

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!

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, July 13, 2022

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Personnel Report
4. Presentation & Approval of Treasurer's Report
5. Old Business

ORIGINAL

- Annex Elevator – Armonda Riggs and Christa Turpin will be discussing the elevator for the annex and development of a campaign to raise funds for the elevator.
- Library Forms – Recommendation from Roger – some of these suggestions are duplications of processes already in place. Karen and Lonnie will be reviewing the integrating wherever possible. Are there recommendations/motions that need to be considered?
- Update on HVAC repairs: New compressor has been installed, but during the period the 2nd compressor was shut down to facilitate the installation, the older unit backed up acid repeatedly and has continued to do so. Kevin is continued to drain the acid and attempted to restart it several times, but the acid is recurring. During the extreme heat this past week the new compressor working alone was struggling. We cannot definitely know how much above the approved expense from May 2022 of \$12,000 will ultimately be.
- Karen and Lonnie both recommend that with the unknown additional expenses being incurred with the air conditioning and compressor repairs, that the move to AVC for all computer support be tabled for reconsideration in mid-2023 for possible changes in 2024. However, we need to secure an external hard drive and back-up computers for Karen, Lonnie, and Kimberly.
- Once we have a total on the HVAC systems repairs, we will build a timeline out for other repairs/improvements.

6. Librarian's Report:

- October 10 Staff Training
 - Should have approval of CPR and First Aid Training for October 10. They have a backlog at the State Library, but I spoke with the person in charge and this is usually approved without any issues.

- The other two sessions are 211 and Dementia training which already have approval. The Linton Library Staff will be joining us. I have not heard from Worthington or Jasonville, but will reach out again.
- I have contacted Equity Builders on the awning and the Southern Indiana Building Inspectors said to contact a roofer or builder about whatever is at the top of the front door area, so I added that to the questions to ask them about.
- AJ Sipes has not done a good job for us other than cutting the grass. He also charged us for cutting the grass at the annex that does not have grass. I am not pleased with him saying that he will get things done and not doing them. I suggest that we consider someone else, if we can find them.
- We are compliant with the Indiana Library & Historical Board with the Public Library Standards (590 IAC 6) for 2021.
- I have contacted Bounds Flooring about options for the Lobby.
- I would like use to meet out at Eastern either in September, October or November. Your choice. I believe that since the Eastern Branch is part of the Library District all Board members should have knowledge about the building and grounds there also.
- Focus Groups: I would like to have at least 4 focus groups during the fall looking at where the public would like to see where the community would have the Library concentrate its energy in the future. This needs to be led by individuals with some understanding of how the library operates. I would like to have at least one of you at each focus group.
- I will be setting up staff evaluations in July.
- I would like to have the August Staff Meeting at 9:00 AM allowing all staff members the opportunity to talk about what they like or don't like about the library and where they think we should go over the next three to four years. I would like to have all staff members in attendances including those from Eastern. Pages would be exempt from attendance unless they are scheduled to work. It has been some time since a combined morning meeting has been held. This would require us to pay for the extra hour of work.
- I have hired Jeremy Crail to work on the landscaping, bush, and tree trimming at Eastern for \$750.00. I believe this is a bargain since AJ says he would not do it after he took over his father's business, but did not tell me this until the middle of June, though I had talked to him about it a couple of times.
- We have the new insurance notebook for July 1, 2022 to July 1, 2023. Price did increase, but within the amount that I had budget for this year.
- In June and July, I have attended the following meetings:
 - Greene County Literacy Board
 - Leap into Learning
 - Friends of the Library
 - Chamber of Commerce.
- I have ILF Budget Workshop in Plainfield on July 15 and should be able to complete the budget at that time. I will be meeting with the Department of Local Finance on July 21. This will help us be sure that everything is in order.
- We have entered into an agreement with Kanapy for a streaming service for movies and educational shows. Since the Overdrive consortium is involved, it will run us about \$500.00 a year. A lot less than when we would have tried it on our own. Each resident and resident limited card can stream five shows per month and one Great Courses or Plays a month. We signed a year contract and will find out how many people use it. Kimberly and I thought it was a good compromise to not having Hoopla, or other services of this type.

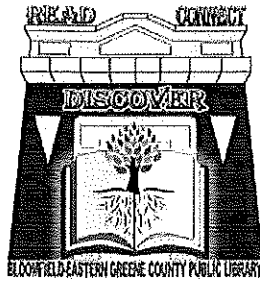
- I am opening the library lobby at 8:00 for the 5K run/walk that the Bloomfield Revitalization Group is hosting on July 23. We do this for the Apple Festival run also.
- Swimming Pool is booked for July 27 from 6 to 8 PM. Please feel free to come and participate.
- Summer Reading has been going “swimmingly.” We have started the Adult Summer Reading Program so stop by and pick up a card, to fill out for a ticket for a chance for a prize.
- Armonda Riggs have been helping us out by reading and doing a craft at the Eastern School on Tuesdays this summer. She has also agreed to help with the Greene County Literacy booth by passing out information about the library and the other libraries in the area.
- Lonnie, Charity, and I have been struggling with Comcast in getting the correct account and billing with them. This has been going on for at least five months now.
- Bloomfield, both the Main Branch and the Annex, now have faster broadband capabilities, jumping us from 100 mbs to 300 mbs with the possibilities of higher. ENA is charging us by how much we use, which is normally around 75mbs but has jumped above 100mbs a couple of times since it has been in place. We have notice a quicker speed when we are running the staff computers, hopefully the public has also. We have a 3-year agreement with them.
- Eastern Branch has gone from 75mbs to 100mbs with Comcast.

7. Library Forms – Recommendation from Roger – some of these suggestions are duplications of processes already in place. Karen and Lonnie will be reviewing the integrating wherever possible.

8. Public Comment

9. Adjournment

Next Board Meeting, August 10, 2022, 5:00 PM, Library Annex



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Personnel Report

Wednesday, July 13, 2022

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report

Ending Employment:

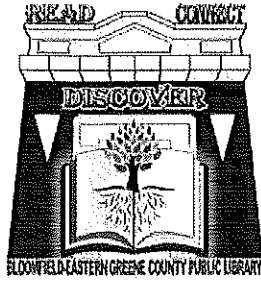
No Employees Ending Employment

Beginning Employment:

No New Hires During June

Rehire:

Luke Abram – Page – Date of Rehire: 06/06/22



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Treasurers Report for June 2022

Wednesday, July 13, 2022

PAYROLL: Net Pay of \$15,759.96 (June 30, 2022).

CLAIMS: Claims #302-361, totaling \$57,980.98 in June 2022.

BUDGET STATUS:

Through six months of the year, we strive to be at or **under 50.00%** in each of the four budget categories as well as overall. **We are under 50.00%** in three of the four categories. **Our Overall percentage is at 44.60%**. See the appropriation report through June 30, 2022 for the full numbers.

2022/Current Year through June 30, 2022

Personnel/Personal Services	42.80 % spent
Supplies	28.20 % spent
Other Services	51.90 % spent
Capital Outlays	35.20 % spent
OVERALL	44.60 % spent

2021/Prior Year Comparison through June 30, 2021

Personnel/Personal Services	41.80 % spent
Supplies	24.20 % spent
Other Services	43.50 % spent
Capital Outlays	33.60 % spent
OVERALL	40.80 % spent

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **6/1/2022** To **6/30/2022**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
3101	302	BAKER & TAYLOR	6/2/2022		\$301.19
3102	303	AMAZON CAPITAL SERVICES	6/2/2022		\$202.13
3103	304	GADELLNET CONSULTING SE	6/2/2022		\$75.00
3104	305	INDIANA HISTORICAL SOCIET	6/2/2022	Renew Local History Partner Plus	\$100.00
3105	306	MIDWEST NATURAL GAS COR	6/7/2022	125 S FRANKLIN ST	\$322.65
3106	307	CENTER POINT LARGE PRINT	6/7/2022		\$89.28
3107	308	RICOH USA, INC (CHICAGO)	6/7/2022		\$464.97
3108	309	WALLACE BROS	6/7/2022		\$114.00
3109	310	BAKER & TAYLOR	6/7/2022		\$275.40
3110	311	DUKE ENERGY	6/7/2022	125 S FRANKLIN ST	\$1,502.48
3111	312	INDIANA STATE LIBRARY-2	6/7/2022	INFO EXPRESS	\$3,845.00
3112	313	COMCAST	6/7/2022		\$222.06
3113	314	CENTURYLINK	6/7/2022		\$3.78
3114	315	HASEMAN PEST CONTROL OF	6/9/2022		\$90.00
3115	316	FINDAWAY WORLD	6/9/2022		\$318.70
3116	317	UNIQUE MANAGEMENT SERVI	6/9/2022		\$19.21
3117	318	AMAZON CAPITAL SERVICES	6/9/2022		\$700.31
3118	319	BLACKSTONE PUBLISHING	6/9/2022		\$97.51
0	320	DELTA DENTAL	6/13/2022		\$55.74
3119	321	HASEMAN PEST CONTROL OF	6/14/2022	125 S FRANKLIN ST	\$200.00
3120	322	ENA Services LLC	6/14/2022		\$503.00
3121	323	SCHOLASTIC INC	6/14/2022		\$68.45
3122	324	AMAZON CAPITAL SERVICES	6/14/2022		\$568.32
3123	325	EASTERN HEIGHTS UTILITIES	6/14/2022	125 S FRANKLIN ST	\$98.38
3124	326	AT&T	6/14/2022		\$154.91
3125	327	UDWI	6/14/2022		\$181.00
3126	328	ROWE LAW FIRM	6/14/2022	1.6 HRS @ 175.00	\$280.00
3127	329	FINDAWAY WORLD	6/14/2022		\$314.95
3128	330	BLOOMFIELD ROTARY CLUB	6/21/2022	ROTARY CLUB DUES LONNIE VANDEVENTER & 2- MEALS AT MEET & GREET LUNCHEON	\$160.00
3129	331	CENGAGE LEARNING	6/21/2022		\$103.98
3130	332	HASEMAN PEST CONTROL OF	6/21/2022	11453 E SR 54	\$45.00
3131	333	CARD SERVICE CENTER	6/21/2022		\$248.29
3132	334	AMATEUR SPORTS PROMOTI	6/21/2022		\$100.00
3133	335	SMITHVILLE	6/21/2022		\$37.75
3134	336	EASTERN ALLIANCE INSURAN	6/21/2022	WORKERS COMPENSATION 7/11/22-7/11/23	\$681.00
3135	337	AMAZON CAPITAL SERVICES	6/21/2022		\$655.75
3136	338	JUDY LOUISE	6/22/2022	PROGRAMMING REIMBURSEMENT	\$38.11
3137	339	EASTERN HEIGHTS UTILITIES	6/23/2022	125 E STATE ROAD 54	\$19.02
0	340	AMAZON CAPITAL SERVICES	6/22/2022		(\$16.54)
3138	341	RICOH USA, INC (ATLANTA)	6/27/2022		\$115.31
3139	342	WELLS FARGO VENDOR FINA	6/27/2022		\$124.05
3140	343	CONTINENTAL WESTERN GR	6/27/2022		\$9,594.00
3141	344	FINDAWAY WORLD	6/27/2022		\$109.98
3142	345	AMAZON CAPITAL SERVICES	6/27/2022		\$393.48
0	346	UNITED HEALTHCARE	6/27/2022		\$2,358.16
3143	347	FIRST SECURITY INSURANCE	6/27/2022	BOND RENEWAL KAREN HOLZ	\$156.00
0	348	PERF	6/30/2022	PERF Deposit	\$1,361.02
0	349	INTERNAL REVENUE SERVIC	6/30/2022	Federal Tax Deposit	\$4,302.08

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	350	INDIANA DEPT OF REVENUE	6/30/2022	State and County Tax Deposit	\$1,242.60
3144	351	FINDAWAY WORLD	6/29/2022		\$56.24
3145	352	CENGAGE LEARNING	6/29/2022		\$70.47
3146	353	BAKER & TAYLOR	6/29/2022		\$926.05
3147	354	MICHELE ROGERS	6/30/2022	June Janitorial Services	\$1,950.00
3148	355	RELIABLE LAWN CARE & GEN	6/30/2022	April, May, & June Lawn Care	\$400.00
3149	356	EBSCO Information Services	6/30/2022	My Heritage Library Edition: 07/01/22-06/30/23	\$729.00
0	357	PAYROLL	6/30/2022	PAYROLL	\$20,506.23
3150	358	BAKER & TAYLOR	6/30/2022		\$138.55
3151	359	SEWAGE DISPOSAL WORKS	6/30/2022	125 S FRANKLIN ST	\$148.00
3152	360	BAKER & TAYLOR	6/30/2022		\$35.74
3153	361	CENGAGE LEARNING	6/30/2022		\$23.24

Total Amount of Claims \$57,980.98

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, July 6, 2022

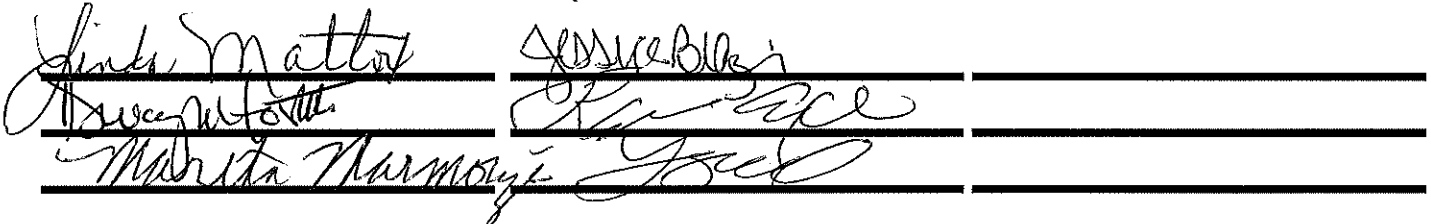
Fiscal Officer

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)

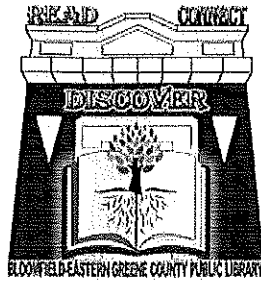
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$57,980.98

Date this 13th day of July, 2022.



SIGNATURES OF GOVERNING BOARD

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



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Board of Trustees Meeting

Wednesday, June 15, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, June 15, 2022, in the Library Annex. Roger Axe called the meeting to order at 5:05 PM. Board members present were Luke Rudisell, Martha Marmouze, Linda Maddox, Dwayne Hostetter, Roger Axe, Jessica Blazier, and Charlene Kluemper. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper was also present. Guests in attendance included Priscilla Leibacher with Friends of the Library.

Priscilla Leibacher presented an update on the role and functions of the Friends of the Library including their assistance in funding the Summer Reading Program. She also reported they give away books at the Bloomfield Apple Festival, assist with the Friends Golf Event splitting the proceeds with the Literacy Coalition. In addition, they assist with selling used books at the Annex with more than 1,000 individuals coming in to buy books this past year. Priscilla indicated up through this year they have also helped to fund the Ancestry Program at a cost of \$1,967.73 for the current year. She indicates Friends may not be able to fully fund this program in the future and wanted the Library Board to be aware. After her presentation Priscilla departed.

Karen Holz conducted a tour of the Main Library with all Board members.

Approval of Claims and Payroll:

Roger asked for a motion regarding claims and payroll. Luke made a motion for approval of claims and payroll which was seconded by Dwayne. Motion approved.

Approval of Minutes:

Roger asked for a motion regarding minutes unless there any objections or corrections. Dwayne made a motion that the minutes be approved as submitted which was seconded by Linda. Motion approved.

Approval of Treasurer's Report and Personnel Report:

Lonnie provided an updated Treasurer's Report and Personnel Report. As presented in the report Lonnie advised the Board we are under 50.00% in three of the four categories. Other Services is at 51.90% due to expenses incurred relating to the roof repair/replacement which was anticipated. This will continue to be the case when expenses for the replacement compressor for the HVAC system are received. Our overall percentage is at 44.60% for the month.

Lonnie also provided an update on Personnel. No new employees were added May and there were no departures.

In addition, Karen and Lonnie sought approval to move \$50,000 from Librarian (hourly) to Librarian Assistant. Motion was made by Dwayne and seconded by Jessica. Motion carried.

Lonnie and Karen both also added that we need to include in the minutes that the Board does approve the transfer of \$400 monthly from the Baird to the Rainy Day Fund. This needs to occur in January of each year that we want this to continue. Motion made as described by Luke and seconded by Dwayne.

Lonnie provided the Board with detailed info on AVC and our desire to add their IT support, including back-up, in 2023, but for the install to begin in October 2022 and to create an Encumbrance to help cover 2023 costs. Motion to proceed made by Dwayne and seconded by Jessica.

Roger asked for a motion regarding both the Treasurer's Report and the Personnel Report. Martha made a motion that both reports be approved as submitted. Linda seconded the motion. Motion approved.

Librarian's Report:

- Things on radar:
 - Discussing with Equity Builders putting an awning over the Bloomfield lobby entrance on the south side to reduce erosion on the concrete. With proper guttering on the awning we can also reduce rain dropping on employees and patrons as they come in/out of the building.
 - Discussing with Bounds Flooring as to best method to replace old tile in the lobby with a product that can handle the unevenness more effectively.
 - New cabling/wiring for internet connections needed to Eastern; cabling/wiring is likely in the crawl space. Need to hook up the fax part of the printer and improve public computer wiring.
 - Lonnie is following up with Dean Watson for estimate on subflooring at Eastern
 - Sealing of parking lots at both locations and line painting at Bloomfield
 - Replacement of water fountains upstairs (\$3,000-\$5,000).
 - Ask Kevin to check the electrical wiring in the Community Room and behind the Children's Circulation Desk – apparently some sparking has occurred
 - Front (west staircase) is this feasible? Looking at \$50,000+ since it was \$30,000 in 2012 – must avoid upsetting the foundation
 - Outside lighting at Eastern; pursuing approval to use the remainder of the Greene County Foundation Grant money for this after the new window is installed.
 - New Drop Box at Eastern along with installation (Estimate - \$3,000).
 - HVAC system 5-10 years out for replacement - \$100,000 – checking with Kevin for his best guesstimate as to remaining life on current system
 - Old Light bulbs at Main Branch have been disposed of; still need to dispose of old one at Annex and Eastern
 - Patching and repainting of interior library walls
 - Painting of north side Window frames (Estimate - \$500).
 - Window washing
 - Carpet cleaning in children's area.
- Karen also provided the Board with an update on her health.

Other Business:

- Due to the time Roger requested that we table his discussion on Library Forms until the next meeting.

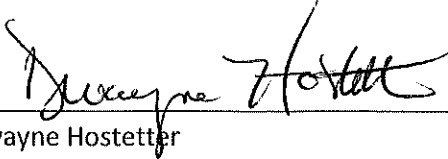
Public Comment:

No public attendees.

Adjournment:

Roger entertained a motion to dismiss at 6:15 PM. Luke made a motion to adjourn which was seconded by Charlene.

The next Board meeting we be on July 13, 5:00 PM in the Library Annex.

A handwritten signature in black ink, appearing to read "Dwayne Hostetter", is written over a horizontal line.

Dwayne Hostetter

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 6/1/2022 to 6/30/2022

<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. General						
100 OPERATING	\$253,704.70	\$51,662.60	\$278,583.70	\$230,774.03	\$346,487.72	\$321,608.72
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	\$274,107.02	\$0.00	\$0.00	(\$16,105.92)	(\$50,708.93)	\$223,398.09
Subtotal	\$527,990.72	\$51,662.60	\$278,583.70	\$214,668.11	\$295,778.79	\$545,185.81
2. Special Revenue						
200 GIFT	\$21,456.92	\$847.05	\$11,647.24	\$1,361.30	\$7,472.55	\$17,282.23
201 RAINY DAY	\$41,400.94	\$0.00	\$0.00	\$400.00	\$800.00	\$42,200.94
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	\$6,696.00	\$725.06	\$3,495.96	\$0.00	\$5,266.07	\$8,466.11
280 GREENE COUNTY FOUNDATION GRANT	\$2,343.87	\$0.00	\$200.00	\$0.00	\$0.00	\$2,143.87
Subtotal	\$158,684.63	\$1,572.11	\$15,343.20	\$1,761.30	\$13,538.62	\$156,880.05
4. Capital Projects						
400 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
Subtotal	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
5. Clearing						
800 PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 EVERGREEN FINES & FEES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
802 PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL TAX	\$0.00	\$1,164.62	\$6,203.57	\$1,164.62	\$6,203.57	\$0.00
804 FICA	\$0.00	\$1,271.39	\$7,102.48	\$1,271.39	\$7,102.48	\$0.00
805 MEDICARE	\$0.00	\$297.34	\$1,661.11	\$297.34	\$1,661.11	\$0.00
806 STATE TAX	\$0.00	\$883.12	\$4,643.97	\$883.12	\$4,643.97	\$0.00
807 COUNTY TAX	\$0.00	\$359.48	\$1,999.53	\$359.48	\$1,999.53	\$0.00
808 PERF	\$0.00	\$287.54	\$1,683.11	\$287.54	\$1,683.11	\$0.00
809 Insurance	\$0.00	\$482.78	\$2,896.68	\$482.78	\$2,896.68	\$0.00
810 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
811 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
815 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$500.00	\$4,746.27	\$26,190.45	\$4,746.27	\$26,190.45	\$500.00
Grand Total	\$687,518.00	\$57,980.98	\$320,117.35	\$221,175.68	\$335,507.86	\$702,908.51

Total all banks = \$702,908.51

Appropriation Report for

Bloomfield-Eastern Greene County Public Library

Report Date: From 6/1/2022 To 6/30/2022

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services								
1.111	Salary of Librarian	\$50,300.00	\$0.00	\$50,300.00	\$3,750.00	\$22,500.00	\$27,800.00	55.3
1.112	Salary of Librarians(Hourly)	\$118,000.00	\$0.00	\$118,000.00	\$4,518.50	\$27,358.56	\$90,641.44	76.8
1.113	Salary of Library Assistants	\$62,200.00	\$0.00	\$62,200.00	\$10,361.23	\$53,434.04	\$8,765.96	14.1
1.114	Salary of Pages	\$13,000.00	\$0.00	\$13,000.00	\$446.00	\$2,264.32	\$10,735.68	82.6
1.115	Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$600.00	\$3,600.00	\$6,400.00	64.0
1.131	Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$830.50	\$5,398.25	\$4,601.75	46.0
1.21	Library FICA and Medicare	\$24,000.00	\$0.00	\$24,000.00	\$1,568.73	\$8,763.59	\$15,236.41	63.5
1.22	Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$618.23	\$3,881.77	86.3
1.23	PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,073.48	\$6,283.59	\$11,716.41	65.1
1.241	Employee Group Insurance	\$21,000.00	\$0.00	\$21,000.00	\$1,931.12	\$11,586.72	\$9,413.28	44.8
	Subtotal	\$331,000.00		\$331,000.00	\$25,079.56	\$141,807.30	\$189,192.70	57.2
2. Supplies								
2.11	Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21	Cleaning Supplies	\$2,060.00	\$0.00	\$2,060.00	\$0.00	\$471.75	\$1,588.25	77.1
2.31	Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$67.98	\$1,932.02	96.6
2.41	Library Supplies	\$8,240.00	\$0.00	\$8,240.00	\$71.12	\$2,700.73	\$5,539.27	67.2
2.43	Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$24.98	\$96.55	\$943.45	90.7
2.44	Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$104.56	\$239.30	\$800.70	77.0
2.45	Children's Program Supplies	\$1,200.00	\$0.00	\$1,200.00	\$268.97	\$757.66	\$442.34	36.9
2.46	Eastern Program Supplies	\$800.00	\$0.00	\$800.00	\$156.05	\$507.33	\$292.67	36.6
2.47	Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$27.92	\$772.08	96.5

<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>
Subtotal	\$17,280.00		\$17,280.00	\$625.68	\$4,869.22	\$12,410.78	71.8
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$280.00	\$314.50	\$685.50	68.6
3.141 Other Professional	\$25,000.00	\$0.00	\$25,000.00	\$3,864.21	\$13,368.93	\$11,631.07	46.5
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$729.00	\$1,533.72	\$3,466.28	69.3
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$1,250.00	\$6,250.00	83.3
3.21 Telephone	\$2,200.00	\$0.00	\$2,200.00	\$196.44	\$1,183.36	\$1,016.64	46.2
3.22 Postage	\$775.00	\$0.00	\$775.00	\$122.22	\$324.45	\$450.55	58.1
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	\$2,700.00	\$0.00	\$2,700.00	\$10.00	\$723.45	\$1,976.55	73.2
3.251 Freight and Express	\$700.00	\$0.00	\$700.00	\$12.27	\$253.27	\$446.73	63.8
3.252 Evergreen	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$3,117.99	\$1,882.01	37.6
3.26 Internet Vendor	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.0
3.31 Advertising and Publicity	\$1,000.00	\$0.00	\$1,000.00	\$100.00	\$292.07	\$707.93	70.8
3.32 Printing	\$200.00	\$0.00	\$200.00	\$0.00	\$235.00	(\$35.00)	-17.5
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	\$10,431.00	\$10,431.00	\$1,569.00	13.1
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$260.00	\$1,660.00	\$5,840.00	77.9
3.52 Electric	\$27,000.00	\$0.00	\$27,000.00	\$1,373.73	\$8,699.26	\$18,300.74	67.8
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$344.98	\$1,655.02	82.8
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$134.00	\$694.00	\$1,406.00	67.0
3.61 Building Repair	\$22,000.00	\$25,296.22	\$47,296.22	\$690.00	\$35,574.39	\$11,721.83	24.8
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$779.33	\$4,223.61	\$5,776.39	57.8
3.63 Janitorial Service	\$22,000.00	\$0.00	\$22,000.00	\$1,825.00	\$10,950.00	\$11,050.00	50.2
3.8 2021 Encumbered Funds	\$12,482.13	\$0.00	\$12,482.13	\$0.00	\$12,482.13	\$0.00	0.0
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$250.00	\$250.00	\$3,750.00	93.8

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$182,507.13	\$25,296.22	\$207,803.35	\$21,114.68	\$107,906.11	\$99,897.24	48.1
4. Capital Outlays							
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	\$467.88	\$1,057.67	\$6,942.33	86.8
4.51 Books - Adult Fiction	\$8,700.00	\$0.00	\$8,700.00	\$748.35	\$4,374.21	\$4,325.79	49.7
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$451.59	\$1,898.78	\$3,701.22	66.1
4.522 Books-Local History/Genealogy	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
4.53 Books - Children	\$8,000.00	\$0.00	\$8,000.00	\$712.42	\$3,664.82	\$4,335.18	54.2
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$192.99	\$1,407.86	\$2,092.14	59.8
4.551 Books - Eastern Books Adult	\$3,300.00	\$0.00	\$3,300.00	\$270.22	\$1,168.02	\$2,131.98	64.6
4.552 Books - Eastern YA	\$300.00	\$0.00	\$300.00	\$0.00	\$74.34	\$225.66	75.2
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$406.68	\$959.36	\$2,040.64	68.0
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$54.32	\$1,314.45	\$2,185.55	62.4
4.71 Nonprint - Adult DVD	\$4,000.00	\$0.00	\$4,000.00	\$318.02	\$1,470.48	\$2,529.52	63.2
4.72 Nonprint - Music	\$200.00	\$0.00	\$200.00	\$0.00	\$18.48	\$181.52	90.8
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$863.61	\$3,186.08	\$3,813.92	54.5
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$225.05	\$1,695.80	\$1,504.20	47.0
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$658.08	\$841.92	56.1
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$46.09	\$483.03	\$2,716.97	84.9
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$0.00	\$51.04	\$448.96	89.8
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$0.00	\$224.89	\$275.11	55.0
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$85.46	\$224.20	\$775.80	77.6
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$69.48	(\$69.48)	#Div/0!
Subtotal	\$68,200.00	\$4,842.68	\$68,200.00	\$4,842.68	\$24,001.07	\$44,198.93	64.8

<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>
<i>Grand Total</i>	\$598,987.13	\$25,296.22	\$624,283.35	\$51,662.60	\$278,583.70	\$345,699.65	55.4

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

July 2022 Board Meeting Librarian's Report

June 2022 Statistics

Adult Circulation	2022	2021	2020
Fiction	697	723	482
Non-fiction	266	279	132
Periodicals	60	61	66
Government Documents	1		
Audiobooks	62	110	53
Playaways	22	34	40
Overdrive	1095	1134	1252
Music CD	13	81	21
DVDs	663	627	333
Video Games	18	17	6
Library of Things	2		
Total Adult	2877	3068	2385
Youth Services Circulation			
Parenting Kits	11		
YA	185	163	138
YA Nonfiction	7	20	38
YA GAMES	7	65	29
YA DVD	4	1	1
Juvenile Fiction	1755	1858	765
Juvenile Nonfiction	432	210	75
Audiobooks	116	76	50
DVD Juvenile	228	277	86
Periodicals	1	7	6
Juvenile Games		3	9
TOTAL YOUTH SERVICES	2846	2680	1197
TOTAL	5723	5748	3582

Interlibrary Loan Services

	2022	2021
Books via SRCS Supplied	10	6
Books via SRCS Borrowed	0	0
Books loaned to Evergreen	586	500
Books borrowed from Evergreen	532	489

Computer/Equipment Usage

Bits In/average Bits Out/average

1.85 Mbs 157Kbs

Heritage sessions 9 records 115

Programs

Programs:	# of Children	# attended	1064
	# of Teens	# attended	64
	#of Adults	# attended	7
TOTAL			
Outreach	Children	3 stories	45

Desk Collection

Fines and Fees	400.95
Fax	42.05
Copier	241.05
Donations	306.60
Misc	14.11
Taxable Sales	1.25
Total	1006.01

Bloomfield Main Facebook

Posts	19
Followers	1317
Engagements	147
Reached	7782

Young Adult Page

Posts	8
Followers	137
Engagements	11
Reached	115

**Website 653
visits pages 1252
pages/ visit 1.9**

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	3	1		4
Center	8	3		11
Highland				
Jackson	2	1		3
Richland	10	8		18
Taylor				
Unlisted	Washington		1	1
Total				37

Children's Facebook

Posts	12
Followers	194
Engagements	64
Reached	558

Materials Add Bloomfield

Library of Things	1
Adult Fiction	33
Adult Nonfiction	16
Audio Books	5
Playaways	1
Paperbacks	5
Periodicals	28
Music	3
DVD's	25
Adult Games	
YA-Fiction	11
YA-Non	
YA Games	
Juvenile Fiction	64
Juvenile Nonfiction	19
Audiobooks J	4
Juvenile Games	
Total	215

Eastern

2022

Statistics

	2022	2021	2020
Adult Fiction	75	79	69
Adult Nonfiction	43	45	32
Periodicals	26	30	28
Audio Books	4	3	9
Music CD		4	3
DVD	189	168	95
Games	19	11	7
TOTALS ADULT	356	340	
YA Fiction	35	28	9
YA Nonfiction	2		
Juvenile Fiction	457	272	225
Juvenile Nonfiction	74	58	29
Juvenile Audiobooks	5	6	1
Juveniles Periodicals			
TOTALS JUVENILES	574	364	264
TOTAL	929	704	515

Computer Use

54

Wireless

5

Scavenger Hunts

3 65 kids

Programs

9 96 kids

Facebook Information

Posts 21

Reached 1193

Followers 229

Likes 216

Materials Added Eastern

Adult Fiction	4
Adult Nonfiction	3
YA	
Juvenile Fiction	17
Juvenile Nonfiction	14
DVD's	7
Game	2
TOTAL	47

LIBRARY FORMS AUTHORIZATION MOTION

MOTION

Seeing a need for better continuity in the business of the library, a forms file will be created. Such a file will contain forms as the Librarian and or the Board of Trustees deems necessary for the administration of the library.

A master fill of said forms shall be kept in the library files as well as electronic copies of said files in the office of the main library.

In addition, for better access, a binder of all forms shall be kept in the office of the main library. Said binder will contain a table of contents to expedite finding of forms.

A copy of this authorization motion will be kept in the forms master file, binder, and other places that may be deemed pertinent.

Forms may be created by the Librarian or the Board of Trustees. However, no forms shall be removed or discontinued without the Board of Trustees approval.

Enacted this eighth day of June, 2022.

BLOOMFIELD EASTERN GREENE PUBLIC LIBRARY INVENTORY LOG

DATE PURCHASED	ITEM	VENDOR	AMOUNT	LOCATION
27-Mar-22	New Air Conditioner	Kevin Byers	\$ 2,000.00	MB
3-Apr-22	New Telephone System	Hicom	\$ 4,000.00	MB
7-Apr-22	New Desktop Computer	BestBuy, Bloomington	\$ 750.00	EB
12-May-22	New Copy Machine	Hoosier Business Machine, Jasper	\$ 1,500.00	MB
15-May-22	Video Conference Camera	Amazon	\$ 150.00	Annex

INVENTORY AUTHORIZATION MOTION

MOTION

An Inventory file will be created for all inventory acquired by the library after the date of adoption of this motion. Such a file will contain inventory forms as the Librarian and or the Board of Trustees deems necessary for the administration of the library. This will include but not be limited to an inventory form to be adopted by the library board of trustees for items costing over but not limited to \$500.00 in word processor form. In addition, a spreadsheet log of the inventory in hard copy form will also be kept and will be adopted by the library board of trustees.

Copies of adopted forms are herein attached to this motion.

A master file hard copy of the inventory forms shall be kept in the library files as well as electronic copies of said files in the office of the main library.

A copy of this authorization motion will be kept in a forms master file, binder, inventory log, and other places that may be deemed pertinent.

Enacted this eighth day of June, 2022.

REPAIR LOG AUTHORIZATION MOTION

MOTION

A Repair Log will be created for all repairs by the library after the date of adoption of this motion. However prior repairs may be listed at the discretion of the librarian.

The log will be kept in chronological form and will contain a spreadsheet form as the Librarian and or the Board of Trustees deems necessary for the administration of the library. This spreadsheet log will contain but limited to the following information: date of the repair, name of item repaired, the repair that was done, vendor doing the repair, location of the equipment, the charge incurred for the repair.

This spreadsheet will be adopted by the library board of trustees. A hard copy as well as electronic copy will be kept in the main office of the library

Copies of adopted forms are herein attached to this motion.

A master file hard copy of the inventory forms shall be kept in the library files as well as electronic copies of said files in the office of the main library.

A copy of this authorization motion will be kept in a forms master file, binder, inventory log, and other places that may be deemed pertinent.

Enacted this eighth day of June, 2022.

**TECHNICAL FILE
AUTHORIZATION MOTION**

MOTION

A Technical File will be created. Upon adoption of this motion information pertaining to equipment with a purchase price but not limited to \$400.00 acquired by the library shall be maintained in said file. There will be a Technical File for the equipment at each branch.

Each equipment item will have its own file with but not limited to the following information: a copy of library adopted inventory sheet, a hard copy of instructions and or documentation for the item, a copy of the purchase invoice, and any other information that may be deemed pertinent. An electronic copy of all documentation will be kept in the main office and Eastern Branch of the library

A copy of this authorization motion will be kept in Technical File at each branch and other places that may be deemed pertinent.

Enacted this eighth day of June, 2022.