

**Bloomfield-Eastern Greene County Public Library**  
**Board Meeting Agenda**  
**Wednesday, May 10, 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. MainSource Bank Property
9. New Business
  - a. Resolution to Transfer Operating Fund Money Between Bank Accounts
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, June 14, at 5PM in the Library's Community Room.

## Payroll Claim Register

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

125 S FRANKLIN ST  
BLOOMFIELD , IN 47424

From: 05/01/17 To: 05/01/17

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
19629			\$545.36	DD19629	\$442.94
			(\$545.36)	DD19629V	(\$442.94)
19630			\$55.54	22380	\$51.29
			(\$55.54)	22380V	(\$51.29)
19631			\$1,003.47	22381	\$798.88
			(\$1,003.47)	22381V	(\$798.88)
19632			\$3,240.37	DD19632	\$2,459.94
			(\$3,240.37)	DD19632V	(\$2,459.94)
19633			\$381.32	DD19633	\$347.38
			(\$381.32)	DD19633V	(\$347.38)
19634			\$327.30	DD19634	\$291.33
			(\$327.30)	DD19634V	(\$291.33)
19635			\$2,556.26	DD19635	\$1,797.06
			(\$2,556.26)	DD19635V	(\$1,797.06)
19636			\$1,650.88	DD19636	\$1,425.14
			(\$1,650.88)	DD19636V	(\$1,425.14)
19637			\$95.90	DD19637	\$84.26
			(\$95.90)	DD19637V	(\$84.26)
19638			\$681.91	DD19638	\$621.22
			(\$681.91)	DD19638V	(\$621.22)
19639			\$2,287.38	22382	\$1,832.66
			(\$2,287.38)	22382V	(\$1,832.66)
19640			\$1,369.60	DD19640	\$1,172.35
			(\$1,369.60)	DD19640V	(\$1,172.35)
19641			\$373.40	22383	\$328.11
			(\$373.40)	22383V	(\$328.11)
19642			\$295.05	22384	\$198.95
			(\$295.05)	22384V	(\$198.95)
19643			\$3,570.00	DD19643	\$2,478.39
			(\$3,570.00)	DD19643V	(\$2,478.39)
19644			\$168.82	22385	\$148.34
			(\$168.82)	22385V	(\$148.34)
19645			\$450.84	22386	\$399.89
			(\$450.84)	22386V	(\$399.89)

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
19646			\$1,348.24	DD19646	\$971.58
			(\$1,348.24)	DD19646V	(\$971.58)
19647			\$141.27	DD19647	\$124.13
			(\$141.27)	DD19647V	(\$124.13)
19648			\$2,087.06	DD19648	\$1,634.68
			(\$2,087.06)	DD19648V	(\$1,634.68)
19649			\$588.54	DD19649	\$517.02
			(\$588.54)	DD19649V	(\$517.02)
19650			\$545.36	DD19650	\$442.94
19651			\$55.54	22387	\$51.29
19652			\$1,003.47	22388	\$798.88
19653			\$3,196.66	DD19653	\$2,429.32
19654			\$381.32	DD19654	\$347.38
19655			\$327.30	DD19655	\$291.33
19656			\$2,556.26	DD19656	\$1,797.06
19657			\$1,650.88	DD19657	\$1,425.14
19658			\$95.90	DD19658	\$84.26
19659			\$681.91	DD19659	\$621.22
19660			\$2,287.38	22389	\$1,832.66
19661			\$1,369.60	DD19661	\$1,172.35
19662			\$373.40	22390	\$328.11
19663			\$295.05	22391	\$198.95
19664			\$3,570.00	DD19664	\$2,478.39
19665			\$168.82	22392	\$148.34
19666			\$450.84	22393	\$399.89
19667			\$1,348.24	DD19667	\$971.58
19668			\$141.27	DD19668	\$124.13
19669			\$2,087.06	DD19669	\$1,634.68
19670			\$588.54	DD19670	\$517.02

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			<b>\$23,174.80</b>		
			<b>\$18,094.92</b>		
200.1.2070	Perf Employees Share	\$400.41	200.1.2071	Health Insurance Employees	\$156.06
200.1.2274	State and County	\$1,169.24	200.1.2275	FICA Employees	\$1,427.16
200.1.2276	Medicare Employees	\$333.79			
200.1.2274	State and County				\$60.70
					\$135.12
					\$4.77
					\$10.93
					\$221.79
					\$73.96
					\$4.30
					\$8.52
					\$61.36
					\$155.51
					\$54.09
					\$6.33
					\$93.50
					\$8.84
					\$60.70
					\$4.77
					\$221.79
					\$4.30
					\$61.36
					\$54.09
					\$93.50

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 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$18,094.92 Dated 5/10/2017

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

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

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
		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

5/10/2017

From: 4/1/2017 To: 4/30/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19415	RICOH USA, INC (CHICAGO)				(\$141.53)
19417	RICOH USA, INC (CHICAGO)				(\$24.91)
19497	EASTERN HEIGHTS UTILITIES				\$14.85
19498	SEWAGE DISPOSAL WORKS				\$74.00
19502	U.S. BANK				\$866.62
19505	RICOH USA, INC (ATLANTA)				\$144.27
19506	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				\$144.27
19507	RICOH USA, INC (ATLANTA)				\$424.59
19508	VISION SERVICE PLAN				\$23.86
19509	B & C Disposal				\$20.00
19539	RICOH USA, INC (CHICAGO)				\$34.92
19540	SCHOLASTIC INC				\$356.20
19541	UDWI				\$478.00
19542	AMAZON				\$171.94
19543	KAPCO				\$109.33
19544	DELTA DENTAL				\$114.92
19545	WALMART				\$120.74
19546	AMAZON				\$1,066.28
19547	INDIANA DEPT OF WORKFORCE DEVELOPMENT				\$1,182.51
19549	John Musgraves				\$45.00
19550	John Musgraves				\$16.48
19553	DUKE ENERGY				\$1,022.40
19554	COMCAST CABLE				\$0.00
19555	COMCAST CABLE				\$135.90
19557	BAKER & TAYLOR				\$16.78
19559	HUDSON OFFICE SOLUTIONS				\$4,109.98
19560	HUDSON OFFICE SOLUTIONS				\$1,240.46
19561	US TREASURY				\$4,629.39
19562	PERF				\$1,642.62
19563	INDIANA DEPT OF REVENUE				\$887.63
19564	RICOH USA, INC (CHICAGO)				\$64.91
19565	RICOH USA, INC (CHICAGO)				\$24.91
19566	Amplified Tech Services LLC				\$187.50
19567	INDIANA LIBRARY FEDERATION				\$315.64
19568	GADELLNET CONSULTING SERVICES				\$75.00
19569	ENA Services LLC				\$703.50
19570	John Musgraves				\$107.50
19571	MIDWEST NATURAL GAS CORP				\$353.68

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

5/10/2017

From: 4/1/2017 To: 4/30/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19572	UNIQUE MANAGEMENT SERVICE				\$89.98
19573	JEFF THAR				\$120.00
19574	MARY WITTE				\$63.30
19575	CENGAGE LEARNING				\$171.21
19576	HASEMAN PEST CONTROL OFFICE				\$30.00
19577	Background Bureau, INC				\$10.50
19578	BAKER & TAYLOR				\$9.61
19579	GRAVES PLUMBING COMPANY INC				\$231.30
19580	DEMCO				\$124.54
19581	ANTHEM				\$1,132.55
19582	LIBRARY IDEAS				\$645.00
19583	John Musgraves				\$85.00
19584	UDWI				\$469.00
19585	AUSTIN STROUD				\$0.00
19586	John Musgraves				\$5.35
19587	KIMBERLY PORTER				\$19.98
19588	KIMBERLY PORTER				\$78.66
19589	TASHA HUDSON				\$105.29
19590	TASHA HUDSON				\$122.36
19591	INDIANA HISTORICAL SOCIETY				\$89.95
19592	EGHS Cheer				\$50.00
19593	EASTERN HEIGHTS UTILITIES				\$32.71
19594	BAKER & TAYLOR				\$158.84
19597	AMAZON				\$14.59
19598	BEDFORD OFFICE SUPPLY				\$38.00
19599	WhenToWork, Inc.				\$200.00
19600	CENTER POINT LARGE PRINT				\$128.82
19601	BAKER & TAYLOR				\$611.14
19602	John Musgraves				\$65.00
19604	GREENE COUNTY TREASURER				\$24.00
19605	WYATT HASLER				\$27.65
19608	MICHELE ROGERS				\$1,500.00
19611	Background Bureau, INC				\$10.50
19612	AT&T				\$130.08
19613	John Musgraves				\$62.50
19616	B & C Disposal				\$20.00
19618	KIMBERLY PORTER				\$24.96
19619	AUSTIN STROUD				\$122.74

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

5/10/2017

**From:** 4/1/2017 **To:** 4/30/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19622	INDIANA HISTORICAL SOCIETY				\$89.95
19623	VISION SERVICE PLAN				\$11.93
19627	AUSTIN STROUD				\$21.74
19628	John Musgraves				\$62.50

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 \$27,771.37 . Dated 5/10/2017**

\_\_\_\_\_  
 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, April 12, 2017

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, April 12, at 5:00PM in the community room at the library. Those present were Luke Rudisill, presiding, Judy Branstetter, Martha Marmouze, Kristie Bladen, Joshua Riggins, Austin Stroud - Library Director, Wade Wallace – Treasurer, and Kelly Slaven from the Greene County Daily World.

### Approval of Claims and Minutes:

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

### Treasurers Report:

#### **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
<b>OVERALL</b>	<b>21.61 % spent</b>

#### 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

Judy made a motion to approve the treasurer's report and Martha seconded. All present were in favor.

Librarians Report:

In addition to the below report, Austin presented monthly stats from the main library, branch, and the website.

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.

We received our last piece of new furniture, the large computer table upstairs. I encourage you to check it out if you have not seen it yet. Tasha Hudson and Kimberly Porter both did a great job in selecting pieces for us.

Personnel Report:

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.

### Finance Committee Report:

No report at this time?

### Building & Grounds Committee Report:

Austin will share a quote for repaving the Eastern Branch parking lot under new business, but outside of that nothing else to report.

### Old Business:

John Chrastka from EveryLibrary Skyped with us to resume our past discussions on the unserved areas of Greene County that we would like to expand our library service. He gave the board, and those in attendance, an overview of this process and gave us a strategy as a starting point in eyeing more work on this in the fall.

### New Business:

Austin welcomed Joshua Riggins to the board, appointed for a four year term ending on March 23, 2021 by the Bloomfield School District Board. Luke made a motion to appoint Joshua to the Finance Committee as well and Judy seconded. All present were in favor.

Austin presented two quotes for repaving and restriping the Eastern Branch parking lot. One is from a local company in Bloomfield, but slightly higher (an additional \$700 for restriping not reflected in the quote), and the other is from a company in Bloomington. Taxes will be excluded in the final prices of each. Austin also is requesting, in addition to approving a quote, that the board approve use of Hunter Trust fund money for this project. Trust fund money paid for the main library parking lot paving project in November 2014. Judy made a motion to take the Bloomington company's quote to Bloomfield's company and compare the prices/services

and Joshua seconded it. All present were in favor. Judy made a motion to approve the use of trust fund money for this project and Martha seconded it. All were in favor.

Public Comment:

None.

Adjournment:

Judy made a motion to adjourn and Kristie seconded it at 6:25p.m. All present were in favor. The next regular public meeting will be Wednesday, May 10 at 5pm, in the library's community room.

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Secretary

## TREASURER'S REPORT—April 2017

### CLAIMS:

**PAYROLL:** Claim #19650 to 19670 for **\$18,094.92.**

**CLAIMS:** Claim #19497 to 19498, Claim #19502, Claim #19505 to 19509, Claim #19539 to 19547, Claim #19549 to 19550, Claim #19553 to 19555, Claim #19557, Claim #19559 to 19594, Claim #19597 to #19602, Claim #19604 to 19605, Claim #19608, Claim #19611 to 19613, Claim #19616, Claim #19618 to 19619, Claim #19622 to 19623, Claim #19627 to 19628 for **\$27,771.37.**

### BALANCE THE BUDGET:

- Nothing to transfer!

### BUDGET STATUS:

Through four months of the year, we strive to be at or under 33.33% (4/12ths of the year) in each of the four budget categories as well as overall. See the appropriation report through April 30, 2017 for the full numbers.

#### 2017/Current Year through April 30, 2017

Personnel/Personal Services	31.84 % spent
Supplies	21.53 % spent
Other Services	22.99 % spent
Capital Outlays	25.36 % spent
OVERALL	28.48 % spent

*(Our average monthly spending is currently at \$39,908.78 through April – we try to stay around \$40k/month)*

#### 2016/Prior Year Comparison through April 30, 2016

Personnel/Personal Services	32.96 % spent
Supplies	21.19 % spent
Other Services	19.11 % spent
Capital Outlays	22.38 % spent
OVERALL	27.32 % spent

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

4/30/2017

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$151,375.27			\$51,330.47
	100 OPERATING		\$159,635.12	\$54,446.82	
	200 PAYROLL		\$19,745.93	\$19,514.94	
	300 PLAC		\$0.00	\$135.21	
	350 EVERGREEN FINES & FEES		\$82.00	\$220.94	
	400 GIFT		\$943.38	\$1,616.98	
	700 SALES TAX		\$10.54	\$3.02	
	850 STATE TECHNOLOGY		\$2,652.08	\$7,086.34	
			\$183,069.05	\$83,024.25	
2	FARMERS AND MECHA 101426998	\$163,002.80			\$159,013.45
	100 OPERATING		\$0.00	\$120.63	
	450 HUNTER TRUST		\$4,109.98	\$0.00	
			\$4,109.98	\$120.63	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

## Treasurer Financial Report

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

4/30/2017

#### Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
<b>Total All Bank</b>		\$314,378.07	\$187,179.03	\$83,144.88	\$210,343.92

#### 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	\$159,635.12	\$54,567.45	\$74,880.66	\$0.00	\$74,880.66
200	PAYROLL	\$80.93	\$19,745.93	\$19,514.94	(\$150.06)	\$0.00	(\$150.06)
300	PLAC	\$110.00	\$0.00	\$135.21	\$245.21	\$0.00	\$245.21
350	EVERGREEN FINES & FEES	\$775.20	\$82.00	\$220.94	\$914.14	\$0.00	\$914.14
400	GIFT	\$12,925.09	\$943.38	\$1,616.98	\$13,598.69	\$0.00	\$13,598.69
450	HUNTER TRUST	\$74,219.69	\$4,109.98	\$0.00	\$70,109.71	\$0.00	\$70,109.71
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	\$3.02	\$7.11	\$0.00	\$7.11
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	\$2,652.08	\$7,086.34	\$5,068.46	\$0.00	\$5,068.46
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	\$187,179.03	\$83,144.88	\$210,343.92	\$0.00	\$210,343.92

**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 04/30/17

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	17,706.14	17,706.14	30,293.86	0.00	30,293.86	36.89%
100.1.1111      Salary of Librarians(Hou	140,000.00	140,000.00	0.00	44,069.28	44,069.28	95,930.72	0.00	95,930.72	31.48%
100.1.1112      Salary of Library Assista	40,000.00	40,000.00	0.00	7,359.06	7,359.06	32,640.94	0.00	32,640.94	18.40%
100.1.1113      Salary of Substitutes	7,500.00	7,500.00	0.00	4,403.28	4,403.28	3,096.72	0.00	3,096.72	58.71%
100.1.1114      Salary of Pages	18,500.00	18,500.00	0.00	6,503.62	6,503.62	11,996.38	0.00	11,996.38	35.15%
100.1.1115      Salary of Coordinators	10,000.00	10,000.00	0.00	2,435.95	2,435.95	7,564.05	0.00	7,564.05	24.36%
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	5,214.21	5,214.21	2,285.79	0.00	2,285.79	69.52%
100.1.1210      Library FICA and Medica	23,000.00	23,000.00	0.00	6,741.54	6,741.54	16,258.46	0.00	16,258.46	29.31%
100.1.1220      Unemployment	3,500.00	3,500.00	0.00	1,787.87	1,787.87	1,712.13	0.00	1,712.13	51.08%
100.1.1230      PERF Employer Contrib	16,000.00	16,000.00	0.00	5,294.23	5,294.23	10,705.77	0.00	10,705.77	33.09%
100.1.1240      Employee Group Insura	17,000.00	17,000.00	0.00	3,890.83	3,890.83	13,109.17	0.00	13,109.17	22.89%
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	105,406.01	105,406.01	225,593.99	0.00	225,593.99	31.84%
<hr/>									
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 04/30/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.2.2210      Cleaning Supplies	1,300.00	1,300.00	0.00	227.81	227.81	1,072.19	0.00	1,072.19	17.52%
100.2.2220      Fuel and Lubricants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2230      Other Operating Supplie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2310      Building Materials	2,000.00	2,000.00	0.00	32.68	32.68	1,967.32	0.00	1,967.32	1.63%
100.2.2410      Library Supplies	7,500.00	7,500.00	0.00	2,566.35	2,566.35	4,933.65	0.00	4,933.65	34.22%
100.2.2420      Program Supplies	4,500.00	4,500.00	0.00	477.93	477.93	4,022.07	0.00	4,022.07	10.62%
100.2.2422      Extra Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>2      Supplies</b> <b>Totals</b>	<b>15,350.00</b>	<b>15,350.00</b>	<b>0.00</b>	<b>3,304.77</b>	<b>3,304.77</b>	<b>12,045.23</b>	<b>0.00</b>	<b>12,045.23</b>	<b>21.53%</b>
<b>3      Other Services</b>									
100.3.3110      Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3130      Legal Services	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%
100.3.3140      Other Professional	19,270.00	19,270.00	0.00	2,341.67	2,341.67	16,928.33	0.00	16,928.33	12.15%
100.3.3145      Database Subscriptions	3,000.00	3,000.00	0.00	994.46	994.46	2,005.54	0.00	2,005.54	33.15%
100.3.3146      eBook Services	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.00	3,700.00	0.00%
100.3.3210      Telephone	4,500.00	4,500.00	0.00	424.77	424.77	4,075.23	0.00	4,075.23	9.44%
100.3.3220      Postage	500.00	500.00	0.00	100.20	100.20	399.80	0.00	399.80	20.04%
100.3.3230      Traveling Expenses	3,250.00	3,250.00	0.00	810.95	810.95	2,439.05	0.00	2,439.05	24.95%
100.3.3240      Professional Meeting	3,250.00	3,250.00	0.00	550.00	550.00	2,700.00	0.00	2,700.00	16.92%
100.3.3250      Freight and Express	500.00	500.00	0.00	57.89	57.89	442.11	0.00	442.11	11.58%
100.3.3252      Evergreen	1,875.00	1,875.00	0.00	1,875.00	1,875.00	0.00	0.00	0.00	100.00%
100.3.3260      Internet Vendor	9,000.00	9,000.00	0.00	984.80	984.80	8,015.20	0.00	8,015.20	10.94%
100.3.3310      Advertising and Publicity	500.00	500.00	0.00	50.00	50.00	450.00	0.00	450.00	10.00%
100.3.3320      Printing	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00%
100.3.3410      Official Bonds	500.00	500.00	0.00	195.00	195.00	305.00	0.00	305.00	39.00%
100.3.3420      Library Insurance	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00%
100.3.3510      Gas	6,000.00	6,000.00	0.00	1,933.43	1,933.43	4,066.57	0.00	4,066.57	32.22%
100.3.3520      Electric	28,000.00	28,000.00	0.00	6,372.43	6,372.43	21,627.57	0.00	21,627.57	22.76%
100.3.3530      Water	1,200.00	1,200.00	0.00	167.32	167.32	1,032.68	0.00	1,032.68	13.94%
100.3.3540      Waste Disposal	2,200.00	2,200.00	0.00	400.00	400.00	1,800.00	0.00	1,800.00	18.18%

# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 04/30/17

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	5,594.79	5,594.79	13,330.21	0.00	13,330.21	29.56%
100.3.3620      Equipment Repair	8,000.00	8,000.00	0.00	3,404.93	3,404.93	4,595.07	0.00	4,595.07	42.56%
100.3.3630      Janitorial Service	18,000.00	18,000.00	0.00	6,000.00	6,000.00	12,000.00	0.00	12,000.00	33.33%
100.3.3910      Dues	2,000.00	2,000.00	0.00	714.64	714.64	1,285.36	0.00	1,285.36	35.73%
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>32,972.28</b>	<b>32,972.28</b>	<b>110,447.72</b>	<b>0.00</b>	<b>110,447.72</b>	<b>22.99%</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	4,201.16	4,201.16	5,298.84	0.00	5,298.84	44.22%
100.4.4510      Books - Adult Fiction	9,750.00	9,750.00	0.00	2,279.27	2,279.27	7,470.73	0.00	7,470.73	23.38%
100.4.4520      Books - Adult Nonfiction	6,000.00	6,000.00	0.00	893.89	893.89	5,106.11	0.00	5,106.11	14.90%
100.4.4525      Books-Local History/Gen	750.00	750.00	0.00	289.80	289.80	460.20	0.00	460.20	38.64%
100.4.4530      Books - Children	7,500.00	7,500.00	0.00	1,643.80	1,643.80	5,856.20	0.00	5,856.20	21.92%
100.4.4540      Books - YA	3,500.00	3,500.00	0.00	565.77	565.77	2,934.23	0.00	2,934.23	16.16%
100.4.4550      Books - Eastern	6,750.00	6,750.00	0.00	2,009.03	2,009.03	4,740.97	0.00	4,740.97	29.76%
100.4.4610      Periodicals and News	3,000.00	3,000.00	0.00	1,156.99	1,156.99	1,843.01	0.00	1,843.01	38.57%
100.4.4710      Nonprint - Adult DVD	3,500.00	3,500.00	0.00	868.18	868.18	2,631.82	0.00	2,631.82	24.81%
100.4.4720      Nonprint - Music	1,000.00	1,000.00	0.00	181.14	181.14	818.86	0.00	818.86	18.11%
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	186.86	186.86	2,813.14	0.00	2,813.14	6.23%
100.4.4750      Nonprint - YA	1,800.00	1,800.00	0.00	278.80	278.80	1,521.20	0.00	1,521.20	15.49%
100.4.4760      Nonprint - Eastern	4,500.00	4,500.00	0.00	1,228.99	1,228.99	3,271.01	0.00	3,271.01	27.31%
100.4.4761      Replacement Books/No	750.00	750.00	0.00	211.71	211.71	538.29	0.00	538.29	28.23%
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>17,952.06</b>	<b>17,952.06</b>	<b>52,847.94</b>	<b>0.00</b>	<b>52,847.94</b>	<b>25.36%</b>

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 04/30/17

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	159,635.12	159,635.12	400,934.88	0.00	400,934.88	28.48%
Total All Funds	560,570.00	560,570.00	0.00	159,635.12	\$159,635.12	400,934.88	0.00	400,934.88	28.48%

## **Librarian's Report 5.10.17**

On the evening of April 18, Literacy Coordinator, Beth Burcham, and I, attended a fundraising meeting led by Judy Branstetter and the Apple Festival committee. We discussed the June 23 Hi-Decker fundraiser at the Legion that will raise money for the Chamber's fireworks and Shawnee, as well as discussed the possibility of doing a Literacy/Library fundraiser at the Bloomfield park right before school starts at the end of the summer. Our next meeting will be on Monday, May 15 at 7pm, at the Jaycee building.

I attended an all-day management seminar on criticism and discipline at the Hilton Garden Inn in Bloomington on April 19. This training was very refreshing, gave me the chance to network with managers in non-library fields, and motivated me to take better care of myself going forward so I can ensure the staff and patron needs are taken care of here.

Literacy Coordinator, Beth Burcham, Bookkeeper/Treasurer, Wade Wallace, Teen Librarian, Susan Smith, Children's Librarian, Linda Peterson, and I attended a Friends of the Library Board meeting on April 20.

We had our monthly staff meeting on Monday, April 24, where we had a going away gathering for Teen Librarian, Becca Feirer.

Community Engagement Library Assistant, Mikaila Edmundson, attended a Farmer's Market planning meeting on the evening of April 25. Mikaila is leading our presence at the Farmer's Market this year. The Farmer's Market will run from Tuesday, May 23 – Tuesday, September 26 and run from 5-7PM. Mikaila is busy booking entertainment, and plans to have some prize giveaways throughout the summer.

Circulation Manager, Tasha Hudson, Outreach Library Assistant, Bob Turner, and I attended the quarterly Greene County Libraries Roundtable at Linton's Public Library on April 26. We started making plans to collaborate on another program together this summer, just as we did last year.

Circulation Manager, Tasha Hudson, Adult Services Librarian, Kimberly Porter, Bookkeeper/Treasurer, Wade Wallace, and I, attended the Indiana Library Federation's District 5/7 Conference at the Evansville-Vanderburgh County Public Library Central building on April 27.

On Monday evening, May 1, I attended the Friends of the Library Annual Meeting. We had a nice group present!

On Tuesday morning, May 2, I spent a few hours at Worthington's public library helping the director there learn WordPress and work on her new website that they hope to launch soon.

Community Engagement Library Assistant, Mikaila Edmundson, attended a Train the Trainer INSPIRE training session (<http://inspire.in.gov>) at the Monroe County Public Library's Ellettsville branch on May 2, so that she can lead training of staff and patrons on this topic in the future.

On Thursday, May 4, I attended a Bloomfield Chamber of Commerce Board meeting.

# LIBRARIAN'S REPORT APR. 2017 BLOOMFIELD

May 10, 2017 Board Meeting

Juvenile Circulation	2017	2016	2015
Juvenile Fiction	797	1172	1032
Juvenile Non-Fiction	153	127	177
Juvenile DVDs	208	289	267
Audiobooks & Kits	5	71	63
Juvenile Magazines	3	7	14
YA Books	109	299	291
YA Games & Audios	67	2	6
<b>Total Children's:</b>	<b>1342</b>	<b>1975</b>	<b>1880</b>

Adult Circulation	2017	2016	2015
Fiction	767	822	943
Non-Fiction	355	377	323
Magazines	75	67	84
Music CDs	97	104	146
Audiobooks	136	192	166
Playaways	84	86	107
Overdrive	995	671	628
DVDs	1139	1780	1629
Video Games	17	0	0
<b>Total Adult:</b>	<b>3665</b>	<b>4099</b>	<b>4026</b>
<b>TOTAL CIRCULATION:</b>	<b>5007</b>	<b>6074</b>	<b>5906</b>

COMPUTER/EQUIPMENT USAGE		INTERLIBRARY LOAN SERVICES		
Children & Tween	318	8	Books borrowed from SRCS	
Teen	149			
Adult	581	281	Books borrowed from EI libraries	
Total Internet	1,048			
Wireless	79	411	Books loaned to EI libraries	
Microfilm	2			
<b>Total:</b>	<b>1,129</b>			
<b>Programs:</b>	<b>522</b>	children attended	<b>23</b>	programs
	<b>116</b>	teens attended	<b>19</b>	programs
	<b>15</b>	adults attended	<b>8</b>	programs
<b>Outreach:</b>	<b>4</b>	items delivered to	<b>1</b>	Patrons
	<b>175</b>	items delivered to	<b>11</b>	offsite locations
	<b>95</b>	books delivered to	<b>2</b>	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	61	<b>Fines &amp; Fees</b>	<b>\$212.06</b>
Magazines Added	50	<b>Copier Fees</b>	<b>\$353.27</b>
Adult AV items purchased	43	<b>Other Fees</b>	<b>\$506.76</b>
YA books/AV purchased	25	<b>Total:</b>	<b>\$1072.09</b>
Children books purchased	22	<b>Total Patrons: 1,818</b> <b>New Resident Cards: 20</b> <b>Number of Items: 47,450</b> <b>Genealogy Requests: 4</b> <b>Freegal Downloads: 48 songs</b> downloaded by 5 patrons	
Children AV purchased	11		
<b>Total Books Added</b>	<b>104</b>		
<b>Total AV Added</b>	<b>108</b>		
<b>Total of all items added:</b>	<b>212</b>		

**LIBRARIAN'S REPORT April 2017  
May 10, 2017 Board Meeting**

<b>EASTERN</b>			
	2017	2016	2015
<b>Juvenile Circulation</b>			
Juvenile Fiction	178	288	198
Juvenile Nonfiction	16	21	14
Juvenile Periodicals	1	0	0
Audiobooks/Kits	2	8	3
YA	8	31	20
<b>Total Juvenile Circulation</b>	<b>205</b>	<b>348</b>	<b>235</b>
<b>Adult Circulation</b>			
Fiction	179	116	154
Nonfiction	30	27	22
Periodicals	25	32	37
Audiobooks	23	18	20
DVDs	310	323	340
Music CDs	6	1	1
Games	5	13	3
<b>Total Adult Circulation</b>	<b>578</b>	<b>530</b>	<b>577</b>
<b>TOTAL CIRCULATION</b>	<b>783</b>	<b>878</b>	<b>812</b>
<b>Additional Statistics</b>			
New resident cards:	2		
Number of Patrons:	408		
Number of items:	8,950		
Computer/WIFI Use:	113 Computer Uses / 23 WIFI Uses		
Programs/Attendance:	9 Programs with 59 in Attendance		
<b>NEW ITEMS Purchased or donated to branches</b>	<b>Purchased:</b>		
	Adult Books		39
	Adult A/V		32
	Magazines		22
	YA		3
	Children's Books		13
	Children's A/V		0
	<b>Total:</b>		<b>109</b>

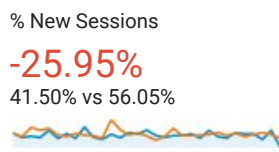
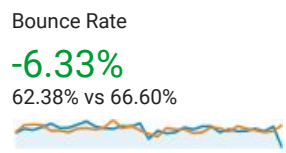
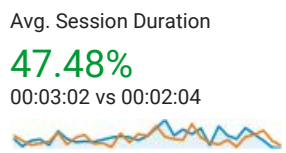
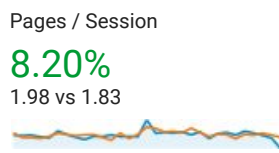
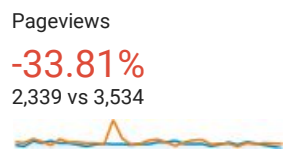
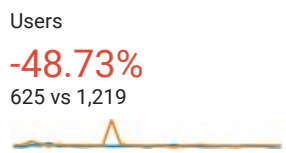
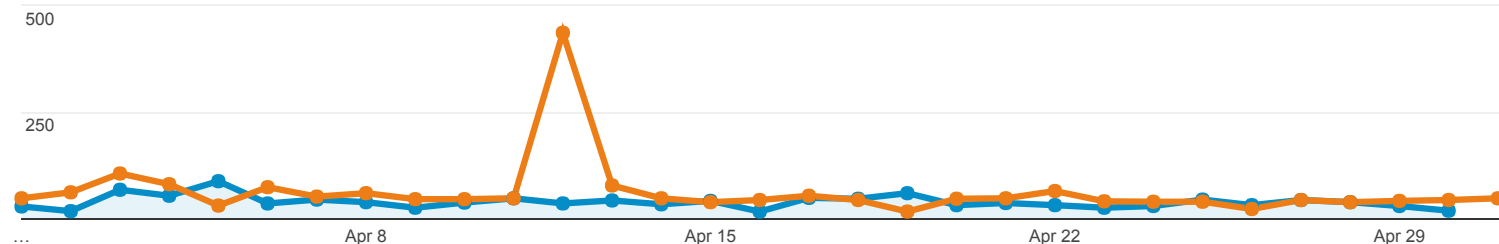
Apr 1, 2017 - Apr 30, 2017  
Compare to: Mar 1, 2017 - Mar 31, 2017

## Audience Overview

All Users  
+0.00% Sessions

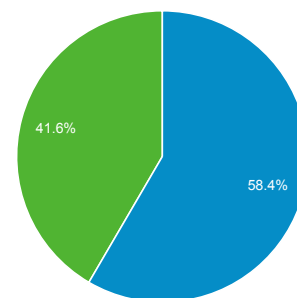
### Overview

Apr 1, 2017 - Apr 30, 2017: Sessions  
Mar 1, 2017 - Mar 31, 2017: Sessions

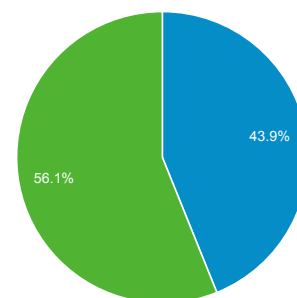


Returning Visitor New Visitor

Apr 1, 2017 - Apr 30, 2017



Mar 1, 2017 - Mar 31, 2017



### Language

	Sessions	% Sessions
<b>1. en-us</b>		
Apr 1, 2017 - Apr 30, 2017	1,130	95.52%
Mar 1, 2017 - Mar 31, 2017	1,899	98.19%
<b>% Change</b>	<b>-40.49%</b>	<b>-2.72%</b>
<b>2. en-gb</b>		
Apr 1, 2017 - Apr 30, 2017	37	3.13%
Mar 1, 2017 - Mar 31, 2017	8	0.41%
<b>% Change</b>	<b>362.50%</b>	<b>656.11%</b>
<b>3. pt-br</b>		
Apr 1, 2017 - Apr 30, 2017	4	0.34%
Mar 1, 2017 - Mar 31, 2017	2	0.10%
<b>% Change</b>	<b>100.00%</b>	<b>226.97%</b>
<b>4. en</b>		

Apr 1, 2017 - Apr 30, 2017	3	0.25%
Mar 1, 2017 - Mar 31, 2017	2	0.10%
<b>% Change</b>	<b>50.00%</b>	<b>145.22%</b>
5. (not set)		
Apr 1, 2017 - Apr 30, 2017	1	0.08%
Mar 1, 2017 - Mar 31, 2017	2	0.10%
<b>% Change</b>	<b>-50.00%</b>	<b>-18.26%</b>
6. c		
Apr 1, 2017 - Apr 30, 2017	1	0.08%
Mar 1, 2017 - Mar 31, 2017	1	0.05%
<b>% Change</b>	<b>0.00%</b>	<b>63.48%</b>
7. ca-es		
Apr 1, 2017 - Apr 30, 2017	1	0.08%
Mar 1, 2017 - Mar 31, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
8. es-es		
Apr 1, 2017 - Apr 30, 2017	1	0.08%
Mar 1, 2017 - Mar 31, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
9. fr		
Apr 1, 2017 - Apr 30, 2017	1	0.08%
Mar 1, 2017 - Mar 31, 2017	2	0.10%
<b>% Change</b>	<b>-50.00%</b>	<b>-18.26%</b>
10. fr-ht		
Apr 1, 2017 - Apr 30, 2017	1	0.08%
Mar 1, 2017 - Mar 31, 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: May 10, 2017

**Beginning Employment**

- None.

**Ending Employment**

- None.

**Job Changes**

- None.

**Resolution to Transfer Funds Within Library Operating Fund Bank Accounts**  
Bloomfield-Eastern Greene County Public Library Public Library

**WHEREAS**, to meet payroll and other obligations until our June tax distribution check arrives in the Library Operating Fund at BloomBank, we now need to transfer funds from the Farmers & Mechanics Library Operating Fund to BloomBank.

**NOW THEREFORE BE IT RESOLVED** that the following transfers be immediately made within the Library Operating Fund, and reversed once the June tax distribution check arrives:

Transfer from Farmers Mechanics Operating Fund:	Transfer to BloomBank Operating Fund:
\$20,000.00	\$20,000.00

**DULY ADOPTED** by the Board of Trustees of the Bloomfield-Eastern Greene County Public Library at its regular meeting held on the 10th day of May at which meeting a quorum was present.

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ATTEST: \_\_\_\_\_

Secretary