

Bloomfield – Eastern Greene County Public Library
125 South Franklin Street
Bloomfield, IN 47424
Phone 812-384-4125 - Fax 812-384-0820
www.bloomfield.lib.in.us

Eastern Branch
11453 E. State Road 54
812-825-2677

We're more than just books!

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, January 12, 2021

1. Kate Volland – Address Board Concerning homeless population in Greene County
2. Approval of Claims & Payroll
3. Approval of Minutes
4. Presentation & Approval of Treasurer's Report
5. Personnel Report
6. Librarian's Report
 - a. Old Business:
 - i. Painting – Building Trim
 - ii. Annex stove installation – awaiting estimate for wiring for new stove
 - iii. Library of Things –waiting for additional details
 - b. New Business:
 - i. Ricoh –

We will be paying less for our printers this next year, by \$16.79/month for the same type of machines. I would like to add the capability to let the public print from their phones or other devises for \$10.00/month. This would be for only the upstairs printer so that we can watch it. If it goes well here, we could look at putting it out at Eastern, next year.
 - ii. Covid 19 –

The government is not requiring us to continue to pay personal if they get COVID and don't have enough in their PTO accounts. I wanted to make you aware of this issue, does the board want to continue paying the employee

even if they don't have enough PTO to cover or do you want to keep the employee on but not pay for the time they would normally work.

We are back to curbside on the recommendation of the Greene County Health Department. We are letting people in to use the computers by calling us and scheduling time or coming in if a computer is open. The Health Department asks us to close for at least a week after we return to Orange. We are cleaning and weeding materials during this time and are keeping busy with other library operations.

iii. Big Read –

I wanted to try doing this but due to not learning of it until last month and taking off for my Mother's death I did not have enough time to get all the paperwork in order. The books are chosen by August for the Big Read and I will look at them to determine which of them would work in Greene County.

I did learn that our DUNS number address was listed as the Eastern Branch and not for here when I started working on it. I have now fixed the address for it as the 125 S. Franklin Street. This should help when we apply for other Federal Grants. I need to apply for a SAM Certificate so we will be able to access different grant possibilities.

iv. Time Tracking –

I would like to have the staff do a time tracking activity where they would write down what they did in a 2-hour time frame, a sentence or two, for each frame. They would do this for a week in February. It would give me a better idea of the different tasks each person does so in the future we can use that to hire personal. I learned that other libraries do this once a year so that the Directors have a better idea of who does what and when

v. Staff Training –

We are having Staff training on January 18, from 9 to 3. The Friends of the Library are paying for our lunches

vi. Annual Report –

I will be doing the Annual Report this month and next. They are not holding us to hours or expenditures this year due COVID and probable not next year either.

vii. Library Maintenance –

1. During December two problems occurred:

- a. Upstairs Bathroom by the stairwell, ongoing problem that when someone flushes water would come out from the stem part. It has been that way since 2019. It wasn't too bad and just a little water was on the floor in back of the tank. In December it became worse and water was spreading on the floor on the side of the tank creating a fall hazard. I had Graves come and fix the problem and it now doesn't leak at all. – Cost: \$187.38 (Paid on 12/30).
- b. Heating after Christmas break was out. It was down to 53 so I made the decision to close the library until Graves could come

and get it working again. When I stopped by on Sunday to was up to 64 and at its normal temperature on Monday

2. Future Expense:

- a. We could be looking at a major problem with the HVAC system. We will probably be looking at replacing one of the pump the other one is working but it is putting a strain on it as it is trying to do the work of both. The other problem is much worse in that one of the coils isn't working and will need replaced also. I asked Graves for a quote to determine what the potential cost would be. Do we want anyone else to look at it? If we do, we would be looking at travel expenses from INDY or Louisville probable. Graves seems to be the only one around that does major HVAC installations and repairs.

viii. WIFI Lease with AdVec –

Bids for lease equipment to update WIFI ends on February 1, 2021

ix. Greene County Health Department request for Covid 19 vaccinations -

The Greene County Health Department would like to use the Annex for COVID Vaccinations. I asked Shari to come over and look at the area because I don't believe we could safely set up a large enough wait as she wanted a waiting place for 20 to 25 people. Details of their request is also attached.

Details of their request:

- the health department is hoping to use the Bloomfield-Eastern Greene Library – Annex at 83 E. Spring Street starting January 25, 2021 to conduct COVID-19 community vaccinations on the following dates and times:
- Monday, Wednesday, Friday and Saturday 8:30AM to 2:30PM; Tuesday and Thursday 12:30PM to 6:30PM.
- The vaccination clinic is ongoing and we may be in the space until May 2021. The health department does have a budget to help with any additional cost you may incur as a result of using the space such as an increase in utilities, cleaning, etc. We can employ extra help to clean the space regularly, also. The health department anticipate 60 people per day in 10 minute intervals and the following staff on site:
 - 2 Vaccinators – give shots,
 - 2 Greeters - door and traffic control,
 - 1 Monitor – watch patients for 15 minutes after shot,
 - 2 to 3 Intake Workers – complete registration and check-in,
 - EMS and police on standby.
- Chair and table needs: 3 rectangular tables and 4 chairs at each table; waiting area with 20-25 chairs.

7. Presentation from Roger Axe

8. Public Comment

9. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library


Report Date: From 12/1/2020 To 12/31/2020

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	618	PERF	12/1/2020	PERF Deposit	\$1,525.22
0	619	INTERNAL REVENUE SERVIC	12/1/2020	Federal Tax Deposit	\$4,428.11
0	620	INDIANA DEPT OF REVENUE	12/1/2020	State and County Tax Deposit	\$1,043.48
2129	621	MICHELE ROGERS	12/1/2020	JANITORIAL SERVICE - NOVEMBER 2020	\$1,650.00
0	622	PAYROLL	12/1/2020	PAYROLL	\$19,358.42
2130	623	BEDFORD OFFICE SUPPLY	12/1/2020		\$38.00
2131	624	DUKE ENERGY	12/1/2020	125 S FRANKLIN ST	\$1,344.37
2132	625	WALMART	12/1/2020		\$14.16
2133	626	RICOH USA, INC (ATLANTA)	12/1/2020		\$115.31
2134	627	GADELLNET CONSULTING SE	12/1/2020		\$75.00
2135	628	CYBRARIAN CORPORATION	12/1/2020		\$929.45
2136	629	BAKER & TAYLOR	12/1/2020		\$662.84
2137	630	GADELLNET CONSULTING SE	12/2/2020		\$408.75
2138	631	INDIANA LIBRARY FEDERATIO	12/8/2020		\$500.00
2139	632	SHOWCASES	12/8/2020		\$95.80
2140	633	BLOOMFIELD SUPPLY & HAR	12/8/2020		\$11.38
2141	634	MIDWEST NATURAL GAS COR	12/8/2020	125 S FRANKLIN ST	\$294.78
2142	635	ENA Services LLC	12/9/2020		\$503.00
2143	636	HASEMAN PEST CONTROL OF	12/9/2020		\$35.00
2144	637	INDIANA LIBRARY FEDERATIO	12/9/2020	2020 BUDGET WORKSHOP WADE WALLACE	\$40.00
2145	638	FINDAWAY WORLD	12/9/2020		\$588.66
2146	639	CENTURYLINK	12/9/2020		\$3.52
0	640	UNITED STATES TREASURY	12/9/2020	EMPLOYER ID#35-6000252, TAX PERIOD 06/30/2020, FORM 941	\$401.08
2147	641	SAMS CLUB/SYNCHRONY BA	12/9/2020		\$82.88
2148	642	RICOH USA, INC (CHICAGO)	12/9/2020		\$113.54
2149	643	KIMBERLY PORTER	12/15/2020		\$59.47
2150	644	AT&T	12/15/2020		\$157.26
2151	645	UDWI	12/15/2020		\$306.00
2152	646	EASTERN HEIGHTS UTILITIES	12/15/2020	125 S FRANKLIN ST	\$65.33
2153	647	UNIQUE MANAGEMENT SERV	12/15/2020		\$329.49
2155	648	JOHN MUSGRAVES	12/16/2020	4.83 HOURS	\$48.30
2156	649	B & C Disposal	12/15/2020		\$38.00
2157	650	GRAVES CONSTRUCTION SE	12/15/2020		\$321.00
2158	651	BLOOMFIELD SUPPLY & HAR	12/16/2020		\$12.99
2159	652	AMAZON CAPITAL SERVICES	12/16/2020		\$215.13
2161	655	CENGAGE LEARNING	12/17/2020		\$76.50
0	656	UNITED HEALTHCARE	12/17/2020		\$2,621.93
2162	657	KAPCO	12/21/2020		\$138.04
2163	658	PITTMAN FAMILY FARMS LAW	12/21/2020	Mowing Eastern Branch	\$45.00
2164	659	SMITHVILLE	12/21/2020		\$37.68
2165	660	Bloomfield Eastern Greene Co.	12/21/2020	Reimburse Petty Cash for Post Office Expenses 1/21/2020, 5/29/2020, 7/21/2020, and 12/15/2020	\$14.73
2166	661	HASEMAN PEST CONTROL OF	12/21/2020	11453 E SR 54	\$30.00
2167	662	BLACKSTONE PUBLISHING	12/22/2020		\$284.80
2168	663	BAKER & TAYLOR	12/22/2020		\$48.67
2169	664	Penworthy Company	12/22/2020		\$1,423.14
2170	665	WELLS FARGO VENDOR FINA	12/22/2020		\$144.27
2171	666	SEWAGE DISPOSAL WORKS	12/22/2020		\$148.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2172	667	WALMART	12/22/2020		\$81.98
2173	668	CENTER POINT LARGE PRINT	12/22/2020		\$132.42
2174	669	INDIANA STATE LIBRARY	12/23/2020		\$40.50
2175	670	EASTERN HEIGHTS UTILITIES	12/23/2020	125 E STATE ROAD 54	\$14.85
2176	671	JOHN MUSGRAVES	12/23/2020	3.33 HOURS @ \$10 HR	\$33.30
2179	672	U.S. BANK	12/29/2020		\$2,520.56
2180	673	RICOH USA, INC (ATLANTA)	12/29/2020		\$115.31
2181	674	AMAZON CAPITAL SERVICES	12/29/2020		\$59.95
2182	675	GRAVES CONSTRUCTION SE	12/30/2020		\$187.38
Total Amount of Claims					\$44,014.73

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, January 6, 2021



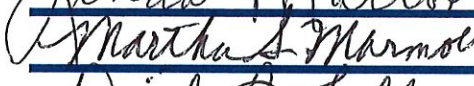
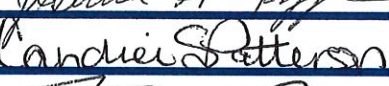

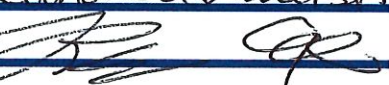

Fiscal Officer

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 \$44,014.73

Date this 9th day of January, 2021.

SIGNATURES OF GOVERNING BOARD

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

Totals

Gross Pay:	\$19,358.42	Deductions:	\$4,768.10	Net Pay:	\$14,590.32
FICA:	Medicare:	Federal:	State:	County:	PERF:
\$1,200.24	\$280.70	\$1,466.23	\$702.06	\$341.42	\$322.24
Other	Other	Other	Other	NT PERF	Tax PERF
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Ins	Insurance	Other	Other	Other	Other
\$456.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC:	EIC:	EIC:	EIC:	EIC:	EIC:
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Gross Pay:	\$19,358.42
Non Taxable	\$0.00
Taxable	\$19,358.42

Paid Through Date Hourly 11/24/2020
Paid Through Date Salary 11/24/2020
Check Date Hourly 12/1/2020
Check Date Salary 12/1/2020
Voucher/Receipt Date 12/1/2020

Used		Earned	
Regular	948	Regular	948
Sunday	0	Sunday	0
Double	0	Double	0
PTO	67.25	PTO	71.38
Vacation	0	Vacation	0
Comp	0	Comp	0
Personal	44.75	Personal	0
Other	0	Other	0
Total Hours:	1060	Total Hours:	71.38

I Karen Holz 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 5 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 herein 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 \$ 19358.42 is correct and has by me been approved.

Dated 11/25/2020

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.

Disbursing Officer

Director

Employer Share FICA Due =	\$1,200.24	Employer Share FICA Due =	\$2,400.48
Employee Share FICA Due =	\$1,200.24	Employee Share FICA Due =	\$2,400.48
Employee Share Medicare Due =	\$280.70	Employee Share Medicare Due =	\$561.40
Employer Share Medicare Due =	\$280.70	Employer Share Medicare Due =	\$561.40
Federal Tax Due =	\$1,466.23	Federal Tax Due =	\$1,466.23
Total Tax Deposit Due =	\$4,428.11	Total Tax Deposit Due =	\$4,428.11

Employee PERF Due =	\$322.24	State Tax Due =	\$702.06
Employer PERF Due =	1202.99	County Tax Due =	\$341.42
Total PERF Due =	\$1,525.23	Total Tax Due =	\$1,043.48



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Board of Trustees Meeting

Wednesday, December 9, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, December 9, 2020 at 5:06 PM in the Library Annex. Those present were Roger Axe, Acting Chairman, Luke Rudisill, Dinah Fuller, Martha Marmouze, Joshua Riggins, Linda Maddox, Candice Patterson, Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper. Armonda Riggs was also in attendance.

Approval of Claims and Minutes:

A motion was made by Joshua and seconded by Luke to approve claims and payroll for November. All in favor.

A motion was made by Martha and seconded by Dinah to approve the minutes for the November 11, 2020 meeting. All in favor.

Treasurer's Report:

Provided in the meeting packet. Through 12 months of the year, we are under 100.00% in each of the four budget categories as well as overall.

Lonnie also reported that at the January 2021 meeting board approval will be requested for voiding out one outstanding check that is over two years old against the Northwest Bank account and to proceed with closing the account.

A motion was made by Luke and seconded by Martha to approve the treasurer's report. All in favor.

Personnel Report:

Susan Smith will be taking on new role as Youth Services Manager with Linda's departure. *The new job description for this role was emailed to all board members on December 10, 2020.*

Librarians Report:

Old Business:

- Karen also reported that the painting has not been completed. Karen will be communicating with Paradise Properties to bring this to a conclusion.
- Library of Things still under review with Melissa Cochran. We have \$630 towards this.
- Stove for the annex will be \$490 from Rash Appliances. Awaiting estimate from Kevin Byers for cost to install the stove.

New Business:

- We will move toward curbside service if Greene County moves to Code Red. The Linton Library is following our lead.
- The Friends of the Library have agreed to move the Golf Fore the Library back to April 10th at the end of National Library Week with the Greene County Literacy's Wine and Cheese in the stacks to a later date as well.
- Big Read – I would like to do a Big Read with Jack London "Call of the Wild, White Fang, and other stories." It would be county-wide provided we can get the other libraries to participate. There are at least three film versions of "Call of the Wild" and two of "White Fang" along with book reads. We could tie in with having an individual from Wolf Park do a presentation. With Board approval I will reach out to the other libraries and community partnerships that could join with us. I will also seek out a \$5,000 grant to assist with paying for books, movies and presentation.
- Reported on having ENA looking at our equipment and providing details about the Category 2 e-rate that is available for equipment upgrades. We are awaiting pricing on new equipment. If we go with the Category 2 erate it would begin in July and is a 5-year contract. It would resolve most of our issues and add 3 or 4 additional wireless access points (AP's) in the building. Switches and cabling would be examined and replaced if necessary. The wireless AP's would be on a managed switch, which will allow tracking of wifi usage, which is currently not available. This will allow us to see how many people are using it, what devices are using it, and bandwidth usage. All of this equipment falls under Category 2 upgrades, so erate funding should cover 70% of the cost as opposed to paying for everything ourselves as we have been doing. It should run us a little over \$100 per month which I believe we can handle as it would not start until July. We can then add it to the 2022 budget.

A motion was made by Luke and seconded by Martha to approve the Librarian's Report. All in favor.

Housekeeping Move:

Roger indicated we need to proceed with election of officers for roles commencing January 1, 2021.

Martha nominated Roger for Chairman which was seconded by Luke. Nominations closed with Roger confirmed with all in favor.

By acclamation Luke was confirmed as Vice Chairman with all in favor.

By acclamation Joshua was confirmed as Secretary. He will likely vacate this role in March 2021. Dwayne Hostetter will be joining the board, provided consent of the Bloomfield School District is obtained, to fill this role at Joshua's department. A letter will need to be sent to the school securing approval.

Public Comment:

Armonda provided an update on the assistance and support extended to little free libraries and on the placement of a plaque honoring Roger Doane.

Adjournment:

A motion to dismiss was made by Martha at 5:48 PM and seconded by Dinah. All in favor. The next regular public meeting will be Wednesday, January 13, 2021, in the Library Annex.

 Secretary

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 12/1/2020 to 12/31/2020

<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. General						
100 OPERATING	(\$63,525.54)	\$38,669.73	\$484,840.43	\$167,079.83	\$729,169.81	\$180,803.84
101 PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
102 CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
110 INVESTMENTS	\$235,150.51	\$0.00	\$0.00	\$0.00	\$9,882.92	\$245,033.43
Subtotal	\$171,803.97	\$38,669.73	\$484,840.43	\$167,079.83	\$739,052.73	\$426,016.27
2. Special Revenue						
200 GIFT	\$21,762.50	\$1,005.61	\$14,781.33	\$374.70	\$13,937.37	\$20,918.54
201 RAINY DAY	\$41,021.94	\$0.00	\$17,121.00	\$0.00	\$0.00	\$23,900.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
227 FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
228 SIM SMITH	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
229 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
277 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 STATE TECHNOLOGY	\$2,059.44	\$0.00	\$8,199.48	\$0.00	\$7,617.16	\$1,477.12
Subtotal	\$151,630.78	\$1,005.61	\$40,101.81	\$374.70	\$21,554.53	\$133,083.50
4. Capital Projects						
400 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
Subtotal	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
5. Clearing						
800 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
801 EVERGREEN FINES & FEES	\$2,100.20	\$40.50	\$133.74	\$0.00	\$77.50	\$2,043.96
802 PAYROLL	(\$5,295.14)	\$0.00	\$4,898.25	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$1,466.23	\$19,036.64	\$1,466.23	\$19,036.64	\$5,994.32
804 FICA	(\$11.79)	\$1,200.24	\$15,640.85	\$1,200.24	\$15,640.85	(\$11.79)
805 MEDICARE	(\$2.76)	\$280.70	\$3,657.96	\$280.70	\$3,657.96	(\$2.76)
806 STATE TAX	(\$6.15)	\$702.06	\$8,929.47	\$702.06	\$8,929.47	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$341.42	\$4,545.30	\$341.42	\$4,545.30	(\$3.33)
808 PERF	(\$337.84)	\$322.24	\$3,974.99	\$322.24	\$3,974.99	(\$337.84)
809 Insurance	\$6,187.46	\$0.00	\$0.00	\$455.21	\$4,827.97	\$11,015.43
810 Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811 SALES TAX	\$16.18	\$0.00	\$10.58	\$0.00	\$0.80	\$6.40
815 TRANSFERS	\$0.00	\$0.00	\$119,500.00	\$0.00	\$119,500.00	\$0.00
Subtotal	\$9,323.46	\$4,353.39	\$180,327.78	\$4,768.10	\$180,191.48	\$9,187.16
Grand Total	\$333,100.86	\$44,028.73	\$705,270.02	\$172,222.63	\$940,798.74	\$568,629.58

Total all banks = \$568,629.58

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2020 To 12/31/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.111 Salary of Librarian	\$79,000.00	(\$13,800.00)	\$65,200.00	\$59,073.87	\$59,073.87	\$6,126.13	9.4
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$20,190.00	\$135,190.00	\$125,278.72	\$125,278.72	\$9,911.28	7.3
1.113 Salary of Library Assistants	\$39,000.00	\$5,397.00	\$44,397.00	\$27,056.16	\$27,056.16	\$17,340.84	39.1
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$11,496.34	\$11,496.34	\$7,503.66	39.5
1.115 Salary of Coordinators	\$8,000.00	\$514.00	\$8,514.00	\$10,834.56	\$10,834.56	(\$2,320.56)	-27.3
1.116 Salary of Substitutes	\$6,500.00	(\$6,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$14,000.00	\$5,820.00	\$19,820.00	\$18,530.35	\$18,530.35	\$1,289.65	6.5
1.121 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$19,298.81	\$19,298.81	\$3,701.19	16.1
1.122 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$834.95	\$834.95	\$3,609.05	81.2
1.123 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$14,839.67	\$14,839.67	\$2,160.33	12.7
1.124 Employee Group Insurance	\$16,000.00	\$5,500.00	\$21,500.00	\$24,063.84	\$24,063.84	(\$2,563.84)	-11.9
Subtotal	\$340,944.00	\$17,121.00	\$358,065.00	\$311,307.27	\$311,307.27	\$46,757.73	13.1
2. Supplies							
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	\$1,220.62	\$1,220.62	\$279.38	18.6
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$158.69	\$158.69	\$1,841.31	92.1
2.41 Library Supplies	\$9,000.00	\$514.52	\$9,514.52	\$4,181.40	\$4,181.40	\$5,333.12	56.1
2.421 Program Supplies	\$0.00	\$0.00	\$0.00	\$51.50	\$51.50	(\$51.50)	#Div!0!
2.43 Adult Program Supplies	\$1,300.00	(\$300.00)	\$1,000.00	\$314.14	\$314.14	\$685.86	68.6
2.44 Teen Program Supplies	\$1,300.00	\$52.38	\$1,352.38	\$758.82	\$758.82	\$593.56	43.9
2.45 Children's Program Supplies	\$1,300.00	\$129.92	\$1,429.92	\$912.20	\$912.20	\$517.72	36.2

<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>
2.46 Eastern Program Supplies	\$1,300.00	(\$300.00)	\$1,000.00	\$185.87	\$185.87	\$814.13	81.4
2.47 Covid-19 Supplies	\$800.00	\$1,117.46	\$1,917.46	\$1,264.72	\$1,264.72	\$652.74	34.0
Subtotal	\$18,600.00	\$1,214.28	\$19,814.28	\$9,047.96	\$9,047.96	\$10,766.32	54.3
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$61.50	\$61.50	\$938.50	93.9
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$25,405.33	\$25,405.33	(\$7,405.33)	-41.1
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$1,806.77	\$1,806.77	\$2,193.23	54.8
3.143 eBook Services	\$4,000.00	\$500.00	\$4,500.00	\$4,354.56	\$4,354.56	\$145.44	3.2
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$1,212.81	\$1,212.81	\$3,287.19	73.0
3.22 Postage	\$750.00	\$0.00	\$750.00	\$501.98	\$501.98	\$248.02	33.1
3.23 Traveling Expenses	\$3,000.00	(\$1,500.00)	\$1,500.00	\$574.98	\$574.98	\$925.02	61.7
3.24 Professional Meeting	\$3,000.00	(\$700.00)	\$2,300.00	\$800.00	\$800.00	\$1,500.00	65.2
3.251 Freight and Express	\$550.00	\$0.00	\$550.00	\$446.57	\$446.57	\$103.43	18.8
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	\$2,812.68	\$2,812.68	\$4,187.32	59.8
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	\$312.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$7,214.00	\$7,214.00	\$5,786.00	44.5
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$2,173.61	\$2,173.61	\$5,326.39	71.0
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$16,464.27	\$16,464.27	\$9,535.73	36.7
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$607.96	\$607.96	\$1,392.04	69.6
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$2,025.28	\$2,025.28	\$74.72	3.6
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$22,085.08	\$22,085.08	(\$2,085.08)	-10.4
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$7,996.64	\$7,996.64	\$2,003.36	20.0
3.63 Janitorial Service	\$20,000.00	\$1,500.00	\$21,500.00	\$19,800.00	\$19,800.00	\$1,700.00	7.9

<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>
3.91 Dues	\$3,000.00	\$700.00	\$3,700.00	\$3,650.17	\$3,650.17	\$49.83	1.3
Subtotal	\$153,100.00	\$500.00	\$153,600.00	\$122,567.15	\$122,567.15	\$31,032.85	20.2
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	\$1,608.87	\$1,608.87	\$8,391.13	83.9
4.51 Books - Adult Fiction	\$10,000.00	\$0.00	\$10,000.00	\$8,557.23	\$8,557.23	\$1,442.77	14.4
4.521 Books - Adult Nonfiction	\$6,250.00	\$237.06	\$6,487.06	\$4,869.62	\$4,869.62	\$1,617.44	24.9
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	\$71.92	\$7,821.92	\$4,181.42	\$4,181.42	\$3,640.50	46.5
4.54 Books - YA	\$3,750.00	\$299.96	\$4,049.96	\$1,881.25	\$1,881.25	\$2,168.71	53.5
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$4,439.14	\$4,439.14	\$2,560.86	36.6
4.61 Periodicals and News	\$3,250.00	\$51.98	\$3,301.98	\$2,286.57	\$2,286.57	\$1,015.41	30.8
4.71 Nonprint - Adult DVD	\$3,879.00	\$294.55	\$4,173.55	\$2,707.10	\$2,707.10	\$1,466.45	35.1
4.72 Nonprint - Music	\$1,250.00	(\$500.00)	\$750.00	\$207.52	\$207.52	\$542.48	72.3
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$5,920.70	\$5,920.70	\$829.30	12.3
4.74 Nonprint - Childrens	\$3,250.00	\$67.78	\$3,317.78	\$1,724.83	\$1,724.83	\$1,592.95	48.0
4.75 Nonprint - YA	\$2,000.00	\$59.86	\$2,059.86	\$504.47	\$504.47	\$1,555.39	75.5
4.76 Nonprint - Eastern	\$4,750.00	\$24.99	\$4,774.99	\$1,545.43	\$1,545.43	\$3,229.56	67.6
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$159.18	\$159.18	\$840.82	84.1
4.94 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$74,379.00	\$608.10	\$74,987.10	\$40,630.33	\$40,630.33	\$34,356.77	45.8
Grand Total	\$587,023.00	\$19,443.38	\$606,466.38	\$483,552.71	\$483,552.71	\$122,913.67	20.3

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

January 2021 Board Meeting Librarian's Report

December 2020 Statistics

Adult Circulation	2020	2019	2018
Fiction	836	730	666
Non-fiction	263	239	342
Periodicals	56	70	83
Audiobooks	93	126	125
Playaways	54	71	63
Overdrive	1052	***	1060
Music CD	48	48	96
DVDs	693	1224	1234
Video Games	17	46	19
Total Adult	3112	2554*	3688
Youth Services Circulation			
YA	104	106	135
YA Nonprint	1	9	5
Juvenile Fiction	872	802	641
Juvenile Nonfiction	125	63	149
Audiobooks	37	41	36
B&C (kits)	28	5	4
Juvenile Music	2		
Periodicals	1	6	9
Parent/Teacher		3	1
Video Games	50	78	56
TOTAL YOUTH SERVICES	1218	1221	1151
TOTAL	4330	3775	4839

Interlibrary Loan Services

	2020	2019
Books via SRCS Supplied	0	
Books via SRCS Borrowed	1	
Books loaned to Evergreen	470	530
Books borrowed from Evergreen	457	385

Computer/Equipment Usage

	2020	2019
Children		
Teen	9	
Adult	141	
Wireless	271	86
Microfilm		1

Programs

Programs:	# of Children	2	# attended	25
	# of Teens	2	# attended	27
	#of Adults	1	# attended	7
TOTAL				
Outreach	Children	100/ Zoom	2 stories	200

Desk Collection

Fines and Fees	167.24
Fax	33.25
Copier	199.65
Donations	323.70
Misc	58.75
Total	782.59

Bloomfield Main Facebook

Posts	8
Followers	1,067
Engagements	36
Reached	1904

Young Adult Page

Posts	5
Followers	134
Engagements	24
Reached	116

Website
699 visits 1452 pages
2.1 pages/ visit

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech	1			1
Center	2			2
Highland				
Jackson	1			1
Richland	5	2		7
Taylor				
Unlisted				
Total				11

Children's Facebook

Posts	8
Followers	91
Engagements	94
Reached	575

Materials
Add
Bloomfield

Adult Fiction	15
Adult Nonfiction	15
Audio Books	13
Playaways	4
Periodicals	13
DVD's	4
YA-Fiction	13
Juvenile Fiction	20
Juvenile Nonfiction	8
Total	105

Eastern December 2020 Statistics

	2020	2019	2018
Adult Fiction	113	128	90
Adult Nonfiction	28	30	28
Periodicals	12	16	15
Audio Books	10	15	18
DVD	156	181	329
Games	6	12	
TOTALS ADULT	325	394	480
YA Fiction	2	3	16
Juvenile Fiction	210	113	133
Juvenile Nonfiction	18	28	21
Juvenile Audiobooks	0	1	7
TOTALS JUVENILES	230	155	177
TOTAL	555	549	657

Computer Use

58

Wireless

2

Scavenger Hunts

6

Story Walks

4

**Facebook
Information**

4 posts

83 reached

5 engagements

112 likes

Materials Added

Eastern

Adult Nonfiction	1
YA	1
Juvenile Fiction	53
Juvenile Nonfiction	23
DVD's	2
TOTAL	80



Bloomfield – Eastern Greene County Public Library
125 South Franklin Street
Bloomfield, IN 47424
Phone 812-384-4125 - Fax 812-384-0820
www.bloomfield.lib.in.us

Eastern Branch
11453 E. State Road 54
812-825-2677

We're more than just books!

Treasurers Report:

PAYROLL: Net Pay of \$14,590.32 (December 1)

CLAIMS: Claims #618-652, 655-675 totaling \$44,014.73 in December.

BUDGET STATUS:

Through **12** months of the year, we strive to be at or under **100.00% in** each of the four budget categories as well as overall. See the appropriation report through December 31, 2020, for the full numbers.

2020/Current Year through December 31, 2020

Personnel/Personal Services	86.90 % spent
Supplies	45.70 % spent
Other Services	79.80 % spent
Capital Outlays	54.20 % spent
OVERALL	79.70 % spent

We ended 2020 spending \$483,552.71

2019/Prior Year Comparison through December 31, 2019

Personnel/Personal Services	105.9 % spent
Supplies	72.30 % spent
Other Services	88.70 % spent
Capital Outlays	80.30 % spent
OVERALL	97.30 % spent

We ended 2019 spending \$547,423.96

- Seeking Board approval to VOID out outstanding check #1086 drawn on MutaBank nka Northwest Bank dated 1/2/2019 in the amount of \$1,572.07 to PERF. This amount was also paid via a direct debit.
- Seeking Board approval to close the existing account with Northwest Bank and move the balance to the Farmers and Mechanics Federal account.