

**Bloomfield-Eastern Greene County Public Library**  
**Board Meeting Agenda**  
**Wednesday, June 14, 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. Children in the Library Policy Revision
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, July 12, at 5PM in the Library's Community Room.

**Payroll Claim Register**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**

125 S FRANKLIN ST  
 BLOOMFIELD , IN 47424

From: 06/01/17 To: 06/01/17

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
19738			\$545.36	DD19738	\$442.94
19739			\$111.18	22452	\$101.43
19740			\$130.50	22453	\$118.89
19741			\$976.05	22454	\$778.89
19742			\$427.65	DD19742	\$379.52
19743			\$341.88	DD19743	\$304.14
19744			\$2,556.26	DD19744	\$1,797.06
19745			\$1,544.38	DD19745	\$1,342.22
19746			\$212.30	DD19746	\$184.52
19747			\$867.73	DD19747	\$766.20
19748			\$2,339.99	22455	\$1,871.00
19749			\$1,173.40	DD19749	\$1,019.58
19750			\$347.52	22456	\$289.81
19751			\$515.94	22457	\$370.96
19752			\$3,570.00	DD19752	\$2,478.39
19753			\$145.79	22458	\$128.11
19754			\$580.89	22459	\$509.02
19755			\$152.98	22460	\$138.16
19756			\$1,497.46	DD19756	\$1,075.85
19757			\$387.02	DD19757	\$320.57
19758			\$2,189.58	DD19758	\$1,711.44
19760			\$2,681.75	DD19760	\$1,917.90

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			<b>\$23,295.61</b>		
				<b>\$18,046.60</b>	
200.1.2070	Perf Employees Share	\$374.85	200.1.2071	Health Insurance Employees	\$315.62
200.1.2274	State and County	\$1,221.15	200.1.2275	FICA Employees	\$1,424.76
200.1.2276	Medicare Employees	\$333.19			
200.1.2274	State and County				\$60.70
200.1.2274	State and County				\$11.58
200.1.2274	State and County				\$69.18
200.1.2274	State and County				\$35.15
200.1.2274	State and County				\$155.51
200.1.2274	State and County				\$17.34
200.1.2274	State and County				\$121.46

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 \_\_\_\_\_ pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$18,046.60 Dated 6/14/2017**

\_\_\_\_\_  
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

6/14/2017

From: 5/1/2017 To: 5/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19595	DELTA DENTAL				\$114.92
19596	ABELL ELEVATOR INTERNATIONAL				\$235.06
19603	RICOH USA, INC (CHICAGO)				\$196.34
19606	U.S. BANK				\$1,365.91
19607	AMAZON				\$1,286.01
19609	SEWAGE DISPOSAL WORKS				\$74.00
19610	DEMCO				\$94.85
19614	SMITHVILLE				\$36.96
19615	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				\$144.27
19617	BLOOMINGTON SEAL COATING & PAINTING				\$6,100.00
19620	EASTERN HEIGHTS UTILITIES				\$14.85
19621	RECORDED BOOKS, INC				\$67.24
19622	INDIANA HISTORICAL SOCIETY				(\$89.95)
19624	RECORDED BOOKS, INC				\$61.87
19625	RECORDED BOOKS, INC				\$61.87
19626	WALMART				\$119.18
19671	MIKAILA EDMUNDSON				\$50.47
19672	MARY WITTE				\$5.00
19673	TASHA HUDSON				\$71.44
19674	MIKAILA EDMUNDSON				\$23.56
19675	ROBERT TURNER				\$110.96
19676	Bloomfield Chamber of Commerce				\$50.00
19677	COMCAST CABLE				\$135.90
19678	BEDFORD OFFICE SUPPLY				\$38.00
19679	INDIANA HISTORICAL SOCIETY				\$50.00
19680	DUKE ENERGY				\$1,223.32
19681	BRODART CO				\$59.54
19682	DESIGNSCAPE HORTICULTURAL SERVICES				\$594.61
19683	ABELL ELEVATOR INTERNATIONAL				\$1,058.74
19684	GRAVES PLUMBING COMPANY INC				\$372.56
19685	UNIQUE MANAGEMENT SERVICE				\$117.71
19686	BRODART CO				\$164.22
19687	PERF				\$1,895.25
19688	US TREASURY				\$5,305.12
19689	INDIANA DEPT OF REVENUE				\$978.24
19690	INMAN MOWING SERVICE				\$320.00
19691	ADTEC				\$220.00
19692	GADELLNET CONSULTING SERVICES				\$75.00

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

6/14/2017

From: 5/1/2017 To: 5/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
19693	SHOWCASES				\$210.52
19694	ENA Services LLC				\$703.50
19695	RICOH USA, INC (CHICAGO)				\$36.03
19697	BAKER & TAYLOR				\$4,306.88
19698	AMAZON				\$249.55
19700	HASEMAN PEST CONTROL OFFICE				\$35.00
19701	DEMCO				\$68.93
19702	CENTURYLINK				\$1.37
19703	Background Bureau, INC				\$10.50
19704	MIDWEST NATURAL GAS CORP				\$163.10
19705	MIKAILA EDMUNDSON				\$11.46
19706	BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC L				\$20,000.00
19707	CENGAGE LEARNING				\$84.23
19708	John Musgraves				\$125.00
19709	EASTERN HEIGHTS UTILITIES				\$39.79
19712	RICOH USA, INC (CHICAGO)				\$175.23
19713	ABDO-SPOTLIGHT-MAGIC WAGON				\$190.40
19714	INDIANA STATE LIBRARY				\$78.00
19715	B & C Disposal				\$20.00
19716	CENTER POINT LARGE PRINT				\$128.82
19717	AT&T				\$130.05
19718	BEDFORD OFFICE SUPPLY				\$43.25
19721	BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC L				\$0.00
19724	ADTEC				\$340.00
19725	MICHELE ROGERS				\$1,500.00
19726	John Musgraves				\$60.00
19727	ROBERT TURNER				\$54.34
19729	EASTERN HEIGHTS UTILITIES				\$14.85
19730	VISION SERVICE PLAN				\$35.79
19733	BAKER & TAYLOR				\$34.43
19734	BEDFORD OFFICE SUPPLY				\$38.00
19735	SEWAGE DISPOSAL WORKS				\$74.00
19736	DEMCO				\$19.50

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

6/14/2017

**From:** 5/1/2017 **To:** 5/31/2017

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 \$51,785.54 . Dated 6/14/2017**

\_\_\_\_\_  
 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, May 10, 2017

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, May 10, at 5:20PM in the community room at the library following an executive session. Those present were Luke Rudisill, presiding, Judy Branstetter, Martha Marmouze, Kristie Bladen, Roger Axe, Dinah Fuller, 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. Kristie made a motion to approve the minutes and Dinah seconded. All present were in favor.

### Treasurers Report:

#### **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

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

Librarians Report:

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

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.

#### Personnel Report:

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.

#### Finance Committee Report:

No report at this time.

#### Building & Grounds Committee Report:

No report at this time.

#### Old Business:

Austin contacted Joe Stirn with the main office of MainSource bank again, and he said that the property still has not been sold. If an agreement cannot be worked out with the library, the

property will likely be listed soon. The board asked that Austin keep in regular contact with Joe in the meantime.

New Business:

To stretch to our next tax distribution check in mid-to-late June, Austin presented a resolution to transfer \$20k from our operating fund money at Farmers and Mechanics to BloomBank. This will be reversed once we receive the June tax distribution. Trustees approved the resolution via their signatures.

Public Comment:

None?

Adjournment:

Roger made a motion to adjourn and Judy seconded it at 5:39p.m. All present were in favor. The next regular public meeting will be Wednesday, June 14 at 5pm, in the library's community room.

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Secretary

## TREASURER'S REPORT—May 2017

### CLAIMS:

**PAYROLL:** Claim #19738 to 19758, Claim #19760 for **\$18,046.60**.

**CLAIMS:** Claim #19595 to 19596, Claim #19603, Claim #19606 to 19607, Claim #19609 to 19610, Claim #19614 to 19615, Claim #19617, Claim #19620 to 19622, Claim #19624 to 19626, Claim #19671 to #19695, Claim #19697 to 19698, Claim #19700 to 19709, Claim #19712 to 19718, Claim #19721, Claim #19724 to 19727, Claim #19729 to 19730, Claim #19733 to 19736 for **\$51,785.54**.

**NOTE: This amount is high from the money we transferred between bank accounts last month.**

### BALANCE THE BUDGET:

- Nothing to transfer!

### BUDGET STATUS:

Through five months of the year, we strive to be at or under 41.67% (5/12ths of the year) in each of the four budget categories as well as overall. See the appropriation report through May 31, 2017 for the full numbers.

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

Personnel/Personal Services	39.87 % spent
Supplies	29.54 % spent
Other Services	29.38 % spent
Capital Outlays	34.74 % spent
OVERALL	36.25 % spent

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

Personnel/Personal Services	40.54 % spent
Supplies	27.71 % spent
Other Services	23.17 % spent
Capital Outlays	27.62 % spent
OVERALL	33.56 % spent

**NOTE: May was a bit expensive for us overall so we're running about \$10k higher in expenses than this time last year.**

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

5/31/2017

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$151,375.27			\$47,329.23
	100 OPERATING		\$203,218.92	\$93,416.65	
	200 PAYROLL		\$24,698.89	\$24,594.82	
	300 PLAC		\$0.00	\$135.21	
	350 EVERGREEN FINES & FEES		\$160.00	\$225.19	
	400 GIFT		\$1,058.91	\$2,421.13	
	700 SALES TAX		\$10.54	\$4.01	
	850 STATE TECHNOLOGY		\$2,782.13	\$7,086.34	
			\$231,929.39	\$127,883.35	
2	FARMERS AND MECHA 101426998	\$163,002.80			\$132,951.69
	100 OPERATING		\$20,000.00	\$158.87	
	450 HUNTER TRUST		\$10,209.98	\$0.00	
			\$30,209.98	\$158.87	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

## Treasurer Financial Report

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

5/31/2017

#### Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
<b>Total All Bank</b>		\$314,378.07	\$262,139.37	\$128,042.22	\$180,280.92

#### Fund Balance Summary

		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	\$223,218.92	\$93,575.52	\$50,304.93	\$0.00	\$50,304.93
200	PAYROLL	\$80.93	\$24,698.89	\$24,594.82	(\$23.14)	\$0.00	(\$23.14)
300	PLAC	\$110.00	\$0.00	\$135.21	\$245.21	\$0.00	\$245.21
350	EVERGREEN FINES & FEES	\$775.20	\$160.00	\$225.19	\$840.39	\$0.00	\$840.39
400	GIFT	\$12,925.09	\$1,058.91	\$2,421.13	\$14,287.31	\$0.00	\$14,287.31
450	HUNTER TRUST	\$74,219.69	\$10,209.98	\$0.00	\$64,009.71	\$0.00	\$64,009.71
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	\$4.01	\$8.10	\$0.00	\$8.10
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	\$2,782.13	\$7,086.34	\$4,938.41	\$0.00	\$4,938.41
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	\$262,139.37	\$128,042.22	\$180,280.92	\$0.00	\$180,280.92

**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 05/31/17

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	21,276.14	21,276.14	26,723.86	0.00	26,723.86	44.33%
100.1.1111 Salary of Librarians(Hou	140,000.00	140,000.00	0.00	57,805.66	57,805.66	82,194.34	0.00	82,194.34	41.29%
100.1.1112 Salary of Library Assista	40,000.00	40,000.00	0.00	9,790.33	9,790.33	30,209.67	0.00	30,209.67	24.48%
100.1.1113 Salary of Substitutes	7,500.00	7,500.00	0.00	4,554.72	4,554.72	2,945.28	0.00	2,945.28	60.73%
100.1.1114 Salary of Pages	18,500.00	18,500.00	0.00	7,895.73	7,895.73	10,604.27	0.00	10,604.27	42.68%
100.1.1115 Salary of Coordinators	10,000.00	10,000.00	0.00	2,981.31	2,981.31	7,018.69	0.00	7,018.69	29.81%
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	6,562.45	6,562.45	937.55	0.00	937.55	87.50%
100.1.1210 Library FICA and Medica	23,000.00	23,000.00	0.00	8,502.49	8,502.49	14,497.51	0.00	14,497.51	36.97%
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	6,789.07	6,789.07	9,210.93	0.00	9,210.93	42.43%
100.1.1240 Employee Group Insura	17,000.00	17,000.00	0.00	4,011.40	4,011.40	12,988.60	0.00	12,988.60	23.60%
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	131,957.17	131,957.17	199,042.83	0.00	199,042.83	39.87%
<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 05/31/17

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	346.99	346.99	953.01	0.00	953.01	26.69%	
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	64.62	64.62	1,935.38	0.00	1,935.38	3.23%	
100.2.2410	Library Supplies	7,500.00	7,500.00	49.95	3,407.97	3,407.97	4,141.98	0.00	4,141.98	45.44%	
100.2.2420	Program Supplies	4,500.00	4,500.00	0.00	715.35	715.35	3,784.65	0.00	3,784.65	15.90%	
100.2.2422	Extra Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2	Supplies	Totals	15,350.00	15,350.00	49.95	4,534.93	4,534.93	10,865.02	0.00	10,865.02	29.54%
3	Other Services										
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	862.19	3,295.15	3,295.15	16,837.04	0.00	16,837.04	17.10%	
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	463.10	463.10	4,036.90	0.00	4,036.90	10.29%	
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	1,077.71	1,077.71	2,172.29	0.00	2,172.29	33.16%	
100.3.3240	Professional Meeting	3,250.00	3,250.00	0.00	933.00	933.00	2,317.00	0.00	2,317.00	28.71%	
100.3.3250	Freight and Express	500.00	500.00	0.00	108.49	108.49	391.51	0.00	391.51	21.70%	
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	1,824.20	1,824.20	7,175.80	0.00	7,175.80	20.27%	
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	2,096.53	2,096.53	3,903.47	0.00	3,903.47	34.94%	
100.3.3520	Electric	28,000.00	28,000.00	0.00	7,595.75	7,595.75	20,404.25	0.00	20,404.25	27.13%	
100.3.3530	Water	1,200.00	1,200.00	0.00	236.81	236.81	963.19	0.00	963.19	19.73%	
100.3.3540	Waste Disposal	2,200.00	2,200.00	0.00	568.00	568.00	1,632.00	0.00	1,632.00	25.82%	

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 05/31/17

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	7,101.96	7,101.96	11,823.04	0.00	11,823.04	37.53%
100.3.3620      Equipment Repair	8,000.00	8,000.00	0.00	5,181.33	5,181.33	2,818.67	0.00	2,818.67	64.77%
100.3.3630      Janitorial Service	18,000.00	18,000.00	0.00	7,500.00	7,500.00	10,500.00	0.00	10,500.00	41.67%
100.3.3910      Dues	2,000.00	2,000.00	0.00	934.64	934.64	1,065.36	0.00	1,065.36	46.73%
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>862.19</b>	<b>42,131.33</b>	<b>42,131.33</b>	<b>102,150.86</b>	<b>0.00</b>	<b>102,150.86</b>	<b>29.38%</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	4,714.66	4,780.31	4,780.31	9,434.35	0.00	9,434.35	50.32%
100.4.4510      Books - Adult Fiction	9,750.00	9,750.00	0.00	3,321.68	3,321.68	6,428.32	0.00	6,428.32	34.07%
100.4.4520      Books - Adult Nonfiction	6,000.00	6,000.00	0.00	1,841.98	1,841.98	4,158.02	0.00	4,158.02	30.70%
100.4.4525      Books-Local History/Gen	750.00	750.00	0.00	204.85	204.85	545.15	0.00	545.15	27.31%
100.4.4530      Books - Children	7,500.00	7,500.00	0.00	3,019.82	3,019.82	4,480.18	0.00	4,480.18	40.26%
100.4.4540      Books - YA	3,500.00	3,500.00	0.00	1,090.49	1,090.49	2,409.51	0.00	2,409.51	31.16%
100.4.4550      Books - Eastern	6,750.00	6,750.00	0.00	2,873.87	2,873.87	3,876.13	0.00	3,876.13	42.58%
100.4.4610      Periodicals and News	3,000.00	3,000.00	0.00	1,379.30	1,379.30	1,620.70	0.00	1,620.70	45.98%
100.4.4710      Nonprint - Adult DVD	3,500.00	3,500.00	0.00	1,163.46	1,163.46	2,336.54	0.00	2,336.54	33.24%
100.4.4720      Nonprint - Music	1,000.00	1,000.00	0.00	257.51	257.51	742.49	0.00	742.49	25.75%
100.4.4730      Nonprint - Audiobooks	6,500.00	6,500.00	0.00	2,147.65	2,147.65	4,352.35	0.00	4,352.35	33.04%
100.4.4740      Nonprint - Childrens	3,000.00	3,000.00	0.00	352.89	352.89	2,647.11	0.00	2,647.11	11.76%
100.4.4750      Nonprint - YA	1,800.00	1,800.00	0.00	388.09	388.09	1,411.91	0.00	1,411.91	21.56%
100.4.4760      Nonprint - Eastern	4,500.00	4,500.00	0.00	1,523.91	1,523.91	2,976.09	0.00	2,976.09	33.86%
100.4.4761      Replacement Books/No	750.00	750.00	0.00	249.68	249.68	500.32	0.00	500.32	33.29%
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>4,714.66</b>	<b>24,595.49</b>	<b>24,595.49</b>	<b>50,919.17</b>	<b>0.00</b>	<b>50,919.17</b>	<b>34.74%</b>



# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 05/31/17

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	5,626.80	203,218.92	203,218.92	362,977.88	0.00	362,977.88	36.25%
Total All Funds	560,570.00	560,570.00	5,626.80	203,218.92	\$203,218.92	362,977.88	0.00	362,977.88	36.25%

## **Librarian's Report 6.14.17**

On May 6, the Indiana Genealogical Society Board met and voted Cataloging and Local History Librarian, Mary Witte, in as the Greene County Genealogist.

Literacy coordinator, Beth Burcham, and I attended a Lyons Town Council meeting on May 9 to get approval for placing a Little Free Library in Lyons.

Literacy coordinator, Beth Burcham, and Outreach Library Assistant, Bob Turner, attended a Little Free Library launch party in Worthington on May 10.

We had our monthly staff meeting on Thursday, May 18, where we celebrated Kelsi Roach's high school graduation.

Community Engagement Library Assistant, Mikaila Edmundson, and page, Wyatt Hasler, staffed the first Farmer's Market of the season on Tuesday night, May 23. The move to Tuesday nights seems to be very successful so far.

I attended a Literacy Board meeting on May 23.

On May 30, I attended a fundraising meeting led by Judy Branstetter and the Apple Festival committee. Beth Burcham, literacy coordinator, and I will be helping with this fundraiser on the evening of June 23 at the American Legion to raise money for Shawnee Theatre and the Bloomfield Chamber of Commerce's fireworks.

Bookkeeper/Treasurer, Wade Wallace, and I attended a day-long budget workshop webinar on May 31 to kick off the 2018 budget preparation.

During the month of May, Children's Librarian, Linda Peterson, Branch Manager, Karen Holz, and Teen Librarian, Susan Smith all did outreach with the schools to promote summer reading and Linda also hosted several class visits from Bloomfield.

On June 1, I attended a Bloomfield Chamber of Commerce board meeting.

Cataloging and Local History Librarian, Mary Witte, and I took an offsite visit to patron Mindy Small's house on June 8 to look at her family history documents and artifacts.

# LIBRARIAN'S REPORT MAY 2017 BLOOMFIELD

June 14, 2017 Board Meeting

Juvenile Circulation	2017	2016	2015
Juvenile Fiction	881	936	903
Juvenile Non-Fiction	100	136	213
Juvenile DVDs	190	213	217
Audiobooks & Kits	48	109	66
Juvenile Magazines	5	20	9
YA Books	290	322	414
YA Games & Audios	84	0	5
<b>Total Children's:</b>	<b>1598</b>	<b>1760</b>	<b>1829</b>

Adult Circulation	2017	2016	2015
Fiction	787	785	831
Non-Fiction	379	333	335
Magazines	102	96	55
Music CDs	40	85	86
Audiobooks	173	129	174
Playaways	90	84	120
Overdrive	972	698	549
DVDs	1,252	1592	1549
Video Games	24	0	0
<b>Total Adult:</b>	<b>3819</b>	<b>3802</b>	<b>3648</b>
<b>TOTAL CIRCULATION:</b>	<b>5417</b>	<b>5562</b>	<b>5477</b>

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	294	5	Books sent through SRCS	
Teen	171			
Adult	578	346	Books borrowed from EI libraries	
Total Internet	1043			
Wireless Adult/Teen	131/11	382	Books loaned to EI libraries	
Microfilm	1			
<b>Total:</b>	<b>1186</b>			
<b>Programs:</b>	<b>354</b>	children attended	<b>9</b>	programs
	<b>175</b>	teens attended	<b>5</b>	programs
	<b>18</b>	adults attended	<b>1</b>	programs
<b>Outreach:</b>	<b>0</b>	items delivered to	<b>0</b>	Patrons
	<b>140</b>	items delivered to	<b>12</b>	offsite locations
	<b>133</b>	books delivered to	<b>7</b>	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	61	<b>Fines &amp; Fees</b>	<b>\$296</b>
Magazines Added	57	<b>Copier Fees</b>	<b>\$393.20</b>
Adult AV items purchased	65	<b>Other Fees</b>	<b>\$151</b>
YA books/AV purchased	1/5	<b>Total:</b>	<b>\$840.20</b>
Children books purchased	35	<b>Total Patrons: 1,799</b> <b>New Resident Cards: 31</b> <b>Number of Items: 47,410</b> <b>Genealogy Requests: 8</b> <b>Freegal Downloads: 36 songs</b> downloaded by 5 patrons	
Children AV purchased	5		
<b>Total Books Added</b>	<b>96</b>		
<b>Total AV Added</b>	<b>70</b>		
<b>Total of all items added:</b>	<b>166</b>		

**LIBRARIAN'S REPORT May 2017**  
**June 14, 2017 Board Meeting**

<b>EASTERN</b>			
	2017	2016	2015
<b>Juvenile Circulation</b>			
Juvenile Fiction	310	274	139
Juvenile Nonfiction	17	13	18
Juvenile Periodicals	2	0	4
Audiobooks/Kits	4	1	7
YA	23	22	15
<b>Total Juvenile Circulation</b>	<b>356</b>	<b>310</b>	<b>183</b>
<b>Adult Circulation</b>			
Fiction	159	142	179
Nonfiction	37	34	21
Periodicals	19	46	43
Audiobooks	29	34	15
DVDs	374	346	265
Music CDs	1	10	2
Games	10	14	0
<b>Total Adult Circulation</b>	<b>629</b>	<b>626</b>	<b>525</b>
<b>TOTAL CIRCULATION</b>	<b>985</b>	<b>936</b>	<b>708</b>
<b>Additional Statistics</b>			
New resident cards:	12		
Number of Patrons:	403		
Number of items:	9,044		
Computer/WIFI Use:	135 Computer Uses/29 WIFI Uses		
Programs/Attendance:	7 Programs with 52 in Attendance		
<b>NEW ITEMS</b> Purchased or donated to branches	<b>Purchased:</b>		
	Adult Books	34	
	Adult A/V	28	
	Magazines	18	
	YA	5	
	Children's Books	28	
	Children's A/V	0	
	<b>Total:</b>	<b>113</b>	

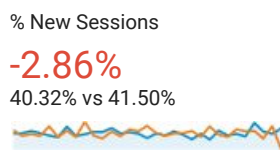
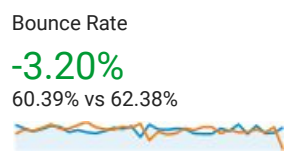
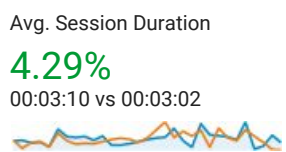
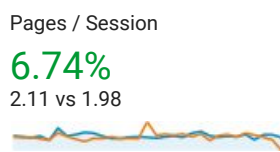
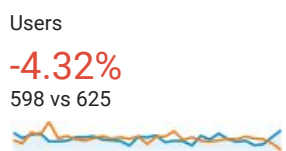
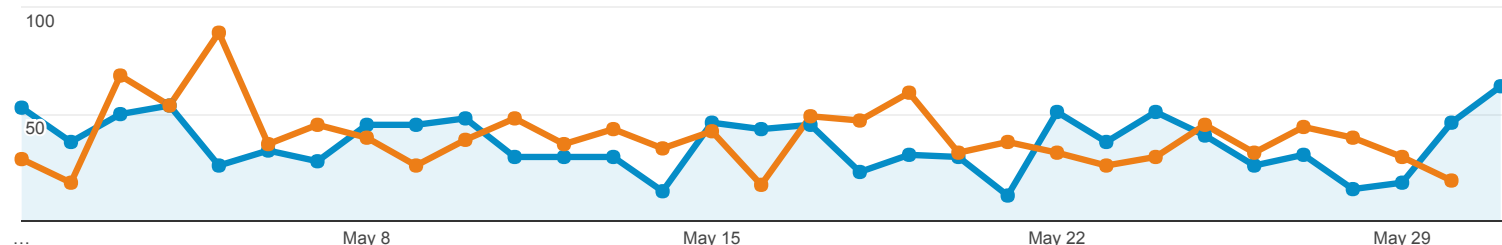
May 1, 2017 - May 31, 2017  
Compare to: Apr 1, 2017 - Apr 30, 2017

## Audience Overview

All Users  
+0.00% Sessions

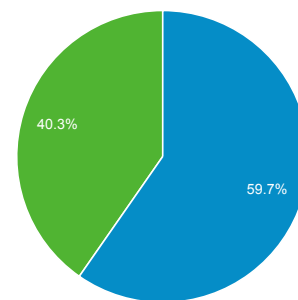
### Overview

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

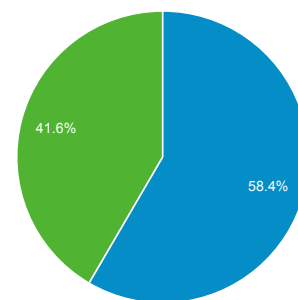


Returning Visitor New Visitor

May 1, 2017 - May 31, 2017



Apr 1, 2017 - Apr 30, 2017



### Language

Sessions % Sessions

#### 1. en-us

May 1, 2017 - May 31, 2017 1,103 97.52%

Apr 1, 2017 - Apr 30, 2017 1,130 95.52%

**% Change -2.39% 2.10%**

#### 2. (not set)

May 1, 2017 - May 31, 2017 10 0.88%

Apr 1, 2017 - Apr 30, 2017 1 0.08%

**% Change 900.00% 945.98%**

#### 3. fr-ht

May 1, 2017 - May 31, 2017 5 0.44%

Apr 1, 2017 - Apr 30, 2017 1 0.08%

**% Change 400.00% 422.99%**

4. <a href="#">es-xl</a>	May 1, 2017 - May 31, 2017	4		0.35%
	Apr 1, 2017 - Apr 30, 2017	0		0.00%
	<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>
5. <a href="#">en-gb</a>	May 1, 2017 - May 31, 2017	3		0.27%
	Apr 1, 2017 - Apr 30, 2017	37		3.13%
	<b>% Change</b>	<b>-91.89%</b>		<b>-91.52%</b>
6. <a href="#">fr</a>	May 1, 2017 - May 31, 2017	3		0.27%
	Apr 1, 2017 - Apr 30, 2017	1		0.08%
	<b>% Change</b>	<b>200.00%</b>		<b>213.79%</b>
7. <a href="#">c</a>	May 1, 2017 - May 31, 2017	1		0.09%
	Apr 1, 2017 - Apr 30, 2017	1		0.08%
	<b>% Change</b>	<b>0.00%</b>		<b>4.60%</b>
8. <a href="#">en</a>	May 1, 2017 - May 31, 2017	1		0.09%
	Apr 1, 2017 - Apr 30, 2017	3		0.25%
	<b>% Change</b>	<b>-66.67%</b>		<b>-65.13%</b>
9. <a href="#">en-ca</a>	May 1, 2017 - May 31, 2017	1		0.09%
	Apr 1, 2017 - Apr 30, 2017	0		0.00%
	<b>% Change</b>	<b>100.00%</b>		<b>100.00%</b>
10. <a href="#">ca-es</a>	May 1, 2017 - May 31, 2017	0		0.00%
	Apr 1, 2017 - Apr 30, 2017	1		0.08%
	<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: June 14, 2017

**Beginning Employment**

- Chad "CJ" Wagner, Page, Part-Time, effective May 15, 2017.

**Ending Employment**

- None.

**Job Changes**

- Kelsi Roach, Page, Part-Time to Substitute Library Assistant, Part-Time effective May 24, 2017.

## Children's Area Children in the Library

The Children's Area of the library is meant to be a welcoming place for children, caregivers, and educators. Children are invited to read, use computers, play with puzzles and blocks, do homework and quietly socialize.

For their safety and security, children age seven and below must be directly supervised throughout the Library, including in the Children's Area, by a caregiver 16 years of age or older. For children 8-10 years of age, it is recommended that they are accompanied by a caregiver 16 years of age or older and that the caregiver remains in the Library. Regardless of age, the Library maintains the right to refer to the unacceptable patron behavior policy in asking a misbehaving child to leave Library property. At all times, parents and caregivers are responsible for the behavior of their children.

Any patron is allowed to select items from the Children's Area; however, to establish safe environment for children, we do not allow adults to loiter in the Children's Area unless they are with a child as a parent/guardian, educator, or caregiver.

Computers in the Children's Area are limited to use by children and their caregivers. Computers-There are tablets for younger children, which are to be used only for the games available and do not have online access. There are other computers in the Library that has-have Internet access that can be used by older children and caregivers. We do not allow other games, music, or movies to be inserted or downloaded to the public computers

The entire Library, including the Children's Area, should be used only for its intended purposes; rough housing, yelling, bullying, foul language, threatening or abusive behavior are not permitted. Any behavior considered disruptive or aggressive by the staff may result in asking the child to leave the building.

Children asked to leave the library property will be asked by the staff member if they need to use a phone to notify a caregiver. The police will be notified for children under age 11 that are unattended at the library that are unable to contact a caregiver. At closing time, unaccompanied children on library property without a 16 year old or older caregiver present will also be asked if they need to use a phone. At least two library staff members, including at least one librarian, will offer to wait with them for up to 15 minutes past closing before calling the police. Ultimately, according to Indiana code, a parent (or guardian) is responsible for supervision of their child until they reach age 18 and not the library or library staff that are busy doing their jobs for all patrons.

Food and drink are not allowed throughout the Library, including the Children's Area, but both are allowed in the downstairs lobby. Exceptions may also be made for Library sponsored activities.

Items in the Children's Area are selected for a wide range of readers. Library Staff will not monitor a child's selection. Parents are responsible for deciding which items they feel are appropriate for their children.

Revised and adopted July 2014; revised and adopted June 2017.

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Revised July 2014