

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, October 14, 2020

1. Presentation by Vadim Morozov with Baird with an investments update
2. Approval of Claims & Payroll
3. Approval of Minutes
4. Presentation & Approval of Treasurer's Report
5. Personnel Report
6. Librarian's Report
 - a. New Business:
 - i. Stanley Handicapped Door – Interior Door will need replacement soon-Quote \$1,304.
 - ii. New Hire: Mathew New – Library Assistant
 - iii. Report on Lonnie – Doing a great job of untangling mistakes; working with AVC and Matt Baker, AVC on contract and Matt has been great to advise as needed
 - iv. Safety Deposit Box – No longer with Northwest; Dinah and Karen closed it. All items now in annex vault and Karen has keys in her office drawer.
 - v. Karen Vacation – October 17-25. Karen will contact library daily to check in and will return home on October 21. Kimberly and Lonnie should be able to sort most things out. Karen will also check emails and text messages.
 - vi. Library Upkeep – Painting of the front and side of the library is being done.
 - vii. Bloomfield-Eastern Greene County Public Library is now in compliance with the Public Library Standards for 2019. Placed with the minutes of this meeting.
 - viii. Sign the Budget Report; will be placed with this report after being filed with the state.
 - ix. Received a grant of \$730 from REMC to have stove placed in the Annex. Roger Doane was working on how this should be accomplished, should we get it. Karen checking with a couple of local contractors about donating time to install.
 - x. Consideration of approving people to use the Annex for the Bloomfield Hometown Christmas; do we allow them to set up like we have in the past or say not this year.

- xi. The school has reclaimed responsibility for 21st Century Scholars as they pursue a different direction. As a result, they also reclaimed possession of the screens from the Annex. They did reimburse us for their cost earlier. Informed them we are available if they need our help.
- xii. Asked Susan Smith to be Head of Youth Services. Working on new job description for the position. She is aware she is already near the top of our pay scale for the position.
- xiii. Pursing hiring one additional part-time employee to work both the circulation desk and work in the Children's area.
- xiv. Summer Reading Collaboration materials are out and the staff is reviewing to make recommendation for next year
- xv. Researching employee insurance for the next year and will incur an increase of less than 3%. I have developed and will maintain an excel spreadsheet that will be in the new Director file on my computer and on the external back-up of the hard drive.
- xvi. Resolution on Library Board Member/Officer Succession.

7. Public Comment

8. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 8/1/2020 To 8/31/2020

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	363	PERF	8/3/2020	PERF Deposit	\$1,485.18
0	364	INDIANA DEPT OF REVENUE	8/3/2020	State and County Tax Deposit	\$1,053.41
0	365	INTERNAL REVENUE SERVIC	8/3/2020	Federal Tax Deposit	\$4,446.24
0	367	PAYROLL	8/3/2020	PAYROLL	\$19,170.33
1910	368	MICHELE ROGERS	8/3/2020	JANITORIAL SERVICE	\$1,650.00
1911	369	UNITED HEALTHCARE	8/1/2020 08/01/2020 - 08/31/2020		\$2,901.25
1912	370	EASTERN HEIGHTS UTILITIES	8/1/2020	UTILITY - EASTERN	\$31.03
1923	392	DUKE ENERGY	8/4/2020	125 S FRANKLIN ST	\$1,949.05
1924	393	AMAZON	8/4/2020	INVOICES: 23	\$1,213.88
1925	394	ABELL ELEVATOR INTERNATI	8/4/2020	SERVICE 8.1.2020 - 10.31.2020	\$254.23
1926	395	GADELLNET CONSULTING SE	8/4/2020		\$75.00
1927	396	JOHN MUSGRAVES	8/4/2020	GROUNDSKEEPING	\$68.33
1928	397	WADE WALLACE	8/6/2020	OVERDRAFT REIMBURSEMENT - JULY PAYROLL	\$37.00
1929	398	JUDY LOUISE	8/6/2020	OVERDRAFT REIMBURSEMENT - JULY PAYROLL	\$10.00
1930	399	CONTINENTAL WESTERN GR	8/6/2020	LIBRARY INSURANCE EFF 7/11/2020	\$6,443.00
1931	400	HASEMAN PEST CONTROL OF	8/6/2020	INVOICES: 6	\$300.00
1932	401	BAKER & TAYLOR	8/6/2020	INVOICES: 3	\$557.78
1933	402	BEDFORD OFFICE SUPPLY	8/6/2020	INVOICES: 1	\$38.00
1934	403	JOHN MUSGRAVES	8/11/2020	GROUNDSKEEPING	\$116.60
1935	404	BAKER & TAYLOR	8/11/2020		\$283.14
1936	406	D-PENDABLE WASTE REMOV	8/12/2020	ACCT. NO. 1682	\$45.00
1937	407	MIDWEST NATURAL GAS COR	8/12/2020	UTILITY - MAIN & ANNEX	\$38.84
1938	408	DEMCO	8/12/2020		\$46.38
1939	409	CENTER POINT LARGE PRINT	8/12/2020		\$132.42
1940	410	RECORDED BOOKS, INC	8/12/2020	INVOICES: 2	\$181.20
1941	411	RICOH USA, INC (CHICAGO)	8/12/2020	INVOICES: 2	\$173.53
1942	412	KIRKUS MEDIA LLC	8/12/2020	1 YEAR PRINT/DIGITAL	\$199.00
1943	413	ABELL ELEVATOR INTERNATI	8/12/2020	7/20 SERVICE CALL	\$889.25
1944	414	UDWI	8/12/2020	UTILITY - EASTERN	\$213.00
1945	415	CENTURYLINK	8/12/2020		\$2.19
1946	416	KEVIN BYERS QUALITY HEATI	8/12/2020	EASTERN REPAIRS	\$650.00
1947	417	HICOM INC	8/12/2020	WIRELESS PHONE INSTALLATION	\$110.00
1948	418	UNITED HEALTHCARE	8/12/2020	08.01.2020 - 08.31.2020	\$2,901.25
1949	419	U.S. BANK	8/12/2020		\$3,140.11
1950	420	NATIONAL GEOGRAPHIC KIDS	8/12/2020	PERIODICALS 2020 - 2021	\$32.10
1951	421	AMAZON	8/12/2020	INVOICES: 3	\$367.13
1952	422	EASTERN HEIGHTS UTILITIES	8/12/2020	UTILITY - MAIN & ANNEX	\$65.33
1953	423	UNIQUE MANAGEMENT SERVI	8/12/2020		\$59.85
1954	424	BAKER & TAYLOR	8/12/2020	INVOICES: 5	\$364.06
1955	425	JOHN MUSGRAVES	8/21/2020	GROUNDSKEEPING	\$46.60
1956	426	COLE WALLACE	8/25/2020	OVERDRAFT REIMBURSEMENT - JULY PAYROLL	\$30.00
1959	430	BLOOMFIELD-EASTERN GREE	8/26/2020	INTERBANK TRANSFER	\$14,000.00
1961	433	EASTERN HEIGHTS UTILITIES	8/26/2020	Utility - Water - Main Branch	\$14.85
1962	434	SEWAGE DISPOSAL WORKS	8/26/2020	Utility - Main & Annex	\$164.28
1963	435	AT&T	8/26/2020	TELEPHONE - MAIN BRANCH	\$167.73
1964	436	RECORDED BOOKS, INC	8/26/2020		\$82.20
1965	437	BAKER & TAYLOR	8/26/2020		\$254.89
1966	438	CENGAGE LEARNING	8/26/2020		\$76.00
1967	439	UNITED HEALTHCARE	8/26/2020	09/01/2020-09/30/2020	\$2,449.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
1968	440	B & C Disposal	8/26/2020	Trash Pickup Account #100335	\$38.00
1969	441	RICOH USA, INC (ATLANTA)	8/26/2020		\$115.31
1970	442	WELLS FARGO VENDOR FINA	8/26/2020		\$144.27
1971	443	SMITHVILLE	8/26/2020	TELEPHONE EASTERN HEIGHTS	\$37.64
1972	444	FINDAWAY WORLD	8/26/2020		\$292.45
1973	445	JOHN MUSGRAVES	8/27/2020	GROUNDSKEEPING	\$54.20
1974	446	ADTEC	8/27/2020	E-Rate Phase 3	\$130.00
0	456	BLOOMFIELD-EASTERN GREE	8/31/2020	INTERFUND TRANSFER	\$0.00
Total Amount of Claims					\$69,792.49

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, September 2, 2020




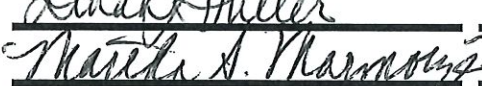

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$69,792.49

Date this 2 day of September, 2020.

SIGNATURES OF GOVERNING BOARD

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

Totals

Gross Pay: \$19,170.33

Deductions: \$4,802.11

Net Pay: \$14,368.22

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Other
\$1,188.55	\$277.97	\$1,513.20	\$707.68	\$345.73	\$313.77	\$455.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Gross Pay:	\$19,170.33
Non Taxable	\$0.00
Taxable	\$19,170.33

Paid Through Date Hourly 7/24/2020
 Paid Through Date Salary 7/24/2020
 Check Date Hourly 8/3/2020
 Check Date Salary 8/3/2020
 Voucher/Receipt Date 8/3/2020

	Used	Earned
Regular	931.75	
Sunday	0	
Double	0	
Sick	3.5	0
Vacation	39.75	66.07
Comp	19.25	0
Personal	23	0
Other	0	0
Total Hours:	1017.25	66.07

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 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 \$ 19170.33 is correct and has by me been approved.

Dated 7.28 20 20

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

Director

This is in proper form.

That it is duly authenticated as required by law.

That it is based upon statutory authority.

That it is apparently correct.

Disbursing Officer

Employer Share FICA Due =	\$1,188.55	\$2,377.10
Employer Share FICA Due =	\$1,188.55	
Employer Share Medicare Due =	\$277.97	\$555.94
Employer Share Medicare Due =	\$277.97	
Federal Tax Due =	\$1,513.20	
Total Tax Deposit Due =	\$4,446.24	
Employee PERF Due =	\$313.77	
Employer PERF Due =	1171.42	
Total PERF Due =	\$1,485.19	
State Tax Due =	\$707.68	
County Tax Due =	\$345.73	
Total Tax Due =	\$1,053.41	

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, September 16, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, August 12, at 5:05 pm at the Library Annex. Those present were Roger B. Doane – Presiding, Dinah Fuller, Martha Marmouze, Joshua Riggins, Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper. Also in attendance was Armonda Riggs – Literacy Coordinator and John Musgraves – Groundskeeper.

Approval of Claims and Minutes:

Joshua made a motion to approve claims & payroll. Dinah seconded. All in favor.

Roger B. Doane noted that the minutes for August 12, 2020, should be amended to include that he was also in attendance with his arriving late. Joshua also indicated that Luke Rudisill was also in attendance. Martha made a motion to approve the minutes with a correction noted in attendance. Joshua seconded the motion. All in favor.

Treasurers Report:

Provided in meeting packet. Lonnie also informed the Board that Vadim Morozov with Baird will be presenting an update on investments at the start of the October Board Meeting.

Personnel Report:

Provided in meeting packet. Lonnie Vandeventer confirmed as bookkeeper/treasurer for Bloomfield Eastern-Greene County Public Library. No motion is needed for approval, but noted in minutes.

Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Librarian's Report:

Old Business:

- Karen indicates we have had no report back from Duke Energy regarding the misquoted the LED Lights project. Roger Doane indicated he will write a letter if no action is forthcoming.

New Business:

- Solar lights are now working at both buildings
- Fall Hours – 11-7 Bloomfield; 2-7 Eastern

- Karen provided an update on proposed budget changes with meeting scheduled with Greene County Commissioners on October 1
- Request made with approval obtained to move \$17,121 from Rainy Day to Capital Outlays and subsequently to Salaries
- Advised Board of filing error in 941 filing for 1st Quarter
- Advised Board of Linda Peterson's retirement in November
- Susan Smith will transition to Youth Manager role and hiring a replacement for Susan's position
- Approval for Middleway House to pre-pay 2021 fees in advance
- Approval for Transitional Patron Cards for Resurrecting Recovery Center
- Movable screens for the Annex secured and in place
- Karen will be hiring new library assistant to replace Wade's desk shifts
- Roger Doane will be working with John Musgraves to assist in getting a tire repaired.

Motion made and seconded to approve librarian's report. All in favor.

Public Comment:

Armonda reported the annual meeting to celebrate our literacy volunteers, tutors, and learners will be held on September 22, 2020, in the Library Annex at 6:30 PM and extended an invitation to attend. An email announcement will also be made.

Adjournment:

A motion was made at 5:59 PM to adjourn, which was seconded. All present were in favor.

_____ Secretary

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **9/1/2020** To **9/30/2020**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	431	PAYROLL	9/1/2020	PAYROLL	\$20,518.74
1975	447	JOHN MUSGRAVES	9/1/2020	GROUNDSKEEPING	\$72.50
1976	448	MICHELE ROGERS	9/1/2020	CLEANING SUPPLIES	\$113.50
1977	449	GADELLNET CONSULTING SE	9/1/2020	MAINTENANCE & MONITORING CONTRACT	\$75.00
1978	450	PITTMAN FAMILY FARMS LAW	9/1/2020		\$160.00
1979	451	FIRST SECURITY INSURANCE	9/1/2020	TREASURER BOND - LONNIE VANDEVENTER	\$156.00
1980	452	DUKE ENERGY	9/1/2020		\$1,470.30
1981	453	DUKE ENERGY	9/1/2020		\$468.22
1982	454	ENA Services LLC	9/1/2020		\$503.00
1983	455	BAKER & TAYLOR	9/2/2020		\$98.19
1985	458	BAKER & TAYLOR	9/8/2020	Acct #204855	\$426.29
1986	459	BRODART CO	9/8/2020		\$145.35
1987	460	RICOH USA, INC (CHICAGO)	9/8/2020		\$139.72
1988	461	BAKER & TAYLOR	9/8/2020	ACCT #75021511	\$16.26
1989	462	Background Bureau, INC	9/8/2020		\$10.50
1990	463	GREENE COUNTY DAILY WOR	9/8/2020	ACCT #460411	\$117.00
1991	464	KIRKUS MEDIA LLC	9/8/2020		\$199.00
1992	465	CENTURYLINK	9/9/2020		\$2.58
1993	466	HASEMAN PEST CONTROL OF	9/9/2020	MAIN	\$35.00
1994	467	EASTERN HEIGHTS UTILITIES	9/15/2020	Utility - Main & Access	\$65.33
1995	468	AT&T	9/15/2020	812-384-4125-269-2	\$137.73
1996	469	UNITED STATES TREASURY	9/16/2020	Employer ID # 35-6000252, Tax Period 03/31/2020, Form 941	\$1,930.89
1997	470	BEDFORD OFFICE SUPPLY	9/16/2020	Copy Paper	\$38.00
1998	471	U.S. BANK	9/16/2020	September 2020 Acct #4798 5312 1357 8588	\$1,180.82
1999	472	JOHN MUSGRAVES	9/17/2020	4 Hours	\$40.00
2000	473	AMAZON CAPITAL SERVICES	9/21/2020		\$753.70
2001	474	FINDAWAY WORLD	9/21/2020		\$327.45
2002	475	B & C Disposal	9/21/2020		\$38.00
2003	476	UDWI	9/21/2020		\$185.00
2004	477	COMCAST	9/21/2020		\$289.28
2005	478	BLOOMFIELD SUPPLY & HAR	9/21/2020		\$6.88
2006	479	INDIANA LIBRARY FEDERATIO	9/21/2020		\$40.00
2007	480	BAKER & TAYLOR	9/21/2020		\$287.08
0	481	Bloomfield Eastern Greene Co.	9/23/2020	Per approval from Board of Trustees moving funds from Raining Day to Capital Outlays - broken into 12 categories	\$17,121.00
2008	482	EASTERN HEIGHTS UTILITIES	9/23/2020	Water Billing - Main Branch	\$14.85
2009	483	WALMART	9/23/2020		\$81.74
2010	484	WELLS FARGO VENDOR FINA	9/23/2020		\$144.27
2011	485	RICOH USA, INC (ATLANTA)	9/23/2020		\$115.31
2012	486	SMITHVILLE	9/23/2020	812-825-2677	\$37.64
0	487	Bloomfield Eastern Greene Co.	9/24/2020	Fund transfer from operating to gift and state technology grant due to refund for over payment. Receipt # and #	\$1,273.72
2014	488	AMAZON CAPITAL SERVICES	9/24/2020		\$2,417.13
2015	489	JOHN MUSGRAVES	9/24/2020		\$56.70
2017	490	SEWAGE DISPOSAL WORKS	9/24/2020	Main & Annex	\$148.00
2020	494	Bloomfield Eastern Greene Co.	9/24/2020		\$12,500.00
0	502	INDIANA DEPT OF REVENUE	9/30/2020	Payrol Withholdings	\$1,019.26
0	503	INTERNAL REVENUE SERVIC	9/30/2020	PAYROLL WITHHOLDINGS	\$4,338.46

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	504	PERF	9/30/2020	Wage & Contribution Report for 10/01/2020 Submission Unit 1842000	\$1,578.69
Total Amount of Claims					\$70,894.08

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.

Thursday, October 8, 2020


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 8th day of October, 2020.

SIGNATURES OF GOVERNING BOARD

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

Totals

Gross Pay: \$20,518.74

Deductions: \$5,137.82

Net Pay: \$15,380.92

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Other
\$1,272.18	\$297.52	\$1,682.04	\$743.14	\$367.85	\$319.88	\$455.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:	EIC:	EIC:	EIC:	EIC:
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Gross Pay:	\$20,518.74
Non Taxable	\$0.00
Taxable	\$20,518.74

Paid Through Date Hourly : 8/24/2020
 Paid Through Date Salary : 8/24/2020
 Check Date Hourly : 9/1/2020
 Check Date Salary : 9/1/2020
 Voucher/Receipt Date : 9/1/2020

Used	Earned
Regular	943
Sunday	0
Double	0
Sick	0
Vacation	109.94
Comp	48
Personal	0
Other	0
Total Hours:	1100.94

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 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 \$ 20518.74 is correct and has by me been approved.

Dated 8/26 2020

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

Director

This is in proper form.

That it is duly authenticated as required by law.

That it is based upon statutory authority.

That it is apparently correct.

Disbursing Officer

Employer Share FICA Due =	\$1,272.18	Employee Share FICA Due =	\$2,544.36
Employee Share FICA Due =	\$1,272.18	Employee Share Medicare Due =	\$595.04
Employer Share Medicare Due =	\$297.52	Federal Tax Due =	\$1,682.04
Federal Tax Due =	\$1,682.04	Total Tax Deposit Due =	\$4,821.44
Total Tax Deposit Due =	\$4,821.44	Employee PERF Due =	\$319.88
Employee PERF Due =	\$319.88	Employer PERF Due =	1194.19
Employer PERF Due =	1194.19	Total PERF Due =	\$1,514.07
Total PERF Due =	\$1,514.07	State Tax Due =	\$743.14
State Tax Due =	\$743.14	County Tax Due =	\$367.85
County Tax Due =	\$367.85	Total Tax Due =	\$1,110.99
Total Tax Due =	\$1,110.99		

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 9/1/2020 to 9/30/2020

<i>Fund</i>	<i>Start of year</i>	<i>Start of Month</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	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
50 PETTY CASH	\$35.50	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
100 OPERATING	(\$63,525.54)	\$74,149.72	\$32,254.98	\$371,866.16	\$30,665.04	\$507,951.48	\$72,559.78
110 INVESTMENTS	\$235,150.51	\$250,162.43	\$0.00	\$0.00	\$0.00	\$15,011.92	\$250,162.43
<i>Subtotal</i>	<i>\$171,803.97</i>	<i>\$324,491.15</i>	<i>\$32,254.98</i>	<i>\$371,866.16</i>	<i>\$30,665.04</i>	<i>\$522,963.40</i>	<i>\$322,901.21</i>
2. Main							
300 PLAC	\$409.42	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
350 EVERGREEN FINES & FEES	\$2,100.20	\$2,083.46	\$0.00	\$93.24	\$1.00	\$77.50	\$2,084.46
600 SIM SMITH	\$3,091.42	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
650 LIRF	\$342.65	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
700 SALES TAX	\$16.18	\$6.40	\$0.00	\$10.58	\$0.00	\$0.80	\$6.40
750 STATE GRANTS	\$0.00	(\$298.90)	\$0.00	\$298.90	\$0.00	\$0.00	(\$298.90)
800 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850 STATE TECHNOLOGY	\$2,059.44	\$2,059.44	\$1,510.62	\$7,906.44	\$1,221.34	\$7,617.16	\$1,770.16
900 RAINY DAY	\$41,021.94	\$41,021.94	\$17,121.00	\$17,121.00	\$0.00	\$0.00	\$23,900.94
905 TRANSFERS	\$0.00	\$0.00	\$12,500.00	\$119,500.00	\$0.00	\$107,000.00	(\$12,500.00)
<i>Subtotal</i>	<i>\$49,041.25</i>	<i>\$48,715.83</i>	<i>\$31,131.62</i>	<i>\$144,930.16</i>	<i>\$1,222.34</i>	<i>\$114,695.46</i>	<i>\$18,806.55</i>
3. Gift Fund							
400 GIFT	\$21,762.50	\$18,262.62	\$571.07	\$10,683.78	\$3,117.23	\$9,730.06	\$20,808.78
450 HUNTER TRUST	\$45,017.84	\$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	\$0.00
550 FLATER	\$1,177.64	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
605 SMITHVILLE GRANT	\$37,500.00	\$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	\$0.00
<i>Subtotal</i>	<i>\$105,457.98</i>	<i>\$101,958.10</i>	<i>\$571.07</i>	<i>\$10,683.78</i>	<i>\$3,117.23</i>	<i>\$9,730.06</i>	<i>\$104,504.26</i>
4. Withholdings							
200 PAYROLL	(\$5,295.14)	(\$9,738.18)	\$0.00	\$4,443.04	\$0.00	\$0.00	(\$9,738.18)
200.1 FEDERAL TAX	\$5,994.32	\$4,312.28	\$0.00	\$14,818.02	\$1,682.04	\$14,818.02	\$5,994.32
200.2 FICA	(\$11.79)	(\$1,283.97)	\$0.00	\$12,170.07	\$1,272.18	\$12,170.07	(\$11.79)
200.3 MEDICARE	(\$2.76)	(\$300.28)	\$0.00	\$2,846.24	\$297.52	\$2,846.24	(\$2.76)
200.4 STATE TAX	(\$6.15)	(\$749.29)	\$0.00	\$6,891.82	\$743.14	\$6,891.82	(\$6.15)
200.5 COUNTY TAX	(\$3.33)	(\$371.18)	\$0.00	\$3,560.28	\$367.85	\$3,560.28	(\$3.33)
200.6 PERF	(\$337.84)	(\$657.72)	\$0.00	\$3,017.63	\$319.88	\$3,017.63	(\$337.84)
200.7 Insurance	\$6,187.46	\$9,194.59	\$0.00	\$0.00	\$455.21	\$3,462.34	\$9,649.80
200.9 Other	\$272.89	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
<i>Subtotal</i>	<i>\$6,797.66</i>	<i>\$679.14</i>	<i>\$0.00</i>	<i>\$47,747.10</i>	<i>\$5,137.82</i>	<i>\$46,766.40</i>	<i>\$5,816.96</i>
Grand Total	\$333,100.86	\$475,844.22	\$63,957.67	\$575,227.20	\$40,142.43	\$694,155.32	\$452,028.98

Total all banks = \$452,028.98

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2020 To 9/30/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$79,000.00	\$4,200.00	\$83,200.00	\$47,931.18	\$47,931.18	\$35,268.82	42.4
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$7,190.00	\$122,190.00	\$90,307.69	\$90,307.69	\$31,882.31	26.1
1.113 Salary of Library Assistants	\$39,000.00	\$2,397.00	\$41,397.00	\$23,353.16	\$23,353.16	\$18,043.84	43.6
1.114 Salary of Pages	\$19,000.00	\$2,000.00	\$21,000.00	\$9,098.40	\$9,098.40	\$11,901.60	56.7
1.115 Salary of Coordinators	\$8,000.00	\$514.00	\$8,514.00	\$9,132.36	\$9,132.36	(\$618.36)	-7.3
1.116 Salary of Substitutes	\$6,500.00	(\$6,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$14,000.00	\$3,820.00	\$17,820.00	\$16,467.85	\$16,467.85	\$1,352.15	7.6
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$15,016.31	\$15,016.31	\$7,983.69	34.7
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$774.77	\$774.77	\$3,669.23	82.6
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$11,265.61	\$11,265.61	\$5,734.39	33.7
1.241 Employee Group Insurance	\$16,000.00	\$3,500.00	\$19,500.00	\$17,772.03	\$17,772.03	\$1,727.97	8.9
Subtotal	\$340,944.00	\$17,121.00	\$358,065.00	\$241,119.36	\$241,119.36	\$116,945.64	32.7
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$1,500.00	\$0.00	\$1,500.00	\$1,124.48	\$1,124.48	\$375.52	25.0
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$131.27	\$131.27	\$1,868.73	93.4
2.41 Library Supplies	\$9,000.00	\$257.26	\$9,257.26	\$2,878.12	\$2,878.12	\$6,379.14	68.9
2.421 Program Supplies	\$0.00	\$0.00	\$0.00	\$51.50	\$51.50	(\$51.50)	#Div/0!
2.43 Adult Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$225.31	\$225.31	\$1,074.69	82.7
2.44 Teen Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$280.90	\$280.90	\$1,019.10	78.4
2.45 Children's Program Supplies	\$1,300.00	\$64.96	\$1,364.96	\$839.46	\$839.46	\$525.50	38.5

<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>
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$185.87	\$185.87	\$1,114.13	85.7
2.47 Farmers Market Supplies	\$800.00	\$258.73	\$1,058.73	\$939.57	\$939.57	\$119.16	11.3
Subtotal	\$18,600.00	\$580.95	\$19,180.95	\$6,656.48	\$6,656.48	\$12,524.47	65.3
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$53.50	\$53.50	\$946.50	94.7
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$20,471.73	\$20,471.73	(\$2,471.73)	-13.7
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$1,806.77	\$1,806.77	\$2,193.23	54.8
3.143 eBook Services	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$618.27	\$618.27	\$3,881.73	86.3
3.22 Postage	\$750.00	\$0.00	\$750.00	\$487.25	\$487.25	\$262.75	35.0
3.23 Traveling Expenses	\$3,000.00	\$0.00	\$3,000.00	\$564.72	\$564.72	\$2,435.28	81.2
3.24 Professional Meeting	\$3,000.00	\$0.00	\$3,000.00	\$260.00	\$260.00	\$2,740.00	91.3
3.251 Freight and Express	\$550.00	\$0.00	\$550.00	\$234.82	\$234.82	\$315.18	57.3
3.252 Evergreen	\$2,500.00	\$0.00	\$2,500.00	\$2,260.96	\$2,260.96	\$239.04	9.6
3.26 Internet Vendor	\$7,000.00	\$0.00	\$7,000.00	\$1,303.68	\$1,303.68	\$5,696.32	81.4
3.31 Advertising and Publicity	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.32 Printing	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$312.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$7,147.00	\$7,147.00	\$5,853.00	45.0
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$1,983.61	\$1,983.61	\$5,516.39	73.6
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$11,986.29	\$11,986.29	\$14,013.71	53.9
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$473.35	\$473.35	\$1,526.65	76.3
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$1,680.28	\$1,680.28	\$419.72	20.0
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$19,431.91	\$19,431.91	\$568.09	2.8
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$5,575.00	\$5,575.00	\$4,425.00	44.3
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$14,850.00	\$14,850.00	\$5,150.00	25.8

<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>
3.91 Dues	\$3,000.00	\$0.00	\$3,000.00	\$3,238.00	\$3,238.00	(\$238.00)	-7.9
Subtotal	\$153,100.00		\$153,100.00	\$94,739.14	\$94,739.14	\$58,360.86	38.1
4. Capital Outlays							
4.31 Improvements - Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
4.41 Furniture and Equipment	\$10,000.00	\$0.00	\$10,000.00	\$1,309.97	\$1,309.97	\$8,690.03	86.9
4.51 Books - Adult Fiction	\$10,000.00	\$0.00	\$10,000.00	\$5,412.84	\$5,412.84	\$4,587.16	45.9
4.521 Books - Adult Nonfiction	\$6,250.00	\$118.53	\$6,368.53	\$2,359.60	\$2,359.60	\$4,008.93	62.9
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$37.00	\$37.00	\$963.00	96.3
4.53 Books - Children	\$7,750.00	\$36.96	\$7,785.96	\$3,518.68	\$3,518.68	\$4,267.28	54.8
4.54 Books - YA	\$3,750.00	\$149.98	\$3,899.98	\$1,106.54	\$1,106.54	\$2,793.44	71.6
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$2,967.05	\$2,967.05	\$4,032.95	57.6
4.61 Periodicals and News	\$3,250.00	\$31.99	\$3,281.99	\$1,560.40	\$1,560.40	\$1,721.59	52.5
4.71 Nonprint - Adult DVD	\$3,879.00	\$120.32	\$3,999.32	\$2,203.39	\$2,203.39	\$1,795.93	44.9
4.72 Nonprint - Music	\$1,250.00	\$0.00	\$1,250.00	\$207.52	\$207.52	\$1,042.48	83.4
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$3,814.07	\$3,814.07	\$2,935.93	43.5
4.74 Nonprint - Childrens	\$3,250.00	\$33.89	\$3,283.89	\$1,601.15	\$1,601.15	\$1,682.74	51.2
4.75 Nonprint - YA	\$2,000.00	\$29.88	\$2,029.88	\$274.64	\$274.64	\$1,755.24	86.5
4.76 Nonprint - Eastern	\$4,750.00	\$24.99	\$4,774.99	\$1,545.43	\$1,545.43	\$3,229.56	67.6
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$159.18	\$159.18	\$840.82	84.1
4.94 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$74,379.00	\$545.54	\$74,924.54	\$28,077.46	\$28,077.46	\$46,847.08	62.5
Grand Total	\$587,023.00	\$18,247.49	\$605,270.49	\$370,592.44	\$370,592.44	\$234,678.05	38.8

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

Treasurers Report:

PAYROLL: Net Pay of **\$15,380.92 (September 1)**

CLAIMS: Claims #431, 447-455, 458-490, 494, 502-504, **totaling \$70,894.08 in September.**

BUDGET STATUS:

Through **9** months of the year, we strive to be at or under **75.00%** in each of the four budget categories as well as overall. See the appropriation report through September 30, 2020 for the full numbers.

2020/Current Year through September 30, 2020

Personnel/Personal Services	67.30 % spent
Supplies	34.70 % spent
Other Services	61.90 % spent
Capital Outlays	37.50 % spent
OVERALL	61.50 % spent

2019/Prior Year Comparison 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

Personnel Report

Wednesday, October 14, 2020

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

FROM; Lonnie Vandeventer, Bookkeeper

RE: Personnel Report

DATE: October 14, 2020

Beginning Employment

- Mathew New – Library Assistant, effective 10/01/2020

OCTOBER 2020 BOARD MEETING

LIBRARIAN'S REPORT

SEPTEMBER 2020

BLOOMFIELD

Adult Circulation	2020	2019	2018
Fiction	698		715
Non-fiction	245		264
Magazines	74		49
Music CDs	56		96
Audiobooks	75		130
Playaways	55		70
Overdrive	1138		872
DVDs	731		1036
Video Games	35		13
Adult Total	3107		3245
Juvenile Circulation			
Juvenile Fiction	1132		808
Juvenile Non-fiction	202		102
Juvenile DVDs	153		91
Audiobooks	32		58
B&C kits	18		9
Juvenile Magazines	1		2
YA Books	131		126
YA Nonprint	0		3
Video Games	63		54
<i>Juvenile Total</i>	<i>1732</i>		<i>1264</i>
TOTAL	4839		4509

Interlibrary Loan Services

	2020	2019
Books via SRCS	4	
Boos borrowed from Evergreen Libraries	552	
Books loaned to Evergreen Libraries	467	

Computer/Equipment Usage

	2020	2019
Children and Tweens		
Teens	3	
Adult	157	
Wireless		
Microfilm		
TOTAL		

Programs:	# of children	2	# attended	30/520
	# of Teens	9	# attended	160
	# of Adults		# attended	
Total				
Outreach:	children			

Desk Collection

Fines and Fees	152.59
Fax	34.25
Copier	135.35
Donations	11.03
TOTAL	333.22

Website

1718

Daily Average

55.6

Total Patrons

1526

New Patrons for the District

Eastern Facebook

Daily Averages

Engaged	1.1
Reached	33
Likes	88
Viral reach	12

Bloomfield Main Facebook

Daily Averages

Engaged	3.6
Reached	64.5
Likes	1042
Viral Reach	67

Materials Added

Bloomfield

Adult DVD	8
Adult Fiction	46
Adult Nonfiction	14
YA Books	7
Juvenile Books	27
Books on CDs	10
Playaways	6
Total	118

Eastern

Adult Books	7
Juvenile Books	1
DVD	5
Total	13

Eastern **September 2020 Statistics**

	2020	2019	2018
Adult Fiction	76		128
Adult Nonfiction	36		41
Periodicals	21		28
Audiobooks	19		24
Music CD	0		1
DVDs	210		235
Games	1		16
TOTAL ADULT	363		473
Juvenile Fiction	268		129
Juvenile Nonfiction	39		28
Juvenile Audiobooks	8		3
Juvenile Periodicals	2		0
YA Fiction	9		6
TOTAL JUVENILE	326		166
TOTAL	689		639

Computer Use

45

Scavenger Hunts

15

Resolution on Library Board Member/Officer Succession

Whereas, the Board of Trustees of the Bloomfield-Eastern Greene Library desire to establish a policy on succession of the duties of any Board Member/Officer who becomes unable to act due to incapacity; and

Whereas, there currently is a public health emergency due to the COVID-19 Pandemic that makes succession of duties of board members/officers critical;

The Board of Trustees hereby adopt the following provisions on Board Member/Officer Succession:

1. If any Board Member who also serves as an Officer (President, Vice President, Secretary, or Treasurer) becomes unable to perform his/her duties due to illness, injury, death or other incapacity, then:
 - (a) If the President becomes unable to perform his/her duties, the Vice President shall succeed the President and assume the powers and responsibilities of President during any such period of unavailability or incapacity;
 - (b) If any other Officer becomes unable to perform his/her duties, then a majority of members acting with a quorum at a regular or special meeting may appoint any board member not already serving as an officer to temporarily assume the powers and responsibilities of the officer who is unavailable or incapacitated.

The foregoing Resolution on Library Board Member/Officer Succession hereby is adopted this 14th Day of October, 2020.

ATTEST:

Secretary