

Montville Township Public Library
Board of Trustees Meeting
December 9, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Thomas Mazzaccaro
Mr. Carmen Allora
Mayor Conklin
Mrs. Jane Hines
Mr. David Tubbs
Mr. Robert Donohue
Mrs. Dianna Paradise
Ms. Linda Peskin
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. *Mrs. Hines made a motion to approve the November 18, Regular Session minutes, seconded by Mrs. Paradise*

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

B. *Ms. Peskin made a motion to approve the November 18, Executive Session minutes, seconded by Mrs. Paradise*

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

C. *Mr. Allora made a motion to approve the November 26, Special Session minutes, seconded by Mr. Tubbs*

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

IV. Public Comments –

None

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that the Holiday Event was wonderful and he thanked the staff. The 2020 nominating committee will be Mrs Hines, Ms. Peskin and Mr. Allora.

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 92%. Year to date revenue is on target at 91% of annual budget. Year to date operating expenditures, plus encumbrances are at 90% of annual budget. Included in expenditures is year to date

salaries and temporary help which are at \$670,751.00 or 92% of the total annual budget. The year to date capital expenditures are 28% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$100,349.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Conklin stated the Planning Board is working on the Master Plan. Changes were presented to the Planning Board and the public hearing is on Thursday. The Citizen Leadership Forms are due. January 4th is the Reorganization Meeting.

Superintendent Liaison of Schools – Mr. Tubbs stated that there is a large focus on giving in the schools. 750 items were donated to the food pantry. Goody bags were delivered to the Senior House & 30 bags of groceries were donated by the High School students. Valley View collected 450lbs of food and the High School collected 2500 cans of food.

VII. Committee Reports

Finance: Mr. Allora stated that the committee met tonight. November financials were reviewed. Four audit proposals were received.

Personnel: Mr. Grau stated the next meeting is at the end of the month.

Buildings & Grounds: Mrs. Hines stated that there was no meeting.

Patron Services/Technology: Mr. Donohue stated that the next meeting is this Wednesday.

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

Allan stated that he is working on a report to track the Strategic Plan and will have it ready for the next Patron Services meeting.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 13843 through 13880 dated November 1 to November 30, 2019 in the amount of \$44,430.25.

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

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

- B. Resolution to accept salaries for the month of November 2019 in the amount of \$54,930.52 and ELL teachers' salaries in the amount of \$1,280.00, and PLA intern salaries and benefits in the amount of \$29.80 for a total of \$56,240.32.

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

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

- C. Resolution to transfer funds per Local Budget Law as described in attached Transfer Resolution.

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

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

- D. Resolution to transfer \$65,500 from the capital reserve checking account to the operating checking account for the chiller replacement project.
Mr. Grau asked if the total for Resolutions D, E, F, G and H is the total left over in the budget for 2019. Mr. Allora stated that it is.

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

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

- E. Resolution to transfer \$14,000 from the capital budget to the Capital service checking account for doors and locks.

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

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

- F. Resolution to transfer \$14,000 from the capital budget to the Capital service checking account for doors and locks.

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

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

- G. Resolution to transfer \$14,000 from the capital budget to the Capital service checking account for doors and locks.

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

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

- H. Resolution to transfer \$14,000 from the capital budget to the Capital service checking account for doors and locks.

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

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

- I. Resolution to hire Jo Perez as part-time Library Assistant at the rate of \$11.41 an hour effective December 10, 2019.

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

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

- J. Resolution to hire Karen Rotter as part-time Library Page at the rate of \$10.00 an hour effective December 10, 2019

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

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

- K. Resolution to hire Ryoung (Angie) Lee Joo as a part time Senior Library Assistant at the rate of \$12.03 an hour effective December 10, 2019.

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

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

- L. Resolution to hire Suzanne Reiss as a part time Senior Library Assistant at the rate of \$12.03 an hour effective December 10, 2019.

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

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

X. Old Business

Bid #02-2019 Chiller Replacement and Installation – Allan will speak to the attorney and have a completed contract for the next Board meeting.

XI. New Business

- A. Township Agreement – The Township Committee will review
- B. Auditor – The Finance Committee reviewed the four proposals. Greg Della Pia has worked with Samuel Klein & Co. They reduced their bid to \$5,500 for the audit. The Finance Committee would like to use this firm for 2020 and the 2019 tax return. They will request a new contract with the revised amount of \$5,500.00.
- C. Resolution approve the Memorandum of Agreement between the IFPTE, “Union”, and the board of Trustees of the Free Public Library o the Township of Montville.

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

Mr. Grau would like to see a list of the employees and their pay scale. Allan will send out to all the Trustees.

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

- D. Resolution to include the 4 non-union, Library Associates, not including the management team, in the 2.5% increase for 2020.

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

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

XII. Executive Session

WHEREAS, the Open Public Meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Union Contract Negotiations and Salaries; and

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 7:52 p.m. Mr. Tubbs made a motion, seconded by Ms. Peskin that the Library Board adjourn to executive Session. Vote: All in favor

XIII. Open Session

Motion made by Mayor Conklin to reconvene to Open Session at 8:27p.m, seconded by Mr. Grau. All in favor

Resolution to approve a 2.75% increase in salary, effective January 1, 2020 for Catherine LaBelle, Jeanne Ivy and Walter Clark.

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

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

The Personnel Committee will discuss and evaluate the raise for the Director for 2020.

XIV. Executive Session Minutes

Mr. Allora made a motion to approve the November 18, Amended Executive Session minutes, seconded by Mr. Grau

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

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Ms. Peskin; meeting was adjourned at 8:31pm.



Montville Township Public Library
Director's Report
December 9, 2019

For the month of November, the Library circulated 14,771 items. Of that number: 6,381 were Adult; 7007 were Juvenile; 6 were Middle School; 961 were unclassified; and 416 were Teen/YA. To date we have circulated for 2019: 176,683 plus items. Final total will be included in the January 2020 Director's Report and include all other totals for circulation of items not included in the Polaris ILS.

Buildings and Grounds

We contacted Tom Albert, an electrician, to repair the violations that the Fire Marshall found. Tom has worked for the Water and Sewer Department for many years and the Township recommended him. Tom came out and reviewed the list of needed repairs. He will start the work as soon as he gets all the supplies.

Donnelly Energy completed most of the LED lighting project. There are only two fixtures that still need to be retrofitted. The old bulbs were very expensive and had to be changed frequently. This upgrade will save money in supplies and electrician fees. We are hopeful that the State will include the retro-fit for fluorescents to LED in 2020

Bill Heaney, from Bill's Electronics, came out to see why the background colors on the large auditorium screen were all green. He tested all the connections and found a bad adaptor cord. It's working fine now.

Lawn World completed the final application of the season.

We have had some trouble with the front door (the one that's keyed). It is hard to lock and we have to be careful in the morning (before we are open to the public) because it no longer locks on its own. We have to make sure it is closed by opening the other and getting it in proper alignment. As I mentioned in previous reports the mechanicals on these doors are now obsolete and hard to find. 2020 may be the year to replace the doors entirely.

Finance

A preliminary 2020 budget was presented to the Finance Committee where it was reviewed line by line. Several small adjustments were made and it was approved at a special board meeting on November 26, 2019. The Director and the Accountant worked on year end transfers that will be presented to the Board for a vote at the December meeting. We are already running Edmunds reports that we will need for the audit next year. Before year end we will have processed over one thousand purchase orders.

Marketing and Outreach

Our changing materials displays for November in the children's area were Sesame Street 50, Happy Birthday Marc Brown - (Arthur series), November is Picture Book Month, Mr. Rogers Neighborhood, Day of the Dead, and Thanksgiving. For adults, the November displays were Alzheimer's Awareness Month, National Vegan Month, Cooking for Thanksgiving, New and Recent Thrillers, Veteran's Day, and Election Day. Many thanks to Risa Skerker for overseeing and coming up with new display ideas each month.

Our readers' advisory newsletters this month featured the 50th anniversary of Sesame Street and American Military History in honor of Veteran's Day. Other newsletters featured November and December programs for all ages and plugged our Fall Book sale held on Nov 8 and 9.

Risa did her monthly outreach story times at local pre-schools Funtime Kids Academy 2, Kids Connect, and Millie's House, focusing on Thanksgiving songs and stories.

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 11/30/19

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	168,373.98	159,362.67
01-100-03	Lakeland - Payroll Account	8,183.17	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,612.34	92,527.90
01-100-10	Lakeland - Restricted Donations	27,955.87	21,996.72
01-140-01	Furniture & Fixtures	304,028.32	301,823.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,215,548.46</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	35,084.65	43,599.00
01-210-00	403B Withholding Payable	126.60	0.00
01-211-00	Section 125 Withholding HDV	0.37	4,932.32
01-212-00	PERS 414/CINS Withholding	17,492.82	20,550.13
01-218-00	Reserve for Encumbrances	<u>154,466.35</u>	<u>216,639.58</u>
	Total Liabilities	207,170.79	285,721.03

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>153,490.90</u>	<u>153,490.90</u>
	Total	908,028.69	908,028.69

Revenue	1,560,844.23	0.00
Less Expenses	<u>1,460,495.25</u>	<u>0.00</u>
Net	<u>100,348.98</u>	<u>0.00</u>
Total Fund Balance	<u>1,008,377.67</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,215,548.46</u>	<u>1,193,749.72</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13843 to 13880
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
13843	11/30/19	BAKER005 Baker & Taylor	5,462.27		48
13844	11/30/19	BIBLIOTH Bibliotheca, LLC	500.93		48
13845	11/30/19	BIBLIOTH Bibliotheca, LLC	9,892.00		48
13846	11/30/19	BILLS Bill's Electronic Services	118.75		48
13847	11/30/19	CATHERI Catherine LaBelle	47.69		48
13848	11/30/19	CDWGO005 CDW-Government	60.40		48
13849	11/30/19	DAIL0010 Daily Record	44.03		48
13850	11/30/19	DEANQ005 Dean Quilici Electrical	766.00		48
13851	11/30/19	DEMCO005 Demco, Inc.	140.04		48
13852	11/30/19	DIREC005 Direct Energy Business	1,023.50		48
13853	11/30/19	ELIZA005 Elizabeth Johansen	250.00		48
13854	11/30/19	EXCEL005 Excellent Building Services	2,899.00		48
13855	11/30/19	FELDM005 Feldman Brothers Electrical	168.00		48
13856	11/30/19	GREGO005 Gregory J. Della Pia	916.66		48
13857	11/30/19	IFPTE005 IFPTE	101.86		48
13858	11/30/19	JERSE005 Jersey Central Power & Light	7,166.97		48
13859	11/30/19	JOHNS005 Johnston Communications Voice	350.00		48
13860	11/30/19	JUDITH K Judith Krahl-Russo, LLC	350.00		48
13861	11/30/19	KANOPY Kanopy, Inc.	117.00		48
13862	11/30/19	LAWNW005 Lawn World, Inc.	375.00		48
13863	11/30/19	MAINI005 M.A.I.N., Inc.	90.00		48
13864	11/30/19	MAINI005 M.A.I.N., Inc.	180.00		48
13865	11/30/19	MICHELEM Michele Magnotta	50.00		48
13866	11/30/19	MIDWE005 Midwest Tape	100.00		48
13867	11/30/19	NILOUFAR Niloufar Pourmanouchehri	7.42		48
13868	11/30/19	NJNAT005 NJ Natural Gas Co.	1,422.89		48
13869	11/30/19	OPTIM005 Optimum	184.94		48
13870	11/30/19	PARKE005 Parker Publications, Inc.	47.09		48
13871	11/30/19	STAPL005 Staples Advantage	0.00	11/30/19 VOID	0
13872	11/30/19	STAPL005 Staples Advantage	813.04		48
13873	11/30/19	SUNRI005 Sunrise ShopRite	98.63		48
13874	11/30/19	SYNCB005 SYNCB/AMAZON	160.68		48
13875	11/30/19	THOMA005 Thomas Klise/Crimson Multimedii	583.37		48
13876	11/30/19	TOWNS005 Township of Montville	9,464.35		48
13877	11/30/19	UNITE005 United Parcel Service	27.91		48
13878	11/30/19	USA TODA USA Today	340.15		48
13879	11/30/19	VERI0015 Verizon	47.68		48
13880	11/30/19	VOICE005 Voice of Youth Advocates	62.00		48

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	37	1	44,430.25	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	37	1	44,430.25	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	90.00	0.00	0.00	90.00
	9-01	41,712.05	0.00	2,567.80	44,279.85
CAPITAL BUDGET	9-02	<u>60.40</u>	<u>0.00</u>	<u>0.00</u>	<u>60.40</u>
	Year Total:	41,772.45	0.00	2,567.80	44,340.25
	Total of All Funds:	<u>41,862.45</u>	<u>0.00</u>	<u>2,567.80</u>	<u>44,430.25</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: 11/30/19
 Current Period: 11/01/19 to 11/30/19
 Prior Year: 11/01/18 to 11/30/18

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,014.21	15,000.00	1,036.92	13,090.69	1,909.31-	87
9-01-401-03	Copier Income	92.05	1,300.00	79.85	964.35	335.65-	74
9-01-401-05	Computer Print Outs Income	319.63	3,500.00	159.80	2,837.21	662.79-	81
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	1,519,206.37	138,109.63-	92
9-01-401-08	Donations Income	1.86	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	163.00	2,000.00	207.00	1,533.91	466.09-	77
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	9,432.00	68.00-	99
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	100.76	399.24-	20
9-01-401-15	Interest Income	26.79	1,100.00	27.21	4,532.57	3,432.57	412
9-01-401-16	Lost Cards	30.00	300.00	22.00	377.50	77.50	126
9-01-401-18	Disks/Faxes	53.00	700.00	45.00	557.70	142.30-	80
Program Total		142,161.04	1,691,216.00	139,687.45	1,552,651.33	138,564.67-	92
9-01-402-30	Restricted Contributions	120.25	3,500.00	1,274.01	4,692.90	1,192.90	134
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
9-01-402-40	PLA Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
9-01-402-45	Founding Era Grant	0.00	1,000.00	0.00	0.00	1,000.00-	0
Program Total		120.25	15,500.00	1,274.01	8,192.90	7,307.10-	53
Fund 01 Revenue Total		142,281.29	1,706,716.00	140,961.46	1,560,844.23	145,871.77-	91

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	52,057.69	722,000.00	54,930.52	670,751.03	0.00	51,248.97	93
9-01-601-020	Accrued Salaries/Wages Expense	0.00	0.00	0.00	8,514.35-	0.00	8,514.35	0
9-01-601-100	Taxes/FICA/UE	4,037.34	57,600.00	4,296.48	53,886.11	0.00	3,713.89	94
9-01-601-110	Health Benefits Expense	0.00	101,200.00	6,998.41	86,298.07	0.00	14,901.93	85
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	0.00	3,000.00	0.00	2,508.91	0.00	491.09	84
9-01-601-150	Temporary Staff	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		56,095.03	973,100.00	66,225.41	880,940.34	0.00	92,159.66	91

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-000	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	5,948.00	0.00	52.00	99
9-01-602-020	Adult Books	2,116.55	28,521.00	2,266.18	32,290.32	3,192.65	6,961.97-	124
9-01-602-030	Adult BOCD	508.94	4,000.00	296.64	3,140.81	192.22	666.97	83
9-01-602-040	Adult DVD	1,178.62	15,000.00	110.71	9,028.39	531.60	5,440.01	64
9-01-602-050	Adult eBooks	260.92	5,000.00	120.00	3,792.47	750.00	457.53	91
9-01-602-060	Adult eAudio	170.77	5,000.00	354.95	3,572.80	750.00	677.20	86
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	242.95	9,000.00	402.15	4,115.79	5,703.37	819.16-	109
9-01-602-110	Games	0.00	6,000.00	583.37	7,421.14	0.00	1,421.14-	124
9-01-602-120	J Books	604.92	28,200.00	2,099.02	23,994.62	2,543.02	1,662.36	94
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	38.93	2,000.00	100.00	2,180.30	507.72	688.02-	134
9-01-602-150	J eBooks	23.98	750.00	25.98	644.78	100.00	5.22	99
9-01-602-160	J eAudio	0.00	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	459.80	9,000.00	709.67	6,375.39	486.04	2,138.57	76
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	45.00	500.00	0.00	500.00	450.00	450.00-	190
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	500.00	450.00	450.00-	190
9-01-602-230	Streaming	0.00	4,250.00	117.00	1,158.00	0.00	3,092.00	27
Program Total		5,651.38	128,721.00	7,185.67	105,236.10	15,656.62	7,828.28	94
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	92.24	16,000.00	350.00	12,821.83	0.00	3,178.17	80
9-01-603-240	Program - Children	0.00	5,000.00	64.86	4,652.54	120.00	227.46	95
9-01-603-250	Summer Reading / Reading Programs	0.00	7,000.00	0.00	5,669.50	0.00	1,330.50	81
9-01-603-260	Museum Passes	650.00	4,000.00	0.00	3,320.00	400.00	280.00	93
9-01-603-270	Programs YA	191.50	2,500.00	100.03	2,286.83	0.00	213.17	91
9-01-603-280	Library-wide Cultural/Family Programing	725.85	3,500.00	90.70	1,986.44	0.00	1,513.56	57
9-01-603-300	Technology Programming	0.00	6,000.00	0.00	3,883.00	0.00	2,117.00	65
Program Total		1,659.59	44,000.00	605.59	34,620.14	520.00	8,859.86	80
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	339.75	14,000.00	888.22	13,362.51	288.07	349.42	98
9-01-604-070	Postage - Supplies	400.00	2,000.00	0.00	960.57	0.00	1,039.43	48
9-01-604-080	Freight-shipg (Non-Collection)	3.33	1,000.00	27.91	705.16	0.00	294.84	71

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		743.08	17,000.00	916.13	15,028.24	288.07	1,683.69	90
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	0.00	456.00	0.00	1,544.00	23
9-01-605-060	PR - Materials	0.00	1,500.00	0.00	651.03	0.00	848.97	43
9-01-605-070	Staff/Volunteer Recognition	11.98	2,500.00	47.69	1,221.96	0.00	1,278.04	49
Program Total		11.98	6,000.00	47.69	2,328.99	0.00	3,671.01	39
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	337.50	4,000.00	180.00	3,828.68	0.00	171.32	96
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	7.42	1,254.20	0.00	254.20	125
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	0.00	3,027.46	0.00	2,972.54	50
Program Total		337.50	14,000.00	187.42	8,752.11	0.00	5,247.89	63
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	4,283.86	66,000.00	7,166.97	54,090.73	0.00	11,909.27	82
9-01-607-030	Utilities - Gas	1,997.54	20,000.00	2,446.39	12,913.65	0.00	7,086.35	65
9-01-607-040	Utilities - Telephone	42.75	6,000.00	47.68	5,314.45	0.00	685.55	89
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	2,034.34	0.00	465.66	81
Program Total		6,423.59	94,500.00	9,845.98	74,353.17	0.00	20,146.83	79
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	375.00	40,000.00	1,402.75	45,256.38	620.00	5,876.38	115
9-01-608-030	Plant - Cleaning/Maintenance	2,130.00	30,000.00	2,899.00	27,364.00	0.00	2,636.00	91
9-01-608-040	Plant - Fire/Burglery Alarm	859.23	3,500.00	0.00	1,571.00	0.00	1,929.00	45
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	14,008.40	0.00	1,991.60	88
9-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	375.00	2,842.13	0.00	157.87	95
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		3,364.23	94,000.00	4,676.75	91,218.03	620.00	2,161.97	98
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	9,892.00	9,892.00	0.00	3,108.00	76

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-050	EM - Copiers	0.00	1,500.00	0.00	1,929.06	0.00	429.06-	129
9-01-609-070	Computer Software	540.00	2,000.00	0.00	3,071.30	0.00	1,071.30-	154
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	4,400.00	0.00	400.00-	110
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	0.00	800.00	0.00	680.16	0.00	119.84	85
Program Total		540.00	22,000.00	9,892.00	19,972.52	0.00	2,027.48	91
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	4,228.98	0.00	1,228.98-	141
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	1,652.73	0.00	652.73-	165
Program Total		0.00	4,000.00	0.00	5,881.71	0.00	1,881.71-	147
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	0.00	6,125.00	0.00	875.00	88
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	10,083.29	0.00	1,916.71	84
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	51,474.63	0.00	3,525.37	94
9-01-611-070	Computer Support & Service	510.00	6,000.00	0.00	8,835.00	0.00	2,835.00-	147
9-01-611-100	web Site Maintenace	0.00	1,000.00	0.00	31.16	0.00	968.84	3
9-01-611-150	Legal	0.00	4,000.00	0.00	1,716.68	0.00	2,283.32	43
9-01-611-250	Board Secretary	460.00	3,000.00	250.00	2,850.00	0.00	150.00	95
9-01-611-260	Payroll Service Fee	632.47	8,000.00	0.00	5,883.92	0.00	2,116.08	74
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		2,519.13	100,000.00	1,166.66	87,059.68	0.00	12,940.32	87
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	0.00	48,195.00	0.00	45,221.00	0.00	2,974.00	94
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	25,964.00	0.00	236.00	99
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	2,394.07	0.00	7,605.93	24
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	512.00	0.00	12.00-	102
9-01-612-060	O/E - Board Misc	888.31	2,000.00	189.75	1,519.35	0.00	480.65	76
Program Total		888.31	86,895.00	189.75	75,610.42	0.00	11,284.58	87
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	943.20	7,500.00	1,280.00	7,510.00	0.00	10.00-	100

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-613-015	PLA Grant Expenses	0.00	3,500.00	29.80	3,447.82	0.00	52.18	99
9-01-613-017	Founding Era Grant	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
	Program Total	943.20	12,000.00	1,309.80	10,957.82	0.00	1,042.18	91
	Fund 01 Expend Total	79,177.02	1,596,216.00	102,248.85	1,411,959.27	17,084.69	167,172.04	90

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,281.29	140,961.46	1,560,844.23	79,177.02	102,248.85	1,429,043.96	131,800.27

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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	2,500.00	0.00	100
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
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		0.00	22,000.00	0.00	0.00	10,000.00	12,000.00	45
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	700.00	0.00	0.00	1,410.00	0.00	1,410.00	0
9-02-803-210	Chiller	4,880.00	0.00	0.00	0.00	0.00	0.00	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 Project	0.00	13,000.00	0.00	2,454.26	3,089.22	7,456.52	43
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		5,580.00	66,000.00	0.00	3,864.26	3,089.22	59,046.52	11
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	142.48	10,000.00	0.00	5,372.84	3,000.00	1,627.16	84
9-02-804-015	Computer Related Equipment	0.00	2,500.00	60.40	134.00	0.00	2,366.00	5
Program Total		142.48	12,500.00	60.40	5,506.84	3,000.00	3,993.16	68
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	5,991.00	0.00	4,009.00	60
Program Total		0.00	10,000.00	0.00	5,991.00	0.00	4,009.00	60
CAPITAL BUDGET Expend Total		5,722.48	110,500.00	60.40	15,362.10	16,089.22	79,048.68	28

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	5,722.48	60.40	31,451.32	31,451.32-

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		142,281.29	140,961.46	1,560,844.23	79,177.02	102,248.85	1,429,043.96	131,800.27
9-02	CAPITAL BUDGET	0.00	0.00	0.00	5,722.48	60.40	31,451.32	31,451.32-
	Final Total	142,281.29	140,961.46	1,560,844.23	84,899.50	102,309.25	1,460,495.28	100,348.95

