

Montville Township Public Library
Board of Trustees Meeting
September 17, 2018
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

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 7:02p.m.

II. Open Public Meetings Act Statement

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

III. Adoption of Minutes

- A. *Mr. Grau made a motion to approve the August 13, 2018 Regular session minutes, seconded by Ms. Peskin*

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

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro had no report.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 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 \$422,974.00 or 59% of the total annual budget. The year to date capital expenditures are 22% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being \$75,415.00.

YTD expenditures including encumbrances are well in line at 67% of budget. Some highlights for August are now reviewed. Collections are at 77% in total, of which are Adult books at 73%. Programs are at 98%, Supplies are at 91%, Utilities are at 57% which includes electric at 58%, gas at 49% and telephone at 77%. Physical plant is at 104%, which includes repairs at 108% and cleaning/maintenance at 342%. Professional Services are at 79%, which includes the MAIN assessment at 99% and Audit at 86%. Capital is at 22%.

On the Balance Sheet, Liabilities went down approximately 73,000, which includes the reserve for encumbrances, which decreased about 57,000. The Fund Balance of -11,488.35 will be resolved when the audit is complete.

Audit Report – Mr. Allora is very happy with the audit results. There were no significant deficiencies and no instances of noncompliance. Mr. Allora would like to see projects assigned unique numbers and tracked in Edmunds.

In line with the audit recommendation, Allan will check with MAIN regarding cyber security measures.

Robert Donohue – Assistant Treasurer
Mr. Donohue absent, no report.

VI Report of Liaisons

Mayor – Mayor Conklin stated that the Township is in litigation regarding COAH. It should be resolved in the near future. The Master Plan and the 2019 budget are being discussed. October 14th is Montville Day.

Superintendent Liaison of Schools – Mr. Tubbs stated that schools are open and the projects are concluding. Back to School night was last Thursday for the Elementary Schools, September 24 for the High School and September 27th for Lazar.

VII. Committee Reports

Finance: Mr. Allora stated the committee did not meet this month. Budget planning will start in the near future and asked for all committees to send their requests to Allan. He would like a preview of salary increases and new employees to be hired.

Personnel: Mr. Lefkowitz stated that they have a recommendation for two new hires. Allan's mid year review is completed. They are still looking to hire a custodian.

Buildings & Grounds: Mrs. Hines stated that the walls leading into the restrooms need repair. One estimate has been received. The cost to replace all lighting will be about \$15,000 per year for three years. Mr. Lefkowitz pointed out the air ducts in Pio Costa Auditorium are extremely dirty and need to be cleaned.

Technology: Mr. Lefkowitz stated they did not meet.

Patron Services: Mr. Donohue absent, no report.

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

The health plan will be changing to State Health Benefits Plan effective January 1.
The Staff Development Plan is completed by the Personnel Committee.
A joint program with One Montville “Won’t You Be My Neighbor”.

Project Status Report – Mr. Allora would also like the list to include the completed items. The “Requested By” column should state the committee name. The Library will have booths at both Montville Day and the Chamber of Commerce Township Business Event.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12871 through 12940 dated August 1 to August 31, 2018 in the amount of \$87,650.39

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

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

- B. Resolution to accept the salaries for month of August 2018 in the amount of \$49,446.66.

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

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

- C. Resolution to hire Hebah Emarah as full time Library Associate effective September 19, 2018, at an annual salary of \$42,000.

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

As she completes classes her salary will be adjusted accordingly. She is expected to be at the full salary in 12-18 months.

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

- D. Resolution to approve the Staff Development Plan.

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

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

- E. Resolution to approve attached Form of Resolution for Acceptance of Audit and Group Affidavit Audit Form.

Motion made by Mr. Allora and seconded by Ms. Peskin

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

- F. Resolution to excuse Robert Donohue from the September 17, 2018 board meeting.

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

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

- G. Resolution to hire Jared Birmbaum as a part time Library Page at an hourly rate of \$8.60 per hour.

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

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

X. Old Business

- A. *Motion made by Mr. Allora and seconded by Mr. Grau to have project numbers included in line items as per the audit report.*

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

XI. New Business

None

XII. Executive Session Minutes

None

XIII. Adjournment

Motion to adjourn was made by Mr. Grau, seconded by Mrs. Hines; meeting was adjourned at 8:15pm.



Director's Report

October 15, 2018

We had a false fire alarm that was tripped during the installation of the hand dryers. It caused an evaluation of the building. Two guests as well as a staff member were hurt when they fell during the evacuation.

The Director met with the Finance Committee on the first cut of the 2019 budget. Capital expenditures will need to be added. Much of the Capital will be devoted to implementing the Library's newly adopted Strategic Plan.

The Director has been added to the NJ State Library's Biz Committee which met at the Parsippany Library on October 2nd. There was also a MAIN follow-up with the Economic Development Corporation of Morris County in how libraries can work more closely with the EDC.

The last MAIN Technology Committee was devoted to a presentation on Virtual Reality and Augmented Reality. Libraries around the country are beginning to offer these programs and services to their patrons. There are several statewide initiatives in Maryland and California which have been successful in the introduction of this technology for all ages. The Library Director has also spoken to the Microsoft store in Bridgewater Commons. They cannot bring equipment to the Library but would offer the Library an open house at the store. Details are not yet worked out.

The Director attended Comic Con for two days. One on “Professional Day,” for librarians and educators and the other on the exhibition floor. The mix of books, comics and popular culture fits into much of what we do and showcase here at the Library.

Four New Jersey librarians (including the Director) were invited and attended the Reference USA Meeting/Users Group in Omaha, NE in September. We were invited to see the process of updating and documenting the data used in this demographic and marketing tool. This high powered tool is available to everyone in New Jersey who has access to a Library Card. We will be having a training session for the public later this fall here at the Library.

The Director will be working with the Finance Committee on the annual declaration for Return of Funds to the Township during the upcoming month. This will be presented to the Board for approval at the November Board Meeting.

Catherine and Allan have been working with our furniture vendors. We expect to make final choices for replacement of staff desks and storage as well as replacement of chairs for staff and the public this month. Both the Circulation and Reference Office proved to be daunting tasks to create work space to meet the needs of the staff given their odd shapes.

Buildings and Grounds:

Hughes completed the periodic maintenance on all the HVAC equipment. This includes testing all equipment for proper operation, inspection for worn out or failed parts, cleaning, calibrating, adjusting and lubricating all equipment based upon manufactures’ recommendations. They replace all 24 air filters and replace belts as needed. The controls summer/winter changeover temperature is 55° so depending upon the weather the system automatically switches back and forth from summer or winter. Once the temperatures stabilize and the system remains in either summer or winter mode, it is easier to maintain constant temperatures. It is more difficult during the seasonal transitions. We placed a call to Hughes when the chilled water temperature reached 59°. It should be a constant 45°. They repaired a condenser in chiller 2 that had seized. We have an ongoing issue with lack of air movement in the offices on the east side of the building. Hughes adjusted the dampers in the ceiling to increase airflow.

Dean Quilici, the electrician, replaced the track lights in the auditorium with LED’s which are brighter and will last longer and use less energy. Dean and his crew fixed the vestibule lights.

There was a short in the original wiring in the underground conduit. They were not able to pull out the wires to replace them so they had to run new 12/3 MC cable from the electric panel and re-splice lights to the new feed.

Tri-State Plumbing performed the annual testing of the backflow preventers valves. Municipal and state plumbing codes require this test. Backflow assemblies stop water from siphoning contaminants into the public water supply if the system ever loses pressure.

Cain & Sons Fire Equipment, Inc. did the annual inspection of all the fire extinguishers. In addition, every six years, the Department of Community Affairs requires that the fire extinguishers be dismantled for cleaning and gasket replacement. This is the year we were due for the sixth year additional service.

Gary Edmerson, the Senior Project Manager from Whitman, was here to take measurements and to confirm some existing conditions in preparation for the mechanical and electrical engineering design services required to provide a design for the replacement of the two existing outdoors chillers. Gary will be the project manager and main contact for the execution of the project.

Ryan from Fitzsimmons Irrigation performed the winterization on the sprinkler system. He closed the interior main valves, drained the lines and used compressed air to force out residual water from all the zones.

Griffith Shade Company installed the motorized shades and installed film on the four doors. This is a major improvement over the vinyl shades with the chain pulls. The auditorium is now a modern, first class venue for our many successful and highly regarded programs.

Finance:

The Township is switching health insurance providers from the current provider, North Jersey Health Insurance Fund (HIF) to the New Jersey State Health Benefits Plan (SHBP), effective January 1, 2019. The SHBP offers several Aetna plans and several Horizon plans. The eligible Library staff received the necessary information to make an informed choice of plans. They have brochures for each plan and the SHBP website is informative and easy to use.

We received a Compliance Enforcement Cross-Match Form from the State of New Jersey, Department of Labor and Workforce Development. Completing this form shows that we comply with the NJ Compensation Rating and Inspection Bureau regarding employers having workers' compensation insurance as required by law. As always, the Township Administration was a big help in quickly getting us the required JIF Workers Compensation Declaration Page to show proof of coverage.

We prepared an updated Insurance Floater Worksheet for the Township. This floater provides additional property coverage over what normal insurance policies do not cover. We do this each year.

The third quarter PERS/CINS reconciliation for the State was completed and sent to the Township Certifying Officer. This report reconciles the pension and insurance withholding with the funds transmitted to the Department of Pensions and Benefits. The State regularly reviews and audits these reports.

Marketing and Outreach:

Hebah assumed some of the duties of updating our electronic sign slide show spotlighting news and events. She created new slides for upcoming exhibits at our Museum Pass museums and for our Library programs for adults.

We also retooled the look of the newsletter with Hebah's assistance and sent our weekly updates on adult, children's and teen events and Library news.

Pam O'Gorman, Janina Bartman and Catherine attended the Senior Seminar at the Senior House on September 26th. We were joined by Adam Szczepaniak of the Talking Book and Braille Center at the NJ State Library. He gave a presentation on reading services available to those who are visually or physically impaired which can be accessed from home or through our Library and Catherine talked about our Library services. We raffled off two gift baskets of books. Catherine received so many compliments on the library, especially about our programs and Pam O'Gorman's great job in putting these together.

Risa did monthly story time outreach for the preschools at Funtime Kids Academy 2 and Millie's House and visited a new preschool this month - Kids Connect.

Catherine worked on creating a Donations brochure that outlines the process and benefits of giving to the Library. Allan has a first draft. We are looking forward to the 25th anniversary in 2019 of the library's cornerstone being laid and our 2020 anniversary for our 25th actual birthday. The new brochure we are working on will be on Business, Career and Finances resources.

Patron Services:

The fall session of Montville "U" opened successfully, with capacity crowds for Chair Yoga, the "Home Grown Duo" American folk music program; and lectures by local college professors on the Trial of Socrates, and Women on Wall Street from the late 1800s through the 1920s. This month's popular Genealogy Workshop topic was searching for cemetery records. Wednesday evening programs included Dream Interpretation and a program on The Battleship New Jersey. Both programs were well attended.

On Sunday September 30th, the Library presented a free concert by the Notables, a female chorus from the Morristown area. The program, which featured nostalgic songs, as well as Broadway and Pop hits, drew an appreciative crowd of more than 90 people! We kicked off our Tuesday evening Business, Technology, and Career series with a session from SCORE on Content Marketing. The series is a pilot program and model for MAIN libraries and has generated a lot of interest. Our cultural heritage program this month was a Flamenco dancing demonstration that was enjoyed by all.

With the beginning of the school year, the library is full of children and teens after school. Hands on art workshops with the Montclair Museum of Art have resumed and October's class was on basic watercolor techniques. We celebrated Batman Day On Sept. 15 with a special story time and drop in craft. Shop Rite's resident Dietician presented a Back to School Healthy Snacks program and the children made their own snacks and sampled hummus, peanut butter and yogurt. Nina Zarin has also added another regular program – Baby Lego Playtime for the preschool children which is proving popular on Fridays.

The teens enjoyed being back to their fall routine with a Back to School Picnic. Other fun events included Sewing, part of our Life Skills series, and a paper lantern painting workshop from MeWe Art for the Mid-Autumn festival celebrated by those of Chinese and Vietnamese heritage. The Teen Read Week programs on "languages," have proved to be stimulating and engaging for our teens. Funding for those programs was provided through a grant we received from the American Library Association

The staff have been hard at work on our strategic plan goal of creating a lively and vibrant collection. Risa and Jeff revamped the children's World Language collection, moving and relabeling all the books in languages other than English so they are shelved together. Risa and Catherine worked at moving non-current series from our Juvenile series shelving area through letter B and purchasing replacements for grubby series books. Jeff researched and ordered current world language dictionaries for the ELL classes taught by Julie Urmston which have resumed. We also processed and shelved our series of three book discussion books for Teen Read Week. After meeting with Allan and all the librarians, Catherine sent in our magazine order for 2019 to WT Cox, our periodicals vendor.

The Library has been preparing to launch our 1,000 Books Before Kindergarten program beginning on October 15th and ongoing throughout the year and beyond! This program promotes reading to newborns, infants, and toddlers and encourages parent child bonding through reading. It will work similarly to Summer Reading with registration, a booklet to log which books are read, and small incentive prizes for completion.

This past month we have 72 new patron registrations along with 120 library card renewals. We continue to add and delete to the new patron packets that we provide to our new "guests." Beginning shortly, these packets will be distributed to those guests renewing their cards as well. Statistics for program activities is attached.

Personnel:

Our new Library Associate, Hebah Emara started on September 18th. Catherine went reviewed the Training Checklist with her which includes her job description, the Personnel Manual, etc. and she sat with each member of the Programs & Services Department. She has already begun helping us with the digital signage and the newsletter as well as beginning to work on the technology for library events.

The Library did a lot of training in September. Catherine attended a four-part Super Supervisor training series through LibraryLinkNJ. They covered performance reviews, communication, progressive discipline, Human Resources (OSHA, FMLA, etc.), running meetings, and what it means to be a supervisor. Hebah Emara is taking part in an internship with the Leadership Committee of NJLA and Mentor NJ meetings with LibraryLinkNJ. Cindy LaRue attended a LEAP training class at the MAIN Office. Jeff attended a presentation through MAYS on "Growing Healthy Teens."

Technology

Our Fall Technology offerings have begun. This month we offered classes on Instagram and YouTube. Participants were shown how to access, research and subscribe to the popular social media sites. Now that school has started our yellow vested teen techs are available two Monday afternoons a month for drop in help with patrons' technology questions.

Meetings/Events:

September 24-26, Reference USA Meeting/User's Group Meeting, Omaha, NE, Allan

September 25, Adult Services Committee, Catherine

September 25, Library Buildings & Grounds Committee

September 26, NJLA Internship with the Leadership and Education Committee, Hebah

September 26, Senior House/Senior Seminar, Catherine, Pam

September 26, MAIN Digital Services Open House, Walter

September 27, Super Supervisor, Catherine

September 28, MAYS Meeting, Jeff

September 28, MAIN Director's Meeting, Allan

September 28, MAIN PR Committee, Allan

October 1, Commercial Interiors Direct, Allan, Catherine

October 2, IFPTE Union Meeting, Allan

October 2, NJ State Library Business Library Meeting

October 3, Super Supervisor, Catherine, Allan

October 4, Comic Con, Allan

October 5, MAIN Technology Committee, Allan

October 5, Mentor NJ General meeting, Hebah

October 9, MAIN meeting with Morris EDC, Allan

October 9, Township Safety Committee, Catherine

October 10, Library Patron Services Committee, Allan, Catherine, Jeanne, Walter

October 11, Library Finance Committee, Allan, Catherine, Jeanne, Walter

October 12, MAYS meeting Risa

October 12, Book Buzz, NYC, Catherine
October 14, Montville Day, Allan, Nina
October 16, Library Technology Committee, Allan, Catherine, Jeanne, Walter
October 17, Commercial Library Interiors, Allan, Catherine
October 18, Chamber of Commerce Expo, Pam, Jeff
October 18, Collection HQ Meeting, Toms River, Allan
October 19, Mentor NJ – Emerging Technology, Hebah
October 19, Adult Service Committee – programs presentation, Pam
October 19, Library Interiors Meeting, Allan, Catherine
October 22, Adult Services Forum, Cindy
October 23, Library Staff Circulation Meeting, Walter, Catherine
October 23, MAIN Bibliotheca Meeting, Allan
October 24, MAIN Bibliotheca Meeting, Allan, Catherine
October 24, Library Personnel Committee, Allan, Catherine, Jeanne, Walter
October 29, Youth Services Forum, Risa
November 6, MAIN ILS Committee, Walter
November 8, Library Finance Committee, Allan, Catherine, Jeanne, Walter

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director

NEW YORK COMIC CON AT THE NEW YORK PUBLIC LIBRARY

THURSDAY, OCTOBER 4, 2018

* TIME	CELESTE BARTOS FORUM GROUND FLOOR	CELESTE AUDITORIUM LEVEL A	TRUSTEES 2ND FLOOR	BERGER FORUM 2ND FLOOR	CLASSROOM A* 1ST FLOOR	CLASSROOM B 1ST FLOOR	TIME
9:00 AM	Doors Open / Coffee & Light Breakfast Sponsored by Pop Culture Classroom 9:00 AM - 9:30 AM	Be sure to visit the publisher and community partner tables in the Celeste Bartos Forum all day. Also stop by the "Librarian Is In Booth" for book recommendations from our knowledgeable librarians and a few surprise guests.			BUILDING TOURS Start at Astor Hall, 1st Floor 11:30 AM, 12:30 PM, 1:30 PM, 2:30 PM A VISUAL HISTORY OF FRANKENSTEIN TOUR Start outside of Bartos Forum, Ground Floor 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM *Tours are approx. 30 minutes and limited to 20 per tour		9:00 AM
9:15 AM							9:15 AM
9:30 AM	Welcome & Introduction - Tony Marx 9:35 AM - 9:40 AM						9:30 AM
9:45 AM	Keynote Speech - Marjorie Liu 9:45 AM - 10:45 AM						9:45 AM
10:00 AM							10:00 AM
10:15 AM							10:15 AM
10:30 AM							10:30 AM
10:45 AM							10:45 AM
11:00 AM	Deconstructing Graphic Novels to Design Classroom Curriculum with Marjorie Liu's Monstress 11:00 AM - 11:45 AM	Currents of Inspiration: From America to Europe 11:00 AM - 11:45 AM	Graphic Novels, Mental Health and the Challeng- es that Inspire Authors 11:00 AM - 11:45 AM	Literary Comics to Build Your Collection 11:00 AM - 11:45 AM	#RepresentationMatters in Your School Library 11:00 AM - 11:45 AM	History Comics Club: Connecting Students to Their Heritage 11:00 AM - 11:45 AM	11:00 AM
11:15 AM							11:15 AM
11:30 AM							11:30 AM
11:45 AM							11:45 AM
12:00 PM	Horror Comics - The Other Narrative 12:00 PM - 12:45 PM	What's It Worth? Adult Graphic Novels Are An Investment 12:00 PM - 12:45 PM	Teaching Race, Culture & Comics 12:00 PM - 12:45 PM	Queer Comics For Kids of All Ages 12:00 PM - 12:45 PM	Comics as Primary Sources: Building Empathy and Historical Context 12:00 PM - 12:45 PM	IS 741.5 STILL HELPFUL? 12:00 PM - 12:45 PM	12:00 PM
12:15 PM							12:15 PM
12:30 PM							12:30 PM
12:45 PM	Light Refreshments Sponsored by BOOM! Studios						12:45 PM
1:00 PM							1:00 PM
1:15 PM							1:15 PM
1:30 PM	A Hero with a Thousand Faces: From Ms. Marvel to Spider-Gwen* 1:30 PM - 2:15 PM	Pop Culture Pride: Culti- vating Queerbrarianship at Your Library 1:30 PM - 2:15 PM	Science Nerds, Turds and Dead Birds 1:30 PM - 2:15 PM	They Look Like Us! Fandom, Representation, and Diverse Learners 1:30 PM - 2:15 PM	The Librarian Is In: #ComicsForAll - Reading Recommendations 1:30 PM - 2:15 PM	The Full Picture: Art Cre- ation, Info Literacy, & the Picture Collection 1:30 PM - 2:15 PM	1:30 PM
1:45 PM							1:45 PM
2:00 PM							2:00 PM
2:15 PM							2:15 PM
2:30 PM	How to Draw Diverse Characters with Jerry Craft 2:30 PM - 3:15 PM	Laugh & Learn: Humor in Children's Graphic Novels 2:30 PM - 3:15 PM	Beyond Xavier's School for Gifted Youngsters 2:30 PM - 3:15 PM	Hip-Hop, Comics, and Culture 2:30 PM - 3:15 PM	NYCC 2018 Kids Comics Zeitgeist 2:30 PM - 3:15 PM	Manga in the Classroom: A Guide for the Uninitiated 2:30 PM - 3:15 PM	2:30 PM
2:45 PM							2:45 PM
3:00 PM							3:00 PM
3:15 PM							3:15 PM
3:30 PM	Disney Publishing Presents: What's New and Upcoming 3:30 PM - 4:15 PM	Taking Comfort in Comics: Graphic Novels for Traumatic Times 3:30 PM - 4:15 PM	How Comics Challenge Kids to Change the World 3:30 PM - 4:15 PM	Better Together: Forging a Future for Librarians and Comic Book Stores 3:30 PM - 4:15 PM	Comics in the Social Studies Classroom 3:30 PM - 4:15 PM		3:30 PM
3:45 PM							3:45 PM
4:00 PM							4:00 PM

BUILDING TOURS

Start at Astor Hall, 1st Floor
11:30 AM, 12:30 PM, 1:30 PM, 2:30 PM

A VISUAL HISTORY OF FRANKENSTEIN TOUR

Start outside of Bartos Forum, Ground Floor
11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM

*Tours are approx. 30 minutes and limited to 20 per tour

*CTLE Credit Available for Eligible Attendees

MONTVILLE TOWNSHIP PUBLIC LIBRARY SEPTEMBER 2018 PROGRAM ATTENDANCE
OCTOBER 15, 2018 Board Meeting

LIBRARY SPONSORED PROGRAMS	2018	2017
Children - Staff Programs		
Storytime	191	
Bingo/Games	25	
Legos	49	
Messy Munchkins	12	
Drop In Arts & Crafts	42	
Pre-School Outreach Storytime	79	
Baby Playtime	70	
Baby Legos	15	
Kids Book Club	8	
Healthy Snacks Program	25	
Batman Craft	25	
Children - Staff Programs Total	541	364
Children - Paid Presenters		
Children - Paid Presenters Total	0	60
Total All Children's Programs	541	424
Young Adults - Staff Programs		
Video Games	49	
English Conversation (all ages)	3	
TAB Events	25	
STEAM	19	
Karaoke	9	
Back to School Picnic	24	
Mid-Autumn Festival	7	
Tech Help	1	
Young Adult - Staff Programs Total	137	175
Young Adult - Paid Presenters	0	30
Young Adult - Paid Presenters Total	0	30
Total All Young Adult Programs	137	205
Adult - Staff Programs		
Movies	174	
Books & Bites	5	
Adult Book Clubs	25	
Knitting Group - Teens & Adults	7	
Adult - Staff Programs Total	211	345
Adult - Paid Presenters		
Technology Classes	42	
Lectures	226	
Chair Yoga	26	
Concerts & Dance Performances	168	
Adult - Paid Presenters Total	462	278
Total All Adult Programs	673	623
Library Sponsored Total	1,351	1,252
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	20	
Writer's Group	5	
Pet Parents	5	
SCORE	5	
Outside Groups Total	35	85
GRAND TOTAL	1,386	1,337

Library Displays and Featured Themes		
Banned Book Week		
Hispanic Heritage Month		
Fall Sports		
New and Noteworthy		

Children's Book Displays		
Back to School		
September 11		
Batman Day - September 15		
Hobbit Day - September 22		

Museum Pass Program	2018	2017
Grounds for Sculpture	5	
Imagine That!!!	5	
Intrepid Sea, Air and Space Museum	3	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	2	
Morris Museum	2	
American Museum of Natural History	8	
Newark Museum	0	
Stickley Museum	1	
Museum of Modern Art	8	
Museum Pass Total	34	20

Exams Proctored	0	0
Quiet Study Room - number of times used	42	43

October 9, 2018
11:47 AM

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 09/30/18

Page No: 1

2018

2017

Assets

01-100-01	Petty Cash	291.92	291.92
01-100-02	Lakeland - Operating Checking	188,379.46	136,230.73
01-100-03	Lakeland - Payroll Account	4,950.57	5,248.61
01-100-04	Lakeland CD Accounts	257,000.00	0.00
01-100-05	Atlantic Stewardship Bank CD	0.00	255,645.01
01-100-08	Lakeland - Capital Reserve	12,020.39	12,011.41
01-100-10	Lakeland - Restricted Donations	22,335.78	20,168.84
01-140-01	Furniture & Fixtures	249,358.32	249,358.32
01-140-02	Property Plant Improvements	93,253.00	93,253.00
01-140-03	Computer Equip & Related Asset	140,163.52	140,163.52
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>1,011,522.70</u>	<u>956,141.10</u>

Liabilities & Fund Balance

01-200-10	Salaries & Wages Payable	0.00	12,077.46
01-200-11	Sick Hrs Year End Accrual	26,453.00	26,453.00
01-211-00	Section 125 Withholding HDV	4,932.20	2,189.02
01-212-00	PERS 414/CINS Withholding	19,120.92	18,722.68
01-218-00	Reserve for Encumbrances	<u>152,463.45</u>	<u>197,899.66</u>
	Total Liabilities	202,969.57	257,341.82
01-351-03	Restricted Fund Balance	191,127.79	191,127.79
01-390-04	Plant Fund - Investment in Fixed Assets	519,159.84	519,159.84
01-390-05	Fund Balance	<u>11,488.35-</u>	<u>11,488.35-</u>
	Total	698,799.28	698,799.28
	Revenue	1,285,712.31	0.00
	Less Expenses	<u>1,175,958.46</u>	<u>0.00</u>
	Net	<u>109,753.85</u>	<u>0.00</u>
	Total Fund Balance	<u>808,553.13</u>	<u>698,799.28</u>
	Total Liabilities & Fund Balance	<u>1,011,522.70</u>	<u>956,141.10</u>

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Montville Township Public Library
Check Register By Check Id

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Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 12941 to 12988
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
12941	09/30/18	ALA ALA	305.00		34
12942	09/30/18	ALLAN005 Allan Kleiman	30.16		34
12943	09/30/18	ANGELINA Angelina Cucci	4.47		34
12944	09/30/18	BAKER005 Baker & Taylor	0.00	09/30/18 VOID	0
12945	09/30/18	BAKER005 Baker & Taylor	0.00	09/30/18 VOID	0
12946	09/30/18	BAKER005 Baker & Taylor	0.00	09/30/18 VOID	0
12947	09/30/18	BAKER005 Baker & Taylor	0.00	09/30/18 VOID	0
12948	09/30/18	BAKER005 Baker & Taylor	0.00	09/30/18 VOID	0
12949	09/30/18	BAKER005 Baker & Taylor	6,307.19		34
12950	09/30/18	BARNE005 Barnes & Noble, Inc.	99.47		34
12951	09/30/18	BERNARDS Bernards Township Library	19.95		34
12952	09/30/18	BIBLIOTH Bibliotheca, LLC	498.94		34
12953	09/30/18	BOONTON Boonton Elks Lodge #1405	375.00		34
12954	09/30/18	DEANQ005 Dean Quilici Electrical	2,339.25		34
12955	09/30/18	DEMCO005 Demco, Inc.	137.76		34
12956	09/30/18	DIREC005 Direct Energy Business	61.34		34
12957	09/30/18	DR GEORG Dr. George Robb	100.00		34
12958	09/30/18	ELIZA005 Elizabeth Johansen	230.00		34
12959	09/30/18	EXCEL005 Excellent Building Services	2,115.00		34
12960	09/30/18	FITZS005 Fitzsimmons Irrigation & Light	193.74		34
12961	09/30/18	GREGO005 Gregory J. Della Pia	916.66		34
12962	09/30/18	HEBAH EM Hebah Emara	94.29		34
12963	09/30/18	HUGHE005 Hughes Environmental	588.00		34
12964	09/30/18	IFPTE005 IFPTE	120.52		34
12965	09/30/18	JERSE005 Jersey Central Power & Light	5,941.07		34
12966	09/30/18	MICHELEM Michele Magnotta	50.00		34
12967	09/30/18	MICHELEM Michele Magnotta	50.00		34
12968	09/30/18	NJLA0005 NJLA	240.00		34
12969	09/30/18	NJNAT005 NJ Natural Gas Co.	277.75		34
12970	09/30/18	NOLANASC Nolan Asch	175.00		34
12971	09/30/18	OPTIM005 Optimum	184.94		34
12972	09/30/18	PETAL005 Petals of Pine Brook Florist	29.95		34
12973	09/30/18	PROLI005 Pro Libra Associates Inc.	189.76		34
12974	09/30/18	RISAS005 Risa Skerker	34.22		34
12975	09/30/18	STAPL005 Staples Advantage	859.26		34
12976	09/30/18	SUNRI005 Sunrise ShopRite	319.09		34
12977	09/30/18	SYNCB005 SYNCB/AMAZON	188.80		34
12978	09/30/18	TECHN005 Technology Integrators	100.00		34
12979	09/30/18	TECHN005 Technology Integrators	100.00		34
12980	09/30/18	TECHN005 Technology Integrators	100.00		34
12981	09/30/18	THE HOME Georgianne Jackofsky	300.00		34
12982	09/30/18	THE MUSE The Museum of Modern Art	1,500.00		34
12983	09/30/18	THOMA005 Thomas Klise/Crimson Multimed	487.12		34
12984	09/30/18	TOWNS005 Township of Montville	17,130.05		34
12985	09/30/18	ULINE Uline	44.13		34
12986	09/30/18	UNITE005 United Parcel Service	43.14		34
12987	09/30/18	VENMILL VenMill Industries	159.98		34
12988	09/30/18	VERI0010 VERIZON	470.72		34

Check # Check Date Vendor			Amount Paid	Reconciled/Void Ref Num
12988 VERIZON				
Report Totals				
		Continued		
		<u>Paid</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	43	43,511.72	0.00
	Direct Deposit:	0	0.00	0.00
	Total:	43	43,511.72	0.00

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Montville Township Public Library
Check Register By Check Id

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	7-01	99.47	0.00	0.00	99.47
	8-01	43,291.73	0.00	120.52	43,412.25
Total of All Funds:		43,391.20	0.00	120.52	43,511.72

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Page No: 1

Revenue Account Range: First		to Last to Last	Include Non-Anticipated: Yes		Year To Date As Of: 09/30/18			
Budget Account Range: First			Include Non-Budget: No		Current Period: 09/01/18 to 09/30/18			
Print Zero YTD Activity: No					Prior Year: 09/01/17 to 09/30/17			
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real	
8-01-401-01	Fines Income	1,132.96	15,000.00	1,214.06	12,239.57	2,760.43-	82	
8-01-401-03	Copier Income	95.00	1,400.00	118.85	825.16	574.84-	59	
8-01-401-05	Computer Print Outs Income	385.81	3,900.00	369.14	2,756.15	1,143.85-	71	
8-01-401-07	Township Income	139,735.00	1,685,526.00	140,460.50	1,264,144.50	421,381.50-	75	
8-01-401-08	Donations Income	0.00	0.00	1.71	1.71	1.71	0	
8-01-401-09	Lost Items	150.00	2,000.00	49.00	1,419.87	580.13-	71	
8-01-401-10	State Aid Income	0.00	9,400.00	0.00	0.00	9,400.00-	0	
8-01-401-11	Miscellaneous Income	4.00	500.00	0.00	0.00	500.00-	0	
8-01-401-15	Interest Income	30.60	700.00	20.11	1,081.04	381.04	154	
8-01-401-16	Lost Cards	22.00	300.00	48.00	295.50	4.50-	98	
8-01-401-18	Disks/Faxes	58.00	700.00	68.05	502.80	197.20-	72	
Program Total		141,613.37	1,719,426.00	142,349.42	1,283,266.30	436,159.70-	75	
8-01-402-30	Restricted Contributions	1,612.40	4,500.00	83.42	2,446.01	2,053.99-	54	
Fund 01 Revenue Total		143,225.77	1,723,926.00	142,432.84	1,285,712.31	438,213.69-	75	
Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-601-010	Salaries & Wages Expense	48,220.49	710,000.00	49,528.41	462,270.72	0.00	247,729.28	65
8-01-601-100	Taxes/FICA/UE	3,734.80	55,000.00	3,815.67	38,543.78	0.00	16,456.22	70
8-01-601-110	Health Benefits Expense	8,640.38	101,200.00	0.00	77,957.76	0.00	23,242.24	77
8-01-601-120	PERS Expense	0.00	81,070.00	0.00	60,843.26	0.00	20,226.74	75
8-01-601-130	DCRP Expense	0.00	3,000.00	0.00	1,767.44	0.00	1,232.56	59
8-01-601-150	Temporary Staff	1,854.28	5,000.00	189.76	10,422.29	0.00	5,422.29-	208
Program Total		62,449.95	955,270.00	53,533.84	651,805.25	0.00	303,464.75	68
8-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-602-010	Collection Development Software	0.00	7,500.00	0.00	5,720.00	0.00	1,780.00	76
8-01-602-020	Adult Books	6,477.66	25,000.00	2,090.24	33,054.59	2,867.31	10,921.90-	144
8-01-602-030	Adult BODC	375.01	5,000.00	89.50	2,086.68	725.00	2,188.32	56
8-01-602-040	Adult DVD	1,262.27	14,500.00	787.25	15,189.24	464.92	1,154.16-	108

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-01-602-050	Adult eBooks	500.96	6,000.00	353.95	4,733.39	0.00	1,266.61	79
8-01-602-060	Adult eAudio	0.00	5,000.00	144.99	3,394.92	138.96	1,466.12	71
8-01-602-070	Adult Music CD	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
8-01-602-090	Periodicals	0.00	9,000.00	0.00	2,488.43	6,000.00	511.57	94
8-01-602-110	Games	507.38	7,000.00	487.12	4,549.49	0.00	2,450.51	65
8-01-602-120	J Books	1,620.79	30,000.00	2,559.40	20,161.96	1,485.34	8,352.70	72
8-01-602-130	J BOD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-140	J DVD	184.97	3,000.00	33.13	408.49	310.59	2,280.92	24
8-01-602-150	J eBooks	0.00	1,000.00	0.00	602.03	0.00	397.97	60
8-01-602-160	J eAudio	0.00	500.00	0.00	604.99	0.00	104.99	121
8-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-180	YA Books	404.67	10,000.00	896.42	8,033.76	1,090.33	875.91	91
8-01-602-190	YA BOD	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-602-210	YA eBooks	0.00	500.00	0.00	136.90	0.00	363.10	27
8-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
Program Total		11,333.71	130,000.00	7,442.00	101,164.87	13,082.45	15,752.68	88
8-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-603-230	Program - Adult	1,200.00	15,800.00	196.09	14,501.28	1,670.00	371.28	102
8-01-603-240	Program - Children	599.24	5,000.00	9.22	4,805.37	350.00	155.37	103
8-01-603-250	Program - Summer Reading	0.00	5,720.00	0.00	8,173.78	4.19	2,457.97	143
8-01-603-260	Museum Passes	0.00	3,500.00	1,500.00	4,070.00	0.00	570.00	116
8-01-603-270	Programs YA	141.12	2,500.00	229.67	2,051.88	80.00	368.12	85
8-01-603-280	Library-wide Cultural/Family Programing	144.52	3,500.00	0.00	1,198.28	1,139.97	1,161.75	67
8-01-603-300	Technology Programming	1,100.00	4,980.00	300.00	2,600.00	1,300.00	1,080.00	78
Program Total		3,184.88	41,000.00	1,842.80	37,400.59	4,544.16	944.75	102
8-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-604-010	Business Office/Library/Print	1,416.21	13,000.00	1,123.91	15,451.76	0.00	2,451.76	119
8-01-604-070	Postage - Supplies	50.00	2,500.00	50.00	573.00	0.00	1,927.00	23
8-01-604-080	Freight-Shipg (Non-Collection)	70.37	1,300.00	43.14	316.36	0.00	983.64	24
Program Total		1,536.58	16,800.00	1,217.05	16,341.12	0.00	458.88	97
8-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-605-040	PR - Mailing	826.00	2,000.00	0.00	1,143.00	0.00	857.00	57
8-01-605-060	PR - Materials	258.62	3,000.00	106.26	1,281.52	138.21	1,580.27	47
8-01-605-070	Staff/Volunteer Recognition	0.00	1,000.00	0.00	1,416.54	0.00	416.54	142

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		1,084.62	6,000.00	106.26	3,841.06	138.21	2,020.73	66
8-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-606-010	Staff Development	564.66	4,000.00	0.00	2,069.63	0.00	1,930.37	52
8-01-606-020	Professional Expenses	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
8-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	1,000.00	98.76	281.13	0.00	718.87	28
8-01-606-040	Professional Dues	25.00	1,000.00	240.00	390.00	0.00	610.00	39
8-01-606-050	Conference Travel	430.52	6,000.00	305.00	3,391.50	0.00	2,608.50	57
Program Total		1,020.18	14,500.00	643.76	6,132.26	0.00	8,367.74	42
8-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-607-010	Utilities - Electric	6,260.42	68,000.00	5,941.07	45,178.33	0.00	22,821.67	66
8-01-607-030	Utilities - Gas	727.57	25,000.00	339.09	12,543.99	0.00	12,456.01	50
8-01-607-040	Utilities - Telephone	814.89	6,000.00	470.72	5,070.59	0.00	929.41	85
8-01-607-050	Internet Provider	419.69	2,500.00	184.94	1,710.44	0.00	789.56	68
Program Total		8,222.57	101,500.00	6,935.82	64,503.35	0.00	36,996.65	64
8-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-608-010	Plant - Repairs, Bldgs, Grounds	7,910.00	35,000.00	2,927.25	24,983.55	15,688.00	5,671.55-	116
8-01-608-030	Plant - Cleaning/Maintenance	2,115.00	5,000.00	2,115.00	19,215.00	0.00	14,215.00-	384
8-01-608-040	Plant - Fire/Burglery Alarm	260.00	4,000.00	0.00	2,270.30	702.50	1,027.20	74
8-01-608-050	Plant - HVAC Maintenance	3,710.00	16,000.00	0.00	7,531.00	0.00	8,469.00	47
8-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	193.74	2,170.71	0.00	829.29	72
8-01-608-080	Plant - Offsite Storage	177.00	750.00	0.00	708.00	0.00	42.00	94
8-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
8-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	222.81	0.00	277.19	45
Program Total		14,172.00	65,250.00	5,235.99	57,101.37	16,390.50	8,241.87-	113
8-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	1,431.87	0.00	11,568.13	11
8-01-609-050	EM - Copiers	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
8-01-609-070	Software	0.00	3,000.00	0.00	974.06	0.00	2,025.94	32
8-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
8-01-609-100	EM - Postage Meter	0.00	800.00	0.00	510.12	0.00	289.88	64

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
Program Total		0.00	19,000.00	0.00	2,916.05	0.00	16,083.95	15
8-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-610-010	Color Copy Usage	984.56	4,000.00	0.00	2,289.18	0.00	1,710.82	57
8-01-610-020	Copier Usage B&W	79.70	1,000.00	0.00	129.78	0.00	870.22	13
Program Total		1,064.26	5,000.00	0.00	2,418.96	0.00	2,581.04	48
8-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-611-010	Audit	0.00	7,000.00	0.00	6,000.00	0.00	1,000.00	86
8-01-611-020	Accounting Fees	1,000.00	10,000.00	916.66	8,249.96	0.00	1,750.04	82
8-01-611-030	MAIN Assessment	0.00	50,000.00	0.00	49,320.48	0.00	679.52	99
8-01-611-070	Computer Support & Service	6,085.00	6,000.00	0.00	5,235.50	0.00	764.50	87
8-01-611-100	Web Site Maintenace	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
8-01-611-150	Legal	465.00	7,000.00	0.00	200.00	0.00	6,800.00	3
8-01-611-250	Board Secretary	230.00	2,800.00	230.00	2,070.00	0.00	730.00	74
8-01-611-260	Payroll Service Fee	756.59	8,000.00	682.51	6,162.60	0.00	1,837.40	77
8-01-611-320	Other Professional Services	0.00	1,000.00	30.16	338.91	0.00	661.09	34
8-01-611-340	QPA	208.33	3,000.00	0.00	0.00	0.00	3,000.00	0
8-01-611-350	Strategic Plan Project	8,667.00	0.00	0.00	0.00	0.00	0.00	0
Program Total		17,411.92	95,800.00	1,859.33	77,577.45	0.00	18,222.55	81
8-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-612-010	Township In-Kind Services	0.00	45,900.00	11,083.57	44,334.28	0.00	1,565.72	97
8-01-612-020	Township Insurances	0.00	25,200.00	6,046.48	24,185.92	0.00	1,014.08	96
8-01-612-030	O/E- Contingencies	0.00	10,000.00	0.00	0.00	4,268.00	5,732.00	43
8-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
8-01-612-060	O/E - Board Misc	44.58	1,500.00	96.42	1,622.75	0.00	122.75-	108
Program Total		44.58	83,100.00	17,226.47	70,142.95	4,268.00	8,689.05	90
8-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
8-01-613-010	ELL Program Grant Expenses	0.00	0.00	0.00	3,935.20	0.00	3,935.20-	0
Program Total		0.00	0.00	0.00	3,935.20	0.00	3,935.20-	0
Fund 01 Expend Total		121,525.25	1,533,220.00	96,043.32	1,095,280.48	38,423.32	399,516.20	74

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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
8-01		143,225.77	142,432.84	1,285,712.31	121,525.25	96,043.32	1,133,703.80	152,008.51
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
8-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
8-02-802-020	Display Shelving	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-802-110	Soft Seating	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
8-02-802-140	Security Cameras	0.00	5,000.00	0.00	5,190.00	0.00	190.00-	104
8-02-802-180	Curtains/Shades Pio Costa	0.00	40,000.00	0.00	15,871.20	1,950.00	22,178.80	45
Program Total		0.00	57,500.00	0.00	21,061.20	1,950.00	34,488.80	40
8-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-803-170	Landscaping	0.00	5,000.00	0.00	840.00	0.00	4,160.00	17
8-02-803-190	LED Light Fixture Project	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
8-02-803-210	Chiller	0.00	75,000.00	0.00	0.00	9,500.00	65,500.00	13
Program Total		0.00	95,000.00	0.00	840.00	9,500.00	84,660.00	11
8-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-804-010	Computer Equipment	3,041.68	10,000.00	0.00	2,627.77	0.00	7,372.23	26
8-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	1,666.49	0.00	833.51	67
Program Total		3,041.68	12,500.00	0.00	4,294.26	0.00	8,205.74	34
8-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
8-02-805-030	Capital Contingency	339.98	25,000.00	0.00	4,609.20	0.00	20,390.80	18
Program Total		339.98	25,000.00	0.00	4,609.20	0.00	20,390.80	18
CAPITAL BUDGET Expend Total		3,381.66	190,000.00	0.00	30,804.66	11,450.00	147,745.34	22

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
8-02	CAPITAL BUDGET	0.00	0.00	0.00	3,381.66	0.00	42,254.66	42,254.66-

Montville Township Public Library
Statement of Revenue and Expenditures - Operating

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
8-01		143,225.77	142,432.84	1,285,712.31	121,525.25	96,043.32	1,133,703.80	152,008.51
8-02	CAPITAL BUDGET	0.00	0.00	0.00	3,381.66	0.00	42,254.66	42,254.66-
	Final Total	143,225.77	142,432.84	1,285,712.31	124,906.91	96,043.32	1,175,958.46	109,753.85