

Montville Township Public Library
Board of Trustees Meeting
October 15, 2018
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Ms. Linda Peskin
Mayor Conklin arrived 7:25
Mr. David Tubbs
Mr. Charlie Grau
Mr. Carmen Allora
Mr. Robert Lefkowitz arrived 7:18
Mr. Donohue
MEMBERS ABSENT
Ms. Jane Hines - excused

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Absent

Substitute Board Recording Secretaries – Catherine LaBelle & Jeanne Ivy

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:00 p.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. Grau made a motion to approve the amended September 17, 2018 Regular session minutes, seconded by Mr. Allora*

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

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro said that the preliminary 2019 budget was discussed at the Finance committee meeting. The budget will be on the agenda for the December board meeting, He asked the finance committee and the other committees to make sure that the budget reflects the changes called for in the Strategic Plan.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 75%. Year to date revenue are on target at 75% of annual budget. Year to date operating expenditures, plus encumbrances are at 74% of annual budget. Included in expenditures is year to date salaries and temporary help, which are at \$472,692 or 66.1% of the total annual budget. The year to date capital expenditures are 22% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being \$109.754 YTD. Budget is in synch for revenues and expenses.

Robert Donohue – Assistant Treasurer

Mr. Donohue thanked the Board for the plant and card they sent to him while he was in the hospital.

VI. Report of Liaisons

Mayor – Mayor Conklin reported that Montville Day was a great success and complimented the Township for all their hard work organizing and setting up for the event.

The Township is working with Fairfield Township to clean up and de-snap areas along the Passaic River.

The Township Committee is meeting with representatives from the State Council on Affordable Housing. The State is recommending the addition of a thousand low/moderate income-housing units.

Superintendent's Liaison– Mr. Tubbs thanked the Library for their help with the One Book One School Program.

VII. Committee Reports

Finance: Mr. Allora stated the committee met on October 10 and discussed the preliminary 2019 budget and the transfer of funds to the Township. There will be a \$28,000 decrease in revenue in 2019. On November 8, the committee will review the transfer of funds and the 990. The special board meeting to discuss the budget will be on November 29. Mr. Mazzaccaro said that the Patron Services committee will guide implementation of the strategic plan.

Personnel: Mr. Lefkowitz stated that the committee meets next week.

Buildings & Grounds: Ms. Peskin reported in Ms. Hines' absence. Installation is complete for the motorized shades, door black out film and electric hand dryers. The RFQ for custodial services will have specific and measurable descriptions of work. The fabric on the entryway to the auditorium restrooms is frayed and discolored.

Mr. Allora recommended setting up capital reserve accounts for building issues, such as roof replacement.

Mr. Mazzaccaro suggested having RSC out to access the roof, gutters and downspouts. This will be on the agenda at the next B&G meeting.

Technology: Mr. Lefkowitz

Mr. Lefkowitz stated that the RFP for IT Computer Support should go out before proceeding with VoIP.

Patron Services: Mr. Donohue

They met on October 10. Two new programs, Teen Read Week and 1,000 Books Before Kindergarten, are underway. The circulation desk and the reference desk will be merged and the staff cross trained. They discussed the merits of an adult advisory board or an adult task force.

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

The Director suggested that it might be a good idea to close the Library for the next Montville Day. Staff could work at the event and register patrons for library cards. It would be a good opportunity for outreach.

When electricians were finishing installing the hand dryers and were pulling wires behind the walls it triggered a fire false alarm. While evacuating the auditorium, two patrons fell. The auditorium was dark for a movie. It takes the hanging halogen lights several minutes

to come on. The Mayor asked if an auxiliary lighting system could be tied to the sounding of the fire alarm. Going forward, staff will make safety announcements at the beginning of each program. They will point out each of the rooms' exits and advise what to do in case of emergency.

The Director will get prices for replacing the halogen lights in the auditorium with LEDS which turn on without a waiting time. He will also ask the electrician about having lights come on when the fire alarm sounds.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12941 through 12988 dated September 1 to September 30, 2018 in the amount of \$43,511.72.

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

Mr. Mazzaccaro yes; Mr. Allora yes; Mr. Grau yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs yes; Mr. Lefkowitz yes; Mr. Donohue yes; Motion Carried.

- B. Resolution to accept the salaries for month of September 2018 in the amount of \$49,528.41.

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

Mr. Mazzaccaro yes; Mr. Allora yes; Mr. Grau yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs yes; Mr. Lefkowitz yes; Mr. Donohue, yes; Motion Carried.

- C. Resolution to approve the RFP for IT Computer Support Services

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

Mr. Mazzaccaro yes; Mr. Allora yes; Mr. Grau yes; Ms. Peskin yes; Mayor Conklin yes; Mr. Tubbs yes; Mr. Lefkowitz yes; Mr. Donohue, yes; Motion Carried.

- D. Resolution to excuse Jane Hines from the October 15, 2018 board meeting.

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

All in favor by voice vote

X. Old Business

Mr. Grau requested that the meeting minutes from the sub committees be available within a day or two of the meeting.

XI. New Business

None

XII. Executive Session Minutes

None

XIII. Adjournment

Motion to adjourn was made by Mr. Mazzaccaro, seconded by Mr. Grau
All in favor by voice vote

Meeting was adjourned at 7:50 pm

Montville Township Public Library
Director's Report
November 19, 2018

Over 100 adults and children attended our Diwali festival program. This event was organized by Teen/Community Services Librarian Jeff Cupo with the help of the Teen Advisory Board. The event included demonstrations of crafts, sampling of food and customs and traditions. This was a great community-wide event.

On Wednesday, November 14, we consolidated the Information Desk and Circulation Desk to develop a new "Guest Services," central point of service. We will also be expanding our coverage in the Children's Room and Teen Space from 3-5pm every afternoon school is in session to provide better services to our guests there as well.

The Management Team continues to tweak and refine the 2019 operating and capital budget. A second draft is included in your packet.

Our first snow storm of the year on Thursday, November 15th was a whopper! The Library closed at about the same time as the Township did at 4:30 PM. Schools had an early dismissal. Staff were on the road all evening and after midnight attempting to get home. The roads were iced over and traffic did not move. This storm was totally unpredictable in its' intensity.

We have re-arranged our New Books area to make it easier for our patrons to locate our new books. The material is now more at eye-level. We will be working to do the same with the A-V materials. More material at eye-level and more merchandising is the goal we are trying to achieve.

This past month we had 12,315 visits to the Library. 94 new library cards were issued and 112 patrons renewed their library cards.

Buildings and Grounds

Montville Fire Prevention Bureau Official did the annual fire safety inspection on October 20, 2018. A recent law requires carbon monoxide detectors in any building with fuel burning appliances. We ordered and installed seven battery powered CO detectors last week.

There are also several reports that the Fire Marshall requested, - reports for all test results from fire hydrant reports, and records off all tests for fire alarm reports. These reports are available from Engineered Security Systems and from the Township. W.J. Malone, the fire sprinkler company, is coming out to replace some sprinkler heads and caps.

Hughes Environmental Engineering send a technician out to replace the broken thermostat in the Pio Costa women's restroom.

We called Argent Contractors to repair a leak in the Pio Costa kitchen sink. The leak was under the counter coming from the faucet. The housing around the sink hid the leak. They installed a new faucet. Some of the floor tiles warped from the water. We are in the process of locating matching tiles to replace the damaged ones.

Andy Wick, a local landscaper from Wicks Services, came out to have a look at the landscape islands in front of the library near the book drops. These areas have no automatic sprinklers and that will limit what he can plant there. Andy suggests hardscape over a weed barrier with a few hardy junipers. He will have a proposal ready for us soon.

John Eckert from Eckert Locksmiths in Boonton repaired the broken lock in the Pio Costa kitchen door.

Dean Quilici is working on a proposal for installing auxiliary lights that would come on automatically when the fire alarm sounds.

Fania Roofing came out to repair a gutter outside the Quiet Study that collapsed during a recent heavy rainfall.

We contacted Whitman Engineering to get a proposal for a roof inspection and infrared analysis. They have reviewed the results of the previous inspection and let us know they have recommended an annual roof inspection but no need for infrared analysis. We are proceeding with the roof inspection now that we have a quote.

Excellent Building Services sent out a crew to clean all the exterior vent grills in the Pio Costa Auditorium.

We have received the drawings and specs for the purchase of the new chillers.

Collections

After attending a user's group forum about our Collection HQ software, Catherine began using some of the features they showed us. She has created an "experimental placement" display of under-circulating newer books to determine if changing the location and marketing of the books can improve their circulation. We are also using CollectionHQ to refresh the collection and to determine which subjects give us our highest turnover in circulation, so we know more about where to concentrate purchasing.

We ordered four new periodicals for 2019 based on patron demand. For the teens, Game Informer, The Wand (Harry Potter Alliance quarterly news), and Make Magazine. For our Chinese patrons, we will be receiving The World Journal, the Chinese language newspaper with the largest circulation in the US.

Our latest shipment of Korean and Chinese books for adults have been added to the collection.

We choose to feature graphic novels this month in our marketing promotion both on Facebook and at the Library. Stan Lee's death this past week also spurred interested in the genre. In 2019, MAIN will also be adding a Digital Comics and Graphic Novels online resource that all the libraries will be sharing.

Catherine and Walter are developing a new shelf reading assignment book for all the staff. This will be going into effect around December 1.

Finance

We prepared the 2019 Annual Claimant Certification letters for all of our active vendors. When signed, these vendor letters certify that all bills presented to the Library are in full compliance with NJ public purchasing law.

Since we are now part of the NJ State Health Benefit Plan, the Township Certifying Officer granted us access to EPIC (Employer Pensions and Benefit Information Connection). We can directly access employees' pension and health benefit information. We will also be able to enter information for the quarterly PERS/CINS reconciliations directly into IROC (Internet-based Report of Contributions). We downloaded the training manuals and Jeanne and Janina signed up for webinars for these sites.

Greg Della Pia, the accountant, prepared a draft of the IRS Form 990 for 2017. Upon review and approval by the Finance Committee, the Board Treasurer will sign it and then Greg will submit it electronically by the November 15 deadline.

In preparation for year-end and 2019 tasks, we ordered and received the templates for printing the 2018 1099 forms.

Meetings/Training

In October, the staff attended a number of valuable outside events. Cindy and Hebah attended the NJLA Adult Services Forum on October 22, an all-day conference which included sessions on genealogy programming, planning summer reading for adults, starting new collections, reader's advisory, and cyber security. Hebah will be incorporating what she learned into classes for the patrons on cyber threats and vulnerabilities. Jeff and Risa attended the NJLA Youth Services Forum on October 29. Risa attended a session on Buzzwords You Need to Know: Executive

Function which explained how to promote memory games, play, music and movement in storytime to build executive cognitive functions in preschoolers and a session on incorporating STEAM themes such as space and transportation into story time. Jeff spoke at one of the Spark Talk on his experience with TAB summits at the Montville Township Public Library. He also attended sessions on cooking programs for teens and summer volunteer programs.

On October 12, Catherine attended Fall Book Buzz in NYC which is an all-day meeting with all the major book publishers (Harper Collins, Penguin Random House, Simon & Schuster, etc.) where they roll out their upcoming book offerings and discuss trends in book publishing.

Catherine and I attended the CollectionHQ user group meeting on October 18. We learned about new additions to this valuable software which helps us track exactly what is popular in our collection and gives us data to help us refresh and market our collection.

Pam attended the fall programs presentation on Oct 19 where all programming staff at MAIN gather to share ideas and discuss what has been successful and not at their libraries. We get and share a lot of recommendations for good (and bad) program presenters at this meeting.

Hebah attended the Emerging Leaders NJLA meeting on Nov 1.

Marketing and Outreach:

Hebah has taken over the design of the newsletter and it looks great. With input from the whole department, we sent out weekly updates on adult, children's and teen events and Library news.

Pam O'Gorman attended the Montville Community Expo on October 13. She passed out literature on our new Tuesday business series to the business community. She also made several programming contacts for possible health and wellness programs and spoke to area banks about helping to fund some of our upcoming music and children's programs.

Risa did monthly story time outreach for the preschools at Funtime Kids Academy 2 and Millie's House and Kids Connect. She also attended the MAYS meeting on Oct 12.

Personnel

Walter and Catherine have continued to recruit and interview potential candidates for the position of Library Assistant.

Annual evaluations are near completion. They took longer than anticipated since all members of the Management Team had a combination of vacation and sick time during the last two weeks. They continue to be a valuable process for some of our staff members while others still continue

not to see the benefit of it at all. The Director has sat in on all evaluations with an eye on staff training for 2019 and how we can make the process more inter-active.

Patron Services

The fall programs for adults are generating buzz and are enjoyed by our attendees. Several were made possible by partnerships with local business and organizations, expanding our reach and ties with the community as laid out in our Strategic Plan. In October, Montville “U” sessions included a talk by Dr. Christopher Bellitto and Rabbi Susman, popularly known as the “God Squad,” on the differences and similarities in Jewish & Christian Art which was attended by over 70 patrons. Dr. B. Nicholson of Kean University lectured on Ireland and the impact of Brexit and Fred Miller lectured in song, words, and piano on song writer Harry Warren. Our Tuesday night business initiative featured a SCORE program on Becoming Business Entrepreneur at which attendance was way up from our first session last month from 6 to 20 patrons. This month we also hosted a “Lunch & Learn” presentation on how to probate a will by the Morris County Surrogate. The program was co-hosted by Casha & Casha and Lakeland Bank – which also supplied the 60 attendees with lunch. Evening programs included a presentation/reenactment of “The Legend of Sleepy Hollow” by actor Neil Hartley from the American Historical Theater. Other programs included the monthly genealogy workshop, an art workshop on fall watercolors with the Montclair Art Museum, a Cancer Awareness presentation by Morristown Memorial’s Carol G. Simon Cancer Center and a program on Benjamin Franklin by historian Nolan Asch. Our Sunday music program this month was a Halloween themed program by Diane and Gerard Barros. More than 70 patrons attended the free concert. This month we added a new monthly program, a non-fiction book discussion group, hosted by Cindy LaRue. The inaugural session, a discussion of Devil in the White City, had 8 attendees.

The kids had an exciting month full of fall and Halloween themed programs and activities. Montclair Art Museum helped the children paint a fall foliage scene with watercolors. Our in-house craft programs, designed by Amy Resnikoff, had the children creating hanging ghosts from water bottles and cheesecloth, and sparkly ghouly ghosts for the younger kids. We had an especially fun visit from Kids Interactive Theater presenting the Legend of Sleepy Hollow in which parents and children became part of the performance. Our Halloween story time featured a party and costume parade around the library for treats. The kids book discussion also tied into Halloween with the children talking about Eerie Elementary: the School is Alive! Baby playtime continues to be hugely popular with attendance of over 100 for the month.

Our teen programs had the highest monthly attendance to date and included National Coming Out Day, Traditional Flower Painting, Last Minute Halloween Costumes, as well as our regular programs. Our Halloween Lock-in, in which teens stayed after hours, with Jeff, Teri, and Risa, had 15 very happy attendees. Our Dollar general funded Teen Read Week went well and the kids enjoyed creating their own language so much that they have asked for it to be a recurring program for them and we have added it to the schedule.

Our cultural and community events for the month included the start-up of the fall session of ELL classes and a Diwali celebration. Over 90 people attended the Diwali program where Jeff set up interactive craft, décor and snack stations to celebrate the holiday.

We launched our 1,000 Books Before Kindergarten program, promoting pre-school literacy, on October 15. We have 25 sign-ups thus far and have already awarded our first 100 book sticker!

Technology

We have expanded our technology programs to ensure patrons of all abilities, including advanced, and interests are being served. Each of the librarians will increase the number of technology programs they teach each month, while our paid presenter, James Fitzpatrick, will concentrate on advanced level courses. Technology offerings this month included Windows Basics, Mac OS Basics, and Improve Your PowerPoint presentations. Catherine taught a class on the Reference USA database for business users during our Tuesday night career, technology and business series.

The Libraries received several quotes for Computer/IT Serve support. Those will be referred to the Technology Committee at their next meeting for discussion and recommendation to the Board.

A new AWE Learning Computer has been added in our Children's Room. This computer has additional learning experiences that our other computer does not and is for the older children in grades 2-4.

Training and Meetings

October 2, Super Supervisor Monroe Township, Catherine

October 6, MAIN ILS Committee Meeting, Walter

October 5, Mentor NJ Tech & IT in Libraries, Hebah

October 9, Towns Safety Committee, Catherine

October 12, Book Buzz, Catherine

October 18, Community Expo, Pam
October 19, MAYS Meeting, Risa
October 19, Emerging Tech Meeting Cherry Hill, Hebah
October 22, Pension Resources Webinar, Jeanne
October 22, Adult Services Forum, Hebah
October 23, Bibliotheca Meeting, Allan
October 24, Bibliotheca Training, Parsippany, Allan, Hebah
October 25, MAIN Technical Services Meeting, Walter
October 25, Programs & Services Department Meeting
October 30, Leadership/Team Building for Managers Parsippany, Walter
November 1, NJLA Emerging Leaders, Hebah
November 2, MAIN Technology Committee, Hebah
November 20, Library Technology Committee
November 22-23, Library CLOSED
November 27, Library Buildings & Grounds Committee
November 28, NJLA Management Forum, Allan, Catherine
November 28, Library Personnel Committee
November 28, MAIN LEAP for Technical Services, Risa
November 29, Library Budget Meeting
November 30, MAIN Director's Meeting
December 2-5, NJ Association of School Libraries Conference, Hebah
December 4, MAIN Policy Committee, Allan
December 5, MAIN ILS Committee, Walter
December 6, MAIN Finance Committee, Allan
December 6, Library Finance Committee
December 7, NJLA Summer Reading Committee, Allan
December 7, MAIN Technology Committee, Hebah
December 7, Trustees/Staff Holiday Party, 6-8 PM
December 9, One Montville/Library, Mr. Rogers Neighborhood Program, 6:30 PM, Allan, Amy
December 10, Library Board Meeting
December 13, MAIN Board Meeting, Allan
December 18, Library Buildings & Grounds Committee
December 18, Library Technology Committee
December 19, Library Patron Services Committee
December 25, Library CLOSED
December 26, Library Personnel Committee
January 1, 2019, Library CLOSED

Please note: The Director will be out for cataract surgery on November 26th.

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

**MONTVILLE TOWNSHIP PUBLIC LIBRARY OCTOBER 2018 PROGRAM ATTENDANCE
NOVEMBER 19, 2018 Board Meeting**

LIBRARY SPONSORED PROGRAMS	2018	2017
Children - Staff Programs		
Storytime (including Halloween parade)	197	
Bingo/Games	24	
Kids Legos	44	
Messy Munchkins	12	
Drop In Arts & Crafts	64	
Pre-School Outreach Storytime (3 locations)	67	
Baby Playtime	104	
Baby Legos	13	
Kids Book Club	11	
Montclair Art Museum Art Class	32	
Knitting	6	
Children - Staff Programs Total	574	518
Children - Paid Presenters		
Legend of Sleepy Hollow	25	
Children - Paid Presenters Total	25	133
Total All Children's Programs	599	651
Young Adults - Staff Programs		
Video Games Wii	57	
English Conversation & Cookies & Convers.	17	
TAB Events	24	
STEAM (8) & Chinese Painting (3)	11	
College Preparation Lectures	14	
Teen Read Week	27	
Halloween - Costumes and Lock In Events	20	
Tech Help	11	
Chess	55	
Young Adult - Staff Programs Total	236	164
Young Adult - Paid Presenters	0	
David Peterson Skype Lecture	8	
Young Adult - Paid Presenters Total	8	
Total All Young Adult Programs	244	164
Adult - Staff Programs		
Movies	310	
Books & Bites (5) & Non-Fiction Book Club (7)	12	
Adult Book Clubs	18	
SCORE	23	
English Language Learner Classes	143	
Adult - Staff Programs Total	506	569
Adult - Paid Presenters		
Technology Classes	34	
Lectures	374	
Concerts & Dance Performances	138	
Adult - Paid Presenters Total	546	508
Total All Adult Programs	1,052	1,077
Library Sponsored Total	1,895	1,892
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	24	
Writer's Group	5	
Pet Parents	4	
One Montville	20	
Girl Scout Parent's Meeting	9	
Chabad Holocaust Survivor Program	70	
Outside Groups Total	132	185
GRAND TOTAL	2,027	2,077

Library Displays and Featured Themes		
Morristown Book Festival - Oct 13, 2018		
Breast Cancer Awareness Month		
YA Graphic Novels		
Hispanic Heritage Month		
Diwali		
New and Notable Books & DVD's		

Children's Book Displays		
R.L. Stine Birthday - Oct 8, 1943		
Halloween		
October is Children's Magazine Month		
Diwali		
Fire Prevention Week Oct 7th -Oct 13th		

Museum Pass Program	2018	2017
Grounds for Sculpture	5	
Imagine That!!!	4	
Intrepid Sea, Air and Space Museum	2	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	3	
Morris Museum	1	
American Museum of Natural History	8	
Newark Museum	1	
Stickley Museum	1	
Museum of Modern Art	8	
Museum Pass Total	33	17

Exams Proctored	0	0
Quiet Study Room - number of times used	56	37

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 10/31/18

2018

2017

Assets

01-100-01	Petty Cash	291.92	291.92
01-100-02	Lakeland - Operating Checking	133,829.03	136,230.73
01-100-03	Lakeland - Payroll Account	1,581.98	5,248.61
01-100-04	Lakeland CD Accounts	257,000.00	0.00
01-100-05	Atlantic Stewardship Bank CD	0.00	255,645.01
01-100-08	Lakeland - Capital Reserve	12,021.48	12,011.41
01-100-10	Lakeland - Restricted Donations	22,602.71	20,168.84
01-140-01	Furniture & Fixtures	301,823.32	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>1,081,914.02</u>	<u>1,084,183.42</u>

Liabilities & Fund Balance

01-200-10	Salaries & Wages Payable	0.00	12,077.46
01-200-11	Sick Hrs Year End Accrual	26,453.00	26,453.00
01-210-00	403B withholding Payable	650.00	0.00
01-211-00	Section 125 withholding HDV	0.40	2,189.02
01-212-00	PERS 414/CINS withholding	10,368.78	18,722.68
01-218-00	Reserve for Encumbrances	<u>87,044.42</u>	<u>168,040.79</u>
	Total Liabilities	124,516.60	227,482.95

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>102,162.68</u>	<u>102,162.68</u>
	Total	856,700.47	856,700.47

	Revenue	1,438,048.24	0.00
	Less Expenses	<u>1,337,351.29</u>	<u>0.00</u>
	Net	<u>100,696.95</u>	<u>0.00</u>
	Total Fund Balance	<u>957,397.42</u>	<u>856,700.47</u>
	Total Liabilities & Fund Balance	<u>1,081,914.02</u>	<u>1,084,183.42</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 12989 to 13073
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
12989	10/31/18	ALYSSA S Alyssa Satin Capucilli	350.00		35
12990	10/31/18	ARGEN005 Argent Contracting Co., Inc.	570.00		35
12991	10/31/18	AWE AWE, Inc,	2,669.00		35
12992	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12993	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12994	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12995	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12996	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12997	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12998	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
12999	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
13000	10/31/18	BAKER005 Baker & Taylor	0.00	10/31/18 VOID	0
13001	10/31/18	BAKER005 Baker & Taylor	9,126.87		35
13002	10/31/18	BARNE005 Barnes & Noble, Inc.	209.06		35
13003	10/31/18	BIBLIOTH Bibliotheca, LLC	500.41		35
13004	10/31/18	BIBLIOTH Bibliotheca, LLC	11,567.00		35
13005	10/31/18	CATHERI Catherine LaBelle	209.62		35
13006	10/31/18	DAVID J David J. Peterson	100.00		35
13007	10/31/18	DRCBR005 Dr. C. Brid Nicholson	250.00		35
13008	10/31/18	DRCBR005 Dr. C. Brid Nicholson	250.00		35
13009	10/31/18	EDMUN005 Edmunds & Associates, Inc.	4,268.00		35
13010	10/31/18	EXCELO05 Excellent Building Services	2,115.00		35
13011	10/31/18	FITZS005 Fitzsimmons Irrigation & Light	181.00		35
13012	10/31/18	FLOTE005 FLO-TECH	2,086.17		35
13013	10/31/18	FRED PRY Fred Pryor Seminars	448.00		35
13014	10/31/18	GAME INF Game Informer Magazine	19.98		35
13015	10/31/18	GREGO005 Gregory J. Della Pia	916.66		35
13016	10/31/18	GRIFF005 Griffith Shade Company	17,638.00		35
13017	10/31/18	HEBAH EM Hebah Emar	130.48		35
13018	10/31/18	HITEC005 HiTech Computer Services LLC	127.50		35
13019	10/31/18	HUGHE005 Hughes Environmental	4,647.00		35
13020	10/31/18	IFPTE005 IFPTE	120.52		35
13021	10/31/18	J ECKERT J. Eckert Locksmiths, Inc.	381.00		35
13022	10/31/18	JEANN005 Jeanne Ivy	14.16		35
13023	10/31/18	JEFFR005 Jeffrey Cupo	100.01		35
13024	10/31/18	JERSE005 Jersey Central Power & Light	6,040.98		35
13025	10/31/18	LAWNW005 Lawn world, Inc.	375.00		35
13026	10/31/18	MARTINSC Martin Schneit	175.00		35
13027	10/31/18	MEWEART MeWe Art	200.00		35
13028	10/31/18	MEWEART MeWe Art	200.00		35
13029	10/31/18	MEWEART MeWe Art	200.00		35
13030	10/31/18	MGL MGL Printing Solutions	104.00		35
13031	10/31/18	MICHELEM Michele Magnotta	50.00		35
13032	10/31/18	MONTC005 Montclair Art Museum	270.00		35
13033	10/31/18	MULTICUL Multi-Cultural Books & Videos	925.00		35
13034	10/31/18	NEIL BER Neil Berger	150.00		35
13035	10/31/18	NINAZ005 Nina Zarin	9.47		35
13036	10/31/18	NJASL CO NJASL Conference Registration	207.00		35
13037	10/31/18	NJLA0005 NJLA	140.00		35
13038	10/31/18	NJLA0005 NJLA	120.00		35
13039	10/31/18	NJNAT005 NJ Natural Gas Co.	252.00		35

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13040	10/31/18	OPTIM005 Optimum	184.94		35
13041	10/31/18	PETAL005 Petals of Pine Brook Florist	44.90		35
13042	10/31/18	PHIL JAE Phil Jaeger	150.00		35
13043	10/31/18	PITNE005 Pitney Bowes Global Financial	170.04		35
13044	10/31/18	REGEN005 Regent Book Company	63.94		35
13045	10/31/18	RISAS005 Risa Skerker	21.52		35
13046	10/31/18	STAPL005 Staples Advantage	474.22		35
13047	10/31/18	SUNRI005 Sunrise ShopRite	356.23		35
13048	10/31/18	SYNCB005 SYNCB/AMAZON	580.96		35
13049	10/31/18	TECHN005 Technology Integrators	100.00		35
13050	10/31/18	TECHN005 Technology Integrators	100.00		35
13051	10/31/18	TECHN005 Technology Integrators	100.00		35
13052	10/31/18	TECHN005 Technology Integrators	100.00		35
13053	10/31/18	TECHN005 Technology Integrators	200.00		35
13054	10/31/18	TECHN005 Technology Integrators	200.00		35
13055	10/31/18	TECHN005 Technology Integrators	100.00		35
13056	10/31/18	TECHN005 Technology Integrators	100.00		35
13057	10/31/18	THE HARR The Harry Potter Alliance	40.00		35
13058	10/31/18	THOMA005 Thomas Klise/Crimson Multimed	1,024.24		35
13059	10/31/18	TOWNS005 Township of Montville	11,902.40		35
13060	10/31/18	TOWNS005 Township of Montville	13,031.62		35
13061	10/31/18	TOWNS005 Township of Montville	127.43		35
13062	10/31/18	TOWNS005 Township of Montville	1,031.60		35
13063	10/31/18	TOWNS005 Township of Montville	11,902.40		35
13064	10/31/18	TOWNS005 Township of Montville	11,902.40		35
13065	10/31/18	TREAS005 Treasurer, State of New Jersey	512.00		35
13066	10/31/18	UNITE005 United Parcel Service	109.34		35
13067	10/31/18	USA TODA USA Today	340.70		35
13068	10/31/18	VERI0010 VERIZON	473.97		35
13069	10/31/18	VERI0015 Verizon	92.40		35
13070	10/31/18	WHITMAN whitman	520.00		35
13071	10/31/18	WICK Wick Services, Inc.	160.00		35
13072	10/31/18	WORLD J World Journal	200.00		35
13073	10/31/18	WT COX WT.COX	5,886.24		35

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	76	9	130,717.38	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	76	9	130,717.38	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	7-01	209.06	0.00	0.00	209.06
CAPITAL BUDGET	7-02	<u>2,669.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,669.00</u>
Year Total:		2,878.06	0.00	0.00	2,878.06
	8-01	88,303.92	0.00	21,217.40	109,521.32
CAPITAL BUDGET	8-02	<u>18,318.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,318.00</u>
Year Total:		106,621.92	0.00	21,217.40	127,839.32
Total of All Funds:		<u>109,499.98</u>	<u>0.00</u>	<u>21,217.40</u>	<u>130,717.38</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: 10/31/18
 Budget Account Range: First to Last Include Non-Budget: No Current Period: 10/01/18 to 10/31/18
 Print Zero YTD Activity: No Prior Year: 10/01/17 to 10/31/17

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
8-01-401-01	Fines Income	898.80	15,000.00	1,436.32	13,675.89	1,324.11-	91
8-01-401-03	Copier Income	76.45	1,400.00	122.20	947.36	452.64-	68
8-01-401-05	Computer Print Outs Income	304.24	3,900.00	328.19	3,084.34	815.66-	79
8-01-401-07	Township Income	139,735.00	1,685,526.00	140,460.50	1,404,605.00	280,921.00-	83
8-01-401-08	Donations Income	0.00	0.00	2.03	3.74	3.74	0
8-01-401-09	Lost Items	128.98	2,000.00	167.50	1,587.37	412.63-	79
8-01-401-10	State Aid Income	9,333.00	9,400.00	9,422.00	9,422.00	22.00	100
8-01-401-11	Miscellaneous Income	4.00	500.00	0.00	0.00	500.00-	0
8-01-401-15	Interest Income	41.32	700.00	27.24	1,108.28	408.28	158
8-01-401-16	Lost Cards	24.00	300.00	45.00	340.50	40.50	114
8-01-401-18	Disks/Faxes	73.00	700.00	60.05	562.85	137.15-	80
Program Total		150,618.79	1,719,426.00	152,071.03	1,435,337.33	284,088.67-	83
8-01-402-30	Restricted Contributions	12.12	4,500.00	264.90	2,710.91	1,789.09-	60
Fund 01 Revenue Total		150,630.91	1,723,926.00	152,335.93	1,438,048.24	285,877.76-	83

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-601-010	Salaries & Wages Expense	48,579.27	710,000.00	79,267.60	541,538.32	0.00	168,461.68	76
8-01-601-100	Taxes/FICA/UE	3,813.79	55,000.00	6,168.64	44,712.42	0.00	10,287.58	81
8-01-601-110	Health Benefits Expense	8,640.38	101,200.00	28,309.44	106,267.20	0.00	5,067.20-	105
8-01-601-120	PERS Expense	0.00	81,070.00	0.00	60,843.26	0.00	20,226.74	75
8-01-601-130	DCRP Expense	614.06	3,000.00	491.53	2,258.97	0.00	741.03	75
8-01-601-150	Temporary Staff	1,233.44	5,000.00	0.00	10,422.29	0.00	5,422.29-	208
Program Total		62,880.94	955,270.00	114,237.21	766,042.46	0.00	189,227.54	80
8-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-602-010	Collection Development Software	0.00	7,500.00	0.00	5,720.00	0.00	1,780.00	76
8-01-602-020	Adult Books	5,498.16	25,000.00	5,015.25	38,069.84	2,333.45	15,403.29-	162
8-01-602-030	Adult BOCD	459.87	5,000.00	1,028.40	3,115.08	345.14	1,539.78	69
8-01-602-040	Adult DVD	1,254.57	14,500.00	1,258.08	16,447.32	297.31	2,244.63-	115

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-602-050	Adult eBooks	236.95	6,000.00	369.16	5,102.55	0.00	897.45	85
8-01-602-060	Adult eAudio	195.99	5,000.00	79.98	3,474.90	0.00	1,525.10	70
8-01-602-070	Adult Music CD	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
8-01-602-090	Periodicals	0.00	9,000.00	6,486.92	8,975.35	148.71	124.06-	101
8-01-602-110	Games	504.38	7,000.00	1,024.24	5,573.73	0.00	1,426.27	80
8-01-602-120	J Books	1,609.67	30,000.00	1,688.38	21,850.34	2,071.52	6,078.14	80
8-01-602-130	J BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-140	J DVD	14.08	3,000.00	35.12	443.61	310.59	2,245.80	25
8-01-602-150	J eBooks	9.99	1,000.00	0.00	602.03	0.00	397.97	60
8-01-602-160	J eAudio	0.00	500.00	0.00	604.99	0.00	104.99-	121
8-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-180	YA Books	111.58	10,000.00	1,415.36	9,449.12	308.06	242.82	98
8-01-602-190	YA BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-210	YA eBooks	56.97	500.00	51.27	188.17	0.00	311.83	38
8-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
Program Total		9,952.21	130,000.00	18,452.16	119,617.03	5,814.78	4,568.19	96
8-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-603-230	Program - Adult	490.50	15,800.00	1,316.59	15,817.87	350.00	367.87-	102
8-01-603-240	Program - Children	672.48	5,000.00	430.99	5,236.36	0.00	236.36-	105
8-01-603-250	Program - Summer Reading	0.00	5,720.00	0.00	8,173.78	4.19	2,457.97-	143
8-01-603-260	Museum Passes	1,500.00	3,500.00	0.00	4,070.00	0.00	570.00-	116
8-01-603-270	Programs YA	174.11	2,500.00	279.44	2,331.32	69.85	98.83	96
8-01-603-280	Library-wide Cultural/Family Programing	0.00	3,500.00	737.98	1,936.26	725.85	837.89	76
8-01-603-300	Technology Programming	1,500.00	4,980.00	1,000.00	3,600.00	300.00	1,080.00	78
Program Total		4,337.09	41,000.00	3,765.00	41,165.59	1,449.89	1,615.48-	104
8-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-604-010	Business Office/Library/Print	1,139.88	13,000.00	1,279.65	16,731.41	87.32	3,818.73-	129
8-01-604-070	Postage - Supplies	123.00	2,500.00	0.00	573.00	0.00	1,927.00	23
8-01-604-080	Freight-Shipp (Non-Collection)	1.97	1,300.00	109.34	425.70	0.00	874.30	33
Program Total		1,264.85	16,800.00	1,388.99	17,730.11	87.32	1,017.43-	106
8-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-605-040	PR - Mailing	0.00	2,000.00	0.00	1,143.00	0.00	857.00	57
8-01-605-060	PR - Materials	287.59	3,000.00	177.54	1,459.06	0.00	1,540.94	49
8-01-605-070	Staff/Volunteer Recognition	0.00	1,000.00	0.00	1,416.54	0.00	416.54-	142

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		287.59	6,000.00	177.54	4,018.60	0.00	1,981.40	67
8-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-606-010	Staff Development	0.00	4,000.00	588.00	2,657.63	0.00	1,342.37	66
8-01-606-020	Professional Expenses	0.00	2,500.00	207.00	207.00	0.00	2,293.00	8
8-01-606-030	Reimb.Exp. (milg, lodg, meals)	23.50	1,000.00	340.10	621.23	0.00	378.77	62
8-01-606-040	Professional Dues	0.00	1,000.00	120.00	510.00	0.00	490.00	51
8-01-606-050	Conference Travel	533.48	6,000.00	0.00	3,391.50	0.00	2,608.50	57
Program Total		556.98	14,500.00	1,255.10	7,387.36	0.00	7,112.64	51
8-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-607-010	Utilities - Electric	6,101.91	68,000.00	6,040.98	51,219.31	0.00	16,780.69	75
8-01-607-030	Utilities - Gas	787.95	25,000.00	252.00	12,795.99	0.00	12,204.01	51
8-01-607-040	Utilities - Telephone	815.33	6,000.00	566.37	5,636.96	0.00	363.04	94
8-01-607-050	Internet Provider	199.85	2,500.00	184.94	1,895.38	0.00	604.62	76
Program Total		7,905.04	101,500.00	7,044.29	71,547.64	0.00	29,952.36	70
8-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-608-010	Plant - Repairs, Bldgs,Grounds	1,740.00	35,000.00	1,777.00	26,760.55	0.00	8,239.45	76
8-01-608-030	Plant - Cleaning/Maintenance	2,115.00	5,000.00	2,115.00	21,330.00	0.00	16,330.00	427
8-01-608-040	Plant - Fire/Burglery Alarm	0.00	4,000.00	0.00	2,270.30	859.23	870.47	78
8-01-608-050	Plant - HVAC Maintenance	1,894.26	16,000.00	3,821.00	11,352.00	0.00	4,648.00	71
8-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	556.00	2,726.71	0.00	273.29	91
8-01-608-080	Plant - Offsite Storage	177.00	750.00	0.00	708.00	0.00	42.00	94
8-01-608-090	Plant -Telephone Equipment	62.00	1,000.00	0.00	0.00	0.00	1,000.00	0
8-01-608-100	Plant - Records Retention/Destruction	147.42	500.00	0.00	222.81	0.00	277.19	45
Program Total		6,510.68	65,250.00	8,269.00	65,370.37	859.23	979.60	102
8-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-609-030	EM RFID Equipment	0.00	13,000.00	11,567.00	12,998.87	0.00	1.13	100
8-01-609-050	EM - Copiers	0.00	1,500.00	1,384.74	1,384.74	0.00	115.26	92
8-01-609-070	Software	0.00	3,000.00	0.00	974.06	0.00	2,025.94	32
8-01-609-080	EM - Audio/visual	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
8-01-609-100	EM - Postage Meter	170.04	800.00	170.04	680.16	0.00	119.84	85

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		170.04	19,000.00	13,121.78	16,037.83	0.00	2,962.17	84
8-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-610-010	Color Copy Usage	0.00	4,000.00	0.00	2,289.18	0.00	1,710.82	57
8-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	129.78	0.00	870.22	13
Program Total		0.00	5,000.00	0.00	2,418.96	0.00	2,581.04	48
8-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-611-010	Audit	0.00	7,000.00	0.00	6,000.00	0.00	1,000.00	86
8-01-611-020	Accounting Fees	1,000.00	10,000.00	916.66	9,166.62	0.00	833.38	92
8-01-611-030	MAIN Assessment	0.00	50,000.00	0.00	49,320.48	0.00	679.52	99
8-01-611-070	Computer Support & Service	1,487.50	6,000.00	127.50	5,363.00	0.00	637.00	89
8-01-611-100	Web Site Maintence	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
8-01-611-150	Legal	0.00	7,000.00	0.00	200.00	0.00	6,800.00	3
8-01-611-250	Board Secretary	230.00	2,800.00	0.00	2,070.00	0.00	730.00	74
8-01-611-260	Payroll Service Fee	619.97	8,000.00	629.97	6,792.57	0.00	1,207.43	85
8-01-611-320	Other Professional Services	0.00	1,000.00	0.00	338.91	0.00	661.09	34
8-01-611-340	QPA	208.37	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		3,545.84	95,800.00	1,674.13	79,251.58	0.00	16,548.42	83
8-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-612-010	Township In-Kind Services	10,866.25	45,900.00	0.00	44,334.28	0.00	1,565.72	97
8-01-612-020	Township Insurances	5,709.72	25,200.00	0.00	24,185.92	0.00	1,014.08	96
8-01-612-030	O/E- Contingencies	0.00	10,000.00	4,268.00	4,268.00	0.00	5,732.00	43
8-01-612-040	O/E - Licenses & Fees	512.00	500.00	512.00	512.00	0.00	12.00-	102
8-01-612-060	O/E - Board Misc	156.22	1,500.00	104.93	1,727.68	0.00	227.68-	115
Program Total		17,244.19	83,100.00	4,884.93	75,027.88	0.00	8,072.12	90
8-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-613-010	ELL Program Grant Expenses	903.20	0.00	1,486.80	5,422.00	0.00	5,422.00-	0
Program Total		903.20	0.00	1,486.80	5,422.00	0.00	5,422.00-	0
Fund 01 Expend Total		115,558.65	1,533,220.00	175,756.93	1,271,037.41	8,211.22	253,971.37	83

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
8-01		150,630.91	152,335.93	1,438,048.24	115,558.65	175,756.93	1,279,248.63	158,799.61
	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
8-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
8-02-802-020	Display Shelving	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-802-110	Soft Seating	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-802-140	Security Cameras	0.00	5,000.00	0.00	5,190.00	0.00	190.00-	104
8-02-802-180	Curtains/Shades Pio Costa	0.00	40,000.00	17,638.00	33,509.20	0.00	6,490.80	84
Program Total		0.00	57,500.00	17,638.00	38,699.20	0.00	18,800.80	67
8-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-803-170	Landscaping	0.00	5,000.00	160.00	1,000.00	0.00	4,000.00	20
8-02-803-190	LED Light Fixture Project	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
8-02-803-210	Chiller	0.00	75,000.00	520.00	520.00	8,980.00	65,500.00	13
Program Total		0.00	95,000.00	680.00	1,520.00	8,980.00	84,500.00	11
8-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-804-010	Computer Equipment	0.00	10,000.00	0.00	2,627.77	0.00	7,372.23	26
8-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	1,666.49	0.00	833.51	67
Program Total		0.00	12,500.00	0.00	4,294.26	0.00	8,205.74	34
8-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-805-030	Capital Contingency	0.00	25,000.00	0.00	4,609.20	0.00	20,390.80	18
Program Total		0.00	25,000.00	0.00	4,609.20	0.00	20,390.80	18
CAPITAL BUDGET Expend Total		0.00	190,000.00	18,318.00	49,122.66	8,980.00	131,897.34	31

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
8-02	CAPITAL BUDGET	0.00	0.00	0.00	0.00	18,318.00	58,102.66	58,102.66-

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
8-01		150,630.91	152,335.93	1,438,048.24	115,558.65	175,756.93	1,279,248.63	158,799.61
8-02	CAPITAL BUDGET	0.00	0.00	0.00	0.00	18,318.00	58,102.66	58,102.66-
	Final Total	150,630.91	152,335.93	1,438,048.24	115,558.65	194,074.93	1,337,351.29	100,696.95