

Moorestown Library Board of Trustees Meeting

Moorestown, NJ 08057

OFFICIAL ACTION

Meeting Agenda

May 27, 2020

7:00 PM

Members in attendance: Dee Bertino, Jamie Boren, Joan Serpico, Caroline Joyce, Susan LaGatta, Beth Misselhorn, Mary McMahon, Tom Merchel, Micki Ginsberg,

Members not in attendance: Jackie Brownell

The meeting was called to order at 7:02 pm by Ms. Bertino.

Open Public Meetings Act Statement

“Notice of this meeting has been provided in accordance with the Open Public Meetings Act”
by:

1. Posting a notice on the bulletin board at the Library and Municipal Complex
2. Emailing a notice to the Burlington County Times and Philadelphia Inquirer
3. Posting on the Library Board web page

The above posting, filing and mailing having taken place on the 22nd day of May 2020.

Public Comment

None

Meeting Minutes

None

Financial Discussions

1. Cash Disbursements Analysis Report

A motion was made by Ms. Ginsberg and seconded by Ms. McMahon to approve the Cash Disbursements Analysis Report.

VOTE: 8-0

2. Cash Receipts Analysis Report

A motion was made by Ms. Boren and seconded by Ms. Joyce to approve the Cash Receipts Analysis Report.

VOTE: 8-0

3. April 2020 Budget Statement

A motion was made by Ms. McMahan and seconded by Ms. Misselhorn to approve the April 2019 Budget Statement.

VOTE: 8-0

4. Invoices in excess of \$2,000.00

An invoice from McNaughton/Brodart in the amount of \$4,104.24 in connection with the annual renewal of the McNaughton book rental program for 7/20-6/21.

A motion was made by Ms. McMahan and seconded by Ms. Joyce to approve the payment of the invoice to McNaughton/Brodart.

VOTE: 8-0

Directors Report

See Attached.

There have been over 1700 views to the virtual story time.

Joann, Tasha and Barb have redesigned the library website home page and Jenn and Robin the teen page.

The summer reading program READsquared is being offered by the state for FREE this year.

Moorestown Memory Book and Archive-COVID-19: a story of loss and hope in Moorestown, NJ : The library is partnering with the historical society. Ms. Boren suggested reaching out to Debbie McGeorge, who has been photographically documenting Moorestown and its residents since the pandemic began. She will reach out to Mrs. McGeorge and ask her to get in touch with Ms. Serpico.

Ms. McMahan questioned who would be redesigning spaces in the library for reopening. Ms. Serpico indicated that department heads are redesigning their own spaces.

Resolutions:

RESOLUTION NO. 2020-2

RESOLUTION TO ADOPT A POLICY FOR A PHASED PLAN FOR REOPENING MOORESTOWN LIBRARY

WHEREAS, the Moorestown Library Board of Trustees, County of Burlington and State of New Jersey, has previously established various policies and procedures for the operation of the Moorestown Library, and

WHEREAS, Governor Murphy signed Executive Order No. 103 declaring a State of Emergency and a Public Health Emergency throughout the State, and

WHEREAS, as a result of the State of Emergency and Public Health Emergency throughout the State the Moorestown Library closed to the public, and

WHEREAS, the Public Health Emergency requires that the Moorestown Board of Trustees assess the current need for new policies in order to both be protective of public health conditions and to also provide services to the public while doing so in a safe and healthy manner for the benefit of both the public and Library employees, and

WHEREAS, the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, after due deliberation desires to adopt a Phased Plan for Reopening the Library to the Public, as attached hereto; and

NOW THEREFORE, BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, does hereby approve and adopt the following Phased Plan for Reopening the Library to the Public, as set forth as Exhibit "A" attached hereto.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on May 27, 2020.

BOARD OF TRUSTEES MOORESTOWN LIBRARY

	Motion	Aye	Nay	Abstained	Absent
Deanne Bertino		X			
Jamie Boren		X			
Jackie Brownell					X
Mickie Ginsberg		X			
Carolyn Joyce		X			
Susan LaGatta	2 nd	X			
Mary McMahon	X	X			
Beth Misselhorn		X			
Thomas Merchel					X

Moorestown Library Phased Reopening Plan

Introduction:

The following reopening plan is based on *Best Practices for Reopening New Jersey Libraries: Managing libraries during the COVID-19 pandemic* provided by Taskforce On Post COVID- 19 Alignment, Trends and Strategies (TOPCATS)

This plan involves staff gradually coming back into the building to work. Good faith attempts will be made to rotate the in-building staff so that all take turns working in-building and working from home. Complete equity of staff time in-building and working-from-home is probably not possible, given specialization of tasks.

We propose that a Summer Fine Amnesty start upon reopening and continue throughout the summer. This will provide us good will especially among those who may have suffered financial hardship as a result of the COVID-19 crisis. It will also alleviate cash handling concerns.

Phase 1: Moorestown Library Closed to the Public

This phase will allow Moorestown Library to comply with strict public safety and health directives.

Phase 2: Moorestown Library Prepares for Opening

This phase will allow Moorestown Library to prepare for a return to work before opening to the public.

Phase 3: Moorestown Library Operates with Limited Services

This phase will allow libraries to resume some operations and services using cautionary steps.

Phase 4: Moorestown Library Opens with Expanded Services

This phase will allow Moorestown Library to expand operations and increase services.

Phase 5: Moorestown Library Operates in a New Normal.

This phase will prepare libraries for an extended period of public health disruption.

Moving through Phases

The library will abide by all applicable Executive Orders issued by the Governor. A decision to move between phases should be based on official state and county orders as well as library readiness.

Phase 1: MOORESTOWN LIBRARY CLOSED TO THE PUBLIC

This phase will allow Moorestown Library to comply with strict public safety and health directives.

Safety & Security

- Close library to prevent or minimize human-to-human contact and the transmission of disease.

Library Operations

- Close building to the public.
- Allow patrons to retain items checked out until further notice.
- Conduct regular building walk-throughs and checks by director or other personnel.
- Require staff to stay home.
- Schedule essential staff (determined by library director) on-site or remote work based on the needs of the library. Schedule other staff to work-from-home based on organizational needs.

- Close book drop.
- Communicate with staff and patrons regularly and frequently.
- Extend due dates, card expirations, hold pickup dates, etc. until further notice.
- Waive or circumvent fines and blocks on patron accounts.
- Suspend deliveries of materials, subscriptions and mail.
- Hold Board of Trustee meetings online. (PDF)

Service, Programming & Patron Support

- Promote digital offerings.
- Provide programming via live-streaming or pre-recorded videos.
- Provide patron support via chat, email and other digital means.

Phase 2 – MOORESTOWN LIBRARY PREPARES FOR OPENING

This phase will allow library to prepare for a return to work before opening to the public.

Safety & Security

- Prepare the building for the return of staff, using safety protocols and products recommended by health officials.
 - Require employees to wear masks and maintain social distancing.
 - Provide sanitizing products for staff and for the public.
 - Required staff to clean areas of shared workspace after their shift (public desk stations, shared computers).

- Establish special cleaning procedures with maintenance crews in all areas of the building, including disinfecting of keyboards, touchscreens, tables and other surfaces.
- Prepare your materials management plan based on professional recommendations such as advice from the Northeast Document Conservation Center.

Library Operations

- Close building to the public.
- Determine which employees are called back on an as-needed basis for specific tasks.
- Schedule staff in the building in phases and on a staggered basis. Keep same teams together.
- Space employee desks and workstations so they are a minimum 6 feet apart.
- Open book drops for return of materials, subscriptions and mail.
- Begin receiving deliveries of newly purchased books and other purchased supplies.
- Mail and newspaper deliveries resume.
- Follow recommended quarantine guidelines.
- Hold Board of Trustee meetings online. (PDF)

Services, Programming & Patron Support

- Promote digital offerings.
- Provide programming via live-streaming or pre-recorded videos.
- Provide patron support via phone, chat, email and other digital means.

Phase 3- MOORESTOWN LIBRARY OPERATES WITH LIMITED SERVICES

This phase will allow library to resume some operations and services using cautionary steps.

Safety & Security

- Require staff to wear masks and maintain social distancing.
- Continue special cleaning schedules as defined in Phase 2.
- Implement materials management protocols.

Library Operations

- Close building to the public.
- Re-evaluate the need for more on-site employees and schedule staff in the building in phases and on a staggered basis. Keep same teams together.
- Continue a telework option for select employees to limit the number of people on site.
- Draft a plan for opening building for the public in preparation for Phase 4.
- Host small-group staff meetings using distancing recommendations but continue to host larger group meetings virtually.

- Resume ordering of books and materials such as popular titles and major releases.
- Hold Board of Trustee meetings online. (PDF)
- Implement materials management plan developed in Phase 2

Services, Programming & Patron Support

- Encourage use of digital materials.
- Provide access to collection or items-on-hold via curbside pickup
 - Establish pre-set hours for pickup.
 - Limit number of items for pickup.
 - Limit number of people who may pick up items at one time.
- Consider live-streaming programs hosted at library with no public attendance.
- Provide customer support via phone, chat platform, email or other virtual means.

Phase 4 – MOORESTOWN LIBRARY OPENS WITH EXPANDED SERVICES

This phase will allow library to expand operations and increase services.

Safety & Security

- Prepare building for the public.
 - Require staff wear masks and maintain social distancing
 - Continue special cleaning schedules as defined in Phase 2.
 - Limit number of people in building using recommendations from health officials.
 - Require members of the public entering the building to wear masks.
 - Provide distance markers where lines form.
 - Reconfigure public spaces to allow for social distancing – remove furniture, spread out seating, public computers, etc.
- Require patrons to wipe down computer keyboards, mice and surrounding surfaces with antiseptic wipes after each use.

Library Operations

- Open building to the public with limited hours of operation.
 - Continue scheduling staff in phases and on staggered basis.
 - Host staff meetings using distancing recommendations but continue to host larger group meetings virtually
- Assess management of fines, due dates and holds pickup.
 - Resume book/materials purchasing, cataloging and processing.
 - Host Board of Trustees meetings on site.
 - Continue materials management plan developed in Phase 2.

Services, Programming & Patron Support

- Provide access to public computers by appointment and help using remote desktop tools.
- Offer and encourage self-checkout, self-service holds pick up, remote printing and other self-service solutions.

- Open stacks and collections to public. Use signs and floor tape to indicate one-way or one-person-at-a-time access for aisles. Plexiglass will be in place for Circulation Desk, Reference Desk and Children's Desk.
 - Encourage continued use of digital materials.
 - Encourage continued use of curbside pickup.

- Establish pre-set hours for pickup.
- Limit number of items for pickup.
- Limit number of people who may pick up items at one time.
 - Continue to offer live-streaming of programs hosted at library with no public attendance.
 - Provide patron support via phone, chat, email or other virtual means.

Phase 5 – MOORESTOWN LIBRARY OPERATES IN A NEW NORMAL

This phase will prepare the library for an extended period of disruption.

Safety & Security

- Follow public health directives for cleaning of surroundings, wearing masks and social distancing

Library Operations

- Open building to the public with regular hours of operation.
- Spread seating and workstations apart and mark areas for social distancing.
- Reevaluate materials management plan developed in Phase 2.

Services, Programming & Patron Support

- Resume regular programming following social distancing guidelines.
- Resume regular in-person and virtual patron support, including one-on-one appointments.

Summer Reading Program:

Friday, June 19 – Sunday, August 30

Given the nature of the health crisis and the difficulty of enforcing social distancing children, Summer Reading will likely be largely or completely virtual.

We will use READsquared online reading program provided by the State Library for logging books and activities. Online registration and logging will be strongly encouraged.

All Phases: Patrons will be able to register and/or participate online via the Readsquared app. Patron support will be available via email and chat. Prizes will be distributed weekly via email.

Phase 2 and beyond: Patron support will also be available via phone. Patrons who cannot log reading online or through the app can call the library to record their books weekly.

Phase 3 and beyond: Patrons will also be able to pick up bags with preschool activity sheets and books needed to complete the program via curbside pickup.

Summer Reading Events:

All Phases: Zoom programming will begin the week of July 6. All Zoom programs will require registration.

- Fun Factor (Math games for grades 3-5)
- Scratch Coding (grades 3-5)
- Book Discussion Groups (grades 1-3, 4-6, 7-9, 10-12)

Phase 3 and beyond: Craft kits will be available for curbside pickup.

Teen Volunteering:

Students entering grades 7+ will have several options for earning service hours through the library:

- Make a "How-to" video for younger children that is posted on the library website
- Send a contribution to the Moorestown COVID-19 Memory Book
- Join the Teen Summer Reading Club and write book reviews

Teens can submit requests for community service hours through the Teen page.

RESOLUTION NO. 2020-3

RESOLUTION TO ADOPT A CHANGE TO MOORESTOWN LIBRARY POLICIES

WHEREAS, the Moorestown Library Board of Trustees, County of Burlington and State of New Jersey, has previously established various policies and procedures for the operation of the Moorestown Library, and

WHEREAS, Governor Murphy signed Executive Order No. 103 declaring a State of Emergency and a Public Health Emergency throughout the State, and

WHEREAS, the Public Health Emergency requires that the Moorestown Board of Trustees assess the current need for new policies in order to both be protective of public health conditions and to also provide services to the public while doing so in a safe and healthy manner for the benefit of both the public and Library employees, and

WHEREAS, the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, after due deliberation desires to adopt the changes delineated to Library Policies and Procedures, as attached hereto; and

NOW THEREFORE, BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, does hereby approve the policies until further Notice, as set forth as Exhibit "A" attached hereto.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on May 27, 2020.

BOARD OF TRUSTEES MOORESTOWN LIBRARY

	Motion	Aye	Nay	Abstained	Absent
Deanne Bertino		X			
Jamie Boren		X			
Jackie Brownell					X
Mickie Ginsberg		X			
Carolyn Joyce	2 nd	X			
Susan LaGatta		X			
Mary McMahan	X	X			
Beth Misselhorn		X			
Thomas Merchel					X

Reopening Policies

ATTACHMENT A

Updates/Additions to Moorestown Library Policies May 2020

Due to the continuing State of Emergency, current library policies are being updated to comply with current Executive Orders and recommendations of the County Health Department and can be updated at any time as the situation evolves.

Circulation Policy

When the library is closed, fines are being waived. As part of a Summer Fine Amnesty, fines will continue to be waived through August 30, 2020.

Meeting Room

During a pandemic health crisis, the library's meeting rooms are closed until further notice.

Internet and Computer Use

During a public health crisis, a limited number of computers will be available to the public to allow for social distancing and cleaning. Computer use may need to be scheduled and time may be limited.

Employee Dress

Employees may be required to wear personal protective masks and gloves while performing duties for the library.

Limiting the Number of Individuals in the Library at One Time

The Library will abide by the New Jersey Executive Orders and work with County Health Officials to determine the maximum number of individuals that safely can be in the library at any given time and if additional precautions are mandatory. That figure will include staff as well as the public. Staff is preparing for a metered access approach depending on guidelines on how many people can gather based on recommended limits.

Patron Conduct

Library patrons are asked to wear a face covering in the building and practice social distancing.

Quarantining Deliveries and Items Returned by the Public

The library will quarantine library materials for these suggested periods of time based on type of item:

- 72 hours for paper-based items
- 72 hours for CDs, DVDs, plastic covered books and courier totes

Curbside pickup of library materials

Moorestown Library may institute a contactless curbside pickup of library materials while the library remains closed to the public and under limited staffing.

Resources:

New Jersey State Library: COVID-19 Pandemic Resources and Plans for Library Reopening

<https://www.njstatelib.org/covid-19-pandemic-resources-and-plans-for-library-reopening/>

Taskforce on Post COVID-19 Alignment, Trends and Strategies: Best Practices for Reopening NJ Libraries

<https://docs.google.com/document/d/1kR5nSW4XuCdIjSt3rGmrDkwV4PxxhJkTfvmhPIFoOmvk/edit>

New Business:

Ms. Serpico and Mrs. Bertino discussed changes that occur because of the shift of power in town council and the potential need for the library board to have its own attorney to represent only the interest of the library. Mrs. Bertino reached out to Mr. Tom Coleman, an attorney in and resident of Moorestown who formerly served as a solicitor for the Township. He currently serves as solicitor for other municipalities. Mr. Coleman offered to answer questions for the board gratis, and if his services were needed for additional work, he would charge a significantly discounted rate. He will bill us at a pro rata rate of \$140.00 per hour. Mr. Coleman is not requiring a contract from the library and is offering his service as a way to give back to the community. All concur that this is in the best interest of the Library and are incredibly grateful for his offer. Mrs. McMahan asked if Mr. Coleman would be willing to introduce himself to the trustees and he said he would.

Thank you to the Friends of the library for the donation of the book trucks that will be used for quarantining books!

Public Comment

None

Adjournment

A motion was made to adjourn the meeting by Mr. Boren at 8:17 pm and seconded by Ms. LaGatta.

VOTE: 7-0

The next meeting is Tuesday, June 25th at 7:00 pm

FORMAL OFFICIAL ACTION MAY BE TAKEN ON ANY ITEM ON THE OFFICIAL ACTION AGENDA

If you require special accommodations, please contact the Library Director at (856) 234-0333 at least 24 business hours prior to the meeting so that appropriate accommodations may be made.

Director's Report

May 27, 2020

Thank you to our pandemic heroes:

- Pete Bender from Moorestown Hardware for selling plexiglass at cost
- Bill Hallowell – local repairman and craftsman for building custom plexiglass barriers for the library without charging for his labor
- Friends of the Library – funding COVID-19 supplies like stanchions for crowd control and vinyl basket trucks for quarantining materials
- Moorestown Schools for including our survey on their website

Circulation of eBooks, audiobooks, streaming movies has increased significantly. Materials offered via Hoopla increased over 200% in March (compared to March 2019) and over 300% in April (compared to April 2019). We have been adding more available copies in Overdrive to shorten the waiting time. Circulation of eBooks and digital audiobooks in Overdrive virtually doubled in April (compared to April 2019).

Virtual Programming has been popular for all ages. The virtual story times have logged over 1400 views! Teens have participated in two college prep tips sessions with their parents and adults have been gathering via Zoom to learn about gardening and to knit together.

Library Website has been redesigned to highlight digital material, programming and new projects and partnerships.

READsquared is a Summer reading platform offered FREE by the State Library for two years to any library who is interested. READsquared will provide a fun way for kids to list books they have read, write book reviews, participate in activities, and, of course, earn points toward prizes. Virtual programs will also be a part of Summer Reading including a kickoff event, *Legends and Myths from Mount Olympus*, presented by Traveling Lantern Theatre Company (June 14-21). Summer Reading will start early and end later this year: June 19 – August 30.

Moorestown Memory Book and Archive-COVID-19: a story of loss and hope in Moorestown, NJ

The Library is partnering with the Moorestown Historical Society on a Memory Book and Archive project to document the COVID-19 experience. Patrons can submit pictures, letters, stories or tributes via an online form or by mail to the Library or the Historical Society. The Library will be creating a scrapbook and the artifacts will be stored at the Historical Society for future generations.

Library Staff have been working remotely throughout the building closure and all are planning to return for the phased reopening.

We have received 163 responses to the **How Can Moorestown Library Help You? Survey**.

**MOORESTOWN LIBRARY
MAY 2019
ACTUAL VS 2018 BUDGET EXPENDITURES STATEMENT**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	2019 PROPOSED BUDGET	2019 BUDGET YTD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	YTD ACTUAL TOTAL	YTD Favorable/ (Unfavorable) Actual vs BUDGET	Notes:									
INCOME																			
1 Township Appropriation	1,487,888.00	697,978.64	119,575.33	119,575.33	119,575.33	119,575.33	119,575.33	597,876.65	0.01										
2 Supplemental Appropriation																			
3 Building Expense	125,000.00	62,083.34	10,416.67	10,416.67	10,416.67	10,416.67	10,416.67	52,083.35	0.01										
4 State Aid	8,000.00	333.33					9,071.00	9,071.00	9,071.00	2018 check									
5 Meeting Room Fees	800.00	333.33					225.00	225.00	(108.33)										
6 Interest	500.00	208.33	6.83	6.32	7.02	5.79	6.12	32.08	(176.25)										
7 Fines	17,000.00	7,083.33	1,404.82	1,018.20	1,601.70	1,280.79	1,274.79	6,480.10	(623.23)										
8 Lost Books	2,500.00	1,041.67	211.60	85.00	405.02	184.60	402.43	1,285.65	253.98										
9 Photocopy Machine	2,100.00	875.00	235.00	101.60	241.75	348.70	242.75	1,259.40	384.40										
10 Non-Resident Replacement & Interest Cont Fees	2,000.00	833.33	200.00	200.00	10.00	200.00	208.00	735.00	(86.33)										
11 Computer Printing	4,000.00	1,686.67	389.60	270.20	387.15	522.15	479.65	1,979.25	312.99										
12 Miscellaneous	1,800.00	750.00	3.00	17.60	32.25	60.00	28.48	142.23	(657.77)										
13 Book Sales	7,500.00	3,125.00	298.00	100.50	2,225.75	183.60	88.50	2,904.25	(220.75)										
TOTAL INCOME	1,650,884.00	685,875.65	132,538.85	151,876.52	134,802.64	142,043.53	132,780.42	674,063.96	8,167.51										
EXPENSES (PERSONNEL)																			
21 Salaries	774,444.00	318,018.33	56,478.70	57,166.86	72,086.64	54,622.32	65,348.37	305,702.89	10,315.44										
22 FICA	54,212.00	22,698.33	4,340.85	4,373.27	4,469.80	4,190.73	5,126.74	22,503.28	85.04										
23 State Assessments	617.00	257.08	60.31	81.85	52.44	58.90	55.20	298.80	(41.72)										
24 PERS	90,989.00	90,989.00						90,989.00											
25 DCRP	4,223.00	1,759.58	150.80	176.22	150.19	141.86	190.02	809.99	948.99										
26 Workman's Comp & other Ins.	112,317.62	55,158.78	62.79	61.69	28,794.12	49.66	28,146.21	67,104.46	(845.70)										
27 Group Health Insurance	174,188.00	72,838.18	17,042.63	15,670.93	15,670.93	11,286.17	13,818.16	75,488.72	(650.54)										
28 Dental Insurance	6,036.00	2,104.87	491.03	445.26	445.25	339.75	403.35	2,064.63	70.24										
29 Prescription Plan	18,843.00	7,769.73	1,917.34	1,846.43	1,646.43	1,258.76	1,482.87	7,851.82	(182.18)										
30 Vision	1,200.00	500.00	160.00		160.00			300.00	200.00										
PERSONNEL EXPENSES	1,235,657.62	571,063.87	80,944.45	79,602.89	214,484.80	71,948.14	114,673.82	597,233.70	9,850.17										
EXPENSES (OPERATING)																			
34 Library Materials	120,000.00	60,000.00	8,897.03	9,340.16	6,289.98	5,373.64	10,760.42	40,431.23	9,568.77										
35 Supplies	17,500.00	7,291.67	397.87	1,433.76	625.98	1,840.02	478.69	4,516.24	2,775.43										
36 Postage	3,100.00	1,600.00	459.93			555.50		1,119.43	484.57										
37 Telephone																			
38 Travel and Conference	1,600.00	625.00				110.00		110.00	516.00										
39 Audit	5,000.00	5,000.00				92.00		92.00	4,908.00										
40 Photocopy Services	11,000.00	4,583.33	47.34	1,638.86	819.93	636.60		3,343.73	1,239.60										
41 Computer Services	120,000.00	55,583.33	34,817.22	556.68	7,789.62	(160.66)	9,636.16	62,748.00	2,834.33										
42 Payroll Services	13,500.00	1,456.35	226.56	415.74	222.52	343.93	216.42	1,426.18	33.14										
43 Miscellaneous	3,000.00	2,410.67	695.68	871.44	1,750.48	2,410.37	203.67	6,031.64	(3,614.87)										
44 Legal						1,518.00		1,518.00	(1,518.00)										
45 Building Expense	125,000.00																		
OPERATING EXPENSES	419,600.00	128,868.33	46,441.55	14,357.64	17,680.61	12,727.40	21,226.28	111,333.36	17,225.87										
46 Board Approved Expenses	20,300.00	20,300.00						20,300.00											
TOTAL EXPENSES	1,675,767.62	719,942.21	126,086.00	83,960.23	282,345.11	84,676.64	135,799.18	692,965.08	27,076.15										
INCOME (LOSS)	(18,873.62)	(64,066.56)	6,452.85	37,919.29	(117,542.47)	67,367.99	(3,018.76)	(18,902.10)	36,263.45										
53 Opening Balance			399,452.80	401,895.85	439,803.94	322,261.47	379,649.46												
54 (Allocated Reserves)																			
55 Income			132,638.85	131,978.52	134,802.64	142,063.53	132,780.42												
56 Available Balance			527,971.65	533,784.17	574,606.58	464,325.00	512,428.88												
57 Less Expenses			129,086.00	83,960.23	282,345.11	84,676.64	135,799.18												
Closing Balance			401,895.85	439,803.94	322,261.47	379,649.46	376,630.70												

08/20/19

Moorestown Library
Cash Receipts Analysis Report
 May 2019

Type	Date	Memo	Original Amo...	Paid Amo...
Replacement Card Fee				
Deposit	5/24/2019	Deposit	5.00	5.00
Total Replacement Card Fee				<u>5.00</u>
Total 4006 - Membership Card Fees				
				305.00
4007 - Photo-Copier Income				
Deposit	5/8/2019	Deposit	45.90	45.90
Deposit	5/17/2019	Deposit	90.50	90.50
Deposit	5/31/2019	Deposit	105.75	105.75
Total 4007 - Photo-Copier Income				<u>242.15</u>
4008 - Miscellaneous Income				
Deposit	5/14/2019	Boscov's	5.00	5.00
Deposit	5/17/2019	fax q1-2019	24.48	24.48
Total 4008 - Miscellaneous Income				<u>29.48</u>
4009 - Book Sale				
Deposit	5/9/2019	Deposit	15.00	15.00
Deposit	5/10/2019	Deposit	17.50	17.50
Deposit	5/14/2019	Deposit	21.00	21.00
Deposit	5/14/2019	Deposit	7.00	7.00
Deposit	5/17/2019	Deposit	6.50	6.50
Deposit	5/21/2019	Deposit	5.00	5.00
Deposit	5/24/2019	Deposit	21.00	21.00
Deposit	5/29/2019	Deposit	4.50	4.50
Deposit	5/31/2019	Deposit	1.00	1.00
Total 4009 - Book Sale				<u>98.50</u>
4011 - Computer Printing				
Deposit	5/8/2019	Deposit	73.75	73.75
Deposit	5/10/2019	Deposit	7.50	7.50
Deposit	5/14/2019	Deposit	7.50	7.50
Deposit	5/17/2019	Deposit	120.25	120.25
Deposit	5/24/2019	Deposit	65.00	65.00
Deposit	5/28/2019	pnc credit	19.25	19.25
Deposit	5/29/2019	Deposit	15.75	15.75
Deposit	5/30/2019	pnc credit	5.00	5.00
Deposit	5/31/2019	Deposit	115.95	115.95
Total 4011 - Computer Printing				<u>429.95</u>
TOTAL				<u><u>132,780.42</u></u>

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Moorestown Library
Cash Receipts Analysis Report
May 2019

Type	Date	Memo	Original Amo...	Paid Amo...
4000 - Township Appropriation				
Deposit	5/1/2019	Deposit	129,992.00	129,992.00
Total 4000 - Township Appropriation				129,992.00
4001 - Interest				
100 - MM Susquehanna				
Deposit	5/31/2019	Interest	5.06	5.06
Total 100 - MM Susquehanna				5.06
200 - Operating Susquehanna				
Deposit	5/31/2019	Interest	1.06	1.06
Total 200 - Operating Susquehanna				1.06
Total 4001 - Interest				5.12
4002 - Fines				
Deposit	5/2/2019	Deposit	23.00	23.00
Deposit	5/4/2019	pnc credit	18.00	18.00
Deposit	5/5/2019	Deposit	75.65	75.65
Deposit	5/8/2019	pnc credit	21.30	21.30
Deposit	5/10/2019	Deposit	103.65	103.65
Deposit	5/10/2019	pnc credit	12.50	12.50
Deposit	5/11/2019	pnc credit	24.00	24.00
Deposit	5/14/2019	Deposit	44.70	44.70
Deposit	5/14/2019	Deposit	95.35	95.35
Deposit	5/14/2019	pnc credit	15.78	15.78
Deposit	5/17/2019	Deposit	72.45	72.45
Deposit	5/17/2019	pnc credit	121.09	121.09
Deposit	5/20/2019	pnc credit	63.70	63.70
Deposit	5/21/2019	Deposit	98.19	98.19
Deposit	5/21/2019	pnc credit	11.50	11.50
Deposit	5/24/2019	Deposit	134.85	134.85
Deposit	5/24/2019	pnc credit	83.00	83.00
Deposit	5/25/2019	pnc credit	53.75	53.75
Deposit	5/28/2019	pnc credit	18.00	18.00
Deposit	5/28/2019	Deposit	90.45	90.45
Deposit	5/28/2019	pnc credit	1.65	1.65
Deposit	5/30/2019	pnc credit	36.75	36.75
Deposit	5/31/2019	Deposit	55.30	55.30
Total 4002 - Fines				1,274.79
4003 - Lost Books				
Deposit	5/10/2019	Deposit	62.49	62.49
Deposit	5/10/2019	pnc credit	20.00	20.00
Deposit	5/14/2019	Deposit	26.98	26.98
Deposit	5/14/2019	pnc credit	15.99	15.99
Deposit	5/17/2019	Deposit	11.99	11.99
Deposit	5/17/2019	pnc credit	65.05	65.05
Deposit	5/20/2019	pnc credit	41.98	41.98
Deposit	5/21/2019	Deposit	31.03	31.03
Deposit	5/24/2019	Deposit	60.94	60.94
Deposit	5/28/2019	Deposit	5.99	5.99
Deposit	5/29/2019	pnc credit	16.00	16.00
Deposit	5/31/2019	Deposit	28.99	28.99
Deposit	5/31/2019	PNC CREDIT	25.00	25.00
Total 4003 - Lost Books				402.43
4005 - Membership Card Fees				
Non Resident Card				
Deposit	5/3/2019	pnc credit	100.00	100.00
Deposit	5/7/2019	pnc credit	100.00	100.00
Deposit	5/8/2019	pnc credit	100.00	100.00
Total Non Resident Card				300.00

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Moorestown Library
Cash Disbursements Analysis Report
May 2019

Type	Date	Num	Name	Memo	Paid Amount
5000 - Salaries					
Check	5/1/2019		HEALTH BENEFITS TRANSFER	HEALTH BENEFITS MAY 2019	4,528.88
Check	5/10/2019		PAYROLL TRANSFER	may 2019 retro pay	8,503.25
Check	5/10/2019		PAYROLL TRANSFER	MAY 2019 1ST PAY	25,676.08
Check	5/21/2019	4505	THE TOWNSHIP OF MOORESTOWN	Check date 5/15/19 & 5/31/19	383.04
Check	5/28/2019		PAYROLL TRANSFER	MAY 2019 2nd PAY	26,357.12
Total 5000 - Salaries					65,348.37
5001 - FICA					
Check	5/10/2019		PAYROLL TRANSFER	may 2019 retro pay	719.35
Check	5/10/2019		PAYROLL TRANSFER	MAY 2019 1ST PAY	2,173.91
Check	5/28/2019		PAYROLL TRANSFER	MAY 2019 2nd PAY	2,235.48
Total 5001 - FICA					5,128.74
5003 - Health Benefits					
Check	5/1/2019		HEALTH BENEFITS TRANSFER	HEALTH BENEFITS MAY 2019	13,818.16
Total 5003 - Health Benefits					13,818.16
5004 - Dental Plan					
Check	5/1/2019		HEALTH BENEFITS TRANSFER	HEALTH BENEFITS MAY 2019	403.35
Total 5004 - Dental Plan					403.35
5005 - Prescriptions					
Check	5/1/2019		HEALTH BENEFITS TRANSFER	HEALTH BENEFITS MAY 2019	1,482.97
Total 5005 - Prescriptions					1,482.97
5006 - Payroll Services					
Check	5/21/2019	4506	ADP, Inc	INV #634929567	216.42
Total 5006 - Payroll Services					216.42
5007 - Library Materials					
Check	5/21/2019	4507	SYNCR/AMAZON		430.34
Check	5/21/2019	4508	BAKER & TAYLOR BOOKS	ACCT#7501120	20.72
Check	5/21/2019	4508	BAKER & TAYLOR BOOKS	ACCT#L608850	839.97
Check	5/21/2019	4508	BAKER & TAYLOR BOOKS	ACCT#C004077	0.00
Check	5/21/2019	4509	CENTER POINT LARGE PRINT BOOKS	INV #1587958 LARGE PRINT	137.82
Check	5/21/2019	4510	COURIER-POST	NEWSPAPER SUBSCRIPTI...	612.05
Check	5/21/2019	4511	MIDWEST TAPE	INV#97203031, 973339568	1,230.37
Check	5/21/2019	4511	MIDWEST TAPE	INV# 96944649, 97083576	1,233.54
Check	5/21/2019	4512	INGRAM BOOK COMPANY	ATTACHED	1,237.71
Check	5/21/2019	4513	LIBRARY IDEAS LLC	VOX BOOKS	535.72
Check	5/21/2019	4514	NEW READERS PRESS	INV #6710608 NEWS FOR Y...	56.94
Check	5/21/2019	4515	SCHOLARS IN PRINT	INV#8525	311.00
Check	5/21/2019	4521	BRODART CO	INV #M168552 MCNAUGHT...	4,188.00
Check	5/21/2019	4521	BRODART CO	2 % DISCOUNT	-83.76
Total 5007 - Library Materials					10,750.42
5009 - Supplies					
5009-10 - Administration Supplies					
Check	5/21/2019	4507	SYNCR/AMAZON	TONER CARTRIDGES	0.00
Check	5/21/2019	4507	SYNCR/AMAZON		94.04
Total 5009-10 - Administration Supplies					94.04
5009-20 - Children's Supplies					
Check	5/21/2019	4516	A.C. MOORE, INC.	012003.050104	21.91
Check	5/21/2019	4518	DUNNE, JENNIFER	REIMBURSE PER ATTACHED	9.94
Total 5009-20 - Children's Supplies					31.85
5009-60 - Tech Service Supplies					
Check	5/21/2019	4517	DEMCO	INV#6502400	292.70
Total 5009-60 - Tech Service Supplies					292.70
Total 5009 - Supplies					418.59

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Moorestown Library
Cash Disbursements Analysis Report
 May 2019

Type	Date	Num	Name	Memo	Paid Amount
5014 - PERS					
10 - DCRP					
Check	5/21/2019	4505	THE TOWNSHIP OF MOORESTOWN	Check date 5/15/19 & 5/31/19	190.92
Total 10 - DCRP					190.92
Total 5014 - PERS					190.92
5015 - State assessments					
Check	5/10/2019		PAYROLL TRANSFER	may 2019 retro pay	7.22
Check	5/10/2019		PAYROLL TRANSFER	MAY 2019 1ST PAY	25.96
Check	5/28/2019		PAYROLL TRANSFER	MAY 2019 2nd PAY	22.92
Total 5015 - State assessments					55.20
5017 - Miscellaneous					
5017-70 - Bank Fees					
Check	5/31/2019			Service Charge	131.67
Check	5/31/2019			Service Charge	36.00
Check	5/31/2019			Service Charge	36.00
Total 5017-70 - Bank Fees					203.67
Total 5017 - Miscellaneous					203.67
5018 - Insurance					
Check	5/1/2019		INSURANCE TRANSFER	2nd QTR 2019	28,079.39
Check	5/21/2019	4505	THE TOWNSHIP OF MOORESTOWN	Check date 5/15/19 & 5/31/19	66.83
Total 5018 - Insurance					28,146.21
5019 - Computer Services					
Check	5/21/2019	4519	LIBRARY AUTOMATION TECHNOLOGI...	INV #5361 EASY SIGN SYS...	1,439.29
Check	5/21/2019	4520	KAREN CAMPBELL	CONSTANT CONTACT 1/2 Y...	298.88
Check	5/21/2019	4522	EBSCO INFORMATION SERVICES	INV #1000100850-1 DISCOV...	7,898.00
Total 5019 - Computer Services					9,636.16
TOTAL					135,796.18