

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

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

We're more than just books!

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, July 21, 2021

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report:
 - Request approval to void out checks now over two years old:
 - Check 1119 – Karen Holz - \$16.05
 - Check 1172 – EGHS Cheer - \$50.00
 - Update on Personnel Manual – minor changes are highlighted in color throughout the document. Big change include:
 - Elimination of the long-term sick bank
 - Increasing the # of hours eligible for a once annual roll-over in January from 40-hours to 60-hours for full-time employees and from 20-hours to 30-hours for part-time employees.
 - Board Approval required to move forward with an update to the manual. All employees will be required to review and sign an acknowledgement they have read and understand the manual. Questions are to be directed to their immediate supervisor or the Library Director.
4. Personnel Report
5. Librarian's Report:
 - John Musgraves only worked eight hours from June 9 to July 6. Both Lonnie and I left notes for him as he had not trimmed the vines around the steps. He indicated on July 6 when talking with Lonnie that he was not able to do as much as planned due to heavy rains at various times.
 - Confirmation received that we are in compliance with the Indiana and Historical Board.
 - We have a contract with Graves and have already given us their 10% discount
 - We are obtaining quotes from Kyle Doane and Pittman's for tree and bush trimming.
 - With the heavy rains we need to have the guttering/downspouts cleaned/repaired. The one on the south end of the building is cracked at the bottom. This is not a big fix, but should be completed before we have issues. The guttering at Eastern also needs to be cleaned.
 - Drop Box at Eastern may need to be replaced – water is getting into the drop box. Estimated cost to replace - \$3000.00.

- I have the budget near completion through Gateway. I have a meeting on August 4 with the budget hearing to follow 10-days after meeting with her; therefore, can we meet August 18 for the next Board Meeting instead of August 11 OR I can move the hearing to the September meeting and schedule the final adoption at our October meeting. I am comfortable either way since the budget should be OK.
- We have a community service guy pulling weeds in the main flower beds, he has 25 hours so I think that work will be done without spending any money.
- I would like a couple of members of the library board to be here on Saturday, July 24, at 2:00 for the dedication of the new sculpture.
- Armonda and I will be at the Eastern PTO open house on July 29 and Fun day. We are planning to take a couple of the golf holes with us to use out there.
- Looking for a golf cart for the Apple Festival Parade. I really do not want to rent one as renting them would run us about \$300, I will walk it if it comes to that. If you know of anyone we could borrow for the day that would be great.
- Additional upcoming items:
 - Friends of the Library Annual Meeting July 19 @ 6:30 PM: \$10.00/single; \$15.00 family.
 - Avoiding Scams for the Adults is July 27 at 6:30 in the Annex with an online program for Teens at the same time in the Community Room.
 - What's new in Medicare both here and at Eastern once a month in August, September, October and November.
 - We are having a program called Hidden Gems in Indiana, where to go and do from Indiana Humanities on Tuesday, September 21
- Meetings Attended:

• June 17	Friends of the Library
• June 22	Greene County Literacy
• June 24	Greene County Alliance
• June 24	Staff Meeting
• June 30	Westgate Hiring people session
• July 1	Bloomfield Chamber of Commerce
• July 9	Budget Workshop INDY

6. Old Business

- Template for Virtual Meetings
- Parking lot update – Ryan O'Neal inquiry

7. Public Comment

8. Adjournment

9. Next Board Meeting, August 18, 5:00 PM, Library Annex (Tentative)



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Treasurers Report for June 2021

Wednesday, July 21, 2021

PAYROLL: Net Pay of **\$12,769.64 (June 1)**

CLAIMS: Claims #301-304, 311-364, & 369-379, totaling **\$50,314.40** in June.

BUDGET STATUS:

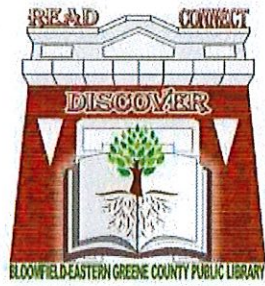
Through **6 months** of the year, we strive to be at or under **50.00%** in each of the four budget categories as well as overall. We are under 50.00% in each of the four budget categories and overall. See the appropriation report through June 30, 2021 for the full numbers.

2021/Current Year through June 30, 2021

Personnel/Personal Services	41.80 % spent
Supplies	24.20 % spent
Other Services	43.50 % spent
Capital Outlays	33.60 % spent
OVERALL	40.80 % spent

2020/Prior Year Comparison through June 30, 2020

Personnel/Personal Services	48.60 % spent
Supplies	21.70 % spent
Other Services	42.60 % spent
Capital Outlays	26.70 % spent
OVERALL	43.40 % spent



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Personnel Report

Wednesday, July 21, 2021

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report
DATE: July 21, 2021

Ending Employment:

LaRanda Dunigan Moore – Never Started/Originally Scheduled to start June 8

Debra Heaton – Ended employment on same day as hired; worked one day and left

Mary Burch – Last Day Worked: July 8, 2021

Beginning Employment:

Megan Craig – Hire Date: June 28, 2021

Debra Heaton – Hired Date: June 28, 2021

Transitioning Employment:

Cole Wallace – Transition Date: June 25, 2021 (Transitioned from Page to Librarian Assistant)

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 6/1/2021 To 6/30/2021

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	301	PERF	6/1/2021	PERF Deposit	\$1,488.05
0	302	INTERNAL REVENUE SERVIC	6/1/2021	Federal Tax Deposit	\$3,750.33
0	303	INDIANA DEPT OF REVENUE	6/1/2021	State and County Tax Deposit	\$910.27
2448	304	MICHELE ROGERS	6/1/2021	MAY 2021 JANITORIAL SERVICE	\$1,750.00
0	311	PAYROLL	6/1/2021	PAYROLL	\$16,822.30
2455	312	EBSCO Information Services	6/1/2021	My Heritage Library Edition-\$330 paid from Gift Account via gift received from Marsha Cline Revocable Trust dated 2/26/2021 - Balance paid through Operating Account.	\$695.00
0	313	COMCAST	6/1/2021		\$289.28
2456	314	SEWAGE DISPOSAL WORKS	6/1/2021		\$148.00
2457	315	BEDFORD OFFICE SUPPLY	6/1/2021		\$38.00
2458	316	WALMART - CAPITAL ONE	6/1/2021		\$60.87
2459	317	BAKER & TAYLOR	6/1/2021		\$304.14
2460	318	DUKE ENERGY	6/1/2021		\$1,467.03
2461	319	GADELLNET CONSULTING SE	6/1/2021		\$75.00
2462	320	AMAZON CAPITAL SERVICES	6/1/2021		\$211.20
2463	321	GRAVES CONSTRUCTION SE	6/3/2021	1) Turn off water fountain & 2) Air Conditioning repair Eastern	\$624.00
2466	322	BAKER & TAYLOR	6/7/2021		\$679.27
2467	323	MIDWEST NATURAL GAS COR	6/3/2021	125 S FRANKLIN ST	\$333.64
2468	324	BAKER & TAYLOR	6/7/2021		\$89.32
2469	325	RICOH USA, INC (CHICAGO)	6/7/2021		\$118.58
2470	326	Background Bureau, INC	6/7/2021	Report for LaRanda Moore	\$8.00
2471	327	BEDFORD OFFICE SUPPLY	6/7/2021	Copy Paper	\$38.00
2472	328	CENTER POINT LARGE PRINT	6/7/2021		\$132.42
2473	329	ENA Services LLC	6/7/2021		\$503.00
2474	330	HASEMAN PEST CONTROL OF	6/7/2021	125 S FRANKLIN ST	\$70.00
2475	331	UNIQUE MANAGEMENT SERVI	6/8/2021		\$43.47
2476	332	CENTURYLINK	6/8/2021		\$2.45
2477	333	SAMS CLUB/SYNCHRONY BA	6/8/2021		\$136.24
2478	334	JOHN MUSGRAVES	6/9/2021	3.833 HOURS @ \$10.00 HR	\$38.33
2479	335	HASEMAN PEST CONTROL OF	6/9/2021	11453 E SR 54	\$30.00
2480	336	EASTERN HEIGHTS UTILITIES	6/15/2021	125 S FRANKLIN ST	\$83.69
2481	337	UDWI	6/15/2021		\$188.00
2482	338	AT&T	6/15/2021		\$160.59
2483	339	U.S. BANK	6/15/2021		\$2.75
2484	340	SUSAN SMITH	6/15/2021	Reimburse Susan Smith and Simon Breidenbach for fees to refile 2019 returns due to error made when reporting 2019 income. Susan paid both fees on her credit card. She will settle up with Simon	\$100.00
2485	341	AMAZON	6/16/2021		\$131.96
2486	342	BAKER & TAYLOR	6/16/2021		\$322.84
0	343	DELTA DENTAL	6/14/2021		\$55.74
2487	344	MCLS	6/14/2021	MCLS ANNUAL MEMBERSHIP FEE	\$125.00
2489	345	INDIANA STATE LIBRARY	6/17/2021	INFO EXPRESS	\$3,730.00
2488	346	BAKER & TAYLOR	6/17/2021		\$391.09
2490	347	AMAZON CAPITAL SERVICES	6/17/2021		\$653.36
2491	348	CARD SERVICE CENTER	6/17/2021		\$131.43
0	349	UNITED HEALTHCARE	6/22/2021		\$2,147.36

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2492	350	BAKER & TAYLOR	6/22/2021		\$212.39
2493	351	DEMCO	6/22/2021		\$133.15
2494	352	BLACKSTONE PUBLISHING	6/22/2021		\$99.00
2495	353	RICOH USA, INC (ATLANTA)	6/22/2021		\$239.36
2496	354	EASTERN ALLIANCE INSURAN	6/22/2021	WORKERS COMPENSATION INSURANCE 7/11/2021-7/11/2022	\$682.00
2497	355	SEWAGE DISPOSAL WORKS	6/22/2021	125 S FRANKLIN ST	\$148.00
2498	356	SMITHVILLE	6/22/2021		\$38.17
0	357	AMAZON CAPITAL SERVICES	6/22/2021		(\$70.34)
2499	358	EASTERN HEIGHTS UTILITIES	6/22/2021	125 E SR 54	\$19.02
2500	359	B & C DISPOSAL SERVICES	6/22/2021		\$38.00
2501	360	BLOOMFIELD-EASTERN GREE	6/22/2021	Reimburse Petty Cash for Mailings 5/26/2021-\$9.09, 6/14/2021-\$3.28, & 6/22/2021-\$3.28	\$15.65
2502	361	AMAZON CAPITAL SERVICES	6/23/2021		\$115.71
2503	362	BLOOMFIELD SUPPLY & HAR	6/23/2021		\$51.87
2504	363	FINDAWAY WORLD	6/24/2021		\$89.43
2505	364	CONTINENTAL WESTERN GR	6/24/2021	PROPERTY/LIABILITY INSURANCE	\$7,137.00
2508	369	FINDAWAY WORLD	6/28/2021		\$251.21
2509	370	BAKER & TAYLOR	6/28/2021		\$311.32
2510	371	CENGAGE LEARNING	6/28/2021		\$70.47
2511	372	ENA Services LLC	6/29/2021		\$503.00
2512	373	WALMART - CAPITAL ONE	6/29/2021		\$67.10
2513	374	WORLD BOOK, INC.	6/29/2021		\$557.00
2514	375	CENGAGE LEARNING	6/29/2021		\$76.00
0	376	COMCAST	6/30/2021		\$139.64
2515	377	BEDFORD OFFICE SUPPLY	6/30/2021	Reissue Payment as Check #2457 Issued on Voucher 315 on June 1, 2021 appears to be lost in the mail.	\$38.00
2516	378	Bloomfield Chamber of Commer	6/30/2021	Renewal of 2022 Dues Membership Silver Level	\$100.00
2517	379	AMAZON CAPITAL SERVICES	6/30/2021		\$172.25

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$50,314.40

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

Thursday, July 15, 2021

Louise Vandeventer
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$50,314.40

Date this 21st day of July, 2021.

SIGNATURES OF GOVERNING BOARD

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

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Net Pay:
\$1,042.96	\$243.92	\$1,176.57	\$618.37	\$291.90	\$314.38	\$364.56	\$0.00	\$0.00	\$0.00	\$0.00	\$12,769.64
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:	Other	Other	Other	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Gross Pay:	Non Taxable	Taxable
\$16,822.30	\$0.00	\$16,822.30

Paid Through Date Hourly	5/24/2021
Paid Through Date Salary	5/24/2021
Check Date Hourly	6/1/2021
Check Date Salary	6/1/2021
Voucher/Receipt Date	6/1/2021

Used	Earned
Regular	905.5
Sunday	0
Double	0
PTO	31.9
Vacation	0
Comp	0
Holiday	0
Personal	0
Total Hours:	937.4

I Karen Holz Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 6 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 16822.3 is correct and has by me been approved.

Dated

May 26 20 21

I have examined the within claim and hereby certify as follows:

This is in proper form.

That it is duly authenticated as required by law.

That it is based upon statutory authority.

That it is apparently correct.

Jarvis J. Vandeventer
Disbursing Officer

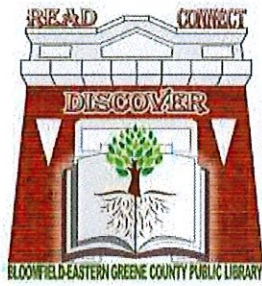
Director

Karen Holz

Employer Share FICA Due =	\$1,042.96
Employee Share FICA Due =	\$1,042.96
Employer Share Medicare Due =	\$243.92
Employee Share Medicare Due =	\$243.92
Federal Tax Due =	\$1,176.57
Total Tax Deposit Due =	\$3,750.33

Employee PERF Due =	\$314.38
Employer PERF Due =	1173.67
Total PERF Due =	\$1,488.05

State Tax Due =	\$618.37
County Tax Due =	\$291.90
Total Tax Due =	\$910.27



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Board of Trustees Meeting

Wednesday, June 9, 2021

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, June 9, 2021 at 5:12 PM in the Library Annex. Those present were Linda Maddox, Dwayne Hostetter, Roger Axe, and Luke Rudisell. Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper were also both present with Armonda Riggs in attendance as well.

Approval of Claims and Minutes:

A motion was made by Luke and seconded by Dwayne to approve claims and payroll for May 2021. All in favor. Motion carries.

A motion was made by Dwayne and seconded by Linda to approve the minutes for the May 2021 board meeting. All in favor. Motion carries.

Treasurer's Report and Personnel Report:

Provided in the meeting packet. Through five months of the year 2021, we are under 41.67% in each of the four budget categories as well as overall. Updates provided in the respective reports.

The July Board meeting will be held on July 21 instead of July 14 in order for Lonnie to attend the Board meeting in July.

A motion was made by Luke and seconded by Dwayne to approve both the treasurer's report and the personnel report.

Librarians Report:

- Karen provided an update on recommended hours for the library beginning in September as well as an update on staffing at both Bloomfield and Eastern and the resumption of story hours at both locations.
- Karen also indicated we need to improve community perception as to what the library provides at various festivals and events.
- Karen provided updates on costs to repair/update the water fountain as well as a maintenance contract with Graves to reduce our costs on repairs/replacements. A motion was made by Dwayne and seconded by Luke to do a six-month contract with Graves. The motion carried. It was also determined to replace the water fountain, but not to upgrade to a fountain/water bottle fountain.
- Library of Things starting July 1, but using gifts of about \$400 to secure items.
- Karen provided updates on events as noted in the meeting agenda.

Public Comment:

Armonda reported that the Literacy Coalition is very active and that she is helping with the Summer Reading Program at Eastern Greene two afternoons per week.

Adjournment:

A motion close was made by Luke at 5:55 PM and seconded by Dwyane. The motion carried with all in favor.

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 6/1/2021 to 6/30/2021

<i>Fund</i>	<i>Start of year</i>	<i>Start of Month</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General							
100 OPERATING	\$180,803.84	\$79,169.27	\$44,932.60	\$230,079.32	\$241,163.75	\$324,675.90	\$275,400.42
101 PETTY CASH	\$35.50	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
102 CASH CHANGE FUND	\$143.50	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
110 INVESTMENTS	\$245,033.43	\$262,981.75	\$0.00	\$0.00	\$2,920.04	\$20,868.36	\$265,901.79
<i>Subtotal</i>	\$426,016.27	\$342,330.02	\$44,932.60	\$230,079.32	\$244,083.79	\$345,544.26	\$541,481.21
2. Special Revenue							
200 GIFT	\$20,918.54	\$17,242.62	\$1,693.70	\$10,881.61	\$642.39	\$6,154.38	\$16,191.31
201 RAINY DAY	\$23,900.94	\$23,900.94	\$0.00	\$0.00	\$0.00	\$0.00	\$23,900.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$45,017.84	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
227 FLATER	\$1,177.64	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
228 SIM SMITH	\$3,091.42	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
277 SMITHVILLE GRANT	\$37,500.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 BROADBAND GRANT	\$1,477.12	\$6,696.00	\$0.00	\$0.00	\$0.00	\$5,218.88	\$6,696.00
<i>Subtotal</i>	\$133,083.50	\$134,626.46	\$1,693.70	\$10,881.61	\$642.39	\$11,373.26	\$133,575.15
4. Capital Projects							
400 LIRF	\$342.65	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
<i>Subtotal</i>	\$342.65	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
5. Clearing							
800 PLAC	\$409.42	\$84.42	\$0.00	\$325.00	\$0.00	\$0.00	\$84.42
801 EVERGREEN FINES & FEES	\$2,043.96	\$2,025.46	\$0.00	\$18.50	\$0.00	\$0.00	\$2,025.46
802 PAYROLL	(\$10,193.39)	(\$10,193.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$5,994.32	\$1,176.57	\$8,024.05	\$1,176.57	\$8,024.05	\$5,994.32
804 FICA	(\$11.79)	(\$11.79)	\$1,042.96	\$6,713.55	\$1,042.96	\$6,713.55	(\$11.79)
805 MEDICARE	(\$2.76)	(\$2.76)	\$243.92	\$1,570.14	\$243.92	\$1,570.14	(\$2.76)
806 STATE TAX	(\$6.15)	(\$6.15)	\$618.37	\$3,937.74	\$618.37	\$3,937.74	(\$6.15)
807 COUNTY TAX	(\$3.33)	(\$3.33)	\$291.90	\$1,879.29	\$291.90	\$1,879.29	(\$3.33)
808 PERF	(\$337.84)	(\$337.84)	\$314.38	\$1,949.69	\$314.38	\$1,949.69	(\$337.84)
809 Insurance	\$11,015.43	\$13,110.18	\$0.00	\$0.00	\$364.56	\$2,459.31	\$13,474.74
810 Other	\$272.89	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811 SALES TAX	\$6.40	\$6.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6.40
815 TRANSFERS	\$0.00	\$0.00	\$0.00	\$6,797.49	\$0.00	\$6,797.49	\$0.00
<i>Subtotal</i>	\$9,187.16	\$10,938.41	\$3,688.10	\$31,215.45	\$4,052.66	\$33,331.26	\$11,302.97
Grand Total	\$568,629.58	\$488,237.54	\$50,314.40	\$272,176.38	\$248,778.84	\$390,248.78	\$686,701.98

Total all banks = \$686,701.98

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 6/1/2021 To 6/30/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$45,000.00	\$0.00	\$45,000.00	\$3,714.23	\$22,742.58	\$22,257.42	49.5
1.112 Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$8,053.00	\$57,416.94	\$82,583.06	59.0
1.113 Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$2,748.25	\$15,133.25	\$26,866.75	64.0
1.114 Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$1,108.18	\$5,186.96	\$6,813.04	56.8
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$570.83	\$3,421.55	\$6,578.45	65.8
1.116 Salary of Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$627.81	\$4,381.88	\$5,618.12	56.2
1.121 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,286.88	\$8,283.69	\$14,716.31	64.0
1.122 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$500.31	\$3,999.69	88.9
1.123 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,173.67	\$7,278.74	\$10,721.26	59.6
1.241 Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$1,838.54	\$11,198.95	\$8,801.05	44.0
Subtotal	\$324,500.00		\$324,500.00	\$21,121.39	\$135,544.85	\$188,955.15	58.2
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,000.00	\$0.00	\$2,000.00	\$215.16	\$502.70	\$1,497.30	74.9
2.31 Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$51.87	\$71.85	\$1,428.15	95.2
2.41 Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$254.14	\$2,251.62	\$5,748.38	71.9
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	(\$7.99)	\$107.08	\$932.92	89.7
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$33.08	\$1,006.92	96.8
2.45 Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$7.50	\$549.37	\$490.63	47.2
2.46 Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$46.46	\$993.54	95.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$451.58	\$348.42	43.6
Subtotal	\$716,560.00		\$16,560.00	\$520.68	\$4,013.74	\$12,546.26	75.8
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$8.00	\$48.00	\$952.00	95.2
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$3,904.86	\$14,030.99	\$7,969.01	36.2
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$922.00	\$1,709.37	\$2,290.63	57.3
3.143 eBook Services	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$504.63	\$3,995.37	88.8
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$201.21	\$1,211.16	\$788.84	39.4
3.22 Postage	\$775.00	\$0.00	\$775.00	\$20.70	\$228.74	\$546.26	70.5
3.23 Traveling Expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$59.00	\$2,441.00	97.6
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$28.93	\$301.98	\$298.02	49.7
3.252 Evergreen	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,120.52	(\$120.52)	-3.0
3.26 Internet Vendor	\$6,000.00	\$0.00	\$6,000.00	\$1,424.92	\$4,648.12	\$1,351.88	22.5
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$0.00	\$474.00	\$126.00	21.0
3.32 Printing	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
3.41 Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	100.0
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$7,819.00	\$7,819.00	\$4,181.00	34.8
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$280.00	\$1,640.00	\$5,860.00	78.1
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,307.06	\$8,567.09	\$17,432.91	67.0
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$298.61	\$1,701.39	85.1
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$168.00	\$654.00	\$1,446.00	68.9
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$727.33	\$7,687.19	\$14,312.81	65.1
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$432.94	\$3,641.86	\$6,358.14	63.6
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$1,750.00	\$10,300.00	\$10,700.00	51.0
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$300.00	\$400.00	57.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$225.00	\$686.11	\$3,313.89	82.8
Subtotal	\$158,325.00		\$158,325.00	\$19,277.43	\$68,930.37	\$89,394.63	56.5
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.41 Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$49.05	\$353.84	\$7,646.16	95.6
4.51 Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$725.07	\$4,049.59	\$4,350.41	51.8
4.521 Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	\$473.12	\$2,079.60	\$3,320.40	61.5
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$125.52	\$874.48	87.4
4.53 Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$277.18	\$3,306.03	\$3,293.97	49.9
4.54 Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$333.93	\$1,259.31	\$2,140.69	63.0
4.55 Books - Eastern	\$6,000.00	\$0.00	\$6,000.00	\$671.93	\$2,950.35	\$3,049.65	50.8
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$139.74	\$888.94	\$2,361.06	72.6
4.71 Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$310.30	\$1,306.87	\$2,193.13	62.7
4.72 Nonprint - Music	\$650.00	\$0.00	\$650.00	\$0.00	\$11.97	\$638.03	98.2
4.73 Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$643.23	\$3,668.80	\$2,131.20	36.7
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$180.66	\$545.37	\$2,654.63	83.0
4.75 Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$108.93	\$565.04	\$1,484.96	72.4
4.76 Nonprint - Eastern	\$4,200.00	\$0.00	\$4,200.00	\$99.96	\$435.95	\$3,764.05	89.6
4.77 Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$0.00	\$43.18	\$706.82	94.2
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$64,200.00		\$64,200.00	\$4,013.10	\$21,590.36	\$42,609.64	66.4
Grand Total	\$563,585.00	\$0.00	\$563,585.00	\$44,932.60	\$230,079.32	\$333,505.68	59.2

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

July 2021 Board Meeting

Librarian's Report

June 2021 Statistics

	2021	2020 COVID	2019
Adult Circulation			
Fiction	723	482	834
Non-fiction	279	132	407
Periodicals	61	66	106
Audiobooks	110	53	128
Playaways	34	40	55
Overdrive	1134	1252	649
Music CD	81	21	64
DVDs	627	333	1174
Video Games	17	6	28
Music Manuscript	2		
Total Adult	3068	2385	3381
Youth Services Circulation			
YA	163	138	233
YA Nonfiction	20	38	
YA GAMES	65	29	
YA Audiobooks	1	1	4
Juvenile Fiction	1858	765	1225
Juvenile Nonfiction	210	75	176
Audiobooks	57	50	40
B&C (kits)	19		
DVD Juvenile	277	86	
Periodicals	7	6	5
Juvenile Games	3	9	77
TOTAL YOUTH SERVICES	2680	1197	1760
TOTAL	5748	3582	5141

Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	6	
Books via SRCS Borrowed	0	
Books loaned to Evergreen	500	
Books borrowed from Evergreen	489	

Computer/Equipment Usage

	2021	2020
Children		
Teen	12	
Adult	175	
Wireless		
Microfilm		

Programs

Programs:	# of Children	17	# attended	840
	# of Teens	6	# attended	157
	#of Adults		# attended	
TOTAL		23		997
Outreach	Children			

Desk Collection

Fines and Fees	537.85
Fax	57.20
Copier	298.30
Donations	27.81
Misc	199.39
Total	1120.55

Bloomfield Main Facebook

Posts	
Followers	
Likes	
Engagements	
Reached	

Young Adult Page

Posts	5
Likes	128
Followers	137
Engagements	50
Reached	150

Website

**visits pages 1248
pages/ visit 2.14**

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech	2			2
Center	3	1		4
Highland		1		1
Jackson				
Richland	13	5		18
Taylor	2			2
Unlisted			(1) washing-	1
Total				28

Children's Facebook

Posts	5
Followers	175
Engagements	66
Likes	166
Reached	328

**Materials Add
Bloomfield**

Adult Fiction	44
Adult Nonfiction	39
Audio Books	19
Playaways	5
Paperbacks	1
Periodicals	27
DVD's	14
Music CD	1
YA-Fiction	34
Periodicals	2
Juvenile Fiction	49
Juvenile Nonfiction	1
Juvenile Audiobooks	8
Total	244

Eastern **2021** **Statistics**

	2021	2020	2019
Adult Fiction	79	69	138
Adult Nonfiction	45	32	41
Periodicals	30	28	40
Audio Books	3	9	12
Music CD	4	11	3
DVD	168	95	380
Games	11	7	25
TOTALS ADULT	340	251	639
YA Fiction	28	9	24
YA Nonfiction			
Juvenile Fiction	272	225	180
Juvenile Nonfiction	58	29	28
Juvenile Audiobooks	6	1	5
TOTALS JUVENILES	364	264	237
TOTAL	704	515	876

Computer Use
48

Wireless 11

Curbside 1

Scavenger Hunts

31

Charts Done 30

Facebook **Information**

Posts 13

Reached 253

Followers 149

Likes 139

Engagements 7

Materials Added **Eastern**

Adult Fiction	11
Adult Nonfiction	4
Adult Audiobook	2
Periodical	29
YA	6
Juvenile Fiction	24
Juvenile Nonfiction	7
DVD's	
Game	2
TOTAL	85