

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, October 9, 2019

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building & Grounds Committee Report
8. Old Business:
 - a. Hilliard Lyons / Baird Signatories
9. New Business:
 - a. Account Signatories – All Accounts
 - b. 2020 Budget
 - c. Library Letterhead Stationary
10. Public Comment
11. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **9/1/2019** To **9/30/2019**

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	498	PERF	9/3/2019	PERF Deposit	
0	499	INTERNAL REVENUE SERVIC	9/3/2019	Federal Tax Deposit	\$1,907.29
0	500	INDIANA DEPT OF REVENUE	9/3/2019	State and County Tax Deposit	\$5,358.91
0	501	PAYROLL	9/3/2019	PAYROLL	\$1,163.06
1357	502	MICHELE ROGERS	9/3/2019	September 2019	\$24,300.32
1360	505	SUSAN BREIDENBACH	9/4/2019	Reimbursement: Kimberly's Birthday Cake	\$1,650.00
1361	506	THE PIONEER WOMAN MAGA	9/4/2019	09.2019 - 09.2020 Renewal	\$10.99
1362	507	BLOOMFIELD SCHOOL DISTRI	9/4/2019	Yearbook Advertisement	\$18.00
1363	508	BAKER & TAYLOR	9/4/2019	Multiple Invoices	\$25.00
1364	509	ENA Services LLC	9/4/2019		\$300.48
1365	510	FINDAWAY WORLD	9/4/2019		\$503.00
1366	511	PITTMAN FAMILY FARMS LAW	9/4/2019		\$299.95
1367	512	GADELLNET CONSULTING SE	9/4/2019		\$340.00
1368	513	JOHN MUSGRAVES	9/6/2019		\$75.00
1369	514	SUSAN BREIDENBACH	9/6/2019	Reimbursement: Gift	\$77.50
1370	515	JOHN MUSGRAVES	9/10/2019	groundskeeping	\$9.99
1371	516	MIDWEST NATURAL GAS COR	9/10/2019	Utility - Main & Annex Branch	\$62.50
1372	517	GRAVES PLUMBING COMPAN	9/10/2019	Multiple Invoices	\$49.99
1373	518	UNIQUE MANAGEMENT SERVI	9/10/2019		\$277.50
1374	519	HASEMAN PEST CONTROL O	9/10/2019	Multiple Invoices	\$67.41
1375	520	SMITHVILLE	9/10/2019		\$100.00
1376	521	JOHN MUSGRAVES	9/10/2019	Groundskeeping	\$40.35
1377	522	SHOWCASES	9/10/2019	Multiple Invoices	\$110.00
1378	523	BAKER & TAYLOR	9/17/2019	MULTIPLE INVOICES	\$403.07
1379	524	HASEMAN PEST CONTROL O	9/17/2019	Multiple Invoices	\$1,660.01
1380	525	FINDAWAY WORLD	9/17/2019		\$70.00
1381	526	BLOOMFIELD LIONS CLUB	9/17/2019	Apple Festival Shirts - BEGCPL	\$318.70
1382	527	CENTER POINT LARGE PRINT	9/17/2019		\$316.00
1383	528	COMCAST	9/17/2019	Internet - 09.13.2019 - 10.12.2019	\$132.42
1384	529	CENTURYLINK	9/17/2019		\$138.04
1385	530	RICOH USA, INC (CHICAGO)	9/17/2019		\$2.73
1386	531	KIMBERLY PORTER	9/17/2019	Reimbursement: Adult DVD	\$148.55
1387	532	OVERDRIVE, INC	9/17/2019		\$21.97
1388	533	BRODART CO	9/17/2019		\$281.44
1389	534	SAMS CLUB/SYNCHRONY BA	9/17/2019	ANNUAL MEMBERSHIP	\$17.15
1390	535	BEDFORD OFFICE SUPPLY	9/17/2019		\$85.00
1391	536	CHAD J. WAGNER JR.	9/17/2019	Recycling Mileage Reimbursement	\$38.00
1392	537	EASTERN HEIGHTS UTILITIES	9/19/2019	Utility - Main & Annex Branch	\$85.92
1393	538	UDWI	9/19/2019	Electric - Eastern	\$65.33
1394	539	JOHN MUSGRAVES	9/19/2019	Groundskeeping	\$208.00
1395	540	WORKPLACE PRO	9/19/2019	Staff Shirts	\$56.70
1396	541	BAKER & TAYLOR	9/19/2019	Multiple Invoices	\$83.65
1397	542	BAKER & TAYLOR	9/19/2019	Multiple Invoices	\$431.12
1398	543	BEDFORD OFFICE SUPPLY	9/25/2019		\$22.92
1399	544	GALE	9/25/2019	Multiple Invoices	\$38.00
1400	545	Penworthy Company	9/25/2019		\$85.23
1401	546	Penworthy Company	9/25/2019		\$904.84
1402	547	EASTERN HEIGHTS UTILITIES	9/25/2019	WATER - 125 E STATE ROAD 54	\$1,091.65
1406	552	BLOOMFIELD-EASTERN GREE	9/25/2019	INTERBANK TRANSFER	\$14.85
					\$16,000.00

Printed on **Wednesday, October 09, 2019**

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Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/1/1998.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
1407	553	AMAZON	9/25/2019	MULTIPLE INVOICES	
1408	554	UNITED HEALTHCARE	9/26/2019	Coverage Period 10.01.2019 - 10.31.2019	\$234.50
1409	555	STEVE JONES	9/27/2019	Eastern Branch - Painting Materials & Labor	\$2,166.54
1410	556	JOHN MUSGRAVES	9/27/2019	Groundskeeping	\$2,100.00
					\$44.20
Total Amount of Claims					\$64,013.77

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 5-11-10-1.6.

Wednesday, October 09, 2019

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 vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$64,013.77

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/1/1998.

Totals

FICA:	Medicare:	Federal:	State:	Gross Pay:	Deductions:	Net Pay:
\$1,557.66	\$364.31	\$1,816.28	\$789.21	\$25,123.39	\$5,817.93	\$19,305.46
Other	Other	Other	Other	PERF:	Insurance	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$416.75	\$0.00	\$0.00
				NT PERF	Health Ins	Other
				\$0.00	\$450.56	\$0.00
				Tax PERF	EIC:	Other
				\$0.00	\$0.00	\$0.00
					EIC:	Other
					\$0.00	\$0.00

Used

Regular	1186
Sunday	0
Double	0
Sick	92.75
Vacation	22.5
Comp	0
Personal	63
Other	0
Total Hours:	1364.25

Paid Through Date Hourly 9/24/2019
 Paid Through Date Salary 9/24/2019
 Check Date Hourly 10/1/2019
 Check Date Salary 10/1/2019
 Voucher/Receipt Date 10/1/2019

Gross Pay:	\$25,123.39
Non Taxable	\$0.00
Taxable	\$25,123.39

I Austin Stroud Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 6 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 25123.39 is correct and has by me been approved.

Austin Stroud

Director

Dated September 26 20 19

I have examined the within claim and hereby certify as follows:

This is in proper form.
 That it is duly authenticated as required by law.
 That it is based upon statutory authority.
 That it is apparently correct.

Nash Walker

Disbursing Officer

Employer Share FICA Due =	\$1,557.66	\$3,115.32
Employee Share FICA Due =	\$1,557.66	
Employer Share Medicare Due =	\$364.31	\$728.62
Employee Share Medicare Due =	\$364.31	
Federal Tax Due =	\$1,816.28	
Total Tax Deposit Due =	\$5,660.22	

Employee PERF Due =	\$416.75
Employer PERF Due =	1555.84
Total PERF Due =	\$1,972.59

State Tax Due =	\$789.21
County Tax Due =	\$423.16
Total Tax Due =	\$1,212.37

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, September 11, 2019

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, September 11, at the Library Annex at 5:00PM. Those present were Luke Rudisill - Presiding, Roger Axe, Joshua Riggins, Candice Patterson, Dinah Fuller, Roger Doane, Martha Marmouze, Wade Wallace – Treasurer/Bookkeeper, and Austin Stroud – Library Director. Jo Ellen Allison, a potential Annex renter, and Literacy Coordinator, Beth Burcham also were in attendance.

Approval of Claims and Minutes:

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

Treasurers Report:

CLAIMS

PAYROLL: Net Pay of **\$18,783.83 (September 3)**

CLAIMS: Claim #414-417, 421-422, 425-479, 484-497, 503-504, totaling **\$64,973.10**.

BALANCE THE BUDGET:

- **\$2,000.00** from *Salary of Librarians (Hourly)* to *Employee Group Insurance*
- **\$ 487.84** from *Building Repair* to *Other Professional*
- **\$ 230.01** from *eBook Services* to *Advertising & Publicity*

BUDGET STATUS:

Through **8** months of the year, we strive to be at or under **66.67%** in each of the four budget categories as well as overall. See the appropriation report through August 31, 2019 for the full numbers.

2019/Current Year through August 31, 2019

Personnel/Personal Services	71.10 % spent
Supplies	48.80 % spent
Other Services	65.00 % spent
Capital Outlays	54.60 % spent
OVERALL	66.80 % spent

2018/Prior Year Comparison through August 31, 2018

Personnel/Personal Services	64.20 % spent
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Supplies	50.30 % spent
Other Services	64.80 % spent
Capital Outlays	49.50 % spent
OVERALL	53.50 % spent

Dinah made a motion to approve the treasurer's report and Candice seconded. All present were in favor.

Librarians Report:

It's been awhile since we've met, but some recent meetings/events I attended:

- August 27 DLGF Budget Meeting at the Courthouse
- August 27 Literacy Board Meeting

We were awarded \$2000 toward the cost of updating the main library's sign on the street corner from the Greene County Foundation.

All library staff were trained/certified in CPR on August 15.

I'm including, right after this report, the letter of intent I collaborated on with Kyle Cross from the hospital foundation through ROI. We should know by October 9 if we are invited to submit a full proposal. We are collectively asking for \$250k between us, and this includes components such as remaining elevator funding, annex signage, landscaping, and additional workspace furniture for the annex for coworking.

The work on both buildings/doors hasn't been completed (still), but at least we can use the code on the side annex door.

Tasha Hudson, Circulation Manager, also has done a lot of great work for the Chamber and Apple Festival with putting together a raffle and scarecrow contest in the town. We have information available at the Library if interested in knowing more, or check out the story in the newspaper.

Susan Smith, Teen Librarian, is a finalist for the Greene County Daily World's Difference Maker award. Out of the 10 finalists, who all will be honored at a banquet on September 19, one will be the winner.

We will hold a community meeting at the Mexican restaurant in town on Thursday, September 19, at 5:30PM for anyone wanting to be a part of the Library's plans in 2020-2022. We have an online survey, as well as paper surveys available for those that are unable to attend. I will pass along an example for you to review.

Thank you!

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Austin Stroud, Director
RE: Personnel Report
DATE: September 11, 2019

Beginning Employment

- Cole Wallace, Page, Part-time, effective August 20, 2019.

Ending Employment

- CJ Wagner, Page/Substitute Library Assistant, Part-time, effective September 19, 2019.

Job Changes

- None.

Roger A. made a motion to approve the personnel report and Candice seconded. All present were in favor.

Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Old Business:

Austin shared that our public budget hearing is set for Wednesday, October 9, at 5PM with the regular meeting to follow. Our budget adoption is set for Wednesday, October 23, also at 5PM.

New Business:

Hilliard Lyons requested that we update the signatories on our account. They told Austin that we had way too many people on the account, and they suggested we have just a couple at most. Carol Talbott, Kristie Bladen, and Judy Branstetter all will be removed from the account. Dinah and Roger A. will be added to the account. Martha made a motion to add and Candice seconded. All present were in favor.

The Eastern Branch will be repainted starting next week and will be closed a few days. Since this is an improvement, Austin is requesting to use cash on hand from the Hunter Trust fund to pay for it. The quote is included in the packet, and will be around \$2200. Roger A. made a motion to approve paying for the painting out of the trust fund, and Martha seconded. All present were in favor.

Roger A. made a motion to approve up to \$4,000 from the Hunter Trust Fund to acquire an AED for the library, as long as that is within the guidelines of the fund. Joshua seconded.

Roger D. made a motion to accept Austin Stroud's resignation on October 31, 2019. Martha seconded. All present were in favor.

Public Comment:

Jo Ellen Allison presented her massage-therapy business idea and how she might rent the Annex as a space for that business.

Joshua made a motion to allow her a month-to-month lease for renting the Annex, contingent on proper paperwork and staying in-line with the annual payments our other two tenants make. \$170-175 per month was agreed on and can be re-examined each month to ensure maximum benefit for both parties. Roger A. seconded the motion. All present were in favor.

Adjournment:

Roger A. made a motion to adjourn at 6:32PM and Candice seconded. All present were in favor. The next regular public meeting will be Wednesday, October 9, at 5:00PM at the Library Annex.

Secretary

Treasurers Report:

PAYROLL: Net Pay of **\$19,305.46 (October 1)**

CLAIMS: Claims #498-502, 505-547, and 552-556, totaling **\$64,013.77**.

BALANCE THE BUDGET:

- **\$380.00** from *Professional Meeting* to *Other Professional*
- **\$ 25.00** from *Dues* to *Advertising & Publicity*
- **\$173.92** from *Salary of Substitutes* to *Salary of Coordinators*
- **\$645.05** from *Salary of Substitutes* to *PERF Employer Contribution Share*
- **\$438.40** from *Salary of Substitutes* to *Employee Group Insurance*

BUDGET STATUS:

Through **9** months of the year, we strive to be at or under **75%** in each of the four budget categories as well as overall. See the appropriation report through September 30, 2019 for the full numbers.

2019/Current Year through September 30, 2019

Personnel/Personal Services	79.90 % spent
Supplies	51.60 % spent
Other Services	69.20 % spent
Capital Outlays	62.40 % spent
OVERALL	74.20 % spent

2018/Prior Year Comparison through September 30, 2018

Personnel/Personal Services	71.30 % spent
Supplies	55.60 % spent
Other Services	69.00 % spent
Capital Outlays	54.20 % spent
OVERALL	68.00 % spent

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates =

1/1/2019 to 9/30/2019

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
1 CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
50 PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
100 OPERATING	\$113,865.93	\$417,097.28	\$417,097.28	\$319,494.38	\$319,494.38	\$16,263.03
110 INVESTMENTS	\$192,198.79	\$0.00	\$0.00	\$25,254.93	\$25,254.93	\$217,453.72
Subtotal	\$306,243.72	\$417,097.28	\$417,097.28	\$344,749.31	\$344,749.31	\$233,895.75
2. Main						
300 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
350 EVERGREEN FINES & FEES	\$1,624.31	\$114.50	\$114.50	\$465.70	\$465.70	\$1,975.51
600 SIM SMITH	\$3,291.42	\$200.00	\$200.00	\$0.00	\$0.00	\$3,091.42
650 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
700 SALES TAX	\$12.85	\$0.00	\$0.00	\$2.54	\$2.54	\$15.39
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	\$0.00	\$1,977.29	\$1,977.29	\$6,515.46	\$6,515.46	\$4,538.17
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$109,000.00	\$109,000.00	\$109,000.00	\$109,000.00	\$0.00
Subtotal	\$46,702.59	\$111,291.79	\$111,291.79	\$115,983.70	\$115,983.70	\$51,394.50
3. Gift Fund						
400 GIFT	\$9,576.63	\$4,644.31	\$4,644.31	\$16,576.19	\$16,576.19	\$21,508.51
450 HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
500 GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550 FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
605 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
875 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$93,272.11	\$4,644.31	\$4,644.31	\$16,576.19	\$16,576.19	\$105,203.99
4. Withholdings						
200 PAYROLL	\$0.00	\$4,359.58	\$4,359.58	\$0.00	\$0.00	(\$4,359.58)
200.1 FEDERAL TAX	\$378.50	\$14,864.97	\$14,864.97	\$20,480.79	\$20,480.79	\$5,994.32
200.2 FICA	(\$11.79)	\$13,467.57	\$13,467.57	\$13,467.57	\$13,467.57	(\$11.79)
200.3 MEDICARE	(\$2.76)	\$3,149.70	\$3,149.70	\$3,149.70	\$3,149.70	(\$2.76)
200.4 STATE TAX	(\$6.15)	\$6,826.34	\$6,826.34	\$6,826.34	\$6,826.34	(\$6.15)
200.5 COUNTY TAX	(\$3.33)	\$3,658.66	\$3,658.66	\$3,658.66	\$3,658.66	(\$3.33)
200.6 PERF	(\$5.71)	\$3,773.95	\$3,773.95	\$3,441.82	\$3,441.82	(\$337.84)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$3,657.33	\$3,657.33	\$4,835.78
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,527.21	\$50,100.77	\$50,100.77	\$54,682.21	\$54,682.21	\$6,108.65
Grand Total	\$447,745.63	\$583,134.15	\$583,134.15	\$531,991.41	\$531,991.41	\$396,602.89

Total all banks = \$396,602.89

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From

1/1/2019 To 9/30/2019

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$79,000.00	(\$4,000.00)	\$75,000.00	\$79,725.47	\$79,725.47	(\$4,725.47)	-6.3
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$1,000.00	\$116,000.00	\$72,138.97	\$72,138.97	\$43,861.03	37.8
1.113 Salary of Library Assistants	\$39,000.00	(\$9,000.00)	\$30,000.00	\$23,909.14	\$23,909.14	\$6,090.86	20.3
1.114 Salary of Pages	\$19,000.00	(\$4,000.00)	\$15,000.00	\$11,640.19	\$11,640.19	\$3,359.81	22.4
1.115 Salary of Coordinators	\$8,000.00	\$11,450.00	\$19,450.00	\$17,434.02	\$17,434.02	\$2,015.98	10.4
1.116 Salary of Substitutes	\$6,500.00	\$0.00	\$6,500.00	\$1,033.77	\$1,033.77	\$5,466.23	84.1
1.131 Salary of Treasurer	\$14,000.00	\$0.00	\$14,000.00	\$11,336.80	\$11,336.80	\$2,663.20	19.0
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$16,617.27	\$16,617.27	\$6,382.73	27.8
1.22 Unemployment	\$4,444.00	\$56.00	\$4,500.00	\$1,093.61	\$1,093.61	\$3,406.39	75.7
1.23 PERF Employer Contribution Share	\$17,000.00	(\$2,000.00)	\$15,000.00	\$14,089.21	\$14,089.21	\$910.79	6.1
1.241 Employee Group Insurance	\$16,000.00	(\$1,000.00)	\$15,000.00	\$17,438.40	\$17,438.40	(\$2,438.40)	-16.3
Subtotal	\$340,944.00	(\$7,494.00)	\$333,450.00	\$266,456.85	\$266,456.85	\$66,993.15	20.1
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$22.00	\$22.00	\$78.00	78.0
2.21 Cleaning Supplies	\$1,500.00	\$25.00	\$1,525.00	\$931.14	\$931.14	\$593.86	38.9
2.31 Building Materials	\$2,000.00	(\$1,000.00)	\$1,000.00	\$275.32	\$275.32	\$724.68	72.5
2.41 Library Supplies	\$9,000.00	(\$500.00)	\$8,500.00	\$5,534.46	\$5,534.46	\$2,965.54	34.9
2.43 Adult Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$329.10	\$329.10	\$1,070.90	76.5
2.44 Teen Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$588.68	\$588.68	\$811.32	58.0
2.45 Children's Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$735.97	\$735.97	\$664.03	47.4
2.46 Eastern Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$533.40	\$533.40	\$866.60	61.9

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.47	Farmers Market Supplies	\$800.00	(\$50.00)	\$750.00	\$72.38	\$72.38	\$677.62	90.3
Subtotal		\$18,600.00	(\$1,125.00)	\$17,475.00	\$9,022.45	\$9,022.45	\$8,452.55	48.4
3.	Other Services and Charge							
3.13	Legal Services	\$1,000.00	(\$500.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.141	Other Professional	\$18,000.00	(\$4,000.00)	\$14,000.00	\$14,487.84	\$14,487.84	(\$487.84)	-3.5
3.142	Database Subscriptions	\$4,000.00	(\$500.00)	\$3,500.00	\$1,136.30	\$1,136.30	\$2,363.70	67.5
3.143	eBook Services	\$4,000.00	\$250.00	\$4,250.00	\$197.51	\$197.51	\$4,052.49	95.4
3.21	Telephone	\$4,500.00	(\$1,500.00)	\$3,000.00	\$1,058.09	\$1,058.09	\$1,941.91	64.7
3.22	Postage	\$750.00	\$50.00	\$800.00	\$280.20	\$280.20	\$519.80	65.0
3.23	Traveling Expenses	\$3,000.00	\$0.00	\$3,000.00	\$1,272.93	\$1,272.93	\$1,727.07	57.6
3.24	Professional Meeting	\$3,000.00	\$0.00	\$3,000.00	\$938.00	\$938.00	\$2,062.00	68.7
3.251	Freight and Express	\$550.00	\$50.00	\$600.00	\$425.39	\$425.39	\$174.61	29.1
3.252	Evergreen	\$2,500.00	\$1,175.00	\$3,675.00	\$3,675.00	\$3,675.00	\$0.00	0.0
3.26	Internet Vendor	\$7,000.00	(\$2,000.00)	\$5,000.00	\$4,349.24	\$4,349.24	\$650.76	13.0
3.31	Advertising and Publicity	\$400.00	\$600.00	\$1,000.00	\$1,255.01	\$1,255.01	(\$255.01)	-25.5
3.32	Printing	\$400.00	\$100.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41	Official Bonds	\$400.00	\$100.00	\$500.00	\$165.00	\$165.00	\$335.00	67.0
3.42	Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$9,943.00	\$9,943.00	\$3,057.00	23.5
3.51	Gas	\$7,500.00	\$0.00	\$7,500.00	\$3,884.05	\$3,884.05	\$3,615.95	48.2
3.52	Electric	\$26,000.00	(\$1,000.00)	\$25,000.00	\$17,170.63	\$17,170.63	\$7,829.37	31.3
3.53	Water	\$2,000.00	\$0.00	\$2,000.00	\$768.09	\$768.09	\$1,231.91	61.6
3.54	Waste Disposal	\$2,100.00	\$400.00	\$2,500.00	\$1,693.80	\$1,693.80	\$806.20	32.2
3.61	Building Repair	\$20,000.00	(\$6,000.00)	\$14,000.00	\$11,811.52	\$11,811.52	\$2,188.48	15.6
3.62	Equipment Repair	\$10,000.00	(\$500.00)	\$9,500.00	\$6,874.02	\$6,874.02	\$2,625.98	27.6
3.63	Janitorial Service	\$20,000.00	\$500.00	\$20,500.00	\$14,850.00	\$14,850.00	\$5,650.00	27.6
3.91	Dues	\$3,000.00	\$0.00	\$3,000.00	\$934.30	\$934.30	\$2,065.70	68.9

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4. Capital Outlays	Subtotal	\$153,100.00	(\$12,775.00)	\$140,325.00	\$97,169.92	\$43,155.08	30.8
4.31 Improvements - Other	\$2,500.00	(\$1,500.00)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
4.41 Furniture and Equipment	\$10,000.00	(\$1,000.00)	\$9,000.00	\$4,257.31	\$4,257.31	\$4,742.69	52.7
4.51 Books - Adult Fiction	\$10,000.00	(\$250.00)	\$9,750.00	\$7,366.38	\$7,366.38	\$2,383.62	24.4
4.521 Books - Adult Nonfiction	\$6,250.00	\$182.00	\$6,432.00	\$5,672.45	\$5,672.45	\$759.55	11.8
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$208.86	\$208.86	\$791.14	79.1
4.53 Books - Children	\$7,750.00	\$0.00	\$7,750.00	\$5,371.82	\$5,371.82	\$2,378.18	30.7
4.54 Books - YA	\$3,750.00	\$250.00	\$4,000.00	\$1,914.29	\$1,914.29	\$2,085.71	52.1
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$5,495.50	\$5,495.50	\$1,504.50	21.5
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$1,395.42	\$1,395.42	\$1,854.58	57.1
4.71 Nonprint - Adult DVD	\$3,879.00	\$371.00	\$4,250.00	\$1,910.11	\$1,910.11	\$2,339.89	55.1
4.72 Nonprint - Music	\$1,250.00	(\$750.00)	\$500.00	\$149.82	\$149.82	\$350.18	70.0
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$4,586.25	\$4,586.25	\$2,163.75	32.1
4.74 Nonprint - Childrens	\$3,250.00	\$0.00	\$3,250.00	\$1,944.31	\$1,944.31	\$1,305.69	40.2
4.75 Nonprint - YA	\$2,000.00	(\$500.00)	\$1,500.00	\$737.79	\$737.79	\$762.21	50.8
4.76 Nonprint - Eastern	\$4,750.00	\$0.00	\$4,750.00	\$2,874.25	\$2,874.25	\$1,875.75	39.5
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$369.50	\$369.50	\$630.50	63.1
4.91 Gifts	\$0.00	\$0.00	\$0.00	\$187.13	\$187.13	(\$187.13)	#Div/0!
4.94 Sales Tax	\$0.00	\$0.00	\$0.00	\$6.87	\$6.87	(\$6.87)	#Div/0!
Subtotal	\$74,379.00	(\$3,197.00)	\$71,182.00	\$44,448.06	\$44,448.06	\$26,733.94	37.6
Grand Total	\$587,023.00	(\$24,591.00)	\$562,432.00	\$417,097.28	\$417,097.28	\$145,334.72	25.8

Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/1/1998.

Librarian's Report

Wednesday, October 9, 2019

- *Attended monthly Friends of the Library meeting – September 19*
- *Attended monthly library staff meeting – September 19*
- *Attended Strategic Plan Meeting 2020-2022 – September 19*

The Annual Literacy Coalition Meeting took place on Thursday, September 19, and had over 30 people attend, as well as a presentation by author Veronica Kirin.

The library's presence at the Apple Festival was well received, with lots of donations at the booths. The Art & Photography Show had over 100 entries by people throughout the community, and Wade walked in the parade and represented the library.

Personnel Report

Wednesday, October 9, 2019

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Wade Wallace, Bookkeeper
RE: Personnel Report
DATE: October 9, 2019

Beginning Employment

- None.

Ending Employment

- Austin Stroud, Director – full-time, effective October 31, 2019

Job Changes

- Susan Smith – Teen Librarian / Page Coordinator, effective October 1, 2019
- Mary Burch – Cataloging / IT Assistant, effective October 1, 2019

2019 Budget	Budgeted Amount	2019 Spent	2019 Remaining	Projected Total 2019 Spending	2020 Budget Projection
Salaried Librarians	\$ 75,000.00	\$ 51,628.23	\$ 23,371.77	\$ 90,000.00	\$ 85,000.00
Hourly Librarians	\$ 116,000.00	\$ 50,172.24	\$ 65,827.76	\$ 100,000.00	\$ 110,000.00
Library Assistants	\$ 30,000.00	\$ 15,530.00	\$ 14,470.00	\$ 30,000.00	\$ 32,000.00
Substitutes	\$ 6,500.00	\$ 33.77	\$ 6,466.23	\$ 1,000.00	\$ -
Pages	\$ 15,000.00	\$ 7,227.73	\$ 7,772.27	\$ 14,500.00	\$ 14,500.00
Coordinators	\$ 19,450.00	\$ 10,933.07	\$ 8,516.93	\$ 20,000.00	\$ 20,000.00
Treasurer	\$ 14,000.00	\$ 7,938.94	\$ 6,061.06	\$ 15,000.00	\$ 15,000.00
Library FICA & Medicare	\$ 23,000.00	\$ 10,975.03	\$ 12,024.97	\$ 22,000.00	\$ 22,000.00
Unemployment	\$ 4,500.00	\$ 311.89	\$ 4,188.11	\$ 2,000.00	\$ 4,000.00
PERF	\$ 15,000.00	\$ 9,482.08	\$ 5,517.92	\$ 19,000.00	\$ 20,000.00
Employee Group Insurance	\$ 15,000.00	\$ 10,321.60	\$ 4,678.40	\$ 20,000.00	\$ 20,000.00
Official Records	\$ 100.00	\$ 22.00	\$ 78.00	\$ 22.00	\$ 100.00
Cleaning Supplies	\$ 1,525.00	\$ 473.80	\$ 1,051.20	\$ 900.00	\$ 1,300.00
Building Materials	\$ 1,000.00	\$ 264.56	\$ 735.44	\$ 600.00	\$ 500.00
Library Supplies	\$ 8,500.00	\$ 3,992.25	\$ 4,507.75	\$ 8,000.00	\$ 8,000.00
Adult Program Supplies	\$ 1,400.00	\$ 189.93	\$ 1,210.07	\$ 700.00	\$ 1,200.00
Teen Program Supplies	\$ 1,400.00	\$ 445.62	\$ 954.38	\$ 900.00	\$ 1,200.00
Children's Program Supplies	\$ 1,400.00	\$ 623.84	\$ 776.16	\$ 1,200.00	\$ 1,200.00
Eastern Program Supplies	\$ 1,400.00	\$ 215.75	\$ 1,184.25	\$ 700.00	\$ 1,200.00
Farmer's Market Supplies	\$ 750.00	\$ 72.38	\$ 677.62	\$ 100.00	\$ -
Legal Services	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
Other Professional	\$ 14,000.00	\$ 11,774.38	\$ 2,225.62	\$ 22,000.00	\$ 20,000.00
Database Subscriptions	\$ 3,500.00	\$ 621.30	\$ 2,878.70	\$ 3,000.00	\$ 3,000.00
eBook Services	\$ 4,250.00	\$ -	\$ 4,250.00	\$ 3,750.00	\$ 4,000.00
Telephone	\$ 3,000.00	\$ 1,012.84	\$ 1,987.16	\$ 2,500.00	\$ 2,500.00
Postage	\$ 800.00	\$ 170.20	\$ 629.80	\$ 500.00	\$ 500.00
Traveling Expenses	\$ 3,000.00	\$ 619.01	\$ 2,380.99	\$ 2,000.00	\$ 2,000.00
Professional Meeting	\$ 3,000.00	\$ 578.00	\$ 2,422.00	\$ 2,000.00	\$ 2,000.00
Freight & Express	\$ 600.00	\$ 335.77	\$ 264.23	\$ 700.00	\$ 750.00
Evergreen	\$ 3,675.00	\$ 3,675.00	\$ -	\$ 3,675.00	\$ 3,785.00
Internet	\$ 5,000.00	\$ 3,708.20	\$ 1,291.80	\$ 7,000.00	\$ 7,500.00
Advertising & Publicity	\$ 1,000.00	\$ 921.91	\$ 78.09	\$ 1,500.00	\$ 1,000.00
Printing	\$ 500.00	\$ -	\$ 500.00	\$ 250.00	\$ 500.00
Official Bonds	\$ 500.00	\$ -	\$ 500.00	\$ 250.00	\$ 500.00
Library Insurance	\$ 13,000.00	\$ -	\$ 13,000.00	\$ 11,000.00	\$ 12,000.00
Gas	\$ 7,500.00	\$ 3,718.70	\$ 3,781.30	\$ 7,000.00	\$ 7,500.00
Electric	\$ 25,000.00	\$ 10,409.01	\$ 14,590.99	\$ 21,000.00	\$ 22,000.00
Water	\$ 2,000.00	\$ 512.04	\$ 1,487.96	\$ 1,100.00	\$ 1,200.00
Waste Disposal	\$ 2,500.00	\$ 1,173.80	\$ 1,326.20	\$ 2,300.00	\$ 2,500.00
Building Repair	\$ 14,000.00	\$ 6,444.62	\$ 7,555.38	\$ 12,000.00	\$ 12,000.00
Equipment Repair	\$ 9,500.00	\$ 2,161.72	\$ 7,338.28	\$ 4,500.00	\$ 7,500.00
Janitorial Service	\$ 20,500.00	\$ 9,900.00	\$ 10,600.00	\$ 20,000.00	\$ 20,000.00
Dues	\$ 3,000.00	\$ 560.43	\$ 2,439.57	\$ 1,500.00	\$ 2,000.00
Buildings/Improvements	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -
Furniture & Equipment	\$ 9,000.00	\$ 3,814.85	\$ 5,185.15	\$ 7,500.00	\$ 8,000.00
Books - Adult Fiction	\$ 9,750.00	\$ 5,183.34	\$ 4,566.66	\$ 9,000.00	\$ 9,750.00
Books - Adult Non-Fiction	\$ 6,432.00	\$ 3,766.00	\$ 2,666.00	\$ 6,000.00	\$ 6,432.00
Books - Local History/Genealogy	\$ 1,000.00	\$ 109.91	\$ 890.09	\$ 500.00	\$ 1,000.00
Books - Children's	\$ 7,750.00	\$ 3,183.94	\$ 4,566.06	\$ 7,000.00	\$ 7,750.00
Books - YA	\$ 4,000.00	\$ 1,274.68	\$ 2,725.32	\$ 3,000.00	\$ 4,000.00
Books - Eastern	\$ 7,000.00	\$ 3,553.65	\$ 3,446.35	\$ 6,250.00	\$ 7,000.00
Periodicals & Newspapers	\$ 3,250.00	\$ 965.71	\$ 2,284.29	\$ 2,000.00	\$ 3,000.00
Nonprint - Adult DVD	\$ 4,250.00	\$ 1,022.29	\$ 3,227.71	\$ 3,000.00	\$ 4,250.00
Nonprint - Music	\$ 500.00	\$ 27.37	\$ 472.63	\$ 250.00	\$ 500.00
Nonprint - Audiobooks	\$ 6,750.00	\$ 2,896.21	\$ 3,853.79	\$ 6,000.00	\$ 6,750.00
Nonprint - Children's	\$ 3,250.00	\$ 884.44	\$ 2,365.56	\$ 2,000.00	\$ 3,250.00
Nonprint - YA	\$ 1,500.00	\$ 418.00	\$ 1,082.00	\$ 1,000.00	\$ 1,500.00
Nonprint - Eastern	\$ 4,750.00	\$ 1,841.57	\$ 2,908.43	\$ 4,000.00	\$ 4,750.00
Replacement Books/Nonprint	\$ 1,000.00	\$ 185.45	\$ 814.55	\$ 500.00	\$ 1,000.00
TOTAL	\$ 562,432.00	\$ 268,279.05	\$ 294,152.95	\$ 534,147.00	\$ 561,367.00

Allowed to increase 2019 Budget by 3.5% or \$19,685.12.

We are opting not to do that (unless the board wants), but in addition to what you see for 2020 I will add in the money we have in the Rainy Day fund (around \$41k).