

Montville Township Public Library
Board of Trustees Meeting
July 8, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:00p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library’s website and at the Library’s Information Desk once they have been officially approved.

III. Adoption of Minutes

A. *Ms. Peskin made a motion to approve the June 10, 2019 Regular Session minutes, seconded by Mr. Allora*

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

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated the Fourth of July festivities were a success. Patrons used the restroom inside the Library. Next year Allen will speak to the committee about having the bathrooms cleaned.

Jane Hines – Vice-President

Mrs. Hines had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 50%. Year to date revenue is on target at 50% of annual budget. Year to date operating expenditures, plus encumbrances are at 52% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$360,971 or 50% of the total annual budget. The year to date capital expenditures are 8% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$5,965.00 YTD. Budget is in synch for revenue and expenses at this point,

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Conklin absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that Back to School Night will be September 23rd at 7:30pm. This may bring extra cars into the Library Parking Lot. The schools are using a new website, School Point, for course communications. The

Humanities Department is having a virtual field trip machine project. The students can visit Rome wearing a virtual headset and the teacher can walk the students through what they are seeing.

VII. Committee Reports

Finance: Mr. Allora stated that the committee is meeting tomorrow. Funds are being conserved. A vendor activity analysis will be supplied for the next Finance meeting.

Personnel: Mrs. Hines stated that evaluations will be discussed at the next Committee meeting. They discussed the hiring of part time page. The next meeting will be July 24th.

Buildings & Grounds: Mrs. Hines stated the committee did not meet this month. The contract from In-Line Contracting is being reviewed by the attorney. In-Line needed to supply additional documentation and are very slow in their responses. Allan will speak with the attorney along with Mrs. Hines.

Patron Services/Technology: Mr. Donohue stated that the committee did not meet last month. The Summer Reading program is in full swing. New computers have been purchased and the software has been installed.

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

Allan stated that the dumpsters have not been emptied since the Fourth of July festivities. The tent was not removed until the following Monday so patrons had to drive through the tent in order to park. The Library was used as the Command Center by the Police, fire and EMS.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 13514 through 13571, dated June 1 to June 30, 2019 in the amount of \$64,771.83

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

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

- B. Resolution to accept the salaries for month of June 2019 in the amount of \$55,329.80 and PLA intern salaries in the amount of \$210.00 for a total of \$55,539.80.

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

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

- C. Resolution to approve the resignation of Jared Birnbaum, part time Library page/Monitor, effective July 5, 2019.

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

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

X. Old Business

No additional problems have occurred regarding the Page and the Patron.

XI. New Business

None

XII. Executive Session Minutes

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mrs. Paradise; meeting was adjourned at 7:31pm.

Montville Township Public Library

Director's Report

August 12, 2019

The Director continues to serve as one of two Large Libraries representatives to the MAIN Board of Directors and serves on the Finance Committee and the PR/Marketing Committee. The current issue facing the Finance Committee is how to balance the funding formula given the budget restraint of the small and Association Members of the Consortium.

The Director was part of a panel discussion webinar on "Training Older Adults to Use the Latest Gadgets," on July 16th. He discussed how we do training on a one-on-one, class, and group basis. Approximately 100 library staff members around the country attended this webinar.

The report from the Patron Services Committee which met on July 17th was previously distributed.

The Director began to serve on the LLNJ (Library Link) Regional Cooperative Board of Directors and was assigned the tasks of serving on the Personnel Committee, Strategic Planning and the Delivery Task Force. The State-wide Consortium is in the process of recruiting for a new Executive Director due to retirement.

The Director had a "forced" vacation from July 22-26, due to car trouble. Hopefully that is resolved for the moment. He took time out each day to catch up with e-mail from home, answer telephone calls and met via telephone with the Buildings & Grounds Committee on Tuesday, July 23rd. Notes from that Committee has previously been distributed. The big discussion at that meeting revolved around the chiller project.

We continue to get calls from the Alarm Company on Friday, Saturday and Sunday nights when patrons "pull" on the front door thinking that we are open till 9 PM. The Director received two such call while he was out eating dinner with friends on

Friday, July 26th between 6 PM and 7 PM. We will be installing a more visible 'closed' sign in the near future.

The Library developed a cooperative programming arrangement with Parsippany on Tuesday, July 30th. Bill Loges from Reference USA made a presentation to the Business Community and Government Officials at Montville in the AM and that was followed up in the PM at Parsippany for Library staff. Both programs were offered throughout the county and beyond.

Staff members attended the second Library Aware demo on Wednesday, July 31th. The programs included hundreds of flyer and promotion templates, links to the Novelist reader's Advisory product for creation of newsletters and a mail marketing component. We are looking at this product as a replacement for Constant Contact. Several libraries in the county have used this program successfully.

The Director met with staff from Library Interiors to work on the furniture purchases as well as removal of the no longer used Information Desk.

We had an incident on August 3rd where parents dropped off their children at 4:30 PM and the Library closed at 5 PM. Much thanks to Jessica and Nilifur for staying with the children after the Library closed till the parents came.

The Director has spent many hours in conversation and discussion with our attorney Michael Cerone in regards to our Chiller and Evaporator Project. You have a letter in your packet from Michael explaining the situation. A resolution is included in regards to this project on the Agenda.

Donnelly Energy was able to include additional lighting in this year's lighting project. A resolution on that addition to the original proposal is included on the Agenda.

Jeff and Allan have been working with Ally, our PLA Intern on her first project the Girl Power Story Time and Tea which happened on Saturday, August 10th. 18 children and their parents heard stories, decorated a drum, had a musical parade, and drank tea and cookies. A great time was had by all!

The Director has been working with Baker & Taylor for a September 1 deadline on the BISAC (Bookstore) processing of new materials. Allan, Walter and Hebah are working on our first “test” section by re-organizing the Travel Books to make it easier for people to find them on the shelves.

The teens have “found” the new gaming computer and are enjoying it! We had two Envisionware printing issues with our Mac Computers in the last two weeks. Hebah was able to resolve those issues by working with Envisionware.

Fania Roofing completed the roof repairs this past month.

The audit was done on July 9th and we hope to have a draft of the audit in the next few weeks.

Our circulation for July 2019 was 19,146 items compared with 19,519 for the same period last year. 96 new patrons joined the library in person and 5 patrons joined online “temporarily” until they could get to the Library to complete their registration. 218 patrons renewed their Library cards as well.

Our highest circulating items this past month, no surprise: 104 check outs for “Ban this Book,” and 104 checkouts for “Long Way Down,” both the Summer Reading titles.

We will be starting to work on our 25th Anniversary Celebration of the opening of the Library Building on March 5, 1995. Our goal is to have a series of programs the entire week dedicated to the Library and what we do as well as a grand re-dedication of the building. This will also be tied into a new donation and fundraising program.

Speaking of anniversaries, this month is my 10th anniversary here first as Interim Director and then Director. What was supposed to be a six-month gig, stretched to a year and then another and then 8 more years. It has been an honor and a pleasure to have served the community which is Montville in making our Library a cornerstone of the community something that each and every resident of Montville can be proud of. We have gone a long way in 10 years and we plan to go even further in providing the best Library services we can provide to the ever changing, ever growing Township that is Montville.

Buildings and Grounds

There was a slow leak from an air handler in the breezeway from a clogged A/C condensation drain line. Hughes Environmental Engineering unclogged it and there was no damage.

Fania Roofing completed all the roof repairs that were recommended in the Systems Design Analysis report.

There was a “soiled carpet emergency” in the children’s department. Clean Impressions came right out and did spot cleaning and the stains were removed.

Doug Gehlbach, Energy Auditor from Donnelly Energy (a contractor for the NJ Clean Energy Direct Install Project) came out for a final count for the LED lighting project. The up lights (shoebox fixtures on the walls) and the high hats are now eligible for LED upgrades.

Finance

The auditors are wrapping up their report. We found all the information they requested with the help of our accountant, Greg Della Pia, and the Township administration (who provided copies of JIF surety bonds, actuarially determined PERS rates and other information). The Township also requests our help during their audits since we have payroll and insurance information they do not have access to.

There was an Edmunds upgrade that improved searching and retrieval. We cleaned up the vendor data base and have started requesting vendor signatures for annual declarations for 2020. Having them ready before the new year starts saves time and allows us to concentrate on all the year-end tasks.

We processed and certified retirement documents for Teri Deley with the Township and the NJ Division of Pensions and Benefits.

In January 2019, the New Jersey Legislature approved bill, NJ A15 (18R), 23-16, to increase the minimum wage to \$15 by 2024. Starting on July 1, 2019, the hourly minimum wage increased to \$10. As a result, we increased the rate for Library Monitors/ Pages from \$8.85 to \$10 effective July 1, 2019.

Marketing and Outreach:

In July, Jeff, Amy, Pam, Allan and Catherine viewed a presentation by Library Aware which is a web-based service that includes newsletter, flyer, shelf-talker, and social media templates specific to libraries. We are looking into whether the service could replace or supplement Constant Contact as Library Aware bill themselves as more user friendly with more content geared specifically for libraries. We will be doing a free trial in August and Allan is looking at pricing.

In June our changing topical displays included space and moon landing themed books for our Universe of Stories summer program, New Jersey National Day, Travel the World Through Books, Smile with a Good Book, the Sesame Street 50th anniversary, Featured in Book Page, National Grilling Month, and National State Parks Month.

Our newsletters this month focused on July 4th/US History, Cookbooks for Grilling, our Reference USA workshop, Staff Picks for all ages, the Moon Landing 50th anniversary, Books from TV & Film, as well as our regular events bulletins, and PR for the Museum passes.

Risa did monthly story time outreach for the preschools at Kids Connect.

Patron Services:

Summer reading was in full force in July. Our new Beanstack software has made it easier for staff and patrons alike to track reading, and be a part of weekly prize raffles, which is done automatically through the software. As of today, we have 164 children, 102 adults, and 64 teens participating in the program.

In July, Amy put together a roster of fun space themed programs. Our two interactive theater programs, Heracles Arrow in the Sky and Grace the Pirate, were engaging and professionally done. Both adults and children participated and 35 children and their parents attended each program. Amy's weekly art workshops were outer space themed as well. In Galaxy Jars, 20 kids created their

own constellation on an aluminum pan which was inserted into a jar with a tea light to light up the sky. The following week 14 kids made intergalactic bath bombs with baking soda, citric acid, Epsom salt & food coloring. Take home colorful bath bombs were created to fizz in their next bath. In the Marshmallow Constellations workshop, ten kids used mini marshmallows and toothpicks to design a zodiac constellation. A lot of creativity was used and a few marshmallows were eaten! Amy also did a Doodle Art program for the older kids in which 15 children created outer space with contact paper, yarn, and stars.

Jeff has put together a great series of space and technology themed summer STEAM projects for the teens. In July, they included an Astrobiology Simulation where the kids hunted for microbial life on other worlds. Attendees hunted for microbes in artificial Mars dirt. Our new Drama Club has nearly finished the video they are creating for the CLSP video competition. The teen volunteers continue to staff our Summer Reading desk daily and we really appreciate their efforts.

The 2019 Adult Summer Reading Program is a great success. In July, Pam coordinated a wonderful slate of Montville Summer “U” programs in July which included a DNA/Genealogy program by patron favorite Walter Choroszewski; a “Great Space Race” program to tie into the “Universe of Stories” Summer Reading theme; and a “visit” from Jackie Kennedy Onassis underwritten by a grant from the New Jersey Council for the Humanities. All programs were well attended and well received. Over 70 people spent the afternoon listening to “Jackie” share stories of life in the White House and beyond! Monday afternoon movies continue to be popular. This summer all Monday movies feature a space travel theme to tie into the 2019 Summer Reading theme. We partnered with PBS to show an excerpt of their “Chasing the Moon” series which aired at the beginning of July and commemorated the 50th anniversary of the moon landing. The Wednesday evenings “Be Inspired” Film series features several films about women with great careers and/or stories.

Our Museum Passes continue to be in high demand and we renewed them in July for the next year. The American Museum of Natural History tickets have proved

so popular that we have changed the way we distribute them to make it more equitable. Instead of giving them out on a first come first served basis on the first of the month, which, for the past 2 months, resulted in people waiting outside the library an hour before we opened, we are now doing it by drawing on the first Monday of the month via entry form the front of the library. This should ensure that a wider variety of patrons receive the tickets, and we will not have to determine who arrived first when staff are not on the premises yet to monitor that.

We have scheduled our Fall Book Sale for November 8,9, and 10. We will have limited programs that week in the Pio Costa as we collect book donations from the community to sell. We will include requests for donations in our publicity, tying it into Election Day visits to the library, so guests can bring their gently used books when they vote.

Hebah has joined our Collection Development Team. Her focus will be on Graphic Novels since that is an area of interest and expertise for her.

Personnel

Jeff and Allan continued working with our PLA summer intern, Ally, to train her on library work and to finalize her projects. She will be doing three: A Girl Power Story Hour, a book swap, and she is updating the cultural Holidays and Observances Calendar to be used statewide. Work on the two August programs which includes planning, ordering books, and supplies, and publicity, is nearly complete. Ally began working on the calendar in July. Ally has also been helping, with staff oversight, in weeding, story times, and many other library tasks. She is bright, creative, welcoming to our guests, and has been an asset to the library in the short time she has been here.

Teri Deley, one of our Senior Library Assistants, who has worked for MTPL for the past 11 years, retired at the end of July. She has been a wonderful part of the team here at the library, and is known and loved by the community, adults and children alike. We will miss her and wish her the best of luck. Catherine and Allan

have been working on the job description and advertisement for her position which will be posted at the beginning of August.

Jeff Cupo was elected to the position of Member-at-Large of NJLA's Diversity and Outreach section. He has begun working with other officers to update their online database of resources on the LLNJ website.

Staff Training/Development

The Circulation Department met on July 16. During the meeting, staff was given a demonstration on the recent modification applied to the public access catalog (PAC). In an effort to be more user friendly and provide users with more results for what they may be looking, the PAC's default sort was changed from producing search results based on publication date to search results based on popularity.

On August 1, Walter held his monthly Page Meeting. Among the topics discussed was the scheduling for the next month, the NJ minimum wage increased, effective July 1, 2019, and the outlook of the page position in the future. In the future, the Library will seek to diversify the page position to include adults. This way, the Library can take advantage of having the services of a library monitor during the morning as well as during school hours and weekends on a consistent basis.

Walter attended a Fred Pyror Seminar: "How to Improve Employee Accountability" on July 10. This seminar highlighted the importance of creating a proactive atmosphere of responsibility. One of the key elements to improving accountability in the workplace is that it is all about setting and holding people to a common expectation through clearly defining the organization's mission, values, and goals.

On July 24, Walter attended a Bibliotheca webinar: "quickConnect™ selfCheck Software Training - Basics and System Manager". This webinar focused on showing users how to manage their Bibliotheca equipment via libraryConnect.

On July 30, Walter attended the Reference USA workshop for the business community. This was an informative session that focused helping entrepreneurs

grow their business in New Jersey. Presented by Reference USA rep. Bill Loges, attendees were given a demo/tutorial of Reference USA's online platform.

Jeff and Ally attended a PLA Inclusive Internship webinar on Cultural Competency.

Hebah and Catherine attended a Booklist webinar on "The Art of the Graphic Novel" which included news about trends and what's upcoming in comics, manga, and graphic novels from DC, Fantagraphics, Oni Press, and Viz Media, some of the major publishers in this genre.

Technology

Technology offerings this month, which were all taught by staff members or staffed by TAB volunteers, included "How to Use Astronomy Apps", "Adult Video Games", "Drop-In Teen Tech Help" and "Download eBooks & Audiobooks".

Allan partnered with the State Library and Reference USA to put on a workshop on July 30 for the business community. The session was focused on helping local business owners, township officials, and Chambers of Commerce utilize Reference USA, available to all library card holders in New Jersey, to further their marketing and research efforts. We publicized this seminar through our newsletter and the Montville Chamber of Commerce. Our Reference USA representative, Bill Loges, presented the database to 24 local business owners and generously provided breakfast.

Our gaming computer is now available for Montville guests in 2-hour blocks.

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Meetings

July 9, MAIN Finance Committee, Allan

July 11, MAIN Board Meeting, Allan

July 17, Library Patron Services/Technology. Staff

July 12, LLNJ Board Meeting, Allan
July 23, Library B&G Meeting, Staff
July 23, MAIN ILS Committee, Walter
August 8, LLNJ Personnel Committee, Allan
August 8, NJLA Leadership Committee, Hebah

Future Meetings

August 14-16, Pi Academy, Toronto, Canada
August 15, LLNJ Board Meeting, Allan
August 21, Edmunds Annual Meeting, Allan
August 21, Library Patron Services/technology Committee, Staff
August 22, MAIN Board meeting, Allan
August 23, MAIN, Director's Meeting
August 27, Library B&G Meeting, Staff
August 27, MAIN ILS Committee, Walter
August 27, Circulation Department Meeting, Staff
August 29, Programs & Services Department Meeting, Staff
August 28, Library Personnel Committee, Staff

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13572 to 13626
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
13572	07/31/19	ALAN SEP Alan Sepinwall	150.00		44
13573	07/31/19	ALISA DU Alisa Dupuy	275.00		44
13574	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13575	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13576	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13577	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13578	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13579	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13580	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13581	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13582	07/31/19	BAKER005 Baker & Taylor	0.00	07/31/19 VOID	0
13583	07/31/19	BAKER005 Baker & Taylor	7,876.70		44
13584	07/31/19	BIBLIOTH Bibliotheca, LLC	498.94		44
13585	07/31/19	CAVEN005 Cavendish Square	195.54		44
13586	07/31/19	CLEAN Clean Impressions, Inc.	179.00		44
13587	07/31/19	CONDURSO Condursos Garden Center	32.34		44
13588	07/31/19	CONSTANT Constant Contact	456.00		44
13589	07/31/19	CREATURE Creature Comfort Pet Therapy	25.00		44
13590	07/31/19	DEMCO005 Demco, Inc.	948.15		44
13591	07/31/19	DIREC005 Direct Energy Business	9.33		44
13592	07/31/19	DONNELLY Donnelly Energy	1,418.22		44
13593	07/31/19	ELIZA005 Elizabeth Johansen	250.00		44
13594	07/31/19	ENGINE005 Engineered Security Systems	880.00		44
13595	07/31/19	EXCEL005 Excellent Building Services	2,899.00		44
13596	07/31/19	FANIA Fania Roofing Company	10,284.11		44
13597	07/31/19	FLOTE005 FLO-TECH	457.32		44
13598	07/31/19	GREGO005 Gregory J. Della Pia	916.66		44
13599	07/31/19	HEBAH EM Hebah Emar	263.00		44
13600	07/31/19	HITEC005 HiTech Computer Services LLC	570.00		44
13601	07/31/19	HUGHE005 Hughes Environmental	3,936.00		44
13602	07/31/19	IFPTE005 IFPTE	120.52		44
13603	07/31/19	JERSE005 Jersey Central Power & Light	6,648.28		44
13604	07/31/19	KANOPY Kanopy, Inc.	145.00		44
13605	07/31/19	LYNDELL Lyndell O'Hara	125.00		44
13606	07/31/19	MICHAEL Michael A. Cerone, Jr., Esq.	983.34		44
13607	07/31/19	MIDWE005 Midwest Tape	188.07		44
13608	07/31/19	MONTV005 Montville Chamber of Commerce	75.00		44
13609	07/31/19	NISIV005 Nisivoccia LLP	6,125.00		44
13610	07/31/19	NJNAT005 NJ Natural Gas Co.	232.07		44
13611	07/31/19	OPTIM005 Optimum	184.94		44
13612	07/31/19	PITNE005 Pitney Bowes Global Financial	170.04		44
13613	07/31/19	RISAS005 Risa Skerker	7.78		44
13614	07/31/19	STAPL005 Staples Advantage	252.97		44
13615	07/31/19	SUNRI005 Sunrise ShopRite	363.32		44
13616	07/31/19	SYNCB005 SYNCB/AMAZON	705.63		44
13617	07/31/19	THOMA005 Thomas Klise/Crimson Multimed	795.12		44
13618	07/31/19	TOWNS005 Township of Montville	17,796.25		44
13619	07/31/19	TOWNS005 Township of Montville	10,471.44		44
13620	07/31/19	TOWNS005 Township of Montville	1,698.65		44
13621	07/31/19	TOWNS005 Township of Montville	14,887.76		44
13622	07/31/19	TOWNS005 Township of Montville	10,471.41		44

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13623	07/31/19	UNITE005 United Parcel Service	12.78		44
13624	07/31/19	VENMILL VenMill Industries	97.41		44
13625	07/31/19	VERI0010 VERIZON	486.59		44
13626	07/31/19	VERI0015 Verizon	47.52		44
Report Totals					
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
	Checks:		46	9	105,612.20
	Direct Deposit:		0	0	0.00
	Total:		46	9	105,612.20

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	179.59	0.00	0.00	179.59
	9-01	82,944.91	0.00	21,069.48	104,014.39
CAPITAL BUDGET	9-02	<u>1,418.22</u>	<u>0.00</u>	<u>0.00</u>	<u>1,418.22</u>
	Year Total:	84,363.13	0.00	21,069.48	105,432.61
	Total of All Funds:	<u>84,542.72</u>	<u>0.00</u>	<u>21,069.48</u>	<u>105,612.20</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes
 Budget Account Range: First to Last Include Non-Budget: No
 Print Zero YTD Activity: No Year To Date As Of: 07/31/19
 Current Period: 07/01/19 to 07/31/19
 Prior Year: 07/01/18 to 07/31/18

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,326.84	15,000.00	1,480.81	8,999.00	6,001.00-	60
9-01-401-03	Copier Income	115.35	1,300.00	112.30	603.85	696.15-	46
9-01-401-05	Computer Print Outs Income	329.76	3,500.00	254.58	1,777.33	1,722.67-	51
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	966,767.69	690,548.31-	58
9-01-401-08	Donations Income	0.00	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	91.00	2,000.00	174.25	972.14	1,027.86-	49
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0
9-01-401-15	Interest Income	19.21	1,100.00	26.23	4,423.19	3,323.19	402
9-01-401-16	Lost Cards	22.00	300.00	68.00	276.50	23.50-	92
9-01-401-18	Disks/Faxes	25.00	700.00	36.00	381.70	318.30-	55
Program Total		142,389.66	1,691,216.00	140,261.84	984,219.67	706,996.33-	58
9-01-402-30	Restricted Contributions	107.65	3,500.00	94.45	5,788.19	2,288.19	165
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
Program Total		107.65	11,000.00	94.45	5,788.19	5,211.81-	53
Fund 01 Revenue Total		142,497.31	1,702,216.00	140,356.29	990,007.86	712,208.14-	58

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-601-010	Salaries & wages Expense	49,907.54	722,000.00	55,482.38	416,453.49	0.00	305,546.51	58
9-01-601-100	Taxes/FICA/UE	3,924.19	57,600.00	4,420.48	34,002.60	0.00	23,597.40	59
9-01-601-110	Health Benefits Expense	9,436.48	101,200.00	15,859.94	63,439.69	0.00	37,760.31	63
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	76,010.57	0.00	8,289.43	90
9-01-601-130	DCRP Expense	495.49	3,000.00	720.36	1,894.95	0.00	1,105.05	63
9-01-601-150	Temporary Staff	274.73	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		64,038.43	973,100.00	76,483.16	591,801.30	0.00	381,298.70	61
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-020	Adult Books	3,736.82	28,521.00	3,516.09	18,531.22	1,083.86	8,905.92	69
9-01-602-030	Adult BOCD	188.37	4,000.00	325.26	2,030.43	62.19	1,907.38	52
9-01-602-040	Adult DVD	1,152.51	15,000.00	1,257.80	6,997.24	139.04	7,863.72	48
9-01-602-050	Adult eBooks	330.86	5,000.00	326.98	3,263.49	0.00	1,736.51	65
9-01-602-060	Adult eAudio	69.00	5,000.00	165.97	2,637.93	0.00	2,362.07	53
9-01-602-070	Adult Music CD	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-602-090	Periodicals	25.00	9,000.00	0.00	2,813.95	0.00	6,186.05	31
9-01-602-110	Games	520.12	6,000.00	795.12	4,220.55	0.00	1,779.45	70
9-01-602-120	J Books	2,004.35	28,200.00	2,729.92	12,955.74	1,516.44	13,727.82	51
9-01-602-130	J BOCD	0.00	500.00	0.00	40.53	0.00	459.47	8
9-01-602-140	J DVD	159.14	2,000.00	202.15	1,362.35	362.26	275.39	86
9-01-602-150	J eBooks	42.97	750.00	5.99	601.81	0.00	148.19	80
9-01-602-160	J eAudio	59.99	500.00	0.00	500.00	0.00	0.00	100
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	1,055.45	9,000.00	873.35	3,394.70	404.64	5,200.66	42
9-01-602-190	YA BOCD	0.00	500.00	0.00	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-230	Streaming	0.00	4,250.00	145.00	655.00	0.00	3,595.00	15
Program Total		9,344.58	128,721.00	10,343.63	61,037.70	3,568.43	64,114.87	50
9-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-603-230	Program - Adult	2,962.00	16,000.00	550.00	7,111.83	4,635.00	4,253.17	73
9-01-603-240	Program - Children	400.00	5,000.00	0.00	2,111.04	810.00	2,078.96	58
9-01-603-250	Summer Reading / Reading Programs	526.64	7,000.00	411.18	4,869.17	292.91	1,837.92	74
9-01-603-260	Museum Passes	0.00	4,000.00	0.00	2,570.00	0.00	1,430.00	64
9-01-603-270	Programs YA	464.07	2,500.00	25.00	1,359.11	0.00	1,140.89	54
9-01-603-280	Library-wide Cultural/Family Programing	400.00	3,500.00	0.00	707.57	800.00	1,992.43	43
9-01-603-300	Technology Programming	0.00	6,000.00	0.00	1,700.00	0.00	4,300.00	28
Program Total		4,752.71	44,000.00	986.18	20,428.72	6,537.91	17,033.37	61
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	1,741.69	14,000.00	1,021.69	9,256.08	0.00	4,743.92	66
9-01-604-070	Postage - Supplies	0.00	2,000.00	0.00	510.57	0.00	1,489.43	26
9-01-604-080	Freight-Shipp (Non-Collection)	14.26	1,000.00	0.00	445.74	0.00	554.26	45
Program Total		1,755.95	17,000.00	1,021.69	10,212.39	0.00	6,787.61	60

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	0.00	2,000.00	456.00	456.00	0.00	1,544.00	23
9-01-605-060	PR - Materials	125.00	1,500.00	75.00	387.98	0.00	1,112.02	26
9-01-605-070	Staff/Volunteer Recognition	151.66	2,500.00	485.35	1,149.69	0.00	1,350.31	46
Program Total		276.66	6,000.00	1,016.35	1,993.67	0.00	4,006.33	33
9-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-606-010	Staff Development	70.24	4,000.00	0.00	2,328.37	54.00	1,617.63	60
9-01-606-020	Professional Expenses	0.00	2,000.00	0.00	136.77	0.00	1,863.23	7
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	1,000.00	0.00	634.08	0.00	365.92	63
9-01-606-040	Professional Dues	0.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	0.00	6,000.00	263.00	2,198.53	0.00	3,801.47	37
Program Total		70.24	14,000.00	263.00	5,802.75	54.00	8,143.25	42
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	6,304.97	66,000.00	6,648.28	32,690.24	0.00	33,309.76	50
9-01-607-030	Utilities - Gas	511.15	20,000.00	241.40	9,378.33	0.00	10,621.67	47
9-01-607-040	Utilities - Telephone	544.43	6,000.00	534.11	3,713.33	0.00	2,286.67	62
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,294.58	0.00	1,205.42	52
Program Total		7,545.49	94,500.00	7,608.73	47,076.48	0.00	47,423.52	50
9-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-010	Plant - Repairs, Bldgs,Grounds	793.50	40,000.00	10,344.17	41,040.34	0.00	1,040.34-	103
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	3,078.00	15,768.00	0.00	14,232.00	53
9-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,500.00	880.00	1,160.00	0.00	2,340.00	33
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	2,430.40	10,072.40	0.00	5,927.60	63
9-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	0.00	1,567.13	0.00	1,432.87	52
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	85.74	0.00	414.26	17
Program Total		3,283.50	94,000.00	16,732.57	69,783.99	0.00	24,216.01	74
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-01-609-050	EM - Copiers	0.00	1,500.00	0.00	1,929.06	0.00	429.06-	129
9-01-609-070	Computer Software	0.00	2,000.00	0.00	2,531.30	0.00	531.30-	127
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	170.04	800.00	170.04	510.12	0.00	289.88	64
Program Total		170.04	22,000.00	170.04	4,970.48	0.00	17,029.52	23
9-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-610-010	Color Copy Usage	0.00	3,000.00	0.00	3,003.89	0.00	3.89-	100
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	1,558.56	0.00	558.56-	156
Program Total		0.00	4,000.00	0.00	4,562.45	0.00	562.45-	114
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	0.00	7,000.00	6,125.00	6,125.00	0.00	875.00	88
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	6,416.65	0.00	5,583.35	53
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	38,650.95	12,883.68	3,465.37	94
9-01-611-070	Computer Support & Service	340.00	6,000.00	570.00	8,455.00	0.00	2,455.00-	141
9-01-611-100	Web Site Maintenace	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-150	Legal	200.00	4,000.00	983.34	1,316.68	0.00	2,683.32	33
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	1,750.00	0.00	1,250.00	58
9-01-611-260	Payroll Service Fee	662.71	8,000.00	677.71	4,388.28	0.00	3,611.72	55
9-01-611-320	Other Professional Services	0.00	1,000.00	0.00	60.00	0.00	940.00	6
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		2,349.37	100,000.00	9,522.71	67,162.56	12,883.68	19,953.76	80
9-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-612-010	Township In-Kind Services	11,083.57	48,195.00	11,305.25	33,915.75	0.00	14,279.25	70
9-01-612-020	Township Insurances	6,046.48	26,200.00	6,491.00	19,473.00	0.00	6,727.00	74
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	1,916.57	0.00	8,083.43	19
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-612-060	O/E - Board Misc	51.49	2,000.00	75.57	747.97	0.00	1,252.03	37
Program Total		17,181.54	86,895.00	17,871.82	56,053.29	0.00	30,841.71	65
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	0.00	7,500.00	885.00	5,315.00	0.00	2,185.00	71
Program Total		0.00	7,500.00	885.00	5,315.00	0.00	2,185.00	71
Fund 01 Expend Total		110,768.51	1,591,716.00	142,904.88	946,200.78	23,044.02	622,471.20	61

August 6, 2019
10:45 AM

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,497.31	140,356.29	990,007.86	110,768.51	142,904.88	969,244.80	20,763.06

August 6, 2019
10:45 AM

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
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-140	Security Cameras	575.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
Program Total		575.00	22,000.00	0.00	0.00	0.00	22,000.00	0
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-170	Landscaping	560.00	0.00	0.00	850.00	0.00	850.00	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	1,418.22	2,454.26	30.55	10,515.19	19
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		560.00	66,000.00	1,418.22	3,304.26	30.55	62,665.19	5
9-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-804-010	Computer Equipment	0.00	10,000.00	0.00	5,372.84	0.00	4,627.16	54
9-02-804-015	Computer Related Equipment	184.49	2,500.00	0.00	73.60	0.00	2,426.40	3
Program Total		184.49	12,500.00	0.00	5,446.44	0.00	7,053.56	44
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
Program Total		0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
CAPITAL BUDGET Expend Total		1,319.49	110,500.00	1,418.22	8,750.70	30.55	101,718.75	8

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-02	CAPITAL BUDGET	0.00	0.00	0.00	1,319.49	1,418.22	8,781.25	8,781.25-

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
9-01		142,497.31	140,356.29	990,007.86	110,768.51	142,904.88	969,244.80	20,763.06
9-02	CAPITAL BUDGET	0.00	0.00	0.00	1,319.49	1,418.22	8,781.25	8,781.25-
	Final Total	142,497.31	140,356.29	990,007.86	112,088.00	144,323.10	978,026.05	11,981.81

MONTVILLE TOWNSHIP PUBLIC LIBRARY JULY 2019 PROGRAM ATTENDANCE

August 12, 2019 Board Meeting

LIBRARY SPONSORED PROGRAMS	2019	2018
Children - Staff Programs		
Storytime	239	
Bingo/Games	34	
Baby Legos & Kids Legos	47	
Messy Munchkins	16	
Drop In Arts & Crafts, Play Dough, Coloring	107	
Pre-School Outreach Storytime	28	
Book Club	5	
Family Movie	15	
Kids STEAM Projects	60	
Children - Staff Programs Total	551	453
Children - Paid Presenters		
Kids Yoga	14	
Grace the Pirate	38	
Heracles Adventure	35	
Children - Paid Presenters Total	87	87
Total All Children's Programs	638	540
Young Adults - Staff Programs		
Video Games	14	
English Conversation & Cookies & Conversation	3	
TAB Meeting	6	
Drama Club	4	
STEAM	9	
Young Adult - Staff Programs Total	36	57
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	36	57
Adult - Staff Programs		
Movies	210	
Adult Book Club & Books n' Bites	19	
Technology Classes	4	
Knitting Class	6	
Reference USA Co-Sponsored Workshop	32	
Adult Staff Programs Total	271	314
Adult - Paid Presenters		
Technology Classes	4	
Lectures	194	
Concerts, Dance, Music & Art		
Adult - Paid Presenters Total	198	294
Total All Adult Programs	469	608
Library Sponsored Total	1,143	1,205
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	32	
Writer's Group	6	
Pet Parents	5	
Outside Groups Total	43	109
GRAND TOTAL	1,186	1,314

Library Displays and Featured Themes		
Children and Adults		
Universe of Stories		
New Jersey National Day - July 27, 2019		
Travel with a Good Book		
Smile with a Good Book - Children		
Sesame Street - 50 years - Children		
LibraryReads - Adults		
Book Pages - Adults		
National Grilling Month - Adults		
National State Parks Month - Adults		

Museum Pass Program	2019	2018
Grounds for Sculpture	7	
Imagine That!!!	7	
Intrepid Sea, Air and Space Museum	7	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	2	
Morris Museum	2	
American Museum of Natural History	8	
Newark Museum	1	
Stickley Museum	1	
Museum of Modern Art - <i>closed renovations</i>	0	
Battleship New Jersey	0	
Museum Pass Total	35	38

Exams Proctored	1	0
Quiet Study Room - number of times used	40	35

Registered Summer Reading Participants	2019	2018
Children	164	343
Teens	64	86
Adults	102	135
Total To Date	330	564