

Montville Township Public Library
Board of Trustees Meeting
May 11, 2020
Montville Township Public Library
Meeting held on GotoMeeting
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

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 7:04p.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 amended April 13, 2020, Amended Regular Session minutes, seconded by Mrs. Hines*

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

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated the building is in lockdown and staff is working in the building on a limited basis. Allan will keep the Trustees abreast of the Library opening. He would like the Trustees to log in on a computer for future meetings so the name is present.

Linda Peskin – Vice-President

Ms. Peskin had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 33%. Year to date revenue is on target at 33% of annual budget. Year to date operating expenditures, plus encumbrances are at 28% of annual budget. Included in expenditures is year to date salaries which is at \$239,667.00 of the total annual budget. The year to date capital expenditures are 7% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$81,715.00 YTD. \$81,548 came from the Reserve line item to pay for the chillers.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney stated that there have been no new cases of COVID-19. There are currently 25 active cases which are mainly in nursing facilities. May 15th some employees will be coming back to work. All parks and trails are open.

Superintendent Liaison of Schools – Mr. Tubbs stated that schools are operating well but virtually and will be for the remainder of the school year. He has been discussing with Allan and Catherine the process for students to obtain the summer reading books. Mr. Allora thinks that the electronic sign at Valley View should be turned off to save on electricity.

VII. Committee Reports

Finance: Mr. Allora asked why the electric bill is still so high. Mayor Cooney stated that JCP&L is not coming out to read meters so the billing is an estimate of usage.

Personnel: Mr. Grau had no report.

Buildings & Grounds: Mrs. Hines stated the chillers have been delivered. Allan stated the copper piping has been installed in the boiler room. The refrigerant lines still need to be run. All large projects except for the roof have been done. Minor touch ups on the exterior need to be completed.

Patron Services/Technology: Mr. Donohue stated that the committee met and Allan went over all the programs that were available and being used.

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

Allan stated that all material is available on line. 165 patrons logged onto a Youtube video on how to make face masks. The Book Clubs are doing well online as is Storytime which took place this morning. When the Library reopens there will be no programs or seating. Patrons will be allowed to come in, rent materials and leave the building. Paper time sheets are being used by the staff to log times and projects that are being worked on. Mayor Cooney asked Allan to contact Victor Canning so Jennifer can add all the Library Happenings to the Township Social Media websites. Allan stated the staff needs PPE equipment. Mayor Cooney will look into this.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14146 and 14182 dated April 1 to April 30, 2020 in the amount of \$75,186.99

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

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

- B. Resolution to accept staff salaries for the month of April 2020 in the amount of \$73,831.20

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

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

X. Old Business

A. Committee Agendas – Mr. Mazzaccaro stated that the agendas are for the use of the Committee members. The agenda is to be set by the Committee Chairperson. Also, Allan does not need to present at all meetings. Mr. Grau does not agree. His opinion is that Allan should be at all subcommittee meetings.

XI. New Business

None

XII. Executive Session

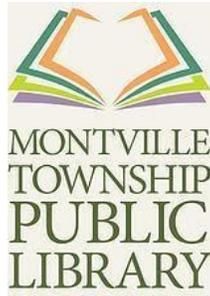
None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mrs. Hines seconded by Mr. Tubbs; meeting was adjourned at 7:52pm.



Montville Township Public Library
Director's Report
June 8, 2020

This past month the emphasis has been on keeping current with plans for county and state-wide Libraries reopening. Most statewide and vendor workshops have centered on that topic from a variety of viewpoints. MAIN Directors had weekly meetings to share information while the Director also serves on the statewide Task Force TOPCATS which was developing Best Practices for Libraries across New Jersey. Everyone is crazy-busy. We are now waiting for the Governor to provide us with details.

Our virtual programming continues to grow and grow and grow and grow. The staff has done a great job both doing programming LIVE with GoToMeeting and on our YouTube Channel. They are just so creative and willing to try new things.

The Director has been setting-up all the GoToMeeting programs that we hold to get them started. So, it's like sitting in and listening while I do something else at my keyboard. The Montville residents are just so appreciative of what we have been doing and with a full line-up of programming in June-July and August we continue to be the leaders in programming activity in the County.

The Management Team continues to take turns in the building. This has allowed for UPS deliveries of books and other materials and the Director is now well known in the Montville Post Office for picking-up the mail. The building has been hot without the air conditioning but we make due. All of us are hopeful that the

promise made to us that the HVAC system will be completed this week will come true.

Based on Best Practices, the Director has detailed for the Library Board a phased-in reopening plan for the Montville Township Public Library and basic principles for curbside service. The plan is based on practical information that we have at this point. It is intended as a guide since we do not know what and if and how the Governor will allow Libraries to open. But pretty much, we are all doing the same thing; err on the side of caution.

While many things were put on hold since we closed in March, this “down-time” gives us an opportunity to move ahead with our plans to reshape the Library building, making it more useable and more customer friendly. In your packet is a professional contract from RSC who are our Library Architects to work with the Library on reimagining our space.

All of us look forward when we can provide full-service to our patrons once again. That may be several weeks or even months away depending on a variety of conditions. Even if our doors are physically closed, the Montville Township Public Library can be proud in what we offered in the way of programs, services and materials to the residents of Montville during the COVID-19 Pandemic.

Buildings and Grounds:

Fitzsimmons Irrigation, the lawn sprinkler company, was here for the spring start up. They opened all main valves and inspected the timer, sprinkler heads, irrigation lines and the backflow preventer. All we have to do is move the switch from “off” to “run” to get the system up and running for the summer.

Northeast Security is installing six color dome security cameras in the auditorium along with a new camera power supply. This will provide coverage for all the entrance/exits in the auditorium. The Director can view each of the zones from his phone in real time.

We received a proposal from our cleaning service, Excellent Building Services, for additional daily midday cleaning and disinfecting of high touch and heavily used

areas. Libraries are increasing their cleaning services to twice a day when they open to the public.

We also have a proposal from Clean Impressions for carpet cleaning and steam cleaning of all the vinyl flooring and tiled areas, including the breezeway flooring and the bathrooms floors and walls. This is the local Montville company that we have been working with for at least the last 10 years.

Finance:

The 13-month Lakeland Bank CD matured on May 19, 2020. The board had a special session meeting on May 28 to approve a resolution to reinvest the funds in a 9-month CD at Lakeland Bank at an APY of 1.10%. This shorter term will allow reinvestment options if interest rates increase.

We have worked out a very efficient system with our accountant, Greg Della Pia. We deliver all the documents to his office the day before he logs in remotely to Edmunds. He is able to print the financial reports directly to our office printer from his office computer. It's a safe no contact process. Even when we return to normal operations, this option will be useful for snow storms and other emergency closings.

The Director reached out to our auditor, Samuel Klein & Company to discuss a date for our annual audit. We have been told that this should happen in July. Since we are a new client their first visit is in person so they are waiting for the Library to reopen.

Marketing and Outreach:

In May, Pam, Jeff, Risa, and Amy helped Catherine to create and send 21 email blasts for an average of 4 to 5 per week. Each week we sent out updates geared towards either adults, teens, or children, as well as topical emails focusing on Asian Pacific Heritage Month, Ramadan, May movies and Foreign film suggestions, music, opera, technology learning resources, and an update from the Director. Our open and click through rates continue to be higher than average with our topical movie, learning, and music resource emails achieving at least a 6% click through rate when the industry average is 2.5%. Allan continues to

review each of the newsletters before it is sent and is also responsible for the Library's Facebook page.

The Director provided information to the Township and to the TAP on our expanded virtual services. An article appeared in the TAP this past Saturday which I shared with the Board.

Patron Services:

In May, we began virtual programming with members of our staff for which we have gotten great feedback from our community. The staff have really shone creatively in the content they have provided. Each week for the kids, we have 4 video storytimes done by Amy Resnikoff, Jessica Clemente, and Suzanne Reiss and a live GoToMeeting storytime with Nina Zarin. Amy provides a weekly science experiment and a video drop in craft each Thursday at 4pm and Suzanne creates a math masters card game video each Monday that helps kids learn math skills through a fun and different game each week. Risa Skerker ran the GoToMeeting virtual book club discussion of Catwad, It's Me Two with 6 kids, the average number we usually have for our in-library group, though the absence of snacks is always disappointing for the kids. We send out weekly newsletters publicizing the programs, with links, and have found our videos get at least 50 views per week, with some videos, which can be watched at any time, getting as many as 600 views to date.

Our Montville "U" went virtual this month thanks to the planning and dedication of Pam O'Gorman. Patrons were invited to take a virtual tour of the Dutch Masters exhibit at the Metropolitan Museum of Art. Links were supplied to the related Great Courses online lectures, as well as suggested films and audiobooks. All recommended materials are available as free downloads on hoopla, kanopy and the Cloud Library with a Montville Library Card. Links were also provided for the Metropolitan Opera's nightly "Live Stream" events. Patrons were provided with "Monday Movie" and "Friday Foreign Film" recommendations. All films selected are available to our patrons for free live streaming via kanopy and hoopla.

We ran live meetings for our adult book discussion, knitting group, and our Chair Yoga class with popular presenter Rebecca Mancini, which went virtual in May,

using the GoToMeeting app. Chair yoga classes were very popular and all available registration slots filled immediately. Patrons were very appreciative. We have 2 more classes scheduled for June, and will consider offering the classes throughout the summer based on their popularity. Risa moderated the adult book discussion afternoon and evening sessions, on the book The Mountains Sing, by Nguyen Phan Que Mai. Catherine also participated in the discussions and everyone thought the book gave us a window into life for the average Vietnamese citizen from the 1920s through the Vietnam War, a viewpoint we had not previously been exposed to and knew little about.

The entire Programs and Services staff are preparing for an all online summer reading program for all ages, from June 22-Aug 21. It is very lucky that we began online reading logs last year, with the addition of Beanstack software, because we have one year's experience under our belts in handling virtual services. Michael and Catherine are preparing our Beanstack reading challenges for adults, teens, and children which will be live on our website June 15 and will be promoted to the public in the newsletters. This year we will be trying something new with Beanstack, and incentivizing not only reading, but attendance at virtual programs as well. Both will count towards the weekly or grand prize rewards of gift certificates which will be mailed to patrons. Amy, Pam, Risa, and Jeff are scheduling programs with live presenters and they will be a combination of some popular favorites and new virtual presenters.

Jeff Cupo ran the May GoToMeeting TAB meeting which had 11 kids in attendance. At the meeting, Jeff and the teens went over the upcoming election and discussed current, future, and potential programs. They discussed planning a virtual escape room and the upcoming Valorant Tournament. Valorant is a new, free multiplayer video game and the teens will compete against one another in teams of five, streamed on our You tube Channel for spectators to watch. Each player on the winning team will receive a gift card, mailed out like we did for the Caption Contest. Jeff also held another Caption Contest and a session of Cookies and Contemplation.

The staff (including the Director) continues to respond to patron questions and concerns within 24-36 hours or sooner from the information@montvillelibrary.org email account featured in all of our communications. Most questions have to do with expired library cards, eBook

assistance, and questions about returning items. The patrons have been very appreciative of our programs and services.

The Library expanded our virtual offerings with Creative Bug, the online database of craft and how to programs that the staff tested out last month. In June, we will link it to the web site and it will be another great virtual learning collection for patrons to enjoy and craft along with.

Work in Collection Development continues with orders for physical and electronic materials sent weekly. Walter and Catherine have kept up with processing the new material with labels and RFID tags and linking everything to the catalog so that there will not be a major backlog when we open to begin curbside service. Allan has been working on the eBook and eAudio orders from the Cloud Library and Overdrive/Libby.

Catherine continues to update the MAIN catalog with the weekly New York Times bestseller list and order any books from it that we didn't already purchase.

Due to the NJ State Library being cut 16 per cent, LibraryLinkNJ has been hit with the same percentage of revenue being cut. It seems unlikely that inter-library delivery will begin prior to September. MAIN Directors will be working out a book swap on a regular basis so that we can get books back to the owning Library.

Staff Training/ Development:

All the staff from the Director on down have been attending MAIN committee meetings and trainings online on a nearly daily basis. For example, Catherine attended staff and program department meetings, the M.A.I.N. adult summer reading meeting, the NJLA Administrative section meeting, a Beanstack user group meeting, and Niche Academy, Kanopy, and Hoopla tutorials. She also attended a LibraryLinkNJ NJ webinar on The Reality of Now: Customer Service in the post-COVID19 environment and an extremely helpful webinar from Bibliotheca on Phased Re-opening which gave practical advice from libraries in Florida and Germany that have already opened to the public on how to do this safely and productively. To keep up with collection development and new and exciting upcoming releases, Catherine attended webinars from Harper Collins and Macmillan on new summer and fall releases. The yearly Book Expo and Library

Journal Day of Dialog conferences Catherine usually attends were held virtually this year and she attended sessions on what's upcoming throughout the day on May 26-29.

The staff have also been busy with meetings and training webinars. All of the staff attended the Niche Academy webinar, our new product that provides helpful training videos on library resources, and then Suzanne, Angie, Risa, Pam, Amy, Michael, Cindy and Jeff each watched Niche academy videos on hoopla, kanopy and eBooks. Amy and Pam attended the Beanstack Town Halls with me. Amy and Risa attended webinars on upcoming titles in children's books for summer, including the School Library Journal Day of Dialog, the Virtual Book Everywhere Fest, the CATS Title Talk, and Baker & Taylor webinars. Michael, Allan and Risa attended the NJ Libs GrowBiz Zoom meeting. Risa tried out a few of the Creativebug classes on Knitting and Paper Flowers to get an idea of what will be available to the public. Nina and Risa attended the MAYS meeting. Cindy attended two LibraryLinkNJ webinars about re-opening libraries.

On May 21, Walter attended the program Jeff Toister's "Service Recovery" webinar. This webinar is a part of Toister's Training Video Club which is done in partnership with Lynda.com. During this webinar, the main objective, is to use a service failure to our advantage by over-recovery. An over-recovery can be achieved by following a few key guidelines. In any service failure, the upset customer wants their grievance to be heard in earnest. In these times, it is always advisable to give the customer the benefit of the doubt and allow them time and space before attempting to follow up in order to rebuild the trust that may have been tarnished after a service failure.

Technology:

Michael DiVincenzo provides a weekly Tech Cookie video each Friday to help patrons with a library resource or learn something new about technology. In May, he covered how to use hoopla, kanopy, Mometrix, and by popular demand, how to use the GoToMeeting app that we use for our live virtual programs. Michael and Catherine began work on creating the summer reading challenges in our Beanstack software. Allan continues to manage the

GoToMeeting platform which be turned over to Michael beginning in July and well as shared responsibilities on the Library's Facebook page.

Allan has been in discussion with Bibliotheca and SOLUS on a library APP. MAIN is also looking at a MAIN-wide APP so we may delay moving in that direction as a singular Library at this moment. It may all depend on pricing. MAIN is also looking at remote bill pay for Library fines through the Polaris ILS.

On May 13, Walter attended the Innovative webinar "Leap Beyond Circulation." This was an instructive presentation that canvased the most recent changes in the latest (6.5) update to Polaris, our ILS client. Some changes include enhanced search functionality; user setting; filters, record sets and additional operator options.

Several staff members attend the MAIN training session on the new Outreach Module on Thursday, June 4th. This module can be used for homebound deliveries to patrons or for reader's advisory.

Meetings:

May 5 – Beanstack points webinar – Catherine

May 11 - TAB meeting - Jeff, Allan

May 13 - NJLA Admin & Management - Allan and Catherine

May 15 – MAYS meeting – Risa, Amy, Nina

May 15 – Planning for Library Reopening, Allan

May 15 – MAIN Director's Meeting, Allan

May 15 – TOPCA Status Meeting, Allan

May 18 – LLNJ Search Committee, Allan

May 19 – LLNJ Search Committee, Allan

May 20 – LLNJ Strategic Planning Committee, Allan

May 20 – Library Patron Services Committee, Allan, Catherine, Jeanne, Walter, Michael

May 21 – LIBRO Curbside Pick-up Product Overview, Allan

May 21 – LLNJ Board Meeting, Allan

May 22 – MAIN Director’s Meeting, Allan
May 22 – TOPCATS Status Meeting, Allan
May 26 – NJLA Administration & Management Section Meeting, Allan
May 26 – MTPL Library Staff meeting - full staff
May 26 - Book Expo - Catherine
May 27 – School Library Journal Day of Dialog – Risa
May 27 – Customer Service in a Pandemic, Allan
May 28 - Library Journal Day of Dialog – Catherine
May 28 – Circulation Department Meeting, Walter, Allan, staff
May 28 – NJLA Virtual Conference/Awards Ceremony, Allan
May 28 – Library Special Board Meeting
May 29 – Phased Reopening of Libraries Webinar, Catherine, Allan
May 29 – NJLA Annual Conference/Virtual Business Meeting, Allan
May 29 – TOPCATS Status Meeting, Allan
June 1 - TAB meeting/election prep – Jeff and TAB
June 1 – SOLUS Product Demonstration, Allan
June 2 – TAB meeting/regular – Jeff and TAB
June 2 – LLNJ Delivery Task Force Meeting, Allan
June 3 – LLNJ Executive Director Interviews, Allan
June 4 – MAIN Collection Development Product Demonstration, Allan
June 4 – TOPCATS Communications & Outreach WG, Allan
June 4 – Advocating for Libraries in the Time of COVID, Allan
June 5 – MAIN Director’s Meeting, Allan
June 5 – TOPCATS Status Meeting, Allan

Upcoming Meetings:

June 8 – Library Summer Reading Committee – Staff
June 8 – NJLA Administration & Management Section Meeting, Allan, Catherine

June 8 – Library Finance Committee
June 8 – Library Board Meeting
June 9 – TAB meeting – Jeff
June 10 – MAIN Collection Development Product Review, Allan
June 11 – MAIN Membership & Board Meeting, Allan, Walter
June 12 – MAIN Director’s Meeting, Allan
June 12 – TOPCATS Status Meeting, Allan
June 15 – Reopening & Policy Modifications Webinar, Allan
June 17 – LLNJ Annual Meeting, Allan
June 17 – Library Patron Services/Technology Committee
June 18 – LLNJ Board Meeting, Allan
June 19 – MAYS meeting – Risa, Nina, Amy
June 19 – TOPCATS Status Meeting, Allan
June 23 – Freedom to Read Foundation Annual Meeting, Allan
June 23 – Library Buildings & Grounds Committee
June 24 – NJLA Diversity & Outreach – Jeff
June 24 – Library Personnel Committee
June 24-26, ALA Annual Conference, Virtual, Allan, Risa
June 25 – MAIN Delivery Task Force, Allan
June 26 – MAIN Director’s Meeting, Allan
June 26 – TOPCATS Status Meeting, Allan

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 04/30/20

2020

2019

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	151,766.22	195,973.54
01-100-03	Lakeland - Payroll Account	10,430.93	8,122.30
01-100-04	Lakeland CD Accounts	261,239.28	261,239.28
01-100-08	Lakeland - Capital Reserve	100,153.94	100,120.75
01-100-10	Lakeland - Restricted Donations	25,697.51	24,653.06
01-140-01	Furniture & Fixtures	304,028.32	304,028.32
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>1,206,471.70</u>	<u>1,247,292.75</u>

Liabilities & Fund Balance

01-200-00	Accounts Payable	73,000.00	73,000.00
01-200-11	Sick Hrs Year End Accrual	46,908.00	46,908.00
01-211-00	Section 125 Withholding HDV	0.00	0.43
01-212-00	PERS 414/CINS Withholding	27,423.17	22,230.69
01-218-00	Reserve for Encumbrances	34,235.54	161,745.45
01-400-01	Appropriation Reserve	0.00	218.32
	Total Liabilities	<u>181,566.71</u>	<u>304,102.89</u>

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	188,652.07	188,652.07
	Total	<u>943,189.86</u>	<u>943,189.86</u>

	Revenue	556,494.15	0.00
	Less Expenses	474,779.02	0.00
	Net	<u>81,715.13</u>	<u>0.00</u>
	Total Fund Balance	<u>1,024,904.99</u>	<u>943,189.86</u>
	Total Liabilities & Fund Balance	<u>1,206,471.70</u>	<u>1,247,292.75</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14146 to 14182
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
14146	04/30/20	ALLAN005 Allan Kleiman	15.99		53
14147	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14148	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14149	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14150	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14151	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14152	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14153	04/30/20	BAKER005 Baker & Taylor	0.00	04/30/20 VOID	0
14154	04/30/20	BAKER005 Baker & Taylor	4,870.63		53
14155	04/30/20	BIBLIOTH Bibliotheca, LLC	1,445.83		53
14156	04/30/20	C DOUGHE C. Dougherty & Co., Inc.	14,387.75		53
14157	04/30/20	DAILO010 Daily Record	48.33		53
14158	04/30/20	DIREC005 Direct Energy Business	542.80		53
14159	04/30/20	ELIZA005 Elizabeth Johansen	250.00		53
14160	04/30/20	ENGAG005 EngagedPatrons.org	345.00		53
14161	04/30/20	EXCEL005 Excellent Building Services	2,899.00		53
14162	04/30/20	GREGO005 Gregory J. Della Pia	916.66		53
14163	04/30/20	HITEC005 HiTech Computer Services LLC	95.00		53
14164	04/30/20	IFPTE005 IFPTE	123.73		53
14165	04/30/20	JERSE005 Jersey Central Power & Light	4,355.23		53
14166	04/30/20	JILL WOR Jill Work Designs	168.00		53
14167	04/30/20	KANOPI Kanopy, Inc.	314.00		53
14168	04/30/20	LAWN005 Lawn World, Inc.	450.00		53
14169	04/30/20	NJNAT005 NJ Natural Gas Co.	864.13		53
14170	04/30/20	OPTIM005 Optimum	184.94		53
14171	04/30/20	OVERD005 OverDrive, Inc.	54.17		53
14172	04/30/20	OVERD005 OverDrive, Inc.	6,000.00		53
14173	04/30/20	PITNE005 Pitney Bowes Global Financial	170.04		53
14174	04/30/20	STAPL005 Staples Advantage	40.65		53
14175	04/30/20	SYNCB005 SYNCB/AMAZON	102.99		53
14176	04/30/20	TOWNS005 Township of Montville	18,222.25		53
14177	04/30/20	TOWNS005 Township of Montville	8,346.51		53
14178	04/30/20	TOWNS005 Township of Montville	9,004.01		53
14179	04/30/20	UNITE005 United Parcel Service	49.21		53
14180	04/30/20	VERIO010 VERIZON	443.29		53
14181	04/30/20	VERIO015 Verizon	46.85		53
14182	04/30/20	WICK Wick Services, Inc.	430.00		53

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	30	7	75,186.99	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	30	7	75,186.99	0.00

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
0-01-602-020	Adult Books	4,300.56	27,000.00	2,789.88	14,500.46	3,165.28	9,334.26	65
0-01-602-030	Adult BOCB	411.78	4,000.00	167.32	643.48	387.37	2,969.15	26
0-01-602-040	Adult DVD	744.36	13,000.00	511.56	2,554.29	66.62	10,379.09	20
0-01-602-050	Adult eBooks	0.00	5,000.00	2,177.52	2,177.52	0.00	2,822.48	44
0-01-602-060	Adult eAudio	0.00	5,000.00	2,288.08	2,288.08	0.00	2,711.92	46
0-01-602-070	Adult Music CD	0.00	2,000.00	0.00	123.31	0.00	1,876.69	6
0-01-602-090	Periodicals	75.00	10,000.00	0.00	1,735.87	0.00	8,264.13	17
0-01-602-110	Games	782.37	7,000.00	0.00	2,030.48	0.00	4,969.52	29
0-01-602-120	J Books	2,595.93	27,000.00	1,191.42	7,225.41	2,135.53	17,639.06	35
0-01-602-130	J BOCB	21.04	500.00	0.00	0.00	0.00	500.00	0
0-01-602-140	J DVD	26.29	3,000.00	16.21	462.26	349.77	2,187.97	27
0-01-602-150	J eBooks	0.00	500.00	527.09	527.09	0.00	27.09	105
0-01-602-160	J eAudio	0.00	500.00	500.00	500.00	0.00	0.00	100
0-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-180	YA Books	322.82	8,000.00	194.24	2,664.00	30.84	5,305.16	34
0-01-602-190	YA BOCB	32.76	500.00	0.00	0.00	0.00	500.00	0
0-01-602-210	YA eBooks	0.00	500.00	500.00	500.00	0.00	0.00	100
0-01-602-220	Young Adults eAudio	0.00	500.00	500.00	500.00	0.00	0.00	100
0-01-602-230	Streaming	228.00	9,000.00	314.00	868.00	0.00	8,132.00	10
0-01-602-240	On Line Software	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
Program Total		9,540.91	130,500.00	11,677.32	39,300.25	6,135.41	85,064.34	35
0-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-603-230	Program - Adult	150.00	16,000.00	202.99	5,955.49	3,595.00	6,449.51	60
0-01-603-240	Program - Children	525.02	5,500.00	100.00	1,623.43	900.00	2,976.57	46
0-01-603-250	Summer Reading / Reading Programs	975.00	6,500.00	1,045.00	1,045.00	365.00	5,090.00	22
0-01-603-260	Museum Passes	865.00	3,500.00	0.00	550.00	0.00	2,950.00	16
0-01-603-270	Programs YA	399.52	3,500.00	50.00	55.75	100.00	3,344.25	4
0-01-603-280	Library-wide Cultural/Family Programing	301.22	2,900.00	45.00	103.48	0.00	2,796.52	4
0-01-603-300	Technology Programming	400.00	5,000.00	0.00	1,725.00	805.00	2,470.00	51
0-01-603-310	25th Anniversary	0.00	2,000.00	0.00	1,278.57	0.00	721.43	64
0-01-603-320	National Library Week	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
Program Total		3,615.76	46,900.00	1,442.99	12,336.72	5,765.00	28,798.28	39
0-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-604-010	Business Office/Library/Print	1,982.03	15,000.00	40.65	2,934.61	14.59	12,050.80	20
0-01-604-070	Postage - Supplies	0.00	2,000.00	0.00	200.00	0.00	1,800.00	10

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-604-080	Freight-Shipg (Non-Collection)	41.70	1,000.00	49.21	252.90	0.00	747.10	25
Program Total		2,023.73	18,000.00	89.86	3,387.51	14.59	14,597.90	19
0-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-605-040	PR - Mailing	0.00	1,000.00	0.00	456.00	0.00	544.00	46
0-01-605-060	PR - Materials	0.00	1,000.00	0.00	61.70	0.00	938.30	6
0-01-605-070	Staff/Volunteer Recognition	419.40	2,000.00	0.00	32.28	0.00	1,967.72	2
Program Total		419.40	4,000.00	0.00	549.98	0.00	3,450.02	14
0-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-606-010	Staff Development	430.00	5,000.00	0.00	390.00	275.00	4,335.00	13
0-01-606-030	Reimb.Exp. (milg, lodg, meals)	58.63	1,000.00	0.00	23.86	0.00	976.14	2
0-01-606-040	Professional Dues	0.00	1,000.00	0.00	370.00	135.00	495.00	50
0-01-606-050	Conference Travel	1,118.94	7,000.00	0.00	0.00	0.00	7,000.00	0
Program Total		1,607.57	14,000.00	0.00	783.86	410.00	12,806.14	9
0-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-607-010	Utilities - Electric	3,904.37	59,000.00	4,355.23	12,244.76	0.00	46,755.24	21
0-01-607-030	Utilities - Gas	657.19	15,000.00	1,406.93	8,222.71	0.00	6,777.29	55
0-01-607-040	Utilities - Telephone	1,007.73	6,000.00	490.14	2,074.35	0.00	3,925.65	35
0-01-607-050	Internet Provider	369.88	2,500.00	184.94	739.76	0.00	1,760.24	30
Program Total		5,939.17	82,500.00	6,437.24	23,281.58	0.00	59,218.42	28
0-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-608-010	Plant - Repairs, Bldgs,Grounds	2,740.64	25,000.00	0.00	1,526.35	141.25	23,332.40	7
0-01-608-030	Plant - Cleaning/Maintenance	2,115.00	35,000.00	2,899.00	11,596.00	0.00	23,404.00	33
0-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,000.00	0.00	280.00	0.00	2,720.00	9
0-01-608-050	Plant - HVAC Maintenance	3,821.00	16,000.00	0.00	1,136.00	0.00	14,864.00	7
0-01-608-060	Plant - Lawn Sprinklers Maint	750.00	3,000.00	450.00	450.00	0.00	2,550.00	15
0-01-608-090	Plant -Telephone Equipment	46.70	1,000.00	0.00	0.00	0.00	1,000.00	0
0-01-608-100	Plant - Records Retention/Destruction	85.74	500.00	0.00	0.00	0.00	500.00	0
0-01-608-110	Plant - Repairs HVAC	0.00	20,000.00	0.00	1,357.53	0.00	18,642.47	7
0-01-608-120	Plant - Carpet Cleaning	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
0-01-608-130	Plant - window Cleaning	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
0-01-608-140	Plant - Landscape Maintenance	0.00	2,000.00	430.00	430.00	0.00	1,570.00	22
0-01-608-150	Plant - Concrete Repairs	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		9,559.08	121,000.00	3,779.00	16,775.88	141.25	104,082.87	14
0-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-609-030	EM RFID Equipment	0.00	13,500.00	0.00	0.00	0.00	13,500.00	0
0-01-609-050	EM - Copiers	1,050.60	2,000.00	0.00	966.31	0.00	1,033.69	48
0-01-609-070	Computer Software	345.00	2,000.00	1,009.00	1,099.29	0.00	900.71	55
0-01-609-075	Edmunds Software	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
0-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
0-01-609-100	EM - Postage Meter	170.04	800.00	170.04	340.08	0.00	459.92	43
0-01-609-110	Envisionware Annual Contract	0.00	1,100.00	0.00	822.60	0.00	277.40	75
Program Total		1,565.64	24,600.00	838.96	3,228.28	0.00	21,371.72	13
0-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-610-010	Color Copy Usage	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
0-01-610-020	Copier Usage B&W	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
Program Total		0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
0-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-611-010	Audit	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
0-01-611-020	Accounting Fees	916.66	11,000.00	916.66	3,666.64	0.00	7,333.36	33
0-01-611-030	MAIN Assessment	0.00	53,000.00	0.00	13,131.17	13,131.17	26,737.66	50
0-01-611-070	Computer Support & Service	2,945.00	8,000.00	0.00	0.00	0.00	8,000.00	0
0-01-611-100	Web Site Maintanace	0.00	500.00	29.99	29.99	0.00	470.01	6
0-01-611-150	Legal	0.00	3,000.00	0.00	300.00	0.00	2,700.00	10
0-01-611-250	Board Secretary	250.00	3,000.00	250.00	1,000.00	0.00	2,000.00	33
0-01-611-260	Payroll Service Fee	632.47	8,000.00	670.21	2,926.34	0.00	5,073.66	37
0-01-611-320	Other Professional Services	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
0-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		4,744.13	97,500.00	1,866.86	21,054.14	13,131.17	63,314.69	35
0-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-612-010	Township In-Kind Services	11,305.25	49,200.00	11,531.25	23,062.50	0.00	26,137.50	47
0-01-612-020	Township Insurances	6,491.00	27,500.00	6,691.00	13,382.00	0.00	14,118.00	49
0-01-612-030	O/E- Contingencies	500.00	10,000.00	0.00	0.00	0.00	10,000.00	0
0-01-612-040	O/E - Licenses & Fees	0.00	600.00	0.00	0.00	0.00	600.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-612-060	O/E - Board Misc	94.46	2,000.00	48.33	359.04	0.00	1,640.96	18
0-01-612-065	LLNJ Delivery	0.00	1,200.00	0.00	477.50	0.00	722.50	40
Program Total		18,390.71	90,500.00	18,270.58	37,281.04	0.00	53,218.96	41
0-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-613-010	ELL Program Grant Expenses	1,270.00	0.00	2,100.00-	0.00	0.00	0.00	0
0-01-613-017	Founding Era Grant	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
Program Total		1,270.00	1,000.00	2,100.00-	0.00	0.00	1,000.00	0
Fund 01 Expend Total		126,917.79	1,653,600.00	134,530.26	445,505.17	25,597.42	1,182,497.41	28

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-01		144,300.55	137,875.12	556,494.15	126,917.79	134,530.26	471,102.59	85,391.56

May 6, 2020
01:25 PM

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Page No: 6

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

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
0-02-802-030	New Soft Seating	0.00	7,500.00	0.00	0.00	0.00	7,500.00	0
0-02-802-185	Tables - Pio Costa	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
0-02-802-195	Tables - Adult Section	0.00	2,800.00	0.00	0.00	0.00	2,800.00	0
Program Total		0.00	22,800.00	0.00	0.00	0.00	22,800.00	0
0-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-803-170	Landscaping	570.00	2,000.00	0.00	0.00	0.00	2,000.00	0
0-02-803-270	Security Cameras - Auditorium	0.00	3,500.00	0.00	1,730.00	1,730.00	40.00	99
Program Total		570.00	5,500.00	0.00	1,730.00	1,730.00	2,040.00	63
0-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-804-010	Computer Equipment	3,266.28	12,500.00	0.00	0.00	0.00	12,500.00	0
0-02-804-015	Computer Related Equipment	0.00	5,000.00	0.00	216.43	0.00	4,783.57	4
Program Total		3,266.28	17,500.00	0.00	216.43	0.00	17,283.57	1
0-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-805-030	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		3,836.28	55,800.00	0.00	1,946.43	1,730.00	52,123.57	7

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-02	CAPITAL BUDGET	0.00	0.00	0.00	3,836.28	0.00	3,676.43	3,676.43-

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-01		144,300.55	137,875.12	556,494.15	126,917.79	134,530.26	471,102.59	85,391.56
0-02	CAPITAL BUDGET	0.00	0.00	0.00	3,836.28	0.00	3,676.43	3,676.43-
	Final Total	144,300.55	137,875.12	556,494.15	130,754.07	134,530.26	474,779.02	81,715.13

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	53,981.34	0.00	5,547.59	59,528.93
	9-01	1,270.31	0.00	0.00	1,270.31
CAPITAL BUDGET	9-02	14,387.75	0.00	0.00	14,387.75
	Year Total:	15,658.06	0.00	0.00	15,658.06
	Total Of All Funds:	69,639.40	0.00	5,547.59	75,186.99

MONTVILLE TOWNSHIP PUBLIC LIBRARY APRIL 2020 PROGRAM ATTENDANCE

May 11, 2020 Board Meeting

COVID 19 - LIBRARY CLOSED STARTING MARCH 17

LIBRARY SPONSORED PROGRAMS	April 2020	April 2019
Children - Staff Programs	# views	
Miss Jessica's Fairy Tale Storytime	45	
Miss Suzanne's Math Masters	190	
Miss Amy's Songs and Story Time	119	
Miss Amy's Craft Time	40	
Miss Suzanne's Storytime - The Lorax	81	
Miss Risa's Book Club	6	
Children - Staff Programs Total	481	699
Children - Paid Presenters		
Children - Paid Presenters Total	0	28
Total All Children's Programs	481	727
Young Adults - Staff Programs		
Complete the Story	4	
Caption Contest	3	
TAB Meeting	14	
Young Adult - Staff Programs Total	21	349
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	21	349
Adult - Staff Programs	# views	
Tech Class with Michael	8	
Crafts with Angie - How to Make a Face Mask	314	
Adult Staff Programs Total	322	550
Adult - Paid Presenters		
Adult - Paid Presenters Total	0	453
Total All Adult Programs	322	1,003
Library Sponsored Total	824	2,079
OUTSIDE GROUPS		
Outside Groups Total	0	52
GRAND TOTAL	824	2,131
Montville You Tube Subscribers	38	