

**Bloomfield – Eastern Greene County Public Library**  
125 South Franklin Street  
Bloomfield, IN 47424  
Phone 812-384-4125 - Fax 812-384-0820  
www.bloomfield.lib.in.us

**Eastern Branch**  
11453 E. State Road 54  
812-825-2677

*We're more than just books!*

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# Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

*Wednesday, March 10, 2021*

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report
5. Housekeeping -
  - Acceptance of Joshua's Riggins departure from the Library Board
  - Welcoming of Dwayne Hostetter to the Library Board and his selection as Board Secretary to fill the remainder of Joshua's term through December 31, 2021.
6. Librarian's Report:
  - Annual Report to the State Board of Accounts for 2020 was completed and submitted on February 26, 2021.
  - Annual Report to the State Library has been completed.
  - Electronic Transfers Resolution (with listing of current items being processed electronically)
  - Kyle Doane dba Kyle Care has completed the painting/trimming on the Library exterior - \$300 paid from Encumbered Funds from 2020 leaving a balance of \$400 in Encumbered Funds. I would like to release the \$400 and put it towards replacing a broken window frame at the Eastern Branch. Suggestions for who might be able to do this?
  - Hughes Electric has replaced lights in both the Library and the Annex.
  - ENA contract is signed with work and payment to begin in July. Signed it to wait on confirmation about e-rate on all products is a part of the contract.
  - Dr. Suess Books – Susan and I discussed and with the Board's approval would like to keep the books and add a note on the impacted books inside the front cover.
  - Digitalization of Library Board minutes – applying for a grant. This will be for having a company digitalize the ledgers and past minutes of the library up to the current practice.

- Graves provided an estimate of \$850 for the pump replacement. I provided the go ahead for purchasing the pump and estimate on about the same amount for installation. With the repairs and the new pump, we will have spent approximately \$4,000 to keep the HVAC system in good repair.
- April Library Community Scavenger Hunt – Family will get out and learn about our townships. 12 questions/2 from each township. 1 point awarded for each question answered correctly with a bonus point for each location photographed. For each point the family name will be placed in a drawing for a gift card for the Toy Store and pizza.
- Vault – Kimberly and I both cannot open the basement vault. Gary will be re-checking the lock at no additional cost. Over the next few months we will begin boxing up records and moving them to the vault for storage once the vault lock is working properly.
- Mini COVID Grants – next week we will be sending the information for both the e-books reimbursement and masks, sanitizers, Clorox wipes, and plastic wrap reimbursement.
- Pleased with being able to print from phones and from home.
- Putt Putt Golf Fund Raiser is tentatively set for Saturday, June 5.
- Historical Society donated \$330 for *My Heritage*
- Lonnie will begin working on necessary corrections to the 2019 State Board of Accounts Annual Report.

7. Public Comment

8. Adjournment

# Personnel Report

*Wednesday, March 10, 2021*

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

FROM: Lonnie Vandeventer, Bookkeeper

RE: Personnel Report

DATE: March 10, 2021

## **Beginning Employment**

Nikki Stevenson – Hire Date: March 15, 2001

## **Ending Employment**

Mathew New – Will be leaving employment end of May 2021

## **Job Changes**

- With Mathew's impending departure planning to use funds available from both Ben and Mathew's position to hire a new MLS at \$15.00 per hour to work at both Bloomfield and Eastern

## Voucher List

### Bloomfield-Eastern Greene County Public Library

Report Date: From **2/1/2021** To **2/28/2021**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	41	PERF	2/1/2021	PERF Deposit	\$1,756.54
0	42	INTERNAL REVENUE SERVIC	2/1/2021	Federal Tax Deposit	\$4,654.58
0	43	INDIANA DEPT OF REVENUE	2/1/2021	State and County Tax Deposit	\$1,063.54
2232	57	MICHELE ROGERS	2/1/2021	JANITORAL SERVICES - JANUARY 2021	\$1,650.00
2233	58	JOHN MUSGRAVES	2/2/2021	11.75 Hours @ \$10.00 Hr.	\$117.50
2234	59	GADELLNET CONSULTING SE	2/2/2021		\$75.00
2235	60	FINDAWAY WORLD	2/2/2021		\$56.24
2236	61	BAKER & TAYLOR	2/2/2021		\$88.71
2237	62	SEWAGE DISPOSAL WORKS	2/2/2021		\$148.00
2238	63	D-PENDABLE WASTE REMOV	2/3/2021	February, March, April Waste Removal	\$45.00
2239	64	DUKE ENERGY	2/2/2021		\$1,425.77
2240	65	CENGAGE LEARNING	2/2/2021		\$18.50
2241	66	CENTER POINT LARGE PRINT	2/2/2021		\$132.42
0	68	DELTA DENTAL	2/5/2021		\$83.61
2242	69	KAREN HOLZ	2/10/2021	1) Reimburse for purchase of copy paper - \$5.00, 2) Reimburse for cash paid to two students who helped John shovel snow off the sidewalks	\$25.00
2243	70	ABELL ELEVATOR INTERNATI	2/10/2021	Service 2/1/2021 to 4/30/2021	\$266.93
2244	71	BRODART CO	2/10/2021		\$70.81
2245	72	CENTURYLINK	2/10/2021		\$1.64
2246	73	BEDFORD OFFICE SUPPLY	2/10/2021		\$76.00
2247	74	MIDWEST NATURAL GAS COR	2/10/2021		\$400.19
2248	75	SAMS CLUB/SYNCHRONY BA	2/10/2021		\$62.04
2249	76	RICOH USA, INC (CHICAGO)	2/10/2021		\$94.11
2250	77	KYLE'S CARE	2/10/2021	PARKING LOT SNOW REMOVAL	\$40.00
2251	78	BAKER & TAYLOR	2/10/2021		\$428.32
2252	79	BLACKSTONE PUBLISHING	2/10/2021		\$163.31
2253	80	COLLABORATIVE SUMMER LI	2/10/2021		\$26.50
2254	81	UNIQUE MANAGEMENT SERVI	2/10/2021		\$71.19
2255	82	ENA Services LLC	2/10/2021		\$503.00
2256	83	HASEMAN PEST CONTROL OF	2/10/2021		\$35.00
2257	84	JOHN MUSGRAVES	2/10/2021	11.58 HOURS @ \$10.00 HR	\$115.80
2258	85	Bloomfield Eastern Greene Co.	2/17/2021	Reimburse Petty Cash for Mailings 1/12/2021-\$4.95 & 2/13/2021-\$10.80	\$15.75
2259	86	KYLE'S CARE	2/17/2021	Snow Plow Library Lot 2/16/2021	\$65.00
2260	87	U.S. BANK	2/17/2021		\$386.29
2261	88	BAKER & TAYLOR	2/17/2021		\$406.17
2262	89	ALA/BOOKLIST	2/17/2021		\$169.50
0	90	INDIANA DEPT OF REVENUE	2/11/2021	UNDERPAYMENT OF WITHHOLDING TAX	\$18.29
0	91	INDIANA DEPT OF REVENUE	2/13/2021	UNDERPAYMENT OF WITHHOLDING TAX	\$0.04
0	92	UNITED HEALTHCARE	2/13/2021		\$2,621.93
0	93	UNITED STATES TREASURY	2/13/2021	Form 941 Underpayment Tax Period Ending 06/30/2019; Employer ID 35-6000252	\$4,931.10
2263	94	KYLE'S CARE	2/22/2021	PLOW/SALT LIBRARY ANNEX	\$80.00
2264	95	JUDY LOUISE	2/22/2021	REIMBURSE COST TO FILE 2019 AMENDED RETURN DUE TO CORRECTED 2019 W-2C BEING ISSUED	\$98.00
0	96	PAYROLL	2/1/2021	PAYROLL	\$19,974.56
2265	97	KAREN HOLZ	2/23/2021	Reimburse Karen for Indiana Dept of Homeland Security Lift Operating Device Permit - Karen used her own credit card to pay for the renewal	\$131.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2266	98	SHOWCASES	2/23/2021		\$60.80
2267	99	SHOWCASES	2/23/2021		\$82.80
2268	100	CENGAGE LEARNING	2/23/2021		\$76.50
2269	101	EASTERN HEIGHTS UTILITIES	2/23/2021	125 S FRANKLIN ST	\$80.18
2270	102	SEWAGE DISPOSAL WORKS	2/23/2021	125 S FRANKLIN ST	\$148.00
2271	103	AT&T	2/23/2021		\$159.48
2272	104	AMAZON	2/23/2021		\$43.78
2273	105	UDWI	2/24/2021		\$523.00
2274	106	GRAVES CONSTRUCTION SE	2/24/2021	Repair of leaking pump	\$1,891.78
2275	107	RICOH USA, INC (ATLANTA)	2/24/2021		\$115.31
2276	108	SMITHVILLE	2/24/2021		\$38.00
2277	109	WALMART	2/24/2021		\$16.82
2278	110	B & C DISPOSAL SERVICES	2/24/2021		\$38.00
2279	111	INDIANA LIBRARY FEDERATIO	2/24/2021	2021 LIBRARY MEMBERSHIP	\$311.11
0	112	ADTEC	2/24/2021		\$250.00
2280	113	AMAZON CAPITAL SERVICES	2/24/2021		\$854.30
2281	114	Bloomfield Eastern Greene Co.	2/24/2021	Reimburse Petty Cash for Mailings 1/27/2021-\$4.15, 1/29/2021-\$5.80, & 2/23/2021-\$2.75	\$12.70
2283	118	HASEMAN PEST CONTROL OF	2/24/2021	11453 E STATE ROAD 54	\$60.00
0	119	COMCAST	2/24/2021		\$139.64
2284	120	FINDAWAY WORLD	2/24/2021		\$322.45
2286	122	SOFTWARE ONE, INC.	2/24/2021	UMBRELLA CLOUD SECURITY, UMBRELLA PROFESSIONAL, UMBRELLA BASIC - CISCO	\$380.00
2287	123	JOHN MUSGRAVES	2/24/2021	17 HOURS @ \$10 HR	\$170.00
2288	124	ISOLVED BENEFIT SERVICES	2/25/2021		\$150.00
<b>Total Amount of Claims</b>					<b>\$48,518.51</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.

Wednesday, March 3, 2021

  
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 \$48,518.51

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**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>
\$1,238.42	\$289.63	\$1,598.48	\$717.51	\$346.03	\$371.10	\$455.21	\$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>FICA</b>	<b>FICA</b>	<b>FICA</b>	<b>FICA</b>	<b>FICA</b>	<b>FICA</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: \$19,974.56

Deductions: \$5,016.38

Net Pay: \$14,958.18

Gross Pay:	\$19,974.56
Non Taxable	\$0.00
Taxable	\$19,974.56

Paid Through Date Hourly 1/24/2021  
 Paid Through Date Salary 1/24/2021  
 Check Date Hourly 2/1/2021  
 Check Date Salary 2/1/2021  
 Voucher/Receipt Date 2/1/2021

	Used	Earned
Regular	840.25	
Sunday	0	
Double	0	
PTO	166.48	60.08
Vacation	0	0
Comp	0	0
Holiday	105.75	0
Personal	0	0
<b>Total Hours:</b>	<b>1112.48</b>	<b>60.08</b>

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 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 justify due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 19974.56 is correct and has by me been approved.

Dated January 26 2021

*Karen Holz*  
 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.

*Janice R. Anderson*  
 Disbursing Officer

Employer Share FICA Due =	\$1,238.42	Employer Share FICA Due =	\$2,476.84
Employer Share FICA Due =	\$1,238.42	Employer Share Medicare Due =	\$579.26
Employer Share Medicare Due =	\$289.63	Federal Tax Due =	\$1,598.48
Employer Share Medicare Due =	\$289.63	Total Tax Deposit Due =	\$4,654.58
Federal Tax Due =	\$1,598.48	Employee PERF Due =	\$371.10
Total Tax Due =	\$4,654.58	Employer PERF Due =	1385.43
Employee PERF Due =	\$371.10	Total PERF Due =	\$1,756.53
Employer PERF Due =	1385.43	State Tax Due =	\$717.51
Total PERF Due =	\$1,756.53	County Tax Due =	\$346.03
		Total Tax Due =	\$1,063.54



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## **Board of Trustees Meeting**

**Wednesday, February 24, 2021**

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, February 24, 2021 at 5:03 PM in the Library Annex. Those present were Roger Axe, Chairman, Dinah Fuller, Martha Marmouze, Joshua Riggins, Linda Maddox, Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper. Dwayne Hostetter, who will be joining the Board, was also present.

### Approval of Claims and Minutes:

A motion was made by Joshua and seconded by Martha to approve claims and payroll for January 2021. All in favor. Motion carries.

A motion was made by Martha seconded by Dinah to approve the minutes for the January 13, 2021 meeting. All in favor. Motion carries.

### Treasurer's Report:

Provided in the meeting packet. Through one month of the year 2021, we are under 8.33% in each of the four budget categories as well as overall. However, Lonnie also reported that a bill has been received from the IRS for the tax period ending June 30, 2019, and will result in a likely overage in one category in next month's report.

Lonnie also reported the account at Northwest Bank is now officially closed. In addition, an error was discovered pertaining to preparation of 2019 W-2 requiring corrected W-2's be issued for 16 current and/or former employees. The correct paperwork has been submitted. Karen and Lonnie also reported that the Library will reimburse affected employees/former employees for the cost to file amended federal/state returns for 2019. A motion was made by Dinah and seconded by Linda to approve the Treasurer's Report.

### Personnel Report:

Karen reported that a page will be hired for Eastern and that he will likely be working Saturday's or as time allows during the remainder of the school year. She also reported that she is planning to hire Nikki Stevenson for up to 12-hours weekly part-time working at both Eastern and Bloomfield.

### Librarians Report:

Karen reported on the internet upgrade and recommended we move forward with ENA. Josh made a motion to approve the contract with Education Networks of America (ENA) which was seconded by Dinah. All in favor with the motion approved.

Karen indicated an approval from Bloomfield School District was received regarding Dwayne Hostetter joining the Library Board. Dwayne will be joining the Board in March 2021.

Keith Hannuar in cooperation with AARP will be doing tax preparation in the Annex by appointment only. Several inquiries regarding this have already been received.

Graves has completed the repair on the coils with only the pump replacement remaining. The cost for the reports on the coils was \$1,891.78.

Karen reported that the Annual Report to the State Library has been completed. She and Lonnie both reported that it was discovered the State Board of Accounts Annual Report for 2019 was not completed fully, but Lonnie is nearing completion of the 2020 Annual Report. The SBA has indicated this report should be completed first and then we can go back and correct the 2019 report.

Karen presented renewal leases for the Middle Way House, Greene County Literacy, and Jo Ellen. No changes were made.

Karen also reported that we renewed our contract with Michele Rogers and will be updating John Musgraves contract as he did provide us with his TID#.

Karen reported that Hughes will be switching out several light bulbs including the ones in the stairwells. The cost is expected to be approximately \$1,000.

Karen indicated we are going to continue to get the word out on the good the library does for the community.

Karen and Roger both mentioned the Memo of Understanding with EMA for use of the Library Annex for evacuation from the Courthouse. Roger indicated that due to the Winter Storm he was delayed in getting the updated contract, but he will follow through.

Roger also introduced Dwayne Hostetter and Dwayne provided a brief bio of himself.

Adjournment:

A motion to dismiss was made by Martha at 5:46 PM and seconded by Dinah. All in favor. The next regular public meeting will be Wednesday, March 10, 2021, in the Library Annex.

\_\_\_\_\_ Secretary



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

Report Dates = 2/1/2021 to 2/28/2021

<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. General</b>						
100 OPERATING	\$180,803.84	\$42,333.00	\$83,923.35	\$14,404.82	\$30,336.33	\$127,216.82
101 PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
102 CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
110 INVESTMENTS	\$245,033.43	\$0.00	\$0.00	\$0.00	(\$1,577.20)	\$243,456.23
<b>Subtotal</b>	<b>\$426,016.27</b>	<b>\$42,333.00</b>	<b>\$83,923.35</b>	<b>\$14,404.82</b>	<b>\$28,759.13</b>	<b>\$370,852.05</b>
<b>2. Special Revenue</b>						
200 GIFT	\$20,918.54	\$1,640.09	\$2,780.06	\$2,301.85	\$2,591.60	\$20,730.08
201 RAINY DAY	\$23,900.94	\$0.00	\$0.00	\$0.00	\$0.00	\$23,900.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
227 FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
228 SIM SMITH	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
277 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 BROADBAND GRANT	\$1,477.12	\$0.00	\$0.00	\$0.00	\$5,218.88	\$6,696.00
<b>Subtotal</b>	<b>\$133,083.50</b>	<b>\$1,640.09</b>	<b>\$2,780.06</b>	<b>\$2,301.85</b>	<b>\$7,810.48</b>	<b>\$138,113.92</b>
<b>4. Capital Projects</b>						
400 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
<b>Subtotal</b>	<b>\$342.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$342.65</b>
<b>5. Clearing</b>						
800 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
801 EVERGREEN FINES & FEES	\$2,043.96	\$0.00	\$15.50	\$0.00	\$0.00	\$2,028.46
802 PAYROLL	(\$10,193.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$1,598.48	\$3,184.30	\$1,598.48	\$3,184.30	\$5,994.32
804 FICA	(\$11.79)	\$1,238.42	\$2,546.37	\$1,238.42	\$2,546.37	(\$11.79)
805 MEDICARE	(\$2.76)	\$289.63	\$595.50	\$289.63	\$595.50	(\$2.76)
806 STATE TAX	(\$6.15)	\$717.51	\$1,471.23	\$717.51	\$1,471.23	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$346.03	\$717.29	\$346.03	\$717.29	(\$3.33)
808 PERF	(\$337.84)	\$371.10	\$684.28	\$371.10	\$684.28	(\$337.84)
809 Insurance	\$11,015.43	\$0.00	\$0.00	\$455.21	\$910.42	\$11,925.85
810 Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811 SALES TAX	\$6.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6.40
815 TRANSFERS	\$0.00	\$0.00	\$6,797.49	\$0.00	\$6,797.49	\$0.00
<b>Subtotal</b>	<b>\$9,187.16</b>	<b>\$4,561.17</b>	<b>\$16,011.96</b>	<b>\$5,016.38</b>	<b>\$16,906.88</b>	<b>\$10,082.08</b>
<b>Grand Total</b>	<b>\$568,629.58</b>	<b>\$48,534.26</b>	<b>\$102,715.37</b>	<b>\$21,723.05</b>	<b>\$53,476.49</b>	<b>\$519,390.70</b>

**Total all banks = \$519,390.70**

# Appropriation Report for 100 OPERATING

## Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2021 To 2/28/2021

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	\$45,000.00	\$0.00	\$45,000.00	\$7,885.66	\$7,885.66	\$37,114.34	82.5
1.112	Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$24,118.61	\$24,118.61	\$115,881.39	82.8
1.113	Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$4,864.00	\$4,864.00	\$37,136.00	88.4
1.114	Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$1,593.02	\$1,593.02	\$10,406.98	86.7
1.115	Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$1,138.23	\$1,138.23	\$8,861.77	88.6
1.116	Salary of Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#N/A
1.131	Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$1,470.88	\$1,470.88	\$8,529.12	85.3
1.121	Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$3,141.87	\$3,141.87	\$19,858.13	86.3
1.122	Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$214.05	\$214.05	\$4,285.95	95.2
1.123	PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$2,554.63	\$2,554.63	\$15,445.37	85.8
1.241	Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$4,500.66	\$4,500.66	\$15,499.34	77.5
	<b>Subtotal</b>	<b>\$324,500.00</b>		<b>\$324,500.00</b>	<b>\$51,481.61</b>	<b>\$51,481.61</b>	<b>\$273,018.39</b>	<b>84.1</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	\$2,000.00	\$0.00	\$2,000.00	\$165.73	\$165.73	\$1,834.27	91.7
2.31	Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$19.98	\$19.98	\$1,480.02	98.7
2.41	Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$853.42	\$853.42	\$7,146.58	89.3
2.43	Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$95.53	\$95.53	\$944.47	90.8
2.44	Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$33.08	\$33.08	\$1,006.92	96.8
2.45	Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$37.98	\$37.98	\$1,002.02	96.3
2.46	Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$46.46	\$46.46	\$993.54	95.5

<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 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$114.12	\$114.12	\$685.88	85.7
<b>Subtotal</b>	<b>\$16,560.00</b>		<b>\$16,560.00</b>	<b>\$1,366.30</b>	<b>\$1,366.30</b>	<b>\$15,193.70</b>	<b>91.7</b>
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$7,663.20	\$7,663.20	\$14,336.80	65.2
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	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.0
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$401.46	\$401.46	\$1,598.54	79.9
3.22 Postage	\$775.00	\$0.00	\$775.00	\$209.20	\$209.20	\$565.80	73.0
3.23 Traveling Expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$67.72	\$67.72	\$532.28	88.7
3.252 Evergreen	\$4,000.00	\$0.00	\$4,000.00	\$3,785.00	\$3,785.00	\$215.00	5.4
3.26 Internet Vendor	\$6,000.00	\$0.00	\$6,000.00	\$1,434.92	\$1,434.92	\$4,565.08	76.1
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$249.00	\$249.00	\$351.00	58.5
3.32 Printing	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
3.41 Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	100.0
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.0
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$340.00	\$340.00	\$7,160.00	95.5
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$3,037.10	\$3,037.10	\$22,962.90	88.3
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$89.74	\$89.74	\$1,910.26	95.5
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$233.00	\$233.00	\$1,867.00	88.9
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$2,645.08	\$2,645.08	\$19,354.92	88.0
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$1,332.15	\$1,332.15	\$8,667.85	86.7
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$3,300.00	\$3,300.00	\$17,700.00	84.3
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	100.0

<i>Account #</i>	<i>Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.91	Dues	\$4,000.00	\$0.00	\$4,000.00	\$311.11	\$311.11	\$3,688.89	92.2
	<b>Subtotal</b>	<b>\$158,325.00</b>		<b>\$158,325.00</b>	<b>\$25,746.45</b>	<b>\$25,746.45</b>	<b>\$132,578.55</b>	<b>83.7</b>
<b>4. Capital Outlays</b>								
4.31	Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.41	Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$212.93	\$212.93	\$7,787.07	97.3
4.51	Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$1,379.90	\$1,379.90	\$7,020.10	83.6
4.521	Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	\$512.03	\$512.03	\$4,887.97	90.5
4.522	Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
4.53	Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$677.83	\$677.83	\$5,922.17	89.7
4.54	Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$103.72	\$103.72	\$3,296.28	96.9
4.55	Books - Eastern	\$6,000.00	\$0.00	\$6,000.00	\$690.48	\$690.48	\$5,309.52	88.5
4.61	Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$241.98	\$241.98	\$3,008.02	92.6
4.71	Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$440.06	\$440.06	\$3,059.94	87.4
4.72	Nonprint - Music	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00	100.0
4.73	Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$931.45	\$931.45	\$4,868.55	83.9
4.74	Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$78.76	\$78.76	\$3,121.24	97.5
4.75	Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$0.00	\$0.00	\$2,050.00	100.0
4.76	Nonprint - Eastern	\$4,200.00	\$0.00	\$4,200.00	\$37.92	\$37.92	\$4,162.08	99.1
4.77	Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$21.93	\$21.93	\$728.07	97.1
	<b>Subtotal</b>	<b>\$64,200.00</b>		<b>\$64,200.00</b>	<b>\$5,328.99</b>	<b>\$5,328.99</b>	<b>\$58,871.01</b>	<b>91.7</b>
	<b>Grand Total</b>	<b>\$563,585.00</b>	<b>\$0.00</b>	<b>\$563,585.00</b>	<b>\$83,923.35</b>	<b>\$83,923.35</b>	<b>\$479,661.65</b>	<b>85.1</b>

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

## 2021 March Board Meeting

### Librarian's Report

### 2021 February Statistics

Adult Circulation	2021	2020	2019
Fiction	600	806	834
Non-fiction	241	302	365
Periodicals	50	97	84
Audiobooks	83	100	109
Playaways	43	67	71
Overdrive	1239	599	948
Music CD	32	17	93
DVDs	399	1132	1501
Video Games	9	26	6
<b>Total Adult</b>	<b>3156</b>	<b>4011</b>	<b>4011</b>
<b>Youth Services Circulation</b>			
YA Fiction	42	143	183
YA Nonfiction	20		
YA Nonprint	42	4	0
Juvenile Fiction	661	1021	647
Juvenile Nonfiction	133	169	149
Audiobooks	15	44	56
B&C (kits)	12	34	
Periodicals	2	3	2
Playaways	3		
DVDs	98	68	70
<b>TOTAL YOUTH SERVICES</b>	<b>1028</b>	<b>1732</b>	<b>1561</b>
<b>TOTAL</b>	<b>4888</b>	<b>5572</b>	

### Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	0	
Books via SRCS Borrowed	1	
Books loaned to Evergreen	475	
Books borrowed from Evergreen	418	

### Computer/Equipment Usage

	2021	2020
Children	1	
Teen	1	
Adult	106	
Wireless		
Microfilm		

### Programs

Programs:	# of Children	# attended	2021	# attended	2020
	# of Teens	2	# attended	58	
	# of Adults	1	# attended	6	
<b>TOTAL</b>		10		285	
Outreach	Children		2 stories		

### Desk Collection

Fines and Fees	304.27
Fax	76.40
Copier	153.95
Donations	49.05
Misc	38.65
<b>Total</b>	<b>622.32</b>

### Bloomfield Main Facebook

Posts	26
Followers	1168
Engagements	341
Reached	8351

### Young Adult Page

Posts	7
Followers	134
Engagements	16
Reached	125

### Website

visits pages 681  
pages/ visit 2.0

### New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	1			1
Center	3			3
Highland	1			1
Jackson				
Richland	1	1		2
Taylor				
Unlisted				
<b>Total</b>	<b>6</b>	<b>1</b>		<b>7</b>

### Children's Facebook

Posts	12
Followers	146
Engagements	29
Reached	1008

### Materials Add Bloomfield

Adult Fiction	98
Adult Nonfiction	24
Audio Books	9
Playaways	3
Periodicals	31
Music CD	1
DVD's	22
YA-Fiction	25
YA Nonfiction	1
YA Videogames	1
Juvenile Fiction	14
Juvenile Nonfiction	5
Juvenile DVDs	5
Juvenile Periodicals	1
<b>Total</b>	<b>240</b>

# Eastern 2021 Statistics

	2021	2020	2019
Adult Fiction	98	91	102
Adult Nonfiction	38	20	23
Periodicals	26	17	36
Audio Books	1	7	14
DVD	86	261	263
Games	4	18	1
<b>TOTALS ADULT</b>	<b>253</b>	<b>414</b>	<b>440</b>
YA Fiction	11	12	22
Juvenile Fiction	167	114	129
Juvenile Nonfiction	59	22	25
Juvenile Audiobooks	1		3
Juvenile Periodicals		7	
<b>TOTALS JUVENILES</b>	<b>238</b>	<b>155</b>	<b>179</b>
<b>TOTAL</b>	<b>491</b>	<b>569</b>	<b>619</b>

Computer Use

15

Wireless

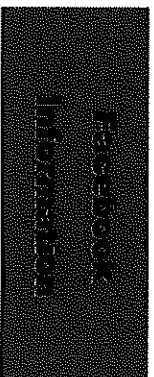
5

Scavenger Hunts

14

Story Walks

2



12 posts

254 reached

5 engagements

128 followers

118 likes



Adult Fiction	3
Adult Nonfiction	1
Periodicals	8
Audiobooks	2
YA	
Juvenile Fiction	8
Juvenile Nonfiction	4
DVD's	1
<b>TOTAL</b>	<b>27</b>

Programs

4

23

Tutoring

2

Treasurers Report:

**PAYROLL:** Net Pay of **\$14,958.48 (February 1)**

**CLAIMS:** Claims #41-43, 57-114, 118-120, & 122-124, totaling **\$48,518.51**

**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. We are under 16.67% in each of the four budget categories and overall. See the appropriation report through January 31, 2021 for the full numbers.

2021/Current Year through February 28, 2021

Personnel/Personal Services	15.90 % spent
Supplies	8.30 % spent
Other Services	16.30 % spent
Capital Outlays	4.60 % spent
OVERALL	14.90 % spent

2020/Prior Year Comparison through February 29, 2020

Personnel/Personal Services	17.80 % spent
Supplies	9.40 % spent
Other Services	21.80 % spent
Capital Outlays	15.40 % spent
OVERALL	18.30 % spent

State Board of Accounts Annual Report for 2020 has been completed. The report was submitted on 2/26/2021.