

Montville Township Public Library  
Board of Trustees Meeting  
May 13, 2019  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

---

**OPEN SESSION**

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

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Mr. Mazzaccaro, at 7:00p.m.

**II. Open Public Meetings Act Statement**

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

### **III. Adoption of Minutes**

A. *Mr. Tubbs made a motion to approve the April 8, 2019 Regular Session minutes, seconded by Ms. Peskin*

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mr. Grau yes; Ms. Peskin yes; Mr. Allora abstained; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

### **IV Public Comments –**

None.

### **V Reports of Officers –**

#### **Tom Mazzaccaro – President**

Mr. Mazzaccaro stated that he met with Allan and the staff regarding a problem with a patron.

#### **Jane Hines – Vice-President**

Mrs. Hines absent, no report.

#### **Linda Peskin – Secretary**

Ms. Peskin had no report.

#### **Carmen Allora – Treasurer**

Mr. Allora stated that the normalized budget attainment is at 33%. Year to date revenue is on target at 8% of annual budget. Year to date operating expenditures, plus encumbrances are at 38% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$222,601 or 33% of the total annual budget. The year to date capital expenditures are 5% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a negative \$40,275 YTD. Budget is in synch for revenue and expenses at this point, He also stated that the CD at Lakeland Bank was renewed to May 2020 for \$261,200 at 2.48%. The State of NJ is holding up the audit due to administrative problems.

#### **Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

### **VI Report of Liaisons**

Mayor – Mayor Conklin stated their next meeting is tomorrow. They will discuss the 2019 Budget, PBA contract and Water & Sewer projects.

Superintendent Liaison of Schools – Mr. Tubbs stated that on May 4<sup>th</sup>, there was a NJ History Day competition. Two students made it to Nationals, three students received awards and two students will be alternates. On June 13, Woodmont School will be having a Great Book Debate.

**VII. Committee Reports**

Finance: Mr. Allora stated that the committee met. Greg Della Pia applied for an extension for the 990.

Personnel: Mr. Grau stated that the committee discussed the Evaluation form for the Library Director.

Buildings & Grounds: Mr. Grau stated that the committee discussed the chillers and custodial services. A contractor will be submitting notes and is suggesting new lines for refrigeration and electricity. Also the manufacturer of the boiler will be coming to the Library since the boiler shuts off depending on the weather.

Patron Services/Technology: Mr. Donohue stated that the committee discussed holding a book sale. They also discussed the Meeting Room Policy for the Pio Costa Auditorium. There will be a new website completed in a couple of weeks.

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

Allan stated that new sidewalks have been installed from Changebridge Road to the High School so the High School students could not park along Horseneck Road. Allan stated that about 10 cars used the Library parking lot. There were 6 applicants for the Summer Internship position. They will interview and make sure the students are available to work when needed.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 13381 through 13456, dated April 1 to April 30, 2019 in the amount of \$100,662.44.

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

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

- B. Resolution to accept the salaries for month of April 2019 in the amount of \$56,581.84 and ELL teacher salaries in the amount of \$1,270.00 for a total of \$57,851.84.

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

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

- C. Resolution to close the Library at 5:00 p.m. on Wednesday, June 19, 2019 for the Robert R. Lazar Promotion and to close the Library at 5:00 p.m on Thursday, June 20, 2019 for the Montville Township High School Graduation.

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

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

- D. Resolution to close the Library from Thursday, June 27 through Saturday, June 29, 2019 for the Montville Township Independence Day Celebrations.

*Motion made by Mr. Tubbs and seconded by Mrs. Paradise*

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

- E. Resolution to contract with Excellent Building Services for custodial services for a one-year contract from July 1, 2019 through June 30, 2020 at \$2899 per month.

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

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

- F. Resolution to approve the NJ Office of Clean Energy Direct Install Lighting Project Phase 2 to retrofit existing hanging pendant fixtures and wall fixtures with LED bulbs in the amount of \$2897.55

*Motion made by Ms. Peskin and seconded by Mrs. Paradise*

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

- G. WHEREAS, the Garden Club of Montville, has dedicated and hardworking members who have committed to maintaining and beautifying the Montville Townships Public Library's Rain Garden and Memorial Garden, the outdoor and indoor planters, and the entryway wreathes, and

WHEREAS, we, the members of the Montville Township Public Library Board of Trustees, wish to extend our sincere appreciation for the work these dedicated volunteers have done to make the Library Gardens beautiful, environmentally friendly, interesting and a safe haven for birds, butterflies, and our native plants, and

WHEREAS, the Board wishes to recognize, encourage and cooperate with the Garden Club of Montville, and their work at the Library,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees recognizes, appreciates and encourages the Garden Club in their endeavors including the Buy-A-Brick fundraiser and that this resolution of Commendation and Appreciation be officially recorded in the minutes of the May 13, 2019 meeting of the Library Board of Trustees.

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

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

- H. Resolution to approve the Pio Costa Meeting Room Policy

Add wording to state "refundable deposit".

*Motion made by Mr. Grau and seconded by Mrs. Paradise*

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

I. Resolution to approve the Dress Code Policy

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

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

X. **Old Business**

None

XI. **New Business**

None

XII. **Executive Session**

WHEREAS, the Open Public Meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personnel; and

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 7:36 p.m. Mr. Grau made a motion, seconded by Mr. Tubbs that the Library Board adjourn to executive Session. Vote: All in favor

XIII. **Open Session**

Motion made by Mr. Grau to reconvene to Open Session at 7:49 p.m, seconded by Ms. Peskin. All in favor

XIV. **Adjournment**

Motion to adjourn was made by Mayor Conklin seconded by Mr. Grau; meeting was adjourned at 7:50pm.

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

**June 10, 2019**

On May 14<sup>th</sup>, the Director with Karen Bellamy-Lewis, IFPTE Union rep on her quarterly visit to the Library. We discussed among other things the upcoming negotiations which we hope will start late in September.

Walter, Catherine and Allan met with staff on their mid-point evaluations. That is still in-process due to scheduling conflicts. A big part of the discussion centers on training, the library's mission and how staff contribute to the goals and objectives of the Library's Strategic Plan. They will be completed by the end of the month.

The Patron Services Committee met on May 15<sup>th</sup>. A summary of that meeting has previously been sent to the Library Board. Letters will begin to go out to new patrons approximately one month after they join the Library using Constant Contact. In addition, we will be send out letters in a similar format for patrons whose Library cards have expired. This process will begin in late July.

Walter and Allan and Circulation Staff Member Nilifur attended the MAIN Circulation Committee Meeting on May 21<sup>st</sup>, which Walter co-Chairs. The discussion at that meeting centered on an "internal migration" that MAIN will be doing in Polaris over the next six-months to "clean-up" and make the database consistent across Libraries.

The Library hosted an Envisionware Users Group Meeting here for MAIN Libraries on May 22<sup>nd</sup>. This gave an opportunity for Libraries to share any issues they have with the PC Reservation System and Printing Software. In addition, new enhancements to the software were showcased as well as new products that Envisionware will have available in late 2019 and 2020.

The Director attended the MAIN PR Committee on May 22<sup>nd</sup>. Discussion centered on the results of the MAIN Quest contest (we had a winner from Montville),

further reaching out to the Business Community, future Reference USA training in MAIN, and development of a MAIN Marketing Plan.

The Buildings & Grounds Committee met on May 23<sup>rd</sup> in a special meeting to discuss the chiller project. Also in attendance was Mayor Conklin, Matthew Dorans from In-Line Air Conditioning and Eddie Alonso from Whitman Engineering. The point of discussion was the quote that Mr. Dorans presented to the Committee. All in attendance reviewed the proposal and asked that the proposal be broken down so the Board has a better idea of the costs for the project. A revised quote has been send to all Board members along with a more detailed memo in regards to the meeting. The Buildings & Grounds Committee is proposing that the project move along with a timeline for installation in late September or early October.

The Director attended the MAIN Director's Meeting on May 24<sup>th</sup>. Topics of discussion included, delivery of materials, the Library Link NJ Business Meeting, staff job descriptions, and the MAIN Polaris Internal Migration.

Staff members Cindy LaRue, Hebah Emara and the Director attended the annual New Jersey Library Association Conference in Atlantic City. The Director co-presented a 3-hour pre-conference on Staff Training and Development with Cassandra Collucci from the Somerset County Library System. The workshop was well received by attendees. Other programs that the Director attended included: "How Often Does Your Library Break the Law? Library Confidentiality," "Being Prepared for Anything: Safety and Security in the Library," "Shoulda, Wouda, Did and Can: Exploring Boundaries and Ethics for Managers," Growing with the Gig Economy," "A Queer Idea: Newark Public Library's LGBTIQ Space," and "Census 2020: Critical for our Communities." During the conference, Library Associate Hebah Emara was awarded a scholarship from NJLA at the annual luncheon which will be used to continue her Library and Information Science degree.

The paperwork has been forward to Donnelly Energy for our 2019 lighting project which includes all of the pendant lights in both buildings as well as those upturn shoebox lights. All will be converted to LED.

Due to voting on June 4<sup>th</sup>, the Finance Committee did not meet. The Financials were distributed to the Committee.



The Director hosted on June 4<sup>th</sup> staff from the Madison Public Library for a tour of the Library, especially our RFID Check-out system.

The Director attended the annual Business Meeting of Library Link NJ on June 5<sup>th</sup> at the Monroe Township Public Library. The annual budget for the organization was approved and the slate of candidates to fill seats on the Board were voted on. The Director was elected to a 3-year term on the LLNJ Board, effective July 1.

The Programs & Services Department held their monthly meeting on June 6<sup>th</sup>. Much of the discussion of this month's meeting centered on the Summer Reading events planned for all ages. T-shirts have been purchased and distributed for the staff to wear throughout the summer to publicize the events.

We have chosen our PLA Inclusive Intern for summer 2019, Ally Massey. Both Ally and the Director will be attending the kick-off for all mentors and mentees from June 13-15 in Chicago. This round of interns from PLA includes 50 mentors and 50 mentees. All funding and travel expenses are covered by the Public Library Association, a division of the American Library Association.

The Township picked-up for recycling our "old" computer equipment for the June 8<sup>th</sup> Town-wide recycling event.

### **Buildings and Grounds**

The intermittent problems we were having with the main entrance handicapped doors got worse and were due to a faulty control board. It was replaced and the handicapped switch is now working fine.

Fania Roofing submitted a proposal to do the repairs that were recommended by Systems Design Analysts (SDA) in their November 2018 Roof Assessment. We are waiting for them to start the repairs.

Northeast Security Systems in Mahwah gave us a proposal for six additional color dome cameras in the auditorium. The cameras would cover each of the four exterior doors as well as the entire auditorium. With these cameras installed the Pio Costa Auditorium is complete with security cameras.

Every spring we get ants and clover mites (those tiny red bugs) in the building. As a public library, we have to follow Integrated Pest Management Procedures (same as the schools). Only after nontoxic alternatives have been tried and exhausted, can we use the least toxic pesticides. Denco, the local exterminators, recommended we try household cleaners like Windex and K-9 cleaner. So far this is working.

Lenny replaced the broken cables on the YA area phone charging station and reattached the small shelf that had broken off.

John Eckert, the locksmith, ordered a new lock for the programming room door.

Our sprinkler system was turned on for the season on June 7<sup>th</sup>.

### **Business/Finance**

Our auditors, Nisivoccia, will be here July 9 and 10 to conduct our annual audit.

Edmunds announced it has rebranded and is now Edmunds GovTech. They recently acquired Logics and Business Automation Services, two companies that specialized in municipal government software applications.

Our accountant will be on vacation the first week in July. Therefore, the check register will be distributed with the Board packet on Friday (as usual) and the Financials will be completed on Monday, July 8<sup>th</sup> and distributed once they are completed.

Our IRS Form 8868, Application for Extension of Time to File and Exempt Organization Return has been approved with the due date of November 15, 2019.

### **Patron Services**

On May 7, Walter attended the JerseyCat training workshop hosted by the Montville Township Public Library. Presenter Debbie Hensler provided a very informative demonstration of their latest software “SHAREit”, version 6. This software upgrade will give JerseyCat, the statewide Inter-library loan system a long awaited facelift that will add greater functionality to help service our users better.

We had 56 new library cards and 151 renewals this past month.

Stephen Felle from the Talking Book and Braille Center visited the library to train the staff in what the TBBC has to offer our patrons. The TBBC also provided us with a computer with Large Type keyboard and software for the blind and physically handicapped which is now available for our guests to use.

Our first Local Author Panel was a great success thanks to the planning, PR, and scheduling of Pam O’Gorman. Twelve local authors of poetry, adult fiction, children’s fiction, historical fiction, memoirs and motivational books spoke and gave a brief reading from their work. The authors then participated in a panel where they answered questions regarding writing process, publication, and marketing. An audience of fifty people turned out to support our local talent and we plan to repeat this event yearly.

Other evening programs this month included “After the Revolutionary War” by local historian Joel Farkas, and Interior Decorating with “Paint Diva” Cindy Gelormini. This month the Library also hosted a panel discussion/seminar on caring and providing for a loved one with special needs. On Holocaust Remembrance Day, Dr. B. Nicholson gave a talk on the rise of anti-Semitism to a full house. Other “Montville U” programs included a lecture on “New Jersey’s Mills – Whatever Happened to Them?” by local historian Phil Jaeger; and a fascinating look at “Costume Jewelry Through the Ages” by Marilyn Visakay. Marilyn invited the audience to bring pieces for a free appraisal. Risa and Pam also collaborated on programming this month. We had a “Montville U” talk on “Cozy Mysteries” by author Peggy Ehrhart and the Book Club’s May selection was a cozy mystery. Eighty people enjoyed our April Sunday concert - a wonderful classical music performance by the Synergisms Duo – a cello and violin duo. Our final spring genealogy workshop had 24 in attendance. This month’s talk on “Overcoming Hurdles in Your Genealogy Research Part 2”.

Our Fancy Nancy Tea party for kids was a big success. Harper Collins donated lots of swag as each guest decorated themselves with their own crown, star sunglasses and a feathery boa. There were healthy snacks for a Saturday morning, lots of crafts, polaroid pictures & cupcake decorating. Thirty kids and their grownups showed up for this soiree. Also, in May, Amy Resnikoff put together a

wonderful Step by Step painting program. Eighteen children painted their own tote bag to take home with an under the sea theme of jellyfish and bubbles. Messy Munchkins honored Mother's Day this month, as the kids decorated Lucite picture frames with lots of sparkle and we took a picture of each child to attach to the frame. The Chess Club had its last session before taking a summer break. This program, moderated by a local volunteer, has consistently had around 20 children each session and a great time is always had by all.

Teen programming broke another record in May with 185 total program attendance. Our second annual Comic Con was a great success. 30 people attended the three-hour program Saturday afternoon program. As speakers we had Buddy Scalera, an author of the Deadpool comic, and Marc Okrand, the inventor of the Klingon language on "Star Trek", as well as panels, crafts, and a cosplay contest. We couldn't have done it without the help of Montville High School's Comic Corps, the Teen Advisory Board and the hard work of Teen/Community Services Librarian Jeff Cupo. Dungeons & Dragons continues to be well attended and we had a great turnout for our final Karaoke program for the school year. Jeff conducted a Drama Club interest meeting which had great attendance. Over the summer the new Drama Club will make a video to submit to the national Collaborative Summer Library Program 2019 Teen Video Challenge to practice their acting skills and then work towards putting on a play for our guests sometime during the school year.

Our Spring ELL Semester had the semiannual graduation ceremony with dishes from many cultures donated by the attendees and the students received their completion certificates.

### **Marketing and Outreach:**

Our changing topical displays in May for adults included Older Americans Month, Mental Health Awareness Month, Library Reads (ongoing), May is National Sports and Physical Fitness Month. For children the displays included Avengers, May is National Bike Month, and Smile with A Good Book. For all age groups, the displays were Mother's Day, Asian Pacific American Heritage Month, May is Latino Book Month, Ramadan, The Library 100 - Top Library for Top Novels, Jewish National Heritage Month, and Memorial Day.

Hebah and Catherine continue to create 2-3 newsletters per week focusing on reader's advisory and upcoming events.

Risa did monthly story time outreach for the preschools at Funtime Kids Academy 2 and Millie's House and Kids Connect.

Allan and Catherine has a preview of Library Aware a marketing tool that combines an e-mail newsletter and hundreds of templates for flyers and publicity. Allan will also be doing more research on Patron Link another resource that can do assist us in reaching and marketing to our customers better.

### **Personnel:**

David Tubbs, Allan, Jeff, and Catherine reviewed applications for our PLA Inclusive Summer Internship. We conducted interviews with three teens and from those, and chose our intern, Allison Massey. She has accepted the offer and will fly to Chicago with Allan for the internship kick-off and training. She has several wonderful ideas for her summer project and we look forward to working with her.

### **Technology**

In May, Hebah continued the "Girls Who Code" class each Saturday morning for children in grades 3-5. We had a group of eight enthusiastic girls who came for a total of five sessions and we hope to repeat the program for different age groups.

Technology offerings for adults included "Photo Transfer and Storage", "Intro to Photo Shop", How to Stream Movies and Download eBooks", "Drop-In Teen Tech Help" and "How to use the Universal Databank".

We formed a Website Update committee consisting of Catherine, Allan, Risa, Hebah, and Jeff and met to go over the first draft of the website redesign. We discussed how each of us will be responsible for updating content on an ongoing basis and what should be included on the new website. We will be providing Hebah with updated content for our next meeting.

## **Staff Training**

On June 4, Walter attended the New Jersey Association of Library Assistants (“NJALA”) at the Conference Center at Mercer. This year’s theme was “It Starts with Us.” This was an excellent topic to spotlight how we strive to help the public and how it does start with us! The Keynote Speaker was Kimberly Ferguson, an entrepreneur, author, learning and development consultant who talked to us about personal and professional development.

Catherine attended the Library Journal Day of Dialog, a day of panels with publishers and authors about what books are coming out in the year ahead. This, along with Book Expo, provides invaluable information about what we should be purchasing in the coming months and trends in the book publishing industry to help us get ahead of patron demand. The panels included Top Fiction Debuts, Historical Fiction, Thrillers, In the News (hot nonfiction), books by women, Graphic Novels, and Book Publisher Picks. Many well-known authors were members of the panels such as Alice Hoffman, Karin Slaughter, Matt Taibbi, and Karl Malantes.

Catherine also attended Book Expo America, the foremost book publishing trade show which focuses on book sellers and librarians. She attended sessions on the top book publisher’s slate of new books for 2019-2020 and received galleys of hot books. One of the most valuable sessions was Speed Dating with Book Publishers where book sellers and librarians sit at tables and marketers from companies such as Penguin Random House, Macmillan, Simon and Schuster, and more. The reps have 10 minutes at each table to discuss what’s upcoming and answer questions. Catherine will be sharing this information, as well as the giveaways she received, with the staff so that they are also up to speed with what’s coming out and can use the giveaways as prizes or incentives at our library.

Risa attended Judy Freeman’s Annual Winners Workshop, a whole day seminar about the best titles to own in Children’s literature. She has already ordered books based on the feedback at the workshop.

Hebah and Allan attended the NJ Association of Lifelong Learners conference which was dedicated to sessions on adult education, literacy and English language learning.

### **Past Meetings:**

- May 2 “New Technology & Fake News,” Cindy
- May 3 MAIN Digital Services Committee, Catherine
- May 6 Page Staff Meeting, Walter
- May 8 TBBC Training, Staff
- May 10 NJALL Conference, Allan, Hebah
- May 17 Judy freeman Children’s Book Winners, Risa
- May 20 Roxbury Library Staff Tour, Walter
- May 21 MAIN Circulation / Technical Services Meeting
- May 22 Envisionware Users Group meeting with Zac Martin
- May 23 Special Building & Grounds Meeting
- May 23 Programs & Services Department Meeting, Staff
- May 28 MAIN ILS Committee Meeting, Walter
- May 29 LJ Day of Dialogue, Catherine
- May 29-31 Book Expo, Catherine
- June 4 MAIN Adult Services Committee, Catherine
- June 7 MAIN Digitech Committee, Hebah

### **Upcoming Meetings:**

- June 10 Library Board Meeting, 7pm
- June 10 NJLA Administration & Management Section, Allan
- June 10 Page Meeting
- June 11 Baker & Taylor Visit, Allan, Catherine
- June 11 Circulation Department Staff Meeting

- June 12 Patron Services / Technology, 5:30pm
- June 12 MAIN Large Libraries Meeting, Allan
- June 12 SCORE Meeting, Allan, Pam
- June 12 Teen Recognition, Jeff, Catherine
- June 12 Patron Services Committee
- June 13-15 PLA Meeting in Chicago, Allan
- June 18 Buildings & Grounds Committee Meeting
- June 19-25 ALA Conference, Washington, DC, Allan
- June 22 Personnel Committee Meeting, 7pm
- June 27-28 Staff Development Days, Library CLOSED
- June 28 MAIN ILS Committee Meeting, 10am
- July 4 Library CLOSED
- July 10 Library Board Meeting

Respectfully submitted,  
Allan M. Kleiman, MLS  
Library Director



June 4, 2019  
12:23 PM

Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 05/31/19

Page No: 1

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	74,406.64	159,362.67
01-100-03	Lakeland - Payroll Account	6,109.13	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,566.18	92,527.90
01-100-10	Lakeland - Restricted Donations	25,361.22	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>1,116,866.27</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	43,599.00	43,599.00
01-211-00	Section 125 Withholding HDV	0.00	4,932.32
01-212-00	PERS 414/CINS Withholding	17,810.98	20,550.13
01-218-00	Reserve for Encumbrances	<u>167,397.06</u>	<u>216,639.58</u>
	Total Liabilities	228,807.04	285,721.03

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	710,074.52	0.00
Less Expenses	<u>730,043.98</u>	<u>0.00</u>
Net	<u>19,969.46</u>	<u>0.00</u>
Total Fund Balance	<u>888,059.23</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,116,866.27</u>	<u>1,193,749.72</u>

June 3, 2019  
05:37 PM

Montville Township Public Library  
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13457 to 13513  
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
13457	05/31/19	AESTH005 Aesthetic Press, Inc.	175.00		42
13458	05/31/19	ALA MEM American Library Association	375.00		42
13459	05/31/19	ALLAN005 Allan Kleiman	1,924.15		42
13460	05/31/19	ARTOPEX artopex	117.50		42
13461	05/31/19	BAKER005 Baker & Taylor	0.00	05/31/19 VOID	0
13462	05/31/19	BAKER005 Baker & Taylor	0.00	05/31/19 VOID	0
13463	05/31/19	BAKER005 Baker & Taylor	0.00	05/31/19 VOID	0
13464	05/31/19	BAKER005 Baker & Taylor	0.00	05/31/19 VOID	0
13465	05/31/19	BAKER005 Baker & Taylor	0.00	05/31/19 VOID	0
13466	05/31/19	BAKER005 Baker & Taylor	0.00	05/31/19 VOID	0
13467	05/31/19	BAKER005 Baker & Taylor	5,399.71		42
13468	05/31/19	COMMERCI Commercial Interiors Direct	26,298.05		42
13469	05/31/19	CONDURSO Condursos Garden Center	93.24		42
13470	05/31/19	DAIL0010 Daily Record	46.61		42
13471	05/31/19	DELL Dell Marketing, L.P.	2,051.56		42
13472	05/31/19	DEMCO005 Demco, Inc.	1,609.14		42
13473	05/31/19	DIREC005 Direct Energy Business	764.75		42
13474	05/31/19	ELIZA005 Elizabeth Johansen	250.00		42
13475	05/31/19	EXCELO05 Excellent Building Services	2,115.00		42
13476	05/31/19	FRED PRY Fred Pryor Seminars	199.00		42
13477	05/31/19	GREGO005 Gregory J. Della Pia	916.66		42
13478	05/31/19	GROUN005 Grounds for Sculpture	500.00		42
13479	05/31/19	HEBAH EM Hebah Emara	198.22		42
13480	05/31/19	HENRY A Henry A. Gola, Jr.	150.00		42
13481	05/31/19	HITEC005 HiTech Computer Services LLC	1,715.84		42
13482	05/31/19	IFPTE005 IFPTE	120.52		42
13483	05/31/19	JERSE005 Jersey Central Power & Light	4,952.87		42
13484	05/31/19	JOEL FAR Joel Farkas	150.00		42
13485	05/31/19	JOHNS005 Johnston Communications Voice	393.68		42
13486	05/31/19	KANOPY Kanopy, Inc.	154.00		42
13487	05/31/19	KEN LELE Ken Lelen	350.00		42
13488	05/31/19	KEVIN005 Kevin Woyce	100.00		42
13489	05/31/19	KITS INT Kit's Interactive Theatre, Inc	350.00		42
13490	05/31/19	MAINI005 M.A.I.N., Inc.	210.00		42
13491	05/31/19	MARC OKR Marc Okrand	100.00		42
13492	05/31/19	MARGARET Margaret J. Ehrhart	115.00		42
13493	05/31/19	MORR0020 Morris Museum	100.00		42
13494	05/31/19	MOVIE005 Swank Movie Licensing USA	528.00		42
13495	05/31/19	NEWAR005 Newark Museum	80.00		42
13496	05/31/19	NJALA NJALA	115.00		42
13497	05/31/19	NJCOU005 NJ Council for the Humanities	50.00		42
13498	05/31/19	NJLA0005 NJLA	195.00		42
13499	05/31/19	NJNAT005 NJ Natural Gas Co.	485.13		42
13500	05/31/19	OPTIM005 Optimum	184.94		42
13501	05/31/19	PARKE005 Parker Publications, Inc.	41.45		42
13502	05/31/19	STAPL005 Staples Advantage	868.56		42
13503	05/31/19	SUNRI005 Sunrise ShopRite	394.48		42
13504	05/31/19	SYNCB005 SYNCB/AMAZON	230.70		42
13505	05/31/19	TECHN005 Technology Integrators	400.00		42
13506	05/31/19	TECHSOUP TechSoup	1,450.00		42
13507	05/31/19	THOMA005 Thomas Klise/Crimson Multimed	594.67		42

June 3, 2019  
05:37 PM

Montville Township Public Library  
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13508	05/31/19	TOWNS005 Township of Montville	10,471.44		42
13509	05/31/19	UNITE005 United Parcel Service	94.31		42
13510	05/31/19	VERI0010 VERIZON	477.37		42
13511	05/31/19	VERI0015 Verizon	45.72		42
13512	05/31/19	WICK Wick Services, Inc.	140.00		42
13513	05/31/19	WT COX WT.COX	234.48		42
<hr/>					
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	51	6	69,076.75	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>51</u>	<u>6</u>	<u>69,076.75</u>	<u>0.00</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	4,256.67	0.00	0.00	4,256.67
CAPITAL BUDGET	8-02	4,298.05	0.00	0.00	4,298.05
Year Total:		8,554.72	0.00	0.00	8,554.72
	9-01	33,613.48	0.00	2,661.99	36,275.47
CAPITAL BUDGET	9-02	24,246.56	0.00	0.00	24,246.56
Year Total:		57,860.04	0.00	2,661.99	60,522.03
Total of All Funds:		66,414.76	0.00	2,661.99	69,076.75

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last  
Budget Account Range: First to Last  
Print Zero YTD Activity: No

Include Non-Anticipated: Yes  
Include Non-Budget: No

Year To Date As Of: 05/31/19  
Current Period: 05/01/19 to 05/31/19  
Prior Year: 05/01/18 to 05/31/18

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,444.72	15,000.00	1,678.60	6,396.43	8,603.57-	43
9-01-401-03	Copier Income	80.00	1,300.00	93.95	450.30	849.70-	35
9-01-401-05	Computer Print Outs Income	343.21	3,500.00	256.25	1,372.70	2,127.30-	39
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	690,548.35	966,767.65-	42
9-01-401-08	Donations Income	0.00	0.00	10.87	18.27	18.27	0
9-01-401-09	Lost Items	319.99	2,000.00	249.98	796.89	1,203.11-	40
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0
9-01-401-15	Interest Income	20.16	1,100.00	23.49	4,373.56	3,273.56	398
9-01-401-16	Lost Cards	20.00	300.00	38.00	174.00	126.00-	58
9-01-401-18	Disks/Faxes	72.00	700.00	32.10	332.70	367.30-	48
Program Total		142,760.58	1,691,216.00	140,492.91	704,463.20	986,752.80-	42
9-01-402-30	Restricted Contributions	362.57	3,500.00	3,668.83	5,611.32	2,111.32	160
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
Program Total		362.57	11,000.00	3,668.83	5,611.32	5,388.68-	51
Fund 01 Revenue Total		143,123.15	1,702,216.00	144,161.74	710,074.52	992,141.48-	42

  

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	75,300.72	722,000.00	83,370.80	305,431.31	0.00	416,568.69	42
9-01-601-100	Taxes/FICA/UE	6,306.76	57,600.00	6,852.46	25,047.43	0.00	32,552.57	43
9-01-601-110	Health Benefits Expense	9,436.48	101,200.00	7,929.97	39,649.85	0.00	61,550.15	39
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	DCRP Expense	0.00	3,000.00	0.00	1,174.59	0.00	1,825.41	39
9-01-601-150	Temporary Staff	604.57	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		91,648.53	973,100.00	98,153.23	447,313.75	0.00	525,786.25	46
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	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
9-01-602-020	Adult Books	4,717.96	28,521.00	2,294.18	12,149.60	1,066.45	15,304.95	46
9-01-602-030	Adult BOC	173.15	4,000.00	235.07	1,412.59	0.00	2,587.41	35
9-01-602-040	Adult DVD	1,206.78	15,000.00	847.48	4,875.59	200.87	9,923.54	34
9-01-602-050	Adult eBooks	244.73	5,000.00	0.00	345.98	0.00	4,654.02	7
9-01-602-060	Adult eAudio	180.50	5,000.00	0.00	144.99	0.00	4,855.01	3
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	0.00	9,000.00	0.00	2,813.95	0.00	6,186.05	31
9-01-602-110	Games	522.89	6,000.00	594.67	2,832.31	0.00	3,167.69	47
9-01-602-120	J Books	2,548.59	28,200.00	1,491.53	7,210.00	2,483.13	18,506.87	34
9-01-602-130	J BOC	0.00	500.00	0.00	21.04	12.28	466.68	7
9-01-602-140	J DVD	0.00	2,000.00	14.08	660.58	590.01	749.41	63
9-01-602-150	J eBooks	16.49	750.00	0.00	9.99	0.00	740.01	1
9-01-602-160	J eAudio	45.00	500.00	0.00	0.00	0.00	500.00	0
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	912.28	9,000.00	415.89	1,780.06	345.71	6,874.23	24
9-01-602-190	YA BOC	0.00	500.00	0.00	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	10.99	500.00	0.00	0.00	0.00	500.00	0
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-230	Streaming	0.00	4,250.00	154.00	394.00	0.00	3,856.00	9
Program Total		10,579.36	128,721.00	6,046.90	34,683.44	4,698.45	89,339.11	31
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	6.99	16,000.00	432.00	6,561.83	4,250.00	5,188.17	68
9-01-603-240	Program - Children	106.73	5,000.00	132.00	2,057.78	49.95	2,892.27	42
9-01-603-250	Summer Reading / Reading Programs	3,511.37	7,000.00	2,660.70	4,065.26	0.00	2,934.74	58
9-01-603-260	Museum Passes	780.00	4,000.00	680.00	2,045.00	0.00	1,955.00	51
9-01-603-270	Programs YA	8.19	2,500.00	696.58	1,334.11	0.00	1,165.89	53
9-01-603-280	Library-Wide Cultural/Family Programing	0.00	3,500.00	0.00	707.57	800.00	1,992.43	43
9-01-603-300	Technology Programming	0.00	6,000.00	400.00	1,600.00	0.00	4,400.00	27
Program Total		4,413.28	44,000.00	5,001.28	18,371.55	5,099.95	20,528.50	53
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	2,971.48	14,000.00	992.87	7,884.86	0.00	6,115.14	56
9-01-604-070	Postage - Supplies	0.00	2,000.00	200.00	496.87	0.00	1,503.13	25
9-01-604-080	Freight-Ship (Non-Collection)	34.11	1,000.00	94.31	347.82	0.00	652.18	35
Program Total		3,005.59	17,000.00	1,287.18	8,729.55	0.00	8,270.45	51

June 4, 2019  
12:24 PM

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Page No: 3

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
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	0.00	0.00	0.00	2,000.00	0
9-01-605-060	PR - Materials	0.00	1,500.00	0.00	312.98	0.00	1,187.02	21
9-01-605-070	Staff/Volunteer Recognition	479.32	2,500.00	33.48	452.88	0.00	2,047.12	18
Program Total		479.32	6,000.00	33.48	765.86	0.00	5,234.14	13
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	520.39	4,000.00	568.92	1,729.85	0.00	2,270.15	43
9-01-606-020	Professional Expenses	0.00	2,000.00	0.00	86.77	0.00	1,913.23	4
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	1,000.00	198.22	468.83	0.00	531.17	47
9-01-606-040	Professional Dues	0.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	2,737.40	6,000.00	0.00	1,118.94	0.00	4,881.06	19
Program Total		3,257.79	14,000.00	767.14	3,909.39	0.00	10,090.61	28
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	5,241.29	66,000.00	4,952.87	20,775.64	0.00	45,224.36	31
9-01-607-030	Utilities - Gas	2,060.00	20,000.00	1,249.88	8,736.13	0.00	11,263.87	44
9-01-607-040	Utilities - Telephone	513.79	6,000.00	523.09	2,614.59	0.00	3,385.41	44
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	924.70	0.00	1,575.30	37
Program Total		8,000.02	94,500.00	6,910.78	33,051.06	0.00	61,448.94	35
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	2,392.00	40,000.00	893.34	29,820.17	0.00	10,179.83	75
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,115.00	10,575.00	0.00	19,425.00	35
9-01-608-040	Plant - Fire/Burglery Alarm	590.30	3,500.00	0.00	280.00	0.00	3,220.00	8
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	0.00	7,642.00	0.00	8,358.00	48
9-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	93.24	843.24	0.00	2,156.76	28
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	43.68	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	148.54	500.00	0.00	85.74	0.00	414.26	17
Program Total		5,245.84	94,000.00	3,145.26	49,336.53	0.00	44,663.47	52
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	0.00	0.00	13,000.00	0
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	0.00	2,531.30	0.00	531.30-	127
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0

June 4, 2019  
12:24 PM

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Page No: 4

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
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	340.08	0.00	459.92	43
Program Total		0.00	22,000.00	0.00	4,800.44	0.00	17,199.56	22
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	3,000.00	0.00	3,003.89	0.00	3.89	100
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	169.84	0.00	830.16	17
Program Total		0.00	4,000.00	0.00	3,173.73	0.00	826.27	79
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	0.00	0.00	7,000.00	0
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	4,583.33	0.00	7,416.67	38
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	25,767.30	25,767.33	3,465.37	94
9-01-611-070	Computer Support & Service	765.00	6,000.00	1,235.00	6,460.00	0.00	460.00	108
9-01-611-100	Web Site Maintenance	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-150	Legal	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	1,250.00	0.00	1,750.00	42
9-01-611-260	Payroll Service Fee	622.47	8,000.00	632.47	3,563.30	0.00	4,436.70	45
9-01-611-320	Other Professional Services	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		2,534.13	100,000.00	3,034.13	41,623.93	25,767.33	32,608.74	67
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	22,610.50	0.00	25,584.50	47
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	12,982.00	0.00	13,218.00	50
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	1,916.57	0.00	8,083.43	19
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-612-060	O/E - Board Misc	261.72	2,000.00	155.26	623.54	0.00	1,376.46	31
Program Total		261.72	86,895.00	155.26	38,132.61	0.00	48,762.39	44
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	1,482.80	7,500.00	910.00	4,430.00	0.00	3,070.00	59
Program Total		1,482.80	7,500.00	910.00	4,430.00	0.00	3,070.00	59
Fund 01 Expend Total		130,908.38	1,591,716.00	125,444.64	688,321.84	35,565.73	867,828.43	45



June 4, 2019  
12:24 PM

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Page No: 5

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		143,123.15	144,161.74	710,074.52	130,908.38	125,444.64	723,887.57	13,813.05-
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

June 4, 2019  
12:24 PM

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Page No: 6

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	0.00	2,500.00	0
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
Program Total		0.00	22,000.00	0.00	0.00	0.00	22,000.00	0
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	140.00	710.00	0.00	710.00-	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		0.00	66,000.00	140.00	710.00	0.00	65,290.00	1
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	2,078.01	10,000.00	2,106.56	5,372.84	0.00	4,627.16	54
9-02-804-015	Computer Related Equipment	590.10	2,500.00	0.00	73.60	0.00	2,426.40	3
Program Total		2,668.11	12,500.00	2,106.56	5,446.44	0.00	7,053.56	44
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	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		2,668.11	110,500.00	2,246.56	6,156.44	0.00	104,343.56	6

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	2,668.11	2,246.56	6,156.44	6,156.44-

June 4, 2019  
12:24 PM

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Page No: 7

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		143,123.15	144,161.74	710,074.52	130,908.38	125,444.64	723,887.57	13,813.05-
9-02	CAPITAL BUDGET	0.00	0.00	0.00	2,668.11	2,246.56	6,156.44	6,156.44-
	Final Total	143,123.15	144,161.74	710,074.52	133,576.49	127,691.20	730,044.01	19,969.49-

**MONTVILLE TOWNSHIP PUBLIC LIBRARY MAY 2019 PROGRAM ATTENDANCE**

**June 10, 2019 Board Meeting**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>2019</b>	<b>2018</b>
<b>Children - Staff Programs</b>		
Storytime	201	
Bingo/Games	13	
Baby Legos & Kids Legos	28	
Messy Munchkins	14	
Drop In Arts & Crafts, Play Dough, Coloring	118	
Pre-School Outreach Storytime (3 locations)	95	
Baby Playtime	15	
Book Club	5	
Kids Knitting	4	
Fancy Nancy Tea Party	30	
Kids Tech Class- Coding	13	
<b>Children - Staff Programs Total</b>	<b>536</b>	<b>417</b>
<b>Children - Paid Presenters</b>		
Kids Yoga	16	
<b>Children - Paid Presenters Total</b>	<b>16</b>	<b>35</b>
<b>Total All Children's Programs</b>	<b>552</b>	<b>452</b>
<b>Young Adults - Staff Programs</b>		
Video Games	99	
English Conversation & Cookies & Conversation	20	
TAB Meeting	21	
Drama Club	3	
Chess	28	
Tech Help & Tech Classes	16	
Karaoke	15	
<b>Young Adult - Staff Programs Total</b>	<b>202</b>	<b>151</b>
<b>Young Adult - Paid Presenters</b>		
Comic Con Virtual Talk	30	
<b>Young Adult - Paid Presenters Total</b>	<b>30</b>	<b>0</b>
<b>Total All Young Adult Programs</b>	<b>232</b>	<b>151</b>
<b>Adult - Staff Programs</b>		
Movies	276	
Adult Book Club & Books n' Bites	23	
Technology Classes	15	
Knitting Class	14	
ELL Classes & ELL Graduation Luncheon	37	
Concert Youth Violin & Piano	70	
<b>Adult Staff Programs Total</b>	<b>435</b>	<b>498</b>
<b>Adult - Paid Presenters</b>		
Technology Classes	46	
Lectures	264	
Concerts, Dance, Music & Art		
<b>Adult - Paid Presenters Total</b>	<b>310</b>	<b>536</b>
<b>Total All Adult Programs</b>	<b>745</b>	<b>1,034</b>
<b>Library Sponsored Total</b>	<b>1,529</b>	<b>1,637</b>
<b>OUTSIDE GROUPS</b>		
Literacy Volunteers of Morris County	32	
Writer's Group	6	
Pet Parents	5	
One Montville	18	
NJ State Library JerseyCat Training	40	
<b>Outside Groups Total</b>	<b>101</b>	<b>63</b>
<b>GRAND TOTAL</b>	<b>1,630</b>	<b>1,700</b>

<b>Library Displays and Featured Themes</b>		
<b>Adult Displays</b>		
Older Americans Month		
May Is Mental Health Awareness Month		
Library Reads		
May is National Sports and Physical Fitness Month		
<b>Kid Displays</b>		
Avengers		
May Is National Bike Month		
Smile With A Good Book		
<b>Adults &amp; Kids</b>		
Mother's Day		
Asian Pacific American Heritage Month		
May is Latino Book Month		
Ramadan - May 5th - June 4th		
The Library 100 - Top Library for Top Novels		
Jewish National Heritage Month		
Memorial Day		

<b>Museum Pass Program</b>	<b>2019</b>	<b>2018</b>
Grounds for Sculpture	3	
Imagine That!!!	7	
Intrepid Sea, Air and Space Museum	5	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	0	
Morris Museum	1	
American Museum of Natural History	8	
Newark Museum	1	
Stickley Museum	0	
Museum of Modern Art	4	
Battleship New Jersey	1	
<b>Museum Pass Total</b>	<b>30</b>	<b>27</b>

<b>Exams Proctored</b>	<b>5</b>	<b>1</b>
<b>Quiet Study Room - number of times used</b>	<b>55</b>	<b>48</b>