

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, May 13, 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. Annex Roof Repair
9. New Business:
 - a. Potential Loss of Income
 - b. COVID-19 Expenses & Fund Detail
 - c. Staffing & Hours Changes
 - d. Treasurer's Report Layout
 - e. Electrician – Eastern Branch
 - f. Waste Disposal – Eastern Branch
10. Public Comment
11. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **4/1/2020** To **4/30/2020**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	167	PERF	4/1/2020	PERF Deposit	\$1,541.90
0	168	INDIANA DEPT OF REVENUE	4/1/2020	State and County Tax Deposit	\$1,114.56
0	169	INTERNAL REVENUE SERVIC	4/1/2020	Federal Tax Deposit	\$4,661.92
0	170	PAYROLL	4/1/2020	PAYROLL	\$20,138.64
0	171	PAYROLL	4/1/2020	PAYROLL	\$314.20
1726	173	MICHELE ROGERS	4/1/2020		\$1,650.00
1727	174	JOHN MUSGRAVES	4/9/2020	GROUNDSKEEPING	\$285.80
1728	175	UDWI	4/14/2020	UTILITY - EASTERN	\$255.00
1729	176	SEWAGE DISPOSAL WORKS	4/14/2020	UTILITY - MAIN & ANNEX	\$148.00
1730	177	EASTERN HEIGHTS UTILITIES	4/14/2020	UTILITY - ALL	\$80.84
1731	178	DUKE ENERGY	4/14/2020	UTILITY - MAIN & ANNEX	\$1,150.58
1732	179	RICOH USA, INC (ATLANTA)	4/14/2020		\$115.31
1733	180	RICOH USA, INC (CHICAGO)	4/14/2020		\$87.80
1734	181	MIDWEST NATURAL GAS COR	4/14/2020	UTILITY - MAIN & ANNEX	\$474.48
1735	182	COMCAST	4/14/2020	INTERNET - EASTERN	\$139.64
1736	183	BLOOMFIELD SUPPLY & HAR	4/14/2020		\$12.99
1737	184	CENTURYLINK	4/14/2020		\$4.42
1738	185	FIRST SECURITY INSURANCE	4/14/2020		\$23.00
1739	186	GREENE COUNTY TREASURE	4/14/2020	INVOICES: 3 SPRING & FALL 2020 INSTALLMENTS	\$36.00
1740	187	U.S. BANK	4/14/2020		\$557.57
1741	188	BAKER & TAYLOR	4/14/2020	INVOICES: 2	\$147.87
1742	189	WhenToWork, Inc.	4/14/2020	INVOICES: 1 12 MONTHS BEGINNING MAY 18	\$200.00
1743	190	AT&T	4/16/2020	INVOICES: 1	\$149.00
1744	191	JOHN MUSGRAVES	4/16/2020		\$51.70
1745	192	JOHN MUSGRAVES	4/24/2020	Building & Grounds	\$52.50
1746	193	ENA Services LLC	4/24/2020		\$503.00
1747	194	GADELLNET CONSULTING SE	4/24/2020		\$75.00
1748	195	UNIQUE MANAGEMENT SERVI	4/24/2020		\$28.35
1749	196	AVC Technology Corporation	4/24/2020		\$495.00
1750	197	COLLABORATIVE SUMMER LI	4/24/2020		\$58.75
1751	198	B & C Disposal	4/24/2020		\$38.00
1752	199	UNITED HEALTHCARE	4/24/2020		\$3,308.44
1753	200	SMITHVILLE	4/24/2020		\$74.46
1754	201	WELLS FARGO VENDOR FINA	4/24/2020	PREVIOUS BALANCE INCLUDED	\$288.54
1755	202	RCV ROOFING, SIDING & GUT	4/24/2020	LIBRARY ANNEX ROOFING PROJECT	\$2,120.00
1756	203	WALMART	4/24/2020	INVOICES PAID: 4	\$260.57
1757	204	AMAZON	4/24/2020	INVOICES PAID: 12	\$382.06
1758	205	U.S. BANK	4/24/2020	CC STATEMENT 03.05.2020 -04.03.2020	\$625.10
1761	210	BLOOMFIELD-EASTERN GREE	4/28/2020	PAYROLL 05.01.2020	\$15,000.00
1763	212	JOHN MUSGRAVES	4/30/2020		\$70.83

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$56,721.82

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, May 12, 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 \$56,721.82

Date this 13 day of May, 2020.

SIGNATURES OF GOVERNING BOARD

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

Totals

FICA:	Federal:	State:	County:	Health Ins	Insurance	Deductions:	Net Pay:
\$1,248.60	\$1,532.62	\$736.90	\$365.70	\$364.56	\$0.00	\$4,866.15	\$15,272.49
Other:	Other:	Other:	NT PERF	Tax PERF	Other:	Other:	Other:
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC:	EIC:	EIC:	EIC:	EIC:	EIC:	EIC:	EIC:

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

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

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

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 2020

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

Director

This is in proper form.

That it is duly authenticated as required by law.

That it is based upon statutory authority.

That it is apparently correct.

Austin Stroud
 Disbursing Officer

Employer Share FICA Due =	\$1,248.60	2536.16
Employee Share FICA Due =	\$1,248.60	\$2,497.20
Employee Share Medicare Due =	\$292.01	593.14
Employer Share Medicare Due =	\$292.01	\$584.02
Federal Tax Due =	\$1,532.62	296.57
Total Tax Deposit Due =	\$4,615.84	4661.92

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

State Tax Due =	\$736.90
County Tax Due =	\$365.70
Total Tax Due =	\$1,102.60

Totals

FICA:	Medicare:	Federal:	State:	Gross Pay:	Deductions:	Net Pay:
\$19.48	\$4.56	\$0.00	\$7.46	\$314.20	\$36.00	\$278.20
Other:	Other:	Other:	Other:	Health Ins:	Insurance:	Other:
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				Tax PERF:	EIC:	
				\$0.00	\$0.00	
				NT PERF:	EIC:	
				\$0.00	\$0.00	

	Used	Earned
Regular	0	0
Sunday	0	0
Double	0	0
Sick	0	0
Vacation	20	0
Comp	0	0
Personal	0	0
Other	0	0
Total Hours:	20	0

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**

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

Employee PERF Due =	\$0.00
Employer PERF Due =	.00
Total PERF Due =	\$0.00

State Tax Due =	\$7.46
County Tax Due =	\$4.50
Total Tax Due =	\$11.96

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, April 8, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met online Wednesday, April 8, via Zoom, at 5:00pm. Those present were Roger Doane - Presiding, Luke Rudisill, Joshua Riggins, Candice Patterson, Karen Holz – Director, and Wade Wallace – Treasurer/Bookkeeper.

Approval of Claims and Minutes:

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

Luke made a motion to approve minutes. Joshua seconded. All in favor.

Treasurers Report:

Luke made a motion to approve the treasurer's report. Candice seconded. All in favor.

Personnel Report:

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

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: April 08, 2020

Beginning Employment

- None

Ending Employment

- None.

Job Changes

- None.

Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Old Business:

None.

New Business:

A few quotes from roofing companies were discussed to fix the Annex.

Karen stated a few interviews have been conducted for personnel changes.

The library will remain closed until April 21, prone to change with word from the governor.

Public Comment:

None.

Adjournment:

Roger D. moved to to adjourn at 5:30pm. All present were in favor. The next regular public meeting will be Wednesday, May 13, at 5:00PM at the Library Annex.

_____ Secretary

Treasurers Report:

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

CLAIMS: Claims #167 – 171, 173 – 205, 210, and 212, totaling **\$56,721.82 in April**

BALANCE THE BUDGET:

- Close **2019**
- Transfer **\$3,000.00** from *Salary of Librarians (Hourly)* to *Salary of Coordinators*

BUDGET STATUS:

Through 4 months of the year, we strive to be at or under **33.33%** in each of the four budget categories as well as overall. See the appropriation report through April 30, 2020 for the full numbers.

2020/Current Year through April 30, 2020

Personnel/Personal Services	33.20 % spent
Supplies	15.00 % spent
Other Services	30.50 % spent
Capital Outlays	21.00 % spent
OVERALL	30.40 % spent

2019/Prior Year Comparison through April 30, 2019

Personnel/Personal Services	35.10 % spent
Supplies	27.30 % spent
Other Services	27.50 % spent
Capital Outlays	27.40 % spent
OVERALL	32.00 % spent

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 4/1/2020 to 4/30/2020

<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. 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	\$35,105.96	\$178,324.57	\$26,797.68	\$199,784.39	\$135,325.75
110 INVESTMENTS	\$192,198.79	\$0.00	\$0.00	\$0.00	\$0.00	\$192,198.79
Subtotal	\$306,243.72	\$35,105.96	\$178,324.57	\$26,797.68	\$199,784.39	\$327,703.54
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	\$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	\$0.00	\$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	\$796.06	\$3,337.30	\$0.00	\$6,395.82	\$3,058.52
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$15,000.00	\$53,000.00	\$15,000.00	\$53,000.00	\$0.00
Subtotal	\$46,702.59	\$15,796.06	\$56,387.57	\$15,000.00	\$59,443.35	\$49,758.37
3. Gift Fund						
400 GIFT	\$9,576.63	\$620.52	\$4,426.27	\$0.00	\$3,831.49	\$8,981.85
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	\$620.52	\$4,426.27	\$0.00	\$3,831.49	\$92,677.33
4. Withholdings						
200 PAYROLL	\$0.00	\$661.69	\$2,032.82	\$0.00	\$0.00	(\$2,032.82)
200.1 FEDERAL TAX	\$378.50	\$1,532.62	\$6,670.28	\$1,532.62	\$4,708.75	(\$1,583.03)
200.2 FICA	(\$11.79)	\$1,268.08	\$5,747.86	\$1,268.08	\$4,132.52	(\$1,627.13)
200.3 MEDICARE	(\$2.76)	\$296.57	\$1,344.27	\$296.57	\$966.49	(\$380.54)
200.4 STATE TAX	(\$6.15)	\$744.36	\$3,117.22	\$744.36	\$2,295.28	(\$828.09)
200.5 COUNTY TAX	(\$3.33)	\$370.20	\$1,682.21	\$370.20	\$1,206.77	(\$478.77)
200.6 PERF	(\$5.71)	\$325.76	\$1,355.84	\$325.76	\$986.00	(\$375.55)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$364.56	\$1,093.68	\$2,272.13
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,527.21	\$5,199.28	\$21,950.50	\$4,902.15	\$15,389.49	(\$5,033.80)
Grand Total	\$447,745.63	\$56,721.82	\$261,088.91	\$46,699.83	\$278,448.72	\$465,105.44

Total all banks = \$465,105.44

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2020 To 4/30/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$79,000.00	\$0.00	\$79,000.00	\$28,711.05	\$28,711.05	\$50,288.95	63.7
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$0.00	\$115,000.00	\$31,603.64	\$31,603.64	\$83,396.36	72.5
1.113 Salary of Library Assistants	\$39,000.00	\$0.00	\$39,000.00	\$12,046.21	\$12,046.21	\$26,953.79	69.1
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$3,726.52	\$3,726.52	\$15,273.48	80.4
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$8,350.78	\$8,350.78	(\$350.78)	-4.4
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	\$8,268.75	\$8,268.75	\$5,731.25	40.9
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$7,092.13	\$7,092.13	\$15,907.87	69.2
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$214.21	\$214.21	\$4,229.79	95.2
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$5,061.72	\$5,061.72	\$11,938.28	70.2
1.241 Employee Group Insurance	\$16,000.00	\$0.00	\$16,000.00	\$8,131.23	\$8,131.23	\$7,868.77	49.2
Subtotal	\$340,944.00		\$340,944.00	\$113,206.24	\$113,206.24	\$227,737.76	66.8
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	\$575.02	\$575.02	\$924.98	61.7
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$94.42	\$94.42	\$1,905.58	95.3
2.41 Library Supplies	\$9,000.00	\$0.00	\$9,000.00	\$1,439.92	\$1,439.92	\$7,560.08	84.0
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	\$103.73	\$103.73	\$1,196.27	92.0
2.45 Children's Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$383.31	\$383.31	\$916.69	70.5
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$51.23	\$51.23	\$1,248.77	96.1

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
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	\$2,790.40	\$2,790.40	\$15,809.60	85.0
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	\$12,131.36	\$12,131.36	\$5,868.64	32.6
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	\$74.46	\$74.46	\$4,425.54	98.3
3.22 Postage	\$750.00	\$0.00	\$750.00	\$377.25	\$377.25	\$372.75	49.7
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	\$23.00	\$23.00	\$12,977.00	99.8
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$1,622.67	\$1,622.67	\$5,877.33	78.4
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$5,575.04	\$5,575.04	\$20,424.96	78.6
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$182.66	\$182.66	\$1,817.34	90.9
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$442.00	\$442.00	\$1,658.00	79.0
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$11,028.47	\$11,028.47	\$8,971.53	44.9
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$2,168.60	\$2,168.60	\$7,831.40	78.3
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$6,600.00	\$6,600.00	\$13,400.00	67.0
3.91 Dues	\$3,000.00	\$0.00	\$3,000.00	\$5,048.35	\$5,048.35	(\$2,048.35)	-68.3

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$153,700.00		\$153,700.00	\$46,729.58	\$46,729.58	\$106,970.42	69.5
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	\$1,149.98	\$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	\$2,418.75	\$2,418.75	\$5,331.25	68.8
4.54 Books - YA	\$3,750.00	\$0.00	\$3,750.00	\$562.94	\$562.94	\$3,187.06	85.0
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	\$685.52	\$685.52	\$2,564.48	78.9
4.71 Nonprint - Adult DVD	\$3,879.00	\$0.00	\$3,879.00	\$949.92	\$949.92	\$2,929.08	75.5
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	\$1,456.91	\$1,456.91	\$3,293.09	69.3
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$53.39	\$53.39	\$946.61	94.7
Subtotal	\$74,379.00		\$74,379.00	\$15,598.35	\$15,598.35	\$58,780.65	79.0
Grand Total	\$587,023.00	\$0.00	\$587,023.00	\$178,324.57	\$178,324.57	\$408,698.43	69.6

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

Personnel Report

Wednesday, May 13, 2020

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

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: May 13, 2020

Beginning Employment

- None

Ending Employment

- Beth Burcham – Literacy Coordinator, effective May 24, 2020

Job Changes

- Maxine Resler – Library Assistant, furlough effective April 25, 2020
- Armonda Riggs – Library Assistant > Literacy Coordinator, effective May 24, 2020

Timeline for Opening the Branches up.

Currently,

We will be doing curbside at both places until June 1, this seems to be consistent with what other library districts are doing.

We have started interlibrary loans but only about half of the libraries are at this point so it will not be open to every library out there.

We have started letting people sign up for the computers in the community room. These are designated for unemployment, SNAP, TANF and Health Insurance Applications and Census

The Eastern Branch has one computer for the same functions

June 1

We will open the libraries with reduced hours. This is to be proactive in the amount of money that will probably be lost from property tax revenue and a little from vehicle license tax. I have tried to do this fairly with about a 10% cut across the board including myself. If we are in better shape than I expect, we will look at increasing hours again.

I still need to have another staff member as we are tight on covering all the shifts, in fact the Eastern Shift is not covered on Tuesday.

I have not informed the staff of this as I wanted to have your approval first.

Main Branch will have the following hours:

Monday, Wednesday, Friday from 11 to 5

Tuesday, Thursday 12 to 8

Saturday 12 to 4

Eastern Branch

Monday, Wednesday, Friday from 12 to 5

Tuesday, Thursday from 3 to 8

Saturday from 9 to 12

We cannot require people to wear masks but the staff will be masked and we are encouraging the public to wear masks also. The staff will wash their hands after each transaction and if they are working with materials

We are not planning on putting up screens as from what I am seeing at the stores people are ignoring them anyway to get receipts. We are planning to have people place their cards and materials on the desk and step back away from the desk and then come back up to the desk to receive their materials.

The library computers for public use will be back upstairs, but only half of them available at one time. The keyboards will have press and seal over them and the mice will have plastic baggy around them both will be changed after each use.

When we open up we will try limiting the number of families in the children's area to two families and in the teen area to two at a time. The upstairs will not be restrictive but we will be practicing social distancing and asking the public to do the same.

Check out procedures are as follows:

Patron places the items to be checked out and their card on the desk and then step back the staff checks out the items and puts them in a bag. The bag is put on the desk for the patron to take. The staff member then washes their hands.

All materials will be placed in the drop box or the return slots at the circulation desk.

Eastern the books returned inside will be in the back room on a table designated for that purpose.

Materials, especially books are hard to disinfect, so all return materials will be placed in quarantine for 72 hours before being checked in and circulated. This is also how items coming from other libraries are being handled.

Other Business

Crawlspace is almost done; we have Byers Electricians looking at hooking up the one sump pump one the new section of the building the old section apparently had electricity down there to connect to. He is also looking at getting the hot water heater to work. He is supposed to contact me this week on the cost involved.

The roof is repair on the annex and I felt they did a good job with it.

We have applied for two grants

The LSTA grant for computers and printer for the Annex for small business, unemployment and job application training. We turned that in the April. Susan was a big help with that one. We asked for \$7,000 We will learn on May 28 whether we receive it or not.

The other one was for the COVID-19 through the Indiana Humanities for our size library we could receive \$7,500 which is designated for payroll and a new MLS hire. Thank you Wade and Kimberly for working on that one with me. We will learn on May 22.

Investment Policy

The Bloomfield-Eastern Greene County Public Library Board of Trustees will abide by the procedures authorized by the *Indiana Code* and recommended by the State Board of Accounts as set out in the *Accounting and Uniform Compliance Guidelines Manual for Libraries* for the investing and deposit of library monies.

The Library Board authorizes the Treasurer and Library Director to manage investments according to these laws. The Treasurer will report on investments at the annual financial meeting of the Library Board of Trustees. This meeting will be held in accordance to state guidelines in the month of January.

Interest Earnings

All interest derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part.

Money Market Mutual Funds/Certificate of Deposit

The Treasurer and Library Director shall obtain the approval of the Library Board before making investments in money market mutual funds or certificate of deposit. The Treasurer shall obtain a minimum of three quotes before investing funds into a certificate of deposit.

Prohibited Investments

The Treasurer and Library Director may not purchase securities on margin or open a securities margin account for the investment of Library funds.

The Treasurer and Library Director may not purchase foreign investments.

Bloomfield-Eastern Greene County Public Library

Epidemic/Pandemic and Health Emergency Policy

Purpose

To establish a protocol that will be used in the event of an epidemic, pandemic or health emergency arising out of an infectious disease outbreak. In such an event, organizations may be required to take measures to help slow the spread of illness such as closing by order of government officials or as determined by the Library Director or the Board of Trustees. It is important to ensure that core administrative activities of the Library can continue with limited staff and/or reduced hours.

Definitions

This plan differs from a general emergency preparedness policy or procedure. With the emergency preparedness policy, there is an assumption that the staff will return to the building or begin recovery work almost immediately after the event or crisis (such as a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic- A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Pandemic- An epidemic that has spread over several counties or continents, usually affecting many persons around the globe.

Health Emergency- The state of affairs in which there are not enough healthy Library staff to maintain normal hours of operation, not enough Library staff able to work due to staff members caring for family members, or a combination thereof.

Employees and staffing level- part-time and full-time Library Staff as defined by Bloomfield-Eastern Greene County Public Library's Staffing level refers to the minimum number of healthy staff needed to maintain the building being open to the public.

Library Closure

The Bloomfield-Eastern Greene County Public Library may temporarily close if any of the following occur:

1. A mandate, order, or recommendation for closure is issued by the Greene County Health Department, Greene County Emergency Management, Indiana State Department of Health or other government or health officials. Or by the recommendation of the American Library Association.
2. If a Library employee has been diagnosed with the disease causing the epidemic, pandemic, or health emergency, BEGCPL, will temporarily close either branch that the employee has visited if recommended by a health official.
3. If the epidemic or pandemic has caused a health emergency as defined in the previous section. This determination shall be made by the Library Director or the Board of Trustees.
4. If the Library Director or the Board of Trustees deems it in the best interest of the public and library staff to close to reduce the spread of the disease.

5. At the discretion of the Library Director of the Board of Trustees.

In the Event of any type of closure, overdue fines will be suspended for the duration of the closure. The exterior book drop will be kept open and cleared periodically if determined possible.

Types of Library Closures:

- **Complete Closure:** no staff in the building at any time.
- **Library Closure with Essential Services Only:** exempt and other limited library employees may be required to work during closures to perform necessary duties such as payroll, bill paying, building maintenance, emptying book drops, etc.
- **Library Closure with Reduced Services-**staff may:
 - be allowed to work inside the building, although the build is closed to the public
 - be assigned to provide services to the community, in newly determined ways either from the library building or remotely from home.
 - be assigned to clean the building
 - return to work to prepare the building for reopening to the public

School Closures

In the event that the Bloomfield or Eastern Greene are closed because of an epidemic, the BEGCPL will remain open unless one of the above conditions under the "Library Closure" section is met.

Minimum Staffing Level

Library Director will work with Scheduling Manager to determine if enough staffing is available for each library location.

Compensation During an Epidemic, Pandemic or Health Emergency

The Library will compensate an employee for their regular scheduled hours if they:

- contract the disease
- are required to care for a family member who has contracted the disease
- receive a mandated or doctor-directed self-quarantine
- In the event of closure and the Library employees are sent home, those employees shall be compensated for their regularly scheduled hours.
- In the event the Library remains closed, employees scheduled to work shall be compensated for their regular hours for as long as possible by the Library Director or the Board of Trustees.
- If furloughs or layoffs are determined necessary, the Library Director or the Board of Trustees will give affected employees 14 days' notice.
- During the epidemic, staff who have previously scheduled vacation time may rescind that time-off request during any type of closure of the Library.
- Employees will continue to accrue vacation time, but not more than the maximum time allowed per our employee handbook.

Impact on Staff with Child Care Concerns

In the event of school or day care closures due to an epidemic, so long as risk has been determined as a "low Level" by local health officials, BEGCPL will allow employees to make the personal decision to:

- Allow children to come to work with their parent so long as, to the best of the employee's knowledge, no one in the employee's household has been in contact or been exposed to the disease
- Choose to use their accrued leave or take unpaid time off to stay at home.

Communication

In the event of cancellation of services, programs, community room usage or Library closures, administration staff will:

1. Notify staff, trustees, Friends of the Library and the Greene County Literacy Coalition, custodial staff and public via phone calls, email, social media, and the Website.
2. Call or email scheduled program presenters, community room reservations, volunteers, outreach sites, interns, program attendees (if we have contact information)
3. Provide information regarding the epidemic/pandemic on the Library's website and social media sites.
4. Create signage for updating the patrons inside and outside the library.
5. Notify local media and other government entities as deemed necessary

Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Staff duties may be reassigned as needed to provide public service based on these priorities.

Priority responsibilities shall follow this order, with safety being a priority:

1. Direct patron assistance, e.g. check out, issuing Library cards, computer and informational assistance
2. Processing incoming holds, check in, shelving.
3. Processing holds, shelf action lists, cataloguing
4. Submission of payroll, processing bills for payment, preparing for and holding Board meetings.

Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with their supervisor or the Director to determine staffing area assignments and work tasks. Employees should go to the supervisor if they have things that they feel should be a priority.

Employee Absences

The Attendance and Leave of Absence procedure in the Employee Handbook will be followed unless in the event of "Complete Closure" of the Library.

Social Distancing

If recommended by local, state or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the library.

Additional Cleaning

During the epidemic, pandemic or health emergency, the Library will ask staff and custodians to increase cleaning within each location. The Manager of the building will devise temporary new cleaning procedures for preparing the library to reopen, after a closure.

Responsibility for Library Operations

See the Succession Policy

Bloomfield-Eastern Greene County Public Library

Succession Plan

In the event the Library Director becomes unable to act as a result of death, incapacity, termination of employment, or otherwise, the decision-making authority of the Library Director may be conferred to a Stand-By Director nominated by the Board. The Board may adopt a Resolution nominating a Stand-By Director prospectively and need not wait until the incapacity of the Director to nominate such a position. The person so nominated shall communicate his/her acceptance of such responsibility to the Board and seek Board confirmation that the nomination has been activated if/when the nominee believes the Library Director has become incapacitated or otherwise unable to act/exercise Library Director decision-making authority. The nominee shall continue to receive his/her budgeted compensation for his/her regular position and shall not by virtue of exercising Stand-By Library Director authority become entitled to Library Director pay or any pay increase unless formally authorized by the Board at a public meeting.

DULY ADOPTED by the Board of Trustees of the NAME Public Library at its regular meeting held on the ___ day of MONTH, YEAR, at which meeting a quorum was present.

NAY

AYE

ATTEST: _____