

**Bloomfield-Eastern Greene County Public Library**  
**Board Meeting Agenda**  
**Wednesday, February 8, 2017 at 5PM in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report and Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
  - a. None
9. New Business
  - a. Executive Session Date/Time?
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, March 8, at 5PM in the Library's Community Room.

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

2/8/2017

From: 1/1/2017 To: 1/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19241	RICOH USA INC				\$146.07
19247	HASEMAN PEST CONTROL OFFICE				\$65.00
19273	BRODART CO				\$121.06
19274	VISION SERVICE PLAN				\$23.86
19275	WALMART				\$47.06
19276	SEWAGE DISPOSAL WORKS				\$74.00
19277	SMITHVILLE				\$36.94
19278	FINDAWAY WORLD				\$729.62
19279	HASEMAN PEST CONTROL OFFICE				\$65.00
19280	INDIANA DEPT OF REVENUE				\$1,053.98
19281	PERF				\$1,580.23
19282	US TREASURY				\$5,221.86
19283	MARY WITTE				\$15.00
19284	AMAZON				\$917.17
19285	CENGAGE LEARNING				\$47.23
19286	CENGAGE LEARNING				\$38.00
19287	DEMCO				\$148.99
19288	ENA Services LLC				\$703.50
19291	RICOH USA INC				\$0.00
19292	RICOH USA INC				\$141.53
19293	INDIANA STATE LIBRARY FOUNDATION				\$1,875.00
19294	GADELLNET CONSULTING SERVICES				\$75.00
19295	COMCAST CABLE				\$145.40
19296	OPENDNS				\$380.00
19297	BEDFORD OFFICE SUPPLY				\$38.00
19298	DUKE ENERGY				\$989.77
19299	AMAZON				\$240.85
19302	ANTHEM				\$1,159.97
19303	DEMCO				\$685.32
19304	CENTURYLINK				\$2.84
19305	RICOH USA INC				\$34.92
19306	MOVIE LICENSING USA				\$416.00
19307	SHOWCASES				\$207.35
19308	MIDWEST NATURAL GAS CORP				\$554.80
19309	UNIQUE MANAGEMENT SERVICE				\$145.50
19310	LINDA PETERSON				\$6.90
19311	UDWI				\$715.00
19312	ROBERT TURNER				\$47.50

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

2/8/2017

From: 1/1/2017 To: 1/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19314	BAKER & TAYLOR				\$600.60
19315	BASIL BENNETT				\$100.00
19317	U.S. BANK				\$404.31
19318	ANTHEM				\$612.55
19319	SHOWCASES				\$440.00
19320	FIRST SECURITY INSURANCE				\$195.00
19321	RANDY MICHAEL EXCAVATING & MOWING INC				\$100.00
19322	MIKAILA EDMUNDSON				\$500.00
19323	EASTERN HEIGHTS UTILITIES				\$30.02
19324	AT&T				\$129.87
19325	RICOH USA INC				\$155.90
19326	AMAZON				\$12.77
19327	CENTER POINT LARGE PRINT				\$128.82
19330	MICHELE ROGERS				\$1,500.00
19331	SCHOLASTIC INC				\$50.13
19332	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				\$144.27
19333	INDIANA DEPT OF REVENUE				\$10.54
19334	HASEMAN PEST CONTROL OFFICE				\$65.00
19335	John Musgraves				\$35.00
19336	EASTERN HEIGHTS UTILITIES				\$14.85
19337	DELTA DENTAL				\$86.19
19338	ABELL ELEVATOR INTERNATIONAL				\$235.06
19339	SEWAGE DISPOSAL WORKS				\$74.00
19340	B & C Disposal				\$20.00
19341	SMITHVILLE				\$36.90
19342	SCHOLASTIC INC				\$179.96
19343	FINDAWAY WORLD				\$34.46
19365	WALMART				\$123.05
19366	INDIANA DEPT OF WORKFORCE DEVELOPMENT				\$302.68

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

2/8/2017

**From:** 1/1/2017 **To:** 1/31/2017

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 \$25,218.15 . Dated 2/8/2017**

\_\_\_\_\_  
DINAH FULLER

\_\_\_\_\_  
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: 02/01/17 To: 02/01/17

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
19344			\$763.05	22145	\$613.38
19345			\$545.36	DD19345	\$442.94
19346			\$78.41	22146	\$72.41
19347			\$220.72	DD19347	\$187.33
19348			\$562.60	22147	\$457.30
19349			\$2,124.16	DD19349	\$1,598.10
19350			\$376.07	22148	\$342.60
19351			\$401.30	22149	\$356.36
19352			\$2,556.26	DD19352	\$1,797.06
19353			\$1,888.74	DD19353	\$1,610.36
			(\$1,888.74)	DD19353V	(\$1,610.36)
19354			\$2,032.97	22150	\$1,635.17
19355			\$1,285.39	DD19355	\$1,106.78
19356			\$458.28	22151	\$402.69
19357			\$393.03	22152	\$275.25
19358			\$3,570.00	DD19358	\$2,478.39
19359			\$144.51	22153	\$126.97
19360			\$568.75	22154	\$499.56
19361			\$1,439.83	22155	\$1,035.56
19362			\$367.26	DD19362	\$305.18
19363			\$2,237.35	DD19363	\$1,752.79
19364			\$22.05	DD19364	\$18.71
19369			\$43.71	DD19369	\$39.06
19370			\$1,663.94	DD19370	\$1,435.31

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			<b>\$21,855.00</b>		
				<b>\$16,978.90</b>	
200.1.2070	Perf Employees Share	\$366.42	200.1.2071	Health Insurance Employees	\$248.51
200.1.2274	State and County	\$1,139.48	200.1.2275	FICA Employees	\$1,339.59
200.1.2276	Medicare Employees	\$313.32			
200.1.2274	State and County				\$60.70
200.1.2274	State and County				\$83.39
200.1.2274	State and County				\$84.62
200.1.2274	State and County				\$57.59
200.1.2274	State and County				\$16.45
200.1.2274	State and County				\$0.99

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 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$16,978.90 Dated 2/8/2017**

\_\_\_\_\_  
DINAH FULLER

\_\_\_\_\_  
LUKE RUDISILL

\_\_\_\_\_  
ROGER AXE

\_\_\_\_\_  
JUDY BRANSTETTER

\_\_\_\_\_  
KRISTIE BLADEN

\_\_\_\_\_  
MARTHA MARMOUZE

**Board Members**

# Bloomfield-Eastern Greene County Public County

## Board of Trustees

Wednesday, January 11, 2017

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, January 11, at 5:13PM in the community room at the library. Those present were Luke Rudisill, presiding, Martha Marmouze, Kristie Bladen, Roger Axe, Dinah Fuller Austin Stroud, Library Director, Wade Wallace, Treasurer, and Kelly Slaven, a reporter from the Greene County Daily World. In addition, John Musgraves, a member of the public, was present.

### Approval of Claims and Minutes:

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

### Treasurers Report:

#### **CLAIMS:**

**PAYROLL:** Claim #19248 to 19271 for **\$18,662.37**.

**CLAIMS:** Claim #19179 to 19185, Claim #19187 to 19188, Claim #19192 to 19194, Claim #19197 to 19213, Claim #19215, Claim #19218 to 19240, Claim #19242 to #19247, and Claim #19272 for **\$27,923.42**.

#### **BALANCE THE BUDGET:**

- Transferring \$575.08 from Extra Personnel to Salary of Librarian.
- Transferring \$8,184.92 from Extra Personnel to Salary of Librarians (Hourly).
- Transferring \$1,240 from Extra Personnel to Salary of Library Assistants.
- Transferring 1,633.06 from PERF Employer Contribution to Salary of Library Assistants.
- Transferring \$1,692.84 from Salary of Treasurer to Salary of Substitutes.
- Transferring \$791.97 from Library FICA and Medicare to Salary of Substitutes.
- Transferring \$606.99 from Salary of Coordinators to Salary of Pages.
- Transferring \$123.28 from Library FICA and Medicare to Salary of Pages.
- Transferring \$544.31 from Library FICA and Medicare to Employee Group Insurance.
- Transferring \$154.99 from Unemployment to Employee Group Insurance.
- Transferring \$129.55 from Database Subscriptions to Traveling Expenses.
- Transferring \$1,157.07 from Books – Adult Non-Fiction to Furniture and Equipment.

#### **BUDGET STATUS:**

Through 12 months of the year, we strive to be at or under 100% (12/12ths of the year) in each of the four budget categories as well as overall. See the appropriation report through December 31, 2016 for the full numbers.

2016/Current Year through December 31, 2016

Personnel/Personal Services	95.16 % spent
Supplies	60.81 % spent
Other Services	62.94 % spent
Capital Outlays	88.04 % spent
OVERALL	84.29 % spent

2015/Prior Year Comparison through December 31, 2015

Personnel/Personal Services	106.64 % spent
Supplies	70.69 % spent
Other Services	63.90 % spent
Capital Outlays	99.26 % spent
OVERALL	91.65 % spent

Kristie made a motion to approve and Luke seconded. All present were in favor.

Librarians Report:

Austin presented the monthly stats, but outside of that there was no librarian's report.

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Austin Stroud, Director  
RE: Personnel Report  
DATE: January 11, 2017

**Beginning Employment**

- None.

**Ending Employment**

- Jacob Swango, IT Library Assistant, Part-time, effective December 17, 2016.

**Job Changes**



- Mary Witte, Cataloging & Local History Librarian, Part-time, to Cataloging & Local History Librarian Full-time, effective January 1, 2017. *This was approved at December's meeting.*
- Wade Wallace, Bookkeeper/Treasurer, Part-time, to Bookkeeper/Treasurer Full-time, effective January 16, 2017 *(if the board approves).*

Finance Committee Report:

No report at this time.

Building & Grounds Committee Report:

No report at this time.

Old Business:

2017 Board Officers were decided as:

Luke as President

Roger as Vice President

Judy as Secretary

Wade Wallace as Treasurer

Martha made a motion and Kristie seconded. All present were in favor.

Resolution to approve 2017 Employee Wages. 2% increase across the board was approved via signature. Luke made a motion to approve and Kristie seconded. All present were in favor.

Resolution to approve 2017 Library Director Salary. Approved via signature as a 2% increase.

Personnel matters: The board voted on whether to make Wade Wallace as full-time bookkeeper/treasurer. Dinah made a motion to approve and Kristie seconded. All present were in favor.

New Business:

2017 committee members:

Building/Grounds: Austin Stroud, Luke Rudisill, Judy Branstetter, and Martha Marmouze.

Luke made a motion and Martha seconded. All present were in favor.

Finance: Wade Wallace, Austin Stroud, Kristie Bladen, and Dinah Fuller.

Kristie made a motion and Dinah seconded. All present were in favor.

2017 Board By-laws. No changes from last year. Approved via signature.

2017 meeting date/time. We'll continue to meet on the second Wednesday of the month at 5pm.

Bank account signatories. We need to remove Don Heintzman from both the BloomBank and Farmers & Mechanics checking accounts. We also need to add Wade Wallace. We plan to keep Judy Branstetter, Kristie Bladen, and Dinah Fuller on our BloomBank account along with Austin Stroud and Wade Wallace. At Farmers & Mechanics, the account will keep Judy Branstetter, Kristie Bladen, and Austin Stroud on the account. We'll be adding Wade Wallace to this account.

Martha made a motion and Dinah seconded it. All present were in favor.

Public Comment:

Q: When are we going to present Tasha's letter of appreciation?

A: During the lunch break for staff, sometime between 12:30-1:00. We will send a photo to the public.

Q: Is Digital Creativity training this week, and should anything be known?

A: It will be on January 19, we mostly want people to come to it and get the word out.

Adjournment:

Martha made a motion to adjourn and Kristie seconded it at 6:00 p.m. All present were in favor. The next regular public meeting will be Wednesday, February 8 at 5pm, in the library's community room.

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Secretary

Bloomfield-Eastern Greene County Public County  
Board of Trustees – Board of Finance Meeting

Wednesday, January 11, 2017

The Bloomfield-Eastern Greene County Public Library Board of Trustees Board of Finance met on Wednesday, January 11, 2016 at 5p.m. in the community room at the library. Those present were Luke Rudisill, presiding, Martha Marmouze, Judy Branstetter, Roger Axe, Kristie Bladen, Austin Stroud, Library Director, and Treasurer, Wade Wallace, taking minutes. Kelly Slaven, a reporter from the Greene County Daily World was also in attendance in addition to a member of the public, John Musgraves.

Election of Officers:

The Board of Finance needs to elect a President, Secretary, and Treasurer. It was decided to have the same officers as the regular board. Luke will be President, Judy will be Secretary, and Wade will be Treasurer. There is no vice president for the Board of Finance. Martha made a motion to approve and Kristie seconded. All present were in favor.

Review of Accounts and Investments:

Austin went over a variety of reports and statements with the board.

Balance the 2016 Budget:

These transfers will be completed at the regular board meeting that follows for December 2016.

Transfers:

Transfers will be approved as part of the regular board meeting after the Board of Finance meets.

Adjournment:

Martha made a motion to adjourn and Roger seconded at 5:12p.m. All present were in favor.

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Secretary

## **TREASURER'S REPORT—January 2017**

### **CLAIMS:**

**PAYROLL:** Claim #19344 to 19364, Claim #19369 to #19370 for **\$16,978.90.**

**CLAIMS:** Claim #19241, Claim #19247, Claim #19273 to #19288, Claim #19291 to #19299, Claim #19302 to #19312, Claim #19314 to #19315, Claim #19317 to #19327, Claim #19330 to #19343, Claim #19365 to #19366 for **\$25,218.15.**

### **BALANCE THE BUDGET:**

- Nothing to transfer!

### **BUDGET STATUS:**

Through one month of the year, we strive to be at or under 8.33% (1/12ths of the year) in each of the four budget categories as well as overall. We are running a little high to start this year. See the appropriation report through January 31, 2017 for the full numbers.

#### 2017/Current Year through January 31, 2017

Personnel/Personal Services	8.65 % spent
Supplies	8.81 % spent
Other Services	6.62 % spent
Capital Outlays	5.62 % spent
OVERALL	7.75 % spent

#### 2016/Prior Year Comparison through January 31, 2016

Personnel/Personal Services	8.22 % spent
Supplies	2.42 % spent
Other Services	4.12 % spent
Capital Outlays	2.39 % spent
OVERALL	6.16 % spent

## Treasurer Financial Report

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

1/31/2017

#### Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$151,375.27			\$128,727.14
	100 OPERATING		\$43,451.69	\$13,937.87	
	200 PAYROLL		\$5,190.31	\$5,118.36	
	350 EVERGREEN FINES & FEES		\$0.00	\$2.00	
	400 GIFT		\$346.34	\$206.05	
	700 SALES TAX		\$10.54	\$0.13	
	850 STATE TECHNOLOGY		\$0.00	\$7,086.34	
			\$48,998.88	\$26,350.75	
2	FARMERS AND MECHA 101426998	\$163,002.80			\$163,002.80
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00
<b>Total All Bank</b>		<b>\$314,378.07</b>	<b>\$48,998.88</b>	<b>\$26,350.75</b>	<b>\$291,729.94</b>

#### Fund Balance Summary

	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	\$179,948.33	\$43,451.69	\$13,937.87	\$150,434.51	\$0.00	\$150,434.51
200 PAYROLL	\$80.93	\$5,190.31	\$5,118.36	\$8.98	\$0.00	\$8.98
300 PLAC	\$110.00	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00
350 EVERGREEN FINES & FEES	\$775.20	\$0.00	\$2.00	\$777.20	\$0.00	\$777.20
400 GIFT	\$12,925.09	\$346.34	\$206.05	\$12,784.80	\$0.00	\$12,784.80
450 HUNTER TRUST	\$74,219.69	\$0.00	\$0.00	\$74,219.69	\$0.00	\$74,219.69
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	\$14.63	\$10.54	\$0.13	\$4.22	\$0.00	\$4.22
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	\$634.20	\$0.00	\$7,086.34	\$7,720.54	\$0.00	\$7,720.54
875 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
	<b>\$314,378.07</b>	<b>\$48,998.88</b>	<b>\$26,350.75</b>	<b>\$291,729.94</b>	<b>\$0.00</b>	<b>\$291,729.94</b>

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

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 01/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>001 CASH CHANGE FUND</b>									
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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<b>Fund Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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<b>100 OPERATING</b>									
1 Personnel									
100.1.1110 Salary of Librarian	48,000.00	48,000.00	0.00	6,996.14	6,996.14	41,003.86	0.00	41,003.86	14.58%
100.1.1111 Salary of Librarians(Hou	140,000.00	140,000.00	0.00	9,199.34	9,199.34	130,800.66	0.00	130,800.66	6.57%
100.1.1112 Salary of Library Assista	40,000.00	40,000.00	0.00	3,120.53	3,120.53	36,879.47	0.00	36,879.47	7.80%
100.1.1113 Salary of Substitutes	7,500.00	7,500.00	0.00	1,017.71	1,017.71	6,482.29	0.00	6,482.29	13.57%
100.1.1114 Salary of Pages	18,500.00	18,500.00	0.00	1,830.04	1,830.04	16,669.96	0.00	16,669.96	9.89%
100.1.1115 Salary of Coordinators	10,000.00	10,000.00	0.00	799.87	799.87	9,200.13	0.00	9,200.13	8.00%
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1131 Salary of Treasurer New	7,500.00	7,500.00	0.00	817.10	817.10	6,682.90	0.00	6,682.90	10.89%
100.1.1210 Library FICA and Medica	23,000.00	23,000.00	0.00	1,795.89	1,795.89	21,204.11	0.00	21,204.11	7.81%
100.1.1220 Unemployment	3,500.00	3,500.00	0.00	302.68	302.68	3,197.32	0.00	3,197.32	8.65%
100.1.1230 PERF Employer Contrib	16,000.00	16,000.00	0.00	1,246.38	1,246.38	14,753.62	0.00	14,753.62	7.79%
100.1.1240 Employee Group Insura	17,000.00	17,000.00	0.00	1,506.06	1,506.06	15,493.94	0.00	15,493.94	8.86%
100.1.1241 Extra Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personnel Totals	331,000.00	331,000.00	0.00	28,631.74	28,631.74	302,368.26	0.00	302,368.26	8.65%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%



# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 01/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.3.3610      Building Repair	18,925.00	18,925.00	0.00	330.00	330.00	18,595.00	0.00	18,595.00	1.74%
100.3.3620      Equipment Repair	8,000.00	8,000.00	0.00	518.50	518.50	7,481.50	0.00	7,481.50	6.48%
100.3.3630      Janitorial Service	18,000.00	18,000.00	0.00	1,500.00	1,500.00	16,500.00	0.00	16,500.00	8.33%
100.3.3910      Dues	2,000.00	2,000.00	0.00	15.00	15.00	1,985.00	0.00	1,985.00	0.75%
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 Reductio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3955      Extra Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>3    Other Services</b> <b>Totals</b>	<b>143,420.00</b>	<b>143,420.00</b>	<b>0.00</b>	<b>9,490.59</b>	<b>9,490.59</b>	<b>133,929.41</b>	<b>0.00</b>	<b>133,929.41</b>	<b>6.62%</b>
<b>4    Capital Outlays</b>									
100.4.4210      Buildings	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
100.4.4310      Improvements - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4410      Furniture and Equipment	9,500.00	9,500.00	0.00	1,551.11	1,551.11	7,948.89	0.00	7,948.89	16.33%
100.4.4510      Books - Adult Fiction	9,750.00	9,750.00	0.00	615.30	615.30	9,134.70	0.00	9,134.70	6.31%
100.4.4520      Books - Adult Nonfiction	6,000.00	6,000.00	0.00	180.29	180.29	5,819.71	0.00	5,819.71	3.00%
100.4.4525      Books-Local History/Gen	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%
100.4.4530      Books - Children	7,500.00	7,500.00	0.00	246.17	246.17	7,253.83	0.00	7,253.83	3.28%
100.4.4540      Books - YA	3,500.00	3,500.00	0.00	17.98	17.98	3,482.02	0.00	3,482.02	0.51%
100.4.4550      Books - Eastern	6,750.00	6,750.00	0.00	59.29	59.29	6,690.71	0.00	6,690.71	0.88%
100.4.4610      Periodicals and News	3,000.00	3,000.00	0.00	259.37	259.37	2,740.63	0.00	2,740.63	8.65%
100.4.4710      Nonprint - Adult DVD	3,500.00	3,500.00	0.00	16.99	16.99	3,483.01	0.00	3,483.01	0.49%
100.4.4720      Nonprint - Music	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00%
100.4.4730      Nonprint - Audiobooks	6,500.00	6,500.00	0.00	677.13	677.13	5,822.87	0.00	5,822.87	10.42%
100.4.4740      Nonprint - Childrens	3,000.00	3,000.00	0.00	52.49	52.49	2,947.51	0.00	2,947.51	1.75%
100.4.4750      Nonprint - YA	1,800.00	1,800.00	0.00	27.43	27.43	1,772.57	0.00	1,772.57	1.52%
100.4.4760      Nonprint - Eastern	4,500.00	4,500.00	0.00	272.83	272.83	4,227.17	0.00	4,227.17	6.06%
100.4.4761      Replacement Books/No	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%
100.4.4765      Extra Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>4    Capital Outlays</b> <b>Totals</b>	<b>70,800.00</b>	<b>70,800.00</b>	<b>0.00</b>	<b>3,976.38</b>	<b>3,976.38</b>	<b>66,823.62</b>	<b>0.00</b>	<b>66,823.62</b>	<b>5.62%</b>



# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 01/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumberance	Unencumbered Bal	%
<b>Fund Total</b>	560,570.00	560,570.00	0.00	43,451.69	43,451.69	517,118.31	0.00	517,118.31	7.75%
Total All Funds	560,570.00	560,570.00	0.00	43,451.69	\$43,451.69	517,118.31	0.00	517,118.31	7.75%

## **Librarian's Report 2.8.17**

The library staff participated in our 3<sup>rd</sup> annual staff training day on Martin Luther King, Jr. Day in January. Staff members attended sessions on professionalism, active shooter preparation, our new scanning kit for digitization of local history materials, InDesign, Dreamweaver, and went over our 2017-2019 Strategic Plan.

We had our 4<sup>th</sup> annual golf fundraiser this past Saturday, and it was very successful. We don't have the final totals yet for the money raised, but we know that the numbers are right around where we have been the last few years!

On Monday night, February 6, we started accepting debit/credit cards at the library through Square connected to an iPad. Square has a \$1 minimum credit card charge, and Square claims 2.75% of purchases as a fee. We are excited to be able to offer this convenience to patrons. If all goes well with this at the main library, we'll soon offer it at the Eastern branch. Right now, we only have this available at our adult circulation desk at the main library.

On Thursday night, February 9, patrons can stop by the library at 3:30 or 5 to learn about our new digital creativity equipment. Patrons that participate in this basic overview can then start using this equipment and software on their own. We had two patrons attend the January training sessions, and one of those patrons has started working on converting VHS movies to DVD.

We are having some electrical work completed by Hughes Electric to soon add a large screen/TV above the back counter of the upstairs circulation desk. We plan to use this to promote programs and services.

Right now, it sounds like the Farmer's Market in Bloomfield will be on Tuesday nights from 5-7PM this summer. We plan to be there and have a regular weekly presence as we have the past two years.

# LIBRARIAN'S REPORT JAN. 2017 BLOOMFIELD

February 8, 2017 Board Meeting

Juvenile Circulation	2017	2016	2015
Juvenile Fiction	887	863	711
Juvenile Non-Fiction	124	162	102
Juvenile DVDs	160	215	223
Audiobooks & Kits	13	22	14
Juvenile Magazines	3	7	6
YA Books	150	181	271
YA Games & Audios	83	44	43
<b>Total Children's:</b>	<b>1420</b>	<b>1497</b>	<b>1409</b>

Adult Circulation	2017	2016	2015
Fiction	887	804	915
Non-Fiction	350	329	384
Magazines	66	49	86
Music CDs	141	151	89
Audiobooks	117	160	238
Playaways	80	89	70
Overdrive	1055	727	621
DVDs	1349	1299	1734
Video Games	24	/	/
<b>Total Adult:</b>	<b>4069</b>	<b>3608</b>	<b>4137</b>
<b>TOTAL CIRCULATION:</b>	<b>5489</b>	<b>5105</b>	<b>5546</b>

COMPUTER/EQUIPMENT USAGE		INTERLIBRARY LOAN SERVICES		
Children & Tween	294	0	Books borrowed from SRCS	
Teen	160			
Adult	610	235	Books borrowed from EI libraries	
Total Internet	1064			
Wireless	110	354	Books loaned to EI libraries	
Microfilm	4			
<b>Total:</b>	<b>1178</b>			
<b>Programs:</b>	<b>75</b>	children attended	<b>1</b>	program
	<b>22</b>	teens attended	<b>4</b>	programs
	<b>2</b>	adults attended	<b>1</b>	program
<b>Outreach:</b>	<b>0</b>	items delivered to	<b>0</b>	Patrons
	<b>0</b>	items delivered to	<b>0</b>	offsite locations
	<b>95</b>	books delivered to	<b>5</b>	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	100	<b>Fines &amp; Fees</b>	<b>\$629.39</b>
Magazines Added	68	<b>Copier Fees</b>	<b>\$331.55</b>
Adult AV items purchased	47	<b>Other Fees</b>	<b>\$294.95</b>
YA books/AV purchased	47/ 5	<b>Total:</b>	<b>\$1255.89</b>
Children books purchased	60	<b>Total Patrons: 1814</b>	
Children AV purchased	3	<b>New Resident Cards: 31</b>	
<b>Total Books Added</b>	<b>207</b>	<b>Number of Items: 47,473</b>	
<b>Total AV Added</b>	<b>123</b>	<b>Email Genealogy: 4</b>	
<b>Total of all items added:</b>	<b>330</b>	<b>Freearg Downloads: 57 songs</b> downloaded by 7 patrons	

**LIBRARIAN'S REPORT JANUARY 2017**  
**February 8, 2017 Board Meeting**

<b>EASTERN</b>			
	2017	2016	2015
<b>Juvenile Circulation</b>			
Juvenile Fiction	177	164	80
Juvenile Nonfiction	23	5	0
Juvenile Periodicals	0	0	0
Audiobooks/Kits	3	2	2
YA	20	17	10
<b>Total Juvenile Circulation</b>	<b>223</b>	<b>188</b>	<b>92</b>
<b>Adult Circulation</b>			
Fiction	155	141	178
Nonfiction	33	23	28
Periodicals	28	43	39
Audiobooks	12	21	15
DVDs	393	292	362
Music CDs	2	4	10
Games	18	7	0/12
<b>Total Adult Circulation</b>	<b>640</b>	<b>531</b>	<b>644</b>
<b>TOTAL CIRCULATION</b>	<b>863</b>	<b>719</b>	<b>736</b>
<b>Additional Statistics</b>			
New resident cards:	5		
Number of Patrons:	406		
Number of items:	8,591		
Computer/WIFI Use:	136 Computer Uses/24 WIFI		
Programs/Attendance:	4 Programs with 51 in Attendance		
NEW ITEMS Purchased or donated to branches	<b>Purchased:</b>		
	Adult Books		17
	Adult A/V		15
	Magazines		19
	YA		2
	Children's Books		3
	Children's A/V		0
	<b>Total:</b>		<b>56</b>

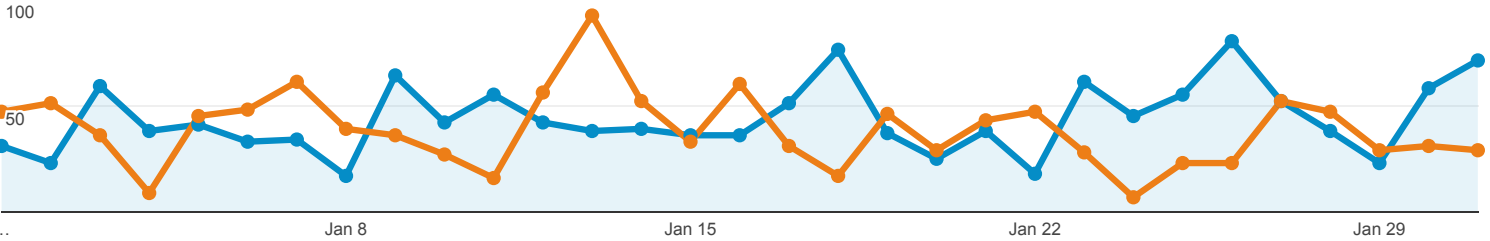
Jan 1, 2017 - Jan 31, 2017  
Compare to: Dec 1, 2016 - Dec 31, 2016

## Audience Overview

All Users  
+0.00% Sessions

### Overview

Jan 1, 2017 - Jan 31, 2017: Sessions  
Dec 1, 2016 - Dec 31, 2016: Sessions



#### Sessions

13.95%  
1,356 vs 1,190

#### Users

11.69%  
669 vs 599

#### Pageviews

13.95%  
2,744 vs 2,408

#### Pages / Session

0.00%  
2.02 vs 2.02

#### Avg. Session Duration

12.88%  
00:02:54 vs 00:02:34

#### Bounce Rate

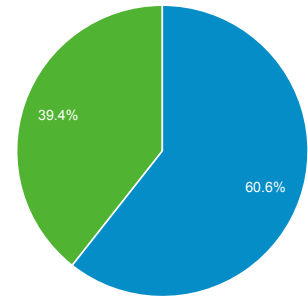
2.97%  
54.42% vs 52.86%

#### % New Sessions

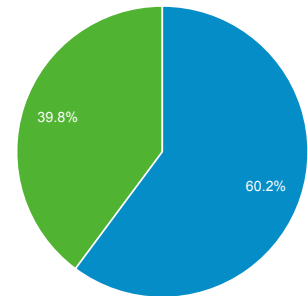
-1.32%  
39.31% vs 39.83%

Returning Visitor New Visitor

#### Jan 1, 2017 - Jan 31, 2017



#### Dec 1, 2016 - Dec 31, 2016



### Language

Sessions % Sessions

Language	Period	Sessions	% Sessions
1. en-us	Jan 1, 2017 - Jan 31, 2017	1,302	96.02%
	Dec 1, 2016 - Dec 31, 2016	1,031	86.64%
	<b>% Change</b>	<b>26.29%</b>	<b>10.83%</b>
2. (not set)	Jan 1, 2017 - Jan 31, 2017	18	1.33%
	Dec 1, 2016 - Dec 31, 2016	47	3.95%
	<b>% Change</b>	<b>-61.70%</b>	<b>-66.39%</b>
3. en-gb	Jan 1, 2017 - Jan 31, 2017	7	0.52%
	Dec 1, 2016 - Dec 31, 2016	54	4.54%
	<b>% Change</b>	<b>-87.04%</b>	<b>-88.62%</b>
4. fr-fr			

Jan 1, 2017 - Jan 31, 2017	4		0.29%
Dec 1, 2016 - Dec 31, 2016	1		0.08%
<b>% Change</b>	<b>300.00%</b>		<b>251.03%</b>
5. <a href="#">c</a>			
Jan 1, 2017 - Jan 31, 2017	3		0.22%
Dec 1, 2016 - Dec 31, 2016	7		0.59%
<b>% Change</b>	<b>-57.14%</b>		<b>-62.39%</b>
6. <a href="#">fr</a>			
Jan 1, 2017 - Jan 31, 2017	3		0.22%
Dec 1, 2016 - Dec 31, 2016	9		0.76%
<b>% Change</b>	<b>-66.67%</b>		<b>-70.75%</b>
7. <a href="#">ru</a>			
Jan 1, 2017 - Jan 31, 2017	3		0.22%
Dec 1, 2016 - Dec 31, 2016	0		0.00%
<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>
8. <a href="#">da-dk</a>			
Jan 1, 2017 - Jan 31, 2017	2		0.15%
Dec 1, 2016 - Dec 31, 2016	0		0.00%
<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>
9. <a href="#">es-xl</a>			
Jan 1, 2017 - Jan 31, 2017	2		0.15%
Dec 1, 2016 - Dec 31, 2016	3		0.25%
<b>% Change</b>	<b>-33.33%</b>		<b>-41.49%</b>
10. <a href="#">he</a>			
Jan 1, 2017 - Jan 31, 2017	2		0.15%
Dec 1, 2016 - Dec 31, 2016	0		0.00%
<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Austin Stroud, Director  
RE: Personnel Report  
DATE: February 8, 2017

**Beginning Employment**

- None.

**Ending Employment**

- None.

**Job Changes**

- None.