

**Bloomfield-Eastern Greene County Public Library  
Board Meeting Agenda  
Wednesday, April 12, 2017 at 5PM in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report and Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
  - a. Unserved Areas – Skype Meeting with EveryLibrary Executive Director, John Chrastka
9. New Business
  - a. Welcome to Joshua Riggins – New Board Member
  - b. Eastern Parking Lot Paving – Approval of Quote/Use of Trust Fund
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, May 10, at 5PM in the Library's Community Room.

## Payroll Claim Register

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

125 S FRANKLIN ST  
BLOOMFIELD , IN 47424

From: 04/03/17 To: 04/03/17

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
19513			\$277.09	DD19513	\$234.97
19514			\$545.36	DD19514	\$442.94
19515			\$111.36	22287	\$101.59
19516			\$1,006.68	22288	\$801.22
19517			\$1,979.33	DD19517	\$1,489.37
19518			\$153.92	DD19518	\$140.23
19519			\$345.65	DD19519	\$307.46
19520			\$2,556.26	DD19520	\$1,797.06
19521			\$1,603.25	DD19521	\$1,388.04
19522			\$156.66	DD19522	\$142.72
19523			\$1,762.07	22289	\$1,424.21
19524			\$1,042.11	DD19524	\$915.70
19525			\$404.56	22290	\$355.48
19526			\$476.69	22291	\$340.40
19527			\$3,570.00	DD19527	\$2,478.39
19528			\$127.14	22292	\$111.72
19529			\$392.32	22293	\$348.47
19530			\$1,473.49	DD19530	\$1,059.09
			(\$1,473.49)	DD19530V	(\$1,059.09)
19531			\$306.73	DD19531	\$258.05
19532			\$1,988.67	DD19532	\$1,561.01
19548			\$1,473.49	22308	\$1,059.09

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			<b>\$20,279.34</b>		
				<b>\$15,698.12</b>	
200.1.2070	Perf Employees Share	\$347.03	200.1.2071	Health Insurance Employees	\$248.51
200.1.2274	State and County	\$1,078.63	200.1.2275	FICA Employees	\$1,241.89
200.1.2276	Medicare Employees	\$290.45			
200.1.2274	State and County		200.1.2274	State and County	\$12.41
			200.1.2274	State and County	\$77.19
			200.1.2274	State and County	\$11.75
			200.1.2274	State and County	\$71.83
			200.1.2274	State and County	\$46.69
			200.1.2274	State and County	\$59.71
			200.1.2274	State and County	\$13.74

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 5-11-10-6.

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
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 claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$15,698.12 Dated 4/12/2017**

\_\_\_\_\_  
DINAH FULLER

\_\_\_\_\_  
LUKE RUDISILL

\_\_\_\_\_  
ROGER AXE

\_\_\_\_\_  
JUDY BRANSTETTER

\_\_\_\_\_  
KRISTIE BLADEN

\_\_\_\_\_  
MARTHA MARMOUZE

\_\_\_\_\_  
JOSHUA RIGGINS

**Board Members**

**Register Of Claims**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**  
 125 S FRANKLIN ST  
 BLOOMFIELD , IN 47424

4/12/2017

From: 3/1/2017 To: 3/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19305	RICOH USA, INC (CHICAGO)				(\$34.92)
19411	RICOH USA, INC (CHICAGO)				(\$169.35)
19414	WALMART				\$24.91
19415	RICOH USA, INC (CHICAGO)				\$141.53
19423	INFINISOURCE				\$140.00
19424	EASTERN HEIGHTS UTILITIES				\$14.85
19425	DELTA DENTAL				\$143.65
19426	SMITHVILLE				\$36.92
19427	SCHOLASTIC INC				\$5.21
19447	U.S. BANK				\$1,173.53
19448	DUKE ENERGY				\$952.71
19449	SEWAGE DISPOSAL WORKS				\$74.00
19450	RECORDED BOOKS, INC				\$82.20
19451	BAKER & TAYLOR				\$2,249.45
19452	BRODART CO				\$123.97
19453	BAKER & TAYLOR				\$71.22
19454	US TREASURY				\$5,013.23
19455	INDIANA DEPT OF REVENUE				\$953.64
19456	PERF				\$1,755.07
19457	ADTEC				\$130.00
19458	GADELLNET CONSULTING SERVICES				\$75.00
19459	Amplified Tech Services LLC				\$375.00
19460	ENA Services LLC				\$703.50
19461	GADELLNET CONSULTING SERVICES				\$272.50
19462	AMAZON				\$759.33
19463	AMAZON				\$1,312.21
19464	BEDFORD OFFICE SUPPLY				\$38.00
19465	KOORSEN FIRE & SECURITY				\$144.95
19466	CENTURYLINK				\$14.30
19467	ANTHEM				\$1,132.55
19470	UNIQUE MANAGEMENT SERVICE				\$61.62
19471	GRAVES PLUMBING COMPANY INC				\$1,740.00
19472	KAPCO				\$129.50
19473	DEMCO				\$125.71
19475	MIDWEST NATURAL GAS CORP				\$461.96
19476	DEMCO				\$105.46
19477	RICOH USA, INC (CHICAGO)				\$37.65
19478	COMCAST CABLE				\$135.90

**Register Of Claims**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**  
 125 S FRANKLIN ST  
 BLOOMFIELD , IN 47424

4/12/2017

From: 3/1/2017 To: 3/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19479	CENTER POINT LARGE PRINT				\$128.82
19480	MIKAILA EDMUNDSON				\$12.16
19481	KIMBERLY PORTER				\$25.84
19482	ROBERT TURNER				\$82.72
19483	PENGUIN RANDOM HOUSE LLC				\$10.00
19484	EASTERN HEIGHTS UTILITIES				\$30.02
19485	HASEMAN PEST CONTROL OFFICE				\$65.00
19486	Amplified Tech Services LLC				\$112.50
19487	FINDAWAY WORLD				\$806.13
19488	John Musgraves				\$42.50
19489	INDIANA STATE LIBRARY				\$82.00
19490	RICOH USA, INC (CHICAGO)				\$147.93
19492	BAKER & TAYLOR				\$23.68
19493	SMITHVILLE				\$36.92
19494	MICHELE ROGERS				\$1,500.00
19495	John Musgraves				\$30.00
19496	BEDFORD OFFICE SUPPLY				\$38.00
19499	SCHOLASTIC INC				\$356.20
19501	John Musgraves				\$85.00
19503	Owen Bolton				\$50.02
19504	RICOH USA, INC (ATLANTA)				\$283.06
19505	RICOH USA, INC (ATLANTA)				(\$144.27)
19510	AT&T				\$129.93
19511	PETTY CASH				\$13.20
19512	RICOH USA, INC (CHICAGO)				\$169.35
19533	MIKAILA EDMUNDSON				\$12.56
19534	KIMBERLY PORTER				\$24.96
19535	Owen Bolton				\$15.00
19536	LINDA PETERSON				\$24.91
19537	KIMBERLY PORTER				\$29.67
19538	ROBERT TURNER				\$61.60

**Register Of Claims**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**  
 125 S FRANKLIN ST  
 BLOOMFIELD, IN 47424

4/12/2017

**From:** 3/1/2017 **To:** 3/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
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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 5-11-10-6.

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
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 claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$24,792.37 . Dated 4/12/2017**

\_\_\_\_\_  
DINAH FULLER

\_\_\_\_\_  
LUKE RUDISILL

\_\_\_\_\_  
ROGER AXE

\_\_\_\_\_  
JUDY BRANSTETTER

\_\_\_\_\_  
KRISTIE BLADEN

\_\_\_\_\_  
MARTHA MARMOUZE

\_\_\_\_\_  
JOSHUA RIGGINS

**Board Members**

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, March 8, 2017

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, March 8, at 5:20PM in the community room at the library. Those present were Luke Rudisill, presiding, Roger Axe, Dinah Fuller, Kristie Bladen, Austin Stroud - Library Director, and Wade Wallace - Treasurer.

Approval of Claims and Minutes:

Trustees approved by their signatures the claims and payroll claims. Dinah made a motion to approve the minutes and Roger seconded. All present were in favor.

Treasurers Report:

**CLAIMS:**

**PAYROLL:** Claim #19642 to 19659 for **\$16,837.21.**

**CLAIMS:** Claim #19328, Claim #19367 to #19368, Claim #19371 to #19375, Claim #19377 to #19383, Claim #19385 to #19413, Claim #19416 to #19422, Claim #19428 for **\$21,705.60.**

**BALANCE THE BUDGET:**

- Nothing to transfer!

**BUDGET STATUS:**

Through two months of the year, we strive to be at or under 16.67% (2/12ths of the year) in each of the four budget categories as well as overall. See the appropriation report through February 28, 2017 for the full numbers.

2017/Current Year through February 28, 2017

Personnel/Personal Services	16.3 % spent
Supplies	11.08 % spent
Other Services	12.26 % spent
Capital Outlays	10.79 % spent
OVERALL	14.43 % spent

2016/Prior Year Comparison through February 29, 2016

Personnel/Personal Services	16.56 % spent
Supplies	7.77 % spent
Other Services	11.85 % spent
Capital Outlays	9.35 % spent
OVERALL	14.08 % spent

Roger made a motion to approve and Kristie seconded. All present were in favor.

#### Librarians Report:

Austin presented monthly stats from the main library, branch, and the website, but did not have a formal report to share this month.

#### Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Austin Stroud, Director  
RE: Personnel Report  
DATE: March 8, 2017

#### **Beginning Employment**

- None.

#### **Ending Employment**

- Owen Bolton, Substitute Library Assistant, Part-Time, effective March 7, 2017.
- Becca Feirer, Teen Librarian, Full-Time, effective April 28, 2017.

#### **Job Changes**

- Mikaila Edmundson, Substitute Library Assistant, Part-Time, to Community Engagement Assistant, Part-Time, effective February 25, 2017.

#### Finance Committee Report:

No report at this time.

#### Building & Grounds Committee Report:

Austin presented some documents from Graves Plumbing, for contract renewal and repairs, and Abell Elevator for an ADA phone to be installed. Dinah made a motion to approve both and Roger seconded. All present were in favor.



The board agreed to replace one pipe in Graves' repairs for \$3,840 until the second half of the year so we can get a second one. Roger made a motion to allocate \$5,000 to repairs, and Kristie seconded.

Old Business:

Austin presented that we still had the opportunity to make an offer on the MainSource Bank Property. The board agreed that an offer of \$50k was reasonable and within our means with the trust fund. Roger made a motion to approve this offer and Kristie seconded. All present were in favor.

Austin reminded the board that at the April 12 board meeting, we'll have John Chrastka from EveryLibrary meeting with the board via Skype to get us started with a plan on expanding our service area.

New Business:

Austin presented the Annual Financial Report and the Annual State Library Report to the board.

A policy was proposed to add a \$1 convenience fee for anyone paying fines or fees at the library with a debit or credit card. This will ensure that we don't lose any money in accepting these cards. The \$1 minimum included in the policy is required by Square already, and we have no choice on that part. Roger made a motion to approve this policy and Dinah seconded. All present were in favor.

Austin briefly mentioned personnel matters relating to the earlier personnel report. He also proposed the idea of changing some job titles. The board agreed with this idea, but would like to see more of a job description and more information before acting in the future on any changes.

Public Comment:

None.

Adjournment:

Roger made a motion to adjourn and Luke seconded it at 6:09p.m. All present were in favor. The next regular public meeting will be Wednesday, April 12 at 5pm, in the library's community room.

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Secretary

## TREASURER'S REPORT—March 2017

### CLAIMS:

**PAYROLL:** Claim #19513 to 19532 and Claim #19548 for **\$15,698.12.**

**CLAIMS:** Claim #19305, Claim #19411, Claim #19414 to 194415, Claim #19423 to 19427, Claim #19447 to 19467, Claim #19470 to 19473, Claim #19475 to 19490, Claim #19492 to 19496, Claim #19499, Claim #19501, Claim #19503 to 19505, Claim #19510 to 19512, Claim #19533 to 19538 for **\$24,792.37.**

### BALANCE THE BUDGET:

- Nothing to transfer!

### BUDGET STATUS:

Through three months of the year, we strive to be at or under 25% (3/12ths of the year) in each of the four budget categories as well as overall. See the appropriation report through March 31, 2017 for the full numbers.

#### 2017/Current Year through March 31, 2017

Personnel/Personal Services	24.20 % spent
Supplies	17.09 % spent
Other Services	17.33 % spent
Capital Outlays	19.19 % spent
OVERALL	21.61 % spent

#### 2016/Prior Year Comparison through March 31, 2016

Personnel/Personal Services	24.95 % spent
Supplies	16.20 % spent
Other Services	15.70 % spent
Capital Outlays	17.39 % spent
OVERALL	21.10 % spent

**Treasurer Financial Report**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**

3/31/2017

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$151,375.27			\$76,937.96
	100 OPERATING		\$121,154.62	\$41,144.99	
	200 PAYROLL		\$15,157.57	\$14,933.72	
	300 PLAC		\$0.00	\$72.00	
	350 EVERGREEN FINES & FEES		\$82.00	\$210.44	
	400 GIFT		\$910.91	\$1,241.04	
	700 SALES TAX		\$10.54	\$2.48	
	850 STATE TECHNOLOGY		\$1,812.68	\$7,086.34	
			\$139,128.32	\$64,691.01	
2	FARMERS AND MECHA 101426998	\$163,002.80			\$163,081.87
	100 OPERATING		\$0.00	\$79.07	
			\$0.00	\$79.07	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

**Treasurer Financial Report**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**

3/31/2017

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
<b>Total All Bank</b>		\$314,378.07	\$139,128.32	\$64,770.08	\$240,019.83

**Fund Balance Summary**

Account Number	Account Name	Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
001	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$143.50	\$0.00	\$143.50
050	PETTY CASH	\$35.50	\$0.00	\$0.00	\$35.50	\$0.00	\$35.50
100	OPERATING	\$179,948.33	\$121,154.62	\$41,224.06	\$100,017.77	\$0.00	\$100,017.77
200	PAYROLL	\$80.93	\$15,157.57	\$14,933.72	(\$142.92)	\$0.00	(\$142.92)
300	PLAC	\$110.00	\$0.00	\$72.00	\$182.00	\$0.00	\$182.00
350	EVERGREEN FINES & FEES	\$775.20	\$82.00	\$210.44	\$903.64	\$0.00	\$903.64
400	GIFT	\$12,925.09	\$910.91	\$1,241.04	\$13,255.22	\$0.00	\$13,255.22
450	HUNTER TRUST	\$74,219.69	\$0.00	\$0.00	\$74,219.69	\$0.00	\$74,219.69
500	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	FLATER	\$1,177.64	\$0.00	\$0.00	\$1,177.64	\$0.00	\$1,177.64
600	SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$3,291.42	\$0.00	\$3,291.42
650	LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	SALES TAX	\$14.63	\$10.54	\$2.48	\$6.57	\$0.00	\$6.57
750	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850	STATE TECHNOLOGY	\$634.20	\$1,812.68	\$7,086.34	\$5,907.86	\$0.00	\$5,907.86
875	CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$314,378.07	\$139,128.32	\$64,770.08	\$240,019.83	\$0.00	\$240,019.83

**You are Out of Balance by this Amount** **\$0.00**

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 03/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>001 CASH CHANGE FUND</b>									
5 Income									
001.5.5000 Cash Change Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5 Income Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
<b>Fund Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
<b>100 OPERATING</b>									
1 Personnel									
100.1.1110 Salary of Librarian	48,000.00	48,000.00	0.00	14,136.14	14,136.14	33,863.86	0.00	33,863.86	29.45%
100.1.1111 Salary of Librarians(Hou	140,000.00	140,000.00	0.00	33,137.59	33,137.59	106,862.41	0.00	106,862.41	23.67%
100.1.1112 Salary of Library Assista	40,000.00	40,000.00	0.00	5,326.71	5,326.71	34,673.29	0.00	34,673.29	13.32%
100.1.1113 Salary of Substitutes	7,500.00	7,500.00	0.00	4,014.83	4,014.83	3,485.17	0.00	3,485.17	53.53%
100.1.1114 Salary of Pages	18,500.00	18,500.00	0.00	5,165.62	5,165.62	13,334.38	0.00	13,334.38	27.92%
100.1.1115 Salary of Coordinators	10,000.00	10,000.00	0.00	1,890.59	1,890.59	8,109.41	0.00	8,109.41	18.91%
100.1.1120 Salary of Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1130 Salary of Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1131 Salary of Treasurer New	7,500.00	7,500.00	0.00	3,740.72	3,740.72	3,759.28	0.00	3,759.28	49.88%
100.1.1210 Library FICA and Medica	23,000.00	23,000.00	0.00	5,209.20	5,209.20	17,790.80	0.00	17,790.80	22.65%
100.1.1220 Unemployment	3,500.00	3,500.00	0.00	605.36	605.36	2,894.64	0.00	2,894.64	17.30%
100.1.1230 PERF Employer Contrib	16,000.00	16,000.00	0.00	3,998.64	3,998.64	12,001.36	0.00	12,001.36	24.99%
100.1.1240 Employee Group Insura	17,000.00	17,000.00	0.00	2,864.22	2,864.22	14,135.78	0.00	14,135.78	16.85%
100.1.1241 Extra Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personnel Totals	331,000.00	331,000.00	0.00	80,089.62	80,089.62	250,910.38	0.00	250,910.38	24.20%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%



# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 03/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.3.3610 Building Repair	18,925.00	18,925.00	0.00	4,905.99	4,905.99	14,019.01	0.00	14,019.01	25.92%
100.3.3620 Equipment Repair	8,000.00	8,000.00	0.00	2,388.66	2,388.66	5,611.34	0.00	5,611.34	29.86%
100.3.3630 Janitorial Service	18,000.00	18,000.00	0.00	4,500.00	4,500.00	13,500.00	0.00	13,500.00	25.00%
100.3.3910 Dues	2,000.00	2,000.00	0.00	129.00	129.00	1,871.00	0.00	1,871.00	6.45%
100.3.3940 Transfer to LIRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3950 Circuit Breaker Reductio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3955 Extra Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>3 Other Services</b> <b>Totals</b>	<b>143,420.00</b>	<b>143,420.00</b>	<b>0.00</b>	<b>24,854.48</b>	<b>24,854.48</b>	<b>118,565.52</b>	<b>0.00</b>	<b>118,565.52</b>	<b>17.33%</b>
<b>4 Capital Outlays</b>									
100.4.4210 Buildings	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
100.4.4310 Improvements - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4410 Furniture and Equipment	9,500.00	9,500.00	0.00	2,216.57	2,216.57	7,283.43	0.00	7,283.43	23.33%
100.4.4510 Books - Adult Fiction	9,750.00	9,750.00	0.00	1,500.65	1,500.65	8,249.35	0.00	8,249.35	15.39%
100.4.4520 Books - Adult Nonfiction	6,000.00	6,000.00	0.00	850.81	850.81	5,149.19	0.00	5,149.19	14.18%
100.4.4525 Books-Local History/Gen	750.00	750.00	0.00	85.91	85.91	664.09	0.00	664.09	11.45%
100.4.4530 Books - Children	7,500.00	7,500.00	0.00	1,121.20	1,121.20	6,378.80	0.00	6,378.80	14.95%
100.4.4540 Books - YA	3,500.00	3,500.00	0.00	534.61	534.61	2,965.39	0.00	2,965.39	15.27%
100.4.4550 Books - Eastern	6,750.00	6,750.00	0.00	1,877.55	1,877.55	4,872.45	0.00	4,872.45	27.82%
100.4.4610 Periodicals and News	3,000.00	3,000.00	0.00	1,137.00	1,137.00	1,863.00	0.00	1,863.00	37.90%
100.4.4710 Nonprint - Adult DVD	3,500.00	3,500.00	0.00	689.82	689.82	2,810.18	0.00	2,810.18	19.71%
100.4.4720 Nonprint - Music	1,000.00	1,000.00	0.00	139.77	139.77	860.23	0.00	860.23	13.98%
100.4.4730 Nonprint - Audiobooks	6,500.00	6,500.00	0.00	1,956.67	1,956.67	4,543.33	0.00	4,543.33	30.10%
100.4.4740 Nonprint - Childrens	3,000.00	3,000.00	0.00	146.41	146.41	2,853.59	0.00	2,853.59	4.88%
100.4.4750 Nonprint - YA	1,800.00	1,800.00	0.00	150.63	150.63	1,649.37	0.00	1,649.37	8.37%
100.4.4760 Nonprint - Eastern	4,500.00	4,500.00	0.00	1,045.90	1,045.90	3,454.10	0.00	3,454.10	23.24%
100.4.4761 Replacement Books/No	750.00	750.00	0.00	133.73	133.73	616.27	0.00	616.27	17.83%
100.4.4765 Extra Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>4 Capital Outlays</b> <b>Totals</b>	<b>70,800.00</b>	<b>70,800.00</b>	<b>0.00</b>	<b>13,587.23</b>	<b>13,587.23</b>	<b>57,212.77</b>	<b>0.00</b>	<b>57,212.77</b>	<b>19.19%</b>

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 03/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumberance	Unencumbered Bal	%
<b>Fund Total</b>	560,570.00	560,570.00	0.00	121,154.62	121,154.62	439,415.38	0.00	439,415.38	21.61%
Total All Funds	560,570.00	560,570.00	0.00	121,154.62	\$121,154.62	439,415.38	0.00	439,415.38	21.61%



## **Librarian's Report 4.12.17**

The library hosted the Literacy Coalition's annual wine & cheese in the stacks fundraiser on Saturday night, April 8. It was very successful, once again.

We have hired a new teen librarian, as well as a library assistant. Susannah Julian, a former assistant, also is coming back on staff part-time. You can see full details about that in our personnel report.

Adult Services Librarian, Kimberly Porter, Bookkeeper/Treasurer, Wade Wallace, and Community Engagement Library Assistant, Mikaila Edmundson, attended an Evergreen local admin/reports training at the public library in Washington, Indiana on March 7.

Circulation Manager, Tasha Hudson, and Adult Services Librarian, Kimberly Porter, attended the Evergreen Indiana Conference in Indianapolis on March 31.

Circulation Manager, Tasha Hudson, and I both won scholarships and attended the Evergreen International Conference in Covington, Kentucky April 5-7.

Cataloging and Local History Librarian, Mary Witte, attended the Indiana Genealogical Society Conference in Indianapolis on April 8.

I attended a Friends of the Library Board meeting, a Literacy Coalition Board meeting, and a meeting with several other non-profit groups in the area to discuss coming together on a future fundraiser.

I followed up once again on the MainSource bank property, but never received a response back from my contact there. I'm assuming this is behind us at this point.

# LIBRARIAN'S REPORT MAR. 2017 BLOOMFIELD

April 12, 2017 Board Meeting

Juvenile Circulation	2017	2016	2015
Juvenile Fiction	1105	1030	836
Juvenile Non-Fiction	207	145	168
Juvenile DVDs	244	240	221
Audiobooks & Kits	20	61	62
Juvenile Magazines	2	3	2
YA Books	178	232	155
YA Games & Audios	76	13	24
<b>Total Children's:</b>	<b>1832</b>	<b>1742</b>	<b>1484</b>

Adult Circulation	2017	2016	2015
Fiction	778	848	921
Non-Fiction	361	410	303
Magazines	63	82	90
Music CDs	96	243	116
Audiobooks	153	208	197
Playaways	95	91	57
Overdrive	1128	670	673
DVDs	1199	1938	1631
Video Games	14	0	0
<b>Total Adult:</b>	<b>3887</b>	<b>4490</b>	<b>3988</b>
<b>TOTAL CIRCULATION:</b>	<b>5719</b>	<b>6232</b>	<b>5472</b>

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	396		302	Books borrowed from SRCS
Teen	128			
Adult	695			
Total Internet	1219		482	Books borrowed from EI libraries
Wireless	117			
Microfilm	5			
<b>Total:</b>		<b>1341</b>		<b>Books loaned to EI libraries</b>
<b>Programs:</b>	<b>23</b>	children attended	<b>2</b>	programs
	<b>20</b>	teens attended	<b>4</b>	programs
	<b>9</b>	adults attended	<b>3</b>	programs
<b>Outreach:</b>	<b>0</b>	items delivered to	<b>0</b>	Patrons
	<b>147</b>	items delivered to	<b>14</b>	offsite locations
	<b>95</b>	books delivered to	<b>5</b>	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	122	<b>Fines &amp; Fees</b>	<b>\$447.46</b>
Magazines Added	49	<b>Copier Fees</b>	<b>\$365.60</b>
Adult AV items purchased	55	<b>Other Fees</b>	<b>\$174.69</b>
YA books/AV purchased	53/8	<b>Total:</b>	<b>\$987.75</b>
Children books purchased	82	<b>Total Patrons: 1,823</b>	
Children AV purchased	1	<b>New Resident Cards: 24</b>	
<b>Total Books Added</b>	<b>257</b>	<b>Number of Items: 47,708</b>	
<b>Total AV Added</b>	<b>113</b>	<b>Genealogy Requests:</b>	
<b>Total of all items added:</b>	<b>370</b>	<b>Freemal Downloads: 69 songs</b>	
		downloaded by 7 patrons	

**LIBRARIAN'S REPORT March 2017**  
**April 12, 2017 Board Meeting**

<b>EASTERN</b>			
	2017	2016	2015
<b>Juvenile Circulation</b>			
Juvenile Fiction	244	378	102
Juvenile Nonfiction	11	24	6
Juvenile Periodicals	1	1	0
Audiobooks/Kits	10	12/28	1
YA	9	33	21
<b>Total Juvenile Circulation</b>	<b>275</b>	<b>476</b>	<b>130</b>
<b>Adult Circulation</b>			
Fiction	164	154	137
Nonfiction	34	30	14
Periodicals	22	39	27
Audiobooks	18	12	16
DVDs	414	336	301
Music CDs	5	0	4
Games	19	21	6
<b>Total Adult Circulation</b>	<b>676</b>	<b>592</b>	<b>505</b>
<b>TOTAL CIRCULATION</b>	<b>951</b>	<b>1068</b>	<b>635</b>
<b>Additional Statistics</b>			
New resident cards:	5		
Number of Patrons:	411		
Number of items:	8,876		
Computer/WIFI Use:	135 Computer Uses / 20 WIFI		
Programs/Attendance:	9 Programs with 59 in Attendance		
<b>NEW ITEMS</b> Purchased or donated to branches	<b>Purchased:</b>		
	Adult Books		39
	Adult A/V		18
	Magazines		21
	YA		8
	Children's Books		76
	Children's A/V		1
	<b>Total:</b>		<b>163</b>

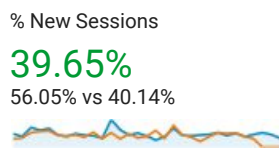
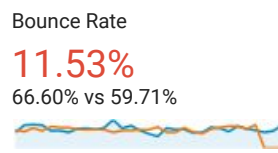
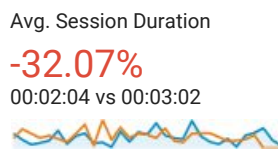
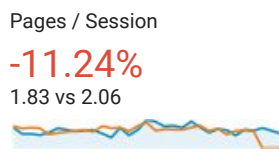
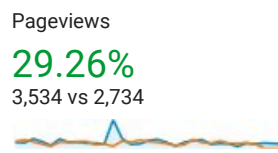
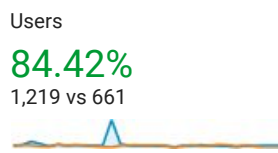
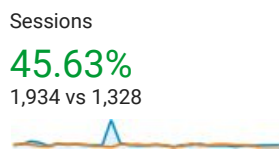
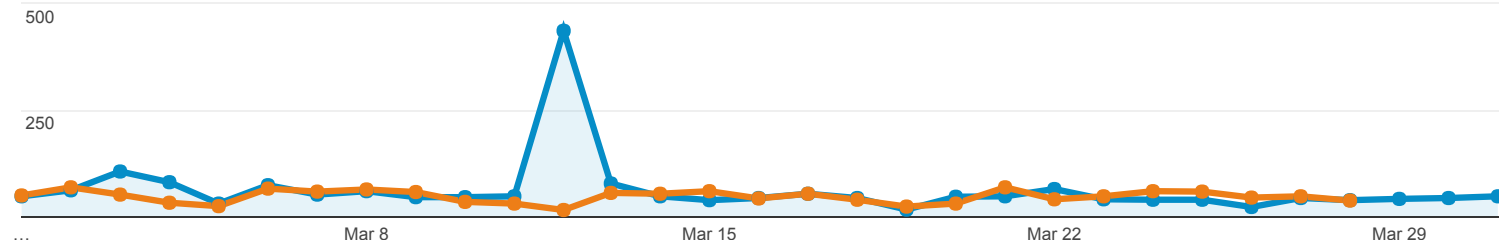
Mar 1, 2017 - Mar 31, 2017  
Compare to: Feb 1, 2017 - Feb 28, 2017

## Audience Overview

All Users  
+0.00% Sessions

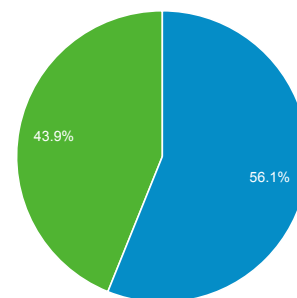
### Overview

Mar 1, 2017 - Mar 31, 2017: Sessions  
Feb 1, 2017 - Feb 28, 2017: Sessions

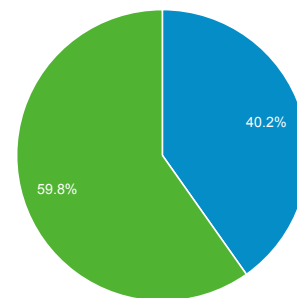


■ New Visitor ■ Returning Visitor

Mar 1, 2017 - Mar 31, 2017



Feb 1, 2017 - Feb 28, 2017



### Language

Sessions % Sessions

#### 1. en-us

Mar 1, 2017 - Mar 31, 2017	1,899	98.19%
Feb 1, 2017 - Feb 28, 2017	1,301	97.97%
<b>% Change</b>	<b>45.96%</b>	<b>0.23%</b>

#### 2. en-ca

Mar 1, 2017 - Mar 31, 2017	8	0.41%
Feb 1, 2017 - Feb 28, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>

#### 3. en-gb

Mar 1, 2017 - Mar 31, 2017	8	0.41%
Feb 1, 2017 - Feb 28, 2017	10	0.75%
<b>% Change</b>	<b>-20.00%</b>	<b>-45.07%</b>

#### 4. (not set)

Mar 1, 2017 - Mar 31, 2017	2		0.10%
Feb 1, 2017 - Feb 28, 2017	0		0.00%
<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>
5. <a href="#">en</a>			
Mar 1, 2017 - Mar 31, 2017	2		0.10%
Feb 1, 2017 - Feb 28, 2017	2		0.15%
<b>% Change</b>	<b>0.00%</b>		<b>-31.33%</b>
6. <a href="#">es-419</a>			
Mar 1, 2017 - Mar 31, 2017	2		0.10%
Feb 1, 2017 - Feb 28, 2017	1		0.08%
<b>% Change</b>	<b>100.00%</b>		<b>37.33%</b>
7. <a href="#">fr</a>			
Mar 1, 2017 - Mar 31, 2017	2		0.10%
Feb 1, 2017 - Feb 28, 2017	2		0.15%
<b>% Change</b>	<b>0.00%</b>		<b>-31.33%</b>
8. <a href="#">pt-br</a>			
Mar 1, 2017 - Mar 31, 2017	2		0.10%
Feb 1, 2017 - Feb 28, 2017	0		0.00%
<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>
9. <a href="#">c</a>			
Mar 1, 2017 - Mar 31, 2017	1		0.05%
Feb 1, 2017 - Feb 28, 2017	1		0.08%
<b>% Change</b>	<b>0.00%</b>		<b>-31.33%</b>
10. <a href="#">en-ph</a>			
Mar 1, 2017 - Mar 31, 2017	1		0.05%
Feb 1, 2017 - Feb 28, 2017	0		0.00%
<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Austin Stroud, Director  
RE: Personnel Report  
DATE: April 12, 2017

**Beginning Employment**

- Candice Patterson, Library Assistant, Part-Time, effective March 20, 2017.
- Susannah Julian, Library Assistant, Part-Time, effective April 10, 2017.
- Susan Smith, Teen Librarian, Full-Time, effective April 18, 2017.

**Ending Employment**

- Becca Feirer, Teen Librarian, Full-Time, effective April 28, 2017.

**Job Changes**

- None.

# ESTIMATE



**Karen Holz. Eastern Public library**  
11453 E St. Rd 54  
Bloomfield, In 47424

(812) 825-2677

## **American Asphalt Paving & Sealcoating LLC**

11675 E State Road 54  
Bloomfield , In 47424

Phone: (812) 825-3700  
Email: sethames41@yahoo.com

Estimate # 000027  
Date 03/10/2017

### **Description**

---

Asphalt Surface

Trucking

Clean And Prep

Labor

Paving and Labor

Paver

Roller

Skidsteer

---

<b>Subtotal</b>	\$7,660.00
Tax	\$308.00
<b>Total</b>	<b>\$7,968.00</b>

**Notes:**

This estimate includes all material in Paving an average of inch and a half of asphalt. All trucking and labor, Equipment cost is included in final price.



By signing this document, the customer agrees to the services and conditions outlined in this document.

---

Karen Holz. Eastern Public library

# Proposal

## Bloomington Seal Coating & Paving

Residential — Commercial — Industrial

Free estimates-Bonded-Insured

*\*FOR ALL YOUR ASPHALT AND PAVING NEEDS\**

1235 W. Old Capital Pike  
Bloomington, IN 47403

Phone: 812-824-5461

[BloomingtonSealCoating@yahoo.com](mailto:BloomingtonSealCoating@yahoo.com)

[www.bscp1.com](http://www.bscp1.com)

**PROPOSAL SUBMITTED TO:** Bloomfield-Eastern Greene  
County Public Library

**DATE:** 4/4/2017

**STREET:** 11453 East St. Rd. 54  
Bloomfield, IN 47424

**JOB NAME:**

**CITY, STATE AND ZIP CODE:**  
Bloomfield, IN 47424

**JOB LOCATION:** 11453 East St. Rd. 54  
Bloomfield, IN 47424

**CONTACT NAME:**  
Karen Holz

**CONTACT EMAIL:**  
Kholz@bloomfield.lib.in.us

**JOB PHONE:**  
812-825-2677

### We hereby submit specifications and estimates for:

- Will clean all debris off parking lot with steel brushes and high powered blowers.
- Will route and fill all main cracks with a Duraflex hotpour.
- Will apply one coat of sealer, by hand, with silicon sand in it.
- Will re-stripe all previous parking markings.

**TOTAL: \$1,750.00**

- Will mill out all areas, as needed.
- Will clean all debris off parking lot.
- Will apply a layer of asphalt tack coat.
- Will lay 1 1/2 inches of #11 asphalt surface.
- Will roll, compact and finish all asphalt materials.
- Will re-stripe all previous parking markings.

**TOTAL: \$6,100.00**

- Will mill out all areas, as needed.
- Will clean all debris off parking lot.
- Will apply a layer of asphalt tack coat.
- Will lay 2 inches of #11 asphalt surface.
- Will roll, compact and finish all asphalt materials.
- Will re-stripe all previous parking markings.

**TOTAL: \$6,900.00**

*We Propose* hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

*please see options above*

Payment to be made as follows: *within 30 days*

dollars (\$ \_\_\_\_\_).

All material is guaranteed to be specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the cost of the estimate. All agreements contingent upon strikes, accidents, and/or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman compensation.

**Acceptance of Contract** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_