

Montville Township Public Library  
Board of Trustees Meeting  
November 9, 2020  
Montville Township Public Library  
Meeting held on GotoMeeting  
90 Horseneck Road  
Montville, New Jersey 07045

---

**OPEN SESSION**

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

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 October 19, 2020, Regular Session minutes, seconded by Mrs. Paradise*

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

### **IV Public Comments –**

None

### **V Reports of Officers –**

#### **Tom Mazzaccaro – President**

Mr. Mazzaccaro will meet with the Bylaws Committee early next week. The nominating committee will be released in December.

#### **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 83%. Year to date revenue is on target at 82% of annual budget. Year to date operating expenditures, plus encumbrances are at 74% of annual budget. Included in expenditures is year to date salaries which is at \$575,522.00 of the total annual budget. The year to date capital expenditures are 90% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$123,499.00 YTD.

#### **Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

### **VI Report of Liaisons**

Mayor – Mayor Cooney stated that the Veteran's Day celebration will be held via Zoom. The information can be found on the Township Website.

Superintendent Liaison of Schools – Mr. Tubbs stated that school is open and operating. The High School attends 2 days a week or fully virtual and the Elementary Schools attend 4 days a week or fully virtually.

**VII. Committee Reports**

Finance: Mr. Allora stated the committee met this evening. The 2019 Audit draft was discussed.

Personnel: Mr. Grau stated they will be discussing salary increases for the non-union personnel.

Buildings & Grounds: Mrs. Hines stated the steps should be fixed during the winter. Discussion took place that it is a hazard and should be repaired. The estimated cost will be \$18,000.00. Allan will touch base with the Engineer tomorrow. A new refrigerator was purchased for the staff. The front door replacement quote is being looked at. Duct cleaning proposals are included in the packets. Whitman will be arriving tomorrow at 9am.

Patron Services/Technology: Mr. Donohue stated that the committee is meeting next week.

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

Allan stated the staff is getting good feedback from patrons. Craft bags have been a big hit during the pandemic.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 14462 and 14512 dated October 1 to October 31, 2020 in the amount of \$63,346.74

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

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

- B. Resolution to accept staff salaries for the month of October 2020 in the amount of \$52,918.37

*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

**X. Old Business**

1. Resolution to accept the 2019 Audit completed by Samuel Klein for the year 2019.

*Motion made by Mr. Allora and seconded by Mr. Donohue*

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. Resolution to accept the proposal for Consolidated Environmental for \$11,470.00 for duct cleaning.

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

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

3. Resolution to approve the repair of the steps on the High School side of the Library for a repair cost of \$18,400.00.

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

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

**XI. New Business**

1. Salary increase for Library Director will be discussed at the next Personnel meeting. The raise will be retroactive to January 1, 2020.
2. The Naples, Florida Library complimented the Montville Township Public Library as one of the best on the East Coast.

**XII. Executive Session**

None

**XIII. Open Session**

None

**XIV. Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Mrs. Hines; meeting was adjourned at 7:49pm.



Montville Township Public Library  
Director's Report

December 14, 2020

In November, we welcomed 26 new library users. The Circulation team processed 520 new items. Also, this month, we shipped out 12 boxes to Better World Books and 13 boxes to Sustainable Shelves. 8,541 items were borrowed through the Polaris ILS with additional items borrowed through Overdrive, Kanopy and Hoopla.

"I checked out a book on my phone!"

In the month of November, the Montville Library along with five other MAIN libraries, pioneered the mobile self-check experience. Empowering our patrons with the ability to checkout library items at any point during their browsing session is a value added to the convenience of the checkout process, the productivity of their visit, and the increased capacity of borrowers' digital competency. Not to mention, mobile checkout also offers a safer experience for visitors as it minimizes contact with staff and the self-check machines.

To help supplement the promotion of our new Solus mobile App, MAIN recently released new, customizable marketing materials for each library to advertise. Also, soon after its public release, MAIN will create a new Mobile App HQ webpage on the staff website to bring together all the information that has been shared thus far. Although there are still some fixes that will need to be applied to the mobile App to ensure that users get the most out of their experiences, we are well on our way to continue connecting our residents through new technologies and resources advancing the Library's vision as the "Place to Grow."

In addition to the technological offering with the arrival of the Solus mobile App, this month also offered a valuable two-part customer service workshop, attended by the Circulation staff. LibraryLinkNJ presented "Delivering Effective Customer Service" by Dr. Steve Albrecht. Dr. Albrecht navigated attendees through the first part of his workshop, "Keeping Library Staff and Patrons Protected in a Pandemic" by discussing what tools and skills we need to use in order to provide skillful and dedicated service to patrons as we continue to re-open their doors. In part two, "Library Customer Service in the New Normal," Dr. Albrecht canvassed many integral components to providing true service excellence.

Both of these workshops proved to be valuable preparation for what turned out to be our first incident dealing with an incident reflective of the looming mask-weary culture. During a browsing visit, an elderly gentleman went to check out a book on the self-check machine. Failing to receive his checkout receipt after he was finished, he drops his mask and exclaims to Jeff, "I didn't get a slip!" Noticing that the gentleman lowered his mask, Jeff replied, "Sir, if you want my help, you need to put your mask back on." "But I didn't get a slip," the gentleman repeated. "OK," Jeff rephrased, "I can't help you if you don't wear your mask." Ignoring Jeff's instruction, the gentleman rebutted, "you think these masks can protect you? These masks can't stop anything."

At that point, Walter realized that this exchange was only going to escalate. He approached the gentleman and asked him politely, "Did you need to checkout?" Dropping his mask to speak, he answered, "no I already checked out, I just need my due date slip." After asking for his library card, Walter printed his due date slip from his computer. Walter returned to the gentleman to make sure that wasn't any other assistance he might need.

As he prepared himself to leave, Walter waited patiently, off to the side, to see that no further exchanges were made between the gentleman and the library staff. As he headed to the door, Walter mentioned "Hey, I actually have to go outside, let me head out with you" -- a phrase that Dr. Albrecht recommends whenever wish to lead a patron without making them feel uncomfortable. Moreover, when discussing the proper approach, Dr. Albrecht mentioned that "when you see a problem, it's yours until it's solved."

Once outside, the gentleman asked, "What's his problem?!" Walter explained that our staff are required to enforce the proper wearing of protective face

coverings at all times. The gentleman then asserts, "You know, these masks, they're only designed to make you feel good." Walter replied, "On behalf of the staff, thank you. Thank you for making us 'feel good'. By continuing to wear your mask, you make us all feel better." "Yeah, OK. Well see ya," the gentleman answered.

This incident illustrated how our staff effectively responds to times when the public becomes challenging. As we work together during these difficult times, the staff continues to set the necessary boundaries and enforce the code of conduct, while remaining neutral, approachable and polite, in order to protect the health and safety of each other and our guests. Library staff are front-line workers!!

During Risa's Diwali storytime, there was a first-time attendee. As a working mom, normally the grandmother would bring her children to storytime events. Sadly, the grandmother recently passed away. And with the children a little older now, the mother made it a point to attend this year's Diwali storytime. At the conclusion of Risa's program, this attendee said, "You may not recognize me because I am not here with any kids. My mother came to your storytimes with my children." As she explained to Risa and to the rest of the attendees that her mother passed away, she announced "I am here today to honor my mother because she would have loved the Diwali storytime."

This is the Montville Township Public Library!!

### **BUILDINGS & GROUNDS:**

Crews from C. Dougherty have been out several times working on the punch list. The Director is in contact with Anthony Tesoriero, engineer from Whitman, to make certain that all things are in order and that the outstanding items on the punch list are completed.

We had another sewage back up and had to call Norton Sewer and Drain out for the third time. They snaked the line 200 feet until the blockage cleared. They suggested we make sure all the toilets are flushed a few times each day to keep the water moving in the lines. They think that could be a contributing factor to the backups. We owe a special thanks to our cleaning crew from Excellent Building Services and to Fred Ackerman from

the Township DPW who cleaned up sewage from the floors of the six bathrooms.

Two weeks after this third sewage back up, Argent Contracting came out to repair seven leaky flushometers. Before they could start the repairs, they found that the sewage line was backed up again. They cleared it out and are giving us a proposal to hydro jet the line.

Ryan Fitzsimmons winterized the irrigation sprinklers.

The Garden Club prepared the Memorial Garden for winter. They trimmed the bushes and cut the perennials back. The garden is ready for a winter rest and is in good shape to come back in spring.

### **FINANCE:**

Michael McGuire, Partner from Samuel Klein and Company, completed the 2019 audit. There were no recommendations which means it was a clean audit. There were no material findings on reporting, on performance objectives or any non-compliance with legislation.

The Business Office is gearing up for 2021 payroll changes. We will update employee health, dental and vision contributions, insurance waivers and PERS/CINS deductions as soon as salaries are approved. Our final 2020 payroll will be submitted on December 21. Our payroll is bi-weekly so our pay periods do not follow the calendar year.

Edmunds scheduled and completed an upgrade to comply with an IRS filing requirement that involved changes in reporting information for the 1099-MISC form. After the upgrade, we were not able to access all the Edmunds modules and reports. We are working with Edmunds and Lenny to fix this since it seems the upgrade caused some ports to be blocked by the Meraki firewall. It is good to know that the Meraki firewall is functioning as intended and blocking any communication changes until they are authorized by password protected IT staff.

### **MARKETING & OUTREACH:**

Michael has assumed the role of Social Media Coordinator and has been making almost daily posts to our Facebook page. This has resulted in increased sign up and participation in our in-house programs including story times and crafts.



November's newsletters included the usual mix of current events and book news. Topics included Election Day, November Monday Movies and Friday Foreign Films, Polish American Heritage Month, Diwali, and Staff Picks among many others. Our emails directing patrons toward live events such as the PBS Books Election event are always popular. This month we asked the patrons to send us their favorite books for a future newsletter.

Risa keeps on top of current events as our display coordinator. This month's displays included Veteran's Day, Diwali, Thanksgiving, Picture Book Month, Alzheimer's Month, Native American History Month, National American Diabetes Month, World Vegan Month, Trans Awareness Week, Holiday Movies, and our author November birthdays – Marc Brown and Jan Brett.

On Tuesday, November 17th Risa had a very enjoyable Zoom Storytime with Funtime Kids Academy 2. She read Thanksgiving stories and even did the Turkey Hokey Pokey and Turkey Trot with two classes of approximately 10 to 12 students.

### **PATRON SERVICES:**

Virtual Montville U continues to bring audiences for us, even virtually. Bob Butts, composer and conductor of the Baroque Orchestra. presented a popular two-part lecture series on "The Story of the Symphony" and the "History of the Opera". Patron favorite Walter Choroszewski gave a talk on the Ice Age and the birth of civilization.

This month Chef T showed us how to make perogies! An ingredient list is sent out to registrants prior to the class and participants cook along with Chef T "Live." Participants included young children cooking with a parent, preteens mastering a recipe on their own, and senior couples.

Weekly Yoga continues to grow in patron attendance. With the colder weather setting in we expect the attendance numbers to continue to increase.

Once again, available slots for our Adult Craft Classes filled soon after they were posted. Amy's Adult Craft Class participants were delighted with the results as they followed Amy's instructions and made a Thanksgiving table decoration. The Evening Adult Craft class led by Bernadine Ferrara featured a decorative Thanksgiving themed pumpkin.

This month our monthly Business/ Finance/ Career Series featured two programs. Thirty-four patrons logged in to hear Charles Clarkson's presentation on Medicare Open Enrollment options. Charles is a volunteer with the Senior Medicare Patrol. He visits the MTPL every fall to go over the Medicare updates. Our second program was an eBay tutorial presented by Rick Feingold, attended by 22 patrons.

For children, our two themed Story times, Diwali and Celebrate Poland, were hits. Janina Bartman helped assemble a fantastic Polish Grab N Go bag and, with assistance from Risa, taught the kids Polish history and language. Janina also loaned us some Polish cultural items which are featured in our display cases. We are lucky to have so many staff members with different language and cultural backgrounds and plan to continue special story times with members of the staff.

In November, we had two excellent programs by outside presenters, an interactive puppet show and a live reptile presentation. Twelve families joined puppeteer Brad Schurr who created puppets and then a show from the audience's brainstorming. Peter Ruston of PT Reptiles brought live reptiles including a tarantula, alligator, tortoise and snakes virtually into the homes of 24 families.

In in-house programming news, our Alphabet Tuesdays and Thanksgiving crafts provided holiday fun. Amy made 26 rain stick supply bags in to take home in honor of Native American history month. For Thanksgiving the kids made turkeys out of pinecones and socks and rice. Risa has joined our YouTube library cast for story times. She and Amy did our monthly live Babies and Toddlers Too! This month they featured Thanksgiving fingerplays, songs and crafts.

Amy created another great Story Walk outside the library, using a Thanksgiving book to help patrons celebrate the holiday. She got permission from author Dav Pilkey to create panels from T'was the Night Before Thanksgiving and set up a nice tableau on the library grounds.

Jeff and the TAB team put together a fabulous week-long slate of programs for Diwali. Two families took the time to email us to say how much they appreciated the event. Risa's live Diwali story time had an audience of 20. Jeff and the TAB Diwali volunteers held a virtual information session and made 50 gift bags with craft and snack supplies for participation in the YouTube videos. These included making Clay Diyas and Greeting Cards, Make Your Own Carrom Board (a game), a holiday cook along, and Make Your Own Rangoli (decorative patterns to celebrate the holiday). The six YouTube videos had a combined 265 views.

This month the teens also had a Valorant video game tournament with an audience of 59, and a Paint by Numbers and Luminaries craft.

Michael and Catherine began work on the Winter Reading Challenge which will take place Jan 1-30. Patrons of all ages will use Beanstack to log their reading and those completing the challenge will be entered into a prize raffle.

ELL continues to go well. Students did well on their first quiz, and Jeff is giving the final exam this week

## **TECHNOLOGY:**

Lenny replaced the battery back for our servers with an APC Smart Uninterruptable Power Supply unit. We are ready for the inevitable weather-related outages.

James Fitzpatrick conducted our monthly Tech Class" How to Set up your Smart Home."

Michael researched equipment and pricing for a Memory Lab, a center which allows people to preserve their history by digitizing their analog photos, videos, and films. This is for possible inclusion in our Discovery Center. Many libraries across the country have Memory Labs, but none in NJ or the immediate area.

Michael, Allan, and Walter completed the SOLUS MAIN App beta testing, including documenting NFC functionality for final approval by Apple.

Michael upgraded the library's barcode scanners to new wireless models.

### **STAFF TRAINING/CONFERENCES:**

Michael and Catherine attended a webinar from Overdrive on Promoting Your Digital Collection

### **PAST MEETINGS/WEBINARS/TRAINING:**

11/03	TAB Meeting, Jeff
11/06	MAIN Digitech Committee, Michael
11/09	Finance Committee Meeting
11/09	Library Board Meeting
11/10	All-staff Meeting
11/12	Programs 7 Services Department Meeting
11/16	Freedom to Read Board, Allan
11/17	MAIN Circulation Committee Meeting - Walter, Nilufer, Sue, Tracy, Jo
11/17	Delivering Effective Customer Service: Keeping Library Staff and Patrons Protected in a Pandemic (Series 1: Part 1) - Janina, Walter, Nilufer, Sue
11/17	NJLA Executive Board, Allan
11/17	ALA RUSS RSS Aging Committee, Allan
11/18	Patron Services Committee
11/19	MAIN Adult Services Committee, Catherine
11/19	NJLA Diversity & Outreach Committee, Jeff
11/19	Delivering Effective Customer Service: Library Customer Service in the New Normal (Series 1: Part 2) - Walter

11/19	OverDrive presents Promoting Your Digital Library During the COVID-19 Pandemic and Beyond – Walter
11/19	LLNJ Board, Allan
11/20	MAIN MAYS Meeting, Risa
11/20	NJLA Technical Services & Collection Development, Catherine
11/20	MAIN Director's Meeting
11/23	Circulation Department Meeting - Walter, Nilufer, Sue, Tracy, Jo, Kai
11/23	Finance Committee Meeting
11/24	Buildings & Grounds Committee
11/24	Personnel Committee
12/1	LLNJ Delivery Task Force, Allan
12/2	LLNJ TOPCATS, Allan
12/2	NJGrowsBiz, Michael, Allan
12/3	MAIN Envisionware Users Group, Catherine, Michael;
12/4	MAIN Digitech Committee, Michael, Allan
12/7	RSS Board Meeting, Allan
12/8	LLNJ Pre-Meeting
12/9	LLNJ Membership Meeting
12/10	MAIN Board Meeting, Allan
12/11	NJSL/NJLA Summer Reading Committee, Allan

### **FUTURE MEETINGS/WEBINARS/TRAINING:**

12/14	Library Finance Committee
12/14	Library Board Meeting
12/15	NJLA Board Meeting, Allan
12/17	LLNJ Board Meeting, Allan
12/18	MAIN MAYS Meeting, Risa

Respectfully Submitted,  
Allan M. Kleiman, MLS  
Library Director

Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 11/30/20

2020

2019

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	263,580.31	195,973.54
01-100-03	Lakeland - Payroll Account	8,154.16	8,122.30
01-100-04	Lakeland CD Accounts	266,741.17	261,239.28
01-100-08	Lakeland - Capital Reserve	100,212.68	100,120.75
01-100-10	Lakeland - Restricted Donations	27,824.33	24,653.06
01-140-01	Furniture & Fixtures	304,028.32	304,028.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,323,696.47</u>	<u>1,247,292.75</u>

Liabilities & Fund Balance

01-200-00	Accounts Payable	73,000.00	73,000.00
01-200-11	Sick Hrs Year End Accrual	46,908.00	46,908.00
01-211-00	Section 125 withholding HDV	2,489.89	0.43
01-212-00	PERS 414/CINS Withholding	12,731.51	22,230.69
01-218-00	Reserve for Encumbrances	125,936.49	161,745.45
01-400-01	Appropriation Reserve	117.50	218.32
	Total Liabilities	<u>261,183.39</u>	<u>304,102.89</u>

01-351-03	Restricted Fund Balance	99,950.89	99,950.89
01-390-04	Plant Fund - Investment in Fixed Assets	654,586.90	654,586.90
01-390-05	Fund Balance	<u>188,652.07</u>	<u>188,652.07</u>
	Total	<u>943,189.86</u>	<u>943,189.86</u>

Revenue	1,542,181.13	0.00
Less Expenses	<u>1,422,857.91</u>	<u>0.00</u>
Net	<u>119,323.22</u>	<u>0.00</u>
Total Fund Balance	<u>1,062,513.08</u>	<u>943,189.86</u>
Total Liabilities & Fund Balance	<u>1,323,696.47</u>	<u>1,247,292.75</u>

December 11, 2020  
12:22 PM

Montville Township Public Library  
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14514 to 14585  
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
14514	11/30/20	AESTH005 Aesthetic Press, Inc.	175.00		60
14515	11/30/20	ALA CompuSystems	130.00		60
14516	11/30/20	ALLAN005 Allan Kleiman	78.20		60
14517	11/30/20	ARGEN005 Argent Contracting Co., Inc.	464.28		60
14518	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14519	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14520	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14521	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14522	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14523	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14524	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14525	11/30/20	BAKER005 Baker & Taylor	0.00	11/30/20 VOID	0
14526	11/30/20	BAKER005 Baker & Taylor	6,385.27		60
14527	11/30/20	BERNADIN Bernadine Ferrari	360.00		60
14528	11/30/20	BIBLIOTH Bibliotheca, LLC	546.26		60
14529	11/30/20	CDWGO005 CDW-Government	438.69		60
14530	11/30/20	CONSTANT Constant Contact	798.00		60
14531	11/30/20	DAIL0015 Daily Record	851.94		60
14532	11/30/20	DEMCO005 Demco, Inc.	24.18		60
14533	11/30/20	DIREC005 Direct Energy Business	335.16		60
14534	11/30/20	ELIZA005 Elizabeth Johansen	500.00		60
14535	11/30/20	EVAN WEI Evan Weiner	125.00		60
14536	11/30/20	EXCEL005 Excellent Building Services	2,516.72		60
14537	11/30/20	FITZS005 Fitzsimmons Irrigation & Light	150.00		60
14538	11/30/20	FREDM005 Fred Miller Music	300.00		60
14539	11/30/20	GREGO005 Gregory J. Della Pia	916.66		60
14540	11/30/20	HEARTS Hearts of Hope Foundation, Inc	227.50		60
14541	11/30/20	HITEC005 HiTech Computer Services LLC	190.00		60
14542	11/30/20	HUGHE005 Hughes Environmental	4,773.50		60
14543	11/30/20	IFPTE005 IFPTE	121.86		60
14544	11/30/20	JEREMIAH Jeremiah's	100.00		60
14545	11/30/20	JERSE005 Jersey Central Power & Light	3,399.52		60
14546	11/30/20	JOLIE DE Jolie Della Valle	19.23		60
14547	11/30/20	KANOPI Kanopy, Inc.	202.00		60
14548	11/30/20	LAWN005 Lawn World, Inc.	450.00		60
14549	11/30/20	MAINI005 M.A.I.N., Inc.	2,542.26		60
14550	11/30/20	MAINI005 M.A.I.N., Inc.	500.00		60
14551	11/30/20	MARIANNE Marianne Ciffer	75.00		60
14552	11/30/20	MGL MGL Printing Solutions	66.50		60
14553	11/30/20	MIDWE005 Midwest Tape	0.00	11/30/20 VOID	0
14554	11/30/20	MIDWE005 Midwest Tape	477.53		60
14555	11/30/20	NICHE Niche Academy	1,600.00		60
14556	11/30/20	NJNAT005 NJ Natural Gas Co.	683.29		60
14557	11/30/20	NORTON Norton Sewer and Drain	850.00		60
14558	11/30/20	OPTIM005 Optimum	184.94		60
14559	11/30/20	PARKE005 Parker Publications, Inc.	54.27		60
14560	11/30/20	PLYMOUTH Plymouth Rocket, Inc.	540.00		60
14561	11/30/20	REBECCA Rebecca Manci	50.00		60
14562	11/30/20	REBECCA Rebecca Manci	50.00		60
14563	11/30/20	REBECCA Rebecca Manci	50.00		60
14564	11/30/20	REBECCA Rebecca Manci	50.00		60

December 11, 2020  
12:22 PM

Montville Township Public Library  
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14565	11/30/20	REBECCA Rebecca Manci	50.00		60
14566	11/30/20	REBECCA Rebecca Manci	50.00		60
14567	11/30/20	REBECCA Rebecca Manci	50.00		60
14568	11/30/20	REBECCA Rebecca Manci	50.00		60
14569	11/30/20	SAMUEL Samuel Klein and Company	5,500.00		60
14570	11/30/20	STAPL005 Staples Advantage	0.00	11/30/20 VOID	0
14571	11/30/20	STAPL005 Staples Advantage	886.01		60
14572	11/30/20	SUNRI005 Sunrise ShopRite	25.95		60
14573	11/30/20	SYNCB005 SYNCB/AMAZON	0.00	11/30/20 VOID	0
14574	11/30/20	SYNCB005 SYNCB/AMAZON	867.54		60
14575	11/30/20	TECHN005 Technology Integrators	115.00		60
14576	11/30/20	TECHN005 Technology Integrators	115.00		60
14577	11/30/20	TECHN005 Technology Integrators	115.00		60
14578	11/30/20	TECHN005 Technology Integrators	115.00		60
14579	11/30/20	TECHN005 Technology Integrators	115.00		60
14580	11/30/20	THOMA005 Thomas Klise/Crimson Multimed	1,188.34		60
14581	11/30/20	TOWNS005 Township of Montville	9,311.47		60
14582	11/30/20	UNITE005 United Parcel Service	255.37		60
14583	11/30/20	USA TODA USA Today	340.14		60
14584	11/30/20	VERI0015 Verizon	96.16		60
14585	11/30/20	WICK Wick Services, Inc.	530.00		60
<hr/>					
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	61	11	52,128.74	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	61	11	52,128.74	0.00



December 11, 2020  
12:22 PM

Montville Township Public Library  
Check Register By Check Id

Page No: 3

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	45,754.27	0.00	2,611.85	48,366.12
CAPITAL BUDGET	0-02	3,762.62	0.00	0.00	3,762.62
Total of All Funds:		<u>49,516.89</u>	<u>0.00</u>	<u>2,611.85</u>	<u>52,128.74</u>

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

12/11/2020  
3:44 PM

Revenue Account Range: 0- - - to 0- - -

Include Non-Anticipated: Yes

Year To Date As Of: 11/30/20

Budget Account Range: 0- - - to 0- - -

Include Non-Budget: No

Current Period: 11/01/20 to 11/30/20

Print Zero YTD Activity: No

Prior Year: 11/01/19 to 11/30/19

<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>
0-01-401-01	Fines Income	\$1,036.92	\$15,000.00	\$30.65	\$2,712.71	-\$12,287.29	18%
0-01-401-03	Copier Income	\$79.85	\$1,300.00	\$39.00	\$275.60	-\$1,024.40	21%
0-01-401-05	Computer Print Outs Income	\$159.80	\$3,500.00	\$109.00	\$774.47	-\$2,725.53	22%
0-01-401-07	Township Income	\$138,109.67	\$1,654,100.00	\$137,841.92	\$1,516,261.12	-\$137,838.88	92%
0-01-401-08	Donations Income	\$0.00	\$0.00	\$11.74	\$17.31	\$17.31	0%
0-01-401-09	Lost Items	\$207.00	\$2,000.00	\$56.99	\$600.99	-\$1,399.01	30%
0-01-401-10	State Aid Income	\$0.00	\$9,500.00	\$0.00	\$9,328.00	-\$172.00	98%
0-01-401-11	Miscellaneous Income	\$0.00	\$500.00	\$10.20	\$10.20	-\$489.80	2%
0-01-401-15	Interest Income	\$27.21	\$4,000.00	\$5,538.94	\$5,877.04	\$1,877.04	147%
0-01-401-16	Lost Cards	\$22.00	\$300.00	\$0.00	\$72.00	-\$228.00	24%
0-01-401-18	Disks/Faxes	\$45.00	\$700.00	\$0.00	\$121.00	-\$579.00	17%
<b>Program 401 Total</b>		<b>\$139,687.45</b>	<b>\$1,690,900.00</b>	<b>\$143,638.44</b>	<b>\$1,536,050.44</b>	<b>-\$154,849.56</b>	<b>91%</b>
0-01-402-30	Restricted Contributions	\$1,274.01	\$10,000.00	\$305.13	\$4,130.69	-\$5,869.31	41%
0-01-402-35	ELL Program Grant	\$0.00	\$7,500.00	\$0.00	\$0.00	-\$7,500.00	0%
0-01-402-40	PLA Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-402-45	Founding Era Grant	\$0.00	\$1,000.00	\$0.00	\$0.00	-\$1,000.00	0%
0-01-402-55	Grow With Google Grant	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0%
<b>Program 402 Total</b>		<b>\$1,274.01</b>	<b>\$18,500.00</b>	<b>\$305.13</b>	<b>\$6,130.69</b>	<b>-\$12,369.31</b>	<b>33%</b>
<b>Revenue Total</b>		<b>\$140,961.46</b>	<b>\$1,709,400.00</b>	<b>\$143,943.57</b>	<b>\$1,542,181.13</b>	<b>-\$167,218.87</b>	<b>90%</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>% Exp</u>
0-01-601-000	B-1 - COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-601-010	Salaries & Wages Expense	\$54,930.52	\$753,700.00	\$52,582.19	\$628,104.65	\$0.00	\$125,595.35	83%
0-01-601-020	Accrued Salaries/Wages Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-601-050	ELL Program Grant Expenses	\$0.00	\$7,500.00	\$0.00	\$2,100.00	\$0.00	\$5,400.00	28%
0-01-601-100	Taxes/FICA/UE	\$4,296.48	\$60,300.00	\$4,022.08	\$50,184.97	\$0.00	\$10,115.03	83%



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

12/11/2020  
3:44 PM

<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>
0-01-603-230	Program - Adult	\$350.00	\$16,000.00	\$1,435.31	\$7,427.49	\$4,683.32	\$3,889.19	76%
0-01-603-240	Program - Children	\$64.86	\$5,500.00	\$499.57	\$4,466.31	\$682.50	\$351.19	94%
0-01-603-250	Summer Reading / Reading Programs	\$0.00	\$6,500.00	\$0.00	\$4,383.34	\$2,767.50	-\$650.84	110%
0-01-603-260	Museum Passes	\$0.00	\$3,500.00	\$540.00	\$1,090.00	\$0.00	\$2,410.00	31%
0-01-603-270	Programs YA	\$100.03	\$3,500.00	\$583.37	\$1,460.99	\$227.88	\$1,811.13	48%
0-01-603-280	Library-Wide Cultural/Family Programing	\$90.70	\$2,900.00	\$100.00	\$859.89	\$71.96	\$1,968.15	32%
0-01-603-300	Technology Programming	\$0.00	\$5,000.00	\$2,175.00	\$5,165.00	\$4,500.00	-\$4,665.00	193%
0-01-603-310	25th Anniversary	\$0.00	\$2,000.00	\$0.00	\$1,278.57	\$0.00	\$721.43	64%
0-01-603-320	National Library Week	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
	<b>Program 603 Total</b>	<b>\$605.59</b>	<b>\$46,900.00</b>	<b>\$5,333.25</b>	<b>\$26,131.59</b>	<b>\$12,933.16</b>	<b>\$7,835.25</b>	<b>83%</b>
0-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-604-010	Business Office/Library/Print	\$888.22	\$15,000.00	\$569.88	\$6,246.62	\$51.00	\$8,702.38	42%
0-01-604-070	Postage - Supplies	\$0.00	\$2,000.00	\$0.00	\$1,064.35	\$0.00	\$935.65	53%
0-01-604-080	Freight-Shipg (Non-Collection)	\$27.91	\$1,000.00	\$255.37	\$1,626.85	\$0.00	-\$626.85	163%
	<b>Program 604 Total</b>	<b>\$916.13</b>	<b>\$18,000.00</b>	<b>\$825.25</b>	<b>\$8,937.82</b>	<b>\$51.00</b>	<b>\$9,011.18</b>	<b>50%</b>
0-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-605-040	PR - Mailing	\$0.00	\$1,000.00	\$858.22	\$1,349.22	\$0.00	-\$349.22	135%
0-01-605-060	PR - Materials	\$0.00	\$1,000.00	\$0.00	\$61.70	\$575.00	\$363.30	64%
0-01-605-070	Staff/Volunteer Recognition	\$47.69	\$2,000.00	\$0.00	\$751.79	\$0.00	\$1,248.21	38%
	<b>Program 605 Total</b>	<b>\$47.69</b>	<b>\$4,000.00</b>	<b>\$858.22</b>	<b>\$2,162.71</b>	<b>\$575.00</b>	<b>\$1,262.29</b>	<b>68%</b>
0-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-606-010	Staff Development	\$180.00	\$5,000.00	\$130.00	\$2,169.00	\$275.00	\$2,556.00	49%
0-01-606-020	Professional Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$7.42	\$1,000.00	\$0.00	\$23.86	\$0.00	\$976.14	2%
0-01-606-040	Professional Dues	\$0.00	\$1,000.00	\$0.00	\$1,144.00	\$0.00	-\$144.00	114%
0-01-606-050	Conference Travel	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%
	<b>Program 606 Total</b>	<b>\$187.42</b>	<b>\$14,000.00</b>	<b>\$130.00</b>	<b>\$3,336.86</b>	<b>\$275.00</b>	<b>\$10,388.14</b>	<b>26%</b>
0-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-607-010	Utilities - Electric	\$7,166.97	\$59,000.00	\$3,399.52	\$48,095.08	\$0.00	\$10,904.92	82%

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>
0-01-607-030	Utilities - Gas	\$2,446.39	\$15,000.00	\$1,018.45	\$12,429.74	\$0.00	\$2,570.26	83%
0-01-607-040	Utilities - Telephone	\$47.68	\$6,000.00	\$96.16	\$5,353.37	\$0.00	\$646.63	89%
0-01-607-050	Internet Provider	\$184.94	\$2,500.00	\$184.94	\$2,034.34	\$0.00	\$465.66	81%
Program 607 Total		\$9,845.98	\$82,500.00	\$4,699.07	\$67,912.53	\$0.00	\$14,587.47	82%
0-01-608-000	B-8 - PHYSICAL PLANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-608-010	Plant - Repairs, Bldgs,Grounds	\$1,402.75	\$25,000.00	\$1,314.28	\$6,916.16	\$13,889.51	\$4,194.33	83%
0-01-608-030	Plant - Cleaning/Maintenance	\$2,899.00	\$35,000.00	\$2,516.72	\$30,742.16	\$0.00	\$4,257.84	88%
0-01-608-040	Plant - Fire/Burglery Alarm	\$0.00	\$3,000.00	\$0.00	\$4,371.99	\$1,099.00	-\$2,470.99	182%
0-01-608-050	Plant - HVAC Maintenance	\$0.00	\$16,000.00	\$3,936.00	\$9,008.00	\$7,872.00	-\$880.00	106%
0-01-608-060	Plant - Lawn Sprinklers Maint	\$375.00	\$3,000.00	\$600.00	\$2,804.39	\$0.00	\$195.61	93%
0-01-608-090	Plant -Telephone Equipment	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
0-01-608-100	Plant - Records Retention/Destruction	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
0-01-608-110	Plant - Repairs HVAC	\$0.00	\$20,000.00	\$837.50	\$2,195.03	\$2,012.50	\$15,792.47	21%
0-01-608-120	Plant - Carpet Cleaning	\$0.00	\$3,000.00	\$0.00	\$1,199.96	\$0.00	\$1,800.04	40%
0-01-608-130	Plant - Window Cleaning	\$0.00	\$2,500.00	\$0.00	\$2,504.00	\$0.00	-\$4.00	100%
0-01-608-140	Plant - Landscape Maintenance	\$0.00	\$2,000.00	\$530.00	\$1,800.00	\$0.00	\$200.00	90%
0-01-608-150	Plant - Concrete Repairs	\$0.00	\$10,000.00	\$0.00	\$0.00	\$18,400.00	-\$8,400.00	0%
Program 608 Total		\$4,676.75	\$121,000.00	\$9,734.50	\$61,541.69	\$43,273.01	\$16,185.30	87%
0-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-609-030	EM RFID Equipment	\$9,892.00	\$13,500.00	\$0.00	\$11,142.00	\$0.00	\$2,358.00	83%
0-01-609-050	EM - Copiers	\$0.00	\$2,000.00	\$0.00	\$966.31	\$0.00	\$1,033.69	48%
0-01-609-070	Computer Software	\$0.00	\$2,000.00	\$0.00	\$1,408.29	\$0.00	\$591.71	70%
0-01-609-075	Edmunds Software	\$0.00	\$4,500.00	\$0.00	\$4,400.00	\$0.00	\$100.00	98%
0-01-609-080	EM - Audio/Visual	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
0-01-609-090	EM - Piano Tuning	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
0-01-609-100	EM - Postage Meter	\$0.00	\$800.00	\$0.00	\$680.16	\$0.00	\$119.84	85%
0-01-609-110	Envisionware Annual Contract	\$0.00	\$1,100.00	\$0.00	\$822.60	\$0.00	\$277.40	75%
Program 609 Total		\$9,892.00	\$24,600.00	\$0.00	\$19,419.36	\$0.00	\$5,180.64	79%
0-01-610-000	B-10 - EXPENSED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%

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

12/11/2020

3:44 PM

<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>
0-01-610-010	Color Copy Usage	\$0.00	\$5,000.00	\$0.00	\$0.00	\$2,000.00	\$3,000.00	0%
0-01-610-020	Copier Usage B&W	\$0.00	\$2,000.00	\$0.00	\$0.00	\$500.00	\$1,500.00	0%
	<b>Program 610 Total</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$4,500.00</b>	<b>0%</b>
0-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-611-010	Audit	\$0.00	\$7,000.00	\$5,500.00	\$5,500.00	\$0.00	\$1,500.00	79%
0-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$916.66	\$10,083.26	\$0.00	\$916.74	92%
0-01-611-030	MAIN Assessment	\$0.00	\$53,000.00	\$0.00	\$52,554.66	\$0.00	\$445.34	99%
0-01-611-070	Computer Support & Service	\$0.00	\$8,000.00	\$190.00	\$969.95	\$0.00	\$7,030.05	12%
0-01-611-100	Web Site Maintenace	\$0.00	\$500.00	\$17.98	\$170.91	\$0.00	\$329.09	34%
0-01-611-150	Legal	\$0.00	\$3,000.00	\$0.00	\$400.00	\$0.00	\$2,600.00	13%
0-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$500.00	\$3,000.00	\$0.00	\$0.00	100%
0-01-611-260	Payroll Service Fee	\$622.47	\$8,000.00	\$622.16	\$7,422.30	\$0.00	\$577.70	93%
0-01-611-320	Other Professional Services	\$0.00	\$1,000.00	\$0.00	\$19.25	\$0.00	\$980.75	2%
0-01-611-340	QPA	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
	<b>Program 611 Total</b>	<b>\$1,789.13</b>	<b>\$97,500.00</b>	<b>\$7,746.80</b>	<b>\$80,120.33</b>	<b>\$0.00</b>	<b>\$17,379.67</b>	<b>82%</b>
0-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-612-010	Township In-Kind Services	\$0.00	\$49,200.00	\$0.00	\$46,125.00	\$0.00	\$3,075.00	94%
0-01-612-020	Township Insurances	\$0.00	\$27,500.00	\$0.00	\$26,764.00	\$0.00	\$736.00	97%
0-01-612-030	O/E- Contingencies	\$0.00	\$10,000.00	\$237.11	\$6,642.83	\$275.07	\$3,082.10	69%
0-01-612-040	O/E - Licenses & Fees	\$0.00	\$600.00	\$0.00	\$512.00	\$0.00	\$88.00	85%
0-01-612-060	O/E - Board Misc	\$189.75	\$2,000.00	\$54.27	\$469.81	\$70.40	\$1,459.79	27%
0-01-612-065	Delivery	\$0.00	\$1,200.00	\$0.00	\$681.16	\$0.00	\$518.84	57%
	<b>Program 612 Total</b>	<b>\$189.75</b>	<b>\$90,500.00</b>	<b>\$291.38</b>	<b>\$81,194.80</b>	<b>\$345.47</b>	<b>\$8,959.73</b>	<b>90%</b>
0-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-613-010	ELL Program Grant Expenses	\$1,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-613-015	PLA Grant Expenses	\$29.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-613-017	Founding Era Grant	\$0.00	\$1,000.00	\$0.00	\$900.00	\$0.00	\$100.00	90%
0-01-613-019	Grow With Google Grant	\$0.00	\$2,000.00	\$0.00	\$66.70	\$0.00	\$1,933.30	3%
	<b>Program 613 Total</b>	<b>\$1,309.80</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$966.70</b>	<b>\$0.00</b>	<b>\$2,033.30</b>	<b>32%</b>

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

12/11/2021  
3:44 PM

<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>Budget Total</b>		<b>\$102,871.32</b>	<b>\$1,655,600.00</b>	<b>\$103,035.70</b>	<b>\$1,285,901.04</b>	<b>\$78,648.68</b>	<b>\$291,050.28</b>	<b>82%</b>

01

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$140,961.46	\$143,943.57	\$1,542,181.13
Expended:	\$102,871.32	\$103,035.70	\$1,285,901.04
Net Income:	\$38,090.14	\$40,907.87	\$256,280.09

<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>
0-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-802-010	Upholstery of Chairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-802-020	Display Shelving	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
0-02-802-030	New Soft Seating	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	0%
0-02-802-185	Tables - Pio Costa	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,112.88	-\$112.88	0%
0-02-802-195	Tables - Adult Section	\$0.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	\$0.00	0%
	<b>Program 802 Total</b>	<b>\$0.00</b>	<b>\$22,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,412.88</b>	<b>\$2,387.12</b>	<b>0%</b>
0-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-170	Landscaping	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
0-02-803-210	Chiller	\$0.00	\$0.00	\$0.00	\$0.00	\$7,050.00	-\$7,050.00	0%
0-02-803-220	Doors & Locks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-230	Boiler Controls & HVAC Interface	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-240	Lighting Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-250	Architect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-260	Roof Repair & Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-270	Security Cameras - Auditorium	\$0.00	\$3,500.00	\$0.00	\$3,685.00	\$0.00	-\$185.00	105%
	<b>Program 803 Total</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$3,685.00</b>	<b>\$7,050.00</b>	<b>-\$5,235.00</b>	<b>195%</b>
0-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-804-010	Computer Equipment	\$0.00	\$12,500.00	\$0.00	\$4,960.00	\$6,692.00	\$848.00	93%
0-02-804-015	Computer Related Equipment	\$60.40	\$5,000.00	\$3,762.62	\$5,573.94	\$2,959.34	-\$3,533.28	171%
	<b>Program 804 Total</b>	<b>\$60.40</b>	<b>\$17,500.00</b>	<b>\$3,762.62</b>	<b>\$10,533.94</b>	<b>\$9,651.34</b>	<b>-\$2,685.28</b>	<b>115%</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>
0-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-805-030	Capital Contingency	\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,975.03	\$3,024.97	0%
Program 805 Total		\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,975.03	\$3,024.97	0%
CAPITAL BUDGET Budget Total		\$60.40	\$55,800.00	\$3,762.62	\$14,218.94	\$44,089.25	-\$2,508.19	104%

02	CAPITAL BUDGET		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
		Revenue:	\$0.00	\$0.00	\$0.00
		Expended:	\$60.40	\$3,762.62	\$14,218.94
		Net Income:	-\$60.40	-\$3,762.62	-\$14,218.94

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$140,961.46	\$143,943.57	\$1,542,181.13
Expended:	\$102,931.72	\$106,798.32	\$1,422,857.91
Net Income:	\$38,029.74	\$37,145.25	\$119,323.22



**MONTVILLE TOWNSHIP PUBLIC LIBRARY NOVEMBER 2020 PROGRAM ATTENDANCE**

**December 14, 2020 Board Meeting**

**COVID 19 - VIRTUAL PROGRAMS**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>Nov 2020</b>	<b>Nov 2019</b>
<b>Children - Staff Programs</b>		
Story Time - YouTube	87	
Craft Time YouTube	18	
Story Time - GoToMeeting	66	
Knitting - GoToMeeting	10	
Bingo and Games	18	
Book Club and Snack	26	
Baby and Toddler	5	
<b>Children - Staff Programs Total</b>	<b>230</b>	<b>506</b>
<b>Children - Paid Presenters</b>		
Cooking Around the World with Chef Theresa	12	
<b>Children - Paid Presenters Total</b>	<b>12</b>	<b>30</b>
<b>Total All Children's Programs</b>	<b>242</b>	<b>536</b>
<b>Young Adults - Staff Programs</b>		
TAB Meeting	17	
Luminaries	12	
Painting	10	
Diwali	48	
Diwali Info Session	7	
Diwali You Tube	220	
Valorant	10	
<b>Young Adult - Staff Programs Total</b>	<b>324</b>	<b>242</b>
<b>Young Adult - Paid Presenters</b>		
<b>Young Adult - Paid Presenters Total</b>	<b>0</b>	<b>39</b>
<b>Total All Young Adult Programs</b>	<b>324</b>	<b>281</b>
<b>Adult - Staff Programs</b>		
Adult Crafts - YouTube	36	
Knitting Club - GoToMeeting		
Book Club - GoToMeeting	11	
ELL Classes	28	
Technology Class		
<b>Adult Staff Programs Total</b>	<b>75</b>	<b>237</b>
<b>Adult - Paid Presenters</b>		
Chair Yoga - GoToMeeting	34	
Montville "U"	147	
Technology Class	10	
<b>Adult - Paid Presenters Total</b>	<b>191</b>	<b>409</b>
<b>Total All Adult Programs</b>	<b>266</b>	<b>646</b>
<b>Library Sponsored Total</b>	<b>832</b>	<b>1,463</b>
<b>OUTSIDE GROUPS</b>		
<b>Outside Groups Total</b>	<b>0</b>	<b>43</b>
<b>GRAND TOTAL</b>	<b>832</b>	<b>1,506</b>

<b>November Book Displays</b>
Veteran's Day - Adults, Young Adults, Kids
Diwali - Adults, Young Adults, Kids
Thanksgiving- Kids
November is Picture Book Month. - Kids
November is Alzheimer's Month - Adults, Young Adults, Kids
November is Native American Month - Adults, Young Adults, Kids
November is National American Diabetes Month - Adults
November is World Vegan Month - Adults
Cooking for Thanksgiving - Adults, Kids
Trans Awareness Week- Adults, Young Adults, Kids
Happy Birthday Marc Brown - November 25th - Kids
Happy Birthday Jan Brett (Children's Author) - December 1st - Kids
Holiday Movies - Adults, Kids
BookPage Choices
Library Reads