

**Bloomfield-Eastern Greene County Public Library  
Board Meeting Agenda  
Wednesday, March 9 at 5PM EST in the Library Community Room**

1. Approval of Claims/Payroll
2. Approval of Minutes
3. Treasurer's Report/Approval of Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building and Grounds Committee Report
8. Old Business
  - a. Weapons Policy
9. New Business
  - a. Staff Feedback Forums
10. Public Comment
11. Adjournment

The next regularly scheduled meeting will be Wednesday, April 13, at 5PM EST, in the Library's Community Room.

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

3/9/2016

From: 2/1/2016 To: 2/29/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18360	INDIANA DEPT OF REVENUE				\$12.06
18361	REPUBLIC SERVICES				\$5.96
18362	SMITHVILLE				\$87.13
18363	ADTEC				\$290.00
18364	FINDAWAY WORLD				\$39.98
18365	KOORSEN FIRE & SECURITY				\$207.90
18366	CENGAGE LEARNING				\$78.43
18367	BEDFORD OFFICE SUPPLY				\$38.00
18368	BAKER & TAYLOR				\$2,015.12
18369	A.E. BOYCE COMPANY, INC.				\$1,895.00
18375	ENA Services LLC				\$703.50
18376	GADELLNET CONSULTING SERVICES				\$344.00
18377	BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC L				\$0.00
18378	AMAZON				\$409.28
18379	AMAZON				\$1,250.33
18380	U.S. BANK				\$541.35
18381	WALMART				\$129.58
18382	TERRELL LAWNCARE & EXCAVATING				\$344.43
18384	INDIANA DEPT OF REVENUE				\$998.06
18385	US TREASURY				\$4,733.33
18386	PERF				\$1,339.55
18387	DUKE ENERGY				\$1,430.66
18388	LIBRARY IDEAS				\$1,421.50
18389	NCPL SPECIAL FUND				\$293.47
18390	INDIANA DEPT OF WORKFORCE DEVELOPMENT				\$235.79
18391	CENTER POINT LARGE PRINT				\$125.22
18392	RECORDED BOOKS, INC				\$74.20
18393	SHOWCASES				\$131.54
18394	ANTHEM				\$2,284.20
18395	Penworthy Company				\$279.19
18396	QUILL CORPORATION				\$30.68
18397	UNIQUE MANAGEMENT SERVICE				\$132.82
18398	Bloomfield Chamber of Commerce				\$50.00
18399	MIDWEST NATURAL GAS CORP				\$526.11
18400	CENTURYLINK				\$3.90
18401	DAVID WOLFE				\$275.00
18402	James Medina				\$20.98
18403	John Musgraves				\$60.00

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

3/9/2016

From: 2/1/2016 To: 2/29/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
18404	James Medina				\$574.61
18405	EASTERN HEIGHTS UTILITIES				\$30.02
18406	UDWI				\$931.00
18407	RICOH USA INC				\$283.06
18408	RICOH USA INC				\$131.56
18409	AT&T				\$93.84
18410	JOHNSON CONTROLS				\$1,800.00
18411	BEDFORD OFFICE SUPPLY				\$38.00
18412	OCLC, INC				\$217.88
18413	BAKER & TAYLOR				\$413.03
18414	U.S. BANK				\$361.48
18415	MICHELE ROGERS				\$1,458.33
18416	VISION SERVICE PLAN				\$23.86
18417	TERRELL LAWNCARE & EXCAVATING				\$546.03
18418	SMITHVILLE				\$82.99
18419	DELTA DENTAL				\$86.19
18420	EASTERN HEIGHTS UTILITIES				\$14.85
18421	VALLONIA STATE NURSERY				\$119.60
18422	Jacob Swango				\$7.49
18423	ROBERT TURNER				\$39.60
18424	RICOH USA INC				\$288.54
18425	KIMBERLY PORTER				\$25.28
18426	BAKER & TAYLOR				\$10.97

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

3/9/2016

**From:** 2/1/2016 **To:** 2/29/2016

Claim Number	Vendor Name	PO Number	Check Number	Check Date	Amount of Claim
--------------	-------------	-----------	--------------	------------	-----------------

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 \$30,416.46 . Dated 3/9/2016**

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

\_\_\_\_\_  
 DON HEINTZMAN

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

\_\_\_\_\_  
 JIM MEDINA

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

\_\_\_\_\_  
 KRISTIE BLADEN

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

**Board Members**

**Payroll Claim Register**  
**BLOOMFIELD-EASTERN GREENE CO LIBRARY**  
 125 S FRANKLIN ST  
 BLOOMFIELD , IN 47424  
**From:** 03/01/16 **To:** 03/01/16

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
18427			\$699.98	21421	\$562.68
18428			\$457.25	DD18428	\$374.07
18429			\$534.67	DD18429	\$432.78
18430			\$320.50	21422	\$267.82
18431			\$1,625.97	DD18431	\$1,180.19
18432			\$145.11	21423	\$127.27
18433			\$85.68	21424	\$79.03
18434			\$965.49	21425	\$806.61
18435			\$2,335.78	DD18435	\$1,747.32
18436			\$2,506.14	DD18436	\$1,928.40
18437			\$1,401.79	DD18437	\$1,227.99
18438			\$620.72	DD18438	\$501.11
18439			\$271.27	DD18439	\$237.91
18440			\$2,276.48	21426	\$1,819.20
18441			\$1,240.12	DD18441	\$1,068.63
18442			\$388.53	21427	\$270.69
18443			\$3,500.00	DD18443	\$2,403.86
18444			\$471.75	DD18444	\$385.34
18445			\$172.64	21428	\$151.41
18446			\$868.62	21429	\$731.34
18447			\$2,174.67	DD18447	\$1,761.02

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			<b>\$23,063.16</b>		
				<b>\$18,064.67</b>	
200.1.2070	Perf Employees Share	\$299.03	200.1.2071	Health Insurance Employees	\$304.56
200.1.2274	State and County	\$1,147.97	200.1.2275	FICA Employees	\$1,411.02
200.1.2276	Medicare Employees	\$329.99			
200.1.2274	State and County		200.1.2274	State and County	\$21.27
			200.1.2274	State and County	\$71.09
			200.1.2274	State and County	\$102.97
			200.1.2274	State and County	\$28.86
			200.1.2274	State and County	\$57.66
			200.1.2274	State and County	\$21.94

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 \$18,064.67 Dated 3/9/2016**

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

\_\_\_\_\_  
DON HEINTZMAN

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

\_\_\_\_\_  
JIM MEDINA

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

\_\_\_\_\_  
KRISTIE BLADEN

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

**Board Members**

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, February 10, 2016

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, February 10, 2016 at 5:00 p.m. in the community room at the library. Those present were Jim Medina, presiding, Dinah Fuller, Luke Rudisill, Kristie Bladen, Austin Stroud, Library Director, and Community Engagement Coordinator, Reena Evans, taking minutes.

Approval of Claims and Minutes:

Trustees approved by their signatures the claims and payroll claims.

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

Treasurers Report:

**CLAIMS:**

**PAYROLL:** Claim #18324 to Claim #18346 and Claim #18351 for **\$17,266.76**

**CLAIMS:** Claim #18283 to Claim #18304, Claim #18308 to Claim #18312, Claim #18314 to Claim #18323, Claim #18347 to Claim #18350, Claim #18352 to Claim #18359, and Claim #18383 for **\$44,086.16.**

**Note: \$25,000 of this total represents us moving operating money from BloomBank to Farmers & Mechanics as discussed at last month's meeting. Our true claims are \$19,086.16.**

**BALANCE THE BUDGET:**

Nothing to transfer this month!

**BUDGET STATUS:**

Through one month of the year, we strive to be at or under 8.33% (1/12<sup>th</sup> of the year) in each of the four budget categories as well as overall. See the appropriation report through January 31, 2016 for the full numbers.

Personnel/Personal Services	8.22% spent
Supplies	2.42% spent
Other Services	4.12% spent
Capital Outlays	2.39% spent
OVERALL	6.16% spent

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

Personnel Report:

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

FROM: Austin Stroud, Director

RE: Personnel Report

DATE: February 10, 2016

**Beginning Employment**

- None

**Ending Employment**

- Ashly Edwards, Library Assistant, Part-time, effective February 27, 2016.

**Job Changes**

- Owen Bolton, Page, Part-time, to Library Assistant, Part-time, effective February 15, 2016.

Librarians Report:

**Events/Programming**

The 3<sup>rd</sup> Annual Golf (fore!) the Library was held on Saturday, February 6. As of the date/time of this writing, I don't have the full numbers for how the event went fundraising-wise. However, I should have that by the time we physically meet on February 10.

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

Our 2<sup>nd</sup> annual staff training day was held on Monday, January 18 (Martin Luther King, Jr. Day). Topics we covered: Indiana room/genealogy, wrapping up our 2014-2016 Strategic Plan and planning the 2017-2019 Strategic Plan, training on our digital resources including OverDrive, Freegal, and Chilton, Indiana Bicentennial planning, and a session about turning outward to the community. If any of you are interested in being involved in our 2017-2019 Strategic Planning process, just let me know!

**Community/Professional Involvement**

Beth Burcham and I now have all of the builders we need for the Little Free Libraries, at least for this year. Some of the builders are donating all materials/costs, which will allow us more money for other Little Free Libraries or books/materials to place inside them.



I spoke about the library at the Rotary meeting on January 26. I attended a Friends board meeting, Literacy Coalition board meeting, Chamber of Commerce board meeting, a regular Chamber of Commerce meeting, and a Bloomfield Downtown Revitalization promotions committee meeting. All of the Greene County libraries met for our quarterly roundtable at the library on February 9.

I teach for both Ivy Tech Community College and IUPUI. This semester, I have six different classes and groups of students. To allow me to effectively juggle things for the remainder of the semester, I am extending my days at the library Monday-Thursday to allow me more free time Friday-Sunday to meet my other professional commitments. This is just a temporary schedule change, and I will resume Friday/Saturday hours in May (with your approval). I also am working on moving closer – hopefully by April.

### **Other**

We are checking with the Classic Cruisers Car Club to see if they are interested in having our printed Chilton books (since they helped sponsor that new database). With the new database, we would like to find these books a new home.

The painting is finished after we finish painting the teen room on February 11. The teen librarian and I have both been doing a lot of pre-painting prep work.

Graves started working on the new HVAC controls system. This work will continue into mid-March. The library won't be perfect temperature wise at least until after that. Graves recommended not doing carpeting until after their work is completed.

Thank you!

### Finance Committee Report:

None?

### Building & Grounds

Jim reported on carpets installation mid-April.

Graves/HVAC Controls—11 of 17 valves replaced—maybe three days off schedule. Hope to complete mid-March. Warned staff that solder will be used—not toxic—but it stinks.

### Old Business:

None

### New Business:

Austin shared some of the highlights of the Annual Report to the State Library, which was due at the end of January. He'll be presenting about this to the public at 6:30 this evening in a state of the library address/program. (Annual report was 50 pages)

Austin presented a weapons policy for patrons and library staff. We have to allow patrons properly licensed to carry their handguns with them, as long as they aren't being reckless. We do have a choice on whether we allow staff members on the clock to carry a handgun, or other weapons. Two different policies are included for library staff, and we can decide which one we want to pick, or make edits to these policies before approving.

Number of cardholders dropping—Evergreen purged old records. Evergreen makes it hard to sign up students at school. We have so many students that don't have cards. Contact Elem. Office mid- to end of July. Send form/applications out with mailing. Kristie volunteered to help with this.

Non-resident fee will have to go up due to our per capita expenditures increasing for 2015 over our current non-resident fee of \$35. We will have to round up the non-resident fee to \$36.00.

Program numbers are up—especially children and teens. Some growth with adults—thanks to the Farmer's Market. Door traffic has increased; computer usage has increased.

Public Comment:

None?

Weapons Policy

Copied from other libraries. Gun will be covered up. Knife should be covered up as well.

Some Board members inquired as to why is there a need for weapons for library staff. Policy needs more work. Is there a loophole for staff to carry in the interim? A motion to table policy until next month was made by Luke and Kristie seconded it.

Adjournment:

Dinah moved to adjourn meeting and Luke seconded it at 5:46 p.m. All present were in favor.

## **TREASURER’S REPORT—February 2016**

### **CLAIMS:**

**PAYROLL:** Claim #18427 to Claim #18447 for **\$18,064.67**.

**CLAIMS:** Claim #18360 to Claim #18369, Claim #18375 to Claim #18382, Claim #18384 to Claim #18426 for **\$30,416.46**.

### **BALANCE THE BUDGET:**

Nothing to transfer this month!

### **BUDGET STATUS:**

Through two months of the year, we strive to be at or under 16.67% (2/12<sup>th</sup> of the year) in each of the four budget categories as well as overall. February was a much more expensive month for us, so we are running a little over the \$40k/month average at \$81,329.87. See the appropriation report through February 29, 2016 for the full numbers.

Personnel/Personal Services	16.56% spent
Supplies	7.77% spent
Other Services	11.85% spent
Capital Outlays	9.35% spent
<b>OVERALL</b>	<b>14.08% spent</b>

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

2/29/2016

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	BLOOMFIELD STATE B 10006	\$143,471.08			\$63,570.79
	100 OPERATING		\$106,329.87	\$27,842.36	
	200 PAYROLL		\$9,729.55	\$9,555.57	
	300 PLAC		\$0.00	\$35.00	
	350 EVERGREEN FINES & FEES		\$36.75	\$10.00	
	400 GIFT		\$1,752.95	\$2,259.83	
	700 SALES TAX		\$12.06	\$1.82	
	850 STATE TECHNOLOGY		\$1,743.69	\$0.00	
			\$119,604.87	\$39,704.58	
2	FARMERS AND MECHA 101426998	\$151,241.44			\$176,278.63
	100 OPERATING		\$0.00	\$25,037.19	
			\$0.00	\$25,037.19	
3	CD FARMERS & MECHA 91610	\$0.00			\$0.00

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

2/29/2016

**Bank Summary**

Bank Number and Nam	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
<b>Total All Bank</b>		\$294,712.52	\$119,604.87	\$64,741.77	\$239,849.42

**Fund Balance Summary**

Account Number	Account Name	Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
001	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$143.50	\$0.00	\$143.50
050	PETTY CASH	\$35.50	\$0.00	\$0.00	\$35.50	\$0.00	\$35.50
100	OPERATING	\$161,260.41	\$106,329.87	\$52,879.55	\$107,810.09	\$0.00	\$107,810.09
200	PAYROLL	\$244.82	\$9,729.55	\$9,555.57	\$70.84	\$0.00	\$70.84
300	PLAC	\$75.00	\$0.00	\$35.00	\$110.00	\$0.00	\$110.00
350	EVERGREEN FINES & FEES	\$641.13	\$36.75	\$10.00	\$614.38	\$0.00	\$614.38
400	GIFT	\$11,983.90	\$1,752.95	\$2,259.83	\$12,490.78	\$0.00	\$12,490.78
450	HUNTER TRUST	\$70,849.73	\$0.00	\$0.00	\$70,849.73	\$0.00	\$70,849.73
500	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	FLATER	\$1,177.64	\$0.00	\$0.00	\$1,177.64	\$0.00	\$1,177.64
600	SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$3,291.42	\$0.00	\$3,291.42
650	LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	SALES TAX	\$16.01	\$12.06	\$1.82	\$5.77	\$0.00	\$5.77
750	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850	STATE TECHNOLOGY	\$3,971.52	\$1,743.69	\$0.00	\$2,227.83	\$0.00	\$2,227.83
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
		\$294,712.52	\$119,604.87	\$64,741.77	\$239,849.42	\$0.00	\$239,849.42

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

# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16      Period Ending Date 02/29/16

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%
<hr/>									
<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	73,000.00	73,000.00	0.00	12,490.88	12,490.88	60,509.12	0.00	60,509.12	17.11%
100.1.1111 Salary of Librarians(Hou	100,000.00	100,000.00	0.00	18,182.79	18,182.79	81,817.21	0.00	81,817.21	18.18%
100.1.1112 Salary of Library Assista	25,000.00	25,000.00	0.00	6,842.08	6,842.08	18,157.92	0.00	18,157.92	27.37%
100.1.1113 Salary of Substitutes	9,500.00	9,500.00	0.00	572.13	572.13	8,927.87	0.00	8,927.87	6.02%
100.1.1114 Salary of Pages	18,000.00	18,000.00	0.00	3,380.32	3,380.32	14,619.68	0.00	14,619.68	18.78%
100.1.1115 Salary of Coordinators	18,500.00	18,500.00	0.00	3,172.45	3,172.45	15,327.55	0.00	15,327.55	17.15%
100.1.1120 Salary of Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.1.1130 Salary of Treasurer	15,500.00	15,500.00	0.00	461.60	461.60	15,038.40	0.00	15,038.40	2.98%
100.1.1210 Library FICA and Medica	22,000.00	22,000.00	0.00	3,396.67	3,396.67	18,603.33	0.00	18,603.33	15.44%
100.1.1220 Unemployment	3,000.00	3,000.00	0.00	235.79	235.79	2,764.21	0.00	2,764.21	7.86%
100.1.1230 PERF Employer Contrib	15,000.00	15,000.00	0.00	2,033.68	2,033.68	12,966.32	0.00	12,966.32	13.56%
100.1.1240 Employee Group Insura	14,000.00	14,000.00	0.00	2,801.05	2,801.05	11,198.95	0.00	11,198.95	20.01%
100.1.1241 Extra Personnel	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00%
1 Personnel Totals	323,500.00	323,500.00	0.00	53,569.44	53,569.44	269,930.56	0.00	269,930.56	16.56%
<hr/>									
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%
100.2.2210 Cleaning Supplies	1,300.00	1,300.00	0.00	233.95	233.95	1,066.05	0.00	1,066.05	18.00%

# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date    01/01/16    Period Ending Date    02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%	
100.2.2220    Fuel and Lubricants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.2.2230    Other Operating Supplie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
100.2.2310    Building Materials	2,000.00	2,000.00	0.00	20.98	20.98	1,979.02	0.00	1,979.02	1.05%	
100.2.2410    Library Supplies	6,500.00	6,500.00	0.00	676.21	676.21	5,823.79	0.00	5,823.79	10.40%	
100.2.2420    Program Supplies	3,350.00	3,350.00	0.00	195.54	195.54	3,154.46	0.00	3,154.46	5.84%	
100.2.2422    Extra Supplies	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00	0.00%	
<b>2    Supplies</b>	<b>Totals</b>	<b>14,500.00</b>	<b>14,500.00</b>	<b>0.00</b>	<b>1,126.68</b>	<b>1,126.68</b>	<b>13,373.32</b>	<b>0.00</b>	<b>13,373.32</b>	<b>7.77%</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	0.00	0.00	750.00	0.00	750.00	0.00%	
100.3.3140    Other Professional	18,000.00	18,000.00	0.00	5,663.79	5,663.79	12,336.21	0.00	12,336.21	31.47%	
100.3.3145    Database Subscriptions	4,250.00	4,250.00	0.00	1,932.85	1,932.85	2,317.15	0.00	2,317.15	45.48%	
100.3.3146    eBook Services	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00%	
100.3.3210    Telephone	4,500.00	4,500.00	0.00	89.02	89.02	4,410.98	0.00	4,410.98	1.98%	
100.3.3220    Postage	500.00	500.00	0.00	100.94	100.94	399.06	0.00	399.06	20.19%	
100.3.3230    Traveling Expenses	3,000.00	3,000.00	0.00	137.41	137.41	2,862.59	0.00	2,862.59	4.58%	
100.3.3240    Professional Meeting	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%	
100.3.3250    Freight and Express	500.00	500.00	0.00	38.79	38.79	461.21	0.00	461.21	7.76%	
100.3.3252    Evergreen	1,250.00	1,250.00	0.00	1,250.00	1,250.00	0.00	0.00	0.00	100.00%	
100.3.3260    Internet Vendor	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00%	
100.3.3310    Advertising and Publicity	250.00	250.00	0.00	0.00	0.00	250.00	0.00	250.00	0.00%	
100.3.3320    Printing	200.00	200.00	0.00	0.00	0.00	200.00	0.00	200.00	0.00%	
100.3.3410    Official Bonds	300.00	300.00	0.00	150.00	150.00	150.00	0.00	150.00	50.00%	
100.3.3420    Library Insurance	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00	0.00%	
100.3.3510    Gas	5,500.00	5,500.00	0.00	864.75	864.75	4,635.25	0.00	4,635.25	15.72%	
100.3.3520    Electric	27,000.00	27,000.00	0.00	4,511.40	4,511.40	22,488.60	0.00	22,488.60	16.71%	
100.3.3530    Water	1,100.00	1,100.00	0.00	89.74	89.74	1,010.26	0.00	1,010.26	8.16%	
100.3.3540    Waste Disposal	2,100.00	2,100.00	0.00	140.76	140.76	1,959.24	0.00	1,959.24	6.70%	
100.3.3610    Building Repair	20,000.00	20,000.00	0.00	1,880.00	1,880.00	18,120.00	0.00	18,120.00	9.40%	

# Appropriation Financial Report

## BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16      Period Ending Date 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.3.3620      Equipment Repair	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00%
100.3.3630      Janitorial Service	17,500.00	17,500.00	0.00	2,916.66	2,916.66	14,583.34	0.00	14,583.34	16.67%
100.3.3910      Dues	1,750.00	1,750.00	0.00	274.00	274.00	1,476.00	0.00	1,476.00	15.66%
100.3.3940      Transfer to LIRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.3950      Circuit Breaker Reductio	15,100.00	15,100.00	0.00	0.00	0.00	15,100.00	0.00	15,100.00	0.00%
100.3.3955      Extra Services	15,550.00	15,550.00	0.00	0.00	0.00	15,550.00	0.00	15,550.00	0.00%
<b>3    Other Services</b> <b>Totals</b>	<b>169,100.00</b>	<b>169,100.00</b>	<b>0.00</b>	<b>20,040.11</b>	<b>20,040.11</b>	<b>149,059.89</b>	<b>0.00</b>	<b>149,059.89</b>	<b>11.85%</b>
<b>4    Capital Outlays</b>									
100.4.4210      Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.4.4310      Improvements - Other	2,500.00	2,500.00	0.00	74.62	74.62	2,425.38	0.00	2,425.38	2.98%
100.4.4410      Furniture and Equipment	9,000.00	9,000.00	0.00	1,816.87	1,816.87	7,183.13	0.00	7,183.13	20.19%
100.4.4510      Books - Adult Fiction	9,500.00	9,500.00	0.00	928.74	928.74	8,571.26	0.00	8,571.26	9.78%
100.4.4520      Books - Adult Nonfiction	5,800.00	5,800.00	0.00	376.07	376.07	5,423.93	0.00	5,423.93	6.48%
100.4.4525      Books-Local History/Gen	500.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00%
100.4.4530      Books - Children	7,250.00	7,250.00	0.00	711.92	711.92	6,538.08	0.00	6,538.08	9.82%
100.4.4540      Books - YA	3,250.00	3,250.00	0.00	322.23	322.23	2,937.76	0.00	2,937.76	10.22%
100.4.4550      Books - Eastern	6,500.00	6,500.00	0.00	645.73	645.73	5,854.27	0.00	5,854.27	9.93%
100.4.4610      Periodicals and News	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00%
100.4.4710      Nonprint - Adult DVD	3,000.00	3,000.00	0.00	274.82	274.82	2,725.18	0.00	2,725.18	9.16%
100.4.4720      Nonprint - Music	1,000.00	1,000.00	0.00	69.89	69.89	930.11	0.00	930.11	6.99%
100.4.4730      Nonprint - Audiobooks	6,300.00	6,300.00	0.00	938.04	938.04	5,361.96	0.00	5,361.96	14.89%
100.4.4740      Nonprint - Childrens	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00%
100.4.4750      Nonprint - YA	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00%
100.4.4760      Nonprint - Eastern	4,200.00	4,200.00	0.00	394.73	394.73	3,805.27	0.00	3,805.27	9.40%
100.4.4761      Replacement Books/No	500.00	500.00	0.00	39.98	39.98	450.03	0.00	450.03	6.00%
100.4.4765      Extra Capital Outlays	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00%
<b>4    Capital Outlays</b> <b>Totals</b>	<b>70,500.00</b>	<b>70,500.00</b>	<b>0.00</b>	<b>6,593.64</b>	<b>6,593.64</b>	<b>63,906.36</b>	<b>0.00</b>	<b>63,906.36</b>	<b>9.35%</b>



# Appropriation Financial Report

BLOOMFIELD-EASTERN GREENE CO LIBRARY

Period Beginning Date 01/01/16      Period Ending Date 02/29/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
<b>Fund Total</b>	577,600.00	577,600.00	0.00	81,329.87	81,329.87	496,270.13	0.00	496,270.13	14.08%
Total All Funds	577,600.00	577,600.00	0.00	81,329.87	\$81,329.87	496,270.13	0.00	496,270.13	14.08%

### Internal Transfers

Fund	Account		MTD	YTD
100	100.4.4540	Books - YA	\$9.99	\$9.99
100	100.4.4761	Replacement Books/Nonprint	(\$9.99)	(\$9.99)
			\$0.00	\$0.00

## **Librarian's Report –Austin Stroud, Director – 03.09.16**

### **Events/Programming**

After last month's board meeting, I held a state of the library address. We had 12 in attendance, but I now know not to schedule this on Ash Wednesday! ☺

We received a \$3,500 Rural Gateways grant from Califa Library Group. This grant will allow us to work on some STEM-related programming for adults in the community over the next few years. This grant is part of a research project funded by the National Science Foundation.

### **Community/Professional Involvement**

Beth Burcham and I are still working on getting all of the Little Free Libraries finished so they can launch this spring/summer.

I attended a Friends board meeting, Literacy Coalition board meeting, and a Bloomfield Downtown Revitalization promotions committee meeting. I and the community engagement coordinator, Reena Evans, attended a community engagement roundtable at the Monroe County Public Library on March 2.

I am working on moving closer, and possibly into Bloomfield (no 100% confirmation just yet as of this typing, but maybe this week!). I feel that it is the best for me, the library, the staff, and the community we serve. I don't feel I can be here enough, and it's stressful being far away when problems occur. It also will help show the staff that I am committed to being here long-term.

### **Other**

The teen room painting is finished. We do have a few dents in the walls throughout the library that we need to fix (some from the golf fundraiser and others from hanging bulletin boards/slat walls in the library).

Graves continues working on the new HVAC controls system. This work will continue into mid-March. The library won't be perfect temperature wise at least until after that. Graves recommended not doing carpeting until after their work is completed.

We will be making a trip to Flooring America soon to decide the carpeting for the library. We'll likely have a different kind upstairs than downstairs, similar to how we have things now. We'll be doing carpet tiles, but are going to be moving the shelves (which will be a lot of work). The carpeting will be done in small sections to make this easier on the staff and minimize disruptions to patrons.

# LIBRARIAN'S REPORT FEB. 2016 BLOOMFIELD

March 9, 2016 Board Meeting

Juvenile Circulation	2016	2015	2014
Juvenile Fiction	940	529	552
Juvenile Non-Fiction	194	121	233
Parent/Teacher	3	13	12
Juvenile Videos	8	8	17
Juvenile DVDs	149	123	133
Audiobooks/Gaming	17/50	10	19/7
B&C (Kits)	0	11	3
Juvenile Magazines	5	18	7
YA Books	141	129	213
YA Nonprint	1	39	0
<b>Total Children's:</b>	<b>1508</b>	<b>1001</b>	<b>1196</b>

Adult Circulation	2016	2015	2014
Fiction	754	831	986
Non-Fiction	333	351	389
Magazines	97	73	83
Music CDs	200	58	114
Audiobooks	145	217	195
Playaways	84	71	56
Overdrive	616	543	535
DVDs/Videos	1424	1595	1385
<b>Total Adult:</b>	<b>3653</b>	<b>3739</b>	<b>3743</b>
<b>TOTAL CIRCULATION:</b>	<b>5161</b>	<b>4740</b>	<b>4939</b>

COMPUTER/EQUIPMENT USAGE			INTERLIBRARY LOAN SERVICES	
Children & Tween			0	Books borrowed from ILL
Teen				
Adult			251	Books borrowed from EI libraries
Total Internet				
Wireless		65	348	Books loaned to EI libraries
Microfilm		6		
<b>Total:</b>				
<b>Programs:</b>	<b>95</b>	children attended	<b>5</b>	programs
	<b>27</b>	teens attended	<b>6</b>	programs
	<b>23</b>	adults attended	<b>4</b>	programs
<b>Outreach:</b>	<b>4</b>	items delivered to	<b>1</b>	Patrons
	<b>115</b>	items delivered to	<b>8</b>	offsite locations
	<b>19</b>	books delivered to	<b>1</b>	Daycares

Items Added:		Desk Collection:	
Adult Books Purchased	107	Fines and Fees	\$897.80
Adult Books Donated			
Magazines Added	67	Copier Fees	\$482.60
Adult AV items purchased	44		
Adult AV items donated		Other Fees	\$178.63
YA books purchase	30		
YA books donated		Total:	\$1559.03
Children books purchased	66		
Children books donated		<b>Total Patrons: 1,854</b> <b>New Resident Cards: 19</b> <b>Number of Items: 46,842</b> <b>Email Genealogy: 8</b> <b>Freemal Streaming: 86/4</b> <b>Freemal Downloads: 61/9</b>	
Children AV purchased	4		
Children AV donated			
<b>Total Books Added</b>	<b>270</b>		
<b>Total AV Added</b>	<b>48</b>		
<b>Total of all items added:</b>	<b>318</b>		

**LIBRARIAN'S REPORT FEBRUARY 2016**  
**March 9, 2016 Board Meeting**

<b>EASTERN</b>			
	2016	2015	2014
<b>Juvenile Circulation</b>			
Juvenile Fiction	264	98	143
Juvenile Nonfiction	33	2	10
Juvenile Periodicals	4	1	0
Audiobooks/Kits	13	3	2
DVDs/Videos	0*	0*	0*
YA	9	10	13
<b>Total Juvenile Circulation</b>	<b>323</b>	<b>114</b>	<b>168</b>
<b>Adult Circulation</b>			
Fiction	122	132	114
Nonfiction	32	12	35
Periodicals	52	24	30
Audiobooks	11	40	21
DVDs/Videos	4	221	283/11
Music CDs	329	5	3
Games	9	7	0
<b>Total Adult Circulation</b>	<b>559</b>	<b>441</b>	<b>497</b>
<b>TOTAL CIRCULATION</b>	<b>882</b>	<b>555</b>	<b>665</b>
<b>Additional Statistics</b>			
New resident cards:	5		
Number of Patrons:	516		
Number of items:	9091		
Computer/WIFI Use:	138 computer/31 WiFi = 169 Total		
Programs/Attendance:	9 Programs with 66 in Attendance		
<b>NEW ITEMS</b> Purchased or donated to branches	<b>Purchased:</b>		
	Adult Books		18
	Adult A/V		6
	Magazines		19
	YA		11
	Children's Books		13
	Children's A/V		0
	<b>Donated:</b>		
	Books		
	A/V		
	<b>Total:</b>		<b>67</b>

\*All DVD/video checkouts were combined as adult.

Feb 1, 2016 - Feb 29, 2016

Compare to: Jan 1, 2016 - Jan 31, 2016

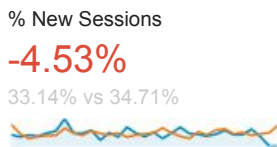
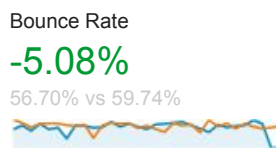
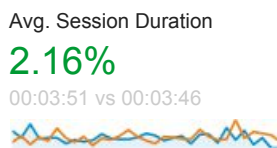
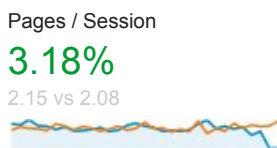
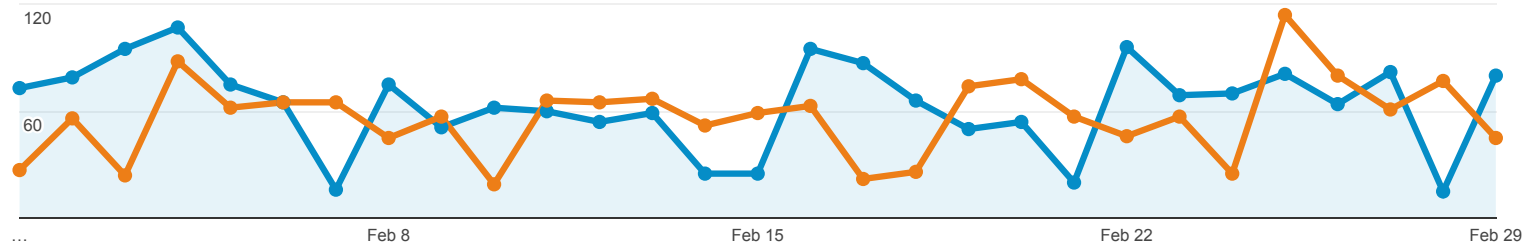
# Audience Overview

All Users  
+0.00% Sessions

## Overview

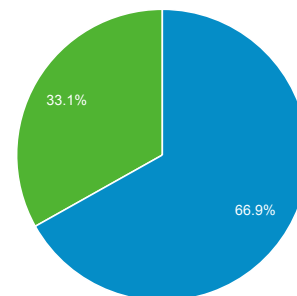
Feb 1, 2016 - Feb 29, 2016: Sessions

Jan 1, 2016 - Jan 31, 2016: Sessions

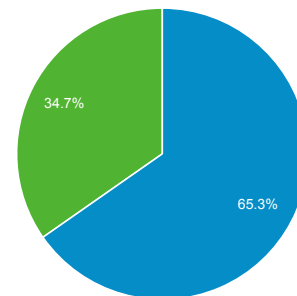


Returning Visitor (blue) New Visitor (green)

Feb 1, 2016 - Feb 29, 2016



Jan 1, 2016 - Jan 31, 2016



## Language

Language	Sessions	% Sessions
<b>1. en-us</b>		
Feb 1, 2016 - Feb 29, 2016	1,809	97.78%
Jan 1, 2016 - Jan 31, 2016	1,670	95.65%
<b>% Change</b>	<b>8.32%</b>	<b>2.23%</b>
<b>2. c</b>		
Feb 1, 2016 - Feb 29, 2016	18	0.97%
Jan 1, 2016 - Jan 31, 2016	1	0.06%
<b>% Change</b>	<b>1,700.00%</b>	<b>1,598.81%</b>
<b>3. en</b>		
Feb 1, 2016 - Feb 29, 2016	12	0.65%
Jan 1, 2016 - Jan 31, 2016	3	0.17%
<b>% Change</b>	<b>300.00%</b>	<b>277.51%</b>

4. <a href="#">en-gb</a>	Feb 1, 2016 - Feb 29, 2016	8		0.43%
	Jan 1, 2016 - Jan 31, 2016	7		0.40%
	<b>% Change</b>			<b>14.29%</b> <b>7.86%</b>
5. <a href="#">(not set)</a>	Feb 1, 2016 - Feb 29, 2016	1		0.05%
	Jan 1, 2016 - Jan 31, 2016	57		3.26%
	<b>% Change</b>			<b>-98.25%</b> <b>-98.34%</b>
6. <a href="#">ru</a>	Feb 1, 2016 - Feb 29, 2016	1		0.05%
	Jan 1, 2016 - Jan 31, 2016	1		0.06%
	<b>% Change</b>			<b>0.00%</b> <b>-5.62%</b>
7. <a href="#">ru-ru</a>	Feb 1, 2016 - Feb 29, 2016	1		0.05%
	Jan 1, 2016 - Jan 31, 2016	3		0.17%
	<b>% Change</b>			<b>-66.67%</b> <b>-68.54%</b>
8. <a href="#">en-ca</a>	Feb 1, 2016 - Feb 29, 2016	0		0.00%
	Jan 1, 2016 - Jan 31, 2016	1		0.06%
	<b>% Change</b>			<b>-100.00%</b> <b>-100.00%</b>
9. <a href="#">es</a>	Feb 1, 2016 - Feb 29, 2016	0		0.00%
	Jan 1, 2016 - Jan 31, 2016	1		0.06%
	<b>% Change</b>			<b>-100.00%</b> <b>-100.00%</b>
10. <a href="#">fi-fi</a>	Feb 1, 2016 - Feb 29, 2016	0		0.00%
	Jan 1, 2016 - Jan 31, 2016	1		0.06%
	<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: March 9, 2016

**Beginning Employment**

- None

**Ending Employment**

- Julia Chaney, Library Assistant, Part-time, effective March 6, 2016.

**Job Changes**

- None