

Montville Township Public Library
Board of Trustees Meeting
September 9, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:01p.m.

II. Open Public Meetings Act Statement

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

III. Adoption of Minutes

- A. *Mrs. Hines made a motion to approve the amended August 12, 2019 Regular Session minutes, seconded by Ms. Peskin*

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

- B. *Ms. Peskin made a motion to approve the amended August 19, 2019 Special Session minutes, seconded by Mrs. Paradise*

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

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro sent his condolences to Mr. Donohue on the passing of his father and wished Mr. Grau a Happy Birthday.

Jane Hines – Vice-President

Mrs. Hines had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 66%. Year to date revenue is on target at 66% of annual budget. Year to date operating expenditures, plus encumbrances are at 67% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$474,481 or 65% of the total annual budget. The year to date capital expenditures are 15% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$44,532.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue thanked the board for the plant.

VI Report of Liaisons

Mayor – Mayor Conklin stated that the next Township Committee meeting is tomorrow. There will be a 9-11 ceremony at 11am at the VFW building. The Pine Brook Fire Department is having a wet down on September 21, 2019. Fire Departments are actively recruiting and there are benefits to volunteering.

Superintendent Liaison of Schools – Mr. Tubbs stated that the school year has begun. He and Mr. Sanford are looking at dates that the Library parking lot may be impacted by events happening at the High School and Mr. Sanford will contact Allen as soon as possible.

VII. Committee Reports

Finance: Mr. Allora stated that the committee met tonight. The Committee went over the list of expenditures by check number. The check for Strama & Brothers Construction, check #13683 is the payment for the handicapped doors. The Furniture and Fixtures value will be adjusted on the balance sheet. A lot of line items are under budget. The utilities line item is at \$9,616 for gas. As Mr. Mazzacarro explained that the system would run the air conditioner and once the temperature was at the set limit the heat would turn on. Since the system has been changed there is drastic reduction in the gas charges. Due to a staff error, check #13647 in the amount of \$5,991.00, for hand dryers, was paid without being encumbered in 2018. A purchase order had never been created for the second half of this project.

Personnel: Mr. Grau stated that the committee is still waiting for the evaluation and will notify Allen to schedule a meeting with him. A part time employee will be taking the full time position that is available. Two other employees may be interested in the other available positions but Allen is unsure. All positions are in the process of being filled and we hope to have them filled before the end of October.

Buildings & Grounds: Mrs. Hines stated the committee met last month. The chiller project bids are being worked on. Allen is attempting to get a copy of the paperwork from the Cherry Hill Library. In-Line Contracting will be notified that the project will now be going out to bid.

Patron Services/Technology: Mr. Donohue stated that the committee met last month. The committee discussed the new website, refreshing the collection and the logistics of issuing all students in the district a Library Card.

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

Allan stated that the E-books are getting harder to keep in the collection. There are restrictions and books need to be purchased numerous times. Mr. Allora asked about the cost of the Edmunds Accounts Receivable module. Allen does not know the cost and will report back once the price is confirmed. Edmunds will be updating their software in 2020 and then they will have the ability to create graphs. Mr. Allora would like Greg Della Pia to review and report on the benefits to the Library.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 13627 through 13691 dated August 1 to August 31, 2019 in the amount of \$56,843.82

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

Due to a staff error, check #13647 in the amount of \$5,991.00, for hand dryers, was paid without being encumbered in 2018. A purchase order had never been created for the second half of this project. Mr. Allora does not believe the check should not be paid. Mr. Mazzaccaro is concerned that no one was notified that an error had occurred.

Mrs. Paradise yes; Mr. Mazzaccaro no; Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes; Mayor Conklin: yes; Mr. Tubbs: yes; Mr. Grau: yes; Mr. Donohue yes: Motion Carried.

- B. Resolution to accept salaries for the month of August 2019 in the amount of \$58,027.96.

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

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

- C. Resolution to accept PLA intern salaries in the amount of \$945.00 plus \$72 in expenses for a total of \$2,112.00

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

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

- D. Resolution to approve the retirement of Lynn Schinman, full time Senior Library Assistant, effective October 1, 2019

Motion made by Mr. Grau and seconded by Mrs. Hines with regret

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

- E. Resolution to approve change of status for Shu Leung, Library Assistant, from part time to full time effective October 1, 2019

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

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

- F. Resolution to accept the \$1,000 grant for Revisiting the Founding Era, a project of the Gilder Lehrman Institute of American History in collaboration with the American Library Association.

Motion made by Mrs. Hines and seconded by Mrs. Paradise

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

- G. Resolution to close the Library on October 13, 2019, Montville Day.

Motion made by Mrs. Hines and seconded by Mrs. Paradise

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

- H. Resolution to accept the 2018 Report of Audit, prepared by Nisivoccia, Inc.

Motion made by Mr. Allora and seconded by Mr. Tubbs, motion withdrawn

X. Old Business

None

XI. New Business

Motion to accept and pay the invoice dated September 2, 2019, from Dean Quilici Electrical, for \$5,991.00 for work completed and the installation of 6 hand dryers in 2018. It was proposed that our public accountant gives them advice on how to prevent the issue of missing invoices for work completed or work that has been invoiced but not completed or has not had a purchase order issued.

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

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

XII. Executive Session Minutes

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mrs. Hines seconded by Mr. Grau; meeting was adjourned at 8:30pm.

**Montville Township Public Library
(The Bookstore Library)**

Director's Report

October 21, 2019

The Management Staff attended the Chamber luncheon on September 9th. This was the annual session in which the Mayor presents the “state of the town” and looks forward to the following year. The Mayor came with a Montville show and tell, and among other things discussed the origins of the Town’s logo.

Management met with the Cleaning Service for our quarterly review. All is going well and we just wanted to clarify a few things around the building, such as the removal of trash at the back of the Library.

The Director attended the Board Meeting of LLNJ (LibraryLinkNJ, the statewide Regional Cooperative). Discussions center around the upcoming plans for a Delivery Study as well as a search for an Acting and permanent Executive Director.

Polaris, our circulation software was upgraded to version 6.3 successfully on September 18th.

The Director and our PLA Intern met the other 50 interns and 50 mentors at our final retreat in Washington, DC. Each mentee presented their project to the entire group. The highlight of the weekend was the back house tour of the Library of Congress where the retreat. The projects each library focused on were the areas of equity, diversity and inclusion.

Montville Library hosted educators from Apple who made presentations to over 40 librarians and library staff members. The idea was to make staff more comfortable with the Apple products to assist our customers when they have questions on how to download e-materials, provide customized settings on their devices and to explore the ways that Apple products can integrate in the public library as they have done in the schools. The Director attended these workshops representing the Montville Library.

Janina Bartmen and Walter Clark were once again a hit representing the Library at the annual Senior Luncheon held at Senior House on September 25th. We raffled off two baskets of book related items for giveaways and provided information about the Library's programs and services. Also, a big thank you to Janina and Jeanne for representing the Library at Montville Day this year. Most asked questions centered around downloading e-materials, programs and museum passes.

The Director attended the LSTA (Library Services and Technology Act) Advisory Council on September 26th. He is the current chair for this year. LSTA funding provides monies for such things as the Talking Book & Braille Center and the statewide databases that all patrons have access to around the state.

October means Comic Con! The Director attended this annual conference and expo at the Javits Center. There was no theme per se this year but it is an expo on comics, anime, popular culture, science fiction, fantasy and more, all coming together in one place. Panels attended include LGBT Entertainment, Dear Evan Hansen and Cosplay 101. This event also gives Librarians an opportunity to meet with authors and publishers. Genre fiction is the star here and all the mainstream and graphic novel publishers are represented here. This is a good opportunity to see what's "hot" from a different perspective. Catalogs are being passed along to staff to work on Collection Development projects as a result of this Comic Con.

Over 100 hours were spent in preparation, development, and writing of the Bid Proposal Package for the Chiller and Evaporator Project. Much thanks to Jeanne who was able to work on piecing together several documents that we used to move this along. That then went to Sean Canning who assisted us in this mammoth construction bid package. The bids were opened on Wednesday, October 16th, and the 3 lowest bidders have been sent to Whitman Engineering and Sean Canning for review. I hope to have more information for the Board at Monday's meeting.

The Director attended a short Purchasing 101 class. This class was quite informative and the Director will be following up with Finance at their next meeting on the need for a QPA moving forward.

Please mark your calendars for the following:

The fall book sale will be on Friday, November 8 from 1 PM to 5 PM and Saturday, November 9 from 9 AM to 4 PM.

The annual Special Board Budget Meeting will be held on Tuesday, November 26 from 7 PM to 8:30 PM.

Marketing and Outreach:

Our new reader's advisory brochures for adults, teens, and kids are out and available for guests to take home. They include Thrillers, Mysteries, Science Fiction, and Fantasy for adults and teens and suggested reading for three age groups for children. We will work on adding more suggested reading lists different genres and themes as we highlight cultural or historical events. Catherine also created a Banned Books Week brochure.

In September our changing topical displays included Batman Day, Back to School, Hispanic Heritage Month, Banned Book Week, Queen Victoria Week, National Yoga Month, and In Memoriam Dorothea Benton Frank.

Our newsletters this month focused on the Library's special Queen Victoria two-week celebration, for which we also had an exhibit in the display case of royal memorabilia, fall technology offerings, and a bulletin about open

jobs at the library along with employment resources. Our reader's advisory emails this month focused on hot science fiction and banned books in honor of Banned Books Week.

Risa visited Funtime Kids Academy 2 this month where she read books on school, followed by the children decorating a cut-out paper pencil with stickers. She also did a back to school themed story time at Millie's House. Her visit at Kids Connect coincided with the first day of Fall so she read fall books.

Patron Services:

The children and teens are back in full force at the library after summer break. Amy Resnikoff's Baby Playtime continues to be a weekly destination for parents with young children. This month 75 kids came to play, hear stories and do a small craft each week. To celebrate back to school month, Amy did a cute and useful craft with the elementary school kids. Ten children created their own unique designed pencil case from duct tape. For the monthly Messy Munchkins craft for the younger kids, she helped 12 kids make hedgehogs out of paper plates and fallen leaves from outside. Risa Skerker helped the children celebrate Batman Day on September 14 with a special Batman Storytime. Thirteen children attended and some of the children and parents wore Batman Shirts. The kids enjoyed the stories, craft and of course our Superhero cookies! She also did a drop in Batman Craft where over 20 kids stopped by to make Batman masks and decorate bats with Batman stickers. Nina Zarin keeps the kids very busy each week with her full schedule of drop in story time, Legos, themed craft, coloring and Bingo. Our Kids Book club had 8 kids attending and they enjoyed reading the graphic novel - Mr. Wolf's Class by Aron Nels Steinke. It was a fun back to school choice for the kids.

The first programs of the school year for young adults have gone well. Jeff Cupo held a Back to School Picnic on September 5 at which 8 teens had snacks and hung out outside. His regular teen programs, Cookies and Conversations, Dungeons & Dragons, and Switch Tournaments are off to a good start with each attracting between 5-10 kids. Jeff has launched two new programs to honor our Tuesday health and wellness theme, Teen

Yoga and Mind Your Mind meditation classes. Teen Tech Help for Adults and Seniors began again on September 24, at which 4 grateful adults received help with their devices and tech related questions from TAB volunteers. Jeff and the TAB are also hard at work planning a big, day long celebration of Diwali in November.

Pam O’Gorman put together a wonderful slate of adult events to kick off the fall season. The highlight of this month's Montville “U” programs was a talk by TV Critic Alan Sepinwall. Alan grew up in Pine Brook and attended Montville High. The former TV Critic for the Star ledger, Alan now works for Rolling Stone. More than 70 people enjoyed his talk and insights into what makes a great TV show. Also in September, former Star Ledger columnist and author Mark Dionno spoke to a full house about his latest book and the demise of print journalism. Librarian Cindy LaRue held a special Books and Bites program in recognition of "Banned Books Week" which was attended by 10 avid readers. We celebrated "Queen Victoria" in September. Programs included Dr. Lyndell O'Hara's lecture about Victoria's life and reign; a screening of the movie "The Young Victoria", and a visit from "Queen Victoria" portrayed by actress Alisa Dupuy. In addition, the Library display cases featured Queen Victoria memorabilia from the Director's private collection. The Queen Victoria theme was a big hit with our patrons. We plan to to celebrate Edwardian England in January to coincide with the release of the Downton Abbey movie on DVD. Pam’s September evening programs included a very popular session on Reiki , a workshop on "Unleashing the Inventor in You" by author Charles Kanankeril, and a resume writing workshop. The topic of this month's eGenealogy workshop was finding your female relatives maiden names.

The English Language Learner advanced and intermediate classes began their fall semester this month. Classes, taught by Julie Urnstrom, are held on Wednesdays and Fridays and will run through September.

Personnel

We advertised for our three open part time positions: Adult Monitor, Library Assistant, and Senior Library Assistant. We received a good number of applications and have begun the interviewing process. Many of those who filled out applications either are very over qualified or do not understand

what the job actually is. We often think that people just fill-out applications to let Unemployment know they are looking for a job.

The Management Team is currently in the process of writing annual evaluations from staff. These will be presented at staff conferences during the first two weeks of November.

Staff Training/ Development

Catherine attended two webinars in September. The first was on the best cookbooks coming out this fall, to aid in collection development for this extremely popular part of our collection. She also attended Managing Technology from the publishers of the Public Library Director's Toolkit, which offered tips and best practices for managing the library's technology budget and replacement schedule for public and office computers and other technology.

Hebah Emara attended the Small Press Expo in MD on Graphic Novels where she learned about current and upcoming trends and authors. She attended panels and workshops featuring popular graphic novelists and interactive sessions highlighting ways to incorporate graphic storytelling into programming. This also will assist her in her role as purchaser for the adult, teen, and children's graphic novel collection. She also attended the Professional/Librarian's Day at Comic Con.

Jeff Cupo attended the Apple Training on Management and Deployment, held at the library. This session was intended to train how to deploy Apple devices (iPads or Macs) as part of the library operation, i.e. loaning and using iPads, or the use of Macs as public access terminals.

Hebah attended NJLA's Diversity, Equity, and Inclusion Workshop.

Technology

Technology programs in September included Tips and Tricks for iPhones, Android smartphones and Tablets; as well as a class on downloading eBooks & audioBooks.

On September 24, we offered a Teen Tech help drop-in for adults with technology questions.

Meetings:

Sept 5, Young Adult Services Section NJLA - Jeff

Sept 6, MAIN Digitech Committee - Hebah

Sept 10, "State of the Town" Chamber luncheon – Allan, Walter, Jeanne, Catherine

Sept 13, LLNJ Delivery Task Force - Allan

Sept 14-15, Small Press Expo, MD – Hebah

Sept 18, NJLA Diversity and Inclusion Workshop – Hebah

Sept 19, LLNJ Board Meeting - Allan

Sept 20, MAIN MAYS Committee - Risa

Sept 20-22, PLA Inclusive Intern Retreat, Washington, DC - Allan, Ally

Sept 25, Senior Seminar – Janina, Walter

Sept 25, Apple training – Jeff, Allan

Sept 26, LSTA Advisory Council - Allan

Sept 30, NJLA Librarians of Color – Hebah

Oct 2, Purchasing 101, Rutgers - Allan

Oct 3, Library Journal Day of Dialog, Cambridge Public Library, MA – Catherine

Oct 3, Comic-Con – Hebah, Allan

Oct 4, Comic-Con - Allan

Oct 8, NJLA Education & Leadership – Hebah

Oct 11, MAIN Board Meeting - Allan

Oct 13, Montville Day - Janina, Jeanne

Oct 17, LLNJ Board Meeting - Allan

Oct 18, MAYS - Nina

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 09/30/19

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	69,498.81	159,362.67
01-100-03	Lakeland - Payroll Account	41,343.09	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,597.12	92,527.90
01-100-10	Lakeland - Restricted Donations	26,573.26	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>1,148,435.38</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	41,213.99	43,599.00
01-211-00	Section 125 Withholding HDV	2,541.23	4,932.32
01-212-00	PERS 414/CINS Withholding	22,292.96	20,550.13
01-218-00	Reserve for Encumbrances	<u>132,885.17</u>	<u>216,639.58</u>
	Total Liabilities	193,850.89	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	1,270,724.38	0.00
Less Expenses	<u>1,224,168.58</u>	<u>0.00</u>
Net	<u>46,555.80</u>	<u>0.00</u>
Total Fund Balance	<u>954,584.49</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,148,435.38</u>	<u>1,193,749.72</u>

October 15, 2019
04:33 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: 13692 to 13789
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
13692	09/30/19	ALA ALA	280.00		46
13693	09/30/19	ALA GRAP ALA Graphics Store	54.00		46
13694	09/30/19	ALA MEM American Library Association	620.00		46
13695	09/30/19	ALLAN005 Allan Kleiman	31.16		46
13696	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13697	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13698	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13699	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13700	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13701	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13702	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13703	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13704	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13705	09/30/19	BAKER005 Baker & Taylor	0.00	09/30/19 VOID	0
13706	09/30/19	BAKER005 Baker & Taylor	12,961.32		46
13707	09/30/19	BARNE005 Barnes & Noble, Inc.	60.64		46
13708	09/30/19	BARRY WI Barry Wiesenfeld	250.00		46
13709	09/30/19	BIBLIOTH Bibliotheca, LLC	495.95		46
13710	09/30/19	CATHERI Catherine Labelle	381.70		46
13711	09/30/19	CONDURSO Condursos Garden Center	81.20		46
13712	09/30/19	DAIL0010 Daily Record	94.08		46
13713	09/30/19	DAILY Daily News	208.00		46
13714	09/30/19	DEANQ005 Dean Quilici Electrical	280.00		46
13715	09/30/19	DEMCO005 Demco, Inc.	231.84		46
13716	09/30/19	DIREC005 Direct Energy Business	26.95		46
13717	09/30/19	EDMUN005 Edmunds GovTech	4,400.00		46
13718	09/30/19	ELIZA005 Elizabeth Johansen	250.00		46
13719	09/30/19	EXCEL005 Excellent Building Services	2,899.00		46
13720	09/30/19	FERN Fern & Fossil LLC	300.00		46
13721	09/30/19	FLOTE005 FLO-TECH	1,319.26		46
13722	09/30/19	GREGO005 Gregory J. Della Pia	916.66		46
13723	09/30/19	HEBAH EM Hebah Emara	273.92		46
13724	09/30/19	HITEC005 HiTech Computer Services LLC	380.00		46
13725	09/30/19	HUGHE005 Hughes Environmental	4,892.29		46
13726	09/30/19	IFPTE005 IFPTE	105.33		46
13727	09/30/19	IMAGI005 Imagine That!!!	750.00		46
13728	09/30/19	JERSE005 Jersey Central Power & Light	1,911.02		46
13729	09/30/19	JULIA005 Julia Urmston	76.74		46
13730	09/30/19	KANOPI Kanopy, Inc.	137.00		46
13731	09/30/19	LAWN005 Lawn World, Inc.	375.00		46
13732	09/30/19	LIBRARYW Libraryworks, Inc.	49.00		46
13733	09/30/19	MALON005 Malone Sprinkler Corporation	270.00		46
13734	09/30/19	MICHAEL Michael A. Cerone, Jr., Esq.	400.00		46
13735	09/30/19	MICHELEM Michele Magnotta	50.00		46
13736	09/30/19	MICHELEM Michele Magnotta	50.00		46
13737	09/30/19	MICHELEM Michele Magnotta	50.00		46
13738	09/30/19	MICHELEM Michele Magnotta	50.00		46
13739	09/30/19	MIDWE005 Midwest Tape	245.97		46
13740	09/30/19	MONTCC005 Montclair Art Museum	270.00		46
13741	09/30/19	MONTCC005 Montclair Art Museum	270.00		46
13742	09/30/19	MONTCC005 Montclair Art Museum	270.00		46

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13743	09/30/19	MONTC005 Montclair Art Museum	270.00		46
13744	09/30/19	NINAZ005 Nina Zarin	12.67		46
13745	09/30/19	NJNAT005 NJ Natural Gas Co.	248.20		46
13746	09/30/19	NORTH JE North Jersey Copy	178.50		46
13747	09/30/19	NOTABLES Notables Singers, Inc.	450.00		46
13748	09/30/19	OPTIM005 Optimum	184.94		46
13749	09/30/19	ORIEN005 Oriental Trading Company, Inc.	37.80		46
13750	09/30/19	PARKE005 Parker Publications, Inc.	44.27		46
13751	09/30/19	REBECCA Rebecca Manci	50.00		46
13752	09/30/19	REBECCA Rebecca Manci	50.00		46
13753	09/30/19	REBECCA Rebecca Manci	50.00		46
13754	09/30/19	REBECCA Rebecca Manci	50.00		46
13755	09/30/19	RISAS005 Risa Skerker	19.48		46
13756	09/30/19	RUTH BLO Ruth Bloomfield Margolin	300.00		46
13757	09/30/19	SSWOR005 S & S worldwide, Inc.	414.94		46
13758	09/30/19	STAPL005 Staples Advantage	719.49		46
13759	09/30/19	SUNRI005 Sunrise Shoprite	308.98		46
13760	09/30/19	SYNCB005 SYNCB/AMAZON	339.99		46
13761	09/30/19	TECHN005 Technology Integrators	172.00		46
13762	09/30/19	TECHN005 Technology Integrators	172.00		46
13763	09/30/19	TECHN005 Technology Integrators	172.00		46
13764	09/30/19	TECHN005 Technology Integrators	172.00		46
13765	09/30/19	TECHN005 Technology Integrators	115.00		46
13766	09/30/19	TECHN005 Technology Integrators	115.00		46
13767	09/30/19	TECHN005 Technology Integrators	115.00		46
13768	09/30/19	TECHN005 Technology Integrators	115.00		46
13769	09/30/19	TECHN005 Technology Integrators	115.00		46
13770	09/30/19	TECHN005 Technology Integrators	115.00		46
13771	09/30/19	TECHN005 Technology Integrators	115.00		46
13772	09/30/19	TECHN005 Technology Integrators	115.00		46
13773	09/30/19	TECHN005 Technology Integrators	115.00		46
13774	09/30/19	TECHN005 Technology Integrators	115.00		46
13775	09/30/19	TECHN005 Technology Integrators	115.00		46
13776	09/30/19	TECHN005 Technology Integrators	115.00		46
13777	09/30/19	TECHN005 Technology Integrators	115.00		46
13778	09/30/19	THE RECO The Record	450.69		46
13779	09/30/19	THOMA005 Thomas Klise/Crimson Multimedii	1,598.74		46
13780	09/30/19	TONIMESS Toni Messina	400.00		46
13781	09/30/19	TOWNS005 Township of Montville	10,471.47		46
13782	09/30/19	TOWNS005 Township of Montville	17,796.25		46
13783	09/30/19	TOWNS005 Township of Montville	10,471.44		46
13784	09/30/19	TREAS005 Treasurer, State of New Jersey	512.00		46
13785	09/30/19	UNITE005 United Parcel Service	76.90		46
13786	09/30/19	VERI0010 VERIZON	488.94		46
13787	09/30/19	VERI0015 Verizon	47.68		46
13788	09/30/19	WICK Wick Services, Inc.	1,320.82		46
13789	09/30/19	WORLD J World Journal	216.00		46

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	88	10	86,781.22	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	88	10	86,781.22	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CAPITAL BUDGET	8-02	1,040.82	0.00	0.00	1,040.82
	9-01	80,272.13	0.00	5,188.27	85,460.40
CAPITAL BUDGET	9-02	280.00	0.00	0.00	280.00
Year Total:		80,552.13	0.00	5,188.27	85,740.40
Total Of All Funds:		81,592.95	0.00	5,188.27	86,781.22

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Statement of Revenue and Expenditures - Operating

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Revenue Account Range: First		to Last	Include Non-Anticipated: Yes		Year To Date As Of: 09/30/19		
Budget Account Range: First		to Last	Include Non-Budget: No		Current Period: 09/01/19 to 09/30/19		
Print Zero YTD Activity: No					Prior Year: 09/01/18 to 09/30/18		
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,214.06	15,000.00	1,089.82	11,172.71	3,827.29-	74
9-01-401-03	Copier Income	118.85	1,300.00	94.20	773.90	526.10-	60
9-01-401-05	Computer Print Outs Income	369.14	3,500.00	376.64	2,414.51	1,085.49-	69
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	1,242,987.03	414,328.97-	75
9-01-401-08	Donations Income	1.71	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	49.00	2,000.00	72.00	1,202.64	797.36-	60
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	100.76	399.24-	20
9-01-401-15	Interest Income	20.11	1,100.00	25.31	4,473.63	3,373.63	407
9-01-401-16	Lost Cards	48.00	300.00	20.00	323.50	23.50	108
9-01-401-18	Disks/Faxes	68.05	700.00	35.00	442.70	257.30-	63
Program Total		142,349.42	1,691,216.00	139,822.64	1,263,909.65	427,306.35-	75
9-01-402-30	Restricted Contributions	83.42	3,500.00	10.02	3,314.73	185.27-	95
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
9-01-402-40	PLA Grant	0.00	3,500.00	0.00	3,500.00	0.00	100
9-01-402-45	Founding Era Grant	0.00	1,000.00	0.00	0.00	1,000.00-	0
Program Total		83.42	15,500.00	10.02	6,814.73	8,685.27-	44
Fund 01 Revenue Total		142,432.84	1,706,716.00	139,832.66	1,270,724.38	435,991.62-	74

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	49,528.41	722,000.00	54,296.38	528,777.83	0.00	193,222.17	73
9-01-601-020	Accrued Salaries/Wages Expense	0.00	0.00	0.00	2,385.01-	0.00	2,385.01	0
9-01-601-100	Taxes/FICA/UE	3,815.67	57,600.00	4,036.58	42,650.03	0.00	14,949.97	74
9-01-601-110	Health Benefits Expense	0.00	101,200.00	15,859.97	79,299.66	0.00	21,900.34	78
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	1,894.95	0.00	1,105.05	63
9-01-601-150	Temporary Staff	189.76	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		53,533.84	973,100.00	74,192.93	726,248.03	0.00	246,851.97	75

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	5,948.00	0.00	52.00	99
9-01-602-020	Adult Books	2,090.24	28,521.00	6,332.93	27,807.23	2,496.36	1,782.59-	106
9-01-602-030	Adult BOC	89.50	4,000.00	146.25	2,305.98	109.44	1,584.58	60
9-01-602-040	Adult DVD	787.25	15,000.00	909.07	8,752.58	107.57	6,139.85	59
9-01-602-050	Adult eBooks	353.95	5,000.00	408.98	3,672.47	0.00	1,327.53	73
9-01-602-060	Adult eAudio	144.99	5,000.00	69.98	3,217.85	0.00	1,782.15	64
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	874.69	3,713.64	0.00	5,286.36	41
9-01-602-110	Games	487.12	6,000.00	1,598.74	6,799.77	0.00	799.77-	113
9-01-602-120	J Books	2,559.40	28,200.00	4,568.11	20,248.22	1,955.74	5,996.04	79
9-01-602-130	J BOC	0.00	500.00	0.00	40.53	0.00	459.47	8
9-01-602-140	J DVD	33.13	2,000.00	245.97	1,920.95	295.29	216.24-	111
9-01-602-150	J eBooks	0.00	750.00	16.99	618.80	0.00	131.20	83
9-01-602-160	J eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	896.42	9,000.00	1,081.70	5,241.86	441.73	3,316.41	63
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	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-230	Streaming	0.00	4,250.00	137.00	905.00	0.00	3,345.00	21
Program Total		7,442.00	128,721.00	16,390.41	92,725.64	5,406.13	30,589.23	76
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	196.09-	16,000.00	2,040.00	11,746.54	1,375.00	2,878.46	82
9-01-603-240	Program - Children	9.22	5,000.00	891.15	3,614.51	180.00	1,205.49	76
9-01-603-250	Summer Reading / Reading Programs	0.00	7,000.00	414.94	5,669.50	0.00	1,330.50	81
9-01-603-260	Museum Passes	1,500.00	4,000.00	750.00	3,320.00	0.00	680.00	83
9-01-603-270	Programs YA	229.67	2,500.00	409.16	1,940.92	46.93	512.15	80
9-01-603-280	Library-wide Cultural/Family Programing	0.00	3,500.00	400.00	1,107.57	680.97	1,711.46	51
9-01-603-300	Technology Programming	300.00	6,000.00	2,183.00	3,883.00	0.00	2,117.00	65
Program Total		1,842.80	44,000.00	7,088.25	31,282.04	2,282.90	10,435.06	76
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	1,123.91	14,000.00	1,219.80	11,984.48	352.15	1,663.37	88
9-01-604-070	Postage - Supplies	50.00	2,000.00	250.00	760.57	0.00	1,239.43	38
9-01-604-080	Freight-Shipp (Non-Collection)	43.14	1,000.00	76.90	627.43	0.00	372.57	63

Montville Township Public Library
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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		1,217.05	17,000.00	1,546.70	13,372.48	352.15	3,275.37	81
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	456.00	0.00	1,544.00	23
9-01-605-060	PR - Materials	106.26	1,500.00	72.35	560.33	0.00	939.67	37
9-01-605-070	Staff/Volunteer Recognition	0.00	2,500.00	0.00	1,149.69	0.00	1,350.31	46
Program Total		106.26	6,000.00	72.35	2,166.02	0.00	3,833.98	36
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	0.00	4,000.00	1,102.31	3,648.68	0.00	351.32	91
9-01-606-020	Professional Expenses	0.00	2,000.00	0.00	136.77	0.00	1,863.23	7
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	98.76	1,000.00	225.87	983.97	0.00	16.03	98
9-01-606-040	Professional Dues	240.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	305.00	6,000.00	356.37	3,027.46	0.00	2,972.54	50
Program Total		643.76	14,000.00	1,684.55	8,301.88	0.00	5,698.12	59
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	5,941.07	66,000.00	1,911.02	40,964.20	0.00	25,035.80	62
9-01-607-030	Utilities - Gas	339.09	20,000.00	275.15	9,892.12	0.00	10,107.88	49
9-01-607-040	Utilities - Telephone	470.72	6,000.00	536.62	4,785.74	0.00	1,214.26	80
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,664.46	0.00	835.54	67
Program Total		6,935.82	94,500.00	2,907.73	57,306.52	0.00	37,193.48	61
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	2,927.25	40,000.00	2,218.29	43,853.63	564.00	4,417.63	111
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,899.00	21,566.00	0.00	8,434.00	72
9-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,500.00	270.00	1,571.00	0.00	1,929.00	45
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	3,936.00	14,008.40	0.00	1,991.60	88
9-01-608-060	Plant - Lawn Sprinklers Maint	193.74	3,000.00	375.00	2,317.13	0.00	682.87	77
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	85.74	0.00	414.26	17
Program Total		5,235.99	94,000.00	9,698.29	83,492.28	564.00	9,943.72	89
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

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-050	EM - Copiers	0.00	1,500.00	0.00	1,929.06	0.00	429.06-	129
9-01-609-070	Computer Software	0.00	2,000.00	0.00	2,531.30	0.00	531.30-	127
9-01-609-075	Edmunds Software	0.00	4,000.00	4,400.00	4,400.00	0.00	400.00-	110
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	0.00	800.00	0.00	510.12	0.00	289.88	64
Program Total		0.00	22,000.00	4,400.00	9,370.48	0.00	12,629.52	43
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	1,225.09	4,228.98	0.00	1,228.98-	141
9-01-610-020	Copier Usage B&W	0.00	1,000.00	94.17	1,652.73	0.00	652.73-	165
Program Total		0.00	4,000.00	1,319.26	5,881.71	0.00	1,881.71-	147
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	0.00	7,000.00	0.00	6,125.00	0.00	875.00	88
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	8,249.97	0.00	3,750.03	69
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	51,474.63	0.00	3,525.37	94
9-01-611-070	Computer Support & Service	0.00	6,000.00	380.00	8,835.00	0.00	2,835.00-	147
9-01-611-100	Web Site Maintenace	0.00	1,000.00	31.16	31.16	0.00	968.84	3
9-01-611-150	Legal	0.00	4,000.00	400.00	1,716.68	0.00	2,283.32	43
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	2,350.00	0.00	650.00	78
9-01-611-260	Payroll Service Fee	682.51	8,000.00	692.51	5,794.84	0.00	2,205.16	72
9-01-611-320	Other Professional Services	30.16	1,000.00	0.00	60.00	0.00	940.00	6
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		1,859.33	100,000.00	2,670.33	84,637.28	0.00	15,362.72	85
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	11,083.57	48,195.00	11,305.25	45,221.00	0.00	2,974.00	94
9-01-612-020	Township Insurances	6,046.48	26,200.00	6,491.00	25,964.00	0.00	236.00	99
9-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	2,394.07	0.00	7,605.93	24
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	512.00	512.00	0.00	12.00-	102
9-01-612-060	O/E - Board Misc	96.42	2,000.00	189.91	1,175.61	0.00	824.39	59
Program Total		17,226.47	86,895.00	18,498.16	75,266.68	0.00	11,628.32	87
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	0.00	7,500.00	160.00	4,380.00	0.00	3,120.00	58

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-613-015	PLA Grant Expenses	0.00	3,500.00	820.94	2,933.14	0.00	566.86	84
9-01-613-017	Founding Era Grant	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
Program Total		0.00	12,000.00	980.94	7,313.14	0.00	4,686.86	61
Fund 01 Expend Total		96,043.32	1,596,216.00	141,449.90	1,197,364.18	8,605.18	390,246.64	76

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,432.84	139,832.66	1,270,724.38	96,043.32	141,449.90	1,205,969.36	64,755.02

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	CAPITAL BUDGET Revenue Total	0.00	0.00	0.00	0.00	0.00	0

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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	280.00	1,410.00	0.00	1,410.00-	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	2,454.26	2,897.55	7,648.19	41
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	280.00	3,864.26	2,897.55	59,238.19	10
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	0.00	10,000.00	0.00	5,372.84	0.00	4,627.16	54
9-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	73.60	0.00	2,426.40	3
Program Total		0.00	12,500.00	0.00	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	982.00-	5,991.00	0.00	4,009.00	60
Program Total		0.00	10,000.00	982.00-	5,991.00	0.00	4,009.00	60
CAPITAL BUDGET Expend Total		0.00	110,500.00	702.00-	15,301.70	2,897.55	92,300.75	16

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	0.00	702.00-	18,199.25	18,199.25-

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,432.84	139,832.66	1,270,724.38	96,043.32	141,449.90	1,205,969.36	64,755.02
9-02	CAPITAL BUDGET	0.00	0.00	0.00	0.00	702.00-	18,199.25	18,199.25-
	Final Total	142,432.84	139,832.66	1,270,724.38	96,043.32	140,747.90	1,224,168.61	46,555.77

MONTVILLE TOWNSHIP PUBLIC LIBRARY SEPTEMBER 2019 PROGRAM ATTENDANCE
October 21, 2019 Board Meeting

LIBRARY SPONSORED PROGRAMS	Sep 2019	Sep 2018
Children - Staff Programs		
Storytime	146	
Bingo/Games	20	
Baby Legos & Kids Legos	41	
Messy Munchkins	12	
Drop In Arts & Crafts, Play Dough, Coloring	87	
Pre-Schools - Outreach Storytime	95	
Book Club	8	
Kids Knitting	2	
Duct Tape Pencil Case Craft	10	
Baby Playtime	75	
Children - Staff Programs Total	496	541
Children - Paid Presenters		
Kids Yoga	14	
Children - Paid Presenters Total	14	0
Total All Children's Programs	510	541
Young Adults - Staff Programs		
Video Games	33	
English Conversation & Cookies & Conversation	15	
TAB Meeting	25	
Meditation	5	
Tech Help	4	
PLA Intern Book Swap	1	
Tech Help	4	
Back to School Picnic	8	
Young Adult - Staff Programs Total	95	137
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	0
Total All Young Adult Programs	95	137
Adult - Staff Programs		
Movies	192	
Adult Book Club & Books n' Bites	28	
Technology Classes	9	
Knitting Class	14	
ELL Classes	24	
Adult Staff Programs Total	267	211
Adult - Paid Presenters		
Technology Classes	30	
Lectures	342	
Concerts, Dance, Music & Art		
Adult - Paid Presenters Total	372	462
Total All Adult Programs	639	673
Library Sponsored Total	1,244	1,351
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	32	
Writer's Group	6	
Pet Parents	5	
Outside Groups Total	43	35
GRAND TOTAL	1,287	1,386

Library Displays and Featured Themes		
Batman Day - Kids, Young Adults		
Back to School Books - Kids		
Hispanic Heritage Month		
Ban Book Week - Kids, Young Adults, Adults		
Queen Victoria Week - Kids, Young Adults, Adults		
Fall Sports - Kids		
Library Reads -Adults		
New Graphic Novels - Adults		
Book Page - Kids, Young Adults, Adults		
September is National Yoga Month		
In Memoriam - Dorothea Benton Frank		

Museum Pass Program	Sep 2019	Sep 2018
Grounds for Sculpture	6	
Imagine That!!!	3	
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	0	
Stickley Museum	0	
Museum of Modern Art - <i>closed renovations</i>	0	
Battleship New Jersey	1	
Museum Pass Total	24	34

Exams Proctored	0	0
Quiet Study Room - number of times used	48	42