

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, December 9, 2020

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report
5. Librarian's Report
 - a. Old Business:
 - i. Painting – Building Trim
 - ii. Youth Services Manager Job Description
 - iii. Annex stove installation – estimate for stove received
 - iv. Library of Things – no update at this time; waiting for additional details
 - b. New Business:
 - i. 2021 Holiday
 - ii. 2021 Board Meetings
 - iii. 2021 Salary Resolutions
 - iv. 2021 Pay Schedule
 - v. 2021 Salary Schedule
 - vi. 2021 Fees
 - vii. By Laws
 - viii. Charging for Tax Papers:

State will not be sending forms out this year. In the past we have done it for free. Do we want to continue this practice or should we limit it to the first 10 pages and charge for the excess over 10 pages? We cover the first 10 pages for other reference and informational papers that the courthouse doesn't provide at no charge.

ix. Broadband Issues:

We are experiencing problems with our Internet service. Hopefully it has been resolved as it was occurring when we were not open. Simon believes we had problems with one of our public computers attempting to update itself when it could not.

We also had ENA here looking at our equipment and providing details about the Category 2 erate that is available for equipment upgrades. We are awaiting pricing on new equipment. If we go with the Category 2 erate it would begin in July and is a 5-year contract. It would resolve most of our issues and add 3 or 4 additional wireless access points (AP's) in the building. Switches and cabling would be examined and replaced if necessary. The wireless AP's would be on a managed switch, which will allow tracking of wifi usage, which is currently not available. This will allow us to see how many people are using it, what devices are using it, and bandwidth usage. All of this equipment falls under Category 2 upgrades, so erate funding should cover 70% of the cost as opposed to paying for everything ourselves as we have been doing.

It should run us a little over \$100 per month which I believe we can handle as it would not start until July. We can then add it to the 2022 budget.

x. Big Read:

I would like to do a Big Read with Jack London "Call of the Wild, White Fang, and other stories." It would be county-wide provided we can get the other libraries to participate. There are at least three film versions of "Call of the Wild" and two of "White Fang" along with book reads. We could tie in with having an individual from Wolf Park do a presentation. With Board approval I will reach out to the other libraries and community partnerships that could join with us. I will also seek out a \$5,000 grant to assist with paying for books, movies and presentation.

xi. Other Details:

1. November 19 – Penworthy @ Eastern; Judy, Ben, Susan & Karen
2. November 19 – Staff Meeting
3. November 21 – Flu Clinic – 20 participated
4. November 30 – Leap Ahead
5. December 1 – Met with ENA

xii. Personnel:

1. Phyllis Hammers and Alison Stevens began employment 11/30 as a librarian assistant and page respectively.
2. Linda Peterson retiring. Her last day working will be 12/16. She will be paid through December 31 via PTO and cashing out the balance of her PTO.

6. Public Comment

7. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

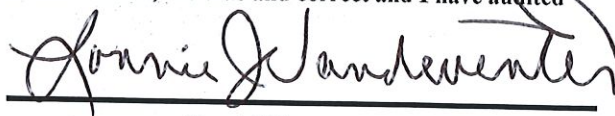
Report Date: From 11/1/2020 To 11/30/2020

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	556	PERF	11/2/2020	PERF Deposit	\$1,427.51
0	557	INTERNAL REVENUE SERVIC	11/2/2020	Federal Tax Deposit	\$4,017.05
0	558	INDIANA DEPT OF REVENUE	11/2/2020	State and County Tax Deposit	\$959.93
2080	568	MICHELE ROGERS	11/2/2020	JANITORIAL SERVICE - OCTOBER 2020	\$1,650.00
2086	574	DEMCO	11/3/2020		\$121.69
2087	575	BAKER & TAYLOR	11/3/2020		\$216.46
2088	576	D-PENDABLE WASTE REMOV	11/3/2020		\$45.00
0	577	PAYROLL	11/2/2020	PAYROLL	\$17,771.29
2089	578	CENGAGE LEARNING	11/3/2020		\$19.00
2090	579	GADELLNET CONSULTING SE	11/3/2020		\$75.00
2091	580	HASEMAN PEST CONTROL OF	11/3/2020		\$35.00
2092	581	ENA Services LLC	11/5/2020	INV016532	\$503.00
2093	582	CENTURYLINK	11/10/2020		\$5.30
2094	583	UDWI	11/10/2020		\$185.00
2095	584	BAKER & TAYLOR	11/10/2020		\$663.84
2096	585	RICOH USA, INC (CHICAGO)	11/10/2020		\$136.33
2097	586	HASEMAN PEST CONTROL OF	11/10/2020		\$35.00
2099	587	MIDWEST NATURAL GAS COR	11/10/2020	125 S FRANKLIN ST	\$62.89
2101	588	SAMS CLUB/SYNCHRONY BA	11/10/2020		\$108.30
2102	589	AMAZON CAPITAL SERVICES	11/10/2020		\$599.12
2103	590	UNIQUE MANAGEMENT SERV	11/10/2020		\$23.94
2104	591	HASEMAN PEST CONTROL OF	11/10/2020	87 E SPRING ST	\$135.00
0	592	INDIANA DEPT OF WORKFOR	11/10/2020	QUARTER 3 FILING	\$60.18
2105	593	EASTERN HEIGHTS UTILITIES	11/17/2020	125 S FRANKLIN ST	\$66.37
2106	594	AT&T	11/17/2020		\$157.26
2107	595	COMCAST	11/17/2020		\$289.28
2108	596	BAKER & TAYLOR	11/17/2020		\$1,188.87
2109	597	CENTER POINT LARGE PRINT	11/17/2020		\$132.42
0	598	DELUXE	11/18/2020	PRINTED CHECKS	\$250.96
2110	599	SUSAN SMITH	11/18/2020	TRAVELING EXPENSES	\$10.26
2111	600	U.S. BANK	11/18/2020		\$117.00
2112	602	B & C Disposal	11/18/2020		\$38.00
2113	603	WELLS FARGO VENDOR FINA	11/19/2020		\$144.27
2114	604	JOHN MUSGRAVES	11/19/2020	2 HR 15 MIN	\$22.50
2115	605	EASTERN HEIGHTS UTILITIES	11/24/2020	ACCT#106-01530-00 125 E STATE ROAD 54	\$14.85
2116	606	SEWAGE DISPOSAL WORKS	11/24/2020	125 S FRANKLIN ST	\$148.00
2117	607	SMITHVILLE	11/24/2020	812-825-2677	\$37.68
0	608	Bloomfield Eastern Greene Co.	11/24/2020	Moved from State Grant to Operating	\$0.00
2118	609	GANNETT HOLDINGS LLC OHI	11/24/2020	THE HERALD-TIMES 52-WEEK RENEWAL	\$249.60
2119	610	UNITED HEALTHCARE	11/24/2020		\$451.27
2120	611	BAKER & TAYLOR	11/24/2020		\$114.13
2121	612	SHOWCASES	11/24/2020		\$274.64
2122	613	CENGAGE LEARNING	11/24/2020		\$76.50
2123	614	STANLEY ACCESS TECH LLC	11/24/2020		\$1,655.92
2124	615	GADELLNET CONSULTING SE	11/24/2020		\$502.50
2125	616	FINDAWAY WORLD	11/24/2020		\$296.20
2126	617	AMAZON CAPITAL SERVICES	11/25/2020		\$436.51

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
					Total Amount of Claims
					\$35,530.82

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.

Tuesday, December 1, 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 \$35,530.82

Date this 9th day of December, 2020.

SIGNATURES OF GOVERNING BOARD

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

\$13 397 04

FIC:	\$0.00
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Bloomfield-Eastern Greene County Public Library

Board of Trustees

Wednesday, November 11, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, November 11, 2020 at 5:04 PM in the Library Annex. Those present were Roger Axe, Acting Chairman, Luke Rudisill, Dinah Fuller, Martha Marmouze, Joshua Riggins, Linda Maddox, Candice Patterson, Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper. Armonda Riggs and John Coleman were also in attendance.

Approval of Claims and Minutes:

A motion was made by Dinah and seconded by Candice to approve claims and payroll. All in favor.

A motion was made by Martha and seconded by Dinah to approve the minutes from October 14. All in favor.

Treasurer's Report:

Provided in the meeting packet. Through 11 months of the year, we are under 91.67% in each of the four budget categories as well as overall.

Lonnie Vandeventer also reported that we have moved payroll from Northwest to Farmers & Mechanics. Lonnie also requested board approval to void out checks over two years old from Northwest fka Mutual Bank and Bloomfield State Bank totaling \$7,996.26. Board agreed to moving forward, but requested a further breakdown. This was subsequently provided to the Board via an email on November 17, 2020.

Librarians Report:

Old Business:

- Karen reported that repairs to the door has been completed by Stanley.
- Karen also reported that the painting has not been completed. Board recommended that she write a letter for clarification as to when painting will be completed. No payment has been made for work to this point. Contractor is Shawn Patton with Paradise Properties.

New Business:

- Karen extended a welcome to our newest Board member, Linda Maddox, who is in attendance tonight.
- Karen reported that two new individuals will be hired 1) a part-time librarian's assistant and 2) a new page as our existing pages will all be leaving at the end of the school year.
 - Luke made a motion, seconded by Dinah, to approve the new hires.
- Karen provided updates on items included in the meeting agenda:

- Continuing to push for curbside service as Covid-19 numbers are on the rise again. Board concurs that we will continue current hours unless Greene County becomes Code Red.
- In follow-up to discussion with Kevin Byers on wiring for stove installation Karen will be meeting with Tony at Rash Appliances to pursue obtaining an apartment size stove.
- Karen reported she is working on a new job description to Susan Smith's role as she transitions to Youth Services Manager in December.
- Karen reported on the incident report with an individual attending the Memory Quilt Group who fell when a table collapsed as she was standing up. Lonnie recommended that we report the incident to our insurance carrier and Luke agreed.
- Karen provided details on a Library of Things utilizing the funds received in memory of Roger Doane. Items would be loaned out for a one-week period. Questions as to whether a waiver needs to be signed. Further details to be provided as research is completed.
- Karen also reported that Stats overall are off 25%, but we are doing much better than that.
- Planning on meeting with Eastern monthly.
- Roger also reminded the Board that election of officers should be completed on December 9. In addition, Roger indicated the library should pursue obtaining a Zoom account if/when we experience a Code Red during the continuing pandemic.

Public Comment:

Armonda reported on recent dedication of the Lyons free library at their community center. Dedicated in Roger's memory. She also indicated working on reconnecting with other free libraries in the community to bring attention to literacy in the county.

John Coleman, also in attendance, had no comments.

Adjournment:

A motion to discuss was made by Martha at 5:42 PM and seconded by Dinah. All in favor. The next regular public meeting will be Wednesday, December 9, 2020, in the Library Annex.

_____ Secretary

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = **11/1/2020 to 11/30/2020**

<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	(\$63,525.54)	\$31,405.16	\$446,156.69	\$13,662.71	\$540,200.30	\$30,518.07
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	\$235,150.51	\$0.00	\$0.00	\$0.00	\$9,882.92	\$245,033.43
Subtotal	\$171,803.97	\$31,405.16	\$446,156.69	\$13,662.71	\$550,083.22	\$275,730.50
2. Special Revenue						
200 GIFT	\$21,762.50	\$216.24	\$13,775.72	\$747.41	\$13,562.67	\$21,549.45
201 RAINY DAY	\$41,021.94	\$0.00	\$17,121.00	\$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
229 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
277 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
278 STATE GRANTS	\$0.00	(\$298.90)	\$0.00	\$0.00	\$0.00	\$0.00
279 STATE TECHNOLOGY	\$2,059.44	\$289.28	\$8,199.48	\$0.00	\$7,617.16	\$1,477.12
Subtotal	\$151,630.78	\$206.62	\$39,096.20	\$747.41	\$21,179.83	\$133,714.41
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	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
801 EVERGREEN FINES & FEES	\$2,100.20	\$0.00	\$93.24	\$0.00	\$77.50	\$2,084.46
802 PAYROLL	(\$5,295.14)	\$0.00	\$4,898.25	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$1,297.99	\$17,570.41	\$1,297.99	\$17,570.41	\$5,994.32
804 FICA	(\$11.79)	\$1,101.84	\$14,440.61	\$1,101.84	\$14,440.61	(\$11.79)
805 MEDICARE	(\$2.76)	\$257.69	\$3,377.26	\$257.69	\$3,377.26	(\$2.76)
806 STATE TAX	(\$6.15)	\$649.03	\$8,227.41	\$649.03	\$8,227.41	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$310.90	\$4,203.88	\$310.90	\$4,203.88	(\$3.33)
808 PERF	(\$337.84)	\$301.59	\$3,652.75	\$301.59	\$3,652.75	(\$337.84)
809 Insurance	\$6,187.46	\$0.00	\$0.00	\$455.21	\$4,372.76	\$10,560.22
810 Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811 SALES TAX	\$16.18	\$0.00	\$10.58	\$0.00	\$0.80	\$6.40
815 TRANSFERS	\$0.00	\$0.00	\$119,500.00	\$0.00	\$119,500.00	\$0.00
Subtotal	\$9,323.46	\$3,919.04	\$175,974.39	\$4,374.25	\$175,423.38	\$8,772.45
Grand Total	\$333,100.86	\$35,530.82	\$661,227.28	\$18,784.37	\$746,686.43	\$418,560.01

Total all banks = \$418,560.01

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

Report Date: From 11/1/2020 To 11/30/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. Personal Services</i>							
1.111 Salary of Librarian	\$79,000.00	(\$13,800.00)	\$65,200.00	\$55,359.64	\$55,359.64	\$9,840.36	15.1
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$20,190.00	\$135,190.00	\$113,072.93	\$113,072.93	\$22,117.07	16.4
1.113 Salary of Library Assistants	\$39,000.00	\$5,397.00	\$44,397.00	\$25,553.66	\$25,553.66	\$18,843.34	42.4
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$10,800.34	\$10,800.34	\$8,199.66	43.2
1.115 Salary of Coordinators	\$8,000.00	\$514.00	\$8,514.00	\$10,267.16	\$10,267.16	(\$1,753.16)	-20.6
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	\$5,820.00	\$19,820.00	\$17,857.85	\$17,857.85	\$1,962.15	9.9
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$17,817.87	\$17,817.87	\$5,182.13	22.5
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$834.95	\$834.95	\$3,609.05	81.2
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$13,636.69	\$13,636.69	\$3,363.31	19.8
1.241 Employee Group Insurance	\$16,000.00	\$5,500.00	\$21,500.00	\$21,897.12	\$21,897.12	(\$397.12)	-1.8
Subtotal	\$340,944.00	\$17,121.00	\$358,065.00	\$287,098.21	\$287,098.21	\$70,966.79	19.8
<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	\$147.31	\$147.31	\$1,852.69	92.6
2.41 Library Supplies	\$9,000.00	\$257.26	\$9,257.26	\$3,780.85	\$3,780.85	\$5,476.41	59.2
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	(\$300.00)	\$1,000.00	\$235.31	\$235.31	\$764.69	76.5
2.44 Teen Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$679.29	\$679.29	\$620.71	47.7
2.45 Children's Program Supplies	\$1,300.00	\$64.96	\$1,364.96	\$912.20	\$912.20	\$452.76	33.2

<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	(\$300.00)	\$1,000.00	\$185.87	\$185.87	\$814.13	81.4
2.47 Farmers Market Supplies	\$800.00	\$858.73	\$1,658.73	\$1,229.78	\$1,229.78	\$428.95	25.9
Subtotal	\$18,600.00	\$580.95	\$19,180.95	\$8,346.59	\$8,346.59	\$10,834.36	56.5
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$61.50	\$61.50	\$938.50	93.9
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$21,502.48	\$21,502.48	(\$3,502.48)	-19.5
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	\$500.00	\$4,500.00	\$4,354.56	\$4,354.56	\$145.44	3.2
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$1,014.35	\$1,014.35	\$3,485.65	77.5
3.22 Postage	\$750.00	\$0.00	\$750.00	\$487.25	\$487.25	\$262.75	35.0
3.23 Travelling Expenses	\$3,000.00	(\$1,500.00)	\$1,500.00	\$574.98	\$574.98	\$925.02	61.7
3.24 Professional Meeting	\$3,000.00	(\$700.00)	\$2,300.00	\$260.00	\$260.00	\$2,040.00	88.7
3.251 Freight and Express	\$550.00	\$0.00	\$550.00	\$427.44	\$427.44	\$122.56	22.3
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	\$2,309.68	\$2,309.68	\$4,690.32	67.0
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	\$7,214.00	\$7,214.00	\$5,786.00	44.5
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$2,003.61	\$2,003.61	\$5,496.39	73.3
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$15,079.26	\$15,079.26	\$10,920.74	42.0
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$563.09	\$563.09	\$1,436.91	71.8
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$1,931.28	\$1,931.28	\$168.72	8.0
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$21,385.10	\$21,385.10	(\$1,385.10)	-6.9
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$7,024.46	\$7,024.46	\$2,975.54	29.8
3.63 Janitorial Service	\$20,000.00	\$1,500.00	\$21,500.00	\$18,150.00	\$18,150.00	\$3,350.00	15.6

<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	\$700.00	\$3,700.00	\$3,650.17	\$3,650.17	\$49.83	1.3
Subtotal	\$153,100.00	\$500.00	\$153,600.00	\$112,372.94	\$112,372.94	\$41,227.06	26.8
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	\$1,608.87	\$1,608.87	\$8,391.13	83.9
4.51 Books - Adult Fiction	\$10,000.00	\$0.00	\$10,000.00	\$8,260.30	\$8,260.30	\$1,739.70	17.4
4.521 Books - Adult Nonfiction	\$6,250.00	\$118.53	\$6,368.53	\$4,603.98	\$4,603.98	\$1,764.55	27.7
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	\$35.96	\$7,785.96	\$4,137.68	\$4,137.68	\$3,648.28	46.9
4.54 Books - YA	\$3,750.00	\$149.98	\$3,899.98	\$1,866.06	\$1,866.06	\$2,033.92	52.2
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$2,985.26	\$2,985.26	\$4,014.74	57.4
4.61 Periodicals and News	\$3,250.00	\$31.99	\$3,281.99	\$2,074.36	\$2,074.36	\$1,207.63	36.8
4.71 Nonprint - Adult DVD	\$3,879.00	\$120.32	\$3,999.32	\$2,639.34	\$2,639.34	\$1,359.98	34.0
4.72 Nonprint - Music	\$1,250.00	(\$500.00)	\$750.00	\$207.52	\$207.52	\$542.48	72.3
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$4,710.95	\$4,710.95	\$2,039.05	30.2
4.74 Nonprint - Childrens	\$3,250.00	\$33.89	\$3,283.89	\$1,724.83	\$1,724.83	\$1,559.06	47.5
4.75 Nonprint - YA	\$2,000.00	\$29.88	\$2,029.88	\$504.47	\$504.47	\$1,525.41	75.1
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	\$45.54	\$74,424.54	\$37,065.23	\$37,065.23	\$37,359.31	50.2
Grand Total	\$387,023.00	\$18,247.49	\$605,270.49	\$444,882.97	\$444,882.97	\$160,387.52	26.5

Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/11/1998.

Treasurers Report:

PAYROLL: Net Pay of **\$13,397.04 (November 2)**

CLAIMS: Claims #556-558, 568, 574-600, 602-617 **totaling \$35,530.82 in November.**

BUDGET STATUS:

Through **11** months of the year, we strive to be at or under **91.67% in** each of the four budget categories as well as overall. See the appropriation report through November 30, 2020 for the full numbers.

2020/Current Year through November 30, 2020

Personnel/Personal Services	80.20 % spent
Supplies	43.50 % spent
Other Services	73.20% spent
Capital Outlays	49.80% spent
OVERALL	73.50% spent

2019/Prior Year Comparison through November 30, 2019

Personnel/Personal Services	97.70 % spent
Supplies	62.60 % spent
Other Services	80.30 % spent
Capital Outlays	71.30 % spent
OVERALL	88.90 % spent

Personnel Report

Wednesday, December 9, 2020

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

FROM: Lonnie Vandeventer, Bookkeeper

RE: Personnel Report

DATE: September 16, 2020

Beginning Employment

- Phyllis Hammers – Library Assistant – Hired 11/30/2020
- Alison Stevens – Page – Hired 11/30/2020

Job Changes

- None

December 2020 BOARD MEETING

LIBRARIAN'S REPORT

November 2020

Adult Circulation	*2020	2019	2018
Fiction	602	769	666
Non-fiction	203	244	342
Magazines	52	72	83
Music CDs	27	72	96
Audiobooks	77	129	125
Playaways	64	72	63
Overdrive	851		1060
DVDs	650	1234	1234
Video Games	30	38	19
Adult Total	2556	2630	3688
Juvenile Circulation			
Juvenile Fiction	825	832	641
Juvenile Non-fiction	117	112	149
Juvenile DVDs	139	200	115
Audiobooks	27	49	36
B&C kits	15	37	4
Juvenile Magazines	3	1	9
Juvenile Games	10	6	
YA Books	79	195	135
YA Nonprint	2	0	5
Video Games	30	58	56
<i>Youth Services Total</i>	<i>1247</i>	<i>1490</i>	<i>1151</i>
TOTAL	3803	4120	4839

Interlibrary Loan Services

	2020	2019
Books via SRCS Supplied	5	
Books via SRCS Borrowed	0	
Books borrowed from Evergreen Libraries	422	
Books loaned to Evergreen Libraries	426	

Computer/Equipment Usage

	2020	2019
Children and Tweens		
Teens	6	
Adult	137	
Wireless	50	
Microfilm		
TOTAL		

Programs:	# of children	5	# attended	100
	# of Teens	2	# attended	54
	# of Adults	1/Flu Clinic	# attended	20
Total		8		174
Outreach:	Children	100/ Zoom	2 stories	200

Desk Collection

Fines and Fees	37.75
Fax	20.00
Copier	218.35
Miscellaneous	17.60
Donations	23.21
TOTAL	316.91

Bloomfield Main Facebook

Posts	19
Engagement	1040
Reached	3848
Likes	1052

Young Adult Facebook

Posts	5
Engagement	7
Reaches	88
Followers	133
Likes	125

Website

640 visits/ 1,323 pages viewed

Daily Average

2.03 pages/ visit

Township	Resident	Resident	Other	Total
		limited		
Beech Creek				
Center	2			2
Highland	1			1
Jackson	1			1
Richland	5			5
Taylor	1			1
Other				
Total	10			10

Children's' Facebook

Posts	24
Engagement	12
Reaches	1547
Followers	92
Likes	83

Materials Added

Bloomfield

Adult DVD	7
Adult Fiction	74
Adult Nonfiction	10
Adult Periodicals	52
Audio Books	4
Games	4
YA Books	18
Juvenile Books FIC	26
Juvenile Books Non	3
Juvenile Periodicals	5
Books on CDs J	3
Playaways	4
Total	207

Eastern November 2020 Statistics

	*2020	2019	2018
Adult Fiction	72	155	90
Adult Nonfiction	28	29	28
Periodicals	22	23	15
Audiobooks	5	19	18
Music CD	0		
DVDs	197	288	329
Games	2	14	13
TOTAL ADULT	326	528	493
Juvenile Fiction	227	178	133
Juvenile Nonfiction	50	28	21
Juvenile Audiobooks	0		7
Juvenile Periodicals	0		1
YA Fiction	11	4	16
YA Audiobooks	0	5	
DVD-J	2		
TOTAL JUVENILE	290	215	178
TOTAL	616	743	671

Materials Added

Eastern

Adult Books Fic	4
Adult Books Non	
Juvenile Books	
YA Books	
DVD	
Games	
Total	4

Computer Use
45
Wireless 3
Scavenger Hunts
14

Passive Programs

Number 10

Tutoring
3 participants

Engaged	113
Reached	15
Likes	102
Viral reach	5

Due to Evergreen being down from November 27 to December 1 some of the circulation totals maybe off it defiantly effected Overdrive as people could not get in. It also effected fines and fees.

Eastern Facebook Daily Averages

2021 Holiday Schedule

January 1	New Year's Day	
January 18	Martin Luther King	Staff Training
February 15	President's Day	
May 31	Memorial Day	
July 5	Independence Day	
September 6	Labor Day	
November 11	Veteran's Day	
November 24	Library closes at 5	
November 25	Thanksgiving	
December 24	Christmas Eve	
December 25	Christmas Day	
December 31	New Year's Eve	
January 1	New Year's Day	

Aye	Nay

Date Signed: December 9, 2020

Resolution to Pay Staff 2021

Salary

1. Director	Karen Holz	\$44570.75
2. Literacy Coordinator	Armonda Riggs	\$6850.00

Hourly

1. Simon Briedenbach	Cataloguer/IT	\$18.75
2. Ben Briles	Branch Manager/Genealogist	\$13.75
3. Mary Burch	Clerk/Cataloguer	\$11.25
4. Phyllis Hammers	Library Assistant	\$10.00
5. Judy Louise	Library Assistant	\$12.00
6. Mathew New	Library Assistant	\$10.00
7. Kimberly Porter	Librarian	\$16.00
8. Susan Smith	Youth Service Manager	\$20.00
9. Lonnie Vandeventer	Bookkeeper	\$10.25
10. Joanna Closser	Page	\$7.40
11. Taylor Crip	Page	\$7.40
12. Alison Steven	Page	\$7.25
13. Cole Wallace	Page	\$7.40

Aye	Nay

Date Signed: December 9,2020

2021 Pay Schedule

November 25 –December 24 2020	Monday, January 4 2021
December 25, 2020-January 24 2021	Monday, February 1, 2021
January 25- February 24 2021	Monday, March 1, 2021
February 25 – March 24 2021	Thursday, April 1, 2021
March 25 – April 24 2021	Monday, May 3, 2021
April 25 – May 24 2021	Tuesday, June 1, 2021
May 25 – June 24, 2021	Thursday, July 1, 2021
June 25 – July 24, 2021	Monday, August 2, 2021
July 25 – August 24, 2021	Wednesday, September 1, 2021
August 25 – September 24, 2021	Friday, October 1, 2021
September 25 – October 24, 2021	Monday, November 1, 2021
October 25 – November 24, 2021	Wednesday, December 1, 2021
November 25 – December 24, 2021	Monday, January 3, 2021
December 25, 2021 – January 24, 2022	Tuesday, February 1, 2022

Aye	Nay

Date Signed: December 9,2020

Salary Schedule 2021

Title	Minimum Qualification	Pay Grade	Minimum 2020	Minimum 2021	Maximum 2020	Maximum 2021
Director	ALA MLS with three years of Professional Experience (Or hold LC2)	8	\$40,800/year	\$41,500/year	\$53,040/year	\$54,000/year
Department or Branch Manager	ALA MLS (or holds LC5)	7	\$26,000/year	\$26,500/year	\$41,300/year	\$42,000/year
Literacy Coordinator	Some College and related experience	6	\$5,610/year	\$6,000/year	\$7,600/year	\$8,000/year
Librarian	Some College and related experience (or holds LC5)	5	\$12.25/hour	\$12.25/hour	\$20.00/hour	\$20.00/hour
Bookkeeper	Some College and related experience	4	\$10.00/hour	\$10.25/hour	\$18.00/hour	\$18.25/hour
Librarian Assistant	High School Diploma or Equivalent and Customer Service Experience (or holds LC6)	3	\$8.67/hour	\$8.50/hour	\$15.80/hour	\$16.00/Hour
Page	High School Student, 16 years, Good Academic Standing	1	\$7.25/hour	\$7.25/hour	\$8.67/hour	\$8.75/hour

Aye	Nay

Date Signed: December 9, 2020

2021 Fee Schedule

Overdue Fine	\$0.25/day (maximum \$10/item)
Collection Agency Fee	\$10 (for balances over \$25)
Processing Fee (for lost items)	\$10
Damaged/Lost Materials Fine	Varies depending on the value of the item
Annual Fee for Non-resident Library Card	\$37
PLAC Card Fee (set by State)	\$65
Replacement Library Card	\$2
Copies and Standard Printing	\$0.10/page B&W, \$0.25/color
Large Format/Special paper	For MAC Regular 8.5x14 paper (B&W \$0.25)/page (Color \$0.50)/page For MAC Regular 13x19 paper (B&W \$0.25)/page (Color \$0.50)/page For MAC Semi-Gloss 8.5x11 paper (B&W \$1/page), (Color \$1.50/page) For MAC Matte 8.5x11 (B&W \$1)/page, (Color \$1.50)/page For MAC Semi-Gloss 13x19 paper (B&W \$2)/page, (Color \$2.50)/page For MAC Matte 13x19 paper (B&W \$2)/page, (Color \$2.50)/page
Scanning	Free
Faxing	\$0.50 for the first page, \$0.25/page for each page after/fax number going out or receiving
Earbuds	\$1.25
BAGS	Free
Flash Drives	\$5.00
DVD-RWS	\$0.75
Notarization	\$2.00
Binding	\$0.50 without front/back cover, \$1.00 with
Laminating	Badge/Business Card \$0.25 8.5x11 and 8.5x14 \$0.50 11x17 \$1.00

Aye	Nay

Date Signed: December 9, 2020

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

Article I – Name

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

Article II – Authority and Purpose

- Section A: The Board shall govern the Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.
- Section B: Members of the Board shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.
- Section C: The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.
- Section D: Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board. Officers shall serve a term of one year from the meeting in which they are elected or until their successors are duly elected.

Article III – Library/Director

- Section A: The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)
- Section B: The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

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

Article IV – Conflict of Interest

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

- Section E: Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.
- Section F: If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.
- Section G: Library Board members and their dependents are prohibited from having a pecuniary interest in or prohibited from deriving a profit from a contract or purchase connected with the library unless the interest or profit is specifically permitted by law and the Board member makes a public conflict of interest disclosure in accordance with Indiana Code 35-44-1-3.

Article V – Nepotism

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

Article VI – Amendments

- Section A: These by-laws may be amended at any meeting of the Board of Trustees by the unanimous vote of all the members of said Board, or by a majority vote of the quorum present at any meeting following the giving of notice of the proposed amendments at the previous regular meeting.
- Section B: Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.
- Section C: Amendments may be proposed by any member of the Board
- Section D: The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII- Membership

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

Article VIII- Officers

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

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

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

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

Section E: The President shall:

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

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

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

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

Article IX – Meeting of the Board of Trustees

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

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

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

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

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

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

Article X— Committees

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

Building and Grounds Committee

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

Finance Committee

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

- Section B: Special Committees

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

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

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

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

Article XI –Policies, Plans, Rules and Regulations

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

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

Article XII – Review of Bylaws

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

THE ABOVE AND FORGOEING BY-LAWS were adopted as amendments to and do supersede the by-laws heretofore in effect on this 12th Day of October, 2011, by the affirmative vote of the following members of said Board of Trustees:

Raedean Chumley
Carol Ann Talbott
Dinah Fuller
Wally W. Ashen
Spencer

being ____ of the members of said Board

Attest: Carol Ann Talbott
Secretary

Aye	Nay

Date Signed: December 9, 2020