

Montville Township Public Library
Board of Trustees Meeting
September 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. Thomas Mazzaccaro
Mrs. Jane Hines
Mr. David Tubbs
Mayor Cooney (7:17pm)
Mrs. Dianna Paradise
Ms. Linda Peskin (7:30pm)
<i>MEMBERS ABSENT</i>
Mr. Charlie Grau

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 7:03p.m.

II. Open Public Meetings Act Statement

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

III. Adoption of Minutes

A. *Mrs. Hines made a motion to approve the August 10, 2020, Regular Session minutes, seconded by Ms. Peskin*

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

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro states that all programs are running smoothly. He thanked everyone for their hard work.

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 67%. Year to date revenue is on target at 64% of annual budget. Year to date operating expenditures, plus encumbrances are at 57% of annual budget. Included in expenditures is year to date salaries which is at \$442,328.00 of the total annual budget. The year to date capital expenditures are 23% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$154,168.00 YTD.

Allan will do a resolution to have all checks, not including reimbursement checks under the amount of \$250, signed by facsimile.

Robert Donohue – Assistant Treasurer

Mr. Donohue stated that he reviewed the petty cash and all is in order.

VI Report of Liaisons

Mayor – Mayor Cooney stated that currently there are no COVID-19 cases in town. The cement for the parking lot still needs to be completed. Allan will send an email to the

Township and Mayor Cooney asking for an update. The additional handicapped spots will be discussed at the Township Committee meeting.

Superintendent Liaison of Schools – Mr. Tubbs stated that school has started. Some students are virtual. School will start in person for Lazar and the High School on Monday. The summer reading program went well.

VII. Committee Reports

Finance: Mr. Allora had no report.

Personnel: Mr. Grau absent, no report.

Buildings & Grounds: Mrs. Hines had no report.

Patron Services/Technology: Mr. Donohue had no report but he is receiving very good feedback from the Patrons.

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

Allan stated that the public is using the facility and seem to be very happy. He stated that he has not heard back from the auditors and Greg DellaPia is involved. He would like to turn the chiller project over to the attorney because the company is not honoring the contract. He would like to purchase a new copier, a new refrigerator for the staff and replace the front doors because the parts are no longer available.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14324 and 14399 dated August 1 to August 30, 2020 in the amount of \$67,511.16

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

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

- B. Resolution to accept staff salaries for the month of August 2020 in the amount of \$53,442.85

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

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

- C. Resolution to accept the resignation of Suzanne Reiss, part time Library Associate, effective August 11, 2020.

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

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

- D. Resolution to approve the Leave of Absence for Karen Rotter, part time Library Page, from July 1, 2020 to December 31, 2020.

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

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

- E. Resolution to approve the Leave of Absence for Elif Kiziltan, part time Library Page, from July 1, 2020 to December 31, 2020

Motion made by Ms. Peskin and seconded by Mrs. Paradise

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

X. Old Business

By-Laws – Mrs. Paradise, Ms. Peskin, Mr. Mazzaccaro and Mr. Allora will be on subcommittee to review the By-Laws.

XI. New Business

A. Mayor Cooney thanked the staff for all of their hard work.

B. Mr. Allora made a resolution that any invoice \$250 or less be signed by a facsimile stamp for the Treasurer or Assistant Treasurer, with the exception of any staff or Director reimbursement. Seconded by Ms. Peskin

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

- C. Chillers – last payment has not been made. Allan will check the contract regarding a retainage of funds.
- D. Employee appreciation – It was suggested that an employee recognition breakfast or lunch be considered. Mrs. Hines suggested a boxed lunch.

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Ms. Peskin seconded by Mr. Tubbs; meeting was adjourned at 8:06pm.

Amy is the star of our first storytime using the new green screen. It looks fantastic!

Library Meetings/Workshops/Training:

- 9/16 Hoopla, The New Generation, Catherine/Allan
- 9/16 American Society on Aging Webinar, Allan
- 9/17 LLNJ Board Meeting, Allan
- 9/18 MAIN Marketing Webinar, Allan
- 9/18 MAIN DigiTech Committee, Michael/Catherine/Allan
- 9/18 MAIN MAYS Meeting, Risa
- 9/21 Circulation Staff Meeting, Walter/Catherine/Staff
- 9/21 LLN Planning Committee, Allan
- 9/21 Computers in Libraries, Michael/Allan (till 9/25)
- 9/22 Programs & Services Staff Meeting, Catherine/Staff
- 9/22 Social Security for Members NJDPB, Jeanne
- 9/23 NJ Grows Biz Meeting, Allan/Michael
- 9/23 LLNJ membership Meeting, Allan
- 9/23 Library Patron Services Committee
- 9/24 PLA Public Health Advisory Meeting, Allan
- 9/24 NJLA Diversity & Outreach, Jeff
- 9/25 MAIN Director's Meeting, Allan
- 9/25 NJLA YSS Meeting, Jeff
- 9/25 LJ Day of Dialogue, Catherine
- 9/28 Association of Rural & Small Libraries Conference, Allan
- 9/29 MAIN Finance Committee, Allan
- 9/29 Library Buildings & Grounds Committee
- 9/30 MAIN By-laws Committee, Allan
- 9/30 Library Personnel Committee
- 10/2 MAIN Special Membership Meeting, Allan
- 10/2 ALA Conable Awards Committee, Allan
- 10/2 Library IQ Meeting, Catherine/Allan
- 10/6 MAIN Special Membership Meeting, Allan
- 10/6 LLNJ Delivery Task Force, Allan
- 10/7 MAIN Large Libraries Meeting, Allan
- 10/7 NLM Webinar on Loneliness Programs @ Public Libraries, Allan

10/8 LLNJ TOPCATS Meeting, Allan
10/8 MAIN Board Meeting, Allan
10/9 MAIN Digitech Committee, Michael/Catherine/Allan
10/9 MAIN Director's Meeting, Allan
10/14 Township Safety Committee, Catherine
10/14 Reimagining Library Services, Allan/Staff
10/14 Sustainability in Libraries Conference
10/15 MAIN Special Membership Meeting, Allan
10/15 MA IUG Meeting/Workshops, Walter/Catherine/Allan
10/15 LLNJ Board Meeting, Allan
10/16 MAIN MAYS Meeting, Risa

Library Meetings/Workshops/Training:

10/19 Finance Committee Meeting
10/19 Library Board Meeting
10/21 Library Patron Services/Technology Committee
10/22 Bibliotheca Focus Group, Allan
10/22 Polaris Acquisitions Module Demo, Walter/Catherine/Allan
10/26 Webinar, Impacting Community Outcomes, Allan
10/27 Library Buildings & Grounds Committee
10/28 Library Personnel Committee
10/29 MAIN PR Committee, Allan
10/29 NJ Grows Biz Meeting, Michael/Catherine/Allan
11/2 ALA RUSA RSS Board Meeting, Allan
11/3 ALA CORE Conference, Allan
11/3 LLNJ Delivery Task Force, Allan
11/5 LJ LibraryCon, Allan
11/9 Library Board Meeting

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 09/30/20
2020

2020

2019

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	193,917.42	195,973.54
01-100-03	Lakeland - Payroll Account	7,894.15	8,122.30
01-100-04	Lakeland CD Accounts	261,239.28	261,239.28
01-100-08	Lakeland - Capital Reserve	100,195.93	100,120.75
01-100-10	Lakeland - Restricted Donations	24,737.94	24,653.06
01-140-01	Furniture & Fixtures	304,028.32	304,028.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,245,168.54</u>	<u>1,247,292.75</u>

Liabilities & Fund Balance

01-200-00	Accounts Payable	73,000.00	73,000.00
01-200-11	Sick Hrs Year End Accrual	46,908.00	46,908.00
01-210-00	403B Withholding Payable	759.85	0.00
01-211-00	Section 125 withholding HDV	0.00	0.43
01-212-00	PERS 414/CINS Withholding	2,076.43	22,230.69
01-218-00	Reserve for Encumbrances	55,364.73	161,745.45
01-400-01	Appropriation Reserve	0.00	218.32
	Total Liabilities	<u>178,109.01</u>	<u>304,102.89</u>

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

Revenue	1,248,180.20	0.00
Less Expenses	1,124,310.53	0.00
Net	<u>123,869.67</u>	<u>0.00</u>
Total Fund Balance	<u>1,067,059.53</u>	<u>943,189.86</u>
Total Liabilities & Fund Balance	<u>1,245,168.54</u>	<u>1,247,292.75</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14400 to 14461
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
14400	09/30/20	ALLAN005 Allan Kleiman	135.50		58
14401	09/30/20	AMYRE005 Amy Resnikoff	27.05		58
14402	09/30/20	ARSL ARSL	65.00		58
14403	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14404	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14405	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14406	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14407	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14408	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14409	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14410	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14411	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14412	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14413	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14414	09/30/20	BAKER005 Baker & Taylor	0.00	09/30/20 VOID	0
14415	09/30/20	BAKER005 Baker & Taylor	8,541.71		58
14416	09/30/20	BIBLIOTH Bibliotheca, LLC	935.46		58
14417	09/30/20	BIBLIOTH Bibliotheca, LLC	11,142.00		58
14418	09/30/20	CONDURSO Condursos Garden Center	105.84		58
14419	09/30/20	EDMUN005 Edmunds GovTech	4,400.00		58
14420	09/30/20	ELIZA005 Elizabeth Johansen	250.00		58
14421	09/30/20	EXCELO05 Excellent Building Services	2,516.72		58
14422	09/30/20	GREGO005 Gregory J. Della Pia	916.66		58
14423	09/30/20	HITECO05 HiTech Computer Services LLC	332.50		58
14424	09/30/20	HUGHE005 Hughes Environmental	270.00		58
14425	09/30/20	IFPTE005 IFPTE	125.60		58
14426	09/30/20	J ECKERT J. Eckert Locksmiths, Inc.	181.00		58
14427	09/30/20	JANWAY Janway Company	1,109.69		58
14428	09/30/20	JEREMIAH Jeremiah's	472.00		58
14429	09/30/20	JERSE005 Jersey Central Power & Light	6,315.74		58
14430	09/30/20	KANOPY Kanopy, Inc.	212.00		58
14431	09/30/20	MAINIO05 M.A.I.N., Inc.	38.70		58
14432	09/30/20	MATTHEW Matthew Bender & Company, Inc.	96.24		58
14433	09/30/20	MGL MGL Printing Solutions	220.00		58
14434	09/30/20	MICHAEL Michael A. Cerone, Jr., Esq.	100.00		58
14435	09/30/20	MIDWE005 Midwest Tape	0.00	09/30/20 VOID	0
14436	09/30/20	MIDWE005 Midwest Tape	624.28		58
14437	09/30/20	NATIONAL National Bulb Recycling Corp.	789.22		58
14438	09/30/20	NJNAT005 NJ Natural Gas Co.	328.14		58
14439	09/30/20	NORTH JE North Jersey Copy	392.92		58
14440	09/30/20	OPTIMO05 Optimum	184.94		58
14441	09/30/20	PETER R Peter Rushton	235.00		58
14442	09/30/20	REBECCA Rebecca Mancini	50.00		58
14443	09/30/20	REBECCA Rebecca Mancini	50.00		58
14444	09/30/20	RICHARD Richard P. Feingold	175.00		58
14445	09/30/20	SEAN GAS Sean Gaskell	350.00		58
14446	09/30/20	STAPLO05 Staples Advantage	953.90		58
14447	09/30/20	SUNRI005 Sunrise ShopRite	74.44		58
14448	09/30/20	SYNCB005 SYNCB/AMAZON	0.00	09/30/20 VOID	0
14449	09/30/20	SYNCB005 SYNCB/AMAZON	2,034.79		58
14450	09/30/20	THE RECO The Record	484.22		58

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14451	09/30/20	THOMA005 Thomas Klise/Crimson Multimed	1,295.22		58
14452	09/30/20	TOWNS005 Township of Montville	9,311.47		58
14453	09/30/20	TOWNS005 Township of Montville	15,260.54		58
14454	09/30/20	TOWNS005 Township of Montville	1,117.41		58
14455	09/30/20	ULINE Uline	33.00		58
14456	09/30/20	UNITE005 United Parcel Service	304.37		58
14457	09/30/20	VERI0010 VERIZON	495.59		58
14458	09/30/20	VERI0015 Verizon	48.95		58
14459	09/30/20	VERI0015 Verizon	48.95		58
14460	09/30/20	WICK Wick Services, Inc.	140.00		58
14461	09/30/20	WORLD J World Journal	216.00		58

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	48	14	73,507.76	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	48	14	73,507.76	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	54,346.35	0.00	18,857.42	73,203.77
CAPITAL BUDGET	0-02	303.99	0.00	0.00	303.99
Total of All Funds:		<u>54,650.34</u>	<u>0.00</u>	<u>18,857.42</u>	<u>73,507.76</u>

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 09/30/20
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 09/01/20 to 09/30/20
 Print Zero YTD Activity: No Prior Year: 09/01/19 to 09/30/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
0-01-401-01	Fines Income	1,089.82	15,000.00	12.70	2,660.91	12,339.09-	18
0-01-401-03	Copier Income	94.20	1,300.00	0.00	236.60	1,063.40-	18
0-01-401-05	Computer Print Outs Income	376.64	3,500.00	0.00	665.47	2,834.53-	19
0-01-401-07	Township Income	138,109.67	1,654,100.00	137,841.92	1,240,577.28	413,522.72-	75
0-01-401-08	Donations Income	0.00	0.00	0.00	5.57	5.57	0
0-01-401-09	Lost Items	72.00	2,000.00	30.00	480.00	1,520.00-	24
0-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
0-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0
0-01-401-15	Interest Income	25.31	4,000.00	37.66	300.86	3,699.14-	8
0-01-401-16	Lost Cards	20.00	300.00	0.00	72.00	228.00-	24
0-01-401-18	Disks/Faxes	35.00	700.00	0.00	121.00	579.00-	17
Program Total		139,822.64	1,690,900.00	137,922.28	1,245,119.69	445,780.31-	74
0-01-402-30	Restricted Contributions	10.02	10,000.00	0.00	1,060.51	8,939.49-	11
0-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
0-01-402-45	Founding Era Grant	0.00	1,000.00	0.00	0.00	1,000.00-	0
0-01-402-55	Grow with Google Grant	0.00	0.00	0.00	2,000.00	2,000.00	0
Program Total		10.02	18,500.00	0.00	3,060.51	15,439.49-	6
Fund 01 Revenue Total		139,832.66	1,709,400.00	137,922.28	1,248,180.20	461,219.80-	73

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-601-010	Salaries & Wages Expense	54,296.38	753,700.00	80,276.09	522,604.09	0.00	231,095.91	69
0-01-601-050	ELL Program Grant Expenses	0.00	7,500.00	0.00	2,100.00	0.00	5,400.00	28
0-01-601-100	Taxes/FICA/UE	4,036.58	60,300.00	6,271.58	42,112.77	0.00	18,187.23	70
0-01-601-110	Health Benefits Expense	15,859.97	101,200.00	6,483.74	64,257.63	0.00	36,942.37	64
0-01-601-120	PERS Expense	0.00	90,400.00	0.00	75,645.00	0.00	14,755.00	84
0-01-601-130	DCRP Expense	0.00	3,000.00	473.86	2,140.87	0.00	859.13	71
Program Total		74,192.93	1,016,100.00	93,505.27	708,860.36	0.00	307,239.64	70

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-602-010	Collection Development Software	0.00	6,000.00	0.00	4,495.00	0.00	1,505.00	75
0-01-602-020	Adult Books	6,332.93	27,000.00	2,658.76	29,317.35	2,323.38	4,640.73-	117
0-01-602-030	Adult BOCD	146.25	4,000.00	29.83	2,075.24	0.00	1,924.76	52
0-01-602-040	Adult DVD	909.07	13,000.00	254.74	3,412.72	302.18	9,285.10	29
0-01-602-050	Adult eBooks	408.98	5,000.00	242.26	3,917.31	0.00	1,082.69	78
0-01-602-060	Adult eAudio	69.98	5,000.00	135.33	2,930.22	0.00	2,069.78	59
0-01-602-070	Adult Music CD	0.00	2,000.00	0.00	123.31	0.00	1,876.69	6
0-01-602-090	Periodicals	874.69	10,000.00	796.46	4,012.16	6,058.49	70.65-	101
0-01-602-110	Games	1,598.74	7,000.00	1,295.22	6,275.06	0.00	724.94	90
0-01-602-120	J Books	4,568.11	27,000.00	4,286.98	17,661.56	2,432.83	6,905.61	74
0-01-602-130	J BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-140	J DVD	245.97	3,000.00	114.24	1,310.64	229.32	1,460.04	51
0-01-602-150	J eBooks	16.99	500.00	303.01	1,985.21	0.00	1,485.21-	397
0-01-602-160	J eAudio	0.00	500.00	161.26	1,116.86	0.00	616.86-	223
0-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-180	YA Books	1,081.70	8,000.00	1,489.15	5,137.49	625.71	2,236.80	72
0-01-602-190	YA BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-210	YA eBooks	0.00	500.00	60.67	795.87	0.00	295.87-	159
0-01-602-220	Young Adults eAudio	0.00	500.00	32.93	624.69	0.00	124.69-	125
0-01-602-230	Streaming	137.00	9,000.00	544.29	2,490.68	0.00	6,509.32	28
0-01-602-240	On Line Software	0.00	1,000.00	0.00	1,000.00	0.00	0.00	100
Program Total		16,390.41	130,500.00	12,405.13	88,681.37	11,971.91	29,846.72	77
0-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-603-230	Program - Adult	2,040.00	16,000.00	730.44	5,222.18	5,140.75	5,637.07	65
0-01-603-240	Program - Children	891.15	5,500.00	350.73	2,736.86	1,200.75	1,562.39	72
0-01-603-250	Summer Reading / Reading Programs	414.94	6,500.00	47.94	4,383.34	767.50	1,349.16	79
0-01-603-260	Museum Passes	750.00	3,500.00	0.00	550.00	0.00	2,950.00	16
0-01-603-270	Programs YA	409.16	3,500.00	663.14	857.64	569.98	2,072.38	41
0-01-603-280	Library-wide Cultural/Family Programming	400.00	2,900.00	100.00	203.48	390.54	2,305.98	20
0-01-603-300	Technology Programming	2,183.00	5,000.00	0.00	2,760.00	115.00	2,125.00	58
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 Total		7,088.25	46,900.00	1,892.25	17,992.07	8,184.52	20,723.41	56
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	1,219.80	15,000.00	1,181.90	5,091.19	261.89	9,646.92	36

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-604-070	Postage - Supplies	250.00	2,000.00	50.00	864.35	0.00	1,135.65	43
0-01-604-080	Freight-Shipg (Non-Collection)	76.90	1,000.00	304.37	1,292.59	0.00	292.59-	129
Program Total		1,546.70	18,000.00	1,536.27	7,248.13	261.89	10,489.98	42
0-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-605-040	PR - Mailing	0.00	1,000.00	0.00	456.00	0.00	544.00	46
0-01-605-060	PR - Materials	72.35	1,000.00	0.00	61.70	0.00	938.30	6
0-01-605-070	Staff/Volunteer Recognition	0.00	2,000.00	372.00	751.79	0.00	1,248.21	38
Program Total		72.35	4,000.00	372.00	1,269.49	0.00	2,730.51	32
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	1,102.31	5,000.00	90.00	2,039.00	275.00	2,686.00	46
0-01-606-030	Reimb.Exp. (milg, lodg, meals)	225.87	1,000.00	0.00	23.86	0.00	976.14	2
0-01-606-040	Professional Dues	0.00	1,000.00	0.00	505.00	694.00	199.00-	120
0-01-606-050	Conference Travel	356.37	7,000.00	0.00	0.00	0.00	7,000.00	0
Program Total		1,684.55	14,000.00	90.00	2,567.86	969.00	10,463.14	25
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	1,911.02	59,000.00	6,315.74	39,677.80	0.00	19,322.20	67
0-01-607-030	Utilities - Gas	275.15	15,000.00	328.14	10,808.06	0.00	4,191.94	72
0-01-607-040	Utilities - Telephone	536.62	6,000.00	593.49	4,750.58	0.00	1,249.42	79
0-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,664.46	0.00	835.54	67
Program Total		2,907.73	82,500.00	7,422.31	56,900.90	0.00	25,599.10	69
0-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-608-010	Plant - Repairs, Bldgs,Grounds	2,218.29	25,000.00	1,240.22	4,555.88	141.25	20,302.87	19
0-01-608-030	Plant - Cleaning/Maintenance	2,899.00	35,000.00	2,516.72	25,708.72	0.00	9,291.28	73
0-01-608-040	Plant - Fire/Burglery Alarm	270.00	3,000.00	0.00	1,546.00	2,226.00	772.00-	126
0-01-608-050	Plant - HVAC Maintenance	3,936.00	16,000.00	0.00	5,072.00	0.00	10,928.00	32
0-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	0.00	1,754.39	0.00	1,245.61	58
0-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
0-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-608-110	Plant - Repairs HVAC	0.00	20,000.00	0.00	1,357.53	0.00	18,642.47	7
0-01-608-120	Plant - Carpet Cleaning	0.00	3,000.00	0.00	1,199.96	0.00	1,800.04	40
0-01-608-130	Plant - Window Cleaning	0.00	2,500.00	0.00	2,504.00	0.00	4.00-	100
0-01-608-140	Plant - Landscape Maintenance	0.00	2,000.00	140.00	990.00	0.00	1,010.00	50

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-608-150	Plant - Concrete Repairs	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
Program Total		9,698.29	121,000.00	3,896.94	44,688.48	2,367.25	73,944.27	39
0-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-609-030	EM RFID Equipment	0.00	13,500.00	11,142.00	11,142.00	0.00	2,358.00	83
0-01-609-050	EM - Copiers	0.00	2,000.00	0.00	966.31	0.00	1,033.69	48
0-01-609-070	Computer Software	0.00	2,000.00	0.00	1,408.29	0.00	591.71	70
0-01-609-075	Edmunds Software	4,400.00	4,500.00	4,400.00	4,400.00	0.00	100.00	98
0-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
0-01-609-100	EM - Postage Meter	0.00	800.00	0.00	510.12	0.00	289.88	64
0-01-609-110	Envisionware Annual Contract	0.00	1,100.00	0.00	822.60	0.00	277.40	75
Program Total		4,400.00	24,600.00	15,542.00	19,249.32	0.00	5,350.68	78
0-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-610-010	Color Copy Usage	1,225.09	5,000.00	0.00	0.00	0.00	5,000.00	0
0-01-610-020	Copier Usage B&W	94.17	2,000.00	0.00	0.00	0.00	2,000.00	0
Program Total		1,319.26	7,000.00	0.00	0.00	0.00	7,000.00	0
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	0.00	0.00	7,000.00	0
0-01-611-020	Accounting Fees	916.66	11,000.00	916.66	8,249.94	0.00	2,750.06	75
0-01-611-030	MAIN Assessment	0.00	53,000.00	0.00	39,423.51	0.00	13,576.49	74
0-01-611-070	Computer Support & Service	380.00	8,000.00	332.50	684.95	0.00	7,315.05	9
0-01-611-100	Web Site Maintanace	31.16	500.00	46.97	138.93	0.00	361.07	28
0-01-611-150	Legal	400.00	3,000.00	100.00	400.00	0.00	2,600.00	13
0-01-611-250	Board Secretary	250.00	3,000.00	250.00	2,250.00	0.00	750.00	75
0-01-611-260	Payroll Service Fee	692.51	8,000.00	690.58	6,131.84	0.00	1,868.16	77
0-01-611-320	Other Professional Services	0.00	1,000.00	0.00	19.25	0.00	980.75	2
0-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		2,670.33	97,500.00	2,336.71	57,298.42	0.00	40,201.58	59
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	11,305.25	49,200.00	0.00	34,593.75	0.00	14,606.25	70
0-01-612-020	Township Insurances	6,491.00	27,500.00	0.00	20,073.00	0.00	7,427.00	73
0-01-612-030	O/E- Contingencies	0.00	10,000.00	2,297.30	6,133.19	73.98	3,792.83	62

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-612-040	O/E - Licenses & Fees	512.00	600.00	0.00	0.00	0.00	600.00	0
0-01-612-060	O/E - Board Misc	189.91	2,000.00	0.00	415.54	0.00	1,584.46	21
0-01-612-065	LLNJ Delivery	0.00	1,200.00	0.00	477.50	0.00	722.50	40
Program Total		18,498.16	90,500.00	2,297.30	61,692.98	73.98	28,733.04	68
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	160.00	0.00	0.00	0.00	0.00	0.00	0
0-01-613-015	PLA Grant Expenses	820.94	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	54.70	66.70	0.00	1,933.30	3
Program Total		980.94	3,000.00	54.70	966.70	0.00	2,033.30	32
Fund 01 Expend Total		141,449.90	1,655,600.00	141,350.88	1,067,416.08	23,828.55	564,355.37	66

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-01		139,832.66	137,922.28	1,248,180.20	141,449.90	141,350.88	1,091,244.63	156,935.57

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	CAPITAL BUDGET Revenue Total	0.00	0.00	0.00	0.00	0.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-02-801-000	CAPITAL BUDGET	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	0.00	7,500.00	0
0-02-802-185	Tables - Pio Costa	0.00	10,000.00	0.00	0.00	10,112.88	112.88-	101
0-02-802-195	Tables - Adult Section	0.00	2,800.00	0.00	0.00	0.00	2,800.00	0
Program Total		0.00	22,800.00	0.00	0.00	10,112.88	12,687.12	44
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	280.00	2,000.00	0.00	0.00	0.00	2,000.00	0
0-02-803-210	Chiller	0.00	0.00	0.00	0.00	7,050.00	7,050.00-	0
0-02-803-270	Security Cameras - Auditorium	0.00	3,500.00	0.00	3,685.00	0.00	185.00-	105
Program Total		280.00	5,500.00	0.00	3,685.00	7,050.00	5,235.00-	195
0-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-804-010	Computer Equipment	0.00	12,500.00	0.00	632.38	4,327.62	7,540.00	40
0-02-804-015	Computer Related Equipment	0.00	5,000.00	303.99	1,621.33	5,161.66	1,782.99-	136
Program Total		0.00	17,500.00	303.99	2,253.71	9,489.28	5,757.01	67
0-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-805-030	Capital Contingency	982.00-	10,000.00	0.00	0.00	475.03	9,524.97	5
Program Total		982.00-	10,000.00	0.00	0.00	475.03	9,524.97	5
CAPITAL BUDGET Expend Total		702.00-	55,800.00	303.99	5,938.71	27,127.19	22,734.10	59

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-02	CAPITAL BUDGET	0.00	0.00	0.00	702.00-	303.99	33,065.90	33,065.90-

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-01		139,832.66	137,922.28	1,248,180.20	141,449.90	141,350.88	1,091,244.63	156,935.57
0-02	CAPITAL BUDGET	0.00	0.00	0.00	702.00-	303.99	33,065.90	33,065.90-
	Final Total	139,832.66	137,922.28	1,248,180.20	140,747.90	141,654.87	1,124,310.53	123,869.67

MONTVILLE TOWNSHIP PUBLIC LIBRARY SEPTEMBER 2020 PROGRAM ATTENDANCE

October 19, 2020 Board Meeting

COVID 19 - VIRTUAL PROGRAMS

LIBRARY SPONSORED PROGRAMS	Sept 2020	Sept 2019
Children - Staff Programs		
Story Times - YouTube Views	32	
Kids Crafts - YouTube Views	57	
Story Time - GoToMeeting	59	
Grab and Go Craft Bags Pick Ups	37	
Knitting - GoToMeeting	5	
Bingo and Games	6	
Book Club and Snack	13	
Messy Munchkins	6	
Children - Staff Programs Total	215	496
Children - Paid Presenters		
Bear Aware	20	
Multi-cultural cooking class for families	15	
Children - Paid Presenters Total	35	14
Total All Children's Programs	250	510
Young Adults - Staff Programs		
Valorant You - YouTube Views	148	
TAB	16	
Caption Contest	8	
Six Word Story	7	
Young Adult - Staff Programs Total	179	95
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	179	95
Adult - Staff Programs		
Adult Crafts - YouTube	16	
Grab and Go Craft Bag Pick Ups	14	
Knitting Club - GoToMeeting		
Book Club - GoToMeeting	19	
Technology Class	31	
Adult Craft -Tote Bags	14	
Adult Staff Programs Total	94	267
Adult - Paid Presenters		
Chair Yoga - GoToMeeting	70	
Montville "U"	76	
Evening Craft Time	16	
Adult - Paid Presenters Total	162	372
Total All Adult Programs	256	639
Library Sponsored Total	685	1,244
OUTSIDE GROUPS		
MAIN Director's Meeting	15	
Outside Groups Total	15	43
GRAND TOTAL	700	1,287

September Book Displays
Back to school
9/11 Tribute
September is National Yoga Month
September is National Library Card Sign Up Month
National Hispanic Heritage Month
Rosh Hashanna
Ruth Bader Ginsburg - In Memoriam
Banned Book Week
What's Cooking
LibraryReads
Perennial Favorites
BookPage Recommendations