

Montville Township Public Library
Board of Trustees Meeting
January 13, 2020
Montville Township Public Library
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
Mr. Robert Donohue
Mrs. Dianna Paradise
Ms. Linda Peskin
<i>MEMBERS ABSENT</i>
Mayor Cooney

Allan M. Kleiman, Library Director – Absent

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 7:11p.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. *Ms. Peskin made a motion to approve the December 9, 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; Mr. Donohue yes: Motion Carried.

B. *Ms. Peskin made a motion to approve the December 9, Executive 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; Mr. Donohue yes: Motion Carried.

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro welcomed Mrs. Paradise back to the Board of Trustees for 2020.

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 100%. Year to date revenue is on target at 100% of annual budget. Year to date operating expenditures, plus encumbrances are at 98% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$724,631 or 102% of the total annual budget. The year to date capital expenditures are 98% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$35,161.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney absent.

Superintendent Liaison of Schools – Mr. Tubbs stated that February 5 will be 8th grade orientation. Midterms are scheduled for January 28 thru January 31 at the High School. Girls Basketball, Bowling and Wrestling are having winning seasons.

VII. Committee Reports

Finance: Mr. Allora stated that the yearly financial statements were reviewed. There is \$196,000 in operating cash not including the CD.

Personnel: Mr. Grau stated that he will distribute the blank forms to the trustees for Allan’s evaluation.

Buildings & Grounds: Mrs. Hines stated that they discussed the front door replacement and will be meeting with an architect.

Patron Services/Technology: Mr. Donohue stated that they met and discussed the upgrades included in the strategic plan.

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

Allan was absent – Catherine stated they received a National Endowment for the Humanities grant for Revisiting the Founding Era Programs. The chiller contract has been signed from Dougherty. Hoopla has been added for audio music.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 13881 and 13882 and 13385 through 13956 dated December 1 to December 31, 2019 in the amount of \$53,673.45.

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; Mr. Donohue yes: Motion Carried.

B. Resolution to accept salaries for the month of December 2019 in the amount of \$53,879.89 and ELL teachers’ salaries in the amount of \$920.00, for a total of \$54,799.89.

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; Mr. Donohue yes: Motion Carried.

- C. Resolution to approve the resignation of Hebah Emara, full time Library Associate, effective December 15, 2019.

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; Mr. Donohue yes: Motion Carried

- D. 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 to table this resolution until the Trustees receive a signed contact.

Motion made by Mr. Tubbs 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; Mr. Donohue yes: Motion Carried

- E. Resolution to approve the Agreement between the Free Public Library of the Township of Montville and the Township of Montville for various municipal services essential to the operation of the Library commencing on January 1, 2020 and expiring on December 31, 2020, with an option to renew the Agreement for a term of one year, at a cost of \$46,125 for calendar year 2020, with a subsequent 2% annual increase if the agreement renews for a second year.

**Motion made to carry to the February meeting due to a clarification issue on page 3.

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; Mr. Donohue yes: Motion Carried

- F. Resolution to approve the contract with C. Dougherty & Co., Inc. for Bid #02-2019 Chiller Replacement and Installation for \$147,000.00

Motion made by Mrs. Hines 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; Mr. Donohue yes: Motion Carried

G. Whereas the Montville Township Public Library parking lot has four ADA Handicapped Parking spaces; and

Whereas those four parking spaces are often filled; and

Whereas the Library's Strategic Plan objective is to make the Library the Place to Go and invites residents to Come Grow with Us; and

Whereas there is a need for a minimum of 4 additional handicapped parking spaces so all people can safely access the library and auditorium,

Be it resolved that the Library Board of Trustees authorize the Library Director to work with the Montville Township Administration and other appropriate departments to discuss, plan and install the additional handicapped parking spaces.

Motion made by Mrs. Hines 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; Mr. Donohue yes: Motion Carried

X. Old Business

None

XI. New Business

None

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mrs. Paradise; meeting was adjourned at 8:02pm.

Montville Township Public Library
Director's Report

January 13, 2020

Due to the server and internal migration of the MAIN ILS we do not have complete circulation statistics for 2019. MAIN Office Staff are working to complete those for all the Libraries in the Consortium.

We have our new website up-and-running. Unfortunately, we lost our webmaster. I am pleased that Jill Work will once again step-up to the plate and help us in our transition. The Director is able to make minor changes to the website and Jill will add new content and pages. MAIN has added the online version of Consumer Reports which will included on our website.

The Director has completed the 2020 Periodical order which is being placed by a subscription agency Rivistas. WT Cox was less than satisfactory when it came to customer service.

Initial contact has been made with Niche Academy and Hoopla to add to our growing digital contact. Niche Academy will add videos on using our current digital resources to the web site and provide staff with additional technology training. Hoopla will include streaming video, audio and music. These should be available around March 1.

Visits have been made by the Chiller contractor and their electrical subcontractor to view what can be done prior to delivery. Delivery is expected around March 1 and will be hoisted on a Saturday morning in March. No one can be in the building when this happens so we will need to close for the morning and open at 1 PM on that day. No specific day has been given to us. To date we do not have any work permits.

End of the year financial were completed by Jeanne and Greg and the roll-over for 2020 was completed.

The Director has been working with Baker & Taylor to spec the location codes which we need for processing the new materials in bookstore location. We are now ready for a test batch.

We received the contract to sign back from the lawyer with updates and that was forwarded on the Dougherty for signature. That is waiting on approval at tonight's meeting.

We received an updated and corrected version of the Union Contract. That is in your packet as well.

The Director and Management will be meeting with the Architect later this month to prepare drawings for the interior renovation.

Plans for Library Anniversary Date are in the works. Please save Saturday, March 7th for Library Fun Day!

Buildings and Grounds

The power went out shortly before we were scheduled to show a movie. Benito Quilici came right over and repaired the circuit breaker in time for us to show the movie.

Hughes repaired a leak in the HVAC unit 8 in the breezeway ceiling. They replaced a faulty air valve.

There are still two fixtures that need to be retrofitted for LED and then the Donnelly lighting project phase 2 will be complete.

Tom Albert, the electrician, is working on repairing the violations that the Fire Inspector found. He expects the work to be completed within a week.

C. Daugherty, the chiller replacement company, is starting demolition of the old equipment. They will begin by working on the piping, electrical and gas recovery. The new units are expected to ship the end of February.

Business Office 2019 Summary

The Business Office processed 624 paychecks and reconciled every deduction for DCRP (Defined Contribution Requirement Plan), PERS (Public Employees Retirement System), CINS (Contributory Insurance), union dues, health, dental, vision contributions, and health waivers. We calculated Chapter 78 contributions for all staff members with health insurance during 2019.

We complied with federal mandates for adding health contribution on W-2's forms for the ACA (Affordable Care Act). We processed two retirements with the State Division of Pension and Benefits, five resignations, five new hires and three promotions with NJ Civil Service Department of Personnel. Some of these processes are as simple as entering updates in CAMPS (County and Municipal Personnel System) and other require multiple applications with numerous requirements.

We tracked all working, sick, vacation, floating and personal time for each staff member.

We processed about 750 Edmund checks, one thousand purchase orders and over two thousand-line items. We did not have to void a single check due to a mistake.

We reconciled all money collected at the front desk including fines, replacement fees for lost items, lost library card fees, faxes and book sale proceeds and made about three bank trips a week to deposit cash. State Law requires all cash be deposited within 48 hours of collection.

The Business Office starts each year with the goal of achieving an audit without any recommendations. We strive to have each payroll and each month's invoices and check register error free. We meet all reporting deadlines, including 1099's and quarterly PERS reconciliations with the State. We keep detailed accurate records of all transactions so that we will be able to provide whatever information our auditors request. We also respond to requests from the Township auditors since the Township administers our workers compensation, pension and health, dental and vision.

We keep track of all changes and new requirements in State and Federal law regarding payroll, personnel, and reporting.

Just a typical year for the Business Office.

Programs and Services 2019 Summary

2019 was another year of innovative change and development in the department that yielded many positive results for staff and patrons alike, and moved us towards the library goals laid out in the strategic plan.

In the area of programs and events, we expanded 7-day programming by adding many Saturday programs including our cultural events (Lunar New Year, Diwali, and Ramadan), events for children such as the Fancy Nancy Tea Party, Dr. Seuss Carnival, and teen events like our Lock-ins, and MTPL Comic Con. We also ramped up technology programming to include weekly classes for all age groups and levels of proficiency including coding, web design, smart home tech, cutting the cable cord, and more. The addition of a technology specific staff position allowed us to greatly expand the programs we can offer our guests. This year we put on a first Girls Who Code series and involved all the librarians in teaching library database, e-resource and eBook classes.

We expanded our everyday Children's offerings to include more daily craft drop-ins, Lego, game, and coloring sessions. In response to patron demand, we increased the number of hands on craft and game programs for all ages with great results. We developed and put on three new and very successful large-scale events this year – Ramadan, our Local Author Panel, and our Pre-School Fair, all of which had high attendance of 80-160 people. We also had two successful book sales which made around \$2000 for the library. Our teen programs had record breaking attendance numbers during several months of 2019. We upgraded from paper logs to Beanstack software to log our summer reading challenge to make it easier for patrons and staff.

The workflow improved with the successful integration of customer service with the Circulation staff to form one service point at the front of the library. Patrons are no longer sent from one location and staff person to another. We followed the new Staff Development Plan with budget and calendar and provided each employee with six hours of continuing education in a variety of relevant areas including customer service, technology, readers advisory, collection development, and program development. We also recognized staff for their hard work with lunches for Library Week, a bagel breakfast for the book sale efforts, and mugs with goodies as a thank you gift.

We applied for and won two important grants – the PLA Inclusive Internship Award and Revisiting the Founding Era from the Gilder Lehrman Institute and the National Endowment for the Humanities. The first award allowed us to select and pay Ally Massey, a Montville High School student, to work with us in summer 2019 to develop two wonderful programs, Girl Power Story Hour, and a cultural awareness Book Swap. In February 2020, we will fund and put on three programs on the American Revolution with Dr. Jonathan Mercantini from Kean University with our stipend from the Founding Era grant.

In collection development, we weeded grubby and outdated items, and ordered replacement items weekly to refresh the collection, focusing on the children's collection as highlighted in the strategic plan. We began the process of creating the Bookstore library by determining subject headings for browsing for the adult collection. Two department members were added to the Collection Development team to increase staff participation in growing the collection in the areas of Children's Books, YA Graphics and Manga, and Adult Graphic Novels.

We made inroads in PR and marketing in 2019. After attending training on Merchandizing, the staff increased face out shelving and displays to highlight hot books and topics of interest on a daily, weekly, and monthly schedule. With input from the librarians, we revamped and updated the library's website in 2019. We increased our newsletters from one a week to 2-3 per week, including a new readers advisory newsletter. We also put together booklist brochures for all age groups for book genres, timely subjects, and reading suggestions for children in different reading levels. Risa now visits three pre-schools monthly for story time outreach.

Next month:

What does Circulation/Technical Services do?

Meetings

December 9, Programs & Services Department Meeting

December 26, MAIN ILS Committee, Walter

January 9, MAIN Board Meeting, Allan

January 10, MAIN Digitech Committee, Catherine
January 13, Programs & Services Department Meeting

Upcoming Meetings

January 16, LLNJ Board Meeting, Allan
January 17, MAYS meeting, Jeff
January 21, MAIN Circulation Committee, Walter
January 21, Library Circulation Department Meeting
January 23-28, American Library Association Conference, Philadelphia
January 28, MAIN ILS Committee, Walter
January 31, MAIN Adult Services Committee, Catherine

Please note:

The Director will be on vacation from February 10-15, 2019.

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 12/31/19

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	195,973.54	159,362.67
01-100-03	Lakeland - Payroll Account	8,122.30	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	100,120.75	92,527.90
01-100-10	Lakeland - Restricted Donations	24,653.06	21,996.72
01-140-01	Furniture & Fixtures	304,028.32	301,823.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,247,292.75</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-00	Accounts Payable	73,000.00	0.00
01-200-11	Sick Hrs Year End Accrual	46,908.00	43,599.00
01-211-00	Section 125 Withholding HDV	0.43	4,932.32
01-212-00	PERS 414/CINS Withholding	22,230.69	20,550.13
01-218-00	Reserve for Encumbrances	161,745.45	216,639.58
01-400-01	Appropriation Reserve	218.32	0.00
	Total Liabilities	<u>304,102.89</u>	<u>285,721.03</u>

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

Revenue	1,700,724.11	0.00
Less Expenses	<u>1,665,562.94</u>	<u>0.00</u>
Net	<u>35,161.17</u>	<u>0.00</u>
Total Fund Balance	<u>943,189.86</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,247,292.75</u>	<u>1,193,749.72</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13881 to 13956
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
13881	12/31/19	ALA MEM American Library Association	675.00		49
13882	12/31/19	ALISA DU Alisa Dupuy	275.00		49
13883	12/31/19	ALLAN005 Allan Kleiman	1,300.00		49
13884	12/31/19	ALLAN005 Allan Kleiman	300.00		49
13885	12/31/19	AMERIO05 American Library Association	300.00		49
13886	12/31/19	AMERICA American Labor Museum	100.00		49
13887	12/31/19	ANTHO005 Anthony Lauriano	150.00		49
13888	12/31/19	AWE AWE, Inc,	2,686.00		49
13889	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13890	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13891	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13892	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13893	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13894	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13895	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13896	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13897	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13898	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13899	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13900	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13901	12/31/19	BAKER005 Baker & Taylor	0.00	12/31/19 VOID	0
13902	12/31/19	BAKER005 Baker & Taylor	11,549.87		49
13903	12/31/19	BERNADIN Bernadine Ferrari	350.00		49
13904	12/31/19	BEST BUY Best Buy	46.12		49
13905	12/31/19	BILLS Bill's Electronic Services	75.00		49
13906	12/31/19	BRODA005 Brodart Co.	41.25		49
13907	12/31/19	CDWGO005 CDW-Government	551.08		49
13908	12/31/19	CONSTANT Constant Contact	456.00		49
13909	12/31/19	DAILO015 Daily Record	808.27		49
13910	12/31/19	DEMCO005 Demco, Inc.	24.18		49
13911	12/31/19	DIREC005 Direct Energy Business	747.96		49
13912	12/31/19	DR JONAT Dr. Jonathan Mercantini	300.00		49
13913	12/31/19	DR JONAT Dr. Jonathan Mercantini	300.00		49
13914	12/31/19	DR JONAT Dr. Jonathan Mercantini	300.00		49
13915	12/31/19	EASYE005 Easy English News	875.00		49
13916	12/31/19	ELIZA005 Elizabeth Johansen	250.00		49
13917	12/31/19	EXCEL005 Excellent Building Services	2,899.00		49
13918	12/31/19	FELDM005 Feldman Brothers Electrical	346.00		49
13919	12/31/19	GREGO005 Gregory J. Della Pia	916.66		49
13920	12/31/19	HEBAH EM Hebah Emara	34.85		49
13921	12/31/19	HICKORY Hickory Tree Chorus	400.00		49
13922	12/31/19	HISTORY History on the Hoof	425.00		49
13923	12/31/19	IFPTE005 IFPTE	101.86		49
13924	12/31/19	INNOVATI Innovative Users Group	100.00		49
13925	12/31/19	JEREMIAH Jeremiah's Catering	125.00		49
13926	12/31/19	JILL WOR Jill work Designs	317.00		49
13927	12/31/19	JOHN R L John R. Lenz	175.00		49
13928	12/31/19	KANOPY Kanopy, Inc.	211.00		49
13929	12/31/19	LOUIS Louis L. Picone	125.00		49
13930	12/31/19	MATTHEW Matthew Bender & Co., Inc.	91.08		49
13931	12/31/19	MGL MGL Printing Solutions	285.50		49

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13932	12/31/19	MICHAEL Michael A. Cerone, Jr., Esq.	350.00		49
13933	12/31/19	MICHAELW Michael weinstein	90.00		49
13934	12/31/19	MIDWE005 Midwest Tape	367.67		49
13935	12/31/19	MIDWE005 Midwest Tape	2,500.00		49
13936	12/31/19	MONTC005 Montclair Art Museum	270.00		49
13937	12/31/19	MONTC005 Montclair Art Museum	270.00		49
13938	12/31/19	NICHE Niche Academy	1,600.00		49
13939	12/31/19	NJNAT005 NJ Natural Gas Co.	919.26		49
13940	12/31/19	OPTIM005 Optimum	184.94		49
13941	12/31/19	PETTY005 Pettycash	90.00		49
13942	12/31/19	REBECCA Rebecca Manci	50.00		49
13943	12/31/19	REBECCA Rebecca Manci	50.00		49
13944	12/31/19	RISAS005 Risa Skerker	40.43		49
13945	12/31/19	RIVISTAS Rivistas Subscription Services	6,099.57		49
13946	12/31/19	STAPL005 Staples Advantage	356.80		49
13947	12/31/19	SUNRI005 Sunrise ShopRite	962.72		49
13948	12/31/19	SYNCB005 SYNCB/AMAZON	25.74		49
13949	12/31/19	THOMA005 Thomas Klise/Crimson Multimedi	817.12		49
13950	12/31/19	TOWNS005 Township of Montville	9,464.35		49
13951	12/31/19	TUSCANY Tuscany Villa Ristorante	75.00		49
13952	12/31/19	UNITE005 United Parcel Service	12.36		49
13953	12/31/19	VERI0010 VERIZON	973.83		49
13954	12/31/19	VERI0015 Verizon	47.68		49
13955	12/31/19	WICK wick Services, Inc.	530.00		49
13956	12/31/19	WRIST BA wrist-Band WB Promotion	112.30		49

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	63	13	55,273.45	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	63	13	55,273.45	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	2,500.00	0.00	0.00	2,500.00
	9-01	46,392.45	0.00	2,567.80	48,960.25
CAPITAL BUDGET	9-02	<u>3,813.20</u>	<u>0.00</u>	<u>0.00</u>	<u>3,813.20</u>
Year Total:		50,205.65	0.00	2,567.80	52,773.45
Total of All Funds:		<u>52,705.65</u>	<u>0.00</u>	<u>2,567.80</u>	<u>55,273.45</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: 12/31/19		
Budget Account Range: First		to Last	Include Non-Budget: No		Current Period: 12/01/19 to 12/31/19		
Print Zero YTD Activity: No					Prior Year: 12/01/18 to 12/31/18		
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,430.26	15,000.00	1,170.34	14,261.03	738.97-	95
9-01-401-03	Copier Income	101.05	1,300.00	53.50	1,017.85	282.15-	78
9-01-401-05	Computer Print Outs Income	312.13	3,500.00	120.93	2,958.14	541.86-	85
9-01-401-07	Township Income	140,462.50	1,657,316.00	138,111.63	1,657,318.00	2.00	100
9-01-401-08	Donations Income	1.85	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	144.65	2,000.00	129.95	1,663.86	336.14-	83
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	9,432.00	68.00-	99
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	100.76	399.24-	20
9-01-401-15	Interest Income	24.93	1,100.00	33.65	4,566.22	3,466.22	415
9-01-401-16	Lost Cards	22.00	300.00	12.00	389.50	89.50	130
9-01-401-18	Disks/Faxes	39.00	700.00	53.00	610.70	89.30-	87
Program Total		142,538.37	1,691,216.00	139,685.00	1,692,336.33	1,120.33	100
9-01-402-30	Restricted Contributions	270.05	3,500.00	194.88	4,887.78	1,387.78	140
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
9-01-402-40	PLA Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
9-01-402-45	Founding Era Grant	0.00	1,000.00	0.00	0.00	1,000.00-	0
Program Total		270.05	15,500.00	194.88	8,387.78	7,112.22-	54
Fund 01 Revenue Total		142,808.42	1,706,716.00	139,879.88	1,700,724.11	5,991.89-	100

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-601-010	Salaries & wages Expense	54,071.05	707,000.00	53,879.89	724,630.92	0.00	17,630.92-	102
9-01-601-020	Accrued Salaries/Wages Expense	17,146.00	0.00	11,823.35	3,309.00	0.00	3,309.00-	0
9-01-601-100	Taxes/FICA/UE	4,224.11	57,600.00	4,126.96	58,013.07	0.00	413.07-	101
9-01-601-110	Health Benefits Expense	0.00	101,200.00	6,998.41	93,296.48	0.00	7,903.52	92
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	76,010.57	0.00	8,289.43	90
9-01-601-130	DGRP Expense	0.00	3,000.00	0.00	2,508.91	0.00	491.09	84
9-01-601-150	Temporary Staff	355.80	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		75,796.96	958,100.00	76,828.61	957,768.95	0.00	331.05	100

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	5,948.00	0.00	52.00	99
9-01-602-020	Adult Books	2,796.63	33,521.00	4,990.27	37,280.59	1,066.53	4,826.12-	114
9-01-602-030	Adult BOCD	232.82	4,000.00	348.67	3,489.48	23.74	486.78	88
9-01-602-040	Adult DVD	1,690.98	15,000.00	2,017.62	11,046.01	366.93	3,587.06	76
9-01-602-050	Adult eBooks	403.97	5,000.00	0.00	3,792.47	750.00	457.53	91
9-01-602-060	Adult eAudio	95.00	5,000.00	0.00	3,572.80	750.00	677.20	86
9-01-602-070	Adult Music CD	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-602-090	Periodicals	922.97	9,000.00	7,873.92	11,989.71	348.00	3,337.71-	137
9-01-602-110	Games	500.12	6,000.00	817.12	8,238.26	0.00	2,238.26-	137
9-01-602-120	J Books	2,619.82	28,200.00	3,576.85	27,571.47	1,980.92	1,352.39-	105
9-01-602-130	J BOCD	0.00	500.00	0.00	40.53	0.00	459.47	8
9-01-602-140	J DVD	0.00	2,000.00	310.13	2,490.43	538.95	1,029.38-	151
9-01-602-150	J eBooks	0.00	750.00	0.00	644.78	100.00	5.22	99
9-01-602-160	J eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	174.32	9,000.00	740.17	7,115.56	571.04	1,313.40	85
9-01-602-190	YA BOCD	0.00	500.00	0.00	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	0.00	500.00	0.00	500.00	450.00	450.00-	190
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	500.00	450.00	450.00-	190
9-01-602-230	Streaming	0.00	4,250.00	211.00	1,369.00	0.00	2,881.00	32
Program Total		9,436.63	133,721.00	20,885.75	126,121.85	7,396.11	203.04	100
9-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-603-230	Program - Adult	1,007.99	16,000.00	3,176.92	15,998.75	300.00	298.75-	102
9-01-603-240	Program - Children	271.37	5,000.00	360.00	5,012.54	30.00	42.54-	101
9-01-603-250	Summer Reading / Reading Programs	0.00	7,000.00	187.30	5,856.80	50.00	1,093.20	84
9-01-603-260	Museum Passes	400.00	4,000.00	0.00	3,320.00	1,550.00	870.00-	122
9-01-603-270	Programs YA	54.16	2,500.00	414.99	2,701.82	500.00	701.82-	128
9-01-603-280	Library-wide Cultural/Family Programing	0.00	3,500.00	0.00	1,986.44	376.35	1,137.21	68
9-01-603-300	Technology Programming	0.00	6,000.00	0.00	3,883.00	2,410.00	293.00-	105
Program Total		1,733.52	44,000.00	4,139.21	38,759.35	5,216.35	24.30	100
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	1,523.67	14,000.00	707.73	14,070.24	1,249.11	1,319.35-	109
9-01-604-070	Postage - Supplies	0.00	2,000.00	0.00	960.57	0.00	1,039.43	48
9-01-604-080	Freight-Shipg (Non-Collection)	65.42	1,000.00	12.36	717.52	0.00	282.48	72

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		1,589.09	17,000.00	720.09	15,748.33	1,249.11	2.56	100
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	0.00	2,000.00	456.00	912.00	0.00	1,088.00	46
9-01-605-060	PR - Materials	528.00	1,500.00	0.00	651.03	500.00	348.97	77
9-01-605-070	Staff/Volunteer Recognition	64.85	2,500.00	0.00	1,221.96	1,000.00	278.04	89
Program Total		592.85	6,000.00	456.00	2,784.99	1,500.00	1,715.01	71
9-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-606-010	Staff Development	120.00	4,000.00	300.00	4,128.68	0.00	128.68-	103
9-01-606-020	Professional Expenses	0.00	2,000.00	0.00	136.77	260.00	1,603.23	20
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	49.49	1,000.00	34.85	1,289.05	0.00	289.05-	129
9-01-606-040	Professional Dues	0.00	1,000.00	775.00	1,280.00	240.00	520.00-	152
9-01-606-050	Conference Travel	2,061.76	6,000.00	1,600.00	4,627.46	1,700.00	327.46-	105
Program Total		2,231.25	14,000.00	2,709.85	11,461.96	2,200.00	338.04	98
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	3,610.44	66,000.00	0.00	54,090.73	0.00	11,909.27	82
9-01-607-030	Utilities - Gas	2,322.65	20,000.00	1,667.22	14,580.87	0.00	5,419.13	73
9-01-607-040	Utilities - Telephone	977.66	6,000.00	1,021.51	6,335.96	0.00	335.96-	106
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	2,219.28	0.00	280.72	89
Program Total		7,095.69	94,500.00	2,873.67	77,226.84	0.00	17,273.16	82
9-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-010	Plant - Repairs, Bldgs,Grounds	3,245.00	45,000.00	421.00	45,677.38	1,620.00	2,297.38-	105
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,899.00	30,263.00	0.00	263.00-	101
9-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,500.00	0.00	1,571.00	0.00	1,929.00	45
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	14,008.40	2,800.00	808.40-	105
9-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	0.00	2,842.13	0.00	157.87	95
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	85.74	0.00	414.26	17
Program Total		5,735.00	99,000.00	3,320.00	94,538.03	4,420.00	41.97	100
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	9,892.00	0.00	3,108.00	76

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-050	EM - Copiers	0.00	1,500.00	0.00	1,929.06	0.00	429.06-	129
9-01-609-070	Computer Software	0.00	2,000.00	1,600.00	4,671.30	0.00	2,671.30-	234
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	4,400.00	0.00	400.00-	110
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	0.00	800.00	0.00	680.16	0.00	119.84	85
Program Total		0.00	22,000.00	1,600.00	21,572.52	0.00	427.48	98
9-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-610-010	Color Copy Usage	0.00	8,000.00	0.00	4,228.98	2,500.00	1,271.02	84
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	1,652.73	500.00	1,152.73-	215
Program Total		0.00	9,000.00	0.00	5,881.71	3,000.00	118.29	99
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	0.00	7,000.00	0.00	6,125.00	0.00	875.00	88
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	10,999.95	0.00	1,000.05	92
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	51,474.63	0.00	3,525.37	94
9-01-611-070	Computer Support & Service	170.00	6,000.00	0.00	8,835.00	600.00	3,435.00-	157
9-01-611-100	Web Site Maintanace	0.00	1,000.00	317.00	348.16	1,000.00	348.16-	135
9-01-611-150	Legal	0.00	4,000.00	350.00	2,066.68	0.00	1,933.32	52
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	3,100.00	0.00	100.00-	103
9-01-611-260	Payroll Service Fee	652.27	8,000.00	639.77	7,146.16	0.00	853.84	89
9-01-611-320	Other Professional Services	0.00	1,000.00	85.00	145.00	0.00	855.00	14
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		1,968.93	100,000.00	2,558.43	90,240.58	1,600.00	8,159.42	92
9-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-612-010	Township In-Kind Services	0.00	48,195.00	0.00	45,221.00	0.00	2,974.00	94
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	25,964.00	0.00	236.00	99
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	2,394.07	0.00	7,605.93	24
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	512.00	0.00	12.00-	102
9-01-612-060	O/E - Board Misc	53.13	2,000.00	570.81	2,090.16	0.00	90.16-	105
Program Total		53.13	86,895.00	570.81	76,181.23	0.00	10,713.77	88
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	1,186.80	7,500.00	920.00	8,430.00	0.00	930.00-	112

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-613-015	PLA Grant Expenses	0.00	3,500.00	52.18	3,500.00	0.00	0.00	100
9-01-613-017	Founding Era Grant	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
	Program Total	1,186.80	12,000.00	972.18	11,930.00	0.00	70.00	99
	Fund 01 Expend Total	107,419.85	1,596,216.00	117,634.60	1,530,216.34	26,581.57	39,418.09	98

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,808.42	139,879.88	1,700,724.11	107,419.85	117,634.60	1,556,797.91	143,926.20

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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
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	2,500.00	0.00	100
Program Total		0.00	10,000.00	0.00	0.00	10,000.00	0.00	100
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-170	Landscaping	0.00	0.00	530.00	1,940.00	0.00	1,940.00-	0
9-02-803-210	Chiller	0.00	0.00	147,000.00-	147,000.00-	147,000.00	0.00	0
9-02-803-220	Doors & Locks	0.00	14,000.00	14,000.00	14,000.00	0.00	0.00	100
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	24,000.00	24,000.00	0.00	0.00	100
9-02-803-240	Lighting Project	0.00	9,009.00	0.00	2,454.26	2,970.76	3,583.98	60
9-02-803-250	Architect	0.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100
9-02-803-260	Roof Repair & Replacement	0.00	20,000.00	20,000.00	20,000.00	0.00	0.00	100
Program Total		0.00	82,009.00	73,470.00-	69,605.74-	149,970.76	1,643.98	98
9-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-804-010	Computer Equipment	6,605.10	10,000.00	2,401.12	7,773.96	2,681.04	455.00-	105
9-02-804-015	Computer Related Equipment	0.00	2,500.00	551.08	685.08	1,268.96	545.96	78
Program Total		6,605.10	12,500.00	2,952.20	8,459.04	3,950.00	90.96	99
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	1,600.00	5,991.00	0.00	5,991.00	0.00	0.00	100
Program Total		1,600.00	5,991.00	0.00	5,991.00	0.00	0.00	100
CAPITAL BUDGET Expend Total		8,205.10	110,500.00	70,517.80-	55,155.70-	163,920.76	1,734.94	98

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-02	CAPITAL BUDGET	0.00	0.00	0.00	8,205.10	70,517.80-	108,765.06	108,765.06-

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,808.42	139,879.88	1,700,724.11	107,419.85	117,634.60	1,556,797.91	143,926.20
9-02	CAPITAL BUDGET	0.00	0.00	0.00	8,205.10	70,517.80-	108,765.06	108,765.06-
	Final Total	142,808.42	139,879.88	1,700,724.11	115,624.95	47,116.80	1,665,562.97	35,161.14

