Montville Township Public Library
Board of Trustees Meeting
November 18, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

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## OPEN SESSION

| ***MEMBERS PRESENT*** |
|---|
| Mr. Thomas Mazzaccaro |
| Mr. Carmen Allora |
| Mayor Conklin |
| Mrs. Jane Hines |
| Mr. David Tubbs |
| Mr. Robert Donohue |
| Mrs. Dianna Paradise |
| Ms. Linda Peskin |
| 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 7:00p.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. *Mr. Tubbs made a motion to approve the amended October 21, Regular Session minutes, seconded by Mrs. Paradise*

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

B. *Mr. Tubbs made a motion to approve the November 7, Special Session minutes, seconded by Mrs. Hines*

Mrs. Paradise yes; Ms. Peskin abstained; Mr. Grau abstained; Mr. Mazzaccaro yes; Mrs. Hines 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 stated that the Personnel Committee met with the Union rep and members to negotiate the Union Contract.

**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 83%. Year to date revenue is on target at 83% of annual budget. Year to date operating expenditures, plus encumbrances are at 83% of annual budget. Included in expenditures is year to date salaries and temporary help which are at $15,821 or 85% of the total annual budget. The year to date capital expenditures are 28% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive $60.821.00 YTD.

**Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

## VI Report of Liaisons

Mayor – Mayor Conklin stated the League of Municipalities begins tomorrow. The Master Plan subcommittee is still doing reviews and public hearings will be taking place soon. Discussions regarding the 2020 budget are in the works.

Superintendent Liaison of Schools – Mr. Tubbs stated that the High School Forensics Team has received recognition from the National Speech and Debate Association. They are in the top 5%. International Concerns Club participated in a Hunger Walk. The elementary schools recognized Dewali – Celebration of Light over Darkness.

## VII. Committee Reports

Finance: Mr. Allora stated that the committee met on November 7th. They went over the October statements and there were no issues. The accountant will fix the $.03 statement difference. Prepaids will be paid on a quarterly basis to MAIN. The accountant will stay on in 2020 for the same fee. The audit and 990 were completed and the 990 was approved. He thanked the staff for their help.

Personnel: Mr. Grau stated there are some new hires. One person did not accept the position so there is one open position remaining.

Buildings & Grounds: Mrs. Hines stated the resolution for the chiller project is on the agenda for approval. The PO will be generated and the funds encumbered after the resolution is approved.

Patron Services/Technology: Mr. Donohue stated that the committee met on November 13. They discussed the logistics of changing the hours on Sundays in August. The Book Sale raised $1100.00. Discussion took place about the Strategic Plan and Donations through Friends of the Library.

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

Allan stated that the staff did a wonderful job with the Book Sale. He would like to hold a Cheese and Wine event in 2020. A lot of people came out with their children also to purchase books. Donnelly will be at the Library tomorrow to finish the lighting replacement. He stated that Johnston Voice and Data came out and fixed the phone issues.

## IX. Resolutions/Motions

A. Resolution to approve the checks numbered 13794 through 13836 dated October 1 to October 31, 2019 in the amount of $38,059.21.

*Motion made by Mr. Allora and seconded by Mr. Grau*

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

B. Resolution to accept salaries for the month of October 2019 in the amount of $87,042.68 and ELL teachers' salaries in the amount of $1,850.00, and PLA intern salaries and benefits in the amount of $484.88 for a total of $89,377.56.

*Motion made by Mr. Allora and seconded by Mr. Grau*

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

C. Chiller Replacement Resolution

**WHEREAS**, the township of Montville has pursuant to N.J.S.A. 40:54-1 et seq. established a Free Public Library; and

**WHEREAS**, pursuant to N.J.S.A. 40:54-12 the board of Trustees of said library may construct buildings and do all things necessary and proper for the establishment and maintenance of the free public library; and

**WHEREAS**, the Board of Trustees of the Free Public Library of the Township of Montville has pursuant to N.J.S.A. 40A:11-1 et seq. publicly advertised for sealed bids for Chiller Replacement and Installation; and

**WHEREAS**, the Library received six bid submittals; and

**WHEREAS**, the Library's Engineer, Whitman Engineering and the Library's Qualified Purchasing Agent has reviewed the bid submittals and has determined that C. Dougherty and Co., Inc. submitted the lowest responsible bid in the amount of $147,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Free Public Library of the Township of Montville that the contract for the Chiller Replacement and Installation is hereby awarded to C. Dougherty and Co., Inc. in the amount of $147.000.00; and

It is further **RESOLVED**, that the Board President is hereby authorized to execute the Contract with C. Dougherty and Co., Inc. in a form that is acceptable to the Library's architect and attorney.

*Motion made by Mrs. Hines and seconded by Mrs. Paradise*

The attorney will complete the contract and the Purchase Order will be created.

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

D. Resolution to approve the promotion of Risa Skerker to the full-time position of Librarian 2 from Librarian 1 effective October 24, 2019 with a 4% hourly rate increase to $28.92 from $27.81.

*Motion made by Mr. Grau and seconded by Mr. Tubbs*

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

E. Resolution to approve the promotion of Jeffrey Cupo to the full-time position of Librarian 2 from Librarian 1 effective October 24, 2019 with a 4% hourly rate increase to $24.62 from $23.67.

*Motion made by Mr. Grau and seconded by Mr. Tubbs*

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

F. Resolution to approve the promotion of Cindy LaRue to the part-time position of Librarian 2 from Librarian 1 effective October 24, 2019 with a 4% hourly rate increase to $24.62 from $23.67.

*Motion made by Mr. Grau and seconded by Mr. Tubbs*

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

G. Resolution to commend Allison Massey upon successful completion of the 2019 grant funded PLA Inclusive Intern Initiative.

*Motion made by Mr. Grau and seconded by Mr. Tubbs*

She completed three projects: Girl Power Story Time, Book Swap and Updated the Holiday and Cultural Events.

## X. Old Business

None

## XI. New Business

The budget review will take place a special meeting on November 26th at 7pm.

## XII. Executive Session

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

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

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Union Contract Negotiations; and

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 7:38 p.m. Mr. Grau made a motion, seconded by Mr. Tubbs that the Library Board adjourn to executive Session. Vote: All in favor

## XIII. Open Session

Motion made by Mr. Grau to reconvene to Open Session at 7:46p.m, seconded by Mrs. Hines. All in favor

## XIV. Adjournment

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

Montville Township Public Library
Director's Report

November 18, 2019

**Buildings and Grounds:**

Wick Landscaping completed the project on the island beds in the front of the parking lot. They planted low maintenance juniper bushes that blend nicely with the river stone.

The front exterior door arm came loose and Fred Ackerman from the DPW fixed it for us. It is working fine now. Fred also re-installed the hand scanner that came off the wall and installed a missing bolt in the baby changing station in the front women's rest room. We appreciate the Township's prompt response to requests especially when they involve safety issues.

Malone Fire Sprinklers sent us the report of the annual inspection. They found no deficiencies in any categories tested.

Engineered Security Systems completed the annual fire and burglar alarm testing. There were no defects or malfunctions in any of the thirty zones they tested.

Donnelly Energy started the second phase of the lighting retrofit project. There was an issue replacing the metal halide bulbs. The first replacement bulbs they installed were too long and did not fit in the fixture. Fortunately, they found another replacement bulb, the same wattage, but a few inches shorter that fits in the fixtures. It is hoped this will be completed by the end of November.

Joseph Serrecchia, Montville Township Fire Inspector, found a few violations that are in the process of being corrected. Several extension cords and power surge protectors need to be removed. Two missing ceiling tiles were replaced and some items on shelf-tops were moved so they will be 18 inches below sprinkler heads. We are in the process of getting the electrical outlets under the computers table

to be in working condition instead of using surge protector to surge protector as noted in violation by the Fire Marshall.

We had strange phone issues for a few weeks. Our phones somehow got connected to other libraries and businesses in different states. This happened around the same time each day and lasted for about an hour or two. Fortunately, things are back to normal now.

We put the chiller bid together and twenty-one contractors requested copies. Four came out for a site visit. The bids were opened on Wednesday, October 16 at 10:00 am. The three lowest bids were sent to QPA, Sean Canning, and to Whitman engineer, Eddie Alonso, for review. The HVAC Chiller Project RFP has undergone review by our Attorney. The Attorney has drafted the resolution for the Library Board to accept the bid and proceed to the contract phase.

The Township replaced the radio reading device on our water meter. It was 12 years old and no longer sending a strong signal. The Township does not bill us for water or sewer but they track the usage.

Hugh Environmental Engineering completed the quarterly preventive maintenance.

We ordered and received the batteries needed for the emergency lights.

Ryan Fitzsimmons winterized the lawn sprinklers.

A meeting was held on November 6th with the Township on the Library/Township agreement which ends on December 31, 2019. There were a few minor changes to the agreement but for the most part it remains the same. Service has continued to improve over last year with better two-way communication and putting requests in writing so they don't get lost. We will meet again in six-months to continue to monitor the agreement.

**Finance:**

We processed a retirement and the State Division of Pension and Benefits approved our documentation and calculations. In addition to pension issues, we

make sure all the necessary health and dental insurance forms are completed before retirement.

We completed the third quarter pension ROC (Report of Contributions) online through EPIC (Employer Pension and Benefits Information Connection) This site allows employers direct access to employee pension information for online filing of reports. Each quarter we have to reconcile our pension deductions with the State's calculations.

The 990 has been filed with the IRS.

**Marketing and Outreach:**

The Library had an information table at Montville Day on October 13. Janina was at the table all day greeting people and answering questions. Lots of people stopped by to say how much they appreciate the Library and the programs and services we offer. Several people asked how to download eBooks and Janina gave them a quick summary and invited them to visit or call the Library with any additional questions. Many people did not realize we offer museum passes. They were surprised at the number of passes that we have available. A new Montville resident wanted to sign up for a library card and was very happy to hear about the programs we offer.

One of the objectives in our strategic plan is to merchandize our popular collections better. To that end, we have pulled out, through displays, segments of the collection that are the most popular and also that inform on topics from our library events. Our October displays highlighted many of our program themes: Diwali, Halloween, Spooky Stories, Breast Cancer Awareness, National Coming Out Day, and Fire Prevention Month. We also featured a display of New and Recommended Thrillers which accompanied our new recommended thriller book list brochure.

Our readers' advisory newsletters this month also focused on popular topics such as humor (anniversary of Monty Python) and young adult genre collections in mystery and science fiction, also featured in book list brochures.

Risa and Jeff created a Diwali reading list brochure to go along with our Diwali celebration on Nov 2. Risa also created a booklist on STEM picture books for

younger children since she gets many parent requests for books to start early learning about science and technology.

Other newsletters featured October and November programs and advertised our big Fall Booksale planned for Nov 8 and 9.

Risa visits to Funtime Kids Academy 2, Kids Connect, and Millie's House this month featured Halloween themed stories and songs.

**Patron Services:**

We celebrated fall holidays this month with successful Halloween and Diwali programming for all age groups. Our family Diwali celebration on Nov 2 was attended by 73 people and staffed by our TAB volunteers. The program featured food, game and craft stations including welcome gift bags, an information booth, carrom (a popular board game), making clay and paper diyas, and the art form Rangoli. Risa Skerker did an ongoing Diwali story time in the Gasparro for the younger kids while the program went on in the Pio Costa. Jeff, Risa, and Hebah did a great job of planning and running this event. Amy Resnikoff's Saturday morning Pumpkin Painting program had 28 children creating their own Halloween pumpkin to take home with bright colors and decoupage faces. For the Halloween Messy Munchkins, the younger kids made pumpkins out of yarn and got their own trick or treat bags. Risa Skerker ran her yearly Halloween parade with kids in costume visiting different parts of the library to trick or treat, flowed by songs, stories, and treats.

Other programs for children included the Montclair Art Museum program where the kids created scratch art owls with pastels and acrylic paint. Their art owls are currently on display in the front case and many happy kids have visited to see their art on display. Twenty children attended the Fern & Fossil program where they learned about plants and how they grow and then planted their own terrariums using sand, soil, rocks and succulent plants.

Montville "U" programs this month included a lecture by Dr. Douglas Simon on the impact of climate change on American foreign policy. Dr. Simon explained the catastrophic impacts of climate change experienced by third world countries and the response of global powers. On a lighter note, lecturer and former radio

personality Even Weiner presented a program on the early days of TV. This month's Montville "U" attendees were treated to two musical programs. Pianist/Lecturer/ Vocalist Fred Miller shared the songs and history of post WWI music through the jazz age. Professor Barry Weinstein took a look at how the music of the Beatles ushered in the music of the modern era.

Evening programs included a workshop on Medicare Part "D" open enrollment options, an adult Montclair Art Museum class where participants made and took home their own terrariums, and a timely talk on the Salem Witch Trials by Dr. Salvatore Prisco. Our Business/Career/ Finance series this month featured a talk on how to conduct an effective Job Search. The genealogy workshop addressed how to find the maiden names of female ancestors.

This month the Adult Book Clubs discussed a teen fiction book, National Book Award Finalist The Sun is Also a Star by Nicola Yoon, in honor of TeenTober (teen reading month). Risa and the group had a very good discussion on identity, family, the love of science and the science of love. Risa also promoted our Teen Reading Section and hopes to read more YA novels as part of the book club in the future. They also read The Heart's Invisible Furies by John Boyne, finalist for the 2018 LAMBDA Literary Awards, in honor of National Coming Out Day. The children's book club did not meet due to the Jewish holidays.

In teen programming news, 140 teens attended October events. The Drama Club resumed in October and Jeff and the teens decided to proactive and plan for their own spin on Shakespeare in the Park outside the library in the spring. Our TAB Volunteers planned a great escape room that we ran at our Halloween Lock-in. The program was a great success and everyone had a lot of fun.

Attached to this report are the children's young adult and adult program calendars for November.

**Personnel:**

We interviewed for the three open part time positions: Adult Monitor, Library Assistant, and Senior Library Assistant. We have selected candidates and will make hiring recommendations to be approved as soon as the background checks are returned from the New Jersey State Police. One part-time Library Assistant

has withdrawn her name for consideration so we will need to re-open the position.

Members of the Library's Personnel Committee met with Union reps in regards to the Union Contract. Update on this will be presented in closed executive session.

**Staff Training/ Development:**

Catherine attended the Library Journal Day of Dialog at the Cambridge Public Library in Massachusetts. This was a one-day seminar on books coming out in fall 2019 and winter 2020 and included authors and publishers speaking about upcoming books and hot trends in the publishing industry. Catherine also toured the library to get ideas we might implement at Montville.

Allan and Catherine attended the Collection HQ Northeast Forum at the Mullica Hill Library. This yearly event brings together northeastern users of the Collection HQ software to hear what's new with the software and to exchange ideas on how they best use Collection HQ at their libraries for collection development, replacement, marketing and budgeting.

Jeff and Nina attended the MAYS meeting where Jeff was specifically invited to discuss successful teen programming and how to start a Teen Advisory Board. Ours was regarded as the best in the county.

Amy Resnikoff took part in a webinar on how to implement special needs programming for public libraries.

Risa Skerker attended a webinar on Rosetta Stone, our language learning database.

Hebah Emara completed a course on OCLC's Web Junction platform hosted by the National Network of Libraries of Medicine and National Institute of Health titled "Wikipedia + Health" that aimed to educate library staff on evaluating health information with the goal of assisting patrons to develop health literacy skills. She also attended a webinar hosted by the NJ State Library focused on helping libraries play a larger role in supporting job seekers.

Hebah attended Comic-Con on the Thursday that has library specific comic programming and Allan attended both Thursday and Friday workshops.

Nine staff members have or will be attending customer service training during the month of November sponsored by our Consortium MAIN. This presentation is being done by Joanne Roukens a longtime New Jersey Librarian with vast experience and expertise in this area.

## Technology:

We had a packed month of technology programs in the Gasparro Room. We offered a multi-part class on how to design a website, and classes on Google Drive and Windows 10. An online travel information class was also very popular. Hebah is now teaching regular classes monthly on downloading eBooks, audiobooks and magazines and streaming movies. Hebah also began three new technology programs for teens and kids. Teens now have the opportunity to attend coding classes focused on popular language such as HTML, CSS, and Python on alternating Mondays and attend discussion-based Tech Talks on alternating Thursdays. Kids have the opportunity to learn how to code through hour long events on alternating Wednesdays after school. To date, the programs have attracted 5 or more participants per class with attendees requesting similar programs in the future.

## Past Meetings:

October 3, Library Journal Day of Dialog, Cambridge, MA, Catherine

October 3, Comic-Con, NYC, Allan, Hebah

October 4, Comic-Con, Allan

October 8, NJLA Education & Leadership Committee, Hebah

October 18, MAIN Youth Services Committee (MAYS), Jeff, Nina

October 18, Mentor NJ Tech Meet-up, Hebah

October 22, Collection HQ Northeast Forum, Mullica Hill Library, Allan, Catherine

October 24, NJLA Diversity & Outreach, Jeff

November 6, Programs & Services Department Meeting

November 12, Customer Service for the Supervisor Training, Catherine, Jeanne, Walter

November 14, MAIN Membership/Board Meeting, Allan

November 14, Library/Union Contract Negotiations, Allan

November 15, NJLA Leadership & Education Committee, Hebah

November 15. MAIN Youth Services (MAYS), MAYS, Risa

**Future Meetings:**

November 18, Library Board Meeting

November 19, MAIN Circulation Committee, Walter

November 19, Library Finance Committee. 2020 Budget

November 20, I Love It Here! Customer Service Training,

November 20, Mentor NJ Meeting, Allan

November 26, MAIN ILS Committee, Walter

November 26, Library Special Board Meeting, 2020 Budget

December 2, Programs & Services Department Meeting

December 9, Library Finance Committee

December 9, Library Board Meeting

Respectfully submitted,

Allan M. Kleiman, MLS

Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 10/31/19



| | | 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 | 127,127.61 | 159,362.67 |
| 01-100-03 | Lakeland - Payroll Account | 6,624.92 | 7,983.61 |
| 01-100-04 | Lakeland CD Accounts | 261,239.28 | 257,000.00 |
| 01-100-08 | Lakeland - Capital Reserve | 92,604.98 | 92,527.90 |
| 01-100-10 | Lakeland - Restricted Donations | 26,679.68 | 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 | 1,171,460.29 | 1,193,749.72 |
| Liabilities & Fund Balance | | | |
| 01-200-11 | Sick Hrs Year End Accrual | 35,084.65 | 43,599.00 |
| 01-211-00 | Section 125 Withholding HDV | 0.31 | 4,932.32 |
| 01-212-00 | PERS 414/CINS Withholding | 12,093.52 | 20,550.13 |
| 01-218-00 | Reserve for Encumbrances | 155,432.18 | 216,639.58 |
| | Total Liabilities | 202,610.66 | 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 | 153,490.90 | 153,490.90 |
| | Total | 908,028.69 | 908,028.69 |
| | Revenue | 1,419,882.77 | 0.00 |
| | Less Expenses | 1,359,061.83 | 0.00 |
| | Net | 60,820.94 | 0.00 |
| | Total Fund Balance | 968,849.63 | 908,028.69 |
| | Total Liabilities & Fund Balance | 1,171,460.29 | 1,193,749.72 |

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13794 to 13836
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 |
|---|---|---|---|---|---|
| 13794 | 10/31/19 | BAKER005 | Baker & Taylor | 4,256.27 | 47 |
| 13795 | 10/31/19 | DAIL0010 | Daily Record | 46.18 | 47 |
| 13796 | 10/31/19 | DEMCO005 | Demco, Inc. | 754.99 | 47 |
| 13797 | 10/31/19 | DIANE CY | Diane Cypkin | 400.00 | 47 |
| 13798 | 10/31/19 | DIANE005 | Diane Lang | 200.00 | 47 |
| 13799 | 10/31/19 | DIREC005 | Direct Energy Business | 213.90 | 47 |
| 13800 | 10/31/19 | DRCHR005 | Dr. Christopher Bellitto | 250.00 | 47 |
| 13801 | 10/31/19 | DRCHR005 | Dr. Christopher Bellitto | 250.00 | 47 |
| 13802 | 10/31/19 | ELIZA005 | Elizabeth Johansen | 250.00 | 47 |
| 13803 | 10/31/19 | EXCEL005 | Excellent Building Services | 2,899.00 | 47 |
| 13804 | 10/31/19 | FITZS005 | Fitzsimmons Irrigation & Light | 150.00 | 47 |
| 13805 | 10/31/19 | FLOTE005 | FLO-TECH | 244.11 | 47 |
| 13806 | 10/31/19 | GREGO005 | Gregory J. Della Pia | 916.66 | 47 |
| 13807 | 10/31/19 | HEBAH EM | Hebah Emara | 262.81 | 47 |
| 13808 | 10/31/19 | IFPTE005 | IFPTE | 228.51 | 47 |
| 13809 | 10/31/19 | JEFFR005 | Jeffrey Cupo | 231.60 | 47 |
| 13810 | 10/31/19 | JERSE005 | Jersey Central Power & Light | 5,959.56 | 47 |
| 13811 | 10/31/19 | JOEL FAR | Joel Farkas | 150.00 | 47 |
| 13812 | 10/31/19 | KANOPY | Kanopy, Inc. | 136.00 | 47 |
| 13813 | 10/31/19 | MARIANNE | Marianne Ciffer | 540.00 | 47 |
| 13814 | 10/31/19 | MICHAELW | Michael Weinstein | 60.00 | 47 |
| 13815 | 10/31/19 | MICHELEM | Michele Magnotta | 50.00 | 47 |
| 13816 | 10/31/19 | MIDWE005 | Midwest Tape | 139.53 | 47 |
| 13817 | 10/31/19 | NJNAT005 | NJ Natural Gas Co. | 361.24 | 47 |
| 13818 | 10/31/19 | OPTIM005 | Optimum | 184.94 | 47 |
| 13819 | 10/31/19 | PARKE005 | Parker Publications, Inc. | 59.78 | 47 |
| 13820 | 10/31/19 | PITNE005 | Pitney Bowes Global Financial | 170.04 | 47 |
| 13821 | 10/31/19 | PLYMOUTH | Plymouth Rocket, Inc. | 540.00 | 47 |
| 13822 | 10/31/19 | RABBI BR | Rabbi Brooks Susman | 250.00 | 47 |
| 13823 | 10/31/19 | RISAS005 | Risa Skerker | 19.23 | 47 |
| 13824 | 10/31/19 | SHARON R | Sharon S. Rogovin | 87.50 | 47 |
| 13825 | 10/31/19 | SHARON R | Sharon S. Rogovin | 87.50 | 47 |
| 13826 | 10/31/19 | SHARON R | Sharon S. Rogovin | 87.50 | 47 |
| 13827 | 10/31/19 | SHARON R | Sharon S. Rogovin | 87.50 | 47 |
| 13828 | 10/31/19 | STAPL005 | Staples Advantage | 227.83 | 47 |
| 13829 | 10/31/19 | SUNRI005 | Sunrise ShopRite | 278.78 | 47 |
| 13830 | 10/31/19 | SYNCB005 | SYNCB/AMAZON | 308.79 | 47 |
| 13831 | 10/31/19 | THOMA005 | Thomas Klise/Crimson Multimedi | 38.00 | 47 |
| 13832 | 10/31/19 | TOWNS005 | Township of Montville | 14,402.96 | 47 |
| 13833 | 10/31/19 | TOWNS005 | Township of Montville | 1,447.65 | 47 |
| 13834 | 10/31/19 | UNITE005 | United Parcel Service | 49.82 | 47 |
| 13835 | 10/31/19 | VERI0010 | VERIZON | 481.03 | 47 |
| 13836 | 10/31/19 | ZEST | Zest Eats LLC | 300.00 | 47 |

| Report Totals | Paid | Void | Amount Paid | Amount Void |
|---|---|---|---|---|
| Checks: | 43 | 0 | 38,059.21 | 0.00 |
| Direct Deposit: | 0 | 0 | 0.00 | 0.00 |
| Total: | 43 | 0 | 38,059.21 | 0.00 |

| Totals by Year-Fund<br>Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
|---|---|---|---|---|---|
| | 9-01 | 22,594.05 | 0.00 | 15,465.16 | 38,059.21 |
| Total Of All Funds: | | 22,594.05 | 0.00 | 15,465.16 | 38,059.21 |

Montville Township Public Library
Statement of Revenue and Expenditures - Operating



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

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

Year To Date As Of: 10/31/19
Current Period: 10/01/19 to 10/31/19
Prior Year: 10/01/18 to 10/31/18

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Excess/Deficit | % Real |
|---|---|---|---|---|---|---|---|
| 9-01-401-01 | Fines Income | 1,436.32 | 15,000.00 | 881.06 | 12,053.77 | 2,946.23- | 80 |
| 9-01-401-03 | Copier Income | 122.20 | 1,300.00 | 110.60 | 884.50 | 415.50- | 68 |
| 9-01-401-05 | Computer Print Outs Income | 328.19 | 3,500.00 | 262.90 | 2,677.41 | 822.59- | 76 |
| 9-01-401-07 | Township Income | 140,460.50 | 1,657,316.00 | 138,109.67 | 1,381,096.70 | 276,219.30- | 83 |
| 9-01-401-08 | Donations Income | 2.03 | 0.00 | 0.00 | 18.27 | 18.27 | 0 |
| 9-01-401-09 | Lost Items | 167.50 | 2,000.00 | 124.27 | 1,326.91 | 673.09- | 66 |
| 9-01-401-10 | State Aid Income | 9,422.00 | 9,500.00 | 9,432.00 | 9,432.00 | 68.00- | 99 |
| 9-01-401-11 | Miscellaneous Income | 0.00 | 500.00 | 0.00 | 100.76 | 399.24- | 20 |
| 9-01-401-15 | Interest Income | 27.24 | 1,100.00 | 31.73 | 4,505.36 | 3,405.36 | 410 |
| 9-01-401-16 | Lost Cards | 45.00 | 300.00 | 32.00 | 355.50 | 55.50 | 118 |
| 9-01-401-18 | Disks/Faxes | 60.05 | 700.00 | 70.00 | 512.70 | 187.30- | 73 |
| | **Program Total** | **152,071.03** | **1,691,216.00** | **149,054.23** | **1,412,963.88** | **278,252.12-** | **84** |
| 9-01-402-30 | Restricted Contributions | 264.90 | 3,500.00 | 104.16 | 3,418.89 | 81.11- | 98 |
| 9-01-402-35 | ELL Program Grant | 0.00 | 7,500.00 | 0.00 | 0.00 | 7,500.00- | 0 |
| 9-01-402-40 | PLA Grant | 0.00 | 3,500.00 | 0.00 | 3,500.00 | 0.00 | 100 |
| 9-01-402-45 | Founding Era Grant | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00- | 0 |
| | **Program Total** | **264.90** | **15,500.00** | **104.16** | **6,918.89** | **8,581.11-** | **45** |
| | **Fund 01 Revenue Total** | **152,335.93** | **1,706,716.00** | **149,158.39** | **1,419,882.77** | **286,833.23-** | **83** |

| 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 | 79,267.60 | 722,000.00 | 87,042.68 | 615,820.51 | 0.00 | 106,179.49 | 85 |
| 9-01-601-020 | Accrued Salaries/Wages Expense | 0.00 | 0.00 | 6,129.34- | 8,514.35- | 0.00 | 8,514.35 | 0 |
| 9-01-601-100 | Taxes/FICA/UE | 6,168.64 | 57,600.00 | 6,939.60 | 49,589.63 | 0.00 | 8,010.37 | 86 |
| 9-01-601-110 | Health Benefits Expense | 28,309.44 | 101,200.00 | 0.00 | 79,299.66 | 0.00 | 21,900.34 | 78 |
| 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 | 491.53 | 3,000.00 | 613.96 | 2,508.91 | 0.00 | 491.09 | 84 |
| 9-01-601-150 | Temporary Staff | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0 |
| | **Program Total** | **114,237.21** | **973,100.00** | **88,466.90** | **814,714.93** | **0.00** | **158,385.07** | **84** |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|---|---|---|---|---|---|---|---|---|
| 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 | 5,948.00 | 0.00 | 52.00 | 99 |
| 9-01-602-020 | Adult Books | 5,015.25 | 28,521.00 | 2,216.91 | 30,024.14 | 3,091.58 | 4,594.72- | 116 |
| 9-01-602-030 | Adult BOCD | 1,028.40 | 4,000.00 | 538.19 | 2,844.17 | 189.33 | 966.50 | 76 |
| 9-01-602-040 | Adult DVD | 1,258.08 | 15,000.00 | 165.10 | 8,917.68 | 429.53 | 5,652.79 | 62 |
| 9-01-602-050 | Adult eBooks | 369.16 | 5,000.00 | 0.00 | 3,672.47 | 750.00 | 577.53 | 88 |
| 9-01-602-060 | Adult eAudio | 79.98 | 5,000.00 | 0.00 | 3,217.85 | 750.00 | 1,032.15 | 79 |
| 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 | 6,486.92 | 9,000.00 | 0.00 | 3,713.64 | 5,703.37 | 417.01- | 105 |
| 9-01-602-110 | Games | 1,024.24 | 6,000.00 | 38.00 | 6,837.77 | 0.00 | 837.77- | 114 |
| 9-01-602-120 | J Books | 1,688.38 | 28,200.00 | 1,647.38 | 21,895.60 | 2,761.62 | 3,542.78 | 87 |
| 9-01-602-130 | J BOCD | 0.00 | 500.00 | 0.00 | 40.53 | 0.00 | 459.47 | 8 |
| 9-01-602-140 | J DVD | 35.12 | 2,000.00 | 159.35 | 2,080.30 | 387.08 | 467.38- | 123 |
| 9-01-602-150 | J eBooks | 0.00 | 750.00 | 0.00 | 618.80 | 100.00 | 31.20 | 96 |
| 9-01-602-160 | J eAudio | 0.00 | 500.00 | 0.00 | 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 | 1,415.36 | 9,000.00 | 423.86 | 5,665.72 | 728.51 | 2,605.77 | 71 |
| 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 | 51.27 | 500.00 | 0.00 | 500.00 | 450.00 | 450.00- | 190 |
| 9-01-602-220 | Young Adults eAudio | 0.00 | 500.00 | 0.00 | 500.00 | 450.00 | 450.00- | 190 |
| 9-01-602-230 | Streaming | 0.00 | 4,250.00 | 136.00 | 1,041.00 | 0.00 | 3,209.00 | 24 |
| | Program Total | 18,452.16 | 128,721.00 | 5,324.79 | 98,050.43 | 15,791.02 | 14,879.55 | 88 |
| 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 | 1,316.59 | 16,000.00 | 725.29 | 12,471.83 | 0.00 | 3,528.17 | 78 |
| 9-01-603-240 | Program - Children | 430.99 | 5,000.00 | 973.17 | 4,587.68 | 170.00 | 242.32 | 95 |
| 9-01-603-250 | Summer Reading / Reading Programs | 0.00 | 7,000.00 | 0.00 | 5,669.50 | 0.00 | 1,330.50 | 81 |
| 9-01-603-260 | Museum Passes | 0.00 | 4,000.00 | 0.00 | 3,320.00 | 400.00 | 280.00 | 93 |
| 9-01-603-270 | Programs YA | 279.44 | 2,500.00 | 245.88 | 2,186.80 | 46.93 | 266.27 | 89 |
| 9-01-603-280 | Library-Wide Cultural/Family Programing | 737.98 | 3,500.00 | 788.17 | 1,895.74 | 86.13 | 1,518.13 | 57 |
| 9-01-603-300 | Technology Programming | 1,000.00 | 6,000.00 | 0.00 | 3,883.00 | 0.00 | 2,117.00 | 65 |
| | Program Total | 3,765.00 | 44,000.00 | 2,732.51 | 34,014.55 | 703.06 | 9,282.39 | 79 |
| 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 | 1,279.65 | 14,000.00 | 489.81 | 12,474.29 | 844.11 | 681.60 | 95 |
| 9-01-604-070 | Postage - Supplies | 0.00 | 2,000.00 | 200.00 | 960.57 | 0.00 | 1,039.43 | 48 |
| 9-01-604-080 | Freight-Shipg (Non-Collection) | 109.34 | 1,000.00 | 49.82 | 677.25 | 0.00 | 322.75 | 68 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|---|---|---|---|---|---|---|---|---|
| | **Program Total** | **1,388.99** | **17,000.00** | **739.63** | **14,112.11** | **844.11** | **2,043.78** | **88** |
| 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 | 456.00 | 0.00 | 1,544.00 | 23 |
| 9-01-605-060 | PR - Materials | 177.54 | 1,500.00 | 90.70 | 651.03 | 0.00 | 848.97 | 43 |
| 9-01-605-070 | Staff/Volunteer Recognition | 0.00 | 2,500.00 | 24.58 | 1,174.27 | 0.00 | 1,325.73 | 47 |
| | **Program Total** | **177.54** | **6,000.00** | **115.28** | **2,281.30** | **0.00** | **3,718.70** | **38** |
| 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 | 588.00 | 4,000.00 | 0.00 | 3,648.68 | 0.00 | 351.32 | 91 |
| 9-01-606-020 | Professional Expenses | 207.00 | 2,000.00 | 0.00 | 136.77 | 0.00 | 1,863.23 | 7 |
| 9-01-606-030 | Reimb.Exp. (milg, lodg, meals) | 340.10 | 1,000.00 | 262.81 | 1,246.78 | 0.00 | 246.78- | 125 |
| 9-01-606-040 | Professional Dues | 120.00 | 1,000.00 | 0.00 | 505.00 | 0.00 | 495.00 | 50 |
| 9-01-606-050 | Conference Travel | 0.00 | 6,000.00 | 0.00 | 3,027.46 | 0.00 | 2,972.54 | 50 |
| | **Program Total** | **1,255.10** | **14,000.00** | **262.81** | **8,564.69** | **0.00** | **5,435.31** | **61** |
| 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 | 6,040.98 | 66,000.00 | 5,959.56 | 46,923.76 | 0.00 | 19,076.24 | 71 |
| 9-01-607-030 | Utilities - Gas | 252.00 | 20,000.00 | 575.14 | 10,467.26 | 0.00 | 9,532.74 | 52 |
| 9-01-607-040 | Utilities - Telephone | 566.37 | 6,000.00 | 481.03 | 5,266.77 | 0.00 | 733.23 | 88 |
| 9-01-607-050 | Internet Provider | 184.94 | 2,500.00 | 184.94 | 1,849.40 | 0.00 | 650.60 | 74 |
| | **Program Total** | **7,044.29** | **94,500.00** | **7,200.67** | **64,507.19** | **0.00** | **29,992.81** | **68** |
| 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 | 1,777.00 | 40,000.00 | 0.00 | 43,853.63 | 764.00 | 4,617.63- | 112 |
| 9-01-608-030 | Plant - Cleaning/Maintenance | 2,115.00 | 30,000.00 | 2,899.00 | 24,465.00 | 0.00 | 5,535.00 | 82 |
| 9-01-608-040 | Plant - Fire/Burglery Alarm | 0.00 | 3,500.00 | 0.00 | 1,571.00 | 0.00 | 1,929.00 | 45 |
| 9-01-608-050 | Plant - HVAC Maintenance | 3,821.00 | 16,000.00 | 0.00 | 14,008.40 | 0.00 | 1,991.60 | 88 |
| 9-01-608-060 | Plant - Lawn Sprinklers Maint | 556.00 | 3,000.00 | 150.00 | 2,467.13 | 0.00 | 532.87 | 82 |
| 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** | **8,269.00** | **94,000.00** | **3,049.00** | **86,541.28** | **764.00** | **6,694.72** | **93** |
| 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 | 11,567.00 | 13,000.00 | 0.00 | 0.00 | 0.00 | 13,000.00 | 0 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|---|---|---|---|---|---|---|---|---|
| 9-01-609-050 | EM - Copiers | 1,384.74 | 1,500.00 | 0.00 | 1,929.06 | 0.00 | 429.06- | 129 |
| 9-01-609-070 | Computer Software | 0.00 | 2,000.00 | 540.00 | 3,071.30 | 0.00 | 1,071.30- | 154 |
| 9-01-609-075 | Edmunds Software | 0.00 | 4,000.00 | 0.00 | 4,400.00 | 0.00 | 400.00- | 110 |
| 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 | 170.04 | 800.00 | 170.04 | 680.16 | 0.00 | 119.84 | 85 |
| | **Program Total** | **13,121.78** | **22,000.00** | **710.04** | **10,080.52** | **0.00** | **11,919.48** | **46** |
| 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 | 0.00 | 3,000.00 | 0.00 | 4,228.98 | 0.00 | 1,228.98- | 141 |
| 9-01-610-020 | Copier Usage B&W | 0.00 | 1,000.00 | 0.00 | 1,652.73 | 0.00 | 652.73- | 165 |
| | **Program Total** | **0.00** | **4,000.00** | **0.00** | **5,881.71** | **0.00** | **1,881.71-** | **147** |
| 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 | 6,125.00 | 0.00 | 875.00 | 88 |
| 9-01-611-020 | Accounting Fees | 916.66 | 12,000.00 | 916.66 | 9,166.63 | 0.00 | 2,833.37 | 76 |
| 9-01-611-030 | MAIN Assessment | 0.00 | 55,000.00 | 0.00 | 51,474.63 | 0.00 | 3,525.37 | 94 |
| 9-01-611-070 | Computer Support & Service | 127.50 | 6,000.00 | 0.00 | 8,835.00 | 0.00 | 2,835.00- | 147 |
| 9-01-611-100 | Web Site Maintenace | 0.00 | 1,000.00 | 0.00 | 31.16 | 0.00 | 968.84 | 3 |
| 9-01-611-150 | Legal | 0.00 | 4,000.00 | 0.00 | 1,716.68 | 0.00 | 2,283.32 | 43 |
| 9-01-611-250 | Board Secretary | 0.00 | 3,000.00 | 250.00 | 2,600.00 | 0.00 | 400.00 | 87 |
| 9-01-611-260 | Payroll Service Fee | 629.97 | 8,000.00 | 89.08 | 5,883.92 | 0.00 | 2,116.08 | 74 |
| 9-01-611-320 | Other Professional Services | 0.00 | 1,000.00 | 0.00 | 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** | **1,674.13** | **100,000.00** | **1,255.74** | **85,893.02** | **0.00** | **14,106.98** | **86** |
| 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 | 45,221.00 | 0.00 | 2,974.00 | 94 |
| 9-01-612-020 | Township Insurances | 0.00 | 26,200.00 | 0.00 | 25,964.00 | 0.00 | 236.00 | 99 |
| 9-01-612-030 | O/E- Contingencies | 4,268.00 | 10,000.00 | 0.00 | 2,394.07 | 0.00 | 7,605.93 | 24 |
| 9-01-612-040 | O/E - Licenses & Fees | 512.00 | 500.00 | 0.00 | 512.00 | 0.00 | 12.00- | 102 |
| 9-01-612-060 | O/E - Board Misc | 104.93 | 2,000.00 | 153.99 | 1,329.60 | 50.00 | 620.40 | 69 |
| | **Program Total** | **4,884.93** | **86,895.00** | **153.99** | **75,420.67** | **50.00** | **11,424.33** | **87** |
| 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 | 1,486.80 | 7,500.00 | 1,850.00 | 6,230.00 | 0.00 | 1,270.00 | 83 |

| Budget Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Encumbered | Balance | % Used |
|---|---|---|---|---|---|---|---|---|
| 9-01-613-015 | PLA Grant Expenses | 0.00 | 3,500.00 | 484.88 | 3,418.02 | 0.00 | 81.98 | 98 |
| 9-01-613-017 | Founding Era Grant | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0 |
| | Program Total | 1,486.80 | 12,000.00 | 2,334.88 | 9,648.02 | 0.00 | 2,351.98 | 80 |
| | Fund 01 Expend Total | 175,756.93 | 1,596,216.00 | 112,346.24 | 1,309,710.42 | 18,152.19 | 268,353.39 | 83 |

| Fund | Description | Prior Revenue | Curr Revenue | YTD Revenue | Prior Expended | Curr Expended | YTD Expd/Encm | Total Available Revenues |
|---|---|---|---|---|---|---|---|---|
| 9-01 | | 152,335.93 | 149,158.39 | 1,419,882.77 | 175,756.93 | 112,346.24 | 1,327,862.61 | 92,020.16 |

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Excess/Deficit | % Real |
|---|---|---|---|---|---|---|---|
| | CAPITAL BUDGET Revenue Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |

| 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 | 2,500.00 | 0.00 | 100 |
| 9-02-802-020 | Display Shelving | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 100 |
| 9-02-802-030 | New Soft Seating | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 100 |
| 9-02-802-180 | Curtains/Shades Pio Costa | 17,638.00 | 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 | 2,500.00 | 0.00 | 100 |
| 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** | **17,638.00** | **22,000.00** | **0.00** | **0.00** | **10,000.00** | **12,000.00** | **45** |
| 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 | 160.00 | 0.00 | 0.00 | 1,410.00 | 0.00 | 1,410.00- | 0 |
| 9-02-803-210 | Chiller | 520.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 2,454.26 | 2,897.55 | 7,648.19 | 41 |
| 9-02-803-250 | Architect | 0.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0 |
| | **Program Total** | **680.00** | **66,000.00** | **0.00** | **3,864.26** | **2,897.55** | **59,238.19** | **10** |
| 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 | 3,000.00 | 1,627.16 | 84 |
| 9-02-804-015 | Computer Related Equipment | 0.00 | 2,500.00 | 0.00 | 73.60 | 0.00 | 2,426.40 | 3 |
| | **Program Total** | **0.00** | **12,500.00** | **0.00** | **5,446.44** | **3,000.00** | **4,053.56** | **68** |
| 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 | 5,991.00 | 0.00 | 4,009.00 | 60 |
| | **Program Total** | **0.00** | **10,000.00** | **0.00** | **5,991.00** | **0.00** | **4,009.00** | **60** |
| | **CAPITAL BUDGET Expend Total** | **18,318.00** | **110,500.00** | **0.00** | **15,301.70** | **15,897.55** | **79,300.75** | **28** |

| 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 | 18,318.00 | 0.00 | 31,199.25 | 31,199.25- |

| Fund | Description | Prior Revenue | Curr Revenue | YTD Revenue | Prior Expended | Curr Expended | YTD Expd/Encm | Total Available Revenues |
|---|---|---|---|---|---|---|---|---|
| 9-01 | | 152,335.93 | 149,158.39 | 1,419,882.77 | 175,756.93 | 112,346.24 | 1,327,862.61 | 92,020.16 |
| 9-02 | CAPITAL BUDGET | 0.00 | 0.00 | 0.00 | 18,318.00 | 0.00 | 31,199.25 | 31,199.25- |
| | Final Total | 152,335.93 | 149,158.39 | 1,419,882.77 | 194,074.93 | 112,346.24 | 1,359,061.86 | 60,820.91 |

**MONTVILLE TOWNSHIP PUBLIC LIBRARY OCTOBER 2019 PROGRAM ATTENDANCE**
**November 18, 2019 Board Meeting**

| LIBRARY SPONSORED PROGRAMS | Oct 2019 | Oct 2018 |
|---|---|---|
| **Children - Staff Programs** | | |
| Storytime | 163 | |
| Bingo/Games | 29 | |
| Baby Legos & Kids Legos | 28 | |
| Messy Munchkins | 15 | |
| Drop In Arts & Crafts, Play Dough, Coloring | 96 | |
| Pre-Schools - Outreach Storytime | 93 | |
| Kids Knitting | 14 | |
| Pumpkin Decorating | 28 | |
| Baby Playtime | 96 | |
| Technology Class | 3 | |
| | | |
| | | |
| **Children - Staff Programs Total** | **565** | **574** |
| | | |
| **Children - Paid Presenters** | | |
| Kids Terrarium Workshop | 20 | |
| Yoga | 12 | |
| | | |
| | | |
| | | |
| **Children - Paid Presenters Total** | **32** | **25** |
| ***Total All Children's Programs*** | ***597*** | ***599*** |
| **Young Adults - Staff Programs** | | |
| Video Games | 55 | |
| English Conversation & Cookies & Conversation | 24 | |
| TAB Meeting | 23 | |
| Chess | 30 | |
| Technology Classes & Tech Help | 29 | |
| Lock In | 20 | |
| Drama | 3 | |
| | | |
| | | |
| **Young Adult - Staff Programs Total** | **184** | **236** |
| | | |
| **Young Adult - Paid Presenters** | | |
| Yoga | 3 | |
| **Young Adult - Paid Presenters Total** | **3** | **8** |
| ***Total All Young Adult Programs*** | ***187*** | ***244*** |
| **Adult - Staff Programs** | | |
| Movies | 190 | |
| Adult Book Club & Books n' Bites | 16 | |
| Technology Classes | 17 | |
| Knitting Class | 14 | |
| ELL Classes | 118 | |
| | | |
| ***Adult Staff Programs Total*** | **355** | **506** |
| **Adult - Paid Presenters** | | |
| Technology Classes | 74 | |
| Lectures | 268 | |
| Concerts, Dance, Music & Art | 110 | |
| Adult Terrarium Workshop | 24 | |
| **Adult - Paid Presenters Total** | **452** | **546** |
| ***Total All Adult Programs*** | ***807*** | ***1,052*** |
| **Library Sponsored Total** | **1,591** | **1,895** |
| | | |
| **OUTSIDE GROUPS** | | |
| Literacy Volunteers of Morris County | 32 | |
| Writer's Group | 6 | |
| Pet Parents | 5 | |
| One Montville | 15 | |
| M.A..I.N Technical Services Meeting | 40 | |
| | | |
| | | |
| **Outside Groups Total** | **98** | **132** |
| **GRAND TOTAL** | **1,689** | **2,027** |

| **Library Displays and Featured Themes** | | |
|---|---|---|
| Spooky Stories for Halloween - Adults, Teens & Children | | |
| National Bullying Prevention Month - Young Adults and Children | | |
| October is National Fire Prevention Month - Children | | |
| Diwali - Adults and Children | | |
| National Coming Out Day - Young Adults and Adults | | |
| October is Breast Cancer Awareness Month - Adults | | |
| Halloween Books - Children | | |

| **Museum Pass Program** | **Oct 2019** | **Oct 2018** |
|---|---|---|
| Grounds for Sculpture | 4 | |
| Imagine That!!! | 8 | |
| Intrepid Sea, Air and Space Museum | 4 | |
| Macculloh Hall Historical Museum | 0 | |
| Montclair Art Museum | 0 | |
| Morris Museum | 3 | |
| American Museum of Natural History | 8 | |
| Newark Museum | 1 | |
| Stickley Museum | 1 | |
| Museum of Modern Art - *closed renovations* | 0 | |
| Battleship New Jersey | 1 | |
| **Museum Pass Total** | **30** | **33** |

| | | |
|---|---|---|
| **Exams Proctored** | 2 | 0 |
| **Quiet Study Room - number of times used** | 49 | 56 |