

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

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

We're more than just books!

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, February 9, 2022

ORIGINAL

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
 - Internal Controls document – an updated version was included in last month's packet; however, we failed to review it or to provide Board approval.
4. Personnel Report
5. Librarian's Report:
 - Update on Roof:
 - The initial insurance payment of \$12,482.13 was deposited during December with the funds encumbered for 2022 for payment when repairs are completed. We are holding an additional check from the insurance carrier for 7,773.02 pending ongoing negotiation with the insurance adjustor for an adjusted final payment.
 - Roofing Contract – Approval to sign contract with \$25,527.14 with Equity Builders resulting in our out-of-pocket cost to be approximately \$5,272. However, Glen with Equity Builders did recommend we consider an upgrade in the roof shingles to Malarkey Vista at an additional cost of \$18 more per square. At an estimated 80 squares this would increase the cost by \$1,500 making our overall cost \$6,772 out of pocket.
 - Glen does not believe insurance will pay for the improved roofing cost as he believes we currently have a duration Owens Corning shingle; however, we are working with the adjustor to increase our overall claim which may reduce the final cost as noted in the first bullet point above. *(Product details comparison from Malarkey is included in packet).*
 - Workers Compensation Claim submitted due to an employee fainting in lower level lobby on January 28. The employee had clocked in and had gone to the lower level to go out and get the newspaper, but fainted in the lobby resulting in a head injury. The employee was transported by ambulance to the IU Health Bloomington where the staples were incurred.
 - No negative responses have been received from our closure due to weather conditions February 3-5.
 - Planning on talking to the County Commissioners and County Council about the library and the Strategic Plan for the library in April. I would also to discuss with them regarding the Director's Salary criteria when I retire.
 - I am looking for ideas for programing for Adults this year, if you have any ideas please let us know.

- I have signed the e-rate contracts for ENA and Comcast. These go in effect on July 1.
- ENA has almost finished putting in the upgrades, one of the switches for the outside came in bad, so they will be back to put that in.
- Lonnie, myself, and Kimberly can now send in help tickets and see what is going on now with ENA broadband and associated problems with the internet.
- Rearranging of library materials – Kimberly, Diane, and myself have decided to place classic books together. Some of these are Zane Gray, and Agatha Christie, Literary Collection, and other collections that were spread out over the Nonfiction area are now placed together. We are hoping that they will get better exposure and the people will be able to locate them.
- I am almost done with the Annual Report and the Gateway is due March 1.
- For January and first week of February we are forgiving fines. This is primarily due to problems with Evergreen update that took place. It missed up fines, renewals and has been a major headache for everyone. It should be all sorted out now at least I hope.
- Michael Sparrow from the courthouse will be helping us with computers. He is charging us \$20/hour for this service.
- My health is improving though I still have a couple of tests they want me to do.
- I am planning to talk with Dawn Abrams this week about the Annex and about a couple of other things, that we will need to have in place next year. Fixing of the roof, Upgrade of the Internet.
- Bylaws need to be signed. I forgot to have you do this last month.
- I am recommending that Putt-Putt be held the first Saturday in April. This is Final Four weekend, but the weather should be good and the kids should not be involved in baseball or softball yet.
- We are having a new banner prepared without a date on it so we can use it when needed.
- I am asking for bids for the Grounds at all three locations including keeping bushes and flower beds neat. Any additional suggestions on this.

6. Roger Axe – Additional items:

- Video Camera
- Conference Telephone

7. Luke Rudisill – Electronic Meetings Policy Resolution

8. Public Comment

9. Adjournment

10. Next Board Meeting, March 9, 2022, 5:00 PM, Library Annex



HOMEOWNERS

PROFESSIONALS

RESIDENTIAL

COMMERCIAL

ABOUT

FIND CONTRACTOR

Product Details

Compare Products Specifications & Testing Documents & Resources Warranty Information

GOOD
Highlander® NEX® AR

BETTER
Vista® AR

BEST
Legacy™ Scotchgard™

Asphalt Technology	NEX®	NEX®	NEX®
Impact Rating	Class 2	Class 3	Class 4
Tear Strength*	+10%	+25%	+35%
Thickness	NA	+10%	+19%
Cost	\$	\$\$	\$\$\$
Standard Shingle Warranty	Limited Lifetime	Limited Lifetime	Limited Lifetime
Standard Non-Purated Period	10 years	12 years	15 years
Algae Warranty	10 years	12 years	Limited Lifetime**
Standard Wind Warranty	110 mph / 177 kph	110 mph / 177 kph	110 mph / 177 kph
Enhanced Wind Warranty	130 mph / 209 kph	130 mph / 209 kph	130 mph / 209 kph

* Versus standard shingles, as measured per ASTM D2462.

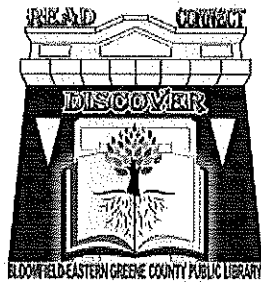
** Included on shingles with Scotchgard™ Protector.

† Approximation assuming standard roof of 30 squares.

‡ Approximation assuming standard roof of 30 squares. Source: Lawrence Berkeley National Laboratory per 3M.

§ Select our cancellable Limited Lifetime Shingle Warranty or one from a competitor - Your Choice.

DISCLAIMER: Photographs of shingles may not accurately represent their true color or the variations of color bands that will appear on the roof. Before installation, five per cent shingles should be laid out and reviewed for desired color. Colors and specifications subject to change without notice. Shingle colors not available in all regions or product lines. Scotchgard and Scotchgard Protector, including the 3M logo, are all trademarks of 3M.



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Treasurers Report for January 2022

Wednesday, December 8, 2021

PAYROLL: Net Pay of **\$14,869.01 (January 31, 2022).**

CLAIMS: Claims #1-58 & 69 totaling **\$44,512.26** in January 2022.

BUDGET STATUS:

Through 1 **month** of the year, we strive to be at or under 8.33% in each of the four budget categories as well as overall. We are under 100.00% in each of the four budget categories and overall. See the appropriation report through January 31, 2022 for the full numbers.

2022/Current Year through January 31, 2022

Personnel/Personal Services	7.20 % spent
Supplies	4.50 % spent
Other Services	6.10 % spent
Capital Outlays	4.40 % spent
OVERALL	6.50 % spent

2021/Prior Year Comparison through January 31, 2021

Personnel/Personal Services	8.10 % spent
Supplies	4.80 % spent
Other Services	7.40 % spent
Capital Outlays	4.60 % spent
OVERALL	7.40 % spent

Updates:

Check #1570 issued 1/14/2020 to U.S. Bank in the amount of \$432.05 is now over two years old. This appears to have been a duplicate payment and has now been voided out.

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2022 To 1/31/2022

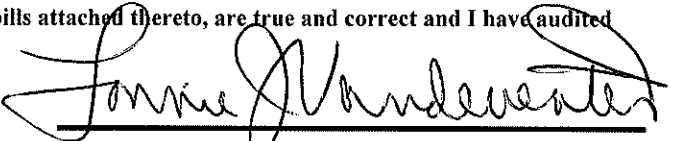
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	INDIANA DEPT OF REVENUE	1/4/2022		\$46.27
0	2	AVC Technology Corporation	1/4/2022		\$708.00
2845	3	GADELLNET CONSULTING SE	1/4/2022		\$75.00
2846	4	AMAZON CAPITAL SERVICES	1/5/2022		\$329.29
2847	5	HASEMAN PEST CONTROL OF	1/4/2022	125 S FRANKLIN ST	\$90.00
2848	6	ADTEC	1/4/2022	FY2022 - CATEGORY ONE PHASE 1 & 2	\$850.00
2849	7	CENGAGE LEARNING	1/4/2022		\$71.22
2850	8	INDIANA STATE LIBRARY FOU	1/5/2022		\$2,785.12
2851	9	ENA Services LLC	1/6/2022		\$503.00
2852	10	DUKE ENERGY	1/6/2022	125 S FRANKLIN ST	\$1,401.29
2853	11	MIDWEST NATURAL GAS COR	1/6/2022	125 S FRANKLIN ST	\$552.10
2854	12	HASEMAN PEST CONTROL OF	1/10/2022	87 E SPRING ST	\$45.00
2855	13	CENTER POINT LARGE PRINT	1/10/2022		\$89.28
2856	14	CENTURYLINK	1/10/2022		\$6.28
2857	15	AMAZON CAPITAL SERVICES	1/10/2022		\$328.84
2858	16	FINDAWAY WORLD	1/10/2022		\$116.23
0	17	DELTA DENTAL	1/10/2022		\$55.74
2859	18	UNIQUE MANAGEMENT SERVI	1/10/2022		\$35.46
2860	19	SAMS CLUB/SYNCHRONY BA	1/10/2022		\$76.16
2861	20	OCLC, INC	1/10/2022		\$660.72
0	21	INDIANA DEPT OF WORKFOR	1/10/2022	Unemployment - 4th Quarter	\$159.69
2862	22	ADTEC	1/12/2022	FY202 Category Two (3 Phases) Phase 1	\$250.00
2863	23	EASTERN HEIGHTS UTILITIES	1/13/2022	125 S FRANKLIN ST	\$84.61
2864	24	UDWI	1/13/2022		\$316.00
2865	25	RICOH USA, INC (CHICAGO)	1/13/2022		\$165.34
2866	26	AMAZON CAPITAL SERVICES	1/13/2022		\$152.10
2867	27	FINDAWAY WORLD	1/13/2022		\$147.97
2868	28	CARD SERVICE CENTER	1/18/2022		\$279.91
2869	29	KIMBERLY PORTER	1/18/2022	Reimburse for Supplies	\$7.49
2870	30	AT&T	1/18/2022		\$155.09
2871	31	GADELLNET CONSULTING SE	1/18/2022		\$92.50
2872	32	BAKER & TAYLOR	1/18/2022		\$552.15
0	33	INDIANA DEPT OF REVENUE	1/19/2022		\$27.14
2873	34	BAKER & TAYLOR	1/20/2022		\$85.23
2874	35	KOORSEN FIRE & SECURITY	1/20/2022	125 S FRANKLIN ST	\$397.85
2875	36	B & C DISPOSAL SERVICES	1/24/2022		\$38.00
2876	37	SMITHVILLE	1/24/2022		\$37.84
2877	38	AMAZON CAPITAL SERVICES	1/24/2022		\$684.22
2878	39	EASTERN HEIGHTS UTILITIES	1/24/2022	125 E STATE ROAD 54	\$19.02
2879	40	SEWAGE DISPOSAL WORKS	1/24/2022	125 S FRANKLIN ST	\$148.00
2880	41	RICOH USA, INC (ATLANTA)	1/24/2022		\$115.31
2881	42	WELLS FARGO VENDOR FINA	1/24/2022		\$124.05
0	43	PERF	1/31/2022	PERF Deposit	\$1,391.69
0	44	INTERNAL REVENUE SERVIC	1/31/2022	Federal Tax Deposit	\$4,060.15
0	45	INDIANA DEPT OF REVENUE	1/31/2022	State and County Tax Deposit	\$1,038.04
2882	46	AMAZON CAPITAL SERVICES	1/27/2022		\$286.55
2883	47	WALMART - CAPITAL ONE	1/27/2022		\$88.42
0	48	UNITED HEALTHCARE	1/28/2022		\$2,358.16

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2884	49	MICHELE ROGERS	1/31/2022	JANUARY JANITORIAL SERVICE - BLOOMFIELD/EASTERN \$1,825.00 & ANNEX \$125.00	\$1,950.00
0	50	PAYROLL	1/31/2022	PAYROLL	\$19,269.84
2885	51	BACKGROUND BUREAU, INC	1/31/2022	MULTI-STATE: CHRIS MATTOX	\$8.00
2886	52	CENGAGE LEARNING	1/31/2022		\$152.50
2887	53	BEDFORD OFFICE SUPPLY	1/31/2022		\$42.00
2888	54	FINDAWAY WORLD	1/31/2022		\$454.92
2889	55	KIMBERLY PORTER	1/31/2022		\$44.90
2890	56	D-PENDABLE WASTE REMOV	1/31/2022	Feb, Mar, & Apr Waste Removal	\$45.00
2891	57	DEMCO	1/31/2022		\$94.88
2892	58	Chris Mattox	1/31/2022	Reissue net paycheck to Chris for failed direct deposit of payroll on 1/31/2022 - Refer to Receipt #9	\$361.71
0	69	Bloomfield Eastern Greene Co.	1/31/2022	Bank error - Payroll check #2837 dated 12/30/21 to Lori Murphy was printed for \$308.19; bank cashed it on bank statement for \$309.18.	\$0.99

Total Amount of Claims \$44,512.26

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

Wednesday, February 9, 2022


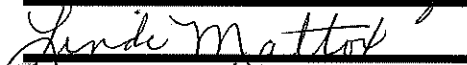





Fiscal Officer

ALLOWANCE OF VOUCHERS

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

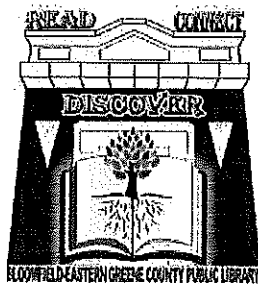
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$44,512.26

Date this 9th day of February, 2022

SIGNATURES OF GOVERNING BOARD

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



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Board of Trustees Meeting

Wednesday, January 12, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, January 12, 2022, at 5:00 PM in the Library Annex. Those present were Linda Maddox, Dwayne Hostetter, Roger Axe, Luke Rudisell, Martha Marmouze, and Jessica Blazier. Karen Holz participated via a call-in due to illness. Lonnie Vandeventer – Treasurer/Bookkeeper was also present. Armonda Riggs was also in attendance.

Approval of Claims and Payroll:

Roger asked for a motion regarding claims and payroll. Martha made a motion seconded by Jessica to approve claims and payroll. Motion carries.

Approval of Minutes:

Luke make a motion that the minutes be approved as submitted which was seconded by Linda. Motion carries.

Approval of Treasurer's Report and Personnel Report:

Lonnie provided the Treasurer's Report pointing out that through 12 months we are under 100.00% in each of the four budget categories. Lonnie also indicated that we successfully completed the second payroll on December 30, 2021, effectively moving the pay date to the last day of the month ongoing instead of the first day of the following month.

Lonnie further provided an update on the 2021 Year-End Appropriation adjustments and Inter-Fund Transfer as approved in the last Board meeting.

The Personnel Report was also submitted.

Luke made a motion to approve both the Treasurer's Report and the Personnel Report. The motion was seconded by Dwayne. Motion carries.

Approval of Librarian's Report:

Karen presented her Librarian's Report, as detailed in the Meeting Agenda, answering any questions Board Members had via her call-in.

After discussion, Luke made a motion, which was seconded by Dwayne, to proceed with obtaining a contract from Equity Builders, subject to Board approval of the contract executing the contract on the roof repairs. Motion carries. Equity Builders will provide a current certificate of insurance. Karen will inquire regarding if they are bonded, but the Board did determine this was not a road block.

Dwayne made a motion that we move forward with the ENA contract at 300Mb, as recommended by Karen. The motion was seconded by Linda. Dwayne also made a motion, seconded by Luke, that we

move forward with Karen's recommendation of staying with Comcast for Eastern upgrading to 100x 15 MB for a 24-month contract. Both motions carry.

Luke indicated he will follow through on the electronic meetings resolution for review at the next meeting.

Roger indicated he believes we should pursue obtaining a wireless conference phone for the annex and consider acquiring a video calling camera for the annex as well.

Public Comment:

Armonda provided an update on the literacy coalition and the language learning going on in both Bloomfield and Linton. She indicated we did have some new attendees in Bloomfield last evening.

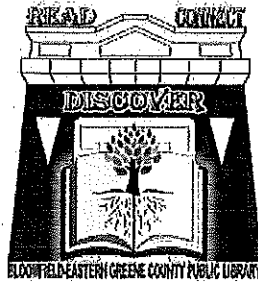
Adjournment:

Roger asked for a motion to dismiss. Martha made a motion to dismiss at 5:58 PM which was seconded by Luke. All in favor. Motion carries.

The next Board meeting will be on February 9, 2022, at 5:00 PM in the Library Annex.



Dwayne Hostetter



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Personnel Report

Wednesday, February 9, 2022

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

Ending Employment:

Rylan F. Lucas (Page) – Date of Termination: January 19, 2022

Beginning Employment:

Ivy Foxworthy (Page) – Date Hired: February 1, 2022

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Deductions:	Net Pay:
\$1,194.73	\$279.43	\$1,111.83	\$702.81	\$335.23	\$294.02	\$482.78	\$0.00	\$4,400.83	\$14,889.01
Other	Other	Other	Other	Other	Other	Other	Other	Other	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Paid Through Date Hourly 1/24/2022
Paid Through Date Salary 1/24/2022
Check Date Hourly 1/31/2022
Check Date Salary 1/31/2022
Voucher/Receipt Date 1/31/2022

Gross Pay:	\$19,269.84
Non Taxable	\$0.00
Taxable	\$19,269.84

	Used	Earned
Regular	970.94	
Sunday	0	
Double	0	
PTO	99.33	61.32
Vacation	0	0
Comp	6.509	0
Holiday	92.75	0
Personal	0	0
Total Hours:	1169.529	61.32

I Karen Holz Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 6 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 19269.84 is correct and has by me been approved.

Dated January 27 2022

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

Karen Holz
Director

This is in proper form.
 That it is duly authenticated as required by law.
 That it is based upon statutory authority.
 That it is apparently correct.

Janice J. Anderson
Disbursing Officer

Employer Share FICA Due =	\$1,194.73	Employee Share FICA Due =	\$2,389.46
Employee Share FICA Due =	\$1,194.73	Employee Share Medicare Due =	\$558.86
Employee Share Medicare Due =	\$279.43	Employer Share Medicare Due =	\$279.43
Employer Share Medicare Due =	\$279.43	Federal Tax Due =	\$1,111.83
Federal Tax Due =	\$1,111.83	Total Tax Deposit Due =	\$4,060.15
Total Tax Deposit Due =	\$4,060.15		

Employee PERF Due =	\$294.02
Employer PERF Due =	1097.68
Total PERF Due =	\$1,391.70

State Tax Due =	\$702.81
County Tax Due =	\$335.23
Total Tax Due =	\$1,038.04

Financial Report

Report Dates = 1/1/2022 to 1/31/2022

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	OPERATING	\$253,704.70	\$38,768.44	\$38,768.44	\$15,515.52	\$15,515.52	\$230,451.78
101	PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
102	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
110	INVESTMENTS	\$274,107.02	\$0.00	\$0.00	(\$13,525.56)	(\$13,525.56)	\$260,581.46
	Subtotal	\$527,990.72	\$38,768.44	\$38,768.44	\$1,989.96	\$1,989.96	\$491,212.24
2. Special Revenue							
200	GIFT	\$21,456.92	\$1,342.99	\$1,342.99	\$624.45	\$624.45	\$20,738.38
201	RAINY DAY	\$41,400.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,400.94
203	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226	HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
227	FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
228	SIM SMITH	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
277	SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
278	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279	BROADBAND GRANT	\$6,696.00	\$0.00	\$0.00	\$5,266.07	\$5,266.07	\$11,962.07
280	GREENE COUNTY FOUNDATION GRANT	\$2,343.87	\$0.00	\$0.00	\$0.00	\$0.00	\$2,343.87
	Subtotal	\$158,684.63	\$1,342.99	\$1,342.99	\$5,890.52	\$5,890.52	\$163,232.16
4. Capital Projects							
400	LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
	Subtotal	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
5. Clearing							
800	PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801	EVERGREEN FINES & FEES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
802	PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803	FEDERAL TAX	\$0.00	\$1,111.83	\$1,111.83	\$1,111.83	\$1,111.83	\$0.00
804	FICA	\$0.00	\$1,194.73	\$1,194.73	\$1,194.73	\$1,194.73	\$0.00
805	MEDICARE	\$0.00	\$279.43	\$279.43	\$279.43	\$279.43	\$0.00
806	STATE TAX	\$0.00	\$702.81	\$702.81	\$702.81	\$702.81	\$0.00
807	COUNTY TAX	\$0.00	\$335.23	\$335.23	\$335.23	\$335.23	\$0.00
808	PERF	\$0.00	\$294.02	\$294.02	\$294.02	\$294.02	\$0.00
809	Insurance	\$0.00	\$482.78	\$482.78	\$482.78	\$482.78	\$0.00
810	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
811	SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
815	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$500.00	\$4,400.83	\$4,400.83	\$4,400.83	\$4,400.83	\$500.00
Grand Total		\$687,518.00	\$44,512.26	\$44,512.26	\$12,281.31	\$12,281.31	\$655,287.05

Total all banks = \$655,287.05

Appropriation Report for 100 OPERATING

Report Date: From 1/1/2022 To 1/31/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. Personal Services</i>							
1.111 Salary of Librarian	\$50,300.00	\$0.00	\$50,300.00	\$3,750.00	\$3,750.00	\$46,550.00	92.5
1.112 Salary of Librarians(Hourly)	\$118,000.00	\$0.00	\$118,000.00	\$5,118.74	\$5,118.74	\$112,881.26	95.7
1.113 Salary of Library Assistants	\$62,200.00	\$0.00	\$62,200.00	\$8,236.74	\$8,236.74	\$53,963.26	86.8
1.114 Salary of Pages	\$13,000.00	\$0.00	\$13,000.00	\$651.36	\$651.36	\$12,348.64	95.0
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$600.00	\$600.00	\$9,400.00	94.0
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$913.00	\$913.00	\$9,087.00	90.9
1.21 Library FICA and Medicare	\$24,000.00	\$0.00	\$24,000.00	\$1,474.16	\$1,474.16	\$22,525.84	93.9
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$159.69	\$159.69	\$4,340.31	96.5
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,097.67	\$1,097.67	\$16,902.33	93.9
1.241 Employee Group Insurance	\$21,000.00	\$0.00	\$21,000.00	\$1,931.12	\$1,931.12	\$19,068.88	90.8
Subtotal	\$331,000.00		\$331,000.00	\$23,932.48	\$23,932.48	\$307,067.52	92.8
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,060.00	\$0.00	\$2,060.00	\$139.84	\$139.84	\$1,920.16	93.2
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
2.41 Library Supplies	\$8,240.00	\$0.00	\$8,240.00	\$323.70	\$323.70	\$7,916.30	96.1
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$57.85	\$57.85	\$982.15	94.4
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$95.33	\$95.33	\$944.67	90.8
2.45 Children's Program Supplies	\$1,200.00	\$0.00	\$1,200.00	\$118.67	\$118.67	\$1,081.33	90.1
2.46 Eastern Program Supplies	\$800.00	\$0.00	\$800.00	\$10.78	\$10.78	\$789.22	98.7
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$27.92	\$27.92	\$772.08	96.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$17,280.00		\$17,280.00	\$774.09	\$774.09	\$16,505.91	95.5
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$8.00	\$8.00	\$992.00	99.2
3.141 Other Professional	\$25,000.00	\$0.00	\$25,000.00	\$2,279.57	\$2,279.57	\$22,720.43	90.9
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$660.72	\$660.72	\$4,339.28	86.8
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.0
3.21 Telephone	\$2,200.00	\$0.00	\$2,200.00	\$199.21	\$199.21	\$2,000.79	90.9
3.22 Postage	\$775.00	\$0.00	\$775.00	\$6.82	\$6.82	\$768.18	99.1
3.23 Traveling Expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24 Professional Meeting	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	100.0
3.251 Freight and Express	\$700.00	\$0.00	\$700.00	\$24.31	\$24.31	\$675.69	96.5
3.252 Evergreen	\$5,000.00	\$0.00	\$5,000.00	\$2,785.12	\$2,785.12	\$2,214.88	44.3
3.26 Internet Vendor	\$7,500.00	\$0.00	\$7,500.00	\$503.00	\$503.00	\$6,997.00	93.3
3.31 Advertising and Publicity	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.32 Printing	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
3.41 Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	100.0
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.0
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$280.00	\$280.00	\$7,220.00	96.3
3.52 Electric	\$27,000.00	\$0.00	\$27,000.00	\$1,363.84	\$1,363.84	\$25,636.16	94.9
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$57.48	\$1,942.52	97.1
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$139.00	\$139.00	\$1,961.00	93.4
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$90.00	\$90.00	\$21,910.00	99.6
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$847.10	\$847.10	\$9,152.90	91.5
3.63 Janitorial Service	\$22,000.00	\$0.00	\$22,000.00	\$1,825.00	\$1,825.00	\$20,175.00	91.7
3.8 2021 Encumbered Funds	\$12,482.13	\$0.00	\$12,482.13	\$0.00	\$0.00	\$12,482.13	100.0
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$182,507.13		\$182,507.13	\$11,069.17	\$11,069.17	\$171,437.96	93.9
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.41 Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0
4.51 Books - Adult Fiction	\$8,700.00	\$0.00	\$8,700.00	\$678.54	\$678.54	\$8,021.46	92.2
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$388.76	\$388.76	\$5,211.24	93.1
4.522 Books-Local History/Genealogy	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
4.53 Books - Children	\$8,000.00	\$0.00	\$8,000.00	\$421.49	\$421.49	\$7,578.51	94.7
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$178.07	\$178.07	\$3,321.93	94.9
4.551 Books - Eastern Books Adult	\$3,300.00	\$0.00	\$3,300.00	\$8.97	\$8.97	\$3,291.03	99.7
4.552 Books - Eastern YA	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$85.64	\$85.64	\$3,414.36	97.6
4.71 Nonprint - Adult DVD	\$4,000.00	\$0.00	\$4,000.00	\$193.89	\$193.89	\$3,806.11	95.2
4.72 Nonprint - Music	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$428.68	\$428.68	\$6,571.32	93.9
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$333.43	\$333.43	\$2,866.57	89.6
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$149.87	\$149.87	\$1,350.13	90.0
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.0
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$21.96	\$21.96	\$478.04	95.6
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$103.40	\$103.40	\$896.60	89.7
Subtotal	\$68,200.00		\$68,200.00	\$2,992.70	\$2,992.70	\$65,207.30	95.6
Grand Total	\$598,987.13	\$0.00	\$598,987.13	\$38,768.44	\$38,768.44	\$560,218.69	93.5

Approved by the State Board Of Accounts for on 12:00:00 AM.

2022 Board Meeting
Librarian's Report
2022 Statistics

Adult Circulation	2022	2021	2020
Fiction	765	506	730
Non-fiction	223	192	299
Periodicals	82	26	92
Audiobooks	110	62	143
Playaways	19	58	50
Overdrive	1118	1323	582
Music CD	37	17	22
DVDs	661	303	1245
Video Games	17	8	39
Library of Things	4		
Total Adult	3036	2495	3352
Youth Services Circulation			
Parenting Kits	1		
YA	128	91	218
YA Nonfiction	25		
YA GAMES	21	23	80
YA Audiobooks/Playaways			
Juvenile Fiction	981	533	1096
Juvenile Nonfiction	207	107	141
Audiobooks	33	23	57
DVD Juvenile	123		
Periodicals	2	0	5
Juvenile Games	2	23	80
TOTAL YOUTH SERVICES	1523	846	1820
TOTAL	4559	3341	5172

Interlibrary Loan Services

	2022	2021
Books via SRCS Supplied	14	0
Books via SRCS Borrowed	6	2
Books loaned to Evergreen	507	503
Books borrowed from Evergreen	483	499

Computer/Equipment Usage

	2022	2021
Children		
Teen		11
Adult		67
Broadband average	2.89mbs/.1 5mbs	
Microfilm		

Programs

Programs:	# of Children	10	# attended	298
	# of Teens	1	# attended	24
	#of Adults		# attended	
TOTAL				
Outreach	Children		stories	

Desk Collection

Fines and Fees	148.85
Fax	18.50
Copier	164.50
Donations	385.75
Misc	15.55
Taxable Sales	
Total	733.15

Bloomfield Main Facebook

Posts	16
Followers	1256
Engagements	574
Reached	7602

Young Adult Page

Posts	3
Followers	137
Engagements	5
Reached	51

Website visits pages pages/ visit

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech	2			2
Center	2			2
Highland	2			2
Jackson	2			2
Richland	2			2
Taylor	3			3
Unlisted	Washington		1	1
Total				14

Children's Facebook

Posts	6
Followers	191
Engagements	24
Reached	227

Materials Add Bloomfield

Adult Fiction	43
Adult Nonfiction	11
Audio Books	1
Playaways	8
Paperbacks	
Periodicals	32
Music	
DVD's	8
Adult Games	
YA-Fiction	15
YA-Non	1
YA Games	
Juvenile Fiction	23
Juvenile Nonfiction	2
Audiobooks J	2
Juvenile Games	
Total	146

Eastern

2022

Statistics

Computer Use 45

Wireless 18

Scavenger Hunts

9

Programs

Under 5 1/0

All Ages 1/27

	2022	2021	2020
Adult Fiction	61	129	149
Adult Nonfiction	38	26	37
Periodicals	15	1	17
Audio Books	2	0	17
Music CD	5		1
DVD	108	102	406
Games	23	11	14
Government Doc			
TOTALS ADULT	252	269	640
YA Fiction	5	2	6
YA Nonfiction			
Juvenile Fiction	222	144	98
Juvenile Nonfiction	48	22	22
Juvenile Audiobooks	1	0	1
Juveniles Periodicals			5
TOTALS JUVENILES	276	168	132
TOTAL	528	437	798

Posts 15

Reached 1887

Followers 203

Engagements 137

Adult Fiction	
Adult Nonfiction	
Audiobook	1
Magazines	17
YA	1
Juvenile Fiction	1
Juvenile Nonfiction	
DVD's	
Game	
TOTAL	



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Video Capture Resolution	720p
Connectivity Technology	USB
Has Image Stabilization	No
Image Capture Speed	30 fps
Video Capture Format	H.264
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Minimum Focal Length	0.01 Millimeters

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

Article I – Name

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

Article II – Authority and Purpose

Section A: The Board shall govern the Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Section B: Members of the Board shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.

Section C: The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

Section D: Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board. Officers shall serve a term of one year from the meeting in which they are elected or until their successors are duly elected.

Article III – Library/Director

Section A: The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)

Section B: The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

- Section E: Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.
- Section F: If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.
- Section G: Library Board members and their dependents are prohibited from having a pecuniary interest in or prohibited from deriving a profit from a contract or purchase connected with the library unless the interest or profit is specifically permitted by law and the Board member makes a public conflict of interest disclosure in accordance with Indiana Code 35-44-1-3.

Article V – Nepotism

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

Article VI – Amendments

- Section A: These by-laws may be amended at any meeting of the Board of Trustees by the unanimous vote of all the members of said Board, or by a majority vote of the quorum present at any meeting following the giving of notice of the proposed amendments at the previous regular meeting.
- Section B: Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.
- Section C: Amendments may be proposed by any member of the Board
- Section D: The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

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

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

Article IX – Meeting of the Board of Trustees

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

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

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

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

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

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

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

Article XI -- Policies, Plans, Rules and Regulations

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

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

Article XII -- Review of Bylaws

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

THE ABOVE AND FORGOING BY-LAWS were adopted as amendments to and do supersede the by-laws heretofore in effect on this 12th Day of October, 2011, by the affirmative vote of the following members of said Board of Trustees:

5
1

Aye	Nay
Martha A. Marmouzi	
Diana J. Fuller	
Candice Spallison	
Judith Mattop	
[Signature]	
[Signature]	
Joshua B. Higgins	

Date Signed: December 9, 2020

Ayes	Nays
<i>[Signature]</i>	
<i>[Signature]</i>	
<i>Martha Marmouze</i>	
<i>Charlene Krumpholtz</i>	
<i>Linda Mattot</i>	
<i>[Signature]</i>	

Date Signed: February 9, 2022

ELECTRONIC MEETINGS POLICY RESOLUTION
BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC LIBRARY

WHEREAS, P.L. 88-2021 (HEA 1437), SEC. 5, amended IC 5-14-1.5-1 et seq. (the "Act"), effective April 20, 2021 by amending IC 5-14-1.5-3.5 to establish new requirements by which members of the governing body of a public agency of a political subdivision may participate in a meeting by any electronic means of communication;

WHEREAS, a member of the governing body may participate by any means of communication that:

A) allows all participating members of the governing body to simultaneously communicate with each other; and

B) except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting; and

WHEREAS, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication and may adopt procedures that are more restrictive than the procedures established by IC 5-14-1.5-3.5(d); and

WHEREAS, the Board of Trustees (the "Board") of the Bloomfield-Eastern Greene Public Library (the "Library") is a governing body of the Library; and

WHEREAS, the President of the Board is the Executive of the Library; and

WHEREAS, the Director of the Library further joins in the passage of this Policy; and

WHEREAS, the Board intends to follow the procedures outlined in IC 5-14-1.5-3.5 and 3.7 without imposing more restrictive requirements upon participation in electronic meetings,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BLOOMFIELD- EASTERN GREENE PUBLIC LIBRARY:

Section 1.

A. The provisions of the Act, including definitions, apply to this resolution.

B. This resolution shall be known as the "Electronic Meetings Policy" of the Library Board of Trustees.

Section 2.

A. Subject to Sections 3 and 5, any member may participate in a meeting by any electronic means of communication that:

1. allows all participating members of the governing body to simultaneously communicate with each other; and

2. other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.

B. A member who participates by an electronic means of communication: (i) shall be considered present for purposes of establishing a quorum; and (ii) may participate in final action only if the member can be seen and heard.

C. All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

Section 3.

A. At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication. Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.

B. A member may not attend more than a fifty percent (50%) of the meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

C. A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

Section 4.

The minutes of a meeting at which any member participates by electronic means of communication must:

A. identify each member who:

1. was physically present at the meeting;
2. participated in the meeting by electronic means of communication; and

3. was absent; and

B. identify the electronic means of communication by which:

1. members participated in the meeting; and

2. members of the public attended and observed the meeting if the meeting was not an executive session.

Section 5.

A. This section applies only if:

1. The governor declares a disaster emergency under IC 10-14-3-12; or

2. The county executive declares a local disaster emergency under IC 10-14-3-29.

B. Notwithstanding section 3 hereof, the members of a governing body are not required to be present physically at a meeting until the disaster emergency or local disaster emergency is terminated. The members of a governing body may meet by any means of electronic communication, if the following are satisfied:

1. At least a quorum of the members of the governing body participate in the meeting by means of electronic communication or in person.

2. The public simultaneously is able to attend and observe the meeting. However, this subdivision does not apply to a meeting held in executive session.

C. The memoranda for a meeting prepared under section 4 hereof, for a meeting held under this section, must:

1. State the name of each member of the governing body who:

a. Participated in the meeting using any electronic means of communication; and

b. Was absent; and

2. Identify the electronic means of communication by which:

a. Members of the governing body participated in the meeting; and

b. The public attended and observed the meeting, if the meeting was not held in executive session.

D. All votes taken during a meeting under this section must be taken by roll call vote.

Section 6.

No member of the Board may participate by means of electronic communication in a meeting at which the Board may take final action to:

1. adopt a budget;

2. make a reduction in personnel;
3. initiate a referendum;
4. impose or increase a fee;
5. impose or increase a penalty;
6. exercise the Board's power of eminent domain; or
7. establish, impose, raise or renew a tax.

Section 7.

This resolution shall be effective from and after adoption by this Board in compliance with IC 36-2-4-8.

SO RESOLVED by the Board of Trustees of the Bloomfield Library this 9th Day of February, 2022.

Ayes	Nays
<i>[Signature]</i>	
<i>[Signature]</i>	
<i>Marta L. Marmocis</i>	
<i>Charlene [Signature]</i>	
<i>Judy Matto</i>	
<i>[Signature]</i>	

