordered.

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

**XI. Resolutions/Motions**

A. Resolution to approve the checks numbered 17081 through 17156 dated April 1 to April 30, 2024 in the amount of \$204,950.06.

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

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

B. Resolution to accept staff salaries for the month of April 2024 in the amount of \$63,772.49.

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

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

C. Resolution to hire Jorge Salcido to the part time position of Library Page at the hourly rate of \$15.18 effective April 12, 2024.

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

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

- D. Resolution to hire Alexander Scilingo to the part time position of Library Assistant at the hourly rate of \$17.95 effective April 25, 2024.

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

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

- E. Resolution to hire Erica Lavista to the part time position of Library Assistant at the hourly rate of \$17.95 effective April 30, 2024.

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

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

- F. Resolution to transfer \$1,900 from the Lakeland Donations Checking account to the Lakeland Operating Checking account for Summer Reading Programs.

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

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

- G. Resolution to authorize the withdrawal of funds not to exceed \$151,000 from the Lakeland Capital Reserve Checking account for a bank check payable to the Township of Montville for the parking lot project for the roof repair.

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

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

**XII. Public Comments**

None

**XIII. Old Business**

None

**XIV. New Business**

None

**XV. 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 Patron Services.

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 7:15pm Ms. Nielson made a motion seconded by Mr. Grau that the Library Board enter into Executive Session. All in favor

At 7:27pm Ms. Nielson made a motion seconded by Mr. Grau to adjourn the Executive Session and return to Open Session. All in favor

**XVI. Open Session**

None

**XVII. Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Ms. Nielson; meeting was adjourned at 7:28pm.



## Director's Report

June 7, 2024

Notable events in May included a nice sendoff for our Craig School student intern, and recognition at the NJLA conference for our own Walter Clark who received an award at the May 30<sup>th</sup> ceremony. We said goodbye to our student intern Maleia who completed her internship at the Library. Her mentors Jo Perez and Risa Skerker enjoyed working with her on Tuesday mornings. She was a tremendous help with our programs and with many crafts for all our special events. We wish her the best of luck in her future endeavors. A new Craig School intern will join us in the fall.

This month, we welcomed 57 new library users. Year to date, there were 385 patrons registered. To date, there are 9,134 active patrons out of 14,803 total registered patrons.

In May, 8,209 visitors passed through our doors. We sent 1,514 items to member libraries and the Circulation team processed 446 new items.

### Buildings and Grounds

The Memorial Garden and the Rain Garden are in full bloom. Montville Garden Club members designed a butterfly sanctuary in the Memorial Garden with butterfly-attracting flowers, shrubs and a butterfly bath.

A plumber from Argent Contracting installed a new faucet in the children's bathroom. The locking nuts broke off and the fixture was not working. The sinks in the children's restrooms shut off automatically. He also repaired a flush valve in the Pio Costa men's restroom which broke the afternoon before election day. It was repaired that same day. The Pio Costa Auditorium is the polling station for districts 8, 11 and 18.

### Finance

The \$151,000 transfer from the Capital Reserve Account to Montville Township is reflected in the Balance Sheet.

The annual Swank movie licensing is on the check register. The license provides copyright coverage for any movie obtained from a legal source.

Annual carpet cleaning is scheduled for June 26. That is one of the in-house training days when we are closed to the public. Clean Impressions is a family owned Montville business. They always do an excellent job.

The IRS approved Form 8868, Automatic Extension of Time to File an Exempt Organization Return. The filing deadline for the 990 is November 15, 2024. The auditors have already started and will soon begin the on-site work.

### Marketing and Outreach:

Nilufer Sozusen requested to be assigned her own book display which she will manage with rotating topics each month. For May, she did a nice job displaying watercolor painting books. Cindy LaRue's regular display by the front door represented a gardening theme for May.

May began with, "May the Force Be with You!" and Star Wars-themed story times. Other observances commemorated with events and book displays were Jewish American Heritage Month, Holocaust Remembrance Day, Asian American Pacific Islander Heritage Month, Mother's Day, National Teacher, Nurse, and Police Week, Memorial Day and National Pet Month. This year we are featuring real-life caterpillars growing into butterflies on our display next to the Seed Library. Patrons and staff are

watching the metamorphosis in real time with large signage explaining each stage. We eagerly await the butterfly release party!



Risa's outreach story time children had fun reading stories and singing songs about caterpillars and butterflies. Kids Connect had 20 participants, Millie's House had 30, Kiddie Academy, 30, and Fun Time Kids Academy 2 had 35.

Amy visited Pinebrook Jewish Center this month and read stories about gardens and did a strawberry craft with 20 students.

On May 7, Mary Grace hosted a library tour and conducted a study session on using our website research databases for future college study with the 12<sup>th</sup> graders from the Craig School.

Our Social Media traffic had 8 new page followers and 6 new page likes this month. Currently, we have a total of 1,391 patrons in our Facebook audience.

#### Patron Services:

One of the furniture orders for our children's area revamp project is backordered. Creative Library Concepts now predicts late June or early July for the installation.



Our Library of Things had 42 checkouts for Equipment, 71 for Games and Toys, and 19 Museum Passes for a total of 143 items circulating this month. In May, we added an air compressor, and a life-size outdoor Connect Four game. The Memory Lab had eight visits in May.

### *Children's programs*

The Library held two fun events to celebrate Mother's Day in May. In Messy Munchkins, 29 children decorated picture frames and took Polaroid photos with Amy, witnessing the magic of instant photography. On May 8th, seven children enjoyed Mother's Day stories and crafts designed by Jo.

Miss Jolie visited in May and 50 toddlers and their caregivers sang and danced to spring songs. Eighteen children participated in Kids' Yoga with Colby Bernstein.

In-house May programs had creative and fun spring themes. In Amy's Fake & Bake, eight kids made vanilla ice cream by shaking cream, sugar, and ice, and then enjoyed their creations. In Amy's ABC, 123, 18 preschoolers played "What starts with the letter 'H'", listened to stories, and made a beehive craft. Nine kids joined a Moon hunt and played team games in our Minecraft program. Twelve Petite Picassos created under-the-sea watercolor fish. Six kids made collages using magazines, fabric, jewels, and ribbons in Amy's Art for the Fun of It!

Risa Skerker's story times and crafts drew a crowd in May. Twenty-two children celebrated Mother's Day with stories, songs, and a necklace craft in Babies and Toddlers, Too! In Bouncing Babies, 25 kids enjoyed bubbles, shakers, and scarves and 24 children participated in Rhythm & Rhyme Storytime with a musical parade and songs. Special thanks to librarian Cindy Larue who filled in for our Stars Wars May the 4th Be with You Storytime. Cindy hosted 6 children for Star Wars stories and crafts designed by Amy.

Jo, Amy, and Risa's May story times represented a variety of creative themes. Seventeen children learned about bulldozers and made bulldozer crafts. In our Mother's Day story times, 26 children made heart and flower cards and 28 kids read "If You Give  
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a Moose a Muffin", made moose crafts, and enjoyed muffins at Fun with Food. Other themed read and craft events included Rainbow Dream Storytime in which 13 children danced with colorful scarves and made fish crafts, our Elephant Storytime, where five children read funny elephant books and crafted elephant figures, and Dinosaur Storytime in which 12 children read dinosaur books, roared like dinosaurs, and made dinosaur crafts.



At our 2<sup>nd</sup> Kids Diamond Painting Book Club, eight children from grades 3-5 discussed "The Friendship War" by Andrew Clements and made personalized buttons with Jo's help.

#### *Adult Programs*

In observance of Holocaust Remembrance Days, we featured guest speaker Holocaust survivor Robert Sochar. Mr. Sochar shared the story of how he and his brother survived following the arrest of his parents, who were then sent to their deaths in Auschwitz. Mr. Sochar was the ninth Holocaust survivor to be hosted by the library.

Pam's Montville U lectures in May included a talk on lowering cholesterol by Shop Rite Dietician Danielle Bunoforte, a lecture on the Aztec Civilization by Professor Alexander Clemente, a talk on visiting the US National Parks, and a program on the Music of the 1970s by Dr. Bob Butts.

Special Saturday events this month included a performance of Gilbert & Sullivan's "The Gondoliers" by the Light Opera Company of New Jersey. More than 70 patrons enjoyed the musical afternoon. Several patrons thanked me for the wonderful concerts Pam O'Gorman organizes.

Chair Yoga and QiGong are always fully attended, as is Amy's monthly arts and crafts class for adults. Our 12 adult crafters made trinket bowls out of baked colored clay with Amy.



This month we again opened the auditorium on two Friday afternoons so our patrons could enjoy open play of Canasta and Mahjong.

Eighteen members of the Adult Afternoon Book Club read, *The Wedding Dress Sewing Circle* by Jennifer Ryan, a historical fiction title about friendship, resilience, and love during WWII in England. For the Adult Evening Book Club, we observed Asian American Pacific Islander Heritage Month with a reading of Lisa See's *Lady Tan's Circle of Women*. All eight participants enjoyed this historical novel that explores the life and friendships of a 15th-century Chinese woman physician navigating societal constraints and personal ambitions.

This month there were a total of 40 students in both Intermediate and Beginners (ELL) English Language Learners.

Jo's Knit and Chat had an attendance of 60 for another fun month of knitting and crocheting.



### *YA Programs*

Seven teens participated in Dot Art Painting to celebrate Asian American Pacific Islander Heritage Month, organized by Jo and taught by Kaiti Tirch. Kaiti was an great instructor, guiding each participant in creating beautiful Dot Art paintings of the Hawaiian hibiscus flower.



Seventeen kids attended the May TAB meeting.

### Personnel

Mary Grace, Walter, Jeanne and I have completed 12 mid-year performance evaluations. The 5 remaining will be completed next week.

### Staff Development

On May 10, Amy Resnikoff, Risa Skerker, and I facilitated the Main Library Alliance YA and Children's Book Buzz as part of our work on the Reader's Advisory Group. Fifteen book publishers from Hachette, Macmillan, and more presented on upcoming titles for teens and children to an audience of 45 Main staff members. I handled scheduling, tech set up, and introductions, Amy took care of setting up the room and the book tote bags and giveaways, and Risa picked up the food.

Walter Clark, Cindy LaRue, and I attended the NJLA Annual conference held May 29 – 31 in Atlantic City. I attended for one day while Walter and Cindy attended for two days.

Congratulations to Walter Clark who was honored as an Equity Scholar for 2023-24 at the conference! This award intends to increase equity and diversity in the recruitment and retention of library workers in New Jersey who identify as American Indian, Alaska Native, Asian, Black/African American, Hispanic/Latinx, Middle Eastern, North African, and/or Native Hawaiian or Pacific Islander.

As part of his award, NJLA paid the cost of Walter's conference registration and he was invited to the President's Luncheon reserved for scholarship recipients. At the conference, Walter attended a student and recent graduate meet-up, a MentorNJ Equity Scholars Meet-up, and the session, "How Did We Get Here? Breaking Down Barriers in Our Library Careers." Walter reported, "Many individuals, particularly those from underrepresented or marginalized backgrounds, like myself, face financial barriers that hinder the ability to pursue education and career advancement opportunities. An equity scholarship provides financial support, breaking down this barrier and ensuring that all individuals, regardless of their economic circumstances, have equal access to education and professional development." Walter also reported feeling inspired and grateful to mentors at our library, including Jeff Cupo, our former teen librarian and the incoming NJLA president.

I attended 5 panels at the conference: "The Year's Best Graphic Novels," "NJ AI Ambassadors Panel," "Public Policy Update," "An AI Petting Zoo: promising Practices in Research & Productivity," and "Rethinking Summer Library Services Programming." The most interesting sessions were on AI and how it might be used to increase productivity for staff and patrons. We heard about the features of many free and paid services such as ChatGPT, Grammarly, Claude, and Gemini and the differences between them. I learned that these services can be used not only in crafting PR and writing, but also to help patrons with research using primary sources and case studies, crafting images, coding, and help with Excel formulas. In both sessions, the need for transparency when using AI was stressed, as well as verifying results to make sure facts are correct. Ethical questions were discussed such as transparency, patron privacy, and inherent bias. In the session on public policy we were updated as to the cuts to library funding in the NJ budget, and how to contact state senators and assembly members to request funding be reinstated. We were also updated as to the progress of the NJ Freedom to Read Bill currently being revised in committee.

Cindy LaRue's three most informative seminars included sessions on book censorship, managing homeless patrons, and dealing with difficult patrons. "Book Sanctuaries: Protecting Your Right to Read" focused on the issue of censorship. The session featured speakers from libraries in Kentucky and New Jersey that have established

themselves as "Book Sanctuaries." Cindy also enjoyed a seminar on managing homeless patrons. The Elizabeth Public Library provides a homeless shelter address for patrons, allowing them to borrow materials. She also participated in a session titled "Challenging Patrons," which addressed techniques for calming belligerent patrons.

### Technology

Technology offerings this month included classes on "AI Basics & Use", "Password Management" and a class on Job Search Resources. Tech Librarian Bobby Dillon conducted a class on Email Essentials. Six people came to the first class while three attended the second. Bobby also taught Job Search and Career Prep attended by three people.

### Meetings

May 15 – Management Mtg – Catherine, Mary Grace, Jeanne, Walter, Janina

May 16 - Township Dept Head Meeting – Catherine

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

May 23 – Main Large Libraries Section- Catherine

**Jun 12 - Patron Services/Tech Cmte Mtg**

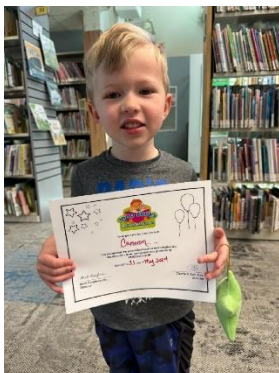
**Jun 25 – Library Buildings & Grounds & Personnel Cmtes**

**Jul 08 - Library Board & Finance Committee Meetings**

Respectfully submitted,

Catherine LaBelle

Director



Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 05/31/24

2024

2023

Assets			
01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	287,526.30	234,093.15
01-100-03	Lakeland - Payroll Checking	70,409.52	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	106,985.01	304,836.75
01-100-10	Lakeland - Donations Checking	44,217.74	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>2,049,136.59</u>	<u>2,042,001.29</u>
Liabilities & Fund Balance			
01-200-11	Sick Hrs Year End Accrual	60,049.00	60,049.00
01-211-00	Section 125 Withholding HDV	2,547.95	0.00
01-212-00	PERS 414/CINS withholding	101.10	4,097.56
01-218-00	Reserve for Encumbrances	53,598.84	47,742.17
01-400-01	Appropriation Reserve	2,559.93	2,154.26
	Total Liabilities	<u>113,760.92</u>	<u>114,042.99</u>
01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	639,574.01	639,574.01
	Total	<u>1,927,958.30</u>	<u>1,927,958.30</u>
	Revenue	805,609.13	0.00
	Less Expenses	798,191.76	0.00
	Net	<u>7,417.37</u>	<u>0.00</u>
	Total Fund Balance	<u>1,935,375.67</u>	<u>1,927,958.30</u>
	Total Liabilities & Fund Balance	<u>2,049,136.59</u>	<u>2,042,001.29</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 17157 to 17203  
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
17157	05/31/24	AMAZON Amazon Capital Services, Inc.	134.71		102
17158	05/31/24	ARGEN005 Argent Contracting Co., Inc.	1,167.97		102
17159	05/31/24	ARRAYSCA Arrayscape Gaming, Inc.	200.00		102
17160	05/31/24	BAKER005 Baker & Taylor	0.00	05/31/24 VOID	0
17161	05/31/24	BAKER005 Baker & Taylor	0.00	05/31/24 VOID	0
17162	05/31/24	BAKER005 Baker & Taylor	0.00	05/31/24 VOID	0
17163	05/31/24	BAKER005 Baker & Taylor	0.00	05/31/24 VOID	0
17164	05/31/24	BAKER005 Baker & Taylor	0.00	05/31/24 VOID	0
17165	05/31/24	BAKER005 Baker & Taylor	3,434.09		102
17166	05/31/24	BANK OF Bank of America	503.82		102
17167	05/31/24	BECKY Becky Spratford	800.00		102
17168	05/31/24	BRIGHT S Bright Spirit wellness LLC	50.00		102
17169	05/31/24	BRIGHT S Bright Spirit wellness LLC	50.00		102
17170	05/31/24	BRIGHT S Bright Spirit wellness LLC	50.00		102
17171	05/31/24	CELEBRAT Celebrate Planet Earth	36.90		102
17172	05/31/24	CLEAN Clean Impressions, Inc.	2,900.00		102
17173	05/31/24	DEMCO005 Demco, Inc.	111.14		102
17174	05/31/24	DIRECT Direct Energy Business	2,710.93		102
17175	05/31/24	ELECT005 Electronic Office Systems	558.83		102
17176	05/31/24	ELIZA005 Elizabeth Johansen	250.00		102
17177	05/31/24	EXCEL005 Excellent Building Services	2,516.72		102
17178	05/31/24	GREGO005 Gregory J. Della Pia	1,000.00		102
17179	05/31/24	IFPTE005 IFPTE	88.00		102
17180	05/31/24	INGRAM Ingram Library Services	344.93		102
17181	05/31/24	JERSE005 Jersey Central Power & Light	606.34		102
17182	05/31/24	JOLIE DE Ants in the Pants, LLC	300.00		102
17183	05/31/24	KANOPY Kanopy, Inc.	272.00		102
17184	05/31/24	LAWN005 Lawn world, Inc.	547.00		102
17185	05/31/24	MAIN005 MAIN Library Alliance	29.69		102
17186	05/31/24	MARIO M Mario Medici Lectures, LLC	200.00		102
17187	05/31/24	MAXWELL Maxwell H. Weinstein	150.00		102
17188	05/31/24	MIDWE005 Midwest Tape LLC	0.00	05/31/24 VOID	0
17189	05/31/24	MIDWE005 Midwest Tape LLC	909.10		102
17190	05/31/24	MOVIE005 Swank Movie Licensing USA	583.00		102
17191	05/31/24	NJNAT005 NJ Natural Gas Co.	752.50		102
17192	05/31/24	OPTIM005 Optimum	184.45		102
17193	05/31/24	OVERD005 OverDrive, Inc.	0.00	05/31/24 VOID	0
17194	05/31/24	OVERD005 OverDrive, Inc.	518.43		102
17195	05/31/24	REBECCA Rebecca Mancini	50.00		102
17196	05/31/24	STAPL005 Staples Advantage	252.65		102
17197	05/31/24	SUNRI005 Sunrise ShopRite	105.40		102
17198	05/31/24	THELI005 The Library Store, Inc.	85.97		102
17199	05/31/24	TOWNS005 Township of Montville	10,537.00		102
17200	05/31/24	UGI ENER UGI Energy Services, LLC	207.26		102
17201	05/31/24	WALTER walter Clark	2,500.00		102
17202	05/31/24	WICK wick Services, Inc.	260.00		102
17203	05/31/24	ZOOPHORI Zoophoria NJ	325.00		102



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Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
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17203	Zoophoria NJ		Continued			
Report Totals			<u>Paid</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
	Checks:		40	36,283.83	0.00	
	Direct Deposit:		<u>0</u>	<u>0.00</u>	<u>0.00</u>	
	Total:		<u>40</u>	<u>36,283.83</u>	<u>0.00</u>	

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	3-01	655.35	0.00	0.00	655.35
	4-01	32,992.53	0.00	2,635.95	35,628.48
Total of All Funds:		<u>33,647.88</u>	<u>0.00</u>	<u>2,635.95</u>	<u>36,283.83</u>

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: 05/31/24  
    Current Period: 05/01/24 to 05/31/24  
    Prior Year: 05/01/23 to 05/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
4-01-401-01	Fines Income	387.00	4,500.00	445.90	2,369.57	2,130.43-	53
4-01-401-03	Copier Income	65.90	500.00	58.95	226.35	273.65-	45
4-01-401-05	Computer Print Outs Income	263.41	2,000.00	253.90	1,017.39	982.61-	51
4-01-401-07	Township Income	148,933.08	1,910,265.00	159,188.75	795,943.75	1,114,321.25-	42
4-01-401-09	Lost Items	127.00	1,750.00	188.99	550.92	1,199.08-	31
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	62.86	700.00	53.86	296.20	403.80-	42
4-01-401-16	Lost Cards	6.00	120.00	6.00	52.00	68.00-	43
4-01-401-17	Level Up Grant - LibraryLink NJ	1,800.00	0.00	0.00	0.00	0.00	0
4-01-401-18	Disks/Faxes	1.00	30.00	0.00	2.00	28.00-	7
	401 Total	151,646.25	1,932,265.00	160,196.35	800,508.71	1,131,756.29-	41
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	365.71	5,000.00	62.00	2,300.42	2,699.58-	46
4-01-402-35	ELL Program Grant	0.00	3,500.00	0.00	0.00	3,500.00-	0
	402 Total	365.71	8,500.00	62.00	5,100.42	3,399.58-	60
	01 Fund 01 Revenue Total	152,011.96	1,940,765.00	160,258.35	805,609.13	1,135,155.87-	42

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	63,227.96	940,000.00	65,603.08	355,246.73	0.00	584,753.27	38
4-01-601-100	Taxes/FICA/UE	5,217.39	76,400.00	5,715.23	31,119.79	0.00	45,280.21	41
4-01-601-110	Health Benefits Expense	8,807.85	162,500.00	5,441.05	38,082.99	0.00	124,417.01	23
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	77,253.20	1,296,200.00	76,759.36	543,949.84	0.00	752,250.16	42
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



Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
4-01-605-040	PR - Mailing	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
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	0.00	141.87	0.00	358.13	28
	605 B-5 - PUBLIC RELATIONS	0.00	2,100.00	0.00	259.90	0.00	1,840.10	12
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	557.08	1,200.00	151.79	936.79	0.00	263.21	78
4-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	400.00	0.00	0.00	0.00	400.00	0
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	700.00	5,000.00	150.00	150.00	0.00	4,850.00	3
4-01-606-055	Tuition Reimbursement Program	0.00	2,500.00	2,500.00	2,500.00	0.00	0.00	100
	606 B- 6 - STAFF DEVELOPMENT	1,257.08	10,400.00	2,801.79	4,222.79	0.00	6,177.21	41
4-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-607-010	Utilities - Electric	3,485.12	61,000.00	3,317.27	9,135.87	0.00	51,864.13	15
4-01-607-030	Utilities - Gas	1,031.87	20,000.00	959.76	5,484.12	0.00	14,515.88	27
4-01-607-040	Utilities - Telephone	1,083.68	6,600.00	297.61	2,177.61	0.00	4,422.39	33
4-01-607-050	Internet Provider	369.88	2,300.00	184.45	1,106.70	0.00	1,193.30	48
	607 B-7 - UTILITIES	5,970.55	89,900.00	4,759.09	17,904.30	0.00	71,995.70	20
4-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-608-010	Plant - Repairs, Bldgs, Grounds	0.00	14,000.00	992.97	1,688.99	5,553.56	6,757.45	52
4-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	13,268.60	0.00	18,731.40	41
4-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
4-01-608-050	Plant - HVAC Maintenance	0.00	18,500.00	0.00	3,034.00	0.00	15,466.00	16
4-01-608-060	Plant - Lawn Sprinklers Maint	547.00	3,000.00	547.00	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	2,900.00	2,900.00	0.00	0.00	100
4-01-608-140	Plant - Landscape Maintenance	465.00	2,000.00	260.00	260.00	0.00	1,740.00	13
	608 B-8 - PHYSICAL PLANT	3,528.72	94,900.00	7,216.69	27,646.17	5,553.56	61,700.27	35
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	1,500.00	11,500.00	0.00	934.42	0.00	10,565.58	8
4-01-609-075	Edmunds Software	0.00	5,500.00	0.00	0.00	0.00	5,500.00	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
4-01-609-090	EM - Piano Tuning	0.00	150.00	0.00	0.00	0.00	150.00	0
4-01-609-100	EM - Postage Meter	0.00	800.00	0.00	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	1,500.00	34,175.00	0.00	1,350.88	0.00	32,824.12	4
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	236.61	400.00	0.00	0.00	100
4-01-610-020	Copier Usage B&W	0.00	200.00	92.65	123.13	0.00	76.87	62
	610 B-10 - EXPENSED EQUIPMENT	0.00	600.00	329.26	523.13	0.00	76.87	87
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	4,500.00	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	5,000.00	0.00	7,000.00	42
4-01-611-030	MAIN Assessment	12,826.00	51,035.00	0.00	25,517.66	0.00	25,517.34	50
4-01-611-070	Computer Support & Service	202.50	7,500.00	0.00	385.40	0.00	7,114.60	5
4-01-611-100	Web Site Maintenace	0.00	300.00	0.00	274.00	0.00	26.00	91
4-01-611-150	Legal	250.00	1,500.00	0.00	0.00	0.00	1,500.00	0
4-01-611-250	Board Secretary	250.00	3,250.00	250.00	1,250.00	0.00	2,000.00	38
4-01-611-260	Payroll Service Fee	652.76	9,000.00	680.31	3,771.33	0.00	5,228.67	42
4-01-611-320	Other Professional Services	20.00	200.00	0.00	60.00	0.00	140.00	30
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	19,701.26	93,885.00	1,930.31	36,258.39	0.00	57,626.61	39
4-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
4-01-612-010	Township In-Kind Services	0.00	50,300.00	0.00	25,146.50	0.00	25,153.50	50
4-01-612-020	Township Insurances	0.00	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	0.00	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	800.00	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>800.00</u>	<u>800.00</u>	<u>1,200.00</u>	<u>4,300.00</u>	<u>32</u>
	01 Fund 01 Expend Total	<u>122,952.25</u>	<u>1,920,565.00</u>	<u>102,407.28</u>	<u>734,872.04</u>	<u>14,873.58</u>	<u>1,170,819.38</u>	<u>39</u>

01 Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	<u>152,011.96</u>	<u>160,258.35</u>	<u>805,609.13</u>
Expended:	<u>122,952.25</u>	<u>102,407.28</u>	<u>749,745.62</u>
Net Income:	<u>29,059.71</u>	<u>57,851.07</u>	<u>55,863.51</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	0.00	0.00	47,959.44	14,000.00	77
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	75.21	2,000.00	0.00	420.82	0.00	1,579.18	21
4-02-804-060	Memory Lab Equipment	0.00	0.00	0.00	65.88	0.00	65.88-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>75.21</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>75.21</u>	<u>69,959.44</u>	<u>0.00</u>	<u>486.70</u>	<u>47,959.44</u>	<u>21,513.30</u>	<u>69</u>

02 CAPITAL BUDGET

	Prior	Current	YTD
Revenues:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expended:	<u>75.21</u>	<u>0.00</u>	<u>48,446.14</u>
Net Income:	<u>75.21-</u>	<u>0.00</u>	<u>48,446.14-</u>

Grand Totals

	Prior	Current	YTD
Revenues:	<u>152,011.96</u>	<u>160,258.35</u>	<u>805,609.13</u>
Expended:	<u>123,027.46</u>	<u>102,407.28</u>	<u>798,191.76</u>
Net Income:	<u>28,984.50</u>	<u>57,851.07</u>	<u>7,417.37</u>



**MONTVILLE TOWNSHIP PUBLIC LIBRARY MAY 2024 PROGRAM ATTENDANCE**

June 10, 2024 Board Meeting

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>May 2024</b>	<b>May 2023</b>
<b>Children - Staff Programs</b>		
Story Time	231	
Crafts & Games	29	
Messy Munchkins	29	
Kids Book Club	8	
ABC 123	18	
Bouncing Babies	25	
Art Class	18	
Outreach Story Time Pre-School Visits	115	
Babies & Toddlers	46	
Fake and Bake	8	
<b>Children - Staff Programs Total</b>	<b>527</b>	<b>265</b>
<b>Children - Paid Presenters</b>		
Miss Jolie Move n'Groove	50	
Kids Yoga	18	
Minecraft	9	
Chess - children & teens	8	
<b>Children - Paid Presenters Total</b>	<b>85</b>	<b>75</b>
<b>Total All Children's Programs</b>	<b>612</b>	<b>340</b>
<b>Young Adults - Staff Programs</b>		
TAB Meeting	17	
Teen Craft	7	
<b>Young Adult - Staff Programs Total</b>	<b>24</b>	<b>49</b>
<b>Young Adult - Paid Presenters</b>		
<b>Young Adult - Paid Presenters Total</b>	<b>0</b>	<b>12</b>
<b>Total All Young Adult Programs</b>	<b>24</b>	<b>61</b>
<b>Adult - Staff Programs</b>		
Movies	33	
Book Club	26	
Adult Craft with Amy	12	
Knitting	64	
Memory Lab	8	
Mahjong and Canasta Open Play	48	
<b>Adult Staff Programs Total</b>	<b>191</b>	<b>120</b>
<b>Adult - Paid Presenters</b>		
Chair Yoga	87	
Montville "U" Lecture & Concerts	275	
Qigong	65	
Technology Classes	42	
Virtual Coat Share MAIN - Healthy Sleep	54	
ELL Classes (grant funded)	45	
<b>Adult - Paid Presenters Total</b>	<b>568</b>	<b>535</b>
<b>Total All Adult Programs</b>	<b>759</b>	<b>655</b>
<b>Library Sponsored Total</b>	<b>1,395</b>	<b>1,056</b>
<b>OUTSIDE GROUPS</b>		
One Montville - Living Lessons	25	
<b>Outside Groups Total</b>	<b>25</b>	<b>45</b>
<b>GRAND TOTAL</b>	<b>1,420</b>	<b>1,101</b>

<b>May Book Displays</b>
May is National Physical Fitness and Sports Month - Adults
May the Fourth Be With You - Adults, Young Adults, Children
Yom Hashoah Remembrance Day, May 5th - May 6th - All Ages
Asian American Pacific Islander Heritage Month - All Ages
Mother's Day - Children
Cinco De Mayo - Children
Mental Health Awareness Month -Adults, Young Adults, Children
Military Appreciation Month - Adults, Young Adults, Children
World Turtle Day - May 23rd - Children
Nurses Week (May 6th - May 12th) - Children
Teacher Appreciation Day (May 7th) - Children
National Pet Month - Children
National Police Week - Adults, Young Adults, Children