

**Bloomfield-Eastern Greene County Public Library
Board of Trustees Meeting Agenda
Wednesday, August 17 at 5PM EST in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report/Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
 - a. Bookkeeper/Treasurer Role
 - b. Signatory Changes on Bank Accounts
9. New Business
 - a. Acceptance of a Board Member's Resignation
 - b. Board of Trustees Officer Changes
 - c. Personnel Matters
 - d. 2017 Budget Proposal/Timeline
 - e. Re-carpeting of the Library/Possible Closure
 - f. Furniture/Request for Trust Fund Assistance
 - g. Resolution to Join the Indiana State Library Consortium for Public Library Internet Access (July 1, 2017 – June 30, 2018 E-Rate Year)
10. Public Comment
11. Adjournment

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

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

8/17/2016

From: 7/1/2016 To: 7/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18753	ROBERT TURNER				\$52.92
18754	REBECCA FEIRER				\$130.90
18755	Jacob Swango				\$11.23
18756	INDIANA DEPT OF REVENUE				\$1,143.76
18757	PERF				\$1,547.22
18758	US TREASURY				\$5,781.74
18759	CENGAGE LEARNING				\$85.73
18760	EASTERN HEIGHTS UTILITIES				\$14.85
18761	SEWAGE DISPOSAL WORKS				\$74.00
18762	VISION SERVICE PLAN				\$23.86
18763	RICOH USA INC				\$141.53
18764	Amplified Tech Services LLC				\$150.00
18765	ENA Services LLC				\$703.50
18766	FINDAWAY WORLD				\$127.49
18767	John Musgraves				\$85.00
18768	AMAZON				\$209.43
18769	AMAZON				\$620.99
18770	WALMART				\$276.82
18771	FIRST SECURITY INSURANCE				\$6,495.00
18772	AMAZON				\$0.00
18773	BEDFORD OFFICE SUPPLY				\$81.25
18774	DUKE ENERGY				\$1,390.60
18775	SHOWCASES				\$70.42
18776	JEREMY INMAN				\$400.00
18777	GADELLNET CONSULTING SERVICES				\$75.00
18778	INDIANA STATE LIBRARY				\$44.00
18779	MARGARET DEVAULT				\$9.57
18780	CENTURYLINK				\$6.50
18781	EASTERN HEIGHTS UTILITIES				\$30.02
18782	ANTHEM				\$1,404.02
18783	UDWI				\$224.00
18784	DESIGNSCAPE HORTICULTURAL SERVICES				\$224.20
18785	RICOH USA INC				\$49.23
18786	UNIQUE MANAGEMENT SERVICE				\$169.23
18787	MIDWEST NATURAL GAS CORP				\$36.33
18788	BEDFORD OFFICE SUPPLY				\$38.00
18789	INDIANA STATE LIBRARY FOUNDATION				\$250.00
18790	ABELL ELEVATOR INTERNATIONAL				\$228.22

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 BLOOMFIELD , IN 47424

8/17/2016

From: 7/1/2016 To: 7/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18791	AT&T				\$100.21
18792	FIRST SECURITY INSURANCE				\$244.00
18793	U.S. BANK				\$949.57
18794	MARY WITTE				\$90.47
18795	KAREN HOLZ				\$137.44
18796	DELTA DENTAL				\$86.19
18797	GRAVES PLUMBING COMPANY INC				\$128.70
18798	SMITHVILLE				\$82.97
18799	MICHELE ROGERS				\$1,458.33
18800	EASTERN HEIGHTS UTILITIES				\$14.85
18801	B & C Disposal				\$40.00
18802	RICOH USA INC				\$133.18
18803	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				\$144.27
18805	WALMART				\$52.45
18806	JUSTIN TERRY				\$70.00
18807	Jacob Swango				\$7.49
18833	John Musgraves				\$100.00
18834	ROBERT TURNER				\$66.60
18835	VISION SERVICE PLAN				\$23.86
18836	FINDAWAY WORLD				\$63.74
18837	SHOWCASES				\$102.50
18838	Penworthy Company				\$203.68
18839	CENTER POINT LARGE PRINT				\$128.82
18844	EBSCO Information Services				\$28.63
18845	INDIANA DEPT OF WORKFORCE DEVELOPMENT				\$609.21

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

8/17/2016

From: 7/1/2016 **To:** 7/31/2016

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 \$27,473.72 . Dated 8/17/2016

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: 08/01/16 To: 08/01/16

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
18808			\$745.03	DD18808	\$597.70
18809			\$534.67	DD18809	\$432.78
18810			\$53.55	21718	\$49.45
18811			\$1,572.55	DD18811	\$1,142.95
18812			\$572.22	21719	\$463.41
18813			\$659.49	21720	\$531.23
18814			\$2,205.55	DD18814	\$1,649.76
18815			\$341.48	21721	\$311.09
18816			\$346.91	21722	\$308.12
18817			\$2,506.14	DD18817	\$1,928.40
18818			\$1,321.51	DD18818	\$1,158.97
18819			\$4.47	DD18819	\$3.92
18820			\$111.69	DD18820	\$97.95
18821			\$1,902.59	21723	\$1,529.61
18822			\$975.30	DD18822	\$855.34
18823			\$413.54	21724	\$362.67
18824			\$325.73	21725	\$221.90
18825			\$3,500.00	DD18825	\$2,420.82
18826			\$794.50	DD18826	\$636.13
18827			\$307.91	21726	\$258.05
18828			\$662.32	21727	\$571.05
18829			\$355.76	21728	\$295.21
18830			\$1,972.54	DD18830	\$1,608.89
18831			\$302.06	DD18831	\$264.90

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim		
			\$22,487.51	\$17,700.30			
200.1.2070	Perf Employees Share	\$293.53	200.1.2071	Health Insurance Employees S \$304.56	200.1.2274	State and County	\$34.64
200.1.2274	State and County	\$1,089.37	200.1.2275	FICA Employees \$1,375.35	200.1.2274	State and County	\$68.61
200.1.2276	Medicare Employees	\$321.64			200.1.2274	State and County	\$102.97
					200.1.2274	State and County	\$0.21
					200.1.2274	State and County	\$45.35
					200.1.2274	State and County	\$36.94
					200.1.2274	State and County	\$14.05

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-6.

_____, 20_____

Fiscal Officer

Allowance of Vouchers

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

We have examined the claims listed on the foregoing Register of Claims, consisting 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$17,700.30 Dated 8/17/2016

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, July 13, 2016

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, July 13, at 5PM in the community room at the library. Those present were Don Heintzman, Luke Rudisill, Judy Branstetter, Kristie Bladen, Jim Medina presiding, and Austin Stroud, Library Director.

Approval of Claims and Minutes:

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

Treasurers Report:

CLAIMS:

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

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

BALANCE THE BUDGET:

No transfers needed this month.

BUDGET STATUS:

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

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

Jim would like us to do a resolution to pay through our online banking. Austin mentioned that we have a lot of staff members that do not like direct deposit. Judy made a motion to approve the Treasurer's report and Kristie seconded it. All present were in favor.

Librarians Report:

Events/Programming

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

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

Community/Professional Involvement

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

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

Other

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

Personnel Report:

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

FROM: Austin Stroud, Director

RE: Personnel Report

DATE: July 13, 2016

Beginning Employment

- None.

Ending Employment

- None.

Job Changes

- None.

Finance Committee Report:

We discussed the possibility of using trust fund money for furniture. It was discussed that we may be able to present a package to people about our needs and see if anyone else locally can do this for us for cheaper. Austin mentioned the need to have things that withstand heavy/industrial use.

Kristie liked the idea of tread on the stairs because of the mud.

Jim mentioned that we should not always go with the cheapest.

Building & Grounds

Circulation manager Tasha Hudson and Adult librarian Kimberly Porter prepared a report outlining an update on re-carpeting the library, electrical work needed, and furniture.

Jim plans to talk to Tasha about electrical outlets, carpet, furniture, etc.

Old Business:

None.

New Business:

With treasurer/bookkeeper Amy Myers departing this month, Austin presented a letter that needs signed by the secretary, Luke, to change the signatories on our bank accounts. Austin and Dinah Fuller will remain as signatories, while we'll also be adding James "Jim" Medina as a third signatory.

Don made a motion to approve the signatory changes and Judy approved.

Public Comment:

None.

Adjournment:

Don moved to adjourn meeting and Judy seconded it at 5:55 p.m. All present were in favor. The next meeting will be Wednesday, August 10, in the library's community room.

TREASURER'S REPORT—July 2016

CLAIMS:

PAYROLL: Claim #18808 to 18831 for **\$17,700.30**.

CLAIMS: Claim #18753 to Claim #18807, Claim #18833 to Claim #18839, Claim #18844 to Claim #18845 for **\$27,473.72**. **The claims are high this month from our annual insurance policy renewal.**

BALANCE THE BUDGET:

No transfers needed this month.

BUDGET STATUS:

Through 7 months of the year, we strive to be at or under 58.33% (7/12th of the year) in each of the four budget categories as well as overall. See the appropriation report through July 31, 2016 for the full numbers.

2016/Current Year through July 31, 2016

Personnel/Personal Services	58.05 % spent
Supplies	39.76 % spent
Other Services	34.98 % spent
Capital Outlays	32.75 % spent
OVERALL	47.75 % spent

2015/Prior Year Comparison through July 31, 2015

Personnel/Personal Services	60.63 % spent
Supplies	34.93 % spent
Other Services	40.90 % spent
Capital Outlays	51.05 % spent
OVERALL	52.82 % spent

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

7/31/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$143,471.08			\$177,016.95
	100 OPERATING		\$300,785.99	\$337,126.72	
	200 PAYROLL		\$34,201.04	\$33,974.82	
	300 PLAC		\$0.00	\$35.00	
	350 EVERGREEN FINES & FEES		\$115.25	\$110.81	
	400 GIFT		\$2,504.18	\$3,881.84	
	700 SALES TAX		\$12.06	\$6.72	
	850 STATE TECHNOLOGY		\$3,971.52	\$0.00	
	875 CONFERENCE SCHOLARSHIP		\$750.00	\$750.00	
			\$342,340.04	\$375,885.91	
2	FARMERS AND MECHA 101426998	\$151,241.44			\$159,392.56
	100 OPERATING		\$60,000.00	\$68,151.12	
			\$60,000.00	\$68,151.12	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

Treasurer Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

7/31/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
Total All Bank		\$294,712.52	\$402,340.04	\$444,037.03	\$336,409.51

Fund Balance Summary

Account Number	Account Name	Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
001	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$143.50	\$0.00	\$143.50
050	PETTY CASH	\$35.50	\$0.00	\$0.00	\$35.50	\$0.00	\$35.50
100	OPERATING	\$161,260.41	\$360,785.99	\$405,277.84	\$205,752.26	\$0.00	\$205,752.26
200	PAYROLL	\$244.82	\$34,201.04	\$33,974.82	\$18.60	\$0.00	\$18.60
300	PLAC	\$75.00	\$0.00	\$35.00	\$110.00	\$0.00	\$110.00
350	EVERGREEN FINES & FEES	\$641.13	\$115.25	\$110.81	\$636.69	\$0.00	\$636.69
400	GIFT	\$11,983.90	\$2,504.18	\$3,881.84	\$13,361.56	\$0.00	\$13,361.56
450	HUNTER TRUST	\$70,849.73	\$0.00	\$0.00	\$70,849.73	\$0.00	\$70,849.73
500	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	FLATER	\$1,177.64	\$0.00	\$0.00	\$1,177.64	\$0.00	\$1,177.64
600	SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$3,291.42	\$0.00	\$3,291.42
650	LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	SALES TAX	\$16.01	\$12.06	\$6.72	\$10.67	\$0.00	\$10.67
750	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850	STATE TECHNOLOGY	\$3,971.52	\$3,971.52	\$0.00	\$0.00	\$0.00	\$0.00
875	CONFERENCE SCHOLARSHIP	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$294,712.52	\$402,340.04	\$444,037.03	\$336,409.51	\$0.00	\$336,409.51

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

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 07/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
001 CASH CHANGE FUND									
5 Income									
001.5.5000 Cash Change Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5 Income Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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100 OPERATING									
1 Personnel									
100.1.1110 Salary of Librarian	73,000.00	73,000.00	0.00	43,544.38	43,544.38	29,455.62	0.00	29,455.62	59.65%
100.1.1111 Salary of Librarians(Hourl	100,000.00	100,000.00	0.00	63,337.80	63,337.80	36,662.20	0.00	36,662.20	63.34%
100.1.1112 Salary of Library Assistan	25,000.00	25,000.00	0.00	21,786.16	21,786.16	3,213.84	0.00	3,213.84	87.14%
100.1.1113 Salary of Substitutes	9,500.00	9,500.00	0.00	6,852.97	6,852.97	2,647.03	0.00	2,647.03	72.14%
100.1.1114 Salary of Pages	18,000.00	18,000.00	0.00	10,260.11	10,260.11	7,739.89	0.00	7,739.89	57.00%
100.1.1115 Salary of Coordinators	18,500.00	18,500.00	0.00	10,236.69	10,236.69	8,263.31	0.00	8,263.31	55.33%
100.1.1120 Salary of Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1130 Salary of Treasurer	15,500.00	15,500.00	0.00	1,591.20	1,591.20	13,908.80	0.00	13,908.80	10.27%
100.1.1210 Library FICA and Medicar	22,000.00	22,000.00	0.00	11,902.33	11,902.33	10,097.67	0.00	10,097.67	54.10%
100.1.1220 Unemployment	3,000.00	3,000.00	0.00	1,915.95	1,915.95	1,084.05	0.00	1,084.05	63.87%
100.1.1230 PERF Employer Contribu	15,000.00	15,000.00	0.00	7,496.71	7,496.71	7,503.29	0.00	7,503.29	49.98%
100.1.1240 Employee Group Insuran	14,000.00	14,000.00	0.00	8,857.33	8,857.33	5,142.67	0.00	5,142.67	63.27%
100.1.1241 Extra Personnel	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00%
1 Personnel Totals	323,500.00	323,500.00	0.00	187,781.63	187,781.63	135,718.37	0.00	135,718.37	58.05%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	7.14	7.14	42.86	0.00	42.86	14.28%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2210 Cleaning Supplies	1,300.00	1,300.00	0.00	714.14	714.14	585.86	0.00	585.86	54.93%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 07/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
100.3.3620 Equipment Repair	8,000.00	8,000.00	0.00	937.50	937.50	7,062.50	0.00	7,062.50	11.72%
100.3.3630 Janitorial Service	17,500.00	17,500.00	0.00	10,208.31	10,208.31	7,291.69	0.00	7,291.69	58.33%
100.3.3910 Dues	1,750.00	1,750.00	0.00	833.00	833.00	917.00	0.00	917.00	47.60%
100.3.3940 Transfer to LIRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3950 Circuit Breaker Reduction	15,100.00	15,100.00	0.00	0.00	0.00	15,100.00	0.00	15,100.00	0.00%
100.3.3955 Extra Services	15,550.00	15,550.00	0.00	0.00	0.00	15,550.00	0.00	15,550.00	0.00%
3 Other Services Totals	169,100.00	169,100.00	0.00	59,147.81	59,147.81	109,952.19	0.00	109,952.19	34.98%
4 Capital Outlays									
100.4.4210 Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4310 Improvements - Other	2,500.00	2,500.00	0.00	249.39	249.39	2,250.61	0.00	2,250.61	9.98%
100.4.4410 Furniture and Equipment	9,000.00	9,000.00	0.00	2,239.94	2,239.94	6,760.06	0.00	6,760.06	24.89%
100.4.4510 Books - Adult Fiction	9,500.00	9,500.00	0.00	4,321.86	4,321.86	5,178.14	0.00	5,178.14	45.49%
100.4.4520 Books - Adult Nonfiction	5,800.00	5,800.00	0.00	1,916.99	1,916.99	3,883.01	0.00	3,883.01	33.05%
100.4.4525 Books-Local History/Gen	500.00	500.00	0.00	75.00	75.00	425.00	0.00	425.00	15.00%
100.4.4530 Books - Children	7,250.00	7,250.00	0.00	1,823.19	1,823.19	5,426.81	0.00	5,426.81	25.15%
100.4.4540 Books - YA	3,250.00	3,250.00	0.00	1,398.19	1,398.19	1,861.80	0.00	1,861.80	43.33%
100.4.4550 Books - Eastern	6,500.00	6,500.00	0.00	2,515.28	2,515.28	3,984.72	0.00	3,984.72	38.70%
100.4.4610 Periodicals and News	3,000.00	3,000.00	0.00	542.42	542.42	2,457.58	0.00	2,457.58	18.08%
100.4.4710 Nonprint - Adult DVD	3,000.00	3,000.00	0.00	1,461.29	1,461.29	1,548.20	0.00	1,548.20	49.03%
100.4.4720 Nonprint - Music	1,000.00	1,000.00	0.00	300.57	300.57	699.43	0.00	699.43	30.06%
100.4.4730 Nonprint - Audiobooks	6,300.00	6,300.00	0.00	3,260.26	3,260.26	3,019.75	0.00	3,019.75	51.43%
100.4.4740 Nonprint - Childrens	2,000.00	2,000.00	0.00	539.69	539.69	1,452.81	0.00	1,452.81	26.61%
100.4.4750 Nonprint - YA	1,200.00	1,200.00	0.00	466.86	466.86	751.14	0.00	751.14	40.41%
100.4.4760 Nonprint - Eastern	4,200.00	4,200.00	0.00	1,748.84	1,748.84	2,451.16	0.00	2,451.16	41.64%
100.4.4761 Replacement Books/Non	500.00	500.00	0.00	232.17	232.17	257.84	0.00	257.84	44.44%
100.4.4765 Extra Capital Outlays	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00%
4 Capital Outlays Totals	70,500.00	70,500.00	0.00	23,091.94	23,091.94	47,408.06	0.00	47,408.06	32.75%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 07/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal.	%
Fund Total	577,600.00	577,600.00	0.00	275,785.99	275,785.99	301,814.01	0.00	301,814.01	47.75%
Total All Funds	577,600.00	577,600.00	0.00	275,785.99	\$275,785.99	301,814.01	0.00	301,814.01	47.75%

Internal Transfers

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

Librarian's Report –Austin Stroud, Director – 08.17.16

Events/Programming

We continue to have a weekly presence at the Farmer's Market. The impact in regards to our weekly presence has not been that significant with light crowds, especially during the 6-7PM hour.

We are hoping to have a meeting in September to discuss the Strategic Plan, mainly with staff, but if any board members would like to be involved just let me know. This may be during the business day, but we will have at least one meeting after this initial one.

Community/Professional Involvement

We launched our fifth Little Free Library in Scotland on Tuesday, August 9. We had a large crowd in attendance. We hope to launch Little Free Libraries in Mineral, Newberry, and Lyons soon before taking a break until spring/summer 2017 in adding additional ones.

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

Other

The library has purchased an iPad and acquired a Square device to begin taking credit card payments as a pilot. We have not launched this yet, but hope to in the next month or so. We will be taking credit card payments at the adult/upstairs desk at the main library only, with hopes of adding this to the Eastern branch library soon afterwards if all goes well.

We received the signed LSTA contract back from the State Library and have begun purchasing all of the tech equipment for this. We will have to undergo a lot of staff training before we can launch this with the public/patrons.

In the next few weeks, we should go live with a WorldBook Online subscription. This is made possible by a \$500 donation we received from Cook earlier in the year. We'll be pushing this heavily with the schools. We will have a password to give the school so even students without a library card can use this service. WorldBook will be going into the Bloomfield schools for us to promote/meet with interested staff/classes. Eastern schools already subscribe to WorldBook Online.

I have just started looking at revising/updating many policies, especially our Personnel Manual. All staff members will be notified of changes, and we will have them sign acknowledge forms so we can begin enforcing policies to improve our image and customer service going forward. I hope to present a revised manual at the September board meeting. In addition, we are looking at revising policies in regards to food/drink with new carpet and furniture soon in place.

Evergreen now allows patrons to renew audiobooks two times. We also now are able to cap music CD checkouts to 10 per patron, which is something we are going to try to implement soon.

SRCS goes live this week: <http://in.gov/library/SRCS.htm>. This will give our patrons easier access to materials we don't have in addition to what we can get from other Evergreen libraries. More information will be released to patrons about this as we become more familiar with it.

LIBRARIAN'S REPORT JULY 2016 BLOOMFIELD

August 17, 2016 Board Meeting

Juvenile Circulation	2016	2015	2014
Juvenile Fiction	942	1136	1158
Juvenile Non-Fiction	243	224	195
Parent/Teacher	2	1	6
Juvenile Videos	13	23	49
Juvenile DVDs	243	241	354
Audiobooks/Gaming	23	24	19
B&C (Kits)	1	9	12
Juvenile Magazines	6	18	27
YA Books	358	516	404
YA Nonprint	51	63	44
Total Children's:	1882	2249	2268

Adult Circulation	2016	2015	2014
Fiction	845	921	998
Non-Fiction	292	337	362
Magazines	68	70	63
Music CDs	58	130	105
Audiobooks/Games	117/18	210	262
Playaways	66	114	63
Overdrive	740	563	615
DVDs/Videos	1240	1637	1986
Total Adult:	3444	3982	4454
TOTAL CIRCULATION:	5326	6231	6722

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	245	3	Books borrowed from ILL	
Teen	252			
Adult	759	291	Books borrowed from EI libraries	
Total Internet	1256			
Wireless	92	318	Books loaned to EI libraries	
Microfilm	15			
Total:	1363			
Programs:	330	children attended	10	programs
	56	teens attended	11	programs
	5	adults attended	1	programs
Outreach:	0	items delivered to	0	Patrons
	114	items delivered to	13	offsite locations
	57	books delivered to	3	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	67	Fines and Fees	\$540.23
Adult Books Donated			
Magazines Added	49	Copier Fees	\$323.30
Adult AV items purchased	38		
Adult AV items donated		Other Fees	\$148.53
YA books purchase	22		
YA books donated		Total:	\$1012.06
Children books purchased	17		
Children books donated		Total Patrons: 1,841 New Resident Cards: 29 Number of Items: 47,263 Email Genealogy: 7 Freegal Downloads: 54/5	
Children AV purchased	11		
Children AV donated			
Total Books Added	106		
Total AV Added	98		
Total of all items added:	204		

LIBRARIAN'S REPORT JULY 2016
August 17, 2016 Board Meeting

EASTERN			
	2016	2015	2014
Juvenile Circulation			
Juvenile Fiction	191	307	220
Juvenile Nonfiction	12	10	21
Juvenile Periodicals	1	6	0
Audiobooks/Kits	5	1	2
DVDs/Videos	0*	0*	4/0
YA	21	49	43
Total Juvenile Circulation	230	373	290
Adult Circulation			
Fiction	175	153	226
Nonfiction	27	18	34
Periodicals	24	40	33
Audiobooks	31	24	18
DVDs/Videos	292	302	413
Music CDs	16	5	8
Games	11	0	0
Total Adult Circulation	576	542	732
TOTAL CIRCULATION	806	915	1022
Additional Statistics			
New resident cards:	7		
Number of Patrons:	475		
Number of items:	8,587		
Computer/WIFI Use:	137/23 = 160 total		
Programs/Attendance:	5 programs with 20 in attendance		
NEW ITEMS Purchased or donated to branches	Purchased:		
	Adult Books		21
	Adult A/V		18
	Magazines		15
	YA		0
	Children's Books		5
	Children's A/V		0
	Donated:		
	Books		
	A/V		
	Total:		59

*All DVD/video checkouts were combined as adult. // Park pass circ = 3

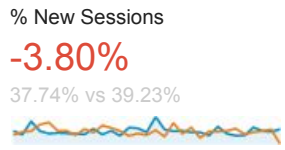
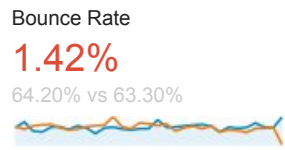
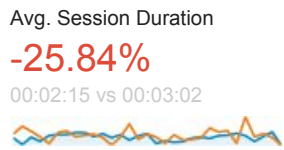
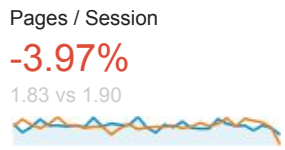
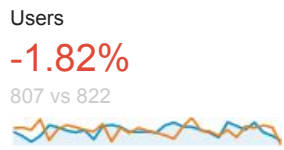
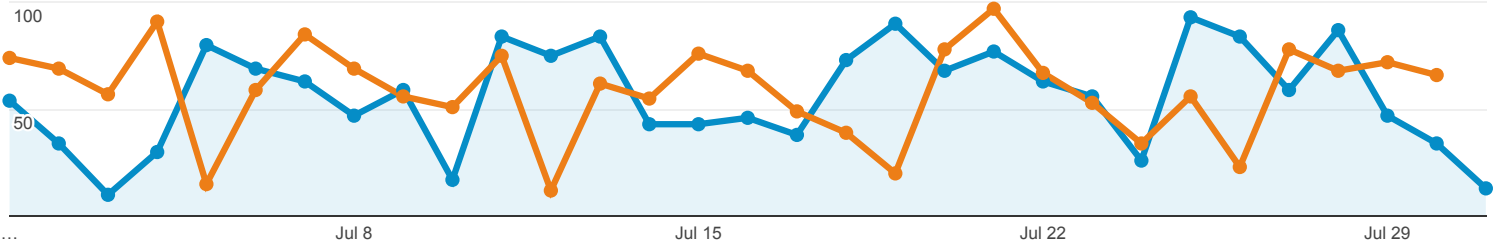
Jul 1, 2016 - Jul 31, 2016
Compare to: Jun 1, 2016 - Jun 30, 2016

Audience Overview

All Users
+0.00% Sessions

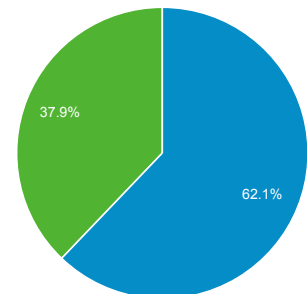
Overview

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

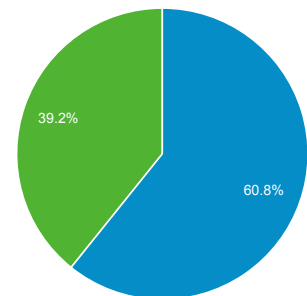


Returning Visitor (blue) New Visitor (green)

Jul 1, 2016 - Jul 31, 2016



Jun 1, 2016 - Jun 30, 2016



Language

	Sessions	% Sessions
1. en-us		
Jul 1, 2016 - Jul 31, 2016	1,655	94.79%
Jun 1, 2016 - Jun 30, 2016	1,609	90.70%
% Change	2.86%	4.51%
2. (not set)		
Jul 1, 2016 - Jul 31, 2016	45	2.58%
Jun 1, 2016 - Jun 30, 2016	89	5.02%
% Change	-49.44%	-48.63%
3. en		
Jul 1, 2016 - Jul 31, 2016	13	0.74%
Jun 1, 2016 - Jun 30, 2016	2	0.11%
% Change	550.00%	560.42%

4. c	Jul 1, 2016 - Jul 31, 2016	7	0.40%
	Jun 1, 2016 - Jun 30, 2016	8	0.45%
	% Change	-12.50%	-11.10%
5. pt-br	Jul 1, 2016 - Jul 31, 2016	7	0.40%
	Jun 1, 2016 - Jun 30, 2016	49	2.76%
	% Change	-85.71%	-85.49%
6. en-gb	Jul 1, 2016 - Jul 31, 2016	5	0.29%
	Jun 1, 2016 - Jun 30, 2016	1	0.06%
	% Change	400.00%	408.02%
7. fr	Jul 1, 2016 - Jul 31, 2016	4	0.23%
	Jun 1, 2016 - Jun 30, 2016	0	0.00%
	% Change	100.00%	100.00%
8. es-419	Jul 1, 2016 - Jul 31, 2016	3	0.17%
	Jun 1, 2016 - Jun 30, 2016	1	0.06%
	% Change	200.00%	204.81%
9. it-it	Jul 1, 2016 - Jul 31, 2016	3	0.17%
	Jun 1, 2016 - Jun 30, 2016	2	0.11%
	% Change	50.00%	52.41%
10. en-ca	Jul 1, 2016 - Jul 31, 2016	1	0.06%
	Jun 1, 2016 - Jun 30, 2016	0	0.00%
	% Change	100.00%	100.00%

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Austin Stroud, Director
RE: Personnel Report
DATE: August 17, 2016

Beginning Employment

- None.

Ending Employment

- Mary Burch, Substitute Library Assistant, Part-time, effective August 11, 2016.
- Amy Myers, Bookkeeper/Treasurer, Part-time, effective August 4, 2016.
- Matthew Woods, Substitute Library Assistant, Part-time, effective August 17, 2016.

Job Changes

- None.

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Proposed		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1110	Salary of Librarian(Salaried)	\$80,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1111	Salary of Librarians(Hourly)	\$106,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1112	Salary of Library Assistants	\$32,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1113	Salary of Substitutes	\$7,500		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1114	Salary of Pages	\$18,500		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1115	Salary of Coordinators	\$19,625		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1130	Salary of Treasurer	\$5,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Salaries and Wages	E100-1241	Extra Personnel	\$10,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Employee Benefits	E100-1210	Library FICA & MED	\$23,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Employee Benefits	E100-1220	Unemployment	\$3,500		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Employee Benefits	E100-1230	PERF	\$16,000		
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	PERSONAL SERVICES	Employee Benefits	E100-1240	Employee Group Ins	\$17,000	\$338,125 Personal Services Total	
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	SUPPLIES	Office Supplies	E100-2110	Official Records	\$50		
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	SUPPLIES	Operating Supplies	E100-2210	Cleaning Supplies	\$1,300		
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	SUPPLIES	Operating Supplies	E100-2422	Extra Supplies	\$1,000		
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	SUPPLIES	Repair and Maintenance Supplies	E100-2310	Building Materials	\$2,000		
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	SUPPLIES	Other Supplies	E100-2410	Library Supplies	\$7,500		
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	SUPPLIES	Other Supplies	E100-2420	Program Supplies	\$4,500	\$16,350 Supplies Total	
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Professional Services	E100-3130	Legal Services	\$750		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Professional Services	E100-3140	Other Professional	\$20,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Professional Services	E100-3145	Database Subscriptions	\$3,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Professional Services	E100-3146	eBook Services	\$3,700		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Professional Services	E100-3252	Evergreen	\$1,875		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Professional Services	E100-3955	Extra Services	\$10,300		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Communication and Transportation	E100-3210	Telephone	\$4,500		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Communication and Transportation	E100-3220	Postage	\$500		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Communication and Transportation	E100-3230	Traveling Expenses	\$3,250		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Communication and Transportation	E100-3240	Professional Meeting	\$3,250		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Communication and Transportation	E100-3250	Freight & Express	\$500		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Communication and Transportation	E100-3260	Internet Vendor	\$9,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Printing and Advertising	E100-3310	Advertising & Publicity	\$500		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Printing and Advertising	E100-3320	Printing	\$500		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Insurance	E100-3410	Official Bonds	\$500		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Insurance	E100-3420	Library Insurance	\$8,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Utility Services	E100-3510	Gas	\$6,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Utility Services	E100-3520	Electric	\$28,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Utility Services	E100-3530	Water	\$1,200		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Utility Services	E100-3540	Waste Disposal	\$2,200		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Repairs and Maintenance	E100-3610	Building Repair	\$20,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Repairs and Maintenance	E100-3620	Equipment Repair	\$8,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Repairs and Maintenance	E100-3630	Janitorial Service	\$18,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Other Services and Charges	E100-3910	Dues	\$2,000		
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	SERVICES AND CHARGES	Other Services and Charges	E100-3950	Circuit Breaker Reduction	\$13,700	\$169,225 Total Other Services & Charges	
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Improvements Other Than Building	E100-4310	Buildings(Improvements)	\$3,000		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Other Capital Outlays	E100-4410	Furniture & Equipment	\$9,500		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4510	Books-Adult Fiction	\$9,750		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4520	Books-Adult Nonfiction	\$6,000		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4525	Books-Local History/Genealogy	\$750		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4530	Books-Childrens	\$7,500		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4540	Books-YA	\$3,500		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4550	Books-Eastern	\$6,750		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4610	Periodicals & News	\$3,000		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4710	Nonprint-Adult DVD	\$3,500		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4720	Nonprint-Music	\$1,000		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4730	Nonprint-Audiobooks	\$6,500		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4740	Nonprint-Children's	\$3,000		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4750	Nonprint-YA	\$1,800		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4760	Nonprint-Eastern	\$4,500		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4761	Replacement Books/Nonprint	\$750		
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	CAPITAL OUTLAYS	Books and Other Media	E100-4765	Extra Capital Outlays	\$5,000	\$75,800 Total Capital Outlays	
0101 - GENERAL Total							\$577,600	\$599,500	\$599,500 budget target 3.8% approved inc rease from 2016 \$577,600 budget

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted	
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1110	Salary of Librarian(Salaried)		\$73,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1111	Salary of Librarians(Hourly)		\$100,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1112	Salary of Library Assistants		\$25,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1113	Salary of Substitutes		\$9,500
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1114	Salary of Pages		\$18,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1115	Salary of Coordinators		\$18,500
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1130	Salary of Treasurer		\$15,500
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1241	Extra Personnel		\$10,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1210	Library FICA & MED		\$22,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1220	Unemployment		\$3,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1230	PERF		\$15,000
	0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1240	Employee Group Ins		\$14,000
	0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	E100-2110	Official Records		\$50
	0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	E100-2210	Cleaning Supplies		\$1,300
	0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	E100-2422	Extra Supplies		\$1,300
	0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	E100-2310	Building Materials		\$2,000
	0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	E100-2410	Library Supplies		\$6,500
	0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	E100-2420	Program Supplies		\$3,350
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3130	Legal Services		\$750
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3140	Other Professional		\$18,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3145	Database Subscriptions		\$4,250
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3146	eBook Services		\$3,500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3252	Evergreen		\$1,250
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3955	Extra Services		\$15,550
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3210	Telephone		\$4,500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3220	Postage		\$500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3230	Traveling Expenses		\$3,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3240	Professional Meeting		\$3,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3250	Freight & Express		\$500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3260	Internet Vendor		\$8,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	E100-3310	Advertising & Publicity		\$250
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	E100-3320	Printing		\$200
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	E100-3410	Official Bonds		\$300
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	E100-3420	Library Insurance		\$7,500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3510	Gas		\$5,500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3520	Electric		\$27,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3530	Water		\$1,100
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3540	Waste Disposal		\$2,100
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	E100-3610	Building Repair		\$20,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	E100-3620	Equipment Repair		\$8,000
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	E100-3630	Janitorial Service		\$17,500
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	E100-3910	Dues		\$1,750
	0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	E100-3950	Circuit Breaker Reduction		\$15,100
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Improvements Other Than Building	E100-4310	Buildings(Improvements)		\$2,500
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Other Capital Outlays	E100-4410	Furniture & Equipment		\$9,000
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4510	Books-Adult Fiction		\$9,500
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4520	Books-Adult Nonfiction		\$5,800
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4525	Books-Local History/Genealogy		\$500
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4530	Books-Childrens		\$7,250
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4540	Books-YA		\$3,250
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4550	Books-Eastern		\$6,500
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4610	Periodicals &News		\$3,000
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4710	Nonprint-Adult DVD		\$3,000
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4720	Nonprint-Music		\$1,000
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4730	Nonprint-Audiobooks		\$6,300
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4740	Nonprint-Children's		\$2,000
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4750	Nonprint-YA		\$1,200
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4760	Nonprint-Eastern		\$4,200
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4761	Replacement Books/Nonprint		\$500
	0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4765	Extra Capital Outlays		\$5,000
					0101 - GENERAL Total			\$577,600

\$323,500 Total Personal Services

\$14,500 Total Supplies

\$169,100 Total Other Services & Charges

\$70,500 Total Capital Outlays

\$577,600 Total Budget

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2017 THROUGH JUNE 30, 2018**

WHEREAS, the board of the _____ Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the _____ Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: _____
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority		2. Funding Year
3. Mailing Address and Contact Information for Administrative Authority		
Street Address, P. O. Box or Route Number		
City	State	Zip Code
Name of Contact Person		
Telephone Number	Fax Number	Email Address

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least five years (or whatever retention period is required by the rules in effect at the time of this certification) any and all records that I rely upon to complete this form.

Name of Administrative Authority _____
 Administrative Authority's Form Identifier _____
 Contact Person _____
 Telephone Number _____

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person	8. Date
9. Printed name of authorized person	
10. Title or position of authorized person	
11. Telephone number of authorized person	

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

**Letter of Agency For Funding Year 2017-2018
For Internet Services
Indiana State Library Consortium for
Public Library Internet Access**

Public Library Name _____

Phone Number: _____ **Fax Number:** _____

Contact Name: _____

E-mail Address: _____

This is to confirm our participation in the **Indiana State Library Consortium for Public Library Internet Access** for the procurement of **Internet and Internet-related services**. I hereby authorize **Indiana State Library Consortium for Public Library Internet Access** to pay AdTec to file FCC Form 471 and other required E-rate forms, and to provide responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed public library.

I understand that, in submitting these forms on our behalf, the Indiana State Library and/or AdTec is making certifications for the above named public library (hereafter, "**the Library**"). By signing this Letter of Agency, I make the following certifications:

- (a) I certify that **the Library** is an eligible recipient under 47 C.F.R. §54-501. **The library** does not operate as a for-profit business, **the Library's** budget is completely separate from any school, and **the Library** is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996.
- (b) I certify that **the Library** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that the services **the Library** purchases at discounts provided by 47 U.S.C. §254 will be used solely for library purposes, see 47 C.F.R. §54.500 and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. §54.513. Additionally, I certify that the Library listed on this application has not received anything of value or a promise of anything of value, other than services sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (d) I certify that **the Library** has complied with all program rules, including recordkeeping requirements, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (f) I certify that I will retain required documents for a period of at least ten years (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records

available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

- (g) I certify that I am authorized to order Internet access and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. §1001 and civil violations of the False Claims Act.
- (h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (i) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission's rules at 47 C.F.R. §54.502(a) and (b).
- (j) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (k) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to **the Indiana State Library Consortium for Public Library Internet Access** for E-rate submission is true.

Signature: _____ Title: _____

Name (printed): _____ Date: _____

Signing this form authorizes the Indiana State Library as the Consortium leader to pay AdTec to file for discounts on your behalf related to your Internet services from the federal E-Rate program.

RETURN by USPS TO:

Karen Ainslie, Public Library Services Consultant
Indiana State Library
Library Development Office
315 W. Ohio Street
Indianapolis, IN 46202

Timeline for Your E-Rate Year 20

(July 1, 2017-June 30, 2018)

A technology plan is no longer required for Priority 1 services, Internet connectivity. The Indiana State Library now requires a three year technology plan in accordance with Indiana Administrative Code 590 Article 6 <http://www.in.gov/legislative/iac/T05900/A00060.PDF> All libraries must file a three year technology plan that complies with the Indiana Administrative Code. A draft is submitted in October with a final version due in December. The library then attests on Library Annual Statistics that technology plan is in compliance.

- 9/13/2016** Board Resolution to Join the Indiana State Library Consortium for Public Library Internet Access—*Original signed document must be received in ISL by this date*
- Form 479 (CIPA compliance)—*Original signed document must be received in ISL by this date*
- Letter of Agency—*Original signed document must be received in ISL by this date*
- 9/12/2016** Deadline for the AdTec Data Sheet (including budget pages). for current Consortium members. Individual emails with attachment to current Consortium members will be sent out in September. *Submit completed document to AdTec offices in Centerville and not to Indiana State Library.*
- 1/15/2017** Service Level Checklist Form—*Document is handled on or before this date by eRate service provider – Education Networks of America (ENA)*
- 12/2016-2/2017** Target window for Form 471 (Description of Services Ordered and Certification Form)—*The exact dates are announced by USAC by the New Year.*
- 7/01/2017** Service year begins
- 7/2017-10/2017** Target window for Form 486 (Receipt of Services Confirmation)
- 6/30/2018** Service Year ends