

Montville Township Public Library
Board of Trustees Meeting
July 9, 2018
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Ms. Linda Peskin
Mayor Conklin
Mr. Robert Lefkowitz
Mr. Charlie Grau
Mr. Carmen Allora
Mr. Robert Donohue
<u>MEMBERS ABSENT</u>
Mr. David Tubbs
Mrs. Jane Hines

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 7:00p.m.

II. Open Public Meetings Act Statement

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

III. Adoption of Minutes

- A. *Mr. Lefkowitz made a motion to approve the amended June 11, 2018 Regular session minutes, seconded by Ms. Peskin*

Mr. Mazzaccaro abstained; Mr. Grau abstained; Ms. Peskin yes; Mr. Donohue yes; Mr. Lefkowitz yes, Mr. Allora yes: Motion Carried.

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro very upset regarding a motion that was made at the June meeting for discussion to cease regarding voice over IP. If the Committee is discussing a topic they should continue to discuss until the board comes to a consensus. The Board felt that they were discussing a topic that they were not given enough information on to make an informed decision.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 50%. Year to date revenue is on target at 50% of annual budget. Year to date operating expenditures, plus encumbrances are at 51% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$322,433.00 or 45.1% of the total annual budget. The year to date capital expenditures are 13% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being \$48,100 YTD.

Greg Della Pia had stated that \$11,488.85 is a carryover from 2017. He has not capitalized fixed assets yet.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Conklin stated that the Township Committee is meeting one time per month. The 4th of July celebration was successful. Chief Rudy Appelmann will be retiring. The Board of Education has approved a School Resource Officer and a Class 3 Special.

Superintendent Liaison of Schools – Mr. Tubbs absent,

VII. Committee Reports

Finance: Mr. Allora stated that the committee did not meet.

Personnel: Mr. Lefkowitz stated that he met with Catherine. The Staff Development Plan was sent out the day of the last meeting. Yearly and mid-year performance reviews have been completed. Open positions are still being filled. The Mid-year directors report will be delivered at the next subcommittee meeting. Mr. Lefkowitz asked Allan to send out the meeting invitations for the remainder of the year. Allan will send them all by the end of the week.

*****Mr. Grau made a motion to have the Director put all meeting dates in Google calendar and send reminder messages one week prior to meetings, seconded by Mr. Lefkowitz*

Mr. Mazzaccaro yes; Mr. Grau yes; Ms. Peskin yes; Mr. Donohue yes; Mr. Lefkowitz yes, Mr. Allora yes: Motion Carried.

Buildings & Grounds: Mr. Grau stated the window shades will be installed. Carpeting has been cleaned and there is a meeting tomorrow regarding the chillers. The minor problem with the air conditioning has been fixed. Prices are being secured to replace the front doors. The Committee will discuss changes and alterations to the vestibule. Allan believes there may be plans for this project.

Technology: Mr. Lefkowitz stated that the committee did not meet.

Patron Services: Mr. Donohue stated that the committee did not meet. Mr. Donohue asked about program attendance. Allan stated that he checks in on the programs and the patrons seem very satisfied with the programs that are offered.

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

***** Mr. Lefkowitz made a motion to include the Directors report, Program attendance and Financial reports in the monthly minutes. Seconded by Mr. Allora*

Mr. Mazzaccaro yes; Mr. Grau yes; Ms. Peskin yes; Mr. Donohue yes; Mr. Lefkowitz yes, Mr. Allora yes: Motion Carried.

Mr. Allora asked for a schedule of Allan's class or conference schedule, personal days and vacation days for the remainder of the year.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12753 through 12805 dated June 1 to June 30, 2018 in the amount of \$92,800.60

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

Mr. Mazzaccaro yes; Mr. Grau yes; Ms. Peskin yes; Mr. Donohue yes; Mr. Lefkowitz yes, Mr. Allora yes: Motion Carried.

- B. Resolution to accept the salaries for month of June 2018 in the amount of \$49,841.57

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

Mr. Mazzaccaro yes; Mr. Grau yes; Ms. Peskin yes; Mr. Donohue yes; Mr. Lefkowitz yes, Mr. Allora yes: Motion Carried

X. Old Business

- A. *Mr. Allora made a motion to amend the resolution that was approved and reopen discussion of Voice Over IP and turn it back over to the Technology Committee. Seconded by Mr. Grau*

Mr. Mazzaccaro yes; Mr. Grau yes; Ms. Peskin yes; Mr. Donohue yes; Mr. Lefkowitz yes, Mr. Allora yes: Motion Carried.

- B. *Mr. Allora made a motion to review the IT Support position. Seconded by Mr. Lefkowitz*

Mr. Allora withdrew his motion.

Mr. Donohue asked why the Library can't have two support staff, one for Voice Over IP and one for computer support. Mr. Grau stated that the Library Director should be making a recommendation.

XI. New Business

1. Lakeland Bank questioned the validity of a check. The bank asked for someone other than the signer be able to verify a check.

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 Personnel; and

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 8:16p.m. Mr. Lefkowitz made a motion, seconded by Mr. Allora that the Library Board adjourn to Executive Session. Vote: All in favor

Ms. Peskin made a motion to dispense of the recording of Executive Session due to a technical glitch. Seconded by Mayor Conklin. All in favor

XIII. Adjournment

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Allora; meeting was adjourned at 9:25 pm.



Director's Report
July 9, 2018

Jeanne and Janina removed all the boxes from the Library's Extra Space Storage unit. The documents that we must keep are being stored in the mechanical room with the space saver shelves. That project has now been completed. We have closed our storage space account

The Library was awarded a Teen Read Grant through Dollar General and YALSA. We will be awarded \$1,000 to spend during Teen Read Week in October. Our programs during Teen Read Week will focus on three activities relating to Invented Languages in Science Fiction and Fantasy. Jeff has scheduled David J. Peterson, the linguist for HBO's Game of Thrones as our virtual speaker, and he will conduct a book discussion, and do a STEAM activity where the teens would invent their own language such as Elvish from The Lord of the Rings trilogy or Newspeak from 1984.

The facility once again served as the command center for the Township's 4th of July event. Everything went well except for one glitch with the air conditioning which Hughes Engineering fixed for us remotely.

Staff training went very well. Day one included presentations on issues relating to Patron Privacy given by T.J Lamara, Officer Scott McGowan working with staff on evacuation procedures, and members of NW SCORE talked about the upcoming programs being held in the Library beginning in the fall. Day 2 began with staff review and discussion of the Library's Strategic Plan in the morning and an afternoon devoted to library discovery and Customer Service the Disney Way presented by the Library Director.

The Library Director attended the annual conference of the American Library Association in New Orleans during the month of June. Sessions attended included one related to Intellectual Freedom, Collection Development, International Relations/Partnerships, Director's Discussion Group, Artificial Intelligence in the Library, Serving the Business Community, LGBTIQ Library Service and Fostering Entrepreneurship in the Library. The Director was part of a panel presentation on "The

New Frontier: Training Older Adults to Use Gadgets.” The presentation was featured in American Libraries online. A copy has been included in your packet. This year’s Intellectual Freedom Roundtable speaker focused on “Fake News and Hurricane Katrina,” and the Coretta Scott King Book Awards featured the award winners of this past year and years past.

The Director has completed his term as President of the NJLA Administration & Management Section on June 30th. The big project of the Section is a state-wide conference on Management to be presented in November 2018.

This past month the Library circulated 15,113 items compared with 16,669 for the same period last year.

Staff 6-month evaluations have been completed.

BUILDINGS & GROUNDS

Hand dryers are in the process of being installed in the public restrooms in the Library. Northeast Security will be installing the additional viewing points of the security cameras later this month along with the app on the Director’s phone. Wicks landscapers did a spring cleanup that included weeding the beds and removing the poison ivy from the back wall and sidewalk area.

We had trouble with the air conditioning on the first very hot day of the season. The compressors locked out and the breakers tripped. Hughes put data loggers on the lines to collect information in case this happens again.

Griffith Shades removed the original canvas curtains from the upper windows of the Pio Costa Auditorium and they installed the white blackout film. They sealed all the edges with caulk. It is neater looking and already is in use. Electrical outlets and wiring for the new motorized shades were installed. The motorized shades should be installed later this month.

Carpets and flooring were cleaned throughout the entire Library and auditorium.

The chillers have been working nicely except for a glitch or two. One of those glitches was during the July 4th event but the Director worked with Hughes remotely to fix the issue. We are hoping to have a follow-up meeting with the Whitman Company on Tuesday, July 10th to follow-up on developing the specs for us.

FINANCE

The library's audit will be conducted on July 10-12, 2018.

Edmunds is suggesting that all customers switch to a hosted environment. They say it provides identical functionality and is faster, more robust and more secure than the current on premise option. Upgrades and backup/redundancy are automatic. We do not have pricing for this and will investigate further.

The eighth and final increase in PERS rates starts in July, when the employee deduction will increase from 7.34% to 7.50%.

The ADP Vacation/Sick/Personal Time is still being worked on to achieve the level of accuracy that we need to fulfill the contract obligations for our staff.

PATRON SERVICES

In June, we celebrated Pride Month and prepared for Libraries Rock! Summer Reading which kicked off on June 23rd. Over 100 children and their parents came to paint a rock in keeping with our theme which is now a part of our rock garden in front of the library entrance. Kids also had their faces painted and signed up for our 8 week reading program. Our staff, including members of every department and TAB volunteers, worked hard to make this a fun family day for our patrons. Jeff Cupo also hosted the Teen Summer Reading Kick-off on the 23rd and has already signed up nearly as many teens as were registered for the whole summer in 2017. Sign-ups for all age groups are off to a great start with 246 children, 91 adults, and 59 teens registered as of today. We've raffled off prizes for gift cards for the adults and teens, and coupons for local vendors for the kids.

Other exciting programs for children in June included a visit from popular author Dan Gutman. Ninety children listened to this great storyteller explain how and why he became a children's author and bought books for him to sign. Sixteen toddlers created Rainbow fish using celery and paint in Messy Munchkins and 20 children participated in Kids Yoga. The kids also had fun creating a drop-in Father's Day craft on the Saturday before the holiday. The Montville High School Earth club partnered with us once again to do a special Earth themed story time in June.

"Libraries Rock" programming for adults focuses on rock musicals this summer. Film critic Stephen Whitty kicked off the Adult Summer Reading Program with a lecture to a full house on the evolution of the American musical film. This summer we will show a "Rock Musical" film every Wednesday evening! Among the "Montville "U" offerings enjoyed by patrons this month was the conclusion of a two-part series on Leonard Bernstein by Dr. Bob Butts. The lecture series was presented in honor of "Leonard Bernstein at 100", the world-wide celebration of the 100th birthday of Leonard

Bernstein, the composer, conductor, and educator. We had our last spring session of the Montclair Art Museum art workshops for adults, a print making class with ink and rollers. This popular series will resume in the fall. Our book club has gotten into our Great American Reads theme and will be reading 2 of the 100 novels in the fall. Seventeen patrons attended the book club in June.

The teens ended the school year with a program nearly every day in the first two weeks in June. The final Cookies and Conversations, Wii Tournaments, Graduates' Pizza Party and TAB Talent Show were the most successful and well attended programs. In our first Young Adult Summer Reading Program, Space Archeology, in keeping with our "Libraries Rock!" theme, teens learned to use satellite imagery to discover and track ancient ruins to prevent the looting of archeological sites.

We held the fourth TAB Election. New Officers are: Presidents Ganesh Arunachalam and Ryan Dratler, Vice President Hannah Scroggins, Secretaries Joshua Philip and Maryum Khan, and Treasurer Sehee Son. They are some of the best and hard-working volunteers we have in TAB, and Jeff is very optimistic that they will do a great job. The TAB volunteers have continued to be active, even with the end of the school year, and have volunteered their time at the Summer Reading check-in desk for 8.5 hours each week.

Risa and Amy visited Hilldale, William Mason, and Valley View elementary schools to talk about our kids' summer reading program and how children can participate in programs and log their reading. Risa visited Millie's Playhouse and Funtime Kids Academy for outreach story time for the preschoolers.

On June 4, Jeff, Allan and I attended the TAB Volunteer recognition reception, where Jeff and Allan spoke and presented awards to all our hard working TAB volunteers.

Catherine has been working on refreshing the adult book collection shelf by shelf to remove grubby or outdated items, in the areas of nonfiction, fiction, and biography. We are ordering new books in each shelf area to replace well used items and supplement subject areas with newer and more relevant items. Jeff worked on the Chinese and removed books from the collection that were literally falling apart due to their condition.

Risa and Catherine worked on refreshing the children's picture books, nonfiction, and fiction collections to replace well used items and supplement with newer books we might have missed. Pam and Catherine removed duplicate DVDs that aren't circulating and cleaning the copies that will remain on the shelf.

The Circulation staff processed all of the Montville Board of Ed copies of the middle school summer reading book, Outcasts United and got them out to the public. Additional copies are on order.

We sent out weekly newsletters about news and events and book recommendations in all facets of MTPL with content created by the entire Programs and Services Dept.

PERSONNEL/TRAINING/WORKSHOPS

The Personnel Committee has suggested that we add additional language to the Staff Development Plan. This is currently in process.

Catherine finished all the mid-year evaluations for the Programs & Services Department and sat in with Walter for all of his Circulation Dept. mid-year evaluations. The Management evaluations have been completed as well.

TECHNOLOGY

The severe thunderstorm on July 3rd knocked out our book detection gates. Those were restored and are now online again. The gate software is still under review by Bibliotheca to discover why the Library Connect software does not fully function. This issue is one that several Libraries now have a problem with. The Director met with the staff of Bibliotheca at ALA but as of now they have no date for the "fix"

MEETINGS

June 5, MAIN Adult Services Committee, Catherine
June 8, MAIN Technology Committee, Catherine
June 11, LLNJ Library Link NJ, Membership Meeting, Allan
June 12, Visit to William Mason and Hilddale Elementary schools, Amy
June 14, MAIN Board and Membership Meeting, Allan
June 15, Visit to Valley View Elementary, Risa
June 20-26, Annual Conference, American Library Association, Allan
June 27, Library Personnel Committee, Catherine
June 28 & 29, In house Staff Development, ALL Staff
July 3, Library Buildings & Grounds Committee, Allan, Catherine, Jeanne

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

MONTVILLE TOWNSHIP PUBLIC LIBRARY JUNE 2018 PROGRAM ATTENDANCE
JULY 9, 2018 Board Meeting

LIBRARY SPONSORED PROGRAMS	2018	2017
Children - Staff Programs		
Storytime	146	
Bingo/Games	23	
Kids Storytime Yoga	20	
Legos	12	
Messy Munchkins	16	
Drop In Arts & Crafts	15	
Funtime Academy	24	
Children - Staff Programs Total	256	334
Children - Paid Presenters		
Summer Reading Kick Off	100	
Dan Gurman Author Visit	90	
Children - Paid Presenters Total	190	220
Total All Children's Programs	446	554
Young Adults - Staff Programs		
Video Games	15	
Cookies & Conversations	24	
TAB Events	45	
STEAM	20	
Summer Reading Kick Off	5	
Graduation Pizza Party	9	
Teen Volunteer Reception	35	
Tech Help (all ages)	1	
English Conversation (all ages)	1	
Young Adult - Staff Programs Total	155	172
Young Adult - Paid Presenters	0	0
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	155	172
Adult - Staff Programs		
Movies	312	
Adult Knitting		
Adult Book Club	23	
Adult - Staff Programs Total	335	337
Adult - Paid Presenters		
Montclair Art Museum - Art Class	20	
Lectures	170	
Technology Classes	43	
Adult - Paid Presenters Total	233	320
Total All Adult Programs	568	657
Library Sponsored Total	1,169	1,383
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	20	
Writer's Group	5	
Pet Parents	5	
One Montville		
Outside Groups Total	30	93
GRAND TOTAL	1,199	1,476

Library Displays and Featured Themes		
LGBTQ Month		
Graduation		
Libraries Rock!		
June is Adopt a Cat Month		

Children's Book Displays		
Superheroes		
Father's Day		
Basketball		
Libraries Rock!		

Museum Pass Program	2018	2017
Grounds for Sculpture	2	
Imagine That!!!	5	
Intrepid Sea, Air and Space Museum	4	
Macculloh Hall Historical Museum	1	
Montclair Art Museum	3	
Morris Museum	1	
American Museum of Natural History	7	
Newark Museum		
Stickley Museum	1	
Museum of Modern Art	4	
Museum Pass Total	28	38

Exams Proctored	1	1
Quiet Study Room - number of times used	33	43

Summer Reading - Registered Patrons	2018	2017
Children	285	
Young Adults	76	
Adults	110	
Total To Date	471	486

Library / Auditorium Closings
 Tuesday, June 5 - Election Day Auditorium Polling Station
 June 20 & June 21 - 5 pm Closings Graduation
 June 28, 29 and 30 Closings for Township Independence Celebration

July 3, 2018
06:07 PM

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 06/30/18

Page No: 1

	2018	2017
<hr/>		
Assets		
01-100-01 Petty Cash	291.92	291.92
01-100-02 Lakeland - Operating Checking	106,707.13	136,230.73
01-100-03 Lakeland - Payroll Account	4,785.27	5,248.61
01-100-04 Lakeland CD Accounts	257,000.00	0.00
01-100-05 Atlantic Stewardship Bank CD	0.00	255,645.01
01-100-08 Lakeland - Capital Reserve	12,017.40	12,011.41
01-100-10 Lakeland - Restricted Donations	21,006.83	20,168.84
01-140-01 Furniture & Fixtures	249,358.32	249,358.32
01-140-02 Property Plant Improvements	93,253.00	93,253.00
01-140-03 Computer Equip & Related Asset	140,163.52	140,163.52
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>928,353.13</u>	<u>956,141.10</u>
Liabilities & Fund Balance		
01-200-10 Salaries & Wages Payable	0.00	12,077.46
01-200-11 Sick Hrs Year End Accrual	26,453.00	26,453.00
01-210-00 403B withholding Payable	650.00	0.00
01-211-00 Section 125 Withholding HDV	2,466.16	2,189.02
01-212-00 PERS 414/CINS Withholding	18,739.99	18,722.68
01-218-00 Reserve for Encumbrances	130,429.99	197,899.66
01-400-01 Appropriation Reserve	2,715.00	0.00
Total Liabilities	<u>181,454.14</u>	<u>257,341.82</u>
01-351-03 Restricted Fund Balance	191,127.79	191,127.79
01-390-04 Plant Fund - Investment in Fixed Assets	519,159.84	519,159.84
01-390-05 Fund Balance	11,488.35-	11,488.35-
Total	<u>698,799.28</u>	<u>698,799.28</u>
Revenue	856,801.12	0.00
Less Expenses	<u>808,701.41</u>	<u>0.00</u>
Net	<u>48,099.71</u>	<u>0.00</u>
Total Fund Balance	<u>746,898.99</u>	<u>698,799.28</u>
Total Liabilities & Fund Balance	<u>928,353.13</u>	<u>956,141.10</u>

July 3, 2018
01:19 PM

Montville Township Public Library
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 12753 to 12805
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
12753	06/30/18	ALLAN005 Allan Kleiman	199.19		31
12754	06/30/18	BAKER005 Baker & Taylor	0.00	06/30/18 VOID	0
12755	06/30/18	BAKER005 Baker & Taylor	0.00	06/30/18 VOID	0
12756	06/30/18	BAKER005 Baker & Taylor	0.00	06/30/18 VOID	0
12757	06/30/18	BAKER005 Baker & Taylor	0.00	06/30/18 VOID	0
12758	06/30/18	BAKER005 Baker & Taylor	0.00	06/30/18 VOID	0
12759	06/30/18	BAKER005 Baker & Taylor	0.00	06/30/18 VOID	0
12760	06/30/18	BAKER005 Baker & Taylor	7,154.43		31
12761	06/30/18	BARNE005 Barnes & Noble, Inc.	86.84		31
12762	06/30/18	BIBLIOTH Bibliotheca, LLC	499.94		31
12763	06/30/18	CINDYLAR Cindy LaRue	70.46		31
12764	06/30/18	CLEAN Clean Impressions, Inc.	3,101.00		31
12765	06/30/18	CONDURSO Condursos Garden Center	39.47		31
12766	06/30/18	DAIL0010 Daily Record	268.75		31
12767	06/30/18	DELL Dell Marketing, L.P.	82.61		31
12768	06/30/18	DEMCO005 Demco, Inc.	349.92		31
12769	06/30/18	DIREC005 Direct Energy Business	542.60		31
12770	06/30/18	ELIZA005 Elizabeth Johansen	230.00		31
12771	06/30/18	EXCELO05 Excellent Building Services	2,115.00		31
12772	06/30/18	FLOTE005 FLO-TECH	1,479.57		31
12773	06/30/18	GREGO005 Gregory J. Della Pia	916.66		31
12774	06/30/18	GRIFF005 Griffith Shade Company	13,437.20		31
12775	06/30/18	HITEC005 HiTech Computer Services LLC	977.50		31
12776	06/30/18	HORSE Horse & Carriage Rentals LLC	325.00		31
12777	06/30/18	HUGHE005 Hughes Environmental	4,975.41		31
12778	06/30/18	IFPTE005 IFPTE	120.52		31
12779	06/30/18	JEANNO05 Jeanne Ivy	21.60		31
12780	06/30/18	JERSE005 Jersey Central Power & Light	5,722.00		31
12781	06/30/18	LIBRARYD Library Development Solutions	8,666.00		31
12782	06/30/18	MACCU005 Macculloch Hall Historical Mus	100.00		31
12783	06/30/18	MAINIO05 M.A.I.N., Inc.	12,330.12		31
12784	06/30/18	MIDWE005 Midwest Tape	66.16		31
12785	06/30/18	MOVIE005 Swank Movie Licensing USA	502.00		31
12786	06/30/18	NJNAT005 NJ Natural Gas Co.	154.46		31
12787	06/30/18	NORTHEAS Northeast Security Systems	4,615.00		31
12788	06/30/18	OPTIM005 Optimum	184.94		31
12789	06/30/18	OVERD005 OverDrive, Inc.	6,000.00		31
12790	06/30/18	PETTY005 Pettycash	61.63		31
12791	06/30/18	PROLIO05 Pro Libra Associates Inc.	368.36		31
12792	06/30/18	REGEN005 Regent Book Company	43.94		31
12793	06/30/18	RISAS005 Risa Skerker	28.34		31
12794	06/30/18	S1PRI005 S1 Print Solutions Group, Inc.	1,336.00		31
12795	06/30/18	STAPLO05 Staples Advantage	741.27		31
12796	06/30/18	STATE005 State of New Jersey	141.55		31
12797	06/30/18	SUNRIO05 Sunrise ShopRite	712.02		31
12798	06/30/18	SYNCB005 SYNCB/AMAZON	938.64		31
12799	06/30/18	THOMA005 Thomas Klise/Crimson Multimed	490.12		31
12800	06/30/18	TOWNS005 Township of Montville	11,902.40		31
12801	06/30/18	UNITE005 United Parcel Service	47.61		31
12802	06/30/18	VENMILL VenMill Industries	86.99		31
12803	06/30/18	VERIO010 VERIZON	458.62		31

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Montville Township Public Library
Check Register By Check Id

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
12804	06/30/18	VERI0015 Verizon	46.76		31
12805	06/30/18	VOICE005 Voice of Youth Advocates	62.00		31
<hr/>					
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	47	6	92,800.60	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	47	6	92,800.60	0.00

July 3, 2018
01:19 PM

Montville Township Public Library
Check Register By Check Id

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	7-01	11,767.00	0.00	0.00	11,767.00
	8-01	59,917.35	0.00	2,586.44	62,503.79
CAPITAL BUDGET	8-02	18,529.81	0.00	0.00	18,529.81
Year Total:		78,447.16	0.00	2,586.44	81,033.60
Total of All Funds:		90,214.16	0.00	2,586.44	92,800.60

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July 3, 2018
05:37 PM

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Page No: 1

Revenue Account Range: First Budget Account Range: First Print Zero YTD Activity: No		to Last to Last	Include Non-Anticipated: Yes Include Non-Budget: No		Year To Date As Of: 06/30/18 Current Period: 06/01/18 to 06/30/18 Prior Year: 06/01/17 to 06/30/17			
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real	
8-01-401-01	Fines Income	1,259.84	15,000.00	1,463.06	8,000.26	6,999.74-	53	
8-01-401-03	Copier Income	67.60	1,400.00	58.65	498.85	901.15-	36	
8-01-401-05	Computer Print Outs Income	234.27	3,900.00	308.75	1,702.05	2,197.95-	44	
8-01-401-07	Township Income	139,735.00	1,685,526.00	140,460.50	842,763.00	842,763.00-	50	
8-01-401-09	Lost Items	95.99	2,000.00	246.98	1,177.87	822.13-	59	
8-01-401-10	State Aid Income	11.00	9,400.00	0.00	0.00	9,400.00-	0	
8-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0	
8-01-401-15	Interest Income	42.24	700.00	18.58	1,022.85	322.85	146	
8-01-401-16	Lost Cards	56.00	300.00	14.00	149.00	151.00-	50	
8-01-401-18	Disks/Faxes	24.00	700.00	46.10	359.50	340.50-	51	
Program Total		141,525.94	1,719,426.00	142,616.62	855,673.38	863,752.62-	50	
8-01-402-30	Restricted Contributions	116.05	4,500.00	161.20	1,127.74	3,372.26-	25	
Fund 01 Revenue Total		141,641.99	1,723,926.00	142,777.82	856,801.12	867,124.88-	50	
Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-601-010	Salaries & Wages Expense	70,007.39	710,000.00	49,841.57	313,388.11	0.00	396,611.89	44
8-01-601-100	Taxes/FICA/UE	5,745.13	55,000.00	4,107.11	26,941.69	0.00	28,058.31	49
8-01-601-110	Health Benefits Expense	8,640.38	101,200.00	9,436.48	59,084.80	0.00	42,115.20	58
8-01-601-120	PERS Expense	0.00	81,070.00	0.00	60,843.26	0.00	20,226.74	75
8-01-601-130	DCRP Expense	0.00	3,000.00	0.00	1,271.95	0.00	1,728.05	42
8-01-601-150	Temporary Staff	2,481.73	5,000.00	368.36	9,044.73	0.00	4,044.73-	181
Program Total		86,874.63	955,270.00	63,753.52	470,574.54	0.00	484,695.46	49
8-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-602-010	Collection Development Software	0.00	7,500.00	0.00	0.00	0.00	7,500.00	0
8-01-602-020	Adult Books	2,602.11	25,000.00	2,730.85	22,544.97	191.06	2,263.97	91
8-01-602-030	Adult BODD	0.00	5,000.00	221.75	1,241.97	0.00	3,758.03	25
8-01-602-040	Adult DVD	599.95	14,500.00	2,468.97	12,115.17	218.26	2,166.57	85
8-01-602-050	Adult eBooks	412.96	6,000.00	2,854.96	3,676.60	0.00	2,323.40	61

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-602-060	Adult eAudio	0.00	5,000.00	2,644.98	3,070.44	0.00	1,929.56	61
8-01-602-070	Adult Music CD	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
8-01-602-090	Periodicals	64.43	9,000.00	62.00	2,028.40	0.00	6,971.60	23
8-01-602-110	Games	1,024.42	7,000.00	490.12	3,032.13	0.00	3,967.87	43
8-01-602-120	J Books	467.62	30,000.00	1,308.03	13,690.13	421.53	15,888.34	47
8-01-602-130	J BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-140	J DVD	102.21	3,000.00	0.00	216.22	0.00	2,783.78	7
8-01-602-150	J eBooks	0.00	1,000.00	500.00	542.07	0.00	457.93	54
8-01-602-160	J eAudio	0.00	500.00	500.00	545.00	0.00	45.00-	109
8-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-180	YA Books	94.49	10,000.00	569.92	3,299.61	113.54	6,586.85	34
8-01-602-190	YA BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-210	YA eBooks	0.00	500.00	0.00	136.90	0.00	363.10	27
8-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
Program Total		5,368.19	130,000.00	14,351.58	66,139.61	944.39	62,916.00	52
8-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-603-230	Program - Adult	0.00	15,800.00	355.53-	10,045.79	4,237.00	1,517.21	90
8-01-603-240	Program - Children	60.39	5,000.00	225.69	3,216.87	0.00	1,783.13	64
8-01-603-250	Program - Summer Reading	1,416.60	5,720.00	2,472.66	6,964.03	4.19	1,248.22-	122
8-01-603-260	Museum Passes	0.00	3,500.00	100.00	2,570.00	0.00	930.00	73
8-01-603-270	Programs YA	138.59	2,500.00	125.50	1,040.21	0.00	1,459.79	42
8-01-603-280	Library-wide Cultural/Family Programing	0.00	3,500.00	0.00	398.28	0.00	3,101.72	11
8-01-603-300	Technology Programming	0.00	4,980.00	0.00	1,900.00	0.00	3,080.00	38
Program Total		1,615.58	41,000.00	2,568.32	26,135.18	4,241.19	10,623.63	74
8-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-604-010	Business Office/Library/Print	913.57	13,000.00	1,479.24	9,683.40	0.00	3,316.60	74
8-01-604-070	Postage - Supplies	0.00	2,500.00	200.00	523.00	0.00	1,977.00	21
8-01-604-080	Freight-Shipg (Non-Collection)	30.73	1,300.00	55.41	258.96	0.00	1,041.04	20
Program Total		944.30	16,800.00	1,734.65	10,465.36	0.00	6,334.64	62
8-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-605-040	PR - Mailing	0.00	2,000.00	0.00	345.00	0.00	1,655.00	17
8-01-605-060	PR - Materials	1,205.80	3,000.00	0.00	950.26	0.00	2,049.74	32
8-01-605-070	Staff/Volunteer Recognition	535.20	1,000.00	522.77	1,259.88	0.00	259.88-	126

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		1,741.00	6,000.00	522.77	2,555.14	0.00	3,444.86	43
8-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-606-010	Staff Development	0.00	4,000.00	0.00	1,724.39	0.00	2,275.61	43
8-01-606-020	Professional Expenses	25.00	2,500.00	0.00	0.00	0.00	2,500.00	0
8-01-606-030	Reimb.Exp. (milg, lodg, meals)	29.00	1,000.00	70.46	182.37	0.00	817.63	18
8-01-606-040	Professional Dues	0.00	1,000.00	0.00	150.00	0.00	850.00	15
8-01-606-050	Conference Travel	1,914.01	6,000.00	199.19	3,086.50	0.00	2,913.50	51
Program Total		1,968.01	14,500.00	269.65	5,143.26	0.00	9,356.74	35
8-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-607-010	Utilities - Electric	5,582.49	68,000.00	5,722.00	26,471.15	0.00	41,528.85	39
8-01-607-030	Utilities - Gas	666.04	25,000.00	697.06	11,306.50	0.00	13,693.50	45
8-01-607-040	Utilities - Telephone	51.96	6,000.00	505.38	3,551.25	0.00	2,448.75	59
8-01-607-050	Internet Provider	0.00	2,500.00	184.94	1,155.62	0.00	1,344.38	46
Program Total		6,300.49	101,500.00	7,109.38	42,484.52	0.00	59,015.48	42
8-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-608-010	Plant - Repairs, Bldgs, Grounds	776.75	35,000.00	4,975.41	16,845.36	15,688.00	2,466.64	93
8-01-608-030	Plant - Cleaning/Maintenance	2,115.00	5,000.00	2,115.00	12,870.00	0.00	7,870.00	257
8-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,000.00	0.00	1,130.30	1,140.00	1,729.70	57
8-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	3,710.00	0.00	12,290.00	23
8-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	0.00	1,226.97	0.00	1,773.03	41
8-01-608-080	Plant - Offsite Storage	154.00	750.00	0.00	708.00	0.00	42.00	94
8-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
8-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	222.81	0.00	277.19	45
Program Total		3,420.75	65,250.00	7,090.41	36,713.44	16,828.00	11,708.56	82
8-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	1,431.87	0.00	11,568.13	11
8-01-609-050	EM - Copiers	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
8-01-609-070	Software	66.00	3,000.00	0.00	966.06	0.00	2,033.94	32
8-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
8-01-609-100	EM - Postage Meter	0.00	800.00	0.00	340.08	0.00	459.92	43
Program Total		66.00	19,000.00	0.00	2,738.01	0.00	16,261.99	14

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-610-010	Color Copy Usage	1,028.54	4,000.00	1,171.23	2,289.18	0.00	1,710.82	57
8-01-610-020	Copier Usage B&W	67.68	1,000.00	64.23	129.78	0.00	870.22	13
Program Total		1,096.22	5,000.00	1,235.46	2,418.96	0.00	2,581.04	48
8-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-611-010	Audit	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
8-01-611-020	Accounting Fees	1,000.00	10,000.00	916.66	5,499.98	0.00	4,500.02	55
8-01-611-030	MAIN Assessment	0.00	50,000.00	12,330.12	36,990.36	0.00	13,009.64	74
8-01-611-070	Computer Support & Service	382.50	6,000.00	977.50	4,717.50	0.00	1,282.50	79
8-01-611-100	Web Site Maintenece	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
8-01-611-150	Legal	435.00	7,000.00	0.00	0.00	0.00	7,000.00	0
8-01-611-250	Board Secretary	0.00	2,800.00	230.00	1,380.00	0.00	1,420.00	49
8-01-611-260	Payroll Service Fee	617.75	8,000.00	639.77	4,123.33	0.00	3,876.67	52
8-01-611-320	Other Professional Services	0.00	1,000.00	288.75	288.75	0.00	711.25	29
8-01-611-340	QPA	208.33	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		2,643.58	95,800.00	15,382.80	52,999.92	0.00	42,800.08	55
8-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-612-010	Township In-Kind Services	21,732.50	45,900.00	0.00	22,167.14	0.00	23,732.86	48
8-01-612-020	Township Insurances	11,419.44	25,200.00	0.00	12,092.96	0.00	13,107.04	48
8-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	0.00	3,994.00	6,006.00	40
8-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-612-060	O/E - Board Misc	47.88	1,500.00	45.71	1,427.10	0.00	72.90	95
Program Total		33,199.82	83,100.00	45.71	35,687.20	3,994.00	43,418.80	48
8-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-613-010	ELL Program Grant Expenses	360.00	0.00	0.00	3,935.20	0.00	3,935.20-	0
Program Total		360.00	0.00	0.00	3,935.20	0.00	3,935.20-	0
Fund 01 Expend Total		145,598.57	1,533,220.00	114,064.25	757,990.34	26,007.58	749,222.08	51

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
8-01		141,641.99	142,777.82	856,801.12	145,598.57	114,064.25	783,997.92	72,803.20

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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
8-02-802-020	Display Shelving	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-802-110	Soft Seating	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-802-140	Security Cameras	0.00	5,000.00	4,615.00	4,615.00	0.00	385.00	92
8-02-802-180	Curtains/Shades Pio Costa	0.00	40,000.00	13,437.20	13,437.20	2,434.00	24,128.80	40
Program Total		0.00	57,500.00	18,052.20	18,052.20	2,434.00	37,013.80	36
8-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-803-170	Landscaping	588.50	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-803-190	LED Light Fixture Project	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
8-02-803-210	Chiller	0.00	75,000.00	0.00	0.00	0.00	75,000.00	0
Program Total		588.50	95,000.00	0.00	0.00	0.00	95,000.00	0
8-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-804-010	Computer Equipment	0.00	10,000.00	0.00	2,627.77	0.00	7,372.23	26
8-02-804-015	Computer Related Equipment	0.00	2,500.00	477.61	1,482.00	0.00	1,018.00	59
Program Total		0.00	12,500.00	477.61	4,109.77	0.00	8,390.23	33
8-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-805-030	Capital Contingency	0.00	25,000.00	0.00	107.52	0.00	24,892.48	0
Program Total		0.00	25,000.00	0.00	107.52	0.00	24,892.48	0
CAPITAL BUDGET Expend Total		588.50	190,000.00	18,529.81	22,269.49	2,434.00	165,296.51	13

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
8-02	CAPITAL BUDGET	0.00	0.00	0.00	588.50	18,529.81	24,703.49	24,703.49-

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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
8-01		141,641.99	142,777.82	856,801.12	145,598.57	114,064.25	783,997.92	72,803.20
8-02	CAPITAL BUDGET	0.00	0.00	0.00	588.50	18,529.81	24,703.49	24,703.49-
	Final Total	141,641.99	142,777.82	856,801.12	146,187.07	132,594.06	808,701.41	48,099.71