

Montville Township Public Library
Board of Trustees Meeting
June 8, 2020
Montville Township Public Library
Meeting held on GotoMeeting
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

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 May 11, 2020, Regular Session minutes, seconded by Mrs. Hines*

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

B. *Mrs. Paradise made a motion to approve the May 28, 2020, Special Session minutes, seconded by Mr. Cooney*

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro 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 stated the article written by Tap Into Montville was very nice. Social media notifications are being sent out. He thanked all the employees for a great job.

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 41%. Year to date revenue is on target at 41% of annual budget. Year to date operating expenditures, plus encumbrances are at 38% of annual budget. Included in expenditures is year to date salaries which is at \$288,793.00 of the total annual budget. The year to date capital expenditures are 7% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$65,554.00 YTD.

The CD was renewed at Lakeland Bank at 1.10% for a 9 months. The CD amount was \$261,239.28. The tax return filing deadline is extended until July 15th and an additional 3 month extension is possible if needed.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney stated that there has been a lot of positive feedback regarding the Library and the programs. Social gathering numbers have been increased to 25 people. After July 6th, in person graduations can take place. The Township Committee has been meeting with the local restaurants to expand outdoor dining.

Superintendent Liaison of Schools – Mr. Tubbs stated that they are working on coordinating graduation. Summer reading is also being worked on. Books are ordered but have not been received yet. A newsletter will be sent out by the Library regarding the summer reading program. Some books will be available on line.

VII. Committee Reports

Finance: Mr. Allora stated they reviewed the Cash Management Plan and will be discussed later. The committee also reviewed the Revenue and Expenses report and nothing stood out.

Personnel: Mr. Grau had no report.

Buildings & Grounds: Mrs. Hines stated there was no meeting. Mr. Grau asked about the concrete work in the parking lot and the additional handicapped parking spots. Allan will get in touch with the Township to see when this can be done.

Patron Services/Technology: Mr. Donohue stated that the committee discussed an app where patrons can check out their own book.

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

Allan stated that the Library is running as usual except without patrons. The staff is very creative with new ideas, programs and grab & go crafts. The admin staff has been in contact with other Libraries regarding reopening plans and curbside pick up. They are also discussing ways to distribute the summer reading program books. Material being returned will be held for 72 hours prior to being handled by the staff. The HVAC project is not completed yet. The pipes have not been connected to the chiller yet. Allan will get in touch with the program manager by phone this week.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 14183 and 14218 dated May 1 to May 31, 2020 in the amount of \$133,857.10.

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

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro 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 May 2020 in the amount of \$49,126.12

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

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

- C. Resolution to approve the resignation of Niloufar Pourmanouchehri, part time Library Assistant, effective June 4, 2020.

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

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

X. Old Business

- A. Committee Agendas – Mr. Grau asked if someone could send him the written rules regarding subcommittee agendas and meeting etiquette.

XI. New Business

- A. *A motion was made Mr. Allora and seconded by Mr. Grau to adopt the Cash Management Plan for 2020.*

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

B. *A motion was made by Mrs. Hines and seconded by Mrs. Paradise, to approve RSC Proposal for Architectural Services for the Schematic Design for Interior Modifications of the Library in the amount of \$12,000.*

This was planned for 2019 and was carried to 2020. Mr. Mazzacarro would like the staff to come up with a conception plan. Allan stated he will come up with a plan instead of paying the architect to do this.

A motion was made by Mr. Grau and seconded by Mrs. Hines to table this discussion to a later date.

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

C. Reopening Plan – Reopening will be based on Governor’s recommendations.

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 8:08pm.

Montville Township Public Library
Directors Report

July 13, 2020

We're Open! Bit by Bit Putting it Together!!

We have now completed our third week of curbside delivery with a few hiccups but very little problems. It seems to be working like clockwork and the public is much appreciative for us doing so.

We have expanded our curbside hours twice but really see that most of the action has been taking place in the morning and early afternoon. The later afternoon not so much.

Our Library patrons can call the Library to put materials on hold or ask for suggestions or request materials online. Once the staff has pulled the items from the shelf and placed them on the Holds Shelves patrons call us and we work out a convenient time for pick-up. Nice and simple!

The Director participated in a book swap on July 1 at the Madison Public Library. All the MAIN Libraries participated, and we swapped what we had sitting in our Libraries mainly since March when we closed. I delivered back to Montville about 250 books in my car. I have reported previously that there is no Statewide Delivery schedule until possibly October when LibraryLinkNJ has an idea of their budget share from the NJ State Library. We expect that we will be getting our materials back that remain in the TForce Warehouse sometime at the end of July. This is a one-time return of materials to get things out of the warehouse. MAIN's Delivery TF will be meeting to discuss a short term fix to the delivery issue here in MAIN. We may need to hire our own delivery service to get items back and forth between libraries until LibraryLinkNJ is able to be funded.

Catherine, Risa, Jeff, Pam and the Director participated in the Annual Conference of the American Library Association since it was held virtually.

The programs were interesting and exciting providing all of us with new ideas and ways to enhance our existing programming. There were several programs on Libraries and the COVID-19 response as well as several that concentrated on EDI, Equity, Diversity and Inclusion. I have also sent you a copy of Catherine's Report.

The MAIN Board Board is moving ahead with the Mobile App project, something we have had in our Strategic Plan. It will allow patrons the opportunity to search the MAIN Catalog, place holds, check-out items and check-in items from their smartphone. Future enhancements will include a Smart Pay option for Library Fines as well. It's just the beginning. SOLUS, is an international company with Library installations around the world so we already know what the basic App looks like plus we will be able to customize it for our Library.

Our return of Library materials in the book drops are quarantined for 72 hours plus 1 day. There have been 2 major research studies on this and we are on target. Since our drops were open throughout the closure our volume of returns is not overwhelming.

Our HVAC system project has come to a halt the best we know. The first HVAC tower closest to the boiler room was completed; we have air conditioning. We have been told second hand by the contractor worker that they can't finish the project since they cannot get certain parts. Whitman Engineering really has no clout in this matter as well. It is my suggestion that we turn this matter over to the Library Attorney to write the contractor with a clear date of completion and a warning of fines.

We have staff rotating in-out of the building, social distancing, wearing masks, washing their hands frequently, handling the books from the book drop with gloves as well as working from home. We are following the guidelines outlined by the TOPCATS Group, The Governor's Office and The Montville Health Department. Staff have expressed to me that they feel confident and safe in how we designed our Curbside Delivery.

Each Library is handling curbside and partial reopening to the public in the safest and secure way possible. We are waiting for our large stand hand sanitizers to arrive this week and we expect our partitions for our public service desks to arrive the week after and be installed. I am suggesting that the earliest we can allow the public in the building would be August 3rd for limited times, perhaps 30 minutes, etc. I have attached a plan that I would like to use for our Library.

Our programming has gone international: We had a mom and son who have been unable to return to Montville from a visit to India tune into Nina's virtual story time this month!

In June, we received a \$2,000 Libraries Lead with Digital Skills grant from Google which we will use to put on a series of virtual programs in August and September on helping people find jobs and develop their careers, with an emphasis for those over 50.

The staff continues to do a great job under these circumstances and has risen to the occasion. I commend each and every one of them for a job well done. I couldn't be prouder in our Library team.

Buildings and Grounds:

Northeast Security installed six new dome cameras in the auditorium. All the entrances/exits in the auditorium are now video monitored in full color. The zones can be monitored from the front desk, and can be viewed remotely.

We had an after hours emergency on one of the staff toilets that did not stop flushing. Argent plumbing was called and came to our rescue. This is a result of the hard water which "eats" away and corrodes the inside of the flushometer.

The Director followed up twice with the Township on the issues of sidewalk inspection and increase of the Handicapped Parking Spots. We are waiting for the Township to visit the property for inspection.

Marketing and Outreach:

In June, Pam, Jeff, Risa, and Amy helped Catherine to create and send daily email newsletters. We began sending updates on each of the age groups – adults, teens, and children on set days of each week and reserved Tuesdays and Thursdays for special news. Some topics we focused on in June included, Pride Month, Father's Day, Audiobooks Month, African-American Culture, the anniversary of the women's right to vote, our summer reading program, and the Princeton Arts Festival.

Patron Services:

This month we were notified that we were awarded a \$2,000 Libraries Lead with Digital Skills grant from Google and the Public Library Association. We will use it to run an eight-week series, starting in August that helps the community find jobs and develop their careers in the wake of the COVID-19 pandemic, giving special assistance to job seekers aged 50 or older. We will use Grow with Google/PLA digital tools to provide a weekly video or live virtual program helping with resume creation in Google Docs, online digital skills in searching, researching, and writing, how to use skype, social media, and other skills related to navigating the job search online in 2020.

We kicked off our Imagine Your Story Summer Reading Program for all ages this month. We generated some buzz for the program with a pre-registration drawing for Amazon gift cards and the program officially began on June 22. As in previous years, we have a packed slate of programs that tie into the Imagine Your Story theme and this year people can increase their chances of winning a weekly prize by logging their event attendance into Beanstack as well as their reading. As of today, we have 117 children, 41 teens, and 62 adults registered for the reading program.

In June we endeavored to make our virtual adult programming schedule just as exciting to patrons as it has always been. Our Adult Summer

Reading Program “Kick Off” featured the first of our 9-week Montville “Summer U” lectures. Twenty-two patrons logged on to hear a virtual talk by Psychologist and Life Coach Diane Lang on developing coping skills to remain positive and optimistic during trying times. Upcoming lectures include a program on the American flag in celebration of July 4th, a talk about the impact of politics on sports, and a lecture by patron favorite Dr. Chris Bellitto of Kean University. Other offerings include a “Sip and Paint” class led by our in-house artist Amy Resnikoff. June marked the 150th anniversary of the death of Charles Dickens. Patrons were supplied links to the related Great Courses online lectures relating to Dickens, as well as suggested films and audiobooks. All recommended materials are available as free downloads on hoopla, kanopy and the Cloud Library with the Montville Library Card.

The annual Princeton Arts Festival offered virtual events daily, showcasing music, theater and verse – as well as roundtable panel discussions. Links were provided to our patrons so they could enjoy these virtual events. Montville Library patrons received a special invitation to a PBS Live virtual interview and panel discussion with author Elaine Weiss, as well as a special screening of “The Vote”, a program produced by the American Experience in celebration of Women’s Suffrage. Our Virtual Chair Yoga classes continue to be very popular with our patrons. We have scheduled classes to continue through August. Crafts with Angie continues to be a hugely popular biweekly video for adults. In June, Angie created videos on how to grow a scrap garden, tie-dyeing with avocados, and how to make decorative twine balls. Our 2 book club sessions for adults were both on Good Riddance by Elinor Lipman and we had 9 adults join us in the afternoon and five in the evening session. The hoopla platform has been invaluable to us in running the book club during the pandemic since it allows patrons to borrow electronically immediately without holds and does not limit the number of people who can borrow each book at once. Nina’s adult knitting group also is live online each month and provides a great social outlet for those stuck at home.

This month for children we kicked off summer reading with a live program with Science Tellers attended by 30 households, and offered new and exciting live programs, as well as the weekly videos and story times from our staff. We added two all summer weekly programs - a live music instruction - Bach to Rock, and Children's Yoga. Ten households attended the first week of the music program and we had 12 participants for kids' yoga. We continue to offer our regular virtual programs with members of our staff, including 4 video story times done by Amy Resnikoff, Jessica Clemente, and Suzanne Reiss, a live story time with Nina Zarin (which this month included a mom and son tuning in from India), a weekly science experiment and a video drop in craft, and math masters card game videos. Risa Skerker ran the GoToMeeting virtual book club discussion of Miss Blake is a Flake and we had 9 kids attend. In July we will be offering Grab & Go craft bags for kids and Picture Bingo will resume on Go to Meeting with Nina.

Jeff Cupo ran two June GotoMeeting TAB meetings which had 14 kids in attendance at each meeting. The TAB has elected its officers for the school year 2020-21. Josh Phillip and Safi Patel will be co-presidents, Ania Gill will be the vice president, Anli Liu and Bardri Raghavan are the secretaries and Srikar Iyer is the treasurer. This month Jeff judged the caption contest, posted a Jdroids robotic video which has gotten 20 views to date, and ran another installment of Cookies and Contemplation.

Risa, Amy, Pam, and Jeff continue to use Engaged Patrons to update the events calendar with programs and manage event registration. This is an ongoing "behind the scenes" task which takes staff time and attention to detail.

Catherine continues to update the MAIN catalog with the weekly New York Times bestseller list and order any books from it that we didn't already purchase.

This past month Walter shipped 30 boxes of deaccessioned books to Better World Books! With the help of Sue, we also began processing deaccessioned books for Baker & Taylor's Sustainable Shelves program. Sustainable Shelves is a new service that helps libraries responsibly remove weeded or unwanted books from their collections. These books are shipped to Baker & Taylor. Once received, any books that are not suited for resale are responsibly recycled. This program will save valuable staff time from managing book sales or researching donation options and generate additional funds for our library while maintaining a vibrant, circulating collection! No more books in the dumpsters and it may be some time before we have another Book Sale.

Staff Training/ Development

The staff attend MAIN committee meetings and training online on a nearly daily basis. Catherine attended staff and program department meetings, the NJLA Administrative section meeting, LEAP training on new features, and the ALA conference on Jun 24-26. A separate report detailing what I learned at ALA is attached. The staff have also been busy with meetings and training webinars. All of the staff attended the Mometrix training webinar through MAIN and every P&S staff member has done training on our resources Reference USA, Novelist, and Rosetta Stone through Niche Academy. Pam, Nina, Risa, Amy, and Angie attended the LEAP training given this month by MAIN. Pam, Risa, and Jeff attended ALA and sessions which included offering programs for adult dementia patients, the future of library virtual programming, and how to successfully partner with community stakeholders to offer relevant programs, as well as Book Buzz sessions on upcoming items.

Technology:

Michael DeVincenzo's Tech cookie instruction videos covered how to register and attend meetings on the GoToMeeting and Zoom platforms, our Mometrix test prep database, and how to access product reviews through

Consumer Reports. Michael continues to update the website and is developing classes for our Libraries Lead with Digital Skills Job Seeker series beginning in August.

The web page continues to be updated on a regular basis. We have added a new section on Business, Careers and Job Seeking.

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Heren are a list of past meetings, trainings and workshops attended by the Director:

- June 10, MAIN Collection Development Task Force
- June 11, MAIN Membership Meeting & Board Meeting
- June 12, NJLA Intellectual Freedom Committee
- June 12, TOPCATS, Reopening Libraries with the Governor's Staff
- June 15, Reopening Policy Modifications
- June 15, Management Meeting
- June 15, Staff Meeting
- June 16, MAIN Collection Development Task Force
- June 18, LibraryLinkNJ Board Meeting
- June 19, MAIN Directors Meeting
- June 23, ALA Freedom to Read Foundation, Annual Meeting
- June 23, NJLA Administrative & Management Section Meeting
- June 24, ALA Virtual Conference
- June 25, MAIN Delivery TF Meeting
- June 25, ALA Virtual Conference
- June 26, ALA Virtual Conference
- June 26, TOPCATS Status Meeting
- June 30, MAIN Directors Meeting
- June 30, LibraryLinkNJ Delivery Task Force
- July 1, MAIN Parking Lot Swap of Materials
- July 2, TOPCATS Curbside Delivery Idea Exchange

July 2, MAIN Special Board Meeting

July 6, Collection HQ Refresher

July 8, NJSL Webinar with Andrew Sanderbeck: Preparing for COVID-19
Customer Behaviors

July 9, MAIN Board Meeting

July 10, MAIN Directors Meeting

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 06/30/20

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	168,746.75	195,973.54
01-100-03	Lakeland - Payroll Account	9,996.55	8,122.30
01-100-04	Lakeland CD Accounts	261,239.28	261,239.28
01-100-08	Lakeland - Capital Reserve	100,170.68	100,120.75
01-100-10	Lakeland - Restricted Donations	24,731.65	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>1,222,068.73</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
01-211-00	Section 125 Withholding HDV	0.00	0.43
01-212-00	PERS 414/CINS Withholding	22,433.90	22,230.69
01-218-00	Reserve for Encumbrances	24,854.09	161,745.45
01-400-01	Appropriation Reserve	0.00	218.32
	Total Liabilities	<u>167,195.99</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	832,392.06	0.00
Less Expenses	<u>720,709.18</u>	<u>0.00</u>
Net	<u>111,682.88</u>	<u>0.00</u>
Total Fund Balance	<u>1,054,872.74</u>	<u>943,189.86</u>
Total Liabilities & Fund Balance	<u>1,222,068.73</u>	<u>1,247,292.75</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14219 to 14281
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
14219	06/30/20	AESTH005 Aesthetic Press, Inc.	175.00		55
14220	06/30/20	ALA ALA	60.00		55
14221	06/30/20	ALLAN005 Allan Kleiman	15.99		55
14222	06/30/20	BAKER005 Baker & Taylor	0.00	06/30/20 VOID	0
14223	06/30/20	BAKER005 Baker & Taylor	0.00	06/30/20 VOID	0
14224	06/30/20	BAKER005 Baker & Taylor	0.00	06/30/20 VOID	0
14225	06/30/20	BAKER005 Baker & Taylor	0.00	06/30/20 VOID	0
14226	06/30/20	BAKER005 Baker & Taylor	0.00	06/30/20 VOID	0
14227	06/30/20	BAKER005 Baker & Taylor	0.00	06/30/20 VOID	0
14228	06/30/20	BAKER005 Baker & Taylor	5,317.15		55
14229	06/30/20	CDWGO005 CDW-Government	693.45		55
14230	06/30/20	CSLP CSLP	288.90		55
14231	06/30/20	DAIL0010 Daily Record	56.50		55
14232	06/30/20	DAILY Daily News	260.00		55
14233	06/30/20	DEMCO005 Demco, Inc.	74.75		55
14234	06/30/20	DIREC005 Direct Energy Business	32.78		55
14235	06/30/20	ELIZA005 Elizabeth Johansen	250.00		55
14236	06/30/20	EVAN WEI Evan Weiner	125.00		55
14237	06/30/20	EXCEL005 Excellent Building Services	2,899.00		55
14238	06/30/20	FITZS005 Fitzsimmons Irrigation & Light	404.39		55
14239	06/30/20	GENCAREL Gencarelli's Restaurant	135.00		55
14240	06/30/20	GREGO005 Gregory J. Della Pia	916.66		55
14241	06/30/20	HITEC005 HiTech Computer Services LLC	142.50		55
14242	06/30/20	JAMES DE James DeGiudice	75.00		55
14243	06/30/20	JERSE005 Jersey Central Power & Light	5,170.85		55
14244	06/30/20	JESTE005 Jester Jim, Inc.	300.00		55
14245	06/30/20	KANOPY Kanopy, Inc.	259.00		55
14246	06/30/20	KITS INT Kit's Interactive Theatre, Inc	275.00		55
14247	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14248	06/30/20	KROCK Krock Enterprises Bach to Rock	31.85		55
14249	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14250	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14251	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14252	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14253	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14254	06/30/20	KROCK Krock Enterprises Bach to Rock	31.25		55
14255	06/30/20	LAWN005 Lawn world, Inc.	450.00		55
14256	06/30/20	MARTINSC Martin Schneit	150.00		55
14257	06/30/20	MIDWE005 Midwest Tape	143.11		55
14258	06/30/20	MOVIE005 Swank Movie Licensing USA	555.00		55
14259	06/30/20	MULTICUL Multi-Cultural Books & Videos	650.00		55
14260	06/30/20	NJNAT005 NJ Natural Gas Co.	355.92		55
14261	06/30/20	NORTHEAS Northeast Security Systems	1,955.00		55
14262	06/30/20	OPTIM005 Optimum	184.94		55
14263	06/30/20	REBECCA Rebecca Manci	50.00		55
14264	06/30/20	REBECCA Rebecca Manci	50.00		55
14265	06/30/20	REBECCA Rebecca Manci	50.00		55
14266	06/30/20	REBECCA Rebecca Manci	50.00		55
14267	06/30/20	REBECCA Rebecca Manci	50.00		55
14268	06/30/20	REBECCA Rebecca Manci	50.00		55
14269	06/30/20	REBECCA Rebecca Manci	50.00		55

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14270	06/30/20	REBECCA Rebecca Manci	50.00		55
14271	06/30/20	SEVEN Seven Scoops	100.00		55
14272	06/30/20	STAPL005 Staples Advantage	356.05		55
14273	06/30/20	SYNCB005 SYNCB/AMAZON	254.72		55
14274	06/30/20	THE DOLL The Doll Loft	100.00		55
14275	06/30/20	THOMA005 Thomas Klise/Crimson Multimed	1,783.67		55
14276	06/30/20	TOWNS005 Township of Montville	9,311.47		55
14277	06/30/20	TUSCANY Tuscany Villa Ristorante	150.00		55
14278	06/30/20	UNITE005 United Parcel Service	220.79		55
14279	06/30/20	VERI0010 VERIZON	896.35		55
14280	06/30/20	VERI0015 Verizon	46.83		55
14281	06/30/20	WICK Wick Services, Inc.	140.00		55

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	57	6	36,381.37	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	57	6	36,381.37	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	30,602.31	0.00	2,827.73	33,430.04
CAPITAL BUDGET	0-02	2,587.38	0.00	0.00	2,587.38
Year Total:		33,189.69	0.00	2,827.73	36,017.42
	9-01	363.95	0.00	0.00	363.95
Total of All Funds:		33,553.64	0.00	2,827.73	36,381.37

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
0-01-602-020	Adult Books	2,865.53	27,000.00	4,210.07	20,198.12	1,244.60	5,557.28	79
0-01-602-030	Adult BOCD	292.58	4,000.00	176.10	1,436.21	0.00	2,563.79	36
0-01-602-040	Adult DVD	863.85	13,000.00	130.04	3,003.92	0.00	9,996.08	23
0-01-602-050	Adult eBooks	2,590.53	5,000.00	0.00	2,335.52	0.00	2,664.48	47
0-01-602-060	Adult eAudio	2,326.97	5,000.00	0.00	2,379.08	0.00	2,620.92	48
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	0.00	10,000.00	260.00	2,635.75	0.00	7,364.25	26
0-01-602-110	Games	593.12	7,000.00	1,783.67	3,814.15	0.00	3,185.85	54
0-01-602-120	J Books	3,015.82	27,000.00	1,348.96	9,723.31	2,434.08	14,842.61	45
0-01-602-130	J BOCD	19.49	500.00	0.00	0.00	0.00	500.00	0
0-01-602-140	J DVD	499.62	3,000.00	143.11	855.23	220.69	1,924.08	36
0-01-602-150	J eBooks	585.83	500.00	0.00	843.09	0.00	343.09	169
0-01-602-160	J eAudio	500.00	500.00	0.00	682.00	0.00	182.00	136
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	741.29	8,000.00	101.98	2,895.97	0.00	5,104.03	36
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	500.00	500.00	0.00	552.00	0.00	52.00	110
0-01-602-220	Young Adults eAudio	500.00	500.00	0.00	530.00	0.00	30.00	106
0-01-602-230	Streaming	116.00	9,000.00	259.00	1,492.00	0.00	7,508.00	17
0-01-602-240	On Line Software	0.00	1,000.00	0.00	1,000.00	0.00	0.00	100
Program Total		16,010.63	130,500.00	8,412.93	54,499.66	3,899.37	72,100.97	45
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	0.00	16,000.00	376.25	5,431.74	3,257.50	7,310.76	54
0-01-603-240	Program - Children	53.26	5,500.00	526.25	2,199.68	462.50	2,837.82	48
0-01-603-250	Summer Reading / Reading Programs	392.73	6,500.00	1,629.07	3,394.07	559.56	2,546.37	61
0-01-603-260	Museum Passes	525.00	3,500.00	0.00	550.00	0.00	2,950.00	16
0-01-603-270	Programs YA	0.00	3,500.00	138.75	194.50	100.00	3,205.50	8
0-01-603-280	Library-wide Cultural/Family Programing	0.00	2,900.00	0.00	103.48	0.00	2,796.52	4
0-01-603-300	Technology Programming	100.00	5,000.00	0.00	1,725.00	805.00	2,470.00	51
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		1,070.99	46,900.00	2,670.32	14,877.04	5,184.56	26,838.40	43
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	349.53	15,000.00	162.57	3,111.77	0.00	11,888.23	21
0-01-604-070	Postage - Supplies	13.70	2,000.00	0.00	200.00	0.00	1,800.00	10

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-604-080	Freight-Shipg (Non-Collection)	97.92	1,000.00	281.86	702.24	0.00	297.76	70
Program Total		461.15	18,000.00	444.43	4,014.01	0.00	13,985.99	22
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	0.00	1,000.00	0.00	61.70	0.00	938.30	6
0-01-605-070	Staff/Volunteer Recognition	211.46	2,000.00	0.00	32.28	300.00	1,667.72	17
Program Total		211.46	4,000.00	0.00	549.98	300.00	3,150.02	21
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	598.52	5,000.00	60.00	450.00	275.00	4,275.00	14
0-01-606-020	Professional Expenses	50.00	0.00	0.00	0.00	0.00	0.00	0
0-01-606-030	Reimb.Exp. (milg, lodg, meals)	165.25	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	370.00	135.00	495.00	50
0-01-606-050	Conference Travel	816.59	7,000.00	0.00	0.00	0.00	7,000.00	0
Program Total		1,630.36	14,000.00	60.00	843.86	410.00	12,746.14	9
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	5,266.32	59,000.00	5,170.85	21,850.99	0.00	37,149.01	37
0-01-607-030	Utilities - Gas	400.80	15,000.00	388.70	9,781.54	0.00	5,218.46	65
0-01-607-040	Utilities - Telephone	564.63	6,000.00	943.18	3,064.38	0.00	2,935.62	51
0-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,109.64	0.00	1,390.36	44
Program Total		6,416.69	82,500.00	6,687.67	35,806.55	0.00	46,693.45	43
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	876.00	25,000.00	0.00	2,001.35	141.25	22,857.40	9
0-01-608-030	Plant - Cleaning/Maintenance	2,115.00	35,000.00	2,899.00	17,394.00	0.00	17,606.00	50
0-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,000.00	0.00	280.00	1,342.00	1,378.00	54
0-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	1,136.00	0.00	14,864.00	7
0-01-608-060	Plant - Lawn Sprinklers Maint	723.89	3,000.00	854.39	1,304.39	0.00	1,695.61	43
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	0.00	0.00	3,000.00	0
0-01-608-130	Plant - Window Cleaning	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
0-01-608-140	Plant - Landscape Maintenance	0.00	2,000.00	140.00	710.00	0.00	1,290.00	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
0-01-608-150	Plant - Concrete Repairs	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
	Program Total	3,714.89	121,000.00	3,893.39	24,183.27	1,483.25	95,333.48	21
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	0.00	0.00	0.00	13,500.00	0
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	1,099.29	0.00	900.71	55
0-01-609-075	Edmunds Software	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
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	340.08	0.00	459.92	43
0-01-609-110	Envisionware Annual Contract	0.00	1,100.00	0.00	822.60	0.00	277.40	75
	Program Total	0.00	24,600.00	0.00	3,228.28	0.00	21,371.72	13
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	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
0-01-610-020	Copier Usage B&W	1,388.72	2,000.00	0.00	0.00	0.00	2,000.00	0
	Program Total	1,388.72	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	5,499.96	0.00	5,500.04	50
0-01-611-030	MAIN Assessment	12,883.65	53,000.00	0.00	26,262.34	0.00	26,737.66	50
0-01-611-070	Computer Support & Service	1,425.00	8,000.00	67.45	67.45	0.00	7,932.55	1
0-01-611-100	Web Site Maintence	0.00	500.00	15.99	59.98	0.00	440.02	12
0-01-611-150	Legal	333.34	3,000.00	0.00	300.00	0.00	2,700.00	10
0-01-611-250	Board Secretary	250.00	3,000.00	250.00	1,500.00	0.00	1,500.00	50
0-01-611-260	Payroll Service Fee	147.27	8,000.00	629.77	4,163.58	0.00	3,836.42	52
0-01-611-320	Other Professional Services	60.00	1,000.00	0.00	0.00	0.00	1,000.00	0
0-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
	Program Total	16,015.92	97,500.00	1,879.87	37,853.31	0.00	59,646.69	39
0-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-612-010	Township In-Kind Services	0.00	49,200.00	0.00	23,062.50	0.00	26,137.50	47
0-01-612-020	Township Insurances	0.00	27,500.00	0.00	13,382.00	0.00	14,118.00	49
0-01-612-030	O/E- Contingencies	0.00	10,000.00	268.23	268.23	1,948.93	7,782.84	22

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	0.00	600.00	0.00	0.00	0.00	600.00	0
0-01-612-060	O/E - Board Misc	48.86	2,000.00	56.50	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		48.86	90,500.00	324.73	37,605.77	1,948.93	50,945.30	44
0-01-613-000	B-13 - GRANT EXPENSES	0.00	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
Program Total		0.00	1,000.00	0.00	900.00	0.00	100.00	90
Fund 01 Expend Total		114,974.06	1,653,600.00	82,518.43	695,899.26	13,226.11	944,474.63	43

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-01		139,577.05	137,888.18	832,392.06	114,974.06	82,518.43	709,125.37	123,266.69

July 8, 2020
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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
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	0.00	10,000.00	0
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	0.00	22,800.00	0
0-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-803-170	Landscaping	140.00	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
0-02-803-240	Lighting Project	1,036.04	0.00	0.00	0.00	0.00	0.00	0
0-02-803-270	Security Cameras - Auditorium	0.00	3,500.00	1,955.00	3,685.00	0.00	185.00-	105
Program Total		1,176.04	5,500.00	1,955.00	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	632.38	632.38	0.00	11,867.62	5
0-02-804-015	Computer Related Equipment	0.00	5,000.00	0.00	216.43	0.00	4,783.57	4
Program Total		0.00	17,500.00	632.38	848.81	0.00	16,651.19	5
0-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-805-030	Capital Contingency	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
Program Total		0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
CAPITAL BUDGET Expend Total		1,176.04	55,800.00	2,587.38	4,533.81	7,050.00	44,216.19	21

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	1,176.04	2,587.38	11,583.81	11,583.81-

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		139,577.05	137,888.18	832,392.06	114,974.06	82,518.43	709,125.37	123,266.69
0-02	CAPITAL BUDGET	0.00	0.00	0.00	1,176.04	2,587.38	11,583.81	11,583.81-
	Final Total	139,577.05	137,888.18	832,392.06	116,150.10	85,105.81	720,709.18	111,682.88

MONTVILLE TOWNSHIP PUBLIC LIBRARY JUNE 2020 PROGRAM ATTENDANCE

July 13, 2020 Board Meeting

COVID 19 - LIBRARY CLOSED STARTING MARCH 17

LIBRARY SPONSORED PROGRAMS	June 2020	June 2019
Children - Staff Programs		
Story Times - YouTube		
Math Masters - YouTube		
Kids Crafts - YouTube	803	
Card Magic - YouTube		
Story Time - GoToMeeting	18	
Grab and Go Craft	40	
Children - Staff Programs Total	861	340
Children - Paid Presenters		
ScienceTellers	50	
Music Class	10	
Children - Paid Presenters Total	60	211
Total All Children's Programs	921	551
Young Adults - Staff Programs		
TAB-GoToMeeting	28	
Young Adult - Staff Programs Total	28	170
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	28	170
Adult - Staff Programs		
Adult Crafts - YouTube	55	
Grab and Go Craft	15	
Knitting Club - GoToMeeting	7	
Book Club - GoToMeeting	13	
Adult Staff Programs Total	90	479
Adult - Paid Presenters		
Chair Yoga - GoToMeeting	66	
Montville U - Dealing With Stress	26	
Adult - Paid Presenters Total	92	86
Total All Adult Programs	182	565
Library Sponsored Total	1,131	1,286
OUTSIDE GROUPS		
Outside Groups Total	0	43
GRAND TOTAL	1,131	1,329

Key Stats at a Glance	
90 subscribers	
858 views in June	
4,213 total views since we launched the channel	
1,782 total views on laptop/desktop computers	
1,669 total views on cell phones	
695 total views on ipad/tablets	
Top 5 Videos:	
Crafts with Angie - Mask Tutorial - 615 views	
Crafts with Angie - Decoupage Tutorial - 353 views	
Math Masters Card Games #1 - 309 views	
Storytime with Miss Amy #1, Dog's Colorful Day - 204 views	
Storytime with Miss Suzanne - The Lorax - 170 views	

Summer Reading	To Date
Kids	122
Teens	45
Adults	62
Total	229