

**Bloomfield-Eastern Greene County Public Library
Board Meeting Agenda
Wednesday, July 13 at 5PM EST in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report/Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
 - a. None
9. New Business
 - a. Signatory Changes on Bank Accounts
10. Public Comment
11. Adjournment

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

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

7/13/2016

From: 6/1/2016 To: 6/30/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18685	WALMART				\$17.36
18686	CENGAGE LEARNING				\$85.23
18687	JEREMY INMAN				\$320.00
18688	ENA Services LLC				\$703.50
18689	RICOH USA INC				\$141.53
18693	INDIANA DEPT OF REVENUE				\$1,003.38
18694	PERF				\$1,328.80
18695	US TREASURY				\$4,827.20
18698	SHOWCASES				\$486.00
18699	DUKE ENERGY				\$1,028.27
18700	UPSTART				\$103.23
18701	MCLS				\$125.00
18702	AMAZON				\$263.16
18703	AMAZON				\$509.73
18704	DEMCO				\$125.56
18705	UNIQUE MANAGEMENT SERVICE				\$113.27
18706	CENTURYLINK				\$3.58
18707	BEDFORD OFFICE SUPPLY				\$38.00
18708	UDWI				\$281.00
18709	RECORDED BOOKS, INC				\$144.40
18710	CENTER POINT LARGE PRINT				\$128.82
18711	RICOH USA INC				\$408.75
18712	ANTHEM				\$1,404.02
18713	HASEMAN PEST CONTROL OFFICE				\$400.00
18714	MIDWEST NATURAL GAS CORP				\$126.66
18715	EASTERN HEIGHTS UTILITIES				\$30.02
18716	GRAVES PLUMBING COMPANY INC				\$128.25
18717	U.S. BANK				\$100.80
18718	BAKER & TAYLOR				\$670.22
18719	AT&T				\$93.91
18720	RICOH USA INC				\$144.27
18721	B & C Disposal				\$40.00
18722	SMITHVILLE				\$82.97
18723	John Musgraves				\$100.00
18724	GADELLNET CONSULTING SERVICES				\$75.00
18725	FINDAWAY WORLD				\$678.63
18726	DELTA DENTAL				\$86.19
18727	RECORDED BOOKS, INC				\$62.20

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

7/13/2016

From: 6/1/2016 **To:** 6/30/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18752	MICHELE ROGERS				\$1,458.33

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 \$17,867.24 . Dated 7/13/2016

DINAH FULLER

DON HEINTZMAN

LUKE RUDISILL

JIM MEDINA

JUDY BRANSTETTER

KRISTIE BLADEN

MARTHA MARMOUZE

Board Members

Payroll Claim Register
BLOOMFIELD-EASTERN GREENE CO LIBRARY

125 S FRANKLIN ST
 BLOOMFIELD , IN 47424

From: 07/01/16 To: 07/01/16

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
18728			\$971.55	DD18728	\$773.12
18729			\$667.27	DD18729	\$549.07
18730			\$164.24	21655	\$147.92
18731			\$1,529.22	DD18731	\$1,112.75
18732			\$805.21	21656	\$644.44
18733			\$854.60	21657	\$682.82
18734			\$2,337.78	DD18734	\$1,748.81
18735			\$302.47	21658	\$275.55
18736			\$349.31	21659	\$310.22
18737			\$2,836.54	DD18737	\$2,158.67
18738			\$1,649.65	DD18738	\$1,420.57
18739			\$64.12	DD18739	\$56.23
18740			\$162.33	DD18740	\$142.37
18741			\$2,361.18	21660	\$1,880.78
18742			\$960.54	DD18742	\$842.39
18743			\$338.07	21661	\$296.49
18744			\$425.56	21662	\$299.46
18745			\$4,192.40	DD18745	\$2,834.17
18746			\$930.67	DD18746	\$741.94
18747			\$416.62	21663	\$342.51
18748			\$550.29	21664	\$483.99
18749			\$418.54	21665	\$344.01
18750			\$1,947.65	DD18750	\$1,589.49
18751			\$362.67	DD18751	\$318.06

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim		
			\$25,598.48				
					\$19,995.83		
200.1.2070	Perf Employees Share	\$326.88	200.1.2071	Health Insurance Employees S \$304.56	200.1.2274	State and County	\$45.17
200.1.2274	State and County	\$1,233.76	200.1.2275	FICA Employees \$1,568.23	200.1.2274	State and County	\$66.59
200.1.2276	Medicare Employees	\$366.78			200.1.2274	State and County	\$118.34
					200.1.2274	State and County	\$2.98
					200.1.2274	State and County	\$44.67
					200.1.2274	State and County	\$43.27
					200.1.2274	State and County	\$16.86

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 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$19,995.83 Dated 7/13/2016

DINAH FULLER

DON HEINTZMAN

LUKE RUDISILL

JIM MEDINA

JUDY BRANSTETTER

KRISTIE BLADEN

MARTHA MARMOUZE

Board Members

3Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, June 8, 2016

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, June 8, at 5PM in the community room at the library. Those present were Don Heintzman, Luke Rudisill, Judy Branstetter, Jim Medina presiding, and Austin Stroud, Library Director.

Approval of Claims and Minutes:

Trustees approved by their signatures the claims and payroll claims. Judy made a motion to approve the minutes and Lukes econded it. All present were in favor.

Treasurers Report:

CLAIMS:

PAYROLL: Claim #1849 to Claim #18697 for **\$17,394.82**

CLAIMS: Claim #18607 to Claim #18692 for **\$20,885.95**

BALANCE THE BUDGET:

We were able to put 42,919 back into Farmers Bank.

BUDGET STATUS:

Through 5 months of the year, we strive to be at or under 41.6% (5/12th of the year) in each of the four budget categories as well as overall. See the appropriation report through May 31, 2016 for the full numbers.

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

Luke made a motion to approve the Treasurer's report and Don seconded it. All present were in favor.

Librarians Report:

Events/Programming

Summer reading is under way for kids and teens. The adult program will start in July.

Community/Professional Involvement

Our second Little Free Library launch party at the Tulip Trestle on May 14 was a big success. We have since had another launch party on Memorial Day at the Family Life Center. More to come soon!

I attended a Literacy Coalition board meeting, and a Bloomfield Downtown Revitalization promotions committee meeting.

The Farmers Market changes have been well-received so far. The overall space is much smaller/condensed, but we're making it work so far thanks to much planning/organization from Reena Evans on staff.

I was asked by the American Library Association to write an article about our library's community engagement progress/changes since Reena Evans and I won the grant to attend the Public Innovators Lab in Detroit last October. I'll send out the link/information once it is available online.

Teen Librarian, Becca Feirer, and I received notification that our LSTA technology grant was awarded in the amount of \$6252. We will be adding Macs and other digital creativity-type equipment and software that is not available anywhere in Greene County. We are very excited. Becca did almost all of the work on this grant, and I just put together the budget portion of it for the most part. This is her second LSTA grant in three years with us!

Other

Graves has replaced the broke a/c unit at the Eastern branch. This cuts into our leasing corporation money for carpeting and furniture, but it was needed.

Tasha Hudson, Kimberly Porter on staff, and I are close to finalizing plans for carpeting in the library through Flooring America. The furniture will follow after that. We are hoping to do the carpeting right after school is back in session. Tasha and Kimberly have led the way on this, so I am thankful for all of their work in this regard!

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees

FROM: Austin Stroud, Director

RE: Personnel Report

DATE: June 8, 2016

Beginning Employment

- None.

Ending Employment

- Delene Weeks, Substitute, Part-time, effective May 18, 2016.

Job Changes

- None.

Finance Committee Report:

None.

Building & Grounds

Jim discussed how good the grounds look. Judy asked how the kids have been since school let out, and Austin shared that things are fine.

Old Business:

None.

New Business:

Austin presented the LSTA grant/contract for the board's approval. Don made a motion to approve the contract and Luke seconded. All present were in favor. Luke will take the contract to have it notarized and return to Austin.

Austin presented the required internal controls resolution that the board needs to approve by the State Board of Accounts' June 30 deadline. Board members passed the resolution to adopt the manual via their signatures on the resolution.

Austin presented the required materiality threshold policy and resolution that the board needs to approve, also required by the State Board of Accounts. He took this policy and resolution from had been sent to the township trustees in Indiana. Board members passed the policy via signing the resolution with their signatures. Luke made motion and Judy seconded, all were in favor.

Austin briefly touched on the new overtime guidelines/law going into effect on December 1, 2016. This is something we'll talk more about in the coming months.

Public Comment:

None.

Adjournment:

Don moved to adjourn meeting and Judy seconded it at 5:53 p.m. All present were in favor. The next meeting will be Wednesday, July 13, in the library's community room.

TREASURER’S REPORT—June 2016

CLAIMS:

PAYROLL: Claim #18728 to 18751 for **\$19,995.83**

CLAIMS: Claim #18685 to Claim #18689, Claim #18693 to Claim #18695, Claim #18698 to Claim #18727 for **\$17,867.24**

BALANCE THE BUDGET:

No transfers needed this month.

BUDGET STATUS:

Through 6 months of the year, we strive to be at or under 50% (6/12th of the year) in each of the four budget categories as well as overall. See the appropriation report through June 30, 2016 for the full numbers.

Personnel/Personal Services	48.59 % spent
Supplies	33.06 % spent
Other Services	26.63 % spent
Capital Outlays	31.00 % spent
OVERALL	39.62 % spent

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

6/30/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$143,471.08			\$210,639.87
	100 OPERATING		\$253,858.10	\$323,363.37	
	200 PAYROLL		\$28,585.73	\$28,372.17	
	300 PLAC		\$0.00	\$35.00	
	350 EVERGREEN FINES & FEES		\$71.25	\$66.25	
	400 GIFT		\$2,484.18	\$3,844.04	
	700 SALES TAX		\$12.06	\$5.80	
	850 STATE TECHNOLOGY		\$3,971.52	\$0.00	
	875 CONFERENCE SCHOLARSHIP		\$285.00	\$750.00	
			\$289,267.84	\$356,436.63	
2	FARMERS AND MECHA 101426998	\$151,241.44			\$159,353.37
	100 OPERATING		\$60,000.00	\$68,111.93	
			\$60,000.00	\$68,111.93	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

6/30/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
Total All Bank		\$294,712.52	\$349,267.84	\$424,548.56	\$369,993.24

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	\$161,260.41	\$313,858.10	\$391,475.30	\$238,877.61	\$0.00	\$238,877.61
200	PAYROLL	\$244.82	\$28,585.73	\$28,372.17	\$31.26	\$0.00	\$31.26
300	PLAC	\$75.00	\$0.00	\$35.00	\$110.00	\$0.00	\$110.00
350	EVERGREEN FINES & FEES	\$641.13	\$71.25	\$66.25	\$636.13	\$0.00	\$636.13
400	GIFT	\$11,983.90	\$2,484.18	\$3,844.04	\$13,343.76	\$0.00	\$13,343.76
450	HUNTER TRUST	\$70,849.73	\$0.00	\$0.00	\$70,849.73	\$0.00	\$70,849.73
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	\$16.01	\$12.06	\$5.80	\$9.75	\$0.00	\$9.75
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	\$3,971.52	\$3,971.52	\$0.00	\$0.00	\$0.00	\$0.00
875	CONFERENCE SCHOLARSHIP	\$0.00	\$285.00	\$750.00	\$465.00	\$0.00	\$465.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$294,712.52	\$349,267.84	\$424,548.56	\$369,993.24	\$0.00	\$369,993.24

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

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 06/30/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
001 CASH CHANGE FUND									
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%
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Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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100 OPERATING									
1 Personnel									
100.1.1110 Salary of Librarian	73,000.00	73,000.00	0.00	36,515.44	36,515.44	36,484.56	0.00	36,484.56	50.02%
100.1.1111 Salary of Librarians(Hourl	100,000.00	100,000.00	0.00	54,081.00	54,081.00	45,919.00	0.00	45,919.00	54.08%
100.1.1112 Salary of Library Assistan	25,000.00	25,000.00	0.00	19,281.09	19,281.09	5,718.91	0.00	5,718.91	77.12%
100.1.1113 Salary of Substitutes	9,500.00	9,500.00	0.00	3,554.51	3,554.51	5,945.49	0.00	5,945.49	37.42%
100.1.1114 Salary of Pages	18,000.00	18,000.00	0.00	8,435.10	8,435.10	9,564.90	0.00	9,564.90	46.86%
100.1.1115 Salary of Coordinators	18,500.00	18,500.00	0.00	8,714.82	8,714.82	9,785.18	0.00	9,785.18	47.11%
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	15,500.00	15,500.00	0.00	1,428.87	1,428.87	14,071.13	0.00	14,071.13	9.22%
100.1.1210 Library FICA and Medicar	22,000.00	22,000.00	0.00	9,957.68	9,957.68	12,042.32	0.00	12,042.32	45.26%
100.1.1220 Unemployment	3,000.00	3,000.00	0.00	1,306.74	1,306.74	1,693.26	0.00	1,693.26	43.56%
100.1.1230 PERF Employer Contribu	15,000.00	15,000.00	0.00	6,276.37	6,276.37	8,723.63	0.00	8,723.63	41.84%
100.1.1240 Employee Group Insuran	14,000.00	14,000.00	0.00	7,626.98	7,626.98	6,373.02	0.00	6,373.02	54.48%
100.1.1241 Extra Personnel	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00%
1 Personnel Totals	323,500.00	323,500.00	0.00	157,178.60	157,178.60	166,321.40	0.00	166,321.40	48.59%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	7.14	7.14	42.86	0.00	42.86	14.28%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2210 Cleaning Supplies	1,300.00	1,300.00	0.00	483.38	483.38	816.62	0.00	816.62	37.18%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 06/30/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.3.3620 Equipment Repair	8,000.00	8,000.00	0.00	787.50	787.50	7,212.50	0.00	7,212.50	9.84%
100.3.3630 Janitorial Service	17,500.00	17,500.00	0.00	8,749.98	8,749.98	8,750.02	0.00	8,750.02	50.00%
100.3.3910 Dues	1,750.00	1,750.00	0.00	793.00	793.00	957.00	0.00	957.00	45.31%
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 Reduction	15,100.00	15,100.00	0.00	0.00	0.00	15,100.00	0.00	15,100.00	0.00%
100.3.3955 Extra Services	15,550.00	15,550.00	0.00	0.00	0.00	15,550.00	0.00	15,550.00	0.00%
3 Other Services Totals	169,100.00	169,100.00	0.00	45,027.39	45,027.39	124,072.61	0.00	124,072.61	26.63%
4 Capital Outlays									
100.4.4210 Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4310 Improvements - Other	2,500.00	2,500.00	0.00	249.39	249.39	2,250.61	0.00	2,250.61	9.98%
100.4.4410 Furniture and Equipment	9,000.00	9,000.00	0.00	2,239.94	2,239.94	6,760.06	0.00	6,760.06	24.89%
100.4.4510 Books - Adult Fiction	9,500.00	9,500.00	0.00	4,107.31	4,107.31	5,392.69	0.00	5,392.69	43.23%
100.4.4520 Books - Adult Nonfiction	5,800.00	5,800.00	0.00	1,908.04	1,908.04	3,891.96	0.00	3,891.96	32.90%
100.4.4525 Books-Local History/Gen	500.00	500.00	0.00	70.00	70.00	430.00	0.00	430.00	14.00%
100.4.4530 Books - Children	7,250.00	7,250.00	0.00	1,619.51	1,619.51	5,630.49	0.00	5,630.49	22.34%
100.4.4540 Books - YA	3,250.00	3,250.00	0.00	1,398.19	1,398.19	1,861.80	0.00	1,861.80	43.33%
100.4.4550 Books - Eastern	6,500.00	6,500.00	0.00	2,515.28	2,515.28	3,984.72	0.00	3,984.72	38.70%
100.4.4610 Periodicals and News	3,000.00	3,000.00	0.00	513.79	513.79	2,486.21	0.00	2,486.21	17.13%
100.4.4710 Nonprint - Adult DVD	3,000.00	3,000.00	0.00	1,099.29	1,099.29	1,910.20	0.00	1,910.20	36.96%
100.4.4720 Nonprint - Music	1,000.00	1,000.00	0.00	300.57	300.57	699.43	0.00	699.43	30.06%
100.4.4730 Nonprint - Audiobooks	6,300.00	6,300.00	0.00	3,196.52	3,196.52	3,083.49	0.00	3,083.49	50.42%
100.4.4740 Nonprint - Childrens	2,000.00	2,000.00	0.00	523.31	523.31	1,469.19	0.00	1,469.19	25.79%
100.4.4750 Nonprint - YA	1,200.00	1,200.00	0.00	381.59	381.59	836.41	0.00	836.41	33.30%
100.4.4760 Nonprint - Eastern	4,200.00	4,200.00	0.00	1,539.41	1,539.41	2,660.59	0.00	2,660.59	36.65%
100.4.4761 Replacement Books/Non	500.00	500.00	0.00	195.70	195.70	294.31	0.00	294.31	37.14%
100.4.4765 Extra Capital Outlays	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00%
4 Capital Outlays Totals	70,500.00	70,500.00	0.00	21,857.84	21,857.84	48,642.16	0.00	48,642.16	31.00%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 06/30/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
Fund Total	577,600.00	577,600.00	0.00	228,858.10	228,858.10	348,741.90	0.00	348,741.90	39.62%
Total All Funds	577,600.00	577,600.00	0.00	228,858.10	\$228,858.10	348,741.90	0.00	348,741.90	39.62%

Internal Transfers

Fund	Account	Description	MTD	YTD
100	100.4.4540	Books - YA	\$9.99	\$9.99
100	100.4.4710	Nonprint - Adult DVD	\$9.49	\$9.49
100	100.4.4730	Nonprint - Audiobooks	(\$19.99)	(\$19.99)
100	100.4.4740	Nonprint - Childrens	(\$7.50)	(\$7.50)
100	100.4.4750	Nonprint - YA	\$18.00	\$18.00
100	100.4.4761	Replacement Books/Nonprint	(\$9.99)	(\$9.99)
			\$0.00	\$0.00

Librarian's Report –Austin Stroud, Director – 07.13.16

Events/Programming

Summer reading numbers have been good all summer. We have 145 kids registered and 41 teens. The adult summer reading program just started.

We continue to have a weekly presence at the Farmer's Market. The feedback on the location/time has been mixed from the vendors.

Community/Professional Involvement

The Little Free Library in Switz City is launching on Saturday at 10am.

I attended Literacy Coalition board meeting, a Chamber board meeting, as well as the regular Chamber of Commerce meeting.

Other

A carpet update is provided from Tasha Hudson, Circulation Manager, and Kimberly Porter, Adult Services Librarian.

LIBRARIAN'S REPORT JUNE 2016 BLOOMFIELD

July 13, 2016 Board Meeting

Juvenile Circulation	2016	2015	2014
Juvenile Fiction	1172	1322	1599
Juvenile Non-Fiction	207	249	260
Parent/Teacher	3	11	4
Juvenile Videos	3	9	68
Juvenile DVDs	233	274	339
Audiobooks/Gaming	31	55	20
B&C (Kits)	0	11	13
Juvenile Magazines	11	23	16
YA Books	342	676	388
YA Nonprint	88	77	51
Total Children's:	2090	2707	2758

Adult Circulation	2016	2015	2014
Fiction	891	1024	927
Non-Fiction	355	356	371
Magazines	110	91	83
Music CDs	58	115	142
Audiobooks/Games	134/9	185	229
Playaways	86	110	91
Overdrive	733	605	617
DVDs/Videos	1238	1660	1714
Total Adult:	3614	4031	4174
TOTAL CIRCULATION:	5704	6738	6932

COMPUTER/EQUIPMENT USAGE		INTERLIBRARY LOAN SERVICES		
Children & Tween	272	0	Books borrowed from ILL	
Teen	157			
Adult	778	251	Books borrowed from EI libraries	
Total Internet	1207			
Wireless	68	338	Books loaned to EI libraries	
Microfilm	2			
Total:	1277			
Programs:	450	children attended	18	programs
	30	teens attended	10	programs
	0	adults attended	0	programs
Outreach:	4	items delivered to	1	Patrons
	86	items delivered to	9	offsite locations
	57	books delivered to	3	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	101	Fines and Fees	\$450.17
Adult Books Donated			
Magazines Added	53	Copier Fees	\$330.40
Adult AV items purchased	89		
Adult AV items donated		Other Fees	\$175.75
YA books purchase	49		
YA books donated		Total:	\$956.32
Children books purchased	42		
Children books donated		Total Patrons: 1,837 New Resident Cards: 35 Number of Items: 47,162 Email Genealogy: 7 Freegal Streaming: 5/144 Freegal Downloads: 7/38	
Children AV purchased	2		
Children AV donated			
Total Books Added	192		
Total AV Added	144		
Total of all items added:	336		

LIBRARIAN'S REPORT JUNE 2016
July 13, 2016 Board Meeting

EASTERN			
	2016	2015	2014
Juvenile Circulation			
Juvenile Fiction	400	324	341
Juvenile Nonfiction	25	30	46
Juvenile Periodicals	0	0	0
Audiobooks/Kits	10	4	4
DVDs/Videos	0*	0*	0*
YA	19	23	49
Total Juvenile Circulation	454	381	440
Adult Circulation			
Fiction	189	183	189
Nonfiction	18	32	28
Periodicals	22	41	28
Audiobooks	31	24	16
DVDs/Videos	361	364	337
Music CDs	5	5	3
Games	20	17	0
Total Adult Circulation	646	666	601
TOTAL CIRCULATION	1100	1047	1041
Additional Statistics			
New resident cards:	8		
Number of Patrons:	484		
Number of items:	8,715		
Computer/WIFI Use:	145 computer uses/42 WiFi = 187 total		
Programs/Attendance:	17 programs with 76 in attendance		
NEW ITEMS Purchased or donated to branches	Purchased:		
	Adult Books		38
	Adult A/V		32
	Magazines		16
	YA		4
	Children's Books		14
	Children's A/V		0
	Donated:		
	Books		0
	A/V		0
	Total:		104

*All DVD/video checkouts were combined as adult.

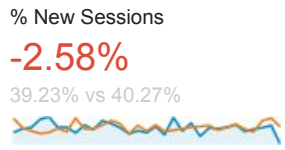
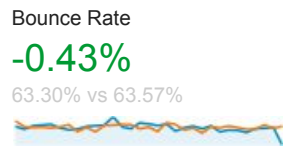
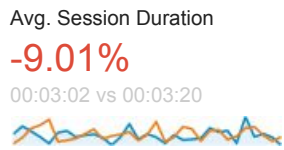
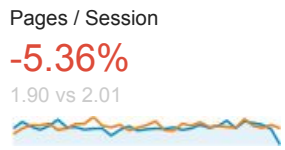
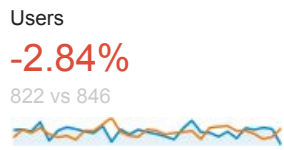
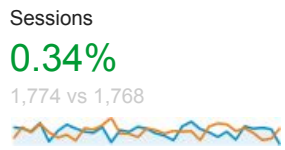
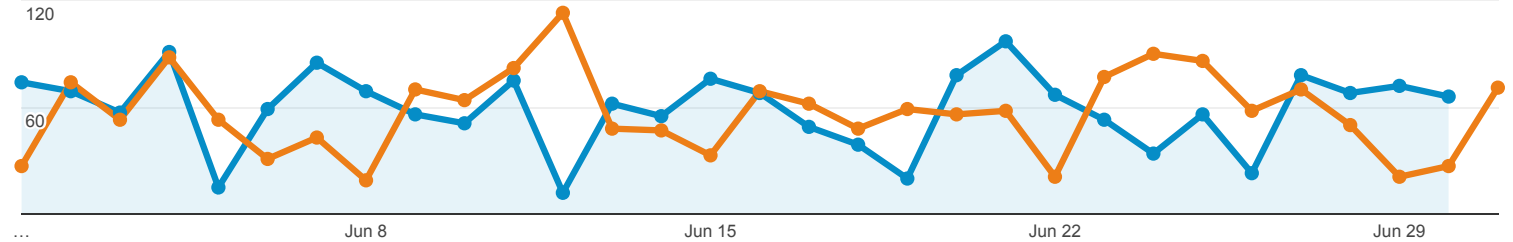
Jun 1, 2016 - Jun 30, 2016
Compare to: May 1, 2016 - May 31, 2016

Audience Overview

All Users
+0.00% Sessions

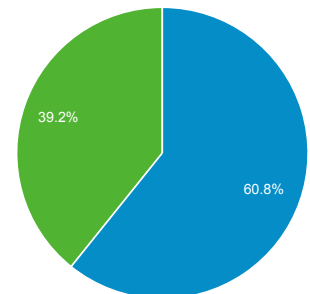
Overview

Jun 1, 2016 - Jun 30, 2016: Sessions
May 1, 2016 - May 31, 2016: Sessions

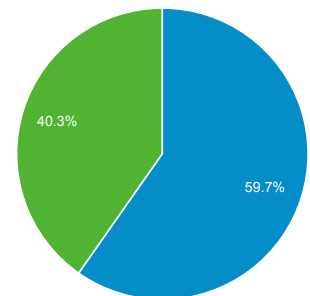


Returning Visitor (blue) New Visitor (green)

Jun 1, 2016 - Jun 30, 2016



May 1, 2016 - May 31, 2016



Language

Language	Sessions	% Sessions
1. en-us		
Jun 1, 2016 - Jun 30, 2016	1,609	90.70%
May 1, 2016 - May 31, 2016	1,621	91.69%
% Change	-0.74%	-1.08%
2. (not set)		
Jun 1, 2016 - Jun 30, 2016	89	5.02%
May 1, 2016 - May 31, 2016	51	2.88%
% Change	74.51%	73.92%
3. pt-br		
Jun 1, 2016 - Jun 30, 2016	49	2.76%
May 1, 2016 - May 31, 2016	44	2.49%
% Change	11.36%	10.99%

4. c	Jun 1, 2016 - Jun 30, 2016	8		0.45%
	May 1, 2016 - May 31, 2016	1		0.06%
	% Change	700.00%		697.29%
5. en	Jun 1, 2016 - Jun 30, 2016	2		0.11%
	May 1, 2016 - May 31, 2016	22		1.24%
	% Change	-90.91%		-90.94%
6. en-in	Jun 1, 2016 - Jun 30, 2016	2		0.11%
	May 1, 2016 - May 31, 2016	0		0.00%
	% Change	100.00%		100.00%
7. es-es	Jun 1, 2016 - Jun 30, 2016	2		0.11%
	May 1, 2016 - May 31, 2016	2		0.11%
	% Change	0.00%		-0.34%
8. it-it	Jun 1, 2016 - Jun 30, 2016	2		0.11%
	May 1, 2016 - May 31, 2016	0		0.00%
	% Change	100.00%		100.00%
9. pt-pt	Jun 1, 2016 - Jun 30, 2016	2		0.11%
	May 1, 2016 - May 31, 2016	1		0.06%
	% Change	100.00%		99.32%
10. en-gb	Jun 1, 2016 - Jun 30, 2016	1		0.06%
	May 1, 2016 - May 31, 2016	6		0.34%
	% Change	-83.33%		-83.39%

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Austin Stroud, Director
RE: Personnel Report
DATE: July 13, 2016

Beginning Employment

- None.

Ending Employment

- None.

Job Changes

- None.

Carpet and Furniture

Where we stand, 7/13/16

We have followed up with 3 quotes from Linton flooring stores. The stores are

1. Flooring America
2. Smith Floor Covering (Bob Waters)
3. R&H Floor Store (Jeffery Ryser & John Hayes) (use to be Ross')

We are looking at carpet tiles, with separate patterns for upstairs and downstairs. We also looking into tread for the stairs, instead of carpet. We are not recarpeting the back (staff) stairwell or doing any changes to the community room. Comparing the estimates from the different companies feels a lot like comparing apples and oranges!

1. There were lots of likeable patterns at Flooring America. For upstairs, we selected Beetmill Willow Wheat. For Downstairs, there are 3 choices, differing in price. There is to be a small area, like the current area under the picture books, that would have a specialty carpet, Totally Tiles Crayons 916. The premier choice to compliment this inset is Joy Jelly Beans. Because of the expense, we would go with the second choice, Hot Seat Colonial Time. (the less liked 3rd option is Curriculum Shooting Star). The quote covers

- Carpet scrape up
- Floor prep
- Carpet Tile adhesive
- Commercial Carpet Tile Installation
- Transitions
- Stairs and stair treads
- Baseboard removed and reset
- Freight

1B. \$45,139.30 Flooring America (using 2nd choice for downstairs, \$3.57 per sq.ft; \$2.73 upstairs)

2. We could not find any carpet that we liked at Smiths. Their quote was more split up but included some of the same elements

- Carpet take up
- Carpet Tile adhesive
- Commercial Carpet Tile Installation
- Stairs and stair treads
- Pull trim
- Freight

2. \$46,157 Smiths Floor Covering (not listed by sq. ft. price)

3. R&H Floor Store had a carpet tile we liked for upstairs (728 River Rock Mohawk Creative Source) but we didn't find anything for downstairs. They contacted dealers to price the carpet we liked from Flooring America, but weren't able to purchase our 2nd or 3rd choices. Our first choice, the Jelly Bean, would raise their quote another \$13,000.

- Take up & dispose old carpet
- Carpet tile upstairs and downstairs @ \$2.59 sq. ft.
- Install Carpet tile
- Stairs and stair treads
- Install Treads

1B. \$37,609.65 R & H Floor Store (or \$50,609.65 if using the Jelly Bean carpet)

None of these quotes cover the cost of removing or resetting furniture, appliances, or shelving & books. Flooring America specified they do not cover installing covebase. We are not sure if the Trim NEEDS removed or not, we've gotten conflicting answers. There is a small piece, what I would call the covebase, that looks like that is all that needs removed, not the whole baseboard. Or maybe since it is tile, it can be slid underneath easily without removal.

As you can see, sorting out the carpet is complicated, and we don't know enough to know what we're missing! Finding a carpet that is appealing has been challenging. What will we use for downstairs from R&H to save money by not going with Flooring America? Will there be additional charges that R&H hadn't included, and that's why they're cheaper?

We wanted to go with the least costly carpet, because we are looking forward to using the remaining money to purchase new furniture. We have at least \$10,000 of ideas on new furniture! Ideally, we would like to have the new carpet installed once school begins (so the week of Aug. 15th) with furniture delivered after completion. On Wed. Sept. 21st, the torch relay will come through Bloomfield. We would like to host an Open House that day to showcase the new carpet and furniture. This will coincide with the Outside the Lines, a promotion to show how libraries have changed.

*We would also like a trench cut in the concrete floor while the carpet is up to install electricity to the center of the floor to allow for new computer configurations. There are no outlets in the open area from the columns to the new books. Floor outlets would allow for individual use in the new seating options. We will need a contractor to quote a price for this as well.

We look forward to the new possibilities!

Tasha Hudson and Kimberly Porter