

Montville Township Public Library
Board of Trustees Meeting
December 14, 2020
Montville Township Public Library
Meeting held on GotoMeeting
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

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 7:04p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library’s website and at the Library’s Information Desk once they have been officially approved.

III. Adoption of Minutes

A. *Ms. Peskin made a motion to approve the November 9, 2020, Regular Session minutes, seconded by Mrs. Hines*

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

B. *Ms. Peskin made a motion to approve the December 2, 2020, Special Session minutes, seconded by Mrs. Paradise*

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

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that the nominating committee will be announced this evening. He has not been able to meet regarding the bylaws as of yet.

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 92%. Year to date revenue is on target at 90% of annual budget. Year to date operating expenditures, plus encumbrances are at 82% of annual budget. Included in expenditures is year to date salaries which is at \$628,105.00 of the total annual budget. The year to date capital expenditures are 104% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$119,324.00 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 Lazar and the High school will operate virtually 5 days per week until January 19th. He’s been working with the Library staff to coordinate zoom meetings with the classrooms.

VII. Committee Reports

Finance: Mr. Allora stated there are no concerns regarding the financials. They will report back to the board regarding allocation of funds for new doors and windows.

Personnel: Mr. Grau stated they discussed salary increases for the non-union personnel.

Buildings & Grounds: Mrs. Hines stated that Whitman Engineering is coming out this week for an inspections. Most items have been completed. Doherty has been out three times at this point. One of the walls needs repair and Hughes has some questions for Doherty and Whitman. The concrete needs to be repaired and estimates have been received from the engineer. The Township will not assist with the demolition.

Patron Services/Technology: Mr. Donohue stated that they will discuss the Memory Lab at a future date. There has been an increase in the number of children utilizing the Library.

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

Allan stated the programs are still being well attended. Chair Yoga is a very popular program. There is more curbside pick-up than there are visitors inside the Library. There have been no cases of COVID amongst the staff. He will talk to Edmunds about coming out to do a presentation. Mr. Mazzaccaro stated that security is the main concern.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14514 and 14585 dated November 1 to November 30, 2020 in the amount of \$52,128.74

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

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

- B. Resolution to accept staff salaries for the month of November 2020 in the amount of \$52,582.19

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

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

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

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

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

- D. Resolution to transfer \$25,000 from the operating budget to the capital reserve checking account for teen area furnishings.

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

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

- E. Resolution to transfer \$25,000 from the operating budget to the capital reserve checking account for children's area furnishing.

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

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

- F. Resolution to transfer \$50,000 from the operating budget to the capital reserve checking account for roof replacement.

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

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

- G. Resolution to transfer \$50,000 from the operating budget to the capital reserve checking account for HVAC controls integration.

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

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

- H. Resolution to transfer \$30,000 from the operating budget to the capital reserve checking account for concrete/walkway repairs.

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

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

- I. Resolution to approve the 2021 Operating and Capital Budgets.

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

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

- J. Resolution to approve changing the status of Amy Resnikoff, Library Associate, from part time to full time, effective January 1, 2021.

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

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

- K. Resolution to approve a leave a absence for Karen Rotter from January 1, 2021 to June 30, 2021.

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

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

L. Resolution to extend the Library’s Strategic Plan to December 2021.

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

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

M. Resolution to extend the Library’s Technology Plan to December 2021.

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

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

X. Old Business

None

XI. New Business

1. Mr. Allora made motion to open a CD for \$100,000.00. \$80,000 will stay in operating for doors and concrete work. He would like to look at rates for a 6 month CD. Seconded by Mr. Grau.

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

2. Edmunds Cloud Presentation – Allan will arrange for a presentation.

3. Nominating Committee – Mr. Grau, Chairman, Mr. Allora and Mrs. Paradise

XII. Executive Session

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

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

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personell

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

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

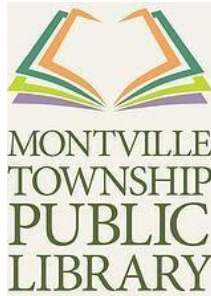
At 7:59 p.m. Mr. Grau made a motion, seconded by Ms. Peskin that the Library Board adjourn to executive Session. Vote: All in favor

XIII. Open Session

Motion made by Mr. Grau to reconvene to Open Session at 8:25p.m, seconded by Mrs. Hines. All in favor

XIV. Adjournment

Motion to adjourn was made by Ms. Peskin seconded by Mr. Grau; meeting was adjourned at 8:34pm.



Montville Township Public Library Director's Report

January 11, 2021

The vaccines are coming!

The Director attended a webinar on Friday, January 8th, sponsored by the Governor's Office. The webinar provided information on the vaccination rollout across the state and how Libraries and other providers can be resources for up-to-date and accurate information for the general public. The Governor's Office has provided those that attended links to the resources currently available. There will be another webinar on Monday, January 11th, specifically for the Library community organized by the New Jersey Library Association.

The primary resource for information:

<https://covid19.nj.gov/pages/vaccine>

The direct link to the state registration page:

<https://covidvaccine.nj.gov/>

The comprehensive list of current vaccine sites can be found at:

<https://covid19.nj.gov/pages/healthcare-worker-covid-19-vaccine-locations>

The NJ Department of Health has vaccine page, including the state's submitted vaccination plan: https://www.nj.gov/health/cd/topics/covid2019_vaccination.shtml

And finally, to subscribe to the e-newsletter, VAX Matters, please use this link:

<https://www.state.nj.us/health/cd/topics/vmsignup.shtml>

The Township was here last week to review and approve the installation of the Chillers, etc. They have been approved. Now, we are waiting for Whitman Engineering to sign-off on the project. Our question remains how will the system be tested with 30-degree weather outside? We will have to discuss that with Whitman before we can release any bonds and the final payment.

The entire staff sends their thanks and appreciation to the Trustees for the delicious catered Holiday Luncheon on Friday, December 11. Theresa from Jeremiah's never fails to please and this luncheon was the best so far.

In September, we welcomed 36 new library users. The Circulation team processed 457 new items. Also, this month, we shipped out 1248 items to member libraries and sent 5 boxes to Better World Books.

This past year our staff has shown their resiliency and agility through all the adjustments that they made in 2020. In the face of these challenges, we grew to understand and embrace the uniqueness of the rapid changes to service demands and how the Library reaches and interacts with its residents.

There are some Top Accomplishments for 2020 that we are most proud of:

Programming: As soon as the library closed on March 16, the staff began planning for how to take programs and services on-line. They came up with creative ideas and learned new skills to make this happen beginning in April, much faster than most other MAIN libraries. We have had so much positive feedback from the community on our online programs, videos, and discussions. I am proud of their ability to adapt with such great results. We also began our own You Tube channel extending our programming capabilities.

The Grab and Go bags are a huge success and it takes the whole staff hours to conceive and put together each week.

Jeff did a great job in creating a curriculum and methodology for taking ELL classes online. Our popular instructor Julie resigned after many years and those were big shoes to fill.

Curbside Pick-up and In Library appointments: The staff worked together and quickly learned the new system for providing service during the pandemic. Despite reduced hours and patronage, it is a lot of work to juggle all these service points at the front desk and still give service with a smile and they do a great job.

PR/Marketing: Our daily newsletters and Facebook presence have helped fill the gaps in service during the pandemic. The staff have worked hard to brainstorm ideas, schedule and create newsletters for the patrons to enjoy. We have received a lot of positive patron feedback about these. In the last quarter of 2020, Michael has taken over the Facebook feed and expanded our social media presence.

Collection Development: We significantly weeded and refreshed the collection and began the process of categorizing books by location. We have laid the groundwork for the BISAC browsing collection to be finished in 2021.

ECollections/Online: This past year we had over 20,000 circulation of eResources, including: Cloud Library, Overdrive, RB Digital, Hoopla and Kanopy. These are our highest uses to date!

Now we look forward to a “new” normal at some point in 2021; but we are not there yet!

Buildings and Grounds:

We had another sewage back up. Argent Contracting was able to clear the line and start the high-pressure water jet clean out. However, they could not complete the high pressure clean out because the hose could not follow the twists and turn in the line. They are working with the foreman to come up with a solution.

In the meantime, they will complete the flushometer repairs and begin installation of the hot water tanks in the staff breakroom.

Finance:

We updated the Edmunds vendor database in preparation of the January 31 deadline to mail and e-file IRS 1099 Forms.

We completed the ACA 1095 Forms and sent them to Greg, our accountant, to be e-filed.

The fourth quarter IROC (Internet Report of Contributions) was completed and is ready for the Township Certifying Officer to submit to the NJ Department of the Treasury.

In 2020, we once again achieved an audit with no recommendations. We were able to do payroll, accounts payable, attendance and monthly meetings with our accountant remotely and keep all tasks on schedule. We processed 840 purchase orders, 663 vendor checks and 546 ADP payroll checks. It was a challenging year on many fronts that required innovation and flexibility. Kudos to Jeanne and Janina for doing a great job!

Marketing and Outreach:

In December we continued to send out daily newsletters highlighting current topics and celebrating Hanukkah, Kwanzaa and Christmas. This month the newsletters with the highest click through rates were focused on our genealogy database, Heritage Quest, Liberty Science Center's free event on the conjunction of Mars & Jupiter, and the Metropolitan Opera's free Family Holiday Festival. We reported the results of our patron Favorite Books poll at the end of the month.

Our displays highlighted December holidays, cooking and crafts for the holidays, Science Fiction Day, author birthdays, and Pearl Harbor Day.

Patron Services:

The Winter Reading Challenge will run from January 1-31. Adults, teens, and kids can attend virtual programs and log their reading for a chance to win prizes at the end of the month. All program attendance and reading are logged in on Montville Library's Beanstack site which Michael set up and made live on Jan 1.

We closed out the year for the Montville "U" Lecture Series with a lecture by Paul Cirillo, a NASA public outreach volunteer. Paul gave a fascinating talk about the Mars 2020 Rover mission. Our weekly virtual lecture series has become extremely popular. Our patrons are looking forward to our 2021 line up.

This month we visited Norway with Chef T as she showed us how to make a special Norwegian Holiday Cookie!

Weekly Yoga remains popular. Weekly classes have been scheduled for January and February of 2021.

Once again, available slots for our Adult Craft Classes filled soon after they were posted. Amy's Adult Craft Class participants were delighted with the results as they followed Amy's instructions and made a gold leaf decorative vase. The Evening Adult Craft Class led by Bernadine Ferrara featured a holiday themed candle holder.

This month our Business/ Finance/ Career Series featured a program about retiring in the time of COVID.

We wrapped up our first Virtual ELL Semester. The students did very well on their final exams and are eager for the next semester. Jeff did an excellent job this year of creating a curriculum for ELL study and a method for taking the class virtual, after our long-time instructor Julie Urnstom resigned.

In December, the teens had a TAB meeting, made melted snow ornaments and wrapped yarn ornaments as Grab n' Go art projects, and made a wireless telegraph in an at home STEM project. The teen drawing contest had 9 participants and the winning submission is presented here.



In Children's Program news, we had a variety of holiday celebrations in December. Our annual Gingerbread Houses were once again a huge hit. 35 gingerbread houses families picked up their houses which included everything needed to decorate and get into the holiday spirit. Risa and Amy had Gingerbread Babies and Toddlers Too and read Gingerbread stories and helped the kids make a Paper Gingerbread House craft glued with paper gumdrops and paper candy canes. Seventeen kids participated in our Christmas, Hanukkah, and Kwanzaa Storytime. Risa received a genuinely nice email from a mom new to Storytime saying how much her three kids loved it. We partnered with nine area libraries for New Year's Eve Countdown program with Miss Jolie, a dance party in which 25 kids danced, sang and had tons of musical fun. Our own Countdown to New Year's Eve Story Time was shared with 25 kids who enjoyed stories, songs, a New Year's craft and of course our Countdown from 100 to 1 followed by our pom-pom toss.

Other children's programs in December included crafting Paper Hearts puppets, ABC Tuesday, making Frogs and celebrating the letter "F", and Grab and Go crafts projects making snow owls with pines cones and cotton balls and snowflakes with popsicle sticks, glitter and stickers. Nina's Play Dough Storytime on Monday, December 28th was a success with 11 kids participating in listening to stories and using the playdough to make the objects and characters in the story. Risa and Amy brought special guests

to the Wag-nificent Bedtime Virtual Storytime. Risa's daughter's dog Chip and Amy's two dogs, Lily and Barney were the highlight of the night.

TECHNOLOGY:

James Fitzpatrick continues to conduct his popular bi-monthly Tech Classes. This month's offerings included "Cut the Cord - Life without Cable" and how to host a Zoom Meeting over the holidays.

FINALLY,

I would like to say that it has been an honor to have served as the Library Director of the Montville Township Public Library from 2009-2021 and have engaged the residents of the Township for these 11+ plus years. I look back and reflect all that was accomplished and now it is time for me to move on to my new adventure.

One always remembers the good times and one never forgets the bad times, too!

The ship has been on the right course as evidenced by the accomplishments of the Management Team, staff, and Board of Trustees this past year. I wish the Library the best future and to continue to serve the residents of Montville in innovate and create ways in the years to come.

MEETINGS / STAFF TRAINING / DEVELOPMENT:

12/03 Envisionware Users Group – Michael, Catherine
12/04 MAIN Digitech Committee – Michael
12/04 MAIN Director's Meeting - Allan
12/08 Delivery Effective Customer Svc (Part 1) – Tracy
12/09 LLNJ Special membership Meeting - Allan
12/10 Delivery Effective Customer Svc (Part 2) - Tracy, Nilufer, Sue, Jo
12/10 MAIN Board of Directors - Allan
12/11 Statewide Summer Reading Committee - Allan
12/14 Finance Committee Meeting
12/14 Library Board Meeting
12/15 Innovative Public Road Map Session – Walter

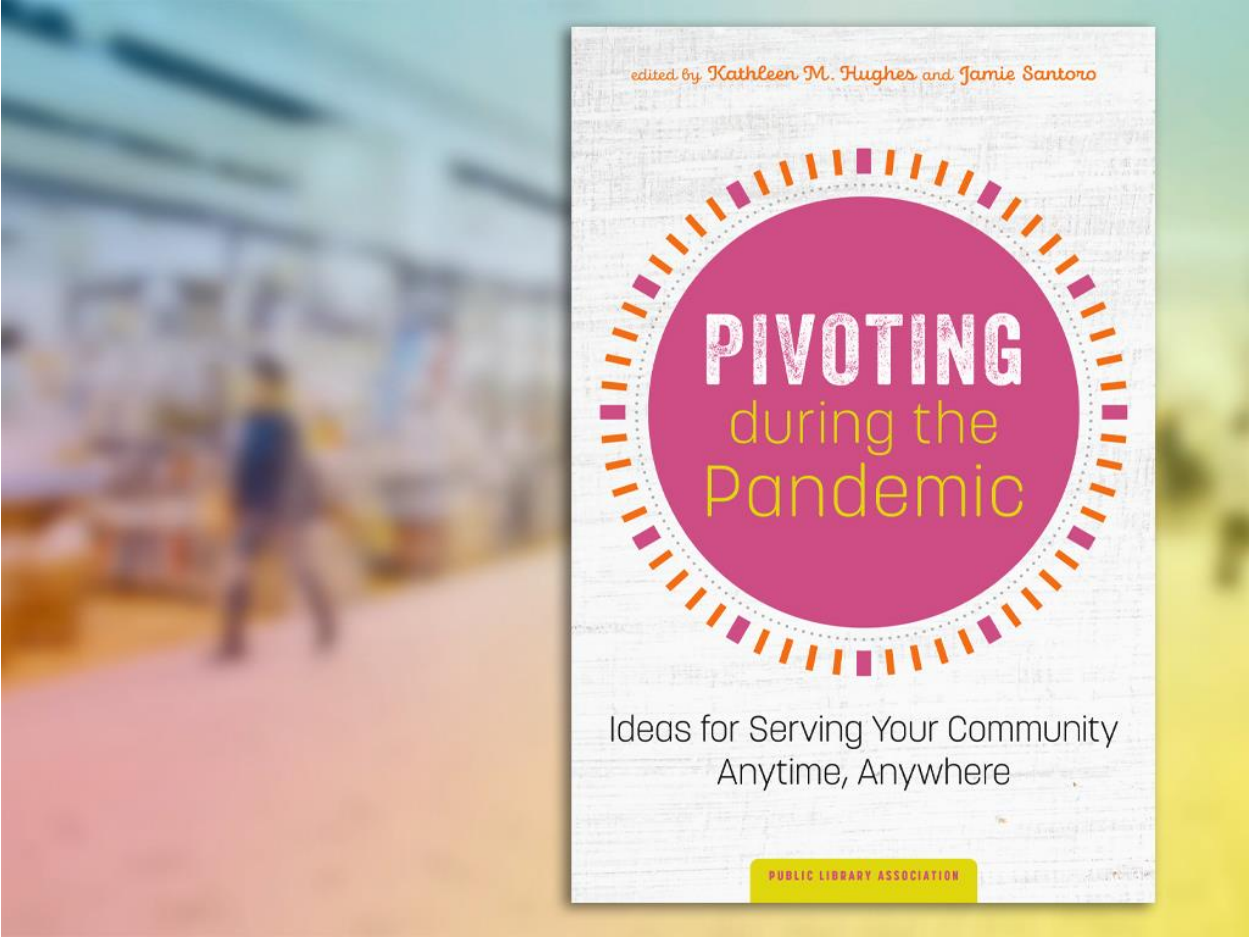
12/15 NJLA Board of Directors Meeting - Allan
12/17 MAIN Board of Directors - Allan
12/18 MAIN MAYS Meeting – Risa
12/18 NJLA Collection Development & Technical Services – Catherine
12/21 Circulation Department Meeting
12/22 Library Patron Services - Walter
12/23 ALL-Staff Meeting
12/29 Library Buildings & Grounds Committee
12/29 Library Personnel Committee
12/30 Library Personnel Committee - Allan
01/05 LLNJ Statewide Delivery Task Force
01/06 LLNJ Statewide TOPCATS Committee - Allan

FUTURE MEETINGS/STAFF TRAINING/DEVELOPMENT:

01/08 MAIN Digitech Committee – Michael
01/08 MAIN Director’s Meeting – Allan
01/08 Governor’s Office – Vaccination Update
01/11 Library Finance Committee
01/11 Library Board Meeting
01/13 MAIN Large Libraries Meeting – Allan, Catherine
01/14 MAIN Board of Directors – Allan
01/15 MAIN MAYS Meeting - Risa

Respectfully submitted,

Allan M. Kleiman, MLS
Library Director
Montville Township Public Library
2009-2021



Montville Township Public Library
Statement of Revenue and Expenditures - Operating

<i>Budget Account</i>	<i>Description</i>	<i>Prior Yr Budget</i>	<i>Budgeted</i>	<i>Curr Budget</i>	<i>YTD Budget</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
0-01-603-230	Program - Adult	\$3,176.92	\$16,000.00	\$280.82	\$7,708.31	\$4,641.94	\$3,649.75	77%
0-01-603-240	Program - Children	\$360.00	\$5,500.00	\$250.00	\$4,716.31	\$682.50	\$101.19	98%
0-01-603-250	Summer Reading / Reading Programs	\$187.30	\$6,500.00	\$0.00	\$4,383.34	\$2,767.50	-\$650.84	110%
0-01-603-260	Museum Passes	\$0.00	\$3,500.00	\$0.00	\$1,090.00	\$0.00	\$2,410.00	31%
0-01-603-270	Programs YA	\$414.99	\$3,500.00	\$127.88	\$1,588.87	\$350.58	\$1,560.55	55%
0-01-603-280	Library-Wide Cultural/Family Programing	\$0.00	\$2,900.00	\$148.00	\$1,007.89	\$23.96	\$1,868.15	36%
0-01-603-300	Technology Programming	\$0.00	\$5,000.00	\$0.00	\$5,165.00	\$4,500.00	-\$4,665.00	193%
0-01-603-310	25th Anniversary	\$0.00	\$2,000.00	\$0.00	\$1,278.57	\$0.00	\$721.43	64%
0-01-603-320	National Library Week	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
	Program 603 Total	\$4,139.21	\$46,900.00	\$806.70	\$26,938.29	\$12,966.48	\$6,995.23	85%
0-01-604-000	B-4 - SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-604-010	Business Office/Library/Print	\$707.73	\$15,000.00	\$102.57	\$6,349.19	\$1,358.38	\$7,292.43	51%
0-01-604-070	Postage - Supplies	\$0.00	\$2,000.00	\$0.00	\$1,064.35	\$0.00	\$935.65	53%
0-01-604-080	Freight-Shipg (Non-Collection)	\$12.36	\$1,000.00	\$33.83	\$1,660.68	\$0.00	-\$660.68	166%
	Program 604 Total	\$720.09	\$18,000.00	\$136.40	\$9,074.22	\$1,358.38	\$7,567.40	58%
0-01-605-000	B-5 - PUBLIC RELATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-605-040	PR - Mailing	\$456.00	\$1,000.00	\$5.27	\$1,354.49	\$0.00	-\$354.49	135%
0-01-605-060	PR - Materials	\$0.00	\$1,000.00	\$0.00	\$61.70	\$575.00	\$363.30	64%
0-01-605-070	Staff/Volunteer Recognition	\$0.00	\$2,000.00	\$0.00	\$751.79	\$0.00	\$1,248.21	38%
	Program 605 Total	\$456.00	\$4,000.00	\$5.27	\$2,167.98	\$575.00	\$1,257.02	69%
0-01-606-000	B- 6 - STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-606-010	Staff Development	\$300.00	\$5,000.00	\$0.00	\$2,169.00	\$275.00	\$2,556.00	49%
0-01-606-020	Professional Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-606-030	Reimb.Exp. (milg, lodg, meals)	\$34.85	\$1,000.00	\$0.00	\$23.86	\$0.00	\$976.14	2%
0-01-606-040	Professional Dues	\$775.00	\$1,000.00	\$0.00	\$1,144.00	\$0.00	-\$144.00	114%
0-01-606-050	Conference Travel	\$1,600.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%
	Program 606 Total	\$2,709.85	\$14,000.00	\$0.00	\$3,336.86	\$275.00	\$10,388.14	26%
0-01-607-000	B-7 - UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-607-010	Utilities - Electric	\$0.00	\$59,000.00	\$3,563.34	\$51,658.42	\$0.00	\$7,341.58	88%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

1/6/2021
2:13 PM

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
0-01-610-010	Color Copy Usage	\$0.00	\$5,000.00	\$1,608.51	\$1,608.51	\$391.49	\$3,000.00	40%
0-01-610-020	Copier Usage B&W	\$0.00	\$2,000.00	\$0.00	\$0.00	\$500.00	\$1,500.00	0%
	Program 610 Total	\$0.00	\$7,000.00	\$1,608.51	\$1,608.51	\$891.49	\$4,500.00	36%
0-01-611-000	B-11 - PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-611-010	Audit	\$0.00	\$7,000.00	\$0.00	\$5,500.00	\$0.00	\$1,500.00	79%
0-01-611-020	Accounting Fees	\$916.66	\$11,000.00	\$916.74	\$11,000.00	\$0.00	\$0.00	100%
0-01-611-030	MAIN Assessment	\$0.00	\$53,000.00	\$0.00	\$52,554.66	\$0.00	\$445.34	99%
0-01-611-070	Computer Support & Service	\$0.00	\$8,000.00	\$0.00	\$969.95	\$0.00	\$7,030.05	12%
0-01-611-100	Web Site Maintence	\$317.00	\$500.00	\$15.99	\$186.90	\$0.00	\$313.10	37%
0-01-611-150	Legal	\$350.00	\$3,000.00	\$0.00	\$400.00	\$0.00	\$2,600.00	13%
0-01-611-250	Board Secretary	\$250.00	\$3,000.00	\$250.00	\$3,250.00	\$0.00	-\$250.00	108%
0-01-611-260	Payroll Service Fee	\$639.77	\$8,000.00	\$611.96	\$8,034.26	\$0.00	-\$34.26	100%
0-01-611-320	Other Professional Services	\$85.00	\$1,000.00	\$0.00	\$19.25	\$0.00	\$980.75	2%
0-01-611-340	QPA	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
	Program 611 Total	\$2,558.43	\$97,500.00	\$1,794.69	\$81,915.02	\$0.00	\$15,584.98	84%
0-01-612-000	B-12 OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-612-010	Township In-Kind Services	\$0.00	\$49,200.00	\$0.00	\$46,125.00	\$0.00	\$3,075.00	94%
0-01-612-020	Township Insurances	\$0.00	\$27,500.00	\$0.00	\$26,764.00	\$0.00	\$736.00	97%
0-01-612-030	O/E- Contingencies	\$0.00	\$10,000.00	\$275.07	\$6,917.90	\$99.71	\$2,982.39	70%
0-01-612-040	O/E - Licenses & Fees	\$0.00	\$600.00	\$0.00	\$512.00	\$0.00	\$88.00	85%
0-01-612-060	O/E - Board Misc	\$570.81	\$2,000.00	\$542.67	\$1,012.48	\$0.00	\$987.52	51%
0-01-612-065	Delivery	\$0.00	\$1,200.00	\$0.00	\$681.16	\$0.00	\$518.84	57%
	Program 612 Total	\$570.81	\$90,500.00	\$817.74	\$82,012.54	\$99.71	\$8,387.75	91%
0-01-613-000	B-13 - GRANT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-613-010	ELL Program Grant Expenses	\$920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-613-015	PLA Grant Expenses	\$52.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-01-613-017	Founding Era Grant	\$0.00	\$1,000.00	\$0.00	\$900.00	\$0.00	\$100.00	90%
0-01-613-019	Grow With Google Grant	\$0.00	\$2,000.00	\$0.00	\$66.70	\$0.00	\$1,933.30	3%
	Program 613 Total	\$972.18	\$3,000.00	\$0.00	\$966.70	\$0.00	\$2,033.30	32%

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>
Budget Total		\$117,634.60	\$1,646,600.00	\$88,366.65	\$1,374,267.69	\$72,271.56	\$200,060.75	88%

01

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$139,879.88	\$138,161.35	\$1,680,342.48
Expended:	\$117,634.60	\$88,366.65	\$1,374,267.69
Net Income:	\$22,245.28	\$49,794.70	\$306,074.79

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
0-02-801-000	CAPITAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-802-010	Upholstery of Chairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-802-020	Display Shelving	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
0-02-802-030	New Soft Seating	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	0%
0-02-802-185	Tables - Pio Costa	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,112.88	-\$112.88	0%
0-02-802-195	Tables - Adult Section	\$0.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	\$0.00	0%
Program 802 Total		\$0.00	\$22,800.00	\$0.00	\$0.00	\$20,412.88	\$2,387.12	0%
0-02-803-000	PROPERTY & PLANT IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-170	Landscaping	\$530.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
0-02-803-210	Chiller	-\$147,000.00	\$6,000.00	\$0.00	\$0.00	\$7,050.00	-\$1,050.00	0%
0-02-803-220	Doors & Locks	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-230	Boiler Controls & HVAC Interface	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-240	Lighting Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-250	Architect	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-260	Roof Repair & Replacement	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-803-270	Security Cameras - Auditorium	\$0.00	\$3,500.00	\$0.00	\$3,685.00	\$0.00	-\$185.00	105%
Program 803 Total		-\$73,470.00	\$11,500.00	\$0.00	\$3,685.00	\$7,050.00	\$765.00	93%
0-02-804-000	COMPUTER & RELATED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-804-010	Computer Equipment	\$2,401.12	\$12,500.00	\$0.00	\$4,960.00	\$6,692.00	\$848.00	93%
0-02-804-015	Computer Related Equipment	\$551.08	\$8,000.00	\$563.34	\$6,137.28	\$2,396.00	-\$533.28	107%
Program 804 Total		\$2,952.20	\$20,500.00	\$563.34	\$11,097.28	\$9,088.00	\$314.72	98%

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

<u>Budget Account</u>	<u>Description</u>	<u>Prior Yr Budget</u>	<u>Budgeted</u>	<u>Curr Budget</u>	<u>YTD Budget</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
0-02-805-000	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
0-02-805-030	Capital Contingency	\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,975.03	\$3,024.97	0%
	Program 805 Total	\$0.00	\$10,000.00	\$0.00	\$0.00	\$6,975.03	\$3,024.97	0%
	CAPITAL BUDGET Budget Total	-\$70,517.80	\$64,800.00	\$563.34	\$14,782.28	\$43,525.91	\$6,491.81	90%

02	CAPITAL BUDGET	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenue:	\$0.00	\$0.00	\$0.00
	Expended:	-\$70,517.80	\$563.34	\$14,782.28
	Net Income:	\$70,517.80	-\$563.34	-\$14,782.28

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$139,879.88	\$138,161.35	\$1,680,342.48
Expended:	\$47,116.80	\$88,929.99	\$1,504,847.44
Net Income:	\$92,763.08	\$49,231.36	\$175,495.04

