

# Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

*Wednesday, April 8, 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. None.
9. New Business:
  - a. Staff Compensation / Working From Home
  - b. COVID-19 Awareness
10. Public Comment
11. Adjournment

## Voucher List

### Bloomfield-Eastern Greene County Public Library

Report Date: From **3/1/2020** To **3/31/2020**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	126	PERF	3/2/2020	PERF Deposit	\$1,586.12
0	127	INTERNAL REVENUE SERVIC	3/2/2020	Federal Tax Deposit	\$5,202.83
0	128	INDIANA DEPT OF REVENUE	3/2/2020	State and County Tax Deposit	\$1,260.67
0	129	PAYROLL	3/2/2020	PAYROLL	\$23,385.39
1690	131	MICHELE ROGERS	3/2/2020	JANITORIAL SERVICE - FEBRUARY 2020	\$1,650.00
1691	132	JOHN MUSGRAVES	3/3/2020	Building & Grounds	\$63.30
1692	133	BEDFORD OFFICE SUPPLY	3/4/2020		\$38.00
1693	134	GADELLNET CONSULTING SE	3/4/2020	INVOICES: 2	\$113.75
1694	135	AMAZON	3/4/2020	INVOICES:	\$566.83
1695	140	AVC Technology Corporation	3/11/2020	INVOICES: 2	\$675.00
1696	141	ADTEC	3/11/2020	INVOICES: 2	\$500.00
1697	142	ROGER AXE	3/11/2020	REIMBURSEMENT:	\$0.00
1698	143	JOHN MUSGRAVES	3/11/2020	GROUNDSKEEPING HOURS	\$53.30
1699	144	Bloomfield Chamber of Commer	3/11/2020	SILVER MEMBERSHIP - 2020	\$100.00
1700	145	INFINISOURCE	3/11/2020	CORE SERVICE 2020	\$140.00
1701	146	JOHN MUSGRAVES	3/11/2020	Groundskeeping	\$75.80
1702	147	KIMBERLY PORTER	3/11/2020	REIMBURSEMENT	\$60.04
1703	148	COMCAST	3/11/2020	UTILITY - EASTERN	\$139.64
1704	149	HASEMAN PEST CONTROL OF	3/17/2020	PEST - ANNEX	\$35.00
1705	150	CENTURYLINK	3/17/2020	TELEPHONE	\$4.44
1706	151	AMAZON	3/18/2020	INVOICES: 15   CREDITS: 1	\$476.64
1707	152	MIDWEST NATURAL GAS COR	3/18/2020	UTILITY - MAIN & ANNEX	\$613.46
1708	153	OCLC, INC	3/18/2020	CatExpress - 2020	\$647.77
1709	154	EASTERN HEIGHTS UTILITIES	3/18/2020	UTILITY - MAIN & ANNEX BRANCH	\$63.56
1710	155	RICOH USA, INC (CHICAGO)	3/18/2020	INVOICES: 2	\$133.06
1711	156	UDWI	3/18/2020	UTILITY - EASTERN	\$445.00
1712	157	SCHOLASTIC INC	3/18/2020		\$313.27
1713	158	AT&T	3/18/2020		\$149.76
1714	159	KOORSEN FIRE & SECURITY	3/17/2020	EASTERN BRANCH SERVICE	\$199.40
1715	160	BAKER & TAYLOR	3/20/2020	INVOICES: 6	\$1,627.72
1716	161	FINDAWAY WORLD	3/20/2020	INVOICES: 3	\$933.63
1718	162	ENA Services LLC	3/20/2020		\$503.00
1719	163	CENTER POINT LARGE PRINT	3/20/2020		\$132.42
1720	164	UNIQUE MANAGEMENT SERVI	3/20/2020	INVOICES: 2	\$132.30
1721	165	B & C Disposal	3/20/2020		\$5.00
1722	166	WALMART	3/20/2020	INVOICES: 2	\$162.92
1725	172	BLOOMFIELD-EASTERN GREE	3/26/2020	PAYROLL TRANSFERS	\$13,000.00

<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>					<b>\$55,189.02</b>

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, April 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 \$55,189.02

Date this 02 day of April, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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

**Totals**

<b>FICA:</b>	<b>Medicare:</b>	<b>Federal:</b>	<b>State:</b>	<b>County:</b>	<b>PERF:</b>	<b>Health Ins</b>	<b>Insurance</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>
\$1,248.60	\$292.01	\$1,532.62	\$736.90	\$366.70	\$325.76	\$364.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>NT PERF</b>	<b>Tax PERF</b>	<b>FIC:</b>	<b>FIC:</b>	<b>FIC:</b>	<b>FIC:</b>	<b>FIC:</b>	<b>FIC:</b>
\$0.00	\$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: \$20,138.64

Deductions: \$4,866.15

Net Pay: \$15,272.49

20452.34

15550.69

Gross Pay:	\$20,138.64
Non Taxable	\$0.00
Taxable	\$20,138.64

Paid Through Date Hourly 3/24/2020  
 Paid Through Date Salary 3/24/2020  
 Check Date Hourly 4/1/2020  
 Check Date Salary 4/1/2020  
 Voucher/Receipt Date 4/1/2020

	Used	Earned
Regular	930.25	
Sunday	0	
Double	0	
Sick	191.75	0
Vacation	0	70.82
Comp	0	0
Personal	0	0
Other	0	0
<b>Total Hours:</b>	<b>1122</b>	<b>70.82</b>

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 \$ 20138.64 is correct and has by me been approved.

Dated 03.26 20 20

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.

*Austin Stroud*  
 Disbursing Officer

Director

Employer Share FICA Due =	\$1,248.60	\$2,497.20	2536.10
Employer Share FICA Due =	\$1,248.60	1267.07	
Employer Share Medicare Due =	\$292.01	\$584.02	593.14
Employer Share Medicare Due =	\$292.01	291.57	
Federal Tax Due =	\$1,532.62		
Total Tax Deposit Due =	\$4,645.84	4661.92	

  

Employee PERF Due =	\$325.76	\$736.90	744.36
Employer PERF Due =	1216.14	\$366.70	370.20
Total PERF Due =	\$1,541.90	\$1,102.60	1114.56

**Totals**

<b>FICA:</b>	<b>Medicare:</b>	<b>Federal:</b>	<b>State:</b>	<b>County:</b>	<b>PERF:</b>	<b>Health Ins</b>	<b>Insurance</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>
\$19.48	\$4.56	\$0.00	\$7.46	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>NT PERF</b>	<b>Tax PERF</b>	<b>EIC:</b>	<b>EIC:</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

  

<b>Gross Pay:</b>	<b>Gross Pay:</b>	<b>Net Pay:</b>
\$314.20	\$314.20	\$278.20
<b>Non Taxable</b>	<b>Deductions:</b>	
\$0.00	\$36.00	
<b>Taxable</b>		
\$314.20		

  

<b>Paid Through Date Hourly</b>	<b>3/24/2020</b>	<b>Used</b>	<b>Earned</b>
<b>Paid Through Date Salary</b>	<b>3/24/2020</b>	Regular	0
<b>Check Date Hourly</b>	<b>4/1/2020</b>	Sunday	0
<b>Check Date Salary</b>	<b>4/1/2020</b>	Double	0
<b>Voucher/Receipt Date</b>	<b>4/1/2020</b>	Sick	0
		Vacation	20
		Comp	0
		Personal	0
		Other	0
		<b>Total Hours:</b>	20

*Kimberly's PTO*

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 2 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 \$ 314.2 is correct and has by me been approved.

Dated \_\_\_\_\_ 20\_\_

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

Director

Employer Share FICA Due =	\$19.48		
Employer Share FICA Due =	\$19.48	\$38.96	
Employer Share Medicare Due =	\$4.56		\$9.12
Employer Share Medicare Due =	\$4.56		
Federal Tax Due =	\$0.00		
Total Tax Deposit Due =	\$48.08		

  

Employee PERF Due =	\$0.00	State Tax Due =	\$7.46
Employer PERF Due =	.00	County Tax Due =	\$4.50
Total PERF Due =	\$0.00	Total Tax Due =	\$11.96

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, March 11, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, March 11, at the Library Annex at 5:02PM. Those present were: Roger Doane – Presiding, Joshua Riggins – Secretary, Roger Axe, Luke Rudisill, Martha Marmouze, Wade Wallace – Treasurer, and Karen Holz – Interim Director. Also in attendance were Linda Peterson – Children’s Librarian, Beth Burcham – Literacy Coordinator, John Musgraves – Groundskeeping Contractor, as well as Vadim Morozov to present a quarterly investments report from Baird.

Approval of Claims and Minutes:

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

Treasurer’s Report:

- *Presented and approved via Board Meeting Packet*

Librarian’s Report:

- *Presented via Board Meeting Packet*

Personnel Report:

- *Presented and approved via Board Meeting Packet*

Luke made a motion to approve the treasurer’s report and Martha seconded. All present were in favor.

Joshua made a motion to approve the personnel report, and Martha seconded. All present were in favor.

Finance Committee Report:

None.

Building & Grounds Committee Report:

John mentioned a growing hole in the interior Annex roof. Karen agreed to seek out repair quotes for this issue before it becomes worse.

Old Business:

Roger A. made a motion to acquire property insurance for the shed and the Annex based on quotes from First Security. Martha seconded the motion. All present were in favor. (Librarian’s Report)

Martha made a motion to spend approx. \$4.8k to fix the water & crawl space issue at the Eastern branch. Roger A. seconded the motion. All present were in favor. (Librarian's Report)

Karen updated the board on hiring a new staff member. As applications continue to come in, no decision has been made as of now, and interviews are scheduled in March.

Roger presented a quote estimated at \$25-30k for renovations to the Annex interior. This will have to be separate and done before the elevator is installed. The Smithville grant will also need looked into to make sure there is no deadline to spend the money given to us.

Karen will contact Duke Energy for an exact quote on replacing the lights in the main branch building.

#### New Business:

Roger A. made a motion to approve a library shutdown, contingent on the decision of Roger Doane, Roger Axe, and Karen Holz, if a COVID-19 outbreak reaches Bloomfield. Joshua seconded the motion. All present were in favor.

Once Wade can perfect a direct deposit method through Farmers & Mechanics, the only thing tying the library to MutualBank is its safety deposit box. Wade will work on collecting the items in that box and ACH file creation, and then move forward with closing out our bank account with MutualBank.

Roger A. made a motion to approve Karen moving from Interim Director > Director, should she accept. Joshua seconded the motion. All present were in favor.

#### Public Comment:

Linda expressed concern over viral outbreak in Bloomfield as well, in agreement with previous discussion. Awareness will be spread via social media to encourage minimal human contact.

Beth proposed limiting the Wine & Cheese event to 50 people maximum, based on the spread of disease by that time.

#### Adjournment:

Luke made a motion to adjourn at 6:13PM and Roger A. seconded. All present were in favor. The next regular public meeting will be Wednesday, April 8, at 5:00PM at the Library Annex.

\_\_\_\_\_  
Secretary

Treasurers Report:

**PAYROLL:** Net Pay of \$15,550.69 (April 1)

**CLAIMS:** Claims #126 - 129, 131 – 135, 140 – 166, and 172, totaling \$55,189.02 in March

**BALANCE THE BUDGET:**

- Close 2019

**BUDGET STATUS:**

Through 3 months of the year, we strive to be at or under 25% in each of the four budget categories as well as overall. See the appropriation report through March 31, 2020 for the full numbers.

2020/Current Year through March 31, 2020

Personnel/Personal Services	25.60 % spent
Supplies	12.40 % spent
Other Services	25.20 % spent
Capital Outlays	20.20 % spent
OVERALL	24.40 % spent

2019/Prior Year Comparison through March 31, 2019

Personnel/Personal Services	26.30 % spent
Supplies	13.30 % spent
Other Services	21.50 % spent
Capital Outlays	20.20 % spent
OVERALL	24.00 % spent



**Financial Report**  
**Bloomfield-Eastern Greene County Public Library**

Report Dates = 3/1/2020 to 3/31/2020

<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>
<b>1. Operating Fund</b>						
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	\$35,990.68	\$143,218.61	\$290.12	\$172,959.11	\$143,606.43
110 INVESTMENTS	\$192,198.79	\$0.00	\$0.00	\$0.00	\$0.00	\$192,198.79
<b>Subtotal</b>	<b>\$306,243.72</b>	<b>\$35,990.68</b>	<b>\$143,218.61</b>	<b>\$290.12</b>	<b>\$172,959.11</b>	<b>\$335,984.22</b>
<b>2. Main</b>						
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	\$0.00	\$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	\$0.00	\$0.28	\$0.09	\$0.53	\$13.10
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	\$796.84	\$2,541.24	\$0.00	\$6,395.82	\$3,854.58
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$13,000.00	\$38,000.00	\$13,000.00	\$38,000.00	\$0.00
<b>Subtotal</b>	<b>\$46,702.59</b>	<b>\$13,796.84</b>	<b>\$40,591.51</b>	<b>\$13,000.09</b>	<b>\$44,443.35</b>	<b>\$50,554.43</b>
<b>3. Gift Fund</b>						
400 GIFT	\$9,576.63	\$391.89	\$3,805.75	\$170.57	\$3,831.49	\$9,602.37
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
<b>Subtotal</b>	<b>\$93,272.11</b>	<b>\$391.89</b>	<b>\$3,805.75</b>	<b>\$170.57</b>	<b>\$3,831.49</b>	<b>\$93,297.85</b>
<b>4. Withholdings</b>						
200 PAYROLL	\$0.00	\$0.00	\$1,371.13	\$0.00	\$0.00	(\$1,371.13)
200.1 FEDERAL TAX	\$378.50	\$1,624.85	\$5,137.66	\$1,624.85	\$3,176.13	(\$1,583.03)
200.2 FICA	(\$11.79)	\$1,449.90	\$4,479.78	\$1,449.90	\$2,864.44	(\$1,627.13)
200.3 MEDICARE	(\$2.76)	\$339.09	\$1,047.70	\$339.09	\$669.92	(\$380.54)
200.4 STATE TAX	(\$6.15)	\$835.72	\$2,372.86	\$835.72	\$1,550.92	(\$828.09)
200.5 COUNTY TAX	(\$3.33)	\$424.95	\$1,312.01	\$424.95	\$836.57	(\$478.77)
200.6 PERF	(\$5.71)	\$335.10	\$1,030.08	\$335.10	\$660.24	(\$375.55)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$364.56	\$729.12	\$1,907.57
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,527.21</b>	<b>\$5,009.61</b>	<b>\$16,751.22</b>	<b>\$5,374.17</b>	<b>\$10,487.34</b>	<b>(\$4,736.87)</b>
<b>Grand Total</b>	<b>\$447,745.63</b>	<b>\$55,189.02</b>	<b>\$204,367.09</b>	<b>\$18,834.95</b>	<b>\$231,721.29</b>	<b>\$475,099.83</b>

**Total all banks = \$475,099.83**

# Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 11/1/2020 To 3/31/2020

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	\$0.00	\$79,000.00	\$22,320.26	\$22,320.26	\$56,679.74	71.7
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$0.00	\$115,000.00	\$25,183.64	\$25,183.64	\$89,816.36	78.1
1.113 Salary of Library Assistants	\$39,000.00	\$0.00	\$39,000.00	\$9,009.31	\$9,009.31	\$29,990.69	76.9
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$2,921.77	\$2,921.77	\$16,078.23	84.6
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$6,279.13	\$6,279.13	\$1,720.87	21.5
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	\$6,540.00	\$6,540.00	\$7,460.00	53.3
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$5,527.48	\$5,527.48	\$17,472.52	76.0
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$140.00	\$140.00	\$4,304.00	96.8
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$3,845.58	\$3,845.58	\$13,154.42	77.4
1.241 Employee Group Insurance	\$16,000.00	\$0.00	\$16,000.00	\$5,484.48	\$5,484.48	\$10,515.52	65.7
<b>Subtotal</b>	<b>\$340,944.00</b>		<b>\$340,944.00</b>	<b>\$87,251.65</b>	<b>\$87,251.65</b>	<b>\$253,692.35</b>	<b>74.4</b>
<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	\$359.37	\$359.37	\$1,140.63	76.0
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	\$1,319.05	\$1,319.05	\$7,680.95	85.3
2.43 Adult Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$142.77	\$142.77	\$1,157.23	89.0
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	\$307.58	\$307.58	\$992.42	76.3
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
<b>Subtotal</b>	<b>\$18,600.00</b>		<b>\$18,600.00</b>	<b>\$2,313.08</b>	<b>\$2,313.08</b>	<b>\$16,286.92</b>	<b>87.6</b>
<b>3. Other Services and Charge</b>							
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	\$11,485.17	\$11,485.17	\$6,514.83	36.2
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$647.77	\$647.77	\$3,352.23	83.8
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	\$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	\$60.04	\$60.04	\$2,939.96	98.0
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	\$105.23	\$105.23	\$444.77	80.9
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	\$1,284.66	\$1,284.66	\$6,215.34	82.9
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$4,433.57	\$4,433.57	\$21,566.43	82.9
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$137.13	\$137.13	\$1,862.87	93.1
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$330.00	\$330.00	\$1,770.00	84.3
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$8,332.33	\$8,332.33	\$11,667.67	58.3
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$1,717.26	\$1,717.26	\$8,282.74	82.8
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$4,950.00	\$4,950.00	\$15,050.00	75.3
3.91 Dues	\$3,000.00	\$0.00	\$3,000.00	\$4,320.83	\$4,320.83	(\$1,320.83)	-44.0

Account # Description	Annual		Change to		Current		Disbursements		Disbursements		Balance	Percent Remain
	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation	This Month	YTD	This Month	YTD			
4. Capital Outlays												
4.31 Improvements - Other		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100.0	
4.41 Furniture and Equipment		\$10,000.00	\$0.00	\$10,000.00	\$1,149.98	\$1,149.98	\$8,850.02	88.5				
4.51 Books - Adult Fiction		\$10,000.00	\$0.00	\$10,000.00	\$2,611.38	\$2,611.38	\$7,388.62	73.9				
4.521 Books - Adult Nonfiction		\$6,250.00	\$0.00	\$6,250.00	\$933.57	\$933.57	\$5,316.43	85.1				
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	\$2,382.79	\$2,382.79	\$5,367.21	69.3				
4.54 Books - YA		\$3,750.00	\$0.00	\$3,750.00	\$492.97	\$492.97	\$3,257.03	86.9				
4.55 Books - Eastern		\$7,000.00	\$0.00	\$7,000.00	\$1,579.53	\$1,579.53	\$5,420.47	77.4				
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	\$851.09	\$851.09	\$3,027.91	78.1				
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	\$1,613.69	\$1,613.69	\$5,136.31	76.1				
4.74 Nonprint - Childrens		\$3,250.00	\$0.00	\$3,250.00	\$1,427.98	\$1,427.98	\$1,822.02	56.1				
4.75 Nonprint - YA		\$2,000.00	\$0.00	\$2,000.00	\$117.79	\$117.79	\$1,882.21	94.1				
4.76 Nonprint - Eastern		\$4,750.00	\$0.00	\$4,750.00	\$1,309.04	\$1,309.04	\$3,440.96	72.4				
4.77 Replacement Books & Nonprint		\$1,000.00	\$0.00	\$1,000.00	\$53.39	\$53.39	\$946.61	94.7				
<b>Subtotal</b>		<b>\$74,379.00</b>		<b>\$74,379.00</b>	<b>\$15,049.96</b>	<b>\$15,049.96</b>	<b>\$59,329.04</b>	<b>79.8</b>				
<b>Grand Total</b>		<b>\$587,023.00</b>	<b>\$0.00</b>	<b>\$587,023.00</b>	<b>\$143,218.61</b>	<b>\$143,218.61</b>	<b>\$443,804.39</b>	<b>75.6</b>				

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

# Personnel Report

Wednesday, April 8, 2020

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

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: April 8, 2020

## **Beginning Employment**

- None

## **Ending Employment**

- None

## **Job Changes**

- None