

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, December 8, 2021

1. Official welcome for our newest Board Members: Charlene Kluemper and Jessica Blazier
2. Election of Officers for 2022
3. Approval of Claims & Payroll
4. Approval of Minutes
5. Presentation & Approval of Treasurer's Report
6. Personnel Report
7. Librarian's Report:

ORIGINAL

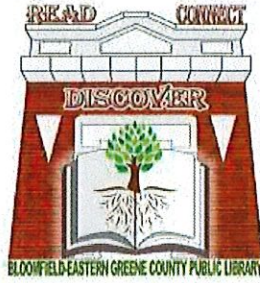
- Attended ILF annual meeting
 - Ideas for Library of Things:
Some libraries have this as a line item budget in their operating budget. I believe for 2022 we will leave it in the 200 (Gift) budget. This makes it easier and gives us a chance to work with it some. We may consider moving it the operating budget in 2024.
 - Canva Publishing:
I liked what this system provides – I describe it as Microsoft Publisher on steroids. Libraries cannot receive it at no cost, but the Literacy Coalition and Friends of the Library do receive at no cost. Armonda secured it for her use and ours as well. They allow up to five logins; currently both Armonda and I have a login. I recommend that Judy and Susan also obtain a login. If we need more I will ask the Friends of the Library for them and us.
 - Sharing your Libraries Story:
This is an area we need to improve. I would like to develop a video presentation on the two libraries; what we have, along with some personal statements from library staff, Library Board, and patrons. I was talking with one of the Ryan's from Revitalization Project. He would like to work with different organizations and business to promote Bloomfield with stories and information about them. I have been considering doing something along this line for the library and increase the publicity and advertising budget in case something like this came along. I will talk with him some more and see what we can come up with.
 - Strategic Planning:
What can we do to make this better? Our last strategic plan was completed in January 2020, but it was lacking. We need to develop a new strategic plan in 2022 as this is now a 3-year process. I will be seeking your help, direction, and cooperation on this project this summer.

- Getting more out of Inspire:
I want to encourage our staff to expand their exposure to Inspire and what it has to offer.
- Annual Chamber of Commerce Meeting
- Annual Economic Development Meeting
- Attended the Art Show Open House at Eastern – event went well. Each of the art students signed a waiver not holding the library or staff responsible for damage or loss.
- Updates:
 - Roof has been examined by the Insurance Adjustor. I have not heard from the Insurance Company yet, but the adjustor indicated there is evidence of hail and/or He said that there was evidence of hail and wind damage on 2/3 to ¾. He is going to try and get them to complete the entire roof since it would be hard not to justify us not doing the total roof.
 - Graves have done the winter maintenance for all three buildings. The Annex upstairs offices were without heat. Graves fixed it with a new ignition light for less than \$150.
 - Erate for 2022 is signed and ready to go. I have not received Adtec recommendations, actually they rank them by cost and other factors. We had four bids turned in for our internet providers.
 - The last piece finally came in for the upgrade of the computer wiring so it will be done sometime in January. If all goes well. This will help with speed, conductivity, security somewhat, and statistical information which we are not getting currently.
 - We still are considering using AVC for security. This would be coming out of the other professional line item. This line item currently incurred over \$4,000 in IRS invoices that appear to now be cleared up. We do not anticipate these charges ongoing. In addition, we will not be renewing the movie license agreement due to low usage saving an additional \$500. In addition, we will be dropping Gadellnet from this line. I also added \$3000 to this line-item budget.
 - Annex updates:
 - Leaving the rent of the tenants as it is for a couple of reasons. One COVID expenses are still happening and the second one is not informing them in a timely manner that we were considering doing this.
 - Looking at moving the security monitor out of one office and into the Literacy Coalition Office as we currently are not using the office that is housed in.
 - Hometown Christmas is on Sunday, December 12 from 12 to 5. We will have eight vendors there, we do not get money from this event it is promoting the Annex and the library for the community. The Friends of the Library will have the Book Sale open and we are planning to read Holiday stories during the day and hand out books to kids. Thanks to the FOIL for the funding to let us do this.
 - Opening up the Annex to rent out for the day at \$40. I will start promoting it again and have flyers for Sunday.
 - Narc-Anon would like to use the Annex for their meetings, on Wednesday evenings at 7:00. This is for the families of the Narcotics Anonymous. They had been meeting at a church but are feeling uncomfortable there now. I am supportive of them meeting here but wanted your approval before making it final.

8. Public Comment

9. Adjournment

10. Next Board Meeting, January 12, 2021, 5:00 PM, Library Annex



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Personnel Report

Wednesday, December 8, 2021

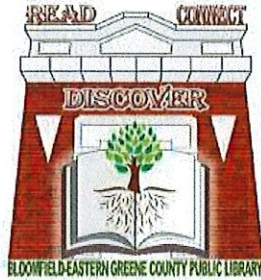
TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report

Ending Employment:

No changes

Beginning Employment:

Lori Murphy (Lib. Asst.) – Date Hired: November 23, 2021



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Treasurers Report for November 2021

Wednesday, December 8, 2021

PAYROLL: Net Pay of **\$11,584.86 (November 1)**

CLAIMS: Claims #616-619, 629-685, & 688-690, totaling **\$43,574.76** in November, 2021.

BUDGET STATUS:

Through **11 months** of the year, we strive to be at or under **91.67%** in each of the four budget categories as well as overall. We are under 91.67% in each of the four budget categories and overall. See the appropriation report through November 30, 2021 for the full numbers.

2021/Current Year through November 30, 2021

Personnel/Personal Services	74.80 % spent
Supplies	58.30 % spent
Other Services	77.20 % spent
Capital Outlays	75.10 % spent
OVERALL	75.00 % spent

2020/Prior Year Comparison through November 30, 2020

Personnel/Personal Services	80.20 % spent
Supplies	43.50 % spent
Other Services	73.20% spent
Capital Outlays	49.80% spent
OVERALL	73.50% spent

Updates:

Move of Payroll Check issue date from the 1st day of the month following the payroll period (i.e. pay period 11/25 – 12/24 with check previously being issued on 1/3/2022) to the last day of the month within the same month (check being issued on 12/30/2021). An update to the Personnel Manual is necessary, as per the separate document, detailing this change in policy. Board Approval was extended for this change at the last Board meeting. I also verified with the State Board of Accounts their approval of our proposed change and with our accounting software vendor, AVC, on how to implement the change.

An update to the Personnel Manual regarding the use of PTO is also being presented. All employees are expected to use PTO for any time off that is not Library approved. Library approved instances of time-off include holidays, comp time or any instance of library closure as described otherwise including an instance of closure due to an epidemic/pandemic or other health emergency. If PTO is not available, the time-off will be recorded as time-off without pay. All instances of time-off without pay require approval of the Library Direction. Employees are expected to manage their use of PTO effectively to prevent instances of time-off without pay. If an employee incurs three or more instances of time-off without pay within a 90-day period, the employee will be subject to disciplinary action including possible termination of employment. Board approval is needed to implement this change in policy.

An Internal Controls manual has been completed as set forth by the Indiana State Board of Accounts. Board approval is needed for this document.

Funding adjustments are needed to balance all accounts prior to end of the fiscal year as follows:

- Moving \$17,500 from 1.112 – Salary of Librarians (Hourly) to 1.113 – Salary of Library Assistants
- Moving \$4,800 from 1.112 – Salary of Librarians (Hourly) to 1.111 – Salary of Librarian
- Moving \$2,000 from 1.23 – PERF Employer Contribution Share to 1.241 – Employee Group Insurance
- Moving \$475 from 3.52 – Electric to 3.21 – Telephone
- Moving \$100 from 3.52 – Electric to 3.251 – Freight and Express
- Moving \$1,800 from 3.52 – Electric to 3.26 – Internet Vendor
- Moving \$250 from 4.31 – Improvements – Other to 4.53 – Books – Children
- Moving \$200 from 4.31 – Improvements – Other to 4.73 – Nonprint Audiobooks
- Moving \$250 from 4.31 – Improvements – Other to 4.8 – Evergreen Collections
- Moving \$14,000 from 1.112 – Salary of Librarians (Hourly) to Rainy Day Fund (201)
- Moving \$3,500 from 1.21 – Library FICA and Medicare to Rainy Day Fund (201)

Note: After Running Payroll at the end of the month and reviewing all Operating expenditures at that time the actual adjustments may vary slightly. A full accounting will be provided at the January Board Meeting if any adjustments are necessary. Board approval is requested for the funding adjustments and any adjustments if necessary at the end of December.

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 11/1/2021 To 11/30/2021

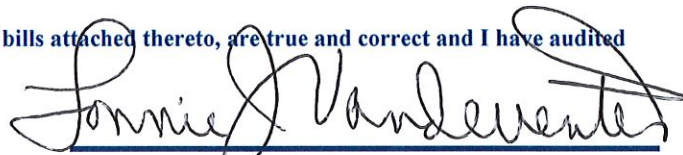
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	616	PERF	11/1/2021	PERF Deposit	\$933.54
0	617	INTERNAL REVENUE SERVIC	11/1/2021	Federal Tax Deposit	\$3,210.05
0	618	INDIANA DEPT OF REVENUE	11/1/2021	State and County Tax Deposit	\$828.75
0	619	PAYROLL	11/1/2021	PAYROLL	\$14,896.73
2736	629	MICHELE ROGERS	11/1/2021	OCTOBER JANITORIAL SERVICES	\$1,875.00
2737	630	FINDAWAY WORLD	11/2/2021		\$134.38
0	631	COMCAST	11/1/2021		\$139.64
2738	632	CENGAGE LEARNING	11/1/2021		\$37.00
2739	633	BAKER & TAYLOR	11/1/2021		\$298.12
2740	634	BRODART CO	11/1/2021		\$157.04
2741	635	DUKE ENERGY	11/1/2021	125 S FRANKLIN ST	\$1,705.82
2742	636	ENA Services LLC	11/1/2021		\$503.00
2743	637	AMAZON CAPITAL SERVICES	11/1/2021		\$639.41
2744	638	GADELLNET CONSULTING SE	11/1/2021		\$75.00
2746	639	MIDWEST NATURAL GAS COR	11/4/2021	125 S FRANKLIN ST	\$301.70
2747	640	GRAVES CONSTRUCTION SE	11/1/2021		\$7,859.00
2748	641	D-PENDABLE WASTE REMOV	11/1/2021	Waste Removal - November, December, January	\$45.00
2749	642	BLOOMFIELD SUPPLY & HAR	11/8/2021		\$0.08
2750	643	Penworthy Company	11/8/2021		\$454.29
2751	644	BAKER & TAYLOR	11/8/2021		\$171.03
2752	645	CENTURYLINK	11/8/2021		\$9.32
2753	646	RICOH USA, INC (CHICAGO)	11/8/2021		\$158.76
2754	647	MODERN MARKETING	11/8/2021		\$107.66
2755	648	CENTER POINT LARGE PRINT	11/8/2021		\$89.28
2756	649	GRAVES CONSTRUCTION SE	11/8/2021		\$423.18
2757	650	BACKGROUND BUREAU, INC	11/8/2021	MULTI-STATE BACKGROUND CHECK: JESSICA BAKER & TARA EDMONDSON	\$16.00
2758	651	HASEMAN PEST CONTROL OF	11/8/2021	125 S FRANKLIN ST	\$100.00
2759	652	UNIQUE MANAGEMENT SERVI	11/8/2021		\$55.01
2760	653	JOHN MUSGRAVES	11/8/2021	2.75 HOURS @ \$10.00 PER HOUR, JOHN RETURNED CHECK 2697 ISSUED IN ERROR FOR 20.75 HRS	\$27.50
2761	654	Penworthy Company	11/9/2021		\$381.00
2762	655	AMAZON CAPITAL SERVICES	11/9/2021		\$1,143.66
2763	656	CENGAGE LEARNING	11/9/2021		\$19.00
2764	657	INDIANA DEPARTMENT OF HO	11/15/2021	VOID OUT CHECK ISSUED IN ERROR: LIFT DEVICE OPERATING PERMIT: RENEW PERMIT/STATE NUMBER: LD47666C	\$0.00
2765	658	BAKER & TAYLOR	11/15/2021		\$402.75
2766	659	CYBRARIAN CORPORATION	11/15/2021		\$929.45
2767	660	EASTERN HEIGHTS UTILITIES	11/15/2021	125 S FRANKLIN ST	\$83.69
2768	661	UDWI	11/15/2021		\$168.00
2769	662	INDIANA DEPT OF WORKFOR	11/15/2021		\$122.49
2770	663	PITTMAN FAMILY FARMS LAW	11/15/2021		\$80.00
2771	664	AMAZON CAPITAL SERVICES	11/15/2021		\$432.23
2772	665	FINDAWAY WORLD	11/17/2021		\$254.95
2773	666	AT&T	11/17/2021		\$156.40
2774	667	OVERDRIVE, INC	11/17/2021		\$530.14
0	668	AMAZON CAPITAL SERVICES	11/17/2021		(\$44.74)
2775	669	AMAZON CAPITAL SERVICES	11/18/2021		\$660.91
2776	670	BRODART CO	11/18/2021		\$132.12

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
2777	671	CARD SERVICE CENTER	11/18/2021		\$293.94
2778	672	KAREN HOLZ	11/18/2021	Mileage Reimbursemtn for Conference in Indy 11/15-11/18/2021	\$70.98
2779	673	B & C DISPOSAL SERVICES	11/22/2021		\$38.00
2780	674	SMITHVILLE	11/22/2021		\$37.88
2781	675	EASTERN HEIGHTS UTILITIES	11/22/2021	125 E SR 54	\$19.02
2782	676	DEMCO	11/22/2021		\$126.47
2783	677	ENA Services LLC	11/23/2021		\$503.00
2784	678	CENGAGE LEARNING	11/23/2021		\$57.50
2785	679	AMAZON CAPITAL SERVICES	11/23/2021		\$142.01
2786	680	WELLS FARGO VENDOR FINA	11/23/2021		\$124.05
2787	681	RICOH USA, INC (ATLANTA)	11/23/2021		\$115.31
0	682	INDIANA DEPARTMENT OF HO	11/23/2021		\$129.40
2788	683	SHOWCASES	11/24/2021		\$144.83
2789	684	SEWAGE DISPOSAL WORKS	11/24/2021	125 S FRANKLIN ST	\$148.00
2790	685	GRAVES CONSTRUCTION SE	11/26/2021		\$143.32
2792	688	BAKER & TAYLOR	11/26/2021		\$296.02
2793	689	BEDFORD OFFICE SUPPLY	11/29/2021		\$42.00
2794	690	AMAZON CAPITAL SERVICES	11/30/2021		\$439.69

Total Amount of Claims \$43,574.76

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.

Monday, December 6, 2021


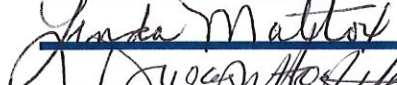

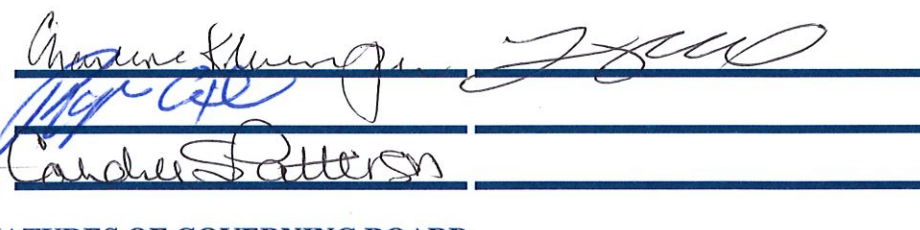

Fiscal Officer

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)

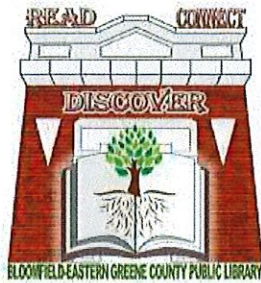
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$43,574.76

Date this 8th day of December, 2021.

SIGNATURES OF GOVERNING BOARD

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



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Board of Trustees Meeting

Wednesday, November 10, 2021

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, November 10, 2021, at 5:00 PM in the Library Annex. Those present were Linda Maddox, Dwayne Hostetter, Roger Axe, Luke Rudisell, Martha Marmouze, Charlene Kluemper and Candice Patterson. Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper were also both present.

Roger Axe called the meeting to order at 5:03 PM.

Approval of Claims and Payroll:

Roger asked for a motion regarding claims and payroll. Martha made a motion seconded by Candice to approve claims and payroll. Motion carries.

Approval of Minutes:

Linda make a motion that the minutes be approved as submitted which was seconded by Luke. Motion carries.

Approval of Treasurer's Report and Personnel Report:

Lonnie provided an update via the Treasurer's Report indicating we continue to track well as we approach year-end. Luke made a motion that we accept the Treasurer's Report as submitted which was seconded by Dwayne. Motion carries.

Lonnie also advised the Board that he is researching moving the date checks are issued from the 1st day of the month to the last day of the month beginning with December 30. Pay periods will be unchanged running from the 25th to the 24th. i.e. payroll run on December 26 would currently be paid to employees on January 3, 2022. With the change paychecks would be issued on December 30. If the last day falls on a Saturday or Sunday or holiday, the paycheck will be issued on the previous date. The change will only be made if we determine sufficient funding is available and the State Board of Accounts indicates the change be made. The Board approved the pending change if conditions are met.

Approval of Librarian's Report:

Karen presented her Librarian's Report as detailed in the Meeting Agenda. Karen also reported that Lori Murphy is being hired to work at Eastern on Thursday evenings. She will begin employment on November 23. Karen also proposed increasing the rental for space in the Annex. After some discussion and questions approval was given by the Board provided proper notice is given to the tenants. Luke also indicated he believes there may be some outstanding taxes on some of the rental units. Karen will research this and provide a report at the next meeting. The motion to approve changes in rental costs was made by Linda and seconded by Charlene.

Roger asked if there were any other issues for discussion. No additional items were brought up and there were no public comments.

Roger asked for a motion to dismiss. Dwayne made a motion to dismiss at 5:42 PM which was seconded by Martha.

Public Comment:

No updates.

Adjournment:

A motion close was made by Dwayne at 5:42 PM and seconded by Martha. All in favor. Motion carries.

The next Board meeting will be on December 8, 2021, at 5:00 PM in the Library Annex.



Dwayne Hostetter

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Net Pay:
\$923.60	\$216.02	\$930.81	\$566.94	\$261.81	\$197.23	\$215.46	\$0.00	\$0.00	\$0.00	\$0.00	\$11,58
Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Gross Pay:	NT PERF	Tax PERF	EIC:
\$14,896.73	\$0.00	\$0.00	\$0.00

Paid Through Date Hourly	10/24/2021
Paid Through Date Salary	10/24/2021
Check Date Hourly	11/1/2021
Check Date Salary	11/1/2021
Voucher/Receipt Date	11/1/2021

Gross Pay:	\$14,896.73
Non Taxable	\$0.00
Taxable	\$14,896.73

Used	Earned
Regular	825.62
Sunday	0
Double	0
PTO	40.36
Vacation	0
Comp	9.5
Holiday	12
Personal	0
Total Hours:	887.48

Regular	825.62
Sunday	0
Double	0
PTO	40.36
Vacation	0
Comp	9.5
Holiday	12
Personal	0
Total Hours:	887.48

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 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 \$ 14896.73 is correct and has by me been approved.

Dated

October 26 20 21

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.

Josie Vandeventer
Disbursing Officer

Director

Karen Holz

Employer Share FICA Due =	\$923.60	\$1,847.20
Employee Share FICA Due =	\$923.60	
Employer Share Medicare Due =	\$216.02	\$432.04
Employee Share Medicare Due =	\$216.02	
Federal Tax Due =	\$930.81	
Total Tax Deposit Due =	\$3,210.05	

Employee PERF Due =	\$197.23
Employer PERF Due =	736.31
Total PERF Due =	\$933.54

State Tax Due =	\$566.94
County Tax Due =	\$261.81
Total Tax Due =	\$828.75

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 11/1/2021 to 11/30/2021

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 OPERATING	\$180,803.84	\$39,251.89	\$421,347.32	\$14,491.42	\$399,451.89	\$158,908.41
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	\$245,033.43	\$0.00	\$0.00	(\$5,001.34)	\$21,988.31	\$267,021.74
Subtotal	\$426,016.27	\$39,251.89	\$421,347.32	\$9,490.08	\$421,440.20	\$426,109.15
2. Special Revenue						
200 GIFT	\$20,918.54	\$803.28	\$4,005.60	\$474.19	\$8,224.56	\$25,137.50
201 RAINY DAY	\$23,900.94	\$0.00	\$0.00	\$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
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 BROADBAND GRANT	\$1,477.12	\$0.00	\$0.00	\$0.00	\$5,218.88	\$6,696.00
280 GREENE COUNTY FOUNDATION GRANT	\$0.00	\$423.18	\$2,656.13	\$0.00	\$5,000.00	\$2,343.87
Subtotal	\$133,083.50	\$1,226.46	\$6,661.73	\$474.19	\$18,443.44	\$144,865.21
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	\$474.42	\$0.00	\$65.00	\$0.00
801 EVERGREEN FINES & FEES	\$2,043.96	\$0.00	\$1,543.96	\$0.00	\$0.00	\$500.00
802 PAYROLL	(\$10,193.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$930.81	\$14,148.89	\$930.81	\$14,148.89	\$5,994.32
804 FICA	(\$11.79)	\$923.60	\$12,246.97	\$923.60	\$12,246.97	(\$11.79)
805 MEDICARE	(\$2.76)	\$216.02	\$2,864.31	\$216.02	\$2,864.31	(\$2.76)
806 STATE TAX	(\$6.15)	\$566.94	\$7,227.56	\$566.94	\$7,227.56	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$261.81	\$3,439.61	\$261.81	\$3,439.61	(\$3.33)
808 PERF	(\$337.84)	\$197.23	\$3,404.44	\$197.23	\$3,404.44	(\$337.84)
809 Insurance	\$11,015.43	\$0.00	\$14,568.42	\$215.46	\$3,946.92	\$393.93
810 Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811 SALES TAX	\$6.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6.40
815 TRANSFERS	\$0.00	\$0.00	\$6,797.49	\$0.00	\$6,797.49	\$0.00
Subtotal	\$9,187.16	\$3,096.41	\$66,716.07	\$3,311.87	\$54,141.19	(\$3,387.72)
Grand Total	\$568,629.58	\$43,574.76	\$494,725.12	\$13,276.14	\$494,024.83	\$567,929.29

Total all banks = \$567,929.29

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 11/1/2021 To 11/30/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. Personal Services</i>							
1.111 Salary of Librarian	\$45,000.00	\$0.00	\$45,000.00	\$3,714.23	\$41,770.93	\$3,229.07	7.2
1.112 Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$4,128.00	\$92,796.09	\$47,203.91	33.7
1.113 Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$4,913.68	\$39,338.91	\$2,661.09	6.3
1.114 Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$826.86	\$9,406.60	\$2,593.40	21.6
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$570.83	\$6,275.70	\$3,724.30	37.2
1.116 Salary of Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$743.13	\$7,942.95	\$2,057.05	20.6
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,139.62	\$15,111.28	\$7,888.72	34.3
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$122.49	\$754.15	\$3,745.85	83.2
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$736.31	\$12,709.77	\$5,290.23	29.4
1.241 Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$16,770.31	\$3,229.69	16.1
Subtotal	\$324,500.00		\$324,500.00	\$16,895.15	\$242,876.69	\$81,623.31	25.2
<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	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$777.43	\$1,222.57	61.1
2.31 Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$75.80	\$1,424.20	94.9
2.41 Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$696.41	\$5,454.51	\$2,545.49	31.8
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$84.00	\$350.14	\$689.86	66.3
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$147.69	\$999.51	\$40.49	3.9
2.45 Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$131.22	\$848.13	\$191.87	18.4
2.46 Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$13.99	\$514.40	\$525.60	50.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$634.91	\$165.09	20.6
Subtotal	\$16,560.00		\$16,560.00	\$1,073.31	\$9,654.83	\$6,905.17	41.7
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$16.00	\$98.50	\$901.50	90.2
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$984.54	\$19,863.30	\$2,136.70	9.7
3.142 Database Subscriptions	\$4,000.00	(\$750.00)	\$3,250.00	\$0.00	\$1,730.76	\$1,519.24	46.7
3.143 eBook Services	\$4,500.00	\$0.00	\$4,500.00	\$530.14	\$4,395.21	\$104.79	2.3
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$203.60	\$2,219.91	(\$219.91)	-11.0
3.22 Postage	\$775.00	\$0.00	\$775.00	\$119.19	\$466.61	\$308.39	39.8
3.23 Traveling Expenses	\$2,500.00	(\$1,000.00)	\$1,500.00	\$70.98	\$159.91	\$1,340.09	89.3
3.24 Professional Meeting	\$2,500.00	(\$1,000.00)	\$1,500.00	\$0.00	\$359.00	\$1,141.00	76.1
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$117.63	\$628.07	(\$28.07)	-4.7
3.252 Evergreen	\$4,000.00	\$750.00	\$4,750.00	\$0.00	\$4,120.52	\$629.48	13.3
3.26 Internet Vendor	\$6,000.00	\$1,000.00	\$7,000.00	\$1,145.64	\$7,721.68	(\$721.68)	-10.3
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$0.00	\$494.00	\$106.00	17.7
3.32 Printing	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
3.41 Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	100.0
3.42 Library Insurance	\$12,000.00	(\$1,000.00)	\$11,000.00	\$0.00	\$8,131.00	\$2,869.00	26.1
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$280.00	\$3,040.00	\$4,460.00	59.5
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,497.79	\$16,746.63	\$9,253.37	35.6
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$586.01	\$1,413.99	70.7
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$139.00	\$1,214.00	\$886.00	42.2
3.61 Building Repair	\$22,000.00	\$4,000.00	\$26,000.00	\$8,066.50	\$23,329.67	\$2,670.33	10.3
3.62 Equipment Repair	\$10,000.00	(\$1,000.00)	\$9,000.00	\$487.21	\$6,723.37	\$2,276.63	25.3
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$1,750.00	\$19,050.00	\$1,950.00	9.3
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$300.00	\$400.00	57.1

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.91 Dues	\$4,000.00	(\$1,000.00)	\$3,000.00	\$0.00	\$805.11	\$2,194.89	73.2
Subtotal	\$158,325.00	\$0.00	\$158,325.00	\$15,465.70	\$122,183.26	\$36,141.74	22.8
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.41 Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$41.99	\$3,328.87	\$4,671.13	58.4
4.51 Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$714.36	\$7,682.42	\$717.58	8.5
4.521 Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	\$908.40	\$4,144.01	\$1,255.99	23.3
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$57.42	\$267.91	\$732.09	73.2
4.53 Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$1,411.67	\$6,571.69	\$28.31	0.4
4.54 Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$823.69	\$3,201.45	\$198.55	5.8
4.55 Books - Eastern	\$6,000.00	\$1,000.00	\$7,000.00	\$652.41	\$6,012.62	\$987.38	14.1
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$95.62	\$2,395.65	\$854.35	26.3
4.71 Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$357.82	\$3,224.01	\$275.99	7.9
4.72 Nonprint - Music	\$650.00	\$0.00	\$650.00	\$39.18	\$61.64	\$588.36	90.5
4.73 Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$200.14	\$5,505.50	\$294.50	5.1
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$237.39	\$2,969.56	\$230.44	7.2
4.75 Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$217.46	\$1,649.44	\$400.56	19.5
4.76 Nonprint - Eastern	\$4,200.00	(\$1,000.00)	\$3,200.00	\$50.22	\$1,010.23	\$2,189.77	68.4
4.77 Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$9.96	\$97.99	\$652.01	86.9
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$119.43	(\$119.43)	#Div/0!
Subtotal	\$64,200.00	\$0.00	\$64,200.00	\$5,817.73	\$48,242.42	\$15,957.58	24.9
Grand Total	\$563,585.00	\$0.00	\$563,585.00	\$39,251.89	\$422,957.20	\$140,627.80	25.0

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

November 2021 Board Meeting Librarian's Report

October 2021 Statistics

Adult Circulation	2021	2020 COVID	2019
Fiction	812	602	769
Non-fiction	297	203	244
Periodicals	58	52	72
Audiobooks	102	77	129
Playaways	27	64	72
Overdrive	1012	851	
Music CD	39	27	72
DVDs	693	640	1234
Video Games	13	30	38
Library of Things			
Total Adult	3026	2556	2630
Youth Services Circulation			
Parenting Kits			
YA	153	79	195
YA Nonfiction	14		
YA GAMES			
YA Audiobooks/Playaways	3	2	
Juvenile Fiction	1084	825	832
Juvenile Nonfiction	171	117	112
Audiobooks		42	86
DVD Juvenile	153	139	200
Periodicals		3	1
Juvenile Games		30	58
TOTAL YOUTH SERVICES	1578	1247	1490
TOTAL	4604	3803	4120

Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	0	5
Books via SRCS Borrowed	4	0
Books loaned to Evergreen	426	422
Books borrowed from Evergreen	463	426

Computer/Equipment Usage

	2021	2020
Children		
Teen	8	6
Adult	120	137
Wireless	25	50
Microfilm		

Programs

Programs:	# of Children	8	# attended	251
	# of Teens	1	# attended	24
	#of Adults	1	# attended	10
TOTAL				
Outreach	Children		stories	

Desk Collection		
Fines and Fees	240.25	
Fax	49.05	
Copier	209.00	
Donations	433.19	
Misc	16.80	
Taxable Sales		
Total	948.29	

Bloomfield Main Facebook

Posts	12
Followers	1226
Engagements	54
Reached	1929

Young Adult Page

Posts	3
Followers	137
Engagements	5
Reached	55

**Website 985
visits pages 517
pages/ visit 1.9**

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	5			5
Center	3			3
Highland	1			1
Jackson	2			2
Richland	2	1		3
Taylor	1			1
Unlisted				
Total	14	1		15

Children's Facebook

Posts	6
Followers	185
Engagements	7
Reached	182

Materials Add Bloomfield

Adult Fiction	43
Adult Nonfiction	31
Audio Books	9
Playaways	6
Paperbacks	1
Periodicals	94
Music	7
DVD's	24
Adult Games	4
YA-Fiction	17
YA-Non	5
YA Games	4
Juvenile Fiction	112
Juvenile Nonfiction	7
Audiobooks J	7
Juvenile Games	
Total	371

Eastern

2021

Statistics

Computer Use 47

Wireless 18

Curbside 2

Scavenger Hunts 27

Programs

Kids 5 37

Adult 1 2

Art Show Open House 40

Materials Added Eastern

	2021	2020	2019
Adult Fiction	69	72	155
Adult Nonfiction	18	28	29
Periodicals	30	22	23
Audio Books	12	5	19
Music CD	2		
DVD	96	197	288
Games	14	2	14
Government Doc			
TOTALS ADULT	241	326	528
YA Fiction	8	11	4
YA Nonfiction	1		
Juvenile Fiction	286	227	178
Juvenile Nonfiction	92	50	28
Juvenile Audiobooks			
Juveniles Periodicals			
TOTALS JUVENILES	387	290	215
TOTAL	628	616	743

Facebook Information

Posts 12

Reached 384

Followers 169

Engagements 25

Adult Fiction	4
Adult Nonfiction	3
Periodicals	10
Audio Books	1
YA	2
Juvenile Fiction	11
Juvenile Nonfiction	12
Periodicals J	1
DVD's	3
Game	2
TOTAL	49

Salary Schedule 2022

Title	Minimum Qualification	Pay Grade	Minimum 2021	Minimum 2022	Maximum 2021	Maximum 2022
Director	ALA MLS (MILS) With 3 years of Professional Experience (or hold LC2)	8	\$41,500/year	\$45,000/year	\$53,040/year	\$56,000
Branch Manager	ALA MLS (MILS) Or hold LC5	7	\$26,500/year \$13.38/hour	\$28,000/year \$14.00/hour	\$41,300/year \$20.00/hour	\$43,000/Year \$21.00/hour
Department Manager	ALA MLS (MILS) Or hold LC5	7	\$26,000/year \$13.00/year	\$28.00/year \$14.00/year	\$42,000/year \$20.00/hour	\$45,000/year \$20.25/hour
Literacy Coordinator	Some College and related experience	6	\$6,000/year	\$6,500/year	\$8,000/year	\$8,500/year
Librarian	Some College and related experience (or holds LC5)	5	\$12.25/hour	\$12.25/hour	\$20.00/hour	\$20.00/hour
Bookkeeper	Some College and related experience	4	\$10.25/hour	\$10.50/hour	\$18.25/hour	\$18.50
Librarian Assistant	High School Diploma or Equivalent and Customer Service Experience (or LC6)	3	\$8.50/hour	\$10.00/hour	\$16.00/hour	\$16.50/hour
Page	High School Student, 16 years or older, Good Academic Standing	1	\$7.25/hour	\$8.00/hour	\$8.75/hour	\$9.25/hour

Aye	Nay
<i>[Signature]</i>	
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Date Signed: December 8, 2021

2022 Fee Schedule

Overdue Fine	\$0.25/day (maximum \$10/item)
Collection Agency Fee	\$10 (for balances over \$25)
Processing Fee (for lost items)	\$10
Damaged/Lost Materials Fine	Varies depending on the value of the item
Annual Fee for Non-resident Library Card	\$37
PLAC Card Fee (set by State)	\$65
Replacement Library Card	\$2
Copies and Standard Printing	\$0.10/page B&W, \$0.25/color
Large Format/Special paper	For MAC Regular 8.5x14 paper (B&W \$0.25)/page (Color \$0.50)/page For MAC Regular 13x19 paper (B&W \$0.25)/page (Color \$0.50)/page For MAC Semi-Gloss 8.5X11 paper (B&W \$1/page), (Color \$1.50/page) For MAC Matte 8.5x11 (B&W \$1)/page, (Color \$1.50)/page For MAC Semi-Gloss 13x19 paper (B&W \$2)/page, (Color \$2.50)/page For MAC Matte 13x19 paper (B&W \$2)/page, (Color \$2.50)/page
Scanning	Free
Faxing	\$0.50 for the first page, \$0.25/page for each page after/fax number going out or receiving
Earbuds	\$1.25
BAGS	Free
Flash Drives	\$5.00
DVD-RWS	\$0.75
Notarization	\$2.00
Binding	\$0.50 without front/back cover, \$1.00 with
Laminating	Badge/Business Card \$0.25 8.5x11 and 8.5x14 \$0.50 11x17 \$1.00


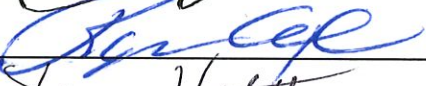
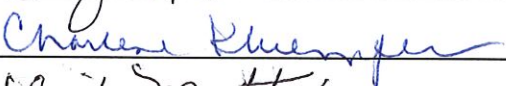
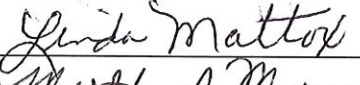
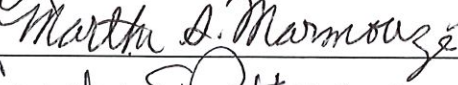

Aye	Nay
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Date Signed: December 8, 2021

Bloomfield-Eastern Greene County Public Library

2022 Payroll Cycle

November 25 - December 24, 2021	December 30, 2021
December 25 2021- January 24, 2022	January 31, 2022
January 25 – February 24, 2022	February, 28, 2022
February 25 – March 24, 2022	March 31, 2022
March 25 – April 24, 2022	April 29, 2022
April 25 – May 24, 2022	May 31, 2022
May 25 – June 24, 2022	June 30, 2022
June 25 – July 24, 2022	July 29, 2022
July 25- August 24, 2022	August 31, 2022
August 25 – September 24, 2022	September 30, 2022
September 25 – October 24, 2022	October 31, 2022
October 25 – November 24, 2022	November 30, 2022
November 25 – December 24, 2022	December 30, 2022
December 25, 2022 – January 24, 2023	January 31, 2023

Aye	Nay
	
	
George Hostitt	
	
Charlene Kuehn	
	
Linda Mattox	
	
Martha A. Marmouze	
	
Candice Patterson	

Date signed December 8, 2021

Closing Days for 2022

January 1	New Year's Day
January 17	Martin Luther King Day
February 21	President's Day
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
October 10	Columbus Day (staff training day)
November 11	Veteran's Day
November 24	Thanksgiving
December 24	Christmas Eve
December 26	Christmas Day
December 30	New Year's Eve
January 2	New Year's Day

I would like to propose that we take Martin Luther King Day as a day off and schedule Columbus Day as our Staff Training Day. In the past we had to cancel staff training day due to weather, I can think of this happening at least 4 times in the past 10 years for me and this means also informing of anyone that we have asked to give a presentation for us that the weather is bad here or they have called and said that the weather is bad there and have canceled on us.

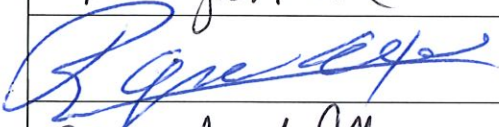
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Date Signed: December 8, 2021

Bloomfield-Eastern Greene County Public Library

Resolution to transfer money

The Library would like the Board of Trustee permission to transfer \$17,500.00 from Operating fund to the Rainy Day Fund on December 30, 2021.

Aye	Nay
Linda Matto	
Dwight Holt	
	
March A. Marmouze	

December 8, 2021