

Montville Township Public Library
Board of Trustees Meeting
March 8, 2021
Montville Township Public Library
Meeting held on Zoom
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Catherine LaBelle, 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. *Ms. Peskin made a motion to approve the amended February 8, 2021, Regular Session minutes, seconded by Mrs. Paradise*

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

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro thanked Catherine for all her hard work and the handling of the Library closures due to the snow.

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 17%. Year to date revenue is on target at 16% of annual budget. Year to date operating expenditures, plus encumbrances are at 13% of annual budget. Included in expenditures is year to date salaries which is at \$109,250.00 or 14% of the total annual budget. The year to date capital expenditures are 2% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$63,767.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney stated the Committee is waiting to find out the guidelines for the 4th of July celebration. He also stated that some meetings may be able to go back to in person if all members are vaccinated.

Superintendent Liaison of Schools – Mr. Tubbs stated that all the schools have returned to school 5 days a week on a ½ schedule. Lunch cannot take place due to the amount of

people required to be in the cafeterias and some schools are unable to meet the state guidelines for social distancing.

VII. Committee Reports

Finance: Mr. Allora stated that the CD for \$270,784.16 has matured and been deposited into the Operating Account. The Committee discussed the return of funds to the Township and opening another CD with Lakeland Bank. They also discussed obtaining a procurement card with a limit of \$1,000.

Personnel: Mr. Grau stated that the Committee did not meet.

Buildings & Grounds: Mrs. Hines stated that the Library had a couple of snow closures. Donnelly will come in and replace the LED lighting. The top of the book shelves need to be cleaned. The Architect will walk through and report back on improvements. Catherine will notify all Board members in case of an emergency closing.

Patron Services/Technology: Mr. Donohue stated that they discussed the Strategic Plan. A questionnaire, focus groups and town meetings will be held and should be completed by October to get feedback from the Patrons.

VIII. Library Director – Catherine LaBelle – see attached written report.

Catherine stated that Jeff from Hughes Mechanical has been very helpful. He will provide a list of parts that can be purchased and held onto so they don't have to wait for parts to be ordered.

Valley View has approximately 200 new membership sign ups. Mr. Tubbs thanked Catherine with the work she has done with the schools to get the children involved with the Library.

The architect will have a report submitted by March 19th.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14686 and 14738 dated February 1 to February 28, 2021 in the amount of \$66,851.04

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

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin 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 February 2021 in the amount of \$49,671.03

Motion made by Mr. Allora and seconded by Mr. Cooney

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

- C. Resolution to approve the resignation of Jessica Clemente, Part time Librarian 1, effective February 18, 2021.

Motion made with regret by Mr. Grau and seconded by Mrs. Hines

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

- D. Resolution to approve the proposal from Consolidated Environmental, Inc. for dirt/dust particles cleaning for \$3,970. Work will be performed on March 15 and 16 during which time there will be curbside service only.

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

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

- E. Resolution to approve the proposal from the New Jersey Office of Clean Energy Direct Install Program to replace the hanging fluorescent lights in the stacks with LED Linear Ambient Luminaries for a cost of \$7,343.62.

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

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

- F. Resolution to extend the 2020 Agreement with the Township for the year 2021 (January 1, 2021 to December 31, 2021) at a 2% (two percent) increase in cost.

This is for in kind services such as snow removal and lawn maintenance.

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

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

X. Public Comments –
None

XI. Old Business

1. *Mr. Allora made a motion to allocate the funds from the Lakeland CD that came due for \$268,442.17 in the following manner:*

\$117,446.17 will be deposited to the Operating account and \$151,000 will go into a 6 month CD at Lakeland Bank at 0.17%. Seconded by Ms. Peskin

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

2. *Mr. Allora made a motion to obtain a procurement card for Library expenses with a limit of \$1,000.00. Seconded by Ms. Peskin*

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

3. *Mr. Allora made a motion to have Greg Della Pia fill out the worksheet for the Return of Funds to the Township. Seconded by Ms. Peskin*

They are waiting for the Architect to report back to see what funds need to be set aside.

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

XI. New Business

1. *Mr. Mazzaccaro made a motion to purchase two plaques for Allan Kleiman, one for him and one to be displayed at the Library and a pen and pencil set, as a thank you for his years of service. Seconded by Ms. Peskin.*

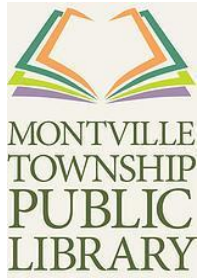
Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

XII. Executive Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Cooney; meeting was adjourned at 7:58pm.



Montville Township Public Library

Director's Report

April 9, 2021

The Library is moving forward! This week we eliminated the need for an appointment to enter the building and opened our doors. Allowed building capacity is now at 50%, and we continue to require our Health Department's COVID questionnaire, masks, and sanitizing of surfaces. All week we heard from patrons who were grateful that they no longer had to plan and call ahead to visit us. We are carefully monitoring the number of people in the building to ensure distancing and continued safety. As of April 5, all NJ library workers are now eligible for the vaccine. If the health situation requires it, we will reinstate restrictions. After the Library's year-long program of quarantine limitations, we were happy to take one small step on our way back to normal.

In March, curbside pickups and in-house visits remained steady. This month we welcomed 321 new library users, 281 from the Montville Reads partnership with the schools. This month, 4,166 visitors passed through our doors. The Circulation team processed 604 new items. We shipped out 1527 items to member libraries and sent 24 boxes of grubby or outdated items to Better World Books and Sustainable Shelves.

Buildings and Grounds

HVAC issues have been front and center this month as far as time and expenses. In the beginning of the month, the boiler was on shut down due to a flame failure. Hughes installed new flame sensors, and they

recalibrated the sensors, the pressure and lockout temperature and the boost runtimes.

By the end of the month, the building temperature got up to 80° because the chillers did not come on. Hughes found that chiller pump switches were off and disabled. They started the system up and it's been working.

Hughes repaired a pin hole leak in the suction line in the server room A/C. In addition, they completed a quarterly preventive maintenance.

Engineered Security was here to repair repeated false alarms in the auditorium motion detector. They replaced the sensor and several popit modules.

Consolidated Duct cleaning completed the dirt/dust particle cleaning from the shelves, suspended lights and overhead areas. Many of these areas had never been cleaned since the building was completed 25 years ago.

Argent Contracting completed the power jet cleaning of the sewer line. They started from the manhole in the high school parking lot and worked back up the hill to the building. If it clogs again they will have to dig up the line to see where the problem is.

The Buildings & Grounds committee met with Greg Somjen, architect at Parette Somjen. His firm could act as our project managers for large building projects, providing facilities expertise and oversight. We are awaiting a proposal from Parette Somjen outlining their project-based fees. The committee will report on the meeting at the April Board Meeting.

Donnelly Energy has ordered the LED bulb replacement for our last set of florescent lights. They expect to do the work in mid-April when supplies arrive.

The High School parking lot paving project (April 1-11) has had no issues for the library to date. For the most part, high school visitors are using the temporary parking area on the grass and traffic has not been a problem.

Finance

Mr. Riotto, president of the Montville Township Education Association, presented the Library with a \$200 donation from the Association.

Two families in Montville requested donations be made to the Library in memory of their deceased family members. We have received \$630 to date.

Jeanne submitted the 2020 retroactive pension report and the first quarter 2021 pension report to the NJ Division of Pensions and Benefits. Every pension and insurance deduction and loan payment must be reconciled. The State conducts regular audits to ensure accuracy and compliance. Janina's meticulous payroll record keeping make this task very straightforward.

Last November the Township requested a list of COVID related expense for submission for a COVID Reimbursement Grant. Jeanne sent them detailed order and expense paperwork for all COVID related items that we purchased. We are expecting to receive reimbursement for the six hand sanitizer stands.

Carmen cashed in the Lakeland Bank 6-month CD (\$270,784.16) and deposited the money into the operating account. He transferred \$151,000 from operating account to a new 6-month Lakeland CD at 0.17% which is the same rate as the last one that matured March 1, 2021.

Marketing and Outreach:

With assistance from the Programs and Services staff, Pam O'Gorman created and sent out 20 newsletters in March, highlighting our programs and services for the month and celebrating Women's History, St. Patrick's

Day, Maker's Day, and more. Risa coordinated our book displays to focus on these topics and continued to keep the front of the library fresh and lively.

Risa met with three classes at Fun Time Kids Academy 2 on Zoom. They read books on St. Patrick's Day and enjoyed some St. Patrick's Day songs.

Patron Services:

This month library patrons were treated to a virtual streamed performance of a one act play by George Bernard Shaw. More than forty patrons tuned in to see a performance of "Overruled" by the New Jersey Shakespeare Theater's Pandemic Playhouse. The feedback on the performance was so positive that we have scheduled another Pandemic Playhouse performance in April.

Popular Montville U lectures this month included talks by Dr. Christopher Bellitto of Kean University on the Black Plague, and the Trojan War: Fact & Fiction. To celebrate Women's History Month, Carol Simon Levin presented a program entitled Bridge Builders in Petticoats, the Story of Emily Roebling. Also in March, Mike Norris, an adult educator at the Metropolitan Museum of Art, gave a talk on the portrayal of men and their faithful dogs in classical art.

This month Chef T of Jeremiah's in Lake Hiawatha showed us how to make Irish Soda Bread Biscuits to celebrate Saint Patrick's Day! Nineteen patrons joined Chef T "Live" to cook along with her step by step.

Weekly Yoga remains a very popular offering as do our adult craft classes. Amy's Adult Craft Class participants were delighted with the results as they followed Amy's instructions and made a pretty antique style key fob with a table weight and mod podge. The Evening Adult Craft Class led by Bernadine Ferrara featured a painted birdhouse.

The Adult Book groups have thrived over the past year. Our evening group has added about 8 new members since last March for a total of 11. This month we discussed A Woman Is No Man by Etaf Rum. This story sparked

one of our best conversations yet about the roles of women in different societies.

We had two fun and creative workshops for kids from outside presenters this month. Firelight Theater explained the history of shadow puppets and 20 kids used their take home supplies to make puppets and put on an Aesop's Fables Shadow Puppet show. Also in March, 22 children created a step by step hot air balloon drawing along with Brandon from Kids Art Academy.

As always, the library children's staff put on imaginative in-house programs last month. This month Circ Department staffer Jo Perez was our special guest story time presenter for St. Patrick's Day. Jo read a story and put together pot of gold craft and gift bags for 26 kids and they really enjoyed it. ABC Tuesdays covered the letters K for Kitten and L for Lion in stories and projects. Our Grab and Go's contained everything needed to make a 3D lion collage for 26 kids. March's Art Explorers studied Georgia O'Keeffe and re-created one of her flower drawings with pastels. Our 16 Messy Munchkins put together their own lions with a paper plate, paint and fork. Twelve kids joined Risa and Amy to celebrate St. Patrick's Day with Leprechauns and Toddlers Too! In the March Kids Book Club, we enjoyed discussing Dan Gutman's Miss Kraft is Daft!

In YA news, our six-part Robotics Class sustained good attendance through March. We are grateful to our teen robotics volunteers, the Krypton Warriors of Parsippany, for conducting this great series. Our March Grab and Go, Grow Your Own Tomatoes had 17 participants. In TAB news, elections for 2021-22 were held. Congratulations to President Misha Gill and Eman Albukhari, Vice President Mythri Iyer, Secretaries Sarah Gorman and Adit Saxena and Treasurer Brendan Glennon. They will assume office at the end of this school year. The TAB also created a proposal of their goals and priorities to share with the new YA Librarian.

The survey for our strategic plan is ready to be sent out to patrons. A copy of the final draft will be included with the April Board Meeting documents.

Michael created a Google Survey which we will publish on our website, link to from newsletters, and send to partner organizations for sharing. The price quotes from printing companies for mailing a paper survey to 1400 residents without library cards range from \$1000 (without return postage) to \$2500 (with postage). Because we can't predict the number of surveys returned, I don't think \$2500 is a worthwhile investment. I plan to have the job done without return postage before the end of April.

On March 29, we ended our eBook and eAudio agreement with Overdrive. Our owned Overdrive collection will move to hoopla on April 14. In recent years, the number of people using OverDrive has declined while hoopla use increased. Our goal is to consolidate our e-collection, allowing patrons to access more materials in one place. Our hoopla account will now offer two options - instant borrow (streaming) and flex (owned titles – one copy one user). We still have our Cloud Library collection.

The Circulation department worked on relabeling and re-cataloging for the Bookstore Browsing Collection in the Business, Economics, and Computer sections. Sue Leung took charge with an initially flustered patron and her complicated copier job and another happy patron left the library with needs met. Nina and Risa continue to weed the Children's collection, concentrating on the Music CDs.

Personnel

I selected our candidate for Assistant Director, Molly Hone, currently the Head of Adult Services at Montclair Library. Molly has a great background in all areas of Library Service and has worked at a number of NJ libraries. A resolution to hire her will be on the April Board Meeting agenda, pending successful passage of the background check. We look forward to working with her!

We will have our background vetted new hires, Library Assistant, Julia Ercalano and Library Page Selene Yang on the April Board Agenda for

hire. Pending passage of the resolution, they will start next week. We are happy to have them join the team.

Our YA/Community Services Librarian Jeff Cupo is moving on to be the Adult Services Supervisor at Elizabeth Public Library. His last day with the Library was April 6. Jeff was responsible for revamping the YA department and helping to create the fully engaged Teen Advisory board the Library has today. We gave him a send off party with refreshments and a small gift in appreciation of his seven years with us. We will miss him and wish him the best of luck in his new role.

Until we hire a new librarian, Michael and Risa will be handling all YA and Community service related duties.

I have created the YA/Community Services Librarian job description and salary and passed it through the Personnel Committee. I will post the job on the library websites and association job boards we use.

Staff Training/ Development

Walter attended the Governor's Office's virtual Vaccine Rollout Information Session.

Jeanne and Janina attended a webinar on Edmund's updates.

Technology

This month's Adult Tech Classes included the first of four Python Coding Class sessions, and Spring Clean Your Computer. Offerings by Tech Associate Michael "D" included a class on and how to use popular library apps.

Michael replaced our outdated public print station computer which was no longer compatible with Envisionware. We bought a Dell 3080 through the MAIN discount program. He also replaced a public PC with a new computer we had previously ordered.

The new Savin copier is savings us time and money. It's faster and easier and we don't have to stop all the time to remove paper jams.

ADP is upgrading our hand punch time clock next week. The new timeclock will be set up in the ADP hosted environment. Jeanne will not have to update the time every few days or manually change for power outages or daylight savings time. It is biometric and the information will communicate directly with our ADP payroll software. There is no increase in cost for this upgrade.

Meetings

March 1 – Large MAIN Libraries meeting – Catherine

March 4- COVID and Public Libraries One Year Later – Catherine

March 5 & 19 – MAIN Directors Meeting

March 8 – Library Finance Committee

March 16 – Circ Dept meeting – Walter, Catherine, circ staff

March 23 – Library Buildings & Grounds Committee

March 24 – Library Tech/Patron Services Committee

March 26 – hoopla flex rollout - Catherine

March 30 – TAB – Jeff, Michael, TAB

April 6 – TAB – Michael & TAB

April 8 – MAIN Digitech – Michael

April 16 – MAYS - Risa

April 12 – Library Finance Committee

April 21 – Library Tech/Patron Services Committee

April 27 – Library Buildings & Grounds & Personnel Committees

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 03/31/21

2021

2020

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	150,905.52	108,519.72
01-100-03	Lakeland - Payroll Account	5,530.33	33,435.88
01-100-04	Lakeland CD Accounts	251,000.00	266,741.17
01-100-08	Lakeland - Capital Reserve	180,277.09	280,229.08
01-100-10	Lakeland - Restricted Donations	29,428.42	27,891.70
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>1,274,325.18</u>	<u>1,374,001.37</u>

Liabilities & Fund Balance

01-200-00	Accounts Payable	73,000.00	73,000.00
01-200-11	Sick Hrs Year End Accrual	42,881.00	42,881.00
01-210-00	403B Withholding Payable	869.94	0.00
01-211-00	Section 125 Withholding HDV	18.51	2,489.94
01-212-00	PERS 414/CINS Withholding	19,034.07	20,705.32
01-218-00	Reserve for Encumbrances	70,692.13	115,165.20
01-400-01	Appropriation Reserve	956.38	1,044.46
	Total Liabilities	<u>207,452.03</u>	<u>255,285.92</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	364,177.66	364,177.66
	Total	<u>1,118,715.45</u>	<u>1,118,715.45</u>

Revenue	425,491.77	0.00
Less Expenses	<u>477,334.07</u>	<u>0.00</u>
Net	<u>51,842.30-</u>	<u>0.00</u>
Total Fund Balance	<u>1,066,873.15</u>	<u>1,118,715.45</u>
Total Liabilities & Fund Balance	<u>1,274,325.18</u>	<u>1,374,001.37</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14739 to 14822
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
14739	03/31/21	AMERICAN American Museum Natural Hist.	500.00		64
14740	03/31/21	AMYRE005 Amy Resnikoff	23.46		64
14741	03/31/21	ARGEN005 Argent Contracting Co., Inc.	1,991.74		64
14742	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14743	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14744	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14745	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14746	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14747	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14748	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14749	03/31/21	BAKER005 Baker & Taylor	0.00	03/31/21 VOID	0
14750	03/31/21	BAKER005 Baker & Taylor	8,269.73		64
14751	03/31/21	BIBLIOTH Bibliotheca, LLC	1,504.93		64
14752	03/31/21	CATHERI Catherine LaBelle	157.94		64
14753	03/31/21	CONDURSO Condursos Garden Center	21.50		64
14754	03/31/21	CONSOLID Consolidated Environmental Inc	3,970.00		64
14755	03/31/21	CROWN Crown Trophy	120.00		64
14756	03/31/21	DEANQ005 Dean Quilici Electrical	145.00		64
14757	03/31/21	DEMCO005 Demco, Inc.	1,524.26		64
14758	03/31/21	DHARM005 Dharma Trading Company	144.92		64
14759	03/31/21	DIREC005 Direct Energy Business	632.28		64
14760	03/31/21	DR JONAT Dr. Jonathan Mercantini	400.00		64
14761	03/31/21	DR JONAT Dr. Jonathan Mercantini	400.00		64
14762	03/31/21	EASYE005 Easy English News	500.00		64
14763	03/31/21	ELECT005 Electronic Office Systems	6,250.00		64
14764	03/31/21	ELIZA005 Elizabeth Johansen	250.00		64
14765	03/31/21	ENGINE005 Engineered Security Systems	952.19		64
14766	03/31/21	EXCEL005 Excellent Building Services	2,516.72		64
14767	03/31/21	FLOTE005 FLO-TECH	369.16		64
14768	03/31/21	FREDM005 Fred Miller Music	250.00		64
14769	03/31/21	GRAINGER Grainger	22.26		64
14770	03/31/21	GREGO005 Gregory J. Della Pia	916.66		64
14771	03/31/21	HITEC005 HiTech Computer Services LLC	190.00		64
14772	03/31/21	HUGHE005 Hughes Environmental	18,078.56		64
14773	03/31/21	IFPTE005 IFPTE	121.86		64
14774	03/31/21	IRONMOUN IRON MOUNTAIN	116.06		64
14775	03/31/21	JANWAY Janway Company	993.72		64
14776	03/31/21	JERSE005 Jersey Central Power & Light	2,773.00		64
14777	03/31/21	KANOPY Kanopy, Inc.	241.00		64
14778	03/31/21	LAWNW005 Lawn World, Inc.	450.00		64
14779	03/31/21	MAINI005 M.A.I.N., Inc.	675.05		64
14780	03/31/21	MAINI005 M.A.I.N., Inc.	13,131.17		64
14781	03/31/21	MARTINSC Martin Schneit	150.00		64
14782	03/31/21	MIDWE005 Midwest Tape	0.00	03/31/21 VOID	0
14783	03/31/21	MIDWE005 Midwest Tape	0.00	03/31/21 VOID	0
14784	03/31/21	MIDWE005 Midwest Tape	1,574.12		64
14785	03/31/21	NJNAT005 NJ Natural Gas Co.	998.34		64
14786	03/31/21	NOLANASC Nolan Asch	150.00		64
14787	03/31/21	OPTIMO05 Optimum	369.88		64
14788	03/31/21	ORIEN005 Oriental Trading Company, Inc.	26.52		64
14789	03/31/21	PETTY005 Pettycash	79.80		64

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14790	03/31/21	PROTECTI Protective Measures Security	695.00		64
14791	03/31/21	REBECCA Rebecca Manci	50.00		64
14792	03/31/21	REBECCA Rebecca Manci	50.00		64
14793	03/31/21	REBECCA Rebecca Manci	50.00		64
14794	03/31/21	REBECCA Rebecca Manci	50.00		64
14795	03/31/21	REBECCA Rebecca Manci	50.00		64
14796	03/31/21	REBECCA Rebecca Manci	50.00		64
14797	03/31/21	REBECCA Rebecca Manci	50.00		64
14798	03/31/21	REBECCA Rebecca Manci	50.00		64
14799	03/31/21	REBECCA Rebecca Manci	50.00		64
14800	03/31/21	REBECCA Rebecca Manci	50.00		64
14801	03/31/21	REBECCA Rebecca Manci	50.00		64
14802	03/31/21	REBECCA Rebecca Manci	50.00		64
14803	03/31/21	SEVEN Seven Scoops	50.00		64
14804	03/31/21	STAPL005 Staples Advantage	485.32		64
14805	03/31/21	STEPHANI Stephanie Butnick	150.00		64
14806	03/31/21	STICK Stick Together Products, LLC	84.90		64
14807	03/31/21	SUNRI005 Sunrise ShopRite	67.98		64
14808	03/31/21	SYNCB005 SYNCB/AMAZON	298.90		64
14809	03/31/21	TECHN005 Technology Integrators	172.50		64
14810	03/31/21	TECHN005 Technology Integrators	172.50		64
14811	03/31/21	TECHN005 Technology Integrators	172.50		64
14812	03/31/21	TECHN005 Technology Integrators	172.50		64
14813	03/31/21	THESH005 The Shakespeare Theatre of New	410.00		64
14814	03/31/21	THOMA005 Thomas Klise/Crimson Multimed	608.67		64
14815	03/31/21	TOWNS005 Township of Montville	8,566.28		64
14816	03/31/21	TOWNS005 Township of Montville	18,554.75		64
14817	03/31/21	TOWNS005 Township of Montville	92,206.00		64
14818	03/31/21	TRIVIA R Trivia Revolution, LLC	250.00		64
14819	03/31/21	UNITE005 UPS	104.09		64
14820	03/31/21	VERI0010 VERIZON	997.25		64
14821	03/31/21	VERI0015 Verizon	50.35		64
14822	03/31/21	VICTORIA Victorian Vanities, Inc.	135.00		64

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	74	10	196,956.32	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	74	10	196,956.32	0.00

Totals by Year-Fund					
id Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	8,630.23	0.00	0.00	8,630.23
CAPITAL BUDGET	0-02	<u>6,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,250.00</u>
	Year Total:	14,880.23	0.00	0.00	14,880.23
	1-01	179,421.50	0.00	1,979.54	181,401.04
CAPITAL BUDGET	1-02	<u>675.05</u>	<u>0.00</u>	<u>0.00</u>	<u>675.05</u>
	Year Total:	180,096.55	0.00	1,979.54	182,076.09
	Total of All Funds:	<u>194,976.78</u>	<u>0.00</u>	<u>1,979.54</u>	<u>196,956.32</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: 1- - - to 1- - -
Budget Account Range: 1- - - to 1- - -
Print Zero YTD Activity: No

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

Year To Date As Of: 03/31/21
Current Period: 03/01/21 to 03/31/21
Prior Year: 03/01/20 to 03/31/20

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
1-01-401-01	Fines Income	\$498.82	\$7,500.00	\$102.05	\$131.45	-\$7,368.55	2%
1-01-401-03	Copier Income	\$45.70	\$700.00	\$25.50	\$39.50	-\$660.50	6%
1-01-401-05	Computer Print Outs Income	\$102.90	\$1,800.00	\$117.52	\$187.52	-\$1,612.48	10%
1-01-401-07	Township Income	\$137,841.92	\$1,676,900.00	\$139,739.75	\$419,219.25	-\$1,257,680.75	25%
1-01-401-08	Donations Income	\$0.00	\$0.00	\$0.00	\$8.46	\$8.46	0%
1-01-401-09	Lost Items	\$17.00	\$1,000.00	\$37.95	\$218.05	-\$781.95	22%
1-01-401-10	State Aid Income	\$0.00	\$9,500.00	\$0.00	\$0.00	-\$9,500.00	0%
1-01-401-11	Miscellaneous Income	\$0.00	\$400.00	\$0.00	\$0.00	-\$400.00	0%
1-01-401-15	Interest Income	\$35.39	\$4,500.00	\$4,099.11	\$4,166.26	-\$333.74	93%
1-01-401-16	Lost Cards	\$6.00	\$300.00	\$0.00	\$0.00	-\$300.00	0%
1-01-401-18	Disks/Faxes	\$22.00	\$400.00	\$0.00	\$0.00	-\$400.00	0%
	Program 401 Total	\$138,569.73	\$1,703,000.00	\$144,121.88	\$423,970.49	-\$1,279,029.51	25%
1-01-402-30	Restricted Contributions	\$0.00	\$7,500.00	\$1,075.00	\$1,521.28	-\$5,978.72	20%
1-01-402-35	ELL Program Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-402-45	Founding Era Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-402-55	Grow With Google Grant	\$0.00	\$2,000.00	\$0.00	\$0.00	-\$2,000.00	0%
	Program 402 Total	\$0.00	\$9,500.00	\$1,075.00	\$1,521.28	-\$7,978.72	16%
	Revenue Total	\$138,569.73	\$1,712,500.00	\$145,196.88	\$425,491.77	-\$1,287,008.23	25%

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-01-601-000	B-1 - COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-010	Salaries & Wages Expense	\$57,799.78	\$790,900.00	\$75,560.11	\$184,810.68	\$0.00	\$606,089.32	23%
1-01-601-020	Accrued Salaries/Wages Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-050	ELL Program Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-100	Taxes/FICA/UE	\$4,789.65	\$64,500.00	\$6,215.76	\$15,067.60	\$0.00	\$49,432.40	23%
1-01-601-110	Health Benefits Expense	\$0.00	\$113,300.00	\$6,708.60	\$27,932.85	\$0.00	\$85,367.15	25%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

4/7/2021
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<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Budget</i>	<i>YTD Budget</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
1-01-601-120	PERS Expense	\$0.00	\$96,800.00	\$92,206.00	\$92,206.00	\$0.00	\$4,594.00	95%
1-01-601-130	DCRP Expense	\$0.00	\$3,200.00	\$0.00	\$519.48	\$0.00	\$2,680.52	16%
	Program 601 Total	\$62,589.43	\$1,068,700.00	\$180,690.47	\$320,536.61	\$0.00	\$748,163.39	30%
1-01-602-000	B-2 - COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-602-010	Collection Development Software	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-01-602-020	Adult Books	\$5,749.48	\$27,000.00	\$4,468.22	\$8,345.54	\$1,843.18	\$16,811.28	38%
1-01-602-030	Adult BOCD	\$197.12	\$2,500.00	\$275.50	\$615.38	\$0.00	\$1,884.62	25%
1-01-602-040	Adult DVD	\$751.09	\$11,000.00	\$808.42	\$1,299.60	\$312.23	\$9,388.17	15%
1-01-602-050	Adult eBooks	\$0.00	\$6,000.00	\$614.86	\$994.03	\$0.00	\$5,005.97	17%
1-01-602-060	Adult eAudio	\$0.00	\$6,000.00	\$288.10	\$506.71	\$0.00	\$5,493.29	8%
1-01-602-070	Adult Music CD	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
1-01-602-090	Periodicals	\$988.00	\$11,000.00	\$500.00	\$2,931.34	\$0.00	\$8,068.66	27%
1-01-602-110	Games	\$550.37	\$7,000.00	\$608.67	\$1,756.01	\$0.00	\$5,243.99	25%
1-01-602-120	J Books	\$2,387.87	\$25,000.00	\$3,615.66	\$6,036.80	\$1,017.39	\$17,945.81	28%
1-01-602-130	J BOCD	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-602-140	J DVD	\$247.66	\$2,000.00	\$152.61	\$152.61	\$65.15	\$1,782.24	11%
1-01-602-150	J eBooks	\$0.00	\$1,000.00	\$215.73	\$1,071.78	\$0.00	-\$71.78	107%
1-01-602-160	J eAudio	\$0.00	\$1,000.00	\$48.02	\$485.24	\$0.00	\$514.76	49%
1-01-602-170	J Music CD	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-602-180	YA Books	\$570.23	\$7,500.00	\$893.28	\$1,574.07	\$195.77	\$5,730.16	24%
1-01-602-190	YA BOCD	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-602-210	YA eBooks	\$0.00	\$1,000.00	\$194.17	\$222.86	\$0.00	\$777.14	22%
1-01-602-220	Young Adults eAudio	\$0.00	\$1,000.00	\$144.05	\$216.92	\$0.00	\$783.08	22%
1-01-602-230	Streaming	\$241.00	\$9,500.00	\$991.75	\$2,311.89	\$0.00	\$7,188.11	24%
1-01-602-240	On Line Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Program 602 Total	\$11,682.82	\$126,500.00	\$13,819.04	\$28,520.78	\$3,433.72	\$94,545.50	25%
1-01-603-000	B3 - PROGRAMS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-603-230	Program - Adult	\$0.00	\$13,000.00	\$2,142.97	\$4,512.10	\$1,050.00	\$7,437.90	43%
1-01-603-240	Program - Children	\$154.31	\$4,500.00	\$114.23	\$925.52	\$55.98	\$3,518.50	22%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

4/7/2021
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<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-01-603-250	Summer Reading / Reading Programs	\$0.00	\$5,000.00	\$229.82	\$277.52	\$1,045.00	\$3,677.48	26%
1-01-603-260	Museum Passes	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-603-270	Programs YA	\$0.00	\$2,000.00	\$59.18	\$59.18	\$29.75	\$1,911.07	4%
1-01-603-280	Library-Wide Cultural/Family Programing	\$0.00	\$2,000.00	\$176.92	\$712.31	\$86.83	\$1,200.86	40%
1-01-603-300	Technology Programming	\$0.00	\$3,500.00	\$690.00	\$1,840.00	\$0.00	\$1,660.00	53%
1-01-603-310	25th Anniversary	\$191.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-603-320	National Library Week	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
1-01-603-330	Online Programming	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
	Program 603 Total	\$345.90	\$40,000.00	\$3,413.12	\$8,326.63	\$2,267.56	\$29,405.81	26%
1-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-604-010	Business Office/Library/Print	\$597.46	\$11,500.00	\$1,519.61	\$2,632.61	\$43.57	\$8,823.82	23%
1-01-604-070	Postage - Supplies	\$0.00	\$1,000.00	\$21.90	\$221.90	\$0.00	\$778.10	22%
1-01-604-080	Freight-Shipg (Non-Collection)	\$42.26	\$1,500.00	\$104.09	\$271.78	\$0.00	\$1,228.22	18%
	Program 604 Total	\$639.72	\$14,000.00	\$1,645.60	\$3,126.29	\$43.57	\$10,830.14	23%
1-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-605-040	PR - Mailing	\$456.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-01-605-060	PR - Materials	\$61.70	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-01-605-070	Staff/Volunteer Recognition	\$32.28	\$1,000.00	\$0.00	\$77.76	\$0.00	\$922.24	8%
	Program 605 Total	\$549.98	\$3,000.00	\$0.00	\$77.76	\$0.00	\$2,922.24	3%
1-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-606-010	Staff Development	\$0.00	\$3,600.00	\$157.94	\$157.94	\$0.00	\$3,442.06	4%
1-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$23.86	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
1-01-606-040	Professional Dues	\$150.00	\$1,500.00	\$0.00	\$700.00	\$0.00	\$800.00	47%
1-01-606-050	Conference Travel	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
	Program 606 Total	\$173.86	\$8,000.00	\$157.94	\$857.94	\$0.00	\$7,142.06	11%
1-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-607-010	Utilities - Electric	\$2,991.94	\$57,500.00	\$2,773.00	\$9,422.45	\$0.00	\$48,077.55	16%
1-01-607-030	Utilities - Gas	\$1,943.35	\$15,000.00	\$1,630.62	\$7,093.10	\$0.00	\$7,906.90	47%
1-01-607-040	Utilities - Telephone	\$1,025.80	\$6,000.00	\$1,047.60	\$1,655.43	\$0.00	\$4,344.57	28%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-01-607-050	Internet Provider	\$184.94	\$2,500.00	\$369.88	\$554.82	\$0.00	\$1,945.18	22%
	Program 607 Total	\$6,146.03	\$81,000.00	\$5,821.10	\$18,725.80	\$0.00	\$62,274.20	23%
1-01-608-000	B-8 - PHYSICAL PLANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-608-010	Plant - Repairs, Bldgs,Grounds	\$158.75	\$21,600.00	\$14,153.91	\$16,280.24	\$0.00	\$5,319.76	75%
1-01-608-030	Plant - Cleaning/Maintenance	\$2,899.00	\$34,400.00	\$2,516.72	\$7,550.16	\$0.00	\$26,849.84	22%
1-01-608-040	Plant - Fire/Burglery Alarm	\$280.00	\$3,000.00	\$0.00	\$280.00	\$0.00	\$2,720.00	9%
1-01-608-050	Plant - HVAC Maintenance	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0%
1-01-608-060	Plant - Lawn Sprinklers Maint	\$0.00	\$3,000.00	\$450.00	\$450.00	\$0.00	\$2,550.00	15%
1-01-608-090	Plant -Telephone Equipment	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-608-100	Plant - Records Retention/Destruction	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-608-110	Plant - Repairs HVAC	\$1,250.10	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%
1-01-608-120	Plant - Carpet Cleaning	\$0.00	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00	0%
1-01-608-130	Plant - Window Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-608-140	Plant - Landscape Maintenance	\$0.00	\$2,000.00	\$0.00	\$0.00	\$1,850.00	\$150.00	92%
1-01-608-150	Plant - Concrete Repairs	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
	Program 608 Total	\$4,587.85	\$108,600.00	\$17,120.63	\$24,560.40	\$1,850.00	\$82,189.60	24%
1-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-609-030	EM RFID Equipment	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
1-01-609-050	EM - Copiers	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-609-070	Computer Software	\$1,009.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-609-075	Edmunds Software	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
1-01-609-080	EM - Audio/Visual	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-609-090	EM - Piano Tuning	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
1-01-609-100	EM - Postage Meter	\$0.00	\$800.00	\$0.00	\$170.04	\$0.00	\$629.96	21%
1-01-609-110	Envisionware Annual Contract	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0%
	Program 609 Total	\$1,009.00	\$23,100.00	\$0.00	\$170.04	\$0.00	\$22,929.96	1%
1-01-610-000	B-10 - EXPENSED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-610-010	Color Copy Usage	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
1-01-610-020	Copier Usage B&W	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

4/7/2021
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<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
	Program 610 Total	\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0%
1-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-611-010	Audit	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$916.66	\$2,749.98	\$0.00	\$8,250.02	25%
1-01-611-030	MAIN Assessment	\$0.00	\$53,000.00	\$13,131.17	\$26,262.24	\$0.00	\$26,737.76	50%
1-01-611-070	Computer Support & Service	\$0.00	\$6,500.00	\$190.00	\$1,028.27	\$0.00	\$5,471.73	16%
1-01-611-100	Web Site Maintenace	\$0.00	\$500.00	\$0.00	\$14.00	\$0.00	\$486.00	3%
1-01-611-150	Legal	\$0.00	\$2,500.00	\$0.00	\$50.00	\$0.00	\$2,450.00	2%
1-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$250.00	\$750.00	\$0.00	\$2,250.00	25%
1-01-611-260	Payroll Service Fee	\$726.55	\$8,000.00	\$690.07	\$2,138.08	\$0.00	\$5,861.92	27%
1-01-611-320	Other Professional Services	\$0.00	\$800.00	\$57.90	\$57.90	\$0.00	\$742.10	7%
1-01-611-340	QPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Program 611 Total	\$1,893.21	\$90,300.00	\$15,235.80	\$33,050.47	\$0.00	\$57,249.53	37%
1-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-612-010	Township In-Kind Services	\$0.00	\$50,400.00	\$11,761.87	\$11,761.87	\$0.00	\$38,638.13	23%
1-01-612-020	Township Insurances	\$0.00	\$28,500.00	\$6,792.88	\$6,792.88	\$0.00	\$21,707.12	24%
1-01-612-030	O/E- Contingencies	\$0.00	\$10,000.00	\$4,110.79	\$4,477.62	\$0.00	\$5,522.38	45%
1-01-612-040	O/E - Licenses & Fees	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
1-01-612-060	O/E - Board Misc	\$94.27	\$1,800.00	\$120.00	\$358.02	\$0.00	\$1,441.98	20%
1-01-612-065	Delivery	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
	Program 612 Total	\$94.27	\$92,200.00	\$22,785.54	\$23,390.39	\$0.00	\$68,809.61	25%
1-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-613-010	ELL Program Grant Expenses	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-613-017	Founding Era Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-613-019	Grow With Google Grant	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0%
	Program 613 Total	\$1,300.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0%
	Budget Total	\$91,012.07	\$1,662,800.00	\$260,689.24	\$461,343.11	\$7,594.85	\$1,193,862.04	28%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
01			<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
	Revenue:	\$138,569.73	\$145,196.88	\$425,491.77				
	Expended:	\$91,012.07	\$260,689.24	\$461,343.11				
	Net Income:	\$47,557.66	-\$115,492.36	-\$35,851.34				

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-802-020	Display Shelving	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
1-02-802-030	New Soft Seating	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
1-02-802-185	Tables - Pio Costa	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-02-802-195	Tables - Adult Section	\$0.00	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	0%
	Program 802 Total	\$0.00	\$17,800.00	\$0.00	\$0.00	\$0.00	\$17,800.00	0%
1-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-803-170	Landscaping	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-02-803-210	Chiller	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-803-270	Security Cameras - Auditorium	\$1,730.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
	Program 803 Total	\$1,730.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
1-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-804-010	Computer Equipment	\$0.00	\$12,800.00	\$675.05	\$675.05	\$59.21	\$12,065.74	6%
1-02-804-015	Computer Related Equipment	\$216.43	\$5,100.00	\$0.00	\$129.93	\$39.99	\$4,930.08	3%
	Program 804 Total	\$216.43	\$17,900.00	\$675.05	\$804.98	\$99.20	\$16,995.82	5%
1-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-805-030	Capital Contingency	\$0.00	\$9,500.00	\$0.00	\$0.00	\$7,343.62	\$2,156.38	77%
	Program 805 Total	\$0.00	\$9,500.00	\$0.00	\$0.00	\$7,343.62	\$2,156.38	77%
	CAPITAL BUDGET Budget Total	\$1,946.43	\$49,700.00	\$675.05	\$804.98	\$7,442.82	\$41,452.20	17%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
02	CAPITAL BUDGET		<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
	Revenue:		\$0.00	\$0.00	\$0.00			
	Expended:		\$1,946.43	\$675.05	\$804.98			
	Net Income:		-\$1,946.43	-\$675.05	-\$804.98			

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$138,569.73	\$145,196.88	\$425,491.77
Expended:	\$92,958.50	\$261,364.29	\$477,185.76
Net Income:	\$45,611.23	-\$116,167.41	-\$51,693.99

MONTVILLE TOWNSHIP PUBLIC LIBRARY MARCH 2021 PROGRAM ATTENDANCE

April 12, 2021 Board Meeting

COVID 19 - VIRTUAL PROGRAMS

LIBRARY SPONSORED PROGRAMS	Mar 2021	Mar 2020
Children - Staff Programs		
Story Time with snack and crafts bags	94	
Bingo and Games	32	
Book Club and Snack	13	
Baby and Toddler	12	
Fun Time Academy Outreach Storytime	25	
Children - Staff Programs Total	176	252
Children - Paid Presenters		
Children - Paid Presenters Total	0	9
Total All Children's Programs	176	261
Young Adults - Staff Programs		
TAB	29	
Robotics STEM	36	
Gardening	17	
TAB Election	26	
Young Adult - Staff Programs Total	108	44
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	108	44
Adult - Staff Programs		
Book Club	22	
Knitting	10	
Amy Craft Class	32	
Adult Staff Programs Total	64	275
Adult - Paid Presenters		
Chair Yoga	106	
Montville "U" Lecture & Music Presentations	161	
Tech Classes	17	
Cooking Class	19	
Craft Class		
Adult - Paid Presenters Total	303	155
Total All Adult Programs	367	430
Library Sponsored Total	651	735
OUTSIDE GROUPS		
Outside Groups Total	0	0
GRAND TOTAL	651	735

March Book Displays
St. Patrick's Day - Adults, Kids
Happy Birthday Randolph Caldecott - Kids
Women's History Month - Adults, Young Adults, Kids
NY Times BestSeller List - Adults, Young Adults, Kids
Staff Picks - Adults
Perennial Picks - Adults
Happy Easter and Happy Passover - Kids
March is National Nutrition Month - Adults
March is National Craft Month - Adults, Young Adults, Kids
Cooking for the Easter/Passover Holidays - Adults, Kids
Harry Birthday Harry Houdini - Adults, Kids
Memoriam - Beverly Cleary - Kids