

# Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

*Wednesday, July 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. Building & Signage Repairs
  - b. Lobby Phone Removal
9. New Business:
  - a. September Hours
  - b. Policies & Procedures
10. Public Comment
11. Adjournment

## Voucher List

### Bloomfield-Eastern Greene County Public Library

Report Date: From 6/1/2020 To 6/30/2020

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	251	PERF	6/1/2020	PERF Deposit	\$1,609.83
0	252	INDIANA DEPT OF REVENUE	6/1/2020	State and County Tax Deposit	\$1,190.94
0	253	INTERNAL REVENUE SERVIC	6/1/2020	Federal Tax Deposit	\$5,010.66
0	254	PAYROLL	6/1/2020	PAYROLL	\$21,836.05
1804	256	MICHELE ROGERS	6/1/2020	JANITORIAL SERVICE	\$1,650.00
1806	258	KIMBERLY PORTER	6/2/2020	REIMBURSEMENTS: 2	\$77.56
1807	259	JOHN MUSGRAVES	6/2/2020	GROUNDKEEPING	\$155.00
1809	260	JUDY LOUISE	6/2/2020	REIMBURSEMENT	\$19.00
1810	261	Penworthy Company	6/2/2020		\$102.76
0	262	ABDO-SPOTLIGHT-MAGIC WA	6/2/2020	TEST VOUCHER	\$0.00
1811	263	DUKE ENERGY	6/2/2020	UTILITY: MAIN & ANNEX	\$746.75
1812	264	EASTERN HEIGHTS UTILITIES	6/2/2020		\$14.19
1813	265	UNITED HEALTHCARE	6/3/2020		\$688.98
1814	266	RICOH USA, INC (ATLANTA)	6/3/2020		\$109.54
1815	267	WELLS FARGO VENDOR FINA	6/3/2020		\$144.27
1816	268	B & C Disposal	6/3/2020	UTILITY: MAIN & ANNEX	\$38.00
1817	269	SEWAGE DISPOSAL WORKS	6/3/2020		\$148.00
0	270	BLOOMFIELD-EASTERN GREE	6/3/2020	INTERFUND TRANSFER: MUSIC > AUDIOBOOKS	\$0.00
1818	271	CENGAGE LEARNING	6/3/2020	INVOICES: 2	\$61.24
1819	272	MIDWEST NATURAL GAS COR	6/3/2020	UTILITY: MAIN & ANNEX	\$150.39
1820	273	AMAZON	6/4/2020	INVOICES: 6	\$348.90
1821	274	MCLS	6/4/2020	MCLS ANNUAL MEMBERSHIP 2020-21	\$125.00
1822	275	ENA Services LLC	6/4/2020		\$503.00
1823	276	SHOWCASES	6/4/2020		\$156.60
1824	277	FINDAWAY WORLD	6/4/2020		\$333.70
1825	278	HASEMAN PEST CONTROL OF	6/4/2020	INVOICES: 3	\$100.00
1826	279	GADELLNET CONSULTING SE	6/4/2020		\$75.00
1827	280	GRAVES CONSTRUCTION SE	6/4/2020		\$882.48
1828	281	U.S. BANK	6/4/2020		\$121.58
1829	282	CENGAGE LEARNING	6/9/2020		\$37.00
1830	283	SHOWCASES	6/9/2020		\$0.00
1831	284	COMCAST	6/9/2020	11453 E ST RD 54	\$139.64
1832	285	JOHN MUSGRAVES	6/9/2020	GROUNDKEEPING	\$67.50
1833	286	DISCOUNT VACUUM CENTER	6/9/2020	CLEANING SUPPLIES	\$273.85
1834	287	BEDFORD OFFICE SUPPLY	6/9/2020		\$43.25
1835	288	COLLABORATIVE SUMMER LI	6/9/2020	SRP MERCHANDISE - EASTERN BRANCH	\$107.45
1836	289	PITTMAN FAMILY FARMS LAW	6/9/2020	LAWNCARE - MAIN & EASTERN	\$240.00
1837	290	INDIANA STATE LIBRARY	6/9/2020		\$2,984.00
1838	291	RICOH USA, INC (CHICAGO)	6/9/2020	INVOICES: 2	\$179.79
1839	292	CENTURYLINK	6/9/2020		\$1.86
1840	293	JOHN MUSGRAVES	6/16/2020	GROUDNSKEEPING	\$57.50
1841	294	FINDAWAY WORLD	6/16/2020		\$19.99
1842	295	EASTERN HEIGHTS UTILITIES	6/16/2020	UTILITY - ANNEX	\$35.31
1843	296	AT&T	6/16/2020	TELEPHONE - MAIN	\$149.13
1844	297	RECORDED BOOKS, INC	6/16/2020		\$99.00
1845	298	RECORDED BOOKS, INC	6/16/2020		\$82.20
1846	299	UDWI	6/16/2020	UTILITY - EASTERN	\$129.00
1847	300	BAKER & TAYLOR	6/16/2020	INVOICES: 9	\$1,573.71
1848	301	KIMBERLY PORTER	6/16/2020	REIMBURSEMENT	\$45.94

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
1849	302	GREENE COUNTY DAILY WOR	6/16/2020	Employment Ads	\$96.68
1850	303	SMITHSONIAN	6/16/2020	ACCT: 061922530	\$19.00
1851	304	SMITHSONIAN	6/16/2020	ACCT: 009430489	\$19.00
1852	305	GARY VANDEVENTER	6/16/2020	Service Call (06.15.2020)	\$55.00
1853	306	JOHN MUSGRAVES	6/19/2020	GROUNDKEEPING - JUNE 19, 2020	\$35.00
1854	307	BEDFORD OFFICE SUPPLY	6/19/2020		\$76.00
1855	308	FIRST SECURITY INSURANCE	6/19/2020	KAREN HOLZ - OFFICIAL BOND 2020 - 2021	\$156.00
1856	309	EASTERN HEIGHTS UTILITIES	6/19/2020	UTILITY - MAIN & EASTERN	\$44.87
1857	310	KIMBERLY PORTER	6/23/2020	COOKWARE - GIFT	\$92.24
1858	311	GRAVES CONSTRUCTION SE	6/23/2020	ANNEX - HVAC REPAIR	\$633.50
1859	312	B & C Disposal	6/23/2020	WASTE DISPOSAL - MAIN & ANNEX	\$38.00
1860	313	SMITHVILLE	6/23/2020	TELEPHONE - EASTERN	\$37.17
1861	314	EASTERN ALLIANCE INSURAN	6/23/2020	WORKERS COMP - JULY 2020 - 2021	\$681.00
1862	315	RICOH USA, INC (ATLANTA)	6/23/2020		\$115.31
1863	316	WELLS FARGO VENDOR FINA	6/23/2020		\$144.27
1864	317	UNITED HEALTHCARE	6/23/2020	07.01.2020 - 07.31.2020	\$1,799.83
1865	318	FINDAWAY WORLD	6/23/2020		\$311.20
1868	322	BLOOMFIELD-EASTERN GREE	6/25/2020	INTERBANK TRANSFER - PAYROLL 07.01.2020	\$13,000.00
1869	324	JOHN MUSGRAVES	6/26/2020	GROUNDKEEPING	\$73.33
1872	327	JOHN MUSGRAVES	6/30/2020	GROUNDKEEPING	\$52.50
<b>Total Amount of Claims</b>					<b>\$60,145.44</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.

Tuesday, July 7, 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 \$60,145.44

Date this 7<sup>th</sup> day of July, 2020.

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

### SIGNATURES OF GOVERNING BOARD

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



# Totals

Gross Pay: \$21,836.05		Deductions: \$5,235.81		Net Pay: \$16,600.24	
FICA:	Medicare:	Federal:	State:	County:	PERF: Health Ins Insurance
\$1,353.84	\$316.62	\$1,669.74	\$792.15	\$398.79	\$340.11
NT PERF	Tax PERF	EIC:			
\$0.00	\$0.00	\$0.00			

Gross Pay:	\$21,836.05
Non Taxable	\$0.00
Taxable	\$21,836.05

## Check Date

6/1/2020

Direct Deposit	\$0.00
Checks Written	\$1,908.72
Net Payroll	\$1,908.72

	Used	Earned
Regular	0	
Sunday	0	
Sick	1139.75	0
Vacation	169.5	17.61
Comp	0	0
Personal	0	0
Other	0	0
Total Hours:	1309.25	17.61

I Karen Holz Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 4 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 \$ 21836.05 is correct and has by me been approved.

Dated 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 =	\$1,353.84	\$2,707.68
Employee Share FICA Due =	\$1,353.84	
Employee Share Medicare Due =	\$316.62	\$633.24
Employer Share Medicare Due =	\$316.62	
Federal Tax Due =	\$1,669.74	
Total Tax Deposit Due =	\$5,010.66	
Employee PERF Due =	\$340.11	\$792.15
Employer PERF Due =	\$1,269.72	\$398.79
Total PERF Due =	\$1,609.83	\$1,190.94
State Tax Due =		
County Tax Due =		
Total Tax Due =		

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, June 10, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, June 10, at 5:02pm at the Library Annex. Those present were Roger Doane - Presiding, Roger Axe, Joshua Riggins, Dinah Fuller, Martha Marmouze, Candice Patterson, Karen Holz – Director, and Wade Wallace – Treasurer/Bookkeeper. Also in attendance was Armonda Riggs – Literacy Coordinator.

Approval of Claims and Minutes:

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

Martha made a motion to approve minutes. Dinah seconded. All in favor.

Treasurers Report:

Investments supervisor Vadim Morozov briefly joined via phone call for this portion of the meeting to go over our relationship summary with Baird.

Martha made a motion to approve the transfer listed in the Treasurer's Report. Dinah seconded. All in favor.

Dinah made a motion to approve the treasurer's report. Martha seconded. All in favor.

Librarian's Report

x made a motion to approve the librarian's report. x seconded. All in favor.

Personnel Report:

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

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: June 10, 2020

**Beginning Employment**

- Ben Briles – Genealogy & Cataloging Librarian, effective June 15, 2020.

**Ending Employment**

- None

**Job Changes**

- Maxine Resler – Library Assistant > Substitute Librarian, effective June 1, 2020



Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Old Business:

Karen provided details on the HVAC building repairs conducted by Graves in May, which cost us under \$1,000.

Curbside services during our shutdown period were about as expected, with 120 patron uses at Bloomfield, and 31 at Eastern. 3 patrons also used the Bloomfield Branch Computer Lab.

New Business:

Both library branches are operating on reduced hours, which have been made available on our website and Google Business.

Karen detailed future building repairs that might be a large expense for the library, including rooftop repairs, re-painting the window frames, and miscellaneous interior repairs. Everywhere Signs quoted about \$1,550 to repair the sign out front, excluding the rotten wood.

Future budget adjustments were discussed, including removing the music fund and moving to a digital streaming service, potential cuts to future budgets, and more.

The vault in the Library Annex basement is entirely empty, but none of the staff so far can figure out the combination lock mechanism. The supposed combination and rotations are written down, but have provided little help.

Included in the personnel report, a new hire will be joining library staff later in June. The employee will be working just under the full-time hours quota, but still wants to receive benefits from us, and is willing to pay extra to make it happen.

Public Comment:

None.

Adjournment:

Roger A. moved to adjourn at 6:07pm, and Joshua seconded. All present were in favor. The next regular public meeting will be Wednesday, July 8, at 5:00PM at the Library Annex.

\_\_\_\_\_  
Secretary

Treasurers Report:

**PAYROLL:** Net Pay of **\$16,600.24 (June 1)**

**CLAIMS:** Claims #251 – 256, 258 – 318, 322, 324, and 327 totaling **\$60,145.44 in June**

**BALANCE THE BUDGET:**

- Transfer **\$2,260.96** from *Evergreen* to *Dues*
  - *Evergreen 2020 Membership was \$3,785.00 – \$1,285 greater than budgeted for*

**BUDGET STATUS:**

Through **6** months of the year, we strive to be at or under **50%** in each of the four budget categories as well as overall. See the appropriation report through May 31, 2020 for the full numbers.

2020/Current Year through June 30, 2020

Personnel/Personal Services	48.60 % spent
Supplies	21.70 % spent
Other Services	42.60 % spent
Capital Outlays	26.70 % spent
OVERALL	43.40 % spent

2019/Prior Year Comparison through June 30, 2019

Personnel/Personal Services	<b>52.50</b> % spent
Supplies	36.10 % spent
Other Services	41.50 % spent
Capital Outlays	40.10 % spent
OVERALL	47.80 % spent

# Financial Report

## Bloomfield-Eastern Greene County Public Library

Report Dates = 6/1/2020 to 6/30/2020

<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>
<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	\$39,899.91	\$254,886.89	\$218,430.56	\$431,639.70	\$290,618.74
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>\$39,899.91</b>	<b>\$254,886.89</b>	<b>\$218,430.56</b>	<b>\$431,639.70</b>	<b>\$482,996.53</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	\$0.00	\$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	\$830.80	\$4,997.84	\$0.00	\$6,395.82	\$1,397.98
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$13,000.00	\$81,000.00	\$13,000.00	\$81,000.00	\$0.00
<b>Subtotal</b>	<b>\$46,702.59</b>	<b>\$13,830.80</b>	<b>\$86,048.11</b>	<b>\$13,000.00</b>	<b>\$87,443.35</b>	<b>\$48,097.83</b>
<b>3. Gift Fund</b>						
400 GIFT	\$9,576.63	\$1,045.71	\$5,635.02	\$1,561.59	\$5,465.11	\$9,406.72
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>\$1,045.71</b>	<b>\$5,635.02</b>	<b>\$1,561.59</b>	<b>\$5,465.11</b>	<b>\$93,102.20</b>
<b>4. Withholdings</b>						
200 PAYROLL	\$0.00	\$497.77	\$2,792.54	\$0.00	\$0.00	(\$2,792.54)
200.1 FEDERAL TAX	\$378.50	\$1,669.74	\$9,989.23	\$1,669.74	\$8,027.70	(\$1,583.03)
200.2 FICA	(\$11.79)	\$1,353.84	\$8,455.78	\$1,353.84	\$6,840.44	(\$1,627.13)
200.3 MEDICARE	(\$2.76)	\$316.62	\$1,977.57	\$316.62	\$1,599.79	(\$380.54)
200.4 STATE TAX	(\$6.15)	\$792.15	\$4,701.63	\$792.15	\$3,879.69	(\$828.09)
200.5 COUNTY TAX	(\$3.33)	\$398.79	\$2,479.66	\$398.79	\$2,004.22	(\$478.77)
200.6 PERF	(\$5.71)	\$340.11	\$2,039.72	\$340.11	\$1,669.88	(\$375.55)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$364.56	\$1,822.80	\$3,001.25
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,527.21</b>	<b>\$5,369.02</b>	<b>\$32,436.13</b>	<b>\$5,235.81</b>	<b>\$25,844.52</b>	<b>(\$5,064.40)</b>
<b>Grand Total</b>	<b>\$447,745.63</b>	<b>\$60,145.44</b>	<b>\$379,006.15</b>	<b>\$238,227.96</b>	<b>\$550,392.68</b>	<b>\$619,132.16</b>

**Total all banks = \$619,132.16**



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

Report Date: From 1/1/2020 To 6/30/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$79,000.00	\$0.00	\$79,000.00	\$36,139.51	\$36,139.51	\$42,860.49	54.3
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$0.00	\$115,000.00	\$56,881.54	\$56,881.54	\$58,118.46	50.5
1.113 Salary of Library Assistants	\$39,000.00	\$0.00	\$39,000.00	\$17,754.52	\$17,754.52	\$21,245.48	54.5
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$5,738.40	\$5,738.40	\$13,261.60	69.8
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$7,430.16	\$7,430.16	\$569.84	7.1
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	\$12,438.75	\$12,438.75	\$1,561.25	11.2
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$10,433.35	\$10,433.35	\$12,566.65	54.6
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	\$7,614.81	\$7,614.81	\$9,385.19	55.2
1.241 Employee Group Insurance	\$16,000.00	\$0.00	\$16,000.00	\$11,170.05	\$11,170.05	\$4,829.95	30.2
<b>Subtotal</b>	<b>\$340,944.00</b>		<b>\$340,944.00</b>	<b>\$165,815.30</b>	<b>\$165,815.30</b>	<b>\$175,128.70</b>	<b>51.4</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	\$904.79	\$904.79	\$595.21	39.7
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$124.39	\$124.39	\$1,875.61	93.8
2.41 Library Supplies	\$9,000.00	\$0.00	\$9,000.00	\$1,878.54	\$1,878.54	\$7,121.46	79.1
2.43 Adult Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$225.31	\$225.31	\$1,074.69	82.7
2.44 Teen Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$120.17	\$120.17	\$1,179.83	90.8
2.45 Children's Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$436.15	\$436.15	\$863.85	66.5
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$185.87	\$185.87	\$1,114.13	85.7

<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>
2.47 Farmers Market Supplies	\$800.00	\$0.00	\$800.00	\$152.49	\$152.49	\$647.51	80.9
<b>Subtotal</b>	<b>\$718,600.00</b>		<b>\$18,600.00</b>	<b>\$4,027.71</b>	<b>\$4,027.71</b>	<b>\$14,572.29</b>	<b>78.3</b>
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$35.00	\$35.00	\$965.00	96.5
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$15,394.79	\$15,394.79	\$2,605.21	14.5
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	\$176.08	\$176.08	\$373.92	68.0
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	\$355.68	\$355.68	\$44.32	11.1
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	\$156.00	\$156.00	\$244.00	61.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$704.00	\$704.00	\$12,296.00	94.6
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$1,919.27	\$1,919.27	\$5,580.73	74.4
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$7,182.28	\$7,182.28	\$18,817.72	72.4
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$322.56	\$322.56	\$1,677.44	83.9
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$931.00	\$931.00	\$1,169.00	55.7
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$17,412.88	\$17,412.88	\$2,587.12	12.9
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$3,908.54	\$3,908.54	\$6,091.46	60.9
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$9,900.00	\$9,900.00	\$10,100.00	50.5
3.91 Dues	\$3,000.00	\$0.00	\$3,000.00	\$5,260.96	\$5,260.96	(\$2,260.96)	-75.4

<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>
<b>4. Capital Outlays</b>							
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	\$3,659.10	\$3,659.10	\$6,340.90	63.4
4.521 Books - Adult Nonfiction	\$6,250.00	\$0.00	\$6,250.00	\$1,358.92	\$1,358.92	\$4,891.08	78.3
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	\$3,118.80	\$3,118.80	\$4,631.20	59.8
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	\$2,258.26	\$2,258.26	\$4,741.74	67.7
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$772.49	\$772.49	\$2,477.51	76.2
4.71 Nonprint - Adult DVD	\$3,879.00	\$0.00	\$3,879.00	\$1,152.61	\$1,152.61	\$2,726.39	70.3
4.72 Nonprint - Music	\$1,250.00	\$0.00	\$1,250.00	\$175.00	\$175.00	\$1,075.00	86.0
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$2,433.51	\$2,433.51	\$4,316.49	63.9
4.74 Nonprint - Childrens	\$3,250.00	\$0.00	\$3,250.00	\$1,515.41	\$1,515.41	\$1,734.59	53.4
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	\$88.92	\$88.92	\$911.08	91.1
<b>Subtotal</b>	<b>\$74,379.00</b>		<b>\$74,379.00</b>	<b>\$19,857.64</b>	<b>\$19,857.64</b>	<b>\$54,521.36</b>	<b>73.3</b>
<b>Grand Total</b>	<b>\$587,023.00</b>	<b>\$0.00</b>	<b>\$587,023.00</b>	<b>\$254,886.89</b>	<b>\$254,886.89</b>	<b>\$332,136.11</b>	<b>56.6</b>

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



## Librarian's Report

I want to introduce Simon Breidenbach, he is our Main Cataloger and is our IT person. He is a big help in figuring out how to work with the computers and connections, also in determining who we should be talking to.

### **Looking Ahead**

Hours after Labor Day

Bloomfield: M, F 10 to 4, T, W, TH, 10 to 8, Saturday 10 to 4

Eastern: M, W, F 12 to 5, T, TH 2 to 8 Saturday 9-12

Faxes and Copy fees back to normal in August, we needed to start charging fines for overdue materials in July to be in compliance with Evergreen.

### **Building Repair**

Windows only one bid Patton

Sign also only one for \$1850 we got 2000 for this so we are good

### **Grants and Donations**

We have a donation to help cover half the cost of MyHeritage.com that we subscribe to for next year

Wrote a grant asking Smithville to cover our subscription for Worldbook Online that we have been getting. The need for this will be greater if more people are homeschooling. We received \$100 towards this from Smithville.

Still waiting to hear about the LSTA Grant and the Greene County Foundation Grant.

### **Leasing Corp.**

Do we want to keep the Bloomfield Library Leasing corp. or do we want to disband it? We don't need it unless we have a major project coming up.

### **Policies and Procedures**

These are supposed to be reviewed and updated every three years, sort of like the Strategic Plans, so we are going back over them. Most are ok with wording needed some updated.

Kimberly and I are examining and up-dating policies and procedures. I will be sending this out to the board as they are reviewed. The main one that I have found that will need an overhaul is the Computer Disaster Plan as we are not dealing with this company any longer. Wade proposed that we have a hard drive that will be kept at the Annex or Eastern with the account and other important information on it. I could update this quarterly.

### **Disaster Preparedness Plan**

This is free software that has you go through what needs to be considered if a disaster should happen. Armonda has been working on this. Please see Karen of Armonda for the login info if you wish to check it out. We will change the password after both the board and the staff has had time to look it over and make suggestions probably in October. The password would then be given to the succession person Kimberly, bookkeeper, Wade on the Director document that I have been creating. I will suggest that the board President and someone at the County Emergency have the information as well.

### **Phone**

remove lobby phone put in Cordless phone this would cost us \$150.00 but according to the staff we have had various problems with it.

Missing up the other phones, problems with prank calls and problems with domestic situations

Going to a cordless phone upstairs that can be given to patrons when needed, can be private in the old literacy workroom. The base would be kept in the office area.

### **Outside Painting**

We have had one bid for \$700 that would do the windows and detail work on the front of the building and the windows of the old section on south side of the building. It would be \$550 for just the front. I feel this needs to be taken care before we have more problems.

### **Research on the Elevator**

The new estimate that I found out talking to different contractors the cost would be closer to \$120,000. I am not sure if this would be feasible or not but could we look into a lift chair solution? I haven't done any research on it but it might work using the back stairs.

### **Eastern Hot Water Heater**

Kevin Byers says the heater is still in good shape, he recommends removing the timer so that it would work as the timer isn't working.

### **Meetings**

June 18 Susan, Armonda and I met with the 21<sup>st</sup> Century Scholars Coordinator

June 23 Literacy Coalition

June 25, Armonda and I passed out information about the library and Literacy Coalition at the Blessing Bloomfield

# Personnel Report

Wednesday, July 8, 2020

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees  
FROM: Wade Wallace, Bookkeeper  
RE: Personnel Report  
DATE: July 8, 2020

## **Beginning Employment**

- None

## **Ending Employment**

- None

## **Job Changes**

- None



# Bloomfield Statistics June 2020

	2020	2019	2018
Adult Fiction	482	834	770
Adult Nonfiction	132	407	333
Periodicals	66	106	113
Adult Audiobooks	53	128	155
Adult Playaways	40	55	67
<b>Total Adult</b>	<b>773</b>	<b>1530</b>	<b>1438</b>
YA Fiction	138	233	264
YA Nonfiction	38		
YA Audiobook	1	4	2
<b>Total YA</b>	<b>177</b>	<b>237</b>	<b>266</b>
Juvenile Fiction	765	1225	1416
Juvenile Nonfiction	75	176	136
Juvenile Periodicals	6	5	9
Juvenile Audiobooks	46	40	29
Juvenile Playaways	4		
<b>Total Juveniles</b>	<b>896</b>	<b>1446</b>	<b>1590</b>
<b>Overdrive</b>	<b>1252</b>	<b>649</b>	<b>817</b>
<b>Total Book</b>	<b>3098</b>	<b>3862</b>	<b>4111</b>

	2020	2019	2018
DVD	333	1174	1227
JDVD	86		
Music CD	21	64	104
Adult Games	6	28	20
YA GAMES	29		
Juvenile Games	9	77	62
<b>Total Nonbook</b>	<b>484</b>	<b>134</b>	<b>141</b>
		<b>3</b>	<b>3</b>
<b>Total</b>	<b>542</b>	<b>520</b>	<b>552</b>
	<b>8</b>	<b>5</b>	<b>4</b>

Township	Resident	Resident Limited Access	Staff	Total
Beech Creek	2	1		3
Jackson	1			1
Richland	9	2		11
			1	1
<b>Total</b>	<b>12</b>	<b>3</b>	<b>1</b>	<b>16</b>

## Programs

### Juvenile Programs Virtual

Linda and I read 4 stories each and posted them on the Facebook Page:  
 Bloomfield-Eastern Greene County Public Library Page Summer Reading 2020  
 The page has 66 followers for all pages.

The library has given out activities for kids to do at the Bloomfield Park in conjunction with Tri Kappa Summer Toy Drive.

We had a welcome back raffle with about 50 people participating that week.

#### Children's Programming

6/1-8/2020	Scavenger Hunt	16
6/1-8/2020	Opening Drawing	32
6/9-13/2020	Scavenger Hunt	21
	Grab-and-Go	31
6/15/2020	Tri kappa	60
6/17/2020	STEM Handouts	50
6/15-21/2020	Scavenger Hunt	24
	Grab-and-Go	30
6/22-27/2020	Scavenger Hunt	25
	Grab-and-Go	28

Susan Smith Teen Program had: 16 posts. 308 engagements, averaged 67 engagements and 130 followers and 122 like.

#### Summer Reading Page

The library made 43 posts last month.

Each Post averaged 121 were reached and 12.5 engagement

Main Post was 35 with an average of 173 people reached and average of 17 engagements.

Our Website had 806 unique visits with 1,870 different page views averaging 2.3 pages/view.

Computer Usage 129 logins Total Computers Usage 186

We had 2 Genealogy requests.

Bloomfield Added: 2 audiobooks, 30 Adult Fiction, 19 Adult Nonfiction, 10 YA, 38 Juvenile Fiction, 8 Juvenile Nonfiction and 5 DVDs

Eastern Statistics June 2020

		2020	2019	2018
Adult Fiction		69	138	137
Adult Nonfiction		32	41	36
YA		9	24	30
Juvenile Fiction		225	180	330
Juvenile Nonfiction		29	28	30
Periodicals		28	40	17
Periodicals Juvenile			2	7
Adult Audiobooks		9	12	19
Juvenile Audiobooks		1	5	7
Music CD		11	3	2
DVD		95	380	279
Games		7	25	33
Total		514	878	922

Township	Resident	TOTAL
Center	4	4
Jackson	1	1
<b>Total</b>	<b>5</b>	<b>5</b>

23 kids have participated in the scavenger hunts at Eastern

13 student reading challenge cards have been turned in

29 people used the computers.

Facebook:

19 posts with an average of 22 people reached and an average of 2 engagements.

Eastern Added: 7DVDs, 7 Juvenile Fiction, 4 Juvenile Nonfiction, 17 Adult Fiction and 4 Adult Nonfiction