

Montville Township Public Library  
Board of Trustees Meeting  
March 9, 2020  
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
Mr. Charlie Grau
Mrs. Jane Hines
Mr. David Tubbs
Mayor Cooney
Mrs. Dianna Paradise
Ms. Linda Peskin
Mr. Robert Donohue

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Absent

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. Tubbs made a motion to approve February 10, 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 abstained; Motion Carried.

**IV Public Comments –**

None

**V Reports of Officers –**

**Tom Mazzaccaro – President**

Mr. Mazzaccaro stated he has not heard any news yet regarding Libraries possibly closing.

**Linda Peskin – Vice-President**

Ms. Peskin stated the the Library Anniversary Celebration was very nice.

**Dianna Paradise – Secretary**

Mrs. Paradise had no report.

**Carmen Allora – Treasurer**

Mr. Allora stated that the normalized budget attainment is at 16%. Year to date revenue is on target at 16% of annual budget. Year to date operating expenditures, plus encumbrances are at 14% of annual budget. Included in expenditures is year to date salaries which is at \$55,118 of the total annual budget. The year to date capital expenditures are 0% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$49,922 YTD.

**Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

**VI Report of Liaisons**

Mayor – Mayor Cooney stated the Township Administrator will be addressing the public tomorrow night regarding Covid-19.

Superintendent Liaison of Schools – Mr. Tubbs stated that the schools are also working on plans for Covid-19 in case schools will be closed for an extended period of time. Girls basketball had a record season with 27 wins.

**VII. Committee Reports**

Finance: Mr. Allora stated that all is in order with the finances.

Personnel: Mr. Grau stated that all the evaluations have been submitted. He is waiting for the Director's evaluation. He would like Allan to be RICED for the April meeting.

Buildings & Grounds: Mrs. Hines stated the chillers have been delivered.

Patron Services/Technology: Mr. Donohue stated they did not meet.

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

Allan thanked the Anniversary Committee for their hard work. Allan asked Catherine to write a summary of the conference she attended in Nashville. She wrote down the top 40 items that she thinks should be implemented. The inspection by Whitman will be next week. A check will be cut to Donnelly Engineering sometime in April. The information for the Trustees Institute will be sent out for October. Mrs. Hines stated that she would like to see soft music playing in the background. Soon they will be working on the Master Plan.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 14033 and 14100 dated February 1 to February 29, 2020 in the amount of \$54,241.17

*Motion made by Mr. Donohue and seconded by Ms. Peskin*

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 regular staff salaries for the month of February 2020 in the amount of \$55,117.82 and ELL teacher salaries in the amount of \$800 for a total of \$55,917.82.

*Motion made by Mr. Donohue and seconded by Ms. Peskin*

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 contract between the IFPTE, AFL-CIO (“Union”) and the Board of Trustees of the Free Public Library of the Township of Montville dated January 1, 2020 to December 31, 2023.

*Motion made by Ms. Peskin and seconded by Mayor 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

- D. Resolution to accept the resignation of Kaitlin Tirsch, part time Library Page, effective March 12, 2020.

*Motion made by Mr. Grau 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

- E. Resolution to approve the M.A.I.N., Inc. Membership Agreement for 2020.

*Motion made by Mrs. Hines 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. Union Contract – Contract was signed on February 19, 2020 and Allan stated that the salary increases have already taken effect as per his direction.

B. Minutes – A patron stated that they were unable to locate the adopted minutes on the website. Allan checked and all minutes have been uploaded.

**XI. New Business**

None

**XII. Executive Session**

None

**XIII. Open Session**

None

**XIV. Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Mayor Cooney; meeting was adjourned at 7:32pm.

**Montville Township Public Library  
Director's Report**

**March 9, 2020**

This past month the Library circulated over 14,406 items for a total of 32,205 for the first two months of the year. 9,965 people entered the library during the past month and 72 patrons received new library cards. We are off to a good start.

The crane was here along with two trucks to deliver and put into place the two chillers/evaporator towers. It was amazing to see these multi-ton pieces of metal being lifted into the air and moved into place. All was done with skill and precision. Work inside the Boiler Room has been progressing at a steady pace almost each day since the towers were delivered.

Weeks of work preparing, advertising, sending out chiller replacement bids, meeting with prospective vendors, speaking with the engineer and attorney, came to fruition last week when we watched the crane hoist the two units and gently install them in the enclosure. Although we were closed the morning of installation, it was not easy to keep Library patrons away. Several ignored the barricade and the lot full of heavy equipment and attempted to walk up to the building. C. Dougherty posted someone on Horseneck Road to stop people from walking around the barricade. The next step is installing new piping and electrical connections.

Allan has been working with Baker & Taylor on a second test for our Bookstore labeling project. They have not yet been able to complete the needed tasks and we have given them one more chance before we pull the bookstore project from them and move to another vendor. It has been quite frustrating and a very slow process.

Internally, we have been continuing to weed outdated and worn books and replacing those with new copies for the collection. We have been concentrating on some areas in the adult collection that needed special updating such as law and medicine. Outdated and not used reference books are being discarded. Useful Reference Books are being consolidated with those already in the Quiet

Study/Reference Room. The space vacated by the Reference Books will be used to house our DVD Collection so we can open the Discovery Center during the summer.

Michael and Allan haven been working on getting the website updated and cleaned-up. This is a continual process as we add new data to the site. Allan has asked Jill Work our webmaster-on-call to come to Montville to do a training for Michael using the Wix platform. That will be scheduled in the next few weeks.

Jeanne and Allan are working on the annual statistical report, otherwise know as the State Aid Report. This is due for completion by March 15<sup>th</sup>.

Catherine and Allan are working with Hoopla, in order to add that service for our patrons around April 1. Consumer Reports and Mometrix have been added to the website. These new online resources have been added by MAIN, our Library Consortium.

Catherine attended the Public Library Association conference in Nashville, TN last month. Her PLA report to me is attached to the Director's Report which truly shows the value of conferences and how attendance can most assuredly contain ideas to improve library services and create new initiatives.

The Director attended a workshop on Library Confidentiality last month. He has asked the speaker to make the same presentation to our staff during our annual In-service days in June. The Library will be CLOSED on June 25, 26 and 27 for the 4<sup>th</sup> of July events. Staff days are June 25 and June 26.

The Director received an email from Mike Picciottoli, the Head of Trinity Christian School in Montville, right on Changebridge Road. The Montville Public Library is on file as the school evacuation site in case of an emergency for this school. We will be holding a meeting in the coming weeks to arrange for a practice fire drill in conjunction with the Montville Police Department.

Lastly, I once again want to compliment and thank the staff for pitching in during the time of staff shortages due to family emergencies, health issues, and simply scheduling problems.

## **Buildings and Grounds**

The High School Security Officer checks our parking lot each morning before 8:00 am. She puts large stickers on illegally parked cars. We appreciate the High School's cooperation and help in enforcing this Township Ordinance which directly benefits our staff and patrons.

Andy Wick and crew will do the spring cleanup next month and Rich Stambach from Lawn World will start the lawn fertilizer applications. Their rates will remain the same as they were in 2019.

Used light bulbs have been scheduled to be re-cycled and picked up later in the month of March.

There were no major building issues this past month.

## **Finance:**

We compiled the information needed to complete IRS ACA Form 1095 (Affordable Care Act) and sent the information to our accountant, Greg Della Pia. He has the software to print out the forms. We mail copies to all employees with health insurance coverage.

This month we received two gifts of \$500 each from patrons who wanted to thank us and to support our adult programming. There are a large group of regular attendees who have formed friendships with one another and with the staff. Many are on a first name basis. These much-appreciated programs provide educational and social enrichment and help make the Library, *The Place to Grow*.

In the coming months, we will be creating our donations page on our website to provide Montville residents and businesses an opportunity to donate to the Library and give a legacy that will last the next 25 years.

## **Marketing and Outreach:**

Our readers' advisory newsletters this month covered new movies, audiobooks, and video games. We sent newsletters highlighting March Preschool Fair, our new Books & Bagels program, the 25<sup>th</sup> anniversary building celebration, and our spring semester of ELL classes, as well as our monthly schedule of events for adults, children, and teens.



Amy Resnikoff visited the 4-year-old class at Pine Brook Jewish Center to read about bears and help the kids create bear masks. She will be visiting them once a month until the end of the school year.

Our changing materials displays for February were Black History Month, The Oscars - Best Picture (DVDs), President's Day, Valentine's Day, Fall in Love with a Good Book, February is American Heart Month, February is National Children's Dental Health Month, John Grisham's Birthday, In Memoriam - Mary Higgins Clark and Clive Cussler, Love Your Pet Day, Mardi Gras, Polar Bear International Day, and Dr. Seuss's Birthday/National Read Across America Day. The YA area had two displays, one for Singles Awareness Day, and another for National Eating Disorder Awareness Week.

### **Patron Services:**

February was a very busy month in Children's Services with our yearly Saturday Dr. Seuss carnival, two new programs, and a full slate of Valentine and craft events, all overseen or created by Amy Resnikoff. The Dr. Seuss Carnival brought a big crowd as usual with 100 kids and their big people visiting the library to eat snacks, play carnival games and create fun Seuss themed crafts. Themed games included Thing One and Thing Two ping pong toss, Cat in the Hat golf, Stack the Hat, and a photo booth where everyone took home a picture. The crafts were sand bracelets and Truffula Trees and snacks consisted of Dr. Seuss decorated Oreo cookies. We were also visited by the Cat in the Hat, played wonderfully by Library Associate Angie Joo in top hat and costume. Thanks to our TAB volunteers for staffing this great event.

Amy also initiated two new programs in February that will repeat monthly throughout the year, Mad Science, a STEM program for younger elementary school kids, and the Artist of the Month. In last month's Mad Science, 10 kids created a take home lava lamp made from water, oil, food coloring and Alka-Seltzer. February's Artist of the Month was Pablo Picasso. The children learned a bit of art history with Picasso's biography and an explanation of Cubism, and then created a simple project in the style of the artist using shapes and tissue paper.

Other February programs included A Valentine's Day Cooking class with Chef Theresa from Jeremiah's Catering where 15 kids had a yummy time dipping fruit into homemade chocolate sauce and a Felting workshop with Ducky's Sheep Shack in which 14 children created adorable felt hedgehogs. Messy Munchkins also had a Valentine theme as the kids traced hearts in white crayon onto a white background and then painted over it with watercolors. Fifteen kids stopped by on a Saturday to do a drop-in Valentine craft with Library Associate Suzanne Reiss. Twelve children created their own sketch books in the Montclair Art Museum monthly art workshop.

This month's most anticipated Montville "U" event for adults was the "Revisiting the Founding Era" program by Dr. Jonathan Mercantini, Dean of the College of Liberal Arts College, Kean University. Utilizing historical documents as a focal point for discussion, Dr. Mercantini presented a two-part program designed to spark a conversation exploring America's founding and our enduring democratic themes. The program is part of, and was funded by, Revisiting the Founding Era, a three-year national initiative of the Gilder Lehrman Institute of American History presented in partnership with the American Library Association, and the National Constitution Center, with generous support from The National Endowment for the Humanities. The Library won a grant for this back in 2019 and we were pleased to have it turn out very successfully with 50 people in attendance.

In February, we celebrated President's Day and Black History month with themed adult programming. Eighty patrons came out on a Wednesday evening for a portrayal of Washington by reenactor David Emerson. "President Washington" discussed his military leadership and activities during the American Revolution with a special focus on his battles and encampments in New Jersey. Patrons also enjoyed a lecture by William Paterson professor Louis Picone on interesting births, deaths and burials of US presidents. In recognition of Black History Month, American Labor Museum Adult Education Director Evelyn Hershey gave a talk about the Underground Railroad in Paterson.

Our Sunday Series featured live radio plays by Raconteur Radio. Professional actors performed two fully costumed radio plays by Louise Fletcher complete with theatrical lighting and sound effects! The program was very popular, and many patrons requested that we have future performances by Raconteur Radio.

We had our first session of Bagels and Books on Feb 12. Cindy LaRue discussed books relevant to the 100th anniversary of Prohibition with 12 adults. The discussion was lively and refreshments were most welcome. On March 18, Cindy will discuss Irish fiction and history books in honor of St. Patrick's Day. The popular Adult Craft class featured Needle Felting and the adults also made very cute hedgehogs. The spring semester of ELL classes began in February and ends in May.

In Young Adult news, February was our second-best month this school year for teen attendance at programs. Dr. Mercantini also spoke to a group of seven teens in February as part of our Revisiting the Founding Era grant. He covered the same readings and themes as in the adult discussion, with a more informal structure suitable for teens and also included examples from Hamilton, the musical, to get the teens involved in the discussion. Also, this month, Jeff Cupo brought back the popular STEAM and Karaoke programs, as well as adding some new offerings: Teen Study Hall, Revenge of the Ramen, and a Guess the Author Contest, all of which went well. Numbers have doubled at our Switch Tournaments, due to an influx of Freshman and Middle Schoolers. Our Robotics Demonstration had a large turnout of 39 people.

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

From February 26 through 29, Catherine attended the Public Library Association Conference in Nashville, TN. The conference provided her with an unparalleled opportunity to see demos of library products, hear from authors, attend sessions on trends, innovations, and issues in the library world, and to network with public librarians from across the country.

Jeff Cupo will attend LibraryLinkNJ 's Super Supervisor training in late March/April.

Catherine, Jeanne and Walter attended Supervisor Harassment Training which was offered by the Township on February 18<sup>th</sup>.

Allan attended a workshop on Confidentiality of Library Records.

## Personnel:

Our new Technology Library Associate Michael DiVincenzo started work with us on February 11 and is in the midst of training. He will begin teaching introductory and library resource technology classes in April.

The Library had staffing shortages in February due to medical issues, and the rest of the staff stepped up and volunteered to cover where there were gaps. We didn't have to pay temporary staff which we very much appreciate.

## Technology:

Technology offerings this month included a four- part beginners' class on coding in the Python language. Other tech classes included "How to Use Your Phone as a GPS", and "iPad Tips & Tricks". The Python coding class filled quickly and attendance remained consistent. A Java coding class will be offered in April.

## **Other notable events include:**

- Feb 06 MAIN Circulation Policy Standardization Investigative Ad hoc Committee, Walter
- Feb 07 MAIN Digitech Committee, Catherine
- Feb 18 Harassment Training, Catherine, Jeanne, Walter
- Feb 19 MAIN ILS Committee Meeting, Walter
- Feb 20 MAIN Delivery Task Force, Allan
- Feb 21 MAIN Strategic Planning/Executive Board Mtg., Allan
- Feb 21 MAIN MAYS Meeting, Risa
- Feb 25-29 PLA Conference, Catherine
- Feb 28 Library Confidentiality Workshop, Allan
- Mar 04 Page Meeting, Walter and Staff
- Mar 06 MAIN Digitech Committee, Michael
- Mar 07 25th Anniversary Open House

## **Upcoming Meetings:**

- Mar 09 Finance Committee Meeting
- Mar 09 Library Board Meeting

- Mar 11 MAIN Circ Policy Standardization Investigative Ad Hoc Committee, Walter
- Mar 12 MAIN Board Meeting
- Mar 17 MAIN Circulation Committee Meeting, Walter
- Mar 17 Circulation Department Meeting, Walter and Staff
- Mar 18 Patron Services Meeting
- Mar 20 MAIN MAYS Meeting, Risa
- Mar 20 MAIN Adult Services Committee, Catherine
- Mar 24 Buildings & Grounds Meeting
- Mar 25 Personnel Committee Meeting
- Mar 25 Super Supervisor, Jeff
- Mar 26 MAIN Technical Services Committee Meeting, Walter
- Mar 31 LSTA Advisory Board Meeting, Allan

Respectfully submitted,  
Allan M. Kleiman, MLS  
Library Director



## Montville Township Public Library

### PLA 2020 Report

From February 26 through 29, I attended the Public Library Association Conference in Nashville, TN. The conference provided me with an unparalleled opportunity to see demos of library products, hear from authors, attend sessions on trends, innovations, and issues in the library world, and to network with public librarians from across the country. I attended six sessions: Family Engagement Starts at the Top: Leading Your library, Decreasing Barriers to Library Use, Serving Immigrants Beyond the Citizenship Corner, Data Visualization on a Dime, The Bookstore Model of Customer Service, and Enhancing the Patron Experience Through Visual Merchandizing. I also attended several author and collection events including a Book Club Lunch and Learn about adding diverse titles to your book club selections, two lunches with debut authors, and a wonderful panel of authors discussing their upcoming works including popular writers Sue Monk Kidd, and Ariel Lawhon. On Friday afternoon, I took part in the Collection Management in Public Libraries Summit in which librarians responsible for collection development and management from across the country and libraries small, medium, and large, got together to discuss physical and digital collection management. I spoke with vendors about new products and have passed technical and pricing information on to Allan. I also learned about new titles and debut authors with books published in the next few months and collected advance reader copies and books which can be put into our collection. I am grateful to the Library for giving me the opportunity to take part in this educational and fun event from which I learned so much that can be implemented at our library. Below is a sampling of ideas generated by attendance at the conference which can be put into use in the coming year.

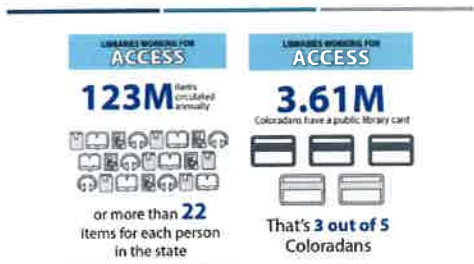
Top 40 ideas from PLA 2020:

- 1) Develop a three-minute elevator pitch for vendors, funders, and the public and roll it out for all staff to use so the library brand and mission is consistent and well understood.
- 2) Send staff to Library Legislative Day in Washington DC each year.
- 3) Take the library mission and message outside of the building and visit town departments, houses of worship, school events, clubs (Junior League, Rotary, Chamber of Commerce, etc.) to develop partnerships for library programs and future patrons.
- 4) When doing Library outreach, frame the discussion around what the library can do to advance the missions of the organizations visited. Don't just tell them what the library does, listen to them, ask how we can help them and then develop programs accordingly.
- 5) Visit places where underserved populations who don't know about the library are such as apartment complexes (Rachel Gardens).
- 6) Start a Parent Task Force made up of members of the community to help us develop programs and services that benefit them and their children.
- 7) Change the name of the Children's Dept and Children's Librarian to Family Services.
- 8) Team up with local home visiting programs and with school guidance counselors.
- 9) Develop programs around kindergarten readiness so that children can prepare and meet other children before school begins and parents can meet other parents. Every child does not participate in formal early child programs such as pre-school. For some children, their first school experience is kindergarten.
- 10) Develop programs specifically around standardized testing readiness and other required benchmarks such as NJASK.
- 11) Develop a teen-adult or children-parent game night with puzzles, board games, and playing cards to engage entire families together.
- 12) Create a TAB curriculum that focuses on events around monthly themes such as healthy lifestyles, the environment, current issues, etc.
- 13) Start a Discovery Fair at the library with passports with stamps for visiting each station. Stations could include recycling (town waste management), fire trucks and fire safety, local museums, clubs, digital financial literacy (banks), and more.

- 14) Buy a hotspot and sign people up for Library cards when we do outreach and at events such as Montville Day.
- 15) Place Little Free Libraries at preschools or around town courtesy of the library stocked with library PR and books. We could use weeded materials in good condition and advance reader copies. A teen program could be created for building these.
- 16) Make town officials and legislators judges at our library contests.
- 17) Open the Library one hour later and each morning review daily programs, library news, and what books are coming out, so that staff can keep patrons informed and get ready for the day by straightening and merchandizing. This is part of the customer service routine at Barnes and Noble and retail stores such as Macys.
- 18) Do regular patron surveys, not just on rating our programs and services, but on bigger picture patron needs so that we can craft new programs to assist the community.
- 19) Survey patrons on languages spoken at home.
- 20) Bring in adult volunteers from all parts of the community to help at library events, so that they can take back information to their friends, families, and workplaces, and leave library literature at restaurants, houses of worship, and other places in the community that they frequent.
- 21) Invite local child and literacy experts to talk with the staff about the most pressing issues and challenges families face such as mental health and poverty.
- 22) Invite a hospitality expert from a hotel, resort, or restaurant to train the staff on good customer service, instead of using the same panel of library experts we have seen. Find out how a for profit enterprise enhances the customer experience and sells their products.
- 23) Have the staff do role playing to enhance customer service.
- 24) Give the staff templates for how to answer the phone, greet and send off patrons, and assist them with routine questions like "What should I read next?" to keep the message consistent and helpful.
- 25) Train everyone on staff to do story time, not necessarily so they will all do it, but so they understand the principals of teaching literacy and a good patron experience.
- 26) Teach the staff how to "upsell" as they do in retail stores. When checking out DVDs, explain kanopy, for audiobooks, describe hoopla, and when a customer takes business books, tell them about Reference USA and Gale Small Business Builder.



- 27) Send staff to the Amazon store, Barnes and Noble, and even retail stores to talk to store staff about techniques for visual merchandizing and see how they do it.
- 28) Use less paper and make the message simpler. Create flyers for weekly event information instead of daily. Consider using bookmarks for PR instead of a disposable piece of paper.
- 29) Create Facebook ad other social media posts using simple i such as beautiful.ai and Infogram Use this approach also in library reports and library PR email blasts.
- 30) Use text messaging to show how parents can reinforce learning using library services.
- 31) Start an English Language Learner Book Discussion Group.
- 32) Start a “Walking Book Club,” where books are discussed as patrons are taking a walk.
- 33) Create diverse collections outside of books for things such as hiking kits including books on hiking trails, maps and compasses.
- 34) Give all staff members small or large library projects with a budget and project outcome requirements so that they feel invested in the library mission and culture.
- 35) When vendors visit or in phone conversations with them, stress the importance of offering different pricing tiers and models to improve affordability and access. Ask every vendor to price products and services not based on service population but on the number of library cards, or even active library cards.
- 36) Create a curated lucky day or no holds collection (Popular Picks) consisting of multiple copies of bestsellers, titles popular in Montville or NJ, hot topics, etc. using lease copies to return to vendors when interest dies down.
- 37) If no multiples are available, create consistent and eye-catching displays by putting popular series titles all face out (Eyewitness books, who was.is, etc.)
- 38) Put children’s picture books face out and on low shelves at eye level so they can see and grab them.
- 39) Create a “grubby garden” in a staff area to show staff examples or what should be removed for condition so they are all on the same page.



Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 03/31/20

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	137,089.92	195,973.54
01-100-03	Lakeland - Payroll Account	11,494.46	8,122.30
01-100-04	Lakeland CD Accounts	261,239.28	261,239.28
01-100-08	Lakeland - Capital Reserve	100,145.71	100,120.75
01-100-10	Lakeland - Restricted Donations	25,695.40	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>1,192,848.59</u>	<u>1,247,292.75</u>

Liabilities & Fund Balance

01-200-00	Accounts Payable	73,000.00	73,000.00
01-200-01	Payroll Taxes Payable	6,353.77-	0.00
01-200-10	Salaries & Wages Payable	16,800.04-	0.00
01-200-11	Sick Hrs Year End Accrual	46,908.00	46,908.00
01-211-00	Section 125 Withholding HDV	2,478.50	0.43
01-212-00	PERS 414/CINS Withholding	22,162.17	22,230.69
01-218-00	Reserve for Encumbrances	36,574.64	161,745.45
01-400-01	Appropriation Reserve	0.00	218.32
	Total Liabilities	<u>157,969.50</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	<u>188,652.07</u>	<u>188,652.07</u>
	Total	943,189.86	943,189.86

	Revenue	418,619.03	0.00
	Less Expenses	<u>326,929.80</u>	<u>0.00</u>
	Net	<u>91,689.23</u>	<u>0.00</u>
	Total Fund Balance	<u>1,034,879.09</u>	<u>943,189.86</u>
	Total Liabilities & Fund Balance	<u>1,192,848.59</u>	<u>1,247,292.75</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 14101 to 14145  
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
14101	03/31/20	ALLAN005 Allan Kleiman	14.00		52
14102	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14103	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14104	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14105	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14106	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14107	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14108	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14109	03/31/20	BAKER005 Baker & Taylor	0.00	03/31/20 VOID	0
14110	03/31/20	BAKER005 Baker & Taylor	8,009.57		52
14111	03/31/20	BIBLIOTH Bibliotheca, LLC	494.94		52
14112	03/31/20	BRODA005 Brodart Co.	47.06		52
14113	03/31/20	C DOUGHE C. Dougherty & Co., Inc.	81,548.00		52
14114	03/31/20	CONSTANT Constant Contact	456.00		52
14115	03/31/20	DEMCO005 Demco, Inc.	196.84		52
14116	03/31/20	DIREC005 Direct Energy Business	811.46		52
14117	03/31/20	EDWARD J Edward J. Albert & Son Inc.	658.75		52
14118	03/31/20	ELIZA005 Elizabeth Johansen	250.00		52
14119	03/31/20	ENGIN005 Engineered Security Systems	280.00		52
14120	03/31/20	EXCEL005 Excellent Building Services	2,899.00		52
14121	03/31/20	GREGO005 Gregory J. Della Pia	916.66		52
14122	03/31/20	HUGHE005 Hughes Environmental	1,250.10		52
14123	03/31/20	IFPTE005 IFPTE	125.60		52
14124	03/31/20	JERSE005 Jersey Central Power & Light	2,991.94		52
14125	03/31/20	KANOPI Kanopy, Inc.	241.00		52
14126	03/31/20	MICHAELD Michael DeVincenzo	23.86		52
14127	03/31/20	MICHELEM Michele Magnotta	50.00		52
14128	03/31/20	MIDWE005 Midwest Tape	409.95		52
14129	03/31/20	MULTICUL Multi-Cultural Books & Videos	1,575.00		52
14130	03/31/20	NJLA0005 NJLA	150.00		52
14131	03/31/20	NJNAT005 NJ Natural Gas Co.	1,131.89		52
14132	03/31/20	NORTHEAS Northeast Security Systems	1,730.00		52
14133	03/31/20	OPTIM005 Optimum	184.94		52
14134	03/31/20	PARKE005 Parker Publications, Inc.	55.21		52
14135	03/31/20	STAPL005 Staples Advantage	519.04		52
14136	03/31/20	SUNRI005 Sunrise ShopRite	308.71		52
14137	03/31/20	SYNCB005 SYNCB/AMAZON	0.00	03/31/20 VOID	0
14138	03/31/20	SYNCB005 SYNCB/AMAZON	643.39		52
14139	03/31/20	THEN0010 The New York Times	988.00		52
14140	03/31/20	THOMA005 Thomas Klise/Crimson Multimed	550.37		52
14141	03/31/20	ULINE Uline	94.53		52
14142	03/31/20	UNITE005 United Parcel Service	42.26		52
14143	03/31/20	VERI0010 VERIZON	978.55		52
14144	03/31/20	VERI0015 Verizon	47.25		52
14145	03/31/20	ZOOBEAN Zoobean	995.00		52

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
14145 Zoobean					
Continued					
Report Totals			<u>Amount Paid</u>	<u>Amount Void</u>	
		<u>Paid</u>			<u>Void</u>
	Checks:	36	111,668.87	0.00	9
	Direct Deposit:	0	0.00	0.00	0
	Total:	<u>36</u>	<u>111,668.87</u>	<u>0.00</u>	<u>9</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	26,477.85	0.00	125.60	26,603.45
CAPITAL BUDGET	0-02	<u>1,946.43</u>	<u>0.00</u>	<u>0.00</u>	<u>1,946.43</u>
	Year Total:	28,424.28	0.00	125.60	28,549.88
	9-01	1,570.99	0.00	0.00	1,570.99
CAPITAL BUDGET	9-02	<u>81,548.00</u>	<u>0.00</u>	<u>0.00</u>	<u>81,548.00</u>
	Year Total:	83,118.99	0.00	0.00	83,118.99
Total of All Funds:		<u>111,543.27</u>	<u>0.00</u>	<u>125.60</u>	<u>111,668.87</u>

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last      Include Non-Anticipated: Yes      Year To Date As Of: 03/31/20  
 Budget Account Range: First to Last      Include Non-Budget: No      Current Period: 03/01/20 to 03/31/20  
 Print Zero YTD Activity: No      Prior Year: 03/01/19 to 03/31/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
0-01-401-01	Fines Income	1,128.91	15,000.00	498.82	2,509.86	12,490.14-	17
0-01-401-03	Copier Income	100.50	1,300.00	45.70	235.25	1,064.75-	18
0-01-401-05	Computer Print Outs Income	269.77	3,500.00	102.90	639.16	2,860.84-	18
0-01-401-07	Township Income	138,109.67	1,654,100.00	137,841.92	413,525.76	1,240,574.24-	25
0-01-401-08	Donations Income	1.81	0.00	0.00	5.57	5.57	0
0-01-401-09	Lost Items	191.00	2,000.00	17.00	385.00	1,615.00-	19
0-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
0-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0
0-01-401-15	Interest Income	28.70	4,000.00	35.39	96.92	3,903.08-	2
0-01-401-16	Lost Cards	38.00	300.00	6.00	70.00	230.00-	23
0-01-401-18	Disks/Faxes	61.60	700.00	22.00	121.00	579.00-	17
<b>Program Total</b>		<b>139,929.96</b>	<b>1,690,900.00</b>	<b>138,569.73</b>	<b>417,588.52</b>	<b>1,273,311.48-</b>	<b>25</b>
0-01-402-30	Restricted Contributions	122.37	10,000.00	0.00	1,030.51	8,969.49-	10
0-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
0-01-402-45	Founding Era Grant	0.00	1,000.00	0.00	0.00	1,000.00-	0
<b>Program Total</b>		<b>122.37</b>	<b>18,500.00</b>	<b>0.00</b>	<b>1,030.51</b>	<b>17,469.49-</b>	<b>6</b>
<b>Fund 01 Revenue Total</b>		<b>140,052.33</b>	<b>1,709,400.00</b>	<b>138,569.73</b>	<b>418,619.03</b>	<b>1,290,780.97-</b>	<b>24</b>

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-601-010	Salaries & Wages Expense	55,233.47	753,700.00	57,799.78	165,835.61	0.00	587,864.39	22
0-01-601-100	Taxes/FICA/UE	4,556.28	60,300.00	4,789.65	13,699.82	0.00	46,600.18	23
0-01-601-110	Health Benefits Expense	0.00	101,200.00	0.00	13,428.53	0.00	87,771.47	13
0-01-601-120	PERS Expense	76,010.57	90,400.00	0.00	0.00	0.00	90,400.00	0
0-01-601-130	DCRP Expense	0.00	3,000.00	0.00	656.60	0.00	2,343.40	22
<b>Program Total</b>		<b>135,800.32</b>	<b>1,008,600.00</b>	<b>62,589.43</b>	<b>193,620.56</b>	<b>0.00</b>	<b>814,979.44</b>	<b>19</b>
0-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	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
0-01-602-020	Adult Books	2,742.39	27,000.00	5,749.48	11,710.58	3,184.74	12,104.68	55
0-01-602-030	Adult BOCD	362.70	4,000.00	197.12	476.16	0.00	3,523.84	12
0-01-602-040	Adult DVD	1,325.19	13,000.00	751.09	2,042.73	66.62	10,890.65	16
0-01-602-050	Adult eBooks	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
0-01-602-060	Adult eAudio	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
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	988.00	1,735.87	0.00	8,264.13	17
0-01-602-110	Games	594.67	7,000.00	550.37	2,030.48	0.00	4,969.52	29
0-01-602-120	J Books	1,271.57	27,000.00	2,387.87	6,033.99	2,138.91	18,827.10	30
0-01-602-130	J BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-140	J DVD	546.75	3,000.00	247.66	446.05	232.95	2,321.00	23
0-01-602-150	J eBooks	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-160	J eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
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	261.33	8,000.00	570.23	2,469.76	136.21	5,394.03	33
0-01-602-190	YA BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-210	YA eBooks	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-602-230	Streaming	12.00	9,000.00	241.00	554.00	0.00	8,446.00	6
0-01-602-240	On Line Software	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
<b>Program Total</b>		<b>7,116.60</b>	<b>130,500.00</b>	<b>11,682.82</b>	<b>27,622.93</b>	<b>5,759.43</b>	<b>97,117.64</b>	<b>26</b>
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	1,725.00	16,000.00	0.00	5,752.50	3,694.21	6,553.29	59
0-01-603-240	Program - Children	121.39	5,500.00	154.31	1,523.43	900.00	3,076.57	44
0-01-603-250	Summer Reading / Reading Programs	150.00	6,500.00	0.00	0.00	365.00	6,135.00	6
0-01-603-260	Museum Passes	0.00	3,500.00	0.00	550.00	0.00	2,950.00	16
0-01-603-270	Programs YA	87.67	3,500.00	0.00	5.75	100.00	3,394.25	3
0-01-603-280	Library-wide Cultural/Family Programming	0.00	2,900.00	0.00	58.48	0.00	2,841.52	2
0-01-603-300	Technology Programming	800.00	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	191.59	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
<b>Program Total</b>		<b>2,884.06</b>	<b>46,900.00</b>	<b>345.90</b>	<b>10,893.73</b>	<b>5,864.21</b>	<b>30,142.06</b>	<b>36</b>
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	887.62	15,000.00	597.46	2,893.96	55.24	12,050.80	20
0-01-604-070	Postage - Supplies	16.13	2,000.00	0.00	200.00	0.00	1,800.00	10
0-01-604-080	Freight-Shipp (Non-Collection)	64.99	1,000.00	42.26	203.69	0.00	796.31	20

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>968.74</b>	<b>18,000.00</b>	<b>639.72</b>	<b>3,297.65</b>	<b>55.24</b>	<b>14,647.11</b>	<b>19</b>
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	456.00	456.00	0.00	544.00	46
0-01-605-060	PR - Materials	102.10	1,000.00	61.70	61.70	0.00	938.30	6
0-01-605-070	Staff/Volunteer Recognition	0.00	2,000.00	32.28	32.28	0.00	1,967.72	2
<b>Program Total</b>		<b>102.10</b>	<b>4,000.00</b>	<b>549.98</b>	<b>549.98</b>	<b>0.00</b>	<b>3,450.02</b>	<b>14</b>
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	275.00	5,000.00	0.00	390.00	275.00	4,335.00	13
0-01-606-030	Reimb.Exp. (milg, lodg, meals)	34.45	1,000.00	23.86	23.86	0.00	976.14	2
0-01-606-040	Professional Dues	355.00	1,000.00	150.00	370.00	135.00	495.00	50
0-01-606-050	Conference Travel	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
<b>Program Total</b>		<b>664.45</b>	<b>14,000.00</b>	<b>173.86</b>	<b>783.86</b>	<b>410.00</b>	<b>12,806.14</b>	<b>9</b>
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	4,091.71	59,000.00	2,991.94	7,889.53	0.00	51,110.47	13
0-01-607-030	Utilities - Gas	1,982.95	15,000.00	1,943.35	6,815.78	0.00	8,184.22	45
0-01-607-040	Utilities - Telephone	543.59	6,000.00	1,025.80	1,584.21	0.00	4,415.79	26
0-01-607-050	Internet Provider	184.94	2,500.00	184.94	554.82	0.00	1,945.18	22
<b>Program Total</b>		<b>6,803.19</b>	<b>82,500.00</b>	<b>6,146.03</b>	<b>16,844.34</b>	<b>0.00</b>	<b>65,655.66</b>	<b>20</b>
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	14,680.65	25,000.00	158.75	1,526.35	141.25	23,332.40	7
0-01-608-030	Plant - Cleaning/Maintenance	2,115.00	35,000.00	2,899.00	8,697.00	0.00	26,303.00	25
0-01-608-040	Plant - Fire/Burglery Alarm	280.00	3,000.00	280.00	280.00	0.00	2,720.00	9
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	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
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	1,250.10	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	0.00	0.00	0.00	2,000.00	0
0-01-608-150	Plant - Concrete Repairs	0.00	10,000.00	0.00	0.00	0.00	10,000.00	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
<b>Program Total</b>		<b>17,075.65</b>	<b>121,000.00</b>	<b>4,587.85</b>	<b>12,996.88</b>	<b>141.25</b>	<b>107,861.87</b>	<b>11</b>
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	1,220.24	2,000.00	1,009.00	2,108.29	0.00	108.29	105
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	170.04	0.00	629.96	21
0-01-609-110	Envisionware Annual Contract	0.00	1,100.00	0.00	822.60	0.00	277.40	75
<b>Program Total</b>		<b>1,220.24</b>	<b>24,600.00</b>	<b>1,009.00</b>	<b>4,067.24</b>	<b>0.00</b>	<b>20,532.76</b>	<b>17</b>
0-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-610-010	Color Copy Usage	1,651.82	5,000.00	0.00	0.00	0.00	5,000.00	0
0-01-610-020	Copier Usage B&W	137.17	2,000.00	0.00	0.00	0.00	2,000.00	0
<b>Program Total</b>		<b>1,788.99</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>0</b>
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	916.67	11,000.00	916.66	2,749.98	0.00	8,250.02	25
0-01-611-030	MAIN Assessment	12,883.65	53,000.00	0.00	13,131.17	0.00	39,868.83	25
0-01-611-070	Computer Support & Service	807.50	8,000.00	0.00	0.00	0.00	8,000.00	0
0-01-611-100	Web Site Maintenace	0.00	500.00	0.00	0.00	0.00	500.00	0
0-01-611-150	Legal	0.00	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	750.00	0.00	2,250.00	25
0-01-611-260	Payroll Service Fee	963.44	8,000.00	726.55	2,256.13	0.00	5,743.87	28
0-01-611-320	Other Professional Services	0.00	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
<b>Program Total</b>		<b>15,821.26</b>	<b>97,500.00</b>	<b>1,893.21</b>	<b>19,187.28</b>	<b>0.00</b>	<b>78,312.72</b>	<b>20</b>
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	11,531.25	0.00	37,668.75	23
0-01-612-020	Township Insurances	0.00	27,500.00	0.00	6,691.00	0.00	20,809.00	24
0-01-612-030	O/E- Contingencies	1,026.57	10,000.00	0.00	0.00	0.00	10,000.00	0
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	154.36	2,000.00	94.27	310.71	48.33	1,640.96	18

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
0-01-612-065	LLNJ Delivery	0.00	1,200.00	0.00	477.50	0.00	722.50	40
Program Total		1,180.93	90,500.00	94.27	19,010.46	48.33	71,441.21	21
0-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
0-01-613-010	ELL Program Grant Expenses	1,250.00	7,500.00	1,300.00	2,100.00	0.00	5,400.00	28
0-01-613-017	Founding Era Grant	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
Program Total		1,250.00	8,500.00	1,300.00	2,100.00	0.00	6,400.00	25
Fund 01 Expend Total		192,676.53	1,653,600.00	91,012.07	310,974.91	12,278.46	1,330,346.63	20

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
0-01		140,052.33	138,569.73	418,619.03	192,676.53	91,012.07	323,253.37	95,365.66

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	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
0-02-803-270	Security Cameras - Auditorium	0.00	3,500.00	1,730.00	1,730.00	1,730.00	40.00	99
Program Total		0.00	5,500.00	1,730.00	1,730.00	1,730.00	2,040.00	63
0-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
0-02-804-010	Computer Equipment	0.00	12,500.00	0.00	0.00	0.00	12,500.00	0
0-02-804-015	Computer Related Equipment	0.03	5,000.00	216.43	216.43	0.00	4,783.57	4
Program Total		0.03	17,500.00	216.43	216.43	0.00	17,283.57	1
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		0.03	55,800.00	1,946.43	1,946.43	1,730.00	52,123.57	7

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	0.03	1,946.43	3,676.43	3,676.43-

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		140,052.33	138,569.73	418,619.03	192,676.53	91,012.07	323,253.37	95,365.66
0-02	CAPITAL BUDGET	0.00	0.00	0.00	0.03	1,946.43	3,676.43	3,676.43
	Final Total	140,052.33	138,569.73	418,619.03	192,676.56	92,958.50	326,929.80	91,689.23

