

**Bloomfield-Eastern Greene County Public Library
Board of Trustees Meeting Agenda
Wednesday, September 14 at 5PM EST in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report/Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
 - a. None
9. New Business
 - a. New Board Member
 - b. 2017 Budget Public Hearing
 - c. Personnel Manual Updates
10. Public Comment
11. Adjournment

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

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

9/14/2016

From: 8/1/2016 To: 8/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18804	LIBRARY IDEAS				\$645.00
18832	GADELLNET CONSULTING SERVICES				\$75.00
18840	CENGAGE LEARNING				\$85.73
18841	AMAZON				\$525.25
18842	AMAZON				\$419.97
18843	BAKER & TAYLOR				\$2,537.14
18846	INDIANA DEPT OF REVENUE				\$999.37
18847	PERF				\$1,389.37
18848	US TREASURY				\$4,886.74
18849	John Musgraves				\$103.99
18850	BEDFORD OFFICE SUPPLY				\$0.00
18851	SHOWCASES				\$104.85
18852	ENA Services LLC				\$703.50
18853	DUKE ENERGY				\$1,603.03
18854	SEWAGE DISPOSAL WORKS				\$74.00
18855	HASEMAN PEST CONTROL OFFICE				\$65.00
18856	MIDWEST NATURAL GAS CORP				\$35.30
18858	HERALD-TIMES				\$195.48
18859	RICOH USA INC				\$141.53
18860	JEREMY INMAN				\$320.00
18861	BAKER & TAYLOR				\$546.22
18862	UDWI				\$245.00
18863	EASTERN HEIGHTS UTILITIES				\$51.25
18864	Amplified Tech Services LLC				\$450.00
18865	RICOH USA INC				\$157.06
18866	AT&T				\$132.08
18867	GREENE COUNTY DAILY WORLD				\$114.00
18868	UNIQUE MANAGEMENT SERVICE				\$177.59
18869	ROWE LAW FIRM				\$1,950.00
18870	BEDFORD OFFICE SUPPLY				\$38.00
18871	KIMBERLY PORTER				\$68.70
18872	CENTURYLINK				\$5.86
18873	RICOH USA INC				\$63.99
18874	ANTHEM				\$1,404.02
18875	CENTER POINT LARGE PRINT				\$128.82
18876	BLOOMFIELD YEARBOOK				\$80.00
18877	Penworthy Company				\$769.69
18878	DELTA DENTAL				\$86.19

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

9/14/2016

From: 8/1/2016 To: 8/31/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18879	U.S. BANK				\$650.94
18880	BAKER & TAYLOR				\$1,044.98
18881	Jacob Swango				\$3.95
18882	MICHELE ROGERS				\$1,458.33
18883	John Musgraves				\$45.00
18884	SMITHVILLE				\$83.47
18885	VISION SERVICE PLAN				\$23.86
18886	EASTERN HEIGHTS UTILITIES				\$14.85
18887	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				\$144.27
18888	WALMART				\$116.82
18889	REBECCA FEIRER				\$23.86
18915	LINDA PETERSON				\$9.50
18916	JUSTIN TERRY				\$30.00
18917	KAREN HOLZ				\$61.56
18918	TASHA HUDSON				\$22.74
18919	KIMBERLY PORTER				\$13.63
18920	BLOOMFIELD FIRST BAPTIST CHURCH				\$31.08
18921	BLOOMFIELD YEARBOOK				\$25.00
18922	John Musgraves				\$95.83

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

9/14/2016

From: 8/1/2016 **To:** 8/31/2016

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 \$25,278.39 . Dated 9/14/2016

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: 09/01/16 To: 09/01/16

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
18890			\$413.27	DD18890	\$339.91
18891			\$534.67	DD18891	\$432.78
18892			\$213.33	21783	\$190.96
18893			\$1,329.78	DD18893	\$970.50
18894			\$592.20	21784	\$478.94
18895			\$748.11	21785	\$600.08
18896			\$2,395.18	DD18896	\$1,789.90
18897			\$487.64	21786	\$444.24
18898			\$363.15	21787	\$322.35
18899			\$2,506.14	DD18899	\$1,928.40
18900			\$1,538.25	DD18900	\$1,334.02
18901			\$153.69	DD18901	\$134.78
18902			\$30.60	DD18902	\$26.84
18903			\$2,317.93	21788	\$1,849.34
18904			\$1,355.04	DD18904	\$1,157.92
18905			\$395.63	21789	\$346.96
18906			\$467.91	21790	\$332.37
18907			\$3,500.00	DD18907	\$2,420.82
18908			\$447.02	DD18908	\$366.13
18909			\$303.70	21791	\$254.77
18910			\$613.87	21792	\$533.40
18911			\$571.29	21793	\$466.57
18912			\$388.75	21794	\$320.85
18913			\$2,216.83	DD18913	\$1,799.33
18914			\$242.50	DD18914	\$212.66

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			\$24,126.48	\$19,054.82	
200.1.2070	Perf Employees Share	\$291.93	200.1.2071	Health Insurance Employees	\$304.56
200.1.2274	State and County	\$1,154.37	200.1.2275	FICA Employees	\$1,476.97
200.1.2276	Medicare Employees	\$345.41			
200.1.2274	State and County		200.1.2274	State and County	\$19.22
			200.1.2274	State and County	\$57.32
			200.1.2274	State and County	\$102.97
			200.1.2274	State and County	\$7.15
			200.1.2274	State and County	\$63.01
			200.1.2274	State and County	\$20.79
			200.1.2274	State and County	\$11.28

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

_____, 20_____

Fiscal Officer

Allowance of Vouchers

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

We have examined the claims listed on the foregoing Register of Claims, consisting of _____ pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$19,054.82 Dated 9/14/2016

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, August 17, 2016

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, August 17, at 5:03PM in the community room at the library. Those present were Don Heintzman presiding, Luke Rudisill, Judy Branstetter, Kristie Bladen, Martha Marmouze, Dinah Fuller, Austin Stroud, Library Director, Roger Axe (public), and Kelly Slaven a reporter from the Greene County Daily World.

Approval of Claims and Minutes:

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

Treasurers Report:

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

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

Librarians Report:

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.

Judy made a motion and Martha seconded it to approve the librarian's report. All were in favor.

Personnel Report:

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 13, 2016.

Job Changes

- None.

Finance Committee Report:

None.

Building & Grounds

Don discussed the carpet and furniture things that will be coming up.

He also said things were moving along on the exterior, and he has been in contact with Milestone regarding resealing the parking lot where it has cracked.

Austin mentioned that Karen Holz is planning to obtain some quotes for repaving the parking lot at the Eastern branch library.

Old Business:

Bookkeeper/treasurer – Don Heintzman volunteered to become the treasurer for the library temporarily. He is committing to do this for the next four months. We will have to find a new vice president to replace Don in that role.

Martha would be willing to be the VP for four months.

Signatories – Don Henitzman, Kristie Bladen, and Judy Branstetter will be added as signatories at both BloomBank and Farmers and Mechanics. Austin Stroud will remain as a signatory at both BloomBank and Farmers and Mechanics. Dinah Fuller will remain as a signatory at BloomBank. Amy Myers will be removed as a signatory at both BloomBank and Farmers and Mechanics.

Luke made a motion and Martha seconded to approve these signatory changes. All present were in favor.

New Business:

Acceptance of Jim Medina's resignation. Luke made a motion and Kristie seconded. All were in favor.

Board of Trustees Officer changes:

Don resigning as VP temporarily and becoming the temporary treasurer. Martha will become the temporary VP. Luke is willing to take on the president role and resign as secretary. Judy will become the secretary. Judy made a motion and Martha seconded to make Luke President. Dinah made a motion for Martha to be VP and Judy seconded. Martha made a motion to make Don the treasurer and Dinah seconded. Luke made a motion and Kristie seconded. All present were in favor

Personnel Matters

Luke made a motion to identify and create an improvement plan for the director and Kristie seconded. All present were in favor.

2017 Budget Proposal and Timeline:

Austin presented a draft of the 2017 budget ahead of Monday, August 22's DLGF meeting. He shared information about the tax cap impact numbers being quite high/worst case scenario, so he built in some Rainy Day fund money for 2017. The public budget hearing will likely be at September's board meeting with the budget approval likely at the October board meeting.

Martha and Dinah said that we may need to change the October 12 board meeting day as that is during their school fall break. September 14 Luke cannot attend.

Re-carpeting/approval of closing September 17-23:

The board would like the library to have computers with Internet access available in the lobby or outside for people that need to use a computer. This will be Saturday, September 17 through September 23, 2016 with the contingency to provide Internet and whatever services we can. Staffing it would be a necessity.

The board would like Austin to ask the carpeting company for a schedule/plan for doing the carpet work as well as confirm the date.

Luke made a motion to authorize the director for re-carpeting purposes once the contractor has given a firm start date. Martha seconded it. All present were in favor.

Trust fund assistance for new furniture:

Kristie made a motion and Dinah seconded for the library to use \$15k of Hunter Trust money we have in cash/on hand and put it toward new library furniture. All present were in favor.

Luke asked if there are limits on values for surplus things that are given to the furniture? Municipal transfer of items – what is our authority? Luke wants Austin to check with the State Library in this regard before donating old furniture to the Friends of the Library to sell and/or silent auction.

Public Comment:

Roger Axe made a public comment. He left the board in 2011 for his son starting his senior year in school and number of issues that were hindering his time to be on the library board/other obligations. He would like to be back on the library board with the recent resignation of Jim Medina. Some of the things he worked on before were Sunday hours as well as the Vest flower shop so the library would have room to expand. He would like to see the library acquire the Main Source Bank lot next to our parking lot.

Roger is interested in the study carrels where our surplus furniture is concerned (for the county's use). The 1st and 3rd Tuesday of the month is the county commissioners' meeting. For

recommending a board appointment to fill Jim Medina's spot on the board, Roger said to send it to Patty Baker, the auditor, to add it to the commissioners' meeting agenda.

Adjournment:

Luke moved to adjourn meeting and Martha seconded it at 6:30 p.m. All present were in favor. The next meeting will be Wednesday, September 14, in the library's community room.

Secretary

TREASURER'S REPORT—August 2016

CLAIMS:

PAYROLL: Claim #18890 to 18914 for **\$19,054.82.**

CLAIMS: Claim #18804, Claim #18832, Claim #18841 to 18843, Claim #18846 to 18856, Claim #18858 to 18889, Claim #18915 to 18922 for **\$25,278.39.**

BALANCE THE BUDGET:

Transferring \$1,200 from Building Repair to Legal Services.

BUDGET STATUS:

Through 8 months of the year, we strive to be at or under 66.67% (8/12th of the year) in each of the four budget categories as well as overall. See the appropriation report through August 31, 2016 for the full numbers.

2016/Current Year through August 31, 2016

Personnel/Personal Services	66.24 % spent
Supplies	43.64 % spent
Other Services	40.72 % spent
Capital Outlays	41.57 % spent
OVERALL	55.19 % spent

2015/Prior Year Comparison through August 31, 2015

Personnel/Personal Services	69.66 % spent
Supplies	44.96 % spent
Other Services	45.65 % spent
Capital Outlays	60.00 % spent
OVERALL	60.53 % spent

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

8/31/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$143,471.08			\$148,594.89
	100 OPERATING		\$343,766.43	\$351,343.49	
	200 PAYROLL		\$38,986.50	\$38,762.03	
	300 PLAC		\$0.00	\$35.00	
	350 EVERGREEN FINES & FEES		\$115.25	\$215.38	
	400 GIFT		\$2,504.18	\$4,115.99	
	700 SALES TAX		\$12.06	\$7.86	
	850 STATE TECHNOLOGY		\$3,971.52	\$0.00	
	875 CONFERENCE SCHOLARSHIP		\$750.00	\$750.00	
			\$390,105.94	\$395,229.75	
2	FARMERS AND MECHA 101426998	\$151,241.44			\$159,431.76
	100 OPERATING		\$60,000.00	\$68,190.32	
			\$60,000.00	\$68,190.32	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

Treasurer Financial Report
BLOOMFIELD-EASTERN GREENE CO LIBRARY

8/31/2016

Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
Total All Bank		\$294,712.52	\$450,105.94	\$463,420.07	\$308,026.65

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	\$403,766.43	\$419,533.81	\$177,027.79	\$0.00	\$177,027.79
200	PAYROLL	\$244.82	\$38,986.50	\$38,762.03	\$20.35	\$0.00	\$20.35
300	PLAC	\$75.00	\$0.00	\$35.00	\$110.00	\$0.00	\$110.00
350	EVERGREEN FINES & FEES	\$641.13	\$115.25	\$215.38	\$741.26	\$0.00	\$741.26
400	GIFT	\$11,983.90	\$2,504.18	\$4,115.99	\$13,595.71	\$0.00	\$13,595.71
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	\$7.86	\$11.81	\$0.00	\$11.81
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	\$450,105.94	\$463,420.07	\$308,026.65	\$0.00	\$308,026.65

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 08/31/16

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	49,550.52	49,550.52	23,449.48	0.00	23,449.48	67.88%
100.1.1111 Salary of Librarians(Hou	100,000.00	100,000.00	0.00	71,715.29	71,715.29	28,284.71	0.00	28,284.71	71.72%
100.1.1112 Salary of Library Assista	25,000.00	25,000.00	0.00	24,346.76	24,346.76	653.24	0.00	653.24	97.39%
100.1.1113 Salary of Substitutes	9,500.00	9,500.00	0.00	9,324.80	9,324.80	175.20	0.00	175.20	98.16%
100.1.1114 Salary of Pages	18,000.00	18,000.00	0.00	12,025.71	12,025.71	5,974.29	0.00	5,974.29	66.81%
100.1.1115 Salary of Coordinators	18,500.00	18,500.00	0.00	11,430.85	11,430.85	7,069.15	0.00	7,069.15	61.79%
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	1,702.89	1,702.89	13,797.11	0.00	13,797.11	10.99%
100.1.1210 Library FICA and Medica	22,000.00	22,000.00	0.00	13,599.32	13,599.32	8,400.68	0.00	8,400.68	61.82%
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 Contrib	15,000.00	15,000.00	0.00	8,592.55	8,592.55	6,407.45	0.00	6,407.45	57.28%
100.1.1240 Employee Group Insura	14,000.00	14,000.00	0.00	10,068.59	10,068.59	3,931.41	0.00	3,931.41	71.92%
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	214,273.23	214,273.23	109,226.77	0.00	109,226.77	66.24%
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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	830.96	830.96	469.04	0.00	469.04	63.92%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 08/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.2.2220 Fuel and Lubricants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2230 Other Operating Supplie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.2310 Building Materials	2,000.00	2,000.00	0.00	390.54	390.54	1,609.46	0.00	1,609.46	19.53%
100.2.2410 Library Supplies	6,500.00	6,500.00	0.00	4,205.54	4,205.54	2,294.46	0.00	2,294.46	64.70%
100.2.2420 Program Supplies	3,350.00	3,350.00	0.00	892.94	892.94	2,457.06	0.00	2,457.06	26.65%
100.2.2422 Extra Supplies	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00	0.00%
2 Supplies Totals	14,500.00	14,500.00	0.00	6,327.12	6,327.12	8,172.88	0.00	8,172.88	43.64%
3 Other Services									
100.3.3110 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3130 Legal Services	750.00	750.00	0.00	1,950.00	1,950.00	-1,200.00	0.00	-1,200.00	260.00%
100.3.3140 Other Professional	18,000.00	18,000.00	0.00	14,221.54	14,221.54	3,778.46	0.00	3,778.46	79.01%
100.3.3145 Database Subscriptions	4,250.00	4,250.00	0.00	2,577.85	2,577.85	1,672.15	0.00	1,672.15	60.66%
100.3.3146 eBook Services	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00%
100.3.3210 Telephone	4,500.00	4,500.00	0.00	770.88	770.88	3,729.12	0.00	3,729.12	17.13%
100.3.3220 Postage	500.00	500.00	0.00	205.26	205.26	294.74	0.00	294.74	41.05%
100.3.3230 Traveling Expenses	3,000.00	3,000.00	0.00	1,680.23	1,680.23	1,319.77	0.00	1,319.77	56.01%
100.3.3240 Professional Meeting	3,000.00	3,000.00	0.00	780.00	780.00	2,220.00	0.00	2,220.00	26.00%
100.3.3250 Freight and Express	500.00	500.00	0.00	178.80	178.80	321.20	0.00	321.20	35.76%
100.3.3252 Evergreen	1,250.00	1,250.00	0.00	1,250.00	1,250.00	0.00	0.00	0.00	100.00%
100.3.3260 Internet Vendor	8,000.00	8,000.00	0.00	2,453.26	2,453.26	5,546.74	0.00	5,546.74	30.67%
100.3.3310 Advertising and Publicity	250.00	250.00	0.00	75.00	75.00	175.00	0.00	175.00	30.00%
100.3.3320 Printing	200.00	200.00	0.00	0.00	0.00	200.00	0.00	200.00	0.00%
100.3.3410 Official Bonds	300.00	300.00	0.00	240.00	240.00	60.00	0.00	60.00	80.00%
100.3.3420 Library Insurance	7,500.00	7,500.00	0.00	6,807.00	6,807.00	693.00	0.00	693.00	90.76%
100.3.3510 Gas	5,500.00	5,500.00	0.00	1,980.22	1,980.22	3,519.78	0.00	3,519.78	36.00%
100.3.3520 Electric	27,000.00	27,000.00	0.00	14,333.18	14,333.18	12,666.82	0.00	12,666.82	53.09%
100.3.3530 Water	1,100.00	1,100.00	0.00	380.19	380.19	719.81	0.00	719.81	34.56%
100.3.3540 Waste Disposal	2,100.00	2,100.00	0.00	834.76	834.76	1,265.24	0.00	1,265.24	39.75%
100.3.3610 Building Repair	20,000.00	20,000.00	0.00	4,172.30	4,172.30	15,827.70	0.00	15,827.70	20.86%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 08/31/16

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	1,467.44	1,467.44	6,532.56	0.00	6,532.56	18.34%
100.3.3630 Janitorial Service	17,500.00	17,500.00	0.00	11,666.64	11,666.64	5,833.36	0.00	5,833.36	66.67%
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 Reductio	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	68,857.55	68,857.55	100,242.45	0.00	100,242.45	40.72%
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	5,727.47	5,727.47	3,772.53	0.00	3,772.53	60.29%
100.4.4520 Books - Adult Nonfiction	5,800.00	5,800.00	0.00	2,694.82	2,694.82	3,105.18	0.00	3,105.18	46.46%
100.4.4525 Books-Local History/Gen	500.00	500.00	0.00	155.00	155.00	345.00	0.00	345.00	31.00%
100.4.4530 Books - Children	7,250.00	7,250.00	0.00	3,036.80	3,036.80	4,213.20	0.00	4,213.20	41.89%
100.4.4540 Books - YA	3,250.00	3,250.00	0.00	1,886.77	1,886.77	1,373.22	0.00	1,373.22	58.36%
100.4.4550 Books - Eastern	6,500.00	6,500.00	0.00	3,232.14	3,232.14	3,267.86	0.00	3,267.86	49.73%
100.4.4610 Periodicals and News	3,000.00	3,000.00	0.00	851.90	851.90	2,148.10	0.00	2,148.10	28.40%
100.4.4710 Nonprint - Adult DVD	3,000.00	3,000.00	0.00	1,499.68	1,499.68	1,509.81	0.00	1,509.81	50.31%
100.4.4720 Nonprint - Music	1,000.00	1,000.00	0.00	443.05	443.05	556.95	0.00	556.95	44.31%
100.4.4730 Nonprint - Audiobooks	6,300.00	6,300.00	0.00	3,560.34	3,560.34	2,719.67	0.00	2,719.67	56.20%
100.4.4740 Nonprint - Childrens	2,000.00	2,000.00	0.00	624.69	624.69	1,367.81	0.00	1,367.81	30.86%
100.4.4750 Nonprint - YA	1,200.00	1,200.00	0.00	552.85	552.85	665.15	0.00	665.15	47.57%
100.4.4760 Nonprint - Eastern	4,200.00	4,200.00	0.00	2,248.88	2,248.88	1,951.12	0.00	1,951.12	53.54%
100.4.4761 Replacement Books/No	500.00	500.00	0.00	304.81	304.81	185.20	0.00	185.20	58.96%
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	29,308.53	29,308.53	41,191.47	0.00	41,191.47	41.57%

Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16 Period Ending Date 08/31/16

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	318,766.43	318,766.43	258,833.57	0.00	258,833.57	55.19%
Total All Funds	577,600.00	577,600.00	0.00	318,766.43	\$318,766.43	258,833.57	0.00	258,833.57	55.19%

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 – 09.14.16

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 held a meeting of the professional staff members to start working on the 2017-2019 Strategic Plan on September 12. Another planning meeting date/time will likely be announced soon.

Community/Professional Involvement

We expect to launch a Little Free Library in Mineral, sponsored by Tri-Kappa, sometime in the next few weeks.

I attended Literacy Coalition board meeting, a Chamber of Commerce board meeting, and a Friends of the Library board meeting.

Other

We have received most of the new technology-related equipment for the LSTA grant. We are waiting until after the new carpet to put this in place and train staff.

A silent auction is going on now for furniture that we may be selling. We have decided to run this until the October board meeting since new furniture won't arrive until a few weeks after the carpeting project is finished. This also will allow us time to advertise it better.

Don has met with me the last few Fridays to train and learn the bookkeeping role at the library. He has caught on fast, and learned quite a bit so far!

LIBRARIAN'S REPORT August 2016 BLOOMFIELD

September 14, 2016 Board Meeting

Juvenile Circulation	2016	2015	2014
Juvenile Fiction	1149	706	851
Juvenile Non-Fiction	181	120	136
Parent/Teacher	5	8	7
Juvenile Videos	188	6	18
Juvenile DVDs	224	178	274
Audiobooks/Gaming	17	25	16
B&C (Kits)	17	9	3
Juvenile Magazines	3	10	6
YA Books	221	350	328
YA Nonprint	82	58	33
Total Children's:	2087	1469	1672

Adult Circulation	2016	2015	2014
Fiction	1119	950	398
Non-Fiction	342	412	987
Magazines	101	84	63
Music CDs	56	122	87
Audiobooks/Games	164/19	176	239
Playaways	91	78	73
Overdrive	784	702	279
DVDs/Videos	1519	1466	1868
Total Adult:	4195	3990	3994
TOTAL CIRCULATION:	6282	5459	5666

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	464	0	Books borrowed from ILL	
Teen	125			
Adult	712	302	Books borrowed from EI libraries	
Total Internet	1301			
Wireless	124	374	Books loaned to EI libraries	
Microfilm	2			
Total:	1427			
Programs:	266	children attended	9	programs
	63	teens attended	6	programs
	5	adults attended	1	program
Outreach:	0	items delivered to	0	Patrons
	15	items delivered to	3	offsite locations
	57	books delivered to	3	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	127	Fines and Fees	\$747.17
Adult Books Donated			
Magazines Added	57	Copier Fees	\$498.05
Adult AV items purchased	30		
Adult AV items donated		Other Fees	\$215.66
YA books purchase	33		
YA books donated		Total:	\$1460.88
Children books purchased	30		
Children books donated		Total Patrons: 1,828 New Resident Cards: 32 Number of Items: 46,954 Email Genealogy: 7 Freemal Downloads: 82/8	
Children AV purchased	14		
Children AV donated			
Total Books Added	190		
Total AV Added	101		
Total of all items added:	291		

LIBRARIAN'S REPORT AUGUST 2016
September 14, 2016 Board Meeting

EASTERN			
	2016	2015	2014
Juvenile Circulation			
Juvenile Fiction	316	295	145
Juvenile Nonfiction	47	22	11
Juvenile Periodicals	0	0	0
Audiobooks/Kits	2/7	1	2
DVDs/Videos	0*	0*	1
YA	32	16	37
Total Juvenile Circulation	405	334	196
Adult Circulation			
Fiction	202	191	222
Nonfiction	32	24	30
Periodicals	36	29	41
Audiobooks	28	29	28
DVDs/Videos	356	346	282
Music CDs	3	22	1
Games	8	9	0
Total Adult Circulation	663	650	604
TOTAL CIRCULATION	1008	984	800
Additional Statistics			
New resident cards:	10		
Number of Patrons:	445		
Number of items:	8,645		
Computer/WIFI Use:	119/21 = 140 total		
Programs/Attendance:	2 programs (1 outreach) with 93 total		
NEW ITEMS Purchased or donated to branches	Purchased:		
	Adult Books		5
	Adult A/V		20
	Magazines		21
	YA		5
	Children's Books		10
	Children's A/V		1
	Donated:		
	Books		
	A/V		
Total:		62	

*All DVD/video checkouts were combined as adult. // Park pass circ = 2

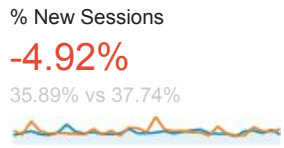
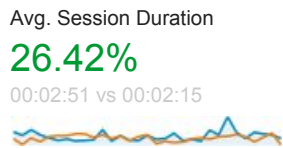
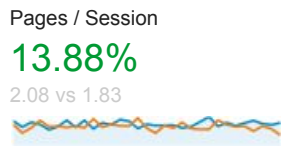
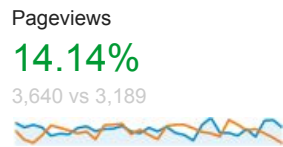
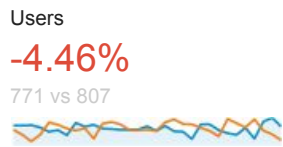
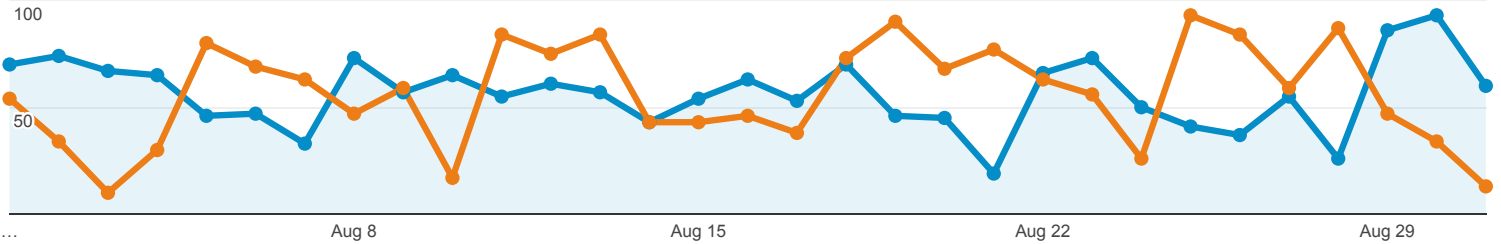
Aug 1, 2016 - Aug 31, 2016
Compare to: Jul 1, 2016 - Jul 31, 2016

Audience Overview

All Users
+0.00% Sessions

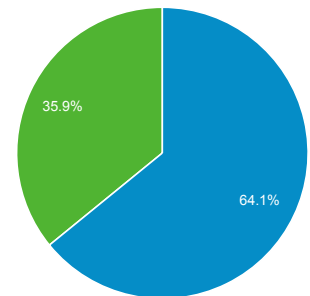
Overview

Aug 1, 2016 - Aug 31, 2016: Sessions
Jul 1, 2016 - Jul 31, 2016: Sessions

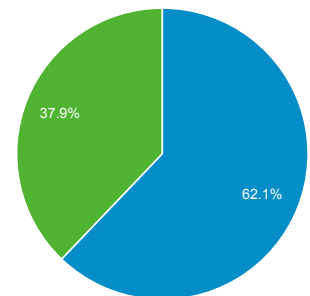


Returning Visitor (blue) New Visitor (green)

Aug 1, 2016 - Aug 31, 2016



Jul 1, 2016 - Jul 31, 2016



Language

Language	Sessions	% Sessions
1. en-us		
Aug 1, 2016 - Aug 31, 2016	1,687	96.40%
Jul 1, 2016 - Jul 31, 2016	1,655	94.79%
% Change	1.93%	1.70%
2. (not set)		
Aug 1, 2016 - Aug 31, 2016	19	1.09%
Jul 1, 2016 - Jul 31, 2016	45	2.58%
% Change	-57.78%	-57.87%
3. en		
Aug 1, 2016 - Aug 31, 2016	17	0.97%
Jul 1, 2016 - Jul 31, 2016	13	0.74%
% Change	30.77%	30.47%

4. it	Aug 1, 2016 - Aug 31, 2016	7		0.40%
	Jul 1, 2016 - Jul 31, 2016	0		0.00%
	% Change	100.00%		100.00%
5. fr	Aug 1, 2016 - Aug 31, 2016	6		0.34%
	Jul 1, 2016 - Jul 31, 2016	4		0.23%
	% Change	50.00%		49.66%
6. pt-br	Aug 1, 2016 - Aug 31, 2016	5		0.29%
	Jul 1, 2016 - Jul 31, 2016	7		0.40%
	% Change	-28.57%		-28.73%
7. en-gb	Aug 1, 2016 - Aug 31, 2016	1		0.06%
	Jul 1, 2016 - Jul 31, 2016	5		0.29%
	% Change	-80.00%		-80.05%
8. es-419	Aug 1, 2016 - Aug 31, 2016	1		0.06%
	Jul 1, 2016 - Jul 31, 2016	3		0.17%
	% Change	-66.67%		-66.74%
9. es-us	Aug 1, 2016 - Aug 31, 2016	1		0.06%
	Jul 1, 2016 - Jul 31, 2016	0		0.00%
	% Change	100.00%		100.00%
10. fr-fr	Aug 1, 2016 - Aug 31, 2016	1		0.06%
	Jul 1, 2016 - Jul 31, 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: September 14, 2016

Beginning Employment

- None.

Ending Employment

- Reena Evans, Community Engagement Coordinator, Part-time, effective October 19, 2016.
- Susannah Julian, Substitute Library Assistant, Part-time, effective September 26, 2016.

Job Changes

- None.

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **125 S FRANKLIN ST, BLOOMFIELD, IN.**

Notice is hereby given to taxpayers of **BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC LIBRARY, Greene County, Indiana** that the proper officers of **BLOOMFIELD-EASTERN GREENE COUNTY PUB LIB** will conduct a public hearing on the year **2017** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **BLOOMFIELD-EASTERN GREENE COUNTY PUB LIB** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **BLOOMFIELD-EASTERN GREENE COUNTY PUB LIB** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **BLOOMFIELD-EASTERN GREENE COUNTY PUB LIB** will meet to adopt the following budget:

Public Hearing Date	Wednesday, September 14, 2016	Adoption Meeting Date	Wednesday, October 12, 2016
Public Hearing Time	5:00 PM	Adoption Meeting Time	5:00 PM
Public Hearing Location	125 S FRANKLIN ST, BLOOMFIELD, IN	Adoption Meeting Location	125 S FRANKLIN ST, BLOOMFIELD, IN
Estimated Civil Max Levy	\$295,436		
Property Tax Cap Credit Estimate	\$31,716		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0061-RAINY DAY	\$38,930	\$0	\$0	\$0
0101-GENERAL	\$560,570	\$295,436	\$0	\$284,450
Totals	\$599,500	\$295,436	\$0	\$284,450

Budget Form 1 - Budget Estimate

Year: 2017 County: Greene Unit: Bloomfield-Eastern Greene County Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Other Capital Outlays		Rainy Day	\$38,930	\$38,930
0061 - RAINY DAY Total						\$38,930	\$38,930
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1110	Salary of Librarian(Salaried)	\$48,000	\$48,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1111	Salary of Librarians(Hourly)	\$140,000	\$140,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1112	Salary of Library Assistants	\$40,000	\$40,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1113	Salary of Substitutes	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1114	Salary of Pages	\$18,500	\$18,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1115	Salary of Coordinators	\$10,000	\$10,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	E100-1130	Salary of Treasurer	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1210	Library FICA & MED	\$23,000	\$23,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1220	Unemployment	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1230	PERF	\$16,000	\$16,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	E100-1240	Employee Group Ins	\$17,000	\$17,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	E100-2110	Official Records	\$50	\$50
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	E100-2210	Cleaning Supplies	\$1,300	\$1,300
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	E100-2310	Building Materials	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	E100-2410	Library Supplies	\$7,500	\$7,500

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	E100-2420	Program Supplies	\$4,500	\$4,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3130	Legal Services	\$750	\$750
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3140	Other Professional	\$19,270	\$19,270
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3145	Database Subscriptions	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3146	eBook Services	\$3,700	\$3,700
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	E100-3252	Evergreen	\$1,875	\$1,875
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3210	Telephone	\$4,500	\$4,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3220	Postage	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3230	Traveling Expenses	\$3,250	\$3,250
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3240	Professional Meeting	\$3,250	\$3,250
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3250	Freight & Express	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	E100-3260	Internet Vendor	\$9,000	\$9,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	E100-3310	Advertising & Publicity	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	E100-3320	Printing	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	E100-3410	Official Bonds	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	E100-3420	Library Insurance	\$8,000	\$8,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3510	Gas	\$6,000	\$6,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3520	Electric	\$28,000	\$28,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3530	Water	\$1,200	\$1,200
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	E100-3540	Waste Disposal	\$2,200	\$2,200
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	E100-3610	Building Repair	\$18,925	\$18,925

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	E100-3620	Equipment Repair	\$8,000	\$8,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	E100-3630	Janitorial Service	\$18,000	\$18,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	E100-3910	Dues	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Improvements Other Than Building	E100-4310	Buildings (Improvements)	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	E100-4410	Furniture & Equipment	\$9,500	\$9,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4510	Books-Adult Fiction	\$9,750	\$9,750
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4520	Books-Adult Nonfiction	\$6,000	\$6,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4525	Books-Local History/Genealogy	\$750	\$750
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4530	Books-Childrens	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4540	Books-YA	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4550	Books-Eastern	\$6,750	\$6,750
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4610	Periodicals & News	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4710	Nonprint-Adult DVD	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4720	Nonprint-Music	\$1,000	\$1,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4730	Nonprint-Audiobooks	\$6,500	\$6,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4740	Nonprint-Childrens	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4750	Nonprint-YA	\$1,800	\$1,800
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4760	Nonprint-Eastern	\$4,500	\$4,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	E100-4761	Replacement Books/Nonprint	\$750	\$750
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$31,716	\$31,716
0101 - GENERAL Total						\$592,286	\$592,286

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
UNIT TOTAL						\$631,216	\$631,216

Bloomfield-Eastern Greene County Public Library

PERSONNEL MANUAL

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A. MISSION STATEMENT

The Bloomfield-Eastern Greene County Public Library’s mission is to provide access to information, technology, and experiences that enrich the lives of the residents in our community.

B. VISION STATEMENT

The Bloomfield-Eastern Greene County Public Library’s vision is that of a vibrant organization that nurtures both a sense of community and imagination about the surrounding world.

C. OBJECTIVES OF LIBRARY SERVICE

The Bloomfield-Eastern Greene County Public Library is a lively community and cultural center where people of all ages can meet and work together. It is a convenient, modern facility with highly trained staff. To provide lifelong learning opportunities, the Library cooperates with schools, organizations, and other libraries. By taking advantage of the latest technology in every area of its services, the Library opens access **from home, work, or school beyond our walls** to the entire world of information. The Library continually strives to broaden access to reach more people.

D. INTRODUCTION

It is difficult to anticipate all situations that arise in work. Regulations should be observed by all staff members as carefully as possible with the understanding that exceptions must occasionally be made if a situation warrants. Final decisions in many matters will be left to the good judgment and discretion of each staff member. Everyone's contribution is important to the efficiency and growth of the library.

The library is supported by the public and is dedicated to public service. As in most areas of public work, we have the opportunity to meet all kinds of people with varied interests and backgrounds. Hopefully each employee will find working at the library a satisfying and worthwhile experience.

E. PERSONNEL MANUAL

All employees will be instructed how to access the personnel manual. Employees are responsible for knowing all information in the manual and must be willing to work under these guidelines.

F. GENERAL GUIDELINES

1. Bloomfield-Eastern Greene County Public Library employment practices and working conditions shall be in accordance with state and federal law.
2. Employees shall be hired based on qualifications and experience.
3. Employees shall be **guaranteed provided** safe working conditions **wherever possible**.
4. The standard work week shall be 35 hours for Full-time employees.
5. Within budget limitations, salaries and benefits shall be comparable to those of others with comparable responsibilities.
6. Employees shall be evaluated regularly, based on performance of assigned responsibilities.
7. The decision of the Library Board on any grievance shall be final.
8. Personnel information shall be available only to the employee, his/her supervisor, and the Director, and shall be released only with written consent of the employee, or under subpoena.
9. Continuing education and participation in civic and professional organizations shall be encouraged.
10. Employees may be requested by the Director to work an increased **or decreased** number of hours on a temporary basis. The individual will be compensated either financially or with compensatory time/reciprocal hours. **An individual working decreased hours may work extra hours in the future.**

G. AFFIRMATIVE ACTION STATEMENT

The Bloomfield-Eastern Greene County Public Library will continue the policy of appointing, transferring, promoting, and assigning work on the basis of the most qualified people available to perform the many tasks necessary in providing high quality services to the citizens in the Library district.

Revised: 9/2016

This includes providing equal opportunity to all applicants for employment and all employees; and administering all personnel practices such as recruitment, hiring, promotions, training, discipline, and privileges of employment in a manner which does not discriminate on the basis of race, color, religion, ancestry, national origin, sex gender, sexual orientation, age, marital status, the presence of a physical, mental, or sensory handicap, or liability for service in the Armed Forces of the United States, e.g., military service or reserve training.

The policy is in accord with the laws of the United States and the State of Indiana and reaffirms the Bloomfield-Eastern Greene County Public Library's continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to selections, terms and conditions of employment, assignments, training, promotions, and compensation.

H. ATTENDANCE

Employees are the Library's most valuable resources. In order for the Library to function at the highest efficiency, good employee attendance is essential. The Library recognizes that there may be occasions that are outside employees' control that will cause absence from work. At the same time, the Library discourages absenteeism unless absolutely necessary, and expects employees to report for their scheduled shifts on time in a regular and dependable fashion.

Schedules will be arranged to give the best library service possible, in the most equitable fashion possible, not to accommodate personal preferences. Time off requests should be submitted by the 5th of each month prior to the next schedule. For example, a time off request in March should be submitted no later than February 5th. For time off requests submitted after that date, the employee is expected to find coverage and submit a shift trade agreement, if necessary. Employees will be required to use personal time, and will only be paid for assigned work hours only.

~~If for any reason, you cannot report to work due to illness or emergency, you are expected to call the Library as early as possible, with a minimum of at least two hours prior to your scheduled shift. You are also required to notify both another staff member that is working that day and leave a voicemail message for the Director.~~

If for any reason you cannot report to work due to illness or emergency, you are expected to call or email the Library and speak to the person in charge (PIC) noted on the schedule for your arrival time. If you are unsure of the PIC, contact the Library Director by phone or email. Two hours' notice is recommended, with a minimum of at least one hour's notice prior to your scheduled shift required unless extraordinary circumstances prevent you from doing so. In needing to leave early or arrive late, this same procedure should be followed. Failure to follow this procedure will first result in a written warning, followed by a second written warning, and then termination.

Unsatisfactory attendance, including reporting late or leaving early, may be cause for appropriate disciplinary action

I. BACKGROUND CHECK

The Bloomfield-Eastern Greene County Public Library (BEGCPL) is an institution that serves the public, including children of various ages. As such, the BEGCPL expects library employees and volunteers to be held to the highest standards.

In that regard, prior to any employment, BEGCPL will require a background check that, depending on the position, *may* include: identity and address verification, prior employment history, education history, criminal background check, employment credit checks, drug test, driving record, and professional license verifications. Adults signing up for volunteer work may have a background check if they are working directly with patrons, or around children. Volunteers will be expected to pay for the library to perform a background check, if needed. The library will pay for employee background checks. Student pages, student volunteers (under 18), and those adults not working with patrons or around children, will provide references in lieu of a background check. The requirements for each position are attached. The BEGCPL complies with the federal Fair Credit Reporting Act (FCRA) and similar Indiana FCRA laws, federal and state equal opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks.

The results of a pre-employment background check are confidential and are only to be shared with the Director or the Board of Directors.

Position Requirements:

Volunteer	If working with patrons/around children, and 18+ in age: Identity and address verification Criminal background check
Substitute	Identity and address verification Employment history Education history Criminal background check Drug test
Professional Assistant	Identity and address verification Employment history Education history Criminal background check Drug test
Librarian or Coordinator	Identity and address verification Prior employment history Education history Criminal background check Drug test Professional license verification
Outreach Librarian	Identity and address verification Prior employment history

	<p>Education history Criminal background check Drug test Driving record Professional license verification</p>
Bookkeeper	<p>Identity and address verification Prior employment history Education history Criminal background check Employment credit check Drug test Professional license verification (if applicable)</p>
Director	<p>Identity and address verification Prior employment history Education history Criminal background check Employment credit check Drug test Professional license verification</p>

J. BENEFITS

The Library offers a benefit package that includes insurance, retirement, holiday pay, and leave time. These benefits are offered based on employee classification. Pages and substitutes do not receive benefits.

I. Insurance

Employees working an average of 30 hours or more per week will be eligible for the group health plan. Enrollment is only available during the renewal period or after a qualified change in status. New employees have 30 days to enroll for insurance, with eligibility beginning on the first of the month after the date of hire. For example, if you are hired on May 8th, your eligible for coverage June 1st, and the application must be received by June 30th.

The premium is set by the group health plan. The library pays 80 percent of the monthly premium for an individual. Through payroll deduction, the employee pays for the remaining portion. The library pays the calculated amount of the individual premium only. The additional amounts for employee and spouse, employee and child, or employee and family would be paid through the employee’s payroll deduction. The Board of Trustees will approve these rates annually.

II. Retirement

All full-time employees are required to enroll in the Indiana Public Retirement System, INPRS. The library pays a before-tax percentage of the employee’s salary into the fund. That percentage is

determined by INPRS. The employee is responsible for a three percent contribution of gross wages into the fund.

III. Holidays

Each year, the Library will close for the following holidays:

Staff Training Day (Usually held in the Spring)

New Year's Day

Martin Luther King, Jr. Day (for Staff Training)

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

The library will also close at 5:00 p.m. the Wednesday before Thanksgiving.

Staff who are normally scheduled on a holiday or other closure will be paid for the number of hours they are typically scheduled to work.

If a holiday falls on a Sunday, the holiday will be observed the following Monday.

If a holiday falls on a Saturday, the holiday will be observed that day. Those that are scheduled to work that Saturday rotation will be paid for the hours scheduled.

Those that work full-time will receive an alternate day off if the holiday falls outside of their scheduled work week or they are asked to work on the holiday. For example, if the holiday falls on a Monday, but the employee's regular schedule that week is to work Tuesday – Saturday, they can select an alternate day off. The alternate day off must be in the same week and must be scheduled in advance, with approval based on available coverage.

IV. Time Off and Leave

Eligible employees will be granted leave time, Paid Time Off (PTO), which may be used as accrued for vacation, personal, or sick days. For employees hired after July 1, 2012, the rate of accrual is as follows:

Employee Status	Defined	PTO Accrual Rate
Full Time ≤ 5 years	≥ 35 hours per week	1:13
Part Time ≤ 5 years	≥ 20 hours per week	1:26

Full Time ≥ 6 years	≥ 35 hours per week	1:10
Part Time ≥ 6 years	≥ 20 hours per week	1:16

Eligibility

Eligible employees are regular staff. Substitute staff and pages are not eligible to accrue PTO.

Using PTO

Unless leave is taken for emergency or sickness, it should be planned and scheduled as far in advance as possible. Approvals will be based first on staffing needs and second on a first-come, first-serve basis. If an employee needs to request leave after the schedule has been posted, it will be the employees' responsibility to find replacement coverage, if needed.

In addition, employees are responsible for verifying that sufficient PTO has accrued to cover the requested leave. If benefit time is requested without sufficient time accrued, the request may be denied.

While the Library encourages employees to use their PTO, there are also limits to the amount of PTO an employee can generate. On or before January 31 of each year, each employee must notify bookkeeping whether unused PTO from the prior year is to be carried over, cashed out, and/or transferred to the long-term sick bank.

Carry Over

At the end of January, a portion of unused PTO from the previous year can be carried over. Full time employees can carry over a maximum of 40 hours of PTO and part time employees can carry over a maximum of 20 hours of PTO into the next calendar year.

Cash Out

Employees may also choose to cash out a portion of their PTO twice a year, in January and July. Full time employees have the option to cash out a total of 40 hours in a calendar year, while part time employees may cash out a total of 20 hours in a calendar year. This is for active, eligible employees only. Employees that have terminated employment, see "ending employment."

Employee Status	Carry Over	Cash Out
Full Time	40 Hours	40 Hours/Year
Part Time	20 Hours	20 Hours/Year

Long Term Sick Bank

An employee may also transfer unused PTO into the long-term sick bank. Sick bank time may be used after the third consecutive day of illness of the employee or a family member for whom the employee provides care, even if the employee was not scheduled to work all three days. An employee requesting use of long-term sick leave will be asked to submit a doctor's statement to the Director.

If an employee happens to be on an approved personal leave, sick leave cannot be substituted for personal leave unless there is an extreme circumstance, such as employee is hospitalized for illness or injury and can produce documentation stating they are unable to work.

Donation of PTO for Sick Leave

1. An employee may donate accrued PTO to other employees who need sick leave because of a medical emergency. The hours of absence from duty without available paid leave need not be consecutive, but must have resulted from the same medical emergency for which the employee applied for the leave transfer program.

2. Definitions

a. Medical emergency means a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

b. Family member for the purpose of this section is defined as follows:

- (1) Spouse, and parents thereof;
- (2) Children, including adopted children, and spouses thereof;
- (3) Parents, and spouses thereof;
- (4) Brothers and sisters, and spouses thereof; and
- (5) Grandparents and grandchildren, and spouses thereof;
- (6) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

3. Application to Become a Leave Recipient. An employee may submit a request to become a Leave Recipient, or a personal representative or supervisor of the employee may make written application on his/her behalf. The application may include information about the medical emergency, the anticipated duration of the medical emergency, and documentation regarding available leave.

4. Notification of a Need for Leave Donors. The Director is responsible for publicizing a leave recipient's need for donated sick leave. Requests for sick leave donations will be made by email to the staff upon notification of the sick leave need.

5. Application to Become a Leave Donor. Employees may submit an application to become a leave donor, specifying the number of hours (must be a whole number and not less than one hour) that may be transferred from his/her PTO account to the sick leave account of a specified leave recipient.

a. The application will be reviewed by Bookkeeper who will ensure the following:

- (1) PTO is available to be transferred.
- (2) the pay rate that will be paid out
- (3) the recipient is still in need of donated Sick Leave

b. If the leave donor's application is approved, he/she will be notified in writing of:

- (1) The number of hours of his/her PTO which will be transferred

6. Transfer of Sick Leave

c. Sick leave shall be transferred in increments of one (1) hour.

7. Termination of the Medical Emergency. Upon termination of a leave recipient's medical emergency, the recipient shall notify the Director. The Director shall inform the staff that donated Sick Leave is no longer needed.

8. Federal Income Tax Implications for Leave Donors and Recipients. Income received from the use of donated sick leave is taxable to the leave recipient. The PTO donor does not incur a deductible expense or loss upon the surrender of the leave or its use by the leave recipient.

Illness and Personal Leave

The employee may also request FMLA, or, if not eligible for FMLA, a leave without pay. If sick leave is used for Family and Medical Leave Act leave, the Department of Labor certification of health care provider form shall be submitted to the Library Director. If the leave is personal or the employee is not eligible for FMLA, the leave must be approved by the Library Director.

Before returning to work from a sick leave absence of thirty calendar days or more, an employee may be required to provide a physician's verification that he or she is fit for duty and may safely return to work.

Ending Employment

Upon termination of employment, either voluntary or involuntary, employees will be compensated for all unused leave earned in the current year only. After a termination date has been established, requests to use personal leave before that date must be approved. PTO will stop accruing on the last day an employee actually worked and will not accrue during holiday pay or absence.

V. Bereavement Leave

After six months of employment, full time employees are allowed up to five days, with pay, in a calendar year for a death to include father, mother, sister, brother, husband, wife, son, daughter, grandparents, grand children or in-laws of the same degree of relationship.

Part-time employees working 20 hours per week or more will receive Bereavement Leave of three days with pay. Employees working less than 20 hours a week will receive no Bereavement Leave. Bereavement Leave will not accumulate and will not be converted to cash upon termination of employment.

VI. Compensatory Time

Occasionally, it may be necessary for employees to work extra hours or hours outside their normally scheduled shift. Compensatory (comp) time off will be offered for the extra hours worked if approved by the Director. After approval, the employee is responsible for updating the schedule and reporting comp time hours to the Bookkeeper. All approvals will be based on business needs.

For salaried (exempt) employees

Salaried employees are paid based on a typical schedule, but extra hours are sometimes required. In those cases, the employee must keep record of time earned and taken, available for review if requested. If taking comp time rather than PTO for a full day of work, they must notify the bookkeeper by time card adjustment. They can accrue comp time hours throughout the year, but will not be paid for any unused time upon termination of employment.

Overtime

In very rare occasions, an hourly (non-exempt) employee may be asked to work over 40 hours per week, which is considered overtime. The Library, as a public sector employer, is permitted to offer non-exempt employees comp time in lieu of overtime wages at a rate of 1.5 hours of comp time for every hour exceeding 40 hours per week.

Eligibility

To be eligible for comp time, non-exempt employees must sign a written agreement accepting comp time instead of overtime wages. The Library offers this option as a benefit to employees, without coercion or pressure.

Reciprocal Hours

Employees may request to work extra hours or an extra shift in lieu of taking personal time, up to 40 hours per week. These hours requested off and the hours worked must be taken in the same payroll period.

VII. Employee Privileges

Library employees, excluding pages, are eligible for special employee privileges. Employees are eligible to receive a personal Evergreen Indiana library card with a staff profile. All circulating materials are available to staff and must be checked out when removed from the shelves. Staff members are not required to pay overdue fines; however, they are expected to return materials on time. Staff members will receive overdue notices & replacement bills on the regular notice schedule. Fees for lost or damaged materials, and any associated collection or processing fees, will be the responsibility of the staff member.

Staff members may order books and materials through a special staff account with Baker & Taylor, generally with a discount. Orders should be placed through the staff account and will be held by the bookkeeper until payment is received. Prompt payment is expected.

K. BONUS PAY

In some circumstances, employees may be asked to work hours above and beyond the Library's regularly scheduled hours, such as holidays. At the Library Directors' discretion, bonus pay of time and a half or comp time may be offered.

L. BREAKS

Employees working a ~~7~~ 7.5 hour shift or longer should take a 30 minute unpaid lunch break and one 15 minute paid break. Part-time employees working at least 3 hours per shift may take a 15 minute paid break. Employees wishing to make adjustments to their break time, such as taking a longer break, should seek the approval of the scheduled person in charge (PIC).

M. CONFIDENTIALITY

Indiana State Law protects the confidentiality of all informational requests and all patron records. Conversation concerning these matters should be held away from the circulation desk.

Patron requests are to be discussed with other staff members only when necessary to fill a patron's information need. The relationship between the Librarian and a patron is much the same as that between a doctor and patient -- strictly confidential.

N. DISCIPLINE

The following rules have been established and any violation of them could be deemed sufficient cause for progressive disciplinary action – including discharge.

1. Excessive absenteeism or tardiness.
2. Loitering, wasting time, or leaving your place of work during hours of work without permission.
3. Gambling on Library premises.
4. Threatening, intimidating, coercing or interfering with fellow employees on Library property.

5. Failure to follow job instructions, verbal or written.
6. Failure to respect a patron's right of confidentiality when handling patron requests and patron records.
7. Misusing, destroying, or damaging any Library property or property of any employee.
8. Insubordination – (refusal to obey orders)
9. Possession of explosives on Library premises.
10. Theft of any Library or employee property.
11. Removal of articles from Library property without authorization.
12. Reporting to work under the influence of alcohol, drugs, or narcotics (unless prescribed).
13. Drinking any alcoholic beverage on Library premises or on Library time.
14. Use of any drug or narcotic on the Library premises or on Library time (unless prescribed).
15. Immoral conduct or indecency.
16. Reading novels at the desk. It's acceptable to flip through books, read children's books at the children's desk, or read through something such as a library-related book or magazine for professional development and/or programming.
17. Using a cell phone excessively or in the public areas of the library as outlined in this manual.
18. Visiting with friends or family while on the clock for an extended period of time. A few minutes here and there is fine.
19. Disrespecting patron and/or library privacy by openly discussing patrons in the public areas of the library, or posting inappropriate pictures or comments publicly on the Internet. This includes misuse of the library's surveillance/camera system.

An employee facing discharge shall receive two written warnings which require the signature of the employee before being terminated. Employees do not receive two written warnings for each separate violation, but two altogether.

An employee who commits an illegal act or act of violence while at work will be terminated immediately without the benefit of the above procedure. Under extraordinary circumstances, an employee may be suspended from his/her job without pay, until a Board meeting is held to make the final decision concerning an employee's status.

O. DRESS CODE

The library plays an important part in the Greene County area. One of the ways to help maintain this reputation is for all staff to present a professional image to the public with business casual dress. It is important that the public have confidence in the staff when transacting business. Attire plays a significant role in public perception and whether one is taken seriously in their job. Sloppy clothes have the potential to convey a sloppy attitude.

While the dress code is business casual, the policy will remain flexible due to the varied work assignments and working conditions. Some activities, such as cleaning days, programs, or craft projects, may call for more variation. Nice jeans, without any holes or signs of wear, are considered acceptable

Revised: 9/2016

year-round when paired with a nice shirt or a library-related tee-shirt. For instance, program tee-shirts are allowable during the spring and summer. Jeans are allowable during Friday and Saturday shifts or during special events. Library pages are allowed to wear jeans, non-athletic shorts that are at least knee length, and any tee-shirts that may not be considered suitable for regular staff, as long as they conform to their school's dress code policy.

Guidelines

Guidelines are based on common sense. Staff should wear clean and well-maintained attire. In compliance with this policy, the following are examples of unacceptable dress:

- Clothing that is torn, patched, or faded
- Halter tops, tank tops, or spaghetti straps (okay with a sweater)
- Low-cut blouses
- Shorts above knee level
- Mini-skirts or dresses
- Tee-shirts with slogans or advertisements
- Sweatsuits/sweatpants or athletic wear
- Flip-flops – sandals or dressier ones are okay

P. DRUG FREE WORKPLACE

It is the intent of the library to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or illegal drug is prohibited on all library property.

Q. EMPLOYMENT CLASSIFICATION

Employees shall be classified as Director, full-time employee, and part-time employee. A full-time employee is one who works 35 or more hours a week. Those working less than 35 hours are considered part-time. All leave will be calculated according to these designations.

R. GRIEVANCES

An employee who has a complaint concerning his or her job or any other library matter should discuss it with the Director, who will attempt to find a solution. If the situation is still not resolved to the employee's satisfaction, the complaint may be put in writing and presented to the Library Board.

S. INTERNET USE

Revised: 9/2016

Use of the Internet and social media is a necessary part of the job. Employees are expected to conduct themselves professionally as representatives of the library while using the library's email system or social media accounts. Transmission of messages that could be considered derogatory, abusive, or obscene are prohibited. Content and usage rules imposed on the public's computer use shall apply to employees.

Employees are expected to assist customers first and foremost. The use of Internet for browsing or to check personal accounts is not prohibited, but should be limited. Employees are expected to use reasonable judgment on whether a website is appropriate for work. Examples of inappropriate sites would include sites for shopping (unless library related), dating, gaming, gambling, nudity or pornography. Any employee who misuses the library's email or Internet access will be subject to disciplinary action, up to and including termination.

T. LIBRARY HOURS

Bloomfield

Monday - Thursday - 10:00-8:00

Friday & Saturday - 10:00-5:00

Eastern

Monday, Wednesday & Friday - 11:00-5:00

Tuesday & Thursday - 2:00-8:00

Saturday - 9:00-12:00

U. JOB EVALUATIONS

New employees will be evaluated at 3 months and 6 months. Other job evaluations will be conducted annually by the immediate supervisor of each employee. Employees will be evaluated regularly, based on performance of assigned responsibilities.

V. JURY DUTY

An employee who must serve on a jury will receive the difference between his daily jury pay and his regular daily salary at the Library.

W. NAME TAGS

All employees are supplied nametags and are required to wear them while working with the public. An employee that misplaces their nametag is expected to contact the Circulation Manager for a replacement to be ordered.

X. PERSONAL INFORMATION

Revised: 9/2016

New employees should register their addresses and phone numbers with the Director. The Director should also be notified whenever there is a change in:

- Address
- Telephone Number
- Emergency Contact
- Name - through marriage or otherwise
- Number of dependents
- Social Security Number

An employee who is leaving should give a forwarding address.

Y. PROBATIONARY PERIOD

The first ~~six months~~ **three months** of an employee's tenure will be considered a probationary period for training and supervisory purposes. An employee in training will be paid the full salary of his position. **An employee not meeting expectations at the end of this probationary period may be terminated, or be required to make improvements before a six month review.**

Z. PROFESSIONAL DEVELOPMENT

Realizing that a skilled and knowledgeable staff is crucial to the Library's ability to provide the best possible service to the community, the Bloomfield – Eastern Green County Public Library encourages and supports the professional development of library employees. This includes state librarian certification, membership in professional associations, and attendance at workshops, seminars, and conferences. At the discretion of the Library Director, attendance at such meetings may be mandatory.

Certification

Librarian certification is renewable every five years. When certification is a requirement of an employee's position, the Bloomfield-Eastern Greene County Public Library will reimburse staff for certification fees incurred once in every five year cycle. If the employee wishes to change certification levels prior to the end of the five year cycle, and it is not a requirement of the position, the employee will be responsible for the additional cost.

Membership

Membership in professional organizations offers significant benefits to the library and staff, including advocacy and continuing education opportunities. The discounts offered through membership are often greater than the cost. With this in mind, the library will participate in membership to professional organizations as an institution, as well as provide reimbursement for membership to staff.

Library Education Units

Revised: 9/2016

To maintain librarian certification, Library Education Units (LEUs) are required. Staff members are encouraged to seek out and participate in LEU opportunities, with the approval of the Library Director. If approved, the library will pay for registration costs, travel reimbursement, and regular hourly wages for time spent in workshop or conference. The Library will also compensate for travel time, if the event is out of district.

If the LEU webinar, workshop, or conference is outside of an employee's regularly scheduled hours, the employee will be paid at their standard rate or offered comp time. These opportunities must be approved, in advance, by the Library Director.

Many educational opportunities are offered free of charge, but some are not. Preference will be given to those opportunities that offer a direct benefit to the library or that are needed for certification.

Cost will be a consideration and excessively expensive classes, workshops, and conferences will be denied, as will classes not related to library work. If an employee requests permission to attend a non-mandatory meeting or conference, the Library Director may grant leave time, but may require the employee to be responsible for all or part of the expenses.

Tuition Reimbursement

Employees with at least one year of service are eligible for credit-course reimbursement. Tuition payments may be reimbursed for accredited college or university credit courses, if the courses are related to the employee's current position or would enable the employee to advance to a higher position within the library.

Upon completion of the class(es) employees must submit proof that tuition fees have been paid and an official copy of their grades. Tuition reimbursement must be approved by the Director before the class is taken, and will only be paid after the class has been completed. Amount of reimbursement will be determined by the final grade earned: A = 75%, B = 50%, C = 25%. No reimbursement will be made for a grade lower than C. No pass/fail courses will be reimbursed. There will be no release time, paid time off, or mileage reimbursement for taking credit courses. There will be no reimbursement for books or software. There will be no compensation for time expended in class.

Only two classes per person per semester will be eligible for reimbursement by the Library. There is a \$500 maximum reimbursement per person, per semester.

AA. RECRUITMENT AND SELECTION OF STAFF

Prospective employees should complete an application for employment submit a resume and cover letter to be filed with the Director, Branch Manager, or Circulation Manager depending on the position. Those applying for professional positions are also required to submit a resume which includes names of references. All applicants will be expected to provide a minimum of three references. In some cases, the applicant may be asked to furnish transcripts.

Revised: 9/2016

The Director will be hired by the Board after interviews with a search committee and with the full Board. Applicants for professional positions will be interviewed by the Director and hired by the Director with approval of the Board.

BB. SALARIES

Full-time employees have work-time computed on a 35 hour week for 52 weeks per year, totaling 1820 work hours. Hourly employees are expected to clock in and their time is computed monthly.

Deductions are automatically made for Federal, State and County income taxes and Social Security tax.

Salaries are reviewed annually by the Library Board. Salary changes, if any, will be effective January 1 of the next calendar year and paid out for the first time on the first working business day of January. ~~but not paid out for the first time until the first business day in February.~~

All members of the staff are paid by check by the close of business (5:00pm or 8:00pm) on the first working business day of the month.

The current salary schedule can be seen below, and will be reviewed annually by the Board:

Title	Minimum Qualifications	Pay Grade	Minimum	Maximum
Director	ALA MLS with Three Years of Professional Experience (or LC2 or higher)	8	\$40,000/year	\$52,000/year
Branch Manager	ALA MLS and Related Experience (or LC5 or higher)	7	\$25,500/year	\$40,500/year
Literacy Coordinator	Some College and Related Experience	6	\$5,500/year	\$7,500/year
Librarian	Some College and Related Experience (or LC5 or higher)	5	\$12.00/hour	\$20.00/hour
Community Engagement Coordinator	Some College and Related Experience (or LC6 or higher)	5	\$12.00/hour	\$20.00/hour
Bookkeeper	Some College and Related Experience	4	\$10.00/hour	\$18.00/hour
Library Assistant	High School Diploma or Equivalent, Library Experience, and Customer Service	3	\$8.50/hour	\$15.50/hour

	Experience (or LC6 or higher)			
Substitute Library Assistant	High School Diploma or Equivalent and Customer Service Experience	2	\$8.00/hour	\$12.00/hour
Page	High School Student, 16 Years or Older, in Good Academic Standing	1	\$7.25/hour	\$8.50/hour
Substitute Page	High School Student, 16 Years or Older, in Good Academic Standing	1	\$7.25/hour	\$8.50/hour

CC. SMOKE FREE WORKPLACE

Smoking is not permitted on library property. Electronic cigarettes are also prohibited.

DD. STAFF MEETINGS

Staff meetings will be scheduled by the Director monthly. All employees are required to attend, unless given special consideration in advance. Because of the various schedules of employees, it is not always possible to schedule staff meetings on a day all employees are scheduled to work. Part-time employees not scheduled to work will be paid for staff meeting attendance at the regular hourly rate with no mileage reimbursement. Page meetings are typically held the Monday following the all staff meeting, when the schedule allows, and are set by the Circulation Manager.

EE. TELEPHONE USE

In order to keep telephone lines open for necessary business calls, employees are requested to limit personal phone calls. Use of cell phones should be limited to staff areas only. For safety and emergencies, all staff may carry their cell phone on them while working. Use of cell phones should be limited to staff areas only, unless using to assist a patron.

FF. TERMINATION OF EMPLOYMENT

In case of resignation, non-professional staff should give a minimum of two weeks’ notice and professional staff a minimum of four weeks’ notice. Intention to resign should be reported to the Director. Professionals should submit a letter of resignation to the Director.

Revised: 9/2016

Termination of an employee other than for retirement or resignation shall be at the discretion of the Director with the individual having the right of appeal to the Board. Both the termination notice, including reasons, and the appeal must be in writing.

GG. TRAVEL EXPENSES

The Bloomfield-Eastern Greene County Public Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the library when the budget allows. Employees are expected to limit expenses to reasonable amounts.

Travel

Employees who use personal vehicles for library business will be reimbursed at the county rate per mile traveled.

If going a longer distance, air or bus fare may be more economical and will be paid for in advance by the library.

Hotel Accommodations

On the rare occasions that overnight travel is necessary, hotel accommodations will be paid for in advance by the library. If the employee has to cancel for any reason other than medical emergency, the employee will be responsible for any cancellation charges. This option generally will be considered if the amount spent on the hotel room is less than the cost of travel. If a staff member is attending an out of town professional development activity or conference for two or more consecutive days, the director may approve an overnight stay that is more than the cost of travel. This is at the discretion of the Director with a maximum daily stipend of \$150.

Meals

For a one day trip, meals are not covered unless specifically part of a conference program. If traveling overnight is required, meals will be reimbursed with a per diem allowance of \$30 for food and non-alcoholic beverages, upon submission of original receipts.

Other Expenses

Any other expenses (parking, wifi, etc.) incurred while on library business must be approved individually by the Director and are limited to those for which an original receipt is presented.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Director.

Revised: 9/2016

Abuse of business travel expenses, including falsifying expense reports, are grounds for disciplinary action, dismissal and possible prosecution.

HH. WEATHER CLOSING

The Library may close occasionally for severe weather at the discretion of the Director who will notify other staff. Staff who would normally work this day will be paid with the number of hours scheduled.

The official public policy is stated as: The Bloomfield-Eastern Greene County Public Library may, at times, need to close or operate on reduced hours due to inclement weather for the safety of staff and patrons served. Inclement weather, for purposes of this policy, is defined as snow and/or ice. Where possible, the Library will strive to remain open to meet the many needs of the service community. The below guidelines will be relied upon in making a decision on whether to close or operate on a reduced schedule:

The Library may close, or operate on reduced hours, the first day in which Bloomfield schools close due to inclement weather. If Bloomfield schools are open, the Library will have normal hours. The Eastern Branch Library will follow the Eastern Greene school system. The Library Director will make a decision on whether to open regular hours, reduced hours, or close completely based on the following factors:

- County travel status located at: <http://www.in.gov/dhs/traveladvisory/>
- Timing of inclement weather (i.e. if conditions are expected to worsen throughout the day or clear up)
- Temperature (i.e. the temperature will warm up and melt off a lot of snow/ice or stay below freezing and likely not improve)
- Ability of scheduled staff to safely make it into work or get home

If school is not in session (breaks/weekends), or the school closes for multiple days, the Library Director will continue to rely on the above factors when making a decision on whether to open or close the Library.

Notification of Closures

The Library will notify patrons of closures or reduced hours via the following communication channels:

- Area news outlets (*Greene County Daily World, Herald Times, WFIU/WTIU, WTWO-TV, WTHI-TV, and WWBL-FM*)
- The Library's Facebook page
- Signs posted on all Library entrances (when possible)

II. WORK ASSIGNMENTS

As far as practical, every employee will be assigned a regular job. Illness, absence, vacation, or other circumstances, however, may make it necessary at times to transfer an employee to a job other than his/her regular one.

JJ. WORKER'S COMPENSATION

Revised: 9/2016

All employees are covered by Workmen's Compensation, a protection in case of injury or illness as the result of a service connected accident or condition.

THE LIBRARY BOARD RESERVES THE RIGHT TO CHANGE THESE POLICIES AT ANY TIME.

Revised: 9/2016

KK. ACKNOWLEDGEMENT

Please sign and date below to acknowledge that you have read and understand the policies within this manual. Check with your supervisor if you have any questions about the information contained in this manual.

Employee Signature

Date