

**Bloomfield-Eastern Greene County Public Library**  
**Board Meeting Agenda**  
**Wednesday, January 10, immediately following the 4:45 Board of Finance**  
**meeting in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report and Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
  - a. 2018 Board Officers
  - b. Unserved Library Service Townships
9. New Business
  - a. 2018 Board Meeting Day/Time
  - b. 2018 Committee Members
    - i. Finance Committee
    - ii. Building and Grounds Committee
  - c. Review of Board By-Laws
  - d. Sculpture in Public Places Program/Sculpture Trails Presentation
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, February 14, at 5PM in the Library Community Room.

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

1/10/2018

From: 12/1/2017 To: 12/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
20228	RICOH USA, INC (CHICAGO)				\$53.26
20229	Amplified Tech Services LLC				\$75.00
20233	UNIQUE MANAGEMENT SERVICE				\$113.77
20247	GRAVES PLUMBING COMPANY INC				\$156.15
20248	RECORDED BOOKS, INC				\$99.00
20249	BAKER & TAYLOR				\$15.97
20251	UDWI				\$223.00
20253	B & C Disposal				\$20.00
20277	SMITHVILLE				\$37.05
20278	DELTA DENTAL				\$114.92
20279	RICOH USA, INC (ATLANTA)				\$144.27
20280	BAKER & TAYLOR				\$5.25
20281	RICOH USA, INC (CHICAGO)				\$166.68
20282	DEMCO				\$149.76
20283	SEWAGE DISPOSAL WORKS				\$74.00
20284	VISION SERVICE PLAN				\$23.86
20285	DUKE ENERGY				\$108.08
20287	HERALD-TIMES				\$211.35
20288	John Chrastka				\$229.77
20289	HASEMAN PEST CONTROL OFFICE				\$30.00
20290	GADELLNET CONSULTING SERVICES				\$75.00
20291	Amplified Tech Services LLC				\$112.50
20292	ENA Services LLC				\$502.50
20293	EBSCO Information Services				\$246.50
20294	BEDFORD OFFICE SUPPLY				\$38.00
20295	DESIGNSCAPE HORTICULTURAL SERVICES				\$85.00
20296	RICOH USA, INC (ATLANTA)				\$141.53
20297	SEWAGE DISPOSAL WORKS				\$74.00
20298	JOHN MUSGRAVES				\$58.30
20299	BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC L				\$15,000.00
20300	US TREASURY				\$5,245.60
20301	PERF				\$1,824.26
20302	INDIANA DEPT OF REVENUE				\$974.16
20303	CENGAGE LEARNING				\$85.73
20304	SHOWCASES				\$255.76
20305	CENTER POINT LARGE PRINT				\$132.42
20306	Penworthy Company				\$484.50
20307	Penworthy Company				\$769.53

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

1/10/2018

From: 12/1/2017 To: 12/31/2017

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
20308	EASTERN ALLIANCE INSURANCE GROUP				\$74.00
20309	COMCAST CABLE				\$145.40
20310	AMAZON				\$39.95
20311	AMAZON				\$1,184.05
20312	MIDWEST NATURAL GAS CORP				\$557.64
20313	INDIANA LIBRARY FEDERATION				\$299.94
20315	RICOH USA, INC (CHICAGO)				\$28.65
20316	U.S. BANK				\$2,488.13
20317	BAKER & TAYLOR				\$2,630.91
20318	CENTER POINT LARGE PRINT				\$132.42
20320	JOHN MUSGRAVES				\$30.00
20324	GARETT ARTHUR				\$146.00
20325	EBSCO Information Services				\$246.50
20332	EASTERN HEIGHTS UTILITIES				\$84.75
20333	CENTURYLINK				\$5.73
20334	BAKER & TAYLOR				\$100.35
20335	UNIQUE MANAGEMENT SERVICE				\$149.81
20336	KIMBERLY PORTER				\$4.00
20337	ANTHEM				\$1,767.92
20338	JOHN MUSGRAVES				\$14.20
20339	KIMBERLY PORTER				\$16.01
20340	AT&T				\$137.15
20341	ENA Services LLC				\$502.50
20342	MIKAILA EDMUNDSON				\$99.86
20343	MICHELE ROGERS				\$1,500.00
20344	UNITED HEALTHCARE				\$1,137.20
20348	MICHELE ROGERS				\$60.00
20349	JOHN MUSGRAVES				\$35.00
20378	EASTERN HEIGHTS UTILITIES				\$15.51

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

**From:** 12/1/2017 **To:** 12/31/2017

1/10/2018

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 \$41,790.01 . Dated 1/10/2018**

\_\_\_\_\_  
DINAH FULLER

\_\_\_\_\_  
LUKE RUDISILL

\_\_\_\_\_  
ROGER AXE

\_\_\_\_\_  
JUDY BRANSTETTER

\_\_\_\_\_  
CANDICE PATTERSON

\_\_\_\_\_  
MARTHA MARMOUZE

\_\_\_\_\_  
JOSHUA RIGGINS

**Board Members**

## Payroll Claim Register

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

125 S FRANKLIN ST  
BLOOMFIELD , IN 47424

From: 01/02/18 To: 01/02/18

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
20350			\$346.82	22941	\$320.29
20351			\$834.47	DD20351	\$685.63
20352			\$210.75	22942	\$191.99
20353			\$986.33	22943	\$786.39
20354			\$471.24	22944	\$423.50
20355			\$324.50	DD20355	\$288.87
20356			\$3,294.99	DD20356	\$2,313.21
20357			\$1,379.41	DD20357	\$1,212.09
20358			\$943.09	22945	\$787.34
20359			\$1,915.85	22946	\$1,543.97
20360			\$1,196.53	DD20360	\$1,037.58
20361			\$187.63	22947	\$170.93
20362			\$4,133.40	DD20362	\$2,828.80
20363			\$557.29	DD20363	\$490.65
20364			\$945.78	DD20364	\$731.04
20365			\$306.15	DD20365	\$257.59
20366			\$2,870.00	DD20366	\$2,191.11
20367			\$2,472.86	DD20367	\$1,771.82
20380			\$159.78	DD20380	\$140.39

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim		
			<b>\$23,536.87</b>	<b>\$18,173.19</b>			
200.1.2070	Perf Employees Share	\$411.51	200.1.2071	Health Insurance Employees \$238.94	200.1.2274	State and County	\$73.65
200.1.2274	State and County	\$1,165.70	200.1.2275	FICA Employees \$1,444.48	200.1.2274	State and County	\$254.89
200.1.2276	Medicare Employees	\$337.83			200.1.2274	State and County	\$53.61
					200.1.2274	State and County	\$21.23
					200.1.2274	State and County	\$13.72
					200.1.2274	State and County	\$110.98

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

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Fiscal Officer

**Allowance of Vouchers**

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

**We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$18,173.19 Dated 1/10/2018**

\_\_\_\_\_  
DINAH FULLER

\_\_\_\_\_  
LUKE RUDISILL

\_\_\_\_\_  
ROGER AXE

\_\_\_\_\_  
JUDY BRANSTETTER

\_\_\_\_\_  
CANDICE PATTERSON

\_\_\_\_\_  
MARTHA MARMOUZE

\_\_\_\_\_  
JOSHUA RIGGINS

**Board Members**

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, December 13, 2017

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, December 13, at 5PM in the community room at the library. Those present were Luke Rudisill, presiding, Joshua Riggins, Roger Axe, Kristie Bladen, Martha Marmouze, Treasurer/Bookkeeper – Wade Wallace, and Austin Stroud - Library Director.

Approval of Claims and Minutes:

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

Treasurers Report:

**CLAIMS:**

**PAYROLL:** Claim #20259 to 20276 for **\$17,929.01**

**CLAIMS:** Claim #20124-20126, Claim #20146, Claim #20163-20164, Claim #20169-20170, Claim #20181, Claim #20185, Claim #20187, Claim #20189-20191, Claim #20193-20196, Claim #20200-20201, Claim #20203-20204, Claim #20206-20226, Claim #20230-20232, Claim #20234-20246, Claim #20250, Claim #20252, Claim #20254-20258, and Claim #20286 for a total of **\$26,574.81**

**BALANCE THE BUDGET:**

- Transfer \$1,384.04 from Salary of Library Assistants to Salary of Treasurer New.
- Transfer \$417.35 from Salary of Library Assistants to Salary of Substitutes.
- Transfer \$167.52 from Building Repair to Equipment Repair.

**BUDGET STATUS:**

Through 11 months of the year, we strive to be at or under 91.67% in each of the four budget categories as well as overall. See the appropriation report through November 30, 2017 for the full numbers.

2017/Current Year through November 30, 2017

Personnel/Personal Services	90.68 % spent
Supplies	69.72 % spent
Other Services	67.66 % spent
Capital Outlays	75.29 % spent
OVERALL	82.27 % spent

## 2016/Prior Year Comparison through November 30, 2016

Personnel/Personal Services	87.48 % spent
Supplies	54.08 % spent
Other Services	57.54 % spent
Capital Outlays	74.86 % spent
OVERALL	76.63 % spent

Martha made a motion to approve the treasurer's report and Kristie seconded. The board approved the resolution via their signatures. All present were in favor.

### Librarians Report:

Congrats to Adult Services Librarian, Kimberly Porter, on finding out last week that we were awarded an Indiana Humanities grant for the below program! :) Our Frankenstein Community Read Grants offer \$1,000 plus books and promotional materials to help you to host a community-wide read of Frankenstein. Each Community Read will look a little different, depending on the questions you and your community find important and worth talking about, and what formats—talks, film screenings, creative writing workshops, read-a-thons, and more—you use. Learn more at <http://quantumleapin.wpengine.com/frankenstein/communityreads>

I attended a Bloomfield Downtown Revitalization feedback meeting on November 13. Several other staff members were able to stop by and give their feedback, too.

Bookkeeper/treasurer, Wade Wallace, Branch Manager, Karen Holz, and I attended the Indiana Library Federation Annual Conference on November 14/15.

I attended a Friends of the Library Board meeting on November 16, as well as our monthly library staff meeting. I attended the Light up the Park event on Sunday, November 26. It was very well received and attended. In addition, I attended a literacy board meeting on November 28.

I attended a community engagement roundtable at Monroe County Public Library on December 1.

The Library Annex space worked out well for both the Hometown Christmas event on December 3, and for Wyatt LeGrand's art exhibit the following weekend. We received a lot of great feedback on how nice the space was, and community members enjoyed our uses for the space.

Wade Wallace and I attended an online meeting with AVC to get an overview of their accounting software on December 6.

I attended a Chamber board meeting on December 7.

Literacy coordinator, Beth Burcham, and I continued to work with the school on finishing up our contributions to the 21st Century Community Learning Center grant. This will be submitted this week by the school, and is due December 15. Some cuts had to be made to this grant application from all partners.



Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Austin Stroud, Director  
RE: Personnel Report  
DATE: December 13, 2017

**Beginning Employment**

- None.

**Ending Employment**

- Sammy Query, Page, Part-time effective December 8, 2017.

**Job Changes**

- Marti Gastineau, Library Assistant, Part-time, to Substitute Library Assistant, Part-time effective December 11, 2017.
- Alex Pate, Substitute Library Assistant, Part-time, to Library Assistant, Part-time effective December 11, 2017.
- Wade Wallace, Bookkeeper/Treasurer, Full-time, to Bookkeeper/Treasurer, Part-time effective January 1, 2018.

Finance Committee Report:

No report at this time.

Building & Grounds Committee Report:

No report at this time.

Old Business:

None.

New Business:

We need to set a board of finance meeting to close out the 2017 budget. Austin suggested before the January 10 board meeting, at 4:45pm. Martha made a motion and Joshua seconded. All present were in favor.

Board officers for 2018: To be decided in January's meeting.

Austin shared the updated personnel manual which includes the attendance policy revisions that he shared last month. Martha made a motion and Kristie seconded approving these changes. All present were in favor.

Austin shared options for 2018 health, dental, and vision insurance. He's proposing that we stick with what we have with dental, switch to a voluntary vision plan (which lowers the cost), and allow the two remaining insured employees to each choose one of the United Healthcare plans presented. Roger made a motion and Joshua seconded approving these changes. All present were in favor.

Austin presented the 2018 fee schedule, holiday closing schedule, pay schedule, and salary schedule for board approval. Joshua made a motion and Kristie seconded. All present were in favor.

Austin presented options for 2018 employee salaries as well as the director salary. Austin showed options for 1%-4% increases, and showed how these all were within reach with what we are saving on insurance and retirement for 2018. He commented that we keep losing good employees from the pay relative to what those qualified can make elsewhere. Joshua made a motion to approve a 2% raise for all employees and Kristie seconded. All present were in favor.

Public Comment:

None

Adjournment:

Kristie made a motion to adjourn at 6:01pm and Joshua seconded. All present were in favor. The next regular public meeting will be Wednesday, January 10, following the board of finance meeting, in the library's community room.

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Secretary

## TREASURER'S REPORT—December 2017

### CLAIMS:

**PAYROLL:** Claim #20350 to 20367, and Claim #20380 for **\$18,173.19**.

**CLAIMS:** Claim #20228-20229, Claim #20233, Claim #20247-20249, Claim #20251, Claim #20253, Claim #20277-20285, Claim #20287-20313, Claim #20315-20318, Claim #20320, Claim #20324-20325, Claim #20332-20344, Claim #20348-20349, and Claim #20378 for a total of **\$41,790.01**. **Note: This number is high from a \$15k transfer between bank accounts in December.**

### BALANCE THE BUDGET:

- Transfer \$1,304.07 from Salary of Library Assistants to Salary of Pages.
- Transfer \$1,240.32 from Salary of Librarian to Salary of Treasurer New.
- Transfer \$881.10 from Salary of Library Assistants to Salary of Substitutes.
- Transfer \$3,201.17 from Salary of Coordinators to Salary of Librarians (Hourly).
- Transfer \$2,265.95 from Library FICA and Medicare to Salary of Librarians (Hourly).
- Transfer \$252.46 from Employee Group Insurance to Salary of Librarians (Hourly).
- Transfer \$663.36 from Employee Group Insurance to PERF Employer Contribution.
- Transfer \$74.00 from Other Professional to Library Insurance.
- Transfer \$403.17 from Non-Print Childrens to Books – Eastern.
- Transfer \$502.87 from Non-Print Childrens to Periodicals and News.
- Transfer \$9.64 from Books - Adult Non-Fiction to Replacement Books/Non-Print.

### BUDGET STATUS:

Through 12 months of the year, we strive to be at or under 100% in each of the four budget categories as well as overall. See the appropriation report through December 31, 2017 for the full numbers.

#### 2017/Current Year through December 31, 2017

Personnel/Personal Services	99.36 % spent
Supplies	73.52 % spent
Other Services	72.73 % spent
Capital Outlays	84.73 % spent
OVERALL	89.99 % spent

**We ended 2017 spending \$504,452.02.**

#### 2016/Prior Year Comparison through December 31, 2016

Personnel/Personal Services	95.16 % spent
Supplies	60.81 % spent
Other Services	62.94 % spent
Capital Outlays	88.04 % spent
OVERALL	84.29 % spent

**We ended 2016 spending \$499,902.45.**

**Treasurer Financial Report**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**

12/31/2017

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$151,375.27			\$279,854.12
	100 OPERATING		\$524,452.02	\$645,943.62	
	200 PAYROLL		\$61,755.11	\$60,950.14	
	300 PLAC		\$0.00	\$299.42	
	350 EVERGREEN FINES & FEES		\$292.08	\$714.25	
	400 GIFT		\$4,621.59	\$5,439.21	
	700 SALES TAX		\$10.54	\$10.33	
	850 STATE TECHNOLOGY		\$7,726.27	\$13,979.49	
			\$598,857.61	\$727,336.46	
2	FARMERS AND MECHA 101426998	\$163,002.80			\$87,690.74
	100 OPERATING		\$35,000.00	\$20,384.47	
	450 HUNTER TRUST		\$62,549.19	\$1,510.01	
	650 LIRF		\$0.00	\$342.65	
			\$97,549.19	\$22,237.13	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

## Treasurer Financial Report

### BLOOMFIELD-EASTERN GREENE CO LIBRARY

12/31/2017

#### Bank Summary

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
<b>Total All Bank</b>		\$314,378.07	\$696,406.80	\$749,573.59	\$367,544.86

#### 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	\$179,948.33	\$559,452.02	\$666,328.09	\$286,824.40	\$0.00	\$286,824.40
200	PAYROLL	\$80.93	\$61,755.11	\$60,950.14	(\$724.04)	\$0.00	(\$724.04)
300	PLAC	\$110.00	\$0.00	\$299.42	\$409.42	\$0.00	\$409.42
350	EVERGREEN FINES & FEES	\$775.20	\$292.08	\$714.25	\$1,197.37	\$0.00	\$1,197.37
400	GIFT	\$12,925.09	\$4,621.59	\$5,439.21	\$13,742.71	\$0.00	\$13,742.71
450	HUNTER TRUST	\$74,219.69	\$62,549.19	\$1,510.01	\$13,180.51	\$0.00	\$13,180.51
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	\$342.65	\$342.65	\$0.00	\$342.65
700	SALES TAX	\$14.63	\$10.54	\$10.33	\$14.42	\$0.00	\$14.42
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	\$634.20	\$7,726.27	\$13,979.49	\$6,887.42	\$0.00	\$6,887.42
875	CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
900	RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$41,021.94	\$0.00	\$41,021.94
		\$314,378.07	\$696,406.80	\$749,573.59	\$367,544.86	\$0.00	\$367,544.86

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

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>001 CASH CHANGE FUND</b>									
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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<b>Fund Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<hr/>									
<b>100 OPERATING</b>									
1 Personnel									
100.1.1110 Salary of Librarian	48,000.00	48,000.00	0.00	46,266.14	46,266.14	1,733.86	0.00	1,733.86	96.39%
100.1.1111 Salary of Librarians(Hou	140,000.00	140,000.00	0.00	145,719.58	145,719.58	-5,719.58	0.00	-5,719.58	104.09%
100.1.1112 Salary of Library Assista	40,000.00	40,000.00	0.00	30,399.74	30,399.74	2,364.89	0.00	2,364.89	57.91%
100.1.1113 Salary of Substitutes	7,500.00	7,500.00	0.00	8,798.45	8,798.45	-881.10	0.00	-881.10	122.88%
100.1.1114 Salary of Pages	18,500.00	18,500.00	0.00	19,804.07	19,804.07	-1,304.07	0.00	-1,304.07	107.05%
100.1.1115 Salary of Coordinators	10,000.00	10,000.00	0.00	6,798.83	6,798.83	3,201.17	0.00	3,201.17	67.99%
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1131 Salary of Treasurer New	7,500.00	7,500.00	0.00	15,558.34	15,558.34	-1,240.32	0.00	-1,240.32	298.35%
100.1.1210 Library FICA and Medica	23,000.00	23,000.00	0.00	20,734.05	20,734.05	2,265.95	0.00	2,265.95	90.15%
100.1.1220 Unemployment	3,500.00	3,500.00	0.00	2,520.39	2,520.39	979.61	0.00	979.61	72.01%
100.1.1230 PERF Employer Contrib	16,000.00	16,000.00	0.00	16,663.36	16,663.36	-663.36	0.00	-663.36	104.15%
100.1.1240 Employee Group Insura	17,000.00	17,000.00	0.00	15,609.50	15,609.50	1,390.50	0.00	1,390.50	91.82%
100.1.1241 Extra Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personnel Totals	331,000.00	331,000.00	0.00	328,872.45	328,872.45	2,127.55	0.00	2,127.55	99.36%
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2 Supplies									
100.2.2110 Official Records	50.00	50.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00%
100.2.2130 Other Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.2.2210      Cleaning Supplies	1,300.00	1,300.00	0.00	1,147.23	1,147.23	152.77	0.00	152.77	88.25%
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	112.80	112.80	1,887.20	0.00	1,887.20	5.64%
100.2.2410      Library Supplies	7,500.00	7,500.00	49.95	7,377.15	7,377.15	172.80	0.00	172.80	98.36%
100.2.2420      Program Supplies	4,500.00	4,500.00	0.00	2,648.52	2,648.52	1,851.48	0.00	1,851.48	58.86%
100.2.2422      Extra Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>2      Supplies</b> <b>Totals</b>	<b>15,350.00</b>	<b>15,350.00</b>	<b>49.95</b>	<b>11,285.70</b>	<b>11,285.70</b>	<b>4,114.25</b>	<b>0.00</b>	<b>4,114.25</b>	<b>73.52%</b>
<b>3      Other Services</b>									
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	82.50	82.50	667.50	0.00	667.50	11.00%
100.3.3140      Other Professional	19,270.00	19,270.00	862.19	12,523.78	12,523.78	7,352.41	0.00	7,352.41	63.66%
100.3.3145      Database Subscriptions	3,000.00	3,000.00	0.00	994.46	994.46	2,005.54	0.00	2,005.54	33.15%
100.3.3146      eBook Services	3,700.00	3,700.00	0.00	3,233.75	3,233.75	466.25	0.00	466.25	87.40%
100.3.3210      Telephone	4,500.00	4,500.00	0.00	1,476.66	1,476.66	3,023.34	0.00	3,023.34	32.81%
100.3.3220      Postage	500.00	500.00	0.00	374.21	374.21	125.79	0.00	125.79	74.84%
100.3.3230      Traveling Expenses	3,250.00	3,250.00	0.00	2,896.49	2,896.49	353.51	0.00	353.51	89.12%
100.3.3240      Professional Meeting	3,250.00	3,250.00	0.00	2,035.10	2,035.10	1,214.90	0.00	1,214.90	62.62%
100.3.3250      Freight and Express	500.00	500.00	0.00	371.23	371.23	128.77	0.00	128.77	74.25%
100.3.3252      Evergreen	1,875.00	1,875.00	0.00	1,875.00	1,875.00	0.00	0.00	0.00	100.00%
100.3.3260      Internet Vendor	9,000.00	9,000.00	0.00	2,428.42	2,428.42	6,571.58	0.00	6,571.58	26.98%
100.3.3310      Advertising and Publicity	500.00	500.00	0.00	75.00	75.00	425.00	0.00	425.00	15.00%
100.3.3320      Printing	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00%
100.3.3410      Official Bonds	500.00	500.00	0.00	285.00	285.00	215.00	0.00	215.00	57.00%
100.3.3420      Library Insurance	8,000.00	8,000.00	0.00	8,330.00	8,330.00	-74.00	0.00	-74.00	107.33%
100.3.3510      Gas	6,000.00	6,000.00	0.00	3,082.98	3,082.98	2,917.02	0.00	2,917.02	51.38%
100.3.3520      Electric	28,000.00	28,000.00	0.00	19,634.31	19,634.31	8,365.69	0.00	8,365.69	70.12%
100.3.3530      Water	1,200.00	1,200.00	0.00	754.01	754.01	445.99	0.00	445.99	62.83%
100.3.3540      Waste Disposal	2,200.00	2,200.00	0.00	1,206.00	1,206.00	994.00	0.00	994.00	54.82%

# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%	
100.3.3610      Building Repair	18,925.00	18,925.00	0.00	14,848.80	14,848.80	3,908.68	0.00	3,908.68	77.58%	
100.3.3620      Equipment Repair	8,000.00	8,000.00	0.00	8,167.52	8,167.52	0.00	0.00	0.00	104.19%	
100.3.3630      Janitorial Service	18,000.00	18,000.00	0.00	18,000.00	18,000.00	0.00	0.00	0.00	100.00%	
100.3.3910      Dues	2,000.00	2,000.00	0.00	1,629.58	1,629.58	370.42	0.00	370.42	81.48%	
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.3.3955      Extra Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>3    Other Services</b>	<b>Totals</b>	<b>143,420.00</b>	<b>143,420.00</b>	<b>862.19</b>	<b>104,304.80</b>	<b>104,304.80</b>	<b>39,977.39</b>	<b>0.00</b>	<b>39,977.39</b>	<b>72.73%</b>
<b>4    Capital Outlays</b>										
100.4.4210      Buildings	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%	
100.4.4310      Improvements - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.4.4410      Furniture and Equipment	9,500.00	9,500.00	4,714.66	6,447.66	6,447.66	7,767.00	0.00	7,767.00	67.87%	
100.4.4510      Books - Adult Fiction	9,750.00	9,750.00	0.00	9,259.02	9,259.02	490.98	0.00	490.98	94.96%	
100.4.4520      Books - Adult Nonfiction	6,000.00	6,000.00	0.00	5,415.16	5,415.16	584.84	0.00	584.84	90.25%	
100.4.4525      Books-Local History/Gen	750.00	750.00	0.00	457.64	457.64	292.36	0.00	292.36	61.02%	
100.4.4530      Books - Children	7,500.00	7,500.00	0.00	6,599.14	6,599.14	900.86	0.00	900.86	87.99%	
100.4.4540      Books - YA	3,500.00	3,500.00	0.00	2,930.37	2,930.37	569.63	0.00	569.63	83.72%	
100.4.4550      Books - Eastern	6,750.00	6,750.00	0.00	7,153.17	7,153.17	-403.17	0.00	-403.17	105.97%	
100.4.4610      Periodicals and News	3,000.00	3,000.00	0.00	3,332.40	3,332.40	-502.87	0.00	-502.87	105.40%	
100.4.4710      Nonprint - Adult DVD	3,500.00	3,500.00	0.00	3,306.04	3,306.04	231.38	0.00	231.38	95.53%	
100.4.4720      Nonprint - Music	1,000.00	1,000.00	0.00	935.78	935.78	64.22	0.00	64.22	93.58%	
100.4.4730      Nonprint - Audiobooks	6,500.00	6,500.00	0.00	6,082.08	6,082.08	473.07	0.00	473.07	94.42%	
100.4.4740      Nonprint - Childrens	3,000.00	3,000.00	0.00	1,462.93	1,462.93	1,537.07	0.00	1,537.07	48.76%	
100.4.4750      Nonprint - YA	1,800.00	1,800.00	0.00	1,690.65	1,690.65	109.35	0.00	109.35	93.93%	
100.4.4760      Nonprint - Eastern	4,500.00	4,500.00	0.00	4,023.37	4,023.37	420.51	0.00	420.51	88.16%	
100.4.4761      Replacement Books/No	750.00	750.00	0.00	893.66	893.66	-9.64	0.00	-9.64	137.02%	
100.4.4765      Extra Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>4    Capital Outlays</b>	<b>Totals</b>	<b>70,800.00</b>	<b>70,800.00</b>	<b>4,714.66</b>	<b>59,989.07</b>	<b>59,989.07</b>	<b>15,525.59</b>	<b>0.00</b>	<b>15,525.59</b>	<b>84.73%</b>



# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/17      Period Ending Date 12/31/17

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>Fund Total</b>	560,570.00	560,570.00	5,626.80	504,452.02	504,452.02	61,744.78	0.00	61,744.78	89.99%
Total All Funds	560,570.00	560,570.00	5,626.80	504,452.02	\$504,452.02	61,744.78	0.00	61,744.78	89.99%

### Internal Transfers

Fund	Account	Description	MTD	YTD
100	100.1.1112	Salary of Library Assistants	(\$7,235.37)	(\$7,235.37)
100	100.1.1113	Salary of Substitutes	\$417.35	\$417.35
100	100.1.1131	Salary of Treasurer New	\$6,818.02	\$6,818.02
100	100.3.3140	Other Professional	(\$256.00)	(\$256.00)
100	100.3.3420	Library Insurance	\$256.00	\$256.00
100	100.3.3610	Building Repair	(\$167.52)	(\$167.52)
100	100.3.3620	Equipment Repair	\$167.52	\$167.52
100	100.4.4610	Periodicals and News	(\$170.47)	(\$170.47)
100	100.4.4710	Nonprint - Adult DVD	\$37.42	\$37.42
100	100.4.4730	Nonprint - Audiobooks	\$55.15	\$55.15
100	100.4.4760	Nonprint - Eastern	(\$56.12)	(\$56.12)
100	100.4.4761	Replacement Books/Nonprint	\$134.02	\$134.02
			\$0.00	\$0.00

**LIBRARIAN'S REPORT December 2017 BLOOMFIELD**

January 10, 2018 Board Meeting

Juvenile Circulation	2017	2016	2015
Juvenile Fiction	532	651	777
Juvenile Non-Fiction	144	42	125
Parent/Teacher	4	1	2
Juvenile Videos	0	0	7
Juvenile DVDs	110	127	213
Audiobooks	24	11	16
B&C (Kits)	4	0	1
Juvenile Magazines	0	2	8
YA Books	100	148	192
YA Nonprint	1	59	56
Video Games	35	0	0
<b>Total Children's:</b>	<b>954</b>	<b>1041</b>	<b>1397</b>

Adult Circulation	2017	2016	2015
Fiction	636	825	761
Non-Fiction	305	237	342
Magazines	62	65	90
Music CDs	76	143	120
Audiobooks	124	110	184
Playaways	42	68	91
Overdrive	857	860	611
DVDs	899	1060	1387
Video Games	17	0	0
<b>Total Adult:</b>	<b>3103</b>	<b>3368</b>	<b>3586</b>
<b>TOTAL CIRCULATION:</b>	<b>4057</b>	<b>4409</b>	<b>4983</b>

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween	201	7	Books via SRCS	
Teen	182			
Adult	368	260	Books borrowed from EI libraries	
Total Internet	751			
Wireless	96	479	Books loaned to EI libraries	
Microfilm	3			
<b>Total:</b>	<b>850</b>			
Programs:	21	children attended	1	programs
	46	teens attended	4	programs
	2	adults attended	1	programs
<b>Outreach:</b>		items delivered to		Patrons
		items delivered to		offsite locations
		books delivered to		Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	77	<b>Fines and Fees</b>	<b>\$320.92</b>
Magazines Added	16	<b>Copier Fees</b>	<b>\$510.85</b>
Adult AV items purchased	45	<b>Other Fees</b>	<b>\$147.40</b>
YA books purchase	13	<b>Total:</b>	<b>\$979.17</b>
Children books purchased	30	<b>Total Patrons: 1800</b> <b>New Resident Cards: 19</b> <b>Number of Items: 47021</b> <b>Email Genealogy: 5</b> <b>Freegal Downloads: 1 patron</b> downloaded 6 songs	
Children AV purchased	12		
<b>Total Books Added</b>	<b>120</b>		
<b>Total AV Added</b>	<b>73</b>		
<b>Total of all items added:</b>	<b>193</b>		

LIBRARIAN'S REPORT December 2017  
January 10 2017 Board Meeting

<b>EASTERN</b>			
	2017	2016	2015
<b>Juvenile Circulation</b>			
Juvenile Fiction	187	173	187
Juvenile Nonfiction	18	4	4
Juvenile Periodicals	1	0	0
Audiobooks/Kits	12	6	5
YA	18	12	13
<b>Total Juvenile Circulation</b>	<b>236</b>	<b>195</b>	<b>209</b>
<b>Adult Circulation</b>			
Fiction	94	144	103
Nonfiction	18	16	21
Periodicals	17	22	29
Audiobooks	16	9	22
DVDs	249	308	357
Music CDs	1	5	15
Games	8	7	9
<b>Total Adult Circulation</b>	<b>403</b>	<b>511</b>	<b>556</b>
<b>TOTAL CIRCULATION</b>	<b>639</b>	<b>706</b>	<b>765</b>
<b>Additional Statistics</b>			
New resident cards:	4		
Number of Patrons:	397		
Number of items:	8399		
Computer/WIFI Use:	78 Computer Uses/ 10 WIFI Uses		
Programs/Attendance:	7 Programs with 107 in Attendance		
NEW ITEMS Purchased or donated to branches	<b>Purchased:</b>		
	Adult Books	15	
	Adult A/V	6	
	Magazines	13	
	YA	0	
	Children's Books	6	
	Children's A/V	0	
	<b>Total:</b>	<b>40</b>	

### Audience Overview

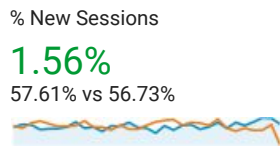
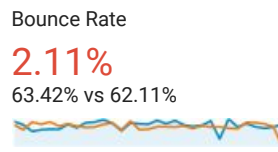
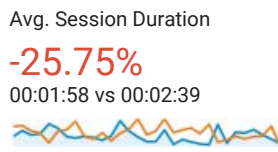
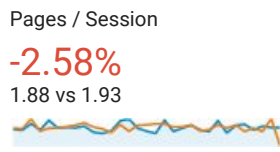
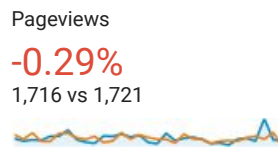
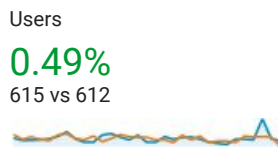
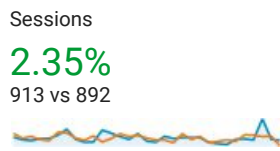
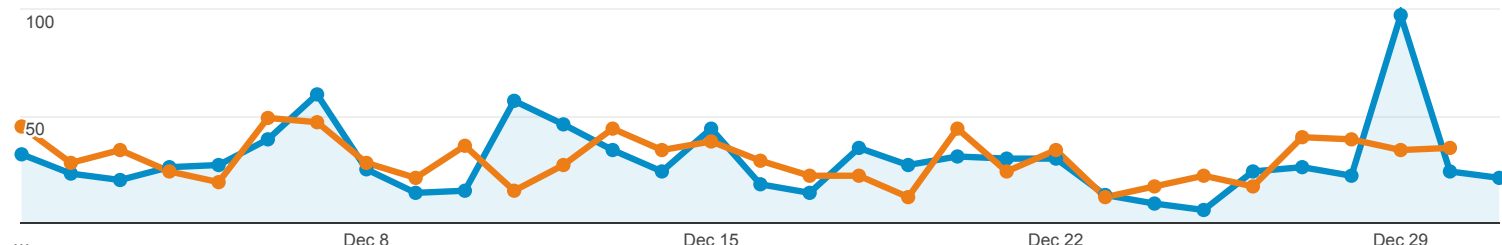
All Users +0.00% Sessions

Dec 1, 2017 - Dec 31, 2017  
Compare to: Nov 1, 2017 - Nov 30, 2017

Overview

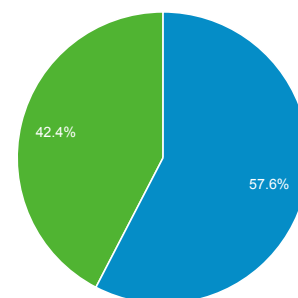
Dec 1, 2017 - Dec 31, 2017: Sessions

Nov 1, 2017 - Nov 30, 2017: Sessions

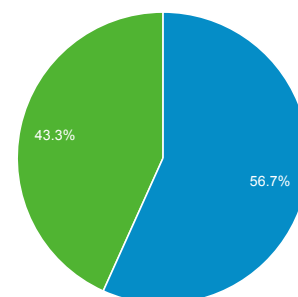


■ New Visitor ■ Returning Visitor

Dec 1, 2017 - Dec 31, 2017



Nov 1, 2017 - Nov 30, 2017



Language

Sessions % Sessions

Language	Sessions	% Sessions
1. en-us		
Dec 1, 2017 - Dec 31, 2017	881	96.50%
Nov 1, 2017 - Nov 30, 2017	855	95.85%
<b>% Change</b>	<b>3.04%</b>	<b>0.67%</b>
2. c		
Dec 1, 2017 - Dec 31, 2017	23	2.52%
Nov 1, 2017 - Nov 30, 2017	1	0.11%
<b>% Change</b>	<b>2,200.00%</b>	<b>2,147.10%</b>
3. en-gb		
Dec 1, 2017 - Dec 31, 2017	5	0.55%
Nov 1, 2017 - Nov 30, 2017	3	0.34%
<b>% Change</b>	<b>66.67%</b>	<b>62.83%</b>
4. (not set)		
Dec 1, 2017 - Dec 31, 2017		

Nov 1, 2017 - Nov 30, 2017	1	0.11%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
5. <a href="#">fr</a>		
Dec 1, 2017 - Dec 31, 2017	1	0.11%
Nov 1, 2017 - Nov 30, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
6. <a href="#">fr-ht</a>		
Dec 1, 2017 - Dec 31, 2017	1	0.11%
Nov 1, 2017 - Nov 30, 2017	1	0.11%
<b>% Change</b>	<b>0.00%</b>	<b>-2.30%</b>
7. <a href="#">ja-jp</a>		
Dec 1, 2017 - Dec 31, 2017	1	0.11%
Nov 1, 2017 - Nov 30, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
8. <a href="#">ar</a>		
Dec 1, 2017 - Dec 31, 2017	0	0.00%
Nov 1, 2017 - Nov 30, 2017	1	0.11%
<b>% Change</b>	<b>-100.00%</b>	<b>-100.00%</b>
9. <a href="#">ca</a>		
Dec 1, 2017 - Dec 31, 2017	0	0.00%
Nov 1, 2017 - Nov 30, 2017	3	0.34%
<b>% Change</b>	<b>-100.00%</b>	<b>-100.00%</b>
10. <a href="#">da</a>		
Dec 1, 2017 - Dec 31, 2017	0	0.00%
Nov 1, 2017 - Nov 30, 2017	1	0.11%
<b>% Change</b>	<b>-100.00%</b>	<b>-100.00%</b>

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Austin Stroud, Director  
RE: Personnel Report  
DATE: January 10, 2018

**Beginning Employment**

- Maggie Talbott, Page, Part-time effective January 8, 2018.

**Ending Employment**

- None.

**Job Changes**

- None.

**Job Postings**

- Library Assistant, Part-time (Open until filled) – full description available on the library website: <http://bloomfield.lib.in.us/library-job-openings.html>

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

Article I – Name

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

Article II – Authority and Purpose

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

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

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

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

Article III – Library/Director

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

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

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

#### Article IV – Conflict of Interest

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



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

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

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

#### Article V – Nepotism

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

#### Article VI – Amendments

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

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

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

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

Article VII- Membership

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

Article VIII- Officers

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

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

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

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

Section E: The President shall:

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

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

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

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

#### Article IX – Meeting of the Board of Trustees

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

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

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

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

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

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

#### Article X– Committees

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

##### Building and Grounds Committee

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

##### Finance Committee

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

- Section B: Special Committees

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

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

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

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

#### Article XI –Policies, Plans, Rules and Regulations

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

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

#### Article XII – Review of Bylaws

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

THE ABOVE AND FORGOEING BY-LAWS were adopted as amendments to and do supersede the by-laws heretofore in effect on this 10<sup>th</sup> Day of January, 2018, by the affirmative vote of the following members of said Board of Trustees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being \_\_\_\_ of the members of said Board

Attest: \_\_\_\_\_  
Secretary



## Sculpture In Public Places Program Description

This 8-year program involves 4 organizations in our surrounding counties displaying 4 large outdoor sculptures on their property, one at a time, without risk and without constant restoration upkeep. The 4 sculptures selected for this program will rotate biannually so each site is always displaying a new freshly restored sculpture.

**Time Line:** After 2 long years all 4 sculptures have been installed, the biannual rotation began in July 2016 after the final sculpture was installed.

First rotation 2018

Second rotation 2020

Third rotation 2022

Final rotation 2024

The Sculpture In Public Places Program is designed with many components that will benefit the organizations involved and especially the **Underserved in the Arts** communities that have embraced this educational program. This program will help teach our next generation how important the Arts are and support creative problem solving, the idea of building with your hands and how the Arts bring pride to their community that will stay with them throughout their lifetime. In turn, benefiting the future of these Counties involved.

**Educational value:**

The Museum and programs mission is to bring art and art education to an underserve audience. By rotating this collection over the next 8 years it will bring an unintimidating approach to Fine Art and provide our underserve audiences with a better understanding and appreciation of the Arts within the Community. The program also has a 30 day internship attached to it called the Conservation and Preservation Internship. These 5 interns will help the Museum restore each sculpture every July as needed. Every two years the interns will restore and rotate the collection. Restoration and large sculpture de-install and install is not taught in collage so many sculpture students are anxious to be a part of this internship to help them develop their skills as a professional sculptor. Since the interns are working for knowledge not

money, their hard work will save this program from paying a huge labor bill; the internship is priceless to the program.

**Audience Value:**

We have partnered up with 4 Organizations in 3 Counties that already provide the Arts to an underserved audience. These sites will be re-energized each year with the scheduled restoration every July and will be very exciting every other year with the rotation of the collection. A new sculpture at the site will give each Organization the opportunity to unveil a new piece biannually providing each underserved audience with 4 sculptures over ten years.

**Audience Sharing Value:**

With all 4 organizations involved at once the estimated social networking reach is amazing, with just Sculpture Trails and Owen Valley Winery sending out 4 annual Facebook posts the estimated reach will be over 800,000 +.

Each audience will learn about the other organizations involvement increasing awareness and the overall flow of new audience members for all involved.

**Tourism Value:**

In our remote underserved counties we need to focus on the value of tourism. This program has been design with tourism in mind, each organization can take advantage of this audience sharing concept by promoting all 4 sites as a Sculpture Tour bringing audiences from all counties to see the sculptures while visiting the organizations, in turn creating new interest and support.

We will also create and install “you are here” sign at each location show where to find all the sculptures.

**Where:** The sculptures are located at The Greene County Library in Bloomfield, The Tulip Trestle look out, The Owen Valley Winery and at the entrance of the Casino in French Lick.

**Physical Value:** Each of the sculptures in rotation are from England created by Royal British Master Sculptors, Pam Brown and Roy Kitchin. Please visit our Artist page for more info on these artists at [www.sculpturetrails.com](http://www.sculpturetrails.com).

Each sculpture is valued at \$80,000. Sculpture Trails Outdoor Museum takes all responsibility for any damage created by vandalism, natural causes and/or typical restoration needs.

Your participation is greatly appreciated and provides a tremendous art educational impact in the community.