

Montville Township Public Library
Board of Trustees Meeting - Video Conference Via Zoom
January 5, 2022
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Larry Hines
Mayor Frank Cooney
Mr. Robert Donohue
Mr. David Tubbs
Ms. Deb Nielson
Ms. Linda Peskin
Mrs. Debbie Kozell
Mr. Charlie Grau
<i>ABSENT</i>
Mrs. Dianna Paradise

Catherine LaBelle, Library Director – Present

Molly Hone, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Hines, at 7:20p.m.

II. Open Public Meetings Act Statement

Mr. Hines 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. Grau made a motion to approve the December 13, 2021, Regular Session minutes, seconded by Mr. Tubbs*

Mr. Hines abstained; Mr. Grau yes; Ms. Peskin yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson abstained; Mrs. Kozell yes; Motion Carried.

IV Public Comments –

Janina thanked the Board for all of the support.

V Reports of Officers –

Larry Hines – President

Mr. Hines had no report. He would like to speak to all the Trustees to see if changes need to be made to the Committees.

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Mrs. Paradise absent, no report.

Linda Peskin – Treasurer

Ms. Peskin stated they met this evening and that they discussed the check register, balance sheet and statement of revenue and expenditures. A contingency bracket was added for \$47,929.00 for boiler controls and HVAC interface. She also stated they would like to give S. Klein another chance to get the audit completed in a timely manner.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney stated he was sworn in as Mayor for the third year. Matthew Kayne was sworn in as Deputy Mayor.

Superintendent Liaison of Schools – Mr. Tubbs stated that Mid terms will be taking place at the High School beginning January 27 and ending on February 1. There will be early dismissal all four days.

VII. Committee Reports

Finance: Ms. Peskin stated that the 990 has been completed and in order and she will sign.

Personnel: Mr. Grau had no report.

Buildings & Grounds: Committee had no report.

Patron Services/Technology: Mr. Donohue stated that the book sale was a success.

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

Catherine stated that Mr. Hines and Ms. Nielson are welcome to come in and meet with the Library Personnel. February 1 is the First Arthur program at 7pm and will be held virtually.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 15296 and 15344 dated December 1 to December 31, 2021 in the amount of \$34,269.51.

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

Mr. Hines yes; Mr. Grau yes; Ms. Peskin yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Kozell yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of December 2021 in the amount of \$57,889.56

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

Mr. Hines yes; Mr. Grau yes; Ms. Peskin yes; Mayor Cooney yes; Mr. Tubbs yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Kozell yes; Motion Carried

- C. Resolution to approve the December 21, 2021 transfer of \$47,929 from the capital reserve account to the operating account for AME, Inc. Quote #21-0605 for HVAC upgrades that was approved on December 13, 2021.

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

Mr. Hines yes; Mr. Grau yes; Ms. Peskin yes; Mayor Cooney yes; Mr. Tubbs yes;
Mr. Donohue yes; Ms. Nielson yes; Mrs. Kozell yes; Motion Carried

D. Resolution to approve IRS Form 990 for 2020.

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

Mr. Hines yes; Mr. Grau yes; Ms. Peskin yes; Mayor Cooney yes; Mr. Tubbs yes;
Mr. Donohue yes; Ms. Nielson yes; Mrs. Kozell yes; Motion Carried

X. Public Comments –
None

XI. Old Business
None

XI. New Business

Ms. Peskin made a suggestion to send something to Tom Mazzacarro as a Thank you for his years of service. The Trustees will discuss this at the next meeting.

XII. Executive Session
None

XIII. Open Session

Mr. Grau stated the Board of Education nominated him for President and Mr. Michael Palma for Vice-President.

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mayor Cooney; meeting was adjourned at 7:43pm.



Director's Report

February 11, 2022

Our theme for January was New Year, New Library as we began an interior renovation to the adult stacks to reorganize the non-fiction into more browsable categories and create additional seating areas where people can work, relax, and study. In January, we had one Saturday closure due to inclement weather. I joined the MAIN Library Board for a two-year term as one of two Large Library representatives and also joined the MAIN Finance Committee.

In January, we welcomed 41 new library users. This month 5,709 visitors passed through our doors. The Circulation team processed 872 new items and shipped out 1261 items to member libraries.

Buildings and Grounds

As always, the DPW took good care of us during the snowy and icy weather. They had crews here sanding and salting throughout inclement days. Despite their hard work, there can still be patches of ice in the parking lot due to the slope and lack of drainage.

It's been a thrill to see the interior renovations taking place after so many months of planning. Library Interiors removed two stack shelves which opened about 400 square feet of space that will be furnished with new tables and chairs. They cut down two surrounding shelves from 7 feet to 5 feet which enhances light and visibility.

The 15-foot-long reference desk (state of the art when we opened 25 years ago) will be removed to allow more space for collection displays.

The 20 feet long 6 feet wide music CD display cases (one of the few music borrowing options when we opened) will be removed to allow room for the chairs and tables we ordered. The Music CDs will be relocated to a smaller shelving unit.

The staff is getting a real workout, as just about every single book in adult collection needs to be moved. Thousands of books are on temporary shelves (from Rent-a-crate) during the move.

Finance

All Edmunds end of year processes have been completed. The new budget has been entered and prior year encumbrances have been moved to accounts payable.

The 2022 payroll updates have been completed. PERS (Public Employees Retirement System), CINS (contributory insurance), union dues, DCRP (Defined Contribution Retirement Program administered by Prudential), health insurance contributions, health waivers and Vanguard 403 (b) contributions are all tied to annual salary. Each of these elective deductions were calculated and entered into ADP along with the new 2022 salary rates. These deductions are reconciled monthly and quarterly with the Township and with the State.

We prepared and mailed thirty 1099's well in advance of the January 31 deadline.

We prepared the health insurance data for the 2021 federally mandated ACA 1095 forms.

Most of our vendors have returned their signed 2022 vendor declarations that we need for all of our purchase orders.

Marketing and Outreach:

Our average newsletter open rate continues to climb well above the industry standard of 15-20%. Most of our January emails had an open rate of over 40%. Our most opened

email advertised our two open PT Library Assistant positions, which had an open rate of 52%.

Melissa Benno of TAPintoMontville wrote an article on our new Strategic and Technology plans.

Patron Services:

Our library was one of 13 in NJ to receive a \$500 New Jersey Makers Day Mini-Grant to support a full slate of maker and STEM programming in March. We will offer programs for all ages on topics ranging from jewelry making to green screen videography. Many thanks to Molly for writing a successful grant application and to the Programs & Services staff for coming up with great ideas for our Makers Programs.

We began lending out our new T-Mobile hotspots, partially funded by our Grow with Google grant, and part of our Library of Things. All four hotspots are checked out with a small hold list.

Sixteen readers attended our book clubs for adults. The afternoon group read "American Dirt" by Jeanine Cummins and the evening group read Kristin Hannah's "The Four Winds."

Montville "U" lectures, coordinated by Pam, included a talk on the Brooklyn Bridge by patron favorite Marty Schneit, which was enjoyed by an audience of 30. We also offered two lectures that focused on New Year's resolutions and goal setting: "Carpe Diem - Capturing the Day!" with Walter Choroszewski and "New Year, New You!" with Diane Lang. These had a combined attendance of 46.

Eighteen people attended the always popular all ages program Cooking with Chef T. This month we made a delicious Italian wedding soup.

Art and yoga both continue to be popular, with a combined monthly attendance of 29 for our art classes and 51 for yoga.

Our Chinese New Year Virtual Storytime, led by Risa, was a hit with 15 kids tuning in. Special thanks to Sue who donated red envelopes with tigers on them for the story time craft bags. Jo joined in and read “Maisy's Chinese New Year” and helped sing some tunes including “Chinese Dragon” and a Zodiac Animal song. It was another successful interdepartmental collaboration and we all had a great time.

Thirty kids took home Amy’s monthly grab & go craft, a sock snowman, pictured here.



Twelve little ones attended Snow Babies and Toddlers Too, a story time complete with snowman songs, stories, and a craft by Amy.

Amy’s art explorers made art inspired by Joan Miró, also pictured, and her Messy Munchkins made snow owls.

Twelve young readers attended Risa’s Kids’ Book Club to discuss “A Boy and His Jaguar” by Alan Rabinowitz, the club’s first nonfiction pick.

In teen news, Brandy’s grab & go crafts remain popular with 29 crafters taking home bags. 16 teens attended the monthly TAB meeting. Current TAB projects include Blind Date with a Book and virtual escape rooms.



Personnel

We advertised for our two open part-time library assistant positions, one in Circulation and one in Programs & Services. We have received 14 resumes and first interviews are presently being conducted.

This month Elif Kiziltan was promoted from Library Monitor to Part-time Library Assistant! Elif has been with the Library since 2018. Janina Bartman, who started part time in the Business Office in 2015, began working full time this month.

Staff Training/Development

The Programs & Services staff, Sue Leung from Circ, and I participated in the first of two trainings from the NJ Talking Book and Braille Center on the Bard Library Program on how to help visually and physically impaired patrons download talking books from the BARD Center.

Members of the staff from all departments attended two webinars on conflict de-escalation and violence prevention in the library – one from Library Link NJ and the other from Niche Academy.

Amy Resnikoff attended a NJ Maker's Day Training on woodworking and she will use what she learned to put on a Maker's Day program in March.

Michael and I attended further training on our new Libby platform – Michael in collection development and me in administration.

Technology

The transition of our Cloud Library eBook & Audio collection to Libby began January 3 and was completed in early February. Additional libraries' collections are still being moved. The transition has been fairly smooth for our patrons. We advertised the change widely and Michael created an in-depth video walkthrough on our YouTube channel. The response has been positive; people especially like being able to read library eBooks on Kindles again.

MAIN added the [Aspen](#) discovery layer to the catalog, which enhances functionality and provides a better user experience. Hoopla, Libby, and Kanopy titles now show up in search results, which will help connect more users with these electronic collections. One of the features we are most excited about is the ability to create reading lists, banners, and other customizations to help us promote our collection, programs, and service. We've made lists for Black History Month, Lunar New Year and the 2022 Youth Media Awards that are featured on the home page and can be shared in newsletters, plus banners for our author programs that show up when our patrons search for their books.

January technology classes included “Selling Your Stuff Online” presented by Michael and “Getting Started with Amazon Echo” with James Fitzpatrick, with a total attendance of 21.

Lenny from HiTech installed Carbonite cloud back up software on our Dell server. This provides full weekly backups and everyday differential backups. He copied all the files from our old server to the newer Dell server and shut down the old server.

He downloaded and installed an Edmunds update we needed for year-end closing.

Meetings

Jan 6 – MAIN DigiTech – Michael

Jan 10 – Programs & Services Dept Meeting – Molly, Catherine & Dept.

Jan 10 – Circ Dept Meeting – Walter, Catherine, Molly & Dept.

Jan 13 – MAIN Board of Directors Meeting – Catherine

Jan 18 - MAIN Circulation Advisory Group Mtg - Walter, Nilufer, Sue, Jo

Jan 19 – Conflict De-escalation and Violence Prevention in the Library - Jeanne

Jan 21 – MAIN MAYS - Amy, Brandy, Nina, Risa

Jan 25 - MAIN ILS Committee Meeting - Walter

Jan 28 – MAIN Director’s Meeting – Catherine

Feb 7 – MAIN Large Libraries – Catherine

Feb 7 – MAIN Finance Committee - Catherine

Feb 8 – Library Buildings & Grounds Committee

Feb 8 - MAIN Technical Service Advisory Group Meeting - Walter, Nilufer, Sue, Jo

Feb 9 -- Library Patron Services/Tech Committee

Feb 10 – Montville Twp. Department Head Meeting – Molly

Feb 10 – MAIN Board of Directors Meeting – Catherine

Feb 25 – MAIN Director’s Meeting - Catherine

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 01/31/22

2022

2021

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	279,275.93	279,495.79
01-100-03	Lakeland - Payroll Account	37,797.73	36,944.18
01-100-04	Lakeland CD Accounts	252,968.82	252,968.82
01-100-08	Lakeland - Capital Reserve	268,502.12	268,479.32
01-100-10	Lakeland - Restricted Donations	33,314.36	33,311.53
01-140-01	Furniture & Fixtures	407,391.73	407,391.73
01-140-02	Property Plant Improvements	394,128.59	394,128.59
01-140-03	Computer Equip & Related Asset	178,743.19	178,743.19
	Total Assets	<u>1,852,514.39</u>	<u>1,851,855.07</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	42,193.00	42,193.00
01-211-00	Section 125 Withholding HDV	2,287.80	38.42
01-212-00	PERS 414/CINS Withholding	8,967.72	19,399.41
01-218-00	Reserve for Encumbrances	101,261.76	111,432.83
01-400-01	Appropriation Reserve	980.38	980.38
	Total Liabilities	<u>151,115.06</u>	<u>173,967.20</u>
01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	389,503.58	389,503.58
	Total	<u>1,677,887.87</u>	<u>1,677,887.87</u>

Revenue	143,965.77	0.00
Less Expenses	<u>120,454.31</u>	<u>0.00</u>
Net	<u>23,511.46</u>	<u>0.00</u>
Total Fund Balance	<u>1,701,399.33</u>	<u>1,677,887.87</u>
Total Liabilities & Fund Balance	<u>1,852,514.39</u>	<u>1,851,855.07</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 15345 to 15429
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
15345	01/31/22	AESTH005 Aesthetic Press, Inc.	200.00		74
15346	01/31/22	AMERICAN American Museum Natural Hist.	500.00		74
15347	01/31/22	AMYRE005 Amy Resnikoff	16.00		74
15348	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15349	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15350	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15351	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15352	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15353	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15354	01/31/22	BAKER005 Baker & Taylor	0.00	01/31/22 VOID	0
15355	01/31/22	BAKER005 Baker & Taylor	5,386.53		74
15356	01/31/22	BANK OF Bank of America	856.04		74
15357	01/31/22	BIBLIOTH Bibliotheca, LLC	219.46		74
15358	01/31/22	CAVEN005 Cavendish Square	195.54		74
15359	01/31/22	CONSTANT Constant Contact	199.50		74
15360	01/31/22	CREATURE Creature Comfort Pet Therapy	25.00		74
15361	01/31/22	DAIL0010 Daily Record	61.52		74
15362	01/31/22	DAILY Daily News	335.40		74
15363	01/31/22	DEANQ005 Dean Quilici Electrical	1,770.00		74
15364	01/31/22	DEBORAHF Deborah Hoeflinger	100.00		74
15365	01/31/22	DEMCO005 Demco, Inc.	200.73		74
15366	01/31/22	DIREC005 Direct Energy Business	1,108.76		74
15367	01/31/22	EAST HAN East Hanover Library	26.00		74
15368	01/31/22	ELIZA005 Elizabeth Johansen	250.00		74
15369	01/31/22	EXCEL005 Excellent Building Services	2,516.72		74
15370	01/31/22	FLOTE005 FLO-TECH	1,085.62		74
15371	01/31/22	GREGO005 Gregory J. Della Pia	1,000.00		74
15372	01/31/22	HITEC005 HiTech Computer Services LLC	775.50		74
15373	01/31/22	HUGHE005 Hughes Environmental	4,054.00		74
15374	01/31/22	IFPTE005 IFPTE	153.24		74
15375	01/31/22	INGRAM Ingram Library Services	0.00	01/31/22 VOID	0
15376	01/31/22	INGRAM Ingram Library Services	1,025.35		74
15377	01/31/22	JANET C Janet C. Mandel	200.00		74
15378	01/31/22	JOHN ZIN John Zinn	150.00		74
15379	01/31/22	JOYCE MA Joyce Mandel	100.00		74
15380	01/31/22	JOYCE MA Joyce Mandel	100.00		74
15381	01/31/22	JOYCE MA Joyce Mandel	100.00		74
15382	01/31/22	JOYCE MA Joyce Mandel	100.00		74
15383	01/31/22	KANOPY Kanopy, Inc.	306.00		74
15384	01/31/22	LIBR0010 Library Interiors, Inc.	1,740.00		74
15385	01/31/22	MAINT005 M.A.I.N., Inc.	49.65		74
15386	01/31/22	MAINT005 M.A.I.N., Inc.	648.68		74
15387	01/31/22	MAINT005 M.A.I.N., Inc.	966.06		74
15388	01/31/22	MAINT005 M.A.I.N., Inc.	12,598.49		74
15389	01/31/22	MAINT005 M.A.I.N., Inc.	966.06		74
15390	01/31/22	MARIANNE Marianne Ciffer	245.00		74
15391	01/31/22	MARTINSC Martin Schneit	150.00		74
15392	01/31/22	MGL MGL Printing Solutions	73.00		74
15393	01/31/22	MIDWE005 Midwest Tape	1,150.30		74
15394	01/31/22	MIKE NOR Mike Norris	175.00		74
15395	01/31/22	MONTV005 Montville Chamber of Commerce	150.00		74

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
15396	01/31/22	NJLIB005 NJ Library Trustee Association	240.00		74
15397	01/31/22	NJNAT005 NJ Natural Gas Co.	1,845.48		74
15398	01/31/22	NORTHEAS Northeast Security Systems	210.00		74
15399	01/31/22	OPTIM005 Optimum	369.88		74
15400	01/31/22	ORIEN005 Oriental Trading Company, Inc.	44.82		74
15401	01/31/22	OVERD005 OverDrive, Inc.	237.48		74
15402	01/31/22	PITNE005 Pitney Bowes Global Financial	170.04		74
15403	01/31/22	REBECCA Rebecca Mancini	50.00		74
15404	01/31/22	REBECCA Rebecca Mancini	50.00		74
15405	01/31/22	REBECCA Rebecca Mancini	50.00		74
15406	01/31/22	REBECCA Rebecca Mancini	50.00		74
15407	01/31/22	REBECCA Rebecca Mancini	50.00		74
15408	01/31/22	REBECCA Rebecca Mancini	50.00		74
15409	01/31/22	REBECCA Rebecca Mancini	50.00		74
15410	01/31/22	REBECCA Rebecca Mancini	50.00		74
15411	01/31/22	REBECCA Rebecca Mancini	50.00		74
15412	01/31/22	RECORDER Recorder Publishing Co., Inc.	66.49		74
15413	01/31/22	ROBER005 Dr. Robert W. Butts	150.00		74
15414	01/31/22	ROBER005 Dr. Robert W. Butts	150.00		74
15415	01/31/22	SCHOOL L School Life, a division of	209.95		74
15416	01/31/22	STAPL005 Staples Advantage	762.11		74
15417	01/31/22	SUNRI005 Sunrise ShopRite	260.58		74
15418	01/31/22	SYNCB005 SYNCB/AMAZON	244.96		74
15419	01/31/22	TECHN005 Technology Integrators	125.00		74
15420	01/31/22	THE WALL The Wall Street Journal	599.98		74
15421	01/31/22	THEN0010 The New York Times	1,105.05		74
15422	01/31/22	THEST005 Star-Ledger	843.47		74
15423	01/31/22	TOWNS005 Township of Montville	9,908.13		74
15424	01/31/22	TOWNS005 Township of Montville	9,908.13		74
15425	01/31/22	TOWNS005 Township of Montville	2,414.11		74
15426	01/31/22	TOWNS005 Township of Montville	13,906.64		74
15427	01/31/22	ULINE Uline	173.02		74
15428	01/31/22	VERI0010 VERIZON	490.20		74
15429	01/31/22	VERI0015 Verizon	97.48		74

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	77	8	87,012.15	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>77</u>	<u>8</u>	<u>87,012.15</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	16,468.78	0.00	0.00	16,468.78
CAPITAL BUDGET	1-02	<u>1,875.61</u>	<u>0.00</u>	<u>0.00</u>	<u>1,875.61</u>
Year Total:		18,344.39	0.00	0.00	18,344.39
	2-01	48,436.34	0.00	19,948.96	68,385.30
CAPITAL BUDGET	2-02	<u>282.46</u>	<u>0.00</u>	<u>0.00</u>	<u>282.46</u>
Year Total:		48,718.80	0.00	19,948.96	68,667.76
Total of All Funds:		<u>67,063.19</u>	<u>0.00</u>	<u>19,948.96</u>	<u>87,012.15</u>

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 2- - - to 2- - -
Budget Account Range: 2- - - to 2- - -
Print Zero YTD Activity: No

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

Year To Date As Of: 01/31/22
Current Period: 01/01/22 to 01/31/22
Prior Year: 01/01/21 to 01/31/21

<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>
2-01-401-01	Fines Income	\$1.40	\$5,000.00	\$233.65	\$233.65	-\$4,766.35	5%
2-01-401-03	Copier Income	\$6.00	\$500.00	\$31.56	\$31.56	-\$468.44	6%
2-01-401-05	Computer Print Outs Income	\$48.00	\$1,200.00	\$163.95	\$163.95	-\$1,036.05	14%
2-01-401-07	Township Income	\$139,739.75	\$1,718,000.00	\$143,169.42	\$143,169.42	-\$1,574,830.58	8%
2-01-401-09	Lost Items	\$180.10	\$1,000.00	\$265.95	\$265.95	-\$734.05	27%
2-01-401-10	State Aid Income	\$0.00	\$11,800.00	\$0.00	\$0.00	-\$11,800.00	0%
2-01-401-11	Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-401-15	Interest Income	\$32.22	\$1,000.00	\$53.24	\$53.24	-\$946.76	5%
2-01-401-16	Lost Cards	\$0.00	\$200.00	\$16.00	\$16.00	-\$184.00	8%
2-01-401-18	Disks/Faxes	\$0.00	\$200.00	\$32.00	\$32.00	-\$168.00	16%
	Program 401 Total	\$140,007.47	\$1,738,900.00	\$143,965.77	\$143,965.77	-\$1,594,934.23	8%
2-01-402-30	Restricted Contributions	\$172.00	\$4,000.00	\$0.00	\$0.00	-\$4,000.00	0%
2-01-402-45	Founding Era Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-402-55	Grow With Google Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-402-65	American Rescue Plan Act 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-402-75	NJ Makers Day	\$0.00	\$500.00	\$0.00	\$0.00	-\$500.00	0%
	Program 402 Total	\$172.00	\$4,500.00	\$0.00	\$0.00	-\$4,500.00	0%
	Fund 01 Revenue Total	\$140,179.47	\$1,743,400.00	\$143,965.77	\$143,965.77	-\$1,599,434.23	8%

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
2-01-601-000	B-1 - COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-601-010	Salaries & Wages Expense	\$59,579.54	\$843,400.00	\$57,962.93	\$57,962.93	\$0.00	\$785,437.07	7%
2-01-601-020	Accrued Salaries/Wages Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-601-100	Taxes/FICA/UE	\$4,817.50	\$69,300.00	\$4,758.76	\$4,758.76	\$0.00	\$64,541.24	7%
2-01-601-110	Health Benefits Expense	\$13,651.47	\$124,000.00	\$15,317.50	\$15,317.50	\$0.00	\$108,682.50	12%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-601-120	PERS Expense	\$0.00	\$104,100.00	\$0.00	\$0.00	\$0.00	\$104,100.00	0%
2-01-601-130	DCRP Expense	\$0.00	\$3,400.00	\$1,023.79	\$1,023.79	\$0.00	\$2,376.21	30%
	Program 601 Total	\$78,048.51	\$1,144,200.00	\$79,062.98	\$79,062.98	\$0.00	\$1,065,137.02	7%
2-01-602-000	B-2 - COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-010	Collection Development Software	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
2-01-602-020	Adult Books	\$1,317.24	\$31,000.00	\$26.00	\$26.00	\$1,722.83	\$29,251.17	6%
2-01-602-030	Adult BOCD	\$194.20	\$2,500.00	\$175.51	\$175.51	\$0.00	\$2,324.49	7%
2-01-602-040	Adult DVD	\$118.05	\$10,000.00	\$299.33	\$299.33	\$242.48	\$9,458.19	5%
2-01-602-050	Adult eBooks	\$86.08	\$7,500.00	\$140.06	\$140.06	\$530.60	\$6,829.34	9%
2-01-602-060	Adult eAudio	\$54.55	\$5,000.00	\$97.42	\$97.42	\$208.75	\$4,693.83	6%
2-01-602-070	Adult Music CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-090	Periodicals	\$59.99	\$11,000.00	\$2,883.90	\$2,883.90	\$0.00	\$8,116.10	26%
2-01-602-110	Games	\$577.67	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
2-01-602-120	J Books	\$712.18	\$27,000.00	\$195.54	\$195.54	\$1,525.59	\$25,278.87	6%
2-01-602-130	J BOCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-140	J DVD	\$0.00	\$1,500.00	\$31.83	\$31.83	\$155.32	\$1,312.85	12%
2-01-602-150	J eBooks	\$172.16	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
2-01-602-160	J eAudio	\$109.10	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-170	J Music CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-180	YA Books	\$220.04	\$8,600.00	\$0.00	\$0.00	\$799.08	\$7,800.92	9%
2-01-602-190	YA BOCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-602-210	YA eBooks	\$28.69	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-220	Young Adults eAudio	\$18.18	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-602-230	Streaming	\$780.93	\$11,000.00	\$1,116.11	\$1,116.11	\$0.00	\$9,883.89	10%
	Program 602 Total	\$4,449.06	\$129,600.00	\$4,965.70	\$4,965.70	\$5,184.65	\$119,449.65	8%
2-01-603-000	B3 - PROGRAMS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-603-230	Program - Adult	\$1,795.00	\$13,500.00	\$1,225.00	\$1,225.00	\$450.00	\$11,825.00	12%
2-01-603-240	Program - Children	\$463.13	\$5,500.00	\$341.92	\$341.92	\$679.96	\$4,478.12	19%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-603-250	Summer Reading / Reading Programs	\$47.70	\$5,000.00	\$209.95	\$209.95	\$0.00	\$4,790.05	4%
2-01-603-260	Museum Passes	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
2-01-603-270	Programs YA	\$0.00	\$2,500.00	\$0.00	\$0.00	\$670.28	\$1,829.72	27%
2-01-603-280	Library-Wide Cultural/Family Programing	\$193.12	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
2-01-603-300	Technology Programming	\$1,150.00	\$4,500.00	\$125.00	\$125.00	\$250.00	\$4,125.00	8%
2-01-603-320	National Library Week	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-603-330	Online Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Program 603 Total	\$3,648.95	\$36,500.00	\$1,901.87	\$1,901.87	\$2,050.24	\$32,547.89	11%
2-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-604-010	Business Office/Library/Print	\$86.01	\$11,500.00	\$348.43	\$348.43	\$820.97	\$10,330.60	10%
2-01-604-070	Postage - Supplies	\$200.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-604-080	Freight-Shipg (Non-Collection)	\$146.13	\$1,000.00	\$146.15	\$146.15	\$0.00	\$853.85	15%
	Program 604 Total	\$432.14	\$13,500.00	\$494.58	\$494.58	\$820.97	\$12,184.45	10%
2-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-605-040	PR - Mailing	\$0.00	\$1,000.00	\$199.50	\$199.50	\$0.00	\$800.50	20%
2-01-605-060	PR - Materials	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
2-01-605-070	Staff/Volunteer Recognition	\$0.00	\$1,000.00	\$109.26	\$109.26	\$0.00	\$890.74	11%
	Program 605 Total	\$0.00	\$2,600.00	\$308.76	\$308.76	\$0.00	\$2,291.24	12%
2-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-606-010	Staff Development	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$5,600.00	0%
2-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
2-01-606-040	Professional Dues	\$390.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%
2-01-606-050	Conference Travel	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
	Program 606 Total	\$390.00	\$9,700.00	\$0.00	\$0.00	\$0.00	\$9,700.00	0%
2-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-607-010	Utilities - Electric	\$3,823.57	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00	0%
2-01-607-030	Utilities - Gas	\$2,779.63	\$15,000.00	\$2,954.24	\$2,954.24	\$0.00	\$12,045.76	20%
2-01-607-040	Utilities - Telephone	\$558.39	\$6,000.00	\$587.68	\$587.68	\$0.00	\$5,412.32	10%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-607-050	Internet Provider	\$0.00	\$2,300.00	\$369.88	\$369.88	\$0.00	\$1,930.12	16%
	Program 607 Total	\$7,161.59	\$65,300.00	\$3,911.80	\$3,911.80	\$0.00	\$61,388.20	6%
2-01-608-000	B-8 - PHYSICAL PLANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-608-010	Plant - Repairs, Bldgs,Grounds	\$464.28	\$25,500.00	\$0.00	\$0.00	\$1,114.37	\$24,385.63	4%
2-01-608-030	Plant - Cleaning/Maintenance	\$2,516.72	\$34,400.00	\$2,516.72	\$2,516.72	\$0.00	\$31,883.28	7%
2-01-608-040	Plant - Fire/Burglery Alarm	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0%
2-01-608-050	Plant - HVAC Maintenance	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0%
2-01-608-060	Plant - Lawn Sprinklers Maint	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
2-01-608-090	Plant -Telephone Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-608-100	Plant - Records Retention/Destruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-608-110	Plant - Repairs HVAC	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%
2-01-608-120	Plant - Carpet Cleaning	\$0.00	\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00	0%
2-01-608-130	Plant - Window Cleaning	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-01-608-140	Plant - Landscape Maintenance	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
2-01-608-150	Plant - Concrete Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Program 608 Total	\$2,981.00	\$105,700.00	\$2,516.72	\$2,516.72	\$1,114.37	\$102,068.91	3%
2-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-609-030	EM RFID Equipment	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
2-01-609-050	EM - Copiers	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
2-01-609-070	Computer Software	\$0.00	\$4,000.00	\$2,143.11	\$2,143.11	\$0.00	\$1,856.89	54%
2-01-609-075	Edmunds Software	\$0.00	\$4,600.00	\$0.00	\$0.00	\$0.00	\$4,600.00	0%
2-01-609-080	EM - Audio/Visual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-609-090	EM - Piano Tuning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-609-100	EM - Postage Meter	\$170.04	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
2-01-609-110	Envisionware Annual Contract	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0%
	Program 609 Total	\$170.04	\$24,500.00	\$2,143.11	\$2,143.11	\$0.00	\$22,356.89	9%
2-01-610-000	B-10 - EXPENSED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-610-010	Color Copy Usage	\$0.00	\$2,000.00	\$265.92	\$265.92	\$0.00	\$1,734.08	13%

Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
2-01-610-020	Copier Usage B&W	\$0.00	\$1,000.00	\$436.92	\$436.92	\$0.00	\$563.08	44%
	Program 610 Total	\$0.00	\$3,000.00	\$702.84	\$702.84	\$0.00	\$2,297.16	23%
2-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-611-010	Audit	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
2-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$1,000.00	\$1,000.00	\$0.00	\$10,000.00	9%
2-01-611-030	MAIN Assessment	\$13,131.07	\$50,400.00	\$12,598.49	\$12,598.49	\$0.00	\$37,801.51	25%
2-01-611-070	Computer Support & Service	\$285.00	\$4,000.00	\$212.50	\$212.50	\$0.00	\$3,787.50	5%
2-01-611-100	Web Site Maintenece	\$0.00	\$500.00	\$256.05	\$256.05	\$0.00	\$243.95	51%
2-01-611-150	Legal	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
2-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$250.00	\$250.00	\$0.00	\$2,750.00	8%
2-01-611-260	Payroll Service Fee	\$660.65	\$8,000.00	\$694.35	\$694.35	\$0.00	\$7,305.65	9%
2-01-611-320	Other Professional Services	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
2-01-611-350	Strategic Plan Project	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
	Program 611 Total	\$15,243.38	\$90,200.00	\$15,011.39	\$15,011.39	\$0.00	\$75,188.61	17%
2-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-612-010	Township In-Kind Services	\$0.00	\$51,400.00	\$0.00	\$0.00	\$0.00	\$51,400.00	0%
2-01-612-020	Township Insurances	\$0.00	\$29,100.00	\$0.00	\$0.00	\$0.00	\$29,100.00	0%
2-01-612-030	O/E- Contingencies	\$308.84	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
2-01-612-040	O/E - Licenses & Fees	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
2-01-612-060	O/E - Board Misc	\$53.92	\$1,500.00	\$128.01	\$128.01	\$0.00	\$1,371.99	9%
2-01-612-065	Delivery	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
	Program 612 Total	\$362.76	\$94,600.00	\$128.01	\$128.01	\$0.00	\$94,471.99	0%
2-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-017	Founding Era Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-019	Grow With Google Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-021	American Rescue Plan Act 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-01-613-23	NJ Makers Day	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
	Program 613 Total	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%

Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
Fund 01 Budget Total		\$112,887.43	\$1,719,900.00	\$111,147.76	\$111,147.76	\$9,170.23	\$1,599,582.01	7%

01	Fund 01	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenue:	\$140,179.47	\$143,965.77	\$143,965.77
	Expended:	\$112,887.43	\$111,147.76	\$111,147.76
	Net Income:	\$27,292.04	\$32,818.01	\$32,818.01

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
2-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-020	Display Shelving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-030	New Soft Seating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-185	Tables - Pio Costa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-802-195	Tables - Adult Section	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
	Program 802 Total	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
2-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-803-170	Landscaping	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-02-803-230	Boiler Controls & HVAC Interface	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-803-250	Architect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-803-270	Security Cameras - Auditorium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Program 803 Total	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
2-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-804-010	Computer Equipment	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
2-02-804-015	Computer Related Equipment	\$129.93	\$2,500.00	\$63.00	\$63.00	\$33.27	\$2,403.73	4%
	Program 804 Total	\$129.93	\$12,500.00	\$63.00	\$63.00	\$33.27	\$12,403.73	1%
2-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
2-02-805-030	Capital Contingency	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
	Program 805 Total	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
	CAPITAL BUDGET Budget Total	\$129.93	\$23,500.00	\$63.00	\$63.00	\$33.27	\$23,403.73	0%

Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
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02	CAPITAL BUDGET							
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	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$0.00	\$0.00	\$0.00
Expended:	\$129.93	\$63.00	\$63.00
Net Income:	-\$129.93	-\$63.00	-\$63.00

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$140,179.47	\$143,965.77	\$143,965.77
Expended:	\$113,017.36	\$111,210.76	\$120,414.26
Net Income:	\$27,162.11	\$32,755.01	\$23,551.51

