

Montville Township Public Library
Board of Trustees Meeting
June 10, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Thomas Mazzaccaro
Ms. Linda Peskin
Mayor Conklin
Mrs. Jane Hines
Mr. David Tubbs
Mr. Robert Donohue
Mrs. Dianna Paradise
Mr. Carmen Allora
<i>MEMBERS ABSENT</i>
Mr. Charlie Grau

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:03p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro 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 and at the Library's Information Desk once they have been officially approved.

III. Adoption of Minutes

A. *Ms. Peskin made a motion to approve the May 13, 2019 Regular Session minutes, seconded by Mrs. Paradise*

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mrs. Hines abstained; Ms. Peskin yes; Mr. Allora yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro had no report.

Jane Hines – Vice-President

Mrs. Hines had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 42%. Year to date revenue is on target at 42% of annual budget. Year to date operating expenditures, plus encumbrances are at 45% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$305,431 or 42% of the total annual budget. The year to date capital expenditures are 6% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a negative \$19,969 YTD. Budget is in synch for revenue and expenses at this point,

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Conklin stated their next meeting is tomorrow.

Superintendent Liaison of Schools – Mr. Tubbs stated that the High School took part in a D-Day simulation with a 20 minute obstacle. There will be a book debate at Woodmont School on Tuesday. Hilldale School will hold a Hero Day.

VII. Committee Reports

Finance: Mr. Allora stated that the committee did not meet. Salaries is at 67%, Physical Plant is at 52%, and Programs is at 53%.

Personnel: Mrs. Hine stated that the committee did not meet.

Buildings & Grounds: Mrs. Hines stated the committee met on May 23rd. They met with In-Line AC. The location for the chillers has to stay the same. This project can not be delayed much longer. Mrs. Paradise asked about the company working overtime. Allan will approve any overtime and change order requests and all hours will be outlined in the contract.

Patron Services/Technology: Mr. Donohue stated that the committee met on May 15 and are in the final stages of hiring a summer intern, Allison Massey. Patrons will soon be able to check out books using their cell phones. The Ebooks cost is higher than physical books. Lenny is working on a quote for Voice over IP.

VIII. Library Director – Allan Kleiman – see attached written report.

Allan stated that certificates will be given out for Teen Recognition. Elections are taking place this week for teen volunteers. Allison Massey will work 20 hours a week in all departments. She will work with staff, blog and work on their social media. Summer reading kick off is Saturday. This year patrons will be able to participate even if they are not in the area for the summer. Mrs. Hines visited the Pikes Peak Library and they will look into incorporating some of their programs. The staff is preparing for the July 9 and 10 audit.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 13457 through 13513, dated May 1 to May 31, 2019 in the amount of \$69,076.75

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

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

- B. Resolution to accept the salaries for month of May 2019 in the amount of \$83,370.80 and ELL teacher salaries in the amount of \$910.00 for a total of \$84,280.80.

Motion made by Mr. Allora and seconded by Mrs. Hines

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- C. Resolution to approve the In-Line HVAC proposal #0000051523 to Replace Library Chillers and Evaporators in accordance with plans and specifications dated November 8, 2018 from Whitman Engineering, at a cost of \$152,893.66.

Motion made by Mrs. Hines and seconded by Mr. Tubbs

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- D. Resolution to hire Allison Massey to the position of PLA grant funded Intern starting June 11 at a rate of \$10 per hour.

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

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

- E. Resolution to excuse Charlie Grau from the June 10, 2019 Library Board meeting.

Motion made by Mrs. Hines and seconded by Mr. Tubbs

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

X. Old Business

None

XI. New Business

None

XII. Executive Session Minutes

Ms. Peskin made a motion to accept the May 13, 2019 Executive Session minutes, seconded by Mrs. Paradise

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

XIII. Open Session

Mr. Donohue asked how much money will be paid up front for the HVAC. Mayor Conklin stated a payment schedule should be negotiated with the company. The project will take 5-7 days to complete and a bond will be put up to protect the interests of the Library.

Mr. Allora asked Jeanne to review the revenue for the copiers. She stated that the patron pays \$0.10 per copy for black and white and the cost to the Library is \$.025. For color copies the patron pays \$.25 and the cost to the Library is \$.094.

XIV. Adjournment

Motion to adjourn was made by Mr. Tubbs seconded by Mrs. Hines; meeting was adjourned at 7:47pm.



**Montville Township Public Library
Director's Report**

July 8, 2019

- Catherine and Allan met with John Duff from Baker & Taylor on June 11th to discuss processing our new materials using the BISAC Headings we are in the process of creating. We decided that the first step in this process would be to begin with current materials in-house already on the shelves and then begin with the new materials in September when we can make further changes in Location codes in Title Source 360 ordering system. The Collection Development Committee is working on a standardized list of headings and is well on their way.
- The MAIN Large Libraries met on Wednesday, June 12th. Topics of discussion included: transition of Directors when they plan to retire, minimum wage, staffing requirements for weekends and programming issues.
- The annual Teen Recognition Ceremony was held on June 12th. This was attended by 30 teens and their families. Awards were given to officers of the Teen Advisory Board as well as to those who achieved outstanding records of volunteer hours.
- Catherine, Pam and Allan met with representatives from SCORE on June 12th to assess this past year's program presentations. It was decided to extend this MAIN pilot project for another year here at Montville with changing the way the sessions are scheduled to weekly for 3-4 weeks once

a quarter rather than one program per month. These new programs will return on Tuesday evenings in the fall.

- Ally Massey, our Library intern and Allan attended a 3-day training session in Chicago from June 13-15, as part of the Public Library Association Intern Initiative. There were 50 Libraries chosen this year including four from New Jersey: Montville, West Caldwell, Piscataway and Gloucester County. The sessions focused on leadership skills, program planning, concepts of Equity, Diversity & Inclusion and an introduction to Libraries. The session included a tour of the Daley Library on the campus of the University of Illinois at Chicago.
- The Director attended the annual conference of the American Library Association in Washington, DC from June 19-25. The Director was part of a panel on Hot Topics: What's New in Serving Older Adults in which he focused on the Lifelong Learning aspect of our "Montville U" and other programming efforts for adults. In addition, he attended meetings and programs sponsored by the Freedom to Read Foundation, Library Consultants Group, ALA Conference Programming Committee, Drag Queen Storytimes in Libraries, Jean Coleman Library Outreach Lecture, Intersectionality and the Experience of LGBTIQ+ folks, Freedom to Read Foundation's 50th Anniversary Celebration, ALA Edition Authors Reception, RSS Open House and Committee Meeting, Dialogue and Exchange Transforms Russian and US Libraries, Library Consulting Interest Group, Dialog with Directors Discussion Group, Auditorium Speaker Series with George Takei, Collection Management in Public Libraries Interest group, the GLBTQ Awards Ceremony, featuring Stonewall Book Award Winners and XR (Augmented, Mixed and Virtual reality) Programming in Libraries.
- The Library held its' annual in-service training days on Thursday, June 27th and Friday, June 28th. Training included: Director's Update on Current and future projects, Merchandising & Marketing the Library's Collection and an Introduction to the BISAC Dewey-less Library Arrangement. Also, staff were given a virtual tour of the Anythink Library in Adams County, CO considered by many as one of the leading library innovators in the United States.

- The Township utilized the Library as a base of operations for the 4th of July celebrations on Thursday, June 27th thru Saturday, June 28th. Everything seemed to go quite smooth from our end this year except that the tent was not removed till Monday morning causing our guests some concern in trying to drive to the book drop. I observed one car drive through the tent on Monday morning. Our guests most certainly want to return their items on time!
- Management has been working with our lawyer Michal Cerone on getting contracts created for In-line Air Conditioning and Excellent Building Services. These are still in-progress. Additional information was need from both to proceed. The State has approved our lighting project with Donnelly. We expect that to begin shortly.
- Public and staff computers have been updated to Office 2019. Our Mac computers are all on-line and all the needed security has been added to our Alienware computer. Let the games begin!
- This past month we circulated approximately 14,814 items compared with 15,113 for June 2018. For January-June 2019 we circulated a total of approximately 94,570 items compared with 92,778 in 2018. We have 55 new patrons register for library cards and 170 patrons renewed their membership as well. 10, 229 people of all ages visited the Library this past month.

Buildings & Grounds

The Library participated in the Township's electronic recycling day (June 8) with the help of DPW workers who came and picked up several loads of outdated equipment for recycling.

We completed the New Jersey Department of Health's annual inventory for the Right to Know Survey. We recorded the product name and chemical ingredients of each product along with the location and quantity and sent the information to Sandra Muller, the Township's Registered Environmental Health Specialist. Some of the chemicals we have on site include cleaning products and disinfectants, tape and label removers, such as Goo Gone, Goof Off Pro, etc.

Some of the new chairs we purchased from Dauphin were fraying along on the front seams. Dauphin sent out a team to replace all the seat cushions. They traced the problem to a new staff member in their sewing department. They did the work on June 27th when we were closed, so there was no disruption. They assured us this would solve the problem and we are confident they will be readily available should we ever have another problem.

Garden Club members have been hard at work both inside and outside the Library. They planted a butterfly bush in the memorial garden, and repotted and pruned several of the indoor plants.

Catherine attended the quarterly Township Safety Committee Meeting on July 3rd.

Finance

The IRS approved Form 8868, Application for Extension of Time to File an Exempt Organization Return. We now have until November 15, 2019 to file the return.

We have been busy preparing the dozens of documents our auditors requested. We already sent many of them electronically. The audit scheduled for July 9th and 10th.

Marketing and Outreach

In June our changing topical displays included Father's Day, Graduation, LGBTQ Pride Month, June is Audiobook month, D-Day, National Cat Adoption Month, and July 4th.

Hebah and Catherine created 2-3 newsletters per week focusing on reader's advisory and upcoming events. This month we covered Summer Reading, the rollout of Beanstack, Pride Month, and Beach Reads.

Risa did monthly story time outreach for the preschools at Funtime Kids Academy 2 and Millie's House and Kids Connect. She will be taking a break from Preschool visits throughout the summer while the kids are on vacation.

Patron Services

Our Summer Reading Program, A Universe of Stories, is themed for space exploration this year in honor of the 50th anniversary of the moon landing in July. At our children's kickoff on June 15th, Eyes of the Wild, 60 kids and their parents enjoyed learning about and interacting with various unusual animals such as a wallaby mom and baby, and large tortoises. A good time was had by all at the Adult Summer Reading Kickoff on June 20th. 30 patrons enjoyed a Universe of Stories themed cake and lemonade as several staff members shared ideas for great summer reads. Cindy LaRue discussed new books available at the Library. Patrons were able to select advance reader copies of soon to be published books, received info about the Library's Museum Pass program, and Hebah gave one on one tutorials on how to download audiobooks and eBooks.

We rolled out our new Beanstack software for the Summer Reading program. Jeff Cupo trained the TAB volunteers and Jeff and Hebah trained the staff in how to use this new system. It enables patrons to register and track their reading online or on the Beanstack app if they prefer and helps us run reports on progress more easily. Many guests are away for weeks at a time during the summer and this allows people to participate fully while on vacation. We can also use this software throughout the year for other programs and incentives such as 1,000 Books Before Kindergarten.

Adults, teens, and kids receive a raffle ticket for weekly participation and one winner is selected in each age group for a gift card or toy, depending on the age group. Our first week's winner for the children won the Battleship board game. There are grand prizes at the end of the summer for the adults of gift certificates to local restaurants and for teens \$50 gift certificates. Our TAB volunteers have really stepped up to the summer reading challenge and are helping us sign up and track reading at the summer reading table for an average of 3-4 hours per day.

Every staff member received a Universe of Stories T-shirt which they can wear throughout the summer to advertise the program and keep cool on hot days.

The Montville school system generously provided 50 copies of each of the two required summer reading titles for middle and high school. We processed them and put them on the shelves in time for the announcement of titles. About three quarters of the copies have been checked out thus far, and we do not yet have a holds list.

Children's programs this month included a Messy Munchkins where Amy Resnikoff helped the kids make porcupine weights for Father's Day out of Styrofoam and golf tees, and two space themed Edible Art workshops where the children made a spaceship and alien out of matzah, frosting and candy. Everyone left with a delicious product. Our final Chess Club was also a great success and a fitting end to the incredible success we had with it all school year. We had 19 attendees, which we split up to play against two chess experts in simultaneous games. Snacks were served as well.

Montville "U" programs this month included a lecture on "Polling 101" by FDU Professor Dr. Krista Jenkins and a Medicare Fraud program by attorney Charles Clarkson of the Senior Medicare Patrol of New Jersey. Montville Summer "U" will begin following the July 4th weekend. A "semester" of five enjoyable programs is planned, including a "visit" from Jackie Kennedy Onassis underwritten by a grant from the New Jersey Council for the Humanities.

Almost 90 people enjoyed the Youth Piano and Violin concert on Sunday June 2nd. This is the third year that the Library has hosted this special musical performance by the talented young people of the Montville Chinese Association.

Teen Summer Reading Programming is off to a great start. Of note is our new Drama Club, in which attendees started planning out their script for their submission for the nationwide CLSP Video Contest. At the end of the school year, we had several fun events. The TAB's third program, a Stress Relief program, had over 20 attendees, who played with therapy dogs, made stress balls, and meditated. Our GSA Open Mic program in observance of Pride Month also went

well and the attendees, while shy at first, really enjoyed themselves. This was the best June to date, with 150 young adult program attendees throughout the month.

In June, we held our Volunteer Recognition Night thanking our outstanding volunteers for their service. TAB is now far bigger than it has ever been, and its members are achieving higher volunteer hours than ever. Three members surpassed 100 volunteer hours. TAB held its fifth election, voting the following candidates into office: Presidents: Joshua Philip and Safi Patel, Vice President: Ryan Dratler, Secretaries: Anli Liu and Badri Raghavan, Treasurer: Mrudul Nagapurkar

Work on the collections is ongoing. This is a major part of what we do behind the scenes at the library. The Programs and Services staff selects and purchases about 100 new items each month which are then labeled and linked by the circulation staff. We use book reviews, webinars, publisher marketing, and meetings to find out about what's new and trending, as well as going over the collection for damaged, missing, or grubby items in need of replacement. We pride ourselves on putting the new items on the shelf to be available to the public on the day they are released and we have a high success rate with this. We also use Collection HQ and Polaris reports to remove out of date and unused items (except for classics and collection must haves), keeping an excel log of the sections we weed each month.

Personnel

Teri Deley, Senior Library Assistant in the Programs & services Department has announced her intention to retire at the end of August. Jared Birnbaum, Library Page has graduated from High School and has resigned. His last day was July 5th.

We are currently in the process for advertising, interviewing and filling these positions.

Staff Training

On Tuesday, June 11th, Walter and Jeanne attended the second annual Library Law Forum, with Michael Cerone, at the Parsippany Public Library. This was a program sponsored by MAIN's Member Relations Committee. Mr. Cerone is known in library circles for being one of the foremost experts on library law here in the Garden State. In addition to library law-related items, the presentation also covered recent minimum wage changes as well as labor law best practices and HR issues.

On June 11th, Walter held his monthly meeting with the Circulation staff and on June 12th, he held the monthly Page meeting. On June 27 and 28, the Library had its annual in-house staff training and development days. Highlights included our workshop on visual merchandising and a workshop on Book Industry Standards and Communication ("BISAC"). Lastly, on the last day of the month, Walter met with the pages on Sunday, June 30, for an impromptu meeting to finalize their work schedules for the upcoming month. Also, this meeting served as a final farewell to Jared Birnbaum whose last day is July 5th.

Hebah attended the final NJLA Leadership & Education Committee meeting, part of her NJLA internship, and a MentorNJ Tech Meetup.

Our PLA intern, Ally, started working this month and Jeff, Walter, and Jeanne have been training her. She has begun job shadowing members of the staff and helping us with various projects.

Technology

Staff encountered difficulties sending faxes (a fee-based service we provide to our patrons). When we tried to send a fax, we got recorded messages that toll calls were blocked. After several calls with Verizon, we found out that our long distance service was switched to WorldCom and they were blocking all long distance calls. We never made the switch and we got the long distance calls switched back to Verizon. The faxes are now working fine.

Technology offerings for June included "Back Up Your iPhone to the Cloud", "Cut the Cord: Watch TV without a Cable Carrier", and "Reference USA".

Hebah completed the “Girls Who Code” class for girls in grades 3-5, who learned how to code using the Scratch program. Eight girls consistently attended five Saturday sessions and reported that they enjoyed the program and the instructor. This program can be repeated for different age groups now that we have learned how to do it successfully.

Meetings

June 10, Library Board Meeting
June 11, Baker & Taylor, Allan, Catherine
June 12, MAIN Large Libraries, Allan
June 12, Teen Recognition Ceremony, Jeff, Catherine
June 12, SCORE, Allan, Catherine, Pam
June 13-15, PLA Intern Initiative, Chicago, IL, Allan, Ally

June 12, Patron Services/technology Committee Meeting
June 19-15, ALA Washington, DC, Allan
June 25, MAIN ILS Committee, Walter
June 27-28, Annual In-Service Training
July 2, Management Meeting
July 3, Collection Development Committee
July 3, Township Safety Committee Meeting, Catherine

Upcoming Meetings

July 8, Library Finance Committee
July 8, Library Board Meeting
July 9, MAIN Finance Committee, Allan
July 10, Page Meeting, Walter & Staff
July 11, MAIN Board Meeting
July 11, Programs & Services Department Meeting, Catherine & Staff
July 17, Library Patron Services/Technology Committee Meeting
July 18, LLNJ Board Meeting, Allan
July 23, Circulation Department Meeting, Walter & Staff
July 23, Library Buildings & Grounds Committee

July 24, Library Personnel Committee
July 30, MAIN ILS Committee, Walter

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

July 8, 2019
11:12 AM

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 06/30/19

Page No: 1

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	96,169.26	159,362.67
01-100-03	Lakeland - Payroll Account	6,912.47	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,573.28	92,527.90
01-100-10	Lakeland - Restricted Donations	25,445.59	21,996.72
01-140-01	Furniture & Fixtures	304,028.32	301,823.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,139,523.70</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	43,599.00	43,599.00
01-211-00	Section 125 Withholding HDV	0.00	4,932.32
01-212-00	PERS 414/CINS Withholding	23,029.52	20,550.13
01-218-00	Reserve for Encumbrances	<u>158,900.82</u>	<u>216,639.58</u>
	Total Liabilities	225,529.34	285,721.03

01-351-03	Restricted Fund Balance	99,950.89	99,950.89
01-390-04	Plant Fund - Investment in Fixed Assets	654,586.90	654,586.90
01-390-05	Fund Balance	<u>153,490.90</u>	<u>153,490.90</u>
	Total	908,028.69	908,028.69

Revenue	849,651.57	0.00
Less Expenses	<u>843,685.90</u>	<u>0.00</u>
Net	<u>5,965.67</u>	<u>0.00</u>
Total Fund Balance	<u>913,994.36</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,139,523.70</u>	<u>1,193,749.72</u>

July 5, 2019
03:25 PM

Montville Township Public Library
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13514 to 13571
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
13514	06/30/19	ALLAN005 Allan Kleiman	595.96		43
13515	06/30/19	AMERICAN American Museum Natural Hist.	525.00		43
13516	06/30/19	AMYRE005 Amy Resnikoff	18.99		43
13517	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13518	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13519	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13520	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13521	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13522	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13523	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13524	06/30/19	BAKER005 Baker & Taylor	0.00	06/30/19 VOID	0
13525	06/30/19	BAKER005 Baker & Taylor	7,750.28		43
13526	06/30/19	BIBLIOTH Bibliotheca, LLC	1,003.33		43
13527	06/30/19	BRODA005 Brodart Co.	48.45		43
13528	06/30/19	CATHERI Catherine LaBelle	52.85		43
13529	06/30/19	CINDYLAR Cindy LaRue	406.22		43
13530	06/30/19	COLUMINN Columbia Inn	50.00		43
13531	06/30/19	DIREC005 Direct Energy Business	92.66		43
13532	06/30/19	DONNELLY Donnelly Energy	1,448.78		43
13533	06/30/19	ELIZA005 Elizabeth Johansen	250.00		43
13534	06/30/19	EXCEL005 Excellent Building Services	2,115.00		43
13535	06/30/19	FITZS005 Fitzsimmons Irrigation & Light	348.89		43
13536	06/30/19	FLOTE005 FLO-TECH	1,388.72		43
13537	06/30/19	GREGO005 Gregory J. Della Pia	916.66		43
13538	06/30/19	HEBAH EM Hebah Emara	111.26		43
13539	06/30/19	HITEC005 HiTech Computer Services LLC	1,425.00		43
13540	06/30/19	HUGHE005 Hughes Environmental	1,334.94		43
13541	06/30/19	IFPTE005 IFPTE	120.52		43
13542	06/30/19	J ECKERT J. Eckert Locksmiths, Inc.	526.00		43
13543	06/30/19	JEANN005 Jeanne Ivy	14.99		43
13544	06/30/19	JEFFR005 Jeffrey Cupo	145.00		43
13545	06/30/19	JERSE005 Jersey Central Power & Light	5,266.32		43
13546	06/30/19	JOHNS005 Johnston Communications Voice	350.00		43
13547	06/30/19	KANOPY Kanopy, Inc.	116.00		43
13548	06/30/19	LAWNW005 Lawn World, Inc.	375.00		43
13549	06/30/19	LIBR0010 Library Interiors, Inc.	3,820.58		43
13550	06/30/19	MAINI005 M.A.I.N., Inc.	12,883.65		43
13551	06/30/19	MICHAEL Michael A. Cerone, Jr., Esq.	333.34		43
13552	06/30/19	MICHELEM Michele Magnotta	50.00		43
13553	06/30/19	MICHELEM Michele Magnotta	50.00		43
13554	06/30/19	MIDWE005 Midwest Tape	0.00	06/30/19 VOID	0
13555	06/30/19	MIDWE005 Midwest Tape	543.80		43
13556	06/30/19	NJNAT005 NJ Natural Gas Co.	308.14		43
13557	06/30/19	OPTIM005 Optimum	184.94		43
13558	06/30/19	OVERD005 OverDrive, Inc.	6,000.00		43
13559	06/30/19	PETTY005 Pettycash	91.60		43
13560	06/30/19	RISAS005 Risa Skerker	30.35		43
13561	06/30/19	STAPL005 Staples Advantage	283.18		43
13562	06/30/19	STATE005 State of New Jersey	143.37		43
13563	06/30/19	SUNRI005 Sunrise ShopRite	755.22		43
13564	06/30/19	SYNCB005 SYNCB/AMAZON	229.73		43

July 5, 2019
03:25 PM

Montville Township Public Library
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13565	06/30/19	TECHN005 Technology Integrators	400.00		43
13566	06/30/19	THOMA005 Thomas Klise/Crimson Multimed	593.12		43
13567	06/30/19	TOWNS005 Township of Montville	10,471.44		43
13568	06/30/19	UNITE005 United Parcel Service	97.92		43
13569	06/30/19	VERI0010 VERIZON	471.39		43
13570	06/30/19	VERI0015 Verizon	93.24		43
13571	06/30/19	WICK Wick Services, Inc.	140.00		43

Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	49	9	64,771.83	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	49	9	64,771.83	0.00

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Check Register By Check Id

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	419.80	0.00	0.00	419.80
	9-01	60,101.26	0.00	2,661.99	62,763.25
CAPITAL BUDGET	9-02	1,588.78	0.00	0.00	1,588.78
Year Total:		61,690.04	0.00	2,661.99	64,352.03
Total of All Funds:		62,109.84	0.00	2,661.99	64,771.83

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Revenue Account Range: First
Budget Account Range: First
Print Zero YTD Activity: No

to Last
to Last

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

Year To Date As Of: 06/30/19
Current Period: 06/01/19 to 06/30/19
Prior Year: 06/01/18 to 06/30/18

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,463.06	15,000.00	1,121.76	7,518.19	7,481.81-	50
9-01-401-03	Copier Income	58.65	1,300.00	41.25	491.55	808.45-	38
9-01-401-05	Computer Print Outs Income	308.75	3,500.00	150.05	1,522.75	1,977.25-	44
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	828,658.02	828,657.98-	50
9-01-401-08	Donations Income	0.00	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	246.98	2,000.00	1.00	797.89	1,202.11-	40
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0
9-01-401-15	Interest Income	18.58	1,100.00	23.40	4,396.96	3,296.96	400
9-01-401-16	Lost Cards	14.00	300.00	34.50	208.50	91.50-	70
9-01-401-18	Disks/Faxes	46.10	700.00	13.00	345.70	354.30-	49
Program Total		142,616.62	1,691,216.00	139,494.63	843,957.83	847,258.17-	50
9-01-402-30	Restricted Contributions	161.20	3,500.00	82.42	5,693.74	2,193.74	163
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
Program Total		161.20	11,000.00	82.42	5,693.74	5,306.26-	52
Fund 01 Revenue Total		142,777.82	1,702,216.00	139,577.05	849,651.57	852,564.43-	50

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-601-010	Salaries & Wages Expense	49,841.57	722,000.00	55,539.80	360,971.11	0.00	361,028.89	50
9-01-601-100	Taxes/FICA/UE	4,107.11	57,600.00	4,534.69	29,582.12	0.00	28,017.88	51
9-01-601-110	Health Benefits Expense	9,436.48	101,200.00	7,929.90	47,579.75	0.00	53,620.25	47
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	76,010.57	0.00	8,289.43	90
9-01-601-130	DCRP Expense	0.00	3,000.00	0.00	1,174.59	0.00	1,825.41	39
9-01-601-150	Temporary Staff	368.36	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		63,753.52	973,100.00	68,004.39	515,318.14	0.00	457,781.86	53
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-020	Adult Books	2,730.85	28,521.00	2,865.53	15,015.13	1,071.06	12,434.81	56
9-01-602-030	Adult BOCD	221.75	4,000.00	292.58	1,705.17	154.61	2,140.22	46
9-01-602-040	Adult DVD	2,468.97	15,000.00	863.85	5,739.44	57.33	9,203.23	39
9-01-602-050	Adult eBooks	2,854.96	5,000.00	2,590.53	2,936.51	0.00	2,063.49	59
9-01-602-060	Adult eAudio	2,644.98	5,000.00	2,326.97	2,471.96	0.00	2,528.04	49
9-01-602-070	Adult Music CD	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-602-090	Periodicals	62.00	9,000.00	0.00	2,813.95	0.00	6,186.05	31
9-01-602-110	Games	490.12	6,000.00	593.12	3,425.43	0.00	2,574.57	57
9-01-602-120	J Books	1,308.03	28,200.00	3,015.82	10,225.82	658.05	17,316.13	39
9-01-602-130	J BOCD	0.00	500.00	19.49	40.53	0.00	459.47	8
9-01-602-140	J DVD	0.00	2,000.00	499.62	1,160.20	279.89	559.91	72
9-01-602-150	J eBooks	500.00	750.00	585.83	595.82	0.00	154.18	79
9-01-602-160	J eAudio	500.00	500.00	500.00	500.00	0.00	0.00	100
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	569.92	9,000.00	741.29	2,521.35	270.93	6,207.72	31
9-01-602-190	YA BOCD	0.00	500.00	0.00	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	0.00	500.00	500.00	500.00	0.00	0.00	100
9-01-602-220	Young Adults eAudio	0.00	500.00	500.00	500.00	0.00	0.00	100
9-01-602-230	Streaming	0.00	4,250.00	116.00	510.00	0.00	3,740.00	12
Program Total		14,351.58	128,721.00	16,010.63	50,694.07	2,491.87	75,535.06	41
9-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-603-230	Program - Adult	355.53	16,000.00	0.00	6,561.83	4,375.00	5,063.17	68
9-01-603-240	Program - Children	225.69	5,000.00	53.26	2,111.04	0.00	2,888.96	42
9-01-603-250	Summer Reading / Reading Programs	2,472.66	7,000.00	392.73	4,457.99	489.06	2,052.95	71
9-01-603-260	Museum Passes	100.00	4,000.00	525.00	2,570.00	0.00	1,430.00	64
9-01-603-270	Programs YA	125.50	2,500.00	0.00	1,334.11	0.00	1,165.89	53
9-01-603-280	Library-Wide Cultural/Family Programing	0.00	3,500.00	0.00	707.57	800.00	1,992.43	43
9-01-603-300	Technology Programming	0.00	6,000.00	100.00	1,700.00	0.00	4,300.00	28
Program Total		2,568.32	44,000.00	1,070.99	19,442.54	5,664.06	18,893.40	57
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	1,479.24	14,000.00	349.53	8,234.39	0.00	5,765.61	59
9-01-604-070	Postage - Supplies	200.00	2,000.00	13.70	510.57	0.00	1,489.43	26
9-01-604-080	Freight-Ship (Non-Collection)	55.41	1,000.00	97.92	445.74	0.00	554.26	45
Program Total		1,734.65	17,000.00	461.15	9,190.70	0.00	7,809.30	54

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Montville Township Public Library
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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
9-01-605-060	PR - Materials	0.00	1,500.00	0.00	312.98	0.00	1,187.02	21
9-01-605-070	Staff/Volunteer Recognition	522.77	2,500.00	211.46	664.34	225.00	1,610.66	36
Program Total		522.77	6,000.00	211.46	977.32	225.00	4,797.68	20
9-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-606-010	Staff Development	0.00	4,000.00	598.52	2,328.37	0.00	1,671.63	58
9-01-606-020	Professional Expenses	0.00	2,000.00	50.00	136.77	0.00	1,863.23	7
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	70.46	1,000.00	165.25	634.08	0.00	365.92	63
9-01-606-040	Professional Dues	0.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	199.19	6,000.00	816.59	1,935.53	0.00	4,064.47	32
Program Total		269.65	14,000.00	1,630.36	5,539.75	0.00	8,460.25	40
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	5,722.00	66,000.00	5,266.32	26,041.96	0.00	39,958.04	39
9-01-607-030	Utilities - Gas	697.06	20,000.00	400.80	9,136.93	0.00	10,863.07	46
9-01-607-040	Utilities - Telephone	505.38	6,000.00	564.63	3,179.22	0.00	2,820.78	53
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,109.64	0.00	1,390.36	44
Program Total		7,109.38	94,500.00	6,416.69	39,467.75	0.00	55,032.25	42
9-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-010	Plant - Repairs, Bldgs, Grounds	4,975.41	40,000.00	876.00	30,696.17	10,344.17	1,040.34-	103
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,115.00	12,690.00	0.00	17,310.00	42
9-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,500.00	0.00	280.00	0.00	3,220.00	8
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	7,642.00	0.00	8,358.00	48
9-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	723.89	1,567.13	0.00	1,432.87	52
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	85.74	0.00	414.26	17
Program Total		7,090.41	94,000.00	3,714.89	53,051.42	10,344.17	30,604.41	67
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-01-609-050	EM - Copiers	0.00	1,500.00	0.00	1,929.06	0.00	429.06-	129
9-01-609-070	Computer Software	0.00	2,000.00	0.00	2,531.30	0.00	531.30-	127
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	0.00	800.00	0.00	340.08	0.00	459.92	43
Program Total		0.00	22,000.00	0.00	4,800.44	0.00	17,199.56	22
9-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-610-010	Color Copy Usage	1,171.23	3,000.00	0.00	3,003.89	0.00	3.89-	100
9-01-610-020	Copier Usage B&W	64.23	1,000.00	1,388.72	1,558.56	0.00	558.56-	156
Program Total		1,235.46	4,000.00	1,388.72	4,562.45	0.00	562.45-	114
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	5,499.99	0.00	6,500.01	46
9-01-611-030	MAIN Assessment	12,330.12	55,000.00	12,883.65	38,650.95	12,883.68	3,465.37	94
9-01-611-070	Computer Support & Service	977.50	6,000.00	1,425.00	7,885.00	0.00	1,885.00-	131
9-01-611-100	Web Site Maintenace	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-150	Legal	0.00	4,000.00	333.34	333.34	0.00	3,666.66	8
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	1,500.00	0.00	1,500.00	50
9-01-611-260	Payroll Service Fee	639.77	8,000.00	147.27	3,710.57	0.00	4,289.43	46
9-01-611-320	Other Professional Services	288.75	1,000.00	60.00	60.00	0.00	940.00	6
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		15,382.80	100,000.00	16,015.92	57,639.85	12,883.68	29,476.47	71
9-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-612-010	Township In-kind Services	0.00	48,195.00	0.00	22,610.50	0.00	25,584.50	47
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	12,982.00	0.00	13,218.00	50
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	1,916.57	0.00	8,083.43	19
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-612-060	O/E - Board Misc	45.71	2,000.00	48.86	672.40	0.00	1,327.60	34
Program Total		45.71	86,895.00	48.86	38,181.47	0.00	48,713.53	44
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	0.00	7,500.00	0.00	4,430.00	0.00	3,070.00	59
Program Total		0.00	7,500.00	0.00	4,430.00	0.00	3,070.00	59
Fund 01 Expend Total		114,064.25	1,591,716.00	114,974.06	803,295.90	31,608.78	756,811.32	52

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,777.82	139,577.05	849,651.57	114,064.25	114,974.06	834,904.68	14,746.89
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-140	Security Cameras	4,615.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-180	Curtains/Shades Pio Costa	13,437.20	0.00	0.00	0.00	0.00	0.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
Program Total		18,052.20	22,000.00	0.00	0.00	0.00	22,000.00	0
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-170	Landscaping	0.00	0.00	140.00	850.00	0.00	850.00-	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	1,036.04	1,036.04	1,448.77	10,515.19	19
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		0.00	66,000.00	1,176.04	1,886.04	1,448.77	62,665.19	5
9-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-804-010	Computer Equipment	0.00	10,000.00	0.00	5,372.84	0.00	4,627.16	54
9-02-804-015	Computer Related Equipment	477.61	2,500.00	0.00	73.60	0.00	2,426.40	3
Program Total		477.61	12,500.00	0.00	5,446.44	0.00	7,053.56	44
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
Program Total		0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
CAPITAL BUDGET Expend Total		18,529.81	110,500.00	1,176.04	7,332.48	1,448.77	101,718.75	8
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-02	CAPITAL BUDGET	0.00	0.00	0.00	18,529.81	1,176.04	8,781.25	8,781.25-

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,777.82	139,577.05	849,651.57	114,064.25	114,974.06	834,904.68	14,746.89
9-02	CAPITAL BUDGET	0.00	0.00	0.00	18,529.81	1,176.04	8,781.25	8,781.25-
	Final Total	142,777.82	139,577.05	849,651.57	132,594.06	116,150.10	843,685.93	5,965.64

MONTVILLE TOWNSHIP PUBLIC LIBRARY JUNE 2019 PROGRAM ATTENDANCE
July 8, 2019 Board Meeting

LIBRARY SPONSORED PROGRAMS	2019	2018
Children - Staff Programs		
Storytime	86	
Bingo/Games	18	
Baby Legos & Kids Legos	29	
Messy Munchkins	14	
Drop In Arts & Crafts, Play Dough, Coloring	105	
Pre-School Outreach Storytime (3 locations)	63	
Baby Playtime	25	
Children - Staff Programs Total	340	256
Children - Paid Presenters		
Kids Yoga	12	
Summer Reading Kick Off	60	
Edible Art	39	
	100	
Children - Paid Presenters Total	211	190
Total All Children's Programs	551	446
Young Adults - Staff Programs		
Video Games	54	
English Conversation & Cookies & Conversation	16	
TAB Meeting	44	
Drama Club	2	
Chess	19	
STEAM	5	
Stress Relief	23	
Open Mic Pride	7	
Young Adult - Staff Programs Total	170	155
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	170	155
Adult - Staff Programs		
Movies	284	
Adult Book Club & Books n' Bites	23	
Technology Classes	38	
Knitting Class	14	
Summer Reading Kick Off Cake Reception	40	
Concert Youth Violin & Piano	80	
Adult Staff Programs Total	479	335
Adult - Paid Presenters		
Technology Classes	46	
Lectures	40	
Concerts, Dance, Music & Art		
Adult - Paid Presenters Total	86	233
Total All Adult Programs	565	568
Library Sponsored Total	1,286	1,169
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	32	
Writer's Group	6	
Pet Parents	5	
Outside Groups Total	43	30
GRAND TOTAL	1,329	1,199

Library Displays and Featured Themes		
Adults & Children's Book Displays		
Father's Day		
Graduation		
LGBTQ		
National Cat Adoption Month		
Adult Book Displays		
Library Reads		
100 Top Library Books		
June is Audiobook Month		
BookPage		
D-DAY		
Children's Book Displays		
Read a Good Book		
July 4th		

Museum Pass Program	2019	2018
Grounds for Sculpture	7	
Imagine That!!!	8	
Intrepid Sea, Air and Space Museum	3	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	0	
Morris Museum	2	
American Museum of Natural History	8	
Newark Museum	2	
Stickley Museum	0	
Museum of Modern Art	4	
Battleship New Jersey	0	
Museum Pass Total	34	28

Exams Proctored	5	1
Quiet Study Room - number of times used	55	33

Registered Summer Reading Participants	
Children	110
Teens	50
Adults	81

June 4 - Primary Election Day - Auditorium
June 19 - Robert R. Lazar Graduation early closing 5:00 pm
June 20- MTHS Graduation early closing 5:00 pm
June 27-29 Staff Training Days - Library closed to public
Independence Day Celebrations