

### 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, May 11, 2022

 Update by Vadim Morozov for Baird – The Matthew Snyder Group



- Presentation by Samuel Drummy with the Rowe Law
   Firm on a Leasing Corporation and if this needs to be utilized future expense needs in relation to front steps and HVAC replacement
- 3. Approval of Claims & Payroll
- 4. Approval of Minutes
- 5. Presentation & Approval of Treasurer's Report
- 6. Personnel Report
- 7. Librarian's Report:
  - Meetings Attended:
    - o 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.
  - 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 hoop the system back up 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.

- 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.
- 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.
- 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.
- 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.
- Review Board Meeting Minutes from April 20, 2022, for updated details on Old Business Items.
   Updates are italicized.
- 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.
- 8. Public Comment
- 9. Adjournment
- 10. Next Board Meeting, June 8, 2022, 5:00 PM, Main Library Community Room



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### Personnel Report

Wednesday, May 11, 2022

TO:

Bloomfield-Eastern Greene County Public Library Board of Trustees

FROM:

Lonnie Vandeventer, Bookkeeper

RE:

**Personnel Report** 

### **Ending Employment:**

Tara Edmondson (Lib. Asst.) – Last Day Worked: April 7, 2022

### **Beginning Employment:**

No new employees



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### Treasurers Report for April 2022

Wednesday, April 20, 2022

PAYROLL: Net Pay of \$14,334.52 (April 29, 2022).

**CLAIMS**: Claims #185-244, totaling **\$49,379.08** in April 2022.

### **BUDGET STATUS:**

Through **four months** of the year, we strive to be at or **under 33.33%** in each of the four budget categories as well as overall. **We are under 33.33%** in three of the four categories. **Our Overall percentage is at 30.90%.** See the appropriation report through April 30, 2022 for the full numbers.

### 2022/Current Year through April 30, 2022

Personnel/Personal Services	28.00 % spent
Supplies	16.30 % spent
Other Services	38.10 % spent
Capital Outlays	23.30 % spent
OVERALL	30.50 % spent

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

Personnel/Personal Services	28.90 % spent
Supplies	18.80 % spent
Other Services	26.50 % spent
Capital Outlays	16.80 % spent
OVERALL	26.60 % spent

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 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 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 this payroll totaling \$ 18259.4 is correct and has by me been approved.

Total Hours:

20 22 Dated 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

\$1,132.11	)ue= \$1,132.11	ue = \$264.77	\$264.77	ue = \$884.87	\$3,678.63
Employer Share FICA Due =	Employee Share FICA Due	Employee Share Medicare Due =	Employer Share Medicare Due =	Federal Tax Due	Total Tax Deposit Due =

Sta	Coun	Tot
\$271.79	1014.68	\$1,286.47
mployee PERF Due =	mployer PERF Due =	Total PERF Due =

State Tax Due =	\$570.17
County Tax Due =	\$318.39
Total Tax Due =	\$888.56

### Voucher List

### Bloomfield-Eastern Greene County Public Library

Report Date: From

4/1/2022 To

4/30/2022

2999 3000 3001	185			
		GREENE COUNTY DAILY WOR	4/5/2022 Account #460026 - Eastern Branch	\$117.00
3001	186	EQUITY BULDERS ROOFING	4/5/2022 Final Billing Balance Due - \$5007.95; Refer to Vouchers 149 & 179 for earlier payments	\$5,007.95
	187	CENTER POINT LARGE PRINT	4/5/2022	\$89.28
3002	188	BAKER & TAYLOR	4/5/2022	\$245.27
0	189	AVC Technology Corporation	4/5/2022	\$528.00
3003	190	GADELLNET CONSULTING SE	4/5/2022	\$75.00
3004	191	AMAZON CAPITAL SERVICES	4/5/2022	\$827.07
3005	192	MIDWEST NATURAL GAS COR	4/6/2022 125 S FRANKLIN ST	\$492.35
3006	193	GREENE COUNTY TREASURE	4/6/2022 LOT 82 (125 S FRANKLIN ST)	\$36.00
3007	194	RELIABLE LAWN CARE & GEN	4/6/2022 MULCH	\$545.00
3008	195	ENA Services LLC	4/7/2022	\$503.00
3009	196	BEDFORD OFFICE SUPPLY	4/7/2022	\$46.00
3010	197	SAMS CLUB/SYNCHRONY BA	4/7/2022	\$81.98
3011	198	AMAZON CAPITAL SERVICES	4/11/2022	\$779.25
3012	199	HASEMAN PEST CONTROL OF	4/11/2022 87 E SPRING ST	\$135.00
3013	200	RICOH USA, INC (CHICAGO)	4/11/2022	\$208.56
3014	201	INDIANA STATE LIBRARY FOU	4/11/2022	\$332.87
3015	202	UNIQUE MANAGEMENT SERVI	4/11/2022	\$32.80
3016	203	CENTURYLINK	4/11/2022	\$4.70
3017	204	UDWI	4/11/2022	\$300.00
3018	205	BAKER & TAYLOR	4/11/2022	\$425.32
3019	206	DEMCO	4/11/2022	\$132.86
0	207	DELTA DENTAL	4/11/2022	\$55.74
3020	208	EASTERN HEIGHTS UTILITIES	4/13/2022 125 S FRANKLIN ST	\$103.10
3021	209	FINDAWAY WORLD	4/13/2022	\$89.98
3022	210	INDIANA STATE LIBRARY	4/14/2022 EVERGREEN INDIANA PATRON PAYMENT RECONCILIATION	\$44.73
3023	211	AT&T	4/14/2022	\$154.80
3024	212	OVERDRIVE, INC	4/19/2022	\$1,250.00
3025	213	SHOWCASES	4/19/2022	\$476.10
3026	214	AMAZON CAPITAL SERVICES	4/19/2022	\$293.87
3027	215	BAKER & TAYLOR	4/19/2022	\$564.36
3028	216	SMITHVILLE	4/20/2022	\$37.75
3029	217	BLOOMFIELD SUPPLY & HAR	4/21/2022 Our credit balance of -\$13.36 should have \$7.58 credited towards invoice 552472 and the remaining credit of \$5.78 applied towards Invoice 553614.	\$58.19
3030	218	CARD SERVICE CENTER	4/21/2022	\$629.70
0	219	PERF	4/29/2022 PERF Deposit	\$1,286.47
0	220		4/29/2022 Federal Tax Deposit	\$3,678.63
0	221	INDIANA DEPT OF REVENUE	4/29/2022 State and County Tax Deposit	\$888.56
3031	222	FINDAWAY WORLD	4/26/2022	\$104.98
3032	223	KIMBERLY PORTER	4/26/2022 Reimburse \$6.14 for Supplies & \$3.98 for Adult Programming	\$10.12
3033	224	BLACKSTONE PUBLISHING	4/27/2022	\$292.16
3034	225	BRODART CO	4/27/2022	\$70.35
3035	226	SEWAGE DISPOSAL WORKS	4/27/2022 125 S FRANKLIN ST	\$148.00
3036	227	GANNETT HOLDINGS - OHIO (	4/27/2022 EASTERN LIBRARY	\$312.00
3037	228	WALMART - CAPITAL ONE	4/27/2022	\$42.98
3038	229	EASTERN HEIGHTS UTILITIES	4/27/2022 125 E STATE RD 54	\$19.02

Printed on Monday, May 2, 2022

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Warrant Number	Claim Number	Name of Claimant	Date Explanation		Total
3039	230	BAKER & TAYLOR	4/27/2022		\$67.89
3040	231	ABELL ELEVATOR INTERNATI	4/27/2022		\$3,085.92
3041	232	RICOH USA, INC (ATLANTA)	4/27/2022		\$115.31
3042	233	WELLS FARGO VENDOR FINA	4/27/2022		\$124.05
0	234	UNITED HEALTHCARE	4/27/2022		\$2,358.16
3043	235	CENGAGE LEARNING	4/27/2022		\$146.47
3044	236	AMAZON CAPITAL SERVICES	4/27/2022		\$728.11
3045	237	BEDFORD OFFICE SUPPLY	4/27/2022		\$46.00
3046	238	MICHELE ROGERS	4/28/2022 April Janitorial Serv	ice	\$1,950.00
3047	239	FINDAWAY WORLD	4/28/2022		\$51.94
3048	240	FINDAWAY WORLD	4/29/2022		\$292.45
3049	241	GARY VANDEVENTER dba GA	4/29/2022		\$279.00
0	242	PAYROLL	4/29/2022 PAYROLL		\$18,259.40
3051	243	GADELLNET CONSULTING SE	4/29/2022		\$75.00
3050	244	AMAZON CAPITAL SERVICES	4/29/2022		\$242.53

Total Amount of Claims

\$49,379.08

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, May 2, 2022

### 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 youchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$49,379.08

Date this\_

day of

May 20 22

gerius Blog

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, April 20, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, April 20, 2022, in the Library Annex. This meeting was originally scheduled for April 13, 2022, but was rescheduled due to tornadic weather occurring. Roger Axe called the meeting to order at 5:03 PM. Board members present were Martha Marmouze, Linda Maddox, Dwayne Hostetter, Roger Axe, Jessica Blazier, and Charlene Kluemper. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper were also present.

### Approval of Claims and Payroll:

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

### Approval of Minutes:

Roger asked for a motion regarding minutes unless there any objections or corrections. Linda made a motion that the minutes be approved as submitted which was seconded by Martha. 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 25% in three of the four categories, but that Other Services is at 36.50% due to expenses incurred relating to the roof repair/replacement which was anticipated. Our overall percentage is at 25% for the month.

Lonnie also provided an update on Personnel regarding the rehire of Maxine Resler on March 8, 2022. Karen also indicated one of our part-time employees, Tara Edmondson, was released from employment 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.

Lonnie also asked the Board to go the basement to see the vault. Lonnie explained to the Board that the shelving being used in the value is not safe as currently installed. Lonnie recommended that new shelving be built from lumber that will improve the efficiency of storage and safety of those who might access the stored records. Karen continued the tour of the basement including the area where the elevator location is anticipated when installed.

It was agreed we will continue to research costs for the needed improvements pertaining to the value and door locks. Peggy Wolfe will continue to work on possible grants for the elevator. Kevin Myers with

RQAW Engineers & Architects in Vincennes did advise Karen earlier that the elevator costs will be around the \$100,000 level or higher. We currently have \$37,500 available from the Smithville Grant towards this effort.

Lonnie obtained a referral for Dean Watson and secured an estimate to build shelving for the vault. The cost will be \$2,099.97. He is securing materials and beginning construction off-site and will then come and install in the near future. Lonnie discussed with Karen and secured her approval to proceed. Will be consulting with Dean about a door repair in the Annex and the floor in the Eastern Branch near the DVDs that may be warped. These will be addressed following completion of the vault shelving.

### Approval of Librarian's Report:

Karen presented her Librarian's Report as outlined in the Meeting Agenda. Comments pertinent to the discussion have been added in italics.

- My evaluation needs to be completed to be in compliance with State law. *Karen distributed* forms for her review which will be reviewed at the Executive Board Meeting immediately following the Board Meeting on May 11. While the public may attend Board Meetings, the Executive Board Meeting is a closed meeting with no attendees other than Board members.
- Bloomfield Main Branch elevator repairs are on hold as they attempt to secure parts for repairs. I will report on this as soon as we have more details. Repairs have been completed. We are awaiting the final invoice, but it is expected to be \$3,000+.
- Elevator for the Annex Peggy Wolfe is spearheading this for us including researching potential grants or other fund raising opportunities. Peggy would like to start a Community Fund Board for keeping track of the amount raised similar to what was done for the pool. Your opinions or suggestions would be appreciated. I believe we will need at least an additional \$50,000 for an elevator/lift and to remodel the basement area. Peggy Wolfe will continue to work on possible grants for the elevator. Kevin Myers with RQAW Engineers & Architects in Vincennes did advise Karen earlier that the elevator costs will be around the \$100,000 level or higher. We currently have \$37,500 available from the Smithville Grant toward this effort.
- Maintain a history of items as they are completed at the Library; one for public, one for director and Board members about when things were completed and items that should be done before they become emergencies:
  - Attic Fans do they work and are they needed Karen will ask Kevin Byers to check out these fans, if they are needed, and cost to make them operational,
  - o Parking lot patched, sealing, and painted both Main Branch & Annex, *Karen will* secure an estimate for these repairs,
  - Carpet cleaning particularly children's area and Eastern (Karen will pursue obtaining an estimate for the cleaning,
  - Windows washed Michelle does not do windows Due to other expenses being incurred this year, this may need to be deferred until next year.
  - o Front steps maintenance/repair Estimated at \$30,000 due to bracing and foundation Due to other expenses, this may need to be deferred until one to two years out. This may be a question to pose to Samuel Drummy with the Rowe Law Firm when he attends the next Board Meeting in May to discussing a Leasing Corp and if this needs to be utilized for this expense or future needs for HVAC.
  - Annex signage what can we do with old signs and utilize them more effectively? Jo
     Ellen is researching cost to make them functional again. Roger advised us that Nancy

Brown had previously worked at People's Trust and Main Source in the Annex and is now at First Financial in Linton (telephone 812-847-4457) and that she may be able to provide additional info regarding the signs. Research will continue.

### Eastern Items:

- o May need new internet connections inside the building *Michael Sherrow is working to solve this issue.*
- o Flooring appears to have a warped board in front of the Adult DVD area, not sure if this is a problem or not Lonnie will reach out to the handyman, Dean Watson, who will be providing an estimate for shelving in the vault, door repair in the Annex, and possible floor repairs at Eastern.
- Tina Graves would like to discuss using the Eastern Branch as a small food pantry for that area. I do have some concerns regarding this. Tim was not present, but Karen restated her concerns and discourages this for consideration.
- Mulch for Eastern will cost approximately \$600; should we proceed? Karen is
  proceeding based upon what appeared to a consensus to move forward with the mulch
  for Eastern with Bill Sipes dba Reliable Lawn Care & General Services.
- Niche Academy offers a wide variety of videos for a variety of topics that would benefit both library staff and the public. What I have reviewed is useful and would allow us to create content for our library with their expertise in the production of the videos. It will track how people use them and how staff is participating in their training. While I am impressed with their product, the cost of approximately \$2,000 is more that I believe we can expend at this time. No action on this item at this time due to cost.
- Lonnie and I will be attending meetings with the County Commissioners on April 19 and the County Council on April 25 to keep them up to speed on the library. I am also planning to pass out surveys and ask them to help gather information for the library. I also plan to explain the roof and HVAC system problems to them. I believe it is always wise to secure help from them as opposed to allowing negative comments manipulating their judgment. Karen reported that she and Lonnie attended the Commissioners meeting on April 19 and alerted them to future major expense with the HVAC at the Main Library, but there were no questions or future insight on their part. This will be major expenditure at some in the next few years. She also discussed the fact that our budget was reduced by over \$80,000 this year and that this will need to be addressed going forward as she nears retirement in order for the library to maintain their standards in order to provide an increased salary level to obtain a proficient director who will likely also need health insurance protection. Karen will also be attending the County Council Meeting on April 25 and will provide an update at the May Board Meeting.

### Miscellaneous items:

- O Clean up the area behind the trellises the John left. *Karen reported working to get this cleaned up.*
- John Musgrave apparently came in the Annex on the third Saturday in March when the book sale was occurring and vacuumed the carpet. Why, I do not know? I have not seen him to inquire. I would like to put a lock on the supply area. No further action at this time. Karen did voice that she is concerned that John might have an old Annex key that Austin might have given him.
- o I am concerned that John may have a key to the annex. Should we have locks/keys to the annex changed? *Annex codes for both the Main Branch and the Annex have been changed.*

- We have two doors in the basement of the Annex that I cannot locate a key for. I will be having Gary Vandeventer make new keys if we determine the doors should be locked after we determine what is there. Gary replaced the locks and made new keys for doors in question in the Annex.
- Kimberly and I will be working on a change to the access codes for both the Main Branch and the Annex during April. As noted earlier, the access codes for both the Main Branch and the Annex have been changed.
- We have a number of old light bulbs that Austin had Hughes Electric leave hear as there was a charge for hauling them away. These need to be removed. Karen is researching the cost to have this completed.
- I have contact the Street Department regarding needed repairs near the newspaper box and the intersection of Mechanic and Franklin streets. Roger is going to provide Scott Yoho's email address to Karen.
- Please review the survey of services and provide your feedback for development of our Strategic and Technology Plan for 2023-2026. Karen encouraged all Board Members to complete the survey and encourage others to do so as well.
- If you conduct banking at Northwest, you will see three donation boxes in their lobby.
   One each for the Library of Things, Summer Reading Books, and the Literacy Coalition.
   These will be there throughout April to promote library services. No further comments.
- Roger has informed us that Matt O'Neal is interested in purchasing the concrete slab area when Moody's was located. Roger asked him to prepare a proposal to be presented at the May Board Meeting. I am including this as an FYI. No further comments.
- Karen also advised the Board in preparation for the Staff's Fall Training on October 10, she is pursuing obtaining LEU Certification from the State of Indiana Oversight for the three areas of training:
  - CPR Training
  - Dementia Friendly Training
  - o 211 Calling What is 211 and what would you call for?

### **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 May 11, 2022, at 5:00 PM in the Library Annex. An Executive Board Meeting will immediately follow the Board Meeting on May 11 to complete Karen's review.

Dwavne Hostetter

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

Report Dates =

4/1/2022 to 4/30/2022

	Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. G	General						
100	OPERATING	\$253,704.70	\$42,556.65	\$190,525.32	\$15,895.37	\$85,742.57	\$148,921.95
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	(\$18,552.05)	(\$35,603.41)	\$238,503.61
	Subtotal	\$527,990.72	\$42,556.65	\$190,525.32	(\$2,656.68)	\$50,139.16	\$387,604.56
2. S	Special Revenue						
200	GIFT	\$21,456.92	\$2,394.55	\$8,939.17	\$1,869.75	\$5,230.81	\$17,748.56
201	RAINY DAY	\$41,400.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,400.94
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
78	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
79	BROADBAND GRANT	\$6,696.00	\$503.00	\$2,267.90	\$0.00	\$5,266.07	\$9,694.17
280	GREENE COUNTY FOUNDATION GRANT	\$2,343.87	\$0.00	\$200.00	\$0.00	\$0.00	\$2,143.87
	Subtotal	\$158,684.63	\$2,897.55	\$11,407.07	\$1,869.75	\$10,496.88	\$157,774.44
4. C	Capital Projects						
100	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. C	learing						
300	PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
301	<b>EVERGREEN FINES &amp; FEES</b>	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
302	PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
303	FEDERAL TAX	\$0.00	\$884.87	\$4,069.88	\$884.87	\$4,069.88	\$0.00
804	FICA	\$0.00	\$1,132.11	\$4,636.81	\$1,132.11	\$4,636.81	\$0.00
305	MEDICARE	\$0.00	\$264.77	\$1,084.47	\$264.77	\$1,084.47	\$0.00
806	STATE TAX	\$0.00	\$570.17	\$2,918.28	\$570.17	\$2,918.28	\$0.00
807	COUNTY TAX	\$0.00	\$318.39	\$1,303.30	\$318.39	\$1,303.30	\$0.00
808	PERF	\$0.00	\$271.79	\$1,115.86	\$271.79	\$1,115.86	\$0.00
09	Insurance	\$0.00	\$482.78	\$1,931.12	\$482.78	\$1,931.12	\$0.00
310	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
311	SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
315	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$500.00	\$3,924.88	\$17,059.72	\$3,924.88	\$17,059.72	\$500.00
Gras	nd Total	\$687,518.00	\$49,379.08	\$218,992.11	\$3,137.95	\$77,695.76	\$546,221.6

Total all banks =

\$546,221.65

## 100 OPERATING

# Bloomfield-Eastern Greene County Public Library

Appropriation Report for

4/30/2022
4/1/2022 To
Report Date: From

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$50,300.00	\$0.00	\$50,300.00	\$3,750.00	\$15,000.00	\$35,300.00	70.2
1.112 Salary of Librarians(Hourly)	\$118,000.00	\$0.00	\$118,000.00	\$4,440.63	\$18,377.31	\$99,622.69	84.4
1.113 Salary of Library Assistants	\$62,200.00	\$0.00	\$62,200.00	\$8,203.77	\$33,810.38	\$28,389.62	45.6
1.114 Salary of Pages	\$13,000.00	\$0.00	\$13,000.00	\$396.00	\$1,453.36	\$11,546.64	88.8
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$600.00	\$2,400.00	\$7,600.00	76.0
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$869.00	\$3,745.50	\$6,254.50	62.5
1.21 Library FICA and Medicare	\$24,000.00	\$0.00	\$24,000.00	\$1,396.88	\$5,721.28	\$18,278.72	76.2
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$317.19	\$4,182.81	93.0
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,014.68	\$4,165.87	\$13,834.13	76.9
1.241 Employee Group Insurance	\$21,000.00	\$0.00	\$21,000.00	\$1,931.12	\$7,724.48	\$13,275.52	63.2
Subtotal	\$331,000.00		\$331,000.00	\$22,602.08	\$92,715.37	\$238,284.63	72.0
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	\$42.98	\$434.41	\$1,625.59	78.9
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$58.19	\$67.98	\$1,932.02	9.96
2.41 Library Supplies	\$8,240.00	\$0.00	\$8,240.00	\$930.51	\$1,873.46	\$6,366.54	77.3
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$3.98	\$71.57	\$968.43	93.1
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$128.90	\$911.10	87.6
2.45 Children's Program Supplies	\$1,200.00	\$0.00	\$1,200.00	\$80.02	\$198.69	\$1,001.31	83.4
2.46 Eastern Program Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$10.78	\$789.22	98.7
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$27.92	\$772.08	96.5

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Account # Description		Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
	Subtotal	\$17,280.00		\$17,280.00	\$1,115.68	\$2,813.71	\$14,466.29	83.7
3. Other Services and Charge								
3.13 Legal Services		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$18.50	\$981.50	98.2
3.141 Other Professional		\$25,000.00	\$0.00	\$25,000.00	\$3,670.72	\$9,304.51	\$15,695.49	62.8
3.142 Database Subscriptions		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$660.72	\$4,339.28	86.8
3.143 eBook Services		\$7,500.00	\$0.00	\$7,500.00	\$1,250.00	\$1,250.00	\$6,250.00	83.3
3.21 Telephone		\$2,200.00	\$0.00	\$2,200.00	\$197.25	\$792.16	\$1,407.84	64.0
3.22 Postage		\$775.00	\$0.00	\$775.00	\$0.00	\$75.24	\$699.76	90.3
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	\$0.00	\$479.30	\$2,220.70	82.2
3.251 Freight and Express		\$700.00	\$0.00	\$700.00	\$64.04	\$170.01	\$529.99	75.7
3.252 Evergreen		\$5,000.00	\$0.00	\$5,000.00	\$332.87	\$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	\$0.00	\$70.47	\$929.53	93.0
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	\$1,120.00	\$6,380.00	85.1
3.52 Electric		\$27,000.00	\$0.00	\$27,000.00	\$300.00	\$5,892.67	\$21,107.33	78.2
3.53 Water		\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$229.92	\$1,770.08	88.5
3.54 Waste Disposal		\$2,100.00	\$0.00	\$2,100.00	\$74.00	\$401.00	\$1,699.00	80.9
3.61 Building Repair		\$22,000.00	\$25,296.22	\$47,296.22	\$5,642.95	\$32,494.42	\$14,801.80	31.3
3.62 Equipment Repair		\$10,000.00	\$0.00	\$10,000.00	\$597.92	\$2,989.50	\$7,010.50	70.1
3.63 Janitorial Service		\$22,000.00	\$0.00	\$22,000.00	\$1,825.00	\$7,300.00	\$14,700.00	8.99
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

	Annual	Change to	Current	Disbursements	Disbursements		Percent
Account # Description	Appropriation	Appropriation	Appropriation	This Month	YTD	Balance	Remain
Subtotal	\$182,507.13	\$25,296.22	\$207,803.35	\$14,292.23	\$79,083.54	\$128,719.81	61.9
t. 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	\$0.00	\$489.80	\$7,510.20	93.9
4.51 Books - Adult Fiction	\$8,700.00	\$0.00	\$8,700.00	\$652.41	\$2,895.11	\$5,804.89	66.7
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$352.86	\$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	\$556.97	\$2,228.79	\$5,771.21	72.1
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$105.29	\$975.73	\$2,524.27	72.1
4.551 Books - Eastern Books Adult	\$3,300.00	\$0.00	\$3,300.00	\$244.82	\$811.09	\$2,488.91	75.4
4.552 Books - Eastern YA	\$300.00	\$0.00	\$300.00	\$10.54	\$63.80	\$236.20	78.7
4.553 Books - Eastern Juvenille	\$3,000.00	\$0.00	\$3,000.00	\$191.77	\$489.59	\$2,510.41	83.7
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$752.59	\$984.51	\$2,515.49	71.9
4.71 Nonprint - Adult DVD	\$4,000.00	\$0.00	\$4,000.00	\$468.57	\$1,152.46	\$2,847.54	71.2
4.72 Nonprint - Music	\$200.00	\$0.00	\$200.00	\$18.48	\$18.48	\$181.52	90.8
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$658.17	\$2,258.24	\$4,741.76	7.79
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$163.68	\$942.42	\$2,257.58	70.5
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$194.96	\$473.12	\$1,026.88	68.5
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$130.82	\$333.48	\$2,866.52	89.6
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	\$0.00	\$124.97	\$375.03	75.0
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$103.40	\$896.60	89.7
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$44.73	\$69.48	(\$69.48)	#Div/0!
Subtotal	\$68,200.00		\$68,200.00	\$4,546.66	\$15,912.70	\$52,287.30	7.97

Percent Remain	69.5
Balance	\$433,758.03
Disbursements YTD	\$190,525.32
Disbursements This Month	\$42,556.65
Current Appropriation	\$624,283.35
Change to Appropriation	\$25,296.22
Annual Appropriation	\$598,987.13
Account # Description	Grand Total

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

## May 2022 Board Meeting

## Librarian's Report

## **April 2022 Statistics**

Adult Circulation	2022	2021	2020
Fiction	629	099	
Non-fiction	283	219	
Paperbacks	31		
Periodicals	77	79	
Audiobooks	92	102	
Playaways	28	37	
Overdrive	1238	1052	
Music CD	18	31	
DVDs	652	490	
Video Games	20	18	
Library of Things	22		
Total Adult	3095	2651	
Youth Services Circulation			
Parenting Kits	15		
YA	77	182	
YA Nonfiction	25	38	
YA GAMES	24		
YA Audiobooks/Playaways			
Juvenile Fiction	1347	1019	
Juvenile Nonfiction	303	182	
Audiobooks/playaways/Book&Cd	86	18	
DVD Juvenile	32	139	
Periodicals	4	თ	
Juvenile Games	м		
TOTAL YOUTH SERVICES	1928	1569	

## **Interlibrary Loan Services**

	2022	2021
Books via SRCS Supplied	9	1
Books via SRCS Borrowed	0	I
Books loaned to Evergreen	482	527
Books borrowed from Evergreen	458	474

## Computer/Equipment Usage

Average bits used for the month

Bits out Bits IN 151KB/sec 1.73 MB/sec

Microfilm

### **Programs**

Drograms.	# of Children	ox	# stendad	217
	5	)		1
	# of Teens	2	# attended	45
	#of Adults	2	# attended	18
TOTAL		12		380
Outreach	Children		stories	

4220

5023

TOTAL

## **Desk Collection**

Fines and Fees	363.68
Fax	39.05
Copier	221.65
Donations	221.65
Misc	36.20
Taxable Sales	1.25
Total	922.15

## Bloomfield Main Facebook

Posts	19
Followers	1191
Engagements	205
Reached	5396

### Young Adult Page

Posts	4
Followers	137
Engagements	9
Reached	61

## Website visits pages 547 pages/ visit 2

### **New Patrons**

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	ю			m
Center	2			2
Highland	2			2
Jackson	1			П
Richland	11	1		1
Taylor				
Unlisted			Cass (1)	1
Total	19	1	1	21

## Children's Facebook

Posts	5
Followers	201
Engagements	9
Reached	168

### Materials Add Bloomfield

Adult Fiction	45
Adult Nonfiction	14
Audio Books	10
Playaways	∞
Paperbacks	
Periodicals	35
Music	2
DVD's	31
Adult Games	
YA-Fiction	24
YA-Non	
YA Games	
Juvenile Fiction	61
Juvenile Nonfiction	O
Audiobooks J	Н
Juvenile Games	m
Total	243

### Eastern

2022

**Statistics** 

2020																	
2021	95	32	18	15		208	12	365		26		235	41	1		303	668
2022	74	28	38	3	9	224	17	388		14		246	45	1		306	694
	Adult Fiction	Adult Nonfiction	Periodicals	Audio Books	Music CD	DVD	Games	Government Doc	TOTALS ADULT	YA Fiction	YA Nonfiction	Juvenile Fiction	Juvenile Nonfiction	Juvenile Audiobooks	Juveniles Periodicals	TOTALS JUVENILES	TOTAL

Computer Use

35

Wireless

12

Scavenger Hunts

24

Programs

Girl Scouts 11

Arts and Author from Eastern High

45



Posts 15

Reached 575

Followers 220

Engagements 29

### Materials Added Eastern

Adult Fiction	16
Adult Nonfiction	5
ΥА	2
YA Nonfiction	1
Juvenile Fiction	13
Juvenile Nonfiction	9
DVD's	4
Game	
TOTAL	47



### 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 Executive Board Meeting

Board of Trustees — Bloomfield-Eastern Greene County Public Library Wednesday, May 11, 2022 — Immediately Following Board Meeting. Closed to the Public.

1. Karen Holz's Evaluation