

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, March 11, 2020

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. Elevator Budget
 - b. LED Light Replacements
 - c. Insurance: Parking Lot Shed
 - d. Open Staff Position
9. New Business:
 - a. LED Light Replacements
 - b. Safety Deposit Box
 - c. COVID-19 / Insurance / Staff & Patron Health
10. Public Comment
11. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **2/1/2020** To **2/29/2020**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
1602	38	MICHELE ROGERS	2/3/2020	JANITORIAL SERVICE - JANUARY	\$1,650.00
0	42	PERF	2/3/2020	PERF Deposit	\$1,538.98
0	43	INDIANA DEPT OF REVENUE	2/3/2020	State and County Tax Deposit	\$1,126.82
0	44	INTERNAL REVENUE SERVIC	2/3/2020	Federal Tax Deposit	\$5,042.02
0	45	PAYROLL	2/3/2020	PAYROLL	\$22,814.83
1613	52	AMAZON	2/5/2020	MULTIPLE INVOICES & CREDITS	\$651.17
1614	53	ENA Services LLC	2/5/2020		\$503.00
1615	54	GADELLNET CONSULTING SE	2/5/2020		\$75.00
1616	55	JOHN MUSGRAVES	2/5/2020	GROUNDSKEEPING	\$66.70
1617	56	FINDAWAY WORLD	2/5/2020	LAUNCHPADS	\$642.43
1618	57	RAYMOND GEDDES CO., INC	2/5/2020		\$42.62
1619	58	PERSONNEL CONCEPTS	2/5/2020		\$15.05
1620	59	U.S. BANK	2/5/2020	12/05/2019 - 01/06/2020 STATEMENT	\$242.10
1621	60	DUKE ENERGY	2/5/2020	ELECTRIC - MAIN & ANNEX	\$1,356.74
1622	61	GARY VANDEVENTER	2/5/2020	DOOR & LOCK SERVICE	\$407.71
1623	62	CENGAGE LEARNING	2/5/2020	MULTIPLE INVOICES	\$170.96
1624	63	OVERDRIVE, INC	2/5/2020		\$103.72
1625	64	ROGER DOANE	2/5/2020	REIMBURSEMENT	\$32.98
1626	65	FINDAWAY WORLD	2/5/2020	MULTIPLE INVOICES	\$631.16
1627	66	DELTA DENTAL	2/5/2020	02/01/2020 - 02/29/2020	\$111.48
1628	67	BAKER & TAYLOR	2/5/2020	MULTIPLE INVOICES ATTACHED	\$3,235.54
1629	68	HUGHES ELECTRIC LLC	2/5/2020	MULTIPLE INVOICES	\$944.00
1630	69	CENTER POINT LARGE PRINT	2/5/2020	MULTIPLE INVOICES	\$132.42
1631	70	INDIANA LIBRARY FEDERATIO	2/5/2020	KIMBERLY PORTER - MEMBERSHIP RENEWAL	\$30.00
1632	71	WORKPLACE PRO	2/5/2020	STAFF SHIRTS	\$74.70
1633	72	CENGAGE LEARNING	2/11/2020		\$22.09
1634	73	INDIANA HISTORICAL SOCIET	2/11/2020	NEWSPAPER MICROFILM	\$37.00
1635	74	AMAZON	2/12/2020	MULTIPLE INVOICES	\$242.79
1636	75	INDIANA STATE LIBRARY FOU	2/12/2020	EVERGREEN 2020 TIER 6	\$3,785.00
1637	76	ENA Services LLC	2/12/2020		\$503.00
1638	77	GADELLNET CONSULTING SE	2/12/2020	JANUARY MONTHLY BILL (LATE)	\$75.00
1639	78	COMCAST	2/12/2020	EASTERN - INTERNET	\$139.64
1640	79	UNIQUE MANAGEMENT SERVI	2/12/2020	MULTIPLE INVOICES	\$199.71
1641	80	JOHN MUSGRAVES	2/13/2020	GROUNDSKEEPING	\$70.00
1642	81	UNITED HEALTHCARE	2/13/2020	02/01/2020 - 02/29/2020	\$688.98
1643	82	MIDWEST NATURAL GAS COR	2/13/2020	JANUARY & FEBRUARY ATTACHED - MAIN & ANNEX BRANCHES	\$1,207.91
1644	83	BLOOMFIELD SUPPLY & HAR	2/13/2020		\$1.91
1645	84	Background Bureau, INC	2/13/2020	ARMONDA RIGGS	\$16.00
1646	85	CENTURYLINK	2/13/2020		\$6.74
1647	86	SEWAGE DISPOSAL WORKS	2/13/2020	UTILITY - MAIN & ANNEX	\$294.52
1648	87	DUKE ENERGY	2/13/2020	UTILITY - MAIN & ANNEX	\$2,642.63
1649	88	BETH BURCHAM	2/18/2020	WISH LIST TREE - REIMBURSEMENT	\$20.00
1650	89	BEDFORD OFFICE SUPPLY	2/18/2020		\$38.00
1651	90	INDIANA STATE LIBRARY FOU	2/18/2020	WOWBRARY LICENSE	\$305.83
1652	91	SOFTWARE ONE, INC.	2/18/2020		\$380.00
1653	92	RICOH USA, INC (ATLANTA)	2/18/2020	LATE CHARGE & CURRENT INVOICE	\$121.08
1654	93	WELLS FARGO VENDOR FINA	2/18/2020		\$144.27
1655	94	RICOH USA, INC (CHICAGO)	2/18/2020	MULTIPLE INVOICES	\$251.62

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
1656	95	DISCOUNT VACUUM CENTER	2/18/2020		\$155.61
1657	96	AT&T	2/18/2020		\$149.76
1658	97	UDWI	2/18/2020		\$469.00
1659	98	PRICE ELECTRIC, INC	2/18/2020	BUILDING REPAIR - MAIN & ANNEX	\$735.00
1660	99	KAPCO	2/18/2020		\$338.67
1661	100	DEMCO	2/18/2020		\$211.25
1662	101	B & C Disposal	2/19/2020	UTILITY - MAIN & ANNEX (FORWARDED BALANCE INCLUDED)	\$71.00
1663	102	RECORDED BOOKS, INC	2/19/2020	MULTIPLE INVOICES	\$218.60
1664	103	KOORSEN FIRE & SECURITY	2/19/2020	EXTINGUISHER SERVICE - MAIN & EASTERN	\$250.90
1665	104	U.S. BANK	2/19/2020	01/07/2020 - 02/05/2020 STATEMENT	\$311.84
1666	105	GADELLNET CONSULTING SE	2/19/2020	MERAKI CLOUD LICENSE RENEWAL	\$683.75
1667	106	GARY VANDEVENTER	2/19/2020		\$111.75
1668	107	SIMON BREIDENBACH	2/21/2020	REIMBURSEMENT - DENTAL	\$373.75
1669	108	KIMBERLY PORTER	2/25/2020	REIMBURSEMENT	\$16.28
1670	109	UNITED HEALTHCARE	2/25/2020	03/01/2020 - 03/31/2020	\$2,272.52
1671	110	INDIANA HISTORICAL SOCIET	2/25/2020	KIMBERLY PORTER - RENEWAL	\$100.00
1672	111	EASTERN HEIGHTS UTILITIES	2/25/2020	UTILITY - EASTERN	\$13.53
1673	112	JOHN MUSGRAVES	2/25/2020		\$25.80
1674	113	SEWAGE DISPOSAL WORKS	2/25/2020	UTILITY - MAIN & ANNEX	\$1.48
1675	114	BAKER & TAYLOR	2/26/2020	MULTIPLE INVOICES	\$1,959.06
1676	115	YOUR AUTOMATIC DOOR CO.	2/26/2020	LIBRARY & ANNEX - DOOR SERVICE	\$4,730.27
1677	116	CENGAGE LEARNING	2/26/2020	INVOICES: 2	\$85.73
1678	117	SHOWCASES	2/26/2020	INVOICES: 2	\$160.22
1679	118	FINDAWAY WORLD	2/26/2020	INVOICES: 1	\$183.72
1680	119	BLOOMFIELD SUPPLY & HAR	2/26/2020	INVOICES: 1	\$48.45
1681	120	DELTA DENTAL	2/26/2020	INVOICES: 1	\$111.48
1682	121	SMITHVILLE	2/26/2020	INVOICES: 1	\$37.29
1683	122	RICOH USA, INC (ATLANTA)	2/26/2020	INVOICES: 1	\$121.08
1684	123	B & C Disposal	2/26/2020	INVOICES: 2	\$43.00
1685	124	DEMCO	2/26/2020	INVOICES: 1	\$19.29
1686	125	BRODART CO	2/26/2020	INVOICES: 1	\$64.10
1689	130	BLOOMFIELD-EASTERN GREE	2/27/2020	INTERBANK TRANSFER - PAYROLL	\$15,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$81,910.03

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, March 10, 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 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$81,910.03

Date this 10 day of March, 20 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:	Other:	Other:	Other:	Other:	Other:	Other:
\$1,449.90	\$339.09	\$1,624.85	\$835.72	\$424.95	\$335.10	\$364.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NO PERF:	TAX PERF:	FICA:													
\$0.00	\$0.00	\$0.00													

Gross Pay: \$23,385.39

Deductions: \$5,374.17

Net Pay: \$18,011.22

Gross Pay:	\$23,385.39
Non Taxable:	\$0.00
Taxable:	\$23,385.39

Check Date

3/2/2020

Direct Deposit	\$0.00
Checks Written	\$1,965.82
Net Payroll	\$1,965.82

	Used	Earned
Regular	1221.25	
Sunday	0	
Sick	0	
Vacation	72.97	89.92
Comp	0	
Personal	68	
Other	0	
Total Hours:	1362.22	89.92

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 \$ 23385.39 is correct and has by me been approved.

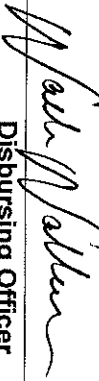
Dated March 10 20 20

Director

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.

Disbursing Officer



Employer Share FICA Due =	\$1,449.90	
Employee Share FICA Due =	\$1,449.90	\$2,899.80
Employee Share Medicare Due =	\$339.09	\$678.18
Employer Share Medicare Due =	\$339.09	
Federal Tax Due =	\$1,624.85	
Total Tax Deposit Due =	\$5,202.83	

Employee PERF Due =	\$335.10
Employer PERF Due =	\$1,251.02
Total PERF Due =	\$1,586.12

State Tax Due =	\$835.72
County Tax Due =	\$424.95
Total Tax Due =	\$1,260.67

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, February 12, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, February 12, at the Library Annex at 5:03PM. Those present were Roger Doane - Presiding, Roger Axe, Martha Marmouze, Candice Patterson, Joshua Riggins, Karen Holz – Interim Director, and Wade Wallace – Treasurer/Bookkeeper. Also in attendance were Beth Burcham – Literacy Coordinator, and John Musgraves – Groundskeeping Contractor.

Approval of Claims and Minutes:

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

Treasurer's Report:

- *Packet*

Librarian's Report:

- *Packet*

Personnel Report:

- *Packet*

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

Martha 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:

Wade provided an update with the door & lock situation at the Main & Annex buildings, as it approaches finalization.

The camera network can NOT be accessed from an external network. Wade tested this.

Roger A. made a motion to follow up with Robert's Crawlspace & Basement Services about a \$4,800 quote to fix the Eastern Crawlspace issue. Martha seconded the motion. All present were in favor.

Karen provided an update with the Annual Report for 2019. Barring info from a few others, it is done.

New Business:

The board decided to wait until more opinions were gathered on the LED light replacement test in the adult section.

Wade provided information on the library's various insurance and benefits accounts, as well as the credit card account. Management and ownership of these accounts has been transferred to Wade in light of director turnover in recent months, to avoid excessive paperwork.

The library's parking lot shed is *not* insured, nor the items in it. Right now, it's home to structural mini-golf decorations, the hoop shoot contraption, and spare parts. Roger D. will reach out to acquire insurance quotes and provide them at next month's meeting.

Joshua made a motion to raise the non-resident fee from \$35.00 to \$37.00, effective March 1, 2020. Martha seconded. All present were in favor.

Karen proposed giving Tony from InfoExpress a key and code for the library. Tony provided proof of employment and identification, and has been delivering our ILL's for years. The board approved this.

Koorsen recommended the Library Annex get a second fire extinguisher, as the basement floor doesn't have one right now. The board unanimously agreed that this was a good idea.

Public Comment:

None.

Adjournment:

Martha made a motion to adjourn at 6:19PM and Joshua seconded. All present were in favor. The next regular public meeting will be Wednesday, March 11, at 5:00PM at the Library Annex.

_____ Secretary

Treasurers Report:

PAYROLL: Net Pay of **\$18,011.22 (March 2)**

CLAIMS: Claims #38, 42 – 45, 52 – 125, and 130, totaling **\$81,910.03**

BALANCE THE BUDGET:

- Close **2019**
- Disburse **200.7 – Insurance** to balance out **4. Withholdings**

BUDGET STATUS:

Through **2** months of the year, we strive to be at or under **16.67%** in each of the four budget categories as well as overall. See the appropriation report through February 28, 2019 for the full numbers.

2020/Current Year through February 29, 2020

Personnel/Personal Services	17.80 % spent
Supplies	09.40 % spent
Other Services	21.80 % spent
Capital Outlays	15.40 % spent
OVERALL	18.30 % spent

2019/Prior Year Comparison through February 28, 2019

Personnel/Personal Services	17.20 % spent
Supplies	05.20 % spent
Other Services	14.80 % spent
Capital Outlays	08.70 % spent
OVERALL	15.20 % spent

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 2/1/2020 to 2/29/2020

<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. 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	\$57,512.15	\$107,227.93	\$27,145.13	\$172,668.99	\$179,306.99
110 INVESTMENTS	\$192,198.79	\$0.00	\$0.00	\$0.00	\$0.00	\$192,198.79
Subtotal	\$306,243.72	\$57,512.15	\$107,227.93	\$27,145.13	\$172,668.99	\$371,684.78
2. Main						
300 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
350 EVERGREEN FINES & FEES	\$1,624.31	\$0.00	\$49.99	\$47.00	\$47.00	\$1,621.32
600 SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,291.42
650 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
700 SALES TAX	\$12.85	\$0.28	\$0.28	\$0.09	\$0.44	\$13.01
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	\$1,339.43	\$1,744.40	\$0.00	\$6,395.82	\$4,651.42
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$15,000.00	\$25,000.00	\$15,000.00	\$25,000.00	\$0.00
Subtotal	\$46,702.59	\$16,339.71	\$26,794.67	\$15,047.09	\$31,443.26	\$51,351.18
3. Gift Fund						
400 GIFT	\$9,576.63	\$2,672.66	\$3,413.86	\$1,288.68	\$3,660.92	\$9,823.69
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	\$2,672.66	\$3,413.86	\$1,288.68	\$3,660.92	\$93,519.17
4. Withholdings						
200 PAYROLL	\$0.00	\$636.90	\$1,371.13	\$0.00	\$0.00	(\$1,371.13)
200.1 FEDERAL TAX	\$378.50	\$1,551.28	\$3,512.81	\$1,551.28	\$1,551.28	(\$1,583.03)
200.2 FICA	(\$11.79)	\$1,414.54	\$3,029.88	\$1,414.54	\$1,414.54	(\$1,627.13)
200.3 MEDICARE	(\$2.76)	\$330.83	\$708.61	\$330.83	\$330.83	(\$380.54)
200.4 STATE TAX	(\$6.15)	\$715.20	\$1,537.14	\$715.20	\$715.20	(\$828.09)
200.5 COUNTY TAX	(\$3.33)	\$411.62	\$887.06	\$411.62	\$411.62	(\$478.77)
200.6 PERF	(\$5.71)	\$325.14	\$694.98	\$325.14	\$325.14	(\$375.55)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$364.56	\$364.56	\$1,543.01
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,527.21	\$5,385.51	\$11,741.61	\$5,113.17	\$5,113.17	(\$5,101.23)
Grand Total	\$447,745.63	\$81,910.03	\$149,178.07	\$48,594.07	\$212,886.34	\$511,453.90

Total all banks = \$511,453.90

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2020 To 2/29/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.111 Salary of Librarian	\$79,000.00	\$0.00	\$79,000.00	\$15,695.09	\$15,695.09	\$63,304.91	80.1
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$0.00	\$115,000.00	\$16,732.02	\$16,732.02	\$98,267.98	85.5
1.113 Salary of Library Assistants	\$39,000.00	\$0.00	\$39,000.00	\$5,841.86	\$5,841.86	\$33,158.14	85.0
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$1,935.77	\$1,935.77	\$17,064.23	89.8
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$4,223.98	\$4,223.98	\$3,776.02	47.2
1.116 Salary of Substitutes	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100.0
1.131 Salary of Treasurer	\$14,000.00	\$0.00	\$14,000.00	\$4,440.00	\$4,440.00	\$9,560.00	68.3
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$3,738.49	\$3,738.49	\$19,261.51	83.7
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$0.00	\$0.00	\$4,444.00	100.0
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$2,594.56	\$2,594.56	\$14,405.44	84.7
1.241 Employee Group Insurance	\$16,000.00	\$0.00	\$16,000.00	\$5,484.48	\$5,484.48	\$10,515.52	65.7
Subtotal	\$340,944.00		\$340,944.00	\$60,686.25	\$60,686.25	\$280,257.75	82.2
2. Supplies							
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	\$196.45	\$196.45	\$1,303.55	86.9
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$81.43	\$81.43	\$1,918.57	95.9
2.41 Library Supplies	\$9,000.00	\$0.00	\$9,000.00	\$1,070.39	\$1,070.39	\$7,929.61	88.1
2.43 Adult Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$41.98	\$41.98	\$1,258.02	96.8
2.44 Teen Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$51.65	\$51.65	\$1,248.35	96.0
2.45 Children's Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$253.22	\$253.22	\$1,046.78	80.5
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$51.23	\$51.23	\$1,248.77	96.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
2.47 Farmers Market Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	100.0
Subtotal	\$18,600.00		\$18,600.00	\$1,746.35	\$1,746.35	\$16,853.65	90.6
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$16.00	\$16.00	\$984.00	98.4
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$10,139.12	\$10,139.12	\$7,860.88	43.7
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
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	\$0.00	\$0.00	\$4,500.00	100.0
3.22 Postage	\$750.00	\$0.00	\$750.00	\$157.25	\$157.25	\$592.75	79.0
3.23 Traveling Expenses	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.24 Professional Meeting	\$3,000.00	\$0.00	\$3,000.00	\$70.00	\$70.00	\$2,930.00	97.7
3.251 Freight and Express	\$550.00	\$0.00	\$550.00	\$89.54	\$89.54	\$460.46	83.7
3.252 Evergreen	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.26 Internet Vendor	\$7,000.00	\$0.00	\$7,000.00	\$297.68	\$297.68	\$6,702.32	95.7
3.31 Advertising and Publicity	\$400.00	\$0.00	\$400.00	\$259.00	\$259.00	\$141.00	35.3
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	\$0.00	\$0.00	\$400.00	100.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.0
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$844.18	\$844.18	\$6,655.82	88.7
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$3,988.57	\$3,988.57	\$22,011.43	84.7
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$73.57	\$73.57	\$1,926.43	96.3
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$325.00	\$325.00	\$1,775.00	84.5
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$8,139.93	\$8,139.93	\$11,860.07	59.3
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$1,442.80	\$1,442.80	\$8,557.20	85.6
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$3,300.00	\$3,300.00	\$16,700.00	83.5
3.91 Dues	\$3,000.00	\$0.00	\$3,000.00	\$4,220.83	\$4,220.83	(\$1,220.83)	-40.7

<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>
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	\$1,016.98	\$1,016.98	\$8,983.02	89.8
4.51 Books - Adult Fiction	\$10,000.00	\$0.00	\$10,000.00	\$1,942.38	\$1,942.38	\$8,057.62	80.6
4.521 Books - Adult Nonfiction	\$6,250.00	\$0.00	\$6,250.00	\$763.48	\$763.48	\$5,486.52	87.8
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	\$0.00	\$7,750.00	\$1,531.18	\$1,531.18	\$6,218.82	80.2
4.54 Books - YA	\$3,750.00	\$0.00	\$3,750.00	\$473.44	\$473.44	\$3,276.56	87.4
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$1,371.38	\$1,371.38	\$5,628.62	80.4
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$489.76	\$489.76	\$2,760.24	84.9
4.71 Nonprint - Adult DVD	\$3,879.00	\$0.00	\$3,879.00	\$513.99	\$513.99	\$3,365.01	86.7
4.72 Nonprint - Music	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	100.0
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$1,253.09	\$1,253.09	\$5,496.91	81.4
4.74 Nonprint - Childrens	\$3,250.00	\$0.00	\$3,250.00	\$740.34	\$740.34	\$2,509.66	77.2
4.75 Nonprint - YA	\$2,000.00	\$0.00	\$2,000.00	\$34.99	\$34.99	\$1,965.01	98.3
4.76 Nonprint - Eastern	\$4,750.00	\$0.00	\$4,750.00	\$1,243.52	\$1,243.52	\$3,506.48	73.8
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$20.33	\$20.33	\$979.67	98.0
Subtotal	\$74,379.00		\$74,379.00	\$11,431.86	\$11,431.86	\$62,947.14	84.6
Grand Total	\$587,023.00	\$0.00	\$587,023.00	\$107,227.93	\$107,227.93	\$479,795.07	81.7

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

Librarian's Report

Wednesday, March 11, 2020

- Karen provided and went over her own librarian's report.

Personnel Report

Wednesday, March 11, 2020

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Wade Wallace, Bookkeeper
RE: Personnel Report
DATE: March 11, 2020

Beginning Employment

- None

Ending Employment

- None

Job Changes

- None

LIBRARIAN'S REPORT February 2020 BLOOMFIELD

March 2020 Board Meeting

	2020	2019	2018
Juvenile Circulation	2020	2019	2018
Juvenile Fiction	1021	647	608
Juvenile Non-Fiction	169	172	149
Parent/Teacher	-	-	-
Juvenile DVDs	246	249	74
Audiobooks	44	56	27
B&C (Kits)	34	-	-
Juvenile Magazines	3	2	23
YA Books	143	183	117
YA Nonprint	4	-	-
Video Games	68	70	40
Total Children's:	1732	1561	1038

	2020	2019	2018
Adult Circulation	2020	2019	2018
Fiction	806	834	737
Non-Fiction	302	365	272
Magazines	97	84	75
Music CDs	17	93	36
Audiobooks	100	109	115
Playaways	67	71	42
Overdrive	599	948	802
DVDs	1132	1501	869
Video Games	26	6	16
Total Adult:	3156	4011	2964
TOTAL CIRCULATION:	4888	5572	4002

COMPUTER/EQUIPMENT USAGE

INTERLIBRARY LOAN SERVICES

Children & Tween	8	17	Books via SRCS
Teen	60		
Adult	276	246	Books borrowed from EI libraries
Total Internet	366		
Wireless	83		
Microfilm	1	644	Books loaned to EI libraries
Total:	450		
Programs:	114	6	6 programs
	58	7	7 programs
	18	4	4 programs
Outreach:			Patron
			items delivered to offsite locations
			books delivered to Daycares

Items Added:		Desk Collection:
Adult Books Purchased		Fines and Fees 162.42
Magazines Added		Copier Fees 272.10
Adult AV items purchased		Other Fees 60.75
YA books purchase		Total: 495.27
Children books purchased		
Children AV purchased		
Total Books Added		Total Patrons:
Total AV Added		New Resident Cards: 18
		Number of Items:
		Genealogy Requests:
Total of all items added:		

One on One	10 people	235 minutes
Genealogy requests	6 requests	134 minutes
Community Room	6 meetings	66 people
Annex	8 meetings	100 people

**PATRON REPORT Feb 2020
BLOOMFIELD**

March 2020 Board Meeting

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	-	-	-	-
Center	-	-	-	-
Highland	-	-	-	-
Jackson	-	-	-	-
Richland	9	5	1	15
Taylor	2	-	-	2
Reciprocal Borrower	-	-	-	1
Unlisted	-	-	-	-
Total				18

Eastern Branch Stats for February 2020

91	Adult Fiction
20	Adult Nonfiction
7	Audiobooks
12	YA Fiction
0	YA Audiobooks
114	E & Juv Fiction
22	E & Juv Nonfiction
17	Periodicals
7	Juvenile Periodicals
	DVDs
261	Computer Games
569	TOTAL

Township	Resident	Resident-Limited	TOTAL
Beech Creek	1		
Center	5		
Jackson	1		
Total	7		

Computer Use: 65

Wireless: 15

February 3	Minecraft	3
February 4	Scouts	4
February 6	Girl Scouts	30
February 12	Story Time	9
February 18	Girl Scouts	13
February 19	Story Time	6
February 22	Leap Into Science	2
February 26	Story Time	6
February 27	Girl Scouts	15
Total:		88

March Board Meeting

Insurance

Health Insurance:

Permanently removed Margie Devault, Wade Wallace, Austin Stroud from our United Health Care and added Simon B. to the United Health Care and Dental Plan.

Property Insurance: We have no coverage on the items in the annex which we need to add especially since we will be adding computers and other office and programming equipment. I asked for quotes of \$20,000 worth of equipment for 43.50/year . We can drop the Apple Festival Coverage which was \$50/year as the town now covers it.

Everyone has a "who to contact sheet" in their file. Working on getting new W-4 and other information as they do their annual reviews.

Form 941

Solving the 941 issue, went in person to the IRS on February 25, still not sure that we really owed this amount or not. I have all the paperwork here if anyone wants to look at it. This problem goes back to the last quarter of 2018 or the first quarter of 2019. We were late in sending it in the last 2 quarters of 2019, though the monthly payments were made and we did not owe anything, so while we will get some penalties for them. It shouldn't be too bad.

Crawl Space, we received 3 references on their work and all three were favorable, two of them are from people with multiply rental units or houses that they flip. They continue to use them and have had no problems with them.

I received a new resume and Kimberly and I are interviewing her on Monday, March 23, so we might not need to up the salary. If this person isn't satisfactory then I would like to up the salary to 14.50 to 15.50 an hour. I had one applicant on the last go round and it wasn't a person that the staff wanted to work with. She has been a patron here so the staff knows her and finds her very pushy and hard to work with.

LSAT Grant

I talked with Angela Fox at the State Library, the project sounded to her as a good one to pursue!

LEAD: Learner, Entrepreneurs, Achievers, Developers, Susan and I are working to get this done on time and will be in conjunction with the 21st Century Grant, and the Greene County Literacy. These computers will be for conducting and helping people learn about use of emails, writing resumes and filling out online job applications. We are also looking for someone from the Greene County Economic Development to help us figure out what to load onto the computers to help new businesses such as forms, laws and business software.

Humanities Grant

I am still working on this one. This is women's Right to vote and the suffrage movement and producing a booklet on influential women in the Bloomfield Area. This is an ongoing turn in date but I will be working on it and try to finish it up by the end of April.

By-Laws You do need to sign them for me to mail them back in regardless if nothing has changed or not.

Weebly

2,180 visit this month last month 1,871 last year 1,699

839 unique visits last month 809, last year 776

2.4 pages looked at. last month 2.29 last year 2.1

We have about 950 people that follow us on Facebook this month at the main branch, Booker 24 and the teens have about 122 followers and 115 likes about 100 on the Eastern Site.

This is Disabilities Month and we are holding an Open House for people and caregivers of those with a disability on March 19th from 6:30 to 7:30, we will be showing them around the library and explaining services that we have available. We will be having some of the lights off during this time period.

Census

We will be having census training here in March, April and May. I believe all of it will be in the Annex now. I hate to say this but they were very frustrating to work with.

We also realize that the government wants people to do their census on line so we will be having a laptop upstairs dedicated for this purpose by the circulation desk. We also have scheduled 3 days that we will have more laptops available for the public to use these days are April 16, May 2 and May 21. May 2 is the Town wide yard sale so we will have one set up over there.

Meetings

February 13, Bloomfield Revitalization (Do we want to have a flower pot like the town is getting, to will be about \$200 for the pot and then money for the flowers that will be changed out seasonally.

February 16, Apple Festival, they haven't decided on a theme and we will need to reserve our spot there.

February 20 Friends of the Library and Staff Meeting

February 25 Literacy meeting, Wine and Cheese in the Stacks is April the 4th tickets are \$15/single and \$25/couple.

March 5 Chamber of Commerce, the Circus is April 28.

Leap into Science, Melea Huffman and I did three programs for this February 22, 29 and March 5.

Caronavirus

Policies

If the schools should have to close, we are going to get more people possible infected coming into library. If they we can tell they are sick, can we ask them to leave? We have three people on our staff with compromised immune systems, should we change our sick leave policies so they can stay home, if they have used up they PTO and sick leave? What about continuing Health Coverage? I would like to have your thoughts on these matters.