

Montville Township Public Library
Board of Trustees Meeting
January 14, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

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 7:14p.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 December 10, 2018 Regular session minutes, seconded by Ms. Peskin

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

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro welcomed Diana Paradise. Subcommittee appointments will be done in the coming weeks.

Jane Hines – Vice-President

Mrs. Hines had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 100%. Year to date revenue is on target at 100% of annual budget. Year to date operating expenditures, plus encumbrances are at 97% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$658,445 or 94.5% of the total annual budget. The year to date capital expenditures are 96% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being \$51,328YTD. Budget is in synch for revenue and expenses at this point.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Conklin stated that the Township Committee held their reorganization meeting. Andrew Caggiano is the new Chief of Police. He also stated that the Township encountered some computer problems that the FBI and Police are working on.

Superintendent Liaison of Schools – Mr. Tubbs stated that all of the Schools will announce their Teachers of the Year on February 5th. Dr. Rovtar is putting together a book about student topics and concerns such as respect, kindness, gratitude, wisdom etc.

VII. Committee Reports

Finance: Mr. Allora stated there is no report.

Personnel: Allan stated there is no report.

Buildings & Grounds: Mrs. Hines stated that there is no report.

Technology: Allan stated that there is no report.

Patron Services: Mr. Donohue stated that the committee discussed a school spirit event. They also discussed mobile checkout and more book clubs for adults and teens. New vending machines have been installed.

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

Additionally, programs continue to grow.

Cooking program for teens, today was sandwiches. They would like to incorporate different cultures.

MEA gave a donation of \$700 to be used for the Teen Room.

Battleship NJ will be the new museum pass for 2019.

Allan spoke with June Hercek regarding QPA services. June declined because of time constraints.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 13112 through 13168, dated December 1 to December 31, 2018 in the amount of \$42,049.98

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

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

- B. Resolution to accept the salaries for month of December 2018 in the amount of \$54,071.05 and ELL teacher salaries in the amount of \$1,186.80 for a total of \$55,257.85.

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

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

- C. Resolution to accept the resignation of Library Monitor, Emily Kozell, effective December 1, 2018

Motion made by Mr. Grau and seconded by Ms. Peskin, All in favor

- D. Resolution to hire Kai Chan as part time Library Assistant at the rate of \$11.41 effective January 15, 2019.

Motion made by Mr. Grau and seconded by Ms. Peskin, All in favor

- E. Resolution to hire Alexandra Sutton as part time Library Assistant at the rate of \$11.41 effective January 15, 2019.

Motion made by Mr. Grau and seconded by Ms. Peskin, All in favor

- F. Resolution to hire Kaitlin Tirch as part time Monitor (Page) at the rate of \$8.85 effective January 15, 2019.

Motion made by Mr. Grau and seconded by Mr. Tubbs, All in favor

- G. Resolution to approve the Fines and Fees Schedule for 2019

Motion made by Mrs. Hines and seconded by Ms. Peskin, All in favor

- H. Resolution to approve Support of the Current Level of Statewide Library Delivery (Attach to minutes)

Motion made by Mr. Grau and seconded by Mrs. Hines, All in favor

Allan stated that Library Link NJ may be closing as of June 30, 2019. If there is no service delivery costs would have to come out of the budget. Mayor Conklin stated he will contact our local legislators for support.

X. Old Business

None

XI. New Business

1. New Reports – Mr. Allora is requesting a first closing report, an allocation report and a report showing the revised total for all categories. He will use these during the future budget meetings.
2. New Committees – Will be formed for February. The current committees will meet as usual in January.
3. Voice Over IP – will be discussed in February.

XII. Executive Session Minutes

None

XIII. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Donohue; meeting was adjourned at 7:56pm.

Montville Township Public Library
Director's Report

February 11, 2019

The cold temperatures in January brought people into the library to warm up, attend programs, and check out items to entertain themselves with while they wait for warmer weather. Our January Business, Career, and Technology talk on redesigning and updating your LinkedIn account was the best attended S.C.O.R.E. talk to date, drawing 22 attendees. We began using our newest game format, Nintendo Switch, at our Game Tournaments. This is a format the teens have requested and it has proved popular thus far.

The Library also hosted several large meetings in January, including a great presentation for 60 MAIN staff members on Guerilla Branding, that will help us plan better programs, merchandize and display our materials more effectively, and improve marketing for our programs and services. We also hosted the monthly MAIN Circulation committee meeting.

Risa gave the 12 local Brownie troop members a tour, showed them our catalog, and made personalized bookmarks with them. We have been busy planning events, including the upcoming Lunar New Year and statewide TAB summit, so 2019 is off to a great start!

HVAC issues have been front and center as far as time, attention and expenses and energy is concerned

The Director attended the Mid-Winter Meeting of the American Library Association in Seattle, WA. He attended meetings from the Freedom the Read Foundation, The GLBTRT, Library Consultants, Collection Management and the Director's Discussion Group. This proved to be an excellent conference with new ideas that we can implement as part of Montville's continual program of library improvement, staff training and customer service.

The Director has begun the State Library/State Aid Report that is due on March 15th. This statistical report gives an overview of this past year's activities to the NJ State Library who then transmits the state-wide results to the Public Library Association and the Institute of Museums and Libraries (the federal agency).

This past month we had 11,449 visits to the Library. The staff processed 72 new guest membership applications and 152 Montville guests renewed their Library cards. 16,861 items were borrowed from the Library in January 2019.

BUILDINGS & GROUNDS

A smoke detector in the ductwork tripped in air handler 5 (one of the air handlers in the breezeway ceiling). That shut down the unit. Although the damper was in the closed position, the duct temperature dropped low enough to freeze the chilled water coil. When the water thawed, there was a leak and some of the ceiling tiles collapsed. Two security cameras fell; Northeast Security reinstalled them and got the video recordings back up on the DVR.

Hughes came out and shut off the off the chilled water coil valve. They tested all the freeze protection sensors, dampers, thermostats, actuators, and controls and found them functioning normally.

Two weeks later, we encountered another problem when we opened at 8:30 am. The building was cold and a quick look at the interface showed all the heating valves were open 100% and the boiler hot water supply temperature was only 70° (it should be 180°). The boiler shut off due to high water temperature; the temperature was high because there was not enough water in the boiler. In addition, the hot water supply pipe was leaking and in danger of breaking. Hughes called in a two-man crew to remove and replace the pipe.

Jay Tempe from WJ Malone Fire Sprinkler Corp. came to check how many fire sprinkler heads need to be replaced (an item on the Fire Marshall's Violation List). Jay opened each fire sprinkler cap to check the heads and found we need to replace five.

Griffith Shades removed the mini-blinds on the doors in the Gasparro Room (another item on the Fire Marshall's report; he said they obstruct the panic bars. They blinds were replaced with light blocking film.

Argent Plumbing rebuilt the flushometer in the men's room in the breakroom.

It soon will be time to call National Bulb Recycling to pick up our fluorescent and metal halide bulbs for recycling. The storage room has a lot of old bulbs in it. They have to be inventoried for pick up.

New postage rates were download for our Pitney Bowes postage machine on January 27. This is much easier to do now that the meter is set up with a wired Ethernet connection.

Bill Heaney from Bill's Electronics solved the problems we had when using HDMI cables with the rear screen projector (the image jumped on the screen). The rear screen projector is over ten years old and it was not working properly with HDMI cables. Bill found an adaptor that connects the VGA to HDMI and it works fine now.

We had to call the high school parking lot security, Amy Emory, officer about student's using our lot. Amy put stickers on the offending cars.

Dean and his crew replaced bulbs and ballasts and are returning with the lift to reach the hanging pendants that are out.

The new chairs for the staff and public were delivered. We expect the desks to be delivered in about 4 weeks.

FINANCE

We received an IRS Notice of Penalty under Section 6721 of the Internal Revenue Code. We were not able to reach the IRS information line for specific information due to the recent government shut down. Library Accountant, Greg Della Pia, prepared IRS Form 2848, Power of Attorney and Declaration of Representative, which authorizes him to contact them on behalf of the Library. He sent a letter requesting information about the penalty so we can properly respond. He said that the IRS will give additional time to respond and that they are usually good at abating penalties for non-profits.

We received a donation from the Montville Education Association. Scott Riotto, President of the MTEA, presented the check to Allan and Catherine on behalf of the Association. We received two end of year gifts from our regular Library contributors. It is always a delight to receive donations from grateful supporters. And recently we received a check for \$500. For library adult programming.

PATRON SERVICES

We worked with our materials vendor Baker & Taylor on the transition from Dewey subject heading labeling to the more user friendly BISAC (Bookstore) headings which will make it easier for people to find the materials they are looking for. We will begin with the Travel section. We expect to start re-arranging the collection in March. Allan has also been working on the development of a more simplified arrangement for our Music CDs. The first batch of Switch games have arrived and will be available to our guests shortly.

Adult programs in January were well attended despite, or maybe because of, the cold weather. Our Montville "U" lecture series lineup included a talk on Growing Up in the Bronx by Marty Schneit, a two-part lecture on Life After Retirement by psychologist Diane Lang, Painting the American Revolution by local historian Joel Farkas and a "Medical Mysteries" lecture by local resident, and former head of the new Jersey Poison Control Center, Dr. Steven Marcus. The Sunday concert this month featured a wonderful cello, flute and oboe performance by the Baroque Orchestra of New Jersey Chamber Trio. Eighty people we present in the audience for the successful kickoff of our spring Sunday Music and Arts series. Evening programs included a talk on the Korean War by Dr. James Kane. Our monthly genealogy workshop remains very popular. This month we began the 18 - class cycle with an Introduction to Genealogy Research class.

For the children, we had a fun month of winter story times and crafts including making paper bag Snowman puppets and Messy Munchkins in which 16 kids made snow globes. Baby Playtime continues to be immensely popular with an attendance of 74 for the month. Because parents of young children are always looking for things to do with the kids, especially in the winter, we have launched a Coloring Book Hour with Nina twice a week, and next month will begin a Play-Doh craft hour twice a month. Our kids Yoga session brought 16 children to the library to practice poses, hear a story and sing a song. We had to cancel our visit from children's author Alyssa Capucilli due to snow. We have rescheduled the visit for April.

January programs for teens included the successful Game Tournaments featuring Switch, and an After Hours Lock-in with games and movies. Our January Cooking class on sandwich making was a hit as well. In order to cater to all age groups, Jeff started a college age Cookies and Conversations group for the 18-22 year olds and the first one went very well. Jeff is working with the YA Service Section of NJLA to plan a statewide TAB summit with meetings in all three regions of NJ. The TAB group is planning large scale celebrations in the style of our upcoming Lunar New Year for Diwali and Ramadan. Jeff expanded the TAB volunteer calendar to give the kids more opportunities to volunteer.

Jeff opened up registration for the spring semester of Intermediate and Advanced ELL classes and Conversation which will begin in February and run through May. Jeff and Hebah are planning to offer a night ELL class and are working on putting that together.

PERSONNEL

Library Assistant Kai Chan was trained and began work in January. Alexandra Sutton, the other Library Assistant hired in December, accepted a full time job and has resigned. We are in the process of bringing Library Monitor Kaitlin Tirch on board for February and filling the vacant position of Library Assistant.

Jeff Cupo applied for the Public Library Association's Inclusive Internship Initiative in which, if selected, Montville Library would hire and mentor a high school upperclassman interested in librarianship and from a diverse town community, to be an intern at the library for the summer of 2019. The overarching goal of the initiative is to introduce students from diverse backgrounds to careers in librarianship

Civil Service notified us that they are retiring the position of Library Monitor effective February 5, 2019. Current employees in the title will remain in the title. The Civil Service title of Page can replace the Library Monitor title. The difference is that the Library Page is a classified position that becomes permanent after a successful 90-day provisional period. There is also been discussion about the recently passed \$15 per hour minimum wage law and how it will effect public libraries.

We filed a retirement pension claim for an employee who resigned over ten years ago. We have a file cabinet for personnel records of former staff members and it is surprising how often we use it.

STAFF TRAINING

Several of the staff attended the "Guerilla Marketing in the Library" with David Vinjamuri. Hosted at the Montville Library. This so called guerrilla branding is intended to steer the marketing efforts of a library towards becoming indispensable by building ties to a community through disciplined and creative strategies and tactics. At its core, guerilla branding is about using less conventional and low-cost publicity, marketing and social media tactics aimed at obtaining maximum exposure.

The workshop was split into several components.

First, build an indispensable brand. At this stage, think about crafting a strategy for branding. As was stated in the presentation, branding involves creating an authentic and unique differentiation for the products or services that we offer our guests. In other words, how are we setting ourselves apart from other contending interests is the key to discovering and taking advantage of ways in which to generate demand for your products and services.

Brand, in the mind of our guests, is a promise--the promise is about time. In other words, branding is about finding the need and meeting the need of our consumers which, in effect, saves time for the consumer. For example, for persons over 60 years of age who may need technology assistance with their devices, knowing that the Library offers “tech help” for seniors, gives them the opportunity to attend a program geared toward their needs. Unlike other methods of assistance, such as self-help, looking to friends or family, or searching for a paid service, the strategy of marketing technology assistance to senior saves this audience the time and effort of having to consider other options of receiving the services they want.

The second part of the workshop was how to take advantage marketing inside the library. Here, using space with purpose, understanding the vision of the library and calibrating your event strategy to maximize marketing opportunities were the central themes. In order to achieve these objectives, it is important to choose priorities, optimize space, prepare for visibility, and align and activate supporters. Also, participants were encouraged to consider conducting a space audit and think critically about how we use our space.

Finally, the presenter focused on the “ABCs” of low-budget branding outside the Library including social media. This is “always start with your brand,” “build programs to boost awareness,” and using creativity versus spending. Making connection with local businesses and being involved with local events are key strategies in creating a successful guerilla marketing campaign.

The Director has been in touch with Mr. Viniamuri for additional information on the space plan that he could offer the Library. More details to follow.

Risa attended three webinars on using Advanced EBSCO Searching, EBSCO School Library Resources and Job and Career Accelerator.

Hebah attended another session of her NJLA Emerging Leaders Internship. She is learning learn about different aspects of librarianship and about some of the challenges and opportunities for growth librarians in various settings face.

Hebah attended the Black Comic Book Festival at the Schomburg Center in NYC. She brought back a list of ideas we can use for comic related film screenings, workshops, and clubs at the library.

MEETINGS/WORKSHOPS

Jan 4, MAIN Technology Committee, Hebah

Jan 16, Guerilla Branding, Jeff, Pam, Walter, Sue, Catherine, Allan
Jan 18, MAYS Committee Meeting, Risa
Jan 19, Black Comic Festival, Hebah
Jan 25, YASS Meeting, Jeff
Jan 23-29, ALA Midwinter-Conference, Seattle, WA, Allan
Jan 31, MAIN Adult Services Committee, Catherine
Jan 31, Library Board Buildings & Grounds Committee, Allan, Catherine, Jeanne, Walter
Feb 1, MAIN Digital Services and Technology Committees, Hebah
Feb 6, Readers Advisory Unconference, Hebah, Cindy
Feb 7, NJLA Emerging Leaders Internship, Hebah
Feb 11, Library Board Meeting
Feb 14, MAIN Board Meeting, Allan
Feb 15, MAYS Committee Meeting, Risa
Feb 22, MAIN Director's Meeting, Allan

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 01/31/19

2019

2018

Assets

01-100-01	Petty Cash	291.92	291.92
01-100-02	Lakeland - Operating Checking	184,210.40	159,362.67
01-100-03	Lakeland - Payroll Account	5,177.77	7,983.61
01-100-04	Lakeland CD Accounts	257,000.00	257,000.00
01-100-08	Lakeland - Capital Reserve	92,535.76	92,527.90
01-100-10	Lakeland - Restricted Donations	23,324.22	21,996.72
01-140-01	Furniture & Fixtures	301,823.32	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>1,217,126.97</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	43,599.00	43,599.00
01-211-00	Section 125 Withholding HDV	5,007.94	4,932.32
01-212-00	PERS 414/CINS Withholding	25,869.85	20,550.13
01-218-00	Reserve for Encumbrances	241,920.70	216,639.58
	Total Liabilities	<u>316,397.49</u>	<u>285,721.03</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>123,737.68</u>	<u>102,162.68</u>
	Total	<u>878,275.47</u>	<u>856,700.47</u>

Revenue	141,552.49	1,723,137.95
Less Expenses	<u>148,851.70</u>	<u>1,671,809.73</u>
Net	<u>7,299.21</u>	<u>51,328.22</u>
Total Fund Balance	<u>870,976.26</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,187,373.75</u>	<u>1,193,749.72</u>

February 5, 2019
03:53 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: 13169 to 13246
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
13169	01/31/19	AIDEE005 Aideen O'Donnell	400.00		38
13170	01/31/19	ALA MEM American Library Association	670.00		38
13171	01/31/19	ALLAN005 Allan Kleiman	717.89		38
13172	01/31/19	AMERICAN American Museum Natural Hist.	500.00		38
13173	01/31/19	ANDREW P Andrew Pecota	350.00		38
13174	01/31/19	ANTHO005 Anthony Lauriano	150.00		38
13175	01/31/19	ANTHO005 Anthony Lauriano	150.00		38
13176	01/31/19	ANTHO005 Anthony Lauriano	150.00		38
13177	01/31/19	ARGEN005 Argent Contracting Co., Inc.	552.00		38
13178	01/31/19	BAKER005 Baker & Taylor	0.00	01/31/19 VOID	0
13179	01/31/19	BAKER005 Baker & Taylor	0.00	01/31/19 VOID	0
13180	01/31/19	BAKER005 Baker & Taylor	0.00	01/31/19 VOID	0
13181	01/31/19	BAKER005 Baker & Taylor	0.00	01/31/19 VOID	0
13182	01/31/19	BAKER005 Baker & Taylor	0.00	01/31/19 VOID	0
13183	01/31/19	BAKER005 Baker & Taylor	0.00	01/31/19 VOID	0
13184	01/31/19	BAKER005 Baker & Taylor	5,744.75		38
13185	01/31/19	BIBLIOTH Bibliotheca, LLC	500.96		38
13186	01/31/19	BILLS Bill's Electronic Services	392.49		38
13187	01/31/19	CAROL005 Carol Simon Levin	150.00		38
13188	01/31/19	CREATIVE Creative Wisdom Wellness	550.00		38
13189	01/31/19	DEMCO005 Demco, Inc.	1,509.98		38
13190	01/31/19	DIREC005 Direct Energy Business	1,181.34		38
13191	01/31/19	DRCHR005 Dr. Christopher Bellitto	250.00		38
13192	01/31/19	EASYE005 Easy English News	1,225.00		38
13193	01/31/19	ELECT005 Electronic Office Systems	878.46		38
13194	01/31/19	ELIZA005 Elizabeth Johansen	250.00		38
13195	01/31/19	ENGIN005 Engineered Security Systems	975.00		38
13196	01/31/19	EVAN WEI Evan Weiner	125.00		38
13197	01/31/19	EXCEL005 Excellent Building Services	2,115.00		38
13198	01/31/19	FELDM005 Feldman Brothers Electrical	539.70		38
13199	01/31/19	FLOTE005 FLO-TECH	2,107.17		38
13200	01/31/19	GORDO005 Gordon Thomas Ward	200.00		38
13201	01/31/19	GREGO005 Gregory J. Della Pia	916.67		38
13202	01/31/19	GRIFF005 Griffith Shade Company	880.00		38
13203	01/31/19	HEBAH EM Hebah Emara	64.55		38
13204	01/31/19	HITEC005 HiTech Computer Services LLC	902.50		38
13205	01/31/19	IFPTE005 IFPTE	120.52		38
13206	01/31/19	INORD005 In Order, Inc.	150.00		38
13207	01/31/19	JEFFR005 Jeffrey Cupo	60.78		38
13208	01/31/19	JERSE005 Jersey Central Power & Light	4,130.29		38
13209	01/31/19	LINDA FO Linda Forgosh	250.00		38
13210	01/31/19	MAINI005 M.A.I.N., Inc.	12,883.65		38
13211	01/31/19	MAINI005 M.A.I.N., Inc.	966.06		38
13212	01/31/19	MICHAELS Michael Snyder	100.00		38
13213	01/31/19	MICHELEM Michele Magnotta	50.00		38
13214	01/31/19	MICHELEM Michele Magnotta	50.00		38
13215	01/31/19	MICHELEM Michele Magnotta	50.00		38
13216	01/31/19	MIDWE005 Midwest Tape	213.82		38
13217	01/31/19	MONTC005 Montclair Art Museum	270.00		38
13218	01/31/19	MONTV005 Montville Chamber of Commerce	100.00		38
13219	01/31/19	MONTV005 Montville Chamber of Commerce	150.00		38

February 5, 2019
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Montville Township Public Library
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13220	01/31/19	MORRI005 Morris County DVD Circuit	400.00		38
13221	01/31/19	NJLIB005 NJ Library Trustee Association	260.00		38
13222	01/31/19	NJNAT005 NJ Natural Gas Co.	1,302.36		38
13223	01/31/19	OPTIM005 Optimum	184.94		38
13224	01/31/19	ORIEN005 Oriental Trading Company, Inc.	138.57		38
13225	01/31/19	PITNE005 Pitney Bowes Global Financial	170.04		38
13226	01/31/19	RABBI BR Rabbi Brooks Susman	250.00		38
13227	01/31/19	RISAS005 Risa Skerker	31.00		38
13228	01/31/19	ROBER005 Dr. Robert W. Butts	150.00		38
13229	01/31/19	ROBER005 Dr. Robert W. Butts	150.00		38
13230	01/31/19	SPEAKING Speaking From Spirit	200.00		38
13231	01/31/19	STAPL005 Staples Advantage	748.14		38
13232	01/31/19	SUNRI005 Sunrise ShopRite	631.02		38
13233	01/31/19	SYNCB005 SYNCB/AMAZON	1,143.63		38
13234	01/31/19	TECHN005 Technology Integrators	100.00		38
13235	01/31/19	TECHN005 Technology Integrators	100.00		38
13236	01/31/19	TECHN005 Technology Integrators	200.00		38
13237	01/31/19	TECHN005 Technology Integrators	100.00		38
13238	01/31/19	TECHN005 Technology Integrators	100.00		38
13239	01/31/19	TECHN005 Technology Integrators	100.00		38
13240	01/31/19	THOMA005 Thomas Klise/Crimson Multimed	2,238.74		38
13241	01/31/19	TOWNS005 Township of Montville	11,902.40		38
13242	01/31/19	TURTLE Turtle Dance Music, LLC	350.00		38
13243	01/31/19	ULINE Uline	57.86		38
13244	01/31/19	UNITE005 United Parcel Service	21.88		38
13245	01/31/19	VERI0010 VERIZON	447.86		38
13246	01/31/19	VERI0015 Verizon	46.16		38
<hr/>					
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	72	6	66,168.18	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>72</u>	<u>6</u>	<u>66,168.18</u>	<u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	16,895.04	0.00	0.00	16,895.04
CAPITAL BUDGET	8-02	731.76	0.00	0.00	731.76
Year Total:		17,626.80	0.00	0.00	17,626.80
	9-01	45,954.94	0.00	2,586.44	48,541.38
Total of All Funds:		63,581.74	0.00	2,586.44	66,168.18

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First		to Last to Last	Include Non-Anticipated: Yes		Year To Date As Of: 01/31/19			
Budget Account Range: First			Include Non-Budget: No		Current Period: 01/01/19 to 01/31/19			
Print Zero YTD Activity: No					Prior Year: 01/01/18 to 01/31/18			
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real	
9-01-401-01	Fines Income	1,058.44	15,000.00	1,399.87	1,399.87	13,600.13-	9	
9-01-401-03	Copier Income	82.35	1,300.00	89.55	89.55	1,210.45-	7	
9-01-401-05	Computer Print Outs Income	304.67	3,500.00	352.43	352.43	3,147.57-	10	
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	138,109.67	1,519,206.33-	8	
9-01-401-08	Donations Income	0.00	0.00	1.90	1.90	1.90	0	
9-01-401-09	Lost Items	167.70	2,000.00	90.95	90.95	1,909.05-	5	
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0	
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0	
9-01-401-15	Interest Income	886.28	1,100.00	25.52	25.52	1,074.48-	2	
9-01-401-16	Lost Cards	32.00	300.00	38.00	38.00	262.00-	13	
9-01-401-18	Disks/Faxes	58.00	700.00	119.00	119.00	581.00-	17	
Program Total		143,049.94	1,691,216.00	140,226.89	140,226.89	1,550,989.11-	8	
9-01-402-30	Restricted Contributions	88.55	3,500.00	1,325.60	1,325.60	2,174.40-	38	
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0	
Program Total		88.55	11,000.00	1,325.60	1,325.60	9,674.40-	12	
Fund 01 Revenue Total		143,138.49	1,702,216.00	141,552.49	141,552.49	1,560,663.51-	8	

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	36,568.76	722,000.00	54,605.91	54,605.91	0.00	667,394.09	8
9-01-601-100	Taxes/FICA/UE	3,958.58	57,600.00	4,405.48	4,405.48	0.00	53,194.52	8
9-01-601-110	Health Benefits Expense	0.00	101,200.00	0.00	0.00	0.00	101,200.00	0
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	0.00	0.00	84,300.00	0
9-01-601-130	DCRP Expense	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-601-150	Temporary Staff	2,205.96	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		42,733.30	973,100.00	59,011.39	59,011.39	0.00	914,088.61	6
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-020	Adult Books	3,054.04	28,521.00	1,812.20	1,812.20	601.78	26,107.02	8
9-01-602-030	Adult BOCD	174.31	4,000.00	113.48	113.48	189.33	3,697.19	8
9-01-602-040	Adult DVD	860.07	15,000.00	1,003.68	1,003.68	80.84	13,915.48	7
9-01-602-050	Adult eBooks	0.00	5,000.00	345.98	345.98	0.00	4,654.02	7
9-01-602-060	Adult eAudio	0.00	5,000.00	144.99	144.99	0.00	4,855.01	3
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	0.00	9,000.00	1,225.00	1,225.00	0.00	7,775.00	14
9-01-602-110	Games	504.47	6,000.00	594.67	594.67	0.00	5,405.33	10
9-01-602-120	J Books	2,019.52	28,200.00	733.84	733.84	933.92	26,532.24	6
9-01-602-130	J BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-140	J DVD	89.17	2,000.00	0.00	0.00	0.00	2,000.00	0
9-01-602-150	J eBooks	0.00	750.00	9.99	9.99	0.00	740.01	1
9-01-602-160	J eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
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	221.41	9,000.00	513.73	513.73	33.74	8,452.53	6
9-01-602-190	YA BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-210	YA eBooks	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-230	Streaming	0.00	4,250.00	0.00	0.00	0.00	4,250.00	0
Program Total		6,922.99	128,721.00	6,497.56	6,497.56	1,839.61	120,383.83	6
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	4,942.07	16,000.00	2,895.00	2,895.00	900.00	12,205.00	24
9-01-603-240	Program - Children	1,344.66	5,000.00	669.57	669.57	120.45	4,209.98	16
9-01-603-250	Summer Reading / Reading Programs	0.00	7,000.00	0.00	0.00	630.00	6,370.00	9
9-01-603-260	Museum Passes	1,025.00	4,000.00	500.00	500.00	0.00	3,500.00	12
9-01-603-270	Programs YA	148.19	2,500.00	60.78	60.78	0.00	2,439.22	2
9-01-603-280	Library-Wide Cultural/Family Programing	0.00	3,500.00	0.00	0.00	306.35	3,193.65	9
9-01-603-300	Technology Programming	600.00	6,000.00	0.00	0.00	0.00	6,000.00	0
Program Total		8,059.92	44,000.00	4,125.35	4,125.35	1,956.80	37,917.85	14
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	1,966.23	14,000.00	2,475.77	2,475.77	1,001.25	10,522.98	25
9-01-604-070	Postage - Supplies	0.00	2,000.00	200.00	200.00	0.00	1,800.00	10
9-01-604-080	Freight-Shipg (Non-Collection)	32.56	1,000.00	21.88	21.88	0.00	978.12	2
Program Total		1,998.79	17,000.00	2,697.65	2,697.65	1,001.25	13,301.10	22

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
9-01-605-060	PR - Materials	0.00	1,500.00	100.00	100.00	0.00	1,400.00	7
9-01-605-070	Staff/Volunteer Recognition	55.90	2,500.00	0.00	0.00	0.00	2,500.00	0
Program Total		55.90	6,000.00	100.00	100.00	0.00	5,900.00	2
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	0.00	4,000.00	246.93	246.93	209.00	3,544.07	11
9-01-606-020	Professional Expenses	0.00	2,000.00	86.77	86.77	0.00	1,913.23	4
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	31.56	1,000.00	64.55	64.55	0.00	935.45	6
9-01-606-040	Professional Dues	150.00	1,000.00	150.00	150.00	0.00	850.00	15
9-01-606-050	Conference Travel	0.00	6,000.00	0.00	0.00	200.00	5,800.00	3
Program Total		181.56	14,000.00	548.25	548.25	409.00	13,042.75	7
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	4,007.70	66,000.00	4,130.29	4,130.29	0.00	61,869.71	6
9-01-607-030	Utilities - Gas	1,750.82	20,000.00	2,483.70	2,483.70	0.00	17,516.30	12
9-01-607-040	Utilities - Telephone	972.34	6,000.00	494.02	494.02	0.00	5,505.98	8
9-01-607-050	Internet Provider	242.67	2,500.00	184.94	184.94	0.00	2,315.06	7
Program Total		6,973.53	94,500.00	7,292.95	7,292.95	0.00	87,207.05	8
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	2,056.53	40,000.00	2,799.49	2,799.49	539.70	36,660.81	8
9-01-608-030	Plant - Cleaning/Maintenance	2,295.00	30,000.00	2,115.00	2,115.00	0.00	27,885.00	7
9-01-608-040	Plant - Fire/Burglery Alarm	260.00	3,500.00	0.00	0.00	0.00	3,500.00	0
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	0.00	0.00	16,000.00	0
9-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-608-080	Plant - Offsite Storage	177.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	0.00	0.00	500.00	0
Program Total		5,163.53	94,000.00	4,914.49	4,914.49	539.70	88,545.81	6
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-01-609-050	EM - Copiers	0.00	1,500.00	878.46	878.46	0.00	621.54	59
9-01-609-070	Computer Software	966.06	2,000.00	966.06	966.06	0.00	1,033.94	48

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	170.04	800.00	170.04	170.04	0.00	629.96	21
Program Total		1,136.10	22,000.00	2,014.56	2,014.56	0.00	19,985.44	9
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	1,352.07	1,352.07	0.00	1,647.93	45
9-01-610-020	Copier Usage B&W	0.00	1,000.00	32.67	32.67	0.00	967.33	3
Program Total		0.00	4,000.00	1,384.74	1,384.74	0.00	2,615.26	35
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	0.00	0.00	7,000.00	0
9-01-611-020	Accounting Fees	916.67	12,000.00	916.67	916.67	0.00	11,083.33	8
9-01-611-030	MAIN Assessment	12,330.12	55,000.00	12,883.65	12,883.65	38,650.98	3,465.37	94
9-01-611-070	Computer Support & Service	340.00	6,000.00	902.50	902.50	0.00	5,097.50	15
9-01-611-100	Web Site Maintenace	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-150	Legal	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	250.00	0.00	2,750.00	8
9-01-611-260	Payroll Service Fee	667.71	8,000.00	697.45	697.45	0.00	7,302.55	9
9-01-611-320	Other Professional Services	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		14,484.50	100,000.00	15,650.27	15,650.27	38,650.98	45,698.75	54
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	0.00	0.00	48,195.00	0
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	0.00	0.00	26,200.00	0
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-612-060	O/E - Board Misc	355.87	2,000.00	54.47	54.47	0.00	1,945.53	3
Program Total		355.87	86,895.00	54.47	54.47	0.00	86,840.53	0
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	0.00	7,500.00	80.00	80.00	0.00	7,420.00	1
Program Total		0.00	7,500.00	80.00	80.00	0.00	7,420.00	1

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	Fund 01 Expend Total	88,065.99	1,591,716.00	104,371.68	104,371.68	44,397.34	1,442,946.98	9

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		143,138.49	141,552.49	141,552.49	88,065.99	104,371.68	148,769.02	7,216.53-
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
Program Total		0.00	22,000.00	0.00	0.00	0.00	22,000.00	0
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		0.00	66,000.00	0.00	0.00	0.00	66,000.00	0
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	92.40	10,000.00	0.00	0.00	0.00	10,000.00	0
9-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	0.00	82.68	2,417.32	3
Program Total		92.40	12,500.00	0.00	0.00	82.68	12,417.32	1
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
Program Total		0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
CAPITAL BUDGET Expend Total		92.40	110,500.00	0.00	0.00	82.68	110,417.32	0

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	92.40	0.00	82.68	82.68-

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		143,138.49	141,552.49	141,552.49	88,065.99	104,371.68	148,769.02	7,216.53-
9-02	CAPITAL BUDGET	0.00	0.00	0.00	92.40	0.00	82.68	82.68-
	Final Total	143,138.49	141,552.49	141,552.49	88,158.39	104,371.68	148,851.70	7,299.21-

MONTVILLE TOWNSHIP PUBLIC LIBRARY JANUARY 2019 PROGRAM ATTENDANCE
February 11, 2019 Board Meeting

LIBRARY SPONSORED PROGRAMS	2019	2018
Children - Staff Programs		
Storytime	182	
Bingo/Games	24	
Baby Legos & Kids Legos	52	
Messy Munchkins	16	
Drop In Arts & Crafts	55	
Pre-School Outreach Storytime (3 locations)	79	
Baby Playtime	74	
Coloring Fun	37	
Kids Knitting	2	
Children - Staff Programs Total	521	431
Children - Paid Presenters		
Kids Yoga	16	
Monclair Art Museun Workshop	5	
Children - Paid Presenters Total	21	40
Total All Children's Programs	542	471
Young Adults - Staff Programs		
Video Games	47	
English Conversation & Cookies & Convers.	24	
TAB Meeting	22	
STEAM	23	
Karaoke	5	
Teen Lock In	20	
Tech Help	1	
Chess	29	
Art	2	
Young Adult - Staff Programs Total	173	161
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	5
Total All Young Adult Programs	173	166
Adult - Staff Programs		
Movies	416	
Adult Book Clubs	22	
Technology Classes		
English Language Learner Classes		
Adult Staff Programs Total	438	314
Adult - Paid Presenters		
Technology Classes	39	
Lectures	290	
Concerts & Dance & Music & Art	80	
Adult - Paid Presenters Total	409	441
Total All Adult Programs	847	755
Library Sponsored Total	1,562	1,392
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	24	
Writer's Group	4	
Pet Parents	4	
One Montville	4	
Northern NJ Chinese School	30	
Outside Groups Total	66	84
GRAND TOTAL	1,628	1,476

Library Displays and Featured Themes		
New Year New You		
Staff Picks		
In Case You Missed It		
Series - First Book in Series		
Travel Around the World Books		
Have you read a good movie		
Books in the News		
Sopranos 20th Anniversary		
CHILDREN'S BOOK DISPLAYS		
Martin Luther King Jr		
Garden State Book Award Nominees		
Winter		
Valentine's Day		
Chinese New Year		
Ground Hogs Day		
Alyssa Satin Capucilli (Biscuit Author)		

Museum Pass Program	2019	2018
Grounds for Sculpture	1	
Imagine That!!!	8	
Intrepid Sea, Air and Space Museum	2	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	3	
Morris Museum	4	
American Museum of Natural History	8	
Newark Museum	2	
Stickley Museum	1	
Museum of Modern Art	2	
Museum Pass Total	31	20

Exams Proctored	0	0
Quiet Study Room - number of times used	44	44