# Meeting Agenda

## Board of Trustees – Bloomfield-Eastern Greene County Public Library

*Wednesday, June 15, 2022*

1. Presentation by Priscilla Leibacher – Friends of the Library

2. Approval of Claims & Payroll

3. Approval of Minutes

4. Presentation & Approval of Treasurer's Report

5. Personnel Report

6. Librarian's Report:

   - Approval to move $50,000 from Librarian (hourly) to Librarian Assistant
   - Things on radar:
     - Discussing with Equity Builders putting an awning over the Bloomfield lobby entrance on the south side to reduce erosion on the concrete. With proper guttering on the awning we can also reduce rain dropping on employees and patrons as they come in/out of the building.
     - Discussing with Bounds Flooring as to best method to replace old tile in the lobby with a product that can handle the unevenness more effectively.
     - New cabling/wiring for internet connections needed to Eastern; cabling/wiring is likely in the crawl space. Need to hook up the fax part of the printer and improve public computer wiring.
     - Lonnie is following up with Dean Watson for estimate on subflooring at Eastern
     - Sealing of parking lots at both locations and line painting at Bloomfield
     - Replacement of water fountains upstairs ($3,000-$5,000).
     - Ask Kevin to check the electrical wiring in the Community Room and behind the Children's Circulation Desk – apparently some sparking has occurred
     - Front (west staircase) is this feasible? Looking at $50,000+ since it was $30,000 in 2012 – must avoid upsetting the foundation
     - Outside lighting at Eastern; pursuing approval to use the remainder of the Greene County Foundation Grant money for this after the new window is installed.
     - New Drop Box at Eastern along with installation (Estimate - $3,000).
     - HVAC system 5-10 years out for replacement - $100,000 – checking with Kevin for his best guesstimate as to remaining life on current system
     - Old Light bulbs at Main Branch have been disposed of; still need to dispose of old one at Annex and Eastern

- o  Patching and repainting of interior library walls
- o  Painting of north side Window frames (Estimate - $500).
- o  Window washing
- o  Carpet cleaning in children's area.

7. Library Forms – Recommendation from Roger – some of these suggestions are duplications of processes already in place. Karen and Lonnie will be reviewing the integrating wherever possible.

8. Public Comment

9. Adjournment

Next Board Meeting, July 13, 2022, 5:00 PM, Library Annex
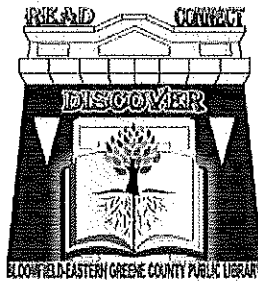
# Personnel Report

*Wednesday, June 15, 2022*

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

**FROM:**   Lonnie Vandeventer, Bookkeeper

**RE:**       Personnel Report

**Ending Employment:**
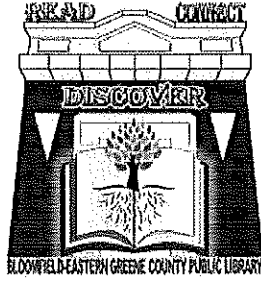
No Employees Ending Employment

**Beginning Employment:**

Alexis Laswell – Librarian Assistant – Date Hired: 05/10/22

Jacob Andrews – Librarian Assistant – Date Hired: 05/10/22

**Rehire:**

Luke Abram – Page – Date of Rehire: 06/06/22

# Treasurers Report for May 2022

*Wednesday, June 15, 2022*

**PAYROLL:** Net Pay of **$14,877.93 (May 31, 2022).**

**CLAIMS:** Claims #245-301, totaling **$43,144.26** in May 2022.

**BUDGET STATUS:**

Through **five months** of the year, we strive to be at or **under 41.67%** in each of the four budget categories as well as overall. **We are under 41.67%** in three of the four categories. **Our Overall percentage is at 36.30%.** See the appropriation report through May 31, 2022 for the full numbers.

### 2022/Current Year through May 31, 2022

| | |
|---|---|
| Personnel/Personal Services | 35.30 % spent |
| Supplies | 24.60 % spent |
| Other Services | 41.80 % spent |
| Capital Outlays | 28.10 % spent |
| OVERALL | 36.30 % spent |

### 2021/Prior Year Comparison through April 30, 2021

| | |
|---|---|
| Personnel/Personal Services | 35.30 % spent |
| Supplies | 21.10 % spent |
| Other Services | 31.60 % spent |
| Capital Outlays | 27.40 % spent |
| OVERALL | 32.90 % spent |

## Totals

| | | |
|---|---|---|
| Net Pay: | $14,877.93 | |
| Deductions: | $4,384.46 | |
| Gross Pay: | $19,262.39 | |

| FICA: | Medicare: | Federal: | State: | County: | PERF: | Health Ins | Insurance | Other | Other | Net Pay: |
|---|---|---|---|---|---|---|---|---|---|---|
| $1,194.28 | $279.30 | $969.07 | $842.57 | $336.75 | $279.71 | $482.78 | $0.00 | $0.00 | $0.00 | $14,877.93 |
| Other | Other | Other | | | NT PERF | Tax PERF | EIC | | | Other |
| $0.00 | $0.00 | $0.00 | | | $0.00 | $0.00 | $0.00 | | | $0.00 |
| | | | | | | EIC: | | | | |
| | | | | | | $0.00 | | | | |

Gross Pay: $19,262.39
Non Taxable: $0.00
Taxable: $19,262.39

### Earned / Used

| | Used | Earned |
|---|---|---|
| Regular | 1144.17 | |
| Sunday | 0 | |
| Double | 0 | |
| PTO | 13.75 | 70.34 |
| Vacation | 0 | 0 |
| Comp | 0 | 0 |
| Holiday | 0 | 0 |
| Personal | 0 | 0 |
| Total Hours: | 1157.92 | 70.34 |

| | |
|---|---|
| Paid Through Date Hourly | 5/24/2022 |
| Paid Through Date Salary | 5/24/2022 |
| Check Date Hourly | 5/31/2022 |
| Check Date Salary | 5/31/2022 |
| Voucher/Receipt Date | 5/31/2022 |

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 6 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling $ 19262.39 is correct and has by me been approved.

_Karen Holz_

**Director**

| | | |
|---|---|---|
| Employer Share FICA Due = | $1,194.28 | $2,388.56 |
| Employee Share FICA Due= | $1,194.28 | |
| Employer Share Medicare Due = | $279.30 | $558.60 |
| Employee Share Medicare Due = | $279.30 | |
| Federal Tax Due = | $969.07 | |
| Total Tax Deposit Due = | $3,916.23 | |

| | | |
|---|---|---|
| Employee PERF Due = | $279.71 | |
| Employer PERF Due = | 1044.23 | $1,323.94 |
| Total PERF Due = | $1,323.94 | |

| | |
|---|---|
| State Tax Due = | $842.57 |
| County Tax Due = | $336.75 |
| Total Tax Due = | $1,179.32 |

Dated  May 25  20 22

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**

# Voucher List

## Bloomfield-Eastern Greene County Public Library
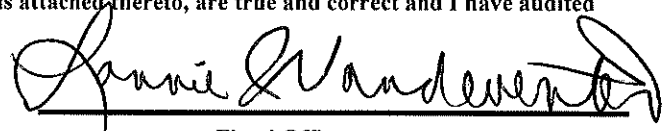
### Report Date: From   5/1/2022  To   5/31/2022

| Warrant Number | Claim Number | Name of Claimant | Date | Explanation | Total |
|---|---|---|---|---|---|
| 3052 | 245 | FINDAWAY WORLD | 5/3/2022 | | $354.93 |
| 3053 | 246 | Penworthy Company | 5/3/2022 | | $496.96 |
| 3054 | 247 | BAKER & TAYLOR | 5/3/2022 | | $270.10 |
| 3055 | 248 | SHOWCASES | 5/3/2022 | | $514.08 |
| 3056 | 249 | FINDAWAY WORLD | 5/4/2022 | | $51.94 |
| 3057 | 250 | MCLS | 5/4/2022 | | $15.00 |
| 3058 | 251 | D-PENDABLE WASTE REMOV | 5/4/2022 | May, June & July | $45.00 |
| 3059 | 252 | BAKER & TAYLOR | 5/4/2022 | | $251.90 |
| 3060 | 253 | LIBRARY JOURNAL | 5/5/2022 | RENEWAL RA1 OCT 22 E5321 INET#13066130 | $129.99 |
| 3061 | 254 | SCHOOL LIBRARY JOURNAL | 5/5/2022 | RENEWAL RB3 AUG 22 E3723 INET#13088812 | $119.99 |
| 3062 | 255 | DUKE ENERGY | 5/5/2022 | 125 S FRANKLIN ST | $1,223.86 |
| 3063 | 256 | WALLACE BROS | 5/9/2022 | | $76.00 |
| 3064 | 257 | ENA Services LLC | 5/9/2022 | | $503.00 |
| 3065 | 258 | UNIQUE MANAGEMENT SERVI | 5/9/2022 | | $59.85 |
| 3066 | 259 | DUKE ENERGY | 5/9/2022 | 87 E SPRING ST | $340.85 |
| 0 | 260 | INDIANA DEPT OF REVENUE | 5/9/2022 | TAX UNDERPAYMENT 35-6000252 | $30.36 |
| 0 | 261 | DELTA DENTAL | 5/9/2022 | | $55.74 |
| 3067 | 262 | RICOH USA, INC (CHICAGO) | 5/9/2022 | | $215.42 |
| 3068 | 263 | MIDWEST NATURAL GAS COR | 5/9/2022 | 125 S FRANKLIN ST | $416.99 |
| 3069 | 264 | SAMS CLUB/SYNCHRONY BA | 5/9/2022 | | $37.34 |
| 3070 | 265 | CENTURYLINK | 5/9/2022 | | $2.10 |
| 0 | 266 | Weebly | 5/10/2022 | | $144.00 |
| 3071 | 267 | INDIANA LIBRARY FEDERATIO | 5/10/2022 | | $50.00 |
| 3072 | 268 | UDWI | 5/10/2022 | | $209.00 |
| 3073 | 269 | CENTER POINT LARGE PRINT | 5/11/2022 | | $89.28 |
| 0 | 270 | INDIANA DEPT OF WORKFOR | 5/11/2022 | | $301.04 |
| 3074 | 271 | BAKER & TAYLOR | 5/11/2022 | | $249.50 |
| 3075 | 272 | HASEMAN PEST CONTROL OF | 5/11/2022 | 125 S FRANKLIN ST | $135.00 |
| 3076 | 273 | AMAZON CAPITAL SERVICES | 5/11/2022 | | $434.06 |
| 3077 | 274 | YOUR AUTOMATIC DOOR CO. | 5/17/2022 | | $200.00 |
| 3078 | 275 | CENGAGE LEARNING | 5/17/2022 | | $76.50 |
| 3079 | 276 | EASTERN HEIGHTS UTILITIES | 5/17/2022 | 125 S FRANKLIN ST | $83.79 |
| 3080 | 277 | MICHAEL SHERROW | 5/17/2022 | | $110.00 |
| 3081 | 278 | FINDAWAY WORLD | 5/18/2022 | | $59.99 |
| 3082 | 279 | AT&T | 5/18/2022 | | $154.91 |
| 3083 | 280 | CARD SERVICE CENTER | 5/18/2022 | | $778.02 |
| 3084 | 281 | BAKER & TAYLOR | 5/23/2022 | | $172.33 |
| 3085 | 282 | SMITHVILLE | 5/23/2022 | | $37.75 |
| 3086 | 283 | BACKGROUND BUREAU, INC | 5/23/2022 | Multi-state background check for Jacob Andrews & Alexis Laswell | $16.00 |
| 3087 | 284 | AMAZON CAPITAL SERVICES | 5/23/2022 | | $489.25 |
| 3088 | 285 | BEDFORD OFFICE SUPPLY | 5/23/2022 | | $125.00 |
| 3089 | 286 | EASTERN HEIGHTS UTILITIES | 5/23/2022 | 125 E STATE RD 54 | $19.02 |
| 3090 | 287 | RICOH USA, INC (ATLANTA) | 5/23/2022 | | $115.31 |
| 3091 | 288 | WELLS FARGO VENDOR FINA | 5/23/2022 | | $124.05 |
| 3092 | 289 | RANCH HAND SERVICES, LLC | 5/24/2022 | Shelving installation in Annex vault | $2,099.97 |
| 3093 | 290 | BAKER & TAYLOR | 5/24/2022 | | $317.75 |
| 0 | 291 | PERF | 5/31/2022 | PERF Deposit | $1,323.95 |
| 0 | 292 | INTERNAL REVENUE SERVIC | 5/31/2022 | Federal Tax Deposit | $3,916.23 |

| Warrant Number | Claim Number | Name of Claimant | Date | Explanation | Total |
|---|---|---|---|---|---|
| 0 | 293 | INDIANA DEPT OF REVENUE | 5/31/2022 | State and County Tax Deposit | $1,179.32 |
| 3094 | 294 | JUDY LOUISE | 5/24/2022 | Reimburse for Expenses incurred in Author Event for Lori Vandeventer @ Eastern Branch | $21.74 |
| 0 | 295 | UNITED HEALTHCARE | 5/26/2022 | | $2,358.16 |
| 3095 | 296 | MICHELE ROGERS | 5/28/2022 | May Janitorial Services | $1,950.00 |
| 3096 | 297 | SEWAGE DISPOSAL WORKS | 5/31/2022 | 125 S FRANKLIN ST | $148.00 |
| 3097 | 298 | AMAZON CAPITAL SERVICES | 5/31/2022 | | $891.55 |
| 3098 | 299 | BLOOMFIELD SWIMMING POO | 5/31/2022 | DEPOSIT FOR JULY 27, 2022 EVENT - 6:00 pm - 8:00 pm | $75.00 |
| 3099 | 300 | BLOOMFIELD SWIMMING POO | 5/31/2022 | RENTAL FOR POOL EVENT ON 07/27/22 6:00-8:00 PM | $215.00 |
| 0 | 301 | PAYROLL | 5/31/2022 | PAYROLL | $19,262.39 |

**Total Amount of Claims**    **$43,144.26**

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.
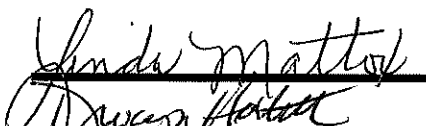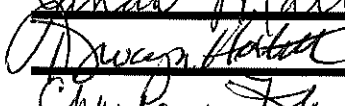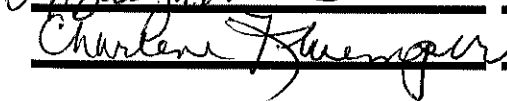
Thursday, June 9, 2022
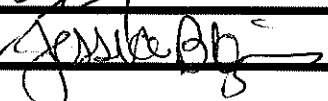
**Fiscal Officer**

## 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 | **$43,144.26** |

Date this ___15th___ day of ___June___,20 22 .

**SIGNATURES OF GOVERNING BOARD**

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

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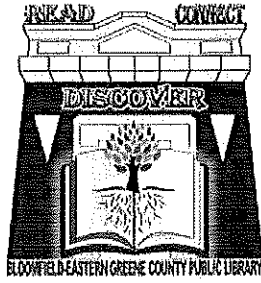
## Board of Trustees Meeting

## Wednesday, May 11, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, May 11, 2022, in the Library Annex. Roger Axe called the meeting to order at 5:05 PM. Board members present were Martha Marmouze, Linda Maddox, Dwayne Hostetter, Roger Axe, Jessica Blazier, and Charlene Kluemper. Lonnie Vandeventer, Treasurer/Bookkeeper was also present. Karen Holz, Director, participated in the meeting via a phone connection due to her being unable to attend in person. Guests also present were Vadim Morozov and Samuel Drummy.

Vadim Morozov presented an update on our investment account revealing that year to date the investment account is down 13.84%, but that since 10/1/19 the account is up 5.85%. Vadim indicated he anticipates volatility to continue for the immediate future, but that no one can project how long. Several questions were asked regarding our making an annual withdrawal from the account. Vadim recommended that we limit withdrawals to 4-4.5% annually. Vadim discussed that currently dividends as they are declared are reinvested. He recommended we consider withdrawing those dividends instead. He further indicated we could receive these withdrawals on a monthly basis via a direct deposit into the account at Farmers and Mechanics. The Board advised Vadim that we will discuss this further and that I (Lonnie) will inform him of our decision.

Samuel Drummy with the Rowe Law Firm presented briefly regarding a Leasing Corporation. Karen informed Samuel that we previously had a board, which Samuel had not been aware of. He indicated that the Board can select the member to serve on the Leasing Corporation board. Samuel will further research old records and advise Karen. *We have had no update at this time.*

Approval of Claims and Payroll:

Roger asked for a motion regarding claims and payroll. Dewayne made a motion seconded by Charlene to approve claims and payroll. Motion approved.

Approval of Minutes:

Roger asked for a motion regarding minutes unless there any objections or corrections. Martha made a motion that the minutes be approved as submitted which was seconded by Jessica. Motion approved.

Approval of Treasurer's Report and Personnel Report:

Lonnie provided an updated Treasurer's Report and Personnel Report. As presented in the report Lonnie advised the Board we are under 41.67% in three of the four categories. Other Services is at 41.80% due to expenses incurred relating to the roof repair/replacement which was anticipated. This will continue

to be the case when expenses for the replacement compressor for the HVAC system are received. Our overall percentage is at 36.30% for the month.

Lonnie also provided an update on Personnel with Tara Edmondson's employment ending on April 19. Her last day worked was April 7, 2022.

Roger asked for a motion regarding both the Treasurer's Report and the Personnel Report. Martha made a motion that both reports be approved as submitted. Linda seconded the motion. Motion approved.

Librarian's Report:

- Karen presented her Librarian's Report as outlined in the Meeting Agenda.
- Meetings Attended:
  - Greene County Alliance on Grant Writing (planning a trip to the Monroe County Library to use their database for the elevator and remodeling)
  - Attended the Greene County Council and Commissioners meetings and the Town Council to discuss the library, what is new, and the survey highlighting its importance, and the Summer Reading Program
  - Friends of the Library
- Application for approval by the State of Indiana for LEU certification on Life Saving, AED use, and training on Chocking in Adult, Children, and Infants. Dementia training through the Monroe County Library will be covered by them. I will offer training from the hospital if it is approved to the other libraries in the county. We have already scheduled 211 training for libraries which are on the approved list. Roger will email Karen with info regarding defibrillators.
- I have received one asphalt company estimate at this time with $1,600 for new sealant and filling in cracks. No patching is needed at this time. An additional charge of $500 will be made for line painting.
- A new compressor is needed for the HVAC system. We are currently running on one. We also need to hook the system back up with an internet connection so it can be monitored by Kevin Byers. The individual who helped set it up is now working as a state inspector, but he is working with Kevin to figure everything out. We will incur charges for his time along with Kevin. Once a cost on the compressor, labor, and consulting is obtain we can determine how to proceed. Lonnie indicated the cost to replace the compressor will be approximately $12,000. This must be completed. Dwayne made a motion seconded by Linda to proceed with the compressor replacement. *The new compressor is in transit and is expected to arrive within the next few days. Kevin indicates as soon as it arrives he will proceed with installation.*
- Gary Vandeventer opened and replaced the door locks and keys at the Annex. One of locks included the door opposite the vault to access the hot water heater. A new lock was installed on the janitors closet upstairs with keys given to Jo Ellen, Greene County Literacy Coalition, the Friends of the Library, and Michele Rogers. We will be passing them out with keys when people take a key to rent out the space asking them to clean up after use.
- We had classes several days last week promoting the Summer Reading Program. I hope all Board Members will also promote the library and our summer program.
- A table has been set up in the Annex covering summer reading, the Library of Things, and the Greene County Literacy during Barbeque, Blues, and Brews.
- The Library of Things is officially in the catalog. Thank you to Diane and Kimberly for all their hard work. We are reviewing what the next items for purchase may be with Cricket being the next item.

- At the June Meeting we will be touring the library. The Children's Room looks awesome with kudos to Susan and Phyllis.
- Work on the 2023 budget will also begin in June. A discussion ensued regarding the need to demonstrate to the County Council and Commissioners that the Library cannot incur the type of budget reduction as occurred in 2022. Roger made several recommendations regarding providing details to the Council on a regular basis. In addition, Lonnie and Karen, along with Jessica's assistance, will work on a timeline
- As a part of the 2023 budget, I will be looking at using AVC for back-up protection and to secure us against electronic threats due to our insurance no longer covering any part of this exposure pursuant to a recent policy amendment by our insurance carrier. I am expected a cost in neighborhood of $5,000 for this. *Lonnie has been working with AVC and has learned that cost will be close to that originally estimated in October 2021 – approximately $1,450.00 monthly. See original estimate from October 2021 (copy provided). In addition, Brian at AVC indicates the recent exclusion in our insurance coverage is NOT something they can provide. It is an insurance coverage. Karen is inquiring with our insurance carrier as to what specifically the exclusion is and if we should pursue another carrier. We are also discussing upgrading to Office 365 as we do have problems on more than one of our computers by not having Office 365. AVC can assist with obtaining the best pricing a possible change in email from G-mail to Outlook. We need to be cautious about changing insurance carriers due to the claim earlier this year on the roof as it may cause our rates to increase dramatically if we change carriers. Lonnie and Karen have a Zoom meeting scheduled with Brian Johnson at AVC on Tuesday, June 21.*
- Evergreen provides back-up protection against electronic systems for items related to their system; however, with this new insurance restriction we will have no protection for our own system. We may want to secure coverage through the end of 2022 through AVC and will research what this might entail for the balance of 2022. *See previous comment regarding the exclusion in insurance. This apparently is an insurance issue only. AVC cannot cover the exclusion noted.*
- Request Board Approval to move 5% annually from the Investment account to the Rainy Day fund to build towards covering future major expenditure such as the front step maintenance and the HVAC system. Based upon our discussion with Vadim from Baird the Board approved by unanimous approval to move $400 monthly from the investment account to the Rainy Day fund. *Lonnie followed up with Vadim and the transaction will occur monthly. The first receipt already occurred on May 15.*
- Dean Watson is beginning work on shelving in the vault for a 4-shelf unit that wraps around. It will be anchored to the wall to prevent any safety hazards. *This has been completed. Dean did an excellent job.*

Public Comment:

No public attendees.

Adjournment:

Roger entertained a motion to dismiss at 6:02 PM. Dwayne made a motion to discuss which was seconded by Linda.

The next Board meeting we be on June 8, at 5:00 PM in the Main Library Community Room. *The meeting date was rescheduled to June 15, at 5:00 PM in the Main Library Community Room.*

_____
Dwayne Hostetter

# Financial Report
## Bloomfield-Eastern Greene County Public Library

**Report Dates =**     **5/1/2022 to 5/31/2022**

| Fund | | Start of year | Disbursements this month | Disbursements YTD | Receipts this month | Receipts YTD | Balance |
|---|---|---|---|---|---|---|---|
| **1. General** | | | | | | | |
| 100 | OPERATING | $253,704.70 | $36,395.78 | $226,921.10 | $29,971.12 | $115,713.69 | $142,497.29 |
| 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 | $274,107.02 | $0.00 | $0.00 | $1,000.40 | ($34,603.01) | $239,504.01 |
| | Subtotal | $527,990.72 | $36,395.78 | $226,921.10 | $30,971.52 | $81,110.68 | $382,180.30 |
| **2. Special Revenue** | | | | | | | |
| 200 | GIFT | $21,456.92 | $1,861.02 | $10,800.19 | $880.44 | $6,111.25 | $16,767.98 |
| 201 | RAINY DAY | $41,400.94 | $0.00 | $0.00 | $400.00 | $400.00 | $41,800.94 |
| 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 | $6,696.00 | $503.00 | $2,770.90 | $0.00 | $5,266.07 | $9,191.17 |
| 280 | GREENE COUNTY FOUNDATION GRANT | $2,343.87 | $0.00 | $200.00 | $0.00 | $0.00 | $2,143.87 |
| | Subtotal | $158,684.63 | $2,364.02 | $13,771.09 | $1,280.44 | $11,777.32 | $156,690.86 |
| **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 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 801 | EVERGREEN FINES & FEES | $500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 |
| 802 | PAYROLL | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 803 | FEDERAL TAX | $0.00 | $969.07 | $5,038.95 | $969.07 | $5,038.95 | $0.00 |
| 804 | FICA | $0.00 | $1,194.28 | $5,831.09 | $1,194.28 | $5,831.09 | $0.00 |
| 805 | MEDICARE | $0.00 | $279.30 | $1,363.77 | $279.30 | $1,363.77 | $0.00 |
| 806 | STATE TAX | $0.00 | $842.57 | $3,760.85 | $842.57 | $3,760.85 | $0.00 |
| 807 | COUNTY TAX | $0.00 | $336.75 | $1,640.05 | $336.75 | $1,640.05 | $0.00 |
| 808 | PERF | $0.00 | $279.71 | $1,395.57 | $279.71 | $1,395.57 | $0.00 |
| 809 | Insurance | $0.00 | $482.78 | $2,413.90 | $482.78 | $2,413.90 | $0.00 |
| 810 | Other | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 811 | SALES TAX | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 815 | TRANSFERS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | Subtotal | $500.00 | $4,384.46 | $21,444.18 | $4,384.46 | $21,444.18 | $500.00 |
| **Grand Total** | | $687,518.00 | $43,144.26 | $262,136.37 | $36,636.42 | $114,332.18 | $539,713.81 |

## Total all banks =     $539,713.81

# Appropriation Report for 100 OPERATING

## Bloomfield-Eastern Greene County Public Library

**Report Date: From** 5/1/2022 To 5/31/2022

| 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 | $50,300.00 | $0.00 | $50,300.00 | $3,750.00 | $18,750.00 | $31,550.00 | 62.7 |
| 1.112 Salary of Librarians(Hourly) | $118,000.00 | $0.00 | $118,000.00 | $4,462.75 | $22,840.06 | $95,159.94 | 80.6 |
| 1.113 Salary of Library Assistants | $62,200.00 | $0.00 | $62,200.00 | $9,262.43 | $43,072.81 | $19,127.19 | 30.8 |
| 1.114 Salary of Pages | $13,000.00 | $0.00 | $13,000.00 | $364.96 | $1,818.32 | $11,181.68 | 86.0 |
| 1.115 Salary of Coordinators | $10,000.00 | $0.00 | $10,000.00 | $600.00 | $3,000.00 | $7,000.00 | 70.0 |
| 1.131 Salary of Treasurer | $10,000.00 | $0.00 | $10,000.00 | $822.25 | $4,567.75 | $5,432.25 | 54.3 |
| 1.21 Library FICA and Medicare | $24,000.00 | $0.00 | $24,000.00 | $1,473.58 | $7,194.86 | $16,805.14 | 70.0 |
| 1.22 Unemployment | $4,500.00 | $0.00 | $4,500.00 | $301.04 | $618.23 | $3,881.77 | 86.3 |
| 1.23 PERF Employer Contribution Share | $18,000.00 | $0.00 | $18,000.00 | $1,044.24 | $5,210.11 | $12,789.89 | 71.1 |
| 1.241 Employee Group Insurance | $21,000.00 | $0.00 | $21,000.00 | $1,931.12 | $9,655.60 | $11,344.40 | 54.0 |
| **Subtotal** | $331,000.00 | | $331,000.00 | $24,012.37 | $116,727.74 | $214,272.26 | 64.7 |
| **2. Supplies** | | | | | | | |
| 2.11 Official Records | $100.00 | $0.00 | $100.00 | $0.00 | $0.00 | $100.00 | 100.0 |
| 2.21 Cleaning Supplies | $2,060.00 | $0.00 | $2,060.00 | $37.34 | $471.75 | $1,588.25 | 77.1 |
| 2.31 Building Materials | $2,000.00 | $0.00 | $2,000.00 | $0.00 | $67.98 | $1,932.02 | 96.6 |
| 2.41 Library Supplies | $8,240.00 | $0.00 | $8,240.00 | $756.15 | $2,629.61 | $5,610.39 | 68.1 |
| 2.43 Adult Program Supplies | $1,040.00 | $0.00 | $1,040.00 | $0.00 | $71.57 | $968.43 | 93.1 |
| 2.44 Teen Program Supplies | $1,040.00 | $0.00 | $1,040.00 | $5.84 | $134.74 | $905.26 | 87.0 |
| 2.45 Children's Program Supplies | $1,200.00 | $0.00 | $1,200.00 | $290.00 | $488.69 | $711.31 | 59.3 |
| 2.46 Eastern Program Supplies | $800.00 | $0.00 | $800.00 | $340.50 | $351.28 | $448.72 | 56.1 |
| 2.47 Covid-19 Supplies | $800.00 | $0.00 | $800.00 | $0.00 | $27.92 | $772.08 | 96.5 |

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---|---|---|---|---|---|---|---|
| **Subtotal** | $17,280.00 | | $17,280.00 | $1,429.83 | $4,243.54 | $13,036.46 | 75.4 |
| **3. Other Services and Charge** | | | | | | | |
| 3.13 Legal Services | $1,000.00 | $0.00 | $1,000.00 | $16.00 | $34.50 | $965.50 | 96.6 |
| 3.141 Other Professional | $25,000.00 | $0.00 | $25,000.00 | $200.21 | $9,504.72 | $15,495.28 | 62.0 |
| 3.142 Database Subscriptions | $5,000.00 | $0.00 | $5,000.00 | $144.00 | $804.72 | $4,195.28 | 83.9 |
| 3.143 eBook Services | $7,500.00 | $0.00 | $7,500.00 | $0.00 | $1,250.00 | $6,250.00 | 83.3 |
| 3.21 Telephone | $2,200.00 | $0.00 | $2,200.00 | $194.76 | $986.92 | $1,213.08 | 55.1 |
| 3.22 Postage | $775.00 | $0.00 | $775.00 | $126.99 | $202.23 | $572.77 | 73.9 |
| 3.23 Traveling Expenses | $2,500.00 | $0.00 | $2,500.00 | $0.00 | $0.00 | $2,500.00 | 100.0 |
| 3.24 Professional Meeting | $2,700.00 | $0.00 | $2,700.00 | $234.15 | $713.45 | $1,986.55 | 73.6 |
| 3.251 Freight and Express | $700.00 | $0.00 | $700.00 | $70.99 | $241.00 | $459.00 | 65.6 |
| 3.252 Evergreen | $5,000.00 | $0.00 | $5,000.00 | $0.00 | $3,117.99 | $1,882.01 | 37.6 |
| 3.26 Internet Vendor | $7,500.00 | $0.00 | $7,500.00 | $0.00 | $0.00 | $7,500.00 | 100.0 |
| 3.31 Advertising and Publicity | $1,000.00 | $0.00 | $1,000.00 | $121.60 | $192.07 | $807.93 | 80.8 |
| 3.32 Printing | $200.00 | $0.00 | $200.00 | $0.00 | $235.00 | ($35.00) | -17.5 |
| 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 | $0.00 | $12,000.00 | $0.00 | $0.00 | $12,000.00 | 100.0 |
| 3.51 Gas | $7,500.00 | $0.00 | $7,500.00 | $280.00 | $1,400.00 | $6,100.00 | 81.3 |
| 3.52 Electric | $27,000.00 | $0.00 | $27,000.00 | $1,432.86 | $7,325.53 | $19,674.47 | 72.9 |
| 3.53 Water | $2,000.00 | $0.00 | $2,000.00 | $57.58 | $287.50 | $1,712.50 | 85.6 |
| 3.54 Waste Disposal | $2,100.00 | $0.00 | $2,100.00 | $159.00 | $560.00 | $1,540.00 | 73.3 |
| 3.61 Building Repair | $22,000.00 | $25,296.22 | $47,296.22 | $2,389.97 | $34,884.39 | $12,411.83 | 26.2 |
| 3.62 Equipment Repair | $10,000.00 | $0.00 | $10,000.00 | $454.78 | $3,444.28 | $6,555.72 | 65.6 |
| 3.63 Janitorial Service | $22,000.00 | $0.00 | $22,000.00 | $1,825.00 | $9,125.00 | $12,875.00 | 58.5 |
| 3.8 2021 Encumbered Funds | $12,482.13 | $0.00 | $12,482.13 | $0.00 | $12,482.13 | $0.00 | 0.0 |
| 3.91 Dues | $4,000.00 | $0.00 | $4,000.00 | $0.00 | $0.00 | $4,000.00 | 100.0 |

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---|---|---|---|---|---|---|---|
| **Subtotal** | $182,507.13 | $25,296.22 | $207,803.35 | $7,707.89 | $86,791.43 | $121,011.92 | 58.2 |
| **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 | $99.99 | $589.79 | $7,410.21 | 92.6 |
| 4.51 Books - Adult Fiction | $8,700.00 | $0.00 | $8,700.00 | $730.75 | $3,625.86 | $5,074.14 | 58.3 |
| 4.521 Books - Adult Nonfiction | $5,600.00 | $0.00 | $5,600.00 | $0.00 | $1,447.19 | $4,152.81 | 74.2 |
| 4.522 Books-Local History/Geneaology | $1,200.00 | $0.00 | $1,200.00 | $0.00 | $0.00 | $1,200.00 | 100.0 |
| 4.53 Books - Children | $8,000.00 | $0.00 | $8,000.00 | $723.61 | $2,952.40 | $5,047.60 | 63.1 |
| 4.54 Books - YA | $3,500.00 | $0.00 | $3,500.00 | $239.14 | $1,214.87 | $2,285.13 | 65.3 |
| 4.551 Books - Eastern Books Adult | $3,300.00 | $0.00 | $3,300.00 | $86.71 | $897.80 | $2,402.20 | 72.8 |
| 4.552 Books - Eastern YA | $300.00 | $0.00 | $300.00 | $10.54 | $74.34 | $225.66 | 75.2 |
| 4.553 Books - Eastern Juvenille | $3,000.00 | $0.00 | $3,000.00 | $63.09 | $552.68 | $2,447.32 | 81.6 |
| 4.61 Periodicals and News | $3,500.00 | $0.00 | $3,500.00 | $275.62 | $1,260.13 | $2,239.87 | 64.0 |
| 4.71 Nonprint - Adult DVD | $4,000.00 | $0.00 | $4,000.00 | $0.00 | $1,152.46 | $2,847.54 | 71.2 |
| 4.72 Nonprint - Music | $200.00 | $0.00 | $200.00 | $0.00 | $18.48 | $181.52 | 90.8 |
| 4.73 Nonprint - Audiobooks | $7,000.00 | $0.00 | $7,000.00 | $64.23 | $2,322.47 | $4,677.53 | 66.8 |
| 4.74 Nonprint - Childrens | $3,200.00 | $0.00 | $3,200.00 | $528.33 | $1,470.75 | $1,729.25 | 54.0 |
| 4.75 Nonprint - YA | $1,500.00 | $0.00 | $1,500.00 | $184.96 | $658.08 | $841.92 | 56.1 |
| 4.761 Nonprint - Eastern DVD | $3,200.00 | $0.00 | $3,200.00 | $103.46 | $436.94 | $2,763.06 | 86.3 |
| 4.762 Nonprint - Eastern Audio | $500.00 | $0.00 | $500.00 | $0.00 | $51.04 | $448.96 | 89.8 |
| 4.763 Nonprint - Eastern Games | $500.00 | $0.00 | $500.00 | $99.92 | $224.89 | $275.11 | 55.0 |
| 4.77 Replacement Books & Nonprint | $1,000.00 | $0.00 | $1,000.00 | $35.34 | $138.74 | $861.26 | 86.1 |
| 4.8 Evergreen Collections | $0.00 | $0.00 | $0.00 | $0.00 | $69.48 | ($69.48) | #Div/0! |
| **Subtotal** | $68,200.00 | | $68,200.00 | $3,245.69 | $19,158.39 | $49,041.61 | 71.9 |

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---|---|---|---|---|---|---|---|
| **Grand Total** | $598,987.13 | $25,296.22 | $624,283.35 | $36,395.78 | $226,921.10 | $397,362.25 | 63.7 |

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

# Librarian's Report

## May 2022 Statistics

### Adult Circulation

| Adult Circulation | 2022 | 2021 | 2020 |
|---|---|---|---|
| Fiction | 527 | 723 | 482 |
| Non-fiction | 237 | 279 | 132 |
| Periodicals | 69 | 61 | 66 |
| Audiobooks | 64 | 110 | 53 |
| Playaways | 29 | 34 | 40 |
| Overdrive | 1149 | 1134 | 1252 |
| Music CD | 22 | 81 | 21 |
| DVDs | 541 | 627 | 333 |
| Government Document | 1 | 17 | |
| Video Games | | | 6 |
| Library of Things | 3 | | |
| **Total Adult** | 2642 | 3068 | 2385 |

### Youth Services Circulation

| Youth Services Circulation | 2022 | 2021 | 2020 |
|---|---|---|---|
| Parenting Kits | 14 | | |
| YA | 229 | 163 | 138 |
| YA Nonfiction | 28 | 20 | 38 |
| YA GAMES | 4 | 65 | 29 |
| YA Audiobooks/Playaways | | 1 | 1 |
| Juvenile Fiction | 1667 | 1858 | 765 |
| Juvenile Nonfiction | 325 | 210 | 75 |
| Audiobooks | 78 | 76 | 50 |
| DVD Juvenile | 105 | 277 | 86 |
| Periodicals | 1 | 7 | 5 |
| Juvenile Games | | 3 | 9 |
| **TOTAL YOUTH SERVICES** | 2451 | 2680 | 1197 |
| **TOTAL** | 5093 | 5748 | 3582 |

## Interlibrary Loan Services

| | 2022 | 2021 |
|---|---|---|
| Books via SRCS Supplied | 1 | 6 |
| Books via SRCS Borrowed | 7 | 0 |
| Books loaned to Evergreen | 498 | 500 |
| Books borrowed from Evergreen | 458 | 489 |

## Computer/Equipment Usage

| Bits In/average | Peak | Bits Out/average | Peak |
|---|---|---|---|
| 2.4 Mb/s | 88.37Mb/s | 193Kb/s | 20.49mb/s |

## Programs

| Programs: | | | |
|---|---|---|---|
| # of Children | 25 | # attended | 665 |
| # of Teens | 2 | # attended | 64 |
| #of Adults | 1 | # attended | 10 |
| TOTAL | 28 | | 739 |
| Outreach | Children | stories | |

## Materials Add
### Bloomfield

| Material | Count |
|---|---|
| Library of Things | 4 |
| Adult Fiction | 53 |
| Adult Nonfiction | 5 |
| Audio Books | 6 |
| Playaways | 5 |
| Paperbacks | 1 |
| Periodicals | 40 |
| Music | |
| DVD's | 6 |
| Adult Games | |
| YA-Fiction | 15 |
| YA-Non | 2 |
| YA Games | 8 |
| Juvenile Fiction | 53 |
| Juvenile Nonfiction | 7 |
| Audiobooks J | 2 |
| Juvenile Games | 4 |
| Total | 211 |

## Website
visits pages 636
pages/ visit 1.9

## New Patrons

| Township | Resident | Resident Limited Access | Non Resident | Total |
|---|---|---|---|---|
| Beech Creek | 1 | 3 | | 4 |
| Center | 4 | 1 | | 5 |
| Highland | 1 | | | 1 |
| Jackson | | 1 | | 1 |
| Richland | 12 | 2 | | 14 |
| Taylor | 4 | 3 | | 7 |
| Unlisted | | | | |
| Total | 22 | 10 | | 32 |

## Desk Collection

| | |
|---|---|
| Fines and Fees | 280.19 |
| Fax | 58.25 |
| Copier | 192.25 |
| Donations | 96.05 |
| Misc | 14.10 |
| Taxable Sales | |
| Total | 640.84 |

## Bloomfield Main Facebook

| | |
|---|---|
| Posts | 12 |
| Followers | 1211 |
| Engagements | 240 |
| Reached | 4989 |

## Young Adult Page

| | |
|---|---|
| Posts | 6 |
| Followers | 137 |
| Engagements | 9 |
| Reached | 92 |

## Children's Facebook

| | |
|---|---|
| Posts | 8 |
| Followers | 204 |
| Engagements | 24 |
| Reached | 325 |

## Materials Added Eastern

| | |
|---|---|
| Adult Fiction | 3 |
| Adult Nonfiction | 1 |
| YA | 2 |
| Juvenile Fiction | 7 |
| Juvenile Nonfiction | |
| DVD's | 2 |
| Game | |
| TOTAL | 14 |

Computer Use 22

Wireless 14

Scavenger Hunts
21

Programs
2/32

## Facebook Information

Posts 11

Reached 1722

Followers 224

Engagements 168

| | 2022 | 2021 | 2020 |
|---|---|---|---|
| Adult Fiction | 44 | 79 | 69 |
| Adult Nonfiction | 30 | 45 | 32 |
| Periodicals | 22 | 30 | 28 |
| Audio Books | 1 | 3 | 9 |
| Music CD | | 4 | 11 |
| DVD | 215 | 168 | 95 |
| Games | 14 | 11 | 7 |
| Government Doc | | | |
| TOTALS ADULT | 325 | 340 | 251 |
| YA Fiction | 7 | 28 | 9 |
| YA Nonfiction | | | |
| Juvenile Fiction | 226 | 272 | 225 |
| Juvenile Nonfiction | 38 | 58 | 29 |
| Juvenile Audiobooks | 5 | 6 | 1 |
| Juveniles Periodicals | 1 | | |
| TOTALS JUVENILES | 277 | 364 | 264 |
| TOTAL | 602 | 704 | 515 |

# Proposal for Managed IT Services

# Bloomfield Eastern Green Co Public Library

**Company Overview:**

AVC Technology (AVC) has been in business since 1971, serving the needs of schools, libraries, and government entities in Indiana. Technology has changed over the past 50 years, but AVC has worked hard to put customer needs first and this has been demonstrated by its steady growth and many customer relationships lasting decades.

AVC currently has relationships with several Public Libraries in the state to provide best-fit IT solutions and services. Our programs are designed to fit library IT budgets while handling some of the important basic maintenance and security of your technology and providing an escalation point for more difficult issues as well as providing deep expertise for IT planning and assessments. The service is typically built upon the successful installation and configuration of technologies AVC will utilize to monitor and maintain critical customer systems. This provides deep value through repeatable and proven technology automation and processes as well as support personnel that understand library needs and objectives.

Many libraries are also aware of AVC for its library software portfolio. Our software services practice has worked hand-in-hand with our IT services practice over the years. Most notably, we offer a library-focused Accounting and Payroll system as well as PC reservation software, wireless usage reporting, an ILS system, and many library-focused utilities.

**AVC Support Methodology:**

Our methodologies provide deep value ... and ultimately maintain or reduce overall costs while keeping technology current, operational, and secure.

How is this done?
Let us look at some of the high-level components and advantages:
- We include tools which allow us to quickly provide remote support – this saves time and money and solves 90% of problems quickly.
- We include tools which tie into documentation and ticketing systems – this captures important history and configuration so, again, problems and changes can be handled quickly and with as little re-work as possible.

- We include tools which monitor and report configuration data, performance data and logging/alerting – this allows us to catch issues, focus spend on highest priorities, maintain historical data when repairing down systems and even alert to pending issues or early security breaches.
- We standardize tools, configurations, and processes where possible to maximize labor efficiencies – why spend money by the hour when the work can be minimized in the first place?
- We provide end-point security licensing (i.e. antivirus and security tools) so libraries do not need to pay separate fees AND we can streamline deployment, updates, and maintenance across all sites.
- We perform quarterly maintenance checklists to make sure everything is running as expected and no major risk items are out of compliance.
- We have senior account managers meet at least annually with library directors and key staff for a Technology Business Review (TBR). This includes an assessment of current technology and security positions; together with library objectives we are able to produce a 3-yr technology planning document with major itemized goals and budgetary estimates. We also track expirations for 3rd-party licensing or technology agreements which helps minimize administrative work for library directors and technology managers.

Of course, everything cannot be "minimized", "maximized" or "automated" away. This is where our well-regarded support team comes into play! We believe that personal relationships and aligned goals are extremely important; providing access to skilled staff that care about our customers is a top priority at AVC. All the above has been tuned over years to minimize problems and reduce labor needs but when you need to talk to someone we are here! All plans include the above PLUS a set number of labor hours to fix problems when they arise or respond to incidents. These can be remote or onsite depending on the need.

What is the result of these programs we have tuned over many years? Improved technology outcomes, minimized problems and headaches, technology spending on the RIGHT areas, alignment in objectives, predictable fees ...... just plain making things SIMPLER for libraries and staff. And remember, we are trying to MINIMIZE billable hours not position for as many hours as possible – THIS IS AN IMPORTANT DIFFERENTIATION. We are here to be a partner.

# SelectCARE Plan Deliverables Description:

### Implementation Process

Following a signed Agreement, AVC Technology will begin the onboarding process. A transition period may be required during the cancellation period with current provider. The standard process is listed below, and will be completed in the first month of service

- **Onboarding:** The Technical Account Manager will come onsite for thorough documentation and understanding of the customer's IT processes and infrastructure. The Technical Account Manager begins knowledge transfer to the Helpdesk so they can affectively help when calls and alerts are triggered.
- **Kick-Off Service:** Installation of remote monitoring agents on servers and workstations. Notification of the process to create new service requests.

### Support and Escalation

AVC will provide a Senior Technician (the Technical Account Manager) and Helpdesk Technician to provide support to customer's computers, servers, peripheral devices (ie: smart phones, printers, scanners) and end user support requests. The helpdesk is staffed 8:00 a.m. through 5:00 p.m. Monday through Friday. Emergency support is available after-hours.

The preferred method for non-emergency support requests is for users to email support@avctechcorp.com or contacting the helpdesk at (317) 225-4615 option 3. Support requests can also be submitted or reviewed via our client portal.

### Annual Consultation:

Every three months AVC will perform an extensive analysis of your network's trends, security, and performance, and will meet with Customer at least annually to review the library's goals and technology issues. This analysis and review will allow us to make recommendations to improve your network performance, productivity, and help you plan and budget for future IT needs.

### Maintenance and Monitoring Services

Our 24/7 network maintenance monitoring service will allow us to see every aspect of your network to detect and report problems before they escalate into downtime, data loss, or expensive repair issues. Some of the items include:

- Network Infrastructure Monitoring
- Hardware integrity and reliability
- Monitoring of Critical Services
- Microsoft Patching and Updates

- Server Maintenance and Monitoring
- Storage space and availability
- Third Party Patching and Updates
- Backup, Disaster Recovery, and Continuity Services (add-ons)

### Project & Consulting Services

If requested, AVC will provide planning, design and implementation services for projects. If work is deemed a project by both AVC and the Customer, then an estimate will be given to the customer for approval before work is performed. Project work includes such things as new server setup, new software application installation and configuration, or new office set up or office moves.

**AVC** Technology

## INFRASTRUCTURE

| Proactive Technology Management | Network Administration |
|---|---|
| **Centralized Services**<br>❦ Patch Management<br>❦ Security Services<br>❦ Audits<br>❦ Documentation<br>❦ Inventory<br>❦ Backup / Business Continuity<br>❦ Cloud Services | **Dedicated Network Administrator**<br>❦ Ad-hoc Administrative Tasks<br>❦ Technology Checklists and SOPs<br>❦ Best Practices<br>❦ Centralized Service Report Review |
| Technology Consulting | Reactive Support Services |
| **Dedicated VCIO**<br>❦ Technology Summary<br>❦ Design Desk Resources<br>❦ Budget Planning<br>❦ Business Impact Of Technology<br>❦    Decisions<br>❦ Help with annual technology plan | **Customer Support Team**<br>❦ Helpdesk Support<br>❦ On-Site Support<br>❦ Problem Isolation And Resolution<br>❦ "How To" Questions<br>❦ Customer Portal<br>❦ Remote Support Framework |

**ON-GOING STRATEGY**

*SUPPORT*

**References:**

As mentioned, AVC works with several libraries in Indiana using the presented methodology to manage technology and minimize problems. Below is a list of some libraries currently using these services. Note that these libraries geographically cover the state; we have proven over several years the successful mix of remote and onsite services even for customers at distance from our home office. I am sure any would be willing to discuss their experience, or we could make introductions based on any criteria requested (size, etc.).

- Shelbyville/Shelby County Public Library
- Greenwood Public Library
- Jefferson County Public Library
- Hagerstown Public Library
- Jay County Public Library
- Walton & Tipton Township Public Library
- Union City Public Library
- Bicknell-Vigo Township Public Library
- Vermillion County Public Library
- Parke County Public Library

## Additional Services:

AVC is well positioned to provide several additional value-add offerings. While this proposal and pricing is focused on core services, a (non-exhaustive) list of other products and services will be included here. By working with a large number of clients, and specifically libraries, AVC is able to obtain vendor discounts and access support that many other companies are unable to access. We then leverage these discounts and support relationships to provide better pricing and higher service levels to our clients. We also, where possible, try to standardize technology across clients. This decreases costs, implementation times and streamlines support issues and training.

Examples:
- Security Services - Filtering, Firewalls, Employee Training, Advanced Services
- Messaging and Collaboration
- Wireless Services
- Backup and Continuity Services
- Voice and Unified Communications
- File and Workflow Management
- Physical Security - CCTV
- Mobile Device Management
- Hardware – Desktop/Server refresh
- Cloud Services
- Library Specific Software - Public Computer Mgmt, Print Mgmt, Reporting, etc.

**Base Plan Deliverables:**

AVC SelectCare plans are structured as a monthly fee based on computer and server counts and number of hours included for metered services. Below is a review of the major components included per seat (computer/server). An optional Advanced Security package is available at additional cost.

**AVC SelectCARE Services – Per Computer**
Management, Monitoring, Administration, Help Desk and Proactive Technology Planning.
Included Flat-Rate Services:

- Base security services: End-point protection (i.e. AV).
- Management and monitoring tools on computers; alerting and automated maintenance.
- Inventory management and reporting.
- Remote Support Tools.
- Risk mitigation and technology planning services: technology alignment services and annual executive technology business reviews (TBR).

Included Metered Services:

- Help Desk services (metered).
- Systems administration (metered).
- Network Operations Center (NOC) (metered).
- Quarterly technical audits (metered).

**Advanced Security Option – Per User/Computer**
Included Services:

- Zero-Trust End-point Management: Application Whitelisting and Ringfencing.
- User security training and testing package.
- Domain Dark-Web Monitoring.

Licensing, subscriptions, setup and ongoing management, maintenance, and support for the above items are included in one monthly fee.

Metered services are tracked by the hour (15-minute increments). This generally includes hands-on support/administration/NOC services. We have found a major percentage of this can be handled remotely quickly and efficiently. Customers do have dedicated technical contacts so relationships and customer network knowledge are still developed, and we can schedule onsite visits as needed for emergencies or "hands-on" work. Travel time is tracked as metered hours for onsite services UNLESS onsite visit is included under a separate purchase/SOW (often we can combine with another project delivery or combine travel to multiple customers if non-emergency in order to minimize

travel costs to any one customer).  Non-planned (emergency) services provided outside normal working hours or on weekend/holidays will be tracked at double-time.

AVC works with customers to prevent overage fees.  Customer needs do vary and, in all but extreme circumstances, we are able to work proactively to determine if hourly package changes are recommended.  We do also offer the ability to "borrow" hours and "carry-over" hours in order to make the best use of allocated time.

**Pricing:**

Pricing for this proposal include the following coverage:
(30) Desktop/Laptop SelectCare Services
(1) Server SelectCare Services
(1) Server Backup and Disaster Recovery
    Includes Licensing, Monitoring, Off-site Storage (up to 2TB), Quarterly Test Restores
(1) Customer Site
(6) Hours/Month Metered Services

SelectCare Monthly Cost: $1215
Advanced Security Services Add-On (up to 31 computers/30 users): $204/mo.

Initial Term is 1 year with an onboarding fee equivalent to one month's service.

In the rare case of overages, the following fees would apply.  Note that typically we would work with the library to find the correct metered hours included in the monthly fee at reduced rates; overages would be unlikely.  However, there are emergency scenarios or disasters than may incur overages (and may likely be covered by insurance). Overages: $125/hr standard rate, 2x for evening/weekend/holiday.

Additional SelectCARE seats and/or adjustments to included hours (at discounted rates) would be quoted at current prices if needed.  Note that all computers must be covered on the network as there are security dependencies between network devices.

Items may be discovered during onboarding to meet minimum compliance standards. These and other highly recommended network changes may be presented as projects during the onboarding phase and/or ongoing Technology Business Review (TBR).

# LIBRARY FORMS
# AUTHORIZATION MOTION

## MOTION

Seeing a need for better continuity in the business of the library, a forms file will be created. Such a file will contain forms as the Librarian and or the Board of Trustees deems necessary for the administration of the library.

A master fill of said forms shall be kept in the library files as well as electronic copies of said files in the office of the main library.

In addition, for better access, a binder of all forms shall be kept in the office of the main library. Said binder will contain a table of contents to expedite finding of forms.

A copy of this authorization motion will be kept in the forms master file, binder, and other places that may be deemed pertinent.

Forms may be created by the Librarian or the Board of Trustees. However, no forms shall be removed or discontinued without the Board of Trustees approval.

Enacted this eighth day of June, 2022.

## EQUIPMENT INVENTORY SHEET
## BLOOMFIELD-EASTERN GREENE PUBLIC LIBRARY

| **ITEM**   Click here to enter text. | **SERIAL NUMBER**   Click here to enter text. |
|---|---|

| **MAKE, MODEL & NUMBER-**   Click here to enter text. |
|---|

**LOCATION**         _x **IN USE**         **STORED**
Click here to enter text.

**PURCHASE PRICE**         Click here to enter text.

**ACQUIRED FROM:**         **NAME-**         Click here to enter text.
                  **ADDRESS-**      Click here to enter text.
                               Click here to enter text.

**DATE ACQUIRED**         Click here to enter text.

| **CONDITION WHEN AQUIRED**         Click here to enter text. |
|---|
| **PURPOSE OF ITEM**               Click here to enter text. |
| **FINAL DISPOSITION -**   Choose a building block. **JUNKED**   Click here to enter text.   **TRADED IN** **DATE**   Click here to enter text. |
| **SOLD TO**   Click here to enter text.         **OTHER** Click here to enter text. |
| **REMARKS:**      Click here to enter text. |

Adopted June 8, 2022

# BLOOMFIELD EASTERN GREENE PUBLIC LIBRARY INVENTORY LOG

| DATE PURCHASED | ITEM | VENDOR | AMOUNT | LOCATION |
|---|---|---|---|---|
| 27-Mar-22 | New Air Conditioner | Kevin Byers | $ 2,000.00 | MB |
| 3-Apr-22 | New Telephone System | Hicom | $ 4,000.00 | MB |
| 7-Apr-22 | New Desktop Computer | BestBuy, Bloomington | $ 750.00 | EB |
| 12-May-22 | New Copy Machine | Hoosier Business Machine, Jasper | $ 1,500.00 | MB |
| 15-May-22 | Video Conference Camera | Amazon | $ 150.00 | Annex |

# INVENTORY
# AUTHORIZATION MOTION


# MOTION

An Inventory file will be created for all inventory acquired by the library after the date of adoption of this motion. Such a file will contain inventory forms as the Librarian and or the Board of Trustees deems necessary for the administration of the library. This will include but not be limited to an inventory form to be adopted by the library board of trustees for items costing over but not limited to $500.00 in word processor form. In addition, a spreadsheet log of the inventory in hard copy form will also be kept and will be adopted by the library board of trustees.

Copies of adopted forms are herein attached to this motion.

A master file hard copy of the inventory forms shall be kept in the library files as well as electronic copies of said files in the office of the main library.

A copy of this authorization motion will be kept in a forms master file, binder, inventory log, and other places that may be deemed pertinent.

Enacted this eighth day of June, 2022.

# REPAIR LOG
# AUTHORIZATION MOTION


## MOTION


A Repair Log will be created for all repairs by the library after the date of adoption of this motion. However prior repairs may be listed at the discretion of the librarian.

The log will be kept in chronological form and will contain a spreadsheet form as the Librarian and or the Board of Trustees deems necessary for the administration of the library. This spreadsheet log will contain but limited to the following information: date of the repair, name of item repaired, the repair that was done, vendor doing the repair, location of the equipment, the charge incurred for the repair.

This spreadsheet will be adopted by the library board of trustees. A hard copy as well as electronic copy will be kept in the main office of the library

Copies of adopted forms are herein attached to this motion.

A master file hard copy of the inventory forms shall be kept in the library files as well as electronic copies of said files in the office of the main library.

A copy of this authorization motion will be kept in a forms master file, binder, inventory log, and other places that may be deemed pertinent.

Enacted this eighth day of June, 2022.

# TECHNICAL FILE
# AUTHORIZATION MOTION

## MOTION

A Technical File will be created. Upon adoption of this motion information pertaining to equipment with a purchase price but not limited to $400.00 acquired by the library shall be maintained in said file. There will be a Technical File for the equipment at each branch.

Each equipment item will have its own file with but not limited to the following information: a copy of library adopted inventory sheet, a hard copy of instructions and or documentation for the item, a copy of the purchase invoice, and any other information that may be deemed pertinent. An electronic copy of all documentation will be kept in the main office and Eastern Branch of the library

A copy of this authorization motion will be kept in Technical File at each branch and other places that may be deemed pertinent.

Enacted this eighth day of June, 2022.