

Montville Township Public Library
Board of Trustees Meeting
February 11, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

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 Mrs. Hines, at 7:01p.m.

II. Open Public Meetings Act Statement

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

III. Adoption of Minutes

A. *Mr. Grau made a motion to approve the January 14, 2019 Reorganization minutes, seconded by Ms. Peskin*

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

B. *Mr. Grau made a motion to approve the January 14, 2019 Regular Session minutes, seconded by Mrs. Paradise*

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

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro was absent, no report.

Jane Hines – Vice-President

Mrs. Hines had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 8%. Year to date revenue is on target at 8% of annual budget. Year to date operating expenditures, plus encumbrances are at 9% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$54,606 or 8% of the total annual budget. The year to date capital expenditures are 0% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a negative \$7,300.00YTD. Budget is in synch for revenue and expenses at this point.

A notice was received from the IRS that Greg DellaPia is taking care of. He requested an explanation and is waiting for a response. The Finance Committee meetings will change to the first Tuesday of the month.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Conklin stated that the Township Committee is meeting tomorrow and he will discuss the Buildings and Grounds issues with the Administrator. They are finalizing the 2019 budget.

Superintendent Liaison of Schools – Mr. Tubbs absent, no report. Allan stated that he would like notification from the High School when they are having events. He had a program last Wednesday evening and there were no parking spots available in the parking lot. Mr. Grau stated that the wrestling tournament was not a scheduled event.

VII. Committee Reports

Finance: Mr. Allora stated there is no report.

Personnel: Allan stated there is no report.

Buildings & Grounds: Mrs. Hines stated that they only issue was some water damage in the breezeway which was taken care of. Allan spoke with John Perry regarding the problems with Hughes for the mechanical systems.

Patron Services/Technology: Mr. Donohue stated that the committee is meeting next week.

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

Mr. Allora asked Allan about the \$15 minimum wage. Allan is waiting for a response on this. He also asked about a pension claim. Allan stated it was an employment verification for a pension claim.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 13169 through 13246, dated January 1 to January 31, 2019 in the amount of \$66,168.18

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

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

- B. Resolution to accept the salaries for month of January 2019 in the amount of \$54,605.91 and ELL teacher salaries in the amount of \$80.00 for a total of \$54,685.91.

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

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

- C. Resolution to accept the resignation of Library Assistant, Alexandra Sutton, effective January 16, 2019.

Motion made by Mrs. Hines and seconded by Mr. Grau, All in favor

- D. Resolution to increase funds in the circulation desk change box from \$50 to \$100.

The staff needs change for copier. By the time Saturday comes, they are out of change.

Motion made by Mrs. Hines and seconded by Mr. Grau, All in favor

- E. Resolution to maintain the vending machine change box in the amount of \$50 to make change and to give refunds.

Greg DellaPia stated the money needs to be kept separate as per the auditors.

Motion made by Mrs. Hines and seconded by Ms. Peskin, All in favor

X. Old Business

None

XI. New Business

None

XII. Executive Session Minutes

None

XIII. Adjournment

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



Director's Report

March 11, 2019

Our circulation for February 2019 was 15,050 items compared to 14,896 for the previous year. We had 10,553 Library visits for this same period. The staff registered 73 new guests for Library memberships and renewed 147 Library cards.

Mother Nature was not our friend these past few weeks. We closed early on February 12th at 4pm, closed at 4pm on February 20th and had a delayed opening for 11am on March 4th.

We had a three showcase programs in February that were "filled" with guests and were enjoyed by all. We split our Lunar New Year celebrations between events for children and adults. The children's celebration had stations for themed New Year crafts, games, and snacks brought happy 64 children into the library. 45 adult guests attended the Korean Dance troupe Sunday event. Jeff, Risa and Nina worked together to create a nice New Year display in the front of the library to complement the programs.

125 children came out to our Dr. Seuss Carnival in honor of the author's birthday. Amy did a fabulous job of providing carnival games, crafts, snacks, prizes, and Polaroid pictures at our Cat in the Hat themed photo booth and Risa dressed up as The Cat in the Hat. Risa and Amy were assisted by 19 of our TAB volunteers. Children made Cat in the Hat snacks out of marshmallows and Oreos and created Truffula trees and Dr. Seuss Fish.

In February, the teen programs had the second highest attendance on record.

In collections news, we now have popular Marvel comic books as part of our eBook collection as the MAIN RB Digital Collection. On the home front, we launched our Kanopy streaming movie service on March 1st.

Jeff Cupo's application to the Public Library Association's Inclusive Internship Initiative was accepted! Montville Library will select and mentor a high school upperclassman from this community interested in librarianship to be an intern at the library for the summer of 2019. The overarching goal of the III is to introduce students from diverse backgrounds to careers in librarianship. We will receive a stipend of \$3,500 for salary. Jeff and the students will attend a kick-off meeting in Chicago and a follow-up meeting in Washington, DC. This will be paid for by the PLA grant.

Buildings and Grounds

Hughes completed the quarterly periodic maintenance. This is a comprehensive plan that includes inspecting and testing all equipment to determine its operating condition and efficiency. It take about two days to complete and includes preventative maintenance such as cleaning, aligning, calibrating, tightening, adjusting and lubricating all mechanical equipment. All filters are replaced and belts are checked for wear and replaced when necessary.

Hughes replaced a freeze stat on AC5. They installed the new chill water coil (to replace the one that burst last month). In addition, rusted pipes in the Boiler Room were replaced. These were pipes that we have been watching for over 2 years and they started leaking heavily including into one of the controllers.

The boiler shut off twice due to low water levels. Advanced Mechanical Systems (the boiler contractor) came out to adjust the system so this does not happen again. When Hughes integrates the boiler into the controls, we would be notified when there are boiler problems.

Engineered Security repaired a defective tamper device in zone 5. They found this problem during the annual fire alarm inspection and testing. WJ Malone replaced five recalled sprinkler heads. This work corrects all the deficiencies on the Fire Marshal's report. The Township did not alert us to this fact until February although the report was issued in the fall.

System Design & Analysis, Inc. completed the roof assessment. They submitted a report along with pictures and diagrams. After completion of the repairs with regular roof inspections and continued maintenance, the roof should perform well for at least another five years.

We ordered three new tables for the Gasparro Room to accommodate the increasing attendance.

The panels outside of the bathrooms in the Pio Costa Auditorium are scheduled to be replaced on March 19. We also expect the new desks for the staff to be delivered and installed approximately a week after that.

We were request by DPW for a “To Do List” of items that needed to be done in the Library. This was supplied to DPW about two weeks ago. To date, nothing has been done. As of the writing of this report, we have no date set for the Library and the Township to discuss these outstanding issues as well as other concerns.

Finance

We completed all end of year tasks. We updated Chapter 78 employee health insurance contributions and reconciled with the Township billing. Wage increases, contractual and those by resolution, were entered into ADP and CAMPS (County and Municipal Personnel System). We adjusted PERS and CINS contributions to reflect changes in wages for all PERS employees. W-2's and ACA forms (Affordable Care Act) were distributed. We processed thirty-three IRS 1099 forms for a total of \$184,946.

The fee for the In Kind Service Agreement with the Township increased 2% per terms of the agreement set forth in 2017. The agreement expires December 31, 2019.

We started working on gathering data for the State Aid Report and for the annual audit. We have checklists of what we need and work on it whenever time permits. When the reports are due, it helps to have most of the statistics already compiled. The report is due on March 15.

Marketing and Outreach

We continue to send out a weekly reader's advisory email and a weekly email about events, news and programming at the library. February reader's advisory emails included special Black History Month and Local Author reading suggestions. Our library news emails included our programs listings, as well as information on our newest museum pass, exhibits at our museum pass museums, and news about our March launch of the Kanopy video streaming service.

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

Personnel/Staff Training

We reposted the ads for our open Library Assistant and Page positions and featured these openings in our email newsletter. Angelina Cucci, Library Page (Monitor) tendered her resignation effective February 28, 2019.

Hebah and Cindy attended the NJLA Reader's Advisory Unconference, a full day workshop on tricks and tips to make reading, DVD, and audiobook suggestions to our guests. They came away from the presentations and breakout sessions with strategies to help them better respond to the question, "What should I read/watch/listen to next?"

Patron Services

The staff viewed a demo for Beanstack software that will help us track and manage Summer Reading, 1000 Books before Kindergarten and any other reading initiatives that we launch. Guests will be able to manage and log their reading from home and it will make the overall process of tracking reading and awarding prizes more efficient for the staff. Beanstack also has a mobile app which will increase access to the reading activities.

We ordered and interlibrary loaned books for Dr. Rene Rovtar's Parent Book Club. The April selection, Mindset, is now available at the Circulation Desk.

Amy and Pam publicized our March 28 Pre-School Fair where tables for Montville pre-schools will be set up for a community information session. They wrote and sent letters to all area pre-schools inviting them to be part of the fair and so far, we have 12 schools coming.

Amy made further improvements to the 1000 Books before Kindergarten initiative. We now have a board in the back of the library which features the name of every child signed up with stickers showing their progress.

As usual, attendance for our February Montville "U" series was excellent, bringing in 60 to 70 people per program. Dr. Robert Butts, one of our most popular lecturers, gave a two-part lecture on the music of the 1950's. In addition, this month, Gordon Ward told of his journey across the American Northwest in search of the Northwest passage, following the same route taken by Lewis and Clark. The attendees were on the edge of their seats as Gordon recounted the trials and tribulations of his 8-week journey by bike, boat and foot. Linda Forgosh closed the month with a talk on the life of Louis Bamberger, famous Newark merchant and philanthropist. The

Sunday concert this month had a Valentine Day theme, featuring popular love songs. Gerard and Diane Barros performed the concert to a full house.

Evening programs included a very well attended talk on Decluttering and Downsizing by local professional organizer Deborah Gussoff. Our monthly genealogy workshop remains very popular. This month's talk on conducting genealogy research online was filled to capacity. The February SCORE workshop detailed the ins and outs of franchising. Unfortunately, our Black History program with a historical reenactment of the life of Harriet Beecher Stowe was postponed due to an early snow closing on Feb. 20, but we did show the film *Black KKKlansman* to a large audience in honor of African-American History Month.

In addition to our Dr. Seuss Carnival, we had a variety of fun programs for the children last month. The Montclair Museum Art workshop continues to be popular. Sixteen children learned the art of Zen tangle, a method of creating images from repetitive patterns that is creative and relieves stress. Danielle Colombo, Shoprite of Lincoln Park's dietician, showed kids how to create heart healthy snacks with chocolate hummus, fruit and vegetables, in a fun Valentine themed craft. The kids also celebrated Valentine's Day with a drop in craft in which they made Valentine cards. Our monthly Kids book Club had a record number of kids. Risa and 13 children discussed the latest installment in Dave Pilkey's Dog Man series: Dog Man: Brawl of the Wild. Our new PlayDoh and Coloring Book programs have been well attended, especially during these cold winter months when parents look for indoor activities.

Overall attendance for teen programs in February was the second highest ever. The teens enjoyed Karaoke, an after-hours lock-in, a cooking class in which the kids made toppings for soft pretzels, the Cookies and Conversation philosophy discussion, and video game tournaments. Jeff has sent out the invitations to neighboring Libraries for this year's New Jersey TAB summits. The northern NJ summit will be held in our Library on April 27. Allan, Jeff and Hebah also met with the high school's Comic Corps club to discuss collaborating on this year's Montville Library Comic Con.

In ELL and Cultural Diversity news, Jeff did a wonderful job planning and overseeing the Lunar New Year programs, along with our TAB volunteers. He and Hebah, along with the TAB are busy planning the first library Ramadan celebration for May. We have also planned and ordered books for an ELL evening class, to be taught by Hebah. A librarian from Madison contacted Jeff for advice on building their World Language Collection. Our library is gaining a reputation as a standard setter in ELL and Cultural Diversity collections and programs. The spring semester of Intermediate and Advanced ELL classes, taught by Julie Urmston and Conversation, facilitated by Jeff, began in February and will run through May.

Technology

Technology class offerings in February included a workshop on transferring data between devices, a Power Point Basics class, and Twitter 101 class. Risa taught a class to 6 children and their parents on using Tumblebooks, one of our MAIN offerings, which is a curated database of children's eBooks, and videos that provide homework help.

Hebah began the process of starting a Girls Who Code Club at the Montville Library for girls in grades 3-5 and attended a training webinar on launching the club, which will begin in late April.

Jeff and Hebah worked with Scott from MAIN to update Envisionware on our public PCs.

Past Meetings

February 1, MAIN Technology/Digital Services committee, Hebah

February 6, NJLA Readers Advisory Unconference, Cindy and Hebah

February 7, NJLA Emerging Leaders Internship, Hebah

February 7, Staff Page Meeting, Walter

February 11, Overdrive Telephone Conference Call, Allan and Catherine

February 15, MAYS Committee Meeting, Risa

February 19, Bibliotheca Meeting with Don Jannazzo, Allan, Catherine and Hebah

February 21, Collection HQ update with Marie Robertson, Allan and Catherine

February 26, MAIN ILS Committee, Walter

February 26, Staff Circulation Meeting, Walter, Allan

March 5, MAIN Finance Committee, Allan

March 5, Library Board Finance Committee, Allan, Catherine, Jeanne, Walter

March 8, MAIN PR Committee, Allan

Upcoming Meetings

March 11, Staff Page (Monitor) Meeting

March 11, Library Board Meeting

March 14, MAIN Board Meeting, Allan

March 15, MAYS Committee Meeting, Risa

March 19, MAIN Circulation Committee Meeting, Walter

March 20, Library Board, Patron Services Committee, Allan, Catherine, Jeanne, Walter

March 22, Apple Training for Librarians, Hebah

March 22, MAIN Technical Services Committee, Walter, Allan

March 25-29, Computers in Libraries, Arlington, VA, Allan

March 26, Library Board B&G Meeting, Catherine, Jeanne, Walter

March 26, MAIN ILS Committee, Walter

March 26, Staff, Circulation Meeting, Walter, Catherine

March 27, Library Personnel Committee Meeting, Catherine, Jeanne, Walter

April 2, Library Board Finance Committee, Allan, Catherine, Jeanne, Walter

April 8, Library Board Meeting

Note: The Director will be attending the annual Computers in Libraries Conference in Arlington, VA from March 25-29, 2019.

Respectfully submitted,

Allan M. Kleiman, MLS

Library Director

March 4, 2019
01:38 PM

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 02/28/19
2019

Page No: 1

2018

Assets		
Petty Cash - Circulation Desk	50.00	0.00
Petty Cash	341.92	291.92
Lakeland - Operating Checking	149,692.67	159,362.67
Lakeland - Payroll Account	4,184.30	7,983.61
Lakeland CD Accounts	257,000.00	257,000.00
Lakeland - Capital Reserve	92,542.86	92,527.90
Lakeland - Restricted Donations	23,416.52	21,996.72
Furniture & Fixtures	301,823.32	301,823.32
Property Plant Improvements	177,366.27	177,366.27
Computer Equip & Related Asset	131,627.57	131,627.57
Other Capital	38,632.24	38,632.24
Capital - Edmunds	5,137.50	5,137.50
Total Assets	<u>1,181,815.17</u>	<u>1,193,749.72</u>
Liabilities & Fund Balance		
Sick Hrs Year End Accrual	43,599.00	43,599.00
Section 125 Withholding HDV	0.00	4,932.32
PERS 414/CINS Withholding	15,195.53	20,550.13
Reserve for Encumbrances	<u>228,156.89</u>	<u>216,639.58</u>
Total Liabilities	286,951.42	285,721.03
Restricted Fund Balance	99,950.89	99,950.89
Plant Fund - Investment in Fixed Assets	654,586.90	654,586.90
Fund Balance	<u>123,737.68</u>	<u>102,162.68</u>
Total	878,275.47	856,700.47
Revenue	281,559.90	1,723,137.95
Less Expenses	<u>294,724.84</u>	<u>1,671,809.73</u>
Net	<u>13,164.94</u>	<u>51,328.22</u>
Total Fund Balance	<u>865,110.53</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,152,061.95</u>	<u>1,193,749.72</u>

March 1, 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: 13247 to 13313
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
13247	02/28/19	ADVANCED Advanced Mechanical Services	232.50		39
13248	02/28/19	AESTH005 Aesthetic Press, Inc.	175.00		39
13249	02/28/19	ALLAN005 Allan Kleiman	1,300.00		39
13250	02/28/19	ALYSSA S Alyssa Satin Capucilli	350.00		39
13251	02/28/19	AMYRE005 Amy Resnikoff	110.88		39
13252	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13253	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13254	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13255	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13256	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13257	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13258	02/28/19	BAKER005 Baker & Taylor	0.00	02/28/19 VOID	0
13259	02/28/19	BAKER005 Baker & Taylor	4,684.84		39
13260	02/28/19	BRIST005 Bristol ID Technologies	712.00		39
13261	02/28/19	BRODA005 Brodart Co.	23.68		39
13262	02/28/19	COMMERC Commercial Interiors Direct	15,474.00		39
13263	02/28/19	DAIL0010 Daily Record	60.80		39
13264	02/28/19	DEANQ005 Dean Quilici Electrical	666.00		39
13265	02/28/19	DEMCO005 Demco, Inc.	936.68		39
13266	02/28/19	DIREC005 Direct Energy Business	1,124.69		39
13267	02/28/19	DRCHR005 Dr. Christopher Bellitto	250.00		39
13268	02/28/19	DRCHR005 Dr. Christopher Bellitto	250.00		39
13269	02/28/19	ELIZA005 Elizabeth Johansen	250.00		39
13270	02/28/19	ERIKA DO Erika Domanico	240.00		39
13271	02/28/19	EUNHEEAH EunHee Ahn	250.00		39
13272	02/28/19	EXCEL005 Excellent Building Services	2,115.00		39
13273	02/28/19	FELDM005 Feldman Brothers Electrical	699.10		39
13274	02/28/19	GREGO005 Gregory J. Della Pia	916.67		39
13275	02/28/19	HEBAH EM Hebah Emara	112.98		39
13276	02/28/19	HITEC005 HiTech Computer Services LLC	570.00		39
13277	02/28/19	HUGHE005 Hughes Environmental	10,239.75		39
13278	02/28/19	IFPTE005 IFPTE	120.52		39
13279	02/28/19	JAMES DE James DelGiudice	163.00		39
13280	02/28/19	JEFFR005 Jeffrey Cupo	189.56		39
13281	02/28/19	JERSE005 Jersey Central Power & Light	3,696.40		39
13282	02/28/19	JUDY0010 Judy Freeman's Workshops, LLC	209.00		39
13283	02/28/19	MICHELEM Michele Magnotta	50.00		39
13284	02/28/19	MIDWE005 Midwest Tape	232.30		39
13285	02/28/19	MONTC005 Montclair Art Museum	270.00		39
13286	02/28/19	NEIL BER Neil Berger	150.00		39
13287	02/28/19	NJNAT005 NJ Natural Gas Co.	1,237.72		39
13288	02/28/19	NORTHEAS Northeast Security Systems	330.00		39
13289	02/28/19	ORIEN005 Oriental Trading Company, Inc.	31.75		39
13290	02/28/19	PAMEL005 Pamela O'Gorman Reeve	4.84		39
13291	02/28/19	PARKE005 Parker Publications, Inc.	53.67		39
13292	02/28/19	PETTY005 Pettycash	100.00		39
13293	02/28/19	PHIL JAE Phil Jaeger	150.00		39
13294	02/28/19	PITNE005 Pitney Bowes Global Financial	80.74		39
13295	02/28/19	SCHOOL L School Life	279.56		39
13296	02/28/19	STAPL005 Staples Advantage	381.04		39
13297	02/28/19	SUNRI005 Sunrise ShopRite	252.08		39

March 1, 2019
04:33 PM

Montville Township Public Library
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13298	02/28/19	SYNCB005 SYNCB/AMAZON	0.00	02/28/19 VOID	0
13299	02/28/19	SYNCB005 SYNCB/AMAZON	564.43		39
13300	02/28/19	SYSTEMS Systems Design & Analysis, Inc	1,050.00		39
13301	02/28/19	THEN0010 The New York Times	896.95		39
13302	02/28/19	THEST005 The Star-Ledger	617.00		39
13303	02/28/19	THOMA005 Thomas Klise/Crimson Multimed	621.86		39
13304	02/28/19	TOWNS005 Township of Montville	32,845.28		39
13305	02/28/19	TOWNS005 Township of Montville	14,301.24		39
13306	02/28/19	TOWNS005 Township of Montville	1,277.48		39
13307	02/28/19	TOWNS005 Township of Montville	157.84		39
13308	02/28/19	TOWNS005 Township of Montville	17,796.25		39
13309	02/28/19	ULINE Uline	1,136.03		39
13310	02/28/19	UNITE005 United Parcel Service	48.44		39
13311	02/28/19	VERI0015 Verizon	46.16		39
13312	02/28/19	WT COX WT.COX	39.01		39
13313	02/28/19	ZEST Zest Eats LLC	300.00		39
<hr/>					
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	59	8	121,424.72	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	59	8	121,424.72	0.00

March 1, 2019
04:33 PM

Montville Township Public Library
Check Register By Check Id

Page No: 3

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	4,358.54	0.00	0.00	4,358.54
CAPITAL BUDGET	8-02	3,974.00	0.00	0.00	3,974.00
	Year Total:	8,332.54	0.00	0.00	8,332.54
	9-01	78,621.38	0.00	22,897.23	101,518.61
CAPITAL BUDGET	9-02	11,573.57	0.00	0.00	11,573.57
	Year Total:	90,194.95	0.00	22,897.23	113,092.18
Total Of All Funds:		98,527.49	0.00	22,897.23	121,424.72

March 4, 2019
01:30 PM

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Page No: 1

Revenue Account Range: First		to Last	Include Non-Anticipated: Yes		Year To Date As Of: 02/28/19		
Budget Account Range: First		to Last	Include Non-Budget: No		Current Period: 02/01/19 to 02/28/19		
Print Zero YTD Activity: No					Prior Year: 02/01/18 to 02/28/18		

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,333.64	15,000.00	1,189.19	2,589.06	12,410.94-	17
9-01-401-03	Copier Income	86.60	1,300.00	97.80	187.35	1,112.65-	14
9-01-401-05	Computer Print Outs Income	238.26	3,500.00	287.40	639.83	2,860.17-	18
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	276,219.34	1,381,096.66-	17
9-01-401-08	Donations Income	0.00	0.00	1.79	3.69	3.69	0
9-01-401-09	Lost Items	87.40	2,000.00	120.99	211.94	1,788.06-	11
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	41.33	1,100.00	28.56	54.08	1,045.92-	5
9-01-401-16	Lost Cards	26.00	300.00	36.00	74.00	226.00-	25
9-01-401-18	Disks/Faxes	62.00	700.00	45.50	164.50	535.50-	24
Program Total		142,335.73	1,691,216.00	139,916.90	280,143.79	1,411,072.21-	17
9-01-402-30	Restricted Contributions	355.82	3,500.00	90.51	1,416.11	2,083.89-	40
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
Program Total		355.82	11,000.00	90.51	1,416.11	9,583.89-	13
Fund 01 Revenue Total		142,691.55	1,702,216.00	140,007.41	281,559.90	1,420,656.10-	17

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	50,193.45	722,000.00	55,639.29	110,245.20	0.00	611,754.80	15
9-01-601-100	Taxes/FICA/UE	4,136.52	57,600.00	4,562.70	8,968.18	0.00	48,631.82	16
9-01-601-110	Health Benefits Expense	11,902.40	101,200.00	25,296.42	25,296.42	0.00	75,903.58	25
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	0.00	0.00	84,300.00	0
9-01-601-130	DCRP Expense	721.92	3,000.00	608.71	608.71	0.00	2,391.29	20
9-01-601-150	Temporary Staff	2,721.61	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		69,675.90	973,100.00	86,107.12	145,118.51	0.00	827,981.49	15
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

March 4, 2019
01:30 PM

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Page No: 2

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-020	Adult Books	3,571.37	28,521.00	1,000.27	2,812.47	1,681.90	24,026.63	16
9-01-602-030	Adult BOCD	155.05	4,000.00	289.56	403.04	162.43	3,434.53	14
9-01-602-040	Adult DVD	3,691.01	15,000.00	954.88	1,958.56	15.08	13,026.36	13
9-01-602-050	Adult eBooks	0.00	5,000.00	0.00	345.98	0.00	4,654.02	7
9-01-602-060	Adult eAudio	0.00	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	1,482.40	9,000.00	1,513.95	2,738.95	0.00	6,261.05	30
9-01-602-110	Games	504.86	6,000.00	265.93	860.60	0.00	5,139.40	14
9-01-602-120	J Books	2,510.28	28,200.00	1,117.13	1,850.97	1,450.15	24,898.88	12
9-01-602-130	J BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-140	J DVD	109.43	2,000.00	73.46	73.46	241.29	1,685.25	16
9-01-602-150	J eBooks	0.00	750.00	0.00	9.99	0.00	740.01	1
9-01-602-160	J eAudio	0.00	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	771.60	9,000.00	266.29	780.02	121.61	8,098.37	10
9-01-602-190	YA BOCD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-210	YA eBooks	0.00	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	0.00	0.00	0.00	4,250.00	0
Program Total		12,796.00	128,721.00	5,481.47	11,979.03	3,672.46	113,069.51	12
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	2,083.22	16,000.00	1,359.83	4,254.83	3,800.00	7,945.17	50
9-01-603-240	Program - Children	275.16	5,000.00	609.80	1,279.37	100.00	3,620.63	28
9-01-603-250	Summer Reading / Reading Programs	0.00	7,000.00	279.56	279.56	2,133.70	4,586.74	34
9-01-603-260	Museum Passes	0.00	4,000.00	0.00	500.00	0.00	3,500.00	12
9-01-603-270	Programs YA	499.26	2,500.00	89.56	150.34	0.00	2,349.66	6
9-01-603-280	Library-wide Cultural/Family Programming	398.28	3,500.00	406.35	406.35	0.00	3,093.65	12
9-01-603-300	Technology Programming	0.00	6,000.00	0.00	0.00	400.00	5,600.00	7
Program Total		3,255.92	44,000.00	2,745.10	6,870.45	6,433.70	30,695.85	30
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	1,208.51	14,000.00	1,546.57	4,022.34	206.25	9,771.41	30
9-01-604-070	Postage - Supplies	123.00	2,000.00	80.74	280.74	0.00	1,719.26	14
9-01-604-080	Freight-Shipp (Non-Collection)	21.66	1,000.00	124.94	146.82	0.00	853.18	15
Program Total		1,353.17	17,000.00	1,752.25	4,449.90	206.25	12,343.85	27

March 4, 2019
01:30 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	900.26	1,500.00	110.88	210.88	0.00	1,289.12	14
9-01-605-070	Staff/Volunteer Recognition	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
Program Total		900.26	6,000.00	110.88	210.88	0.00	5,789.12	4
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	294.00	4,000.00	209.00	455.93	0.00	3,544.07	11
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	112.98	177.53	0.00	822.47	18
9-01-606-040	Professional Dues	0.00	1,000.00	0.00	150.00	0.00	850.00	15
9-01-606-050	Conference Travel	38.21	6,000.00	0.00	0.00	200.00	5,800.00	3
Program Total		332.21	14,000.00	321.98	870.23	200.00	12,929.77	8
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	3,710.58	66,000.00	3,696.40	7,826.69	0.00	58,173.31	12
9-01-607-030	Utilities - Gas	3,590.76	20,000.00	2,362.41	4,846.11	0.00	15,153.89	24
9-01-607-040	Utilities - Telephone	47.08	6,000.00	46.16	540.18	0.00	5,459.82	9
9-01-607-050	Internet Provider	173.19	2,500.00	0.00	184.94	0.00	2,315.06	7
Program Total		7,521.61	94,500.00	6,104.97	13,397.92	0.00	81,102.08	14
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	1,279.47	40,000.00	8,706.05	11,505.54	0.00	28,494.46	29
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,115.00	4,230.00	0.00	25,770.00	14
9-01-608-040	Plant - Fire/Burglery Alarm	280.00	3,500.00	0.00	0.00	0.00	3,500.00	0
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	3,821.00	3,821.00	0.00	12,179.00	24
9-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-608-080	Plant - Offsite Storage	177.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	0.00	0.00	500.00	0
Program Total		3,851.47	94,000.00	14,642.05	19,556.54	0.00	74,443.46	21
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	1,431.87	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	878.46	0.00	621.54	59
9-01-609-070	Computer Software	0.00	2,000.00	0.00	966.06	0.00	1,033.94	48

March 4, 2019
01:30 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
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
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	170.04	0.00	629.96	21
Program Total		1,431.87	22,000.00	0.00	2,014.56	0.00	19,985.44	9
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	1,352.07	0.00	1,647.93	45
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	32.67	0.00	967.33	3
Program Total		0.00	4,000.00	0.00	1,384.74	0.00	2,615.26	35
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	916.67	12,000.00	916.67	1,833.34	0.00	10,166.66	15
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	12,883.65	38,650.98	3,465.37	94
9-01-611-070	Computer Support & Service	1,105.00	6,000.00	570.00	1,472.50	0.00	4,527.50	25
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	500.00	0.00	2,500.00	17
9-01-611-260	Payroll Service Fee	619.97	8,000.00	637.47	1,334.92	0.00	6,665.08	17
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		2,871.64	100,000.00	2,374.14	18,024.41	38,650.98	43,324.61	57
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	11,305.25	0.00	36,889.75	23
9-01-612-020	Township Insurances	6,046.48	26,200.00	6,491.00	6,491.00	0.00	19,709.00	25
9-01-612-030	O/E- Contingencies	0.00	10,000.00	390.00	390.00	0.00	9,610.00	4
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	182.50	2,000.00	164.99	219.46	0.00	1,780.54	11
Program Total		17,312.55	86,895.00	18,351.24	18,405.71	0.00	68,489.29	21
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	553.20	7,500.00	920.00	1,000.00	0.00	6,500.00	13
Program Total		553.20	7,500.00	920.00	1,000.00	0.00	6,500.00	13

March 4, 2019
01:30 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 01 Expend Total	121,855.80	1,591,716.00	138,911.20	243,282.88	49,163.39	1,299,269.73	18

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,691.55	140,007.41	281,559.90	121,855.80	138,911.20	292,446.27	10,886.37-
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

March 4, 2019
01:30 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
9-02-803-220	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	0.00	0.00	0.00	66,000.00	0
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	0.00	0.00	10,000.00	0
9-02-804-015	Computer Related Equipment	159.41	2,500.00	73.57	73.57	0.00	2,426.43	3
Program Total		159.41	12,500.00	73.57	73.57	0.00	12,426.43	1
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	107.52	10,000.00	0.00	0.00	2,205.00	7,795.00	22
Program Total		107.52	10,000.00	0.00	0.00	2,205.00	7,795.00	22
CAPITAL BUDGET Expend Total		266.93	110,500.00	73.57	73.57	2,205.00	108,221.43	2

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	266.93	73.57	2,278.57	2,278.57-

March 4, 2019
01:30 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		142,691.55	140,007.41	281,559.90	121,855.80	138,911.20	292,446.27	10,886.37-
9-02	CAPITAL BUDGET	0.00	0.00	0.00	266.93	73.57	2,278.57	2,278.57-
	Final Total	142,691.55	140,007.41	281,559.90	122,122.73	138,984.77	294,724.84	13,164.94-

MONTVILLE TOWNSHIP PUBLIC LIBRARY FEBRUARY 2019 PROGRAM ATTENDANCE

March 11, 2019 Board Meeting

LIBRARY SPONSORED PROGRAMS	2019	2018
Children - Staff Programs		
Storytime	191	
Bingo/Games	37	
Baby Legos & Kids Legos	50	
Messy Munchkins	13	
Drop In Arts & Crafts, Play Dough, Coloring	97	
Pre-School Outreach Storytime (2 locations)	58	
Baby Playtime	50	
Book Club & Tumblebooks Class	20	
Kids Knitting	9	
Heart Healthy Snacks (ShopRite - no charge)	25	
Dr. Seuss Carnival	125	
Children - Staff Programs Total	675	592
Children - Paid Presenters		
Kids Yoga	16	
Monclair Art Museum Workshop	16	
Children - Paid Presenters Total	32	19
Total All Children's Programs	707	611
Young Adults - Staff Programs		
Video Games	74	
English Conversation & Cookies & Conversation	21	
TAB Meeting	26	
STEAM & Cooking	23	
Karaoke	11	
Lunar New Year - Family Program	64	
Teen Lock In	21	
Chess	37	
Young Adult - Staff Programs Total	277	248
Young Adult - Paid Presenters		
Korean Dance	45	
Young Adult - Paid Presenters Total	45	0
Total All Young Adult Programs	322	248
Adult - Staff Programs		
Movies	236	
Adult Book Clubs	18	
Technology Classes		
English Language Learner Classes	102	
SCORE	4	
Adult Staff Programs Total	360	368
Adult - Paid Presenters		
Technology Classes	30	
Lectures	342	
Concerts & Dance & Music & Art	70	
Adult - Paid Presenters Total	442	432
Total All Adult Programs	802	800
Library Sponsored Total	1,831	1,659
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	24	
Writer's Group	4	
Pet Parents	4	
One Montville		
Northern NJ Chinese School	35	
Outside Groups Total	67	153
GRAND TOTAL	1,898	1,812

Library Displays and Featured Themes		
Black History Month		
Chinese New Year		
Valentine's Day - Blind Date with a book		
President's Day		
The Oscars - Best Picture DVD's		
DIY - Do It Yourself Crafty Books		
Books and Media Recently Discussed on Radio, Print & TV		
Sopranos' 20th Anniversary		
CHILDREN'S BOOK DISPLAYS		
Super Bowl Football Books		
February is Dental Health Month		
Valentine's Day		
Black History Month		
Chinese New Year		
President's Day		
Read Across America - Dr. Seuss		

Museum Pass Program	2019	2018
Grounds for Sculpture	1	
Imagine That!!!	8	
Intrepid Sea, Air and Space Museum	4	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	3	
Morris Museum	4	
American Museum of Natural History	8	
Newark Museum	1	
Stickley Museum	0	
Museum of Modern Art	3	
Museum Pass Total	32	21

Exams Proctored	2	0
Quiet Study Room - number of times used	48	39