

Bloomfield-Eastern Greene County Public Library
Board Meeting Agenda
Wednesday, January 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
 - a. Resolution to Transfer between Operating Funds
 - b. Resolution to Transfer between Major Budget Categories
4. Librarian's Report
5. Personnel Report
 - a. No Personnel Changes to Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
 - a. None
9. New Business
 - a. 2016 Board Officers
 - b. 2016 Board Meeting Date/Time
 - c. Board By-Laws Review
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, February 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

1/13/2016

From: 12/1/2015 To: 12/31/2015

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18172	GREENE COUNTY DAILY WORLD				(\$164.55)
18174	GREENE COUNTY DAILY WORLD				(\$165.89)
18209	Amplified Tech Services LLC				\$225.00
18210	RICOH USA INC				\$141.53
18211	EASTERN HEIGHTS UTILITIES				\$14.85
18212	CENGAGE LEARNING				\$78.93
18213	WALMART				\$85.54
18214	CENGAGE LEARNING				\$1,995.00
18215	INDIANA DEPT OF REVENUE				\$972.28
18216	PERF				\$1,103.93
18217	US TREASURY				\$4,575.38
18218	MIDWEST NATURAL GAS CORP				\$208.08
18219	SHOWCASES				\$292.99
18220	RICOH USA INC				\$125.00
18221	GADELLNET CONSULTING SERVICES				\$480.23
18222	UNIQUE MANAGEMENT SERVICE				\$149.80
18223	REPUBLIC SERVICES				\$60.98
18224	DUKE ENERGY				\$1,586.04
18225	ENA Services LLC				\$591.00
18226	MY HERITAGE (USA) INC				\$600.00
18227	CYBRARIAN CORPORATION				\$849.95
18228	GRAVES PLUMBING COMPANY INC				\$1,490.00
18229	KAREN HOLZ				\$63.20
18230	TASHA HUDSON				\$79.85
18231	CENTER POINT LARGE PRINT				\$125.22
18232	BEDFORD OFFICE SUPPLY				\$38.00
18233	INDIANA LIBRARY FEDERATION				\$60.00
18234	BAKER & TAYLOR				\$1,669.21
18235	AMAZON				\$670.80
18236	AMAZON				\$1,206.98
18237	John Musgraves				\$30.00
18238	LINDA PETERSON				\$44.60
18239	CENTURYLINK				\$13.48
18240	UDWI				\$381.00
18241	Reena Evans				\$60.00
18242	AUSTIN STROUD				\$54.40
18243	U.S. BANK				\$656.25
18244	MAIN STREET SPORTS				\$349.89

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 BLOOMFIELD , IN 47424

1/13/2016

From: 12/1/2015 To: 12/31/2015

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18245	RICOH USA INC				\$136.32
18246	SCHOLASTIC INC				\$50.00
18247	EASTERN HEIGHTS UTILITIES				\$30.02
18248	KIMBERLY PORTER				\$58.07
18249	FIRST SECURITY INSURANCE				\$158.00
18250	AT&T				\$93.65
18251	DELTA DENTAL				\$0.00
18252	DELTA DENTAL				\$57.46
18253	VISION SERVICE PLAN				\$11.93
18254	EASTERN HEIGHTS UTILITIES				\$14.85
18255	SEWAGE DISPOSAL WORKS				\$74.00
18256	BAKER & TAYLOR				\$874.72
18257	ANTHEM				\$968.27
18258	LINDA PETERSON				\$12.12
18259	MICHELE ROGERS				\$2,210.97

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

1/13/2016

From: 12/1/2015 **To:** 12/31/2015

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 \$25,549.33 . Dated 1/13/2016

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: 01/04/16 To: 01/04/16

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
18260			\$395.16	21297	\$326.23
18261			\$328.04	DD18261	\$274.09
18262			\$667.27	DD18262	\$549.07
18263			\$394.17	21298	\$325.46
18264			\$1,016.48	DD18264	\$842.33
18265			\$433.71	21299	\$356.19
18266			\$124.54	21300	\$113.09
18267			\$998.78	21301	\$832.46
18268			\$2,239.68	DD18268	\$1,679.62
18269			\$2,753.94	DD18269	\$2,100.25
18270			\$1,727.45	DD18270	\$1,480.59
18271			\$497.94	DD18271	\$406.11
18272			\$174.57	DD18272	\$153.10
18273			\$1,771.54	21302	\$1,428.19
18274			\$1,206.59	DD18274	\$1,042.55
18275			\$862.25	21303	\$639.16
18276			\$3,730.80	DD18276	\$2,543.05
18277			\$396.20	DD18277	\$327.05
18278			\$43.88	21304	\$38.48
18279			\$659.26	21305	\$568.65
18280			\$119.65	DD18280	\$108.80
18281			\$2,297.90	DD18281	\$1,854.97
18282			\$131.50	21306	\$115.33

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			\$22,971.30	\$18,104.82	
200.1.2070	Perf Employees Share	\$261.73	200.1.2071	Health Insurance Employees	\$197.14
200.1.2273	Federal Tax	\$1,519.18	200.1.2274	State and County	\$1,146.19
200.1.2275	FICA Employees	\$1,411.98	200.1.2276	Medicare Employees	\$330.26
200.1.2274	State and County		200.1.2274	State and County	\$15.25
200.1.2274	State and County		200.1.2274	State and County	\$47.27
200.1.2274	State and County		200.1.2274	State and County	\$114.50
200.1.2274	State and County		200.1.2274	State and County	\$23.15
200.1.2274	State and County		200.1.2274	State and County	\$56.10
200.1.2274	State and County		200.1.2274	State and County	\$18.42
200.1.2274	State and County		200.1.2274	State and County	\$106.85

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 \$18,104.82 Dated 1/13/2016

DINAH FULLER

DON HEINTZMAN

LUKE RUDISILL

JIM MEDINA

JUDY BRANSTETTER

KRISTIE BLADEN

MARTHA MARMOUZE

Board Members

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, December 16, 2015

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, December 16, 2015 at 5:30 p.m. in the reading room at the library. Those present were Jim Medina, presiding, Martha Marmouze, Kristie Bladen, Dinah Fuller, Don Heintzman, and Austin Stroud, Library Director.

Approval of Claims and Minutes

Trustees approved by their signatures the payroll claims numbered and the claims were signed.

Martha made a motion to approve the minutes and Jim seconded it. All present were in favor.

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

Librarians Report:

Events/Programming

We're already up to 25% of our fundraising goal for the February 6 Golf (fore!) the Library event with \$2,500 raised as of the date of this writing. Last year, the letters were not mailed out until December 13. We've reached 25% of the goal before we raised any money last year, and without doing any face-to-face follow up visits with potential donors yet.

The Library resumed tech programming on Monday, December 7, with drop-in technology assistance offered from 1-2PM and 6-7PM. We'll strive to offer something monthly from this point forward.

Our 2nd annual staff training day will be held on Monday, January 18 (Martin Luther King, Jr. Day). Topics we plan to cover: Indiana room/genealogy, wrapping up our 2014-2016 Strategic Plan and planning the 2017-2019 Strategic Plan, training on our digital resources including OverDrive, Freegal, and Chilton, Indiana Bicentennial planning, and a session about turning outward to the community.

Community/Professional Involvement

Beth Burcham and Austin are still coordinating with several groups in the area on getting the Little Free Libraries constructed this winter before their spring launches.

At the Chamber of Commerce's annual meeting, Austin was appointed to their Board for a term of 1/1/16 – 12/31/18.

Austin took over as the secretary of the Literacy Coalition Board at the October meeting. Carolyn Konnert plans to move closer to her family in Indianapolis after her house is sold.

Austin attended the Indiana Library Federation (ILF) Annual Conference in mid-November where he presented about his experience as a new library director.

Austin continues to attend Bloomfield Rotary meetings. He spent the past couple of months helping Rotary District leaders move their annual grants training online. His former library director, Sara Laughlin, recommended him for this task. He provided technical assistance and guidance for them to ensure this transition to the online format went smoothly.

Other

Luke Rudisill was officially appointed to the library board from 2016-2020 at a Greene County Commissioners meeting last week. He will be taking over for Carol Talbott after her final term ends on January 2. We are so grateful for all of the time Carol has invested with the library. The Friends of the Library will be making her a Friend for life, and the library will be dedicating a new catalog tablet/tablet stand in her honor soon.

We have some financial and building/grounds issues that will be discussed in those committee reports for the most part. Painting/wallpaper removal/plaster repair is expected to begin as soon as this week!

Finance Committee Report:

No report at this time.

Building Grounds Committee Report:

Jim talked about the painting getting started as well as the need to do some more grounds work to make it look a little better (more mulch and labor/staffing help). Some lights also need work.

Austin is going to finish the cleaning contract for the janitorial crew before the end of the month.

Don met with Milestone today and they are going to fix the crack in the parking lot after the holiday. They're going to fill it with a sealer. We need to start putting a seal coat on it, about every five years.

Old Business:

None

New Business:

The Board agreed to have the Board of Finance meeting right after the regular Board meeting at 5PM on Wednesday, January 13, in the library community room. Dinah made a motion and Kristie seconded. All were in favor.

Austin explained the revised video checkout policy to lower the age for R-rated movie checkouts from 18 to 17. Martha made motion and Don seconded. All were in favor.

On the fees and forgiveness policy revision, Austin wants to give all staff the ability to use their discretion in forgiving fines/fees as needed. Kristie made a motion, Dinah seconded. All were in favor.

Martha made a motion to approve the Ricoh contract presented. Kristie seconded. All were in favor.

Austin talked about revised job descriptions. A community engagement coordinator description was added as we are moving Reena Evans, adult programming coordinator, to this role effective January 1. Dinah made a motion to approve job descriptions and Kristie seconded. All were in favor.

Everyone signed the resolution for 2% raises across the board and to increase Austin's salary.

Dinah made a motion and Martha seconded to adjourn at 6:30PM.

TREASURER'S REPORT—December 2015

CLAIMS:

PAYROLL: Claim #18260 to Claim #18282 for **\$18,104.82**

Note: This payroll was a little higher than last month due to PTO cash outs that staff are offered for the January and July payrolls.

CLAIMS: Claim #18172, #18174, #18209-18259 for **\$25,549.33**

BALANCE THE BUDGET:

Transferring \$405.56 from Salary of Librarian to Salary of Staff

Transferring \$548.90 from Unemployment to Salary of Staff

Transferring \$1,045.09 from Employee Group Insurance to Salary of Staff

Transferring \$1,018.02 from Internet Vendor to Library FICA and Medicare **(Resolution Needed)**

Transferring \$8,178.46 from Internet Vendor to Salary of Staff **(Resolution Needed)**

Transferring \$708.95 from Internet Vendor to PERF Employer Contribution **(Resolution Needed)**

Transferring \$433.80 from Internet Vendor to Salary of Treasurer **(Resolution Needed)**

Transferring \$136.08 from Building Materials to Program Supplies

Transferring \$1,115.77 from Telephone to Other Professional

Transferring \$1,106.34 from Building Repair to Equipment Repair

Transferring \$596.69 from Building Repair to Electric

Transferring \$1.68 from Improvements – Other to Books – Children

Transferring \$218.92 from Improvements – Other to Books – Eastern

Transferring \$105.35 from Improvements – Other to Nonprint – Eastern

Transferring \$88.30 from Improvements – Other to Books – YA

BUDGET STATUS (through December 31):

Personnel:	103.33% spent in 2015	91.04% spent in 2014
Supplies:	70.69% spent in 2015	120.64% spent in 2014
Other Services:	69.79% spent in 2015	86.38% spent in 2014
Capital Outlays:	99.26% spent in 2015	105.22% spent in 2014
OVERALL:	91.65% spent in 2015	91.72% spent in 2014

(\$515,978.41 spent out of our \$563,000 budget).

We're still running too high and need to get our spending down to about \$495k to start saving money. It's great that our spending was \$47k+ under budget, but we don't have a fully funded budget and have a budget shortfall. With the janitorial cuts in 2016, keeping staffing costs flat, and reducing IT costs, we're hoping to finally make this happen. I'll be watching costs closely the first couple of months of the year, and if necessary we may have to make additional cuts.

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

12/31/2015

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$25,986.87			\$143,468.52
	100 OPERATING		\$535,968.41	\$649,767.63	
	200 PAYROLL		\$56,958.66	\$56,820.03	
	300 PLAC		\$65.00	\$135.00	
	350 EVERGREEN FINES & FEES		\$247.76	\$805.89	
	400 GIFT		\$7,196.78	\$6,431.32	
	650 LIRF		\$7,002.78	\$6,988.08	
	700 SALES TAX		\$13.14	\$14.71	
	850 STATE TECHNOLOGY		\$3,937.00	\$7,908.52	
	875 CONFERENCE SCHOLARSHIP		\$3,500.00	\$3,500.00	
			\$614,889.53	\$732,371.18	
2	FARMERS AND MECHA 101426998	\$114,354.44			\$132,235.53
	100 OPERATING		\$45,010.00	\$20,413.70	
	450 HUNTER TRUST		\$0.00	\$51,879.36	
	550 FLATER		\$7,167.76	\$0.00	
	650 LIRF		\$3,921.32	\$1,687.11	
			\$56,099.08	\$73,980.17	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

12/31/2015

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
Total All Bank		\$140,341.31	\$670,988.61	\$806,351.35	\$275,704.05

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	\$72,019.39	\$580,978.41	\$670,181.33	\$161,222.31	\$0.00	\$161,222.31
200	PAYROLL	\$383.45	\$56,958.66	\$56,820.03	\$244.82	\$0.00	\$244.82
300	PLAC	\$5.00	\$65.00	\$135.00	\$75.00	\$0.00	\$75.00
350	EVERGREEN FINES & FEES	\$83.00	\$247.76	\$805.89	\$641.13	\$0.00	\$641.13
400	GIFT	\$12,749.36	\$7,196.78	\$6,431.32	\$11,983.90	\$0.00	\$11,983.90
450	HUNTER TRUST	\$0.00	\$0.00	\$51,879.36	\$51,879.36	\$0.00	\$51,879.36
500	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	FLATER	\$8,345.40	\$7,167.76	\$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	\$2,248.91	\$10,924.10	\$8,675.19	\$0.00	\$0.00	\$0.00
700	SALES TAX	\$14.44	\$13.14	\$14.71	\$16.01	\$0.00	\$16.01
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	\$0.00	\$3,937.00	\$7,908.52	\$3,971.52	\$0.00	\$3,971.52
875	CONFERENCE SCHOLARSHIP	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$140,341.31	\$670,988.61	\$806,351.35	\$275,704.05	\$0.00	\$275,704.05

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

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

*Before the
End of Year Transfers*

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description YR Appropriation Month BB Change to Appropriations MTD Expense YTD Expense Unexpended Bal. Encumbrance Unencumbered Bal. %

001 CASH CHANGE FUND

1 Personnel		Cash Change Expenditur		Totals		0.00%	
001.1.1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Totals		0.00		0.00		0.00	

5 Income

5 Income		Cash Change Revenues		Totals		0.00%	
001.5.5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5 Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Totals		0.00		0.00		0.00	

Fund Total

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		Salary of Librarian		Salary of Librarians(Hourl		Salary of Library Assistan		Salary of Substitutes		Salary of Pages		Salary of Coordinators		Salary of Staff		Salary of Treasurer		Library/FICA and Medicar		Unemployment		PERF Employee Contribu		Employee Group Insuran		Extra Personnel		Totals		0.00%							
100.1.1110	42,000.00	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215,000.00	215,000.00	11,500.00	11,500.00	20,000.00	20,000.00	3,000.00	3,000.00	9,000.00	9,000.00	12,000.00	12,000.00	0.00	0.00	312,500.00	312,500.00	0.00	0.00	322,900.26	322,900.26	-10,339.23	0.00	-10,339.23	103.33%
100.1.1111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
100.1.1112	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.1.1113	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.1.1114	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.1.1115	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.1.1120	215,000.00	215,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225,178.01	225,178.01	12,020.20	12,020.20	21,018.02	21,018.02	2,451.10	2,451.10	10,628.95	10,628.95	10,009.54	10,009.54	0.00	0.00	322,900.26	322,900.26	-10,178.01	0.00	-10,178.01	104.73%				
100.1.1130	11,500.00	11,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,020.20	12,020.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.27%		
100.1.1210	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,018.02	21,018.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.09%		
100.1.1220	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,451.10	2,451.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.70%		
100.1.1230	9,000.00	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,628.95	10,628.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.32%		
100.1.1240	12,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,009.54	10,009.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.03%		
100.1.1241	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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 01/01/15 Period Ending Date 12/31/15

Account Number and Description YR Appropriation Month BB Change to Appropriations MTD Expense YTD Expense Unexpended Bal. Encumbrance Unencumbered Bal. %

2 Supplies		YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.2.2110	Official Records	400.00	400.00	0.00	7.14	7.14	392.86	0.00	392.86	1.79%
100.2.2130	Other Office	500.00	500.00	0.00	160.71	160.71	339.29	0.00	339.29	32.14%
100.2.2210	Cleaning Supplies	1,400.00	1,400.00	0.00	960.96	960.96	439.04	0.00	439.04	68.64%
100.2.2220	Fuel and Lubricants	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00%
100.2.2230	Other Operating Supplies	200.00	200.00	0.00	120.00	120.00	80.00	0.00	80.00	60.00%
100.2.2310	Building Materials	2,500.00	2,500.00	0.00	285.86	285.86	2,214.14	0.00	2,214.14	11.43%
100.2.2410	Library Supplies	6,500.00	6,500.00	277.90	5,915.06	5,915.06	862.84	0.00	862.84	91.00%
100.2.2420	Program Supplies	1,900.00	1,900.00	0.00	2,093.50	2,093.50	-136.08	0.00	-136.08	110.18%
100.2.2422	Extra Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
2	Totals	13,500.00	13,500.00	277.90	9,543.23	9,543.23	4,292.09	0.00	4,292.09	70.69%

3 Other Services		YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.3.3110	Consulting Services	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3130	Legal Services	1,000.00	1,000.00	0.00	35.00	35.00	965.00	0.00	965.00	3.50%
100.3.3140	Other Professional	9,000.00	9,000.00	551.82	10,667.59	10,667.59	-1,115.77	0.00	-1,115.77	118.53%
100.3.3145	Database Subscriptions	4,000.00	4,000.00	5.75	3,785.04	3,785.04	220.71	0.00	220.71	94.63%
100.3.3146	eBook Services	3,900.00	3,900.00	0.00	3,301.16	3,301.16	244.73	0.00	244.73	75.57%
100.3.3210	Telephone	4,550.00	4,550.00	0.00	1,206.87	1,206.87	2,033.55	0.00	2,033.55	-17.43%
100.3.3220	Postage	400.00	400.00	0.00	289.18	289.18	110.82	0.00	110.82	72.30%
100.3.3230	Traveling Expenses	2,500.00	2,500.00	0.00	2,392.19	2,392.19	107.81	0.00	107.81	95.69%
100.3.3240	Professional Meeting	2,250.00	2,250.00	0.00	2,092.57	2,092.57	157.43	0.00	157.43	93.00%
100.3.3250	Freight and Express	200.00	200.00	0.00	263.72	263.72	36.28	0.00	36.28	181.86%
100.3.3252	Evergreen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3260	Internet Vendor	22,500.00	22,500.00	0.00	4,104.21	4,104.21	15,795.79	0.00	15,795.79	6.89%
100.3.3310	Advertising and Publicity	400.00	400.00	0.00	160.35	160.35	239.65	0.00	239.65	40.09%
100.3.3320	Printing	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00%
100.3.3410	Official Bonds	400.00	400.00	0.00	240.00	240.00	160.00	0.00	160.00	60.00%
100.3.3420	Library Insurance	8,250.00	8,250.00	0.00	6,847.00	6,847.00	1,403.00	0.00	1,403.00	82.99%
100.3.3510	Gas	4,250.00	4,250.00	0.00	3,730.18	3,730.18	519.82	0.00	519.82	87.77%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.3.3520	Electric	25,000.00	0.00	27,596.69	27,596.69	-596.69	0.00	-596.69	118.39%
100.3.3530	Water	1,000.00	0.00	748.30	748.30	251.70	0.00	251.70	74.83%
100.3.3540	Waste Disposal	2,000.00	0.00	1,712.90	1,712.90	287.10	0.00	287.10	85.65%
100.3.3610	Building Repair	24,500.00	0.00	13,443.50	13,443.50	11,265.50	0.00	11,265.50	54.87%
100.3.3620	Equipment Repair	8,250.00	0.00	12,356.34	12,356.34	-1,106.34	0.00	-1,106.34	186.14%
100.3.3630	Janitorial Service	27,500.00	0.00	26,531.64	26,531.64	968.36	0.00	968.36	96.46%
100.3.3910	Dues	1,400.00	0.00	1,337.18	1,337.18	62.82	0.00	62.82	95.51%
100.3.3940	Transfer to LRF	5,150.00	0.00	0.00	0.00	5,150.00	0.00	5,150.00	0.00%
100.3.3950	Circuit Breaker Reduction	16,500.00	0.00	0.00	0.00	16,500.00	0.00	16,500.00	0.00%
100.3.3955	Extra Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3	Other Services	175,500.00	557.57	122,841.61	122,841.61	53,761.27	0.00	53,761.27	69.79%
4	Capital Outlays								
100.4.4210	Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4310	Improvements - Other	2,500.00	0.00	1,641.63	1,641.63	858.37	0.00	858.37	65.67%
100.4.4410	Furniture and Equipment	5,000.00	4,485.95	6,926.00	6,926.00	2,559.95	0.00	2,559.95	138.52%
100.4.4510	Books - Adult Fiction	9,500.00	0.00	9,220.41	9,220.41	279.59	0.00	279.59	97.06%
100.4.4520	Books - Adult Nonfiction	6,500.00	0.00	6,487.67	6,487.67	27.27	0.00	27.27	100.04%
100.4.4525	Books-Local History/Gen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4530	Books - Children	7,250.00	0.00	7,251.68	7,251.68	-1.68	0.00	-1.68	100.02%
100.4.4540	Books - YA	3,250.00	0.00	3,338.30	3,338.30	-88.30	0.00	-88.30	102.72%
100.4.4550	Books - Eastern	6,500.00	0.00	6,718.92	6,718.92	-218.92	0.00	-218.92	103.37%
100.4.4610	Periodicals and News	4,000.00	0.00	3,444.54	3,444.54	555.46	0.00	555.46	86.11%
100.4.4710	Nonprint - Adult DVD	2,600.00	0.00	2,532.31	2,532.31	52.75	0.00	52.75	98.82%
100.4.4720	Nonprint - Music	1,000.00	0.00	945.54	945.54	54.46	0.00	54.46	94.55%
100.4.4730	Nonprint - Audiobooks	6,000.00	0.00	5,820.40	5,820.40	533.71	0.00	533.71	102.91%
100.4.4740	Nonprint - Childrens	2,000.00	0.00	880.57	880.57	1,119.43	0.00	1,119.43	44.03%
100.4.4750	Nonprint - YA	1,200.00	0.00	1,179.99	1,179.99	20.01	0.00	20.01	98.33%
100.4.4760	Nonprint - Eastern	4,200.00	0.00	4,305.35	4,305.35	-105.35	0.00	-105.35	102.51%
100.4.4761	Replacement Books/Non	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 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.4.4765 Extra Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4 Capital Outlays	61,500.00	61,500.00	4,485.95	60,693.31	60,693.31	5,646.75	0.00	5,646.75	9.26%
Totals									
Fund Total	563,000.00	563,000.00	5,321.42	515,978.41	515,978.41	53,360.88	0.00	53,360.88	9.16%
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300 PLAC									
3 Other Services									
300.3.1000 PLAC Expenditures	0.00	0.00	0.00	65.00	65.00	-65.00	0.00	-65.00	0.00%
3 Other Services	0.00	0.00	0.00	65.00	65.00	-65.00	0.00	-65.00	0.00%
Totals									
Fund Total	0.00	0.00	0.00	65.00	65.00	-65.00	0.00	-65.00	0.00%
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350 EVERGREEN FINES & FEES									
3 Other Services									
350.3.1000 Evergreen Fines/Fees Ex	0.00	0.00	0.00	247.76	247.76	-247.76	0.00	-247.76	0.00%
3 Other Services	0.00	0.00	0.00	247.76	247.76	-247.76	0.00	-247.76	0.00%
Totals									
Fund Total	0.00	0.00	0.00	247.76	247.76	-247.76	0.00	-247.76	0.00%
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400 GIFT									
2 Supplies									
400.2.1000 Die Cut Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
2 Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Totals									
Fund Total	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 01/01/15 Period Ending Date 12/31/15

Account Number and Description YR Appropriation Month BB Change to Appropriations MTD Expense YTD Expense Unexpended Bal. Encumbrance Unencumbered Bal. %

	Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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650 LIRF

4 Capital Outlays

	LIRF Expenditures	0.00	0.00	0.00	5,315.67	5,315.67	-5,315.67	0.00	-5,315.67	0.00%
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	Totals	0.00	0.00	0.00	5,315.67	5,315.67	-5,315.67	0.00	-5,315.67	0.00%
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5 Income

	LIRF Revenues	0.00	0.00	0.00	-10.00	-10.00	1,682.41	0.00	1,682.41	0.00%
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	Totals	0.00	0.00	0.00	-10.00	-10.00	1,682.41	0.00	1,682.41	0.00%
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	Fund Total	0.00	0.00	0.00	5,305.67	5,305.67	-3,633.26	0.00	-3,633.26	0.00%
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700 SALES TAX

3 Other Services

	Sales Tax Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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	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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800 LEVY EXCESS OPERATING

3 Other Services

	Levy Excess Operating E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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	Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	Y/R Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
850 STATE TECHNOLOGY									
3 Other Services									
850.3.1000 State Technology Expend	0.00	0.00	0.00	3,937.00	3,937.00	-3,937.00	0.00	-3,937.00	0.00%
3 Other Services Totals	0.00	0.00	0.00	3,937.00	3,937.00	-3,937.00	0.00	-3,937.00	0.00%
Fund Total	0.00	0.00	0.00	3,937.00	3,937.00	-3,937.00	0.00	-3,937.00	0.00%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
Total All Funds	563,000.00	563,000.00	5,321.42	525,533.84	\$525,533.84	45,477.86	0.00	45,477.86	93.35%

Appropriated Accounts with Receipts Posted to them

Fund	Account	MTD	YTD
100	100.1.1240 Employee Group Insurance	\$61.03	\$61.03
100	100.2.2420 Program Supplies	\$57.42	\$57.42
100	100.3.3210 Telephone	\$690.42	\$690.42
100	100.3.3610 Building Repair	\$209.00	\$209.00
650	650.5.5000 LIRF Revenues	\$1,672.41	\$1,672.41
		\$2,690.28	\$2,690.28

Internal Transfers

Fund	Account	MTD	YTD
100	100.1.1130 Salary of Treasurer	\$86.40	\$86.40
100	100.1.1230 PERF Employer Contribution Share	\$920.00	\$920.00
100	100.1.1240 Employee Group Insurance	(\$1,006.40)	(\$1,006.40)
100	100.3.3110 Consulting Services	(\$500.00)	(\$500.00)
100	100.3.3146 eBook Services	(\$354.11)	(\$354.11)
100	100.3.3210 Telephone	(\$2,000.00)	(\$2,000.00)
100	100.3.3250 Freight and Express	\$100.00	\$100.00
100	100.3.3260 Internet Vendor	(\$2,600.00)	(\$2,600.00)
100	100.3.3520 Electric	\$2,000.00	\$2,000.00
100	100.3.3620 Equipment Repair	\$3,000.00	\$3,000.00
100	100.4.4520 Books - Adult Nonfiction	\$14.94	\$14.94
100	100.4.4710 Nonprint - Adult DVD	(\$14.94)	(\$14.94)
100	100.4.4730 Nonprint - Audiobooks	\$354.11	\$354.11
		\$0.00	\$0.00

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
001 CASH CHANGE FUND									
1 Personnel									
001.1.1000 Cash Change Expenditu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personnel Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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%
<hr/>									
100 OPERATING									
1 Personnel									
100.1.1110 Salary of Librarian	42,000.00	42,000.00	0.00	41,594.44	41,594.44	0.00	0.00	0.00	98.07%
100.1.1111 Salary of Librarians(Hou	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1112 Salary of Library Assista	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1113 Salary of Substitutes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1114 Salary of Pages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1115 Salary of Coordinators	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1120 Salary of Staff	215,000.00	215,000.00	0.00	225,178.01	225,178.01	0.00	0.00	0.00	109.47%
100.1.1130 Salary of Treasurer	11,500.00	11,500.00	0.00	12,020.20	12,020.20	0.00	0.00	0.00	109.05%
100.1.1210 Library FICA and Medica	20,000.00	20,000.00	0.00	21,018.02	21,018.02	0.00	0.00	0.00	110.18%
100.1.1220 Unemployment	3,000.00	3,000.00	0.00	2,451.10	2,451.10	0.00	0.00	0.00	63.41%
100.1.1230 PERF Employer Contrib	9,000.00	9,000.00	0.00	10,628.95	10,628.95	0.00	0.00	0.00	136.20%
100.1.1240 Employee Group Insura	12,000.00	12,000.00	0.00	10,009.54	10,009.54	0.00	0.00	0.00	66.32%
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	312,500.00	312,500.00	0.00	322,900.26	322,900.26	0.00	0.00	0.00	106.64%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%	
2 Supplies										
100.2.2110 Official Records	400.00	400.00	0.00	7.14	7.14	392.86	0.00	392.86	1.79%	
100.2.2130 Other Office	500.00	500.00	0.00	160.71	160.71	339.29	0.00	339.29	32.14%	
100.2.2210 Cleaning Supplies	1,400.00	1,400.00	0.00	960.96	960.96	439.04	0.00	439.04	68.64%	
100.2.2220 Fuel and Lubricants	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00%	
100.2.2230 Other Operating Supplie	200.00	200.00	0.00	120.00	120.00	80.00	0.00	80.00	60.00%	
100.2.2310 Building Materials	2,500.00	2,500.00	0.00	285.86	285.86	2,078.06	0.00	2,078.06	5.99%	
100.2.2410 Library Supplies	6,500.00	6,500.00	277.90	5,915.06	5,915.06	862.84	0.00	862.84	91.00%	
100.2.2420 Program Supplies	1,900.00	1,900.00	0.00	2,093.50	2,093.50	0.00	0.00	0.00	117.35%	
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	13,500.00	13,500.00	277.90	9,543.23	9,543.23	4,292.09	0.00	4,292.09	70.69%
3 Other Services										
100.3.3110 Consulting Services	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.3.3130 Legal Services	1,000.00	1,000.00	0.00	35.00	35.00	965.00	0.00	965.00	3.50%	
100.3.3140 Other Professional	9,000.00	9,000.00	551.82	10,667.59	10,667.59	0.00	0.00	0.00	130.93%	
100.3.3145 Database Subscriptions	4,000.00	4,000.00	5.75	3,785.04	3,785.04	220.71	0.00	220.71	94.63%	
100.3.3146 eBook Services	3,900.00	3,900.00	0.00	3,301.16	3,301.16	244.73	0.00	244.73	75.57%	
100.3.3210 Telephone	4,550.00	4,550.00	0.00	1,206.87	1,206.87	917.78	0.00	917.78	-41.95%	
100.3.3220 Postage	400.00	400.00	0.00	289.18	289.18	110.82	0.00	110.82	72.30%	
100.3.3230 Traveling Expenses	2,500.00	2,500.00	0.00	2,392.19	2,392.19	107.81	0.00	107.81	95.69%	
100.3.3240 Professional Meeting	2,250.00	2,250.00	0.00	2,092.57	2,092.57	157.43	0.00	157.43	93.00%	
100.3.3250 Freight and Express	200.00	200.00	0.00	263.72	263.72	36.28	0.00	36.28	181.86%	
100.3.3252 Evergreen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.3.3260 Internet Vendor	22,500.00	22,500.00	0.00	4,104.21	4,104.21	5,456.56	0.00	5,456.56	-39.27%	
100.3.3310 Advertising and Publicity	400.00	400.00	0.00	160.35	160.35	239.65	0.00	239.65	40.09%	
100.3.3320 Printing	100.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00%	
100.3.3410 Official Bonds	400.00	400.00	0.00	240.00	240.00	160.00	0.00	160.00	60.00%	
100.3.3420 Library Insurance	8,250.00	8,250.00	0.00	6,847.00	6,847.00	1,403.00	0.00	1,403.00	82.99%	
100.3.3510 Gas	4,250.00	4,250.00	0.00	3,730.18	3,730.18	519.82	0.00	519.82	87.77%	

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.3.3520 Electric	25,000.00	25,000.00	0.00	27,596.69	27,596.69	0.00	0.00	0.00	120.77%
100.3.3530 Water	1,000.00	1,000.00	0.00	748.30	748.30	251.70	0.00	251.70	74.83%
100.3.3540 Waste Disposal	2,000.00	2,000.00	0.00	1,712.90	1,712.90	287.10	0.00	287.10	85.65%
100.3.3610 Building Repair	24,500.00	24,500.00	0.00	13,443.50	13,443.50	9,562.47	0.00	9,562.47	47.92%
100.3.3620 Equipment Repair	8,250.00	8,250.00	0.00	12,356.34	12,356.34	0.00	0.00	0.00	199.55%
100.3.3630 Janitorial Service	27,500.00	27,500.00	0.00	26,531.64	26,531.64	968.36	0.00	968.36	96.48%
100.3.3910 Dues	1,400.00	1,400.00	0.00	1,337.18	1,337.18	62.82	0.00	62.82	95.51%
100.3.3940 Transfer to LIRF	5,150.00	5,150.00	0.00	0.00	0.00	5,150.00	0.00	5,150.00	0.00%
100.3.3950 Circuit Breaker Reductio	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00	0.00	16,500.00	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%
3 Other Services Totals	175,500.00	175,500.00	557.57	122,841.61	122,841.61	43,422.04	0.00	43,422.04	63.90%
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	1,641.63	1,641.63	444.12	0.00	444.12	49.10%
100.4.4410 Furniture and Equipment	5,000.00	5,000.00	4,485.95	6,926.00	6,926.00	2,559.95	0.00	2,559.95	138.52%
100.4.4510 Books - Adult Fiction	9,500.00	9,500.00	0.00	9,220.41	9,220.41	279.59	0.00	279.59	97.06%
100.4.4520 Books - Adult Nonfiction	6,500.00	6,500.00	0.00	6,487.67	6,487.67	27.27	0.00	27.27	100.04%
100.4.4525 Books-Local History/Gen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4530 Books - Children	7,250.00	7,250.00	0.00	7,251.68	7,251.68	0.00	0.00	0.00	100.05%
100.4.4540 Books - YA	3,250.00	3,250.00	0.00	3,338.30	3,338.30	0.00	0.00	0.00	105.43%
100.4.4550 Books - Eastern	6,500.00	6,500.00	0.00	6,718.92	6,718.92	0.00	0.00	0.00	106.74%
100.4.4610 Periodicals and News	4,000.00	4,000.00	0.00	3,444.54	3,444.54	555.46	0.00	555.46	86.11%
100.4.4710 Nonprint - Adult DVD	2,600.00	2,600.00	0.00	2,532.31	2,532.31	52.75	0.00	52.75	96.82%
100.4.4720 Nonprint - Music	1,000.00	1,000.00	0.00	945.54	945.54	54.46	0.00	54.46	94.55%
100.4.4730 Nonprint - Audiobooks	6,000.00	6,000.00	0.00	5,820.40	5,820.40	533.71	0.00	533.71	102.91%
100.4.4740 Nonprint - Childrens	2,000.00	2,000.00	0.00	880.57	880.57	1,119.43	0.00	1,119.43	44.03%
100.4.4750 Nonprint - YA	1,200.00	1,200.00	0.00	1,179.99	1,179.99	20.01	0.00	20.01	98.33%
100.4.4760 Nonprint - Eastern	4,200.00	4,200.00	0.00	4,305.35	4,305.35	0.00	0.00	0.00	105.02%
100.4.4761 Replacement Books/No	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 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.4.4765 Extra Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4 Capital Outlays Totals	61,500.00	61,500.00	4,485.95	60,693.31	60,693.31	5,646.75	0.00	5,646.75	99.26%
<hr/>									
Fund Total	563,000.00	563,000.00	5,321.42	515,978.41	515,978.41	53,360.88	0.00	53,360.88	91.65%
<hr/>									
300 PLAC									
3 Other Services									
300.3.1000 PLAC Expenditures	0.00	0.00	0.00	65.00	65.00	-65.00	0.00	-65.00	0.00%
3 Other Services Totals	0.00	0.00	0.00	65.00	65.00	-65.00	0.00	-65.00	0.00%
<hr/>									
Fund Total	0.00	0.00	0.00	65.00	65.00	-65.00	0.00	-65.00	0.00%
<hr/>									
350 EVERGREEN FINES & FEES									
3 Other Services									
350.3.1000 Evergreen Fines/Fees E	0.00	0.00	0.00	247.76	247.76	-247.76	0.00	-247.76	0.00%
3 Other Services Totals	0.00	0.00	0.00	247.76	247.76	-247.76	0.00	-247.76	0.00%
<hr/>									
Fund Total	0.00	0.00	0.00	247.76	247.76	-247.76	0.00	-247.76	0.00%
<hr/>									
400 GIFT									
2 Supplies									
400.2.1000 Die Cut Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
2 Supplies Totals	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 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%		
Fund Total											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
650	LIRF										
4	Capital Outlays										
650.4.1000	LIRF Expenditures	0.00	0.00	0.00	5,315.67	5,315.67	-5,315.67	0.00	-5,315.67	0.00%	
4	Capital Outlays	Totals	0.00	0.00	0.00	5,315.67	5,315.67	-5,315.67	0.00	-5,315.67	0.00%
5	Income										
650.5.5000	LIRF Revenues	0.00	0.00	0.00	-10.00	-10.00	1,682.41	0.00	1,682.41	0.00%	
5	Income	Totals	0.00	0.00	0.00	-10.00	-10.00	1,682.41	0.00	1,682.41	0.00%
Fund Total											
	0.00	0.00	0.00	5,305.67	5,305.67	-3,633.26	0.00	-3,633.26	0.00%		
700	SALES TAX										
3	Other Services										
700.3.0100	Sales Tax Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
3	Other Services	Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Fund Total											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
800	LEVY EXCESS OPERATING										
3	Other Services										
800.3.1000	Levy Excess Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
3	Other Services	Totals	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 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
850 STATE TECHNOLOGY									
3 Other Services									
850.3.1000 State Technology Expen	0.00	0.00	0.00	3,937.00	3,937.00	-3,937.00	0.00	-3,937.00	0.00%
3 Other Services Totals	0.00	0.00	0.00	3,937.00	3,937.00	-3,937.00	0.00	-3,937.00	0.00%
Fund Total	0.00	0.00	0.00	3,937.00	3,937.00	-3,937.00	0.00	-3,937.00	0.00%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Total All Funds	563,000.00	563,000.00	5,321.42	525,533.84	\$525,533.84	45,477.86	0.00	45,477.86	93.35%

Appropriated Accounts with Receipts Posted to them

Fund	Account	MTD	YTD
100	100.1.1240 Employee Group Insurance	\$61.03	\$61.03
100	100.2.2420 Program Supplies	\$57.42	\$57.42
100	100.3.3210 Telephone	\$690.42	\$690.42
100	100.3.3610 Building Repair	\$209.00	\$209.00
650	650.5.5000 LIRF Revenues	\$1,672.41	\$1,672.41
		\$2,690.28	\$2,690.28

Internal Transfers

Fund	Account	MTD	YTD
100	100.1.1110 Salary of Librarian	(\$405.56)	(\$405.56)
100	100.1.1120 Salary of Staff	\$10,178.01	\$10,178.01
100	100.1.1130 Salary of Treasurer	\$520.20	\$520.20
100	100.1.1210 Library FICA and Medicare	\$1,018.02	\$1,018.02
100	100.1.1220 Unemployment	(\$548.90)	(\$548.90)
100	100.1.1230 PERF Employer Contribution Share	\$1,628.95	\$1,628.95
100	100.1.1240 Employee Group Insurance	(\$2,051.49)	(\$2,051.49)
100	100.2.2310 Building Materials	(\$136.08)	(\$136.08)
100	100.2.2420 Program Supplies	\$136.08	\$136.08
100	100.3.3110 Consulting Services	(\$500.00)	(\$500.00)
100	100.3.3140 Other Professional	\$1,115.77	\$1,115.77
100	100.3.3146 eBook Services	(\$354.11)	(\$354.11)
100	100.3.3210 Telephone	(\$3,115.77)	(\$3,115.77)
100	100.3.3250 Freight and Express	\$100.00	\$100.00
100	100.3.3260 Internet Vendor	(\$12,939.23)	(\$12,939.23)
100	100.3.3520 Electric	\$2,596.69	\$2,596.69
100	100.3.3610 Building Repair	(\$1,703.03)	(\$1,703.03)
100	100.3.3620 Equipment Repair	\$4,106.34	\$4,106.34

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/15 Period Ending Date 12/31/15

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100	100.4.4310		Improvements - Other			(\$414.25)	(\$414.25)		
100	100.4.4520		Books - Adult Nonfiction			\$14.94	\$14.94		
100	100.4.4530		Books - Children			\$1.68	\$1.68		
100	100.4.4540		Books - YA			\$88.30	\$88.30		
100	100.4.4550		Books - Eastern			\$218.92	\$218.92		
100	100.4.4710		Nonprint - Adult DVD			(\$14.94)	(\$14.94)		
100	100.4.4730		Nonprint - Audiobooks			\$354.11	\$354.11		
100	100.4.4760		Nonprint - Eastern			\$105.35	\$105.35		
						\$0.00	\$0.00		

Resolution to Transfer Funds
Within the Library Operating Fund

Bloomfield-Eastern Greene County Public Library Public Library

WHEREAS, to place money back in the excess operating fund that was borrowed at the end of 2015, operating money must now be transferred from BloomBank to Farmers and Mechanics Bank.

NOW THEREORE BE IT RESOLVED, which the following transfers be immediately made within the Library Operating Fund:

Transfer from BloomBank Operating Fund:	Transfer to Farmers and Mechanics Bank Operating Fund:
\$25,000.00	\$25,000.00

DULY ADOPTED by the Board of Trustees of the Bloomfield-Eastern Greene County Public Library at its regular meeting held on the 13th day of January 2016 at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

**Resolution to Transfer Funds between Major Categories
Within the Library Operating Fund**

Bloomfield-Eastern Greene County Public Library

WHEREAS, due to shortages in some funds, certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another to close out the 2015 Budget;

NOW THEREFORE BE IT RESOLVED, which the following transfers be immediately made within the Library Operating Fund:

Transfer from Operating Fund:

Category: Other Services

Subcategory: Internet Vendor

\$10,339.23 _____

Transfer to Operating Fund:

Category: Personnel

Subcategory: Salary of Staff, Library FICA & Medicare, PERF Employer Contribution, and Salary of Treasurer

\$10,339.23 _____

DULY ADOPTED by the Board of Trustees of the Bloomfield-Eastern Greene County Public Library at its regular meeting held on the 13th day of January, 2016, at which a meeting quorum was present.

NAY

AYE

ATTEST:

Secretary

Librarian's Report –Austin Stroud, Director – 01.13.16

Events/Programming

We're up to \$3150 raised for the Golf (fore!) the Library fundraiser on February 6. We've been getting in a fair amount of silent auction donations, too, however, monetary donations have somewhat stalled out in the last 2-3 weeks. We're going to start doing drop-in/face-to-face follow ups in the next week to help get closer to our \$10k goal. We raised over \$7300 last year. If any of you are interested in volunteering or helping with the event for any period of time, just let me know. We plan to set up the course on Friday, February 5 while the library is open from 10-5. The actual event will be held on Saturday, February 6, from 10-5.

After the February 10 Board meeting where I go over our annual report and annual financial report, I'll be doing a State of the Library address/program where I go over our 2015 numbers/accomplishments with the public. It will be 6:30-7:30 on the 10th.

Our 2nd annual staff training day will be held on Monday, January 18 (Martin Luther King, Jr. Day). Topics we plan to cover: Indiana room/genealogy, wrapping up our 2014-2016 Strategic Plan and planning the 2017-2019 Strategic Plan, training on our digital resources including OverDrive, Freegal, and Chilton, Indiana Bicentennial planning, and a session about turning outward to the community.

Community/Professional Involvement

Beth Burcham and I are still coordinating with several groups in the area on getting the Little Free Libraries constructed this winter before their spring launches.

I spoke about the library's golf fundraiser as well as the Little Free Libraries at the Chamber of Commerce's January meeting. I also attended a Chamber Board meeting on December 17 and the Friends of the Library Board meeting on the same day.

Other

We finally went live with the Chilton online auto repair database this week. We'll be doing heavy promoting of it the next few months. Our library, along with the Linton and Worthington libraries came together on this to offer it to all of Greene County (Jasonville is the only area unserved by it). The Classic Cruisers car club gave a \$400 donation and the Friends of the Library paid the library's portion of this annual subscription.

The catalog computer upstairs was replaced with an iPad and tablet stand. This will be dedicated in honor of long-time Board member Carol Talbott. The Friends of the Library contributed \$100 toward this. We haven't had any complaints so far!

We also have been testing a hotspot in the area through Sprint. We're looking into grants to fund "checking out" the Internet to patrons.

The painting continues, but Mr. Jones is almost finished with his part. The teen librarian, myself, and teens will be painting the teen room on Thursday night, February 11. After that is finished, we can move forward with replacing the carpet and furniture. More updates on building/grounds things will be shared in that committee report.

Thank you!

LIBRARIAN'S REPORT DEC. 2015 BLOOMFIELD

January 13, 2016 Board Meeting

Juvenile Circulation	2015	2014	2013
Juvenile Fiction	777	520	769
Juvenile Non-Fiction	125	113	78
Parent/Teacher	2	4	12
Juvenile Videos	7	7	27
Juvenile DVDs	213	127	123
Audiobooks/Gaming	16	11	32
B&C (Kits)	1	0	4
Juvenile Magazines	8	4	7
YA Books	192	298	185
YA Nonprint	56	29	2
Total Children's:	1397	1112	1239

Adult Circulation	2015	2014	2013
Fiction	761	772	808
Non-Fiction	342	291	329
Magazines	90	59	72
Music CDs	120	70	127
Audiobooks	184	193	213
Playaways	91	50	50
Overdrive	611	545	424
DVDs/Videos	1387	1534	1701
Total Adult:	3586	3514	3724
TOTAL CIRCULATION:	4983	4626	4963

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	150		Books borrowed from ILL	
Teen	241			
Adult	568	254	Books borrowed from EI libraries	
Total Internet	959			
Wireless		310	Books loaned to EI libraries	
Microfilm				
Total:				
Programs:	73	children attended	5	programs
	35	teens attended	5	programs
	9	adults attended	1	programs
Outreach:	0	items delivered to	0	Patrons
	0	items delivered to	0	offsite locations
	38	books delivered to	2	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	52	Fines and Fees	\$424.95
Adult Books Donated	7		
Magazines Added	45	Copier Fees	\$314.65
Adult AV items purchased	38		
Adult AV items donated	14	Other Fees	\$138.48
YA books purchase	20		
YA books donated	0	Total:	\$878.08
Children books purchased	58		
Children books donated	0	Total Patrons: 1,877 New Resident Cards: 21 Number of Items: 46,987 Email Genealogy: 4 Freegal Streaming: 88/4 Freegal Downloads: 21/5	
Children AV purchased	5		
Children AV donated	1		
Total Books Added	182		
Total AV Added	58		
Total of all items added:		240	

LIBRARIAN'S REPORT DECEMBER 2015
January 13, 2016 Board Meeting

EASTERN			
	2015	2014	2013
Juvenile Circulation			
Juvenile Fiction	187	101	66
Juvenile Nonfiction	4	3	14
Juvenile Periodicals	0	1	0
Audiobooks/Kits	5	2	0
DVDs/Videos	0*	0	6
YA	13	10	30
Total Juvenile Circulation	209	117	117
Adult Circulation			
Fiction	103	157	121
Nonfiction	21	11	11
Periodicals	29	28	32
Audiobooks	22	23	15
DVDs/Videos	357	264	249
Music CDs	15	10	7
Games	9	3	0
Total Adult Circulation	556	496	435
TOTAL CIRCULATION	765	613	552
Additional Statistics			
New resident cards:	4		
Number of Patrons:	536		
Number of items:	8,944		
Computer/WIFI Use:	134 Computer Users and 15 Wireless Users		
Programs/Attendance:	5 Programs with 49 in Attendance		
NEW ITEMS Purchased or donated to branches	Purchased:		
	Adult Books	7	
	Adult A/V	19	
	Magazines	0	
	YA	1	
	Children's Books	21	
	Children's A/V	9	
	Donated:		
	Books	0	
	A/V	0	
	Total:	57	

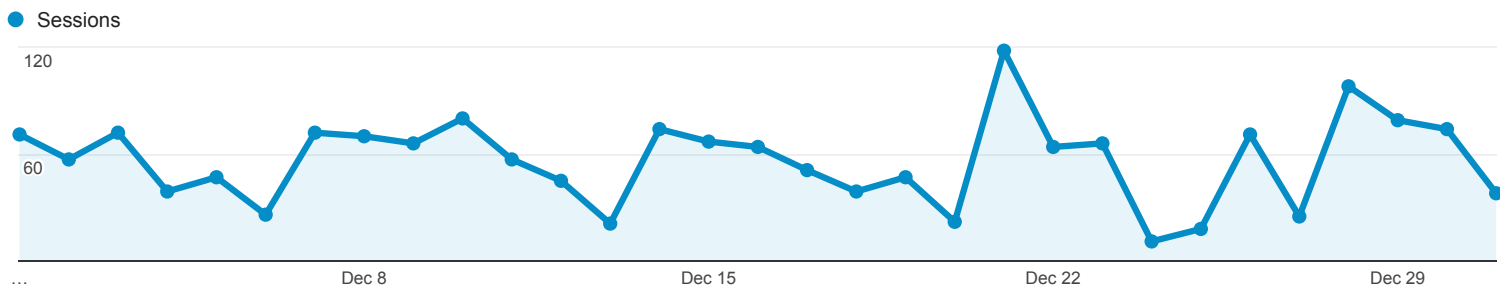
*All DVD/video checkouts were combined as adult.

Dec 1, 2015 - Dec 31, 2015

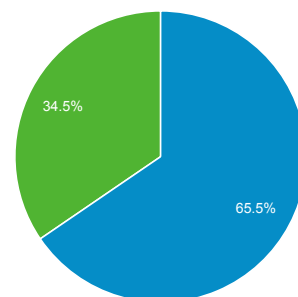
Audience Overview

All Sessions
100.00%

Overview



■ Returning Visitor ■ New Visitor



City	Sessions	% Sessions
1. Bloomfield	837	47.86%
2. Bloomington	301	17.21%
3. Chicago	44	2.52%
4. Bedford	42	2.40%
5. Ellettsville	42	2.40%
6. (not set)	41	2.34%
7. Indianapolis	38	2.17%
8. Columbus	29	1.66%
9. New York	20	1.14%
10. Stanford	15	0.86%

By-Laws of the Board of Trustees
Bloomfield-Eastern Greene County Public Library

Article I – Name

This organization shall be called “The Board of Trustees of the Bloomfield-Eastern Greene County Public Library”, hereinafter referred to as “the Board.” The Bloomfield-Eastern Greene County Public Library will be hereinafter referred to as “the Library”. The Board exists by virtue of the provisions of IC 36-12 and shall operate according to the authority and purpose of IC 36-12. The Library serves the taxpaying townships of Richland, Taylor, Jackson, Center, Beech Creek and Highland. Library Board shall consist of seven members.

Article II – Authority and Purpose

- Section A: The Board shall govern the Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.
- Section B: Members of the Board shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.
- Section C: The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.
- Section D: Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board. Officers shall serve a term of one year from the meeting in which they are elected or until their successors are duly elected.

Article III – Library/Director

- Section A: The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)
- Section B: The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

- Section C: The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.
- Section D: Act as technical advisor to the Board and recommend for employment all personnel and supervise and evaluate their work.
- Section E: Report monthly to the Library Board including current progress and future needs of the library.
- Section F: Prepare an annual budget for the library in consultation with the finance committee, subject to revision and approval of the Board of Trustees.
- Section G: Supervise the selection and ordering of all books and other library materials according to Board policy.
- Section H: Attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.
- Section I: Affiliate with state and local professional organizations and attend professional meetings and workshops.
- Section J: Develop a work-time schedule for staff.
- Section K: Serve at the circulation desk when scheduled and assist with reference questions as needed.
- Section L: Maintain an active public relations program.
- Section M: Assess the needs for implementing effective service and cooperate with the Board of Trustees in short and long-range planning for meeting those needs.

Article IV – Conflict of Interest

- Section A: Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Section B: Board members shall promote a high level of service while observing ethical standards.
- Section C: Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.
- Section D: Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section E: Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

Section F: If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Section G: Library Board members and their dependents are prohibited from having a pecuniary interest in or prohibited from deriving a profit from a contract or purchase connected with the library unless the interest or profit is specifically permitted by law and the Board member makes a public conflict of interest disclosure in accordance with Indiana Code 35-44-1-3.

Article V – Nepotism

Section A: Nepotism
In compliance with Indiana Law, dependents of the Director and/or Library Board of Trustee members are ineligible for employment with the library. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other. Each case of a second family member applying for a position which is not covered above will be judged individually.

Article VI – Amendments

Section A: These by-laws may be amended at any meeting of the Board of Trustees by the unanimous vote of all the members of said Board, or by a majority vote of the quorum present at any meeting following the giving of notice of the proposed amendments at the previous regular meeting.

Section B: Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.

Section C: Amendments may be proposed by any member of the Board

Section D: The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII- Membership

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County executive
Trustee 2 IC 36-12-2-9(2)	County fiscal body
Trustee 3 IC 36-12-2-9(3)	School board
Trustee 4 IC 36-12-2-9(3)	School board
Trustee 5 IC 36-12-2-9(3)	School board
Trustee 6 IC 36-12-2-9(4) (IC 36-12-2-10(1), 11(b1), 12(1), 13(1), or 14(1))	County fiscal body
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	County fiscal body

Article VIII- Officers

Section A: Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23. The President, Vice-President and Secretary are elected from among the appointed trustees at the annual meeting. The Trustees shall annually elect a treasurer who may be either an appointed member of the board or an employee of the library, exclusive of the library director.

Section B: The president shall appoint a nominating committee in November who will present a slate of officers at the December meeting. Additional nominations may be made from the floor. The officers shall be elected by ballot at the December meeting for a term on one year, per IC 36-12-2-23.

Section C: Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Section D: The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.

Section E: The President shall:

- (1) preside at all meetings of the Board of Trustees;
- (2) with the Secretary, execute all legal papers, documents and instruments on behalf of said Board of Trustees;
- (3) appoint all committees
- (4) be an ex-officio member of all committees
- (5) represent said Board of Trustees in all matters pertaining to the Library not otherwise provided for in these by-laws.

Section F: The Vice-president shall preside at all meetings of the Board of Trustees during the president’s absence; and shall, during the President’s inability to perform the duties of his or her office, perform all of the President’s duties.

Section G: The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; with the President, execute all legal papers, documents and instruments on behalf of said Board of Trustees, shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Library Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who will take an active part in the work and perform other duties which may be assigned by said Board of Trustees.

Section H: The Treasurer is responsible for the proper safeguarding and accounting of all library funds and shall deposit all money in accordance with the provisions of the public Depository Act, shall issue warrants approved by the Library Board in payment of expenses lawfully incurred on behalf of the public library, shall make financial reports of library funds and present the reports to the library board each month, examine and audit all vouchers and accounts, countersign all necessary records of the library, shall give a corporate surety bond in the amount to be determined by the Board of Trustees.

Article IX – Meeting of the Board of Trustees

Section A: The Library Board shall meet on the second Wednesday of each month at 5:00 or such other date and time as may be approved by the Board of Trustees. The date time and place of the regular meetings of the Board of Trustees shall be determined at a regular meeting of the Board.

Section B: At the regular December meeting, the annual election of officers shall be held for the ensuing year.

Section C: Special meetings may be called by the President, or in the President's absence, by the Vice-president, or upon the written request of three members.

Section D: The order of business at regular meetings of the Board of Trustees shall be as follows (1) reading and approval of monthly claims, (2) reading and approval of the minutes of previous meetings, (3) Treasurer's Report, (4) Librarian's report, (5) Committee reports, (6) Old business, (7) New business.

Section E: A majority of the Board of Trustees shall constitute a quorum for official business.

- Section F: Conduct of meetings and proceedings of all meetings shall follow Robert's Rules of Order.
- Section G: The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.
- Section H: Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).
- Section I: Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

Article X– Committees

- Section A: Standing committees will be appointed by the President, with the approval of the Board, at the first meeting following the annual meeting, and will serve for one year. They may include but are not limited to:

Building and Grounds Committee

The building and grounds committee shall be composed of three Trustees who shall be appointed annually by the President within five (5) days after said President's election. This committee shall, subject to the approval of the Board of Trustees, have general supervision of the care, repair, and maintenance of the building and grounds.

Finance Committee

The finance committee shall be a standing committee made up of the Treasurer and two other Trustees and shall be appointed annually by the president within five (5) days after said President's election. This committee, subject to the approval of the Board of Trustees, shall be charged with consulting with the Librarian/Director on the annual preparation of the budget and advertising of the budget, devising ways and means to secure adequate funding sources for the Library's operation, secure service contracts prior to budget preparation time, and to serve as the Board of Finance when required.

- Section B: Special Committees

The President may appoint such special committees as are necessary to the proper and orderly dispatch of Library business when the need arises.

- Section C: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or

recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Section D: Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XI –Policies, Plans, Rules and Regulations

Section A: In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h).

Section B: All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as “The Policies, Plans, Rules, and Regulations of the Bloomfield-Eastern Greene County Public Library Eastern Greene County Public Library.”

Article XII – Review of Bylaws

Section A: The bylaws will be reviewed at the December meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

THE ABOVE AND FORGOEING BY-LAWS were adopted as amendments to and do supersede the by-laws heretofore in effect on this 13th Day of January, 2016, by the affirmative vote of the following members of said Board of Trustees:

being ____ of the members of said Board

Attest: _____
Secretary