

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, August 12, 2020

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report
5. Finance Committee Report
6. Building & Grounds Committee Report
7. Librarian's Report
 - a. Old Business:
 - i. New Phone
 - ii. LED Lights
 - iii. Main Branch Signage
 - b. New Business:
 - i. Parking Policy Revisit
 - ii. Staff Evaluations
 - iii. Potential Internet Upgrade
 - iv. Annex Screens
 - v. Bookkeeping
8. Public Comment
9. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 7/1/2020 To 7/31/2020

| Warrant Number | Claim Number | Name of Claimant | Date | Explanation | Total |
|----------------|--------------|----------------------------|-----------|--|-------------|
| 0 | 319 | PERF | 7/1/2020 | PERF Deposit | \$1,629.46 |
| 0 | 320 | INDIANA DEPT OF REVENUE | 7/1/2020 | State and County Tax Deposit | \$1,106.41 |
| 0 | 321 | INTERNAL REVENUE SERVIC | 7/1/2020 | Federal Tax Deposit | \$4,727.03 |
| 0 | 323 | PAYROLL | 7/1/2020 | PAYROLL | \$20,218.69 |
| 1870 | 325 | MICHELE ROGERS | 7/1/2020 | JANITORIAL SERVICE | \$1,650.00 |
| 1871 | 326 | UW-MADISON | 7/1/2020 | Graphic Design for Librarians: Registration Form | \$150.00 |
| 1873 | 328 | INDIANA LIBRARY FEDERATIO | 7/1/2020 | 2020 Library Membership | \$319.66 |
| 1874 | 329 | AMAZON | 7/1/2020 | INVOICES: | \$2,072.06 |
| 1875 | 330 | LIBRARY JOURNAL | 7/2/2020 | LIBRARY JOURNAL - RENEWAL | \$99.00 |
| 1876 | 331 | INDIANA STATE LIBRARY | 7/2/2020 | Evergreen Q2 Collections | \$43.25 |
| 1877 | 332 | AMATEUR SPORTS PROMOTI | 7/2/2020 | 2020 Fall Sports Calendar 1x2 | \$149.00 |
| 1878 | 333 | CENGAGE LEARNING | 7/2/2020 | | \$75.00 |
| 1879 | 334 | RECORDED BOOKS, INC | 7/2/2020 | | \$62.20 |
| 1880 | 335 | CENTER POINT LARGE PRINT | 7/2/2020 | | \$132.42 |
| 1881 | 336 | EBSCO Information Services | 7/2/2020 | MyHeritage - Library Edition | \$662.00 |
| 1882 | 337 | SEWAGE DISPOSAL WORKS | 7/2/2020 | UTILITY - MAIN & ANNEX | \$148.00 |
| 1883 | 338 | JOHN MUSGRAVES | 7/2/2020 | GROUNDKEEPING | \$50.80 |
| 1884 | 339 | PITTMAN FAMILY FARMS LAW | 7/2/2020 | GROUNDKEEPING: MAIN & EASTERN | \$240.00 |
| 1885 | 340 | GADELLNET CONSULTING SE | 7/2/2020 | | \$75.00 |
| 1886 | 341 | AVC Technology Corporation | 7/7/2020 | Q3 2020 Billing | \$495.00 |
| 1887 | 342 | Background Bureau, INC | 7/7/2020 | Background Check - Benjamin Briles | \$8.00 |
| 1888 | 343 | HASEMAN PEST CONTROL OF | 7/7/2020 | INVOICES: 3 | \$100.00 |
| 1889 | 344 | DUKE ENERGY | 7/7/2020 | UTILITY - MAIN & ANNEX | \$1,654.03 |
| 1890 | 345 | MIDWEST NATURAL GAS COR | 7/7/2020 | UTILITY - MAIN & ANNEX | \$41.18 |
| 1891 | 346 | U.S. BANK | 7/7/2020 | 05.06.2020 - 06.03.2020 | \$215.11 |
| 1892 | 347 | WORLD BOOK, INC. | 7/8/2020 | ONLINE-- SCHOOL EDITION LIBRARY | \$530.00 |
| 1893 | 348 | COMCAST | 7/8/2020 | | \$139.64 |
| 1894 | 349 | CENTURYLINK | 7/14/2020 | | \$4.20 |
| 1895 | 350 | RICOH USA, INC (CHICAGO) | 7/14/2020 | INVOICES: 2 | \$214.47 |
| 1896 | 351 | WALMART | 7/14/2020 | INVOICES: 5 | \$277.54 |
| 1897 | 352 | OVERDRIVE, INC | 7/14/2020 | INVOICE + CREDIT APPLIED | \$10.42 |
| 1898 | 353 | BAKER & TAYLOR | 7/14/2020 | INVOICES: 3 | \$657.82 |
| 1899 | 354 | EASTERN HEIGHTS UTILITIES | 7/14/2020 | UTILITY - MAIN & ANNEX | \$65.33 |
| 1900 | 355 | AT&T | 7/14/2020 | | \$153.46 |
| 1901 | 356 | UDWI | 7/14/2020 | UTILITY - EASTERN | \$181.00 |
| 1902 | 357 | U.S. BANK | 7/15/2020 | 06.04.2020 - 07.06.2020 | \$435.55 |
| 1903 | 358 | KIMBERLY PORTER | 7/21/2020 | REIMBURSEMENT | \$27.92 |
| 1904 | 359 | SMITHVILLE | 7/21/2020 | TELEPHONE - EASTERN | \$37.64 |
| 1905 | 360 | JOHN MUSGRAVES | 7/22/2020 | GROUNDKEEPING | \$25.00 |
| 1906 | 361 | JOHN MUSGRAVES | 7/28/2020 | GROUDNSKEEPING | \$108.30 |
| 0 | 362 | BLOOMFIELD-EASTERN GREE | 7/28/2020 | INTERFUND TRANSFER | \$0.00 |
| 1909 | 366 | BLOOMFIELD-EASTERN GREE | 7/28/2020 | INTERBANK TRANSFER | \$12,000.00 |
| 1913 | 371 | BEDFORD OFFICE SUPPLY | 7/29/2020 | | \$38.00 |
| 1914 | 372 | B & C Disposal | 7/29/2020 | | \$38.00 |
| 1915 | 373 | FINDAWAY WORLD | 7/29/2020 | | \$59.44 |
| 1916 | 374 | ENA Services LLC | 7/29/2020 | | \$503.00 |
| 1917 | 375 | RICOH USA, INC (ATLANTA) | 7/29/2020 | | \$115.31 |
| 1918 | 376 | SEWAGE DISPOSAL WORKS | 7/29/2020 | UTILITY - MAIN & ANNEX | \$148.00 |
| 1919 | 377 | BAKER & TAYLOR | 7/29/2020 | INVOICES: 2 | \$374.14 |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i> |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------------------------|--------------------|
| 1920 | 378 | CENGAGE LEARNING | 7/29/2020 | | \$74.50 |
| 1921 | 379 | HERALD-TIMES | 7/29/2020 | 52 WEEKS RENEWAL - 08/2020 - 08/2021 | \$241.25 |
| 1922 | 380 | WELLS FARGO VENDOR FINA | 7/29/2020 | | \$144.27 |
| Total Amount of Claims | | | | | \$52,727.50 |

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.

Tuesday, August 11, 2020



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 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 17 day of August, 2020.

SIGNATURES OF GOVERNING BOARD

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

| | |
|----------|-------------|
| Net Pay: | \$15 223 17 |
|----------|-------------|

| | |
|-------------|---------------|
| <i>Used</i> | <i>Earned</i> |
|-------------|---------------|

| | | |
|--------------|---------|-------|
| Regular | 764.25 | |
| Sunday | 0 | |
| Double | 0 | |
| Sick | 0 | 0 |
| Vacation | 110.54 | 62.62 |
| Comp | 193.5 | 0 |
| Personal | 41 | 0 |
| Other | 0 | 0 |
| Total Hours: | 1109.29 | 62.62 |

Dated 06.75 20.20

James H. J.
Director

That it is apparently correct.

| | | |
|-------------------------------|------------|------------|
| Employee Share FICA Due = | \$1,253.56 | \$2,507.12 |
| Employee Share FICA Due = | \$1,253.56 | |
| Employee Share Medicare Due = | \$293.18 | \$586.36 |
| Employee Share Medicare Due = | \$293.18 | |
| Federal Tax Due = | \$1,633.55 | |
| Total Tax Deposit Due = | \$4,727.03 | |

| | | | |
|----------------------|------------|------------------|------------|
| Employee PER F Due = | \$344.26 | State Tax Due = | \$739.37 |
| Employer PER F Due = | 1285.20 | County Tax Due = | \$367.04 |
| Total PER F Due = | \$1,629.46 | Total Tax Due = | \$1,106.41 |

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, July 8, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, June 10, at 5:04pm at the Library Annex. Those present were Roger Doane - Presiding, Roger Axe, Joshua Riggins, Dinah Fuller, Martha Marmouze, Candice Patterson, Karen Holz – Director, and Wade Wallace – Treasurer/Bookkeeper. Also in attendance was Armonda Riggs – Literacy Coordinator.

Approval of Claims and Minutes:

Joshua made a motion to approve claims & payroll. Martha seconded. All in favor.

Martha made a motion to approve minutes. Dinah seconded. All in favor.

Treasurers Report:

Provided in meeting packet. Dinah made a motion to approve the treasurer's report. Roger A. seconded. All in favor.

Librarian's Report

Provided in meeting packet. Simon Breidenbach also attended the meeting and introduced himself to the board during this time. Martha made a motion to accept Karen's librarian report. Candice seconded. All present in favor.

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Wade Wallace, Bookkeeper
RE: Personnel Report
DATE: July 8, 2020

Beginning Employment

- None

Ending Employment

- None

Job Changes

- None

Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Old Business:

We have received a quote for repainting and minor exterior repairs at \$700. Karen will try to obtain more quotes before going through with a purchase. The sign is ready to be repaired at just under \$1,900, which we have a grant covering. This will include a plexi-glass fitting to prolong the sign's condition.

As of now, the library has 2 active phone lines. The lobby phone is routed through line 1, and anytime it's used, the staff Line 1 stops working until reset manually in the server room. The current plan is to remove the lobby phone entirely (quoted at \$150 by Hicom) and replace it with a cordless phone to be kept upstairs. This will come with an additional Line 3 to the server too.

New Business:

Karen provided insight to the hours change we'll be going through after Labor Day. These are prone to change as September approaches. They will be as follows:

MAIN

Monday / Friday – 10:00-4:00
Tuesday – Thursday – 11:00-7:00
Saturday – 10:00-4:00

EASTERN

Monday / Wednesday / Friday – 12:00-5:00
Tuesday / Thursday – 2:00-8:00
Saturday – 9:00-12:00

We will also be rolling out an update to the disaster declaration policy from 2012 next month. This will include modernized technology protocols and a process for backing up the important computers in the case of inaccessibility.

All policies are to be revised or at least looked at every 3 years, according to ISL. Karen, Wade, and Kimberly (as well as anyone involved in specific policies) are in the process of updating every active policy to present to the board in bulk and have re-adopted.

Duke Energy's proposal to replace our entire light system with energy-efficient LED's is the most efficient and cost-effective. Roger A. made a motion to approve a light replacement via Duke Energy. Joshua seconded that motion. All present were in favor.

Public Comment:

None.

Adjournment:

Roger A. moved to adjourn at 5:58pm, and Candice seconded. All present were in favor. The next regular public meeting will be Wednesday, August 12, at 5:00PM at the Library Annex.

_____ Secretary

Treasurers Report:

PAYROLL: Net Pay of **\$15,223.17 (July 1)**

CLAIMS: Claims #319 – 323, 325 – 326, 328 – 362, 366, and 371 – 380, totaling **\$52,727.50 in July.**

BALANCE THE BUDGET:

- Transfer **\$677.50** from *Salary of Pages* to *Salary of Treasurer*
 - *Salary of Treasurer is negative due to budgeting for my outdated \$10.00/hr wage in 2018, and never being adjusted during the director turnover between 2019 and 2020.*
- Transfer **\$2,500.00** from *Salary of Library Assistants* to *Salary of Treasurer*
- Transfer **\$319.66** from *Other Professional* to *Dues*

BUDGET STATUS:

Through **7** months of the year, we strive to be at or under **58.33%** in each of the four budget categories as well as overall. See the appropriation report through July 31, 2020 for the full numbers.

2020/Current Year through July 30, 2020

| | |
|-----------------------------|---------------|
| Personnel/Personal Services | 55.50 % spent |
| Supplies | 25.40 % spent |
| Other Services | 47.30 % spent |
| Capital Outlays | 49.20 % spent |
| OVERALL | 49.20 % spent |

2019/Prior Year Comparison through July 30, 2019

| | |
|-----------------------------|----------------------|
| Personnel/Personal Services | 62.40 % spent |
| Supplies | 41.30 % spent |
| Other Services | 57.50 % spent |
| Capital Outlays | 46.80 % spent |
| OVERALL | 58.60 % spent |

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 7/1/2020 to 7/31/2020

| <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 | (\$63,525.54) | \$33,691.07 | \$288,660.01 | \$13,460.76 | \$446,366.25 | \$94,180.70 |
| 110 INVESTMENTS | \$235,150.51 | \$0.00 | \$0.00 | \$0.00 | (\$2,435.74) | \$232,714.77 |
| Subtotal | \$171,803.97 | \$33,691.07 | \$288,660.01 | \$13,460.76 | \$443,930.51 | \$327,074.47 |
| 2. Main | | | | | | |
| 300 PLAC | \$409.42 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$409.42 |
| 350 EVERGREEN FINES & FEES | \$2,100.20 | \$43.25 | \$93.24 | \$10.00 | \$57.00 | \$2,063.96 |
| 600 SIM SMITH | \$3,091.42 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,091.42 |
| 650 LIRF | \$342.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$342.65 |
| 700 SALES TAX | \$16.18 | \$0.00 | \$0.28 | \$0.27 | \$0.80 | \$16.70 |
| 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 | \$2,059.44 | \$1,397.98 | \$6,395.82 | \$0.00 | \$6,395.82 | \$2,059.44 |
| 900 RAINY DAY | \$41,021.94 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$41,021.94 |
| 905 TRANSFERS | \$0.00 | \$12,000.00 | \$93,000.00 | \$12,000.00 | \$93,000.00 | \$0.00 |
| Subtotal | \$49,041.25 | \$13,441.23 | \$99,489.34 | \$12,010.27 | \$99,453.62 | \$49,005.53 |
| 3. Gift Fund | | | | | | |
| 400 GIFT | \$21,762.50 | \$964.24 | \$6,599.26 | \$449.09 | \$5,914.20 | \$21,077.44 |
| 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 | \$105,457.98 | \$964.24 | \$6,599.26 | \$449.09 | \$5,914.20 | \$104,772.92 |
| 4. Withholdings | | | | | | |
| 200 PAYROLL | (\$5,295.14) | \$0.00 | \$2,792.54 | \$0.00 | \$0.00 | (\$8,087.68) |
| 200.1 FEDERAL TAX | \$5,994.32 | \$1,633.55 | \$11,622.78 | \$1,633.55 | \$11,622.78 | \$5,994.32 |
| 200.2 FICA | (\$11.79) | \$1,253.56 | \$9,709.34 | \$1,253.56 | \$9,709.34 | (\$11.79) |
| 200.3 MEDICARE | (\$2.76) | \$293.18 | \$2,270.75 | \$293.18 | \$2,270.75 | (\$2.76) |
| 200.4 STATE TAX | (\$6.15) | \$739.37 | \$5,441.00 | \$739.37 | \$5,441.00 | (\$6.15) |
| 200.5 COUNTY TAX | (\$3.33) | \$367.04 | \$2,846.70 | \$367.04 | \$2,846.70 | (\$3.33) |
| 200.6 PERF | (\$337.84) | \$344.26 | \$2,383.98 | \$344.26 | \$2,383.98 | (\$337.84) |
| 200.7 Insurance | \$6,187.46 | \$0.00 | \$0.00 | \$364.56 | \$2,551.92 | \$8,739.38 |
| 200.9 Other | \$272.89 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$272.89 |
| Subtotal | \$6,797.66 | \$4,630.96 | \$37,067.09 | \$4,995.52 | \$36,826.47 | \$6,557.04 |
| Grand Total | \$333,100.86 | \$52,727.50 | \$431,815.70 | \$30,915.64 | \$586,124.80 | \$487,409.96 |

Total all banks = \$487,409.96

Appropriation Report for 100 OPERATING Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2020 To 7/31/2020

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|----------------|
| <i>1. Personal Services</i> | | | | | | | |
| 1.111 Salary of Librarian | \$79,000.00 | \$0.00 | \$79,000.00 | \$40,204.54 | \$40,204.54 | \$38,795.46 | 49.1 |
| 1.112 Salary of Librarians(Hourly) | \$115,000.00 | \$0.00 | \$115,000.00 | \$67,830.29 | \$67,830.29 | \$47,169.71 | 41.0 |
| 1.113 Salary of Library Assistants | \$39,000.00 | \$0.00 | \$39,000.00 | \$19,062.16 | \$19,062.16 | \$19,937.84 | 51.1 |
| 1.114 Salary of Pages | \$19,000.00 | \$0.00 | \$19,000.00 | \$6,829.52 | \$6,829.52 | \$12,170.48 | 64.1 |
| 1.115 Salary of Coordinators | \$8,000.00 | \$0.00 | \$8,000.00 | \$7,997.56 | \$7,997.56 | \$2.44 | 0.0 |
| 1.116 Salary of Substitutes | \$6,500.00 | \$0.00 | \$6,500.00 | \$0.00 | \$0.00 | \$6,500.00 | 100.0 |
| 1.131 Salary of Treasurer | \$14,000.00 | \$0.00 | \$14,000.00 | \$14,677.50 | \$14,677.50 | (\$677.50) | -4.8 |
| 1.21 Library FICA and Medicare | \$23,000.00 | \$0.00 | \$23,000.00 | \$11,980.09 | \$11,980.09 | \$11,019.91 | 47.9 |
| 1.22 Unemployment | \$4,444.00 | \$0.00 | \$4,444.00 | \$579.48 | \$579.48 | \$3,864.52 | 87.0 |
| 1.23 PERF Employer Contribution Share | \$17,000.00 | \$0.00 | \$17,000.00 | \$8,900.01 | \$8,900.01 | \$8,099.99 | 47.6 |
| 1.241 Employee Group Insurance | \$16,000.00 | \$0.00 | \$16,000.00 | \$11,170.05 | \$11,170.05 | \$4,829.95 | 30.2 |
| Subtotal | \$340,944.00 | | \$340,944.00 | \$189,231.20 | \$189,231.20 | \$151,712.80 | 44.5 |
| <i>2. Supplies</i> | | | | | | | |
| 2.11 Official Records | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | \$100.00 | 100.0 |
| 2.21 Cleaning Supplies | \$1,500.00 | \$0.00 | \$1,500.00 | \$980.74 | \$980.74 | \$519.26 | 34.6 |
| 2.31 Building Materials | \$2,000.00 | \$0.00 | \$2,000.00 | \$124.39 | \$124.39 | \$1,875.61 | 93.8 |
| 2.41 Library Supplies | \$9,000.00 | \$0.00 | \$9,000.00 | \$2,052.93 | \$2,052.93 | \$6,947.07 | 77.2 |
| 2.43 Adult Program Supplies | \$1,300.00 | \$0.00 | \$1,300.00 | \$225.31 | \$225.31 | \$1,074.69 | 82.7 |
| 2.44 Teen Program Supplies | \$1,300.00 | \$0.00 | \$1,300.00 | \$120.17 | \$120.17 | \$1,179.83 | 90.8 |
| 2.45 Children's Program Supplies | \$1,300.00 | \$0.00 | \$1,300.00 | \$625.13 | \$625.13 | \$674.87 | 51.9 |
| 2.46 Eastern Program Supplies | \$1,300.00 | \$0.00 | \$1,300.00 | \$185.87 | \$185.87 | \$1,114.13 | 85.7 |

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i> | <i>Percent Remain</i> |
|-------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|--------------------|-----------------------|
| 2.47 Farmers Market Supplies | \$800.00 | \$0.00 | \$800.00 | \$411.22 | \$411.22 | \$388.78 | 48.6 |
| Subtotal | \$18,600.00 | | \$18,600.00 | \$4,725.76 | \$4,725.76 | \$13,874.24 | 74.6 |
| 3. Other Services and Charge | | | | | | | |
| 3.13 Legal Services | \$1,000.00 | \$0.00 | \$1,000.00 | \$43.00 | \$43.00 | \$957.00 | 95.7 |
| 3.141 Other Professional | \$18,000.00 | \$0.00 | \$18,000.00 | \$16,085.80 | \$16,085.80 | \$1,914.20 | 10.6 |
| 3.142 Database Subscriptions | \$4,000.00 | \$0.00 | \$4,000.00 | \$1,408.77 | \$1,408.77 | \$2,591.23 | 64.8 |
| 3.143 eBook Services | \$4,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$0.00 | \$4,000.00 | 100.0 |
| 3.21 Telephone | \$4,500.00 | \$0.00 | \$4,500.00 | \$232.76 | \$232.76 | \$4,267.24 | 94.8 |
| 3.22 Postage | \$750.00 | \$0.00 | \$750.00 | \$377.25 | \$377.25 | \$372.75 | 49.7 |
| 3.23 Traveling Expenses | \$3,000.00 | \$0.00 | \$3,000.00 | \$564.72 | \$564.72 | \$2,435.28 | 81.2 |
| 3.24 Professional Meeting | \$3,000.00 | \$0.00 | \$3,000.00 | \$220.00 | \$220.00 | \$2,780.00 | 92.7 |
| 3.251 Freight and Express | \$550.00 | \$0.00 | \$550.00 | \$193.26 | \$193.26 | \$356.74 | 64.9 |
| 3.252 Evergreen | \$2,500.00 | \$0.00 | \$2,500.00 | \$2,260.96 | \$2,260.96 | \$239.04 | 9.6 |
| 3.26 Internet Vendor | \$7,000.00 | \$0.00 | \$7,000.00 | \$800.68 | \$800.68 | \$6,199.32 | 88.6 |
| 3.31 Advertising and Publicity | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$400.00 | 100.0 |
| 3.32 Printing | \$400.00 | \$0.00 | \$400.00 | \$0.00 | \$0.00 | \$400.00 | 100.0 |
| 3.41 Official Bonds | \$400.00 | \$0.00 | \$400.00 | \$156.00 | \$156.00 | \$244.00 | 61.0 |
| 3.42 Library Insurance | \$13,000.00 | \$0.00 | \$13,000.00 | \$704.00 | \$704.00 | \$12,296.00 | 94.6 |
| 3.51 Gas | \$7,500.00 | \$0.00 | \$7,500.00 | \$1,947.61 | \$1,947.61 | \$5,552.39 | 74.0 |
| 3.52 Electric | \$26,000.00 | \$0.00 | \$26,000.00 | \$8,612.22 | \$8,612.22 | \$17,387.78 | 66.9 |
| 3.53 Water | \$2,000.00 | \$0.00 | \$2,000.00 | \$352.58 | \$352.58 | \$1,647.42 | 82.4 |
| 3.54 Waste Disposal | \$2,100.00 | \$0.00 | \$2,100.00 | \$1,265.00 | \$1,265.00 | \$835.00 | 39.8 |
| 3.61 Building Repair | \$20,000.00 | \$0.00 | \$20,000.00 | \$17,901.98 | \$17,901.98 | \$2,098.02 | 10.5 |
| 3.62 Equipment Repair | \$10,000.00 | \$0.00 | \$10,000.00 | \$4,457.59 | \$4,457.59 | \$5,542.41 | 55.4 |
| 3.63 Janitorial Service | \$20,000.00 | \$0.00 | \$20,000.00 | \$11,550.00 | \$11,550.00 | \$8,450.00 | 42.3 |
| 3.91 Dues | \$3,000.00 | \$0.00 | \$3,000.00 | \$3,319.66 | \$3,319.66 | (\$319.66) | -10.7 |

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i> | <i>Percent Remain</i> |
|-------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|---------------------|-----------------------|
| 4. Capital Outlays | | | | | | | |
| 4.31 Improvements - Other | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.0 |
| 4.41 Furniture and Equipment | \$10,000.00 | \$0.00 | \$10,000.00 | \$1,149.98 | \$1,149.98 | \$8,850.02 | 88.5 |
| 4.51 Books - Adult Fiction | \$10,000.00 | \$0.00 | \$10,000.00 | \$4,491.60 | \$4,491.60 | \$5,508.40 | 55.1 |
| 4.521 Books - Adult Nonfiction | \$6,250.00 | \$0.00 | \$6,250.00 | \$1,508.53 | \$1,508.53 | \$4,741.47 | 75.9 |
| 4.522 Books-Local History/Genealogy | \$1,000.00 | \$0.00 | \$1,000.00 | \$37.00 | \$37.00 | \$963.00 | 96.3 |
| 4.53 Books - Children | \$7,750.00 | \$0.00 | \$7,750.00 | \$3,312.92 | \$3,312.92 | \$4,437.08 | 57.3 |
| 4.54 Books - YA | \$3,750.00 | \$0.00 | \$3,750.00 | \$707.50 | \$707.50 | \$3,042.50 | 81.1 |
| 4.55 Books - Eastern | \$7,000.00 | \$0.00 | \$7,000.00 | \$2,426.41 | \$2,426.41 | \$4,573.59 | 65.3 |
| 4.61 Periodicals and News | \$3,250.00 | \$0.00 | \$3,250.00 | \$1,134.97 | \$1,134.97 | \$2,115.03 | 65.1 |
| 4.71 Nonprint - Adult DVD | \$3,879.00 | \$0.00 | \$3,879.00 | \$1,429.52 | \$1,429.52 | \$2,449.48 | 63.1 |
| 4.72 Nonprint - Music | \$1,250.00 | \$0.00 | \$1,250.00 | \$175.00 | \$175.00 | \$1,075.00 | 86.0 |
| 4.73 Nonprint - Audiobooks | \$6,750.00 | \$0.00 | \$6,750.00 | \$2,599.79 | \$2,599.79 | \$4,150.21 | 61.5 |
| 4.74 Nonprint - Childrens | \$3,250.00 | \$0.00 | \$3,250.00 | \$1,549.30 | \$1,549.30 | \$1,700.70 | 52.3 |
| 4.75 Nonprint - YA | \$2,000.00 | \$0.00 | \$2,000.00 | \$147.67 | \$147.67 | \$1,852.33 | 92.6 |
| 4.76 Nonprint - Eastern | \$4,750.00 | \$0.00 | \$4,750.00 | \$1,481.90 | \$1,481.90 | \$3,268.10 | 68.8 |
| 4.77 Replacement Books & Nonprint | \$1,000.00 | \$0.00 | \$1,000.00 | \$88.92 | \$88.92 | \$911.08 | 91.1 |
| 4.94 Sales Tax | \$0.00 | \$0.00 | \$0.00 | \$8.20 | \$8.20 | (\$8.20) | #Div/0! |
| Subtotal | \$74,379.00 | | \$74,379.00 | \$22,249.21 | \$22,249.21 | \$52,129.79 | 70.1 |
| Grand Total | \$587,023.00 | \$0.00 | \$587,023.00 | \$288,660.01 | \$288,660.01 | \$298,362.99 | 50.8 |

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

Personnel Report

Wednesday, August 12, 2020

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

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: August 12, 2020

Beginning Employment

- None

Ending Employment

- Wade Wallace – Bookkeeper, effective September 3, 2020
- Maxine Resler – Substitute Librarian, effective August 12, 2020

Job Changes

- None

| Total | | 514 | 475 |
|-------|--|-----|-----|
| | | 2 | 5 |

| Programming | Number of Programs | Number of Attended |
|---------------------------|--------------------|--------------------|
| Adult | Summer reading | |
| YA | 3 | 271 |
| Children | 10 | 257 |
| Outreach (Blessing Boxes) | 5 | 327 |
| Total | | |

Website:

694 visits

1516 page views

2.7 average pages/visit

| Item Type | 2020 | 2019 | 2018 |
|--------------------------|-------------|-------------|-------------|
| Adult Fiction | 777 | 864 | 845 |
| YA Fiction | 133 | 211 | 223 |
| Juvenile Fiction | 1114 | 1230 | 1033 |
| Adult Nonfiction | 344 | 310 | 347 |
| YA Nonfiction | 33 | | |
| Juvenile Nonfiction | 152 | 169 | 179 |
| TOTAL Books | 2553 | 2784 | 2627 |
| Adult Periodicals | 93 | 87 | 127 |
| Juvenile Periodicals | 3 | 11 | 7 |
| Total Periodicals | 96 | 98 | 134 |
| Adult Audio Books | 89 | 125 | 122 |
| YA Audio Books | 5 | 4 | 3 |
| Juvenile Audio Books | 66 | 50 | 64 |
| Adult Playaways | 48 | 61 | 76 |
| Juvenile Playaways | 18 | | |
| Total Audio Books | 226 | 240 | 265 |
| Adult ebooks | | 520 | 889 |
| YA ebooks | | | |
| Juvenile ebooks | | | |
| TOTAL ebooks | | 520 | 889 |
| Music CDs | 52 | 80 | 122 |
| DVD | 830 | 1084 | 1258 |
| Juvenile DVD | 248 | 273 | 128 |
| Games | 112 | 63 | 71 |
| Total Nonprint | 1242 | 1500 | 1579 |

| Items Added in July | | |
|----------------------|--|------------|
| Adult Audio Books | | 10 |
| Adult Playaways | | 12 |
| DVDs | | 13 |
| Juvenile Fiction | | 41 |
| Juvenile Nonfiction | | 3 |
| YA | | 6 |
| Adult Fiction | | 41 |
| Adult Nonfiction | | 21 |
| Periodicals | | 24 |
| Juvenile Periodicals | | 2 |
| Games | | 1 |
| TOTAL | | 124 |

Total Patrons: 1273

| Township | Resident | Resident Limited | Total |
|--------------|----------|------------------|----------|
| Highland | 1 | 0 | 1 |
| Richland | 5 | 3 | 8 |
| Total | 6 | 3 | 9 |

Computer Usage: 293

Social Media

Bloomfield: 17 posts 3,865 views 311 post clicks

Eastern: 21 posts 407 views 23 post clicks

Teen Room: 12 posts 438 views

Summer: 40 posts 3351 views 109 post clicks

138 reactions

17 reactions

79 Reactions

131 reactions