

Montville Township Public Library  
Board of Trustees Meeting  
October 21, 2019  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mr. Thomas Mazzaccaro
Mr. Carmen Allora
Mayor Conklin
Mrs. Jane Hines
Mr. David Tubbs
Mr. Robert Donohue
Mrs. Dianna Paradise
<b><i>MEMBERS ABSENT</i></b>
Ms. Linda Peskin
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 7:01p.m.

**II. Open Public Meetings Act Statement**

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

### **III. Adoption of Minutes**

A. *Mr. Tubbs made a motion to approve the amended September 9, Regular Session minutes, seconded by Mrs. Paradise*

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

### **IV Public Comments –**

Barbara Herz – She is concerned that the Montville Library doesn't follow the same guidelines as the County Library in relation to fines. Allan advised her that the Library has a fines and fees schedule and that there is a grace period of one day for books. DVD's are shared amongst three Libraries, not including Morris County Library.

### **V Reports of Officers –**

#### **Tom Mazzaccaro – President**

Mr. Mazzaccaro stated that he spoke with the auditor regarding the purchase order that was not encumbered from 2018 and the auditor agrees that it was just a mistake. He also announced that Mrs. Dianna Paradise's term is up in December and she will not be returning.

#### **Jane Hines – Vice-President**

Mrs. Hines had no report.

#### **Linda Peskin – Secretary**

Ms. Peskin absent, no report.

#### **Carmen Allora – Treasurer**

Mr. Allora stated that the normalized budget attainment is at 75%. Year to date revenue is on target at 74% of annual budget. Year to date operating expenditures, plus encumbrances are at 76% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$528,778.00 or 73% of the total annual budget. The year to date capital expenditures are 16% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$46,556.00 YTD.

#### **Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

### **VI Report of Liaisons**

Mayor – Mayor Conklin stated that Montville Day was very successful. The Township Committee will start discussing the 2020 Budget.

Superintendent Liaison of Schools – Mr. Tubbs stated that the school is in session. Monday they held a Development Day with Virtual Classroom Training and Virtual Reality Field Trip Training. Some locations that are available to “travel” to are Greece, Rome, Virginia and Massachusetts. He stated that he may be able to bring the software for the Trustees to see.

Allan stated that if the Library purchases the equipment, they will be the first in Morris County. One kit serves up to 30 students.

**VII. Committee Reports**

Finance: Mr. Allora stated that the 990 needs to be reviewed. He will address his questions to the accountant and get back to the Finance Committee.

**\*\*\*\* Mr. Allora left 7:25pm**

Personnel: Mr. Grau absent, no report.

Buildings & Grounds: Mrs. Hines stated the committee met twice in October. She also stated that 7 chiller project bids came in and ranged from \$147,000 to \$200,000. Allan stated that the lighting is being replaced. There are two sizes of fixtures so the bulbs did not fit all of the fixtures. Two fixtures in Library and two in Pio Costa Auditorium will not be replaced until the new bulbs arrive.

Patron Services/Technology: Mr. Donohue stated that the committee met last week. The Library had a booth at Montville Day. They are still coordinating arrangements for all students to get Library cards.

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

Allan stated that he will be visiting the Princeton Library to see their setup. Allan is working on a report about the Strategic Plan. He thinks the Library is halfway through the plan and the plan ends December 2020. He is also investigating ways to purchase new furniture through a capital campaign for donations. Catherine and Allan will meet with the residents of the Chelsea to discuss programs that are available. There will be a special meeting to approve the 990.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 13692 through 13789 dated September 1 to September 30, 2019 in the amount of \$86,781.22.

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

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mayor Conklin: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

- B. Resolution to accept salaries for the month of September 2019 in the amount of \$54,296.38, and ELL teacher salaries in the amount of \$160.00, and PLA intern salaries and benefits in the amount of \$820.94 for a total of \$55,277.00.

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

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mayor Conklin: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

- C. Resolution to accept the 2018 Report of Audit, prepared by Nisivoccia, Inc.

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

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mayor Conklin: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- D. Resolution to excuse Charles Grau and Linda Peskin from the October 21, 2019 Library Board Meeting.

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

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mayor Conklin: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

**X. Old Business**

None

**XI. New Business**

Chiller Replacement – This will be tabled and discussed at a future meeting once the professionals have sent their recommendations.

**XII. Executive Session Minutes**

None

**XIII. Open Session**

None

**XIV. Adjournment**

Motion to adjourn was made by Mrs. Hines seconded by Mr. Tubbs; meeting was adjourned at 7:56pm.













has withdrawn her name for consideration so we will need to re-open the position.

Members of the Library's Personnel Committee met with Union reps in regards to the Union Contract. Update on this will be presented in closed executive session.

### **Staff Training/ Development:**

Catherine attended the Library Journal Day of Dialog at the Cambridge Public Library in Massachusetts. This was a one-day seminar on books coming out in fall 2019 and winter 2020 and included authors and publishers speaking about upcoming books and hot trends in the publishing industry. Catherine also toured the library to get ideas we might implement at Montville.

Allan and Catherine attended the Collection HQ Northeast Forum at the Mullica Hill Library. This yearly event brings together northeastern users of the Collection HQ software to hear what's new with the software and to exchange ideas on how they best use Collection HQ at their libraries for collection development, replacement, marketing and budgeting.

Jeff and Nina attended the MAYS meeting where Jeff was specifically invited to discuss successful teen programming and how to start a Teen Advisory Board. Ours was regarded as the best in the county.

Amy Resnikoff took part in a webinar on how to implement special needs programming for public libraries.

Risa Skerker attended a webinar on Rosetta Stone, our language learning database.

Hebah Emara completed a course on OCLC's Web Junction platform hosted by the National Network of Libraries of Medicine and National Institute of Health titled "Wikipedia + Health" that aimed to educate library staff on evaluating health information with the goal of assisting patrons to develop health literacy skills. She also attended a webinar hosted by the NJ State Library focused on helping libraries play a larger role in supporting job seekers.

Hebah attended Comic-Con on the Thursday that has library specific comic programming and Allan attended both Thursday and Friday workshops.

Nine staff members have or will be attending customer service training during the month of November sponsored by our Consortium MAIN. This presentation is being done by Joanne Roukens a longtime New Jersey Librarian with vast experience and expertise in this area.

### **Technology:**

We had a packed month of technology programs in the Gasparro Room. We offered a multi-part class on how to design a website, and classes on Google Drive and Windows 10. An online travel information class was also very popular. Hebah is now teaching regular classes monthly on downloading eBooks, audiobooks and magazines and streaming movies. Hebah also began three new technology programs for teens and kids. Teens now have the opportunity to attend coding classes focused on popular language such as HTML, CSS, and Python on alternating Mondays and attend discussion-based Tech Talks on alternating Thursdays. Kids have the opportunity to learn how to code through hour long events on alternating Wednesdays after school. To date, the programs have attracted 5 or more participants per class with attendees requesting similar programs in the future.

### **Past Meetings:**

October 3, Library Journal Day of Dialog, Cambridge, MA, Catherine

October 3, Comic-Con, NYC, Allan, Hebah

October 4, Comic-Con, Allan

October 8, NJLA Education & Leadership Committee, Hebah

October 18, MAIN Youth Services Committee (MAYS), Jeff, Nina

October 18, Mentor NJ Tech Meet-up, Hebah

October 22, Collection HQ Northeast Forum, Mullica Hill Library, Allan, Catherine

October 24, NJLA Diversity & Outreach, Jeff

November 6, Programs & Services Department Meeting

November 12, Customer Service for the Supervisor Training, Catherine, Jeanne, Walter

November 14, MAIN Membership/Board Meeting, Allan

November 14, Library/Union Contract Negotiations, Allan

November 15, NJLA Leadership & Education Committee, Hebah

November 15. MAIN Youth Services (MAYS), MAYS, Risa

**Future Meetings:**

November 18, Library Board Meeting

November 19, MAIN Circulation Committee, Walter

November 19, Library Finance Committee. 2020 Budget

November 20, I Love It Here! Customer Service Training,

November 20, Mentor NJ Meeting, Allan

November 26, MAIN ILS Committee, Walter

November 26, Library Special Board Meeting, 2020 Budget

December 2, Programs & Services Department Meeting

December 9, Library Finance Committee

December 9, Library Board Meeting

Respectfully submitted,

Allan M. Kleiman, MLS

Library Director

Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 10/31/19

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	127,127.61	159,362.67
01-100-03	Lakeland - Payroll Account	6,624.92	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,604.98	92,527.90
01-100-10	Lakeland - Restricted Donations	26,679.68	21,996.72
01-140-01	Furniture & Fixtures	304,028.32	301,823.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,171,460.29</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	35,084.65	43,599.00
01-211-00	Section 125 Withholding HDV	0.31	4,932.32
01-212-00	PERS 414/CINS witholding	12,093.52	20,550.13
01-218-00	Reserve for Encumbrances	155,432.18	216,639.58
	Total Liabilities	<u>202,610.66</u>	<u>285,721.03</u>

01-351-03	Restricted Fund Balance	99,950.89	99,950.89
01-390-04	Plant Fund - Investment in Fixed Assets	654,586.90	654,586.90
01-390-05	Fund Balance	153,490.90	153,490.90
	Total	<u>908,028.69</u>	<u>908,028.69</u>

Revenue	1,419,882.77	0.00
Less Expenses	1,359,061.83	0.00
Net	<u>60,820.94</u>	<u>0.00</u>
Total Fund Balance	<u>968,849.63</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,171,460.29</u>	<u>1,193,749.72</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13794 to 13836  
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
13794	10/31/19	BAKER005 Baker & Taylor	4,256.27		47
13795	10/31/19	DAIL0010 Daily Record	46.18		47
13796	10/31/19	DEMCO005 Demco, Inc.	754.99		47
13797	10/31/19	DIANE CY Diane Cypkin	400.00		47
13798	10/31/19	DIANE005 Diane Lang	200.00		47
13799	10/31/19	DIREC005 Direct Energy Business	213.90		47
13800	10/31/19	DRCHR005 Dr. Christopher Bellitto	250.00		47
13801	10/31/19	DRCHR005 Dr. Christopher Bellitto	250.00		47
13802	10/31/19	ELIZA005 Elizabeth Johansen	250.00		47
13803	10/31/19	EXCEL005 Excellent Building Services	2,899.00		47
13804	10/31/19	FITZS005 Fitzsimmons Irrigation & Light	150.00		47
13805	10/31/19	FLOTE005 FLO-TECH	244.11		47
13806	10/31/19	GREGO005 Gregory J. Della Pia	916.66		47
13807	10/31/19	HEBAH EM Hebah Emar	262.81		47
13808	10/31/19	IFPTE005 IFPTE	228.51		47
13809	10/31/19	JEFFR005 Jeffrey Cupo	231.60		47
13810	10/31/19	JERSE005 Jersey Central Power & Light	5,959.56		47
13811	10/31/19	JOEL FAR Joel Farkas	150.00		47
13812	10/31/19	KANOPY Kanopy, Inc.	136.00		47
13813	10/31/19	MARIANNE Marianne Ciffer	540.00		47
13814	10/31/19	MICHAELW Michael Weinstein	60.00		47
13815	10/31/19	MICHELEM Michele Magnotta	50.00		47
13816	10/31/19	MIDWE005 Midwest Tape	139.53		47
13817	10/31/19	NJNAT005 NJ Natural Gas Co.	361.24		47
13818	10/31/19	OPTIM005 Optimum	184.94		47
13819	10/31/19	PARKE005 Parker Publications, Inc.	59.78		47
13820	10/31/19	PITNE005 Pitney Bowes Global Financial	170.04		47
13821	10/31/19	PLYMOUTH Plymouth Rocket, Inc.	540.00		47
13822	10/31/19	RABBI BR Rabbi Brooks Susman	250.00		47
13823	10/31/19	RISAS005 Risa Skerker	19.23		47
13824	10/31/19	SHARON R Sharon S. Rogovin	87.50		47
13825	10/31/19	SHARON R Sharon S. Rogovin	87.50		47
13826	10/31/19	SHARON R Sharon S. Rogovin	87.50		47
13827	10/31/19	SHARON R Sharon S. Rogovin	87.50		47
13828	10/31/19	STAPL005 Staples Advantage	227.83		47
13829	10/31/19	SUNRI005 Sunrise ShopRite	278.78		47
13830	10/31/19	SYNCB005 SYNCB/AMAZON	308.79		47
13831	10/31/19	THOMA005 Thomas Klise/Crimson Multimed	38.00		47
13832	10/31/19	TOWNS005 Township of Montville	14,402.96		47
13833	10/31/19	TOWNS005 Township of Montville	1,447.65		47
13834	10/31/19	UNITE005 United Parcel Service	49.82		47
13835	10/31/19	VERI0010 VERIZON	481.03		47
13836	10/31/19	ZEST Zest Eats LLC	300.00		47

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	43	0	38,059.21	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	43	0	38,059.21	0.00

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	9-01	22,594.05	0.00	15,465.16	38,059.21
Total of All Funds:		<u>22,594.05</u>	<u>0.00</u>	<u>15,465.16</u>	<u>38,059.21</u>

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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: 10/31/19  
 Budget Account Range: First to Last      Include Non-Budget: No      Current Period: 10/01/19 to 10/31/19  
 Print Zero YTD Activity: No      Prior Year: 10/01/18 to 10/31/18

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,436.32	15,000.00	881.06	12,053.77	2,946.23-	80
9-01-401-03	Copier Income	122.20	1,300.00	110.60	884.50	415.50-	68
9-01-401-05	Computer Print Outs Income	328.19	3,500.00	262.90	2,677.41	822.59-	76
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	1,381,096.70	276,219.30-	83
9-01-401-08	Donations Income	2.03	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	167.50	2,000.00	124.27	1,326.91	673.09-	66
9-01-401-10	State Aid Income	9,422.00	9,500.00	9,432.00	9,432.00	68.00-	99
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	100.76	399.24-	20
9-01-401-15	Interest Income	27.24	1,100.00	31.73	4,505.36	3,405.36	410
9-01-401-16	Lost Cards	45.00	300.00	32.00	355.50	55.50	118
9-01-401-18	Disks/Faxes	60.05	700.00	70.00	512.70	187.30-	73
<b>Program Total</b>		<b>152,071.03</b>	<b>1,691,216.00</b>	<b>149,054.23</b>	<b>1,412,963.88</b>	<b>278,252.12-</b>	<b>84</b>
9-01-402-30	Restricted Contributions	264.90	3,500.00	104.16	3,418.89	81.11-	98
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
9-01-402-40	PLA Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
9-01-402-45	Founding Era Grant	0.00	1,000.00	0.00	0.00	1,000.00-	0
<b>Program Total</b>		<b>264.90</b>	<b>15,500.00</b>	<b>104.16</b>	<b>6,918.89</b>	<b>8,581.11-</b>	<b>45</b>
<b>Fund 01 Revenue Total</b>		<b>152,335.93</b>	<b>1,706,716.00</b>	<b>149,158.39</b>	<b>1,419,882.77</b>	<b>286,833.23-</b>	<b>83</b>

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-601-010	Salaries & Wages Expense	79,267.60	722,000.00	87,042.68	615,820.51	0.00	106,179.49	85
9-01-601-020	Accrued Salaries/Wages Expense	0.00	0.00	6,129.34-	8,514.35-	0.00	8,514.35	0
9-01-601-100	Taxes/FICA/UE	6,168.64	57,600.00	6,939.60	49,589.63	0.00	8,010.37	86
9-01-601-110	Health Benefits Expense	28,309.44	101,200.00	0.00	79,299.66	0.00	21,900.34	78
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	76,010.57	0.00	8,289.43	90
9-01-601-130	DCRP Expense	491.53	3,000.00	613.96	2,508.91	0.00	491.09	84
9-01-601-150	Temporary Staff	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
<b>Program Total</b>		<b>114,237.21</b>	<b>973,100.00</b>	<b>88,466.90</b>	<b>814,714.93</b>	<b>0.00</b>	<b>158,385.07</b>	<b>84</b>

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	5,948.00	0.00	52.00	99
9-01-602-020	Adult Books	5,015.25	28,521.00	2,216.91	30,024.14	3,091.58	4,594.72-	116
9-01-602-030	Adult BOCB	1,028.40	4,000.00	538.19	2,844.17	189.33	966.50	76
9-01-602-040	Adult DVD	1,258.08	15,000.00	165.10	8,917.68	429.53	5,652.79	62
9-01-602-050	Adult eBooks	369.16	5,000.00	0.00	3,672.47	750.00	577.53	88
9-01-602-060	Adult eAudio	79.98	5,000.00	0.00	3,217.85	750.00	1,032.15	79
9-01-602-070	Adult Music CD	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-602-090	Periodicals	6,486.92	9,000.00	0.00	3,713.64	5,703.37	417.01-	105
9-01-602-110	Games	1,024.24	6,000.00	38.00	6,837.77	0.00	837.77-	114
9-01-602-120	J Books	1,688.38	28,200.00	1,647.38	21,895.60	2,761.62	3,542.78	87
9-01-602-130	J BOCB	0.00	500.00	0.00	40.53	0.00	459.47	8
9-01-602-140	J DVD	35.12	2,000.00	159.35	2,080.30	387.08	467.38-	123
9-01-602-150	J eBooks	0.00	750.00	0.00	618.80	100.00	31.20	96
9-01-602-160	J eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	1,415.36	9,000.00	423.86	5,665.72	728.51	2,605.77	71
9-01-602-190	YA BOCB	0.00	500.00	0.00	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	51.27	500.00	0.00	500.00	450.00	450.00-	190
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	500.00	450.00	450.00-	190
9-01-602-230	Streaming	0.00	4,250.00	136.00	1,041.00	0.00	3,209.00	24
<b>Program Total</b>		<b>18,452.16</b>	<b>128,721.00</b>	<b>5,324.79</b>	<b>98,050.43</b>	<b>15,791.02</b>	<b>14,879.55</b>	<b>88</b>
9-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-603-230	Program - Adult	1,316.59	16,000.00	725.29	12,471.83	0.00	3,528.17	78
9-01-603-240	Program - Children	430.99	5,000.00	973.17	4,587.68	170.00	242.32	95
9-01-603-250	Summer Reading / Reading Programs	0.00	7,000.00	0.00	5,669.50	0.00	1,330.50	81
9-01-603-260	Museum Passes	0.00	4,000.00	0.00	3,320.00	400.00	280.00	93
9-01-603-270	Programs YA	279.44	2,500.00	245.88	2,186.80	46.93	266.27	89
9-01-603-280	Library-wide Cultural/Family Programing	737.98	3,500.00	788.17	1,895.74	86.13	1,518.13	57
9-01-603-300	Technology Programming	1,000.00	6,000.00	0.00	3,883.00	0.00	2,117.00	65
<b>Program Total</b>		<b>3,765.00</b>	<b>44,000.00</b>	<b>2,732.51</b>	<b>34,014.55</b>	<b>703.06</b>	<b>9,282.39</b>	<b>79</b>
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	1,279.65	14,000.00	489.81	12,474.29	844.11	681.60	95
9-01-604-070	Postage - Supplies	0.00	2,000.00	200.00	960.57	0.00	1,039.43	48
9-01-604-080	Freight-Shipg (Non-Collection)	109.34	1,000.00	49.82	677.25	0.00	322.75	68

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
<b>Program Total</b>		<b>1,388.99</b>	<b>17,000.00</b>	<b>739.63</b>	<b>14,112.11</b>	<b>844.11</b>	<b>2,043.78</b>	<b>88</b>
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	0.00	2,000.00	0.00	456.00	0.00	1,544.00	23
9-01-605-060	PR - Materials	177.54	1,500.00	90.70	651.03	0.00	848.97	43
9-01-605-070	Staff/Volunteer Recognition	0.00	2,500.00	24.58	1,174.27	0.00	1,325.73	47
<b>Program Total</b>		<b>177.54</b>	<b>6,000.00</b>	<b>115.28</b>	<b>2,281.30</b>	<b>0.00</b>	<b>3,718.70</b>	<b>38</b>
9-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-606-010	Staff Development	588.00	4,000.00	0.00	3,648.68	0.00	351.32	91
9-01-606-020	Professional Expenses	207.00	2,000.00	0.00	136.77	0.00	1,863.23	7
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	340.10	1,000.00	262.81	1,246.78	0.00	246.78	125
9-01-606-040	Professional Dues	120.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	0.00	6,000.00	0.00	3,027.46	0.00	2,972.54	50
<b>Program Total</b>		<b>1,255.10</b>	<b>14,000.00</b>	<b>262.81</b>	<b>8,564.69</b>	<b>0.00</b>	<b>5,435.31</b>	<b>61</b>
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	6,040.98	66,000.00	5,959.56	46,923.76	0.00	19,076.24	71
9-01-607-030	Utilities - Gas	252.00	20,000.00	575.14	10,467.26	0.00	9,532.74	52
9-01-607-040	Utilities - Telephone	566.37	6,000.00	481.03	5,266.77	0.00	733.23	88
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,849.40	0.00	650.60	74
<b>Program Total</b>		<b>7,044.29</b>	<b>94,500.00</b>	<b>7,200.67</b>	<b>64,507.19</b>	<b>0.00</b>	<b>29,992.81</b>	<b>68</b>
9-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-010	Plant - Repairs, Bldgs,Grounds	1,777.00	40,000.00	0.00	43,853.63	764.00	4,617.63	112
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,899.00	24,465.00	0.00	5,535.00	82
9-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,500.00	0.00	1,571.00	0.00	1,929.00	45
9-01-608-050	Plant - HVAC Maintenance	3,821.00	16,000.00	0.00	14,008.40	0.00	1,991.60	88
9-01-608-060	Plant - Lawn Sprinklers Maint	556.00	3,000.00	150.00	2,467.13	0.00	532.87	82
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	85.74	0.00	414.26	17
<b>Program Total</b>		<b>8,269.00</b>	<b>94,000.00</b>	<b>3,049.00</b>	<b>86,541.28</b>	<b>764.00</b>	<b>6,694.72</b>	<b>93</b>
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	11,567.00	13,000.00	0.00	0.00	0.00	13,000.00	0

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-050	EM - Copiers	1,384.74	1,500.00	0.00	1,929.06	0.00	429.06-	129
9-01-609-070	Computer Software	0.00	2,000.00	540.00	3,071.30	0.00	1,071.30-	154
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	4,400.00	0.00	400.00-	110
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	170.04	800.00	170.04	680.16	0.00	119.84	85
<b>Program Total</b>		<b>13,121.78</b>	<b>22,000.00</b>	<b>710.04</b>	<b>10,080.52</b>	<b>0.00</b>	<b>11,919.48</b>	<b>46</b>
9-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-610-010	Color Copy Usage	0.00	3,000.00	0.00	4,228.98	0.00	1,228.98-	141
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	1,652.73	0.00	652.73-	165
<b>Program Total</b>		<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>5,881.71</b>	<b>0.00</b>	<b>1,881.71-</b>	<b>147</b>
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	0.00	7,000.00	0.00	6,125.00	0.00	875.00	88
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	9,166.63	0.00	2,833.37	76
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	51,474.63	0.00	3,525.37	94
9-01-611-070	Computer Support & Service	127.50	6,000.00	0.00	8,835.00	0.00	2,835.00-	147
9-01-611-100	Web Site Maintenance	0.00	1,000.00	0.00	31.16	0.00	968.84	3
9-01-611-150	Legal	0.00	4,000.00	0.00	1,716.68	0.00	2,283.32	43
9-01-611-250	Board Secretary	0.00	3,000.00	250.00	2,600.00	0.00	400.00	87
9-01-611-260	Payroll Service Fee	629.97	8,000.00	89.08	5,883.92	0.00	2,116.08	74
9-01-611-320	Other Professional Services	0.00	1,000.00	0.00	60.00	0.00	940.00	6
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
<b>Program Total</b>		<b>1,674.13</b>	<b>100,000.00</b>	<b>1,255.74</b>	<b>85,893.02</b>	<b>0.00</b>	<b>14,106.98</b>	<b>86</b>
9-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-612-010	Township In-Kind Services	0.00	48,195.00	0.00	45,221.00	0.00	2,974.00	94
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	25,964.00	0.00	236.00	99
9-01-612-030	O/E- Contingencies	4,268.00	10,000.00	0.00	2,394.07	0.00	7,605.93	24
9-01-612-040	O/E - Licenses & Fees	512.00	500.00	0.00	512.00	0.00	12.00-	102
9-01-612-060	O/E - Board Misc	104.93	2,000.00	153.99	1,329.60	50.00	620.40	69
<b>Program Total</b>		<b>4,884.93</b>	<b>86,895.00</b>	<b>153.99</b>	<b>75,420.67</b>	<b>50.00</b>	<b>11,424.33</b>	<b>87</b>
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	1,486.80	7,500.00	1,850.00	6,230.00	0.00	1,270.00	83

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-613-015	PLA Grant Expenses	0.00	3,500.00	484.88	3,418.02	0.00	81.98	98
9-01-613-017	Founding Era Grant	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
	<b>Program Total</b>	<b>1,486.80</b>	<b>12,000.00</b>	<b>2,334.88</b>	<b>9,648.02</b>	<b>0.00</b>	<b>2,351.98</b>	<b>80</b>
	<b>Fund 01 Expend Total</b>	<b>175,756.93</b>	<b>1,596,216.00</b>	<b>112,346.24</b>	<b>1,309,710.42</b>	<b>18,152.19</b>	<b>268,353.39</b>	<b>83</b>

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		152,335.93	149,158.39	1,419,882.77	175,756.93	112,346.24	1,327,862.61	92,020.16

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

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
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-180	Curtains/Shades Pio Costa	17,638.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
<b>Program Total</b>		<b>17,638.00</b>	<b>22,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>12,000.00</b>	<b>45</b>
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-170	Landscaping	160.00	0.00	0.00	1,410.00	0.00	1,410.00-	0
9-02-803-210	Chiller	520.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	0.00	2,454.26	2,897.55	7,648.19	41
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
<b>Program Total</b>		<b>680.00</b>	<b>66,000.00</b>	<b>0.00</b>	<b>3,864.26</b>	<b>2,897.55</b>	<b>59,238.19</b>	<b>10</b>
9-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-804-010	Computer Equipment	0.00	10,000.00	0.00	5,372.84	3,000.00	1,627.16	84
9-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	73.60	0.00	2,426.40	3
<b>Program Total</b>		<b>0.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>5,446.44</b>	<b>3,000.00</b>	<b>4,053.56</b>	<b>68</b>
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	0.00	10,000.00	0.00	5,991.00	0.00	4,009.00	60
<b>Program Total</b>		<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>5,991.00</b>	<b>0.00</b>	<b>4,009.00</b>	<b>60</b>
<b>CAPITAL BUDGET Expend Total</b>		<b>18,318.00</b>	<b>110,500.00</b>	<b>0.00</b>	<b>15,301.70</b>	<b>15,897.55</b>	<b>79,300.75</b>	<b>28</b>

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-02	CAPITAL BUDGET	0.00	0.00	0.00	18,318.00	0.00	31,199.25	31,199.25-

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
9-01		152,335.93	149,158.39	1,419,882.77	175,756.93	112,346.24	1,327,862.61	92,020.16
9-02	CAPITAL BUDGET	0.00	0.00	0.00	18,318.00	0.00	31,199.25	31,199.25-
	Final Total	152,335.93	149,158.39	1,419,882.77	194,074.93	112,346.24	1,359,061.86	60,820.91



**MONTVILLE TOWNSHIP PUBLIC LIBRARY OCTOBER 2019 PROGRAM ATTENDANCE**  
**November 18, 2019 Board Meeting**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>Oct 2019</b>	<b>Oct 2018</b>
<b>Children - Staff Programs</b>		
Storytime	163	
Bingo/Games	29	
Baby Legos & Kids Legos	28	
Messy Munchkins	15	
Drop In Arts & Crafts, Play Dough, Coloring	96	
Pre-Schools - Outreach Storytime	93	
Kids Knitting	14	
Pumpkin Decorating	28	
Baby Playtime	96	
Technology Class	3	
<b>Children - Staff Programs Total</b>	<b>565</b>	<b>574</b>
<b>Children - Paid Presenters</b>		
Kids Terrarium Workshop	20	
Yoga	12	
<b>Children - Paid Presenters Total</b>	<b>32</b>	<b>25</b>
<b>Total All Children's Programs</b>	<b>597</b>	<b>599</b>
<b>Young Adults - Staff Programs</b>		
Video Games	55	
English Conversation & Cookies & Conversation	24	
TAB Meeting	23	
Chess	30	
Technology Classes & Tech Help	29	
Lock In	20	
Drama	3	
<b>Young Adult - Staff Programs Total</b>	<b>184</b>	<b>236</b>
<b>Young Adult - Paid Presenters</b>		
Yoga	3	
<b>Young Adult - Paid Presenters Total</b>	<b>3</b>	<b>8</b>
<b>Total All Young Adult Programs</b>	<b>187</b>	<b>244</b>
<b>Adult - Staff Programs</b>		
Movies	190	
Adult Book Club & Books n' Bites	16	
Technology Classes	17	
Knitting Class	14	
ELL Classes	118	
<b>Adult Staff Programs Total</b>	<b>355</b>	<b>506</b>
<b>Adult - Paid Presenters</b>		
Technology Classes	74	
Lectures	268	
Concerts, Dance, Music & Art	110	
Adult Terrarium Workshop	24	
<b>Adult - Paid Presenters Total</b>	<b>452</b>	<b>546</b>
<b>Total All Adult Programs</b>	<b>807</b>	<b>1,052</b>
<b>Library Sponsored Total</b>	<b>1,591</b>	<b>1,895</b>
<b>OUTSIDE GROUPS</b>		
Literacy Volunteers of Morris County	32	
Writer's Group	6	
Pet Parents	5	
One Montville	15	
M.A..I.N Technical Services Meeting	40	
<b>Outside Groups Total</b>	<b>98</b>	<b>132</b>
<b>GRAND TOTAL</b>	<b>1,689</b>	<b>2,027</b>

<b>Library Displays and Featured Themes</b>		
Spooky Stories for Halloween - Adults, Teens & Children		
National Bullying Prevention Month - Young Adults and Children		
October is National Fire Prevention Month - Children		
Diwali - Adults and Children		
National Coming Out Day - Young Adults and Adults		
October is Breast Cancer Awareness Month - Adults		
Halloween Books - Children		

<b>Museum Pass Program</b>	<b>Oct 2019</b>	<b>Oct 2018</b>
Grounds for Sculpture	4	
Imagine That!!!	8	
Intrepid Sea, Air and Space Museum	4	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	0	
Morris Museum	3	
American Museum of Natural History	8	
Newark Museum	1	
Stickley Museum	1	
Museum of Modern Art - <i>closed renovations</i>	0	
Battleship New Jersey	1	
<b>Museum Pass Total</b>	<b>30</b>	<b>33</b>

<b>Exams Proctored</b>	2	0
<b>Quiet Study Room - number of times used</b>	49	56