

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, November 13, 2019

1. Approval of Claims & Payroll
2. Approval of Minutes

3. Presentation & Approval of Treasurer's Report

4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building & Grounds Committee Report
8. Old Business:
 - a. 2020 Budget Adoption
 - b. Library Letterhead
 - c. Helen Hunter Trust Fund / Investment Accounts
9. New Business:
 - a. Gift Fund – Annex Usage
 - b. Library Director Hiring
 - c. Snow Removal Contract
 - d. Health Insurance Renewal
 - e. Annex Alcohol Policy
 - f. Background Check Policy
10. Public Comment
11. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 10/1/2019 To 10/31/2019

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	548	PERF	10/1/2019	PERF Deposit	\$1,972.59
0	549	INDIANA DEPT OF REVENUE	10/1/2019	State and County Tax Deposit	\$1,212.37
0	550	INTERNAL REVENUE SERVIC	10/1/2019	Federal Tax Deposit	\$5,660.22
0	551	PAYROLL	10/1/2019	PAYROLL	\$25,123.39
1411	557	ROBERT TURNER	10/1/2019	Outreach	\$380.00
1412	558	SUSAN SMITH	10/1/2019	Reimbursements	\$47.40
1413	559	JOHN MUSGRAVES	10/1/2019	Groundskeeping - End Sept.	\$134.20
1414	560	INDIANA STATE LIBRARY	10/1/2019	Evergreen Q3 Collection	\$41.25
1415	561	OVERDRIVE, INC	10/1/2019		\$7.59
1416	562	ENA Services LLC	10/1/2019		\$503.00
1417	563	GADELLNET CONSULTING SE	10/1/2019		\$75.00
0	564	BLOOMFIELD-EASTERN GREE	10/1/2019	TREASURER'S REPORT - AUGUST 2019 TRANSFERS	\$0.00
1418	565	MICHELE ROGERS	10/1/2019	JANITORIAL SERVICE	\$1,650.00
1419	566	MICHAEL FREDERICK	10/1/2019	BUNNY LOVE	\$24.00
1420	567	DELTA DENTAL	10/2/2019	Billing Period: 10.01.2019 - 10.31.2019	\$114.92
1421	568	BAKER & TAYLOR	10/2/2019		\$335.38
1422	569	U.S. BANK	10/1/2019	CC 08.07.2019 - 09.05.2019	\$1,068.98
1423	570	FINDAWAY WORLD	10/1/2019		\$41.43
1424	571	PACIFIC MAGAZINE BILLING L	10/1/2019	PEOPLE MAGAZINE - 1 YEAR	\$179.95
1425	572	DUKE ENERGY	10/1/2019	Utility - Main & Annex	\$2,062.58
1426	573	AT&T	10/1/2019	LATE - August 2019 Statement	\$165.65
1427	574	WELLS FARGO VENDOR FINA	10/2/2019		\$144.27
1428	575	RICOH USA, INC (ATLANTA)	10/2/2019		\$115.31
0	576	BLOOMFIELD-EASTERN GREE	10/3/2019	APPLE FESTIVAL BOOTH MONEY	\$100.00
1429	577	JOHN MUSGRAVES	10/9/2019	Groundskeeping	\$154.20
1430	578	KIMBERLY PORTER	10/3/2019	Reimbursement - Various Receipts	\$58.77
1431	579	SEWAGE DISPOSAL WORKS	10/3/2019	Utility - Main & Annex	\$162.80
1432	580	EASTERN HEIGHTS UTILITIES	10/15/2019	Utility - Main & Annex	\$65.33
1433	581	UDWI	10/15/2019	Utility - Eastern	\$213.00
1434	582	MIDWEST NATURAL GAS COR	10/15/2019	Utility - Main & Annex	\$58.89
1435	583	COMCAST	10/15/2019	Internet - Eastern	\$138.04
1436	584	AT&T	10/15/2019	Telephone - Main	\$135.99
1437	585	CENTURYLINK	10/15/2019		\$2.24
1438	586	BEDFORD OFFICE SUPPLY	10/15/2019		\$38.00
1439	587	RECORDED BOOKS, INC	10/15/2019	Multiple Invoices	\$276.39
1440	588	KAREN HOLZ	10/16/2019	Reimbursement	\$240.00
1441	589	JOHN MUSGRAVES	10/16/2019	Groundskeeping	\$93.30
1442	590	KAREN HOLZ	10/17/2019	Reimbursement	\$19.25
0	591	JUDY LOUISE	10/17/2019		\$0.00
1443	592	JUDY LOUISE	10/17/2019	Tuition Reimbursement	\$500.00
1444	593	JOHN MUSGRAVES	10/17/2019	Groundskeeping	\$53.30
1447	598	BLOOMFIELD-EASTERN GREE	10/29/2019	TRANSFER	\$16,000.00
1448	599	MARY BURCH	10/29/2019	Tuition Reimbursement	\$500.00
1449	600	SCOTLAND HISTORICAL SOCI	10/29/2019		\$90.00
1451	602	JOHN MUSGRAVES	10/30/2019	Groundskeeping	\$39.20
1452	603	SEWAGE DISPOSAL WORKS	10/30/2019	Utility - Main & Annex	\$310.80
1453	604	HASEMAN PEST CONTROL O	10/30/2019	Multiple Invoices	\$100.00
1454	605	PITTMAN FAMILY FARMS LAW	10/30/2019	Mowing - Main & Eastern	\$195.00
1455	606	OVERDRIVE, INC	10/30/2019	MULTIPLE INVOICES PAID	\$3,106.93

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
1456	607	BEDFORD OFFICE SUPPLY	10/30/2019		\$38.00
1457	608	AVC Technology Corporation	10/30/2019		\$480.00
1458	609	CENTER POINT LARGE PRINT	10/30/2019		\$132.42
1459	610	GREENE COUNTY DAILY WO	10/30/2019	Eastern Branch - 12 months	\$117.00
1460	611	CENGAGE LEARNING	10/30/2019	MULTIPLE INVOICES	\$84.23
1461	612	RICOH USA, INC (CHICAGO)	10/30/2019	MULTIPLE INVOICES PAID	\$159.81
1462	613	UNIQUE MANAGEMENT SERVI	10/30/2019	MULTIPLE INVOICES PAID	\$123.48
1463	614	BRODART CO	10/30/2019		\$141.39
1464	615	B & C Disposal	10/30/2019	SORRY FOR LATENCY!	\$43.00
1465	616	KIMBERLY PORTER	10/30/2019	Reimbursement	\$22.96
1466	617	FINDAWAY WORLD	10/30/2019	MULTIPLE INVOICES	\$612.41
1467	618	RICOH USA, INC (ATLANTA)	10/31/2019		\$115.31
1468	619	WELLS FARGO VENDOR FINA	10/31/2019		\$144.27
1469	620	WALMART	10/31/2019	MULTIPLE INVOICES	\$243.09
1470	621	U.S. BANK	10/31/2019	OCTOBER 2019 STATEMENT	\$643.77
1471	622	ABELL ELEVATOR INTERNATI	10/31/2019	SERVICE 11/1/19 TO 01/31/20	\$242.10
1472	623	B & C Disposal	10/31/2019	Utility - Main & Annex	\$43.00
1473	624	AMAZON	10/31/2019	MULTIPLE INVOICES	\$2,069.33
Total Amount of Claims					\$69,166.48

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

Wednesday, November 13, 2019



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 _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins:	Insurance:	Other:	Other:	Net Pay:
\$1,575.84	\$368.55	\$1,901.09	\$802.01	\$464.29	\$414.74	\$450.56	\$0.00	\$0.00	\$0.00	\$19,166.89
Other:	Other:	Other:	Other:	NT PERF:	Tax PERF:	EIC:	EIC:	Other:	Other:	Other:
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Paid Through Date Hourly 10/24/2019
Paid Through Date Salary 10/24/2019
Check Date Hourly 11/1/2019
Check Date Salary 11/1/2019
Voucher/Receipt Date 11/1/2019

Used	Earned
Regular 1194.5	Regular 1194.5
Sunday 0	Sunday 0
Double 0	Double 0
Sick 114	Sick 114
Vacation 18.25	Vacation 18.25
Comp 0	Comp 0
Personal 0	Personal 0
Other 0	Other 0
Total Hours: 1326.75	Total Hours: 101.32

Gross Pay:	\$25,416.86
Non-Taxable:	\$0.00
Taxable:	\$25,416.86

I Austin Stroud 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 5 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 \$ 25416.86 is correct and has by me been approved.

Dated October 29 2019

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

- 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.

Wade Walker
 Disbursing Officer

Director

Employer Share FICA Due =	\$1,575.84
Employee Share FICA Due =	\$3,151.68
Employer Share Medicare Due =	\$368.55
Employee Share Medicare Due =	\$737.10
Federal Tax Due =	\$1,901.09
Total Tax Deposit Due =	\$5,789.87

Employee PERF Due =	\$414.74
Employer PERF Due =	1548.32
Total PERF Due =	\$1,963.06

State Tax Due =	\$802.01
County Tax Due =	\$464.29
Total Tax Due =	\$1,266.30

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, October 9, 2019

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, October 9, at the Library Annex at 5:15PM. Those present were Luke Rudisill - Presiding, Roger Axe, Candice Patterson, Roger Doane, Martha Marmouze, and Wade Wallace – Treasurer/Bookkeeper. Also in attendance were Beth Burcham – Literacy Coordinator, Vadim Morozov – Investment Account Overseer, and his assistant.

Approval of Claims and Minutes:

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

Treasurers Report:

PAYROLL: Net Pay of **\$19,305.46 (October 1)**

CLAIMS: Claims #498-502, 505-547, and 552-556, totaling **\$64,013.77**.

BALANCE THE BUDGET:

- **\$380.00** from *Professional Meeting* to *Other Professional*
- **\$ 25.00** from *Dues* to *Advertising & Publicity*
- **\$173.92** from *Salary of Substitutes* to *Salary of Coordinators*
- **\$645.05** from *Salary of Substitutes* to *PERF Employer Contribution Share*
- **\$438.40** from *Salary of Substitutes* to *Employee Group Insurance*

BUDGET STATUS:

Through 9 months of the year, we strive to be at or under 75% in each of the four budget categories as well as overall. See the appropriation report through September 30, 2019 for the full numbers.

2019/Current Year through September 30, 2019

Personnel/Personal Services	79.90 % spent
Supplies	51.60 % spent
Other Services	69.20 % spent
Capital Outlays	62.40 % spent
OVERALL	74.20 % spent

2018/Prior Year Comparison through September 30, 2018

Personnel/Personal Services	71.30 % spent
Supplies	55.60 % spent
Other Services	69.00 % spent
Capital Outlays	54.20 % spent
OVERALL	68.00 % spent

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

Librarians Report:

- *Attended monthly Friends of the Library meeting – September 19*
- *Attended monthly library staff meeting – September 19*
- *Attended Strategic Plan Meeting 2020-2022 – September 19*

The Annual Literacy Coalition Meeting took place on Thursday, September 19, and had over 30 people attend, as well as a presentation by author Veronica Kirin.

The library's presence at the Apple Festival was well received, with lots of donations at the booths. The Art & Photography Show had over 100 entries by people throughout the community, and Wade walked in the parade and represented the library.

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
 FROM: Wade Wallace, Bookkeeper
 RE: Personnel Report
 DATE: October 9, 2019

Beginning Employment

- None.

Ending Employment

- Austin Stroud, Director – full-time, effective October 31, 2019

Job Changes

- Susan Smith – Teen Librarian / Page Coordinator, effective October 1, 2019
- Mary Burch – Cataloging / IT Assistant, effective October 1, 2019

We need to amend the effective date of resignation to October 21 for Austin Stroud. Roger D. made a motion to amend this and Candice seconded. All present were in favor.

Roger D. made a motion to approve the personnel report and Candice seconded. All present were in favor.

Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Old Business:

The signatories on our investments account with Hilliard Lyons / Baird has been updated. Wade Wallace, Dinah Fuller, and Roger Axe are to be the current signatories, with the new director being added later. Paperwork from HL/B has been provided to make that official.

New Business:

We need to update the signatories for all three of our accounts. This will be easier if done in November, so the new director can be added.

The 2020 budget has been attached to the board packet for discussion.

Roger A. included a motion about changing the motto and letterhead for the library. He will email me the details. Roger A. and Roger D. made a motion and seconded, respectfully.

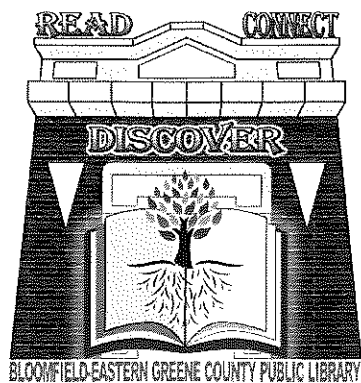
Public Comment:

Presentation by Vadim Morozov regarding our Hilliard Lyons / Baird account. Rather than transaction-based payments to the firm, it was suggested that we pay a fee annually for more active management from the firm. This might increase annual payments, but offer greater service as well as updated rebalancing of our portfolio. This was tabled for the November agenda so that Luke could research into the Helen Hunter Trust Fund. Roger A. made a motion to replace Martha with Dinah for the time being. Roger D. seconded. All present were in favor.

Adjournment:

Roger D. made a motion to adjourn at 6:14PM and Martha seconded. All present were in favor. The next regular public meeting will be Wednesday, November 13, at 5:00PM at the Library Annex.

_____ Secretary



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!

Treasurers Report:

PAYROLL: Net Pay of **\$19,166.89 (November 1)**

CLAIMS: Claims #548 – 551, 557 – 593, 598 – 600, 602 – 624, totaling **\$69,166.48.**

BALANCE THE BUDGET:

- None. *(October transfers were carried out in November)*

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. See the appropriation report through October 31, 2019 for the full numbers.

2019/Current Year through October 31, 2019

Personnel/Personal Services	88.50 % spent
Supplies	59.70 % spent
Other Services	78.20 % spent
Capital Outlays	67.60 % spent
OVERALL	82.40 % spent

2018/Prior Year Comparison through October 31, 2018

Personnel/Personal Services	80.00 % spent
Supplies	63.00 % spent
Other Services	78.60 % spent
Capital Outlays	65.90 % spent
OVERALL	77.30 % spent

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 1/1/2019 to 10/31/2019

<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. Operating Fund						
1 CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
50 PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
100 OPERATING	\$113,865.93	\$463,459.97	\$463,459.97	\$333,375.14	\$333,375.14	(\$16,218.90)
110 INVESTMENTS	\$192,198.79	\$0.00	\$0.00	\$25,254.93	\$25,254.93	\$217,453.72
Subtotal	\$306,243.72	\$463,459.97	\$463,459.97	\$358,630.07	\$358,630.07	\$201,413.82
2. Main						
300 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
350 EVERGREEN FINES & FEES	\$1,624.31	\$155.75	\$155.75	\$467.20	\$467.20	\$1,935.76
600 SIM SMITH	\$3,291.42	\$200.00	\$200.00	\$0.00	\$0.00	\$3,091.42
650 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
700 SALES TAX	\$12.85	\$0.00	\$0.00	\$2.63	\$2.63	\$15.48
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	\$0.00	\$3,018.90	\$3,018.90	\$6,515.46	\$6,515.46	\$3,496.56
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$0.00
Subtotal	\$46,702.59	\$128,374.65	\$128,374.65	\$131,985.29	\$131,985.29	\$50,313.23
3. Gift Fund						
400 GIFT	\$9,576.63	\$4,974.89	\$4,974.89	\$17,221.99	\$17,221.99	\$21,823.73
450 HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
500 GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550 FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
605 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
875 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$93,272.11	\$4,974.89	\$4,974.89	\$17,221.99	\$17,221.99	\$105,519.21
4. Withholdings						
200 PAYROLL	\$0.00	\$4,382.56	\$4,382.56	\$0.00	\$0.00	(\$4,382.56)
200.1 FEDERAL TAX	\$378.50	\$16,681.25	\$16,681.25	\$22,297.07	\$22,297.07	\$5,994.32
200.2 FICA	(\$11.79)	\$15,025.23	\$15,025.23	\$15,025.23	\$15,025.23	(\$11.79)
200.3 MEDICARE	(\$2.76)	\$3,514.01	\$3,514.01	\$3,514.01	\$3,514.01	(\$2.76)
200.4 STATE TAX	(\$6.15)	\$7,615.55	\$7,615.55	\$7,615.55	\$7,615.55	(\$6.15)
200.5 COUNTY TAX	(\$3.33)	\$4,081.82	\$4,081.82	\$4,081.82	\$4,081.82	(\$3.33)
200.6 PERF	(\$5.71)	\$4,190.70	\$4,190.70	\$3,858.57	\$3,858.57	(\$337.84)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$4,107.89	\$4,107.89	\$5,286.34
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,527.21	\$55,491.12	\$55,491.12	\$60,500.14	\$60,500.14	\$6,536.23
Grand Total	\$447,745.63	\$652,300.63	\$652,300.63	\$568,337.49	\$568,337.49	\$363,782.49

Total all banks = \$363,782.49

Appropriation Report for 100 OPERATING Bloomfield-Eastern Greene County Public Library

Report Date: From 11/1/2019 To 10/31/2019

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
I. Personal Services							
1.111 Salary of Librarian	\$79,000.00	(\$4,000.00)	\$75,000.00	\$88,868.62	\$88,868.62	(\$13,868.62)	-18.5
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$1,000.00	\$116,000.00	\$82,290.57	\$82,290.57	\$33,709.43	29.1
1.113 Salary of Library Assistants	\$39,000.00	(\$9,000.00)	\$30,000.00	\$26,283.19	\$26,283.19	\$3,716.81	12.4
1.114 Salary of Pages	\$19,000.00	(\$4,000.00)	\$15,000.00	\$12,501.13	\$12,501.13	\$2,498.87	16.7
1.115 Salary of Coordinators	\$8,000.00	\$11,450.00	\$19,450.00	\$19,623.92	\$19,623.92	(\$173.92)	-0.9
1.116 Salary of Substitutes	\$6,500.00	\$0.00	\$6,500.00	\$1,513.77	\$1,513.77	\$4,986.23	76.7
1.131 Salary of Treasurer	\$14,000.00	\$0.00	\$14,000.00	\$13,260.55	\$13,260.55	\$739.45	5.3
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$18,539.24	\$18,539.24	\$4,460.76	19.4
1.22 Unemployment	\$4,444.00	\$56.00	\$4,500.00	\$1,093.61	\$1,093.61	\$3,406.39	75.7
1.23 PERF Employer Contribution Share	\$17,000.00	(\$2,000.00)	\$15,000.00	\$15,645.05	\$15,645.05	(\$645.05)	-4.3
1.241 Employee Group Insurance	\$16,000.00	(\$1,000.00)	\$15,000.00	\$15,530.34	\$15,530.34	(\$530.34)	-3.5
Subtotal	\$340,944.00	(\$7,494.00)	\$333,450.00	\$295,149.99	\$295,149.99	\$38,300.01	11.5
2. Supplies							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$22.00	\$22.00	\$78.00	78.0
2.21 Cleaning Supplies	\$1,500.00	\$25.00	\$1,525.00	\$1,151.27	\$1,151.27	\$373.73	24.5
2.31 Building Materials	\$2,000.00	(\$1,000.00)	\$1,000.00	\$275.32	\$275.32	\$724.68	72.5
2.41 Library Supplies	\$9,000.00	(\$500.00)	\$8,500.00	\$5,896.03	\$5,896.03	\$2,603.97	30.6
2.43 Adult Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$387.99	\$387.99	\$1,012.01	72.3
2.44 Teen Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$978.95	\$978.95	\$421.05	30.1
2.45 Children's Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$735.97	\$735.97	\$664.03	47.4
2.46 Eastern Program Supplies	\$1,300.00	\$100.00	\$1,400.00	\$635.09	\$635.09	\$764.91	54.6

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.47	Farmers Market Supplies	\$800.00	(\$50.00)	\$750.00	\$354.03	\$354.03	\$395.97	52.8
Subtotal		\$18,600.00	(\$1,125.00)	\$17,475.00	\$10,436.65	\$10,436.65	\$7,038.35	40.3
3. Other Services and Charge								
3.13	Legal Services	\$1,000.00	(\$500.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.141	Other Professional	\$18,000.00	(\$4,000.00)	\$14,000.00	\$14,380.00	\$14,380.00	(\$380.00)	-2.7
3.142	Database Subscriptions	\$4,000.00	(\$500.00)	\$3,500.00	\$1,136.30	\$1,136.30	\$2,363.70	67.5
3.143	eBook Services	\$4,000.00	\$250.00	\$4,250.00	\$3,672.69	\$3,672.69	\$577.31	13.6
3.21	Telephone	\$4,500.00	(\$1,500.00)	\$3,000.00	\$1,058.09	\$1,058.09	\$1,941.91	64.7
3.22	Postage	\$750.00	\$50.00	\$800.00	\$280.20	\$280.20	\$519.80	65.0
3.23	Traveling Expenses	\$3,000.00	\$0.00	\$3,000.00	\$1,578.97	\$1,578.97	\$1,421.03	47.4
3.24	Professional Meeting	\$3,000.00	\$0.00	\$3,000.00	\$2,277.00	\$2,277.00	\$723.00	24.1
3.251	Freight and Express	\$550.00	\$50.00	\$600.00	\$451.00	\$451.00	\$149.00	24.8
3.252	Evergreen	\$2,500.00	\$1,175.00	\$3,675.00	\$3,675.00	\$3,675.00	\$0.00	0.0
3.26	Internet Vendor	\$7,000.00	(\$2,000.00)	\$5,000.00	\$4,349.24	\$4,349.24	\$650.76	13.0
3.31	Advertising and Publicity	\$400.00	\$600.00	\$1,000.00	\$1,025.00	\$1,025.00	(\$25.00)	-2.5
3.32	Printing	\$400.00	\$100.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41	Official Bonds	\$400.00	\$100.00	\$500.00	\$165.00	\$165.00	\$335.00	67.0
3.42	Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$9,943.00	\$9,943.00	\$3,057.00	23.5
3.51	Gas	\$7,500.00	\$0.00	\$7,500.00	\$3,942.94	\$3,942.94	\$3,557.06	47.4
3.52	Electric	\$26,000.00	(\$1,000.00)	\$25,000.00	\$19,446.21	\$19,446.21	\$5,553.79	22.2
3.53	Water	\$2,000.00	\$0.00	\$2,000.00	\$833.42	\$833.42	\$1,166.58	58.3
3.54	Waste Disposal	\$2,100.00	\$400.00	\$2,500.00	\$2,253.40	\$2,253.40	\$246.60	9.9
3.61	Building Repair	\$20,000.00	(\$6,000.00)	\$14,000.00	\$13,451.62	\$13,451.62	\$548.38	3.9
3.62	Equipment Repair	\$10,000.00	(\$500.00)	\$9,500.00	\$7,610.51	\$7,610.51	\$1,889.49	19.9
3.63	Janitorial Service	\$20,000.00	\$500.00	\$20,500.00	\$16,500.00	\$16,500.00	\$4,000.00	19.5
3.91	Dues	\$3,000.00	\$0.00	\$3,000.00	\$1,719.46	\$1,719.46	\$1,280.54	42.7

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
Subtotal	\$153,700.00	(\$12,775.00)	\$140,325.00	\$109,749.05	\$109,749.05	\$30,575.95	21.8
4. Capital Outlays							
4.31 Improvements - Other	\$2,500.00	(\$1,500.00)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
4.41 Furniture and Equipment	\$10,000.00	(\$1,000.00)	\$9,000.00	\$4,257.31	\$4,257.31	\$4,742.69	52.7
4.51 Books - Adult Fiction	\$10,000.00	(\$250.00)	\$9,750.00	\$7,735.98	\$7,735.98	\$2,014.02	20.7
4.521 Books - Adult Nonfiction	\$6,250.00	\$182.00	\$6,432.00	\$5,700.23	\$5,700.23	\$731.77	11.4
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$329.11	\$329.11	\$670.89	67.1
4.53 Books - Children	\$7,750.00	\$0.00	\$7,750.00	\$5,471.84	\$5,471.84	\$2,278.16	29.4
4.54 Books - YA	\$3,750.00	\$250.00	\$4,000.00	\$2,300.27	\$2,300.27	\$1,699.73	42.5
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$5,597.68	\$5,597.68	\$1,402.32	20.0
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$2,283.53	\$2,283.53	\$966.47	29.7
4.71 Nonprint - Adult DVD	\$3,879.00	\$371.00	\$4,250.00	\$2,604.90	\$2,604.90	\$1,645.10	38.7
4.72 Nonprint - Music	\$1,250.00	(\$750.00)	\$500.00	\$174.38	\$174.38	\$325.62	65.1
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$5,144.41	\$5,144.41	\$1,605.59	23.8
4.74 Nonprint - Childrens	\$3,250.00	\$0.00	\$3,250.00	\$1,944.31	\$1,944.31	\$1,305.69	40.2
4.75 Nonprint - YA	\$2,000.00	(\$500.00)	\$1,500.00	\$1,109.63	\$1,109.63	\$390.37	26.0
4.76 Nonprint - Eastern	\$4,750.00	\$0.00	\$4,750.00	\$2,874.25	\$2,874.25	\$1,875.75	39.5
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$402.45	\$402.45	\$597.55	59.8
4.91 Gifts	\$0.00	\$0.00	\$0.00	\$187.13	\$187.13	(\$187.13)	#DIV/0!
4.94 Sales Tax	\$0.00	\$0.00	\$0.00	\$6.87	\$6.87	(\$6.87)	#DIV/0!
Subtotal	\$74,379.00	(\$3,197.00)	\$71,182.00	\$48,124.28	\$48,124.28	\$23,057.72	32.4
Grand Total	\$587,023.00	(\$24,591.00)	\$562,432.00	\$463,459.97	\$463,459.97	\$88,972.03	17.6

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

Librarian's Report

Wednesday, November 13, 2019

- *Attended monthly Friends of the Library meeting – October 17*
- *Attended monthly library staff meeting – October 17*

Tasha Hudson, Kimberly Porter, and Karen Holz attended the annual 2019 ILF Conference in Indianapolis, from November 3-5.

Personnel Report

Wednesday, November 13, 2019

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Wade Wallace, Bookkeeper
RE: Personnel Report
DATE: November 13, 2019

Beginning Employment

- Shellie Zeigler – Library Director, effective November 25, 2019

Ending Employment

- None.

Job Changes

- None.



Wade Wallace <wwallace@bloomfield.lib.in.us>

October Stats--LIMITED

1 message

Tasha Hudson <thudson@bloomfield.lib.in.us>

To: Wade Wallace <wwallace@bloomfield.lib.in.us>

Wed, Nov 13, 2019 at 2:53 PM

New users: 15 (15 new cards issued)
Items borrowed through Evergreen Indiana 462
items loaned to other Evergreen Indiana libraries: 644

--
Tasha Hudson
Circulation Manager
Adult Fiction

Bloomfield-Eastern Greene County Public Library
125 S. Franklin St.
Bloomfield, IN 47424
812-384-4125

Eastern Stats- October 2019

Adult Fiction		174
Adult Nonfiction		30
Adult Audiobooks		8
YA Fiction		13
YA Audiobook		9
Juvenile Fiction		196
Juvenile Nonfiction		15
Juvenile Audiobooks		3
Periodicals		25
Music CD		4
DVDs		369
Games		26
TOTAL		872

Township	Resident	Resident Limited	Total
Center	2	0	2
Jackson	3	1	4
Total	5	1	6

Computer Use

Regular 89

Programs

10/2	Story Hour	6	
10/3	Fiber Group	3	
10/7	Minecraft Monday	6	
10/9	Story Hour	4	
10/11	PTO	2	
10/12	Family Fun Day	4 families	14 people

10/16	Story Hour	8
10/21	Minecraft Monday	3
10/22	Minecraft Tuesday	4
10/23	Story Hour	3
10/28	Minecraft Monday	3
10/29	Minecraft Tuesday	4
10/30	Story Hour	8
Total		67

Background Check Policy

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

In that regard, prior to any employment, BEGCPL will require a background check that, depending on the position, *may* include: identity and address verification, prior employment history, education history, criminal background check, employment credit checks, drug test, driving record, and professional license verifications. Adults signing up for volunteer work may have a background check if they are working directly with patrons, or around children. Volunteers will be expected to pay for the library to perform a background check, if needed. The library will pay for employee background checks. Student volunteers (under 18), and those adults not working with patrons or around children, will provide references in lieu of a background check. The requirements for each position are attached.

The BEGCPL complies with the federal Fair Credit Reporting Act (FCRA) and similar Indiana FCRA laws, federal and state equal opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks.

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

Position Requirements:

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

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



Bloomfield - Eastern Greene County Public Library

125 South Franklin Street
Bloomfield, IN 47424

Ph 812-384-4125 - Fax 812-384-0820

bloomfield.lib.in.us

Eastern Branch

11453 E. State Road 54,
Bloomfield, IN 47424

Ph & Fax: 812-825-2677

In the event of an emergency, dial 911. After hours contact numbers are located on the key envelope.

ANNEX POLICY The Bloomfield-Eastern Greene County Public Library provides meeting room space in the Library Annex, with maximum of 50 people, at no charge to the persons wishing to present programs or hold meetings which serve the community's needs for: education, information, entertainment, and cultural enrichment. This service enables the library to further its mission of providing the best possible free services to patrons of the library.

ELIGIBLE USERS, FREE OF CHARGE

1. In general, civic groups, service clubs, other not-for-profit groups or educational programs sponsored by responsible local citizens or organizations, will be allowed to use the space free of charge.
2. A responsible adult (18 years of age or older) must be present at all activities held in the meeting room.
3. All activities are scheduled only as they do not interfere with library programs, or the normal operation of the library.

FEE SCHEDULE

Personal or family parties, and activities from which the scheduling party will derive commercial gain may reserve the Annex. Private or for-profit groups may use the Library Annex according to the following fee schedule. Special rates will be negotiated for large vendor events and activities:

Daily: \$40/day

SCHEDULING Eligible patrons may schedule the Library Annex using the following procedures:

1. Reservations may be made by telephone or at the adult circulation desk at Bloomfield; the group or their designated representative needs to complete a registration form at least one week prior to the meeting. This person will be the library contact person should a change of scheduling be necessary.
2. Reservations may be made in July or thereafter for the months September-December, and in November for the months of January-May, and in April for the months of June-August.
3. Reservations are taken on a first-come, first-booked basis; however, library programs will always take precedence over all other scheduling.
4. The Library Annex may be reserved between 8:00 AM and 10:00 PM seven days/week. If outside of library hours, a key will need to be picked up one day early to provide access. In special cases, a key may be picked up earlier.
5. Your group name and meeting time will appear on our online Community Calendar website.
6. When the Library is closed due to inclement weather, all scheduled programs will be cancelled. Staff do not have access to your contact info from home. Please check Facebook, WFIU, WTWO, or WTHI for closings.

KEYS You will need a key to access the Annex. Please allow time to check out the key from the adult desk prior to your event. If your event is outside of normal library hours, a key may be picked up at the main library

adult circulation desk the day before. The person who has signed the registration form will be issued a key and will be responsible for locking the Library Annex and returning the key when finished. Setup and clean up for the event must be done within the reserved hours. In the case of an event running later than normal library hours, clean up and returning of the key to the book return box next to the main library door must be done by midnight. The key be returned to the library by placing it in the envelope provided and dropping it in the book return box next to the main library door.

REFRESHMENTS Light refreshments may be served. Please keep in mind that certain beverages (grape juice, cherry Kool-Aid, etc.) are far more likely to stain if spilled. **At the Annex, groups currently have access to a kitchen on the basement level of the building. There is no elevator in this space at this time.** ALCOHOLIC BEVERAGES, SMOKING, AND OTHER TOBACCO USE, WHICH INCLUDES ELECTRONIC CIGARETTES, ARE NOT ALLOWED.

SET-UP and CLEAN-UP It is the group's responsibility to arrange the space the way they want it and they may leave it as they used it. Rearranging will be the responsibility of the next group. However, it is necessary that the group straighten and clean up any mess so that the room is ready for the next group. Each group assumes full authority for any damages or cleaning charges which occur as a result of the group's use. Consistent or recurring abuse will be cause for denial of access to the meeting room. A carpet sweeper is available in the storage area. A list of departing procedures is posted on the key envelope. Please ensure your group goes through the list prior to leaving the Annex.

EQUIPMENT

At the Annex, there are three (3) 60-inch round tables and three (3) 48-inch round tables available with 50 chairs. There are two (2) rectangular tables, each 6 feet long, and six (6) smaller rectangular tables, each about 5 feet long.

We will be glad to work with you to make your use of the Library Annex a pleasant experience. Please help by observing the guidelines above.

ADMINISTRATIVE POLICY

- All use of the Library Annex is subject to the approval of the library administration.
- The Library will not discriminate on the basis of race, religion, age, gender, national origin or disability in providing space for meetings. However, each group must have one person of legal age designated as an official contact person for liability purposes.
- The library reserves the right to determine priorities in assigning Library Annex space.
- The library reserves the right to change or cancel reservations in emergency situations.
- The library reserves the right to terminate the use of the facilities.
- The library is not liable for injuries to people or damage to or loss of property of organizations using the community room/library annex.

DEPARTURE PROCEDURES

1. Record the number of people who attended in the entry-way lobby at the Annex.
2. Sweep floors and wiped off tables and counter (if used).
3. Check restrooms, leave doors propped open.
4. Turn off the lights in Library Annex (all light switches upstairs are behind the teller desk)
5. Lock the Library Annex door from the outside. Be sure to pull on the left hand door to be sure it is also locked. The levers for this door are on the inside edge of the door; one locks up into the door frame, the other locks down into the floor
6. Place the key in the envelope and put the envelope in the book drop slot to the right of the door at the Main Library building.

We hope you had a good experience in our community room. If there are any problems, please bring them to our attention.

Bloomfield-Eastern Greene County Public Library
Request for Community Room/Branch/Library Annex Use

In January of each year, groups need to fill out a new form to keep us up-to-date.

Name of Group or Individual Requesting Community Room/Eastern Branch/Library Annex Space:

Contact person representing the group: _____

Phone Number: _____

E-Mail: _____

Address: _____

Type of meeting: _____

Date and time of meeting: _____

If reoccurring, please state frequency: _____

Number of persons expected to attend: _____

X-X

Statement of Responsibility

I have read the policy for the community room/branch/library annex use and agree to abide by all of the regulations outlined in that policy.

Signature: _____ Date: _____