

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

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
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 (7:05pm)

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 January 11, 2021, Reorganization minutes, seconded by Mr. Tubbs*

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

B. *Mr. Grau made a motion to approve the January 11, 2021, Regular Session minutes, seconded by Mr. Tubbs*

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

**IV Public Comments –**

None

**V Reports of Officers –**

**Tom Mazzaccaro – President**

Mr. Mazzaccaro stated Catherine had to close the Library for a couple of days due to 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 8%. Year to date revenue is on target at 8% of annual budget. Year to date operating expenditures, plus encumbrances are at 7% of annual budget. Included in expenditures is year to date salaries which is at \$59,580.00 or 7% of the total annual budget. The year to date capital expenditures are 0% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$19,859.00 YTD.

**Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

**VI Report of Liaisons**

Mayor – Mayor Cooney had no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that all the schools are operating on a hybrid schedule. High School classes are being scheduled for the 2021-2022 school year. Public Speaking will be a new class offered next year.

**VII. Committee Reports**

Finance: Mr. Allora stated he would like to get a procurement card for Library use so Catherine will not have to use her own credit card. There will be no changes to the Operating Account. Catherine will supply the Board with the Vacation and Sick time policy.

Personnel: Mr. Grau stated that Catherine was interviewed for the position of Library Director. She is in the process of drafting a job description for review of the Assistant Library Director position.

Buildings & Grounds: Mrs. Hines stated that the engineer is still waiting for some questions to be answered before he signs off on the chiller project. Duct cleaning will be next week, February 15, 16, and 17. Concrete demolition has been postponed until the spring. An architect is scheduled to do a walk-through assessment of the building.

Patron Services/Technology: Mr. Donohue stated that they will look into segmenting emails to align with patron interests. Catherine will look into getting some authors to do videos.

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

Catherine stated the Library had to close for two and a half days for snow. Lunar New Year is this week. 75 people are signed up for the virtual program. She has applied for additional grant money and will receive \$800. She will use the grant money for 2 series through the Gilder Lehrman Institute.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 14621 and 14685 dated January 1 to January 31, 2021 in the amount of \$81,385.90

*Motion made by Mr. Allora 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.

- B. Resolution to accept staff salaries for the month of January 2021 in the amount of \$59,579.54

*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

- C. Resolution to appoint Catherine LaBelle to the position of Director of the Montville Township Public Library, effective January 16, 2021, at an annual salary of \$92,000, pro-rated from January 16, 2021 to December 31, 2021.

*Motion made with congratulations 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 Cash Management Plan for 2021.

*Motion made by Mr. Allora 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 close the Library to the public on Tuesday, February 16 and Wednesday, February 17<sup>th</sup> for duct cleaning. Curbside pick will be available.

*Motion made by Ms. Peskin 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

**X. Public Comments** –  
None

**XI. Old Business**  
None

**XI. New Business**

1. *Mr. Allora made a motion to secure a procurement card for ordinary and minor expenses under the State of New Jersey Procurement Card Program. Seconded by Mr. Grau.*

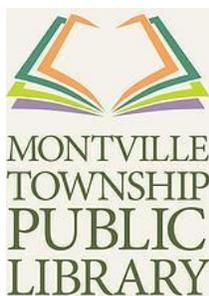
Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes;  
Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

2. Strategic Plan Committee A new plan needs to be drafted for 2022 – 2025 which takes 3-6 months to complete. Catherine would like to start doing the interviews and focus groups soon and thinks the staff can do the work instead of it being contracted out.
3. Assistant Library Director Position – Catherine is drafting a job description for approval.
4. Bylaws Committee – Mr. Mazzaccaro will set up a meeting.

**XII. Executive Session**  
None

**XIV. Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Mr. Allora; meeting was adjourned at 7:51pm.



## Montville Township Public Library

### Director's Report

March 5, 2021

Despite the shortness of the month, February was packed full of fun events and positive strides for the library, as well as a few curveballs. We had the ducts cleaned, saw library card registration begin to rise as a result of the PR partnership between the library and the elementary schools, and celebrated Lunar New Year with a week of programs, fun crafts and East Asian snacks. We also closed for 3 days during the month due to snow, had plumbing and alarm issues, and a boiler malfunction, now repaired.

In February, curbside pickups remained steady and in-house library visits increased by 15%. We welcomed 23 new library users. The Circulation Department shipped out 1358 items to member libraries.

#### Buildings and Grounds

On Feb 23, we arrived to a cold building and the boiler on lockdown. Hughes found a broken air metering valve and called numerous supply houses but none had the part in stock. Hughes Service Manager, Jeff Tyahla, contacted the manufacturer, Lochinvar, to insist they find us a part. As an emergency backup Hughes sent out an electrician with commercial space heaters. Fortunately, the part arrived, was installed and the boiler was up and running. Hughes also replaced the broken LED display on the boiler. Jeff will prepare a list of parts that commonly need to be replaced which he suggests we keep on hand. Hughes came back on Mar 1 to adjust the boiler flame which did not initially come on.

While doing the duct cleaning, Consolidated Environmental took photos of the large amount of dust covering the shelf tops, high surfaces, and hanging light fixtures around the building which will get sucked back into our now clean ducts. This is not part of our cleaning contract. We reviewed two proposals for cleaning, and Consolidated's was less expensive. After discussing with Buildings & Grounds, I recommend the dust cleaning which will take two days. A resolution to have curbside service only on March 15 & 16 is included on the Board Meeting agenda.

Greg Somjen, the architect for the Montville Township school district, did a free walkthrough of the building with me, Jeanne, and Walter. He is preparing a report that will identify maintenance issues for which we should earmark capital funds and will also make suggestions for improvements of the interior space.

Argent Contracting completed installation of the new hot water tank that services the sinks in the breakroom. We now have hot water for frequent handwashing and are very grateful.

Argent repaired seven leaky flushometers and installed two control stop valves. Argent was called again to clear another sewage backup. They will return to complete the power jet cleaning of the main line when the snow melts.

The Township DPW did a great job during the blizzard and the several other snow days. They plowed, salted and shoveled the parking lot, driveway, sidewalks, and entry ways and kept things as safe as possible under difficult conditions.

The Library's agreement with the Township for facilities management and maintenance service services expired on Dec 31. I recommend we

exercise the option for a one-year extension with a 2% increase in cost. A resolution to do so can be made at the Board Meeting.

We received a proposal from Donnelly Energy, a contractor for the NJ Clean Energy Direct Install Program, to replace the fluorescent hanging stack lights with LEDs. Their proposal is included in this packet and will be discussed at the board meeting. Donnelly is the company we worked with for the boiler purchase and the lighting upgrade. Both projects saved the Library very large amounts of money.

The alarm system motion sensors went off multiple times after hours on four days and we had trouble turning the alarm off and on. ESSI replaced two poppets in the ceiling.

Whitman is waiting for Dougherty to respond to outstanding issues before signing off on the Chiller project. These include chiller wiring, the plan for spring/summer startup of the units, a change of warranty beginning date to the 10/21/20 startup date, hot gas bypass piping insulation, and labor pay stubs after Mar 2020.

### Finance

Our accountant, Greg Della Pia, has completed the ACA 1095's which are required for income tax filing.

Lakeland Bank notified us that our 9-month CD (\$268,442.17) matures on March 1, 2021. Carmen will discuss this at the finance committee meeting and at the Board meeting.

We received the application from Bank of America for the NJ State Procurement Card for purchases from vendors that don't accept purchase orders. Carmen will discuss the application at the finance committee and Board meetings.

### Marketing and Outreach:

I presented to the last group of elementary school teachers and media specialists about library services. Our meetings have strengthened the partnership between the Montville schools and the library and we already see an increase in library card sign up and resource sharing. Michael, our IT specialist, filmed Amy giving a tour of the children's area which was shown to all elementary school students. Since seeing the virtual tour, quite a few children in the library have recognized Miss Amy, our new Library celebrity.

Risa did a Zoom Story time for the pre-school children at Funtime Kids Academy 2

### Patron Services:

The Patron Services Committee discussed the new strategic plan and settled on a timeline. We will get the survey questions ready for distribution/online posting in April. Focus groups and town meetings should be conducted in the summer and the report finished in October. Many of the overall goals from the previous plan will be part of the new plan. We discussed ways to reach non-library users for feedback.



We celebrated Lunar New Year with a week of virtual programs, videos, and take-home crafts that was fun for all. Our programs kicked off with a live story time with Risa Skerker, in which the kids listened to stories, made crafts, and learned some Chinese words. We posted YouTube videos daily,

created and filmed by Jeff Cupo and the TAB volunteers, which demonstrated crafts and games including Mini Kites, Paper Lanterns, Origami, Korean Games, a Dumpling Craft, and Chinese Calligraphy. These had a grand total of 177 views. Seventy-five patrons took home bags which contained supplies for these activities, as well as a snack pack, information about the holiday and the cultural significance of the activities, and a red envelope filled with chocolate coins. Many thanks to Jeff and the TAB for the creative way in which we were able to mark this cultural event for our community.

We continue to offer the same level of service during the pandemic for which we are known. In the past, we recommended that patrons visit the library for eBook instruction. Since the pandemic, all staff have taken time over the phone to walk people through the process. Library Assistant Jo Perez helped a patron register for a Cloud Library account over the phone this month from start to finish, beginning with instruction on how to turn her computer on and ending with a happy patron with a new account and eBooks to enjoy. We also miss seeing patrons who don't yet feel comfortable visiting us, but continue to serve them in the best ways we can. Librarian Risa Skerker puts together curbside pick-up bundles for people with her own book recommendations, based upon their needs.



The book clubs and do at home crafts have been big hits during the current times as patrons of all ages are happy to keep occupied at home. Amy Resnikoff continues to design fun and creative crafts for all ages and put together Grab and Go bags for hundreds of patrons each month. In February, Amy and the adult crafters made vases from wine bottles wrapped in twine and each patron added their own personal touches. She also created Grab and Go owls with our younger patrons and the Messy Munchkins constructed cute snowman snow globes. The children's book club has more participants than ever, 21 last month. Our February adult book clubs met in partnership with One Montville's town wide book talk initiative and was moderated by

organization member Sarah Foye. We discussed the nonfiction book The War for Kindness: Building Empathy in a Fractured World by Jamil Zaki. Most of the book copies were kindly provided by the organization. A total of 19 patrons discussed how empathy is not a fixed trait, and how to develop it in ourselves and in our communities. We enjoyed collaborating with One Montville and look forward to doing so in the future.



In February/early March the children's department celebrated Read Across America with Dr. Seuss, zoomed in for ABC Tuesdays, and began a new Art Explorers program which highlights a famous artist or form of art. This month the kids learned about Vincent Van Gogh and created their own Starry Night paintings. Fifty-five Dr. Seuss Grab & Go bags were given out with Seuss related craft projects. Our themed

Wednesday night story times have also grown during the pandemic, proving that there are advantages to virtual programs that don't require an evening trip to the library. Risa's Valentine story time had 30 children reading books and crafting along with Risa.

Other February children's programs included a fun cartooning class and a winter themed craft of edible igloos. Rick Stromoski from Souptonutz showed 20 kids how to make different cartoon animals from the same set of shapes and 40 children took home everything to make an igloo and penguins with marshmallows, frosting and cookies.

YA Programming had its second-best month since February last year. The first three sessions of our six-part Robotics Class were a surprise hit. The audience was predominantly tweens, with attendances of 18, 14, and 12. Our first Minecraft Tournament was also well attended with 6 kids participating. Jeff created cost effective Grab & Go projects to increase the amount of people who could participate. Sixteen teens made clothespin figures, 8 created a ground effect vehicle (a mix between a paper airplane and hovercraft), and 13 constructed a thaumatrope (a Victorian era toy).

Popular Montville U lectures this month included a talk on the history of Valentine's Day by Kevin Woyce, Ladies of the Revolutionary War, by Washington Headquarters docent Joel Farkas, The California Gold Rush, and Inspirational African American leaders in honor of Black History Month.

This month Chef T of Jeremiah's in Lake Hiawatha showed us how to make Chinese Scallion Pancakes - just in time to celebrate the Year of the Ox! More than 20 patrons joined Chef T "Live" to cook along with her step by step.

Once again, available slots for our Adult Craft Classes filled soon after they were posted. The Evening Adult Craft Class led by Bernadine Ferrara featured a string art wall hanging. Several participants expressed their appreciation for all of Bernadine's programs and thanked Pam O'Gorman for bringing them to the Library.

Several patrons returned feedback slips for February's reader's advisory program, Blind Date with a Book, commenting on how much they enjoyed our book selections, which they might not have read if they didn't participate in the program.

The Circulation department worked on relabeling and re-cataloging for the Bookstore Browsing Collection in the True Crime and Art sections.

### Personnel

Walter and I conducted 5 interviews for the open Library Page and Part-time Library Assistant positions. We have selected a candidate for each and started the process for background checks. If the candidates pass the checks, we will put them on the next Board Meeting agenda for hire.

I posted the Assistant Director Position and have scheduled 3 interviews.

Jessica Clemente, our Part Time Weekend & Evening Librarian resigned. We will miss her as she was a valued member of the staff and wish her the best of luck.

### Staff Training/ Development

I completed the MAIN New Directors Training on Feb 17 & 24 with sessions on Library Law, Purchasing, Working with Library Trustees, Strategic Planning and Managing Staff.

I attended a NJ State Library webinar on Planning for the Post Pandemic Library in which space planner David Vijnamuri talked about ways in which patron expectations and needs will change. He discussed some of the points Patron Services has been considering for our strategic plan , such as adding furniture which can be moved together for collaboration or apart to accommodate personal space requirements.

### Technology

James Fitzpatrick continues to conduct his popular bi-monthly Tech Classes. This month's offerings included "Internet Security" and "How to Use Your Smartphone as a GPS". Offerings by Tech Associate Michael "D" included a "Hidden Apps on Your Apple Watch" class.

### Meetings

Feb 2 – TAB – Jeff and volunteers

Feb 4 – NJSL Planning for the Post Pandemic Library – Catherine

Feb 5 - NJLA Virtual Keynote Turning Tinted Pages: a Conversation Celebrating Black Librarians - Jeff

Feb 5 – MAIN Digitech – Michael

Feb 12 – Library IQ update – Catherine

Feb 17 – Library Patrons Services Committee

Feb 5 & 19– MAIN Director's Meeting – Catherine

Feb 19 – MAYS Meeting – Risa

Feb 22 – Montville Reads - Catherine/elementary teachers/media specialists

Feb 23 – Library Buildings & Grounds Committee Meeting

Feb 17 & 24 – MAIN New Director’s Training – Catherine

Feb 25 – NJLA Diversity & Outreach - Jeff

March 1 – Large MAIN Libraries meeting – Catherine

March 8 – Library Finance Committee

March 17 – Library Patron Services Technology

March 23 – Library Buildings & Grounds & Personnel Committees

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 02/28/21

2021

2020

		2021	2020
<b>Assets</b>			
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	135,884.16	108,519.72
01-100-03	Lakeland - Payroll Account	32,665.87	33,435.88
01-100-04	Lakeland CD Accounts	366,741.17	266,741.17
01-100-08	Lakeland - Capital Reserve	180,260.79	280,229.08
01-100-10	Lakeland - Restricted Donations	28,350.83	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	<u>5,137.50</u>	<u>5,137.50</u>
	Total Assets	<u>1,401,086.64</u>	<u>1,374,001.37</u>
<b>Liabilities &amp; Fund Balance</b>			
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
01-211-00	Section 125 Withholding HDV	1,876.19	2,489.94
01-212-00	PERS 414/CINS Withholding	12,696.95	20,705.32
01-218-00	Reserve for Encumbrances	87,279.65	115,165.20
01-400-01	Appropriation Reserve	<u>1,019.18</u>	<u>1,044.46</u>
	Total Liabilities	218,752.97	255,285.92
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	<u>364,177.66</u>	<u>364,177.66</u>
	Total	1,118,715.45	1,118,715.45
	Revenue	280,294.89	0.00
	Less Expenses	<u>216,676.67</u>	<u>0.00</u>
	Net	<u>63,618.22</u>	<u>0.00</u>
	Total Fund Balance	<u>1,182,333.67</u>	<u>1,118,715.45</u>
	Total Liabilities & Fund Balance	<u>1,401,086.64</u>	<u>1,374,001.37</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14686 to 14738  
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
14686	02/28/21	ARGEN005 Argent Contracting Co., Inc.	1,262.05		63
14687	02/28/21	ARTKI005 Art Kids Rule	175.00		63
14688	02/28/21	BAKER005 Baker & Taylor	0.00	02/28/21 VOID	0
14689	02/28/21	BAKER005 Baker & Taylor	0.00	02/28/21 VOID	0
14690	02/28/21	BAKER005 Baker & Taylor	0.00	02/28/21 VOID	0
14691	02/28/21	BAKER005 Baker & Taylor	0.00	02/28/21 VOID	0
14692	02/28/21	BAKER005 Baker & Taylor	0.00	02/28/21 VOID	0
14693	02/28/21	BAKER005 Baker & Taylor	5,526.98		63
14694	02/28/21	BIBLIOTH Bibliotheca, LLC	1,523.85		63
14695	02/28/21	CATHERI Catherine LaBelle	91.76		63
14696	02/28/21	CAVEN005 Cavendish Square	195.54		63
14697	02/28/21	COMMERC Commercial Interiors Direct	342.50		63
14698	02/28/21	CONSOLID Consolidated Environmental Inc	11,470.00		63
14699	02/28/21	CSLP CSLP	488.19		63
14700	02/28/21	DAILO010 Daily Record	64.24		63
14701	02/28/21	DELL Dell Marketing, L.P.	553.27		63
14702	02/28/21	DEMCO005 Demco, Inc.	38.98		63
14703	02/28/21	DIREC005 Direct Energy Business	1,142.98		63
14704	02/28/21	ELIZA005 Elizabeth Johansen	250.00		63
14705	02/28/21	ENGIN005 Engineered Security Systems	680.00		63
14706	02/28/21	EXCEL005 Excellent Building Services	2,516.72		63
14707	02/28/21	GREGO005 Gregory J. Della Pia	916.66		63
14708	02/28/21	IFPTE005 IFPTE	121.86		63
14709	02/28/21	JERSE005 Jersey Central Power & Light	2,825.88		63
14710	02/28/21	KANOPY Kanopy, Inc.	165.00		63
14711	02/28/21	KEVIN005 Kevin Woyce	100.00		63
14712	02/28/21	MICHAEL Michael A. Cerone, Jr., Esq.	50.00		63
14713	02/28/21	MICHAELD Michael DeVincenzo	9.59		63
14714	02/28/21	MIDWE005 Midwest Tape	0.00	02/28/21 VOID	0
14715	02/28/21	MIDWE005 Midwest Tape	818.16		63
14716	02/28/21	MIKE NOR Mike Norris	175.00		63
14717	02/28/21	NJLA0005 NJLA	70.00		63
14718	02/28/21	NJLIB005 NJ Library Trustee Association	240.00		63
14719	02/28/21	NJNAT005 NJ Natural Gas Co.	1,539.87		63
14720	02/28/21	OPTIM005 Optimum	184.94		63
14721	02/28/21	ORIEN005 Oriental Trading Company, Inc.	109.86		63
14722	02/28/21	PETAL005 Petals of Pine Brook Florist	79.90		63
14723	02/28/21	PROTECTI Protective Measures Security	1,099.00		63
14724	02/28/21	STAPL005 Staples Advantage	905.46		63
14725	02/28/21	SUNRI005 Sunrise ShopRite	8.97		63
14726	02/28/21	SYNCB005 SYNCB/AMAZON	455.92		63
14727	02/28/21	THE WALL The Wall Street Journal	539.88		63
14728	02/28/21	THEN0010 The New York Times	988.00		63
14729	02/28/21	THESH005 The Shakespeare Theatre of New	410.00		63
14730	02/28/21	THEST005 Star-Ledger	843.47		63
14731	02/28/21	THOMA005 Thomas Klise/Crimson Multimed	569.67		63
14732	02/28/21	TOWNS005 Township of Montville	9,548.30		63
14733	02/28/21	TOWNS005 Township of Montville	15,259.61		63
14734	02/28/21	TOWNS005 Township of Montville	1,224.99		63
14735	02/28/21	ULINE Uline	202.99		63
14736	02/28/21	UNITE005 UPS	21.56		63

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14737	02/28/21	VERI0015 Verizon	49.44		63
14738	02/28/21	ZOOBEAN Zoobean	995.00		63

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	47	6	66,851.04	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>47</u>	<u>6</u>	<u>66,851.04</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	14,474.97	0.00	0.00	14,474.97
CAPITAL BUDGET	0-02	<u>342.50</u>	<u>0.00</u>	<u>0.00</u>	<u>342.50</u>
Year Total:		14,817.47	0.00	0.00	14,817.47
	1-01	33,971.07	0.00	18,062.50	52,033.57
Total Of All Funds:		<u>48,788.54</u>	<u>0.00</u>	<u>18,062.50</u>	<u>66,851.04</u>

**Montville Township Public Library**  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: 1- - - to 1- - -

Include Non-Anticipated: Yes

Year To Date As Of: 02/28/21

Budget Account Range: 1- - - to 1- - -

Include Non-Budget: No

Current Period: 02/01/21 to 02/28/21

Print Zero YTD Activity: No

Prior Year: 02/01/20 to 02/28/20

<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	\$816.76	\$7,500.00	\$28.00	\$29.40	-\$7,470.60	0%
1-01-401-03	Copier Income	\$114.10	\$700.00	\$8.00	\$14.00	-\$686.00	2%
1-01-401-05	Computer Print Outs Income	\$275.18	\$1,800.00	\$22.00	\$70.00	-\$1,730.00	4%
1-01-401-07	Township Income	\$137,841.92	\$1,676,900.00	\$139,739.75	\$279,479.50	-\$1,397,420.50	17%
1-01-401-08	Donations Income	\$5.57	\$0.00	\$8.46	\$8.46	\$8.46	0%
1-01-401-09	Lost Items	\$145.05	\$1,000.00	\$0.00	\$180.10	-\$819.90	18%
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	\$31.98	\$4,500.00	\$34.93	\$67.15	-\$4,432.85	1%
1-01-401-16	Lost Cards	\$22.00	\$300.00	\$0.00	\$0.00	-\$300.00	0%
1-01-401-18	Disks/Faxes	\$30.00	\$400.00	\$0.00	\$0.00	-\$400.00	0%
	<b>Program 401 Total</b>	<b>\$139,282.56</b>	<b>\$1,703,000.00</b>	<b>\$139,841.14</b>	<b>\$279,848.61</b>	<b>-\$1,423,151.39</b>	<b>16%</b>
1-01-402-30	Restricted Contributions	\$1,026.01	\$7,500.00	\$274.28	\$446.28	-\$7,053.72	6%
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%
	<b>Program 402 Total</b>	<b>\$1,026.01</b>	<b>\$9,500.00</b>	<b>\$274.28</b>	<b>\$446.28</b>	<b>-\$9,053.72</b>	<b>5%</b>
	<b>Revenue Total</b>	<b>\$140,308.57</b>	<b>\$1,712,500.00</b>	<b>\$140,115.42</b>	<b>\$280,294.89</b>	<b>-\$1,432,205.11</b>	<b>16%</b>

<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	\$55,117.82	\$790,900.00	\$49,671.03	\$109,250.57	\$0.00	\$681,649.43	14%
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	\$4,580.54	\$64,500.00	\$4,034.34	\$8,851.84	\$0.00	\$55,648.16	14%
1-01-601-110	Health Benefits Expense	\$6,845.13	\$113,300.00	\$7,572.78	\$21,224.25	\$0.00	\$92,075.75	19%

**Montville Township Public Library**  
Statement of Revenue and Expenditures - Operating

<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	\$0.00	\$0.00	\$0.00	\$96,800.00	0%
1-01-601-130	DCRP Expense	\$0.00	\$3,200.00	\$519.48	\$519.48	\$0.00	\$2,680.52	16%
	<b>Program 601 Total</b>	<b>\$66,543.49</b>	<b>\$1,068,700.00</b>	<b>\$61,797.63</b>	<b>\$139,846.14</b>	<b>\$0.00</b>	<b>\$928,853.86</b>	<b>13%</b>
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	\$3,629.18	\$27,000.00	\$2,560.08	\$3,877.32	\$3,701.07	\$19,421.61	28%
1-01-602-030	Adult BOCD	\$170.23	\$2,500.00	\$145.68	\$339.88	\$0.00	\$2,160.12	14%
1-01-602-040	Adult DVD	\$573.96	\$11,000.00	\$373.13	\$491.18	\$647.37	\$9,861.45	10%
1-01-602-050	Adult eBooks	\$0.00	\$6,000.00	\$293.09	\$379.17	\$0.00	\$5,620.83	6%
1-01-602-060	Adult eAudio	\$0.00	\$6,000.00	\$164.06	\$218.61	\$0.00	\$5,781.39	4%
1-01-602-070	Adult Music CD	\$29.83	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
1-01-602-090	Periodicals	\$747.87	\$11,000.00	\$2,371.35	\$2,431.34	\$500.00	\$8,068.66	27%
1-01-602-110	Games	\$618.12	\$7,000.00	\$569.67	\$1,147.34	\$0.00	\$5,852.66	16%
1-01-602-120	J Books	\$2,141.41	\$25,000.00	\$1,708.96	\$2,421.14	\$2,197.91	\$20,380.95	18%
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	\$160.29	\$2,000.00	\$0.00	\$0.00	\$111.28	\$1,888.72	6%
1-01-602-150	J eBooks	\$0.00	\$1,000.00	\$683.89	\$856.05	\$0.00	\$143.95	86%
1-01-602-160	J eAudio	\$0.00	\$1,000.00	\$328.12	\$437.22	\$0.00	\$562.78	44%
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	\$1,236.08	\$7,500.00	\$460.75	\$680.79	\$363.39	\$6,455.82	14%
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	\$0.00	\$28.69	\$0.00	\$971.31	3%
1-01-602-220	Young Adults eAudio	\$0.00	\$1,000.00	\$54.69	\$72.87	\$0.00	\$927.13	7%
1-01-602-230	Streaming	\$170.00	\$9,500.00	\$539.21	\$1,320.14	\$0.00	\$8,179.86	14%
1-01-602-240	On Line Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>Program 602 Total</b>	<b>\$9,476.97</b>	<b>\$126,500.00</b>	<b>\$10,252.68</b>	<b>\$14,701.74</b>	<b>\$7,521.02</b>	<b>\$104,277.24</b>	<b>18%</b>
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	\$3,557.50	\$13,000.00	\$574.13	\$2,369.13	\$800.00	\$9,830.87	24%
1-01-603-240	Program - Children	\$744.12	\$4,500.00	\$348.16	\$811.29	\$0.00	\$3,688.71	18%

**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>
1-01-603-250	Summer Reading / Reading Programs	\$0.00	\$5,000.00	\$0.00	\$47.70	\$644.90	\$4,307.40	14%
1-01-603-260	Museum Passes	\$550.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-603-270	Programs YA	\$5.75	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-603-280	Library-WIde Cultural/Family Programing	\$58.48	\$2,000.00	\$342.27	\$535.39	\$0.00	\$1,464.61	27%
1-01-603-300	Technology Programming	\$460.00	\$3,500.00	\$0.00	\$1,150.00	\$0.00	\$2,350.00	33%
1-01-603-310	25th Anniversary	\$786.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-603-320	Natlonal 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%
	<b>Program 603 Total</b>	<b>\$6,162.83</b>	<b>\$40,000.00</b>	<b>\$1,264.56</b>	<b>\$4,913.51</b>	<b>\$1,444.90</b>	<b>\$33,641.59</b>	<b>16%</b>
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	\$1,006.17	\$11,500.00	\$1,026.99	\$1,113.00	\$274.28	\$10,112.72	12%
1-01-604-070	Postage - Supplies	\$0.00	\$1,000.00	\$0.00	\$200.00	\$0.00	\$800.00	20%
1-01-604-080	Freight-Shipg (Non-Collection)	\$70.87	\$1,500.00	\$21.56	\$167.69	\$0.00	\$1,332.31	11%
	<b>Program 604 Total</b>	<b>\$1,077.04</b>	<b>\$14,000.00</b>	<b>\$1,048.55</b>	<b>\$1,480.69</b>	<b>\$274.28</b>	<b>\$12,245.03</b>	<b>13%</b>
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	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-01-605-060	PR - Materials	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-01-605-070	Staff/Volunteer Recognition	\$0.00	\$1,000.00	\$77.76	\$77.76	\$0.00	\$922.24	8%
	<b>Program 605 Total</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$77.76</b>	<b>\$77.76</b>	<b>\$0.00</b>	<b>\$2,922.24</b>	<b>3%</b>
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	\$0.00	\$0.00	\$0.00	\$3,600.00	0%
1-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
1-01-606-040	Professional Dues	\$70.00	\$1,500.00	\$310.00	\$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%
	<b>Program 606 Total</b>	<b>\$70.00</b>	<b>\$8,000.00</b>	<b>\$310.00</b>	<b>\$700.00</b>	<b>\$0.00</b>	<b>\$7,300.00</b>	<b>9%</b>
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	\$2,874.77	\$57,500.00	\$2,825.88	\$6,649.45	\$0.00	\$50,850.55	12%
1-01-607-030	Utilities - Gas	\$1,519.70	\$15,000.00	\$2,682.85	\$5,462.48	\$0.00	\$9,537.52	36%
1-01-607-040	Utilities - Telephone	\$47.28	\$6,000.00	\$49.44	\$607.83	\$0.00	\$5,392.17	10%

**Montville Township Public Library**  
Statement of Revenue and Expenditures - Operating

<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>
1-01-607-050	Internet Provider	\$369.88	\$2,500.00	\$184.94	\$184.94	\$0.00	\$2,315.06	7%
	<b>Program 607 Total</b>	<b>\$4,811.63</b>	<b>\$81,000.00</b>	<b>\$5,743.11</b>	<b>\$12,904.70</b>	<b>\$0.00</b>	<b>\$68,095.30</b>	<b>16%</b>
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	\$0.00	\$21,600.00	\$1,662.05	\$2,126.33	\$5,695.00	\$13,778.67	36%
1-01-608-030	Plant - Cleaning/Maintenance	\$2,899.00	\$34,400.00	\$2,516.72	\$5,033.44	\$0.00	\$29,366.56	15%
1-01-608-040	Plant - Fire/Burglery Alarm	\$0.00	\$3,000.00	\$280.00	\$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	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
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	\$0.00	\$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	\$0.00	\$2,000.00	0%
1-01-608-150	Plant - Concrete Repairs	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
	<b>Program 608 Total</b>	<b>\$2,899.00</b>	<b>\$108,600.00</b>	<b>\$4,458.77</b>	<b>\$7,439.77</b>	<b>\$5,695.00</b>	<b>\$95,465.23</b>	<b>12%</b>
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	\$0.00	\$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%
	<b>Program 609 Total</b>	<b>\$0.00</b>	<b>\$23,100.00</b>	<b>\$0.00</b>	<b>\$170.04</b>	<b>\$0.00</b>	<b>\$22,929.96</b>	<b>1%</b>
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

<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>
	<b>Program 610 Total</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>0%</b>
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	\$1,833.32	\$0.00	\$9,166.68	17%
1-01-611-030	MAIN Assessment	\$13,131.17	\$53,000.00	\$0.00	\$13,131.07	\$0.00	\$39,868.93	25%
1-01-611-070	Computer Support & Service	\$0.00	\$6,500.00	\$553.27	\$838.27	\$0.00	\$5,661.73	13%
1-01-611-100	Web Site Maintenace	\$0.00	\$500.00	\$14.00	\$14.00	\$0.00	\$486.00	3%
1-01-611-150	Legal	\$100.00	\$2,500.00	\$50.00	\$50.00	\$0.00	\$2,450.00	2%
1-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$250.00	\$500.00	\$0.00	\$2,500.00	17%
1-01-611-260	Payroll Service Fee	\$856.87	\$8,000.00	\$787.36	\$1,448.01	\$0.00	\$6,551.99	18%
1-01-611-320	Other Professional Services	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
1-01-611-340	QPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>Program 611 Total</b>	<b>\$15,254.70</b>	<b>\$90,300.00</b>	<b>\$2,571.29</b>	<b>\$17,814.67</b>	<b>\$0.00</b>	<b>\$72,485.33</b>	<b>20%</b>
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	\$0.00	\$0.00	\$0.00	\$50,400.00	0%
1-01-612-020	Township Insurances	\$0.00	\$28,500.00	\$0.00	\$0.00	\$0.00	\$28,500.00	0%
1-01-612-030	O/E- Contingencies	\$0.00	\$10,000.00	\$57.99	\$366.83	\$75.10	\$9,558.07	4%
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	\$108.31	\$1,800.00	\$184.10	\$238.02	\$0.00	\$1,561.98	13%
1-01-612-065	Delivery	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
	<b>Program 612 Total</b>	<b>\$108.31</b>	<b>\$92,200.00</b>	<b>\$242.09</b>	<b>\$604.85</b>	<b>\$75.10</b>	<b>\$91,520.05</b>	<b>1%</b>
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	\$800.00	\$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%
	<b>Program 613 Total</b>	<b>\$800.00</b>	<b>\$1,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,900.00</b>	<b>0%</b>
	<b>Budget Total</b>	<b>\$107,203.97</b>	<b>\$1,662,800.00</b>	<b>\$87,766.44</b>	<b>\$200,653.87</b>	<b>\$15,010.30</b>	<b>\$1,447,135.83</b>	<b>13%</b>

**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>
<b>01</b>			<b><u>Prior</u></b>	<b><u>Current</u></b>	<b><u>YTD</u></b>			
	<b>Revenue:</b>	<b>\$140,308.57</b>	<b>\$140,115.42</b>	<b>\$280,294.89</b>				
	<b>Expended:</b>	<b>\$107,203.97</b>	<b>\$87,766.44</b>	<b>\$200,653.87</b>				
	<b>Net Income:</b>	<b>\$33,104.60</b>	<b>\$52,348.98</b>	<b>\$79,641.02</b>				

<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%
	<b>Program 802 Total</b>	<b>\$0.00</b>	<b>\$17,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,800.00</b>	<b>0%</b>
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	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
	<b>Program 803 Total</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>0%</b>
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	\$0.00	\$0.00	\$734.26	\$12,065.74	6%
1-02-804-015	Computer Related Equipment	\$0.00	\$5,100.00	\$0.00	\$129.93	\$0.00	\$4,970.07	3%
	<b>Program 804 Total</b>	<b>\$0.00</b>	<b>\$17,900.00</b>	<b>\$0.00</b>	<b>\$129.93</b>	<b>\$734.26</b>	<b>\$17,035.81</b>	<b>5%</b>
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	\$0.00	\$9,500.00	0%
	<b>Program 805 Total</b>	<b>\$0.00</b>	<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,500.00</b>	<b>0%</b>
	<b>CAPITAL BUDGET Budget Total</b>	<b>\$0.00</b>	<b>\$49,700.00</b>	<b>\$0.00</b>	<b>\$129.93</b>	<b>\$734.26</b>	<b>\$48,835.81</b>	<b>2%</b>

**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>
<b>02</b>	<b>CAPITAL BUDGET</b>		<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
	<b>Revenue:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			
	<b>Expended:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$129.93</b>			
	<b>Net Income:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$129.93</b>			

**Grand Totals**

		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenue:</b>	<b>\$140,308.57</b>	<b>\$140,115.42</b>	<b>\$280,294.89</b>	
<b>Expended:</b>	<b>\$107,203.97</b>	<b>\$87,766.44</b>	<b>\$216,528.36</b>	
<b>Net Income:</b>	<b>\$33,104.60</b>	<b>\$52,348.98</b>	<b>\$63,766.53</b>	

**MONTVILLE TOWNSHIP PUBLIC LIBRARY FEBRUARY 2021 PROGRAM ATTENDANCE**

March 8, 2021 Board Meeting

**COVID 19 - VIRTUAL PROGRAMS**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>Feb 2021</b>	<b>Feb 2020</b>
<b>Children - Staff Programs</b>		
Story Time with snack and crafts bags	127	
Bingo and Games	31	
Book Club and Snack	23	
Baby and Toddler	12	
Fun Time Academy Outreach Storytime	10	
<b>Children - Staff Programs Total</b>	<b>203</b>	<b>0</b>
<b>Children - Paid Presenters</b>		
<b>Children - Paid Presenters Total</b>	<b>0</b>	<b>0</b>
<b>Total All Children's Programs</b>	<b>203</b>	<b>0</b>
<b>Young Adults - Staff Programs</b>		
TAB	18	
Robotics STEM	44	
Clothespin Craft	16	
Video Games	6	
Thaumatrope Kit STEM	11	
Poems	3	
Chinese Calligraphy	7	
<b>Young Adult - Staff Programs Total</b>	<b>105</b>	<b>0</b>
<b>Young Adult - Paid Presenters</b>		
<b>Young Adult - Paid Presenters Total</b>	<b>0</b>	<b>0</b>
<b>Total All Young Adult Programs</b>	<b>105</b>	<b>0</b>
<b>Adult - Staff Programs</b>		
Book Club	23	
Knitting	22	
Amy Craft Class	16	
<b>Adult Staff Programs Total</b>	<b>61</b>	<b>0</b>
<b>Adult - Paid Presenters</b>		
Chair Yoga	62	
Montville "U" Lecture & Music Presentations	142	
Tech Classes	43	
Cooking Class	25	
Craft Class	16	
<b>Adult - Paid Presenters Total</b>	<b>288</b>	<b>0</b>
<b>Total All Adult Programs</b>	<b>349</b>	<b>0</b>
<b>Library Sponsored Total</b>	<b>657</b>	<b>0</b>
<b>OUTSIDE GROUPS</b>		
<b>Outside Groups Total</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>657</b>	<b>0</b>

<b>February Book Displays</b>
President's Day - Adults, Young Adults, Children
February is Black History Month - Adults, Young Adults, Children
Chinese Lunar New Year - Young Adults, Children
February is American Heart Month - Adults
February 20th is National Love Your Pet Day - Adults, Children
International Polar Bear Day - February 27th - Children
NY Times Best Sellers - Adults, Young Adults, Children
Perennial Favorites - Adults
Staff Picks - Adults
LibraryReads - Adults
Movies - Romance
Groundhog's Day - Children
Mardi Gras - Children
February is National Children's Dental Health Month - Children
Valentine's Day - Children
Dr. Seuss - Read Across America - Children