

Montville Township Public Library  
Board of Trustees Meeting  
May 10, 2021  
Montville Township Public Library  
Meeting via Zoom  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

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

Catherine LaBelle, Library Director - Present  
Liz Johansen, Board Recording Secretary – Absent  
Jeanne Ivy- Substitute 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. Grau made a motion to approve the April 12, 2021, Regular Session minutes, seconded by Dr. Tubbs*

Mr. Mazzaccaro yes; Mr. Tubbs yes; Mr. Donohue yes; Mr. Grau yes; Ms. Hines yes;  
Motion Carried.

**IV. Public Comments – None**

**V. Reports of Officers**

**President - Thomas Mazzaccaro**

Mr. Mazzaccaro thanked Catherine for keeping everyone up to date. He stated that stage one of the chiller project is completed.

**Vice President - Linda Peskin - Absent**

**Secretary - Dianna Paradise - Absent**

**Treasurer - Carmen Allora - Absent**

**Assistant Treasurer - Robert Donohue**

Mr. Donohue had no report.

**VI. Report of Liaisons**

Mayor Cooney - Absent

Superintendent Liaison of Schools – Mr. Tubbs

High School graduation will be in person, outside on June 23. Plans are underway for full days starting in Fall. Summer Reading begins for grades 6-8 and 9-12 on June 1, “One Book, One School”. Mr. Mazzaccaro asked about the policy of returning to school in person full days. Mr. Grau responded that there are no policies, the school follows the law.

**VII. Committee Reports**

Finance – Carmen Allora - Absent

Personnel - Charles Grau

They met and details are in the meeting minutes

Buildings & Grounds – Jane Hines

They met and reviewed a list of capital projects which they will prioritize at the next meeting. The architect signed off on the chiller project.

Patron Services/Technology - Robert Donohue

They met and discussed the survey. Mr. Tubbs said the schools have a link to the survey on their PTC platforms and on the school intranet. The surveillance camera vendor is preparing a quote for additional cameras to cover the parking lot. Greg Somjen, architect, did a walk through to get ideas to help with the interior re-design.

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

Catherine stated that an employee rescinded her resignation when her family situation changed. The chiller is working and the next step will be integration of the controls. The proposed architects fee for managing the controls project is about \$15,000 and he expects the project to cost from \$35,000 to \$50,000.

Glenn Goble from Library Interiors will send a quote for cutting down the tall stack shelves and for new furniture arrangements that follow the Strategic Plan.

We have a plaque and engraved Cross pen ready to send to Allan Kleiman. Mr. Mazzaccaro prefers visiting in person and presenting these gifts to Mr. Kleiman. Mr. Grau also likes that idea.

Ms. LaBelle spoke with Mr. Canning about the parking lot. He said that the Township engineer, Nick Marucci, could plan the work but the Library would have to pay for it.

Summer Reading plans are well underway. Mr. Mazzaccaro asked about a tent for outdoor activities. Ms. LaBelle will check out the options.

On June 19, we start summer reading sign ups. There will be a Meet and Greet Program with refreshments, raffle prizes and an opportunity to meet the Director and Assistant Director.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 14823 and 14882 dated April 1 to April 30, 2021 in the amount of \$87,022.31

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

Mr. Mazzaccaro yes; Mr. Tubbs yes; Mr. Donohue yes; Mr. Grau yes; Ms. Hines yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of April 2021 in the amount of \$49,932.47.

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

Mr. Mazzaccaro yes; Mr. Tubbs yes; Mr. Donohue yes; Mr. Grau yes; Ms. Hines yes; Motion Carried.

- C. Resolution to excuse Dianna Paradise, Linda Peskin, Carmen Allor and Mayor Cooney from the May 2021 Board Meeting.

*Motion made by Ms. Hines and seconded by Mr. Tubbs\*

Mr. Mazzaccaro yes; Mr. Tubbs yes; Mr. Donohue yes; Mr. Grau yes; Ms. Hines yes; Motion Carried.

X. **Public Comments** - None

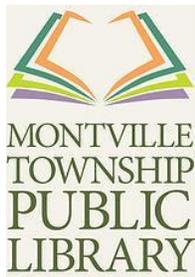
XI. **Old Business** - None

XII. **New Business** - None

XIII. **Executive Session** - None

XIV. **Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:25 pm.



## Montville Township Public Library

### Director's Report

June 11, 2021

Spring arrived at the Library in May, as we continued to relax pandemic restrictions and prepare for the future. In addition to lifting the mask requirement for vaccinated patrons and eliminating the health questionnaire, we also stopped quarantining returned items, eliminated all appointments, added more seating, and opened use of the Quiet Study room for individuals. On July 1, we will add hours in the evenings until 8pm, Monday to Thursday, so we can return to our regular in person program schedule in July.

Our library will be one of three Beta testers in the MAIN consortium for the Aspen Discovery layer that will overlay the existing online catalog later this year. Through the catalog, patrons will see all our available formats (physical books, streaming, ebooks, etc.) for each item grouped together. Patrons will then be able to check out all electronic items directly from the catalog without needing to go to the individual apps (Cloud Library, hoopla, etc.). It will also add a lot more features and customizations that patrons will like. I will provide updates about this exciting new addition in the coming months.

In related news, Walter Clark was asked by the MAIN Board of Directors to be the chairperson of the MAIN ILS (library catalog) committee. Congratulations to Walter for being selected for this position which will

increase our visibility and participation in MAIN and help as we fulfill our role as a Beta tester for the Aspen improvements to the catalog.

In May, we welcomed 31 new library users, including 21 new library cards issued through the Library's school registration initiative. This month, 4,163 visitors passed through our doors, a slight increase over last month. Our curbside pick-ups declined by another 40% from April. For now, we continue to offer curbside, as not only is it a good service during the pandemic but it also helps those with disabilities. The Circulation team processed 566 new items. We shipped 1263 items to member libraries and sent 24 Boxes to our resale and recycling partners Better World Books and Sustainable Shelves.

### Buildings and Grounds

Northeast Security Systems provided a proposal for installing additional exterior cameras in the parking lot and driveway which was sent to the Patron Services and Buildings & Grounds Committee for discussion.

The Buildings & Grounds committee agreed that out of the three larger scale projects we have discussed – new front doors, the concrete steps demolition and sidewalk repair, and the HVAC controls integration, the HVAC project is the priority. Professional oversight of the project is also paramount. Parette Somjen's proposal for oversight of this project is on the agenda for discussion and resolution at the June 14 meeting.

Fitzsimmons Irrigation completed the spring startup of the lawn sprinklers. The system was ready when the 90° temperatures arrived.

Engineered Security is coming to troubleshoot the fire alarm booster power supply panel. We received several calls from Central Station that there were problems with the unit. However, they did assure us that the unit restores after each alarm.

The Garden Club of Montville volunteers redecorated the magazine area window sill. There are lots of new plants as well as handmade decorations. Stop in and have a look.

The Garden Club donated \$50 to the Library to be used for a children's gardening project. They donate every year for this purpose.

Our teen Garden Club members planted flowers in the three big planters on the Horseneck Road side of the building.

### Finance

The NJ Division of Pensions and Benefits launched BenefitSolver, a website for local government employees to enroll in their health benefits and make plan changes. Paper applications will no longer be accepted once the rollout is complete. This should save time and provide employees with real time confirmation of their selections.

ADP completed implementation of the new In Touch biometric timeclock. Employees can see their scan times for the two-week payroll cycle. The time adjusts automatically. With the old hand punch, every few days we had to manually adjust the time.

### Marketing and Outreach:

We received 865 responses to the Library survey which ended on May 28. We had 225 more responses than in 2017, despite fewer people in the building. Our mailed surveys helped us increase responses from Montville Twp. residents without library cards to 10%. Feedback was very positive on the whole, as it has been throughout the pandemic. By far, the most requested improvement is outdoor seating which I am working on purchasing. We will create a more detailed community feedback report from the survey as part of the Strategic Plan process.

For our Library staff surveys and patron and staff focus groups, I discussed using the Library Crossroads consulting service with Patron Services. I

have a 2<sup>nd</sup> quote from Library Development Solutions for significantly more money. The proposal I sent to the Board is on the agenda for resolution. Library Crossroads will provide us with a report on patron feedback that includes our survey and focus group results.

Molly has taken over coordinating the library newsletters and made some improvements to the design to make them more focused. This month we sent out 16 newsletters. Our most popular was the email about Heritage Quest, our genealogy database, followed by the second Library survey. Risa continues to create lively and ever-changing displays which are tied to our newsletter and program topics.

### Patron Services:

This month Library Montville “U” attendees were treated to a program about the lives and music of Simon and Garfunkel by professor Vincent Bruno. Prof. Bruno gave us a look behind the scenes of the iconic duo - explaining the creative basis for many of their hit songs. Montville U offerings also included a lecture about Eleanor Roosevelt, and a special program for Memorial Day entitled “Red, White & Blue: George M. Cohan, Ethel Merman and Bob Hope” by singer/pianist/lecturer Fred Miller

Weekly Yoga remains a very popular weekly offering. The Chair Yoga classes will return to the Pio Costa Auditorium this summer.

Once again, available slots for the adult craft classes filled soon after they were posted. Participants in the Evening Adult Craft Class painted a ceramic hanging planter. One of the planters made by our patrons is pictured below.



This month 50 kids were treated to a special zoom visit with author Dan Gutman who is a celebrity in the library. During the pandemic, the kids read 13 books from his “My Weird School” series. Dan opened up the visit with jokes and conversation, read a chapter from an upcoming story, and then answered the kids’ questions about where he gets his crazy ideas and plotlines and how long he’ll keep writing the series. Both the staff and the kids really enjoyed meeting this funny, kind, and prolific author.

Our regularly scheduled children’s programs focused on crafts and activities for spring and summer weather. Amy led 25 Messy Munchkins in making windchimes out of beads & bells. May was the perfect month for 30 kids to take home Grab and Go kits with all the materials to make a kite to fly in the spring wind. Eighteen teens and kids logged onto Zoom to make their own scented candles, with all the needed supplies. They learned how to add the wick, melt the wax, add fragrance & watch it solidify. In the ever-popular family “Cooking with Chef T,” 16 participants made Calgary Nanamo Bars. In Art Explorers, 18 young artists learned about the Russian artist Kandinsky, and recreated his circle paintings on a clear frame with translucent beads. Risa’s Mother’s Day Storytime for 24 kids included stories about moms and a card and flower craft. The younger children also made a card for Mother’s Day and sang and read stories in Babies and Toddlers Too. Craft bags were provided with supplies.

This month we had two cultural heritage story times led by members of the Circulation staff. Library Assistant Nilufer Sozusen presented, along with Risa, a special Storytime celebrating the culture and history of Turkey, her native country. Nilufer did a wonderful job of teaching the children about where Turkey is located, a little history, popular pastimes, words in Turkish, and a game and craft. Angie Joo helped the kids celebrate Asian Pacific Heritage month with stories in Korean and English and made a beautiful paper bag kite with the Korean flag symbol on the kite. Many thanks to Nilufer and Angie for planning and putting on these fun and unique events.

We're getting energized for Summer Reading in June! Amy decorated the children's area in an animal theme for Tails and Tales. We sent a video shot by Amy and Michael and PR to the elementary school Media Specialists for release to the kids. We also advertised in the Montville Messenger which went out this week. On June 19, we will have a special Summer Reading sign up event outside the library with light refreshments. I will be there along with Molly, and other members of the staff, to meet patrons and answer questions.

Michael, Risa, and Angie kept the teens busy with a slate of fun programs in May. YA author and comedian Suzanne Park joined 9 of our teens for a virtual visit and discussion of her 2020 book. We held this program in partnership with the MAIN MAYS committee. The Krypton Warriors Club presented three sessions on robotics – an introduction to STEM, coding, and competitive robotics. Angie Joo prepared Candy Lei Grab and Go craft bags in celebration of Asian Pacific Heritage Month and at the suggestion of the TAB, created a Pom Pom Cactus Plant Grab and Go. Another popular offering was a video created by Elvin, one of our teens, on how to make a chocolate lava cake.

Michael also worked with TAB member Kaitlyn Lee to create the first edition of the Montville Youth Art Magazine. This cute and creative magazine with submissions from teens and kids is displayed in the front of the building.

Glenn Goble from Library Interiors provided a plan with costs for revamping the adult stacks, furniture, and CD area which was discussed in Patron Services. We have the money budgeted to make counter, furniture, and seating improvements. We are still determining the best configuration for improving sight lines and open space in the stacks. Parette Somjen also provided a proposal for retaining their services for a redesign.

## Personnel

Molly and I conducted 4 interviews for the YA position and narrowed it down to two, but one of our top candidates was not interested in relocating to the area and the other didn't want to be the only teen librarian on staff. We have reposted the ad, including tri-state area library schools this time, to find a candidate who fits best with our staff and community.

## Staff Training/ Development

Risa and Amy attended the School Library Journal Day of Dialog on May 19 where publishers and authors share news about upcoming children's books and trends in publishing.

Amy, Pam, Molly, Michael and I attended a training session with our representatives from Library IQ, our Collection Development software.

Jeanne attended a webinar on "Purchasing Service Credit for PERS," the pension system.

Walter attended a webinar on "Physical Donations at the Internet Archive."

I attended the Virtual NJLA Annual Conference on June 3 & 4 which included sessions on "Policies Every Library Needs," "Library of Things collections," "Access for the Disabled," "PR Boot Camp," and more.

## Technology

Adult Tech Classes included Intro to Google Drive, Get More out of Gmail, and Protecting Your Online Identity. Michael offered evening and daytime sessions of "Protecting Your Online Identity". Class feedback was very positive and the program will be repeated in the fall.

## Meetings

May 6 – MAIN Digitech – Michael

May 6 – Library Journal Day of Dialog – Catherine

May 15 - Circulation Dept. Meeting – Walter, Catherine, Molly, & Circ team

May 18 - MAIN Circ Committee - Walter, Nilufer, Sue, Julia, Tracy, Jo

May 19 - MAIN ILS Committee - Walter

May 21 – MAIN Directors Meeting – Catherine

May 21 – MAYS – Risa

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 16 – Patron Services Committee

June 22 – Buildings & Grounds and Personnel Committees

June 18 – MAIN Directors Meeting - Catherine

Respectfully submitted,

Catherine LaBelle

Director

Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 05/31/21

2021

2020

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	188,484.26	108,519.72
01-100-03	Lakeland - Payroll Account	7,178.67	33,435.88
01-100-04	Lakeland CD Accounts	251,000.00	266,741.17
01-100-08	Lakeland - Capital Reserve	180,305.74	280,229.08
01-100-10	Lakeland - Restricted Donations	29,438.94	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>1,313,591.43</u>	<u>1,374,001.37</u>

Liabilities & Fund Balance

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	0.00	2,489.94
01-212-00	PERS 414/CINS withholding	12,779.08	20,705.32
01-218-00	Reserve for Encumbrances	50,606.40	115,165.20
01-400-01	Appropriation Reserve	938.73	1,044.46
	Total Liabilities	<u>180,205.21</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	708,930.01	0.00
Less Expenses	<u>694,259.24</u>	<u>0.00</u>
Net	<u>14,670.77</u>	<u>0.00</u>
Total Fund Balance	<u>1,133,386.22</u>	<u>1,118,715.45</u>
Total Liabilities & Fund Balance	<u>1,313,591.43</u>	<u>1,374,001.37</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14883 to 14951  
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
14883	05/31/21	AMYRE005 Amy Resnikoff	113.49		66
14884	05/31/21	ARGEN005 Argent Contracting Co., Inc.	102.14		66
14885	05/31/21	ARTKI005 Art Kids Rule	175.00		66
14886	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14887	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14888	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14889	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14890	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14891	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14892	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14893	05/31/21	BAKER005 Baker & Taylor	0.00	05/31/21 VOID	0
14894	05/31/21	BAKER005 Baker & Taylor	6,941.40		66
14895	05/31/21	BARNE005 Barnes & Noble, Inc.	170.76		66
14896	05/31/21	BDAY PAR BDay Parties LLC	49.70		66
14897	05/31/21	BERNADIN Bernadine Ferrari	795.00		66
14898	05/31/21	BIBLIOTH Bibliotheca, LLC	457.25		66
14899	05/31/21	CAVEN005 Cavendish Square	195.54		66
14900	05/31/21	CONDURSO Condursos Garden Center	102.00		66
14901	05/31/21	DEMCO005 Demco, Inc.	221.88		66
14902	05/31/21	DIREC005 Direct Energy Business	393.03		66
14903	05/31/21	DUNKIN Dunkin' Donuts	80.00		66
14904	05/31/21	EXCELO05 Excellent Building Services	2,516.72		66
14905	05/31/21	FITZS005 Fitzsimmons Irrigation & Light	326.71		66
14906	05/31/21	FLOTE005 FLO-TECH	46.03		66
14907	05/31/21	GREGO005 Gregory J. Della Pia	916.66		66
14908	05/31/21	HITEC005 HiTech Computer Services LLC	352.00		66
14909	05/31/21	IFPTE005 IFPTE	109.24		66
14910	05/31/21	INTRE005 Intrepid Sea, Air & Space Muse	500.00		66
14911	05/31/21	JEANNO05 Jeanne Ivy	40.52		66
14912	05/31/21	JERSE005 Jersey Central Power & Light	4,188.56		66
14913	05/31/21	JOYCE MA Joyce Mandel	75.00		66
14914	05/31/21	JOYCE MA Joyce Mandel	75.00		66
14915	05/31/21	JOYCE MA Joyce Mandel	75.00		66
14916	05/31/21	JOYCE MA Joyce Mandel	75.00		66
14917	05/31/21	KANOPY Kanopy, Inc.	187.00		66
14918	05/31/21	KEVIN005 Kevin Woyce	100.00		66
14919	05/31/21	MAINI005 M.A.I.N., Inc.	500.00		66
14920	05/31/21	MAINI005 M.A.I.N., Inc.	175.00		66
14921	05/31/21	MAINI005 M.A.I.N., Inc.	13,131.17		66
14922	05/31/21	MARIANNE Marianne Ciffer	210.00		66
14923	05/31/21	MICHAEL Michael A. Cerone, Jr., Esq.	100.00		66
14924	05/31/21	MIDWE005 Midwest Tape	0.00	05/31/21 VOID	0
14925	05/31/21	MIDWE005 Midwest Tape	1,306.79		66
14926	05/31/21	MORR0020 Morris Museum	125.00		66
14927	05/31/21	MOUNTAIN Mountainside Stables	100.00		66
14928	05/31/21	NEWAR005 The Newark Museum of Art	100.00		66
14929	05/31/21	NJNAT005 NJ Natural Gas Co.	748.33		66
14930	05/31/21	OPTIMO05 Optimum	369.88		66
14931	05/31/21	ORIEN005 Oriental Trading Company, Inc.	148.62		66
14932	05/31/21	PAULC005 Paul Cirillo	210.00		66
14933	05/31/21	REBECCA Rebecca Manci	50.00		66

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14934	05/31/21	REBECCA Rebecca Manci	50.00		66
14935	05/31/21	REBECCA Rebecca Manci	50.00		66
14936	05/31/21	REBECCA Rebecca Manci	50.00		66
14937	05/31/21	SOMERSET Somerset County Park Comm	35.00		66
14938	05/31/21	STAPL005 Staples Advantage	0.00	05/31/21 VOID	0
14939	05/31/21	STAPL005 Staples Advantage	736.59		66
14940	05/31/21	SUNRI005 Sunrise ShopRite	62.89		66
14941	05/31/21	SYNCB005 SYNCR/AMAZON	419.68		66
14942	05/31/21	TECHN005 Technology Integrators	115.00		66
14943	05/31/21	TECHN005 Technology Integrators	115.00		66
14944	05/31/21	TOWNS005 Township of Montville	7,584.26		66
14945	05/31/21	TOWNS005 Township of Montville	8,566.28		66
14946	05/31/21	TUSCANY Tuscany Villa Ristorante	150.00		66
14947	05/31/21	ULINE Uline	199.54		66
14948	05/31/21	UNITE005 UPS	53.52		66
14949	05/31/21	VERI0010 VERIZON	501.47		66
14950	05/31/21	VERI0015 Verizon	50.93		66
14951	05/31/21	VINCENT Vincent Bruno	200.00		66

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	59	10	55,595.58	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	59	10	55,595.58	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	1,599.98	0.00	0.00	1,599.98
CAPITAL BUDGET	0-02	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>
	Year Total:	2,099.98	0.00	0.00	2,099.98
	1-01	49,682.55	0.00	3,746.05	53,428.60
CAPITAL BUDGET	1-02	<u>67.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67.00</u>
	Year Total:	49,749.55	0.00	3,746.05	53,495.60
	Total of All Funds:	<u>51,849.53</u>	<u>0.00</u>	<u>3,746.05</u>	<u>55,595.58</u>

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

Revenue Account Range: 1- - - to 1- - -  
Budget Account Range: 1- - - to 1- - -  
Print Zero YTD Activity: No

Include Non-Anticipated: Yes  
Include Non-Budget: No

Year To Date As Of: 05/31/21  
Current Period: 05/01/21 to 05/31/21  
Prior Year: 05/01/20 to 05/31/20

<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	\$75.90	\$7,500.00	\$235.75	\$461.20	-\$7,038.80	6%
1-01-401-03	Copier Income	\$0.00	\$700.00	\$31.16	\$93.96	-\$606.04	13%
1-01-401-05	Computer Print Outs Income	\$0.00	\$1,800.00	\$66.35	\$300.23	-\$1,499.77	17%
1-01-401-07	Township Income	\$137,841.92	\$1,676,900.00	\$139,739.75	\$698,698.75	-\$978,201.25	42%
1-01-401-08	Donations Income	\$0.00	\$0.00	\$5.00	\$13.46	\$13.46	0%
1-01-401-09	Lost Items	\$28.00	\$1,000.00	\$13.00	\$349.05	-\$650.95	35%
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	\$1,637.34	\$1,637.34	\$1,237.34	409%
1-01-401-15	Interest Income	\$31.91	\$4,500.00	\$36.88	\$4,246.90	-\$253.10	94%
1-01-401-16	Lost Cards	\$2.00	\$300.00	\$4.00	\$4.00	-\$296.00	1%
1-01-401-18	Disks/Faxes	\$0.00	\$400.00	\$3.00	\$3.00	-\$397.00	1%
	<b>Program 401 Total</b>	<b>\$137,979.73</b>	<b>\$1,703,000.00</b>	<b>\$141,772.23</b>	<b>\$705,807.89</b>	<b>-\$997,192.11</b>	<b>41%</b>
1-01-402-30	Restricted Contributions	\$30.00	\$7,500.00	\$199.84	\$2,322.12	-\$5,177.88	31%
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%
	<b>Program 402 Total</b>	<b>\$30.00</b>	<b>\$10,300.00</b>	<b>\$199.84</b>	<b>\$3,122.12</b>	<b>-\$7,177.88</b>	<b>30%</b>
	<b>Revenue Total</b>	<b>\$138,009.73</b>	<b>\$1,713,300.00</b>	<b>\$141,972.07</b>	<b>\$708,930.01</b>	<b>-\$1,004,369.99</b>	<b>41%</b>

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-01-601-000	B-1 - COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-601-010	Salaries & Wages Expense	\$49,126.12	\$790,900.00	\$51,035.50	\$285,778.65	\$0.00	\$505,121.35	36%
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	\$3,909.83	\$64,500.00	\$4,143.98	\$23,267.80	\$0.00	\$41,232.20	36%
1-01-601-110	Health Benefits Expense	\$6,483.74	\$113,300.00	\$14,470.75	\$49,112.20	\$0.00	\$64,187.80	43%

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

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Budget</i>	<i>YTD Budget</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
1-01-601-120	PERS Expense	\$75,645.00	\$96,800.00	\$0.00	\$92,206.00	\$0.00	\$4,594.00	95%
1-01-601-130	DCRP Expense	\$701.82	\$3,200.00	\$0.00	\$1,037.21	\$0.00	\$2,162.79	32%
	<b>Program 601 Total</b>	<b>\$135,866.51</b>	<b>\$1,068,700.00</b>	<b>\$69,650.23</b>	<b>\$451,401.86</b>	<b>\$0.00</b>	<b>\$617,298.14</b>	<b>42%</b>
1-01-602-000	B-2 - COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-602-010	Collection Development Software	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-01-602-020	Adult Books	\$1,487.59	\$27,000.00	\$3,502.37	\$12,678.50	\$3,436.90	\$10,884.60	60%
1-01-602-030	Adult BOCD	\$616.63	\$2,500.00	\$480.26	\$1,095.64	\$0.00	\$1,404.36	44%
1-01-602-040	Adult DVD	\$319.59	\$11,000.00	\$317.45	\$1,868.97	\$437.88	\$8,693.15	21%
1-01-602-050	Adult eBooks	\$158.00	\$6,000.00	\$550.05	\$2,147.43	\$385.00	\$3,467.57	42%
1-01-602-060	Adult eAudio	\$91.00	\$6,000.00	\$74.26	\$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	\$639.88	\$11,000.00	\$0.00	\$3,230.34	\$0.00	\$7,769.66	29%
1-01-602-110	Games	\$0.00	\$7,000.00	\$0.00	\$1,756.01	\$0.00	\$5,243.99	25%
1-01-602-120	J Books	\$1,148.94	\$25,000.00	\$2,193.46	\$8,230.26	\$3,183.23	\$13,586.51	46%
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	\$249.86	\$2,000.00	\$174.15	\$433.75	\$135.44	\$1,430.81	28%
1-01-602-150	J eBooks	\$316.00	\$1,000.00	\$33.35	\$1,205.69	\$0.00	-\$205.69	121%
1-01-602-160	J eAudio	\$182.00	\$1,000.00	\$12.38	\$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	\$129.99	\$7,500.00	\$469.92	\$2,043.99	\$797.48	\$4,658.53	38%
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	\$52.00	\$1,000.00	\$100.04	\$624.57	\$0.00	\$375.43	62%
1-01-602-220	Young Adults eAudio	\$30.00	\$1,000.00	\$37.13	\$398.87	\$0.00	\$601.13	40%
1-01-602-230	Streaming	\$365.00	\$9,500.00	\$844.21	\$4,097.27	\$0.00	\$5,402.73	43%
1-01-602-240	On Line Software	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>Program 602 Total</b>	<b>\$6,786.48</b>	<b>\$126,500.00</b>	<b>\$8,789.03</b>	<b>\$41,227.79</b>	<b>\$8,375.93</b>	<b>\$76,896.28</b>	<b>39%</b>
1-01-603-000	B3 - PROGRAMS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-603-230	Program - Adult	-\$900.00	\$13,000.00	\$773.75	\$6,373.01	\$950.00	\$5,676.99	56%
1-01-603-240	Program - Children	\$50.00	\$4,500.00	\$213.86	\$1,857.26	\$45.00	\$2,597.74	42%

**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	\$720.00	\$5,000.00	\$714.42	\$1,545.94	\$735.00	\$2,719.06	46%
1-01-603-260	Museum Passes	\$0.00	\$2,000.00	\$725.00	\$1,475.00	\$0.00	\$525.00	74%
1-01-603-270	Programs YA	\$0.00	\$2,000.00	\$137.98	\$351.08	\$12.00	\$1,636.92	18%
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	\$230.00	\$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%
	<b>Program 603 Total</b>	<b>-\$130.00</b>	<b>\$40,000.00</b>	<b>\$2,795.01</b>	<b>\$15,185.43</b>	<b>\$1,742.00</b>	<b>\$23,072.57</b>	<b>42%</b>
1-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-604-010	Business Office/Library/Print	\$14.59	\$11,500.00	\$1,086.70	\$5,274.65	\$63.74	\$6,161.61	46%
1-01-604-070	Postage - Supplies	\$0.00	\$1,000.00	\$200.00	\$621.90	\$0.00	\$378.10	62%
1-01-604-080	Freight-Shipp (Non-Collection)	\$167.48	\$1,500.00	\$53.52	\$328.06	\$0.00	\$1,171.94	22%
	<b>Program 604 Total</b>	<b>\$182.07</b>	<b>\$14,000.00</b>	<b>\$1,340.22</b>	<b>\$6,224.61</b>	<b>\$63.74</b>	<b>\$7,711.65</b>	<b>45%</b>
1-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-605-040	PR - Mailing	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	100%
1-01-605-060	PR - Materials	\$0.00	\$1,000.00	\$33.96	\$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%
	<b>Program 605 Total</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$1,033.96</b>	<b>\$1,723.29</b>	<b>\$0.00</b>	<b>\$1,276.71</b>	<b>57%</b>
1-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-606-010	Staff Development	\$0.00	\$3,600.00	\$0.00	\$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%
	<b>Program 606 Total</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$857.94</b>	<b>\$0.00</b>	<b>\$7,142.06</b>	<b>11%</b>
1-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-607-010	Utilities - Electric	\$4,435.38	\$57,500.00	\$4,188.56	\$17,727.35	\$0.00	\$39,772.65	31%
1-01-607-030	Utilities - Gas	\$1,170.13	\$15,000.00	\$1,141.36	\$9,625.69	\$0.00	\$5,374.31	64%
1-01-607-040	Utilities - Telephone	\$46.85	\$6,000.00	\$552.40	\$2,756.67	\$0.00	\$3,243.33	46%

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

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Budget</i>	<i>YTD Budget</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
1-01-607-050	Internet Provider	\$184.94	\$2,500.00	\$369.88	\$924.70	\$0.00	\$1,575.30	37%
	<b>Program 607 Total</b>	<b>\$5,837.30</b>	<b>\$81,000.00</b>	<b>\$6,252.20</b>	<b>\$31,034.41</b>	<b>\$0.00</b>	<b>\$49,965.59</b>	<b>38%</b>
1-01-608-000	B-8 - PHYSICAL PLANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-608-010	Plant - Repairs, Bldgs,Grounds	\$475.00	\$21,600.00	\$102.14	\$19,101.63	\$0.00	\$2,498.37	88%
1-01-608-030	Plant - Cleaning/Maintenance	\$2,899.00	\$34,400.00	\$2,574.71	\$17,119.21	\$0.00	\$17,280.79	50%
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	\$0.00	\$3,000.00	\$326.71	\$776.71	\$0.00	\$2,223.29	26%
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%
	<b>Program 608 Total</b>	<b>\$3,514.00</b>	<b>\$108,600.00</b>	<b>\$3,003.56</b>	<b>\$37,717.55</b>	<b>\$1,410.00</b>	<b>\$69,472.45</b>	<b>36%</b>
1-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-609-030	EM RFID Equipment	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
1-01-609-050	EM - Copiers	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
1-01-609-070	Computer Software	\$0.00	\$2,000.00	\$175.00	\$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%
	<b>Program 609 Total</b>	<b>\$0.00</b>	<b>\$23,100.00</b>	<b>\$175.00</b>	<b>\$515.08</b>	<b>\$0.00</b>	<b>\$22,584.92</b>	<b>2%</b>
1-01-610-000	B-10 - EXPENSED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-610-010	Color Copy Usage	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
1-01-610-020	Copier Usage B&W	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%

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

<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>
	<b>Program 610 Total</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>0%</b>
1-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-611-010	Audit	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$916.66	\$4,583.30	\$0.00	\$6,416.70	42%
1-01-611-030	MAIN Assessment	\$13,131.17	\$53,000.00	\$13,131.17	\$39,393.41	\$0.00	\$13,606.59	74%
1-01-611-070	Computer Support & Service	\$0.00	\$6,500.00	\$285.00	\$1,313.27	\$0.00	\$5,186.73	20%
1-01-611-100	Web Site Maintenace	\$14.00	\$500.00	\$0.00	\$14.00	\$0.00	\$486.00	3%
1-01-611-150	Legal	\$0.00	\$2,500.00	\$100.00	\$150.00	\$0.00	\$2,350.00	6%
1-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00	33%
1-01-611-260	Payroll Service Fee	\$607.47	\$8,000.00	\$617.06	\$3,415.79	\$0.00	\$4,584.21	43%
1-01-611-320	Other Professional Services	\$0.00	\$800.00	\$0.00	\$57.90	\$0.00	\$742.10	7%
1-01-611-340	QPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>Program 611 Total</b>	<b>\$14,919.30</b>	<b>\$90,300.00</b>	<b>\$15,049.89</b>	<b>\$49,927.67</b>	<b>\$0.00</b>	<b>\$40,372.33</b>	<b>55%</b>
1-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-612-010	Township In-Kind Services	\$0.00	\$50,400.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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%
	<b>Program 612 Total</b>	<b>\$0.00</b>	<b>\$92,200.00</b>	<b>\$0.00</b>	<b>\$37,516.43</b>	<b>\$0.00</b>	<b>\$54,683.57</b>	<b>41%</b>
1-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-01-613-017	Founding Era Grant	\$900.00	\$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%
	<b>Program 613 Total</b>	<b>\$900.00</b>	<b>\$2,700.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$1,900.00</b>	<b>30%</b>
	<b>Budget Total</b>	<b>\$167,875.66</b>	<b>\$1,663,600.00</b>	<b>\$108,089.10</b>	<b>\$674,132.06</b>	<b>\$11,591.67</b>	<b>\$977,876.27</b>	<b>41%</b>

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

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>01</b>			<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
	<b>Revenue:</b>	\$138,009.73	\$141,972.07	\$708,930.01				
	<b>Expended:</b>	\$167,875.66	\$108,089.10	\$674,132.06				
	<b>Net Income:</b>	-\$29,865.93	\$33,882.97	\$34,797.95				

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
1-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-802-020	Display Shelving	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
1-02-802-030	New Soft Seating	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%
1-02-802-185	Tables - Pio Costa	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
1-02-802-195	Tables - Adult Section	\$0.00	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	0%
	<b>Program 802 Total</b>	<b>\$0.00</b>	<b>\$17,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,800.00</b>	<b>0%</b>
1-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-803-170	Landscaping	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
1-02-803-210	Chiller	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-803-270	Security Cameras - Auditorium	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
	<b>Program 803 Total</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>0%</b>
1-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-804-010	Computer Equipment	\$0.00	\$12,800.00	\$0.00	\$675.05	\$59.21	\$12,065.74	6%
1-02-804-015	Computer Related Equipment	\$0.00	\$5,100.00	\$67.00	\$309.32	\$0.00	\$4,790.68	6%
	<b>Program 804 Total</b>	<b>\$0.00</b>	<b>\$17,900.00</b>	<b>\$67.00</b>	<b>\$984.37</b>	<b>\$59.21</b>	<b>\$16,856.42</b>	<b>6%</b>
1-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
1-02-805-030	Capital Contingency	\$0.00	\$9,500.00	\$0.00	\$0.00	\$7,343.62	\$2,156.38	77%
	<b>Program 805 Total</b>	<b>\$0.00</b>	<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,343.62</b>	<b>\$2,156.38</b>	<b>77%</b>
	<b>CAPITAL BUDGET Budget Total</b>	<b>\$0.00</b>	<b>\$49,700.00</b>	<b>\$67.00</b>	<b>\$984.37</b>	<b>\$7,402.83</b>	<b>\$41,312.80</b>	<b>17%</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>
02	CAPITAL BUDGET		<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
	Revenue:		\$0.00	\$0.00	\$0.00			
	Expended:		\$0.00	\$67.00	\$984.37			
	Net Income:		\$0.00	-\$67.00	-\$984.37			

**Grand Totals**

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$138,009.73	\$141,972.07	\$708,930.01
Expended:	\$167,875.66	\$108,156.10	\$694,110.93
Net Income:	-\$29,865.93	\$33,815.97	\$14,819.08

MONTVILLE TOWNSHIP PUBLIC LIBRARY MAY 2021 PROGRAM ATTENDANCE

June 14, 2021 Board Meeting

**COVID 19 - VIRTUAL PROGRAMS**

LIBRARY SPONSORED PROGRAMS	May 2021	May 2020
<b>Children - Staff Programs</b>		
Story Times w/ craft and snack bag	132	
Messy Munchkins	25	
Candlemaking	18	
Art Explorers	18	
Book Club w/ snack bag	20	
Babies & Toddlers w/ craft and snack bag	11	
Grab and Go Craft	30	
Games - Bingo & Legos	48	
ABC Pre-School Outreach	16	
<b>Children - Staff Programs Total</b>	<b>318</b>	<b>1,788</b> *
<b>Children - Paid Presenters</b>		
Dan Gutman virtual interactive visit	50	
Cooking with Chef Theresa	16	
<b>Children - Paid Presenters Total</b>	<b>66</b>	<b>0</b>
<b>Total All Children's Programs</b>	<b>384</b>	<b>1,788</b>
<b>Young Adults - Staff Programs</b>		
Garden Club - planted flower pots	6	
Ramadan - video views & craft bags	108	
TAB Meeting	27	
Robotics Class	24	
<b>Young Adult - Staff Programs Total</b>	<b>165</b>	<b>48</b>
<b>Young Adult - Paid Presenters</b>		
<b>Young Adult - Paid Presenters Total</b>	<b>0</b>	<b>0</b>
<b>Total All Young Adult Programs</b>	<b>165</b>	<b>48</b>
<b>Adult - Staff Programs</b>		
Book Club	16	
Knitting	21	
Afternoon Craft with Amy	15	
<b>Adult Staff Programs Total</b>	<b>52</b>	<b>442</b>
<b>Adult - Paid Presenters</b>		
Chair Yoga	64	
Montville "U" Lecture Series	179	
Technology Class	42	
Craft Class	17	
<b>Adult - Paid Presenters Total</b>	<b>302</b>	<b>41</b>
<b>Total All Adult Programs</b>	<b>354</b>	<b>483</b>
<b>Library Sponsored Total</b>	<b>903</b>	<b>2,319</b>
<b>OUTSIDE GROUPS</b>		
<b>Outside Groups Total</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>903</b>	<b>2,319</b>

May Book Displays
Children's Book Week - 5/3 - 5/9 - Kids
May the 4th Be With You (Star Wars) - Adults, Young Adults, Kids
Mother's Day - Kids
Happy Spring - Kids
Cinco De Mayo - Kids
Asian American Pacific Heritage Month - Adults, Young Adults, Kids
Teacher Appreciation Week - May 3 - May 7th - Kids
Celebrate Turkish Culture - Adults, Kids
Mental Health Awareness Month - Adults, Young Adults, Kids
Older American Month - Adults
Turtle Awareness Day - Kids
Jewish American Heritage Month - Adults, Young Adults, Kids
Memorial Day - Adults, Young Adults, Kids
Memoriam - Eric Carle - Kids
Memoriam - Lois Ehlert - Kids
Memorial Day - Adults, Young Adults, Kids

\* May 2020 totals include You Tube views.  
 We no longer count You Tube views.  
 We only count attendance at virtual real time events.