

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, November 10, 2021

ORIGINAL

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report
5. Librarian's Report:
 - Graves Heating & Cooling: 1) Main Branch – Coil Replaced, Damper fixed, and small pump replaced; 2) Eastern Branch – ADA Toilet installed
 - Bounds Flooring – Eastern Branch flooring completed
 - Door Replacement at Eastern Branch is to be scheduled
 - Main Branch Roof Project:
 - Architect to examine roof and prepare a report
 - Send Indiana Secretary of State Current Certificate of Existence
 - Library Trustee By-Laws
 - Narrative of the proposed project
 - E-Rate requires your signature
 - Hometown Christmas use of the Annex; 5-vendors with our receiving part of the proceeds
 - Open the Annex back up for parties
 - Propose Annex Rental Rate increases effective January 2022 (Last Change was in 2018*):
 - Middle Way House from \$2,000 to \$2,400 (Annually)*
 - Literacy Coalition from \$2,000 to \$2,400 (Annually)*
 - Helping Hands from \$175 to \$185 (Monthly)*
 - Michelle Foxworthy from \$75 to \$80 (Monthly)
 - IT point person; Courthouse currently uses Michael Sherrow for easy stuff; have reached out to him, but have not heard back yet
 - Reviewing proposals for computer security and Internet access with E-Rate
 - Hired Kyle Doane for snow removal both at Bloomfield and Eastern.
 - In January/February will be looking for new yardwork at all locations.
 - Haseman Pest Control did increase their rates; Lonnie and I both believe their rate appears reasonable: \$35 Monthly for both the Main Branch and the Annex, \$30 Monthly for the Eastern Branch

- Michele Rogers cleaning all three locations. John Musgraves is back in Bloomfield, but his abilities are very limited.
- Graves — I believe we should renew our contract for 2022. It is expensive, but we need them to keep our HVAC running until we can increase the cash flow.

6. Public Comment

7. Adjournment

8. Next Board Meeting, December 8, 2021, 5:00 PM, Library Annex



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Personnel Report

Wednesday, October 20, 2021

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

Ending Employment:

Morning Wilder (Lib. Asst.) – Last Day: November 11, 2021

Beginning Employment:

Jessica Baker (Lib. Asst.) – Date Hired: October 26, 2021

Tara Edmondson (Lib. Asst.) – Date Hired: October 26, 2021



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Treasurers Report for October 2021

Wednesday, November 10, 2021

PAYROLL: Net Pay of \$15,494.40 (October 1)

CLAIMS: Claims #546-548, 561-615, & 620-628, totaling \$47,578.01 in October.

BUDGET STATUS:

Through **10 months** of the year, we strive to be at or under **83.33%** in each of the four budget categories as well as overall. We are under 83.33% in each of the four budget categories and overall. See the appropriation report through October 31, 2021 for the full numbers.

2021/Current Year through October 31, 2021

Personnel/Personal Services	69.60 % spent
Supplies	51.80 % spent
Other Services	67.40 % spent
Capital Outlays	66.10 % spent
OVERALL	68.10 % spent

2020/Prior Year Comparison through October 31, 2020

Personnel/Personal Services	74.40 % spent
Supplies	37.90 % spent
Other Services	66.90 % spent
Capital Outlays	50.00 % spent
OVERALL	68.30 % spent

Funding Moves Completed:

- Moved \$750 from Database into Evergreen
- Moved \$1,000 from Dues into Internet Vendor
- Moved \$1,000 from Travel Expenses, \$1,000 from Professional Meeting, and \$1,000 from Library Insurance, and \$1,000 from Equipment Repair, for a total of \$4,000, into Building Repair
- Moved \$1,000 from Eastern Non-Print to Eastern Print

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 10/1/2021 To 10/31/2021

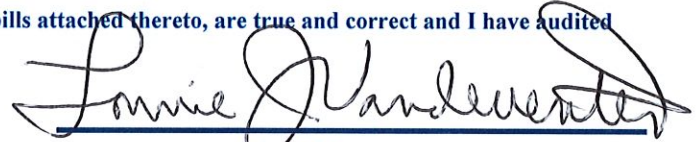
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	546	PERF	10/1/2021	PERF Deposit	\$1,492.06
0	547	INTERNAL REVENUE SERVIC	10/1/2021	Federal Tax Deposit	\$4,491.19
0	548	INDIANA DEPT OF REVENUE	10/1/2021	State and County Tax Deposit	\$1,083.71
2679	561	MICHELE ROGERS	10/1/2021	SEPTEMBER 2021 JANITORIAL SERVICES	\$1,875.00
2680	562	LOK GENERAL STORE, LLC	10/5/2021	VACUUM CLEANER SERVICE/REPAIR	\$445.60
2681	563	BAKER & TAYLOR	10/5/2021		\$257.77
2682	564	DEMCO	10/5/2021		\$111.64
2683	565	CENGAGE LEARNING	10/5/2021		\$23.24
2684	566	CENTER POINT LARGE PRINT	10/5/2021		\$89.28
2685	567	DUKE ENERGY	10/5/2021	125 S FRANKLIN ST	\$1,961.85
2686	568	BLOOMFIELD SUPPLY & HAR	10/5/2021	HORNET/WASP SPRAY	\$13.36
0	569	AVC Technology Corporation	10/5/2021		\$510.00
2687	570	CENGAGE LEARNING	10/5/2021		\$38.50
2688	571	GADELLNET CONSULTING SE	10/5/2021		\$75.00
2689	572	HASEMAN PEST CONTROL OF	10/5/2021	SERVICE-11453 E SR 54	\$30.00
2690	573	ENA Services LLC	10/5/2021		\$503.00
2691	574	INDIANA STATE LIBRARY	10/5/2021		\$75.95
0	575	COMCAST	10/5/2021		\$139.64
2692	576	BAKER & TAYLOR	10/6/2021		\$274.00
2693	577	AMAZON CAPITAL SERVICES	10/6/2021		\$165.20
2694	578	ENA Services LLC	10/6/2021		\$503.00
2695	579	SAMS CLUB/SYNCHRONY BA	10/6/2021		\$51.20
2696	580	MIDWEST NATURAL GAS COR	10/6/2021	125 S FRANKLIN ST	\$293.44
2697	581	JOHN MUSGRAVES	10/12/2021	VOID OUT CHECK WHICH WAS ISSUED IN ERROR	\$0.00
2698	582	CENGAGE LEARNING	10/12/2021		\$47.23
2699	583	UNIQUE MANAGEMENT SERVI	10/12/2021		\$48.22
2700	584	OVERDRIVE, INC	10/12/2021		\$3,000.00
2701	585	CENTURYLINK	10/12/2021		\$5.59
2702	586	RICOH USA, INC (CHICAGO)	10/12/2021		\$162.63
2703	587	AMAZON CAPITAL SERVICES	10/12/2021		\$288.34
2704	588	UDWI	10/13/2021		\$163.00
0	589	DELTA DENTAL	10/13/2021		\$55.74
0	590	Bloomfield Eastern Greene Co.	10/13/2021	Correcting voucher to take funds out of Insurance Fund 809 (the withholding fund) and replace them in 200 Gift Fund, where they have been inadvertently spent from.	\$0.00
2705	591	FINDAWAY WORLD	10/14/2021		\$218.96
2706	592	INDIANA STATE LIBRARY	10/14/2021	PLAC SALES 3RD QTR	\$65.00
2707	593	MIKE'S CARPET CLEANING SE	10/14/2021	GUTTER CLEANING & REMOVAL	\$950.00
2708	594	AT&T	10/14/2021		\$155.99
2709	595	EASTERN HEIGHTS UTILITIES	10/14/2021	125 S FRANKLIN ST	\$83.69
2710	596	AMAZON	10/19/2021		\$276.74
2711	597	FINDAWAY WORLD	10/19/2021		\$44.99
2712	598	CARD SERVICE CENTER	10/20/2021		\$752.77
0	599	Bloomfield Eastern Greene Co.	10/20/2021	Correcting voucher to move excess funds from PLAC Fund into Operating Fund to wash out the account.	\$0.00
2713	600	SMITHVILLE	10/20/2021		\$37.88
2714	601	AMAZON CAPITAL SERVICES	10/20/2021		\$723.57
2715	602	BAKER & TAYLOR	10/20/2021		\$730.89
2717	603	BEDFORD OFFICE SUPPLY	10/20/2021		\$38.00

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
2718	604	OVERDRIVE, INC	10/21/2021		\$345.03
2719	605	GANNETT HOLDINGS LLC OH	10/25/2021	RENEWAL FOR BLOOMFIELD LIBRARY	\$306.80
2720	606	EASTERN HEIGHTS UTILITIES	10/25/2021	125 E SR 54	\$19.02
2721	607	SEWAGE DISPOSAL WORKS	10/25/2021	125 S FRANKLIN ST	\$148.00
2722	608	ABELL ELEVATOR INTERNATI	10/25/2021	SERVICE 11/1/21 - 1/31/22	\$266.94
2723	609	BOUNDS FLOORING INC	10/26/2021	FLOORING REPAIR EASTERN BRANCH	\$1,232.95
2724	610	RICOH USA, INC (ATLANTA)	10/26/2021		\$115.31
2725	611	WELLS FARGO VENDOR FINA	10/26/2021		\$124.05
2726	612	B & C DISPOSAL SERVICES	10/26/2021		\$38.00
2727	613	FINDAWAY WORLD	10/26/2021		\$596.14
2728	614	KAPCO	10/26/2021		\$778.95
2729	615	BAKER & TAYLOR	10/26/2021		\$205.68
2730	620	FINDAWAY WORLD	10/26/2021		\$475.91
2731	621	CENGAGE LEARNING	10/26/2021		\$89.47
0	622	PAYROLL	10/1/2021	PAYROLL	\$20,030.64
2732	623	BAKER & TAYLOR	10/27/2021		\$78.82
2733	624	AMAZON CAPITAL SERVICES	10/27/2021		\$341.00
2734	625	Bloomfield Eastern Greene Co.	10/28/2021	Reimburse Petty Cash for Postage Expense of 6/29/2021 of \$3.45	\$3.45
2735	626	BEDFORD OFFICE SUPPLY	10/28/2021		\$42.00
0	627	AMAZON CAPITAL SERVICES	10/28/2021	Refunds	(\$13.01)
0	628	Bloomfield Eastern Greene Co.	10/28/2021	Correcting voucher to move excess balance out of Fund 801	\$0.00

Total Amount of Claims \$47,578.01

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.

Monday, November 8, 2021




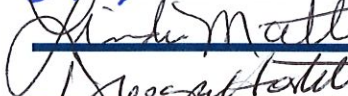






Fiscal Officer

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 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 10th day of November, 2021.

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, October 20, 2021

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, October 20, 2021, at 5:00 PM in the Library Annex. Those present were Linda Maddox, Dwayne Hostetter, Roger Axe, Luke Rudisell, Martha Marmouze, Charlene Kluemper and Candice Patterson. Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper were also both present.

Roger Axe left before the meeting commenced due to not feeling well. Roger did go ahead and sign the required documents for tonight's meeting.

Armonda Riggs was also present for the start of the meeting. Due to her need to leave early, Armonda presented an update on the Literacy Coalition and the Language Learning meetings that normally would have been presented during Public Comments.

Vadim Morozov with Baird presented an update on our investment portfolio. The Board expressed thanks to Vadim for the update.

Approval of Claims and Minutes:

The meeting was called to order by Luke Rudisell at 5:02 PM. A motion was made by Martha and seconded by Linda to approve claims and payroll for September 2021. Unanimous approval. Motion carries.

A motion was made by Martha and seconded by Duane to approve the minutes for the September 2021 board meeting. Unanimous approval. Motion carries.

Treasurer's Report and Personnel Report:

Provided in the meeting packet. Lonnie reported that through nine months of the year 2021, we are under 75% in each of the four budget categories as well as overall. Updates provided in the respective reports.

Lonnie provided an update on personnel changes during September. Carlie Barham and Simon Breidenbach both ended employment on September 24, 2021 with Diane Anderson moving to full-time effective October 25.

Lonnie also reported that provided the tax disbursement is received in early to mid-December, a change in the date paychecks are issued be changed from the 1st day of the month following a pay period to the last day of the month (or the Friday preceding if the last day falls on a Saturday or Sunday) of the pay period. The pay periods will be unchanged running from the 25th to the 24th of the following month. Only the day paychecks will be issued is to be changed. The change is expected to benefit the Library in tax liability filings with the Internal Revenue Service and to simply record keeping for all parties. If this

change is made the Personnel Manual will be updated with all employees advised accordingly. Dwayne made a motion with Luke seconding that the Manual be amended as needed. Unanimous approval.

In addition, Dwayne made a motion, seconded by Martha that the Treasurer's Report and Personnel Report be approved. Unanimous approval.

Librarians Report:

- Moving funding:
 - Moving \$750 from Database into Evergreen
 - Moving \$1,000 from Dues into Internet Vendor
 - Moving \$1,000 from Travel Expenses, \$1,000 from Professional Meeting, and \$1,000 from Library Insurance, and \$1,000 from Equipment Repair, for a total of \$4,000, into Building Repair
 - Moving \$1,000 from Eastern Non-Print to Eastern Print
 - Candice made a motion seconded by Linda to approve the funding transfers as recommended. Motion carries with all in approval.
- Potential December funding move of moving \$17,500 into Rainy Day fund by December 31 to remove funds from Operating to prevent inclusion in budgeting for next year. Failure to do so causes it to appear as we need less money than we actually need
- Graves has changed out the bad coil – hoping this is it for a while
- Gutters at the Main Branch are now cleaned. There were trees, vines, and gunk build up. Matthew took pictures while he was up there and we have the photos. The cleaning should be completed every five years.
- The gutters at Eastern Branch should be cleaned out in 2022 and the Annex in 2023.
- In the future we are going to need to repair sections, if not replace the full roof, as we have tiles missing from possible wind damage. I am researching to obtain a grant for these repairs/replacement. Rural Development has one, but we need an architect to examine it first and then determine the amount of funding needed. Five other libraries in the state are pursuing grants as well to replace roofs and we are sharing information with one another as to what we discover.
- Hiring has been an ongoing problem. We are hiring two part-time individuals to fill Carlie's position. We are not allowing them to do work beyond clerk services at this time.
- Simon's departure left two holes in staffing. First, Original Cataloguing will not be fulfilled by Diane Anderson who is moving from part-time to full-time with benefits. She will also continue her role with genealogy. Diane is training to become a Cat One and OCLC cataloger. This training will be completed in about five months. This change is beneficial for three reasons: (1) she knows the system and how we work together, (2) she can also work the desk, when needed, to answer reference questions, and (3) has worked with ordering non-fiction materials and knows what we have here. The second hole with Simon's departure involved handling IT related issues, which we had hoped Carlie would be able to handle, but her sudden departure complicates the issue. We have a partial solution, but we are still researching options and what the ramifications may or may not be.
- We are moving forward with programming for both children and adults as are other libraries as well. I do ask that employees and patrons continue to wear masks and have replenished our supplies of masks.
- Update on snow removal quotes for winter 2021/2022 – After discussion, Dwayne made a motion we proceed with hiring Kyle Doane for snow removal at both Bloomfield and Eastern location. The motion was seconded by Charlene and unanimously approved.
- Would like to see us obtain new lawn care service provider in 2022
- John Musgraves will not be returning. Michelle will continue cleaning the Annex one day per week at a fee of \$25 per week.

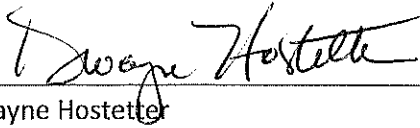
Public Comment:

No updates.

Adjournment:

A motion close was made by Candice at 5:50 PM and seconded by Luke. All in favor. Motion carries.

The next Board meeting will be on November 10, 2021, at 5:00 PM in the Library Annex.

A handwritten signature in black ink, reading "Dwayne Hostetter", is written over a horizontal line.

Dwayne Hostetter

Totals

Gross Pay: \$20,030.64		Deductions: \$4,536.24		Net Pay: \$15,494.40	
FICA:	Medicare:	Federal:	State:	County:	PERF:
\$1,241.90	\$290.46	\$1,426.47	\$732.78	\$350.93	\$315.23
Other	Other	Other	Other	Other	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Ins		Insurance		Other	
\$178.47		\$0.00		\$0.00	
Tax PERF		EIC:		EIC:	
\$0.00		\$0.00		\$0.00	
NT PERF		EIC:		EIC:	
\$0.00		\$0.00		\$0.00	
Paid Through Date Hourly		9/24/2021		Regular	
Paid Through Date Salary		9/24/2021		Sunday	
Check Date Hourly		10/1/2021		Double	
Check Date Salary		10/1/2021		PTO	
Voucher/Receipt Date		10/1/2021		Vacation	
				Comp	
				Holiday	
				Personal	
				Total Hours:	
				1203.02	
				69.87	

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 \$ 20030.64 is correct and has by me been approved.

Dated

Sept 27 20 21

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

Director

Karen Holz

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.

Disbursing Officer

Employer Share FICA Due =	\$1,241.90	\$2,483.80
Employee Share FICA Due =	\$1,241.90	
Employer Share Medicare Due =	\$290.46	\$580.92
Employee Share Medicare Due =	\$290.46	
Federal Tax Due =	\$1,426.47	
Total Tax Deposit Due =	\$4,491.19	

Employee PERF Due =	\$315.23	\$732.78
Employer PERF Due =	1176.83	\$350.93
Total PERF Due =	\$1,492.06	\$1,083.71

State Tax Due =	\$732.78
County Tax Due =	\$350.93
Total Tax Due =	\$1,083.71

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 10/1/2021 to 10/31/2021

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 OPERATING	\$180,803.84	\$39,574.39	\$382,095.43	\$14,715.59	\$384,960.47	\$183,668.88
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	\$245,033.43	\$0.00	\$0.00	\$8,640.05	\$26,989.65	\$272,023.08
Subtotal	\$426,016.27	\$39,574.39	\$382,095.43	\$23,355.64	\$411,950.12	\$455,870.96
2. Special Revenue						
200 GIFT	\$20,918.54	(\$13,830.40)	\$3,202.32	\$279.05	\$7,750.37	\$25,466.59
201 RAINY DAY	\$23,900.94	\$0.00	\$0.00	\$0.00	\$0.00	\$23,900.94
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	\$1,477.12	\$0.00	\$0.00	\$0.00	\$5,218.88	\$6,696.00
280 GREENE COUNTY FOUNDATION GRANT	\$0.00	\$1,232.95	\$2,232.95	\$0.00	\$5,000.00	\$2,767.05
Subtotal	\$133,083.50	(\$12,597.45)	\$5,435.27	\$279.05	\$17,969.25	\$145,617.48
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	\$409.42	\$149.42	\$474.42	\$0.00	\$65.00	\$0.00
801 EVERGREEN FINES & FEES	\$2,043.96	\$1,525.46	\$1,543.96	\$0.00	\$0.00	\$500.00
802 PAYROLL	(\$10,193.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$1,426.47	\$13,218.08	\$1,426.47	\$13,218.08	\$5,994.32
804 FICA	(\$11.79)	\$1,241.90	\$11,323.37	\$1,241.90	\$11,323.37	(\$11.79)
805 MEDICARE	(\$2.76)	\$290.46	\$2,648.29	\$290.46	\$2,648.29	(\$2.76)
806 STATE TAX	(\$6.15)	\$732.78	\$6,660.62	\$732.78	\$6,660.62	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$350.93	\$3,177.80	\$350.93	\$3,177.80	(\$3.33)
808 PERF	(\$337.84)	\$315.23	\$3,207.21	\$315.23	\$3,207.21	(\$337.84)
809 Insurance	\$11,015.43	\$14,568.42	\$14,568.42	\$178.47	\$3,731.46	\$178.47
810 Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811 SALES TAX	\$6.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6.40
815 TRANSFERS	\$0.00	\$0.00	\$6,797.49	\$0.00	\$6,797.49	\$0.00
Subtotal	\$9,187.16	\$20,601.07	\$63,619.66	\$4,536.24	\$50,829.32	(\$3,603.18)
Grand Total	\$568,629.58	\$47,578.01	\$451,150.36	\$28,170.93	\$480,748.69	\$598,227.91

Total all banks = \$598,227.91

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 10/1/2021 To 10/31/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$45,000.00	\$0.00	\$45,000.00	\$3,714.23	\$38,056.70	\$6,943.30	15.4
1.112 Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$7,913.19	\$88,668.09	\$51,331.91	36.7
1.113 Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$6,364.00	\$34,425.23	\$7,574.77	18.0
1.114 Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$745.76	\$8,579.74	\$3,420.26	28.5
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$570.83	\$5,704.87	\$4,295.13	43.0
1.116 Salary of Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$722.63	\$7,199.82	\$2,800.18	28.0
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,532.36	\$13,971.66	\$9,028.34	39.3
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$631.66	\$3,868.34	86.0
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,176.83	\$11,973.46	\$6,026.54	33.5
1.241 Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$55.74	\$16,770.31	\$3,229.69	16.1
Subtotal	\$324,500.00		\$324,500.00	\$22,795.57	\$225,981.54	\$98,518.46	30.4
2. Supplies							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,000.00	\$0.00	\$2,000.00	\$12.74	\$777.43	\$1,222.57	61.1
2.31 Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$75.80	\$1,424.20	94.9
2.41 Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$1,045.93	\$4,758.10	\$3,241.90	40.5
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$266.14	\$773.86	74.4
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$147.98	\$851.82	\$188.18	18.1
2.45 Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$189.68	\$716.91	\$323.09	31.1
2.46 Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$258.55	\$500.41	\$539.59	51.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$116.45	\$634.91	\$165.09	20.6
Subtotal	\$16,560.00		\$16,560.00	\$1,771.33	\$8,581.52	\$7,978.48	48.2
3. Other Services and Change							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$82.50	\$917.50	91.8
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$825.28	\$18,878.76	\$3,121.24	14.2
3.142 Database Subscriptions	\$4,000.00	(\$750.00)	\$3,250.00	\$0.00	\$1,730.76	\$1,519.24	46.7
3.143 eBook Services	\$4,500.00	\$0.00	\$4,500.00	\$3,345.03	\$3,865.07	\$634.93	14.1
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$199.46	\$2,016.31	(\$16.31)	-0.8
3.22 Postage	\$775.00	\$0.00	\$775.00	\$3.45	\$347.42	\$427.58	55.2
3.23 Traveling Expenses	\$2,500.00	(\$1,000.00)	\$1,500.00	\$0.00	\$88.93	\$1,411.07	94.1
3.24 Professional Meeting	\$2,500.00	(\$1,000.00)	\$1,500.00	\$250.00	\$359.00	\$1,141.00	76.1
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$29.91	\$485.92	\$114.08	19.0
3.252 Evergreen	\$4,000.00	\$750.00	\$4,750.00	\$0.00	\$4,120.52	\$629.48	13.3
3.26 Internet Vendor	\$6,000.00	\$1,000.00	\$7,000.00	\$1,145.64	\$6,576.04	\$423.96	6.1
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$0.00	\$494.00	\$106.00	17.7
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	(\$1,000.00)	\$11,000.00	\$0.00	\$8,131.00	\$2,869.00	26.1
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$280.00	\$2,760.00	\$4,740.00	63.2
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,662.50	\$15,248.84	\$10,751.16	41.4
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$528.53	\$1,471.47	73.6
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$94.00	\$1,075.00	\$1,025.00	48.8
3.61 Building Repair	\$22,000.00	\$4,000.00	\$26,000.00	\$1,008.35	\$15,263.17	\$10,736.83	41.3
3.62 Equipment Repair	\$10,000.00	(\$1,000.00)	\$9,000.00	\$966.57	\$6,236.16	\$2,763.84	30.7
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$1,750.00	\$17,300.00	\$3,700.00	17.6
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$300.00	\$400.00	57.1

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.91 Dues	\$4,000.00	(\$1,000.00)	\$3,000.00	\$0.00	\$805.11	\$2,194.89	73.2
Subtotal	\$158,325.00	\$0.00	\$158,325.00	\$11,617.67	\$106,693.04	\$51,631.96	32.6
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	\$3,286.88	\$4,713.12	58.9
4.51 Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$707.79	\$6,968.06	\$1,431.94	17.0
4.521 Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	(\$0.02)	\$3,235.61	\$2,164.39	40.1
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$210.49	\$789.51	79.0
4.53 Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$728.58	\$5,160.02	\$1,439.98	21.8
4.54 Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$223.16	\$2,377.76	\$1,022.24	30.1
4.55 Books - Eastern	\$6,000.00	\$1,000.00	\$7,000.00	\$422.08	\$5,360.21	\$1,639.79	23.4
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$596.40	\$2,300.03	\$949.97	29.2
4.71 Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$387.54	\$2,870.17	\$629.83	18.0
4.72 Nonprint - Music	\$650.00	\$0.00	\$650.00	\$0.00	\$22.46	\$627.54	96.5
4.73 Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$402.51	\$5,305.36	\$494.64	8.5
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$1,128.28	\$2,732.17	\$467.83	14.6
4.75 Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$25.98	\$1,431.98	\$618.02	30.1
4.76 Nonprint - Eastern	\$4,200.00	(\$1,000.00)	\$3,200.00	\$270.03	\$980.55	\$2,219.45	69.4
4.77 Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$31.42	\$88.03	\$661.97	88.3
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$75.95	\$119.43	(\$119.43)	#Div/0!
Subtotal	\$64,200.00	\$0.00	\$64,200.00	\$4,999.70	\$42,449.21	\$21,750.79	33.9
Grand Total	\$563,585.00	\$0.00	\$563,585.00	\$41,184.27	\$383,705.31	\$179,879.69	31.9

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

November 2021 Board Meeting

Librarian's Report

October 2021 Statistics

Adult Circulation	2021	2020 COVID	2019
Fiction	790	803	866
Non-fiction	327	258	310
Periodicals	78	57	100
Audiobooks	92	104	137
Playaways	28	84	104
Overdrive	1085	1139	954
Music CD	65	68	79
DVDs	685	730	1250
Video Games	5	37	21
Library of Things			
Total Adult	3155	3280	3821
Youth Services Circulation			
Parenting Kits			
YA	183	123	183
YA Nonfiction	9		
YA GAMES		70	71
YA Audiobooks/Playaways	1	1	0
Juvenile Fiction	957	1211	1275
Juvenile Nonfiction	145	222	171
Audiobooks	51	53	56
DVD Juvenile	180	205	323
Periodicals	2	0	1
Juvenile Games			
TOTAL YOUTH SERVICES	1528	1900	2094
TOTAL	4683	5180	5910

Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	4	6
Books via SRCS Borrowed	4	0
Books loaned to Evergreen	445	532
Books borrowed from Evergreen	495	537

Computer/Equipment Usage

	2021	2020
Children	9	3
Teen		
Adult	120	166
Wireless	18	
Microfilm	2	

Programs

Programs:	# of Children	# attended	242
	# of Teens	# attended	44
	#of Adults	# attended	2
TOTAL	13		288
Outreach	Children	stories	

Desk Collection

Fines and Fees	160.50
Fax	74.60
Copier	310.15
Donations	31.65
Misc	26.65
Taxable Sales	2.50
Total	606.05

Bloomfield Main Facebook

Posts	14
Followers	1220
Engagements	74
Reached	3420

Young Adult Page

Posts	5
Followers	137
Engagements	3
Reached	72

Website 613
visits pages 1296
pages/ visit 2.08

Materials Add Bloomfield

Adult Fiction	56
Adult Nonfiction	13
Audio Books	2
Playaways	
Paperbacks	3
Periodicals	4
Music	1
DVD's	23
Adult Games	
YA-Fiction	25
YA-Non	1
YA Games	2
Juvenile Fiction	69
Juvenile Nonfiction	15
Audiobooks J	16
Juvenile Games	1
Total	231

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech	1			
Center	1			
Highland				
Jackson				
Richland	10			
Taylor				
Unlisted			1 (cass)	
Total	12		1	13

Children's Facebook

Posts	7
Followers	182
Engagements	17
Reached	227

Eastern 2021 Statistics

Computer Use
22

Wireless 6
Scavenger Hunts 20

Programs 3
31 attendees

	2021	2020	2019
Adult Fiction	63	106	172
Adult Nonfiction	22	54	27
Periodicals	11	39	17
Audio Books		5	9
Music CD	1		4
DVD	133	193	361
Games	11	10	28
Government Doc	1		
TOTALS ADULT	241		
YA Fiction	21	8	11
YA Nonfiction			
Juvenile Fiction	335	224	191
Juvenile Nonfiction	80	48	17
Juvenile Audiobooks	1	8	2
Juveniles Periodicals			
TOTALS JUVENILES	437	284	234
TOTAL	678	691	860

Materials Added Eastern

Adult Fiction	
Adult Nonfiction	
YA	6
Juvenile Fiction	45
Juvenile Nonfiction	12
DVD's	
Game	
TOTAL	63

Facebook Information

Posts 13
Reached 563
Followers 176
Likes 163