

Bloomfield-Eastern Greene County Public Library
Board of Trustees Meeting Agenda
Wednesday, November 2 at 5PM EST in the Library Community Room

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report/Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
 - a. Overtime Rule Change: <https://www.dol.gov/featured/overtime>
9. New Business
 - a. Bookkeeper/Treasurer/Personnel Discussion
 - b. Policies for digital creativity equipment
10. Public Comment
11. Adjournment

Register Of Claims
BLOOMFIELD-EASTERN GREENE CO LIBRARY
 125 S FRANKLIN ST
 BLOOMFIELD , IN 47424

11/2/2016

From: 10/1/2016 To: 10/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19005	KIMBERLY PORTER				\$34.64
19006	SEWAGE DISPOSAL WORKS				\$74.00
19007	DUKE ENERGY				\$1,544.53
19008	ENA Services LLC				\$703.50
19009	JEREMY INMAN				\$320.00
19010	INDIANA STATE LIBRARY				\$43.06
19011	GADELLNET CONSULTING SERVICES				\$75.00
19012	Amplified Tech Services LLC				\$937.50
19013	LIBRARY JOURNAL				\$157.99
19014	NATIONAL GEOGRAPHIC SOCIETY				\$31.03
19015	BIRDS & BLOOMS				\$18.00
19016	BEDFORD OFFICE SUPPLY				\$38.00
19017	OVERDRIVE, INC				\$188.93
19018	HASEMAN PEST CONTROL OFFICE				\$65.00
19019	CENGAGE LEARNING				\$85.23
19020	GREENE COUNTY TREASURER				\$12.00
19021	MARGARET DEVAULT				\$28.50
19022	KIMBERLY PORTER				\$3.75
19023	WYATT HASLER				\$7.90
19024	Jacob Swango				\$3.95
19025	BAKER & TAYLOR				\$1,532.15
19026	FINDAWAY WORLD				\$629.95
19027	AMAZON				\$219.10
19028	AMAZON				\$1,029.07
19029	INDIANA DEPT OF REVENUE				\$1,000.92
19030	PERF				\$1,415.15
19031	US TREASURY				\$4,924.12
19032	MIDWEST NATURAL GAS CORP				\$44.36
19033	John Musgraves				\$128.34
19035	ROBERT TURNER				\$60.04
19036	FINDAWAY WORLD				\$19.99
19037	UNIQUE MANAGEMENT SERVICE				\$141.64
19038	HICOM INC				\$110.00
19039	CENTURYLINK				\$3.08
19040	DEMCO				\$177.31
19041	UDWI				\$236.00
19042	ANTHEM				\$1,404.02
19043	RICOH USA INC				\$41.94

Register Of Claims
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 125 S FRANKLIN ST
 BLOOMFIELD , IN 47424

11/2/2016

From: 10/1/2016 To: 10/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19044	CENGAGE LEARNING				\$85.23
19045	BAKER & TAYLOR				\$1,254.99
19046	GREENE COUNTY DAILY WORLD				\$114.00
19047	EASTERN HEIGHTS UTILITIES				\$51.25
19048	MARGARET DEVAULT				\$17.69
19049	MIKAILA EDMUNDSON				\$15.86
19050	John Musgraves				\$33.62
19051	MICHELE ROGERS				\$1,458.33
19052	MIKAILA EDMUNDSON				\$19.00
19053	DELTA DENTAL				\$86.19
19054	AT&T				\$130.14
19055	B & C Disposal				\$20.00
19056	FINDAWAY WORLD				\$119.98
19057	BEDFORD OFFICE SUPPLY				\$38.00
19058	U.S. BANK				\$326.20
19059	BRODART CO				\$59.54
19060	RICOH USA INC				\$162.92
19061	HASEMAN PEST CONTROL OFFICE				\$65.00
19062	OVERDRIVE, INC				\$3,000.00
19063	HUGHES ELECTRIC				\$377.00
19066	John Musgraves				\$92.50
19067	ROBERT TURNER				\$74.48
19069	CENTER POINT LARGE PRINT				\$128.82
19072	VISION SERVICE PLAN				\$23.86
19075	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				\$144.27
19077	WYATT HASLER				\$7.90
19078	TASHA HUDSON				\$42.56
19084	INDIANA DEPT OF WORKFORCE DEVELOPMENT				\$410.74

Register Of Claims
BLOOMFIELD-EASTERN GREENE CO LIBRARY
 125 S FRANKLIN ST
 BLOOMFIELD , IN 47424

11/2/2016

From: 10/1/2016 **To:** 10/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
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I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-6.

_____, 20_____

Fiscal Officer

Allowance of Vouchers

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in Lieu of signing each claim the governing body is allowing.)

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$25,849.76 . Dated 11/2/2016

DINAH FULLER

DON HEINTZMAN

LUKE RUDISILL

ROGER AXE

JUDY BRANSTETTER

KRISTIE BLADEN

MARTHA MARMOUZE

Board Members

Payroll Claim Register
BLOOMFIELD-EASTERN GREENE CO LIBRARY

125 S FRANKLIN ST
 BLOOMFIELD , IN 47424

From: 11/01/16 To: 11/01/16

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
19085			\$440.56	21947	\$361.11
19086			\$534.67	DD19086	\$432.78
19087			\$226.28	21948	\$202.32
19088			\$1,467.90	DD19088	\$1,070.00
19089			\$429.42	21949	\$352.46
19090			\$828.65	21950	\$662.65
19091			\$2,133.29	DD19091	\$1,595.64
19092			\$354.82	21951	\$323.23
19093			\$485.24	21952	\$429.42
19094			\$2,506.14	DD19094	\$1,928.40
19095			\$1,694.67	DD19095	\$1,455.56
19096			\$2,058.93	21953	\$1,651.10
19097			\$1,118.17	DD19097	\$973.86
19098			\$374.75	21954	\$328.67
19099			\$432.33	21955	\$304.73
19100			\$3,500.00	DD19100	\$2,420.82
19101			\$174.08	DD19101	\$152.67
19102			\$178.04	21956	\$156.14
19103			\$630.62	21957	\$546.42
19104			\$883.83	21958	\$709.40
19105			\$307.11	21959	\$257.43
19106			\$1,950.29	DD19106	\$1,591.55

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim		
			\$22,709.79				
			\$17,906.36				
200.1.2070	Perf Employees Share	\$288.22	200.1.2071	Health Insurance Employees S \$304.56	200.1.2274	State and County	\$60.99
200.1.2274	State and County	\$1,094.20	200.1.2275	FICA Employees \$1,389.12	200.1.2274	State and County	\$86.81
200.1.2276	Medicare Employees	\$324.88			200.1.2274	State and County	\$78.80
					200.1.2274	State and County	\$157.70
					200.1.2274	State and County	\$85.81

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-6.

_____, 20_____

Fiscal Officer

Allowance of Vouchers

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in Lieu of signing each claim the governing body is allowing.)

We have examined the claims listed on the foregoing Register of Claims, consisting 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$17,906.36 Dated 11/2/2016

DINAH FULLER

DON HEINTZMAN

LUKE RUDISILL

ROGER AXE

JUDY BRANSTETTER

KRISTIE BLADEN

MARTHA MARMOUZE

Board Members

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, October 12, 2016

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, October 12, at 5:04PM in the community room at the library. Those present were Luke Rudisill, presiding, Don Heintzman, Judy Branstetter, Kristie Bladen, Roger Axe, Austin Stroud, Library Director, a member of the public: John Musgraves, and Kelly Slaven a reporter from the Greene County Daily World.

Approval of Claims and Minutes:

Trustees approved by their signatures the claims and payroll claims. Kristie made a motion to approve the minutes and Roger seconded it. All present were in favor.

Treasurers Report:

CLAIMS:

PAYROLL: Claim #18980 to 19003 for **\$17,807.61**.

CLAIMS: Claim #18923 to 18969, Claim #18971 to 18979, and Claim #19004 for **\$31,503.41**.

Note: These claims are high because they contain LSTA grant purchases. We'll get 90% of that money back after submitting for reimbursement (we pay 10%).

BALANCE THE BUDGET:

- Transferring \$1,758.32 from Salary of Treasurer to Salary of Library Assistants.
- Transferring \$2,458.10 from Salary of Treasurer to Salary of Substitutes.
- Transferring \$200 from Building Repair to Legal Services.
- Transferring \$1,495.80 from Improvements – Other to Furniture and Equipment.

BUDGET STATUS:

Through nine months of the year, we strive to be at or under 75% (3/4th of the year) in each of the four budget categories as well as overall. See the appropriation report through September 30, 2016 for the full numbers.

2016/Current Year through September 30, 2016

Personnel/Personal Services	74.97 % spent
Supplies	45.60 % spent
Other Services	46.87 % spent

Capital Outlays 57.77 % spent

OVERALL 63.91 % spent

2015/Prior Year Comparison through September 30, 2015

Personnel/Personal Services 78.29 % spent

Supplies 50.56 % spent

Other Services 52.84 % spent

Capital Outlays 70.40 % spent

OVERALL 68.83 % spent

Judy made a motion to approve the treasurer's report and Roger seconded it. All present were in favor.

Librarians Report:

Events/Programming

We wrapped up another full season of having a presence at the Bloomfield Farmer's Market on September 30. Our role next year is to be determined, but we expect that there will be changes again to the Farmer's Market time and/or location from this year.

We held a second meeting of the professional staff members to start working on the 2017-2019 Strategic Plan on October 3. Another planning meeting date/time will likely be announced soon, and there will be a date in November for public comments and feedback.

We had a booth at the Apple Festival, once again, with the Literacy Coalition. We raised an amazing \$336, which is about triple what we raised last year and double two years ago. This was the first year we tried offering two games – both mini-golf and basketball.

Community/Professional Involvement

We expect to launch a Little Free Library in Mineral, sponsored by Tri-Kappa, sometime in the next few weeks.

I attended the Literacy Coalition annual meeting, and a Friends of the Library board meeting.

Other

We have received most of the new technology-related equipment for the LSTA grant. We are working on a training plan now to get this equipment going. We still have to wait for new furniture to put out some things.

There are some building/grounds things that John Musgraves would like to discuss when we get to the building and grounds report.

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Austin Stroud, Director
RE: Personnel Report
DATE: October 12, 2016

Beginning Employment

- None.

Ending Employment

- None.

Job Changes

- None.

Finance Committee Report:

Austin presented an overview of our finances and the latest report we had received from Hilliard Lyons.

Building & Grounds Committee Report:

Austin discussed the carpet plan/furniture, and how things went. Roger said if we have any extra study carrels, he may be interested in them.

Don discussed the gardens/grounds. Don said he'd like to put a sign into the shade garden. The Master Gardeners lost a lot of members and aren't going to be able to adopt it as they had hoped. He plans to put a citizen's garden sign about having volunteers.

Roger mentioned that Eagle Scouts need to do projects. Roger suggested sending them a letter. Austin liked the idea, especially for the Eastern branch.

John Musgraves mentioned an issue with a problem with the structure of the building in the NW corner. John said it could involve quite some cost to fully safeguard the foundation from further damage. The cost for additional materials at a minimum it would be less than \$100. Water caving. It has carved a lot of sand and dirt away from the building and started eroding against the concrete of the foundation. The cost of materials and an additional \$100/week for two weeks is asked by John. John recommends a concrete a path.

Old Business:

None.

New Business:

2017 Budget Adoption was signed by board members, and Roger made a motion and Kristie seconded. All were in favor.

Overtime rule change. Austin shared that he and the branch manager at the library will be impacted by this rule change. The library has to decide whether to start paying overtime, or increase salaries to the new threshold before December 1, 2016. Luke mentioned that if we paid Austin for 43 hours/week (3 hours/week in overtime), it would equal out to what the increase in salary amounts to. We'll talk about this again at the November meeting.

Surplus furniture/silent auction. Austin shared the winning bids from the silent auction for our old furniture. Don made a motion to transfer the furniture to the Friends of the Library Board. Kristie seconded. All were in favor.

Austin asked that he be allowed to attend and stay the night at the annual Indiana Library Federation Conference in November. The cost to stay overnight is estimated to be about \$118 (\$138.06, but taxes will be excluded). He is a presenter there and involved in the running of a few of the evening receptions, too. Kristie made a motion to approve and Judy seconded. All were in favor.

Austin shared that he will be out of town for the November board meeting (the 9th) so we need to reschedule. He has a conflict on the 16th as well as the 15th. We may have to meet on an evening outside of a Wednesday. Austin will send out some dates by the end of the week, likely the 2nd or 15th.

Public Comment:

None.

Adjournment:

Judy moved to adjourn meeting and Don seconded it at 5:48 p.m. All present were in favor. The next meeting will be Wednesday, November 2 at 5pm, in the library's community room.

Secretary

TREASURER'S REPORT—October 2016

CLAIMS:

PAYROLL: Claim #19085 to 19106 for **\$17,906.36**.

CLAIMS: Claim #19005 to 19063, Claim #19066, Claim #19067, Claim #19069, Claim #19072, Claim #19075, Claim #19077, Claim #19078, & Claim #19084 for **\$25,849.76**.

BALANCE THE BUDGET:

- Transferring \$1,033.19 from Salary of Treasurer to Salary of Library Assistants.
- Transferring \$740.99 from Furniture and Equipment to Improvements – Other.

BUDGET STATUS:

Through ten months of the year, we strive to be at or under 83.33% (5/6ths of the year) in each of the four budget categories as well as overall. See the appropriation report through October 31, 2016 for the full numbers.

2016/Current Year through October 31, 2016

Personnel/Personal Services	83.34 % spent
Supplies	48.91 % spent
Other Services	53.10 % spent
Capital Outlays	65.46 % spent
OVERALL	71.44 % spent

2015/Prior Year Comparison through October 31, 2015

Personnel/Personal Services	87.22 % spent
Supplies	54.70 % spent
Other Services	59.96 % spent
Capital Outlays	76.34 % spent
OVERALL	76.75 % spent

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

10/31/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$143,471.08			\$69,291.75
	100 OPERATING		\$437,640.42	\$366,122.75	
	200 PAYROLL		\$48,875.42	\$48,654.45	
	300 PLAC		\$0.00	\$35.00	
	350 EVERGREEN FINES & FEES		\$158.31	\$268.63	
	400 GIFT		\$2,806.23	\$4,194.22	
	700 SALES TAX		\$12.06	\$9.58	
	850 STATE TECHNOLOGY		\$3,971.52	\$0.00	
	875 CONFERENCE SCHOLARSHIP		\$750.00	\$750.00	
			\$494,213.96	\$420,034.63	
2	FARMERS AND MECHA 101426998	\$151,241.44			\$161,372.89
	100 OPERATING		\$60,000.00	\$68,271.69	
	450 HUNTER TRUST		\$0.00	\$1,859.76	
			\$60,000.00	\$70,131.45	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

Treasurer Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

10/31/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
Total All Bank		\$294,712.52	\$554,213.96	\$490,166.08	\$230,664.64

Fund Balance Summary

Account Number	Account Name	Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
001	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$143.50	\$0.00	\$143.50
050	PETTY CASH	\$35.50	\$0.00	\$0.00	\$35.50	\$0.00	\$35.50
100	OPERATING	\$161,260.41	\$497,640.42	\$434,394.44	\$98,014.43	\$0.00	\$98,014.43
200	PAYROLL	\$244.82	\$48,875.42	\$48,654.45	\$23.85	\$0.00	\$23.85
300	PLAC	\$75.00	\$0.00	\$35.00	\$110.00	\$0.00	\$110.00
350	EVERGREEN FINES & FEES	\$641.13	\$158.31	\$268.63	\$751.45	\$0.00	\$751.45
400	GIFT	\$11,983.90	\$2,806.23	\$4,194.22	\$13,371.89	\$0.00	\$13,371.89
450	HUNTER TRUST	\$70,849.73	\$0.00	\$1,859.76	\$72,709.49	\$0.00	\$72,709.49
500	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	FLATER	\$1,177.64	\$0.00	\$0.00	\$1,177.64	\$0.00	\$1,177.64
600	SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$3,291.42	\$0.00	\$3,291.42
650	LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	SALES TAX	\$16.01	\$12.06	\$9.58	\$13.53	\$0.00	\$13.53
750	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850	STATE TECHNOLOGY	\$3,971.52	\$3,971.52	\$0.00	\$0.00	\$0.00	\$0.00
875	CONFERENCE SCHOLARSHIP	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$294,712.52	\$554,213.96	\$490,166.08	\$230,664.64	\$0.00	\$230,664.64

You are Out of Balance by this Amount **\$0.00**

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 10/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
001 CASH CHANGE FUND									
5 Income									
001.5.5000 Cash Change Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5 Income Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
100 OPERATING									
1 Personnel									
100.1.1110 Salary of Librarian	73,000.00	73,000.00	0.00	61,562.80	61,562.80	11,437.20	0.00	11,437.20	84.33%
100.1.1111 Salary of Librarians(Hourl	100,000.00	100,000.00	0.00	90,104.50	90,104.50	9,895.50	0.00	9,895.50	90.10%
100.1.1112 Salary of Library Assistan	25,000.00	25,000.00	0.00	29,549.83	29,549.83	-1,033.19	0.00	-1,033.19	132.27%
100.1.1113 Salary of Substitutes	9,500.00	9,500.00	0.00	14,089.77	14,089.77	326.43	0.00	326.43	200.06%
100.1.1114 Salary of Pages	18,000.00	18,000.00	0.00	15,644.00	15,644.00	2,356.00	0.00	2,356.00	86.91%
100.1.1115 Salary of Coordinators	18,500.00	18,500.00	0.00	14,167.28	14,167.28	4,332.72	0.00	4,332.72	76.58%
100.1.1120 Salary of Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1130 Salary of Treasurer	15,500.00	15,500.00	0.00	1,733.49	1,733.49	5,333.67	0.00	5,333.67	-43.22%
100.1.1210 Library FICA and Medicar	22,000.00	22,000.00	0.00	17,129.51	17,129.51	4,870.49	0.00	4,870.49	77.86%
100.1.1220 Unemployment	3,000.00	3,000.00	0.00	2,326.69	2,326.69	673.31	0.00	673.31	77.56%
100.1.1230 PERF Employer Contribu	15,000.00	15,000.00	0.00	10,798.62	10,798.62	4,201.38	0.00	4,201.38	71.99%
100.1.1240 Employee Group Insuran	14,000.00	14,000.00	0.00	12,491.11	12,491.11	1,508.89	0.00	1,508.89	89.22%
100.1.1241 Extra Personnel	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00%
1 Personnel Totals	323,500.00	323,500.00	0.00	269,597.60	269,597.60	53,902.40	0.00	53,902.40	83.34%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	7.14	7.14	42.86	0.00	42.86	14.28%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2210 Cleaning Supplies	1,300.00	1,300.00	0.00	865.09	865.09	434.91	0.00	434.91	66.55%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 10/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.3.3620 Equipment Repair	8,000.00	8,000.00	0.00	4,279.34	4,279.34	3,720.66	0.00	3,720.66	53.49%
100.3.3630 Janitorial Service	17,500.00	17,500.00	0.00	14,583.30	14,583.30	2,916.70	0.00	2,916.70	83.33%
100.3.3910 Dues	1,750.00	1,750.00	0.00	1,369.00	1,369.00	381.00	0.00	381.00	78.23%
100.3.3940 Transfer to LIRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3950 Circuit Breaker Reduction	15,100.00	15,100.00	0.00	0.00	0.00	15,100.00	0.00	15,100.00	0.00%
100.3.3955 Extra Services	15,550.00	15,550.00	0.00	0.00	0.00	15,550.00	0.00	15,550.00	0.00%
3 Other Services Totals	169,100.00	169,100.00	0.00	89,800.23	89,800.23	79,299.77	0.00	79,299.77	53.10%
4 Capital Outlays									
100.4.4210 Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4310 Improvements - Other	2,500.00	2,500.00	0.00	249.39	249.39	-740.99	0.00	-740.99	-
100.4.4410 Furniture and Equipment	9,000.00	9,000.00	0.00	10,883.30	10,883.30	1,108.30	0.00	1,108.30	109.69 154.17 %
100.4.4510 Books - Adult Fiction	9,500.00	9,500.00	0.00	7,158.87	7,158.87	2,326.63	0.00	2,326.63	75.20%
100.4.4520 Books - Adult Nonfiction	5,800.00	5,800.00	0.00	3,723.81	3,723.81	2,076.19	0.00	2,076.19	64.20%
100.4.4525 Books-Local History/Gen	500.00	500.00	0.00	155.00	155.00	345.00	0.00	345.00	31.00%
100.4.4530 Books - Children	7,250.00	7,250.00	0.00	3,252.87	3,252.87	3,997.13	0.00	3,997.13	44.87%
100.4.4540 Books - YA	3,250.00	3,250.00	0.00	2,546.31	2,546.31	713.68	0.00	713.68	78.66%
100.4.4550 Books - Eastern	6,500.00	6,500.00	0.00	4,180.28	4,180.28	2,319.72	0.00	2,319.72	64.31%
100.4.4610 Periodicals and News	3,000.00	3,000.00	0.00	1,289.69	1,289.69	1,710.31	0.00	1,710.31	42.99%
100.4.4710 Nonprint - Adult DVD	3,000.00	3,000.00	0.00	2,010.37	2,010.37	1,013.62	0.00	1,013.62	67.81%
100.4.4720 Nonprint - Music	1,000.00	1,000.00	0.00	592.05	592.05	407.95	0.00	407.95	59.21%
100.4.4730 Nonprint - Audiobooks	6,300.00	6,300.00	0.00	4,799.09	4,799.09	1,522.16	0.00	1,522.16	76.51%
100.4.4740 Nonprint - Childrens	2,000.00	2,000.00	0.00	778.71	778.71	1,172.55	0.00	1,172.55	36.50%
100.4.4750 Nonprint - YA	1,200.00	1,200.00	0.00	733.90	733.90	484.10	0.00	484.10	62.66%
100.4.4760 Nonprint - Eastern	4,200.00	4,200.00	0.00	3,442.53	3,442.53	757.47	0.00	757.47	81.97%
100.4.4761 Replacement Books/Non	500.00	500.00	0.00	354.93	354.93	135.08	0.00	135.08	68.99%
100.4.4765 Extra Capital Outlays	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00%
4 Capital Outlays Totals	70,500.00	70,500.00	0.00	46,151.10	46,151.10	24,348.90	0.00	24,348.90	65.46%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 10/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
Fund Total	577,600.00	577,600.00	0.00	412,640.42	412,640.42	164,959.58	0.00	164,959.58	71.44%
Total All Funds	577,600.00	577,600.00	0.00	412,640.42	\$412,640.42	164,959.58	0.00	164,959.58	71.44%

Internal Transfers

Fund	Account	MTD	YTD
100	100.1.1112 Salary of Library Assistants	\$3,516.64	\$3,516.64
100	100.1.1113 Salary of Substitutes	\$4,916.20	\$4,916.20
100	100.1.1130 Salary of Treasurer	(\$8,432.84)	(\$8,432.84)
100	100.3.3130 Legal Services	\$1,600.00	\$1,600.00
100	100.3.3610 Building Repair	(\$1,600.00)	(\$1,600.00)
100	100.4.4310 Improvements - Other	(\$2,991.60)	(\$2,991.60)
100	100.4.4410 Furniture and Equipment	\$2,991.60	\$2,991.60
100	100.4.4510 Books - Adult Fiction	(\$14.50)	(\$14.50)
100	100.4.4540 Books - YA	\$9.99	\$9.99
100	100.4.4710 Nonprint - Adult DVD	\$23.99	\$23.99
100	100.4.4730 Nonprint - Audiobooks	\$21.25	\$21.25
100	100.4.4740 Nonprint - Childrens	(\$48.74)	(\$48.74)
100	100.4.4750 Nonprint - YA	\$18.00	\$18.00
100	100.4.4761 Replacement Books/Nonprint	(\$9.99)	(\$9.99)
		\$0.00	\$0.00

Librarian's Report –Austin Stroud, Director – 11.2.16

Events/Programming

A public program will be held on Monday evening, 6-7PM for anyone from the public interested in giving input on the strategic plan for 2017-2019. The staff will be meeting a final time that afternoon, although we may meet again after the public program.

We plan to have an open house the first Saturday in December, to show off our renovations. It also coincides with a Happy Birthday, Indiana Bicentennial program for us.

Community/Professional Involvement

I attended a Literacy Coalition board meeting, and a Friends of the Library board meeting.

Mikaila Edmundson, Wade Wallace, & I will be presenting at the Indiana Library Federation (ILF) Annual Conference from 3:30-4:20 on Thursday, November 10. We'll be talking about our page program at the library, and the good and the bad we've been through at the library in the past year or so. You can see a preview of the presentation here: <http://www.slideshare.net/AustinStroud/redefining-teenstudent-roles-in-the-library>

The Little Free Libraries in Mineral and Newberry are still coming along. Those should launch very soon, and everyone involved in those communities is excited about it.

The Friends led our annual count week a couple of weeks back that we'll use for our annual report. I'll be tallying up the stats to send out very soon.

Other

Becca Feirer, Jacob Swango, & I have been busy getting used to all of the new equipment we have received from the LSTA Grant. We three will be leading staff trainings on various topics (Mac basics, iMovie, Photoshop, etc.) over the month of November. There may be some changes to the policies I present today, as our time was limited to get everything together. The equipment will be put out to the public on Friday, November 25 (day after Thanksgiving) with our first book-a-librarian sessions being scheduled for the week after with patrons. Jacob's job transition is part of this as we need someone to have ownership of the day-to-day training. Patrons must go through the training before they can use the new equipment. I'm hoping to transition other part-time staff into more defined roles/giving them ownership of certain areas as we get closer to the end of the year. This is all part of freeing up my plate, as well as the librarians on staff a bit more.

We had our first new furniture delivered! It looks great. Tasha Hudson & Kimberly Porter on staff have done an outstanding job leading this project. We still will have more coming, especially the computer table for upstairs (end of year arrival likely). I encourage you to check out the new furniture after the meeting if you have a chance!

LIBRARIAN'S REPORT Oct. 2016 BLOOMFIELD

November 2, 2016 Board Meeting

Juvenile Circulation	2016	2015	2014
Juvenile Fiction	937	1112	888
Juvenile Non-Fiction	161	142	132
Parent/Teacher	3	4	3
Juvenile Videos	0	3	6
Juvenile DVDs	203	215	247
Audiobooks/Gaming	16	20	17
B&C (Kits)	0	1	11
Juvenile Magazines	1	11	12
YA Books	205	294	226
YA Nonprint	66	43	50
Total Children's:	1592	1845	1592

Adult Circulation	2016	2015	2014
Fiction	892	821	975
Non-Fiction	298	324	392
Magazines	76	80	77
Music CDs	70	101	87
Audiobooks/Games	139/7	182	242
Playaways	93	90	99
Overdrive	850	605	507
DVDs	1205	1539	1772
Total Adult:	3630	3742	4151
TOTAL CIRCULATION:	5222	5587	5743

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	475	0	Books borrowed from ILL	
Teen	130			
Adult	766	204	Books borrowed from EI libraries	
Total Internet	1371			
Wireless	60	338	Books loaned to EI libraries	
Microfilm	0			
Total:	1431			
Programs:	235	children attended	13	programs
	37	teens attended	6	programs
	6	adults attended	1	program
Outreach:	0	items delivered to	0	Patrons
	95	items delivered to	13	offsite locations
	57	books delivered to	3	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	94	Fines and Fees	\$700.54
Magazines Added	32	Copier Fees	\$502.90
Adult AV items purchased	46	Other Fees	\$145.04
YA books purchase	27	Total:	\$1348.48
Children books purchased	12	Total Patrons: 1,824 New Resident Cards: 27 Number of Items: 46,921 Email Genealogy: 2 Freegal Downloads: 9 patrons downloaded 100 songs	
Children AV purchased	21		
Total Books Added	133		
Total AV Added	99		
Total of all items added:	232		

LIBRARIAN'S REPORT OCTOBER 2016
November 2, 2016 Board Meeting

EASTERN			
	2016	2015	2014
Juvenile Circulation			
Juvenile Fiction	232	249	206
Juvenile Nonfiction	20	15	21
Juvenile Periodicals	1	1	0
Audiobooks/Kits	5	5	5
DVDs/Videos	0*	0*	1
YA	6	15	28
Total Juvenile Circulation	264	285	261
Adult Circulation			
Fiction	134	144	201
Nonfiction	20	17	37
Periodicals	39	44	67
Audiobooks	20	31	27
DVDs/Videos	275	390	296
Music CDs	6	2	9
Games	21	7	0
Total Adult Circulation	515	635	637
TOTAL CIRCULATION	779	920	898
Additional Statistics			
New resident cards:	7		
Number of Patrons:	431		
Number of items:	8,738		
Computer/WIFI Use:	158/22 = 180 Total		
Programs/Attendance:	11 Programs w/48 in Attendance		
NEW ITEMS Purchased or donated to branches	Purchased:		
	Adult Books		25
	Adult A/V		17
	Magazines		12
	YA		2
	Children's Books		10
	Children's A/V		1
	Total:		67

*All DVD/video checkouts were combined as adult. // Park pass circ = 0

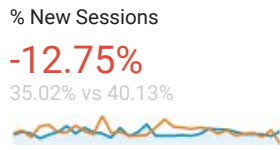
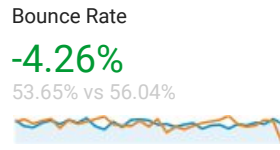
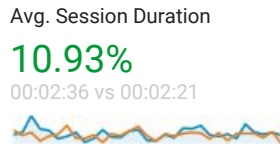
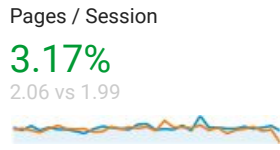
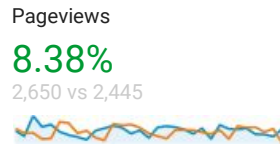
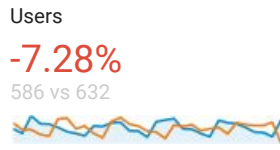
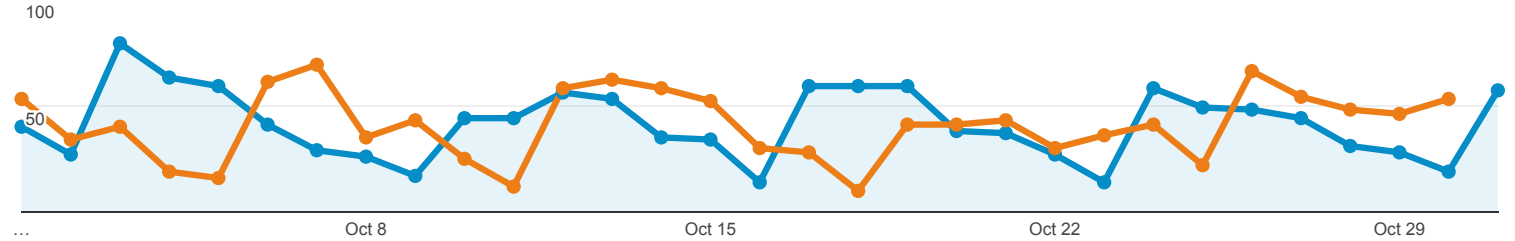
Oct 1, 2016 - Oct 31, 2016
Compare to: Sep 1, 2016 - Sep 30, 2016

Audience Overview

All Users
+0.00% Sessions

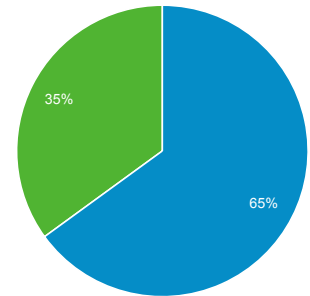
Overview

Oct 1, 2016 - Oct 31, 2016: Sessions
Sep 1, 2016 - Sep 30, 2016: Sessions

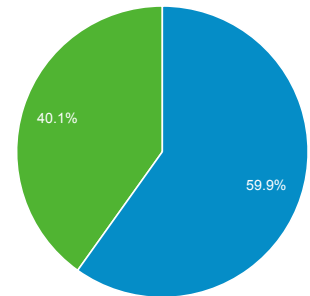


Returning Visitor (blue) New Visitor (green)

Oct 1, 2016 - Oct 31, 2016



Sep 1, 2016 - Sep 30, 2016



Language

Sessions % Sessions

Language	Period	Sessions	% Sessions
1. en-us	Oct 1, 2016 - Oct 31, 2016	1,255	97.44%
	Sep 1, 2016 - Sep 30, 2016	1,186	96.74%
	% Change	5.82%	0.72%
2. (not set)	Oct 1, 2016 - Oct 31, 2016	16	1.24%
	Sep 1, 2016 - Sep 30, 2016	0	0.00%
	% Change	100.00%	100.00%
3. es-419	Oct 1, 2016 - Oct 31, 2016	6	0.47%
	Sep 1, 2016 - Sep 30, 2016	3	0.24%
	% Change	100.00%	90.37%
4. en-gb			

Oct 1, 2016 - Oct 31, 2016	4		0.31%
Sep 1, 2016 - Sep 30, 2016	9		0.73%
% Change	-55.56%		-57.69%
5. es			
Oct 1, 2016 - Oct 31, 2016	2		0.16%
Sep 1, 2016 - Sep 30, 2016	4		0.33%
% Change	-50.00%		-52.41%
6. c			
Oct 1, 2016 - Oct 31, 2016	1		0.08%
Sep 1, 2016 - Sep 30, 2016	2		0.16%
% Change	-50.00%		-52.41%
7. de-de			
Oct 1, 2016 - Oct 31, 2016	1		0.08%
Sep 1, 2016 - Sep 30, 2016	0		0.00%
% Change	100.00%		100.00%
8. en			
Oct 1, 2016 - Oct 31, 2016	1		0.08%
Sep 1, 2016 - Sep 30, 2016	0		0.00%
% Change	100.00%		100.00%
9. en-ca			
Oct 1, 2016 - Oct 31, 2016	1		0.08%
Sep 1, 2016 - Sep 30, 2016	0		0.00%
% Change	100.00%		100.00%
10. th			
Oct 1, 2016 - Oct 31, 2016	1		0.08%
Sep 1, 2016 - Sep 30, 2016	0		0.00%
% Change	100.00%		100.00%

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees

FROM: Austin Stroud, Director

RE: Personnel Report

DATE: November 2, 2016

Beginning Employment

- None.

Ending Employment

- None.

Job Changes

- Jacob Swango, Substitute Library Assistant, Part-time, to IT Assistant, Part-time, effective November 1, 2016.



Overtime for White Collar Workers

Overview and Summary of Final Rule

One of the most basic tenets of our economy is that a hard day's work should lead to a fair day's pay. For much of the past century, a cornerstone of that promise has been the idea that you're paid more if you work more than 40 hours in a week. Today, we are taking action that will make that promise a reality again for more of America's workers, too many of whom have been left working long hours for no additional pay, taking them away from their families and civic life without any extra compensation.

It wasn't always this way. The passage of the Fair Labor Standards Act gave most Americans the right to a minimum wage and time-and-a-half pay for more than 40 hours of work in a week. These rules apply to most hourly and salaried workers, but not to some white collar workers whose salaries and duties exempt them from the overtime pay requirement.

The white collar exemption was originally meant for highly-paid workers who had better benefits, job security and opportunities for advancement. Unfortunately, when left unchanged, the salary threshold is eroded by inflation every year. It has only been updated once since the 1970s—in 2004, when it was set too low. As a result, the threshold fails to help employers identify workers who are entitled to overtime pay, and it has left millions without overtime protections to which they should be entitled. This outdated salary threshold provides overtime protections to just 7 percent of full-time salaried workers today based on their pay, compared with 62 percent in 1975. In fact, the white collar exemption salary level set in 2004, \$455 per week or \$23,660 a year—means even workers earning less than the poverty line for a family of four may earn too much to automatically qualify for overtime.

In March 2014, President Obama directed the Secretary of Labor to update the overtime regulations to reflect

once again the intent of the Fair Labor Standards Act, and to simplify and modernize the rules so they're easier for workers and businesses to understand and apply. The Department of Labor conducted months of extensive consultations with employers, workers, unions, and other stakeholders to develop the proposed rule, and it carefully reviewed more than 270,000 comments from the public in order to develop the final rule.

Today, President Obama and Secretary Perez announced that the Department of Labor's final rule will automatically extend overtime pay eligibility to 4.2 million workers. The rule will entitle most salaried white collar workers earning less than \$913 a week (\$47,476 a year) to overtime pay. This long-awaited update will provide a meaningful boost to workers, and it will go a long way toward realizing President Obama's commitment to ensuring every worker is compensated fairly for their hard work.

The final rule will:

- **Put more money into the pockets of many middle class workers—or give them more free time.** By increasing the number of workers who are eligible for overtime when they work more than 40 hours in a week, employers will have a choice. They can either increase their employees' salaries to at least the new salary threshold, pay workers the overtime premium for extra hours, or limit their work to 40 hours in a week.
- **Prevent a future erosion of overtime protections and ensure greater predictability.** The rule will automatically update the salary threshold every three years based on wage growth over time. This means it will work better in the future by continuing to protect the workers it was meant to protect. Employers will be able to adapt more easily because they will

know when the salary updates will happen and how they will be calculated, and they will be able to estimate the amount of the salary update.

- **Strengthen overtime protections for salaried workers already entitled to overtime and provide greater clarity for workers and employers.** Establishing that white collar workers are not entitled to overtime pay involves clearing two hurdles: (1) assessing whether their salary is above the threshold and (2) applying a “duties test” to ensure that they have the kind of job that Congress meant to exclude from overtime protections. With the new, higher threshold, 8.9 million overtime-eligible salaried workers—and their employers—will be able to determine more easily that they should be receiving overtime pay. Because their salaries are below the new threshold, their employers will no longer have to figure out whether they pass the “duties test,” and they will no longer have to wonder if that test has been applied appropriately. This will simplify application of the rules and provide a bright line that protects the set of workers our workplace laws intended to protect.
- **Improve work-life balance.** Too many salaried, white collar workers today are overworked, and their employers have no incentive to limit hours because they aren’t required to provide additional pay when employees work more hours. Under this rule, employers will have a renewed monetary incentive to support work-life balance. Many workers will put in fewer hours without seeing a reduction in pay, giving them more time to spend with their families and in their personal pursuits.
- **Increase employment by spreading work.** The better work-life balance for workers who will now be eligible for overtime protection may create new opportunities for other workers. Some employers will hire additional workers—or give more hours to part-time workers—to cover work currently done during overtime hours.
- **Improve workers’ health.** Research indicates that working long hours is bad for many workers’ health and increases the risk of injury. Giving workers more downtime can help improve health and prevent injury.
- **Increase productivity.** The rule will promote improved productivity through workers’ improved morale and reduced turnover.

Summary of the final rule:

- **Salary threshold.** The final rule will raise the salary level for the first time since 2004. This increase will go into effect on December 1, 2016.
 - **Standard salary level.** The final rule will raise the standard salary threshold to equal the 40th percentile of weekly earnings for full-time salaried workers in the lowest-wage Census region, currently the South. This will raise it from \$455 a week to \$913 a week (\$47,476 for a full-year worker). This means that 35 percent of full-time salaried workers will be automatically entitled to overtime, based solely on their salary.
 - **Highly Compensated Employees (HCE) salary level.** The rule also updates the total annual compensation level above which most white collar workers will be ineligible for overtime. The final rule raises this level to the 90th percentile of full-time salaried workers nationally, or from the current \$100,000 to \$134,004 a year.
- **Automatic updates.** Every year that the threshold remains unchanged, it covers fewer and fewer workers as wages overall increase over time. The Department’s final rule will fix this by automatically updating the salary threshold every three years, beginning January 1, 2020. Each update will raise the standard threshold to the 40th percentile of full-time salaried workers in the lowest-wage Census region, estimated to be \$51,168 in 2020. The HCE threshold will increase to the 90th percentile of full-time salaried workers nationally, estimated to be \$147,524 in 2020. The Department will post new salary levels 150 days in advance of their effective date, beginning August 1, 2019.
- **Bonuses, incentive payments, and commissions.** The final rule will allow up to 10 percent of the salary threshold for non-HCE employees to be met by non-discretionary bonuses, incentive pay, or commissions, provided these payments are made on at least a quarterly basis. This recognizes the importance these forms of pay have in many companies’ compensation arrangements, particularly for managerial employees affected by the final rule. This is a new policy that responds to robust comments received from the business community on this matter.

- **Duties test.** The final rule does not make any changes to the “duties test” that determines whether white collar salaried workers earning more than the salary threshold are ineligible for overtime pay. But fewer employers and workers will have to worry about its application because the higher salary threshold means more workers’ entitlement to overtime pay will be clear just from their salaries. For workers with salaries above the updated salary level, employers will continue to use the same duties test to determine whether or not the worker is entitled to overtime pay.

Impacts of the rule:

- **Workers directly affected.** 4.2 million salaried workers will be affected by this rule based on their salaries. These workers are currently ineligible for overtime. The Department estimates that most of them (4.1 million) will become eligible for overtime when they work more than 40 hours (i.e., they will be converted to overtime-eligible status), while others (100,000) will receive a raise so that their salary is above the new threshold.
 - o Most of these workers will be affected by the standard salary level. However, 65,000 will be affected due to the HCE level alone; of those, 64,000 will become newly eligible for overtime while 1,000 will remain exempt because their employers are expected to raise their salaries above the new HCE threshold.
- **Workers indirectly affected.** 8.9 million salaried workers (3.2 million blue collar and 5.7 million white collar workers) are currently eligible for overtime because, although their salaries are above the current salary threshold, their duties do not meet the exemption for executive, administrative, or profession-

al workers. Under the final rule, their eligibility for overtime will become clearer because their salaries will fall below the new threshold—and no assessment of their duties will be necessary. Of the 5.7 million white collar workers, approximately 732,000 are overtime-eligible, but their employers don’t recognize them as such and so do not pay them the overtime they deserve when they work more than 40 hours. This update will give all of these workers the peace of mind in knowing they are properly classified as eligible for overtime.

- **More income for working Americans.** As a result of this rule, an extra \$1.2 billion a year will go into workers’ pockets (those earning between \$455 and \$913 a week). These benefits will flow to many middle class workers and their families.
 - o More than half (56 percent) of affected workers are women.
 - o 61 percent are age 35 or older.
 - o 82 percent have at least some college, and more than half (53 percent) have a college degree or more.
 - o In addition, 2.5 million children have at least one parent who will gain overtime protections or get a salary raise.
- **More appropriate salary threshold.** While the current threshold (\$455) is less than the poverty level for a family of four and just 1.6 times the federal minimum wage, the new standard salary is much more appropriately set. It will be 3.1 times the federal minimum wage for a full-time worker and twice the poverty level for a family of four.

For more information on the Overtime Final Rule, see www.dol.gov/overtime.



Bloomfield – Eastern Greene County Public Library

125 South Franklin Street

Bloomfield, IN 47424

Ph 812-384-4125 - Fax 812-384-0820

bloomfield.lib.in.us

The Bloomfield-Eastern Greene County Public Library in Bloomfield, Indiana, with a main library and a branch library serving just over 15,000 residents, is seeking a **part-time (15-20 hours/week) bookkeeper/treasurer**. The typical schedule will be flexible, with possibly one evening covering a circulation desk and/or one Saturday covering a desk as needed. It is preferred that the candidate can attend the regularly scheduled monthly Library Board of Trustees meeting on the second Wednesday of each month at 5PM.

Duties/Requirements:

- Maintains records of financial activity by posting expenditures and revenues in the accounting software and processing payroll each month
- Reviews and deposits incoming funds, such as cash, checks, sales, or donations
- Verifies invoices, prepares checks, and sends payments to vendors
- Reconciles the entries and accounts each month and maintains financial records for the library
- Sorts mail and distributes to appropriate staff members
- Acts as the treasurer for the Board of Trustees, preparing financial reports and communicates the library's financial status to the director, Board of Trustees, and the state
- Ensures staff compliance with cash handling procedures
- Provides extra circulation desk coverage when necessary
- Performs other duties assigned as needed

Qualifications/Desired Skills:

- Requires an associate's degree in business or related field, with two years of experience in an equivalent or related position; previous library experience preferred, but not required
- Knowledge of computer software and systems including Internet, word-processing, spreadsheet, and accounting applications; demonstrated ability to work independently and set priorities for multiple tasks; maintains confidentiality of library patron information; exercises good judgment, courtesy, and tact in dealing with public, vendors, and other library employees

If interested, send a cover letter outlining your qualifications for the position and a resume of your recent work experience, skills, and education to the library director, Austin Stroud, via email at astroud@bloomfield.lib.in.us, or drop off in person at the main library in Bloomfield. References are not required for this initial screening, but references will be requested before an offer of employment is made. **Applications will be accepted until Saturday, December 3, 2016 at 5PM.** Thank you!

The Bloomfield-Eastern Greene County Public Library is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, sexual orientation, national origin, or any other protected class.

Bloomfield-Eastern Greene County Public Library MacBook & Equipment Use Policy

The Bloomfield-Eastern Greene County Public Library offers MacBooks (laptops), as well as external hard drives for use by patrons within the library. Individual items, such as a slide scanner and microphone are available upon request, too. The computers and equipment are loaned out at the Main/Adult Circulation Desk.

In order to use one of the computers or hard drives, you must be at least 18 years of age and be able to provide a legal form of identification, such as a driver's license, which the library will keep as long as you have the computer. You must also sign the Library MacBook & Equipment Checkout agreement and abide by the library's Internet and Computer Use policy adopted by the Board of Trustees of the Bloomfield-Eastern Greene County Public Library.

There is no charge to use the computers, and you are not required to have a library card. You may, however, check out only one Macbook and/or hard drive at a time, and you may use the computer and equipment only in the library. The checkout period is four hours, with time renewals allowed if there is no waiting list. If you turn the computer or equipment in late, you will be assessed a fine of \$3 per hour.

Loaded on the computers are word processing and spreadsheet software along with a web browser. The library also subscribes to Adobe Creative Suite software for each MacBook. Wireless internet access is available throughout the library building. You are not permitted to save documents to the laptop's hard drive but must use a flash drive, which the library sells for \$3, or also check out one of the library's external hard drives. If you need assistance, feel free to ask a library staff person. You also are not permitted to download software or modify settings on the computer, including the home page setting, the wallpaper, etc. Violators may lose their library computer privileges. A wireless printer is available and configured to work with the laptops.

An individual who violates the **Internet and Computer Use** agreement will forfeit all computer privileges, at a minimum, for the rest of the day. Violations will be determined solely by the library staff. The library director may add further suspension and will provide formal notice of the suspension and a means of appeal.

Bloomfield-Eastern Greene County Public Library Camera Checkout & Use Policy

The Bloomfield-Eastern Greene County Public Library offers a Sony HDR-CX405/B 9.2MP Video Recording Camcorder with 29.8mm Wide-Angle Carl Zeiss Zoom Lens and accessories for checkout outside of the library. The camcorder and accessories are loaned out at the Main/Adult Circulation Desk all as one piece.

In order to use one of the cameras, you must be at least 18 years of age and have a valid and in good standing library card. You must also sign the Camera Checkout agreement.

There is no charge to use the camcorder. The checkout period is for three days, with one renewal allowed if there is no waiting list. If you turn the camcorder or any accessories in late, you will be assessed a fine of \$3 per day.

iMAC USE POLICY

The Bloomfield-Eastern Greene County Public Library provides an iMac and related equipment for use on the adult floor of the library. Patrons that wish to use any of this equipment, or the iMac itself, must first schedule a Book-A-Librarian appointment for an overview of how to use said iMac and equipment. For more advanced training, further Book-A-Librarian trainings may be necessary with a trained library staff member.

Patrons using the iMac and related equipment must adhere to the library's Computer & Internet Use policy.