

Montville Township Public Library
Board of Trustees Meeting
June 14, 2021
Montville Township Public Library
Meeting held on Zoom
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Catherine LaBelle, Library Director – Present

Molly Hone, 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. *Mr. Tubbs made a motion to approve the May 10, 2021, Regular Session minutes, seconded by Mrs. Hines*

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

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro reminded everyone to submit their Financial Disclosure Statements by the end of the month.

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 42%. Year to date revenue is on target at 41% of annual budget. Year to date operating expenditures, plus encumbrances are at 41% of annual budget. Included in expenditures is year to date salaries which is at \$285,779.00 or 36% of the total annual budget. The year to date capital expenditures are 17% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$14,819.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that graduations were going to be in person. Lazar will be June 22, at 6pm and the High School graduation will be on June 23, at 7pm.

VII. Committee Reports

Finance: Mr. Allora stated that they met this evening. There are currently no outstanding issues. Currently no funds have been returned to the Township. Greg Della Pia is getting the paperwork together.

Personnel: Mr. Grau stated that 4 positions have been posted, YA/Community Services Librarian, Part Time Librarian, Circulation Library Assistant and ELL Teacher.

Buildings & Grounds: Mrs. Hines stated they met on May 26th. There are large projects planned which include the HVAC system, Cement project, door replacement and improvements to parking lot. The addition of handicapped parking sports will cost \$10,000-\$15,000.

Patron Services/Technology: Mr. Donohue stated that they discussed the survey and reported that they received 225 more responses. Library Crossroads will conduct focus groups. They are looking at having additional cameras installed in the parking lot. Mr. Tubbs will find out what the High School has and will send the information to Catherine. Catherine is ordering new tables for outside.

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

Catherine introduced Molly as the new Assistant Library Director. Summer reading signup is this Saturday from 1pm-3pm.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 14883 and 14951 dated May 1 to May 31, 2021 in the amount of \$55,595.58

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

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

B. Resolution to accept staff salaries for the month of May 2021 in the amount of \$51,035.50

Motion made by Mr. Allora and seconded by Mrs. Paradise

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

- C. Resolution to approve authorizing the award of a Professional Services Contract to Parette Somjen Architects for HVAC Improvements and Boiler and Chiller Controls Integration for \$15,400 and the transfer of \$15,000 from the capital reserve checking account to the operating checking account for architect fees.

Motion made by Mrs. Hines and seconded by Mrs. Paradise

Mr. Grau stated that the Board of Education uses their services and have not had any issues.

Mr. Mazzaccaro no; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mr. Allora yes; Mr. Tubbs yes; Mrs. Hines yes; Mr. Donohue yes; Motion Carried

- D. Resolution to approve the Consulting Agreement with Library Crossroads for services related to the Library's Strategic Plan for a flat fee of \$3,000.

Motion made by Mr. Donohue and seconded by Mrs. Paradise

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

- E. Resolution to close the Library at 5pm on Tuesday, June 22 for the Robert R. Lazar graduation ceremony being held at the High School.

Motion made by Mrs. Paradise and seconded by Mrs. Hines

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

X. **Public Comments** –
None

XI. **Old Business**
None

XI. New Business

None

XII. Executive Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Tubbs seconded by Mrs. Paradise; meeting was adjourned at 8:00pm.



Montville Township Public Library

Director's Report

July 9, 2021

Our "Tails and Tales" Summer Reading began on June 19 with our outdoor sign up event and a welcome return to in person programs. We offered refreshments, book giveaways, and three raffle baskets for different age groups. A majority of the staff from all departments came in to meet the public, get our summer readers registered, and help create new library cards. We met many new patrons and caught up with long time library users. Some children had only attended virtual programs and were thrilled to finally meet Amy, Nina, and Risa in person. We registered 174 summer readers that day, and as of today, we have 342 readers registered, a 70% increase over last year. Many thanks to the staff for their help in making it a fun and productive day.

We then kicked off our summer reading program with a virtual visit from the Camden Aquarium. 35 kids logged on to see live animals, learn about what lives in the ocean, and how they survive. We even got to see a baby shark!

Reading officially began on June 28. Patrons are logging their reading on Beanstack to be eligible for our weekly drawings. To get everyone into the summer reading spirit, Amy decorated the children's area and the outside of the library with "Tails and Tales" animal decorations. Looney Balloons also kindly donated four balloon towers for us to display.

In June, we welcomed 75 new library users. This month, 4,867 visitors passed through our doors. The Circulation team processed 428 new items. Also, we shipped out 1218 items to member libraries and sent 114 boxes of grubby and outdated materials to Better World Books and Sustainable Shelves.

Buildings and Grounds

Donnelly Energy, contractor with New Jersey's Clean Energy Program, sent out a plumber to inspect all the sink faucets to make sure they were fitted with low-flow aerators. They found six sinks that needed the water conserving aerators and installed them.

We are working with the Department of the Treasury, Records Management Service to get authorization to dispose of old files. As a local government unit, we must follow a records retention schedule and we can only dispose of old records after we apply for and receive authorization. The goal is to free up space in our crowded storage area.

We had two recent power outages. The first one knocked out our chill water pump and two air handlers on the hottest day of the year. We had to close the building as the temperatures were in the mid 80's. The Library was a Township designated Cooling Station that day and unfortunately, we had to turn away some people who came for that reason. Hughes got things up and running and they are sending a proposal to repair a broken actuator on air handler 5. The second power outage did not cause much trouble. The A/C reset and is working fine.

The Fire Inspector was here to make sure that all the violations were repaired. He confirmed everything is now in order.

Finance

The June bill list is smaller than usual because there were only three weeks between the accountant's June and July visits.

Our 6-month Lakeland Bank CD matures on July 14, 2021. The Finance Committee will discuss this and make a recommendation at the board meeting. This CD was purchased with funds from the Capital Reserve account.

The IRS approved Form 8868, Application for Extension to File Exempt Organization Return. The deadline for our December 31, 2020 Form 990 is November 15, 2021.

Our accountant, Greg Della Pia, will reach out to the auditor, Mike McGuire to discuss a date for the audit.

Marketing and Outreach:

Melissa Benno of The Montville Patch interviewed me and Molly for a story published on June 24 on our Summer Reading event and the future of the library.

We continue to send 4-5 newsletters per week to share information about library programs and services. In June we sent out 24 newsletters. Our most popular was the email about MAIN's mobile app, followed by the email about teen summer programs. Risa created 8 new displays for the month of June to reflect current events and milestones.

Risa went to Kiddie Academy of Montville for Storytime. She read to two classrooms - a 3-year-old class and a 4-year-old class. Each class had approximately 12 children.

Patron Services:

Work continues on the bookstore browsing model project. Risa, Michael, and Molly continue to assign categories and weed the nonfiction collection as they go. Molly also weeded the reference collection and DVD section, in preparation for the DVDs to be moved for better visibility. The Music CD collection now fits into 2 units of the 5-unit behemoth. We will be able to relocate the now smaller CD collection to another area to make better use of that space.

To promote our adult fiction collection, Molly created brochures with reading recommendations for specific genres, including Mystery, Romance, Historical Fiction, and Thrillers. They were also posted on our website and will be featured in upcoming newsletters.

Molly is doing the groundwork for a Library of Things, which are hugely popular at other libraries. Our Library of Things will start with five wireless internet hotspots, which were ordered in June using grant monies. Other possible “Things” may include tools, electronics, games, and other household and recreational items that the public may prefer to borrow rather than purchase.

This month's Montville “U” offerings included a program on Ernest Hemingway by Dr. Maryanne Grabowsky, as a tie-in to the multi-part Hemingway series that aired on PBS. 34 people attended. 44 “U” attendees also enjoyed a talk by Janet Mandel featuring three art museums founded by women. Stephanie Butnick, author of “The Newish Jewish Encyclopedia” and cohost of the podcast “Unorthodox” gave an enjoyable talk to 52 people. Two copies of her book were raffled off to attendees.

The Library participated in a special Juneteenth program co-hosted by 27 MAIN libraries. Patrons were given a special login to watch the documentary film “The Long Shadow,” and to participate in a Q&A with film director Frances Causey.

The Afternoon and Evening Book Clubs read “Stamped: Racism, Antiracism and You” by Jason Reynolds and Ibram X. Kendi. We had a very informative discussion in both groups.

Chair Yoga finished June classes and is now on hiatus until late July when in-person Chair Yoga will resume in the Pio Costa Auditorium.

Participants in the ever-popular Evening Adult Craft Class painted a canvas tote bag.

Our new Job Search Series with employability skills specialist Joyce Mandel was hugely successful. 51 people attended the sessions across four weeks,

with most returning week after week. Participants learned interview skills, resume writing, how to draft an effective cover letter and how to focus an online job search. The series was very well received and will be presented again in the fall.

In children's news, 18 kids participated in Risa's Father's Day Storytime, where they read stories and made Father's Day Cards and foam picture frames. Amy and Risa had 8 kids attend Babies and Toddlers: Happy Father's Day. They read stories, enjoyed some fun songs and made a Father's Day card. Risa held a Juneteenth Storytime on Saturday, June 19, to an audience of 11, who read stories about Juneteenth and made a Juneteenth banner. This is the first year that we held this program and we plan on making this an annual event.

Our regularly scheduled kids' programming was full of creativity and fun. ABC Tuesdays saw 12 kids join Amy for the letters Q & R. 20 kids made turtles out of tomato containers at Messy Munchkins. 30 kids picked up our popular Grab & Go bags with materials for a beach themed wall hanging. At Amy's always popular Art Explorers, 18 young artists learned about Claude Monet and recreated his famous painting, "Bridge Over Pond of Waterlilies" with tissue paper.

Our Teen Grab & Go kits, designed and prepared by Angie, were big hits in June. 14 teens picked up a Stress Ball Kit and 24 picked up Graduation Lollipop Bouquets. Patrons were quick to share positive feedback for both kits.

27 teens attended our monthly TAB meeting. Michael is in the process of ordering TAB shirts for active members - the teens are very excited to show their Montville Library TAB spirit!

New teen programs in the works for this summer include chess club and Cookies and Conversation.

Personnel

Molly and I have 4 interviews for the open YA position scheduled for the week of July 12.

Our Adult Page, Karen Rotter, will return from her leave of absence next month and we look forward to working with her again.

Technology

Michael offered refreshers for staff on how to use the online platform Beanstack for summer reading logging. He also held a class on how to set up a Beanstack account. James Fitzpatrick led classes on Instagram Basics and Scheduling with Google Calendar.

Michael ran updates on our patron computers. We now have 9 computers available. The computers are also now more spaced out for better privacy.

Michael found a new app to make our digital signage easier to use and more reliable.

Meetings

June 1 – Summer Reading Prep – P&S Staff, Catherine, Molly, Walter

June 7 – MAIN Adult Programming meeting – Molly, Pam

June 7 – Library IQ training – Catherine, Molly, Pam, Amy, Michael

June 8 – Aspen Discovery Layer - Catherine, Circ Dept, Michael, Amy

June 9 – MAIN Digitech Committee – Michael

June 14 - MAIN Strategic Plan Focus Group for Library Staffers - Pam, Amy, Walter

June 16 -MAIN Technical Services Committee Meeting - Walter, Nilufer, Sue, Julia, Tracy, Jo

June 16 -SHAREit Training: ILL Admin Configuration Options - Walter

June 16 -MAIN ILS Committee Meeting - Walter

June 18 – MAIN Directors Meeting – Catherine

June 19 - Circulation Department Meeting - Walter, Nilufer, Tracy, Sue, Jo, Julia, Kai, Catherine, Janina, Molly

June 19 - MAIN ILS Committee Meeting - Walter

June 23 - MAIN Strategic Plan Focus Group for Librarians - Michael, Molly

June 23 – MAIN Strategic Plan Focus Group for Directors – Catherine

July 12 – Library Finance Committee & Library Board Meeting

July 21 – Library Patron Services Committee

July 27 – Library Buildings & Grounds & Personnel Committees

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 06/30/21

2021

2020

Assets		2021	2020
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	277,619.09	108,519.72
01-100-03	Lakeland - Payroll Account	7,860.01	33,435.88
01-100-04	Lakeland CD Accounts	251,000.00	266,741.17
01-100-08	Lakeland - Capital Reserve	165,321.43	280,229.08
01-100-10	Lakeland - Restricted Donations	29,503.70	27,891.70
01-140-01	Furniture & Fixtures	304,028.32	304,028.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,388,488.05</u>	<u>1,374,001.37</u>
Liabilities & Fund Balance		2021	2020
01-200-00	Accounts Payable	73,000.00	73,000.00
01-200-11	Sick Hrs Year End Accrual	42,881.00	42,881.00
01-211-00	Section 125 Withholding HDV	1,975.52	2,489.94
01-212-00	PERS 414/CINS Withholding	16,848.81	20,705.32
01-218-00	Reserve for Encumbrances	67,231.31	115,165.20
01-400-01	Appropriation Reserve	946.31	1,044.46
	Total Liabilities	<u>202,882.95</u>	<u>255,285.92</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	364,177.66	364,177.66
	Total	<u>1,118,715.45</u>	<u>1,118,715.45</u>
	Revenue	849,547.22	0.00
	Less Expenses	782,657.57	0.00
	Net	<u>66,889.65</u>	<u>0.00</u>
	Total Fund Balance	<u>1,185,605.10</u>	<u>1,118,715.45</u>
	Total Liabilities & Fund Balance	<u>1,388,488.05</u>	<u>1,374,001.37</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14956 to 14986
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
14956	06/30/21	BAKER005 Baker & Taylor	2,381.88		67
14957	06/30/21	BIBLIOTH Bibliotheca, LLC	912.13		67
14958	06/30/21	CONDURSO Condursos Garden Center	60.00		67
14959	06/30/21	DELL Dell Marketing, L.P.	722.67		67
14960	06/30/21	DEMCO005 Demco, Inc.	48.36		67
14961	06/30/21	DIREC005 Direct Energy Business	96.40		67
14962	06/30/21	ELIZA005 Elizabeth Johansen	250.00		67
14963	06/30/21	ENGIN005 Engineered Security Systems	290.00		67
14964	06/30/21	EXCEL005 Excellent Building Services	2,516.72		67
14965	06/30/21	FLOTE005 FLO-TECH	213.21		67
14966	06/30/21	GREGO005 Gregory J. Della Pia	916.66		67
14967	06/30/21	IFPTE005 IFPTE	109.24		67
14968	06/30/21	KANOPY Kanopy, Inc.	163.00		67
14969	06/30/21	LAWN005 Lawn World, Inc.	450.00		67
14970	06/30/21	LIB CROS Library Crossroads, LLC	750.00		67
14971	06/30/21	LIBERTY Liberty Science Center	300.00		67
14972	06/30/21	MAINI005 M.A.I.N., Inc.	136.30		67
14973	06/30/21	MARIANNE Marianne Ciffer	210.00		67
14974	06/30/21	MIDWE005 Midwest Tape	0.00	06/30/21 VOID	0
14975	06/30/21	MIDWE005 Midwest Tape	482.61		67
14976	06/30/21	MOUNTAIN Mountainside Stables	325.00		67
14977	06/30/21	MOVIE005 Swank Movie Licensing USA	555.00		67
14978	06/30/21	NJNAT005 NJ Natural Gas Co.	432.39		67
14979	06/30/21	ORIEN005 Oriental Trading Company, Inc.	117.50		67
14980	06/30/21	RECORDER Recorder Publishing Co., Inc.	100.00		67
14981	06/30/21	SEVEN Seven Scoops	100.00		67
14982	06/30/21	SUNRI005 Sunrise ShopRite	122.01		67
14983	06/30/21	SYNCB005 SYNCB/AMAZON	454.14		67
14984	06/30/21	TECHSOUP TechSoup	75.00		67
14985	06/30/21	UNITE005 UPS	34.69		67
14986	06/30/21	VERI0015 Verizon	50.94		67

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	30	1	13,375.85	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	30	1	13,375.85	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	779.53	0.00	0.00	779.53
	1-01	11,764.41	0.00	109.24	11,873.65
CAPITAL BUDGET	1-02	<u>722.67</u>	<u>0.00</u>	<u>0.00</u>	<u>722.67</u>
Year Total:		<u>12,487.08</u>	<u>0.00</u>	<u>109.24</u>	<u>12,596.32</u>
Total of All Funds:		<u><u>13,266.61</u></u>	<u><u>0.00</u></u>	<u><u>109.24</u></u>	<u><u>13,375.85</u></u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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

Include Non-Anticipated: Yes

Year To Date As Of: 06/30/21

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

Include Non-Budget: No

Current Period: 06/01/21 to 06/30/21

Print Zero YTD Activity: No

Prior Year: 06/01/20 to 06/30/20

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
1-01-401-01	Fines Income	\$13.10	\$7,500.00	\$448.10	\$909.30	-\$6,590.70	12%
1-01-401-03	Copier Income	\$0.00	\$700.00	\$25.62	\$119.58	-\$580.42	17%
1-01-401-05	Computer Print Outs Income	\$0.00	\$1,800.00	\$116.49	\$416.72	-\$1,383.28	23%
1-01-401-07	Township Income	\$137,841.92	\$1,676,900.00	\$139,739.75	\$838,438.50	-\$838,461.50	50%
1-01-401-08	Donations Income	\$0.00	\$0.00	\$0.00	\$13.46	\$13.46	0%
1-01-401-09	Lost Items	\$0.00	\$1,000.00	\$141.00	\$490.05	-\$509.95	49%
1-01-401-10	State Aid Income	\$0.00	\$9,500.00	\$0.00	\$0.00	-\$9,500.00	0%
1-01-401-11	Miscellaneous Income	\$0.00	\$400.00	\$0.00	\$1,637.34	\$1,237.34	409%
1-01-401-15	Interest Income	\$33.16	\$4,500.00	\$46.15	\$4,293.05	-\$206.95	95%
1-01-401-16	Lost Cards	\$0.00	\$300.00	\$22.00	\$26.00	-\$274.00	9%
1-01-401-18	Disks/Faxes	\$0.00	\$400.00	\$16.00	\$19.00	-\$381.00	5%
	Program 401 Total	\$137,888.18	\$1,703,000.00	\$140,555.11	\$846,363.00	-\$856,637.00	50%
1-01-402-30	Restricted Contributions	\$0.00	\$7,500.00	\$62.10	\$2,384.22	-\$5,115.78	32%
1-01-402-35	ELL Program Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-402-45	Founding Era Grant	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	100%
1-01-402-55	Grow With Google Grant	\$0.00	\$2,000.00	\$0.00	\$0.00	-\$2,000.00	0%
	Program 402 Total	\$0.00	\$10,300.00	\$62.10	\$3,184.22	-\$7,115.78	31%
	Revenue Total	\$137,888.18	\$1,713,300.00	\$140,617.21	\$849,547.22	-\$863,752.78	50%

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-01-601-000	B-1 - COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-010	Salaries & Wages Expense	\$47,891.52	\$790,900.00	\$53,552.34	\$339,330.99	\$0.00	\$451,569.01	43%
1-01-601-020	Accrued Salaries/Wages Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-050	ELL Program Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-100	Taxes/FICA/UE	\$3,769.83	\$64,500.00	\$4,299.73	\$27,567.53	\$0.00	\$36,932.47	43%
1-01-601-110	Health Benefits Expense	\$6,483.74	\$113,300.00	\$0.00	\$49,112.20	\$0.00	\$64,187.80	43%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

7/2/2021
10:15 AM

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Budget</i>	<i>YTD Budget</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
1-01-601-120	PERS Expense	\$0.00	\$96,800.00	\$0.00	\$92,206.00	\$0.00	\$4,594.00	95%
1-01-601-130	DCRP Expense	\$0.00	\$3,200.00	\$0.00	\$1,037.21	\$0.00	\$2,162.79	32%
Program 601 Total		\$58,145.09	\$1,068,700.00	\$57,852.07	\$509,253.93	\$0.00	\$559,446.07	48%
1-01-602-000	B-2 - COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-602-010	Collection Development Software	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-01-602-020	Adult Books	\$4,210.07	\$27,000.00	\$1,070.33	\$13,748.83	\$3,694.98	\$9,556.19	65%
1-01-602-030	Adult BOCD	\$176.10	\$2,500.00	\$0.00	\$1,095.64	\$0.00	\$1,404.36	44%
1-01-602-040	Adult DVD	\$130.04	\$11,000.00	\$344.02	\$2,212.99	\$569.98	\$8,217.03	25%
1-01-602-050	Adult eBooks	\$0.00	\$6,000.00	\$690.88	\$2,838.31	\$460.48	\$2,701.21	55%
1-01-602-060	Adult eAudio	\$0.00	\$6,000.00	\$0.00	\$870.61	\$0.00	\$5,129.39	15%
1-01-602-070	Adult Music CD	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
1-01-602-090	Periodicals	\$260.00	\$11,000.00	\$100.00	\$3,330.34	\$0.00	\$7,669.66	30%
1-01-602-110	Games	\$1,783.67	\$7,000.00	\$0.00	\$1,756.01	\$0.00	\$5,243.99	25%
1-01-602-120	J Books	\$1,348.96	\$25,000.00	\$533.67	\$8,763.93	\$4,207.54	\$12,028.53	52%
1-01-602-130	J BOCD	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-602-140	J DVD	\$143.11	\$2,000.00	\$15.04	\$448.79	\$120.40	\$1,430.81	28%
1-01-602-150	J eBooks	\$0.00	\$1,000.00	\$0.00	\$1,205.69	\$0.00	-\$205.69	121%
1-01-602-160	J eAudio	\$0.00	\$1,000.00	\$0.00	\$545.89	\$0.00	\$454.11	55%
1-01-602-170	J Music CD	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-602-180	YA Books	\$101.98	\$7,500.00	\$430.12	\$2,474.11	\$728.97	\$4,296.92	43%
1-01-602-190	YA BOCD	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-602-210	YA eBooks	\$0.00	\$1,000.00	\$0.00	\$624.57	\$0.00	\$375.43	62%
1-01-602-220	Young Adults eAudio	\$0.00	\$1,000.00	\$0.00	\$398.87	\$0.00	\$601.13	40%
1-01-602-230	Streaming	\$259.00	\$9,500.00	\$689.24	\$4,786.51	\$0.00	\$4,713.49	50%
1-01-602-240	On Line Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Program 602 Total		\$8,412.93	\$126,500.00	\$3,873.30	\$45,101.09	\$9,782.35	\$71,616.56	43%
1-01-603-000	B3 - PROGRAMS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-603-230	Program - Adult	\$376.25	\$13,000.00	\$275.05	\$6,648.06	\$950.00	\$5,401.94	58%
1-01-603-240	Program - Children	\$526.25	\$4,500.00	\$8.50	\$1,865.76	\$0.00	\$2,634.24	41%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-01-603-250	Summer Reading / Reading Programs	\$1,629.07	\$5,000.00	\$808.72	\$2,354.66	\$225.00	\$2,420.34	52%
1-01-603-260	Museum Passes	\$0.00	\$2,000.00	\$0.00	\$1,475.00	\$0.00	\$525.00	74%
1-01-603-270	Programs YA	\$138.75	\$2,000.00	\$151.53	\$502.61	\$0.00	\$1,497.39	25%
1-01-603-280	Library-Wide Cultural/Family Programing	\$0.00	\$2,000.00	\$0.00	\$1,168.14	\$0.00	\$831.86	58%
1-01-603-300	Technology Programming	\$0.00	\$3,500.00	\$0.00	\$2,415.00	\$0.00	\$1,085.00	69%
1-01-603-310	25th Anniversary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-603-320	National Library Week	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
1-01-603-330	Online Programming	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
	Program 603 Total	\$2,670.32	\$40,000.00	\$1,243.80	\$16,429.23	\$1,175.00	\$22,395.77	44%
1-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-604-010	Business Office/Library/Print	\$162.57	\$11,500.00	\$108.36	\$5,383.01	\$285.16	\$5,831.83	49%
1-01-604-070	Postage - Supplies	\$0.00	\$1,000.00	\$0.00	\$621.90	\$0.00	\$378.10	62%
1-01-604-080	Freight-Shipg (Non-Collection)	\$281.86	\$1,500.00	\$34.69	\$362.75	\$0.00	\$1,137.25	24%
	Program 604 Total	\$444.43	\$14,000.00	\$143.05	\$6,367.66	\$285.16	\$7,347.18	48%
1-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-605-040	PR - Mailing	\$0.00	\$1,000.00	\$0.00	\$1,200.00	\$0.00	-\$200.00	120%
1-01-605-060	PR - Materials	\$0.00	\$1,000.00	\$0.00	\$225.53	\$0.00	\$774.47	23%
1-01-605-070	Staff/Volunteer Recognition	\$0.00	\$1,000.00	\$0.00	\$497.76	\$0.00	\$502.24	50%
	Program 605 Total	\$0.00	\$3,000.00	\$0.00	\$1,923.29	\$0.00	\$1,076.71	64%
1-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-606-010	Staff Development	\$60.00	\$3,600.00	\$0.00	\$157.94	\$0.00	\$3,442.06	4%
1-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
1-01-606-040	Professional Dues	\$0.00	\$1,500.00	\$0.00	\$700.00	\$0.00	\$800.00	47%
1-01-606-050	Conference Travel	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
	Program 606 Total	\$60.00	\$8,000.00	\$0.00	\$857.94	\$0.00	\$7,142.06	11%
1-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-607-010	Utilities - Electric	\$5,170.85	\$57,500.00	\$0.00	\$17,727.35	\$0.00	\$39,772.65	31%
1-01-607-030	Utilities - Gas	\$388.70	\$15,000.00	\$528.79	\$10,154.48	\$0.00	\$4,845.52	68%
1-01-607-040	Utilities - Telephone	\$943.18	\$6,000.00	\$50.94	\$2,807.61	\$0.00	\$3,192.39	47%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

7/2/2021
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<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Budget</i>	<i>YTD Budget</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
1-01-607-050	Internet Provider	\$184.94	\$2,500.00	\$0.00	\$924.70	\$0.00	\$1,575.30	37%
	Program 607 Total	\$6,687.67	\$81,000.00	\$579.73	\$31,614.14	\$0.00	\$49,385.86	39%
1-01-608-000	B-8 - PHYSICAL PLANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-608-010	Plant - Repairs, Bldgs, Grounds	\$0.00	\$21,600.00	\$290.00	\$19,391.63	\$0.00	\$2,208.37	90%
1-01-608-030	Plant - Cleaning/Maintenance	\$2,899.00	\$34,400.00	\$2,516.72	\$19,635.93	\$0.00	\$14,764.07	57%
1-01-608-040	Plant - Fire/Burglery Alarm	\$0.00	\$3,000.00	\$0.00	\$280.00	\$0.00	\$2,720.00	9%
1-01-608-050	Plant - HVAC Maintenance	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0%
1-01-608-060	Plant - Lawn Sprinklers Maint	\$854.39	\$3,000.00	\$450.00	\$1,226.71	\$0.00	\$1,773.29	41%
1-01-608-090	Plant -Telephone Equipment	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-608-100	Plant - Records Retention/Destruction	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-608-110	Plant - Repairs HVAC	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%
1-01-608-120	Plant - Carpet Cleaning	\$0.00	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00	0%
1-01-608-130	Plant - Window Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-608-140	Plant - Landscape Maintenance	\$140.00	\$2,000.00	\$0.00	\$440.00	\$1,410.00	\$150.00	92%
1-01-608-150	Plant - Concrete Repairs	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
	Program 608 Total	\$3,893.39	\$108,600.00	\$3,256.72	\$40,974.27	\$1,410.00	\$66,215.73	39%
1-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-609-030	EM RFID Equipment	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
1-01-609-050	EM - Copiers	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-609-070	Computer Software	\$0.00	\$2,000.00	\$0.00	\$175.00	\$0.00	\$1,825.00	9%
1-01-609-075	Edmunds Software	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
1-01-609-080	EM - Audio/Visual	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
1-01-609-090	EM - Piano Tuning	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
1-01-609-100	EM - Postage Meter	\$0.00	\$800.00	\$0.00	\$340.08	\$0.00	\$459.92	43%
1-01-609-110	Envisionware Annual Contract	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0%
	Program 609 Total	\$0.00	\$23,100.00	\$0.00	\$515.08	\$0.00	\$22,584.92	2%
1-01-610-000	B-10 - EXPENSED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-610-010	Color Copy Usage	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
1-01-610-020	Copier Usage B&W	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

<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>
Program 610 Total		\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0%
1-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-611-010	Audit	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$916.66	\$5,499.96	\$0.00	\$5,500.04	50%
1-01-611-030	MAIN Assessment	\$0.00	\$53,000.00	\$0.00	\$39,393.41	\$0.00	\$13,606.59	74%
1-01-611-070	Computer Support & Service	\$67.45	\$6,500.00	\$0.00	\$1,313.27	\$0.00	\$5,186.73	20%
1-01-611-100	Web Site Maintenece	\$15.99	\$500.00	\$0.00	\$14.00	\$0.00	\$486.00	3%
1-01-611-150	Legal	\$0.00	\$2,500.00	\$0.00	\$150.00	\$0.00	\$2,350.00	6%
1-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$250.00	\$1,250.00	\$0.00	\$1,750.00	42%
1-01-611-260	Payroll Service Fee	\$629.77	\$8,000.00	\$622.16	\$4,037.95	\$0.00	\$3,962.05	50%
1-01-611-320	Other Professional Services	\$0.00	\$800.00	\$750.00	\$807.90	\$2,650.00	-\$2,657.90	432%
1-01-611-340	QPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Program 611 Total		\$1,879.87	\$90,300.00	\$2,538.82	\$52,466.49	\$2,650.00	\$35,183.51	61%
1-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-612-010	Township In-Kind Services	\$0.00	\$50,400.00	\$0.00	\$23,523.74	\$0.00	\$26,876.26	47%
1-01-612-020	Township Insurances	\$0.00	\$28,500.00	\$0.00	\$13,585.76	\$0.00	\$14,914.24	48%
1-01-612-030	O/E- Contingencies	\$268.23	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
1-01-612-040	O/E - Licenses & Fees	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
1-01-612-060	O/E - Board Misc	\$56.50	\$1,800.00	\$0.00	\$406.93	\$0.00	\$1,393.07	23%
1-01-612-065	Delivery	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
Program 612 Total		\$324.73	\$92,200.00	\$0.00	\$37,516.43	\$0.00	\$54,683.57	41%
1-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-613-017	Founding Era Grant	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	100%
1-01-613-019	Grow With Google Grant	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0%
Program 613 Total		\$0.00	\$2,700.00	\$0.00	\$800.00	\$0.00	\$1,900.00	30%
Budget Total		\$82,518.43	\$1,663,600.00	\$69,487.49	\$743,819.55	\$15,302.51	\$904,477.94	46%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

7/2/2021
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<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>
01			<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
			Revenue:	\$137,888.18	\$140,617.21	\$849,547.22		
			Expended:	\$82,518.43	\$69,487.49	\$743,819.55		
			Net Income:	\$55,369.75	\$71,129.72	\$105,727.67		
<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-802-020	Display Shelving	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
1-02-802-030	New Soft Seating	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
1-02-802-185	Tables - Pio Costa	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-02-802-195	Tables - Adult Section	\$0.00	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	0%
	Program 802 Total	\$0.00	\$17,800.00	\$0.00	\$0.00	\$0.00	\$17,800.00	0%
1-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-803-170	Landscaping	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-02-803-210	Chiller	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-803-250	Architect	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	100%
1-02-803-270	Security Cameras - Auditorium	\$1,955.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
	Program 803 Total	\$1,955.00	\$19,500.00	\$0.00	\$0.00	\$15,000.00	\$4,500.00	77%
1-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-804-010	Computer Equipment	\$632.38	\$12,800.00	\$0.00	\$675.05	\$59.21	\$12,065.74	6%
1-02-804-015	Computer Related Equipment	\$0.00	\$5,100.00	\$0.00	\$309.32	\$0.00	\$4,790.68	6%
	Program 804 Total	\$632.38	\$17,900.00	\$0.00	\$984.37	\$59.21	\$16,856.42	6%
1-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-805-030	Capital Contingency	\$0.00	\$9,500.00	\$0.00	\$0.00	\$7,343.62	\$2,156.38	77%
	Program 805 Total	\$0.00	\$9,500.00	\$0.00	\$0.00	\$7,343.62	\$2,156.38	77%
	CAPITAL BUDGET Budget Total	\$2,587.38	\$64,700.00	\$0.00	\$984.37	\$22,402.83	\$41,312.80	36%

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>
02	CAPITAL BUDGET		<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
	Revenue:		\$0.00	\$0.00	\$0.00			
	Expended:		\$2,587.38	\$0.00	\$984.37			
	Net Income:		-\$2,587.38	\$0.00	-\$984.37			

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$137,888.18	\$140,617.21	\$849,547.22
Expended:	\$85,105.81	\$69,487.49	\$782,509.26
Net Income:	\$52,782.37	\$71,129.72	\$67,037.96

