

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, October 12, 2022

1. Vadim Morozov – Baird Update

2. Approval of Claims & Payroll

3. Approval of Minutes

4. Presentation & Approval of Treasurer's Report and Personnel Report

5. Old Business

ORIGINAL

- Update on HVAC repairs – Awaiting receipt of replacement sensor. Received incorrect sensor initially and had to re-order corrected sensor. Kevin will be implementing a filter replacement schedule for all three buildings – Bloomfield, Annex, and Eastern. Karen changed the filters at Eastern this past week following a complaint about an odor. It was an oversight on our part to include Eastern in the scheduled filter maintenance.
- A timeline has been prepared for ongoing repairs/improvements. The expectation is no additional projects will be added for funding during the remainder of 2022. The document was included as part of the September Meeting packet.
- Karen reports that Equity Builders is looking at the stain/mold above the step entrance. Still awaiting update regarding possible insurance coverage in conjunction with previous claim. I have not received an update on the awning yet. *Karen is following up with Equity Builders as no update received over the past month.*
- Budget hearing – the proposed budget that must be submitted to Gateway is included as a part of the September Meeting packet. *Karen will have a document at the October Board Meeting requiring the signature of all Board members to upload. Do not forget to sign the document.*
- Annex Elevator – we have received two bids for the elevator survey work from Bruce Architecture & Design and Holder Design. The estimates are a part of the October Packet. Of the other two firms contacted one did not respond and the other firm indicating the project was not of sufficient size for their interest. I believe Doug Bruce from Bloomington will be more responsive to our needs and costs, but the ultimate decision is yours. I would like to have this done so we can begin pursuing and writing grant applications for the main project. I went to Monroe County Library and used their Grant Database, I found about 30 that might work for us. I will be looking into them more in detail will I am recuperating.
- We have received the Legal Kiosk and installation should be completed this month. We have two possible locations; 1) in the small study room outside of the Catalogers office. This is our preference if it can operate via Wi-Fi. If not, it will be placed in front of/adjacent to the elevator as that is the only sure internet connection that Kimberly and Karen could locate.
- Both branches are now a part of the Indiana Library Passport program as presented at the September Board meeting. Karen is contacting to ensure Bloomfield is flagged as a Carnegie library.

- The new dropbox for the Eastern Branch has been installed and is now working properly after some difficulty with operation initially.
- Two Strategic Planning meetings have been held, but two remain. I repeat my request that at least one of you participate in each of the two remaining meetings:
 - Wednesday, October 10, 1:00 PM – Annex
 - Thursday, October 20, 7:00 PM – Eastern

6. Librarian's Report:

- Indiana Author visit grant. We have received a grant to host Dave Griffith who will be presenting on how we can use storytelling to heal ourselves and give better care for those who are in need of caring. We believe he could also finish out our creative writing program we will be having. Plans are to hold this event in March or April 2023.
- Now that we have spent all of the Grant money from the Greene County Foundation, I am scheduling an Open House for the Eastern Branch on October 25 at 6:00. We will be contacting the paper and the Foundation, as well as the community. Please feel free to attend.
- I had a team meeting with Ricoh whom we lease our copiers from. I asked for more information about Eastern being able to Fax and do the phone to copy, like the one upstairs does, I am not sure if it is us or them that is the problem in making that work. I also asked for a difference in cost for the downstairs printer to also do color copies, and to see if we can get a printer for the Annex that would work. He is working on getting quotes on these issues. It will not be until next year that we would make any changes.
- I have been gathering information for the Strategic Planning and Technology Report for the state. I will be working on that while I am laid up. I can email back and forth to get information that I need from the staff.
- Apple Festival- Booth, gathered more information, and hopefully gather insight from the people that I talk with.
- Scarecrow contest: Our theme was "Alice in Wonderland" across both the Bloomfield Branch and the Annex. Megan helped with making of the playing cards.
- Jessica McKamey will be attending the ILF annual meeting. I have asked her to attend 4 or 5 sessions that I had been planning to attend. She has a couple others she would like to sit in on.
- Meetings events I attended:
 - Literacy Coalition annual meeting- Wonderful essay by Lilian Stahl on "The Kite Runner" by Khaled Hosseini.
 - Friends of the Library discussed the Apple Festival and Patron Count which will be the week of October 17 through 22. I think that they are still looking for more people to work it, if anyone is interested.
 - Elevator Committee – moving to the next step after your approval
 - Chamber of Commerce was Tuesday evening
 - Staff Training
- Upcoming Meetings:
 - Staff Training on October 12
 - Evening with Head Start Families
 - Friends of the Library
 - Chamber of Commerce Annual meeting

Public Comment

7. Adjournment

Next Board Meeting, November 7, 2022, 5:00 PM, Annex



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!

Personnel Report

Wednesday, October 12, 2022

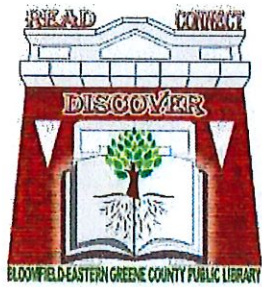
TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report

Ending Employment:

- No Employees Ending Employment

Beginning Employment:

- Alexis R. Meyer – Library Assistant – Hire Date: 09/12/22
- Jessica N. McKamey – Library Assistant – Hire Date: 09/12/22



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

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

We're more than just books!

Treasurers Report for September 2022

Wednesday, October 12, 2022

PAYROLL: Net Pay of \$15032.40 (September 30)

CLAIMS: Claims #482 & 484-538, totaling \$45,204.41 in September.

BUDGET STATUS:

Through **9 months** of the year, we strive to be at or under 75.00% in each of the four budget categories as well as overall. We are under 75.00% in each of the four budget categories and overall. See the appropriation report through September 30, 2022 for the full numbers.

2022/Current Year through September 30, 2022

Personnel/Personal Services	64.90 % spent
Supplies	44.00 % spent
Other Services	68.60 % spent
Capital Outlays	60.60 % spent
OVERALL	65.10 % spent

2021/Prior Year Comparison through September 30, 2021

Personnel/Personal Services	62.60 % spent
Supplies	41.10 % spent
Other Services	60.00 % spent
Capital Outlays	58.30 % spent
OVERALL	60.80 % spent

Lonnie also reported that following his and Karen's meeting with the IRS on September 13, 2022, that we have been cleared of any delinquent tax payments after several adjustments back to 2018 and following. It may take up to eight weeks for all items to be fully cleared out, but we may ultimately receive a refund as well.

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Net Pay:
\$1,207.86	\$282.49	\$1,067.34	\$789.64	\$341.11	\$277.98	\$482.78	\$0.00	\$0.00	\$0.00	\$0.00	\$15,032.40
Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Gross Pay:	NT PERF	Tax PERF	EIC:	EIC:
\$19,481.60	\$0.00	\$0.00	\$0.00	\$0.00

Gross Pay:	Non Taxable	Taxable
\$19,481.60	\$0.00	\$19,481.60

Paid Through Date Hourly	9/24/2022
Paid Through Date Salary	9/24/2022
Check Date Hourly	9/30/2022
Check Date Salary	9/30/2022
Voucher/Receipt Date	9/30/2022

Used	Earned
Regular 1110.18	Regular 1110.18
Sunday 0	Sunday 0
Double 0	Double 0
PTO 30	PTO 30
Vacation 0	Vacation 0
Comp 0	Comp 0
Holiday 41.25	Holiday 41.25
Personal 0	Personal 0
Total Hours: 1181.43	Total Hours: 108.67

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 \$ 19481.6 is correct and has by me been approved.

Dated Sept. 27 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.

Donnie Handwerker

Disbursing Officer

Karen Holz
Director

Employer Share FICA Due =	\$1,207.86
Employee Share FICA Due =	\$2,415.72
Employer Share Medicare Due =	\$282.49
Employee Share Medicare Due =	\$564.98
Federal Tax Due =	\$1,067.34
Total Tax Deposit Due =	\$4,048.04

Employee PERF Due =	\$277.98
Employer PERF Due =	1037.82
Total PERF Due =	\$1,315.80

State Tax Due =	\$789.64
County Tax Due =	\$341.11
Total Tax Due =	\$1,130.75

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 9/1/2022 To 9/30/2022

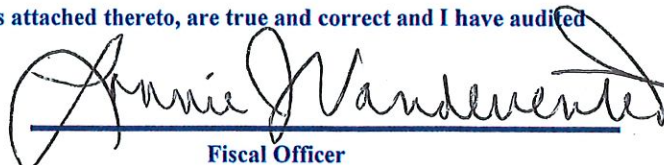
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
3257	482	SCOTLAND FESTIVAL	9/1/2022	INFO BOOTH DURING FESTIVAL	\$20.00
0	484	COMCAST	9/6/2022		\$201.25
3258	485	GADELLNET CONSULTING SE	9/6/2022		\$75.00
3259	486	BAKER & TAYLOR	9/6/2022		\$98.97
3260	487	MIDWEST NATURAL GAS COR	9/6/2022	125 S FRANKLIN ST	\$272.66
3261	488	BRODART CO	9/6/2022		\$86.60
3262	489	CENGAGE LEARNING	9/6/2022		\$19.00
3263	490	DUKE ENERGY	9/6/2022	125 S FRANKLIN ST	\$2,733.58
3264	491	WALLACE BROS	9/6/2022		\$114.00
3265	492	BLOOMFIELD SUPPLY & HAR	9/6/2022		\$18.00
3266	493	AMAZON CAPITAL SERVICES	9/6/2022		\$218.09
3267	494	RICOH USA, INC (CHICAGO)	9/7/2022		\$297.79
0	495	AMAZON CAPITAL SERVICES	9/7/2022		(\$2.69)
3268	496	JEREMY CRAIL	9/6/2022		\$900.00
3269	497	BACKGROUND BUREAU, INC	9/8/2022	BACKGROUND JESSICA McKAMEY & ALEXIS MEYER	\$16.00
3270	498	UNIQUE MANAGEMENT SERVI	9/8/2022		\$86.33
3271	499	BAKER & TAYLOR	9/12/2022		\$54.32
3272	500	HUGHES ELECTRIC LLC	9/12/2022		\$840.00
3273	501	CENTER POINT LARGE PRINT	9/12/2022		\$91.68
3274	502	CENTURYLINK	9/12/2022		\$2.70
3275	503	ADTEC	9/12/2022	FY21 Chp 2 Phase 3	\$250.00
3276	504	ENA Services LLC	9/12/2022		\$1,125.33
3277	505	FINDAWAY WORLD	9/12/2022		\$54.99
0	506	DELTA DENTAL	9/12/2022		\$55.74
3278	507	UDWI	9/12/2022		\$201.00
3279	508	AMAZON CAPITAL SERVICES	9/14/2022		\$658.26
3281	509	FINDAWAY WORLD	9/14/2022		\$318.70
3282	510	KAREN HOLZ	9/14/2022	Travel to Evansville for meeting with IRS &	\$84.09
3283	511	CARD SERVICE CENTER	9/19/2022		\$507.75
3284	512	EASTERN HEIGHTS UTILITIES	9/19/2022	125 S FRANKLIN ST	\$97.10
3285	513	SMITHVILLE	9/19/2022		\$38.37
3286	514	AT&T	9/19/2022		\$162.20
3287	515	BAKER & TAYLOR	9/20/2022		\$287.47
3288	516	AMAZON CAPITAL SERVICES	9/20/2022		\$461.53
3289	517	BAKER & TAYLOR	9/21/2022		\$191.40
3290	518	FINDAWAY WORLD	9/21/2022		\$149.97
3291	519	SUSAN SMITH	9/21/2022	Strategic Planning Meeting	\$13.23
3292	520	WELLS FARGO VENDOR FINA	9/22/2022		\$124.05
3293	521	RICOH USA, INC (ATLANTA)	9/22/2022		\$115.31
3294	522	FINDAWAY WORLD	9/22/2022		\$91.42
3295	523	HASEMAN PEST CONTROL OF	9/22/2022	ACCT#4899-125 S FRANKLIN ST	\$135.00
0	524	PERF	9/30/2022	PERF Deposit	\$1,315.80
0	525	INTERNAL REVENUE SERVIC	9/30/2022	Federal Tax Deposit	\$4,048.04
0	526	INDIANA DEPT OF REVENUE	9/30/2022	State and County Tax Deposit	\$1,130.75
3296	527	BAKER & TAYLOR	9/27/2022		\$1,285.72
3297	528	EASTERN HEIGHTS UTILITIES	9/27/2022	125 E STATE ROAD 54	\$19.02
3298	529	VICKIE BOUGH	9/27/2022		\$59.00
3299	530	CENGAGE LEARNING	9/27/2022		\$166.72
0	531	UNITED HEALTHCARE	9/27/2022		\$2,358.16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	532	OVERDRIVE, INC	9/27/2022		\$505.65
3300	533	AMAZON CAPITAL SERVICES	9/27/2022		\$902.26
3301	534	ENA Services LLC	9/28/2022		\$435.50
3302	535	BLOOMFIELD YEARBOOK	9/28/2022		\$40.00
3303	536	MICHELE ROGERS	9/29/2022	Janitorial Services for September 2022	\$1,950.00
3304	537	INDIANA LIBRARY FEDERATIO	9/29/2022	ANNUAL CONFERENCE REGISTRATION - JESSICA McKAMEY	\$240.00
0	538	PAYROLL	9/30/2022	PAYROLL	\$19,481.60

Total Amount of Claims \$45,204.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 5, 2022

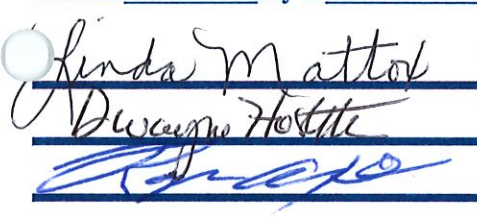
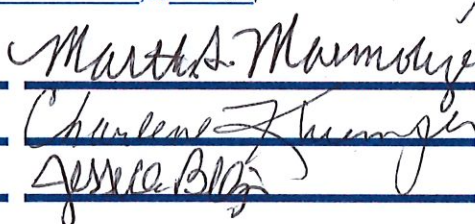
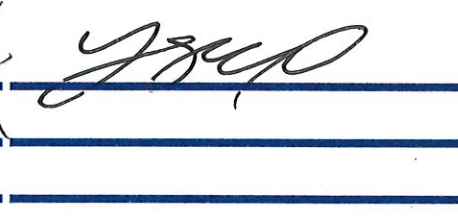
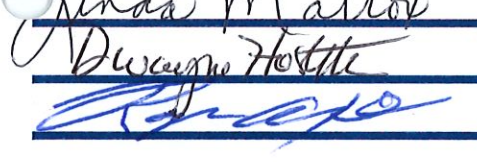
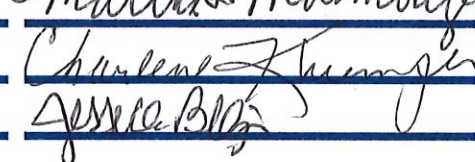
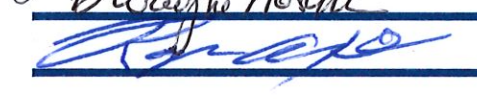
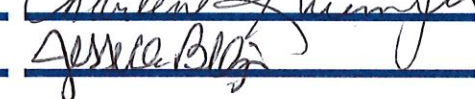

Fiscal Officer

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)

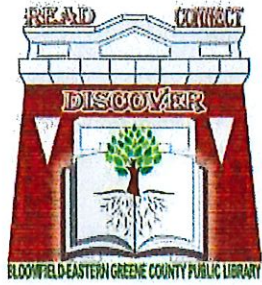
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 12th day of October, 2022

SIGNATURES OF GOVERNING BOARD

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



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!

Board of Trustees Meeting

Wednesday, September 14, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, September 14, 2022, in the Library Annex. Roger Axe called the meeting to order at 5:05 PM. Board members present were Roger Axe, Martha Marmouze, Linda Maddox, Dwayne Hostetter, Charlene Kluemper, and Luke Rudisell. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper was also present.

Approval of Claims and Payroll:

After review of claims and payroll, Martha made a motion to approve claims and payroll. Charlene seconded the motion. Motion approved unanimously.

Approval of Minutes:

Following a reviews of minutes from the August meeting, Linda made a motion to approve the minutes as submitted. Martha seconded the motion. Motion approved unanimously.

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 66.66% in all four categories. Our overall percentage is at 59.10% for the month.

Lonnie also provided an update on Personnel.

Roger asked for a motion regarding both the Treasurer's Report and the Personnel Report. Luke made a motion that both reports be approved as submitted. The motion was seconded by Linda and was approved unanimously.

Old Business:

- Update on HVAC repairs – Awaiting receipt of sensor.
- Karen presented the timeline that we prepared for ongoing repairs/improvements. expectation is no additional projects will be added for funding during the remainder of 2022. A copy of the document was included in the September meeting packet.
- Karen reports that Equity Builders is looking at the stain/mold above the step entrance. Still awaiting update regarding possible insurance coverage in conjunction with previous claim. I have not received an update on the awning yet.
- Budget hearing – the proposed budget that must be submitted to Gateway is included as a part of your packet.
- Survey Statistics – your packet also includes a summary of the statistics.
 - A shortened survey will be used at the gathering inside our library district, which will be summarized and provided at the next board meeting.

- Annex Elevator – we have four firms to consider and have already had three come to inspect the proposed location. The fourth has discussed the project by phone. Once additional details are provided this will be shared with the Board.
- Karen has received the details for the Legal Kiosk and is working on this presently.

Librarian's Report:

Karen provided updates as detailed in the meeting agenda copied below:

- We have an opportunity from the state to join the state library passport program, which is free. It is a way to promote our library. A summary of their invitation is provided below:

Hi everyone,

Thanks so much for wanting to participate in the Indiana Library Passport program!

<https://www.visitindiana.com/indiana-passports/>

So, now we are open to any library, as there is no additional cost to add venues.

If you would like to join the Indiana Library Passport, I will need the name of the library; the library's address, including the zip code; the contact person's name and email; and a phone number.

Bandwango prefers that I send the new libraries in groups, so I imagine I will send these requests in a week or two as I wait to see if anyone else would like to join and as I wait to receive everyone's info. I will give you a heads up before I send the info to them as they will be contacting you directly.

Essentially, you'll add your library's info into a form and also submit a picture. It took about three minutes for me to add the State Library's info. The libraries really do not have to do much and I haven't heard of any complaints from any users after more than a month.

Here are the instructions that explain how everything works:

<https://passport.library.in.gov/instructions/>

Oh, two final notes: if you are a Carnegie library, let me know when you send the info, as there is a separate Carnegie section on the passport. Also, if your library has branches and you would like to include them, I need the same info separately for each branch.

No action needed on the part of the Board. This was for informational purposes only.

- Log of who has keys – I maintain a list in the director's file along with a copy in the staff file drawer. I have taken a set of keys to the Sheriff's Office, along with access codes with hopes they will not be misplaced a second time. A key to the Annex along with the access code is also provided to the Courthouse. Should the Board president also have a set of keys for all three buildings (main library, annex, and Eastern)?

Roger agreed that the Board president should have a set of keys for all three buildings.

- Greene County 4H Extension Service – Paint the Patio!

Project: Using GC 4H Extension Stencils, add physical activity opportunities for children in Greene County (example of stencils in image below)

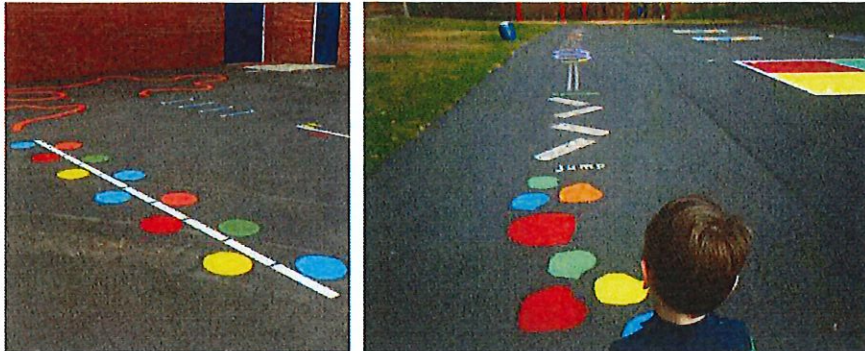
Where: Target two libraries: Bloomfield Public Library and Linton Public Library

- Get permission from both libraries (Karen Holz – Bloomfield; Jennifer White – Linton) – **Katherine**

What: 4H stencils can be obtained for free from Extension Office (thank you!!). Paint will be purchased or donated from Lowe's

- Determine the number of gallons of paint required for the project – **Katherine** (but really, Sharon. Thanks Sharon!)
- Lowe's is willing to accept a proposal to donate paint or to buy paint at cost; Katherine will put together a proposal and email it to him
- [UDWI REMC Community Fund](#) grant (9/14) and [Smithville Foundation](#) Grant (9/9) are both open.
 - We need an organization who could apply as 501c3.

- Ideas: Greene County Hospital Foundation, Leap Ahead, CASY, others?
 - IU team would assist with grant application
 - Grants are due SOON! Let me know ASAP if you can be the grantee!
 - We also plan to provide some marketing and education with the stencils to explain how to use them/why they're important/who we are. This will be part of the grant budget.
- When:** The goal is to paint stencils before winter comes. Weekday afternoons or evenings would be best times.



Who: CHOP-Greene County team

Following a discussion between Board Members, Martha made a motion to approve the Paint the Patio endeavor. The motion was seconded by Charlene. Motion approved.

- Bloomfield Chamber of Commerce Annual Meeting is in November - \$25/person and \$45/couple. Table of six is \$120.
- Chair YOGA Classes in the Annex, participants to sign waiver and free-will donation like the last time. She did provide accreditations. It will be 9:30 AM to 11:00 AM on Wednesdays.
- We will also be offering writers help classes, beginning in October.
- The Art Guild is taking over the Apple Festival Art Show, but it will still be held at the Annex.
- Meetings:
 - Staff meeting review the survey results; next staff meeting will discuss ideas to improve the library district.
 - Annex Committee
 - Greene County Literacy
 - Chamber of Commerce
 - IRS – In Evansville (Karen and Lonnie)
- ENA completed their firewall work for Library computers; training pending for both Karen and Lonnie on how to see # of computers connecting.
- I am requesting that at least one of you participate in each of the Strategic Planning sessions:
 - Thursday, September 15, 7:00 PM – Annex
 - Tuesday, September 20, 1:00 PM – Eastern
 - Wednesday, October 10, 1:00 PM – Annex
 - Thursday, October 20, 7:00 PM – Eastern

Adjournment:

Roger entertained a motion to dismiss at 5:43 PM. Martha made a motion to adjourn which was seconded by Luke. Motion approved.

The next Board meeting we be on October 12, at 5:00 PM in the Library Annex.



 Dwayne Hostetter

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 9/1/2022 to 9/30/2022

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 OPERATING	\$253,704.70	\$37,259.18	\$406,292.48	\$15,199.94	\$405,745.84	\$253,158.06
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	(\$18,115.87)	(\$64,712.10)	\$209,394.92
Subtotal	\$527,990.72	\$37,259.18	\$406,292.48	(\$2,915.93)	\$341,033.74	\$462,731.98
2. Special Revenue						
200 GIFT	\$21,456.92	\$1,329.45	\$14,646.43	\$2,668.01	\$10,740.24	\$17,550.73
201 RAINY DAY	\$41,400.94	\$0.00	\$0.00	\$400.00	\$2,000.00	\$43,400.94
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
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 BROADBAND GRANT	\$6,696.00	\$1,326.58	\$5,744.19	\$0.00	\$5,266.07	\$6,217.88
280 GREENE COUNTY FOUNDATION GRANT	\$2,343.87	\$840.00	\$1,950.00	\$0.00	\$0.00	\$393.87
Subtotal	\$158,684.63	\$3,496.03	\$22,340.62	\$3,068.01	\$18,006.31	\$154,350.32
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	\$1,067.34	\$9,434.95	\$1,067.34	\$9,434.95	\$0.00
804 FICA	\$0.00	\$1,207.86	\$10,780.74	\$1,207.86	\$10,780.74	\$0.00
805 MEDICARE	\$0.00	\$282.49	\$2,521.39	\$282.49	\$2,521.39	\$0.00
806 STATE TAX	\$0.00	\$789.64	\$7,101.41	\$789.64	\$7,101.41	\$0.00
807 COUNTY TAX	\$0.00	\$341.11	\$3,037.50	\$341.11	\$3,037.50	\$0.00
808 PERF	\$0.00	\$277.98	\$2,512.78	\$277.98	\$2,512.78	\$0.00
809 Insurance	\$0.00	\$482.78	\$4,345.02	\$482.78	\$4,345.02	\$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	\$4,449.20	\$39,733.79	\$4,449.20	\$39,733.79	\$500.00
Grand Total	\$687,518.00	\$45,204.41	\$468,366.89	\$4,601.28	\$398,773.84	\$617,924.95

Total all banks = \$617,924.95

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 9/1/2022 To 9/30/2022

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	\$33,750.00	\$16,550.00	32.9
1.112 Salary of Librarians(Hourly)	\$118,000.00	(\$50,000.00)	\$68,000.00	\$4,482.19	\$40,724.51	\$27,275.49	40.1
1.113 Salary of Library Assistants	\$62,200.00	\$50,000.00	\$112,200.00	\$9,431.41	\$82,565.76	\$29,634.24	26.4
1.114 Salary of Pages	\$13,000.00	\$0.00	\$13,000.00	\$382.00	\$3,692.32	\$9,307.68	71.6
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$600.00	\$5,400.00	\$4,600.00	46.0
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$836.00	\$7,749.50	\$2,250.50	22.5
1.21 Library FICA and Medicare	\$24,000.00	\$0.00	\$24,000.00	\$1,490.35	\$13,302.13	\$10,697.87	44.6
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$781.78	\$3,718.22	82.6
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,037.82	\$9,381.03	\$8,618.97	47.9
1.241 Employee Group Insurance	\$21,000.00	\$0.00	\$21,000.00	\$1,931.12	\$17,380.08	\$3,619.92	17.2
Subtotal	\$331,000.00	\$0.00	\$331,000.00	\$23,940.89	\$214,727.11	\$116,272.89	35.1
2. Supplies							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,060.00	\$0.00	\$2,060.00	\$0.00	\$862.52	\$1,197.48	58.1
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$18.00	\$95.57	\$1,904.43	95.2
2.41 Library Supplies	\$8,240.00	\$0.00	\$8,240.00	\$256.13	\$3,943.53	\$4,296.47	52.1
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$69.99	\$215.79	\$824.21	79.3
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$158.56	\$780.80	\$259.20	24.9
2.45 Children's Program Supplies	\$1,200.00	\$0.00	\$1,200.00	\$90.83	\$1,048.59	\$151.41	12.6
2.46 Eastern Program Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$633.52	\$166.48	20.8
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	\$593.51	\$7,608.24	\$9,671.76	56.0
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$16.00	\$338.50	\$661.50	66.2
3.141 Other Professional	\$25,000.00	\$0.00	\$25,000.00	\$515.33	\$15,227.23	\$9,772.77	39.1
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,117.72	\$2,882.28	57.6
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$505.65	\$2,255.65	\$5,244.35	69.9
3.21 Telephone	\$2,200.00	\$0.00	\$2,200.00	\$203.27	\$1,629.82	\$570.18	25.9
3.22 Postage	\$775.00	\$0.00	\$775.00	\$0.00	\$335.86	\$439.14	56.7
3.23 Traveling Expenses	\$2,500.00	(\$1,000.00)	\$1,500.00	\$86.21	\$279.17	\$1,220.83	81.4
3.24 Professional Meeting	\$2,700.00	(\$200.00)	\$2,500.00	\$251.11	\$974.56	\$1,525.44	61.0
3.251 Freight and Express	\$700.00	\$0.00	\$700.00	\$61.58	\$545.09	\$154.91	22.1
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	(\$2,000.00)	\$5,500.00	\$435.50	\$871.00	\$4,629.00	84.2
3.31 Advertising and Publicity	\$1,000.00	\$0.00	\$1,000.00	\$60.00	\$491.11	\$508.89	50.9
3.32 Printing	\$200.00	\$200.00	\$400.00	\$0.00	\$235.00	\$165.00	41.3
3.41 Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$312.00	\$38.00	10.9
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$10,275.00	\$1,725.00	14.4
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$260.00	\$2,440.00	\$5,060.00	67.5
3.52 Electric	\$27,000.00	(\$1,000.00)	\$26,000.00	\$2,482.53	\$13,409.26	\$12,590.74	48.4
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$517.42	\$1,482.58	74.1
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$60.00	\$947.00	\$1,153.00	54.9
3.61 Building Repair	\$22,000.00	\$29,296.22	\$51,296.22	\$715.00	\$51,137.70	\$158.52	0.3
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$612.15	\$5,805.99	\$4,194.01	41.9
3.63 Janitorial Service	\$22,000.00	\$0.00	\$22,000.00	\$1,825.00	\$16,425.00	\$5,575.00	25.3
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	\$460.00	\$3,540.00	88.5

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	\$8,146.81	\$142,630.20	\$65,173.15	31.4
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	(\$200.00)	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100.0
4.41 Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$88.33	\$6,351.98	\$1,648.02	20.6
4.51 Books - Adult Fiction	\$8,700.00	\$0.00	\$8,700.00	\$742.02	\$6,675.47	\$2,024.53	23.3
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$358.65	\$2,895.68	\$2,704.32	48.3
4.522 Books-Local History/Genealogy	\$1,200.00	\$0.00	\$1,200.00	\$198.37	\$198.37	\$1,001.63	83.5
4.53 Books - Children	\$8,000.00	\$500.00	\$8,500.00	\$797.26	\$5,689.48	\$2,810.52	33.1
4.54 Books - YA	\$3,500.00	(\$500.00)	\$3,000.00	\$251.67	\$2,046.51	\$953.49	31.8
4.551 Books - Eastern Books Adult	\$3,300.00	\$0.00	\$3,300.00	\$310.02	\$1,679.14	\$1,620.86	49.1
4.552 Books - Eastern YA	\$300.00	\$0.00	\$300.00	\$69.20	\$186.25	\$113.75	37.9
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$330.07	\$1,332.36	\$1,667.64	55.6
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$174.16	\$2,041.07	\$1,458.93	41.7
4.71 Nonprint - Adult DVD	\$4,000.00	\$0.00	\$4,000.00	\$294.56	\$2,405.97	\$1,594.03	39.9
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	\$610.60	\$5,047.47	\$1,952.53	27.9
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$128.22	\$2,132.15	\$1,067.85	33.4
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$109.97	\$966.76	\$533.24	35.5
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$38.54	\$781.70	\$2,418.30	75.6
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$22.40	\$73.44	\$426.56	85.3
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$0.00	\$224.89	\$275.11	55.0
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$53.93	\$427.78	\$572.22	57.2
4.8 Evergreen Collections	\$0.00	\$200.00	\$200.00	\$0.00	\$151.98	\$48.02	24.0
Subtotal	\$68,200.00	\$0.00	\$68,200.00	\$4,577.97	\$41,326.93	\$26,873.07	39.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
<i>Grand Total</i>	\$598,987.13	\$25,296.22	\$624,283.35	\$37,259.18	\$406,292.48	\$217,990.87	34.9

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

October 2022 Board Meeting Librarian's Report

September 2022 Statistics

Adult Circulation	2022	2021	2020
Fiction	752	790	803
Non-fiction	350	327	258
Periodicals	59	78	57
Audiobooks	79	92	104
Playaways	26	28	84
Overdrive	1351	1085	1139
Music CD	43	65	68
DVDs	529	685	730
Video Games	20	5	37
Library of Things	5		
Total Adult	3221	3155	3821
Youth Services Circulation			
Parenting Kits	7		
YA	98	183	123
YA Nonfiction	6	9	
YA GAMES	26		70
YA Audiobooks/Playaways	1	1	1
Juvenile Fiction	1724	957	1211
Juvenile Nonfiction	407	145	222
Audiobooks	76	51	53
DVD Juvenile	135	180	205
Periodicals	1	2	0
Juvenile Games	5		
TOTAL YOUTH SERVICES	2486	1528	1900
TOTAL	5707	4683	5180

Interlibrary Loan Services

	2022	2021
Books via SRCS Supplied	7	4
Books via SRCS Borrowed	4	2
Books loaned to Evergreen	659	445
Books borrowed from Evergreen	604	495

Computer/Equipment Usage

	Average	Peak
Bits In	2.5 Mb/s	153 Mb/s
Bits Out	193 Kb/s	27.1 Mb/s

Kanopy

Visits	Pages	Plays
81	122	21

Programs

Programs:	# of Children	12	# attended	437
	# of Teens	3	# attended	35
	#of Adults	3	# attended	14
TOTAL		16		486
Outreach	Children		stories	

Desk Collection	
Fines and Fees	387.92
Fax	41.10
Copier	477.94
Donations	2592.76
Misc	17.75
Taxable Sales	1.25
Total	3518.72

Bloomfield Main Facebook

Posts	12
Engagements	57
Reached	3123

Young Adult Page

Posts	7
Followers	140
Engagements	18
Reached	34

Website
visits pages
584/1229
pages/ visit
2

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	1	2		2
Center	4	0		4
Highland	1	0		1
Jackson	0	1		1
Richland	15	1		16
Taylor	1			1
Unlisted	2		Clay county/ Washington T	2
Total				25

Children's Facebook

Posts	8
Followers	213
Engagements	37
Reached	164

My Heritage

17 sessions
150 searches

Materials Add Bloomfield

Library of Things	
Adult Fiction	53
Adult Nonfiction	17
Audio Books	3
Playaways	6
Paperbacks	
Periodicals	34
Music	
DVD's	21
Adult Games	1
YA-Fiction	22
YA-Non	5
YA Games	2
Juvenile Fiction	87
Juvenile Nonfiction	8
Audiobooks J	6
Juvenile Games	
Total	259

Computer Use

58

Scavenger Hunts

57

Programs

Story time 4/19

Elementary 1/34

Girl Scout 2/6

Facebook
Information

Posts 7

Reached 234

Likes 2

Materials Added
Eastern

	2022	2021	2020
Adult Fiction	96	63	106
Adult Nonfiction	54	22	54
Periodicals	12	11	39
Audio Books	5		5
Music CD	13	1	
DVD	250	133	193
Games	30	11	10
Library of Things			
TOTALS ADULT	460	241	407
YA Fiction	9	21	8
YA Nonfiction	1		
YA Audiobook			
Juvenile Fiction	438	335	224
Juvenile Nonfiction	49	80	48
Juvenile Audiobooks	11	1	8
Juveniles Periodicals	0		
TOTALS JUVENILES	508	437	284
TOTAL	968	678	691

Adult Fiction	11
Adult Nonfiction	10
Adult Audiobooks	2
Periodicals	16
YA	7
Juvenile Fiction	6
Juvenile Nonfiction	3
J Periodicals	1
DVD's	10
Game	1
TOTAL	67

Doug Bruce

Sun, Sep 11, 10:19 PM (10
days ago)

to me

Hello Karen,

I enjoyed my site visit-we did take quite a few measurements too. Looking over what I have seen and my notes-to work up a set of drawings I see the following work.

Site visit

Design

Elevator research for size/type

Building codes review

Lower level demo floor plan

Main level demo floor plan

Building section

Elevator details

Elevator pit details

Finish plans

Bid form

State permit submittal

Meetings

I see our fee ranging between \$11,012.00 and \$14,384.00 To provide all of this and bid it out to contractors and apply for state permits. Let me know what questions you may have-I have some ideas on lifts vs elevator as well that may impact our cost as well as lower the cost and maintenance for an elevator.

Sincerely,

Doug Bruce

President & Architect

Tabor/Bruce Architecture & Design, Inc



PROPOSAL – A22-037

Bloomfield – Eastern Greene County Public Library

September 21, 2022

Attention: Ms. Karen Holtz, Director

Re: Elevator Installation and Partial Renovation at Spring Street Building

Holder Design is pleased to provide you with this proposal for Architectural and Engineering services for your elevator installation and partial renovation of your Spring Street building.

Scope of Services provided by Holder Design as required by Indiana's Department of Homeland Security for Design Release and Construction Permits:

1. Documentation of Existing Conditions
2. Site plan of new and existing structures, easements, and streets bordering the property
3. Dimensioned floor plan
4. Fire and life safety plan
5. Exterior and interior elevations as required
6. Wall sections and details of walls, floors and roof including heat transfer values
7. Door schedule showing material, thickness, size, and fire rating
8. Construction specifications as required
9. Electrical plans, diagrams, details of service entrance, power and lighting
10. Plumbing plans, fixture locations, risers, drains, and piping isometrics
11. Mechanical plans, location and size of ductwork, equipment, fire dampers, smoke dampers, and equipment schedules showing capacity
12. Building Energy Code COMcheck
13. State Application data entry and filing fee (if additional costs should apply)

Fees:

For the scope of work mentioned above:.....\$24,750.00

Fee Structure:

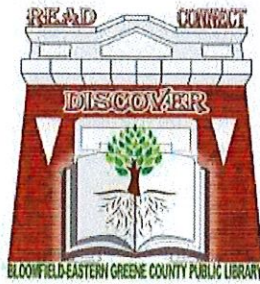
Documentation of Existing Conditions.....	30%
Documents for State Submission Completion.....	60%
Design Release from Department of Homeland Security Received.....	10%

Exclusions:

Consultants – this proposal does not include consultant fees (civil, geotechnical, structural, etc)
– A structural engineer may be required to review the elevator shaft

Fees Related to Local Permits – not anticipated for this project

Reimbursables – includes those costs associated with printing, travel, postage, etc... (expected to be minimal if any on this project).



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, September 14, 2022

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Personnel Report
4. Presentation & Approval of Treasurer's Report
5. Old Business

ORIGINAL

- Update on HVAC repairs – Invoice was paid on August 3. System is working well; however, a sensor required reset last week and Kevin has ordered a new sensor to replace the failing sensor.
- A timeline has been prepared for ongoing repairs/improvements. The expectation is no additional projects will be added for funding during the remainder of 2022. See timeline document included in your packet.
- Karen reports that Equality Builders is looking at the stain/mold above the step entrance. Still awaiting update regarding possible insurance coverage in conjunction with previous claim. I have not received an update on the awning yet.
- Budget hearing – the proposed budget that must be submitted to Gateway is included as a part of your packet.
- Survey Statistics – your packet also includes a summary of the statistics.
 - A shortened survey will be used at the gathering inside our library district, which will be summarized and provided at the next board meeting.
- Annex Elevator – we have four firms to consider and have already had three come to inspect the proposed location. The fourth has discussed the project by phone. Once additional details are provided this will be shared with the Board.
- Karen has received the details for the Legal Kiosk and is working on this presently.

6. Librarian's Report:

- We have an opportunity from the state to join the state library passport program, which is free. It is a way to promote our library. A summary of their invitation is provided below:

Hi everyone,

Thanks so much for wanting to participate in the Indiana Library Passport program!

<https://www.visitindiana.com/indiana-passports/>

So, now we are open to any library, as there is no additional cost to add venues.

If you would like to join the Indiana Library Passport, I will need the name of the library; the library's address, including the zip code; the contact person's name and email; and a phone number. Bandwango prefers that I send the new libraries in groups, so I imagine I will send these requests in a week or two as I wait to see if anyone else would like to join and as I wait to receive everyone's info. I will give you a heads up before I send the info to them as they will be contacting you directly. Essentially, you'll add your library's info into a form and also submit a picture. It took about three minutes for me to add the State Library's info. The libraries really do not have to do much and I haven't heard of any complaints from any users after more than a month.

Here are the instructions that explain how everything works:

<https://passport.library.in.gov/instructions/>

Oh, two final notes: if you are a Carnegie library, let me know when you send the info, as there is a separate Carnegie section on the passport. Also, if your library has branches and you would like to include them, I need the same info separately for each branch.

- Log of who has keys – I maintain a list in the director's file along with a copy in the staff file drawer. I have taken a set of keys to the Sheriff's Office, along with access codes with hopes they will not be misplaced a second time. A key to the Annex along with the access code is also provided to the Courthouse. Should the Board president also have a set of keys for all three buildings (main library, annex, and Eastern)?
- Greene County 4H Extension Service – Paint the Patio!

Project: Using GC 4H Extension Stencils, add physical activity opportunities for children in Greene County (example of stencils in image below)

Where: Target two libraries: Bloomfield Public Library and Linton Public Library

- Get permission from both libraries (Karen Holz – Bloomfield; Jennifer White – Linton) – **Katherine**

What: 4H stencils can be obtained for free from Extension Office (thank you!!). Paint will be purchased or donated from Lowe's

- Determine the number of gallons of paint required for the project – **Katherine** (but really, Sharon. Thanks Sharon!)
- Lowe's is willing to accept a proposal to donate paint or to buy paint at cost; Katherine will put together a proposal and email it to him
- [UDWI REMC Community Fund](#) grant (9/14) and [Smithville Foundation](#) Grant (9/9) are both open.
 - We need an organization who could apply as 501c3.
 - Ideas: Greene County Hospital Foundation, Leap Ahead, CASY, others?
 - **IU team would assist with grant application**
 - Grants are due SOON! **Let me know ASAP if you can be the grantee!**
- We also plan to provide some marketing and education with the stencils to explain how to use them/why they're important/who we are. This will be part of the grant budget.

When: The goal is to paint stencils before winter comes. Weekday afternoons or evenings would be best times.

